

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 18th, 2024 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Dr. Michael Klemens (Chair)  
3 Cathy Shyer (Vice Chair) *arrived 6:31PM*  
4 Martin Whalen (Secretary)  
5 Allen Cockerline (Regular Member) *arrived 6:33PM*  
6 Bob Riva (Regular Member)  
7 Dr. Danella Schiffer (Alternate Member)  
8 Beth Wells (Alternate Member) *arrived 6:34PM*

**Members Absent:**

**Staff Present:**

Abby Conroy, Land Use Director (LUD)  
Miles Todaro, Land Use Technical Specialist (LUTS)

9  
10 **Brief Items and Announcements**

11 1. Call to Order / Establish Quorum

12 Chair Klemens called the meeting to order at 6:30PM. A quorum was established with three regular  
13 members present (Dr. Michael Klemens, Martin Whalen, Bob Riva). Alternate Member Dr. Danella  
14 Schiffer was also present.

15

16 Chair Klemens proposed the following amendment:

17 Item #3: "Minutes of February 20, 2024" change to "Minutes of February 20, 2024 - *pending*"

18

19 2. Approval of Agenda

20 **Motion:** To approve the Agenda as amended.

21 Made by Riva, seconded by Whalen.

22 Vote: 3-0-0 in favor.

23

24 3. Minutes of February 20, 2024 - *pending*

25

26 Vice Chair Shyer joined the meeting at 6:31PM.

27

28 4. Minutes of March 4, 2024

29 Chair Klemens proposed the following amendment:

30 Line 47: Add "edged" after "fieldstone"

31 Line 141: Remove "Associate"

32

33 Commissioner Cockerline joined the meeting at 6:33PM.

34

35 Line 208-209: Replace "Alternate Member Schiffer mentioned Debbie Lawlor's lack of involvement with  
36 this document is a violation of the Commission's expectations." with "Alternate Member Schiffer  
37 mentioned it was the Commission's expectation that Debbie Lawlor would be involved with this  
38 document."

39

40 Alternate Member Wells joined the meeting at 6:34PM.

41

42 Secretary Whalen was not present at the March 4 meeting and abstained from voting.

43

44 **Motion:** To approve minutes of March 4, 2024 as amended.

45 Made by Riva, seconded by Cockerline.

46 Vote: 4-0-1 in favor.

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47

48 **Other Business**

49 9. Notice of DEEP Recreation Trails Program Grant Application from the First Selectman

50

51 LUD Conroy shared a notice written by First Selectman Curtis Rand to the Planning & Zoning Commission  
52 and the Inland Wetlands & Watercourses Commission (IWWC). The First Selectman explained he signed  
53 a grant application made by the Salisbury Pathways Committee (SPC) for construction of a new pathway  
54 along Route 44. The pathway would go between the Appalachian Trail, Lion’s Head Condominiums, and  
55 the Rail Trail. LUD Conroy explained the pathway crosses Lion’s Head property, and has a significant  
56 wetland crossing within a flood zone.

57

58 LUD Conroy explained she submitted an application for the same grant to fund improvements to  
59 Railroad Street and the Rail Trail along Railroad Street in the Village Center. The previous Plan of  
60 Conservation & Development (POCD) and the Colliers study recommended improved connectivity and  
61 safety within the Village Center.

62

63 LUD Conroy shared a letter composed by Chair Klemens on behalf of the Commission in support of this  
64 application. Vice Chair Shyer asked if this grant application is a request for funding for planning and  
65 design. LUD Conroy replied yes. Vice Chair Shyer asked for the time frame of this grant. LUD Conroy  
66 replied a response may be received by the middle of summer. Vice Chair Shyer expressed support for the  
67 grant application and Chair Klemens letter.

