

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 4th, 2024 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Dr. Michael Klemens (Chair)

3 Cathy Shyer (Vice Chair)

4 Allen Cockerline (Regular Member)

5 Bob Riva (Regular Member)

6 Dr. Danella Schiffer (Alternate Member)

7 Beth Wells (Alternate Member) *arrived 5:34PM*

8

9 **Brief Items and Announcements**

10 1. Call to Order / Establish Quorum

11 Chair Klemens called the meeting to order at 5:30PM. A quorum was established with four regular
12 members present (Dr. Michael Klemens, Cathy Shyer, Allen Cockerline and Bob Riva). Alternate Member
13 Dr. Danella Schiffer was also present.

14

15 2. Approval of Agenda

16

17 **Motion:** To approve Agenda.

18 Made by Cockerline, seconded by Riva.

19 Vote: 4-0-0 in favor.

20

21 3. Minutes of February 5, 2024

22 Vice Chair Shyer proposed the following amendment:

23 Line 193: Add "asked if" after "Shyer"

24

25 Alternate Member Wells joined the meeting at 5:34PM. Chair Klemens appointed Alternate Member
26 Wells as voting member.

27

28 **Motion:** To approve minutes of February 5, 2024 as amended.

29 Made by Riva, seconded by Cockerline.

30 Vote: 5-0-0 in favor.

31

32 4. Minutes of February 20, 2024 - *pending*

33

34 **Public Comment**

35 8. Public Comment - Public Comment is restricted to items that are neither on the agenda nor the
36 subject of any pending Planning & Zoning application or action and are limited to three minutes
37 per person

38

39 **Public Hearings - 5:45**

40 5. #2024-0237 / Huestis Tucker Architects (Robert Tucker) / 177 Interlaken Road / Special Permit
41 Application for an Apartment on a Single-family Lot / Map 40 / Lot 45 / DOR: 01/16/2024 / OH:
42 02/20/2024 *Continue Hearing and Possible Consideration*

43

44 The hearing continued at 5:43PM. Architect Bob Tucker of Huestis Tucker Architects and property owner
45 David Nathan joined the meeting to represent the application. LUD Conroy explained previous discussion
46 concluded the applicant must clarify impervious surface calculations. She added that the wall asked

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 4th, 2024 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

47 about in the previous meeting is a fieldstone garden bed and does not need to be included under
48 impervious surface calculations. Architect Tucker explained their team discovered an existing concrete
49 slab had not been included in the calculations. After recalculation, there was reduction in proposed
50 impervious surface calculations and coverage.

51

52 Vice Chair Shyer asked if the gravel driveway present in the Lake Protection Overlay District (LPOD)
53 should be included in the impervious surface calculations. LUD Conroy replied yes, gravel driveways are
54 considered impervious. Vice Chair Shyer asked if there is a driveway that leads to the garage north of the
55 main house. Architect Tucker replied no, only lawn is present. Vice Chair Shyer asked if the gravel
56 driveway that loops around the proposed building could be reduced. Vice Chair Shyer suggested the
57 driveway could lead down the right-hand side of the building for simpler access to the garage. Architect
58 Tucker replied this change is possible, but the additional driveway length provides easier access to the
59 main dwelling's front entry and walkway. Mr. Nathan added the looped portion of the driveway is
60 existing. Although the surface is considered impervious, this portion of the driveway has grass and lawn
61 mixed in and is not composed of the same gravel material used for the rest of the driveway.

62

63 Chair Klemens asked why the deck and porch on the main dwelling are not included in impervious
64 surface calculations. Architect Tucker replied both the porch and deck are uncovered with significant
65 gaps between boards. Commissioner Cockerline asked for clarification of a garage located on the
66 northern portion of the property. Mr. Nathan replied this is a garage structure owned by the neighbors.
67 The easement access provided exclusive right for the neighbors to keep a structure in this designated
68 area. Chair Klemens asked what the cross hatched area on the north-east portion of the site plan
69 represented. Architect Tucker replied that a utility easement is not part of this lot.

