

Planning Matters Subcommittee
Thursday, April 20, 2023
10:00 am
Town Manager's Conference Room

Meeting Minutes

Members Present: Marilyn Richards (Chair), Kenneth Hancock, Sid Starks

Members Absent: Matthew Boucher, Tom Christensen, Deputy Town Manager

Others Present: Bailey Mitchell, Director of Planning and Community Development and Ralph Page, Town Council President

Marilyn Richards, as Chair, called the meeting to order at 10:00 am with a welcome and introductions of all those present. She explained that the purpose of this meeting was to review and report to the Town Council, the committee's findings and recommendation of the proposed Zoning Bylaw Amendment, Self-Storage Facilities.

Bailey Mitchell, Planning Director, was invited to share his thoughts on the proposed bylaw amendment. Within his presentation which included committee member discussion, the three definitions addressing storage facilities were compared as to content as well as the proposed changes to Table 3-1, Schedule of Use Regulations, addressing Indoor self-storage and Self-service storage facility. The following recommendations stemmed from that discussion.

1. **Indoor self-storage (Mixed Use Village District):** A facility that provides indoor units leased to individuals and business owners for the storage of household goods, excess supplies and archived records, as examples. Such facilities may be climate controlled, individually secured, and may have multiple stories with elevator access. All storage units to be accessed from within the building and no storage unit shall be used as a residence.

Discussion: Bailey suggested that indoor self-storage be defined as one definition for all zoning districts for clarity and ease of administration. The committee discussed that the original intent of the existing indoor self-storage definition was to serve as criteria for an indoor storage facility within the Mixed-Use District. Further discussion and proposed changes to Table 3-1, Indoor self-storage, would address development standards for an indoor storage facility in the Mixed-Use District and eliminate the need for the existing definition.

Recommendation: Motioned by Sid Starks with a second by Ken Hancock to recommend **repealing** the existing definition, Indoor self-storage. No further discussion. Motion passed: 3-0.

2. **Indoor self-storage:** A facility that provides indoor units leased to individuals and business owners for the purpose of storing and removing personal property. Such facilities may be climate controlled, individually secured, and may have multiple stories with elevator access. The majority of the storage units must be accessed from within the building. Any storage units to be accessed from the exterior of the building shall be ground floor units and shall be appropriately screened to minimize their visibility from public ways. No storage unit shall be used as a residence.

Discussion: This definition was favored to be the one definition for all zoning districts for clarity and ease of administration.

Recommendation: Motioned by Sid Starks with a second by Ken Hancock to recommend the proposed wording in the definition, indoor self-storage for all zoning districts. No further discussion. Motion passed 3-0.

- Self-service storage facility:** Any real property designed or used for the purpose of renting or leasing individual storage space to tenants who are to have access to that space for the purpose of storing and removing personal property. A self-service storage facility is not a warehouse. All storage units must be individually secured and no storage unit shall be used as a residence. All buildings within a self-service storage facility shall be limited to one story.

Discussion: No proposed changes to the definition as written

Recommendation: Motioned by Sid Starks with a second by Ken Hancock to recommend the definition, Self-service storage facility, as proposed. No further discussion. Motion passed 3-0

- Table 3-1, Schedule of Use Regulations, Business Uses, E(3) Indoor self-storage:** Proposed bylaw amendment to change land use classification under district MUV for indoor self-storage to read “SP”. A new classification of “SP” under districts I and IGP is also added, with all remaining districts classified as “N”.

Discussion: Changing the *by right* classification “Y” to “SP” offers, through the Mixed-Use development standards and the design review process, the ability to establish criteria for an indoor self-storage facility within the confines of a specific development. This change enables the repeal of the original indoor self-storage definition. Also, by placing indoor self-storage under Special Permit, it would bring into conformity all self-storage facilities, now placed under Special Permit.

Recommendation: Motioned by Sid Starks with a second by Ken Hancock to recommend replacing the “Y” to an “SP” in Business Uses, E3, Indoor self-storage, under district MUV. No further discussion. Motion passed 3-0.

- Table 3-1, Schedule of Use Regulations, Business Uses, E(20) Self-service storage facility:** Proposed bylaw amendment would add a new use, Self-service storage facility, under Business Uses. Standards and Conditions have words added, See Article VIII. Self-service storage facilities are required to have an SP in districts I and IGP, with all remaining districts classified as “N”.

Discussion: This new Land Use Classification, Self-service storage facility, identifies and brings into conformity already existing storage facilities in the Industrial and Industrial Garden Park districts.

Recommendation: Motioned by Sid Starks with a second by Ken Hancock to recommend the creation of a new use, self-service storage facility, under Business uses, E(20), Table 3-1, Schedule of Use Regulations. No further discussion. Motion passed 3-0.

Adjournment: Meeting adjourned via a unanimous vote, 3-0.

Respectfully submitted, for the committee,

Marilyn Richards, Town Council

Sid Starks, Committee member

*** Minutes approved by Committee Chair Marilyn Richards, out of necessity, April 24, 2023.