

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

April 1st, 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)

4 Martin Whalen (Secretary)

5 Allen Cockerline (Regular Member)

6 Bob Riva (Regular Member)

7 Beth Wells (Alternate Member)

Members Absent:

Dr. Danella Schiffer (Alternate Member)

Staff Present:

Abby Conroy, Land Use Director (LUD)

Miles Todaro, Land Use Technical Specialist (LUTS)

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 five regular
13 members present (Dr. Michael Klemens, Cathy Shyer, Martin Whalen, Allen Cockerline, Bob Riva).
14 Alternate Member Beth Wells was also present.

16 2. Approval of Agenda

17 LUD Conroy proposed the following amendment:

18 Item #3 "Other Business" add "3.B #ZP-22-96 / Bristow / Temporary Zoning Permit Request for Extension
19 / 144 Weatogue Road / Map 25 / Lot 01 / *Possible Consideration*"

21 **Motion:** To approve the agenda as amended.

22 Made by Cockerline, seconded by Riva.

23 Vote: 5-0-0 in favor.

25 **Other Business**

26 3.A #ZP-24-22 / Marketplace of Salisbury (LaBonne's) / Temporary Zoning Permit for Refrigerated Prep
27 Trailer / Map 52 / Lot 25 / DOR: 03/20/2024 / *Possible Consideration*

29 LUD Conroy explained LaBonne's Market is in the process of renovation and applied for a temporary
30 zoning permit for a temporary trailer setup to house a portion of their operation while under
31 construction.

33 **Motion:** To authorize the use of temporary zoning permit for application #ZP-24-22 / Marketplace of
34 Salisbury (LaBonne's) / Temporary Zoning Permit for Refrigerated Prep Trailer / Map 52 / Lot 25 / DOR:
35 03/20/2024

36 Made by Cockerline, seconded by Riva.

37 Vote: 5-0-0 in favor.

39 3.B #ZP-22-96 / Bristow / Temporary Zoning Permit Request for Extension / 144 Weatogue Road / Map
40 25 / Lot 01 / *Possible Consideration*

42 LUD Conroy explained the property had an existing dwelling with non-conformities, and construction is
43 underway for a new structure that will conform to all zoning regulations. The applicant requested an
44 extension to continue residing in the existing dwelling while construction is completed. Chair Klemens
45 mentioned this is the last extension that can be allowed and requested an update from the applicant.
46 The applicant was not present to answer questions.

47

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48 **Motion:** To authorize LUD Conroy to extend the temporary zoning permit for application #ZP-22-96 /
49 Bristow / Temporary Zoning Permit Request for Extension / 144 Weatogue Road / Map 25 / Lot 01 /
50 Made by Cockerline, seconded by Riva.
51 Vote: 5-0-0 in favor.

52

53 **Pending Business**

54 4. #2024-0242 / Town of Salisbury / 42 Ethan Allen Street (Town Grove) / Site Plan Application for EV
55 Charger Installation / Map 46 / Lot 07 / DOR: 03/18/2024 / *Possible Consideration*

56

57 Salisbury Economic Development Committee (SEDC) member Robert Schaulfelberger joined the meeting
58 to present the application. LUD Conroy explained a site plan was reviewed during a previous application
59 but the location of the electric vehicle (EV) charger station was adjusted. Mr. Schaulfelberger explained
60 the EV charger was relocated further away from a storage shed used by Town Grove staff. He shared the
61 new location is between the paddleball courts and shed to keep a low profile away from equipment
62 traffic.

63

64 Vice Chair Shyer asked if the station could be moved slightly towards the shed to more comfortably
65 accommodate parking for the paddle tennis courts. Secretary Whalen pointed out that the users of the
66 courts could park elsewhere as the parking lot has significant space for parking. Mr. Schaulfelberger
67 explained the priority is to reduce risk of damage to the EV charger devices from trailer traffic near the
68 storage shed. He added that citizens who drive EVs could park and charge their vehicles while using the
69 sport courts, but the charging station's location could be potentially moved.

