
Application: Special Exception
SE #2021-1
Applicant: Joan Wilson
Owner: M & J Company of Connecticut LLC
Address: 330 South Main Street (26-0450)
Zone: MX
Description: Change of Use to Office

Proposal

Joan Wilson, applicant, submitted an application for special exception and site plan review for a change of use from a mixed use building with hair salon and office uses to all office use in an existing building located at 330 South Main Street in the MX zone pursuant to Sections 23A, 44, 55, and 60 of the Middletown Zoning Code.

Existing Conditions

The property consists of 0.35 acres in the MX zone with frontage on South Main Street. It is bounded by commercial properties in the MX zone located to the north, south, and west, and a single-family residential property in the RPZ zone to the east (rear).

The property is improved with a 2-story, commercial building, small storage shed, onsite parking, driveway, utilities, and other associated improvements.

Proposed Conditions

The applicant proposes a change of the first floor from a personal services-hair salon to an office thereby making the entire building an office building.

Site work consists of replacing ±900 SF of pavement in the front yard with new landscaping and restriping the parking lot.

Buildings and Uses

The first floor contains 2,019 SF and the current use is a hair salon. The second floor contains 2,019 SF and is currently occupied by office uses.

The applicant proposes to change the use of the entire first floor to an office use, which is a special exception use in the MX zone (60.02.08). The second floor will have an office use.

The proposed tenant is a law firm that would occupy the entire first floor for approximately 6-7 employees. The main entrance will be located to the rear of the building where it is most accessible to clients. The existing doors on the front façade will remain operational.

The first floor plans show 4 private offices, 2 conference rooms, a kitchenette, 2 bathrooms, a front desk with waiting area and other storage and office related spaces.

The second floor plan will remain unchanged which include 7 offices and other related spaces.

Parking, Loading and Circulation

The subject property, along with the adjacent properties to the north and south have the rear of the property paved. Existing travel-ways and parking spaces cross property lines. According to the applicant, the existing driveway and curb cut is shared between the subject property and the property to the north. This driveway can accommodate two way flow. There is no formal easement to utilize the curb cut to the south of the existing building. The curb cut to the south of the driveway.

The site has 24 parking spaces that can accommodate legal access and site circulation. There are an additional 6 spaces onsite currently striped that require driving on the property to the south.

The 4,038 SF office building demands 14 parking spaces (1:300SF) (40.04.15).

Drainage

There are no change in drainage patterns. Nearly 900 SF of pavement will be removed and replaced with landscaping.

Utilities

The existing building is service by city sewer, city water, and electrical service. No changes are proposed.

Erosion & Sediment Controls

N/A

Special Exception Findings (44.04)

The Commission may grant a special exception when making a finding on the following criteria below:

Compliance with the City Plan

The 2010 Plan of Conservation and Development calls for a mix of uses to ensure neighborhood vitality and increase the commercial tax base with office uses.

Adverse Effects

The proposed use is not likely to have any adverse impacts on health or safety.

Visibility and Accessibility

N/A

Traffic Movement

The property will maintain existing curb cuts and traffic flow. New landscaping in the front of the building would prohibit and potential cut through across the front paved area.

Orderly Development

The proposed uses are within a developed commercial site with existing buildings, driveways and parking spaces. The area, in general, is developed with access points established and designed for capacity.

Property Values and Character

The subject property and adjacent properties are MX and RPZ zones with existing commercial and residential buildings. The proposal will utilize existing the existing building and parking. It is unlikely these proposed uses would negatively impact property values or character.

Parking and Loading

There is no change in parking demand for the building and the property meets the parking demand in accordance with Section 40 of the Zoning Code.

Compliance with Standards

Section 44.08.8 requires additional standards for professional and business office uses.

The proposed office use is a law firm and the 2nd floor is occupied by psychologist offices.

Background

The building was constructed in 1980. No previous use application were filed with the PCD office.

Staff Recommendations

Staff recommends approval of the special exception and site plan subject to the following notes, conditions, and/or modifications:

1. Site landscaping plans, parking striping plans, signage and architectural plans shall be submitted to PCD Staff to verify compliance with this site plan approval and Zoning Code.



Middletown Water & Sewer Department

Memo to: Joseph Samolis, Director of Planning, Conservation & Development

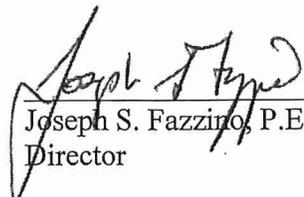
Date: January 14, 2021

Re: SE 2021-1 Joan Reed Wilson
330 South Main Street
Change Use From Hair Salon to Law Firm
Site Plan Dated: 12/21/2020

- A. Water and Sewer Department has no objection to this proposal as submitted.
- The existing building is connected to City water and sanitary sewer. The service number is 428.
 - Based on the information provided, we do not anticipate an impact to the existing water and sanitary sewer connections at this location.
- B. Water and Sewer Department does not recommend approval of this proposal as submitted.



