

SALISBURY PLANNING AND ZONING COMMISSION

MEETING MINUTES

Monday June 16, 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 6:30pm. 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

Motion: To approve the agenda.

Made by Riva, seconded by Cockerline.

Vote: 5-0-0

3. Minutes of May 5, 2025

The Commission discussed amendments to the minutes.

Motion: To approve the minutes of May 5, 2025 as amended.

Made by Cockerline, seconded by Riva.

Vote: 5-0-0

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

5. Minutes of June 2, 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.

Members of the public Elyse Harney and Victor Germack provided comments.

New Business

7. 2025-3776 / David Pachter (Tim Sneller) / 136 Long Pond Road / Special Permit Application for Detached Accessory Apartment on Single Family Residential Lot (Section 208) / Map 02 / Lot 12 / DOR: 06/16/2025 / *Reception and Possible Scheduling of Public Hearing*

The Commission discussed the completeness of the application.

35 **Pending Business**

36 8. #2025-0287 / Wake Robin LLC & Ms. Serena Granbery (ARADEV LLC) / 104 & 106 Sharon Road
37 & 53 Wells Hill Road / Special Permit for Hotel, Redevelopment of the Wake Robin Inn (Section
38 213.5) / Map 47/ Lot 2 & 2-1 / DOR: 05/05/2025 / Open Hearing by: 07/09/2025 / *Possibly Schedule*
39 *Public Hearing*

40 The Commission discussed scheduling the public hearing for this application.

41
42 **Motion:** To schedule a public hearing on Tuesday August 5, 2025 at 6:30pm via Zoom for application
43 #2025-0287 / Wake Robin LLC & Ms. Serena Granbery (ARADEV LLC) / 104 & 106 Sharon Road & 53
44 Wells Hill Road / Special Permit for Hotel, Redevelopment of the Wake Robin Inn (Section 213.5) / Map
45 47/ Lot 2 & 2-1

46 Made by Cockerline, seconded by Riva

47 Vote: 5-0-0

48
49 9. #2025-0289 / Kenneth and Elizabeth Burdick (Haley Ward – Parsons) /152 South Shore Road /
50 Remove Existing House and Construct New Single Family Residence, Septic System and Driveway in
51 the Lake Protection Overlay District (Section 404) / Map 60 / Lot 17 / DOR:06/02/2025 / *Possible*
52 *Consideration*

53 The Commission discussed the application between themselves and with Engineer Todd Parsons
54 (representing the applicant).

55
56 **Motion:** To approve application #2025-0289 / Kenneth and Elizabeth Burdick (Haley Ward – Parsons)
57 /152 South Shore Road / Remove Existing House and Construct New Single Family Residence, Septic
58 System and Driveway in the Lake Protection Overlay District (Section 404) / Map 60 / Lot 17 / while
59 finding that the proposed plan demonstrates improvements to nonconformities including:

- 60 1. The reduction of impervious surface from 25.5% to 18.8%.
61 2. The reduction of a Zoning Setback nonconformity.
62 3. A new code complying septic system.

63
64 Made by Cockerline, seconded by Riva

65 Vote: 5-0-0

66
67 **Other Business**

68 10. Discussion of Tent Permits, Events, and Venues. *Possible Section 906 Authorization for*
69 *Temporary Zoning Permits 112 & 138 Housatonic River Road and 38 Main Street.*

70 The Commission discussed recent tent applications with Brittany Sherwood of Tents Unlimited.

71
72 **Motion:** To authorize the Land Use Administrator to issue a temporary Zoning Permit pursuant to
73 section 906 of the Zoning Regulations for a ceremony at 38 Main Street (Scoville Memorial Library),
74 with the understanding that this is a one-time approval.

75 Made by Cockerline, seconded by Whalen.

76
77 **Motion:** To authorize the Land Use Administrator to issue a temporary Zoning Permit pursuant to
78 section 906 of the Zoning Regulations for a ceremony at 112&138 Housatonic River Road, with the
79 understanding that this is a one-time approval and the owners will discuss outlying issues with the
80 Planning and Zoning Commission. This authorization was subject to the following condition:

81 1. Approval by the Fire Marshal and the Building Inspector must be obtained.
82 Made by Cockerline seconded by Riva.
83 Vote: 5-0-0
84

85 11. Update on Comprehensive Zoning Regulation Rewrite
86 LUD Conroy updated the Commission on the Zoning Regulation rewrite process. LUD Conroy also asked
87 if the Commission continued to support compensating Chair Klemens for the time he spends working
88 on rewriting regulations, with an amount not to exceed \$10,000. The Commission agreed.
89

90 12. Possible Adoption of Survey Completeness Checklist
91 The Commission discussed the draft Survey Completeness Checklist.
92

93 **Motion:** To adopt the Salisbury Planning and Zoning Commission Existing Conditions and As-Built
94 Survey Requirements dated May 15, 2025.
95 Made by Cockerline, seconded by Riva.
96 Vote: 5-0-0
97

98 13. Position Statement Regarding Commission Meeting Format
99 Chair Klemens summarized the position statement and reasoning behind it.
100

101 **Motion:** To approve the Position Statement Concerning Public Meeting Formats dated June 16, 2025
102 for the Town of Salisbury Planning and Zoning Commission.
103 Made by Riva, seconded by Cockerline.
104 Vote: 4-1-0, with Secretary Whalen voting against.
105

106 **Tabled Business**

107
108 **Adjournment**
109

110 **Motion:** To adjourn the meeting at 7:37pm
111 Made by Cockerline, seconded by Riva.
112 Vote: 5-0-0
113

114
115 Respectfully Submitted,
116 Miles Todaro
117 Land Use Technical Specialist