

**TOWN OF SALEM
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, JANUARY 26, 2021 – 7:00 P.M.
SALEM TOWN HALL – VIRTUAL MEETING VIA ZOOM**

Per State of Connecticut, Governor Lamont Executive Order Number 7B, the Town of Salem Planning and Zoning Meeting on January 26, 2021 will be following the suspension of in-person open meeting requirements. Please click the link below to join the webinar:

<https://zoom.us/j/94500931486?pwd=TGZKY0cxK0J1aC9Gb203WnNzZmRTdz09>

Password: 704469

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(253) 215-8782, or (301) 715-8592

Webinar ID: 945 0093 1486 | **Password:** 704469

PRESENT

Vernon Smith, Chair
John Gadbois, Vice Chairman
Carl S. Fontneau (*departed at 9:03 p.m.*)
Walter Volberg
Diba Khan-Bureau, Alternate (*seated*)
Susan Sullivan, Alternate (*seated*)

ABSENT

Margaret Caron, Secretary
Thomas Reith
Ruth Savalle
Jon Walsh, Alternate

ALSO PRESENT

Town Planner Justin LaFountain

1. CALL TO ORDER

Chairman Smith called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

SEATING OF ALTERNATE(S):

Alternate Commissioners Khan-Bureau and Sullivan were seated for Full Member Commissioners Caron and Reith, respectively.

ADJUSTMENT(S) TO THE AGENDA: *none*

3. PUBLIC COMMENT: *none*

4. PUBLIC HEARING: *none*

5. APPROVAL OF MINUTES OF PREVIOUS MEETING(S):

a) Regular Meeting Minutes: January 19, 2021 – tabled

6. OLD BUSINESS

a. Riparian Corridor Overlay Zone (RCOZ) – Review of Draft

In response to Commissioner Fontneau concerns regarding the need to indicate both the original and (to be determined) revised date of the regulation, Town Planner LaFountain stated that both the original and revised date will be included in the section heading. He also proposed the following correction, citing that the sentence states the reason the regulation is included in the Zoning Regulations:

The Planning & Zoning Commission, for example, ~~may have~~ *has* broader authority than other town agencies to regulate agricultural and development activities and to protect the tree canopy and understory in the critical buffer area around the Eightmile River and its tributaries.

Page numbers will be added for the Public Hearing.

With respect to the map, Commissioner Gadbois commented on the slight lack of legibility of the 100' buffer areas where there are several abutting properties.

In response to Commissioner Fontneau, Town Planner LaFountain stated that the open space located in the Town of Salem has various owners, including the town, water districts, and Salem Land Trust, and agreed that it is, relatively, substantial.

M/S/C: Fontneau/Khan-Bureau, to approve and set the Public Hearing date for the revised Section 25A, Eightmile River Watershed Overlay District, of the Salem Zoning Regulations, as amended, for Tuesday, March 16, 2021, at 7:00 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Town Planner LaFountain commended the Commission for their hard work and efforts amending the regulation.

b. Plan of Conservation and Development (POCD) Discussion

The POCD Survey questions were reviewed and discussed as follows:

Questions 18 and 22 were viewed as repetitive.

Economic Development in Salem

25. ~~How important are community services to you? (please rank 1—5)~~

Do you believe the following services are insufficient, adequate, or too much (please circle one)?

a. Library	<i>insufficient</i>	<i>adequate</i>	<i>too much</i>
b. Recreation areas	<i>insufficient</i>	<i>adequate</i>	<i>too much</i>
c. Transfer Station	<i>insufficient</i>	<i>adequate</i>	<i>too much</i>
d. Sidewalks	<i>insufficient</i>	<i>adequate</i>	<i>too much</i>

~~26. How would you describe the character of Salem?~~

Because questions 26 and 33 are similar, the Commissioners agreed to eliminate question 26.

~~Housing~~ Housing Stock Diversity

28. What types of housing ~~do you think should be allowed~~ *would you prefer more of* in Salem? Select all that apply.

- a. Single-family with large lots (2 Acres) *with ____ bedrooms*
- b. Single-family with smaller lots (-2 Acres) *with ____ bedrooms*
- c. Accessory apartments in single-family homes *with ____ bedrooms*
- d. Two-family house/*duplex with ____ bedrooms*
- e. Rental apartments up to 50 units *with ____ bedrooms*
- ~~f. Rental apartments of 50 units or more~~
- ~~g. f.~~ *Condominiums of up to 50 units with ____ bedrooms*
- ~~h. Condominiums of 50 units or more~~
- ~~i. g.~~ Senior/Age-restricted housing
- ~~j. h.~~ Affordable housing for all ages
- ~~k. i.~~ Other: _____

~~29. Fill in the blank: Should Salem provide more housing options for (check all that apply)~~

The Commissioners agreed to eliminate question 29, which is similar to question 28.