68

69 **Public Comment**

70 10. Public Comment is restricted to items that are neither on the agenda nor the subject of any pending  
71 Planning & Zoning application or action and are limited to three minutes per person

72

73 There was no public comment.

74

75 **Public Hearing - 6:45PM**

76 5. #2024-0238 / Salisbury Housing Committee (Halle/Haley Ward) / 37 Railroad Street / Special Permit  
77 Application for “Dresser Woods” 20-Unit Affordable Multi-Family Housing in the Multifamily Housing  
78 Overlay District (Section 405) / Map 56 / Lot 56 / DOR: 1/16/2024 / OH: 02/20/2024 / *Continue Hearing,*  
79 *Possible Extension, Possible Consideration*

80

81 The hearing continued at 6:45PM. Vice President of the Salisbury Housing Committee (SHC) Jocelyn Ayer  
82 joined the meeting to represent the application. Ms. Ayer introduced a slideshow presentation made in  
83 response to questions from the public.

84

85 Engineer Todd Parsons from Haley Ward Engineering joined the meeting and presented a revised site  
86 plan that included an extension of the exclusion fence. The privacy fence was extended further east.  
87 Chair Klemens asked what the small green outlined area on the site plan represented. Engineer Parsons  
88 replied that it represents a plant bed area. Chair Klemens asked if the rest of the site will be lawn.  
89 Engineer Parsons replied yes, the 1.3 acres of permanent turf is excluded in the green outlined areas, as  
90 well as some smaller plant beds and trees. Engineer Parsons presented details of the exclusion fence  
91 that will be thirty inches in height with a ten-inch buried depth.

92

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93 Engineer Parsons also responded to a previously asked question which suggested a one-way loop road  
94 for access to the buildings. He explained that construction of a one-way loop is not feasible. The amount  
95 of space required to install an appropriate circle would increase the impervious surface coverage.  
96 Additional tree removal would also be required. Engineer Parsons explained that the current design is  
97 compact and limits the area of impervious surface and areas with vehicle headlights.

98

99 Architect Erin Benken from QA+M joined the meeting to answer questions regarding storage and closet  
100 space within the units. Architect Benken explained installation of full basements was investigated and  
101 determined to be a substantial additional cost for the project. Basement installation would require  
102 additional excavation around the footprint of the buildings. Architect Benken explained preservation of  
103 trees within the developed portion of the site is a priority, and excavation would create substantial  
104 destruction to the site and removal of most trees that are present. Architect Benken shared a plan  
105 highlighting the storage provided within the units. This showed at least five closets per unit, with larger  
106 units having additional storage spaces. Architect Benken explained alternate storage solutions such as  
107 large pantry cabinets in lieu of a traditional pantry closet was investigated. One exterior storage closet  
108 directly attached to the building is also provided with each unit. Architect Benken added all unit ceilings  
109 and closets will be nine feet in height.

110

111 Ms. Ayer acknowledged a question regarding wetlands being removed from density calculations. Ms.  
112 Ayer explained that in the Multifamily Housing Overlay District, up to sixty units would be allowed on  
113 this property, with the wetland area accounted for in the calculation. Ms. Ayer explained twenty units  
114 are proposed for this site, four units per acre, which is a similar density to nearby Sarum Village. Ms.  
115 Ayer added that the Multifamily Overlay District was created to permit additional density in areas served  
116 by public water and sewer.

117

118 Engineer Scott Hesketh from FA Hesketh & Associates joined the meeting to answer a question regarding  
119 whether traffic would be impacted in conjunction with developments on Grove Street, Sarum Village and  
120 the Pope Property. Engineer Hesketh explained Grove Street will have two units and Sarum Village will  
121 have ten units constructed. Both developments are anticipated to have small trip generation. Engineer  
122 Hesketh explained the Pope Project has not been formally proposed to any Commission and therefore  
123 was not included. Engineer Hesketh explained the traffic study overestimated background traffic  
124 volumes using data from 2009 opposed to current lower volumes. A 1% per year growth rate in traffic  
125 volumes over a two-year period was also included. Engineer Hesketh shared that although these three  
126 developments have not been specifically acknowledged, the adjustments made to background traffic  
127 volumes incorporated any additional traffic destined to these developments. Engineer Hesketh added  
128 the purpose of this report is not to demonstrate a lack of traffic from the newly proposed developments,  
129 but to determine whether the local roadway network has sufficient capacity to accommodate the  
130 increased traffic volumes. Engineer Hesketh stated the report has sufficiently demonstrated capacity  
131 ratios and the local roadway network is more than capable of accommodating additional traffic from this  
132 proposed development.

