

**TOWN OF SALEM
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 26, 2021 – 7:00 P.M.
SALEM TOWN HALL – CONFERENCE ROOM 1**

Due to a lack of quorum, an informational meeting was held.

PRESENT

Vernon Smith, Chair
Carl S. Fontneau
Walter Volberg

ALSO PRESENT

Town Planner Justin LaFountain

ABSENT

John Gadbois, Vice Chairman
Margaret Caron, Secretary
Diba Khan-Bureau
Thomas Reith
Michael Flugrad, Alternate
Jennifer Lindo, Alternate

1. CALL TO ORDER

Chairman Smith called the meeting to order at 7:07 p.m.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT: *none*

4. PUBLIC HEARING: *none*

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

a. Meeting Minutes: October 19, 2021

6. OLD BUSINESS:

a. Plan of Conservation and Development (POCD)

Discussion ensued regarding the timeline for the POCD, which is due in March, and the possible need to schedule a special meeting(s). Commissioner Fontneau proposed re-scheduling their meetings for the second and fourth Tuesdays of the month, rather than the third and fourth Tuesdays of the month, beginning in January 2022. Re-scheduling the meetings would allow the Commission more time between meetings to review the materials and for applicants to revise their plans, should they need to do so. The By-Laws, which states that the meetings are to be held on the third and fourth Tuesday of the month, would need to be revised prior to voting on the meeting dates. The item will be placed on the November agenda for discussion.

A hard copy of the completed chapters will be prepared and delivered to the Commissioners next week for review by Commissioner Fontneau.

Chapter 8 – Housing (Commissioner Fontneau)

Commissioner Fontneau briefly discussed his updates to the Housing Section. Based on the changes to the town's population and age, the town should not only encourage or promote but expand the possibility of constructing more starter or smaller homes and age-restricted housing, in accordance with HB-6107. Possible changes in the town's Sub-Division or Zoning Regulations to provide such opportunities/incentives include reducing the minimum lot size for single-family residences, duplexes, triplexes, and/or accessory apartments; relaxation of ownership for accessory apartments; reduction of minimum home size; density bonuses for conservation subdivision design, and; reductions in the minimum buildable area for single-family residences and accessory apartments. In response to Chairman Smith, Town Planner LaFountain stated that the town could require more affordable housing in developments in their regulations. For example, the regulations could state that for every ten units, two must be deed-restricted affordable. The regulations could also provide a density bonus such that more units could be constructed on a given lot should those units be considered affordable.

Chairman Smith expressed his appreciation to Commissioner Fontneau for supporting and quarterbacking the POCD.

7. **NEW BUSINESS:** *none*
8. **ZONING ENFORCEMENT OFFICER'S REPORT/INLAND WETLANDS AND CONSERVATION COMMISSION REPORT** – *no report*
9. **TOWN PLANNER REPORT**
10. **CORRESPONDENCE:** *none*
11. **PUBLIC COMMENT:** *none*
12. **PLUS DELTAS:**
13. **ADJOURNMENT**

The meeting was adjourned at 7:37 p.m.

Respectfully Submitted by: Agnes T. Miyuki, Recording Secretary for the Town of Salem