

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Tuesday March 16, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Cathy Shyer (Chair)  
3 Allen Cockerline (Vice Chair)  
4 Dr. Danella Schiffer (Regular Member)  
5 Beth Wells (Alternate Member)  
6 Jen Ventimilia (Alternate Member)

**Members Absent:**

Bob Riva (Secretary)

**Staff Present**

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

7  
8 **Brief Items and Announcements**

9 1. Call to Order / Establish Quorum

10 Chair Shyer called the regular meeting to order at 6:30PM. There were three regular members present  
11 (Cathy Shyer, Allen Cockerline, Dr. Danella Schiffer). Alternate Members Beth Wells and Jen Ventimilia  
12 were also present.

13  
14 Chair Shyer seated Alternate Members Wells and Ventimilia as voting alternates.

15  
16 2. Approval of Agenda

17  
18 **Motion:** To approve the agenda.  
19 Made by Cockerline, seconded by Wells.  
20 Vote: 5-0-0 in favor.

21  
22 3. Minutes of February 2, 2026  
23 The Commission edited the detailed minutes of February 2, 2026.

24  
25 Chair Shyer and Vice Chair Cockerline abstained from voting.

26  
27 **Motion:** To approve the minutes of February 2, 2026 as amended.  
28 Made by Schiffer, seconded by Wells.  
29 Vote: 3-0-2 in favor, with Shyer and Cockerline abstaining.

30  
31 4. Minutes of February 17, 2026 - *pending*

32  
33 5. Public Comment - Public Comment is restricted to items that are neither on the agenda nor the subject  
34 of any pending Planning & Zoning Commission application or action and is limited to three minutes per  
35 person.

36  
37 There was no public comment.

38  
39 9. Discussion about Section 304.2 "Exceptions to Yard Setback Requirement for Accessory Buildings"

40  
41 LUD Conroy presented questions associated with interpretation of Section 304.2. In particular, LUD  
42 Conroy asked for clarification on "a building not equipped with sanitary facilities or water service, nor  
43 otherwise designed or used for human habitation." The Commission discussed the examples of a  
44 greenhouse, and generators/pool equipment enclosed by a building.

45  
46

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47 **Public Hearing**

48 6. #2026-0309 / 1 Elman Drive / Map 25, Lot 12 / Owner/Applicant: Susie Reiss and David Mabbott /  
49 Special Permit for a detached apartment on a 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 / *Open*  
51 *Hearing, Possible Consideration*

52

53 The public hearing opened at 6:46PM. Commissioner Schiffer read the Legal Notice. Property owner  
54 David Mabbott proposed a plan to construct a new primary single-family dwelling. An accessory  
55 structure containing a garage, woodshop and studio was also proposed. He explained the current  
56 primary single-family cottage would be maintained and renovated as an accessory apartment. He  
57 explained the cottage could not be increased in size due to steep slopes nearby. A driveway was  
58 proposed for access to the new primary dwelling and the cottage. Mr. Mabbott added that new septic  
59 systems and wells would be installed for both new structures.

60

61 Chair Shyer asked if an A2 Survey was included. Mr. Mabbott replied his surveyor did not provide one.  
62 Chair Shyer asked if the cottage would receive a new septic system or if he planned on refitting the  
63 existing system. Mr. Mabbott replied the existing septic system was sufficient but a new system could be  
64 installed if failure occurred.

65

66 Vice Chair Cockerline asked for the approximate area of disturbance proposed. Mr. Mabbott replied the  
67 Site Plan showed 3.68 acres of disturbed area which included the structures, barn and driveway. Vice  
68 Chair Cockerline asked about the proposed retaining wall. LUD Conroy said walls taller than eight feet  
69 must meet setback requirements and may need a building permit.

70

71 Vice Chair Cockerline commented that the proposed Site Plan seemed reasonable. Chair Shyer expressed  
72 interest in scheduling a Site Visit. Commissioner Schiffer and Alternate Member Wells agreed. LUD  
73 Conroy said a Site Visit would be scheduled through the Land Use Office (LUO).

74

75 Commissioner Schiffer asked for clarification about the proposed dwelling and apartment cottage. Mr.  
76 Mabbot explained the existing cottage is currently the principal dwelling, and a newly constructed  
77 primary dwelling would utilize a Special Permit to retain the existing cottage as an accessory structure.  
78 LUD Conroy explained the principal use of the property would continue to be single-family residential.  
79 Commissioner Schiffer asked for the current square footage of the cottage, Mr. Mabbot replied three-  
80 hundred fifty square feet. He said the first floor consisted of a kitchen, living area, bathroom, and loft  
81 area with ladder access. Commissioner Schiffer asked if the cottage would be remodeled. Mr. Mabbott  
82 replied yes, but not in the immediate future. He said the primary dwelling construction would be  
83 completed before renovation of the cottage would begin.

84

85 Alternate Member Ventimilia asked what the proposed sinks would be utilized for in the barn and art  
86 studio. Mr. Mabbott replied two sinks are proposed, one in the art studio and one in the woodshop. The  
87 sinks would not be utilized as kitchen space.

88

89 Chair Shyer opened the floor to the public.

90

91 Member of the public John Landon of the Salisbury Association said the Salisbury Land Trust was in the  
92 process of purchasing an adjacent property. He expressed support for the application.

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93

94 There were no further comments or questions from the public or Commission. Chair Shyer explained the  
95 public hearing would remain open for the scheduling of a site visit which would be posted on an  
96 upcoming Agenda. LUD Conroy said the public hearing would continue on April 6, 2026 at 6:45PM via  
97 Zoom.

