

**COMMISSION ON THE CITY PLAN**  
**Wednesday, February 18, 2026 – 7:00 P.M.**  
**REGULAR MEETING**  
**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order at 7:00 pm by Chairman, Frank Manfredi.
2. **ROLL CALL:** Chairman Frank Manfredi, Vice Chairman Deane Nason, Ella Myles and Nick Forston were present and seated. Dennis Jenkins, Kathy Warzecha, Regan Miner and Jason Bugbee were absent.

Staff present included the Director of Planning and Neighborhood Services Deanna Rhodes; City Planner Dan Daniska; and Zoning Enforcement Officer Richard Shuck.

Staff requested that the agenda be amended so there could be an executive session to discuss pending litigation. A motion was made by Deane Nason to amend the agenda for Executive Session as the last item of the agenda. The motion was seconded by Nicholas Fortson. Motion passed unanimously.

3. **APPROVAL OF MINUTES:** A motion was made by Deane Nason to approve the minutes of December 16, 2025. The motion was seconded by Nicholas Fortson. Motion passed unanimously.
4. **COMMUNICATIONS:** Town of Montville – Adaptive Reuse Regulation Text Amendment  
Dan Daniska gave a brief overview and stated that the public hearing date was in January and that the regulations will not have any effect on Norwich. No further discussion.
5. **OLD BUSINESS:**

a. **Public Hearings and Potential Action on the Following Special Permit and Subdivision Application(s):**

1. **SP#25-06: 101 Water Street.** Request for a Special Permit to convert an existing office building to a proposed mixed-use building with 58 residential units. Application of Matthew H. Greene, Esquire. Property of WW Water LLC. Assessor’s Map 102 Block 6 Lot 62. Zone CC Zone/SFHA Overlay. (Continued from 12/16/2025)

Matthew Greene, Attorney for the applicant, provided a brief update regarding the proposed project. He noted that he had already presented information about the project at a previous meeting and that the public hearing is still open. He stated that after that meeting, the applicant’s team addressed the FEMA floodplain regulation concerns. He clarified for the Commission that the application is for a total of 58 units, reduced from the original request of 61 units.

Dan Daniska then reviewed his memo and stated that the floodplain issues have been addressed as Norwich Public Utilities and the applicant have agreed to move the transformer from the existing location floodplain to Water Street and set above the base flood elevation. Mr. Daniska then read into the record the extensive exhibit list. Attorney Greene concurred

with Mr. Daniska's determination that the two remaining items for which the applicant had requested waivers were not necessary as the E&S bond estimate and drainage calculations are not relevant to this project.

The Chairman then asked whether there was any public wanting to speak on behalf or against the application. With no response, the Chairman asked for a motion to close the public hearing.

A motion was made by Nicholas Fortson to close the public hearing. The motion was seconded by Deane Nason. Motion passed unanimously.

Deane Nason then made a motion to Approve SP#25-06 with the following conditions:

- That final revised plans be submitted and reviewed by City Staff.
- That all outstanding comments from City Staff be addressed in a revised final plan set.
- That a plan for the transformer to be moved out of the Special Flood Hazard Area be agreed upon by Norwich Public Utilities prior to the filing of the special permit and mylars on the City's Land Records.
- That the site plan for the Special Permit will expire in 5 years, on 02/18/2031, unless an extension has been granted by the Commission.
- That the City's letter of approval be placed on the final revised plan set (cover page preferred), the required signature block be placed on all plan sheets, and that all plan sheets include the stamped seal and signature of the licensed professional.
- That 3 signed and embossed sealed paper copies and 2 mylars of the final revised set of plans be submitted to the Planning Department for endorsement by an officer of the Commission. The mylars must include the red indelible ink certification which includes the name of producer and process used.
- That the certification of approval for the Special Permit use be filed with the City Clerk's office before becoming effective. This certification will be provided to the applicant by the City Planning Department post approval after the appeal period has ended.
- That the endorsed mylar set shall be filed on the Land Records by the applicant.
- That after the filing of the mylars and special permit, a zoning permit shall be issued prior to any land disturbance activities associated with this approval.
- That any modifications to the approved proposal shall be reviewed by the Zoning Enforcement Officer prior to occurring and may require additional review and approval by the Commission.
- That all proposed improvements associated with this application are to be completed according to the approved plan prior to the issuance of the required Certificate of Zoning Compliance or a performance bond will be required in accordance with Sections 7.5.7.3 and 8.9 of the Zoning Regulations.
- That the Commission may require an as-built or certification by a licensed engineer or land surveyor should it be deemed necessary by the City to determine compliance with the approval granted.
- That a lighting compliance plan for all installed lighting be submitted to the ZEO for their review prior to requesting a Certificate of Zoning Compliance required for a CO.

