

**SALISBURY PLANNING AND ZONING COMMISSION**  
**SPECIAL MEETING MINUTES**  
**JANUARY 19, 2021 5:30 PM**

Remote Meeting by Live Internet Video Stream and Telephone

**Members Present:**

1 Dr. Michael Klemens (Chairman)  
2 Bob Riva (Regular Member)  
3 Martin Whalen (Secretary)  
4 Cathy Shyer (Regular Member)  
5 Allen Cockerline (Regular Member)  
6 Jon Higgins (Alternate)  
7 Dr. Danella Schiffer (Alternate)  
8 Debra Allee (Alternate)  
9

**Staff Present:** Abby Conroy, Land Use Administrator (LUA)  
Tai Kern, Recording Secretary

**Brief Items and Announcements**

1. Call to Order/Approval of Agenda

Chairman Klemens called the meeting to order at 5:30 p.m.

2. Seating of Members & Alternates

Members Klemens, Riva, Cockerline, Whalen and Shyer were seated.

*Motion:* To approve the agenda for January 11, 2021.

Made by Riva, seconded by Shyer.

Vote: 5-0-0 in favor.

3. Minutes of January 11, 2021

Line 49 Special Meeting for "Continuation" of Public Hearing

Line 96 Add "LUA Conroy pointed out that the owner of the property was not present  
and discussion should be deferred."  
Capital "O" should be used for POCD.

Line 119 "The Commission approves of the hiring of Dr. Klemens and an assistant by the  
BOS."

Line 122 Assistant's "role"

*Motion:* To approve the minutes of January 11, 2021 as amended.

Made by Shyer, seconded by Cockerline.

Vote: 5-0-0 in favor. Klemens abstained from line 112 onwards.

**Public Hearings – 5:45 pm**

4. #2020-0119 / Sacks / 260 Taconic Road / Special Permit for Detached Apartment on a Single-Family  
Residential Lot (Section 208) / Map 23 / Lot 51 / DOR: 12/14/2020 /

41 Chairman Klemens opened the continuation of this public hearing at 5:45 p.m.

42

43 Mr. Sacks came forward and reviewed the site plan and the history of the property with the  
44 Commission. He described the new septic plan. There will be no increase in impervious surface. The  
45 only disturbance will be temporary for the septic. Additionally, the patio will be enlarged, however,  
46 this was a previously approved project separate from this application.

47

48 Cockerline asked for clarification where the Lake Protection Overlay District ends. The group referred  
49 to the letter received January 19, 2021 by Engineer Ralph Stanton advising that the property is not  
50 within the Lake Protection Overlay District.

51

52 The members agreed that a condition of approval would be that the two lots must be merged by deed  
53 so that the accessory apartment use is on the same lot as the principal dwelling. The applicant  
54 confirmed that they are fully prepared to merge the lots.

55

56 Shyer noted that she was called away during this discussion and agreed to abstain from the vote.

57

58 The floor was opened to the public for comment. No public comments were made.

59

60 *Motion:* To close the public hearing for application #2020-0119 / Sacks / 260 Taconic Road / Special  
61 Permit for Detached Apartment on a Single-Family Residential Lot (Section 208) / Map 23 / Lot 51  
62 Made by Higgins, seconded by Whalen.

63 Vote: 4-1-0 in favor. Shyer abstained.

64

65 *Motion:* To approve #2020-0119 / Sacks / 260 Taconic Road / Special Permit for Detached Apartment  
66 on a Single-Family Residential Lot (Section 208) / Map 23 / Lot 51 with the condition that the two lots  
67 be merged to one lot by deed and also with the acknowledgement that this proposal is not within the  
68 Lake Protection Overlay District

69 Made by Higgins, seconded by Riva.

70 Vote: 4-1-0 in favor. Shyer abstained.

71

## 72 **Other Business**

73

74 5. Salisbury Housing Committee / 11 Holley Street / Pre-application Presentation and Review / Map 45  
75 / Lot 2

76

77 Rocco Petitto, Jocelyn Ayer, Kent McCoy, and Jon Tunsky came forward as representatives of the  
78 Salisbury Housing Committee.

79

80 Klemens questioned whether it is Ms. Ayer's intent to have a public meeting prior to submitting an  
81 application. Ms. Ayer confirmed that she will hold a meeting separate from this one to receive public  
82 comment prior to submission of the application.