70

71 Alternate Member Schiffer asked if the proposed septic tank construction will still occur outside of the
72 buildable area, Architect Tucker replied yes. Architect Tucker explained an existing pipe exiting the main
73 dwelling is currently connected to a septic tank, diverter, and other underground structures past the
74 setback line. Torrington Area Health District (TAHD) required a larger septic tank to be installed.
75 Architect Tucker explained the engineering team investigated moving the tank into the buildable area.
76 This would require removal of an existing tree and several bends in the septic pipe that could easily clog,
77 which TAHD may not approve. Architect Tucker explained the proposed location results in less grading
78 and less impact to the nearby environment.

79

80 Alternate Member Wells noted the proposed tank twenty-five feet further away from the lake is a
81 positive change. Commissioner Cockerline asked if this application is a sealed A-2 survey, Architect
82 Tucker replied the hard copy files will be sealed when submitted for the record. There were no further
83 comments or questions from the Commission or public.

84

85 **Motion:** To close the public hearing at 6:06PM.

86 Made by Cockerline, seconded by Shyer.

87 Vote: 5-0-0 in favor.

88

89 **Motion:** To approve #2024-0237 / Huestis Tucker Architects (Robert Tucker) / 177 Interlaken Road /
90 Special Permit Application for an Apartment on a Single-family Lot / Map 40 / Lot 45 / with the
91 conditions of receiving approval from TAHD and an as-built survey filed on mylar.

92 Made by Cockerline, seconded by Riva.

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 4th, 2024 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

93 Vote: 5-0-0 in favor.

94

95 6. #2024-0239 / Saint Martin of Tours Parish Corp (The Corner Food Pantry) / 80 Sharon Road / Special
96 Permit Application for Philanthropic Use Requiring Satellite Parking (at Saint Martin of Tours Parish
97 Parking Lot - Wells Hill Road) / Map 47 / Lot 06-01 / DOR: 2/20/2024 / *Open Hearing, Possible*
98 *Consideration*

99

100 Chair Klemens read the legal notice opening the public hearing at 6:10PM. Co-President of The Corner
101 Food Pantry Amanda Halle joined the meeting to represent the application. Kathy Mera, Chair of The
102 Corner Food Pantry's Building Committee, was also present. Ms. Halle explained a special permit was
103 requested to continue food pantry operations at 80 Sharon Road in Lakeville. The Corner Food Pantry
104 has been in operation for more than thirty years and was previously named "Owl's Kitchen". Ms. Halle
105 stated the pantry's mission is to provide nutritious food to individuals in need within the tri-state area.
106 Ms. Halle explained approximately one-hundred twenty households are served per week. The pantry has
107 operated out of an annex building on property owned by St. Mary's Church. Ms. Halle explained the
108 property is owned by St. Mary's but the pantry operates on a separate lot. The Pantry wished to obtain a
109 special permit for philanthropic use of the pre-existing building, garage, and church parking lot off of
110 Wells Hill Road. Ms. Halle shared that since the last meeting, the pantry board completed the
111 negotiation process of a long-term lease with St. Mary's Church. The final lease was approved, and is
112 awaiting a final signature, pending additional approval from the Planning and Zoning Commission.

113

114 Commissioner Riva complimented the proposed improvements for safety and traffic flow for the
115 Pantry's parking area. Alternate Member Schiffer asked if the Pantry composed records to document
116 which states utilize the most food products. Ms. Halle replied records do not specify individuals'
117 location, but a noticeable majority are from New York state, and there has been a recent increase of
118 clients from Connecticut.

119

120 LUTS Todaro shared the twenty-six letters mailed to the LUO for the public hearing. All letters of
121 correspondence were in support of The Corner Food Pantry's application. There were no further
122 comments or questions from the Commission or public.

123

124 **Motion:** To close the public hearing at 6:24PM.