70

71 LUD Conroy mentioned a previous discussion of merging lots on the Town Grove. She explained that she
72 spoke with Surveyor Mat Kiefer who noted merging lots would be feasible. Chair Klemens asked if three
73 lots were present. LUD Conroy replied the number of lots present is questionable as some property lines
74 shown on the Town GIS are not accurate.

75

76 **Motion:** To approve application #2024-0242 / Town of Salisbury / 42 Ethan Allen Street (Town Grove) /
77 Site Plan Application for EV Charger Installation / Map 46 / Lot 07 / with the following conditions:

78 1. The EV Charger position shall be moved slightly to the west of the wood curb stops to
79 accommodate sports court parking.

80 2. The multiple lots of the Town Grove area shall be merged.

81 Made by Cockerline, seconded by Riva.

82 Vote: 5-0-0 in favor.

83

84 **Public Hearings - 6:45PM**

85 5. #2024-0238 / Salisbury Housing Committee (Halle/Haley Ward) / 37 Railroad Street / Special Permit
86 Application for "Dresser Woods" 20-Unit Affordable Multi-Family Housing in the Multi-Family Housing
87 Overlay District (Section 405) / Map 56 / Lot 56 / DOR: 1/16/2024 / OH: 02/20/2024 / *Continue Hearing,*
88 *Possible Consideration*

89

90 The hearing continued at 6:48PM. Vice President of the Salisbury Housing Committee (SHC) Jocelyn Ayer
91 joined the meeting to present the application. Engineer Todd Parsons from Haley Ward Engineering and
92 Architect Erin Benken from QA+M were also present.

93

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94 Chair Klemens stated the following:

95 Tonight, we are continuing the hearing on dresser woods April 1, 2024.

96 I am Dr. Michael Klemens, Chair. With me tonight are five regular members and LUO staff Abby
97 Conroy (Director) and Miles Todaro (Land Use Technical Specialist).

98
99 It is my hope to close the public hearing this evening.

100
101 I will make note that while our alternates are free to ask questions and participate in the
102 hearing process, once the hearing closes and deliberations begin, only five seated members of
103 the Planning & Zoning Commission are part of that deliberation process.

104
105 Once the hearing closes no new information or comment may be added to the record.

106
107 This hearing had been left open for two distinct issues that were brought to our
108 attention by the neighbors two weeks ago. The first is providing additional spaces to avoid the
109 potential parking off-site on Railroad Street. The second is to take further measures to mitigate
110 light spillage from exterior lighting toward the Fowler Street neighborhood.

111
112 I would also like to address various concerns expressed by the public and the PZC
113 concerning the interior configuration of these housing units, specifically to provide more
114 storage space: either closets, attics, or basements. Please note that the interior configuration of
115 these housing units is beyond the scope (authority) of the PZC Special Permit process.

116
117 Tonight, as has been our practice at the other public hearings, I will first ask the
118 applicant to present new information concerning parking and exterior lighting.
119 I will then turn to the PZC for any additional questions they may have.

120
121 And then I will move to the public. In order to facilitate the webinar format, if you wish to
122 speak, use the "raise hand" function and keep your hand raised until you have been recognized
123 and brought into the virtual hearing room.

124
125 The "chat" function is not to be used to make any comments or discussion. People
126 commenting in the "chat" function are disrupting the hearing and are inconsiderate of their
127 neighbors who are following the hearing procedure. The "chat" function is only to be used to
128 communicate technical webinar issues to the Land Use Office staff.

129
130 Ms. Ayer introduced a slideshow presentation made in response to questions from the public. Engineer
131 Parsons presented a revised parking plan with five additional parking spaces. He explained the previously
132 proposed grass paver overflow parking will have two paved spaces added closest to the buildings, and
133 three spaces added on the grass paver area. Engineer Parsons explained a total of thirty-six spaces will
134 be offered on site. Chair Klemens asked for the average parking spaces per unit. Ms. Ayer replied 1.8
135 spaces.