133

134 Ms. Ayer noted the SHC has agreed to permanently protect any remaining portion of the property from  
135 future development. Ms. Ayer explained they have investigated options including a deed restriction or  
136 conservation easement. Ms. Ayer asked the Commission if a condition of approval for this decision could  
137 provide flexibility between both options while the SHC explores the best route to take. Chair Klemens  
138 complimented this decision and suggested calling the area "Dresser Woods Preserve".

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139

140 Chair Klemens asked if a tree preservation plan was composed for a better understanding of the  
141 numbers/species of trees and how they will be protected on the property. Engineer Parsons presented  
142 the planting plan which identified trees within the construction area that would be preserved and  
143 surrounded by fencing, indicated in red. Engineer Parsons explained trees beyond limits of the privacy  
144 fence will remain, but have not been surveyed or identified. Chair Klemens asked if trees on the plan not  
145 surrounded by fencing will be removed. Engineer Parsons replied it indicated trees and shrubs that will  
146 be planted after construction.

147

148 Chair Klemens mentioned two letters of correspondence from residents of Fowler Street who expressed  
149 concern about traffic volume. Chair Klemens asked for an example of traffic flow in this area to compare  
150 and contrast with other roads in Town. Engineer Hesketh replied a projected peak hour traffic volume of  
151 ten or fewer vehicles to pass Fowler Street, or one vehicle every six minutes on average. Chair Klemens  
152 asked if a plan for school bus stops was established. Ms. Ayer replied these stops are determined by the  
153 school district. Engineer Hesketh replied school buses generally do not stop on private property, and  
154 students will likely have to walk to a bus stop at the corner of Railroad Street and Fowler Street.

155

156 Chair Klemens asked if letters of approval were received from Aquarion Water Company (AWC) and the  
157 Town sewer. Engineer Parsons replied that the Town sewer will serve the project and communications  
158 with AWC have been ongoing for several weeks. All requests from AWC have been completed but they  
159 have yet to process all updated information and plans. Chair Klemens asked if any problems are present  
160 with water line capacity and wondered if improvements will require road construction. Engineer Parsons  
161 replied excavation will occur at the end of Fowler Street where the water line ends but will not stretch  
162 down the road. A pressure and flow test was performed and resulted in two-thousand gallons of water  
163 flow per minute.

164

165 Chair Klemens asked if private outdoor areas were provided for all residents. Ms. Ayer replied each unit  
166 has a private outdoor space and porch area. Architect Benken noted there will also be shared outdoor  
167 common areas.

168

169 Vice Chair Shyer asked if including attic space in the units for additional storage was investigated.  
170 Architect Benken replied most buildings are one and half stories and are taking advantage of space  
171 underneath the roof for the second-floor units. Only a small area of attic space could be included at the  
172 peak of the roof, which would not be practical. Vice Chair Shyer asked if the outdoor storage areas will  
173 be large enough for bicycles. Architect Benken replied yes, they are four by six feet in size.

174

175 Vice Chair Shyer asked for confirmation that traffic volume numbers were recorded on Route 44 both on  
176 the current study and the study performed in 2009. Engineer Hesketh replied yes, both traffic volume  
177 reports were performed by DOT on Route 44 with turning movement counts on the corner of two  
178 intersections. Commissioner Cockerline asked if a date was specified for the October 2009 traffic study,  
179 as traffic numbers are unusually high during the Town's Columbus Day autumn event. Engineer Hesketh  
180 replied October 5th, 2009.

