

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 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 Beth Wells (Alternate Member)

7 Jen 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 6:30PM. There were four regular members present
12 (Cathy Shyer, Allen Cockerline, Bob Riva, Dr. Danella Schiffer). Alternate Members Beth Wells and Jen
13 Ventimilia were also present.

14

15 2. Approval of Agenda

16

17 LUD Conroy requested that “and possible consideration” be added to the end of agenda item 8.

18

19 Chair Shyer seated Alternate Member Wells as voting member.

20

21 **Motion:** To approve the Agenda as amended.

22 Made by Cockerline, seconded by Riva.

23 Vote: 5-0-0 in favor.

24

25 3. Minutes of April 6, 2026

26

27 The Commission edited the detailed Minutes. Vice Chair Cockerline abstained from voting.

28

29 **Motion:** To approve the Minutes of April 6, 2026 as amended.

30 Made by Riva, seconded by Wells.

31 Vote: 4-0-1, with Cockerline abstaining.

32

33 4. Minutes of April 20, 2026 - *pending*

34 5. Minutes of April 28, 2026 (Site Visit)

35

36 The Commission reviewed the Minutes of April 28, 2026.

37

38 **Motion:** To approve Minutes of April 28, 2026.

39 Made by Schiffer, seconded by Ventimilia.

40 Vote: 2-0-4 in favor, with Shyer, Cockerline, Riva, and Wells abstaining since they did not attend the
41 meeting of April 28, 2026.

42

43 6. Correspondence

44 a. Aquarion Water Company

45 The Commissioner reviewed a letter received from Aquarion Water Company. The letter shared
46 information about a watershed health resource tool available through their website. Chair Shyer

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

47 suggested sharing the information in the Town newsletter.

48

49 b. Timothy S. Hollister Attorney for Lime Rock Citizens Council

50

51 The Commission reviewed a letter from Attorney Timothy S. Hollister. The letter shared a notice of a

52 May 12, 2026 Superior Court hearing about Lime Rock Park.

53

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

57

58 There was no public comment.

59

60 **Other Business**

61 13. Planning & Organization Discussion

62 b. Staffing/Consulting Reviewers Update

63

64 LUD Conroy explained four or five responses were received to a Request for Proposal (RFP) for
65 Consulting Reviewers. She said a shortlist of candidates would be created for interviews. LUD Conroy,
66 Chair Shyer and Vice Chair Cockerline planned to conduct the interviews. Chair Shyer said the RFP closed
67 at the end of the business day on Friday May 8, 2026.

68

69 c. Commission Vacancies

70

71 LUD Conroy explained a one-page handout was composed explaining the role of Commission Members
72 and important volunteering information. She said the handouts would be sent to individuals interested,
73 alongside offering an interview. A Special Meeting was scheduled for Tuesday May 12, 2026 at 6:00PM
74 to conduct in-person interviews.

75

76 Chair Shyer explained there were five people interested in interviewing. She suggested twenty-minute
77 slots for each interview. She mentioned that if an individual was interested and unable to attend the
78 Special Meeting, another meeting should be scheduled.

79

80 **Public Hearing - 6:45PM**

81 8. #2026-0317 / 80 Rocky Lane / Map 66, Lot 28 / Owner/Applicant: Claudia Pacicco Remley and Kevin
82 William Remley / Special Permit application for detached apartment on single family residential lot
83 (Section 208) / DOR: 04/05/2026 / *Open Hearing*

84

85 Secretary Riva read the legal notice to open the public hearing at 6:46PM. Property Owner and Applicant
86 Claudia Pacicco Remley explained the existing property has a main dwelling and preexisting
87 nonconforming guest house. They proposed a Special Permit request for renovation of the guest house.
88 Ms. Pacicco Remley said the guest house was composed of a suite with one-bedroom, a full bathroom
89 and fully equipped kitchen, a garage, office, and living space with a full bathroom. She explained the
90 accommodations had historically been serviced by electricity, water, septic, and heat.

