

SALISBURY PLANNING AND ZONING COMMISSION

MEETING MINUTES

Monday June 2, 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)
Bob Riva (Regular Member)
Allen Cockerline (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)

Brief Items and Announcements

1. Call to Order / Establish Quorum

Chair Klemens called the meeting to order at 6:33pm. Chair Klemens, Vice Chair Shyer, Secretary Whalen, Regular Member Riva, and Regular Member Cockerline were present and seated to vote. Alternate Members Schiffer and Wells were also present.

2. Approval of the Agenda

Chair Klemens requested that agenda item 11 “Position Statement Regarding Commission Meeting Format” be changed to “Reaffirming Setback Policy for Structures.”

Motion: To approve the agenda as amended.

Made by Cockerline, seconded by Riva

Vote: 5-0-0

3. Minutes of May 5, 2025 – *pending*

4. Minutes of May 19, 2025 – *pending*

5. 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.

Public Hearing – 6:45 PM

6. #2025-0284 / William and Stephanie Colaric (Allied Engineering) / 67 Old CNE Road / Special Permit Application for a Structure Less than 50' from a Waterbody (Section 305.2) and Site Development Activities Including Hardscaping, Landscaping, Stormwater Improvements in the Lake Protection Overlay District (Section 404) / Map 40 / Lot 30 / DOR:04/21/2025 / APPLICATION
WITHDRAWN

The application had been withdrawn

New Business

7. #2025-0289 / Kenneth and Elizabeth Burdick (Haley Ward – Parsons) / 152 South Shore Road / Remove Existing House and Construct New Single Family Residence, Septic System and Driveway in

the Lake Protection Overlay District (Section 404) / Map 60 / Lot 17 / DOR:06/02/2025 *Reception and Possible Consideration*

The Commission discussed the application between themselves and with Engineer Todd Parsons, a representative of the applicant.

Pending Business

8. #2025-0287 / Wake Robin LLC & Ms. Serena Granbery (ARADEV LLC) / 104 & 106 Sharon Road & 53 Wells Hill Road / Special Permit for Hotel, Redevelopment of the Wake Robin Inn (Section 213.5) / Map 47/ Lot 2 & 2-1 / DOR: 05/05/2025 / *Consideration of Completeness, Possibly Schedule Public Hearing*

The Commission discussed the application completeness between themselves.

Other Business

9. #ZP-25-43 / Deer Friends LLC (Ackerly Brown, LLC - Vail) / 15 Undermountain Road (The White Hart) / Temporary Zoning Permit for the Operation of an Outdoor Pizza Oven (Section 906) / Map 56 / Lot 33 / DOR: 05/05/2025 / *Possible Consideration*

Regular Member Cockerline recused himself from this application and Alternate Member Wells was seated as a voting member in his place. The Commission discussed the application between themselves and with Attorney Vail, a representative of the applicant.

Motion: To conditionally authorize the Zoning Enforcement Officer to issue temporary Zoning Permit ZP-25-43 by attorney Emily Vail, for the seasonal operation of an outdoor pizza oven, to serve canned beverages from an outdoor bar, and serve salads and baked goods from the Inn's kitchen, compliant with the Department of Health rules, for a period that extends from June 2025 through October 2025, in accordance with Section 906 of the Regulations. Provided no future temporary zoning permits will be issued unless a Special Permit for the operation of the White Hart is obtained.

Made by Klemens, seconded by Riva

Vote: 5-0-0

10. Possible Adoption of Survey Completeness Checklist

The Commission discussed the changes to the draft Survey Completeness Checklist.

11. Reaffirming Setback Policy for Structures

The Commission discussed their interpretation and application of setbacks for structures, since there are inconsistencies in the Zoning Regulations.

Motion: To reaffirm that the Commission's policy has been and will continue to be to apply yard setbacks to all structures.

Made by Cockerline, seconded by Whalen

Vote: 5-0-0

Tabled Business

Adjournment

Motion: To adjourn the meeting at 7:48pm.

80 Made by Whalen, seconded by Cockerline
81 Vote: 5-0-0

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84 Respectfully Submitted,

85 Miles Todaro

86 Land Use Technical Specialist