

**City of Salem Massachusetts  
Public Meeting Minutes**

<b>Board or Committee:</b>	<b>Regular Meeting of Redevelopment Authority</b>
<b>Date and Time:</b>	<b>Wednesday, November 29, 2017 at 6:00 pm</b>
<b>Meeting Location:</b>	<b>Old Town Hall, 32 Derby Square</b>
<b>SRA Members Present:</b>	<b>Chair Grace Napolitano, Dean Rubin, David Guarino, Christine Madore</b>
<b>SRA Members Absent:</b>	<b>Russell Vickers</b>
<b>Others Present:</b>	<b>Tom Daniel – Director of Planning and Community Development, Tom Devine – Senior Planner</b>
<b>Recorder:</b>	<b>Colleen Brewster</b>

Chairperson Grace Napolitano calls the meeting to order. Roll call was taken.

**Urban Renewal Area Projects Under Review**

- 1. 30 Church Street (East Regiment Beer Company):** Discussion and vote (to refer to design review) on proposed signage and outdoor seating area (café permit) scheme.
  - a.** Discussion on proposed term sheet of license agreement

Atty. Scott Grover, representing the East Regiment Beer Company, described the project. It has received special permit approval from the Board of Appeals for a tasting room in an outdoor café seating area. That area is owned by the SRA, which needs to grant approval of a license for a semi-permanent structure. Terms include a minimum one year notice to revoke the license and an annual fee of \$500.

Applicants Josh Engdahl and Scott Perry were present to discuss the project. Perry provided a revised rendering of the proposed seating area and awning. Signage will be on the tower, not the awning. The awning will be a forest green. A stained wooden bar and perimeter drink shelf are proposed.

Guarino asked if the bar width is the width of the wood? Perry replied yes. Napolitano asked how many bathrooms will be associated with the project and Perry replied that there will be 2. They will remove a wall and expand the existing bathrooms to create two handicapped bathrooms.

Madore asked about lighting at the tasting area that is surrounded by residential and commercial uses. Engdahl said there is some existing lighting at walkway. They will also have a strip of lighting around the bar. There will be no neon or flashing lighting. Any TV screens would be mounted on the face of the building.

Rubin expressed support for a revocation clause to the license for the city's benefit. Grover said the SRA could be tied to the liquor license, which the Licensing Board could revoke if the establishment has any problems. Daniel noted that Vickers thought requirement of 1-year notice for revocation was excessive and suggested 6 months instead. Rubin also suggested setting aside funds

to restore the site if it is vacated. Grover said his clients own the building so they can guarantee such an obligation.

Madore asked how long it would be before the license must be renewed. Grover said he is proposing that it be perpetual unless revoked. Members discussed the annual fee. Rubin suggested that \$500 is appropriate as it is not intended to be a revenue source. Napolitano said she is comfortable with approving the terms and having the City Solicitor review it.

Chair Napolitano opens public comment.

No one in the assembly wished to speak.

Chair Napolitano closes public comment.

Rubin: Motion to approve terms of the proposed license agreement for review by the City Solicitor and to authorize Chair Napolitano to execute agreement. Second: Madore. Passes 4-0.

Guarino: refer to DRB for review and approval. Second: Madore  
Second: Madore. Passes 4-0.

## **2. 65 Washington Street (Former Salem District Court Property): General project updates**

Daniel stated that a presentation was given by Stantec on both properties earlier in the month. The Urban Land Institute will have their panel discussion after touring the properties on December 11<sup>th</sup>.

### **Executive Directors Report:**

Daniel stated that the District Court has been having meetings with neighborhood groups; Rotary, HSI, etc. and they will present the TIE agreement before the Council in January so they can move forward with Planning and the RFP process.

Daniel stated that Christine Madore will be resigning from the SRA as of November 30<sup>th</sup> since she is now a Councilor-Elect.

Daniel stated that a letter has been prepared to send to the newly named Witch City Mall regarding its unpermitted signage, although he has been asked to hold off on sending the letter because the Building Department is working with them on other issues. Madore asked if the property owners will be fined. Daniel replied only if they don't comply. Guarino asked if the owners can come before the SRA. Daniel replied that they will work with the Building Department.

Daniel reported that the exterior work at Hotel Salem has not been completed yet and a partial Certificate of Occupancy was given until the outstanding items are completed. They will return to the SRA with an exterior work schedule and some of the items will wait until spring due to temperature requirements. The lower cornice is in poor shape and they will determine if it will require more work.

Daniel stated that Guarino asked about the hotel's dumpster management and his response was that dumpsters are reviewed and enforced by the Health Department. He has asked the Health

Department to review the plans filed for the property, but they have yet to respond. Guarino stated that he has received an e-mail complaint about Ledger not having their trash enclosure installed. Daniel replied that he will follow up with Ledger.

