

**SALISBURY PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**Monday March 3, 2025 – 5:30 PM**

Remote Meeting by Live Internet Video Stream and Telephone

**Members Present:**

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

**Members Absent:**

Cathy Shyer (Vice Chair)

**Staff Present:**

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

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**Brief Items and Announcements**

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1. Call to Order / Establish Quorum

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Chair Klemens called the meeting to order at 5:30pm. Chair Klemens, Secretary Whalen, Regular Member Cockerline, and Regular Member Riva were present and seated to vote. Alternate Members Schiffer and Wells were also present. Alternate Member Schiffer was seated to vote.

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2. Approval of the Agenda

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Chair Klemens noted that Agenda item 9 (application 2024-0270) and agenda item 11 (application 2025-0276) are to be tabled. LUD Conroy clarified that application 2025-0276 had been withdrawn.

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**Motion:** To approve the agenda as amended:

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Made by Cockerline, seconded by Riva.

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Vote: 5-0-0

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3. Minutes of January 6, 2025

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The Commission discussed potential adjustments to the minutes of January 6, 2025.

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**Motion:** To approve the minutes of January 5, 2025

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Made by Whalen, seconded by Riva.

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Vote: 5-0-0

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4. Minutes of January 21, 2025 – *pending*

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5. Minutes of February 3, 2025 – *pending*

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6. Minutes of February 18, 2025 – *pending*

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7. Public Comment: Public Comment is restricted to items that are neither on the agenda nor the subject of any pending Inland Wetlands application or action and are limited to three minutes per person.

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There was no public comment.

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**Pending Business**

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8. 2024-0270 / NOTSERO LLC (Hackett) / 95 Preston Lane / Site Plan for Demolition and

34

Reconstruction of Single Family Residence in the Lake Protection Overlay District (Section 404) /

35

Map 69 / Lot 32 / DOR: 12/16/2024 / Extension Granted / *Possible Decision*

36

37 The Commission reviewed the application with the applicant.

38

39 **Motion:** To approve application 2024-0270 / NOTSERO LLC (Hackett) / 95 Preston Lane / Site Plan for  
40 Demolition and Reconstruction of Single Family Residence in the Lake Protection Overlay District  
41 (Section 404) / Map 69 / Lot 32 / DOR: 12/16/2024 / with the following conditions:

- 42 1. To enhance and improve the driveway perviousness.
- 43 2. Final approved plans shall have live signature and embossed seal of the Engineer and  
44 Surveyor of record. These shall be submitted to the Town of Salisbury Land Use  
45 Administrator prior to any construction.
- 46 3. The Erosion & Sedimentation Control Measures Bond shall be a cash bond set at \$17303.00,  
47 which includes 10% to account for inflation. The bond shall be a cash bond payable to the  
48 "Town of Salisbury"
- 49 4. A Pre-Construction Meeting with the Town staff is required prior to the start of construction  
50 to inspect E & S control measures and to discuss construction sequencing/phasing.
- 51 5. The Design Engineer shall inspect all phases of the Site work and provide a monthly report  
52 with photographs to the Land Use Administrator.
- 53 6. During the construction process, the Owner/Developer/Contractor shall add erosion and  
54 sedimentation control measures as deemed necessary by the Town of Salisbury staff and/or  
55 the Consulting Town Engineer.
- 56 7. Daily inspections and required maintenance of all erosion & sedimentation control  
57 measures shall be completed by the General and/or the Site Contractor until a permanent  
58 vegetated cover is established. Repairs shall be made immediately after inspections.
- 59 8. An escrow shall be provided for three inspections by the Consulting Town Engineer, prior to  
60 the commencement of work.
- 61 9. An As-Built Site Improvement and Grading Plan, which shall include topography/locations of  
62 all altered areas within the limit of disturbance, shall be submitted to the Land Use  
63 Administrator after all the site work is completed, and prior to requesting a Certificate of  
64 Occupancy. Said map shall prepared by a State of Connecticut Registered Land Surveyor.
- 65 10. A final site inspection shall be completed by the Land Use Administrator and/or the  
66 Consulting Town Engineer prior to the release of the Erosion & Sedimentation Control Bond  
67 and/or the issuance of a Certificate of Occupancy.

68 Made by Cockerline, seconded by Riva

69 Vote: 5-0-0

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71 9. 2025-0276 / 127 WHR LLC (Stair/Parsons) / 127 Washinee Heights Road / Site Plan for  
72 Residential Addition in the Lake Protection Overlay District (Section 404) / Map 58 / Lot 17 / DOR:  
73 02/18/2025 / *Tabled - Pending Consulting Engineer Review*

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#### 75 **New Business**

76 10. 2025-0277 / Lemon Properties, LLC / 160 Dugway Road / Site Plan for New Single Family  
77 Dwelling in the Housatonic River Overlay District (Section 402) / Map 8 / Lot 28-13 / DOR:  
78 03/03/2025 / *Reception and Possible Consideration*

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80 The Commission reviewed the application with the applicant.

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82 **Motion:** To approve application 2025-0277 / Lemon Properties, LLC / 160 Dugway Road / Site Plan for  
83 New Single Family Dwelling in the Housatonic River Overlay District (Section 402) / Map 8 / Lot 28-13 /  
84 DOR: 03/03/2025 /  
85 Made by Cockerline, seconded by Riva  
86 Vote: 5-0-0

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88 11. 2025-0278 / William Colaric (Matt’s Landscaping LLC) / 67 Old CNE Road / Site Plan for  
89 Landscaping and Hardscaping in the Lake Protection Overlay District (Section 404) / Map 40 / Lot 30  
90 / DOR: 03/03/2025 / *Reception – Pending IWWC Approval*  
91 This application was withdrawn.

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93 **Other Business**

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95 12. Pre-Application Meeting Per (CGS) §7-159b RE: New Staff Housing for Camp Sloan at 162 Indian  
96 Mountain Road / Camp Sloane YMCA, Inc. / *“Such preapplication review and any results or*  
97 *information obtained from it may not be appealed under any provision of the general statutes, and*  
98 *shall not be binding on the applicant or any authority, commission, department, agency or other*  
99 *official having jurisdiction to review the proposed project.”*  
100 The Commission discussed the appropriate application pathway for the proposal.

101  
102 13. Pre-Application Meeting Per (CGS) §7-159b RE: Establish private art studio at 9+9a Sharon Road  
103 / 9 Sharon Road, LLC / *“Such preapplication review and any results or information obtained from it*  
104 *may not be appealed under any provision of the general statutes, and shall not be binding on the*  
105 *applicant or any authority, commission, department, agency or other official having jurisdiction to*  
106 *review the proposed project.”*  
107 The Commission discussed the appropriate application pathway for the proposal.

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109 **Motion:** Per Section 803.5 of the Zoning Regulations, the Commission accepts that the modification of  
110 the use from storage to a workspace/studio does not materially alter the special permit for parking  
111 flexibility, and constitutes a minor modification to the site plan.  
112 Made by Cockerline, seconded by Riva  
113 Vote: 5-0-0

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115 14. Discussion Regarding Establishing a POCD Implementation Committee  
116 The Commission discussed establishing a POCD Implementation Committee, between themselves and  
117 with Natalia Smirnova of the Salisbury Pathways Committee.

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119 **Adjournment**

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121 **Motion:** To adjourn the meeting at 7:28pm  
122 Made by Cockerline, seconded by Whalen  
123 Vote: 5-0-0

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125 Respectfully Submitted,  
126 Miles Todaro  
127 Land Use Technical Specialist