

**TOWN OF SALEM  
PLANNING & ZONING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, APRIL 20, 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 Commission will be following the suspension of in-person open meeting requirements. Please click the link below to join the webinar:

<https://zoom.us/j/98681100804?pwd=c3l6ZzAwRzNxdUM1QUFaMmJGZktXQT09>

**Password:** 406588

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**Webinar ID:** 986 8110 0804 | **Password:** 406588

**PRESENT**

Vernon Smith, Chair  
Margaret Caron, Secretary (*departed at 8:03 p.m.*)  
Carl S. Fontneau  
Thomas Reith  
Walter Volberg  
Michael Flugrad, Alternate (*seated*)

**ABSENT**

John Gadbois, Vice Chairman  
Diba Khan-Bureau, Alternate

**ALSO PRESENT**

Town Planner Justin LaFountain  
Selectwoman Liaison Susan Sullivan

**1. CALL TO ORDER**

Chairman Smith called the meeting to order at 7:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

*Alternate Commissioner Flugrad was seated for Full Member Commissioner Gadbois.*

Chairman Smith reported that Alternate Commissioner Sullivan was recently appointed as a Selectwoman and is now serving as the Selectwoman Liaison to the Commission.

**3. PUBLIC COMMENT:** *none*

**4. PUBLIC HEARING:** *none*

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

**a. Regular Meeting Minutes: March 16, 2021**

**M/S/C: Smith/Fontneau, to approve the March 16, 2021 Planning & Zoning Commission Regular Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor.**

**b. Regular Meeting Minutes: March 23, 2021**

**M/S/C: Smith/Volberg, to approve the March 23, 2021 Planning & Zoning Commission Regular Meeting Minutes, with the following amendment:**

**Present:**

***Michael Flugrad, Alternate***

**Page 4, Item 7(a), 1st full paragraph, 4th sentence from bottom:**

Town Planner LaFountain agreed, stating that the town currently has ~~one~~  
~~or two~~ 30 units that are under the CHFA (Connecticut Housing Finance Authority) and an additional two units under the Tenant Rental Assistance Program.

**Discussion: It was clarified that Alternate Commissioner Flugrad, whose family member owns the property located on East Haddam Road that was heard during the Public Hearing and deliberated upon during the meeting, was not seated. Voice vote, 6-0, all in favor.**

**AMENDMENTS TO THE AGENDA:**

**M/S/C: Smith/Fontneau, to add and move the following item on the agenda to precede Item 7, Old Business:**

**6(c) ZRA 21-03: Turn-Key Holdings, LLC, 595 Norwich Road, Salem, CT. Request to amend Section 7.1 – General of the Salem Zoning Regulations by adding Item 7.1.30, Storage Warehouses as a permitted use within the Business Zone.**

**Discussion: None. Voice vote, 6-0, all in favor.**

**M/S/C: Smith/Volberg, to move Item 6(a), New Business, Executive Session, on the agenda to follow Item 12, Plus Deltas. Discussion: None. Voice vote, 6-0, all in favor.**

**6. NEW BUSINESS**

**c. ZRA 21-03: Turn-Key Holdings, LLC, 595 Norwich Road, Salem, CT. Request to amend Section 7.1 – General of the Salem Zoning Regulations by adding Item 7.1.30, Storage Warehouses as a permitted use within the Business Zone.**

Applicant Mr. Shane Shilosky, who stated that the company is interested in adding the item to the Regulations for the purpose of establishing a mini-storage units business on the property located at the former Salem Feed & Grain on Route 82.

**M/S/C: Smith/Volberg, to accept and schedule the Public Hearing for Application ZRA 21-03: Turn-Key Holdings, LLC, 595 Norwich Road, Salem, CT. Request to amend Section 7.1 – General of the Salem Zoning Regulations by adding Item 7.1.30, Storage Warehouses as a permitted use within the Business Zone for May 25, 2021, at 7:00 p.m. Discussion: None. Voice vote, 6-0, all in favor.**

## 7. OLD BUSINESS

### a. Plan of Conservation and Development (POCD) Discussion

Recreation Commission – Chairman Smith recited the Recreation Commission Chairperson Alan Maziarz' POCD submission, which states the recreational initiatives that have been established over the decade and their plans for improving and expanding upon the town's recreational offerings. Town Planner LaFountain reported that, that the submission was received by Commissioner Gadbois and, upon receipt, informed Commissioner Gadbois that the Commission's views for the future should also be included in the statement.

Discussion ensued regarding the work that has begun on the disc golf course and the need for an application to be submitted and reviewed by the Inland Wetlands & Conservation Commission and, possibly, the Planning & Zoning Commission for an §8-24 Review for the change in use of town-owned property.

Historical Society – Commissioner Volberg reported that Historical Society President Elbert Burr has located additional burial sites and is in the process of updating the list and accompanying map. The related section in the existing POCD has been reviewed and items that have been completed have been identified for removal.

Economic Development Commission (EDC) – Commissioner Fontneau reported that the EDC should be finalizing its goals, including the identification of business clusters, potential increases in commercial property on the zoning map, and the possibility of conducting a cottage industry cluster analysis to study the town's home-occupation businesses and investigate whether relationships can be developed and any synergies can exist between the entities.

