

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

JUNE 21, 2022 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Dr. Michael Klemens (Chairman)

3 Cathy Shyer (Vice Chair)

4 Martin Whalen (Secretary)

5 Bob Riva (Regular Member)

6 Allen Cockerline (Regular Member)

7 Dr. Danella Schiffer (Alternate)

8

9

Members Absent:

Debra Allee (Alternate)

Staff Present:

Abby Conroy, Land Use Administrator (LUA)

10 **Brief Items and Announcement**

11 1. Call to Order/Establish Quorum

12 Chairman Klemens called the meeting to order at 6:30 p.m. With 5 regular members present (Dr.
13 Michael Klemens, Cathy Shyer, Bob Riva, Martin Whalen and Allen Cockerline) a quorum was
14 established. Alternate, Dr. Danella Schiffer was also present.

15

16 2. Approval of Agenda

17

18 **Motion:** To approve agenda.

19 Made by Cockerline, seconded by Riva.

20 Vote: 5-0-0 in favor.

21

22 3. Minutes of February 22, 2022 Regular Meeting

23 Vice Chair Shyer proposed the following amendment:

24 Line 147 Corrected to "Regulate and determine size and location of yards"

25

26 **Motion:** To approve minutes of February 22, 2022 as amended.

27 Made by Cockerline, seconded by Shyer.

28 Vote: 5-0-0 in favor.

29

30 4. Minutes of March 7, 2022 Regular Meeting

31 Vice Chair Shyer proposed the following amendments:

32 Line 129 Corrected to "the right to rebuild a non-confirming building within the same foundational
33 footprint"

34 Line 411 Removed "due"

35

36 **Motion:** To approve minutes of March 7, 2022 as amended.

37 Made by Riva, seconded by Shyer.

38 Vote: 5-0-0 in favor.

39

40 5. Minutes of March 8, 2022 Special Meeting

41 No comments or amendments discussed.

SALISBURY PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
JUNE 21, 2022 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83

Motion: To approve minutes of March 8, 2022
Made by Cockerline, seconded by Riva.
Vote: 4-0-1, Vice Chair Shyer abstained as she was not present at the March 8, 2022 Meeting

- 6. Minutes of March 21, 2022 – pending
- 7. Minutes of April 4, 2022- pending
- 8. Minutes of April 12, 2022 – pending
- 9. Minutes of April 18, 2022 – pending
- 10. Minutes of May 2, 2022 – pending
- 11. Minutes of May 16, 2022 – pending
- 12. Minutes of June 6, 2022 - pending

No action was taken on items 6 through 12.

- 13. Correspondence

No correspondence was received.

Public Comment

14. Public Comment is restricted to items that are neither on the agenda nor the subject of any pending Planning & Zoning application and are limited to 3 minutes per person.

There were no comments.

Other Business

- 15. Lakeville Planning RFP Discussion

Vice Chair Shyer, Alternate Schiffer and Alternate Allee have been reviewing responses to the Lakeville planning study Request for Proposal (RFP). Vice Chair Shyer expressed concern over conducting the study too early given the significant property transfers happening in the study area, and suggested that it may be best to establish an understanding of implications of those transfers first. She relayed comments from First Selectman Curtis Rand identifying that he was surprised by the cost of the proposals. He expressed doubt over the need for the study and suggested shrinking the scope of the study to reduce the cost but his position softened after being reminded that grant money could be utilized to fund the study.

Vice Chair Shyer emphasized that when considering the cost, 2 of the 3 proposals are structured to use Mat Kiefer, surveyor, as an independent contractor to the Town. Commissioner Cockerline identified that Kiefer has conducted extensive work in the study area and possesses much of the work on file already. Chairman Klemens expressed concern over Kiefer's availability to conduct the work and identified that his costs have not been included in all of the proposals; noting the survey work as an extra line item without an estimate.

Alternate Dr. Schiffer reported that she had discussed the proposal with Mat Kiefer conveying his preference to work directly for the Town, thus reducing cost. He also expressed concern over the scale

SALISBURY PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
JUNE 21, 2022 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

84 of the study area. Dr. Schiffer compared the proposals; 2 firms provided details about conducting their
85 request whereas one merely identified that they would fulfill the request. Dr. Schiffer also had
86 productive discussions with Debra Lawlor of Colliers Engineering. Debra, who possesses a positive
87 reputation with a nationally recognized firm, responded to Dr. Schiffer's request quickly and clarified
88 that her travel expenses would not be too costly as much could be accomplished remotely.