Diversity

~~30. Do you believe that Salem's land-use policies are welcoming to all individuals? If not, why?~~

~~31. Would you like to see more diversity in Salem?~~

~~32. How should Salem promote diversity in our community?~~

Questions 30 – 32, which deal with social diversity and is not under the purview of the Commission, were proposed for removal.

Chairman Smith posed the possibility of including the following questions:

Should the Town of Salem encourage homeschooling?

Do you feel the Zoning Regulations are too restrictive, too loose, or adequate?

He also questioned whether the Commission should request the town's boards, commissions, and organizations for any additional questions they might like to have included on the survey. Due to the lack of time, Town Planner LaFountain recommended against requesting any input for the questionnaire. The results of the Survey should be received by April 2021 to provide the Commission with adequate time to review, consider, and include the responses in the final POCD. The Survey will

be promoted via the town website, an e-blast sent to those registered to receive News & Announcements from the town, *Our Town Salem*, Commission Liaisons, and, possibly, social media sites. Due to the impending deadline, the possibility of including an insert in the next issue of *Our Town Salem* will be investigated. A link to the online survey will be published in the next issue.

Commissioner Fontneau and Town Planner LaFountain offered to guide the Commissioners as they liaise with the boards, commissions, and/or organizations they have been assigned. In the interest of time, Town Planner LaFountain recommended the Commissioners contact the Chair of each of the groups. Commissioner Fontneau reiterated his recommendation to place the Goals section at the beginning of the document; the remainder of the document will support those goals. The Liaisons will provide a report of the input they receive from the various groups at their next meeting. In addition, the Commissioners should review the sections of the document and determine whether they would like to work on a particular chapter. Thus far, the following Commissioners have volunteered to work on the following chapters:

Chairman Smith	Chapter 5, Historic and Archaeological Resources
Commissioner Fontneau	Chapter 8, Housing.

Commissioner Fontneau departed from the meeting at 9:03 p.m.

7. NEW BUSINESS

a. Discussion of PZC Budget

The Commissioners reviewed and discussed their proposed FY2021/22 budget. Due to the need to produce the POCD, the Commission agreed to request the following increase:

Line Item 50630-430, Plan of Conservation & Development ~~\$400.00~~ \$5,000.00

The funds will accommodate the cost for the necessary Legal Notices and printing of the document and related maps.

M/S/C: Gadbois/Khan-Bureau, to approve an increase to Line Item 50630-430, Plan of Conservation & Development from \$400.00 to \$5,000.00 for a total Department budget request of \$19,500.00 for FY2021/22; the budget request will be submitted and presented to the Board of Finance. Discussion: None. Voice vote, 5-0, all in favor.

8. ZONING ENFORCEMENT OFFICER'S REPORT/INLAND WETLANDS AND CONSERVATION COMMISSION REPORT

ZWEO Matthew Allen's report was recited to the Commissioners, for the record. The report included updates of the following properties:

76 Shingle Mill Road – Currently under restoration order from the U.S. Army Corps of Engineers for unpermitted excavation, filling, and removal of trees/vegetation in the RCOZ and Wetland Regulated Area.

130 Witch Meadow Road – In the process of being restored under the Inland Wetlands & Conservation Commission. The violation consists of the unpermitted installation of a drainage pipe and removal of trees/vegetation in the RCOZ and Wetland Regulated Area.

551 New London Road – The willful violation of the signage regulations and Cease & Desist Order by the property owner has continued for over one year.

45 Forest Drive – Discussions to be held in Executive Session only.

9. TOWN PLANNER REPORT

Town Planner LaFountain reminded the Commission that they will be holding two (2) Public Hearings on February 23 for the establishment of a Special Agriculture Zone and the proposed amendment to include a new use to the Special Business Zone B section of the Zoning Regulations. A re-subdivision application will be presented to the Commission at their February 16 Regular Meeting for receipt and to schedule a Public Hearing. Another application is expected to be presented to the Commission in the near future to amend the approval of a granite quarry. The next meeting will include discussions on the Affordable Housing Plan and the POCD.

10. CORRESPONDENCE: *none*

11. PUBLIC COMMENT: *none*

12. PLUS DELTAS:

Chairman Smith thanked the Commissioners for their input and questions, creating a good meeting; the Commissioners have a busy year ahead.

13. ADJOURNMENT

M/S/C: Khan-Bureau/Volberg, to adjourn the meeting at 9:24 p.m. Discussion:
None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem