

Planning Commission Meeting MINUTES

Wednesday, October 11, 2017, 7:00 PM

Council Chambers, City Hall, 114 North Broad Street, Salem, Virginia 24153

1. Call to Order

A regular meeting of the Planning Commission of the City of Salem, Virginia, was called to order at 7:00 p.m., there being present the following members to wit: Vicki G. Daulton, Denise P. King, Reid A. Garst II, and N. Jackson Beamer; with Vicki G. Daulton, Chair, presiding; together with James E. Taliaferro, Assistant City Manager and Executive Secretary; Charles E. Van Allman, Jr., Director of Community Development; Benjamin W. Tripp, City Planner; and William C. Maxwell, Assistant City Attorney.

2. Consent Agenda

A. Minutes

Consider approval of the minutes from the September 13, 2017, work session and regular meeting.

Approved as written

3. New Business

A. Special Exception Permit

Hold public hearing to consider the request of A. Gerald Ciaffone and Leisa K. Ciaffone, property owners, for the issuance of a Special Exception Permit to allow an accessory apartment on the property located at 715 Red Lane, (Tax Map # 62-4-2).

The Executive Secretary reported that notice of such hearing had been published in the September 28 and October 5, 2017, issues of the Salem Times Register and adjacent property owners were notified by letter mailed September 26, 2017.

Staff noted the following regarding the Special Exception Permit request: the subject property consists of a single parcel of approximately 0.37 acres located on the west side of Red Lane, just south of the intersection with East Carrollton Avenue. It is occupied by a single family home and a detached garage. This request is for a Special Exception Permit to allow an accessory apartment above the detached garage. Last month, the Board of Zoning Appeals of the City of Salem approved an application for a variance to attach the garage to the house so that it would be part of the main structure, a requirement for the accessory apartment

request to be considered by Planning Commission.

Chair Daulton opened the public hearing and asked if there was anyone present who would like to speak regarding this matter.

Curt Steele of 706 Red Lane, representing the petitioners, appeared before the Commission to explain the request. He noted that the Ciaffones have petitioned the City to permit them to build an accessory apartment at their home. The immediate purpose of the apartment is to provide living quarters for their adult daughter who is returning home this fall and planning to attend graduate school next year. They wish to assist their daughter by providing housing while she works to save money and attends school. The Special Exception Permit will allow them to finish the upstairs area of their existing garage with the apartment. He noted the side door entrance to the garage will be connected to the side door of the main house by a covered walkway. He further noted he thought the Commission had been provided with a request letter, petition, and drawings of the apartment floor plan and walkway connector, and that Parker Design provided a scale drawing of the property. In addition, a couple of weeks ago the Board of Zoning Appeals approved a variance to the setback requirement of the zoning which would allow residential use of the garage. He further discussed the Special Exception Permit request.

Commissioner King noted that the Commission did not receive a copy of the floor plan or walkway connector with the packet. She stated she assumes that staff has seen those and approved the drawings. Mr. Tripp noted that he did not believe that it was included in the information submitted for Planning Commission, but it may have been submitted in the information for the Board of Zoning Appeals. Mr. Steele noted that he had a copy of the drawings if the Commission would like to see them. Mr. Steele presented the drawings to the Commission. Mr. Tripp noted that Mary Ellen Wines, Zoning Administrator, had reviewed the drawings.

Chair Daulton asked Mr. Steele if the petitioners were aware that this apartment is for family members only and once their daughter moves out, they will not be able to rent it. Mr. Steele noted that they were aware of this restriction.

Chair Daulton asked if there was anyone else to speak regarding this request. There was no response, and the public hearing was closed.

Reid Garst motioned to approve the request of A. Gerald Ciaffone and Leisa K. Ciaffone, property owners, for the issuance of a Special Exception Permit to allow an accessory apartment on the property located at 715 Red Lane (Tax Map # 62-4-2). Denise King seconded the motion.

Ayes: Beamer, Daulton, Garst, King

4. Adjournment

The meeting was adjourned at 7:07 p.m.