89
90 Vice Chair Shyer added that they have not reached out to FHI who is currently working in town, but
91 that she plans to seek feedback regarding their current project's progression. She believes their pricing
92 is a better value than other quotes received. Chairman Klemens commented that the costs for the
93 proposals are reasonable given the scope of the proposal.

94
95 Vice Chair Shyer asked LUA Conroy if she had been in contact with the restaurateurs involved in the
96 Firehouse Project. LUA Conroy has not received feedback. Chairman Klemens remarked this
97 responsibility should fall under the consultants composing the proposal.

98
99 Dr. Schiffer identified that FHI is the most expensive proposal at \$88,000, not including survey work.
100 One statement written in their introduction concerned her, quoting: "the opportunity to work with
101 Salisbury to improve the quality of life in the village and support economic development." She
102 questions if they are approaching from a position of bias. Dr. Klemens believes the statement is
103 axiomatic, but is not concerned about this comment. Reviewing the proposal further, Dr. Schiffer notes
104 FHI is partnering with VHB and there is responsibility overlap that could be altered, thus reducing cost.
105 For example, Joseph Balskus is assigned to oversee transportation and parking, alongside another
106 individual at FHI studio performing the same task.

107
108 Dr. Schiffer emphasized the importance of hearing from the public. The Commission discussed possible
109 approaches to handling a charrette including, in-person, via Zoom or a hybrid approach. The
110 Commission concluded that the charette should be revisited and discussed with the firms directly.

111
112 Vice Chair Shyer asks if there are further comments regarding the 3 proposals. Commissioner
113 Cockerline commented that the 2 larger firms, Colliers and FHI, have urban credentials and experience
114 with larger community projects, expressing doubt in their ability to downsize to a small plan efficiently.
115 Allied Engineering is a local firm. He felt their experience with the area and local knowledge were
116 advantageous. Overall, he is very much in favor of working with Allied, lower cost is ideal and this firm
117 possesses a better understanding of the local community.

118
119 Alternate Schiffer understands Allied may have more experience with the community, but considering
120 other aspects of expertise, they don't possess as much experience as the larger firms. LUA Conroy
121 commented that traffic and pedestrian safety is one of the most obvious concerns, and Collier's and
122 FHI have more technical expertise in those areas. Personally, she does not interpret these firms
123 downsizing to a smaller project at a disadvantage. Commissioner Cockerline disagrees.

124
125 Chairman Klemens asked if any commission member had concerns with potential conflicts given that

SALISBURY PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
JUNE 21, 2022 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

126 George Johanessen/Allied Engineering frequently appears before the Commission for applications. All
127 members respond with no. Chairman Klemens sought to choose the firm with the best qualifications.

128
129 Commissioner Riva's opinion aligns with Commissioner Cockerline's. He believes Allied is the ideal firm
130 to utilize. Mr. Johanessen is exposed to the issues in the area, has worked in town multiple times
131 before, lives locally and is qualified enough for the task. He understands the problem areas despite lack
132 of experience, and also has worked directly with Mat Kiefer, which Riva considers an advantage.
133 Concerning cost, survey quotes from Mat Kiefer would raise the expense to more closely resemble
134 estimates from the larger firms. However, they did quote less work hours required compared to FHI,
135 whereas Collier did not quote hours at all.

136
137 Secretary Whalen admits he is still trying to wrap his head around the purpose of this project. He does
138 not understand how these changes will benefit downtown Lakeville and doubts much can be done in
139 such a small area. Whalen understands sidewalk safety could be improved, but believes this proposal is
140 a tremendous expense without significant positive outcome. Making small changes could improve
141 safety, but this economic development may ensure the continuation of the increasingly problematic
142 parking issue.

143
144 Commissioner Cockerline agreed with Secretary Whalen and acknowledged the parking issue. He
145 suggested that the commission consider narrowing the RFP to parking only in order to address this.
146 The crosswalks already in place are high level established by DOT, and the large downtown intersection
147 has already been reworked. In his opinion, the biggest problem is parking.