Reasons: The proposal conforms to Chapter 5 and Sections 2.6.2.4.9, 2.6.4, 3.4.7 and 7.7 of the Zoning Regulations.

The motion was seconded by Nicholas Fortson. The motion passed unanimously.

2. **SUB #443: 89 Canterbury Turnpike** Proposed 12 lot subdivision. Application of Fedus Engineering, LLC, Gregg Fedus, Principal. Property of Green Star Capital, LLC, Matthew Bossick, Principal. Assessor's Map 53, Block 1, Lot 60. Zone R-40. (Continued from 12/16/2025)

Licensed Professional Engineer, Gregg Fedus, gave an overview of the project and the outstanding issues. One item was sightline concerns for lots with proposed driveways along Canterbury Turnpike. He then presented new profile plan sheets that showed 300 ft. sightline in both directions for the lots from a position 15 feet back from the road and at a standard height of 3.5 feet. He noted that although Lot #9 meets the requirement, it is the lot most affected by the hump and dip on Canterbury Turnpike.

(At this point in the meeting, 7:23 p.m., Jason Bugbee arrived. He was not seated.)

Mr. Fedus stated that the Uncas Health District has requested additional soils testing which will happen once the weather improves. He noted that the existing soils testing is adequate, but that they want to avoid pump systems.

The Chairman then asked about some items that were outstanding from the previous meeting. He then asked Mr. Fedus whether they had located the drainpipe on Lot #9 and whether it had been added to the plan set. Mr. Fedus stated it was not added but will do so if approved by the City Engineer. He stated it is in the vicinity of the wetlands and intermittent stream which lead to the catch basin.

Mr. Fedus responded to several other questions posed by the Chairman. Mr. Fedus stated that all development will occur outside the gas line easement but stated he did not have information about the exact location of the gas line pipes to add to the plan. Footing drains have been added to house foundations, except Lot #7, which will be a slab foundation. All footing drains will outlet to daylight. He then discussed stormwater management for the driveways and the utilization of rain gardens.

Mr. Fedus then discussed the maintenance of Beebe Road. He stated that all the proposed lots will be included in a maintenance agreement for the upkeep of the private road. The applicant will be presenting the proposal to current owners of property on Beebe Road so that they might participate in the agreement. He stated that the lot owners will contract with a private waste hauler who already services the dwellings on Beebe Road. Mr. Fedus then proceeded to go over comments from the City Engineer and Norwich Public Utilities (NPU). He noted a conflict between what he has been told by Larry Sullivan with NPU and with Uncas Health District (UHD) regarding connecting to public water. Currently, NPU is requiring only the connection for Lots 1 through 4 which have their frontage on Canterbury Turnpike. The subdivision proposal is to service the other lots with wells. The applicant will follow up on this matter with both NPU and UHD as connecting to public water for all of the lots would have significant impacts on wetlands and require many easements across lots.

The Chairman then opened the floor for public comments.

Mr. Greg Case, owner of 13 Beebe Road, stated that he was speaking on behalf of himself and his wife Katherine, along with neighbors at 8 (Ruth Griffin) and 41 (Samuel Nieves) Beebe Road.

He noted they are concerned about the maintenance and condition of Beebe Road and the impact that new development will have on the privately maintained road. He shared that the road is in “legal limbo” and that the City will not take over ownership. He then stated he had a request of the developer that they pave the first 300 feet of the road from approx. Harland Road to the concrete pad at 13 Beebe Road. A discussion then ensued about benefits of paving for stability and marketability and to avoid the continuous regrading of the road surface. He noted that there is only an unofficial agreement in place between #8, # 13 & #41 Beebe to maintain the private road.