136
137 Architect Benken presented a revised lighting plan. She explained the height of all pole lights were
138 reduced from twenty feet to twelve feet. The number of pole lights were increased to provide the
139 required foot-candle lighting at grade. Architect Benken explained shielded lighting will be used along

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140 the privacy fence and overflow parking area. Pole lights that previously extended down the entrance
141 driveway towards Fowler Street were removed. Architect Benken shared that calculations were
142 completed that determined the lighting levels at the entrance will be non-existent, and will not extend
143 beyond the property lines. Architect Benken introduced lighting consultant David Mainville of Illuminate
144 to answer additional questions regarding lighting plan concerns.

145
146 Chair Klemens mentioned the parking plan and suggested converting the five additional parking spaces
147 to lawn. He explained this area could be proposed as phantom parking and converted to parking spots in
148 the future if necessary. Chair Klemens explained if the lawn area is flat without obstructions, citizens will
149 utilize the grass for additional parking with or without pavers present. Vice Chair Shyer expressed
150 support for Chair Klemens suggestion. Alternate Member Wells asked if a lawn parking would be
151 available for use when snow is present, and added the lawn space is not a true designated parking area.
152 Commissioner Cockerline expressed support for either option. He explained if grass pavers are present
153 the parking area may get plowed in the winter and will have sufficient lighting. Commissioner Cockerline
154 added that he is also in support of phantom parking since 1.5 parking spaces per unit already exceeded
155 the Regulation requirements. Alternate Member Wells expressed concern that a majority of tenants will
156 have more than one vehicle which could result in lack of parking. Alternate Member Wells
157 recommended including as many overflow parking spaces as possible. Vice Chair Shyer was in support of
158 both options. She understood the benefit of a phantom parking area that can be converted easily with
159 lighting and pavers, but also noted that construction of parking that is not required should be avoided.

160
161 Chair Klemens reminded the Commission that the addition of parking spaces is in response to neighbor's
162 concerns of potential overflow parking on Railroad Street. Chair Klemens expressed he was comfortable
163 with an average of 1.5 spaces per unit, but was interested to see if additional spaces could be
164 accommodated to address the concern of neighbors on Railroad Street. Commissioner Cockerline
165 expressed support for the phantom parking concept. If an issue arrives in the future, the area can be
166 converted to permanent parking. He added the applicant made a consistent effort to gather factual data
167 from nearby housing units regarding parking demand. Chair Klemens asked if the phantom parking
168 spaces should be grass pavers or lawn. Commissioner Cockerline replied that the lawn can be converted
169 if necessary. Secretary Whalen asked if overflow parking spaces on the lawn can be plowed in the
170 winter. Chair Klemens replied no. Secretary Whalen mentioned lawn parking will have a limited amount
171 of use, as environmental conditions would likely not allow parking in winter and spring. Chair Klemens
172 added that a neighbor submitted a correspondence citing concerns of unnecessary lighting, emphasizing
173 that additional parking would require additional lighting.

174
175 LUD Conroy suggested establishing a provision with phantom parking and if complications occur with
176 tenant parking within a year's time, that grass pavers with lighting will be installed in response. Ms. Ayer
177 expressed that this option would be preferred, and confirmed that overflow parking with pavers and
178 lighting can be established in the future. Commissioner Riva expressed support for LUD Conroy's
179 suggestion.

180
181 Chair Klemens expressed support for the shorter pole lights and asked what lighting changes will occur
182 with phantom parking. Lighting Consultant David Mainville explained if the five additional spaces are
183 converted to phantom parking, one pole light proposed in that area can be removed. Some pole lighting
184 from the central parking area will spill into parking spots 32 and 33 in the overflow area. Mr. Mainville
185 added if the phantom parking spaces are converted in the future, an additional pole installation will be

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186 required ensuring a minimum of 5 foot-candles per parking space and walkway.