181

182 Commissioner Cockerline mentioned the addition of full basements and asked how the cost of slab on  
183 grade construction compares. Ms. Ayer replied construction of full basements would cost \$30,000 in  
184 additional funding and the current plan will involve slab on grade excavation. Commissioner Cockerline

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185 commented that he understands funding constraints, but does not agree that full basements are not  
186 practical to install. Ms. Ayer replied the SHC believed sufficient storage will be provided for all units  
187 without the addition of basements. Ms. Ayer added this project prioritizes immediate housing for  
188 people.

189

190 Commissioner Riva expressed that he believed the property could be excessively damaged by the  
191 excavation process of full basement additions and agreed with Ms. Ayers comments. Commissioner Riva  
192 added that all of his personal concerns regarding traffic and storage were addressed.

193

194 LUD Conroy mentioned the Land Use Office (LUO) had not received a final letter from AWC. Engineer  
195 Parsons clarified that a final letter of confirmation from AWC had not been received, but one was  
196 received from the Town Sewer Commission.

197

198 Alternate Member Schiffer asked how plow vehicles will maneuver and relocate snow in the winter.  
199 Engineer Parsons indicated the cross hatched area on the right side of the parking lot could be used for  
200 snow storage. Alternate Member Schiffer asked if this storage area will block access to the unit behind.  
201 Engineer Parsons replied no, a sidewalk will be installed around the back of the storage area. Engineer  
202 Parsons added a plow could also push excess snow from that location to the left side of the parking lot in  
203 a vacant area. If warranted, a tractor could be utilized to relocate large masses of snow. Alternate  
204 Member Schiffer asked for clarification on how the units will dispose of garbage. Ms. Ayer replied that all  
205 units can bring trash to the shared dumpster location in the parking lot. Chair Klemens asked if the  
206 dumpster is bear-proof, Ms. Ayer replied yes.

207

208 Alternate Member Wells expressed concern that storage space within units is insufficient. She explained  
209 washer and dryer installments will diminish significant closet storage space, and bedroom sizes may not  
210 accommodate large furniture such as dressers for residents to include additional personal storage.  
211 Alternate Member Wells also expressed concern that the trees proposed to be preserved may not  
212 survive construction. Alternate Member Wells asked if language can be altered to specify that any tree  
213 which does not survive be replaced with a species of comparable size. Chair Klemens asked if a species  
214 list of trees intended for preservation could be composed to better identify potential protection and  
215 loss. Vice Chair Shyer agreed that a species list would be beneficial and could help neighboring  
216 properties witness a stronger effort of preservation. Secretary Whalen commented that the addition of a  
217 species list is not a deal breaker for approval of this plan. Ms. Ayer commented that a sufficient amount  
218 of work was performed to save as many mature trees as possible but the SHC would be happy to  
219 inventory trees planned to be preserved. Ms. Ayer added the proposed planting plan has robust  
220 intentions for the addition of trees and shrubs after construction, and asked for the Commission to  
221 consider the context of this development to keep the process moving. Chair Klemens expressed that he  
222 would prefer to receive identification information for trees that will be lost. Commissioner Cockerline  
223 commented that he did not see the value of inventorying trees that will be removed. Commissioner  
224 Cockerline noted any construction will result in loss of trees and believed the SHC made sufficient effort  
225 committing to a conservation easement. Commissioner Riva expressed support for Commissioner  
226 Cockerline's response and added that the SHC had made significant effort to retain natural space on the  
227 property. Alternate Member Schiffer commented that it may not be useful to survey tree species that  
228 will be removed, but there could be significant benefit to identifying which species will remain.

229

230 Chair Klemens opened the floor to the public for comments and questions.

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231

232 Member of the public Sally Spillane joined the meeting and explained that she and Sean Grace, a  
233 neighbor and previous director of Sharon Audubon Society, surveyed trees on the property. Ms. Spillane  
234 noted that all trees that would make ideal habitat for birds or had the best chance of fanning out after  
235 construction were tagged. A large majority of trees on this property are native White Oak trees. Ms.  
236 Spillane indicated a significant number of trees were marked in hopes of preservation, most notably on  
237 either side of the privacy fence there is a rich area for habitat and bird nesting. Chair Klemens asked if  
238 the plans respected the preferences of the tree survey. Ms. Spillane replied there are not as many trees  
239 preserved as she would like, but felt the project's plan is sufficient. She hopes that if the project  
240 proceeds, additional trees may be saved.

