

**TOWN OF SALEM
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 19, 2017 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

Joseph Duncan, Chair
Vernon Smith, Vice-Chair
Margaret Caron
Ron LaBonte
Ruth Savalle
Diba Khan-Bureau, Alternate
David Miller, Alternate (*seated*)
Teri Salas, Alternate (7:03 p.m.) (*seated*)

ABSENT

John Gadbois, Secretary
Eric Wenzel

ALSO PRESENT

Town Planner Richard Serra
Board of Selectman Liaison David Kennedy

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Commissioner Miller was seated for Commissioner Gadbois and Commissioner Salas was seated for Commissioner Wenzel.

PUBLIC HEARING(S)

SE 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.

Vice Chairman Smith recited the Published Notice, as published, into the record.

Town Planner Serra noted that the application is for a special exception. The site plan, architectural plans, traffic summary and correspondence were included in the Commissioners' packets. Due to the location of the property, no referrals to adjacent towns were necessary. The Applicant posted a sign on the property notifying the public regarding the Public Hearing and the abutting property owners were also notified and the return receipts are on file. The existing building is approved for a medical office building and has been unoccupied since its construction. The Applicant is proposing converting the building into a 6-unit 1-bedroom Age-Restricted Housing. The conversion will primarily involve interior renovations and minimal exterior site work, which would involve saw cutting the pavement adjacent to the lower elevation foundation to raise the level and accommodate the garages for each of the units. The traffic summary states that the traffic generated from a medical office building is much higher than that of the proposed age-restricted development, as reflected by

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the excess of parking. Following the receipt of a letter of approval from the State Department of Public Health, the Uncas Health District has approved both the septic and water system. The Applicant, Architect, Fire Marshal, and Building and Zoning Officials discussed and were satisfied with the proposed plans. All of the information required by the Regulations has been submitted. As a special exception, the application must fulfill the eight (8) criteria as outlined in Section 11.4 of the Regulations.

Applicant Ted Zito, one of the Principal Members of Salem Center, LLC., stated that the medical office building was constructed, along with the building located at 24 Hartford Road, but very little interest has been generated. The conversion will involve the relocation of doors and windows as well as the addition of a garage. Each unit will be approximately 800-850 SF and constructed with both fire and sound barriers. Preliminary floor plans have been submitted. Each unit will be outfitted with a state-of-the-art high-efficiency heating and cooling system, hardwood floors, stainless steel appliances, and granite countertops. The leaching area is twice the necessary requirement for a residential building. The units may be both rented and sold. If sold, the proper documents will be generated. The possibility of removing a portion of the asphalt and landscaping the area was discussed. Any landscaping will be discussed with the Town Planner and Wetlands Officer and, depending upon the extent of the project, the Applicant may be required to present their plans to the Inland Wetlands Commission for review and approval. If approved, construction would begin in the Spring and the units would be available for sale/rent in Summer 2018.

Chairman Duncan opened the floor for public comment.

First Selectman Kevin Lyden spoke in favor of the Application. He thanked the Commission for allowing him to comment on the Application and applauded the Commission in simplifying the previously onerous age-restricted regulation. He distributed the most recent Housing Data Profiles for the Town of Salem, released in 2015, which shows that the 65 and over population is projected to grow by 82% within the next eight (8) years. The Profiles reflect that there is a need for such a development in the Town. He stated his familiarity with Zito Builders, who are well known in the region as a reputable builder building quality products. The proposed development is in an ideal location that is walking distance to the bank, pharmacy, restaurants, and other establishments. The Economic Development Commission is also in favor of such an establishment as it would add to the economic development of the Town by adding to the Grand List.

Selectman David Kennedy also spoke in favor of the Application. He congratulated and thanked the Commission for their diligence in re-working the Regulation allowing for an individual, such as Mr. Zito, to make such a proposal. As reported by the First Selectman, age-restricted housing is and will be necessary. He felt that the proposed building is a perfect fit for the Town of Salem and fully supports the proposed application.

No correspondence was received regarding the application from the public.

M/S/C: LaBonte/Miller, to close the Public Hearing for SE 11-1-17, Salem Center LLC, 134 Boston Post Road, Old Saybrook, CT. Discussion: None. Voice vote, 7-0, all in favor.

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PETITIONERS/PUBLIC COMMENT: *none*

APPROVAL OF MINUTES OF PREVIOUS MEETING(S):

Regular Meeting Minutes: November 21, 2017

M/S/C: Smith/LaBonte, to approve the Regular Meeting Minutes of November 21, 2017.

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

OLD BUSINESS:

1. Zoning Regulation Amendments:

Cluster Development; Temporary Health Care Structures; non-conforming setbacks; Accessory Apartment approval (**Public Hearing scheduled for 01/16/18**)

Town Planner Serra reported that the notices will be mailed regarding the Public Hearing and a revised proposed Zoning Regulation amendment for the Rural Cluster Development was distributed to the Commission, stating that the previous version contained a minor typographical error. Chairman Duncan encouraged the new members to carefully review the revised regulation in comparison to the old regulation and invited them to comment, adding that revisions may still be considered.

2. 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

Town Planner Serra recommended that the Commission review the Salem Zoning Regulations – Special Exception findings (Section 11.4) and ensure that all of the criteria, as stated, have been met before approving the Application.

M/S/C: LaBonte/Smith, to approve Special Exception 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). The Commission finds that the Application is in compliance with all of the criteria stated in Section 11.4 of the Salem Zoning Regulations. Discussion: Chairman Duncan reflected on the time and energy spent on amending the Regulation and hopes that the Application, as a test case, will lead to a positive addition to the Town. Voice vote, 7-0, all in favor.

3. 2018 Meeting Schedule

M/S/C: Smith/Savalle, to approve the 2018 Meeting Dates, as presented. Discussion: None. Voice vote, 7-0, all in favor.

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NEW BUSINESS:**1. Election of Officers**

M/S/C: Savalle/Smith, to nominate Commissioner Duncan as Chairman of the Planning & Zoning Commission. There being no additional nominations, the nominations were closed. Discussion: Commissioner Savalle commended Chairman Duncan on a fantastic job. Voice vote, 7-0, all in favor.

M/S/C: LaBonte/Savalle, to nominate Commissioner Smith as Vice-Chairman of the Planning & Zoning Commission. There being no additional nominations, the nominations were closed. Discussion: None. Voice vote, 7-0, all in favor.

M/S/C: Smith/Miller, to nominate Commissioner Gadbois as Secretary of the Planning & Zoning Commission. There being no additional nominations, the nominations were closed. Discussion: None. Voice vote, 7-0, all in favor.

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

The Commission reviewed the ZEO/WEO Report for October to December 2017.

With respect to the enforcement of the property located on Norwich Road, Town Planner Serra reported that the Uncas Health Department has inspected the property and no hazardous materials were found.

Town Planner Report

The Town's Code of Ethics Policy was distributed to the Commissioners who have not yet submitted their signed Policy and were urged to submit them as soon as possible.

CORRESPONDENCE

1. Holiday card from Nathan L. Jacobson & Associates and Land Survey & Technical Services
2. Notice of appreciation from the Eastern Connecticut Conservation District, Inc.

PETITIONERS/PUBLIC COMMENT: *none***PLUS DELTAS:**

Commissioners Khan-Bureau and Salas were welcomed as the newest alternate members of the Commission.

ADJOURNMENT:

M/S/C: Smith/LaBonte, to adjourn the meeting at 7:57 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