

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday April 20, 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 Bob Riva (Secretary)
5 Dr. Danella Schiffer (Regular Member)
6 Jen Ventimilia (Alternate Member)

Members Absent:

Beth Wells (Alternate Member)

Staff Present

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

7
8 **Brief Items and Announcements**

9 1. Call to Order / Establish Quorum

10 Chair Shyer called the Regular Meeting to order at 6:31PM. There were four regular members present
11 (Cathy Shyer, Allen Cockerline, Bob Riva, Dr. Danella Schiffer).

12

13 2. Approval of Agenda

14

15 **Motion:** To approve the agenda.

16 Made by Cockerline, seconded by Riva.

17 Vote: 5-0-0 in favor.

18

19 Alternate Member Jen Ventimilia joined the meeting at 6:32PM. Chair Shyer appointed Alternate
20 Member Ventimilia as voting alternate.

21

22 3. Minutes of March 24, 2026 (Site Visit)

23 Vice Chair Cockerline, Secretary Riva, and Commissioner Schiffer abstained from voting as they were not
24 present at the Site Visit.

25

26 **Motion:** To approve the Minutes of March 24, 2026 (Site Visit).

27 Made by Ventimilia, seconded by Shyer.

28 Vote: 2-0-3 in favor, Cockerline, Riva, Schiffer abstained

29

30 4. Minutes of April 6, 2026 - *pending*

31

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

35

36 There was no public comment.

37

38 **New Business**

39 6. #2026-0316 / 117 Interlaken Road / Map 38, Lot 09 / Owners: James and Miriam Broner / Applicant:
40 Chuck Tuz / Site Plan application for additions to existing buildings in the Lake Protection Overlay District
41 (Section 404) / DOR: 04/20/2026 / *Reception and Possible Consideration*

42

43 LUD Conroy presented the Site Plan and explained approval was received from Torrington Area Health
44 District (TAHD). She said an updated Survey was provided by Mat Kiefer. LUD Conroy explained the
45 application proposed additions on the main dwelling and guest house. Applicant Chuck Tuz explained the
46 guest house addition would have a separate entrance and not be accessible from the rest of the

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47 building. He said the addition would be to accommodate an indoor sporting area for a golf simulator.

48

49 LUD Conroy asked the Commission if the proposed change would materially alter the previously granted
50 Special Permit for the guest house. Chair Shyer observed that the proposed addition would increase the
51 gross floor area by three-hundred twenty-two square feet, bringing the area of the building to roughly
52 one-thousand eight-hundred square feet. Vice Chair Cockerline did not believe a new Special Permit
53 should be required as the guest house had a separate entrance from the sports room. Secretary Riva and
54 Chair Shyer agreed. Commissioner Schiffer expressed concern that a door could be constructed to
55 connect to the accessory apartment in the future. Alternate Member Ventimilia asked how to avoid
56 setting precedent for this guest house compared to previous applications. Chair Shyer agreed there was
57 concern for setting a precedent but did not believe a Special Permit was required. Chair Shyer expressed
58 concern with the increased impervious surface on the property and asked to schedule a Site Visit.

59

60 LUD Conroy asked where the catch basins on the south side of the main structure were directed. Mr. Tuz
61 explained one catch basin would be moved further forward into the yard where grading would occur.
62 Commissioner Schiffer and Alternate Member Ventimilia expressed interest in joining the Site Visit with
63 Chair Shyer.

64

65 **Other Business**

66 15. Planning & Organization Discussion

67 a. Regulation Rewrite

68

69 LUTS Todaro presented a slideshow summarizing the results of a regulation priority questionnaire the
70 Commission members completed. He and LUD Conroy determined an average top five priorities based
71 on the answers collected from all Commission Members. LUD Conroy believed all five priorities were
72 reasonable.

73

74 LUTS Todaro then described the top five answers in each category (most necessary, urgent, applicable,
75 and easiest). Commissioner Schiffer was surprised that addressing short-term rentals did not make the
76 top five. LUTS Todaro said short term rentals got a two out of three “necessity” score and was included
77 at the end of the presentation. Chair Shyer asked that the full results to be emailed to all Commission
78 Members.

79

80 LUD Conroy directed the Commission’s attention to the Conservation and Traffic Mitigation District
81 (CTMD) question. She noted that the housing overlay districts may need to be revisited as they are tied
82 to sewer service. Commissioner Schiffer asked for a definition of “traffic mitigation.” LUD Conroy replied
83 that new statute allows towns to establish a CTMD to mitigate parking, offset traffic and to allow the
84 Town to require parking under certain circumstances.

85

86 b. Staffing/Consulting Reviewers

87

88 LUD Conroy provided an update that the Request for Proposals was posted and two proposals were
89 received so far. She said the proposal submission deadline was May 8, 2026. Vice Chair Cockerline
90 volunteered to assist with interviews.

91

92 c. Commission Vacancies

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94 Chair Shyer mentioned she spoke directly with more individuals to discuss their interest in joining the
95 Commission. She and LUD Conroy suggested scheduling an in-person Special Meeting to host interviews
96 at Town Hall. Chair Shyer asked to schedule a Special Meeting on Tuesday May 12, 2026 at 6:00PM.
97 Chair Shyer asked if the Special Meeting could be hybrid for Zoom phone-ins, LUD Conroy replied yes.

98

99 d. Utility of AI

100

101 Alternate Member Ventimilia presented a prototype of the Combined Table of Uses with standardized
102 definitions. She explained they are keeping track of documents used in order to understand what, when,
103 and why changes were made. She said samples could be emailed to all Commission Members directly to
104 review.

105

106 **Tabled Business**

107 8. #2026-0312 / 80 Rocky Lane / Map 66, Lot 28 / Owner/Applicant: Claudia Pacicco Remley - Kevin
108 William Remley / Special Permit application for detached apartment on single family residential lot
109 (Section 208) / *DOR: 04/08/2026 - Hearing Scheduled for May 4, 2026*

110

111 9. #2026-0315 / Lime Rock Park II, LLC / Regulation Amendment - Section 221 "Additional Requirements
112 for Uses in RE Zone" / *DOR: 04/06/2026 / Hearing Scheduled for May 18, 2026*

113

114 **Adjournment**

115

116 **Motion:** To adjourn the meeting at 7:58PM.

117 Made by Cockerline, seconded by Riva.

118 Vote: 5-0-0 in favor.

119

120

121 Respectfully Submitted,

122 Erika Spino

123 Secretary of Minutes