



# CITY OF SALEM PLANNING BOARD

## NOTICE OF SPECIAL MEETING

Notice is hereby given that a meeting of the Salem Planning Board will be held on  
Monday, December 19, 2022, at 6:30 p.m.

**\*\*via remote participation\*\***

in accordance with Chapter 107 of the Act of 2022.

Bill Griset, Chair

### **Important Announcement:**

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so on matters not requiring a public hearing, we will post on the City of Salem's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Individuals may participate remotely in the meeting via a remote participation platform called Zoom. Members of the public and/or parties with a right and/or requirement to attend this meeting may access the remote participation meeting through any one of the following ways:

### **Watching the Public Meeting:**

- Go to the website link:  
<https://us02web.zoom.us/j/89338620027?pwd=YVR0VWcyZkJwS1ZpSIFib3c1eUZnZz09>  
or
- Go to the website link [www.zoom.us/join](http://www.zoom.us/join) and enter **meeting ID # 893 3862 0027**, followed by **meeting password 363900**, if directed to do so on screen, or
- Dial toll-free phone number 877-853-5257. When prompted enter **meeting ID # 893 3862 0027**, followed by **meeting password 363900** if directed. Those dialing in only will not have access to the direct video feed of the meeting, but can follow along with the project materials available for download at [this link \(https://cityofsalem1.sharepoint.com/:f:/s/PlanningBoard/Eiex2VK4luDlDqWrUC8UoCYBv2pwr4dBfkRaaUILXEgnog?e=AKzvGG\)](https://cityofsalem1.sharepoint.com/:f:/s/PlanningBoard/Eiex2VK4luDlDqWrUC8UoCYBv2pwr4dBfkRaaUILXEgnog?e=AKzvGG) or
- Watch the meeting live on Salem Access Television Channel 22.

### **Providing Public Comment During the Meeting:**

Members of the public attending this meeting virtually will be allowed to make comments during the portion of the hearing designated for each agenda item. Members of the public will know your rights under the Open Meeting Law M.G.L. c. 30A § 18-25 and City Ordinance § 2-2028 through § 2-2033.

be asked to use the virtual “Raise Hand” function in Zoom to indicate that they would like to provide comment.

- Dial \*9 on your phone’s dial pad to raise your hand if you are using the toll-free phone number.
- Click the “raise hand” button if you are using the Zoom application on your computer or phone.

For each agenda item, the moderator will identify attendees with raised hands by their screenname or the last 3 digits of their telephone number and will then unmute them. The moderator will then request that the attendee unmute their device to provide their full name, address, and comment for the record.

The moderator will go down the list of attendees in the order presented by the Zoom application. The attendee list is ordered so that phone numbers are first, followed by an alphabetical list of the screen names of attendees accessing Zoom through a computer, tablet, or smartphone. Anyone that speaks about an issue unrelated to the agenda items will be immediately muted.

**Providing Public Comment Before the Meeting:**

Members of the public can alternatively email their comment before the start of the meeting to: [planningboardcomments@salem.com](mailto:planningboardcomments@salem.com)

**Familiarizing Yourself with Zoom**

We encourage members of the public to install and familiarize themselves with Zoom in advance of the meeting

If you plan on providing public comment and are logging into this meeting via the Zoom application, please test your speakers and microphone ahead of time. If we have trouble hearing you when you speak, we will move on to the next person and try to return to you later in the list. If this happens, we recommend that you call the toll-free number to access the meeting and provide your comment.

The zoom meeting will open 15 minutes before the start of the meeting to allow participants to connect and practice with the audio and raise hand functions.

## **MEETING AGENDA**

### **I. ROLL CALL**

### **II. REGULAR AGENDA**

- A. Deliberate and vote on a recommendation to the City Council on Zoning Ordinance Amendments relative to Accessory Dwelling Units**

### **III. OLD/NEW BUSINESS**

- A. Updates from Staff**

### **IV. APPROVAL OF MINUTES**

- A. Approval of the December 1, 2022, Planning Board Meeting Minutes**

### **V. ADJOURNMENT**

Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator as soon as possible and no less than 2 business days before the meeting, program, or event.