241

242 Member of the public Steve Ohlinger joined the meeting and expressed his dissatisfaction with the Zoom  
243 Meeting process.

244

245 Member of the public Mark Williams joined the meeting and expressed his preference for hosting  
246 Planning & Zoning Commission meetings in-person at Town Hall. Mr. Williams believed twenty parking  
247 spaces with an additional ten spaces of parking is not sufficient for twenty residential units. Mr. Williams  
248 commented that it is not uncommon for families to have more than one vehicle and expressed concern  
249 that parking will spill over into Railroad Street. Ms. Ayer replied one parking space per unit is required  
250 and the initial plan provided twenty spaces, but after discussion with neighbors, eleven overflow parking  
251 spaces were added. There are thirty-one parking spaces proposed, or an average of 1.5 spaces per unit.  
252 Chair Klemens asked how overflow parking outside of 37 Railroad Street could be addressed and  
253 prevented. Ms. Ayer replied that based on survey analysis done at Sarum Village, Sharon Ridge and  
254 Kugeman Village, many residents do not own vehicles. Ms. Ayer believed thirty-one parking spaces is  
255 sufficient for all residents and visitors based on the number and size of the units. Chair Klemens asked if  
256 the average number of parking spaces used at the other developments could be shared. Ms. Ayer  
257 explained Sarum Village has twenty-four units with twenty-seven associated vehicles. Sharon Ridge has  
258 thirty-two units with fifty associated vehicles. Kugeman Village has eighteen units with twenty-three  
259 associated vehicles. Ms. Ayer explained these numbers reflect an average of 1.3 cars per unit.

260

261 Chair Klemens asked if the planned development could accommodate additional parking spaces.  
262 Engineer Parsons replied yes, the overflow parking area on grass pavers located off the driveway could  
263 be expanded. Two or three parking spaces may be added on the west side, and one or two spaces may  
264 be added on the east side to ensure access to the dumpster nearby is maintained. Mr. Williams asked  
265 why overflow parking is being utilized with grass pavers opposed to pavement. Engineer Parsons replied  
266 grass pavers are proposed to minimize the extent of pavement on the site, resulting in minimized  
267 stormwater impacts. Mr. Williams asked how overflow parking will be maintained in the winter,  
268 Engineer Parsons replied grass paver spaces can be plowed. Engineer Parsons explained the grass pavers  
269 are a grid system that has gravel below the surface that is filled with topsoil and seed. The parking  
270 spaces will have a different appearance than the regular lawns nearby as there is limited nutrient  
271 retention with this system. Mr. Williams asked if the grass paver areas could be damaged by weather  
272 and changing seasons. Engineer Parsons replied the pavers have a fifteen-inch base layer similar to  
273 pavement and would not be different than what is experienced with asphalt. Commissioner Riva  
274 provided an example of grass pavers installed nearby in North Canaan that are in sufficient shape after  
275 ten years of use.

276

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277 Mr. Williams asked if the height of the privacy fence along the property line could be increased from six  
278 feet to eight feet. Chair Klemens answered that the installation of an eight-foot fence would create a  
279 zoning issue. Chair Klemens asked if a seven-and-a-half-foot fence could be installed. Ms. Ayer replied  
280 the purpose of the privacy fence is to keep headlights away from neighboring properties, and added that  
281 she would consult with the SHC about increasing the height.

282  
283 Alternate Member Wells expressed further concern for the lack of parking spaces provided for visitors,  
284 as public transportation is not commonly used in Town. She added that pavement should be used for  
285 overflow parking as excessive use will cause the paver system to appear unattractive and unusable.  
286 Alternate Member Wells also suggested at least two parking spaces per unit to avoid parking  
287 overflowing on neighboring streets.

