

SALISBURY PLANNING AND ZONING COMMISSION

SPECIAL MEETING MINUTES

October 7th, 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) *arrived 6:33PM*

8 Dr. Danella Schiffer (Alternate Member) *arrived 8:40PM*

9

10

11 **Brief Items and Announcements**

12 1. Call to Order / Establish Quorum

13 Chair Klemens called the meeting to order at 6:30PM. A quorum was established with five regular
14 members present (Dr. Michael Klemens, Cathy Shyer, Martin Whalen, Bob Riva, Allen Cockerline).

15

16 2. Approval of Agenda

17 Chair Klemens proposed the following amendment:

18 Table agenda item 3 "Minutes of September 3, 2024."

19

20 **Motion:** To approve agenda as amended.

21 Made by Cockerline, seconded by Whalen.

22 Vote: 5-0-0 in favor.

23

24 3. Minutes of September 3, 2024 - Tabled

25 4. Minutes of September 16, 2024 - *pending*

26 5. Minutes of September 17, 2024 - *pending*

27 6. Minutes of September 30, 2024 - *pending*

28

29 **Public Comment**

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

32

33 There was no public comment.

34

35 **New Business**

36

37 8. #2024-0264 / 280 BTLR, LLC (Great Falls Construction) / 280 Between the Lakes Road and 300
38 Between the Lakes Road / Site plan application for a Single-Family Residential Construction and
39 Associated Site Development in the Lake Protection Overlay District (Section 404) on lot 280 and a
40 driveway passing through lot 300 / Map 67 / Lot 07 and 07-02 / DOR: 10/07/2024 / *Reception*

41

42 Alternate Member Wells joined the meeting at 6:33PM.

43

44 Todd Parsons of Haley Ward Engineering, Bob Stair of Great Falls Construction, and Attorney Michael
45 Citrin joined the meeting to present the application. Chair Klemens mentioned this application was not
46 yet approved by the Inland Wetlands & Watercourses Commission (IWWC) and action cannot be taken

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47 during the meeting. Mr. Parsons shared a Site Plan and explained the application involved two
48 properties that have wetlands present and a portion within the Lake Protection Overlay District (LPOD).
49 The majority of 280 Between the Lakes Road is open field. He explained a new dwelling, driveway, septic
50 system, and geothermal wells are proposed for construction. Mr. Parsons noted that an application was
51 submitted to the IWWC and a site walk was completed. The application was referred to Town Consulting
52 engineer Tom Grimaldi for an engineering review. Mr. Parsons added that a Stormwater Management
53 Plan to collect water from the house and driveway into a stormwater basin and a Sediment and Erosion
54 Control Plan were included. Mr. Parsons explained they will return to the Commission once approval is
55 received from the IWWC.

56

57 9. #2024-0265 / The Hotchkiss School / 33 Lime Rock Road / Site Plan Application for the Conversion of
58 an Existing Residence to Two Residences for Faculty Housing / Map 02 / Lot 58 / DOR: 10/07/2024 /
59 *Reception and Possible Consideration*

60

61 Commissioner Cockerline recused himself on this application. LUD Conroy explained The Hotchkiss
62 School owned 33 Lime Rock Road, which is located near their sports fields. The applicant has proposed
63 to divide a large single-family residence into a two-family to accommodate more families with on-
64 campus housing. She said the proposal does not include change of the footprint and will only modify
65 existing faculty housing for accommodation of two families. The Commission felt comfortable with the
66 Land Use Office (LUO) approving this application administratively.

67

68 10. #2024-0??? / Peter Stefanopoulos / ??? / Site Plan Application / Map ? / Lot ? / DOR: 10/07/2024 /
69 *Reception and Consideration of Completeness*

70

71 Chair Klemens explained this application was received incomplete without additional details. He
72 explained the application did not include the address or phone number. Chair Klemens asked the
73 Commission to make a motion to deny the application as incomplete.

