

CITY OF NORWICH
PLANNING COMMISSION
SEPTEMBER 15, 2025, 6:30 PM
CITY COURT, NORWICH, NY

PRESENT: Robert Jeffrey Chris Hayes
 Marissa Phelps John Antonowicz
 Mark Parker Adrienne Zornow

ALSO: Erik Scrivener, Community Development Director
 Harold Cole, Code Enforcement Officer
 Amy Donnison, Code Enforcement Officer
 Fred Gee, Ward 2 Alderman
 Dave Zieno, Ward 5 Alderman
 Matt Caezza, Ward 6 Alderman

ABSENT: Matt Gladstone
 Kyra Collier

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 6:32 PM.

MINUTES:

Minutes of the August 18, 2025, meeting were reviewed. An edit was made in the minutes changing the word "subdivision" to "split" to correctly describe the changes to the parcel discussed at 114 Birdsall Street. Marissa P made a motion to approve; Adrienne Z seconded the motion. All were in favor.

PRIVILEGE OF THE FLOOR:

None.

OLD BUSINESS:

Erik S gave an update on the proposed ordinance regulating tobacco retail locations. The law is still in draft form and under attorney review. Due to additional tobacco retail locations being proposed within the BID, the Common Council has decided that a 12-month moratorium on new tobacco retail locations is needed to further review the effects on the community and the proposed local law.

Erik S had previously emailed a copy of the Local Flood Hazard Analysis to the Planning Commission and had a hard copy at the meeting to present. Erik S reviewed some of the recommendations made by Barton & Loguidice (contractor) and where the substantial changes in potential flooding were in the city. The Flood Commission will be making a formal recommendation to adopt the Local Flood Hazard Analysis at a future Common Council meeting.

Erik S gave an update on the proposed historic district nomination and downtown design standards. There are a couple of options to fund this work, and an update will be provided at a future meeting.

Harold C presented the proposed changes to Chapter 172 Brush, Grass and Weeds. Language was updated to remove the City Engineer to the current titles in the Code Enforcement Office. Red door hanging courtesy notices shall also constitute an official violation notice to the property owner. Robert J asked about the enforceability of the ordinance with respect to the door hangers. There have not been any challenges with using the red door hangers with the court in Norwich. Adrienne Z asked about including a reference to the responsibility of property owners. Robert J agreed and recommended a reference to Chapter 310 Housing Standards in Chapter 172.

Marissa P asked about the status of the City Manager Study. Adrienne Z is a member of the Steering Committee and provided an overview of the meetings. Marissa P stated she hopes there will be public engagement soon.

NEW BUSINESS:

Erik S gave an update on the Downtown Placemaking Initiative and the status of the action plan that EDR (contractor) has put together. Erik S will provide updates to the commission on the action plan and hopes to present a draft of the downtown brand.

OTHER:

Adrienne Z asked what the Planning Commission is working towards. The commission will lay this out at an upcoming work session and address the Common Council on our goals.

ADJOURNMENT:

Adrienne Z made a motion to adjourn the meeting at 7:20 PM, Mark P seconded the motion. All were in favor.