288  
289 Member of the public Dan Moses Schreier joined the meeting and concurred that the height of the  
290 privacy fence should be increased to seven and a half feet in respect to neighboring properties. Mr.  
291 Schreier believed storage areas for the units are not sufficient and asked if the outdoor storage space  
292 provided for each unit could be increased in size. Mr. Schreier asked if the location of laundry hookups  
293 within units are included in the site plan. Mr. Schreier expressed concern about the large amount of  
294 grass proposed as open space and asked if native flower meadows could be included in some areas. Mr.  
295 Schreier noted meadows are ecologically sound and require limited maintenance. Mr. Schreier asked if a  
296 budget was proposed for lawn maintenance. Mr. Schreier asked if a playground for children could be  
297 included. Mr. Schreier asked if the dumpster could be relocated to a more private area on the site.

298  
299 Ms. Ayer replied the outdoor storage areas could be increased in size, but this would compromise the  
300 unit's outdoor space and porch area. Ms. Ayer noted she must consult with the SHC regarding adding  
301 storage versus losing outdoor space. Architect Benken replied washer and dryer hookups are indicated  
302 on the floor plans. Architect Benken explained these areas are not shown as closets because the washer  
303 and dryer take up the entirety of the area and are not considered storage space. Ms. Ayer replied a  
304 budget for lawn maintenance is in place, similar to the budgets at Sarum Village. Funding for property  
305 maintenance comes from rent collected from residents. Ms. Ayer explained the lawn areas must be  
306 mowed and maintained, but the SHC made an effort to install low maintenance plantings. Ms. Ayer  
307 replied the addition of a playground could be discussed with the SHC. A separate fundraising project  
308 could be proposed to raise money for the addition of a playground. Ms. Ayer mentioned she does not  
309 anticipate a large number of school aged children to live in the development and additional insurance for  
310 the addition of a playground must be investigated. Ms. Ayer replied the dumpster is located in the most  
311 convenient area for garbage collection. Ms. Ayer explained relocation of the dumpster is not possible  
312 without placing it in front of a resident's unit. Chair Klemens asked for the distance between the  
313 dumpster and the closest residence on Fowler Street. Engineer Parsons replied the dumpster is an  
314 estimated one-hundred-twenty feet away from the nearest residence. Engineer Parsons replied he does  
315 not recommend wildflower meadows for a limited amount of acreage as residents may wish to have a  
316 lawn around their units for walking and personal use. Mr. Schreier disagreed with Engineer Parsons  
317 about the inclusion of wildflower meadows around the property. Engineer Parsons added it is possible to  
318 include a more naturalized lawn not dependent on excessive chemical and fertilizer use.

319  
320 Member of the public John Siegenthaler joined the meeting and shared insight that the East Meadow  
321 housing development located nearby has roughly the same number of units and bedrooms as the  
322 proposed development. Mr. Siegenthaler added East Meadow has units that are less than one-thousand

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323 square feet with the exception of one larger building present in the middle of the property. Mr.  
324 Siegenthaler noted East Meadow has a smaller-scaled housing development on 3.5 acres of land, and  
325 the proposed project is only 2.54 acres. Mr. Siegenthaler expressed concern that traffic studies  
326 performed on Route 44 do not address specific issues that occur on Railroad Street. Mr. Siegenthaler  
327 suggested reducing the number of units provided for better consideration of additional requests such as  
328 storage, parking, and playground space.

329  
330 Ms. Ayer replied the SHC considered the number of units on this property appropriate and will retain  
331 that position. Ms. Ayer replied raising the height of the privacy fence will not have a significant impact as  
332 six feet is more than sufficient as noted in the lighting plan. Ms. Ayer presented the lighting plan and  
333 explained all outdoor lights will be dark skies compliant. Architect Benken noted reduced light on site  
334 can be investigated, but adequate lighting must be provided for pedestrian walkways.

