

**COMMISSION ON THE CITY PLAN**  
**Tuesday, March 17, 2026 – 7:00 P.M.**  
**REGULAR MEETING MINUTES**

1. **CALL TO ORDER:** Meeting was called to order at 7:00 pm by Frank Manfredi, Chairman.
2. **ROLL CALL:** Chairman Frank Manfredi, Vice Chairman Deane Nason, Kathy Warzecha, Nicholas Fortson, alternate Dennis Jenkins was seated. Alternates Regan Miner and Jason Bugbee were also present.
3. **APPROVAL OF MINUTES:** Motion made to approve minutes from February 18, 2026, meeting by Deane Nason. Motion was seconded by Dennis Jenkins. Motion passed unanimously with one abstention by Kathy Warzecha.
4. **COMMUNICATIONS:** Town of Montville – Proposed Zoning Regulation Text Amendments  
Town of Bozrah – Proposed commercial space at 0 Salem Tpke
5. **Old Business:** None

6. **New Business:**

- a. **SP #26-01: 401 & 409 West Main Street, 128 Maple Street.** Request for a Special Permit in accordance with ZR Section 4.11, for a proposed auto repair facility with associated site improvements located at the above-named addresses. Application of Wistenly Alphonse. Property of WMST Realty, LLC & 409 West Main, LLC. Assessor’s Map 109, Block 1, Lots 4, 5, 6. Zone General Commercial (GC) (continued to 4/21/26 meeting)

Tariq Mahadin spoke and presented on behalf of the applicant. Tariq presented a site plan and floor plan showing there being two access points to the property, one for entry and the second for exiting. No questions were to follow. A motion was made by Kathy Warzecha to continue the Public Hearing to April 21, 2026, at the request of staff to provide more information and updated plans. Motion was seconded by Nicholas Fortson. Motion passed unanimously.

- b. **SDP #1061: 60 Crouch Avenue.** Site Plan Review for a proposed residential multi-family adaptive re-use of a vacant nursing home for 53 dwelling units. Application of New London Properties, LLC. Property of Norwich Senior Realty, LLC. Assessor’s Map 125, Block 2, Lot 13, Zone R-15. 2. (approved with conditions)

Attorney Bill Sweeny spoke on behalf of the property owner. He provided the history of the property and the proposed improvements such as building and parking lot repairs, recreational area, landscaping and lighting to be replaced. He stated it will be a 53-unit dwelling on a 10-acre lot. Structurally the building is in good shape. There will be no changes

to the site, they are only requesting to change the use from the former senior living facility to residential use. The 53-unit dwelling would include (5) two-bedroom units, (32) one-bedroom units, and (16) studio units. ZBA has granted a use variance from the change of the existing use. Peter Springsteel, architect for the project, presented proposed floor plans and described more in depth the improvements to the existing building and site. Frank Manfredi asked about the exterior lighting in the parking lot area. Attorney Bill Sweeny confirmed all lighting is already existing and they will be changing light fixtures to full cut off, compliant LED, but no additional lighting is planned to be added. Nicholas Fortson had a question about the number of parking spaces available. Attorney Sweeny verified that there are 56 existing parking spaces but roughly 8 spaces will be eliminated due to changes to the site per requests and suggestions from City Planner about location of the dumpster and Fire Marshal about Fire Department access to front of the building. Dennis Jenkins asked if these apartments were going to be considered as low-income housing. Attorney Sweeny stated that they will not be low income but considered market rate. He highlighted that the building has an existing sprinkler system which is required for the proposed use. Also, any existing wetlands are isolated, and no work will be carried out near them. No excavation will be needed. Frank Manfredi asked about water and sewer. It was confirmed by Attorney Sweeny that there is city water and sewer connection to the property. Kathy Warzecha asked the attorney to please clarify what they meant by the repairing of the parking lot and if there will be any visitor parking. Attorney Sweeny clarified that there is minimal work that is required in the parking lot area, that the space is in fine shape and it will mostly need cleaning. In regards the visitor parking he stated that unfortunately, due to the changes, they did lose 8 spaces therefore visitor parking is very limited. Kathy Warzecha made a motion to approve the application with the conditions from the Planner's memo:

- That final revised plans be submitted and reviewed by City Staff.
- That this approval will expire on 03/17/2031 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 plans be revised to include comments from this memo.
- That additional parking lighting, if deemed necessary, can be approved via Staff, and does not need to return to the Commission.
- 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 4 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 a pre-construction meeting be held with the Planning, Public Works Departments and NPU prior to the start of the project.
- 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 no certificate of occupancy shall be issued until the approved recreational amenities have been provided and developed as to be available for the use of the occupants of the dwelling units.
- 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 7.4.A.10 and 7.7 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.

REASON: The proposal conforms to Chapter 6, Section 4.16 and Section 7.4.A the Zoning Regulations.

Also, if any additional lighting is necessary it can be approved by the Planning staff no need for approval from commission.

Motion was seconded by Nicholas Fortson. Motion passed unanimously.

- c. **SDP #1007M(C): 555 & 575-599 Norwich Avenue.** Site Plan modification for proposed improvements related to the approved parking located in the rear of the property. Application and Property of 555 South Mill LLC & 575 South Mill LLC, Paula O'Neill Principal. Assessor's Map 47, Block 4, Lots 5 & 6. Zone PMR & Mill-Reuse Overlay District (approved with conditions)

Brandon Handfield, PE, spoke on behalf of the application. Brandon presented the proposed site plan comparing the modifications they are requesting to make with the previously approved site plan. The proposed plan will allow the property to gain 23 additional parking spaces. Frank Manfredi asked if applicant has received DEEP approval and what the liner what made of. Brandon confirmed that they have received approval from DEEP but after obtaining approval they have requested to change the originally proposed liner to a hybrid liner and is now awaiting new approval from the department. Kathy Warzecha asked about the land being engineered control and not usable and would like that to reflect on the deed. She also asked for clarification regarding the retaining wall. Brandon said that the wall will most likely have a fence to match what the other side of the property already has and assured that there will be a traffic barrier going on the retaining wall. Kathy Warzecha asked for that information to be included on the site plan once it is determined what they will have on the retaining wall. Brian McCann, LEP, spoke about the environmental goals for this project. Kathy Warzecha made a motion to approve the application with the conditions from the Planner's memo:

- That final revised plans be submitted and reviewed by City Staff.

- That this approval will expire on 01/27/2027, the original expiration date of SDP #1007M, unless an extension has been granted by the Commission.
- That the City's required signature block and letter(s) 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 4 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 for this proposed modification.
- 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 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 7.4.A.10 and 7.7 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.

REASON: The proposal conforms to ZR Section 3.2.D, 3.2.E, Chapter 6, and Section 7.4.A the Zoning Regulations.

Kathy also requested for any future changes to the site plan to come back to the commission for approval.

Dennis Jenkins seconded the motion. Motion passed unanimously.

**7. OTHER BUSINESS:** None

**8. BOND REDUCTION/RELEASE REQUESTS**

**9. STAFF REPORT:** None

**10. EXECUTIVE SESSION:** Pending Litigation- Not necessary. Dan Daniska confirmed executive session was not needed for this meeting.

7. **11. ADJOURNMENT:** A motion was made by Dennis Jenkins to adjourn the meeting. The motion was seconded by Nicholas Fortson. The motion passed unanimously, and the meeting ended at 8:11pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Alba Blake". The signature is written in black ink and is positioned above the printed name.

Alba Blake