98

99 7. #2026-0310 / 30 Main Street / Map 54, Lot 78 / Owner/Applicant: Congregational Church of Salisbury,  
100 Inc / Special Permit for a use rendering more than 30% of the total lot area in impervious surfaces  
101 (403.4.c.) and retaining less than 30% of the total lot area in vegetative ground cover (403.4.d.)  
102 associated with sidewalk construction / DOR: 02/17/2026 / *Open Hearing, Possible Consideration*

103

104 The public hearing opened at 7:22PM. Commissioner Schiffer read the Legal Notice. Engineer Pat  
105 Hackett and Architect Joe Lesch presented the application. Mr. Hackett presented a Site Plan and  
106 explained the church structure had three entrances with stairs. The application proposed removal of  
107 stairs on the south entrance with installation of a sloped path. He explained a four-foot sidewalk would  
108 be constructed and connected to an existing sidewalk. Mr. Hackett said the property was located in the  
109 Aquifer Protection Area (APA) area and approval of the additional impervious surface required a Special  
110 Permit. The impervious surface coverage of the current property was forty-nine percent. The proposed  
111 construction would increase impervious surface to fifty-two percent.

112

113 Mr. Hackett explained a planting plan was included for a proposed rain garden. Commissioner Schiffer  
114 asked if there was designated handicapped access to the building. Mr. Lesch replied the current  
115 handicapped access was in the rear portion of the building. He explained the proposed application would  
116 allow for wheelchair accessibility at the main entrance in the front.

117

118 Chair Shyer opened the hearing to the public. There were no further questions or comments from the  
119 Commission or public.

120

121 **Motion:** To close the public hearing at 7:35PM.

122 Made by Cockerline, seconded by Schiffer.

123 Vote: 5-0-0 in favor.

124

125 **Motion:** To approve application #2026-0310 / 30 Main Street / Map 54, Lot 78 / Owner/Applicant:  
126 Congregational Church of Salisbury, Inc / Special Permit for a use rendering more than 30% of the total  
127 lot area in impervious surfaces (403.4.c.) and retaining less than 30% of the total lot area in vegetative  
128 ground cover (403.4.d.) associated with sidewalk construction

129 Made by Cockerline, seconded by Shyer.

130 Vote: 5-0-0 in favor.

131

132 **Other Business**

133 8. Preapplication review of use of property (Connecticut General Statute Sec. 7-159b) / 19 Railroad  
134 Street / Map 54, Lot 56-1 / Owner: Sharon Electric Company LLC / Construction of 40'x60' Office and  
135 Materials Storage Building

136

137 Attorney William Grickis joined the meeting to represent the owner. LUD Conroy explained a narrative  
138 was submitted requesting guidance on what proposed use the project would be considered. Attorney

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139 Grickis said the proposal would comply with all underlying setback and impervious surface requirements.  
140 Vice Chair Cockerline suggested the use should be classified as contractor storage. Attorney Grickis  
141 clarified that the applicant would utilize the structure for inventory storage, which involved little  
142 contractor equipment. Vice Chair Cockerline suggested the use could be classified as warehouse material  
143 storage. Attorney Grickis agreed.

144  
145 Attorney Grickis asked for relief from listed special permit requirements in Section 803. Vice Chair  
146 Cockerline asked if access would be provided to Indian Cave Road, Attorney Grickis replied no. Chair  
147 Shyer asked for the planned use of the pre-existing building. Attorney Grickis replied he was unsure and  
148 would ask the owner. LUD Conroy mentioned a Stormwater Management Plan was required. Vice Chair  
149 Cockerline believed stormwater management should be evaluated and enforced for a Special Permit  
150 application in the Aquifer Protection Overlay District.

151  
152 Attorney Grickis said they would strive to meet all requirements prior to an application submission.

153  
154 9. Discussion about Section 304.2 "Exceptions to Yard Setback Requirement for Accessory Buildings"

155  
156 The Commission continued their discussion of Section 304.2 of the Zoning Regulations. Vice Chair  
157 Cockerline believed a greenhouse structure would not be a concern, and typically require heat and water  
158 service. He believed mechanical equipment should not qualify for the setback exemption in section  
159 304.2. Chair Shyer and Alternate Member Wells agreed.

160  
161 10. Planning & Organization Discussion

162 a. Regulation Rewrite

163  
164 LUD Conroy explained composition of a rubric was discussed for additional input on Regulation rewrite  
165 items. She asked Commissioners to review and edit the list with additional suggestions, and the topics  
166 would be graded on the rubric and then prioritized.

167  
168 b. Staffing/Consulting Reviewers

169  
170 LUD Conroy said she and Chair Shyer planned to discuss improving the Consulting Reviewer RFP.

171  
172 c. Commission Vacancies

173  
174 Chair Shyer said she is engaging with conversations with potential candidates interested in a  
175 Commissioner or Alternate Member position. Vice Chair Cockerline asked if a local advertisement could  
176 be listed in the newspaper. Commissioner Schiffer expressed opposition and preferred to pursue  
177 mutually connected candidates prior to publicizing. Vice Chair Cockerline agreed.

178  
179 d. Utility of AI

180  
181 Alternate Member Ventimilia explained she met with Secretary Riva and performed Artificial Intelligence  
182 (AI) tests on the Regulations table of uses. They used AI to combine two separated use tables into one  
183 that showed organized uses for all Zones. She said around a dozen terms were missed and repeated by  
184 AI because their descriptions were similar, but not the same. She suggested the Commission should

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185 review these repeated terms and decide to retain one or both.

186

187 **Adjournment**

188

189 **Motion:** To adjourn the meeting at 8:30PM.

190 Made by Cockerline, seconded by Ventimilia.

191 Vote: 5-0-0 in favor.

192

193

194

195 Respectfully Submitted,

196 Erika Spino

197 Secretary of Minutes