Housing Stock & Population (Affordable Housing) – Commissioner Fontneau plans to utilize and, possibly, add information gathered from the Affordable Housing Plan, once completed, to the section. He proposed adding a short-term goal of addressing affordable housing by either making changes or adding to the Zoning Regulations, including adding a definition of affordable housing and generating a rental rate, with the understanding that the town would, most likely, be unable to reach the State's Affordable Housing requirement. He also hopes to complete a draft of the Housing Stock Goals as an example of his previously proposed Goals section (Chapter 2).

Maps – Commissioner Fontneau stated that he would like to begin working on updating the maps and adding the Eightmile River Map to the document. In response to his question regarding the map of PA-490 and 10 Mill land, Town Planner LaFountain stated that, to the best of his knowledge, it appeared that the map was left unfinished. The contract for the mapping of the POCD is in process.

Town Infrastructure & Services – Alternate Commissioner Flugrad will work on the section which was previously designated to Selectwoman Liaison Terri Salas. The

section includes such items as the school, Town Hall, library, public works garage, pavilion, and the like. Commissioner Fontneau stated that he would be happy to meet with him and provide some guidance.

Survey – The promotional postcard for the survey, which was created by the Chairman, in consultation with the Town Planner, Pamela Munro, and the First Selectman, will be mailed to each Salem household. Chairman Smith reported that the printing and mailing of the postcards are being organized by *Maple Print Services*; Chairman Smith and Town Planner LaFountain will ensure that the availability of the electronic survey is in sync with the mailing of the postcard.

Salem First Congregational Church – Chairman Smith discussed the prominence and historical importance of the Church, which was established in 1730, stating that one of the prerequisites for establishing a Town Charter was the existence of a Congregational Church. He also spoke of the names of some of the towns, which derives from that of biblical towns, including Salem which is now known as Jerusalem. As the oldest single continually operating institution in the town; its role as the religious and social heart of the town; its ongoing vibrancy, with weekly services and sponsorship of community events, e.g., Applefest, and; its prominence on the Town Green and Town Seal, he felt that the Church deserved to be not only recognized in the town's POCD but, perhaps, its own chapter. Commissioner Caron disagreed, citing the separation of Church and State and, as such, its irrelevance to their meetings. While she stated her respect for the Church, she felt that the Church does not have any bearing on the politics of the town. Chairman Smith continued that the Church would be celebrating its 300th Anniversary in 2030 and, because he felt that its notation in the POCD would be appropriate, stated his plans to prepare a draft. Commissioner Reith agreed with the Chairman, stating that the Church is part of the foundation of the country, adding that the separation of Church and State was a misnomer and has been wrongly used over the years. Commissioner Caron expressed her disagreement with Commissioner Reith's statement. Town Planner LaFountain recommended they consult with the Town Attorney before moving forward.

## 8. NEW BUSINESS

### b. Alternate Commissioner Vacancy to be Filled

**M/F: Caron, to nominate and appoint David Bingham to fill the vacancy as an Alternate Member of the Planning and Zoning Commission. The motion was not seconded.**

Commissioner Caron expressed her dismay with the Commissioners who did not second the motion to appoint Dr. Bingham, a well-respected member of the community and a previous Chairman of the Commission. Chairman Smith stated that the appointment of an Alternate Member would be referred to the Board of Selectman. He added that Dr. Bingham was a long-time member of the Commission and

expressed his appreciation for his past service and input as well as his willingness to be considered as a candidate to serve on the Commission.

*Commissioner Caron exited from the meeting at 8:03 p.m.*

**9. ZONING ENFORCEMENT OFFICER'S REPORT/INLAND WETLANDS AND CONSERVATION COMMISSION REPORT – no report**

**9. TOWN PLANNER REPORT**

Town Planner LaFountain stated that he would be sending the proposed Affordable Housing Plan to the Commission for review at their next meeting

**10. CORRESPONDENCE: none**

**11. PUBLIC COMMENT: none**

**12. PLUS DELTAS:**

Commissioner Fontneau commented on the incompleteness of Map 12, which includes PA-490 and/or 10 Mill land, in the current POCD. Such land, he explained, deals with the taxation and preservation of farm, forest, or open space; owners of such land receive a reduced tax rate. Town Planner LaFountain stated that all of the maps are slated to be updated.

**8. NEW BUSINESS**

**a. Executive Session for Pending Litigation: Town of Salem Planning & Zoning Commission, et al. v. 45 Forest Drive, et al., KNL-CF-21-6049745**

**M/S/C: Fontneau/Volberg, to enter into Executive Session for the purpose of discussing the pending litigation of the Town of Salem Planning & Zoning Commission, et al. v. 45 Forest Drive, et al., KNL-CF-21-6049745 at 8:11 p.m. Discussion to include the members of the Planning & Zoning Commission and Town Planner Justin LaFountain. Discussion: None. Voice vote, 5-0, all in favor.**

**M/S/C: Smith/Volberg, to exit from Executive Session for the purpose of discussing the pending litigation of the Town of Salem Planning & Zoning Commission, et al. v. 45 Forest Drive, et al., KNL-CF-21-6049745 at 8:24 p.m. No votes were taken. Discussion: None. Voice vote, 5-0, all in favor.**

**13. ADJOURNMENT**

**M/S/C: Reith/Volberg, to adjourn the meeting at 8:26 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