91

92 Ms. Pacicco Remley said the proposed application would ensure the guest house would meet

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

93 Regulations and provide the opportunity to improve the structure. The renovations included upgrading
94 oil-related mechanicals, and repairing a failed foundation in the garage. She said renovation of the
95 garage would be classified as living space. The footprint of the guest house would not increase, and the
96 renovation would create visual cohesion between both structures on the property.

97

98 Ms. Pacicco Remley said a soil erosion and sediment control plan, construction sequence, and
99 preliminary architectural and construction plans were included in materials submitted. Photographs
100 were included by request of Chair Shyer.

101

102 Chair Shyer asked for the square footage of the main structure. Ms. Pacicco Remley replied the main
103 dwelling was one-thousand six-hundred fifty square feet, and the guest house was one-thousand one-
104 hundred square feet. Vice Chair Cockerline asked if impervious surface calculations were provided. LUD
105 Conroy explained that calculations were not required outside of the Lake Protection Overlay District
106 (LPOD). Chair Shyer asked if the garage would be utilized as living space. Ms. Pacicco Remley replied the
107 use would be changed to living space but would be primarily used for outdoor recreation related
108 storage, such as gardening. Vice Chair Cockerline asked if approval was received from Torrington Area
109 Health District (TAHD). Ms. Pacicco Remley replied approval was received from TAHD and the Inland
110 Wetlands & Watercourses Commission (IWWC).

111

112 Chair Shyer opened the floor to the Public. There were no further comments from the Commission or
113 public.

114

115 **Motion:** To close the public hearing at 6:57PM.

116 Made by Cockerline, seconded by Riva.

117 Vote: 5-0-0 in favor.

118

119 **Motion:** To approve application #2026-0317 / 80 Rocky Lane / Map 66, Lot 28 / Owner/Applicant:
120 Claudia Pacicco Remley and Kevin William Remley / Special Permit application for detached apartment
121 on single family residential lot (Section 208) /.

122 Made by Riva, seconded by Cockerline.

123 Vote: 5-0-0 in favor.

124

125 **Pending Business**

126 9. #2026-0316 / 117 Interlaken Road / Map 38, Lot 09 / Owners: James and Miriam Broner / Applicant:
127 Chuck Tuz / Site Plan application for additions to existing buildings in the Lake Protection Overlay District
128 (Section 404) / 04/20/2026 / *Possible Consideration*

129

130 LUD Conroy explained a Site Visit was conducted on April 28, 2026 with herself, LUTS Todaro,
131 Commissioner Schiffer and Alternate Member Ventimilia present. She explained Chuck Tuz joined them
132 on site and demonstrated where the proposed additions would be.

133

134 Vice Chair Cockerline asked if an As-Built Survey was required for a previous application. Applicant Chuck
135 Tuz explained a new survey was submitted with updated impervious surface calculations. LUD Conroy
136 replied additional construction on the property occurred after the last approval, which is why a revised
137 As-Built Survey was provided.

138

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

139 Commissioner Schiffer asked if engineer calculations were needed to show that pre-existing rain gardens
140 would be effective after the additions are added. Mr. Tuz replied the rain gardens were installed in 2016
141 and are growing well. He explained a rainwater overflow channel located on the property had never
142 been used despite heavy rains.

143
144 Vice Chair Cockerline asked for the depth of a proposed stone patio. Mr. Tuz replied two to three inches.
145 He asked if the entirety of the building was located in the LPOD, Mr. Tuz replied yes. Vice Chair
146 Cockerline believed the property complied, although close to the maximum impervious surface allowed
147 with a remaining fifty-eight square feet.

148
149 Chair Shyer asked if a previous Engineering Report could be accessed prior to approval. LUD Conroy said
150 they have not found one. Vice Chair Cockerline expressed comfort with approving the application as
151 submitted. Secretary Riva agreed. Commissioner Schiffer said she was not comfortable approving
152 without an additional Engineering Report. Chair Shyer suggested requesting an updated Engineering
153 Review of the property. Commissioner Schiffer and Alternate Member Wells agreed. Mr. Tuz believed
154 the rain gardens and stormwater drains leading to a pond on the right-hand side of the property was
155 sufficient. LUD Conroy said if a previous Engineering Review could be accessed, the application could be
156 reviewed by Town Consulting Engineer Tom Grimaldi. She said Mr. Grimaldi could assess whether or not
157 the system could accept the newly designed addition. Vice Chair Cockerline did not believe the
158 additional engineering was necessary.