187

188 Vice Chair Shyer requested visual examples of the pole light fixtures. Mr. Mainville presented two
189 illustrated approaches to shielded lighting fixtures. Option one is external house-side shield lighting that
190 is located on the back side of the fixture. Mr. Mainville explained this shield mitigates glare and light
191 from the back of the fixture but does change the aesthetic of the luminaire. Option two is back-light
192 controlled lighting that controls the optic at an LED level with back-light control in each LED chip,
193 undetectable to the eye. Mr. Mainville expressed back-light LED control as his preferred method for
194 aesthetic purposes. Vice Chair Shyer asked if the lighting fixtures will differ between the privacy fence
195 area and parking area. Mr. Mainville replied three different distributions of lighting are used to complete
196 the calculation for pole fixtures. First is a "Type Four" distribution which pushes the light away from the
197 luminaire, utilizing a LED backlight control. Second is a "Type Three" distribution which throws lighting
198 east to west and then vertically. This also uses backlight-controlled optics to prevent light trespass
199 behind the fixture. Third is a "Type Two" distribution that is an east to west distribution that pushes light
200 similarly, but further than "Type Three". Chair Klemens asked if bollard lighting will be provided along
201 walkways. Mr. Mainville replied yes.

202

203 Commissioner Riva asked if shrub or tree plantings will be used as a buffer for lighting near the entrance
204 of the site. Ms. Ayer replied the applicant's goal is to maintain as many trees as possible and will make
205 every effort to reduce lighting trespass. Chair Klemens asked for an explanation of the foot-candle
206 symbol on the revised lighting plan. Mr. Mainville explained a foot-candle calculation is composed
207 specifically for exterior applications. The plan is turned into a grid with numeric values everywhere on
208 the drawing. This calculation can locate lighting trajectories for parking and walkway surfaces, as well as
209 light trespass that extends onto neighboring properties.

210

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

212

213 Chair Klemens read a letter from the Salisbury Affordable Housing Commission (SAHC) which expressed
214 support of this application and gratitude to the Commission.

215

216 Member of the public Mary Oppenheimier joined the meeting and described a conversation with Tammy
217 Broderick, the site manager of Sarum Village and Sharon Ridge. Ms. Oppenheimer had asked Ms.
218 Broderick for her thoughts regarding concerns of limited storage spaces. Ms. Broderick explained citizens
219 in need of affordable housing will prioritize a clean and safe space to live and often overlook minor
220 inconveniences such as limited storage spaces. Ms. Oppenheimer explained her personal experience
221 interviewing citizens living in affordable housing has indicated that a significant majority are single
222 adults. Ms. Oppenheimer believed that assuming a majority of the two-to-three-bedroom units will have
223 multiple residents and vehicles is not accurate.

224

225 Member of the public Lori Shepard joined the meeting and asked if parking accommodations are
226 provided for bicycles. She also asked if lighting fixtures would be motion-sensor activated, and if any
227 consideration was made for light levels to protect nearby wildlife and plants. Mr. Mainville replied the
228 pole luminaires in the lighting plan possess the option for motion-sensor utilization. Mr. Mainville added
229 a plan can be developed to provide motion-sensor options where the poles turn off and automatically
230 turn back on when a vehicle or citizen passes by. Architect Benken replied bicycle racks will be
231 considered for residents to store securely with a locking mechanism.

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232 Member of the public Sally Spillane joined the meeting and thanked the applicant for taking lighting and
233 parking concerns into consideration. Ms. Spillane commented that her concerns for lighting trespass are
234 not only for her property, but for all neighbors located along the southern border of this property. Ms.
235 Spillane added she would appreciate an attempt to further diminish impervious surfaces.
236

237 There were no further comments from the Commission or public.
238

239 **Motion:** To close the public hearing at 7:49PM.

