

**TOWN OF SALEM
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 21, 2017 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

Joseph Duncan, Chair
Vernon Smith, Vice-Chair
John Gadbois, Secretary
Margaret Caron
Ron LaBonte
Ruth Savalle
Eric Wenzel
David Miller, Alternate

ABSENT

Diba Khan-Bureau, Alternate
Teri Salas, Alternate

ALSO PRESENT

Town Planner Richard Serra

CALL TO ORDER

Chairman Duncan called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING(S): *none*

PETITIONERS/PUBLIC COMMENT: *none*

APPROVAL OF MINUTES OF PREVIOUS MEETING(S):

Regular Meeting Minutes: October 24, 2017

M/S/C: LaBonte/Smith, to approve the Regular Meeting Minutes of October 24, 2017.

Discussion: None. Voice vote, 7-0, all in favor.

OLD BUSINESS:

1. Possible Discussion – Possible Zoning Regulation Amendments:

- a. Cluster Development; Temporary Health Care Structures; non-conforming setbacks; Accessory Apartment approval (Public Hearing scheduled for 01/16/18)
Town Planner Serra distributed a packet of materials related to the Zoning Regulation Amendments for the upcoming Public Hearing.
- b. **SP 10-1-17, Salem Space Station LLC**, 28 Cockle Hill Road, Salem, CT. Site plan to develop a Mini self-storage facility consisting of 13,300 s.f. of storage and 600 s.f. of Office at 89 New London Road. This property is zoned Highway Commercial. **Application tabled at 10/24/17 meeting for Engineer, Fire Marshal, et al, comments.**

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Town Planner Serra distributed the updated plans and correspondence that has been received from the Fire Marshal; Building Official; CLA Engineers, and; District 2 Department of Transportation. Comments that were made by both the Building Official and CLA Engineers have been addressed.

Brandon Handfield, P.E., Civil Engineer, Yantic River Consultants, LLC, representing the Applicant, reviewed the modifications that were made to the originally submitted plan. The modifications include the notation of additional information regarding the drainage system to further clarify the treatment of the lower water flows and the gate, which has been changed from a single to double gate, allowing for a two-directional flow of vehicles into and out of the facility. The Applicant is also considering installing a wider, single gate rather than a double gate to help mitigate costs. In response to Commissioner Wenzel, he stated that the general traffic volume generated from the facility would be very low with vehicles entering/exiting the facility minimally and for, relatively, short stays. Town Planner Serra added that he felt that a single gate would be adequate for the size of the facility.

M/S/C: Smith/LaBonte, to approve Application SP 10-1-17, Salem Space Station, LLC, to develop a Mini Self-Storage Facility at 89 New London Road. Discussion: None. Voice vote, 7-0, all in favor.

NEW BUSINESS:

- 1. SP 11-1-17, Salem Center, LLC, 134 Boston Post Road, Old Saybrook, CT.** Special Exception application to convert existing vacant business building (approved for Medical Office) located at 15 Centre Street into 6 units (1 bdr) of Age-Restricted Housing (apartments/condominiums). This property is zoned Business. **(Public Hearing Required).**

Town Planner Serra distributed the site plan and application packet for the proposed conversion of an existing vacant building located behind the Pharmacy. The building currently has two access levels, the lower of which will be utilized for access to the garage and storage area and the upper level to the living space. The only required site work is the saw cutting of an area in the back pavement to raise the level to match that of the existing elevation. A letter from Uncas Health District has been provided regarding the septic system. The property currently has a community water system with a manager and a Change of Ownership will be filed with the State, as required. The Building Official, Fire Marshal, and Zoning Officer will be meeting with the Applicant to review any necessary interior modifications. The Traffic Report has also been submitted and the traffic is estimated to be lower than that of a Medical Office Building. Being a Special Exception, a Public Hearing is required.

The building is equipped with more than adequate parking for the housing facility. In response to Commissioner Smith regarding the maintenance of the pervious paved parking areas, Town Planner Serra proposed the possibility of installing a gazebo and/or picnic area for the residents. The additional parking area might also be utilized to construct a structure for additional storage in

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the future. Though the Applicant is currently pursuing the rental of the units, he is open to the possibility of selling the units as condominiums.

M/S/C: Smith/Savalle, to schedule a Public Hearing for December 19, 2017 at 7:00 p.m. for Application SP 11-1-17, Salem Center, LLC, to convert an existing vacant business building (approved for Medical Office) located at 15 Centre Street into 6 units (1 bedroom) of Age-Restricted Housing (apartments/condominiums). Discussion: None. Voice vote, 7-0, all in favor.

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

ZWEO Report – *none*

Town Planner Report

Due to lack of agenda items at this time, the Tuesday, November 28, 2017 meeting will be cancelled.

CORRESPONDENCE: *none*

PETITIONERS/PUBLIC COMMENT: *none*

PLUS DELTAS:

Commissioner Caron was welcomed as the newest member of the Commission.

ADJOURNMENT:

M/S/C: LaBonte/Smith, to adjourn the meeting at 7:27 p.m. Discussion: None. Voice vote, 7-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem