

SALISBURY PLANNING AND ZONING COMMISSION

MEETING MINUTES

Monday March 17, 2025 – 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

Members Present:

Dr. Michael Klemens (Chair)
Cathy Shyer (Vice Chair)
Martin Whalen (Secretary)
Allen Cockerline (Regular Member)
Dr. Danella Schiffer (Alternate Member)
Beth Wells (Alternate Member)

Members Absent:

Bob Riva (Regular Member)

Staff Present:

Abby Conroy (Land Use Director)
Miles Todaro (Land Use Technical Specialist)
Attorney Charles Andres

1

2 **Brief Items and Announcements**

3 1. Call to Order / Establish Quorum

4 Chair Klemens called the meeting to order at 6:30pm. Chair Klemens, Vice Chair Shyer, Secretary
5 Whalen, and Commission Member Cockerline were present and seated to vote. Alternate Members
6 Wells and Schiffer were also present. Alternate Member Schiffer was seated to vote.

7

8 2. Approval of the Agenda

9 Chair Klemens requested to add item 13: "Enforcement Updates" and item 14: "POCD Subcommittee
10 Discussion."

11

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

13 Made by Cockerline, seconded by Whalen

14 Vote: 5-0-0

15

16 3. Executive Session to Discuss Pending Litigation - William Cruger and Angela Cruger VS. The
17 Planning and Zoning Commission of Salisbury

18 Chair Klemens made a motion to move to Executive Session at 6:34pm.

19

20 **Motion:** To move to Executive Session to Discuss Pending Litigation of William and Angela Cruger VS.

21 The Planning and Zoning Commission

22 Made by Klemens, seconded by Cockerline

23 Vote: 5-0-0

24

25 The Commission members and staff remained in Executive Session until 7:14pm. Chair Klemens
26 announced that no votes were taken during the executive session.

27

28 4. Minutes of January 21, 2025

29 The Commission discussed potential changes to the draft minutes. Vice Chair Shyer did not review the
30 minutes and abstained from voting.

31

32 **Motion:** To approve the Minutes of January 21, 2025.

33 Made by

34 Vote: 4-0-1, with Vice Chair Shyer abstaining.

35

36 5. Minutes of February 3, 2025
37 The Commission discussed potential changes to the draft minutes. Vice Chair Shyer did not review the
38 minutes and abstained from voting.

39
40 **Motion:** To approve the Minutes of January 21, 2025.

41 Made by

42 Vote: 4-0-1, with Vice Chair Shyer abstaining.

43
44 6. Minutes of February 18, 2025 – *pending*

45 7. Minutes of March 3, 2025 – *pending*

46
47 8. Public Comment: Public Comment is restricted to items that are neither on the agenda nor the
48 subject of any pending Planning and Zoning application or action and are limited to three minutes
49 per person.

50
51 There were no comments from the public.

52
53 **Pending Business**

54 9. 2025-0276 / 127 WHR LLC (Stair/Parsons) / 127 Washinee Heights Road / Site Plan for
55 Residential Addition in the Lake Protection Overlay District (Section 404) / Map 58 / Lot 17 / DOR:
56 02/18/2025 / *Possible Consideration*

57 The Commission discussed the application with the applicant team. At 7:23pm, Vice Chair Shyer left
58 the meeting due to technical difficulties. Alternate Member Wells was seated as a voting member.

59
60 **Motion:** To approve application #2025-0276 / 127 WHR LLC (Stair/Parsons) / 127 Washinee Heights
61 Road / Site Plan for Residential Addition in the Lake Protection Overlay District (Section 404) / Map 58 /
62 Lot 17 / subject to the following conditions:

- 63 1. Revised plans shall be submitted for review/approval.
- 64 2. Final approved plans shall have live signature and embossed seal of the Engineer and Surveyor
65 of record. These shall be submitted to the Town of Salisbury Land Use Administrator prior to
66 any construction.
- 67 3. **The Erosion & Sedimentation Control Measures Bond is set at \$28,241.40, which includes an**
68 **additional 10% for inflation. The bond shall be a cash bond payable to the “Town of**
69 **Salisbury”.** Please note: **The Zoning Permit shall not be issued until the bond has been posted.**
- 70 4. A Pre-Construction Meeting is recommended with the Town staff prior to the start of
71 construction to inspect E & S control measures and to discuss construction sequencing/phasing.
- 72 5. During the construction process, the Owner/Developer/Contractor shall add erosion and
73 sedimentation control measures as deemed necessary by the Town of Salisbury staff and/or the
74 Consulting Town Engineer.
- 75 6. Daily inspections and required maintenance of all erosion & sedimentation control measures
76 shall be completed by the General and/or the Site Contractor until a permanent vegetated
77 cover is established. Repairs shall be made immediately after inspections.
- 78 7. Two inspections by the Consulting Town Engineer, as determined by the Commission.
- 79 8. **An As-Built Site Improvement and Grading Plan, which shall include topography/locations of**
80 **all altered areas within the limit of disturbance,** shall be submitted to the Land Use
81 Administrator after all the site work is completed, and prior to requesting a Certificate of

82 Occupancy. Said map shall prepared by a State of Connecticut Registered Land Surveyor.
83 9. A final site inspection shall be completed by the Land Use Administrator and/or the Consulting
84 Town Engineer prior to the release of the Erosion & Sedimentation Control Bond and/or the
85 issuance of a Certificate of Occupancy.

86 10. **All the Notes/Conditions from the Torrington Area Health District (TAHD) shall be made part**
87 **of these conditions. Revised plans shall be submitted to TAHD.**

88 Made by Cockerline, seconded by Whalen.

89 Vote: 5-0-0

90

91 **New Business**

92 10. #2025-0279 / Sievert and Eliza McCabe / 21 Mount Riga Road / Special Permit for Vertical
93 Expansion of a Nonconforming Residential Structure (Section 503.2) / Map 14 / Lot 17 / DOR:
94 03/17/2025 / *Consideration of Completeness, Schedule Public Hearing*

95 The Commission deliberated the application's completeness.

96

97 **Motion:** To schedule a public hearing at 6:45pm on Monday April 21, 2025 via Zoom for application
98 #2025-0279 / Sievert and Eliza McCabe / 21 Mount Riga Road / Special Permit for Vertical Expansion of
99 a Nonconforming Residential Structure (Section 503.2) / Map 14 / Lot 17 /

100

101 **Other Business**

102 11. Sidewalk Planning Discussion with the Salisbury Pathways Committee

103 The Commission discussed sidewalk planning on Sharon Road with representatives of the Board of
104 Selectmen, Hotchkiss School, and the Salisbury Pathways Committee.

105

106 12. Discussion of Events Parking at Lime Rock Park

107 The Commission discussed future parking for events at Lime Rock Park with representatives of Lime
108 Rock Park.

109

110 13. Enforcement Updates

111 LUD Conroy provided updates for the Commission regarding several recent and upcoming enforcement
112 cases. The Commission and LUD Conroy also discussed logistical issues with enforcement.

113

114 14. POCD Subcommittee Discussion

115 LUD Conroy provided updates for the Commission regarding the proposed members of the POCD
116 Subcommittee.

117

118 **Adjournment**

119

120 **Motion:** To adjourn the meeting at 8:51pm.

121 Made by Cockerline, seconded by Whalen

122 Vote: 5-0-0

123