240 Made by Cockerline, seconded by Whalen.

241 Vote: 5-0-0 in favor.
242

243 Chair Klemens introduced a draft resolution composed by himself and LUD Conroy. The Commission
244 reviewed and edited the document.
245

246 **Motion:** To adopt the following resolution of the Town of Salisbury Planning & Zoning Commission
247 regarding a Special Permit Application to construct a twenty-unit multi-family development in the Multi-
248 Family Housing Overlay District and Aquifer Protection Area for application #2024-0238 / Salisbury
249 Housing Committee (Halle/ Haley Ward) / 37 Railroad Street / Special Permit Application for “Dresser
250 Woods” 20-Unit Affordable Multi-Family Housing in the Multi-Family Housing Overlay District (Section
251 405) / Map 56 / Lot 56
252

**RESOLUTION OF THE TOWN OF SALISBURY PLANNING AND ZONING COMMISSION
REGARDING APPLICATION FOR A SPECIAL PERMIT TO CONSTRUCT A 20-UNIT
MULTIFAMILY DWELLING IN THE MFH DISTRICT AND AQUIFER PROTECTION AREA
APPLICATION #2024-0238
37 RAILROAD STREET**

259 WHEREAS on January 11, 2024, the Salisbury Housing Committee Inc. filed an application for Special
260 Permit under Section 405 (Multi-Family Housing and Pocketknife Square Overlay Districts) of the Town
261 of Salisbury Zoning Regulations (the Regulations) to construct a 20-unit multifamily dwelling on a
262 property consisting of 5.32 acres located at 37 Railroad Street, Salisbury, CT;
263

264 WHEREAS the site consists of a single parcel, Assessor's Map 56 Lot 56;
265

266 WHEREAS the Application proposes the construction of an affordable housing facility and associated
267 uses in the R10 residential zone, MFH – Multi-Family Housing Overlay District, and APOD - Aquifer
268 Protection Overlay District;
269

270 WHEREAS the Application includes a statement of proposed use and density worksheet; a plan set by
271 Haley Ward, Inc. dated November 20, 2023, revised January 4, and January 10, 2024 consisting of 10
272 plan sheets which included existing conditions plan, property bounds and topographic survey data, site
273 development plans, planting plans, architectural plans by QA+M Architecture, related drawings and
274 documentations; requisite filing fee; Revised site plans dated February 5, 2024 and March 20, 2024;
275 Stormwater Management Report dated November 20, 2023 prepared by Haley Ward, Inc.; Traffic
276 Evaluation dated December 13, 2023 by F.A. Hesketh & Associates, Inc. and supporting documentation
277 including but not limited to referral letters, additional renderings and PowerPoint Presentations dated
278 February 20, 2024, and March 18, 2024, and supplemental parking and lighting plans reviewed at the
279 April 1, 2024 meeting;

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280 WHEREAS the Planning & Zoning Commission (the Commission) held a public hearing on the matter on
281 February 20, 2024, continued to March 18, 2024, and April 1, 2024;

282
283 WHEREAS the Commission determined that it had sufficient information in the record and voted
284 unanimously to close the public hearing on April 1, 2024;

285
286 WHEREAS during the public hearing, issues raised by the public and/or the Commission included: traffic,
287 parking, density, storage, laundry facilities, lighting, planting, sewer, water, exterior architectural style
288 and screening;

289
290 WHEREAS during the public hearing, the Commission received not only oral testimony but written
291 comments from residents regarding the need for affordable housing and concerns related to traffic,
292 lighting, parking, property values, public health and safety;

293
294 WHEREAS the Applicant is the Salisbury Housing Committee, the affordability requirements of Section
295 405.7 of the Regulations have been met;

296
297 WHEREAS, the Commission finds that the Applicant is eligible for a density bonus on the basis that the
298 proposal includes a minimum of 50% affordable units; that the proposed number of units and associated
299 traffic do not override the benefits provided by the proposed affordable housing development on the site;
300 and that the exterior architectural features reflect the village character of the surrounding neighborhood.

