

CITY OF NORWICH
PLANNING COMMISSION
NOVEMBER 17, 2025, 6:30 PM
CITY COURT, NORWICH, NY

PRESENT: Robert Jeffrey Matt Gladstone
 Marissa Phelps John Antonowicz
 Mark Parker Kyra Collier

ALSO: Erik Scrivener, Community Development Director
 Fred Gee, Ward 2 Alderman

ABSENT: Chris Hayes
 Adrienne Zornow

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 6:37 PM.

MINUTES:

Minutes of October 20, 2025, meeting were reviewed. Matt G made a motion to approve; Mark P seconded the motion. All were in favor.

PRIVILEGE OF THE FLOOR:

None.

OLD BUSINESS:

The Request for Proposals (RFP) responses and the scores were reviewed for the Brownfield Opportunity Area (BOA) Plan. Based on the response scores, familiarity with the city and quality of the proposals, LaBella Associates, EDR, and Barton & Loguidice were selected for in-person interviews. Erik S requested scheduling these between December 1-5 and the commissioners would respond to calendar invitations with their availability. A formal recommendation for a contractor will be made at the December meeting.

Erik S also mentioned that terms were expiring on 12/31/2025 for three of the commissioners, Marissa, Mark, and Kyra. All three agreed to continue their tenure on the Planning Commission for another term.

NEW BUSINESS:

Erik S informed the Planning Commission that Commerce Chenango has been working with Binghamton University Graduate Students to develop the required NYS Landbank application through Empire State Development and that they have also drafted Bylaws for the corporation. The students will be presenting this on December 5, 2025, in Binghamton. The commission further discussed what a landbank is and how it operates.

OTHER:

Marissa P asked about the recommended changes to the peddler's permit. The Planning Commission may review this again in 2026.

John A mentioned a problem with a clothing bin on Cortland Street. John A explained that a clothing bin is not considered a dumpster and that further discussion with the Code Enforcement Officer is needed.

ADJOURNMENT:

Matt G made a motion to adjourn the meeting at 7:34 PM. Mark P seconded the motion. All were in favor.