

SALISBURY PLANNING AND ZONING COMMISSION

MEETING MINUTES

Monday April 7, 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)
Bob Riva (Regular Member)
Dr. Danella Schiffer (Alternate Member)
Beth Wells (Alternate Member)

Members Absent:

Staff Present:

Abby Conroy (Land Use Director)
Miles Todaro (Land Use Technical Specialist)

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Brief Items and Announcements

1. Call to Order / Establish Quorum

Chair Klemens called the meeting to order at 6:30pm. Chair Klemens, Regular Member Cockerline, and Regular Member Riva were present and seated to vote. Alternate Member Schiffer was also present and seated to vote.

2. Approval of the Agenda

Vice Chair Shyer joined the meeting at 6:32pm and was seated as a voting member. Regular Member Cockerline requested that “Budget Information/Discussion” be added to the agenda as item 10.

Motion: The approve the agenda as amended.
Made by Cockerline, seconded by Riva
Vote: 5-0-0

3. Minutes of February 18, 2025

Alternate Member Wells joined the meeting at 6:32pm. Secretary Whalen joined the meeting at 6:37pm and was seated as a voting member in place of Alternate Member Schiffer. The Commission discussed potential corrections of the minutes.

Motion: To approve the minutes of February 18, 2025 as amended.
Made by Cockerline, seconded by Riva
Vote: 5-0-0

- 4. Minutes of March 3, 2025 – *pending*
- 5. Minutes of March 17, 2025 – *pending*

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

There was no public comment.

New Business

- 7. #2025-0280 / Richard and Linda Cantele / 204 Between the Lakes Road / Special Permit for Accessory Structures Located Less than Fifty (50) Feet from a Waterbody or Watercourse (Section

36 305). Minor Modification of Approved Site Plan for Development Activities in the Lake Protection
37 Overlay District (Section 404) / Map 58 / Lot 03 / DOR: 04/07/2025 / *Reception and Consideration*
38 *of Completeness, Schedule Hearing*

39 The Commission discussed the application between themselves and with LUD Conroy.

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41 **Motion:** To schedule a public hearing on May 5, 2025 at 6:45pm via Zoom for application #2025-0280 /
42 Richard and Linda Cantele / 204 Between the Lakes Road / Special Permit for Accessory Structures
43 Located Less than Fifty (50) Feet from a Waterbody or Watercourse (Section 305). Minor Modification
44 of Approved Site Plan for Development Activities in the Lake Protection Overlay District (Section 404) /
45 Map 58 / Lot 03 /

46 Made by Cockerline, seconded by Riva.

47 Vote: 5-0-0

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49 **Other Business**

50 8. #2024-0244 / Town of Salisbury (Salisbury Housing Trust) / 26 & 28 Undermountain Road /
51 Request for Minor Site Plan Modification related to Special Permit #2024-0244 for New Multi-
52 Family Housing Construction in the Multifamily Housing Overlay District (Section 405) approved
53 07/11/2024 / Map 56 / Lot 05 and Lot 06 / DOR: 04/07/2025 / *Possible Consideration*

54 The Commission discussed the application between themselves and with representatives of the
55 Salisbury Housing Trust.

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57 **Motion:** To approve a minor Site Plan Modification in accordance with section 811 of the Zoning
58 Regulations, related to Special Permit #2024-0244 / Town of Salisbury (Salisbury Housing Trust) / 26 &
59 28 Undermountain Road / For New Multi-Family Housing Construction in the Multifamily Housing
60 Overlay District (Section 405) approved 07/11/2024 / Map 56 / Lot 05 and Lot 06 / finding that the
61 proposed change to does not materially alter the Special Permit.

62 Made by Cockerline, seconded by Riva

63 Vote: 5-0-0

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65 9. Survey Completeness Checklist

66 LUD Conroy provided an update for the Commission on the draft Survey Completeness Checklist.

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68 10. Budget Information/Discussion

69 The Commission discussed Regular Member Cockerline's request that the Commission periodically
70 review the Land Use Office budget.

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72 **Adjournment**

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74 **Motion:** To adjourn the meeting at 7:16pm

75 Made by Cockerline, seconded by Riva

76 Vote: 5-0-0

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78 Respectfully Submitted by,

79 Miles Todaro

80 Land Use Technical Specialist