301
302 WHEREAS the Commission finds that the proposed use conforms with the standards for impervious
303 surface coverage set forth in Section 403 Aquifer Protection Overlay District of the Regulations;

304
305 WHEREAS the Applicant has committed to protecting the environmentally sensitive portions of the site
306 including installation of native plantings and a wildlife exclusion fence, ensuring the integrity of the
307 vernal pool envelope, thereby protecting vernal pool dependent amphibians.

308
309 WHEREAS the Commission has considered claims that the Applicant may have proposed insufficient
310 onsite parking. Based on the Applicant's parking study, the Commission finds that while there may be
311 short-term parking challenges during construction or on special occasions, the proposed development will
312 not unreasonably impair neighboring uses. Further, the Applicant has demonstrated that additional on-site
313 parking spaces are feasible (a representation incorporated herein as a condition of approval) and will be
314 constructed if parking demands for the use regularly exceed the constructed spaces;

315
316 WHEREAS the Commission received public comments requesting a playground on-site. The Commission
317 determined that there are sufficient recreational opportunities within proximity of the proposed
318 development and that the lawn area of the development could also serve that purpose;

319
320 WHEREAS in response to public comments concerning light spillage from the proposed development, the
321 Applicant reduced the pole height to twelve feet and backlight control fixtures or some equivalent
322 alternative. The PZC found that this solution more effectively addresses light spillage than increasing the
323 height of privacy fence from six to seven-and-a-half feet;

324
325 WHEREAS the Applicant's traffic study adequately demonstrates that the proposed development will
326 increase traffic but concludes that the existing roadway network can accommodate the proposed
327 development and maintain the current level of service. The Commission finds that traffic counts were
328 conservatively based on historical peak flows (more than current) including an allowance for growth;

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329 WHEREAS the Applicant’s traffic consultant projected peak hour traffic volume of ten or fewer vehicles
330 passing Fowler Street in the morning or eleven or fewer in the afternoon peak hour. The PZC found that
331 this volume of traffic was customary for an in-town residential area;

332
333 WHEREAS the Commission received comments concerning interior storage and layout including closets,
334 basements, and attic storage. The Commission recognizes that these interior concerns are not within the
335 purview of the special permit review;

336
337 WHEREAS the Commission finds that the proposed buildings conform with the required yard setbacks;

338
339 WHEREAS, the Commission finds that the proposed buildings, conform with the dimensional and design
340 requirements of Section 405.6 of the Regulations;

341
342 WHEREAS, the Commission has considered the standards set forth in Section 803 of the Regulations and
343 finds that the size and intensity, as well as the design, of the proposed project has been related
344 harmoniously to the terrain and to the use, scale, and siting of existing buildings in the vicinity of the site;
345 the use does not create an unreasonable nuisance to neighboring properties, whether by noise, air, or water
346 pollution, lighting, or other effects; the proposed use also is not in conflict and does not constitute an
347 unreasonable decrease in property values or a detriment to the present and potential use of the area in
348 which it is located. The Commission finds that, with the conditions enumerated in this resolution, a
349 reasonable effort has been expended to balance the concerns of the neighbors with the need for affordable
350 housing and the Applicant's property rights;

351
352 NOW THEREFORE BE IT RESOLVED THAT, Special Permit 2024-0238 be approved with the
353 following conditions:

- 354
- 355 1. No zoning permit shall be issued until all required approvals are obtained including approval from
356 the Fire Marshal and from Aquarion Water Company for the design and connection of the
357 development.
 - 358
 - 359 2. The Applicant shall investigate and implement as feasible a deed restriction, conservation
360 easement, or equivalent on the undeveloped portion of the lot including vernal pools, wetlands,
361 and forest to ensure permanent protection of the natural values and features of the site.
362
 - 363 3. The Commission has determined that it is in the public interest to designate overflow parking
364 spaces 32-36 on the layout plan revised March 20, 2024, as “phantom” parking. These “phantom”
365 spaces are not required to be built until there is a demonstrated need to address recurring overflow
366 parking concerns. These five spaces shall be maintained as lawn without any obstructions or
367 lighting. The applicant may rough the electrical conduit in anticipation of future parking if
368 warranted.
 - 369
 - 370 4. Low-maintenance/low-mow lawn shall be installed in the development area.
 - 371
 - 372 5. Exterior lighting shall comply with Section 702 of the Regulations. Exterior lighting shall be
373 turned off after hours whenever feasible and/or be equipped with motion sensors.
 - 374