125 Made by Cockerline, seconded by Riva.

126 Vote: 5-0-0 in favor.

127

128 **Motion:** To approve #2024-0239 / Saint Martin of Tours Parish Corp (The Corner Food Pantry) / 80
129 Sharon Road / Special Permit Application for Philanthropic Use Requiring Satellite Parking (at Saint
130 Martin of Tours Parish Parking Lot - Wells Hill Road) / Map 47 / as presented.

131 Made by Cockerline, seconded by Riva.

132 Vote: 5-0-0 in favor.

133

134 **Other Business**

135 7. Draft Colliers Open Space & Recreation Plan

136

137 Chair Klemens introduced Colliers Engineering & Design's draft of the Open Space & Recreation Plan and
138 explained that, similarly to previous Colliers studies, the Commission must formally review and accept

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 4th, 2024 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

139 the plan. He explained that LUD Conroy, Chair Klemens, LUTS Todaro and Recreation Director Lisa
140 McAuliffe reviewed the initial draft of this Colliers study and had several concerns about the quality of
141 the document. After discussion with Colliers, it was evident that Associate Debbie Lawlor was not
142 included in the composition of the initial draft. LUD Conroy suspected Ms. Lawlor's lack of involvement
143 was a contributing factor to the observed inconsistencies. LUD Conroy noted the document included
144 spelling errors, incomplete sentences, and outcomes that were not supported by the text itself. LUD
145 Conroy explained initial concerns were outlined and discussed with Debbie Lawlor in a follow up
146 meeting. LUD Conroy shared the draft under review today is in better shape than the previous
147 document, but there are still concerns present. LUD Conroy and Chair Klemens had begun composing a
148 document with their comments, and asked for Commissioners to begin with their first impressions.
149

150 LUD Conroy expressed concern about the structure of the profiles for recreational facilities in the
151 document. The profiles do not have a consistent format with some delving into weaknesses and
152 potential solutions. LUD Conroy felt the profiles should only state facts about conditions, and projected
153 solutions be in the recommendations section.
154

155 Chair Klemens provided an example involving restrooms at Community Field. On Page 8, Colliers
156 suggested reconstructing the existing restroom facilities. On Page 21, Colliers calls for immediate
157 replacement of the restroom. On page 33, Colliers mentioned the concept of Americans with Disabilities
158 Act (ADA) compliant portable restrooms. In the document conclusion, neither demolition or rebuilding
159 of the restrooms were included in the budget.
160

161 LUD Conroy questioned the document referring to the Parks Department. LUD Conroy suggested
162 rechecking data to ensure that Colliers is referencing proper entities and using the right terminology.
163

164 Chair Klemens stated this document should contain clear intellectual findings, goals, and objectives that
165 flow from a full assessment to the recommendations. LUD Conroy provided an example that involved
166 recreation infrastructure and sports courts at Community Field. LUD Conroy explained at the preliminary
167 meeting with Colliers, the age of the courts was an outlined issue and required a substantial investment
168 for improvement. LUD Conroy added one of the courts is not located on town property, and altering the
169 configuration of the courts would be required. The Colliers draft document does not provide information
170 or discussion regarding the condition of the courts.
171

172 Alternate Member Schiffer asked if public input from the POCD survey conducted was considered by
173 Colliers. LUD Conroy replied there was a minor reference to a Salisbury Study and recreation poll
174 conducted in August-September 2023. This information was briefly mentioned in the text and not
175 included in the appendix. Alternate Member Schiffer suggested consideration of security cameras was
176 not mentioned in the draft.
177

178 Vice Chair Shyer expressed disappointment, and considered the document incomplete. Vice Chair Shyer
179 expressed frustration that many requirements and requests made by the Town were not acknowledged.
180 Vice Chair Shyer added private school facilities were referenced but not included in the analysis. Chair
181 Klemens clarified the Town cannot rely on private school systems and must have an independent
182 recreation system. Vice Chair Shyer disagreed and thought communication with the private school
183 systems could be of value and taken into account. Vice Chair Shyer also noted additional car parking for
184 Trotta field is suggested without consideration of the number of people that will be utilizing the facility.