## **Minutes**

The minutes from the October 11, 2017 regular meeting were reviewed.

Rubin: Motion to approve the October, 11<sup>th</sup> minutes as edited.  
Seconded by: Guarino. Passes 4-0.

## **Adjournment**

Guarino: Motion to adjourn the regular SRA meeting.  
Seconded by: Rubin. Passes 4-0.

Meeting is adjourned at 6:50PM.

<b>Board or Committee:</b>	<b>Annual Meeting of Redevelopment Authority Co-Posted with Design Review Board</b>
<b>Date and Time:</b>	<b>Wednesday, November 29, 2017 at 6:30 pm</b>
<b>Meeting Location:</b>	<b>Old Town Hall, 32 Derby Square</b>
<b>SRA Members Present:</b>	<b>Chair Grace Napolitano, Dean Rubin, David Guarino, Christine Madore</b>
<b>SRA Members Absent:</b>	<b>Russell Vickers</b>
<b>DRB Members Present:</b>	<b>Chairperson Paul Durand, Helen Sides, Chris Dynia, Ernest DeMaio, David Jaquith</b>
<b>DRB Members Absent:</b>	<b>J. Michael Sullivan , Glenn Kennedy</b>
<b>Others Present:</b>	<b>Tom Daniel – Director of Planning and Community Development, Tom Devine – Senior Planner</b>
<b>Recorder:</b>	<b>Colleen Brewster</b>

Chair Napolitano calls the meeting to order at 6:50 p.m.

### **1. Annual Report and Financial Report – Executive Director**

- Discussion with Design Review Board Members

Daniel summarized the Annual Report. He stated that some projects are still actively being worked on like the District Court. The Superior Court and County Commissioners buildings have made good progress this year. The changes needed in the legislation need to be determined as the ownership is transferred from the SRA and there will be more to come in December after another meeting with the state stakeholders. The HDIP is a tool to facilitate a market rate housing development downtown, specifically for historic properties for its pro-forma. The last SRA similar project was the Old Salem Jail.

Daniel stated that in relation to project development, the current projects include Hotel Salem, the mixed-use development at the Dodge Street property, the PEM expansion which will return for a final sign-off on the Construction Documents, and the City Hall Annex project. The SRA reviews sign applications and that process has been streamlined to require only DRB and Executive Director

approval, with projects going to the SRA only if the applicant wants to protest the DRB recommendation.

Daniel highlighted public projects and initiatives within the Urban Renewal area, such as 289 Derby Street Park, which will be under contract within the next 2 months with construction starting in 2018. The downtown market retail plan is 10 years old and now being updated. The retail market has changed quite a bit in those 10 years and the same consultant, Karl Seidman, will be revising it. It is expected to be presented to the SRA in January 2018.

Daniel stated that Old Town Hall will continue to house festivals and private functions, and the revenue generated supports building improvements. The property is managed by Deb Greel, who is also the City's Public Art Planner. Much of the public artwork downtown is within the Urban Renewal Area and there have been three installations this past season. Artists' Row has had exterior improvements this year and there is one new tenant. They will review their business plan to see how they evolve over the season. The Main Streets program is key for downtown. The city manages small business loans, like the one issued to Kokeshi this year.

Daniel stated that the Urban Land Institute's Strategic Assistance Panel on December 11<sup>th</sup> will focus on developing an approach to redevelopment and reuse of City properties.

## **2. Election of Officers**

- Chair: Grace Napolitano
- Vice Chair: Russell Vickers

Rubin: Motion to re-elect members to their same position.  
Seconded by: Madore. Passes 4-0.

## **3. Review of 2018 Meeting Schedule**

Napolitano: Motion to approve the schedule as submitted.  
Seconded by: Guarino. Passes 4-0.

Madore suggested that the SRA set goals for the future, especially with such a high turn-over of members this past year. She suggested that the SRA be more proactive with supporting small businesses and issue them small business grants.

Daniel stated there have been several joint meetings this past year and they are a good opportunity for the boards to get to know one another and understand the other's goals and desire for more than historic designs, but for quality construction in Salem. He met with Emily Udy and Tim Jenkins to discuss their historic interests with design and Historic Salem, Inc. is considering scheduling a symposium in 2018. He will meet with them quarterly to continue the conversation about design excellence.

Lastly, the DRB is also taking on an expanding role for projects that require site plan reviews, so the Planning Board will begin referring those projects to the DRB soon.

## **Adjournment**

Madore: Motion to adjourn joint meeting.

Seconded by: Guarino. Passes 4-0.

Know your rights under the Open Meeting Law M.G.L. c. 30A §18-25 and City Ordinance Sections 2-028 through 2-2033.

DRAFT