Brian P. Robillard, P.E.
Chief Engineer



Joseph S. Fazzino, P.E.
Director

DEPT. PLANNING & ZONING
21 JAN 15 AM 9:56

From: Department of Planning, Conservation and Development

Date: 1/12/21

File Identification #: SE2021-1

Phone/Fax #: 860-669-1222
(w)

Applicant Name: JOAN REEB WILSON

The attached application and site plan has been received for which your comments are requested by 1/19/21.

SUBJECT: SUBDIVISION _____
SPECIAL EXCEPTION _____
ZONING _____
SITE PLAN REVIEW _____
IWWA _____
OTHER _____

LOT / STREET #: 1 330

LOCATION: So MAIN ST

REASON: CHANGE USE

FROM HAIR SALON TO
LAW FIRM

DRAWING DATE: _____

REVISION DATE: _____

1. FIRE (City, South Westfield)
Safety - Fire control access
Fire Alarm boxes

4. POLICE
Traffic control signs
Traffic safety

2. PUBLIC WORKS
Street construction and layout
Sight distances
Drainage
Surface
Pipe sizes
Easements
Location
Sidewalks
Soil & Erosion controls
Parking lot construction

5. WATER SEWER
Water pipe
Sizes
Location
Pressure

Sanitary Sewer
Location
Location

3. HEALTH DEPARTMENT
Septic System approved
Perc tests
Engineered system required
Well approval
Dumpsters

DEPT. PLANNING & ZONING
21 JAN 13 AM 11:54

This is a P+Z public hearing item.

COMMENTS

CITY OF MIDDLETOWN
PUBLIC WORKS
ENGINEERING
ACCEPTED
 AS IS AS NOTED
1/13/2021
BY [Signature]

From: Department of Planning, Conservation and Development

Date: 1/12/21

File Identification #: SE2021-1

Phone/Fax #: 860-669-1222
(w)

Applicant Name: JOAN REEB WILSON

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REVISION DATE: _____

DEPT. PLANNING & ZONING
21 JAN 19 AM 11:13

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*This is a P+Z Public
hearing item.*

COMMENTS No Police Concerns

From: Department of Planning, Conservation and Development

Date: 1/12/21

File Identification #: SE2021-1

Phone/Fax #: 860-669-1222
(w)

Applicant Name: JOAN REEB WILSON

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DEPT. PLANNING & ZONING
21 JAN 19 AM 10:04

*This is a P & Z Public
hearing item.*

1/14/2021

COMMENTS Please see attached.



Kevin A. Elak
Acting Director of Health

City of Middletown

Department of Health
245 deKoven Drive
Middletown, CT 06457
TEL: (860) 638-4960 FAX: (860) 638-1960
TDDL: (860) 344-3521

To: Department of Planning, Conservation and Development
From: Michelle Hansen, Public Health Sanitarian Enforcement Officer
Date: January 15, 2021
330 South Main St. Middletown, CT, 06457
File No: SE2021-1

The proposed change of use from a hair salon to a law firm is approved. The building is on city sewer and public water.

A handwritten signature in black ink, appearing to read "Kevin Elak".

Kevin Elak R.S.
Acting Director of Health

A handwritten signature in blue ink, appearing to read "Jennifer Sparks".

Jennifer Sparks R.S.
Acting Public Health Manager

A handwritten signature in blue ink, appearing to read "Michelle Hansen".

Michelle Hansen B.S.
Public Health Sanitarian

From: Department of Planning, Conservation and Development

Date: 1/12/21

File Identification #: SE2021-1

Phone/Fax #: 860-669-1222
(w)

Applicant Name: JOAN REES WILSON

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Dumpsters

*This is a P+Z Public
hearing item.*

COMMENTS & See attached letter from South
Five District Five Marshal's office &

James M. Marboccano 01/14/2021

**SOUTH FIRE DISTRICT
of the City of Middletown
Office of the Fire Marshal
445 Randolph Road
Middletown, CT 06457
860-343-6059**

*James M. Mastroianni, Fire Marshal
jmastroianni@southfiredistrict.com
860-250-0042 cell*

*Jason Hurlbut, Deputy Fire Marshal
jhurlbut@southfiredistrict.com
860-262-3277 cell*

January 14, 2021

Department of Planning, Conservation and Development

File Identification Number – SE2021-1

Applicant Name – Joan Reed Wilson

Location – 330 South Main Street

Reason – Change Use from Hair Salon to Law Firm

Drawing date – 12/21/2020

DEPT. PLANNING & ZONING
21 JAN 15 AM 11:20

The South Fire District has no objections to the change use from a Hair Salon to a Law Firm as proposed by Joan Reed Wilson at 330 South Main Street, providing all applicable City and State Statues, Codes, Standards and Ordinances are complied with.

Sincerely,



James M. Mastroianni
Fire Marshal