

SALISBURY PLANNING AND ZONING COMMISSION

MEETING MINUTES

Monday May 19, 2025 – 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

Members Present:

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

Members Absent:

Dr. Michael Klemens (Chair)

Staff Present:

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

1 **Brief Items and Announcements**

2 1. Call to Order / Establish Quorum

3 Vice Chair Shyer called the meeting to order at 6:32pm with four regular members present (Vice Chair
4 Shyer, Secretary Whalen, Regular Member Riva, Regular Member Cockerline). Alternate Members
5 Schiffer and Wells were also present. Alternate member Wells was seated to vote.

6

7 2. Approval of the Agenda

8

9 **Motion:** To approve the agenda

10 Made by Cockerline, seconded by Riva

11 Vote: 5-0-0

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13 3. Minutes of April 7, 2025

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15 **Motion:** To approve the minutes of April 7, 2025

16 Made by Riva, seconded by Whalen

17 Vote: 5-0-0

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19 4. Minutes of April 21, 2025

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21 **Motion:** To approve the minutes of April 21, 2025

22 Made by Riva, seconded by Whalen

23 Vote: 3-0-2

24 Regular Member Cockerline and Alternate Member Wells abstained from voting since they were not
25 present at the meeting of April 21, 2025.

26

27 5. Minutes of May 5, 2025 Special Meeting

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29 **Motion:** To approve the minutes of May 5, 2025

30 Made by Cockerline, seconded by Riva

31 Vote: 5-0-0

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33 6. Minutes of May 5, 2025 – *pending*

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7. 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.

The Commission moved to agenda item 9.

New Business

9. #2023-0220 / Indian Mountain School (Haley Ward – Parsons) / 211 Indian Mountain Road / Modification of Approved Site Plan for Served and Dining Area (Section 800.4) / Map 1 / Lot 20 / DOR: 05/19/2025 / *Reception and Consideration as Possible Minor Modification*

The Commission discussed the application between themselves and with the applicant team.

Motion: To approve, conditioned on Torrington Area Health District Approval, minor modifications to site development plans associated with Site Plan #2023-0220 approved July 17, 2023 by owner Indian Mountain School to renovate interior of assembly area and construct two small additions.

Made by Cockerline, seconded by Riva

Vote: 5-0-0

Public Hearing – 6:45 PM

8. #2025-0281 / Robert and Robin Easton (UCE Fine Builders) / 104 Interlaken Road / Special Permit for Vertical Expansion of Nonconforming Residential Structure (Section 503.2) / Map 39 / Lot 17 / DOR: 04/21/2025 / *Open Hearing, Possible Consideration*

The public hearing opened at 6:49pm. The Commission discussed the application between themselves and with the applicant. There were no questions or comments from the public.

Motion: To close the public hearing at 6:55pm

Made by Cockerline, seconded by Whalen

Vote: 5-0-0

Motion: To approve application #2025-0281 / Robert and Robin Easton (UCE Fine Builders) / 104 Interlaken Road / Special Permit for Vertical Expansion of Nonconforming Residential Structure (Section 503.2) / Map 39 / Lot 17 /

Made by Cockerline, seconded by Whalen

Vote: 5-0-0

New Business

9. #2025-0288 / Indian Mountain School (Haley Ward – Parsons) / 211 Indian Mountain Road / Site Plan Application for Conversion of Faculty Housing to Dormitory (Section 803.5) / Map 1 / Lot 20 / DOR: 05/19/2025 / *Reception and Possible Consideration*

The Commission discussed the application between themselves and with the applicant team.

Motion: To approve, conditioned on Torrington Area Health District approval, application #2025-0288 / Indian Mountain School (Haley Ward – Parsons) / 211 Indian Mountain Road / Site Plan Application for Conversion of Faculty Housing to Dormitory (Section 803.5) / Map 1 / Lot 20 /

81 Made by Whalen, seconded by Riva
82 Vote: 5-0-0

83
84 **Pending Business**

85 10. #2025-0285 / Deer Friends LLC (Ackerly Brown, LLC - Vail) / 15 Undermountain Road (The White
86 Hart) / Site Plan Application to Temporarily Operate Food and Beverage Service (Sections 207.19) /
87 Map 56 / Lot 33 / DOR: 05/05/2025 / *Possible Consideration*

88 The Commission discussed a request by Deer Friends LLC relating to a recurring pizza night for the
89 summer season on the White Hart lawn. Attorney Emily Vail represented Deer Friends LLC.

90
91 **Motion:** To authorize the Land Use Administrator to Issue a Temporary Zoning Permit for this season
92 for an outdoor pizza oven.

93 Made by Riva, seconded by Whalen
94 Vote: 5-0-0

95
96 11. #2025-0287 / Wake Robin LLC & Ms. Serena Granbery (ARADEV LLC) / 104 & 106 Sharon Road
97 & 53 Wells Hill Road / Special Permit for Hotel, Redevelopment of the Wake Robin Inn (Section
98 213.5) / Map 47/ Lot 2 & 2-1 / DOR: 05/05/2025 / *Consideration of Completeness, Possibly Schedule*
99 *Public Hearing*

100 The Commission discussed possible consultants that may be needed to assist with the technical review
101 of this application.

102
103 **Other Business**

104 12. Position Statement Regarding Commission Meeting Format
105 The Commission discussed the draft position statement.

106
107 13. Survey Completeness Checklist
108 The Commission discussed the draft Survey Completeness Checklist.

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110 **Tabled Business**

111 14. #2025-0284 / William and Stephanie Colaric (Allied Engineering) / 67 Old CNE Road / Special
112 Permit Application for a Structure Less than 50' from a Waterbody (Section 305.2) and Site
113 Development Activities Including Hardscaping, Landscaping, Stormwater Improvements in the Lake
114 Protection Overlay District (Section 404) / Map 40 / Lot 30 / DOR:04/21/2025 / *Pending Engineer*
115 *Review and IWWC Decision, Public Hearing Scheduled for June 2, 2025 at 6:45 PM*

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117 **Adjournment**

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119 **Motion:** To adjourn the meeting at 8:27pm

120 Made by Cockerline, seconded by Whalen
121 Vote: 5-0-0

122
123 Respectfully Submitted,
124 Miles Todaro
125 Land Use Technical Specialist