74

75 **Motion:** To deny application #2024-0??? / Peter Stefanopoulos / ??? / Site Plan Application / Map ? /
76 Lot ? / due to incompleteness.

77 Made by Whalen, seconded by Riva.

78 Vote: 5-0-0 in favor.

79

80 **Pending Business**

81 11. #2024-0263 / Sternlof (Bodwell Engineering and Surveying) / White Hollow Road / Two-Lot
82 Subdivision / Map 03 / Lot 26 / DOR: 09/16/2024 / *Possible Consideration*

83

84 Keith Bodwell of Bodwell Engineering and Surveying represented the application. Chair Klemens asked if
85 a response was received from Northwest Hills Council of Governments (NHCOG). LUD Conroy replied no,
86 but explained revised plans were submitted by the applicant to address concerns identified in a previous
87 meeting. Mr. Bodwell presented a revised Subdivision Narrative submitted for the application. He
88 provided an update from the Natural Diversity Database to show there is no impact on natural resource
89 features. Mr. Bodwell explained the application added a building area to the Site Plan and provided a
90 Zoning Table as requested. He said the shape of the lots were also modified. Chair Klemens asked if the
91 property is conforming. Mr. Bodwell replied yes. Chair Klemens said once approval is received from

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92 NHCOG the application may be considered for approval.

93 **Other Business**

94 12. Discussion of Draft Plan of Conservation and Development (POCD) / Possible Recommendation for
95 Referral

96

97 Chair Klemens introduced the discussion. He noted that Alternate Schiffer had a prior commitment and
98 would not be in attendance. Ms. Schiffer submitted written comments and Chair Klemens would
99 introduce these on her behalf as appropriate.

100

101 On the Table of Contents, Literature Cited was determined to be excluded as a Chapter.

102

103 On Page 1, Chair Klemens explained verbiage was altered to reflect that the POCD document concept is
104 about managing inevitable change. All Commission members agreed with this change.

105

106 On Page 3, Chair Klemens mentioned verbiage was added to identify that the Colliers study has concepts
107 that require further investigation.

108

109 On Page 6, Chair Klemens mentioned a footnote made in response to comments by Attorney Shansky
110 regarding the response rate mentioned under "Survey Highlights."

111

112 On Page 15, Chair Klemens mentioned verbiage was added in response to member of the public Mary
113 Oppenheimer suggested to reiterate the importance of housing diversity needed for senior citizens.

114

115 On Page 16, Commissioner Riva mentioned the Dunham Drive image showed the first project by the
116 Salisbury Housing Trust. Chair Klemens commented the sentence will be evaluated to include a
117 timeframe or it will be eliminated.

118

119 On Page 19, Vice Chair Shyer suggested removing the average sales price of homes, as the median sales
120 price was previously included. All Commissioners agreed. Vice Chair Shyer suggested including bar
121 graphs to more efficiently highlight affordability concerns. Chair Klemens replied that additional graphs
122 cannot be added at this point in the process. LUD Conroy and Alternate Member Wells suggested adding
123 a disclaimer that rental housing prices are inflated due to seasonal rentals.

124

125 On Page 21, Vice Chair Shyer suggested identifying how many affordable housing units are currently
126 available in Town.

127

128 Page 24, the Commission accepted inclusion of percentages that reflect current affordable housing in
129 Town, recommended by member of the public Jim Dresser. Alternate Member Schiffer wrote a comment
130 that the "Pockets of Opposition" sidebar has negative connotations. Chair Klemens believed there was
131 value in inclusion of the sidebar. Commissioner Cockerline believed the verbiage was a statement of
132 facts, opposition exists and it does not express a judgmental standpoint. All Commissioners agreed.

