

**SALISBURY PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES**

Monday November 4, 2024 – 6:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

Members Present:

Dr. Michael Klemens (Chair)
Cathy Shyer (Vice Chair)
Martin Whalen (Secretary) - *joined at 5:34pm*
Allen Cockerline (Regular Member)
Bob Riva (Regular Member) - *joined at 6:13pm*
Dr. Danella Schiffer (Alternate Member)
Beth Wells (Alternate Member) - *joined at 5:34pm*

Staff Present:

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

Brief Items and Announcements

1. Call to Order / Establish Quorum

Chair Klemens Called the meeting to order at 5:30pm. Chair Klemens, Vice Chair Shyer, and Regular Member Cockerline were present and seated to vote. Alternate Member Schiffer was also present and seated to vote. LUD Conroy requested that “Report of Minor Site Plan Modifications” be added to the agenda. Chair Klemens suggested adding it as agenda item 6.a.

Motion: To approve the agenda as amended.

Made by Cockerline, seconded by Shyer

Vote: 4-0-0

2. Minutes of September 17, 2024

The Commission deliberated changes to the minutes. Vice Chair Shyer did not review the minutes and abstained from voting.

Secretary Whalen and Alternate Member Wells joined the meeting at 5:34pm. Secretary Whalen was seated as a voting member.

Motion: To approve the minutes of September 17, 2024 as amended.

Made by Cockerline, seconded by Whalen.

Vote: 4-0-1, with Vice Chair Shyer abstaining.

3. Minutes of September 30, 2024 – pending
4. Minutes of October 7, 2024 - pending
5. Minutes of October 16, 2024 – pending
6. Minutes of October 29, 2024 – pending

- 6a. Report of Minor Site Plan Modifications

LUD Conroy provided an update for the Commission on recent minor site plan modifications in the Lake Protection Overlay District.

New Business

7. 2024-0267 / Rand / 358 Undermountain Road / Special Permit Application for Vertical Expansion of a Nonconforming Residential Structure (Section 503.2) / Map 18 / Lot 23 / DOR: 11/4/2024 / *Consideration of Completeness, Schedule Hearing*

LUD Conroy summarized the application for the Commission.

Motion: To Schedule a Public Hearing for application #2024-0267 / Rand / 358 Undermountain Road / Special Permit Application for Vertical Expansion of a Nonconforming Residential Structure (Section 503.2) / Map 18 / Lot 23 / DOR: 11/4/2024 / for December 2, 2024 at 5:45pm via Zoom.

Made by Cockerline, seconded by Shyer

Vote: 5-0-0

Chair Klemens requested that the Commission next discuss agenda item 10.

10. Draft Letter for the Salisbury Association's Grant Application

The Commission discussed the draft letter that Chair Klemens wrote on behalf of the Commission.

Motion: To endorse the letter of November 4, 2024 to the Connecticut Department of Energy and Environmental Protection regarding the Open Space and Watershed Land Acquisition Grant Program, endorsing the Salisbury Association's application.

Made by Cockerline, seconded by Shyer

Vote: 5-0-0

Public Hearing – 5:45PM

8. #2024-0266 / Lestelle and Stephens (Matt Schwaikert) / 28 White Hollow Road / Special Permit Application for a Propane Tank and Generator in the Flood Plain Overlay District (Section 401) / Map 28 / Lot 22 / DOR: 10/07/2024 / *Open Hearing, Possible Consideration*

The public hearing opened at 5:45pm. Secretary Walen read the legal notice. The abutters were not properly noticed, so there was no discussion about the application.

Motion: To continue the hearing to December 2, 2024 at 5:45pm via Zoom.

Made by Cockerline, seconded by Whalen

Vote: 5-0-0

Pending Business

9. #2024-0264 / 280 BTLR, LLC (Great Falls Construction) / 280 Between the Lakes Road and 300 Between the Lakes Road / Site Plan Application for a Single-Family Residential Construction and Associated Site Development in the Lake Protection Overlay District (Section 404) on lot 280 and a driveway passing through lot 300 / Map 67 / Lot 07 and 07-02 / DOR: 10/07/2024 / *Tabled*

Action was tabled because the Inland Wetlands and Watercourses Commission had not yet acted on this application.

Motion: To table application #2024-0264 / 280 BTLR, LLC (Great Falls Construction) / 280 Between the Lakes Road and 300 Between the Lakes Road / Site Plan Application for a Single-Family Residential Construction and Associated Site Development in the Lake Protection Overlay District (Section 404) on lot 280 and a driveway passing through lot 300 / Map 67 / Lot 07 and 07-02 / DOR: 10/07/2024 /
Made by Cockerline, seconded by Whalen
Vote: 5-0-0

Other Business

11. POCD Discussion

The Commission discussed the comments provided by the Board of Selectmen during the last Board of Selectmen meeting.

Regular Member Riva joined the meeting at 6:13pm, and was seated as a voting member in place of Alternate Member Schiffer.

Adjournment

Motion: To adjourn the meeting at 7:42pm
Made by Shyer, seconded by Cockerline
Vote: 5-0-0

Respectfully Submitted,
Miles Todaro
Land Use Technical Specialist