335  
336 Alternate Member Schiffer asked where resident mailboxes will be located, and if installation of security  
337 cameras was considered. Ms. Ayer replied a group of mailboxes will be provided at the entrance of the  
338 development. Ms. Ayer explained security cameras are not present or needed at other housing  
339 developments and will not be installed.

340  
341 Vice Chair Shyer believed five additional parking spaces should be included, and it should be the  
342 applicant's decision to install grass pavers. Vice Chair Shyer did not want to impose a height increase of  
343 the privacy fence unless it is known the change will achieve diminished light pollution. Alternate  
344 Member Wells asked if the outdoor lighting will be turned off at night, Ms. Ayer replied this concept was  
345 not discussed, but believed lights will remain on to ensure residents can safely access vehicles overnight.  
346 Alternate Member Wells commented overnight lighting can be disturbing to neighbors and should be  
347 turned off.

348  
349 Chair Klemens asked for the height of the outdoor lighting near the parking spaces. Architect Benken  
350 replied the downward facing pole lights are twenty feet in height. Chair Klemens expressed that the  
351 height of outdoor pole lights should be reduced. Engineer Parsons replied the pole lights could likely be  
352 reduced to fourteen feet in height, but the number of poles would increase to ensure adequate lighting  
353 is provided. Commissioner Riva added adequate overnight lighting is essential for the safety of residents.  
354 He mentioned that regardless of the privacy fence's height, if outdoor lighting poles are twenty feet in  
355 height, the fence will not reduce light pollution. Commissioner Riva advised lowering the height of the  
356 outdoor light poles and suggested turning off a number of them overnight.

357  
358 Chair Klemens suggested keeping the hearing open to properly address concerns with lighting and  
359 parking, and recommended a draft resolution be composed for the next meeting. Vice Chair Shyer,  
360 Commissioner Cockerline, Commissioner Riva and Alternate Member Schiffer agreed. Alternate Member  
361 Wells commented that she believed the applicant should increase the number of paved spaces to two  
362 cars per unit. Ms. Ayer agreed to compose a request for an extension to ensure the hearing can remain  
363 open to the next meeting on April 1st, 2024.

364  
365 **Motion:** To continue the public hearing on April 1st, 2024 at 6:45PM via Zoom with limited questions  
366 concerning increased parking and decreased lighting impact.

367 Made by Cockerline, seconded by Riva.

368 Vote: 5-0-0 in favor.



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370 Vice Chair Shyer and Commissioner Riva left the meeting at 9:09PM. Chair Klemens appointed Alternate  
371 Member Schiffer and Alternate Member Wells as voting members.

372

373 **New Business**

374 6. #2024-0241 / Fransam LLC (Peter D'Aprile) / 20 Main Street / Special Permit Application for Parking  
375 Flexibility, Retail, Multifamily, and Personal Service / Map 54 / Lot 20 / DOR: 03/18/2024 / *Reception,*  
376 *Consideration of Completeness, Schedule Hearing*

377

378 Peter D'Aprile joined the meeting to present the application. Mr. D'Aprile explained that he purchased  
379 the building in 2022. Thornhill flower shop located in the building closed and terminated their lease. Mr.  
380 D'Aprile explained the current tenant wished to open a barber shop at this location. Permits for use are  
381 required from the LUO, and Mr. D'Aprile is requesting a special permit for parking flexibility. Chair  
382 Klemens asked if an office is proposed at this location, Mr. D'Aprile replied no, a barber shop only.

383

384 LUD Conroy explained an old partial survey is on file, but the applicant has not proposed exterior  
385 modifications. LUD Conroy shared the survey, a narrative, and parking demand analysis that was  
386 submitted to the LUO by the applicant. She explained there has been a long history of non-permitted use  
387 at this location. Chair Klemens asked where employees of the businesses will park. Mr. D'Aprile replied  
388 employees use the nearby church parking lot or the street. LUD Conroy asked if approval was received  
389 from the Fire Marshal. Mr. D'Aprile replied not yet. Tenant and owner of the proposed barber shop  
390 Jamie Murphy joined the meeting. Mr. Murphy explained paperwork has been completed and submitted  
391 to Torrington Area Health District (TAHD).