Matt Bossick with Green Star Capital, LLC, the developer of the subdivision, stated he would consider paving and a maintenance program if Beebe Road property owners would share the costs.

Deanna Rhodes explained that paving the road requires considering the potential impact to wetlands and effect on drainage due to increased impervious surface. She stated that at a minimum, the Public Works Department and Inland Wetlands Agent, Dan Daniska, would be involved. She stated that should they agree to pave the private road, they’d need to present their engineered proposal to the city for review and consideration.

There were no more comments from the public.

Dan Dansika then gave an overview of his memo noting items that have either been addressed or acknowledged. He asked the Commission to consider a preservation easement over the existing stone walls as they have required on other subdivisions.

A motion was made by Nicholas Fortson to close the public hearing. The motion was seconded by Deane Nason. Motion passed unanimously.

Dan Daniska, recognizing that he overlooked including the list of application exhibits, proceeded to read the items into the record.

A motion was made by Deane Nason to waive the sidewalk requirement as there are no existing sidewalks in the area and no plans by the City to extend them, according to Dan Daniska, City Planner. The motion was seconded by Nicholas Fortson. The motion passed unanimously.

A motion was then made by Deane Nason to **APPROVE** the subdivision with the following conditions:

- That additional soils testing is performed in coordination with the Uncas Health District.
- That a preservation easement for the existing stone walls is required.
- That a copy of the filed legal Maintenance Agreement for Beebe Road be submitted to the City ZEO prior to any land disturbance activity for each lot having access from Beebe Road.

- That the existing drainpipe located on Canterbury Turnpike (in the vicinity of the southern most lot) be added to the plan.
- That the final revised plan set, which incorporates any outstanding reviewer comments and other City Staff comments, be submitted to the Planning Dept.
- That the Letter of Approval for the Commission on the City Plan and the Inland Wetlands Commission be placed on the final plan set and mylar, which shall include the stamped seal and signature of the licensed professional.
- That an erosion and sediment control bond estimate be provided with each plot plan submitted for development. The City Engineer will review each estimate, determine whether the amount is sufficient for each lot, and increase if deemed necessary. Bonds must be submitted in a form acceptable to the City prior to any land disturbance activities occurring on any lot.
- That two (2) mylars and four (4) prints of the plan must be submitted to the Planning Department for endorsement by the Chairman of the Commission on the City Plan. The mylars must include the red indelible ink certification, which includes the name of producer and process used.
- That prior to filing of the mylars, the applicant submit payment in the form of a check for \$1200 (\$100 per lot) to the City of Norwich for the fee in lieu of open space, in accordance with SR Section 19-24.2(1).
- That written certification by a licensed land surveyor be submitted to indicate that the installation of all property boundary markers have been completed in accordance with the subdivision plan prior to the filing of the mylars.
- That the mylars for the approved subdivision must be filed on the Norwich Land Records at the Office of the City Clerk within ninety (90) days of the official date of approval. The State of Connecticut Statute allows for a maximum of two (2) ninety (90) extensions that must be granted by the Commission.

Reason: The proposed project conforms to the City of Norwich Subdivision Regulations

The motion was seconded by Nicholas Forston. The motion passed unanimously.

## 6. NEW BUSINESS:

1. **SDP #1050M: 345 Main Street (Previously 337-341 Main)** Request for a Site Plan modification to convert a covered six-space parking garage to include approximately 2728 sq. ft. commercial space and an approximately 320 sq. ft. exterior mail room. Additional work includes minor revisions to the parking lot, landscaping, relocation of the dumpster area, and other site work. Application of Jared Horner. Property of 337-355 Main St, LLC, Eric Mattern, Principal. Assessor's Map 102, Block 6, Lot 47. Zone CC.

