

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Tuesday February 17, 2026 - 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Cathy Shyer (Chair)

3 Allen Cockerline (Vice Chair)

4 Bob Riva (Secretary)

5 Dr. Danella Schiffer (Regular Member)

6 Beth Wells (Alternate Member) *arrived 5:32PM*

7 Jennifer Ventimilia (Alternate Member)

8

9 **Brief Items and Announcements**

10 1. Call to Order / Establish Quorum

11 Chair Shyer called the regular meeting to order at 5:30PM. There were four regular members present
12 (Cathy Shyer, Allen Cockerline, Bob Riva, Dr. Danella Schiffer). Alternate Member Jennifer Ventimilia was
13 also present.

14

15 Chair Shyer appointed Alternate Ventimilia as voting alternate.

16

17 2. Approval of Agenda

18

19 LUD Conroy requested that "e. Discussion of Vacancies" be added to item "10. Planning & Organization
20 Discussion."

21

22 **Motion:** To approve the agenda as amended.

23 Made by Riva, seconded by Schiffer.

24 Vote: 5-0-0 in favor.

25

26 3. Minutes of January 6, 2026

27 Vice Chair Cockerline abstained from voting. Alternate Member Wells joined the meeting at 5:32PM.

28

29 **Motion:** To approve the detailed Minutes of January 6, 2026.

30 Made by Shyer, seconded by Riva.

31 Vote: 4-0-1 in favor, with Vice Chair Cockerline abstaining.

32

33 4. Minutes of January 20, 2026

34 Vice Chair Cockerline abstained from voting.

35

36 **Motion:** To approve the detailed minutes of January 20, 2026.

37 Made by Riva, seconded by Schiffer.

38 Vote: 4-0-1 in favor, with Vice Chair Cockerline abstaining.

39

40 5. Minutes of February 2, 2026 - *pending*

41

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

45

46 There was no public comment.

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47 **New Business**

48 8. #2026-0309 / 1 Elman Drive / Map 25, Lot 12 / Owner/Applicant: Susie Reiss and David Mabbott /
49 Special Permit for a detached apartment on single-family residential lot (Section 208) and a new
50 structure that cannot be placed in a buildable area (Sections 302.5 and 302.6) / DOR:02/17/2026 /
51 *Receive and Schedule Public Hearing 03/16/2026*

52
53 LUD Conroy explained the Applicant previously had a pre-application meeting with the Commission and
54 now has returned with a Special Permit application. Chair Shyer expressed interest in scheduling a site
55 visit to evaluate the steepness of the property. Alternate Member Ventimilia and Commissioner Schiffer
56 were interested in participating on the Site visit.

57
58 Vice Chair Cockerline asked if an As-Built Survey would be required. LUD Conroy replied yes.
59 Commissioner Schiffer asked if the primary dwelling could be constructed on the buildable area of the
60 property and swapped with the proposed detached barn. Mr. Mabbott replied the proposed primary
61 dwelling would not fit within the buildable area due to steep slopes. LUD Conroy asked if any of the
62 engineering should be reviewed by Town Consulting Engineer Tom Grimaldi. Vice Chair Cockerline
63 agreed that an engineering review could be a good idea, and asked for clarification on the height of the
64 proposed retaining wall. LUD Conroy noted that from the information provided, the retaining wall did
65 not appear to exceed eight feet tall in the approximated Elman Drive easement area.

66
67 **Motion:** To schedule a public hearing for application #2026-0309 / 1 Elman Drive / Map 25, Lot 12 /
68 Owner/Applicant: Susie Reiss and David Mabbott / Special Permit for a detached apartment on single-
69 family residential lot (Section 208) and a new structure that cannot be placed in a buildable area
70 (Sections 302.5 and 302.6) / on Monday March 16, 2026 at 6:45PM via Zoom.

71 Made by Cockerline, seconded by Riva.

72 Vote: 5-0-0 in favor.

73

74 **Public Hearing - 5:45PM**

75 7. #2026-307 / 120 Wells Hill Road / Map 36, Lot 09 / Owner: Joseph Edward Costa and Elyse Catherine
76 Nelson / Applicant: Amber Construction & Design, Inc. / Special Permit for vertical expansion of a
77 nonconforming residential building (Section 503.2) / DOR:01/20/2026 / *Open hearing, possible*
78 *consideration*

79
80 Secretary Riva read the legal notice to open the public hearing at 5:49PM. LUD Conroy noted that the
81 proposed overhang exceeded the required setbacks by four inches. Daniel Otte of Amber Construction &
82 Design, Inc. explained the proposed second floor eaves were designed as sixteen to eighteen inches to
83 align with the other structural details of the house but that they could be adjusted to twelve inches to
84 accommodate setbacks. Vice Chair Cockerline explained that the Zoning Regulations only allow
85 architectural overhang one foot into the side yard setback, so the proposed overhang will need to meet
86 that requirement. The Commission agreed.

87

88 Chair Shyer read a Letter of Correspondence by David Greene, owner of a property adjacent to 120 Wells
89 Hill Road. In the letter Mr. Green expressed that he did not believe that any of his interests are affected
90 by the proposal.

91

92 Property Owner Elyse Nelson asked why it was acceptable for unpermitted properties to be sold. Vice

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93 Chair Cockerline explained pre-existing non-conforming structures are acceptable, but these non-
94 conformities could not be expanded. Commissioner Schiffer added that Town Regulations took
95 precedence over architectural aesthetics.

