

**TOWN OF SALEM
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, JULY 18, 2017 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

Joseph Duncan, Chair
Ron LaBonte
Ruth Savalle
Jim Mulholland, Alternate (*seated*)

ABSENT

Vernon Smith, Vice-Chair
John Gadbois, Secretary
Jennifer Lindo-Dashnaw
Eric Wenzel
David Miller, Alternate

ALSO PRESENT

Town Planner Richard Serra

CALL TO ORDER

Chairman Duncan called the meeting to order at 7:09 p.m.

PLEDGE OF ALLEGIANCE

Alternate Member Mulholland was seated for Full Member Gadbois.

PUBLIC HEARING(S): *none*

PETITIONERS/PUBLIC COMMENT: *none*

APPROVAL OF MINUTES OF PREVIOUS MEETING(S):

Regular Meeting Minutes: June 20, 2017

M/S/C: LaBonte/Savalle, to approve the Regular Meeting Minutes of June 20, 2017.

Discussion: None. Voice vote, 3-0-1. Voting in Favor: Commissioners Duncan, LaBonte, and Savalle. Voting in Opposition: None. Voting in Abstention: Commissioner Mulholland.

NEW BUSINESS:

1. **ZP 7-17-01.** Accessory Apartment in new single-family construction, 712 Hartford Road. Christopher Gliha, 88-A Nature Avenue, Colchester, CT.

Town Planner Serra stated that the application for an accessory apartment is located within a new single-family residence that has not yet been constructed. The Zoning Enforcement Officer (ZEO) has reviewed and sees no issues with the application. Per Section 3.21.2 of the Regulations, the Applicant will submit a letter “confirming that he/she is the owner/occupant of the primary dwelling and indicating the name(s) and relationship(s) of the intended occupant(s) of the accessory apartment.” The Application has been reviewed and approved by the Uncas Health District and is in the process of being reviewed by the Building Department.

M/S/C: Savalle/LaBonte, to approve Application ZP-17-01 for an accessory apartment in a new single-family construction to be located at 712 Hartford Road. Discussion: None. Voice vote, 4-0, all in favor.

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2. Colchester Zoning Regulation Referral – Yard setback amendment

Town Planner Serra stated that he sees no issues with or any adverse impact on the Town of Salem with the proposed amendment to Colchester's Zoning Regulation clarifying their yard setback requirements for single-family dwellings. The Commissioners expressed no opposition to the proposed amendment.

OLD BUSINESS:

1. Continue discussion – Cluster Development

Chairman Duncan stated that he and Town Planner Serra will be creating a draft of the Regulation based upon their discussions for review and discussion in the Fall.

ENFORCEMENT OFFICER'S REPORT/INLAND WETLANDS AND CONSERVATION COMMISSION REPORT:

ZWEO Report – *none*

Town Planner Report

Town Planner Serra suggested introducing revisions to the Zoning Regulations at a future Public Hearing regarding non-conforming uses as well as adding verbiage providing the ZEO with the power to sign off on straightforward applications, such as the application reviewed this evening. More complicated and/or potentially controversial applications would be sent to the Commission for review and approval.

He reported that he has had preliminary conversations with Ted Zito, the owner of the vacant office building located on Centre Street, regarding the possibility of transforming the building into age-restricted housing with seven (7) one-bedroom units. When the Regulations were drafted, the Commission envisioned a maximum of six (6) units/building. As such, the issue may need to be addressed in the future.

CORRESPONDENCE: *none*

PETITIONERS/PUBLIC COMMENT: *none*

PLUS DELTAS:

Chairman Duncan thanked the Commissioners for attending the meeting and requested that Commissioners provide more ample notice should they not be able to attend the meeting, especially when petitioners are expected to attend the meeting.

ADJOURNMENT:

M/S/C: LaBonte/Mulholland, to adjourn the meeting at 7:17 p.m. Discussion: None. Voice vote, 4-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem