

MINUTES

City of Salem Planning Board

Date | time JUNE 27, 2024 at 6:30pm | *Meeting called to order by* Virginia Jared

In Attendance

Members:

Charles Bailey, Earl Gage, Lou Perry, Bill Corbin, Ben Ford, Virginia Jared, Jennifer Jones

Staff:

Adam Telsey, Aileen Westcott, Candace Kanaplue

Approval of Minutes

No minutes to approve

Old Business

No old business to discuss.

New Business

Application 2024-01 Mandeep Singh, Broadway Mini Mart Site Plan Waiver

- Adam swears in Mr. Singh. Singh explains what the business will be and what his future plans are to include prepared foods and possibly a deli/ grill.
- Bill Corbin asked about availability of fresh meat and food. Singh said it would be available.
- Adam asked if it will be a restaurant type setting or just prepared food. Singh explained what the current business plan is for a mini store, but future plans for food and possible tables to eat at. He also gave examples of his other businesses in Salem, Bridgeton and Voorhees.
- Virginia – What will the hours be? Singh 6am – 10pm, possibly midnight.
- Earl questioned what was included in the application as far as including hot food in the future. Adam answered that we are trying to establish what they will be doing on the property since this is a site plan waiver application and if the proposal fits the property as it stands currently without any structural changes. If it didn't, we would need an actual site plan application.
- Jennifer compared it to Waldorf's, a food counter store/ store from decades ago. Also mentioned that this will help with the lack of grocery store in town.
- Adam asked if they would be open 7 days a week. Singh answered yes.

- Ben brought up that since we are doing a site plan waiver, things like parking, lighting and safety are not mentioned anywhere. Adam stated that we are discussing if the current area, as it stands, is suited for the proposal and meets all the requirements necessary for the business. Earl mentioned the lack of public parking besides the street. Mr. Singh mentioned there is additional parking in the back of the building and the lighting is that that is provided on the street currently, plus an additional light that was added to the building.
- Jennifer brought up that the business would encourage street traffic and hopefully increase safety in the area.
- Virginia questioned number of employees, Singh – 3 employees, 2 owners and one of their spouses to start.
- Adam – brought up concerns with deliveries and what type of vehicle could cause a potential problem on Broadway. Singh answered that different deliveries would be happening on a daily basis and different delivery vehicles would be used based on the company.
- Adam – will any deliveries be made in big trucks? Or just vans. Singh said that peps and coke are the only ones using big trucks.
- Adam questioned how long the deliveries would roughly take. Singh answered that the deliveries shouldn't take any longer than 20 minutes per delivery. The drivers drop the supplies and go, all billing and payments are done electronically.
- Adam – what are your plans for trash removal and how often will it happen? Singh – we will be using a dumpster company that will be taken out weekly.
- Jennifer – when do you plan to open. Singh – as soon as possible, already started stocking shelves.
- Virginia stated that she has seen inside and it looks very nice.
- Virginia asked Candace if she had any input.
- Candace – mentioned letter date May 21st from Bach Associates. Most of the questions mentioned in the letter have already been addressed. Is there an anticipated number of daily customers? Singh – 100-150 people daily. Singh also mentioned that he lives in town and run the Sunoco on the East end of town. Candace – building needs to be ADA compliant. Candace also stated that everything else has been addresses including signage information, and again mentioned street parking for patrons.
- Candace is satisfied with all the information they have been given.
- Bill mentioned that once word gets out that the store is open, it should be busy.
- Virginia asked for any further questions, and asked for a motion.
- Ben questioned public comments, Adam stated that site plan waiver does not get public questions and there wasn't anyone from the public there to open for discussion.
- Jennifer made a motion, second by Earl.
- Passed by everyone, Lou abstained from voting.
- Motion passed.

Discussion

Virginia opened the floor for topics.

- Adam brought up abstaining from votes and states that it should only be done if there is a conflict and should be mentioned before the meeting starts.
- Lou stated that he did not get the application and therefore could not do his due diligence with voting.
- Discussion between members about time for materials to get to everyone with enough time.

- Earl questioned timeline for applications and materials to be sent out.
- Aileen answered that applications are due 14 days before the meeting and information should be made available to members 10 days before the meeting.
- Virginia repeated and clarified time limes to the rest for the members.
- Earl stated at least the Friday before is necessary.
- Lou again stated that the documents are needed in ample time in order for the members to completely read through everything and do their due diligence.
- Adam mentioned that every board does it different, but 10 days should be sufficient time.
- Virginia again clarified the timeline, and the meeting packet should be given to members 10 days before meeting.
- Candace mentioned Bach’s timeline and that for full applications, 14 days is not enough time and may need 30 days to complete.
- Earl mentioned that he did not receive anything for this meeting, Charles and Jennifer both mentioned that they did receive the information for this meeting two weeks prior.
- Charles brought up issues with City emails and Earl also stated that his .org email sometimes blocks things.
- Lou stated that this s the second time that he has had to abstain for lack of materials. Adam acknowledge the statement and agreed tat this is good conversation that needs to be talked about.
- Charles – reiterated the email issues with the City
- Lou does not think the burden should be placed on the board members to make sure they receive the materials for meetings.
- Charles mentioned that hard copies of packets are always available in the office for members to pick up themselves.
- Bill questioned if he letters for the application need to be signed or certified in any way. Adam just had Virginia sign the Historic Preservation one and the tax one was fine because it was on letterhead.
- Adam brought up the need for a second conflict attorney for the Planning Board for a cannabis application that is being submitted to the Planning Board soon. Board agreed that Adam can reach out to a second attorney to bring on in this matter. Rick Coe is the recommended lawyer
- Lou – mentioned that the agenda need to be changed from “chairman” to “chairwoman”. Not looking to be a babysitter, but to be run as a professional board.
- Adam stated that if a meeting is coming up and you haven’t received anything you need to reach out to Aileen to make sure you are getting all the necessary information. Adam recognized that Aileen has been getting information out with ample time pretty consistently.

- Virginia questioned being sworn in as the new chairwoman of the board. And what is the plan for a vice chair.
- Adam stated that we need a new vice chair since Virginia was the vie chair. Earl stated that it should not be him since he is a city official, Adam agreed.
- Adam has Virginia make a motion. It has to be a Class IV member and cannot be Charles or Earl. Lou nominates Ben Ford and Jennifer seconds it. No comments from Ben. All approved.

Next Meeting

TBD

Motion to adjourn was made at 7:06pm and passed unanimously.