148
149 Vice Chair Shyer agrees parking is a big problem, but safety of children, pedestrians and bicyclists takes
150 precedence. As outdoor activity and popularity of the area increases, danger and risk of accidents
151 follows suit. There are technical ways to intentionally create an area that encourages slow driving
152 without increasing stress to drivers, and professional assistance is required to achieve that safety goal.

153
154 Chairman Klemens disagrees that parking is the main issue. Instead, he believes circulation and traffic
155 flow are more significant. Although Allied has substantial experience in the community, Chairman
156 Klemens cautioned the Commission from relying on preconceived notions. He values having a fresh set
157 of eyes to approaching these issues.

158
159 In conclusion, Vice Chair Shyer suggested asking firms about their approach to hosting a charette
160 emphasizing the importance of public involvement in the study.

161
162 Commissioner Cockerline concluded with a final question he has for the larger firms: What credentials
163 or past experience do they have regarding work in rural communities of 6,000 or less. Regarding the 3
164 options, Dr. Klemens believes FHI's budget is too high and would monopolize business in the
165 community. FHI will also be utilizing surveyors from their firm. He is concerned there will be
166 inconsistencies using surveyors who are not familiar with the area. In his opinion, the 2 viable
167 contenders are Colliers and Allied, and Colliers is the strongest and most impressive of the 3 proposals

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

JUNE 21, 2022 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

168 overall.

169

170 LUA Conroy reiterates the importance of employing a strong traffic expert. Another question to
171 propose includes asking a larger firm if they are willing to work with the Commission's surveyor of
172 choice, Mat Kiefer. Commissioner Cockerline does agree there is benefit to utilizing a surveyor who
173 knows the area, but does not anticipate issues if they choose surveyors who do not understand the
174 area.

175

176 The commission is in agreement that FHI is a firm that should not be considered and further progress is
177 anticipated in upcoming meetings.

178

179 16. Zoning Use Tables Discussions

180 LUA Conroy explained that the draft use table was altered based on Commission comments from the
181 prior meeting. Changing the word "permitted" to "allowed." She also noted the RR1V zone was
182 eliminated from the use table as a result of the zoning map revision work being done in conjunction
183 with Chairman Klemens. A discussion related to item #17 ensued as LUA Conroy and Chairman
184 Klemens provided a preview of some of the recommendations forthcoming on a draft zoning map.
185 Looking through the zoning maps, it became evident the RR1V does not serve a purpose. Instead,
186 many RR1V parcels are split between multiple zones and could easily be absorbed into surrounding
187 zones without creating new nonconformities with regard to setback or use. Additionally, there are not
188 many RR1V areas in town.

189

190 17. Zoning Map Discussion

191 Chairman Klemens explained that proposed changes to both the maps and the use tables are intended
192 to promote commercial use in appropriate downtown areas. New zones will follow parcel boundaries.
193 He also identified that in many nonconforming residential neighborhoods lots have been down zoned.
194 The intent is to provide relief to owners on lots that predate zoning requirements and are often
195 undersized. On South Shore Road, and on lower Preston Lane, they are proposing a change to R20. This
196 provides relief from setbacks for owners of the smaller lots. The C20 in Taconic will also be eliminated;
197 thus, the post office will become a non-conforming use. It is proposed to eliminate the CG20 at the
198 intersection of Lime Rock Road and Route 7 rendering the automobile business there non-conforming.
199 Some areas have been up zoned from RR1 to RR3 to maintain large tracts intact. Setback requirements
200 are the same in RR-1 and RR-3 thus the up zoning will not increase nonconformities with existing
201 buildings, the only difference between the two is the lot area. The R20 area around Farnum Road will
202 be extended, and the area around Amesville will change to R20. Throughout their work, Dr. Klemens
203 and LUA Conroy have found errors such as plots that do not exist, or have merged. An additional
204 thought is to extend the RE zone.

205

206 18. Regulation Amendments - Continued Discussion

207 Chairman Klemens requested that the Commission consider a definition and regulations for short term
208 events.

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

JUNE 21, 2022 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

209 **Motion:** To adjourn meeting
210 Made by Shyer, seconded by Whalen.
211 Vote: 5-0-0 in favor.
212
213 Respectfully Submitted,
214
215
216 Erika Spino
217 Secretary of Minutes