133

134 On Page 26, Chair Klemens explained alterations were made to #5 to clarify confusion about the Pope
135 property, per recommendation by member of the public Vivian Garfein. All Commissioners were
136 comfortable retaining bolded verbiage in #6 to highlight development of the Pope property and altered

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137 verbiage in #7 a-d. Additional verbiage was added in response to comments made from member of the
138 public David Bright.
139 On Page 29, #10 was added in response to comments made by member of the public Abeth Slotnick to
140 include commentary that healthy communities need both affordable housing and conserved land.
141
142 On Page 38, Chair Klemens suggested verbiage in response to concerns expressed by the Salisbury
143 Pathways Committee. Commissioner Cockerline suggested softening language to clarify that an overall
144 plan is not fully completed. Vice Chair Shyer suggested language to highlight potential solutions.
145
146 On Page 39, Chair Klemens suggested a grammatical adjustment.
147
148 On Page 40, under Zoning Regulations, Chair Klemens mentioned verbiage suggested by member of the
149 public Pat Hackett about town center parking.
150
151 On Page 41, Alternate Member Schiffer wrote a comment that “aesthetic” should be included before
152 architectural standards. The Commission agreed additional verbiage should be included. Chair Klemens
153 alternatively suggested using “design.”
154
155 On Page 43, Chair Klemens noted clarifying language that bridges in Town need to be repaired was
156 provided. All Commissioners agreed.
157
158 On Page 44, Chair Klemens explained language was softened regarding the town’s architectural presence
159 in response to comments made by members of the public David and Joan Bright.
160
161 On Page 45, Vice Chair Shyer suggested softening inflammatory language used to describe election
162 cycles, the Commission agreed.
163
164 On Page 48, Vice Chair Shyer suggested removing “other factors;” the Commission chose to retain the
165 verbiage.
166
167 On Page 49, Chair Klemens suggested a grammatical adjustment. Vice Chair Shyer suggested changing
168 the word “capacity” to “training and knowledge.” The Commission agreed.
169
170 On Page 50, Chair Klemens softened language in response to comments from Alternate Member
171 Schiffer.
172
173 On Page 54, Chair Klemens explained member of the public Pat Hackett and First Selectman Curtis Rand
174 commented that the governance section should not be included. Chair Klemens explained this section
175 was statutorily required to be included in the POCD document.
176
177 On Page 66, Chair Klemens explained language was softened in response to comments from the
178 Salisbury Pathways Committee.
179
180 Alternate Member Schiffer joined the meeting at 8:40PM.
181

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182 On Page 74 and 75 under #9, Chair Klemens explained First Selectman Rand requested that information
183 be included about maintaining narrow bridges. All Commissioners agreed. LUD Conroy asked if
184 discussion about consideration of weather modeling and flood data should be included, the Commission
185 agreed to include it between #2 and #3.

186
187 On Page 77 under #21, LUD Conroy mentioned verbiage was adjusted in response to comments made by
188 member of the public Sally Spillane. Vice Chair Shyer suggested #22 and #23 should be combined, the
189 Commission disagreed and adjusted verbiage instead.

190
191 On Page 78 under #32, Commissioner Cockerline suggested softening language and replacing
192 “reworking” with “updating.” The Commission agreed. Under #35 Chair Klemens noted an illustration
193 from the Colliers report should be included since it is referenced in the text.

194
195 On Page 80, Chair Klemens suggested additional verbiage and grammatical alterations.

196
197 On Page 85, Commissioner Cockerline suggested alterations to the document’s format.

198
199 On Page 105, Chair Klemens suggested including verbiage regarding driveway infiltration under #9 a.
200 Under #11. Alternate Member Schiffer suggested providing additional detail on buffer plantings.

201
202 **Motion:** To accept the POCD document as amended and refer it to the Board of Selectman and NHCOG.
203 Made by Riva, seconded by Cockerline.
204 Vote: 5-0-0 in favor.

205
206 **Adjournment**

207
208 **Motion:** To adjourn the Meeting at 9:33PM.
209 Made by Cockerline, seconded by Whalen.
210 Vote: 5-0-0 in favor.

211
212
213
214 Respectfully Submitted,

215 Erika Spino

216 Secretary of Minutes