96

97 **Motion:** To close the public hearing at 6:09PM.

98 Made by Cockerline, seconded by Riva.

99 Vote: 5-0-0 in favor.

100

101 **Motion:** To approve application #2026-307 / 120 Wells Hill Road / Map 36, Lot 09 / Owner: Joseph
102 Edward Costa and Elyse Catherine Nelson / Applicant: Amber Construction & Design, Inc. / Special Permit
103 for vertical expansion of a nonconforming residential building (Section 503.2) / subject to the condition
104 that the overhang extend no more than one foot into the required side yard setback.

105 Made by Riva, seconded by Schiffer.

106 Vote: 5-0-0 in favor.

107

108 **New Business**

109 9. #2026-0310 / 30 Main Street / Map 54, Lot 78 / Owner/Applicant: Congregational Church of Salisbury,
110 Inc. / Special Permit for a use rendering more than 30% of the total lot area in impervious surfaces
111 (403.4.c.) and retaining less than 30% of the total lot area in vegetative ground cover (403.4.d)
112 associated with sidewalk construction / DOR: 02/17/2026 / *Receive and Schedule Public Hearing*
113 *03/16/2026*

114

115 LUD Conroy explained the Congregational Church was located within the Aquifer Protection Overlay
116 District (APOD). She explained that the parcel is pre-existing, non-conforming, the building does not
117 meet required setbacks and there is no Special Permit for the APOD impervious surface limits. The
118 proposed sidewalk ramp would increase impervious surface. LUD Conroy added that the application
119 received approval from the Historic District Commission.

120

121 Engineer Pat Hackett and property owner representative Angela Lomanto presented the application.
122 Vice Chair Cockerline asked for the width of the walkways. Mr. Hackett replied four feet. Ms. Lomanto
123 explained Landscape Designer Scott Robinson would be composing a planting list and rain garden plan.
124 Commissioner Schiffer asked about a mature red maple tree proposed for removal and replacement. Ms.
125 Lomanto explained two Arborists assessed the tree and determined it would not survive due to an
126 unhealthy root system in the surrounding soil type. A motion was made at 6:26pm to schedule a public
127 hearing.

128

129 **Motion:** To schedule a public hearing for application #2026-0310 / 30 Main Street / Map 54, Lot 78 /
130 Owner/Applicant: Congregational Church of Salisbury, Inc. / Special Permit for a use rendering more
131 than 30% of the total lot area in impervious surfaces (403.4.c.) and retaining less than 30% of the total
132 lot area in vegetative ground cover (403.4.d) associated with sidewalk construction / on Monday March
133 16, 2026 at 6:45PM via Zoom.

134 Made by Riva, seconded by Cockerline.

135 Vote: 5-0-0 in favor.

136

137 **Other Business**

138 10. Planning & Organization Discussion

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139 a. Regulation Rewrite

140 LUD Conroy explained the previously designated Subcommittee met to work through several topics of
141 concern with the Regulations. She noted that one of the takeaways is that the Land Use Office (LUO)
142 should move forward with a RFP seeking general planning consulting guidance. She added that this
143 consultant could be relied on for application reviews, and may or may not be used for the
144 comprehensive rewrite of the Regulations. Vice Chair Cockerline commented that the definitions should
145 be the first section of the Regulations reviewed and amended by the Commission. LUD Conroy provided
146 more details on the next steps the Commission could take.

147
148 b. Staffing

149 LUD Conroy explained the LUO is interested in creating an entry level Administrative Assistant position
150 to work between multiple Town Offices. Vice Chair Cockerline asked to view the 2026 Budget. LUD
151 Conroy said she could provide that at an upcoming meeting.

152
153 c. Consulting Reviewers

154 LUD Conroy explained she would compose a draft Request for Proposal for a Consulting Reviewer to
155 offset technical work done by the LUO.

156
157 d. Utility of AI

158 Alternate Member Ventimilia explained she has experience utilizing Artificial Intelligence (AI) that could
159 potentially be utilized by the LUO or Commission. Alternate Member Ventimila said AI could be used as a
160 tool for consistency, proofreading, and finding conflicting or duplicated definitions. Chair Shyer asked
161 Alternate Member Ventimilia to investigate nearby Towns' use of AI. Alternate Member Ventimilia
162 suggested a trial run of AI review with the definitions section of the Regulations. She noted it should be
163 closely reviewed for errors.

164
165 Alternate Member Wells left the meeting at 7:10PM.

166
167 e. Discussion of Vacancies

168 Chair Shyer and Secretary Riva said they knew individuals who were interested in applying.
169 Commissioner Schiffer suggested that a list of qualifications be composed to utilize when searching for a
170 volunteer. Chair Shyer agreed, and offered to help Commissioner Schiffer create the list. Chair Shyer left
171 the meeting at 7:15pm. Vice Chair Cockerline served as Acting-Chair for the remainder of the meeting.

172
173 **Adjournment**

174
175 **Motion:** To adjourn the Meeting at 7:16PM.

176 Made by Cockerline, seconded by Schiffer.

177 Vote: 4-0-0 in favor.

178
179
180 Respectfully Submitted,

181 Erika Spino

182 Secretary of Minutes