Matt Byrnes-Jacobsen, RA, LEED AP presented on behalf of the applicant. He stated that the proposal is a modification to the previous approval granted for the redevelopment of the old YMCA property. He proceeded to give a detailed description of the changes to the layout, connectivity between sections of the building, and its revised appearance. He stated the modifications included eliminating the approved covered garage to create store fronts with windowed facades, adding additional dumpsters, relocation of the mailroom/bike/storage area to create a small tenant gym space, the addition of more windows for natural light, a small rear deck, and planters along the Main Street side of Building D.

Deane Nason asked about the reduction of 4 parking spaces. A brief discussion then ensued. Dan Daiska then proceeded to review his memo.

A motion was made by Deane Nason to **APPROVE** SDP #1050M with the following stipulations:

- That final revised plans be submitted and reviewed by City Staff.
- That this approval will expire on 01/23/2029, the original expiration date of SDP #1050, unless an extension has been granted by the Commission.
- That all comments from various departments be addressed in the final plan set to be reviewed by staff.
- That the City's required signature block and letter of approval be placed on the final revised plan set, and that all plan sheets include the stamped seal and signature of the licensed professional.
- That 3 signed and embossed sealed paper copies and 2 mylars of the final revised set of plans be submitted to the Planning Department for endorsement by an officer of the Commission. The mylars must include the red indelible ink certification which includes the name of producer and process used.
- That the endorsed mylar set shall be filed on the Land Records by the applicant.
- That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
- That any modifications to the approved proposal shall be reviewed by the Zoning Enforcement Officer prior to occurring and may require additional review and approval by the Commission. This includes changes to number of units or size of units.
- That all E&S controls be installed by the applicant and inspected by the ZEO and Wetland Agent prior to initiating any land disturbance activities.
- That all proposed improvements associated with this application are to be completed according to the approved plan prior to the issuance of the required Certificate of Zoning Compliance or a performance bond will be required in accordance with Sections 7.5.7.3 and 8.9 of the Zoning Regulations.
- That the Commission may require an as-built or certification by a licensed engineer or land surveyor should it be deemed necessary by the City to determine compliance with the approval granted.
- That the discharge of stormwater and dewatering of any wastewater from construction activities is less than 5 acres and falls under the CT DEEP general permit.

Reasons: The proposal conforms to Section 2.6, Chapter 5, Section 6.5 and Section 7.5 the Zoning Regulations.

The motion was seconded by Nicholas Fortson. The motion passed unanimously.

- 7. OTHER BUSINESS:** Use Variance Referral from ZBA Regarding 80 Stonington Road #V-26-01  
Rich Shuck, Zoning Enforcement Officer, introduced the application and stated he had prepared a memo regarding the use variance request. On his behalf, Deanna Rhodes read aloud Mr. Shuck's memo for the Commission.

Deane Nason then asked about the trailers being stored up at Dodd Stadium. A discussion ensued about how long they'd been there. City Staff stated they were unaware and would look into it.

Jason Bugbee stated his concern that the trailers will deteriorate over time and become an eyesore.

Ella Myles made a motion to send an Unfavorable recommendation to the ZBA for the use variance. The motion was seconded by Deane Nason. The motion passed unanimously.

**8. BOND REDUCTION/RELEASE REQUESTS – None**

**9. STAFF REPORT –** Deanna Rhode stated that the newly adopted Zoning Regulations are in affect as of February 15. Dan Daniska noted that all the applications before the Commission moving forward will fall under the current Regulations.

**10. EXECUTIVE SESSION RELATIVE TO PENDING LITIGATION:**

The recording was shut off at this point. Deanna Rhodes and Dan Daniska were invited to attend the Executive Session with the Commission.

Motion to enter executive session at 8:35 p.m. was made by Ella Myles. The motion was seconded by Nicholas Fortson. The motion passed unanimously.

Motion to exit executive session at 8:47 p.m. was made by Deane Bason. The motion was seconded by Nicholas Fortson. The motion passed unanimously.

**7. ADJOURNMENT:** A motion was then made by Deane Nason to adjourn the meeting. The motion was seconded by Nicholas Fortson. The motion passed unanimously, and the meeting ended at 8:47 p.m.

Prepared by:



Deanna L. Rhodes, AICP  
Director of Planning & Neighborhood Services