SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Monday October 5, 2026 - 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

Members Present:	**Members Absent:**
Cathy Shyer (Chair)	
Allen Cockerline (Vice Chair)	
Bob Riva (Secretary)	**Staff Present**
Dr. Danella Schiffer (Regular Member)	Miles Todaro Land Use Technical Specialist (LUTS)
Alice Macchi (Regular Member)	Jeremy DeCarli, Temporary Zoning Enforcement Officer (ZEO)
Jen Ventimilia (Alternate Member)	

Brief Items and Announcements

1. Call to Order / Establish Quorum

Chair Shyer called the Regular Meeting to order at 6:30PM. There were five regular members present (Cathy Shyer, Allen Cockerline, Bob Riva, Dr. Danella Schiffer, Alice Macchi). Alternate Member Jen Ventimilia was also present.

2. Approval of Agenda

Motion: To approve the Agenda.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

3. Minutes of July 20, 2026

The Commission edited the detailed Minutes of July 20, 2026.

Motion: To approve Minutes of July 20, 2026 as amended.
Made by Riva, seconded by Cockerline.
Vote: 5-0-0 in favor.

4. Minutes of August 3, 2026

The Commission edited the detailed Minutes of August 3, 2026.

Motion: To approve Minutes of August 3, 2026 as amended.
Made by Riva, seconded by Macchi.
Vote: 5-0-0 in favor.

5. Minutes of August 17, 2026

The Commission edited the detailed Minutes of August 17, 2026.

Motion: To approve Minutes of August 17, 2026 as amended.
Made by Riva, seconded by Macchi.
Vote: 5-0-0 in favor.

6. Minutes of September 8, 2026

Motion: To approve Minutes of September 8, 2026.
Made by Riva, seconded by Macchi.
Vote: 5-0-0 in favor.

7. Minutes of September 21, 2026 – *pending*
8. Public Correspondence

The Commission reviewed a Letter of Correspondence received from Member of the Public Elizabeth Conn.

9. *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 is limited to three minutes per person.*

There was no public comment.

Other Business

10. Planning & Organization Discussion
   a. Staff Introduction

Michael Lucas joined the meeting and introduced himself as the Town's new Land Use Coordinator. Mr. Lucas said he would start work at the Land Use Office (LUO) on October 13, 2026 and provided a brief summary of his personal and professional history.

   b. Commission Vacancy

Chair Shyer said there were no updates at this time.

New Business

11. #2026-0333 / Ethan Allen Street Train Station Building (7 Ethan Allen Street) / Owner/Applicant: Town of Salisbury / Special Permit for Establishment of Municipal Use in Existing Building and Site Plan Application Associated with Train Station Building Relocation (Section 205.2) / DOR: 10/05/2026 / *Schedule Hearing for 10/19/2026 at or after 6:45pm.*

Chair Shyer explained First Selectman Curtis Rand wished to complete the project before winter. ZEO DeCarli explained an 8-24 review was completed, a Site Plan was submitted, and a presentation would occur at a future public hearing. He said the application involved moving the Ethan Allen Street Train Station out of the existing roadway and would remain compliant with all setbacks.

Motion: To schedule a public hearing for application #2026-0333 / Ethan Allen Street Train Station Building (7 Ethan Allen Street) / Owner/Applicant: Town of Salisbury / Special Permit for Establishment of Municipal Use in Existing Building and Site Plan Application Associated with Train Station Building Relocation (Section 205.2) on Monday October 19, 2026 at or after 6:45PM via Zoom.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

12. #2026-0334 / 19 Main Street / Map 54, Lot 06 / Owner: Salisbury Center LLC / Applicant: Sarah March / Special Permit Application for Parking Flexibility Associated with Change of Use to Spa (Section 703.7) / DOR: 10/05/2026 / *Schedule Hearing for 10/19/2026 at or after 6:45pm.*

ZEO DeCarli explained the application involved a Special Permit for parking flexibility at an existing retail operation. The intended use for the space would be half retail and half spa. Chair Shyer asked if all required materials were submitted, LUTS Todaro said yes and presented the submitted narrative.

Applicant Sarah March said she wished to open a one treatment room spa at the proposed location. She asked for an exception to the Special Permit requirement and believed her proposed use would require significantly less parking accommodations than the previous retail use. Her facility would have one room with treatments of one client at a time. She explained scheduled appointments occurred in the evening when neighboring retail stores were closed, which ensured ample parking availability. Chair Shyer explained the application was brought to the Commission's attention because of a Torrington Area Health District (TAHD) request and must proceed with the Public Hearing process. She explained that due to limited parking availability in Town, the requested parking can be utilized and a flexibility request could be granted.