159
160 **Motion:** To request an updated engineering review of application #2026-0316 / 117 Interlaken Road /
161 Map 38, Lot 09 / Owners: James and Miriam Broner / Applicant: Chuck Tuz / Site Plan application for
162 additions to existing buildings in the Lake Protection Overlay District (Section 404) /
163 Made by Shyer, seconded by Schiffer.

164 Vote: 3-2-0 in favor, with Cockerline and Riva voting against.

165

166 **New Business**

167 10. #2026-0317 / 28 Undermountain Road / Map 56, Lot 05 / Owners/Applicant: Dayana Herrera /
168 Application for modified site plan associated with Special Permit #2024-0244 multifamily housing in the
169 Multifamily Housing Overlay District (Section 405). Proposal to construct 8’x16’ shed and 5’x9’ mudroom
170 (Section 803.5) / DOR: 05/04/2026 / *Possible Consideration*

171

172 LUD Conroy explained the application involved a dwelling previously built by the Salisbury Housing Trust
173 (SHT). The SHT retained land ownership and the resident is the homeowner. She said the homeowner
174 proposed to construct a detached shed and a mudroom addition to the main dwelling. Secretary Riva
175 asked if approval was received from SHT for these changes. SHT Co-President John Harney replied the
176 barn was approved by SHT, and they are awaiting approval for the mudroom addition on May 13, 2026.

177

178 **Motion:** To approve application #2026-0317 / 28 Undermountain Road / Map 56, Lot 05 /
179 Owners/Applicant: Dayana Herrera / Application for modified site plan associated with Special Permit
180 #2024-0244 multifamily housing in the Multifamily Housing Overlay District (Section 405). Proposal to
181 construct 8’x16’ shed and 5’x9’ mudroom (Section 803.5) / with the condition that the Salisbury Housing
182 Trust approve the addition of the mudroom. Made by Cockerline, seconded by Riva.

183 Vote: 5-0-0 in favor.

184

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

185 11. #2026-0318 / 19 Main Street / Map 54, Lot 06 / Owner: Salisbury Center, LLC / Applicant: Kennedy
186 Foods, LLC / Agent: William V. Grickis / Site Plan application for change of use of non-conforming low
187 turnover restaurant to retail within an existing mixed-use building in the C20 Zone (Section 501) / DOR:
188 05/04/2026 / *Reception and Possible Consideration*
189

190 Attorney William Grickis explained the non-conforming lot in the C20 Zone had proposed a change of
191 use from restaurant to retail. A comprehensive narrative of what the new use would involve was
192 submitted. Mr. Grickis explained under Section 501.1, a change of use can be accommodated if the
193 Commission determines the change would not have a detrimental impact compared to the existing
194 nonconforming use. He said the retail business would be compatible with the building's real estate
195 brokerage and liquor store businesses. He also noted that the parking requirements for a retail store are
196 less than those of a high-turnover restaurant.
197

198 Vice Chair Cockerline expressed support for the application. Secretary Riva agreed and commented that
199 such a retail business would be a benefit to the Town. Chair Shyer expressed concern that parking may
200 be more challenging during daytime hours as opposed to popular evening hours for the existing
201 restaurant. She wondered if increased need for staff parking could possibly incur an issue with
202 neighboring businesses.
203

204 **Motion:** To approve application #2026-0318 / 19 Main Street / Map 54, Lot 06 / Owner: Salisbury
205 Center, LLC / Applicant: Kennedy Foods, LLC / Agent: William V. Grickis / Site Plan application for change
206 of use of non-conforming low turnover restaurant to retail within an existing mixed-use building in the
207 C20 Zone (Section 501)
208 Made by Wells, seconded by Riva.
209 Vote: 5-0-0 in favor.
210

