

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

125 East Avenue
P.O. Box 5125
Norwalk, CT 06856

TO: MEMBERS, PLANNING COMMITTEE OF THE COMMON COUNCIL
FROM: JOHN KYDES, CHAIRMAN
DATE: FEBRUARY 26, 2021
RE: MEETING NOTICE

The next scheduled meeting of the Planning Committee of the Common Council will be held on Thursday, March 4, 2021 at 7:00pm. To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Maritza Alvarado at malvarado@norwalkct.org to provide written public comment prior to the meeting.

**PLANNING COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
March 4, 2021
7:00PM
AGENDA**

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

I. ADMINISTRATION

- a. Approval of the Minutes of February 4, 2021 Meeting.

II. NEW BUSINESS

1. Planning and Zoning

- a. Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with WSP USA and AKRF for on call professional consulting services to be performed on an as-needed basis related to peer traffic review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.
- b. Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with Decarlo & Doll, BFJ Planning and Andriopoulos Design Associates for on call professional consulting services to be performed on an as-needed basis related to peer architectural/planning review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.
- c. Authorize the Director of Planning and Zoning to execute the Letters of Agreement for both traffic peer review services and architectural/planning peer review services for individual projects on an as-needed basis to authorize the work to be done.

2. Redevelopment Agency

- a. Update on the South Norwalk TOD Study

3. Transportation, Parking, & Mobility

- a. Introduction and update from Jim Travers, Director of Transportation, Parking, & Mobility and Garrett Bolella, Assistant Director of Transportation Services

III. OLD BUSINESS

ADJOURNMENT

Memorandum

February 17, 2021

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director

Re: Master Service Agreement, Traffic and Architectural/Planning Peer Review

In March of 2017 the Zoning Commission approved an amendment to the zoning regulations which allows them to hire independent, third party consultants to review various technical aspects of applications that come before the Commission. This amendment provides the Zoning Commission with a valuable tool when reviewing applications.

On any application, the Commission or Board may retain an architect, engineer, landscape architect, professional land use planner, and/or other consultant to review, comment, and guide its deliberations on any application. If the Commission or Board determines that such consultant(s) are necessary, the Zoning Inspector shall obtain estimates from such consultant(s). The Zoning Inspector shall collect 150% of the estimate from the applicant which shall be held in escrow until the technical reviews are completed. Any excess amount collected over the actual cost shall be refunded to the applicant. This payment shall be considered as an integral part of the application. The failure by the applicant to make this payment shall render the application incomplete.

Prior to this amendment, there was no mechanism within the regulations where an applicant be required to pay for such review. Obviously, the City could retain its own consultant but that places additional strain on an already tight budget.

After the adoption of the amendment, we issued requests for qualifications (RFQ's) for the traffic and architectural/planning reviews. The Commission subsequently chose DeCarlo & Doll and Andriopoulos Associates to conduct architectural and planning reviews and WSP to conduct the traffic peer reviews. *There was an additional firm chosen for traffic peer review but they could not meet the city's insurance standards.* The three firms entered into three (3) year contracts with the City. Those contracts have all expired; therefore, we issued a new request for proposals (RFP's) for architectural and planning assistance and a new RFQ for the traffic peer review assistance.

Six (6) responses to the traffic peer review RFQ were received. Zoning commissioners and Planning and Zoning staff screened the proposals and conducted interviews with four (4) of the candidates. Two (2) firms: WSP-USA and AKRF were selected to serve as on-call traffic peer review consultants at the discretion of the Commission. Two consultants were chosen; therefore, we would have alternatives in case there is a conflict of interest with one of the firms or other reasons preventing either of them from assisting us within the statutory timeframe we require. In addition, staff may recommend the Commission choose one (1) consultant versus another based on the scale and scope of the project, which could ultimately save the applicant time and money.

Six (6) responses to the architectural and planning peer review RFP were also received. Zoning commissioners and staff from Planning and Zoning as well as the Redevelopment Agency screened the proposals and conducted interviews with three (3) of the candidates. Three (3) firms: DeCarlo & Doll, BFJ Planning and Andriopoulos Associates were selected to serve as on-call architecture and planning peer review consultants at the discretion of the Commission and the Agency. Three consultants were chosen in order to have alternatives in case there is a conflict of interest with one of the firms or other reasons preventing either of them from assisting us within the statutory timeframe we require. In addition, staff may recommend the Commission choose one (1) consultant versus another based on the scale and scope of the project, which could ultimately save the applicant time and money.

In order to have the consultants available to assist the Commission, individual Master Service Agreements are required between the city and each firm, whereby the Firm will agree to be available as needed for a project. There will be a separate Letter of Agreement administered by my office to engage a particular firm for each separate project/application, which will also detail the scope of services for that project.

I believe it is important to note that there is no cost to the city and the applicant has no choice but to comply with this requirement since this is codified in the regulations.

Common Council Actions:

- 1. Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with WSP USA and AKRF for on call professional consulting services to be performed on an as-needed basis related to peer traffic review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.*
- 2. Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with Decarlo & Doll, BFJ PLanning and Andriopoulos Design Associates for on call professional consulting services to be performed on an as-needed basis related to peer architectural/planning review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.*
- 3. Authorize the Director of Planning and Zoning to execute the Letters of Agreement for both traffic peer review services and architectural/planning peer review services for individual projects on an as-needed basis to authorize the work to be done.*

END