

CITY OF NORWICH
PLANNING COMMISSION
AUGUST 18, 2025, 6:30 PM
CITY COURT, NORWICH, NY

PRESENT: Robert Jeffrey Chris Hayes
 Marissa Phelps Matt Gladstone
 Kyra Collier Mark Parker
 Adrienne Zornow

ALSO: Erik Scrivener, Community Development Director

ABSENT: John Antonowicz

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 6:33 PM.

MINUTES:

Minutes of the July 28, 2025, meeting were reviewed. Matt G made a motion to approve; Chris H seconded the motion. All were in favor.

PRIVILEGE OF THE FLOOR:

None.

OLD BUSINESS:

Mike O'Reilly and Dan O'Reilly of Principle Design + Engineering (Principle) returned to the Planning Commission with the final plans of the Norwich Hotel DRI project. The plans for the hotel were originally presented on May 15, 2023, where initial approval was made of the draft documents pending a review of the final documents. Principle provided an update on the project including additional rooms and a potential 4th story from the initial presentation. The construction materials staging area was also reviewed and will be voted on by Common Council. Other questions on the hotel were asked by the commission and were answered by Principle. Adrienne Z made a motion to approve the plans and recommend the project moving forward, Marissa P seconded the motion. All were in favor.

Chris H presented the final recommendations for phase I of the Peddler's Permit update. Chris H anticipates more updates in the future. Matt G made a motion to approve the recommended updates to Common Council. Mark P seconded the motion. All were in favor.

Erik S provided an update on the Tobacco Retail Ordinance. The document has been sent to the local attorney, Mary Alyce Sporing, for final approval. Erik S noted that the Public Health Law Center (PHLC) reviewed the document for consistency with other ordinances and found this to be consistent. The PHLC does not provide legal advice.

Erik S discussed the minimum parking requirements that were recommended to Common Council at the last meeting. A Public Hearing has been scheduled for September 16, 2025.

NEW BUSINESS:

Marissa P presented a parcel split at 114 Birdsall Street which the area variance was approved by the ZBA in March 2018. The split intended to separate the residential home from the commercial building on the parcel, however it was never completed. Marissa P requested a motion from the Planning Commission to approve the split. Kyra C made the motion; Adrienne Z seconded the motion. Marissa P abstained from the vote; all were in favor.

OTHER:

None.

ADJOURNMENT:

Mark P made a motion to adjourn the meeting at 7:45 PM, Kyra C seconded the motion. All were in favor.