

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday April 7th, 2025 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

Members Present:

Members Absent:

Dr. Michael Klemens (Chair)

Cathy Shyer (Vice Chair) *arrived 6:32PM*

Martin Whalen (Secretary) *arrived 6:37PM*

Allen Cockerline (Regular Member)

Bob Riva (Regular Member)

Staff Present

Dr. Danella Schiffer (Alternate Member)

Abby Conroy, Land Use Director (LUD)

Beth Wells (Alternate Member) *arrived 6:33PM* Miles Todaro, Land Use Technical Specialist (LUTS)

Brief Items and Announcements

1. Call to Order / Establish Quorum

Chair Klemens called the meeting to order at 6:30PM. A quorum was established with three regular members present (Dr. Michael Klemens, Allen Cockerline, Bob Riva). Alternate Member Dr. Danella Schiffer was also present. Chair Klemens appointed Alternate Member Schiffer as voting alternate. Vice Chair Shyer joined the meeting at 6:32PM.

2. Approval of the Agenda

Commissioner Cockerline proposed the following amendment:

Add #10 "Budget Discussion"

Motion: To approve the agenda as amended.

Made by Cockerline, seconded by Riva.

Vote: 4-0-0 in favor.

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

3. Minutes of February 18, 2025

The Commission edited the detailed minutes of February 18, 2025.

Secretary Whalen joined the meeting at 6:37PM and was seated in place of Alternate Member Schiffer.

Motion: To approve the detailed minutes of February 18, 2025.

Made by Cockerline seconded by Riva.

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 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 305). Minor

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

50

51 LUD Conroy explained a Site Plan for this property was approved two years ago to tear down a structure
52 and construct a new dwelling. During the project it was discovered that fill material on site was
53 unsuitable for building and excavation of material was required to restart construction. She explained
54 basement access doors; air conditioner condenser units and a slightly extended patio were added but
55 not approved or listed on the previous Site Plan. LUD Conroy explained approval is needed from the
56 Commission as the structure is non-conforming and required a Special Permit within the Lake Protection
57 Overlay District (LPOD).

58

59 Chair Klemens asked if approval was received from the Inland Wetlands & Watercourses Commission
60 (IWWC), LUD Conroy replied yes. LUD Conroy said a revised As-Built Survey would be provided to show
61 impervious surface calculations.

62

63 **Motion:** To schedule a public hearing for application #2025-0280 / Richard and Linda Cantele / 204
64 Between the Lakes Road / Special Permit for Accessory Structures Located Less than Fifty (50) Feet from
65 a Waterbody or Watercourse (Section 305). Minor Modification of Approved Site Plan for Development
66 Activities in the Lake Protection Overlay District (Section 404) / Map 58 / Lot 03 / on May 5, 2025 at
67 6:45PM via Zoom.

68 Made by Cockerline, seconded by Riva.

69 Vote: 5-0-0 in favor.

70

71 **Other Business**

72 8. #2024-0244 / Town of Salisbury (Salisbury Housing Trust) / 26 & 28 Undermountain Road / Request
73 for Minor Site Plan Modification related to Special Permit #2024-0244 for New Multi-Family Housing
74 Construction in the Multifamily Housing Overlay District (Section 405) approved 07/11/2024 / Map 56 /
75 Lot 05 and Lot 06 / DOR: 04/07/2025 / *Possible Consideration*

76

77 President of the Salisbury Housing Trust (SHT) John Harney explained they have proposed to relocate
78 one of the two approved houses further back to avoid the root system of an existing oak tree located in
79 the northeastern corner of the property. He explained an oak tree located in the southern portion of the
80 property must be removed, but they wish to preserve the health of the second tree. Vice President of
81 the Salisbury Housing Committee Jocelyn Ayer explained the structure relocation would also better align
82 with the street wall.

83

84 Ms. Ayer presented images to indicate the Site Plan adjustments. Chair Klemens considered these
85 changes a minor Site Plan Modification. All Commission Members agreed.

86

87 **Motion:** To approve a minor Site Plan Modification for application #2024-0244 / Town of Salisbury
88 (Salisbury Housing Trust) / 26 & 28 Undermountain Road / Request for Minor Site Plan Modification
89 related to Special Permit #2024-0244 for New Multi-Family Housing Construction in the Multi-Family
90 Housing Overlay District (Section 405) approved 07/11/2024 / Map 56 / Lot 05 and Lot 06 /.

91 Made by Cockerline, seconded by Riva.

92 Vote: 5-0-0 in favor.

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94 9. Survey Completeness Checklist

95

96 LUD Conroy informed the Commission that the Land Use Office intends to revisit the idea of having a
97 Survey Completeness Checklist. The checklist would be provided to applicants, engineers and surveyors
98 involved with projects, and would potentially resolve completeness issues prior to submission at the
99 Land Use Office (LUO).

100

101 10. Budget Discussion

102

103 Commissioner Cockerline expressed interest in receiving information about the Commission's budget. He
104 noted that historically the Commission would discuss the budget annually. LUD Conroy said she would
105 distribute an email to the Commission with the budget.

106

107 **Adjournment**

108

109 **Motion:** To adjourn the meeting at 7:16PM.

110 Made by Cockerline, seconded by Riva.

111 Vote: 5-0-0 in favor.

112

113

114 Respectfully Submitted,

115 Erika Spino

116 Secretary of Minutes