392

393 **Motion:** To schedule a public hearing for application #2024-0241 / Fransam LLC (Peter D'Aprile) / 20  
394 Main Street / Special Permit Application for Parking Flexibility, Retail, Multifamily, and Personal Service /  
395 Map 54 / Lot 20 / DOR: 03/18/2024 for April 15th 2024, at 6:45PM via Zoom.  
396 Made by Cockerline, seconded by Whalen.

397 Vote: 5-0-0 in favor.

398

399 7. #2024-0242 / Town of Salisbury / 42 Ethan Allen Street (Town Grove) / Site Plan Application for EV  
400 Charger Installation / Map 46 / Lot 07 / DOR: 03/18/2024 / Reception and Possible Consideration

401

402 Salisbury Economic Development Committee (SEDC) member Robert Schaufelberger and Dan Robertson  
403 of Artis Energy Solutions joined the meeting to present the application. Mr. Robertson explained an  
404 electric vehicle (EV) charging station with two ports is proposed to be installed at the Town Grove near  
405 the paddleball courts. The EV charging station is designed to receive and feed power from an existing  
406 panel board on a building nearby. Mr. Robertson explained the EV station will be mounted on a pedestal  
407 and will have signage and bollards present to protect the station. Two cars can charge at the same time,  
408 a touch screen will be installed for easy access, and the charging cords are retractable. The Town  
409 purchased a five-year prepaid warranty from the manufacturer ChargePoint. Chair Klemens asked if the  
410 warranty is a service contract. Mr. Robertson replied yes. Chair Klemens asked if drivers will be charged  
411 for use of the station, Mr. Schaufelberger replied yes.

412

413 LUD Conroy mentioned the applicant requested a waiver of the A-2 survey requirement. Mr. Robertson  
414 explained there is no setback requirement and felt an A-2 survey is not necessary. The Commission

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

March 18th, 2024 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

415 agreed the A-2 survey can be waived. Chair Klemens advised making approval contingent on the town  
416 merging the adjoining parcels which comprise the Town Grove.

417

418 The Commission agreed to continue the application to the meeting on April 1st 2024.

419

420 8. Hotel/Motel Regulation Amendment / Town of Salisbury / *Schedule Public Hearing*

421

422 LUD Conroy presented a memo and draft letter for submission to the Northwest Hills Council of  
423 Government (NWHCOG). LUD Conroy explained the letter outlines changes to the table of uses, revisions  
424 of the "hotel"/"motel" definitions, and addition of a subsection for "Other uses in residential zones"  
425 which included specific criteria for what would be allowed. LUD Conroy explained the amendment of the  
426 "Table of Uses in Residential Zones" would allow hotels in the RR1 district by special permit only. LUD  
427 Conroy explained the regulation would assist with issues regarding non-conformities, require a minimum  
428 lot area of 10 acres, frontage with access from state highways, and require the properties be served by  
429 public water and sewer. There are two hotels currently established in the RR1 zone, the Wake Robin and  
430 Interlaken Inn. LUD Conroy mentioned both hotels meet all requirements.

431

432 LUD Conroy explained current parking regulations require one space per room. The proposed change  
433 reflects modification of the hotel/motel definition while keeping the basis of both locations being  
434 considered transient lodging accommodations. LUD Conroy explained the minimum parking requirement  
435 would be one space per room, with additional parking spaces provided as needed for other uses.

436

437 **Motion:** To send the letter to NWHCOG and schedule a public hearing on May 6th 2024, at 6:45PM via  
438 Zoom.

439 Made by Cockerline, seconded by Wells.

440 Vote: 5-0-0 in favor.

441

442 **Adjournment**

443

444 **Motion:** To adjourn meeting at 9:38PM.

445 Made by Whalen, seconded by Cockerline.

446 Vote: 5-0-0 in favor.

447

448

449 Respectfully Submitted,

450 Erika Spino

451 Secretary of Minutes