83 Ms. Ayer reviewed the revised design to the 11 Holley Street proposal. She explained that the size and  
84 bulk of the building have been decreased as well as the number of units and bedrooms. Two parking  
85 spaces were removed. A federal style of architecture is being proposed. The design will be reviewed by  
86 the State Historic Preservation Office; however, the process to obtain approval may take between one  
87 and four months. Mr. McCoy explained that the Historic Preservation Office is mostly concerned with  
88 the stone wall on the site. They are interested in viewing the site before making a determination.  
89

90 Mr. Petitto reviewed the floor plan noting that the square footage has been decreased to 15,300 and a  
91 parking space was removed. The office and conference space has been made smaller. The building  
92 will have a total of 12 units with 18 bedrooms. The roof height is approximately the same as the  
93 previous plan at 34 feet. The exterior will be hardy board clapboard siding.  
94

95 Ms. Ayer explained that this is one of 6 or 7 locations in the Town's adopted affordable housing plan.  
96 This specific site received the most votes from residents as the preferred site. All of the sites identified  
97 in the plan will need to be developed in order to attain the Town's affordable housing goal.  
98

99 Chairman Klemens and LUA Conroy clarified that the Commission's charge is to identify whether the  
100 plan that is being presented fits within the particular zone for the site proposed not whether a  
101 different site should be developed.  
102

103 Mr. Petitto confirmed that most of the exterior lighting should be contained within the building  
104 footprint. Chairman Klemens suggested that this be demonstrated as part of the application as it was a  
105 concern of the townspeople.  
106

107 Ms. Ayer explained that garbage would be stored in movable containers. Chairman Klemens noted  
108 that it would be preferable that the trash removal company collect garbage from the storage area  
109 rather than the garbage being left on the street. Most likely access for pick up would be from Holley  
110 Street.  
111

112 Ms. Ayer agreed to do some research regarding bus routes; however, she could not be sure they would  
113 have a lot of influence with regard to the bus routes. The preferable area for children to stand safely  
114 would be Holley Street.  
115

116 Mr. Petitto confirmed that all units will be accessible as per code requirements.  
117

118 It was determined that it is reasonable to discuss financial restraints in order to receive a feasible and  
119 prudent analysis of alternatives to this plan. Ms. Ayer agreed to explain this during the hearing  
120 process; however, she noted that many of these questions are already answered within the Town's  
121 Housing Plan.  
122

123 Ms. Ayer confirmed that they are not planning to change anything about the parking as far as first  
124 come first serve spaces. There will be 12 parking spaces on the outside and 10 spaces on the inside.  
125 The 22 proposed spaces exceeds the parking requirements for the number of units proposed.  
126 Mr. Petitto advised that the elevator shaft would not be seen from grade. The down spouts would be  
127 linked to the existing catch basins. They will confirm that there is sufficient capacity to manage the  
128 drainage.

129  
130 It was confirmed by Ms. Ayer that there is not any recording on the deed requiring federalist style.  
131 Chairman Klemens asked that the design be presented from different viewpoints, and that concerns  
132 with traffic, and safety be addressed at the hearing.

133  
134 LUA Conroy confirmed that multifamily housing is a permitted use within the Aquifer Protection Area.

135  
136 Mr. Petitto explained that there will be couple steps to the sidewalk and a ramp that leads up to the  
137 south side. There may be some landscaping or a patio area in the areas in front of the building.

138  
139 Ms. Ayer will work with the Salisbury Affordable Housing Commission regarding holding a public  
140 meeting to discuss this proposal. The meeting will be posted on the Town's website and noted on the  
141 Facebook page as well.

142  
143 6. Public Comment: Public Comment is restricted to items that are neither on the agenda nor the  
144 subject of any pending Planning & Zoning application or action and are limited to three minutes per  
145 person

146  
147 Chairman Klemens looked for comments from the public regarding anything that was not on the  
148 agenda. There was none.

149  
150 **Adjournment**

151  
152 *Motion:* To adjourn the meeting at 7:15 p.m.

153 Made by Cockerline, seconded by Whalen.

154 Vote: 5-0-0 in favor.

155  
156 Respectfully submitted,

157  
158 Tai Kern,  
159 Recording Secretary