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- 375 6. Native non-cultivar plantings are required except for foundation plantings. No invasive species are
376 permitted.
377
378 7. Refuse shall be stored in an enclosure to prevent access by wildlife.
379
380 8. If any of the decision's requirements are unattainable, the Applicant may seek a modification of
381 this approval from the Commission. The Applicant is advised that any modifications may, at the
382 Commission's discretion, require a full public process.
383

384 Made by Cockerline, seconded by Riva.

385 Vote: 5-0-0 in favor.
386

387 Chair Klemens called a brief recess at 8:18PM. The meeting resumed at 8:23PM.
388

389 **New Business**

390 6. #2024-0243 / Ketcham (Allied Engineering) / 249 Undermountain Road / Special Permit for Detached
391 Apartment on Single Family Residential Lot (Section 208) / Map 19 / Lot 4 / DOR: 04/01/2024 /
392 *Reception, Consideration of Completeness, Schedule Hearing*
393

394 Engineer George Johannesen of Allied Engineering joined the meeting to present the special permit
395 application. Engineer Johannesen explained the property owner is an artist and proposed the addition of
396 an art studio onto an existing house on the property. Plans were submitted to Torrington Area Health
397 District (TAHD). Engineer Parsons explained the applicant would like to install a new septic system and
398 utilize the new addition as an accessory apartment.
399

400 LUD Conroy asked if the addition to the dwelling meets all setback requirements, Engineer Johannesen
401 replied yes.
402

403 **Motion:** To schedule a public hearing for application #2024-0243 / Ketcham (Allied Engineering) / 249
404 Undermountain Road / Special Permit for Detached Apartment on Single Family Residential Lot (Section
405 208) / Map 19 / Lot 4 / on May 6, 2024 at 6:45PM via Zoom.

406 Made by Cockerline, seconded by Riva.

407 Vote: 4-0-0 in favor. (Secretary Whalen was absent at the time and did not vote)
408

409 **Public Comment**

410 Public Comment - Public Comment is restricted to items that are neither on the agenda nor the subject
411 of any pending Planning & Zoning application or action and are limited to three minutes per person
412

413 There was no public comment.
414

415 **Other Business - Continued**
416

417 7. Minutes of February 20, 2024

418 Chair Klemens proposed the following amendments:

419 Line 119: Replace "income" with "incomes"

420 Line 144: Replace "shared" with "stated"

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- 421 Line 153: Add “that” after “shared”
- 422 Line 229-230: Replace: “Each building will be painted an individual color from a monochromatic scheme
- 423 inspired by nature.” with “Each building will be painted an individual monochromatic scheme inspired by
- 424 nature.”
- 425 Line 274: Capitalize “state”
- 426 Line 276: Capitalize “state”
- 427 Line 290: Replace “when” with “while”
- 428 Line 303: Add “for the number of units” after “viability”
- 429
- 430 **Motion:** To approve minutes of February 20, 2024 as amended.
- 431 Made by Cockerline, seconded by Riva.
- 432 Vote: 4-0-0 in favor. (Secretary Whalen was absent and did not vote)
- 433
- 434 8. Minutes of March 18, 2024 - *pending*
- 435
- 436 **Adjournment**
- 437
- 438 **Motion:** To adjourn meeting at 8:34PM.
- 439 Made by Cockerline, seconded by Shyer.
- 440 Vote: 4-0-0 in favor. (Secretary Whalen was absent and did not vote)
- 441
- 442 Respectfully Submitted,
- 443 Erika Spino
- 444 Secretary of Minutes