Motion: To schedule a Public Hearing for application #2026-0334 / 19 Main Street / Map 54, Lot 06 / Owner: Salisbury Center LLC / Applicant: Sarah March / Special Permit Application for Parking Flexibility Associated with Change of Use to Spa (Section 703.7) on Monday October 19, 2026 at or after 6:45PM via Zoom.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

Public Hearing - at or after 6:45
13. #2026-0331 / 52 East Main Street / Map 57, Lot 09 / Owner/Applicant: Olaf Olsen / Special Permit application for an apartment in an existing barn (section 208) / DOR: 08/17/2026 / *Possible Consideration*

The Public Hearing continued at 7:04PM. Chair Shyer explained exterior photographs and floorplan of the structure was submitted. Applicant Olaf Olsen joined the Meeting to present the application. Chair Shyer asked for the anticipated use of the proposed accessory apartment. Mr. Olsen said he would move into the newly renovated apartment in the existing barn, and the pre-existing main dwelling would be placed on the market as a rental property. Chair Shyer asked how many bedrooms were in the dwelling, Mr. Olsen replied three. Alternate Member Ventimilia asked about a door that was labeled inaccessible due to a structure beam. Mr. Olsen replied the door was ornamental and fixed closed not for use.

Chair Shyer opened the floor to the public. There were no further questions from the public or Commission.

Motion: To close the Public Hearing at 7:11PM.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

Motion: To approve application #2026-0331 / 52 East Main Street / Map 57, Lot 09 / Owner/Applicant: Olaf Olsen / Special Permit application for an apartment in an existing barn (section 208).
Made by Macchi, seconded by Riva.
Vote: 5-0-0 in favor.

14. #2026-0323 / 62 Rocky Lane / Map 66, Lot 27 / Owner: Jeffrey & Naomi Bravin, Linda Williams & Wesley Miller / Agent/Applicant: George Johannesen – Allied Engineering Associates, Inc. / Special Permit application for detached apartment on single-family residential lot (Section 208) / DOR: 06/01/2026 / Hearing Opened 07/06/2026 / Extension granted to 10/05/2026 / *Close Hearing*

The Public Hearing continued at 7:12PM. Chair Shyer said a response from Town Consulting Engineer Tom Grimaldi was received before the meeting. Engineer George Johannesen joined the Meeting to present the application. Mr. Johannesen explained the Applicant was willing to meet all conditions requested by Mr. Grimaldi. Vice Chair Cockerline asked if the requested changes were reflected on a resubmitted Site Plan, Mr. Johannesen said no. Chair Shyer suggested that the Applicant withdraw and reapply as no further extensions could be granted. Secretary Riva asked if additional testing would occur to ensure rain garden efficiency, Mr. Johannesen replied yes. LUTS Todaro said the LUO received additional Engineering Comments completed by consultants hired by abutting property owners.

Commissioner Schiffer asked if the proposed accessory apartment was around two-thousand square feet, Mr. Johannesen replied yes. Commissioner Schiffer commented that the proposed structures resembled two homes on a single family residential lot rather than a main dwelling with an accessory apartment. Chair Shyer understood the expressed concern and stated the Applicant held the right to build two structures on their property within Town Regulations.

Commissioner Macchi suggested the neighbor's Engineering Comments be submitted to Mr. Grimaldi for additional review. ZEO DeCarli suggested closing the public hearing and reminded the Commission that they have sixty-five days to deliberate a decision. He explained conditions of approval could be made based on the information received, including consideration of Mr. Grimaldi's recommendations, response, and the neighbor's engineering report. ZEO DeCarli advised that new information could not be submitted or reviewed but conditions of approval could include that final plans be developed by the Applicant and sent to Mr. Grimaldi for approval.

Chair Shyer opened the floor to the public.

Member of the Public Karl Anoushian joined the Meeting. Mr. Anoushian thanked the Commission for their acknowledgment of concerns from neighboring Property Owners. He notified the LUO on September 28, 2026 that he was pursuing additional Engineering Comments for a second opinion.

Member of the Public Steven Callahan joined the Meeting. Mr. Callahan supported commentary from Mr. Anoushian. He expressed concern that the application be approved prior to alterations of the proposed Site Plan. He understood withdrawing and resubmitting an application was a burden but believed the concerns should be properly addressed prior to approval. Mr. Callahan asked about the size of the proposed accessory apartment and expressed concern that a large structure was allowed within Town Regulations. Chair Shyer explained the Commission previously acknowledged the concern and anticipated reviewing Town Regulations and making changes in the future. ZEO DeCarli said an accessory dwelling unit of up to two-thousand square feet was permitted in current Town Regulations at this time.

Member of the Public Lori Shepard joined the Meeting. Ms. Shepard believed the Public Hearing should not be closed in order for proper consideration of all parties.

Member of the Public Stephen Wells joined the Meeting. Mr. Wells believed the proposed accessory apartment more closely resembled a single residential dwelling and expressed concern about its approval. He expressed continued concern with proper stormwater management and ensuring it was addressed.