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 4th, 2024 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

185

186 Commissioner Cockerline pointed out the suggested parking lot for Community Field has changed
187 locations and asked if there was a documented reason for this change. LUD Conroy replied the change
188 reflected a secondary idea. Commissioner Cockerline noted parking in Lakeville is a persistent issue and
189 personally considered additional parking areas beneficial to the Town. LUD Conroy mentioned mixed use
190 should be encouraged, therefore the parking area could serve the recreational area and provide
191 potential overflow parking for other events in downtown Lakeville. Chair Klemens added the location
192 and size of this parking area should be discussed in detail. Vice Chair Shyer suggested pre-existing
193 parking lots should be considered for additional use prior to construction of a new lot in a green space.
194 Chair Klemens reiterated that this document represented a ten-year plan and the goal is to outline
195 changes that can realistically occur within the next decade.

196

197 LUD Conroy explained suggestions in the "Next Steps" section should be revisited and improved. #1
198 suggests that inspections of conditions, equipment and performing maintenance tests are not currently
199 completed. #2 is not a proper representation of how project plans and costs should be prioritized.

200

201 Chair Klemens asked the Commission if the document should be sent back to Colliers in request of
202 another draft. LUD Conroy replied this was previously done with the initial draft, but many comments
203 were missed. Vice Chair Shyer believed an additional draft should be requested as Town funds should
204 not be utilized for a report of this quality. Alternate Member Schiffer suggested making the final
205 payment to Colliers contingent upon receiving a document that is appropriate and well written. LUD
206 Conroy expressed concern that the Commission hired a professional firm that would provide additional
207 insight and perspective from their experience in other communities, but this draft possessed a quality of
208 writing that devalues the positive suggestions. Alternate Member Schiffer mentioned Debbie Lawlor's
209 lack of involvement with this document is a violation of the Commission's expectations.

210

211 Chair Klemens asked the Commission how they wished to proceed. Alternate Member Schiffer expressed
212 she would like to read an improved version of the document, provide feedback, and demand that
213 payment will be forthcoming once a satisfactory report has been received. Commissioner Cockerline
214 asked if this document was contracted, LUD Conroy replied yes. Alternate Member Wells noted the
215 document appeared to be an outline cut and pasted from other communities, which would explain why
216 much of the document did not relate to Town concerns. Chair Klemens asked if the Commission should
217 take initiative to alter the document to readable quality, due to how much time has been wasted
218 communicating back and forth with Colliers and not receiving the changes needed. Commissioner Riva
219 suggested providing Colliers with an outline detailing the Commission's expectations. Commissioner Riva
220 expressed that he would like to see an inventory of the Town's needs included in the document.
221 Commissioner Cockerline expressed he is not in favor of Colliers suggestion to pave the Grove parking
222 lot. LUD Conroy responded that the parking lot's catch basin outlets directly into Factory Pond and
223 would benefit from improvements. Commissioner Cockerline expressed concern about the proposed
224 idea to construct hiking trails with impervious pavement. Commissioner Cockerline suggested adding a
225 proposal to extend the Rail Trail pathway and add pedestrian crossing near Farnum Road for easier
226 civilian access to Community Field.

227

228 Chair Klemens stated the Commission will not accept Colliers draft Open Space & Recreation Plan study.
229 Chair Klemens explained further discussion with Recreation Director Lisa McAuliffe will occur to
230 determine how to proceed, and suggested the final draft may be composed by the Commission and LUO.

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 4th, 2024 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

231

232 **Adjournment**

233

234 **Motion:** To adjourn meeting at 7:30PM.

235 Made by Shyer, seconded by Cockerline.

236 Vote: 5-0-0 in favor.

237

238

239 Respectfully Submitted,

240 Erika Spino

241 Secretary of Minutes