211 12. #2026-0319 / 25 Morgan Lane / Map 64, Lot 06 / Owner: Brian McDevitt & Meghna Danton /
212 Agent/Applicant: Todd Parsons - Haley Ward / Special Permit application for vertical expansion of a non-
213 conforming structure (Section 503.2) and Site Plan application for development activities in the Lake
214 Protection Overlay District (Section 404) / 05/04/2026 / *Receive and schedule Public Hearing for June 1,*
215 *2026*
216

217 Engineer Todd Parsons of Haley Ward Engineering explained the property was 1.03 acres located in the
218 R20 Zone. He said there was a pre-existing dwelling with a wraparound porch, and an outbuilding with
219 garage and living space. Mr. Parsons said the application proposed a two-story addition to the main
220 dwelling, with remodeling of porches on the west and northern portions. He explained pre-existing
221 sidewalks would be removed and replaced and the pre-existing gravel driveway replaced with a
222 permeable surface. A native plant buffer zone would be planted along the lake shoreline. He added that
223 a second-floor office over a portion of the garage on the outbuilding was proposed. The outbuilding was
224 non-conforming and would require a Special Permit under Section 503.2. Mr. Parsons explained a
225 majority of the property was located in the LPOD, and majority of land disturbance would occur from
226 replacing the driveway. He said the lot's impervious surface percentage would be reduced from 17.3 to
227 10.3. Approval was received from Torrington Area Health District (TAHD) and the IWWC.
228

229 Vice Chair Cockeline asked how the driveway would be considered impervious. Mr. Parsons replied that
230 either a stone bed surface or permeable pavement would be used. Vice Chair Cockerline asked if an

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

231 Engineering Review was completed. Mr. Parsons replied the IWWC did not find an Engineering Review
232 necessary. Vice Chair Cockerline asked if a maintenance plan would be necessary for the permeable
233 driveway. Mr. Parsons replied that yearly maintenance of the driveway would be required, with minimal
234 use of de-icing materials in the winter.

235

236 Commissioner Schiffer asked if the proposed impervious surface percentage could be reduced by 0.3
237 percent to meet the minimum requirement in the LPOD. Mr. Parsons replied the only way to further
238 reduce impervious surface was minimizing building addition. He said the Property Owner previously
239 used the home seasonally and required an addition to be accommodated year-round. Chair Shyer asked
240 if the parking area could be reduced. Mr. Parsons replied no, the driveway and parking area would be
241 considered permeable.

242

243 Alternate Member Wells left the meeting at 8:05PM.

244

245 **Motion:** To schedule a Public Hearing for application #2026-0319 / 25 Morgan Lane / Map 64, Lot 06 /
246 Owner: Brian McDevitt & Meghna Danton / Agent/Applicant: Todd Parsons - Haley Ward / Special Permit
247 application for vertical expansion of a non-conforming structure (Section 503.2) and Site Plan application
248 for development activities in the Lake Protection Overlay District (Section 404) / on June 1, 2026 at
249 6:45PM via Zoom.

250 Made by Cockerline, seconded by Riva.

251 Vote: 4-0-0 in favor.

252

253 **Other Business**

254 13. Planning & Organization Discussion

255 a. Regulation Rewrite

256

257 LUD Conroy explained a previously written draft of definitions would be a priority discussion. She said
258 the draft would be ready for the Commission to review by the next meeting.

259

260 b. Utility of AI

261

262 Alternate Member Ventimilia said there were no updates since the last meeting.

263

264 **Tabled Business**

265 14. #2026-0315 / Lime Rock Park II, LLC / Regulation Amendment - Section 221 "Additional
266 Requirements for Uses in RE Zone" / DOR: 04/06/2026 / Hearing Scheduled for May 18, 2026 at 6:45PM
267 via Zoom

268

269 **Adjournment**

270

271 **Motion:** To adjourn the meeting at 8:15PM.

272 Made by Cockerline, seconded by Riva.

273 Vote: 4-0-0 in favor.

274

275

276

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday May 4, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

277 Respectfully Submitted,

278 Erika Spino

279 Secretary of Minutes