Chair Shyer suggested asking the Applicant for time to discuss the outcome until an upcoming Meeting. Vice Chair Cockerline believed the Applicant should withdraw and reapply and commented there were too many contingencies to consider. He expressed concern that the Commission could not receive or comment on new information after the Public Hearing was closed. He advised to waive the Applicant's reapplication fee and suggested they reapply for an upcoming Meeting on November 2, 2026. Mr. Johannesen agreed and said he would discuss withdrawing the application with the Applicant and LUO.

Motion: To close the Public Hearing at 7:57PM.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

15. #2026-0328 / 11 Route 7 / Map 04, Lot 31-1 / Owner: Delbert L Auray Jr / Applicant: Patrick Mulberry / Special Permit Application for the Establishment of a Single Family Residential Use in the Inner Corridor of the Housatonic River Overlay District (Section 402) and the Flood Plain Overlay District, with Associated Site Work (Section 401) / DOR: 08/03/2026 / *Possible Consideration*

The Public Hearing continued at 7:58PM. Applicant Patrick Mulberry joined the Meeting to represent the application. Chair Shyer presented a letter received from the Housatonic River Commission (HRC). Vice Chair Cockerline recommended including a contingency to maintain a vegetative buffer around the river on the property per HRC recommendations. Mr. Mulberry explained they would remain compliant with all requests made by the Commission, HRC and Inland Wetlands & Watercourses Commission (IWWC).

Mr. Mulberry explained there would be no clearing of existing vegetation down to the riverbank. He said supplemental plantings would consist of native species defined on a submitted landscaping remediation plan approved by the IWWC. Mr. Mulberry said the intent of the proposed garage structure was to store the Applicant's vehicle collection in a secure location. The Applicant would perform minor maintenance on the vehicles and would ensure that any excess materials such as oil or fuel would be properly contained and disposed of. He said there would be no dumping on the property and the Applicant strongly valued maintaining the property's natural space. Mr. Mulberry said there was no chance of dumping or pollution into the nearby Housatonic River or watershed. Mr. Mulberry explained all exterior lighting would be dark-skies compliant and would not interfere with wildlife or the nearby roadway.

Chair Shyer opened the floor to the public.

Member of the Public Lori Shepard joined the Meeting. Ms. Shepard expressed concern with the planting plan for the property. She believed a detailed landscaping plan should be submitted for the Public to review. She asked if plantings, light installations and disposal of toxic materials could be monitored annually after construction to ensure compliance. Ms. Shepard suggested that the exterior dark-skies compliant lighting should have motion sensors. Mr. Mulberry replied the exterior lights would be on timers to provide the Property Owner with sufficient visibility to access the structure. He said the

proposed apartment would be utilized for the Applicant to reside and would not be utilized as a rental.

Motion: To close the Public Hearing at 8:17PM.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

Vice Chair Cockerline suggested approving the application with a contingency that the Property Owner maintain a vegetative buffer east of the pre-existing gravel driveway.

Motion: To approve application #2026-0328 / 11 Route 7 / Map 04, Lot 31-1 / Owner: Delbert L Auray Jr / Applicant: Patrick Mulberry / Special Permit Application for the Establishment of a Single Family Residential Use in the Inner Corridor of the Housatonic River Overlay District (Section 402) and the Flood Plain Overlay District, with Associated Site Work (Section 401).
Made by Riva,
Vote: 5-0-0 in favor.

16. #2026-0332 / Regulation Amendment / Applicant: Town of Salisbury Planning and Zoning Commission / Proposed changes include modifications to Articles 1,2,3,7, and the Appendix (Glossary of Defined Terms). Edits will include a new Section 104 governing a temporary moratorium on hotels in residential zones. Other changes pertain to statutory requirements and minor edits for clarity and to account for best practices / *Possible Consideration*

The Public Hearing continued at 8:23PM.

Alternate Member Ventimilia noted there were duplicate definitions of “Veterinary Clinic”. She mentioned that “Commercial Boarding & Riding Stables” was included in the Table of Contents but a definition was not provided.

ZEO DeCarli explained a “Terms Not Defined” section was added to the glossary to discuss terms not defined.

Chair Shyer and Alternate Member Ventimilia provided minor spelling and grammatical suggestions.

Chair Shyer opened the floor to the Public.

There were no further comments from the Public or Commission.

Motion: To close the Public Hearing at 8:33PM.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

Motion: To approve Regulation Amendment #2026-0332 as amended, with an effective date of November 2, 2026
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

Tabled Business

17. #ZP-26-48 / 15 Undermountain Road (The White Hart) / Map 56, Lot 33 / Owner: Deer Friends LLC / Applicant: Emily Vail / Temporary Zoning Permit Application for seasonal operation of an outdoor pizza oven for a period that extends from June 2026 through October 2026

Adjournment

Motion: To adjourn the Meeting at 8:40PM.
Made by Cockerline, seconded by Riva.
Vote: 5-0-0 in favor.

Respectfully Submitted,

Erika Spino

Secretary of Minutes