

**SALISBURY PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**Monday January 6, 2024 – 5:30 PM**

Remote Meeting by Live Internet Video Stream and Telephone

**Members Present:**

Dr. Michael Klemens (Chair)  
Cathy Shyer (Vice Chair)  
Martin Whalen (Secretary)  
Allen Cockerline (Regular Member)  
Bob Riva (Regular Member)  
Dr. Danella Schiffer (Alternate Member)  
Beth Wells (Alternate Member)

**Staff Present:**

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

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**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, Regular Member Riva, Regular Member Cockerline, and Alternate Member Wells were present and seated to vote. Alternate Member Schiffer was also present.

**Motion:** To accept the agenda.

Made by Riva, seconded by Cockerline

Vote: 5-0-0

2. Minutes of October 29, 2024 – pending
3. Minutes of November 4, 2024 – pending
4. Minutes of November 18, 2024 - pending
5. Minutes of December 2, 2024 – pending
6. Minutes of December 10, 2024 – pending
7. Minutes of December 12, 2024 – pending
8. Minutes of December 16, 2024 – pending
9. Minutes of December 17, 2024 – pending

**New Business**

10. 2024-0272 / Peter Whitmore / 22 Robin Hill Lane / Site Plan Application for interior modifications to create an Accessory Apartment (Section 208) / Map 36 / Lot 20 / DOR: 01/06/2024 / *Reception and Possible Consideration*

The Commission and the applicant discussed the application. Secretary Whalen joined the meeting at 5:47pm and was seated as a voting member in place of Alternate Member Wells.

**Motion:** To approve application #2024-0272 / Peter Whitmore / 22 Robin Hill Lane / Site Plan Application for interior modifications to create an Accessory Apartment (Section 208) / Map 36 / Lot 20 / with the following condition:

1. A six-month temporary Zoning Permit shall be issued, with possible renewal for another six months, pending the completion of a kitchen in the owner’s unit.

Made by Cockerline, seconded by Riva

Vote: 5-0-0

36 **Public Hearing – 5:45PM**

37 11. #2024-0269 / Sievert and Eliza McCabe / 21 Mount Riga Road / Special Permit for Vertical  
38 Expansion of a Nonconforming Residential Structure (Section 503.2) / Map 14 / Lot 17 / DOR:  
39 11/18/2024 / *Open Public Hearing*

40 The public hearing was opened at 5:49pm. Chair Klemens explained that the notices to the abutters  
41 were not sent out, so the hearing must be continued to the meeting of January 21, 2025. A motion  
42 was made at 5:51pm to continue the hearing.

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44 **Motion:** To continue the hearing of application #2024-0269 / Sievert and Eliza McCabe / 21 Mount  
45 Riga Road / Special Permit for Vertical Expansion of a Nonconforming Residential Structure (Section  
46 503.2) / Map 14 / Lot 17 / to January 21, 2025 at 5:45pm via Zoom.

47 Made by Cockerline, seconded by Riva.

48 Vote: 4-0-0, Secretary Whalen was unable to participate in the vote due to technical difficulties.  
49

50 **New Business – Continued**

51 12. 2024-0271 / Hotchkiss School (Haley Ward – Parsons) / 11 Interlaken Road / Site Plan to Dredge  
52 Portion of Lake Wononscopomuc by Sucker Brook Involving Land Disturbance of 500’ or More  
53 Within 75’ of the Ordinary High Water Mark in the LPOD (Section 404) / Map 06 / Lot 08 / DOR:  
54 01/16/2025 / *Reception and Possible Consideration*

55 Regular Member Cockerline recused himself from this application. Alternate Member Wells was seated  
56 as a voting member in place of Regular Member Cockerline. The Commission and the applicant team  
57 discussed the application.

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59 13. 2024-0270 / NOTSERO LLC (Hackett) / 95 Preston Lane / Site Plan for Demolition and  
60 Reconstruction of Single Family Residence in the Lake Protection Overlay District (Section 404) /  
61 Map 69 / Lot 32 / DOR: 12/16/2024 / *Reception, IWWC Approval Pending*

62 The Commission and applicant discussed the application. Secretary Whalen left the meeting, and  
63 Alternate Member Wells was seated as voting member in his place.

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65 **Motion:** To continue discussion to the regular meeting on February 3, 2025

66 Made by Cockerline, seconded by Riva

67 Vote: 5-0-0  
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69 14. 2024-0273 / Alexander Reid and Kathryn Spaziani / 99 Preston Lane / Special Permit Application  
70 for Vertical Expansion of a Non-Conforming Structure in the Lake Protection Overlay District  
71 (Sections 503.2 and 404) / Map 68 / Lot 10 / DOR: 01/06/2024 / *Review of Completeness and*  
72 *possible Schedule Public Hearing*

73 The Commission and applicant team discussed the application. The Commission tabled discussion  
74 pending additional information.

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76 **Other Business**

77 15. Printing Plan of Conservation and Development Discussion

78 The Commission discussed printing options for the 2024 Plan of Conservation and Development.  
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80 **Adjournment**

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82 **Motion:** To adjourn the meeting at 7:28pm.

83 Made by Cockerline, seconded by Riva

84 Vote: 5-0-0

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86 Respectfully Submitted,

87 Miles Todaro

88 Land Use Technical Specialist