

CITY OF NORWICH
PLANNING COMMISSION
OCTOBER 20, 2025, 6:30 PM
CITY COURT, NORWICH, NY

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

ALSO: Erik Scrivener, Community Development Director
 Harold Cole, Code Enforcement Officer
 Fred Gee, Ward 2 Alderman

ABSENT: Kyra Collier

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 6:30 PM.

MINUTES:

Minutes of the September 15, 2025, meeting were reviewed. Adrienne Z made a motion to approve; Chris H seconded the motion. All were in favor.

PRIVILEGE OF THE FLOOR:

None.

OLD BUSINESS:

Erik S informed the commission that the moratorium on new smoke shops in the Business Improvement District was passed by Common Council on 10/7/2025. This will give the city 12 months to review the Tobacco Retail Ordinance that was previously proposed.

Marissa P asked about the attorney review of the Tobacco Retail Ordinance. The ordinance was referred to the attorney on August 14, 2025, and is still under review.

Chris H asked about the Peddler's Permit revisions. A letter supporting the proposed changes from Chenango Bluesfest, Colorscape Chenango, and the Norwich YMCA accompanies the document and will be under further review.

NEW BUSINESS:

Erik S provided a copy of the Brownfield Opportunity Area (BOA) RFP and discussed the scoring sheet and selection criteria the commission will be using when they review the proposals next month.

Erik S discussed an opportunity for the city to be the target area for a FY2026 Community-wide Brownfield Assessment Grant for \$500,000 through the EPA. The Chenango County IDA will be the applicant. Matt G made a motion to recommend participating in the IDA application through the EPA, Mark P seconded the motion. All were in favor.

OTHER:

Robert J suggested scheduling a meeting on November 10 for the Site Plan Review Committee to formally review the Norwich Hotel Project. The Planning Commission members agreed to a meeting at 6 PM on November 10.

Following up on the question by Adrienne Z at last month's meeting—what the Planning Commission's goals for are next year, Robert J suggested housing as a starting point. All types of housing are needed in the city and investments in the current housing stock will be important. Robert J will have more on this at future meetings.

Term limits are expiring for three commissioners. They all agreed to consider another term but will make their decision at a future meeting.

ADJOURNMENT:

Matt G made a motion to adjourn the meeting at 7:09 PM. Mark P seconded the motion. All were in favor.