

SALISBURY PLANNING AND ZONING COMMISSION
MEETING MINUTES
MONDAY, FEBRUARY 6, 2023 – 5:30 PM
Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Dr. Michael Klemens (Chairman)
3 Cathy Shyer (Vice Chair)
4 Bob Riva (Regular Member)
5 Allen Cockerline (Regular Member)
6 Dr. Danella Schiffer (Alternate)
7 Debra Allee (Alternate)
8

Members Absent:

Martin Whalen (Secretary)

Staff Present:

Abby Conroy, Land Use Administrator (LUA)

9 **Brief Items and Announcement**

10 1. Call to Order / Establish Quorum

11 Chairman Klemens called the meeting to order at 5:30PM. A quorum was established with four regular
12 members present (Michael Klemens, Cathy Shyer, Bob Riva, and Allen Cockerline). Alternates Danella
13 Schiffer and Debra Allee were also present.
14

15 2. Approval of Agenda

16 **Motion:** To approve Agenda.

17 Made by Cockerline, seconded by Riva.

18 Vote: 4-0-0 in favor.
19

20 3. Minutes of June 29, 2022

21 Chairman Klemens proposed the following amendment:

22 Line 57: Added "New Jersey" after "Bloomfield"
23

24 Chairman Cockerline proposed the following amendment:

25 Line 147: Added time of meeting adjournment, 8:43PM after "at"
26

27 Vice Chair Shyer proposed the following amendments:

28 Line 71: Changed "represent" to "address"

29 Line 72: Added "LLC" after "Red Mountain"

30 Line 80: Added "amendment" after "regulation"
31

32 At 5:35PM Alternate Schiffer was seated as voting member.
33

34 **Motion:** To approve Minutes of June 29, 2022 as amended.

35 Made by Cockerline, seconded by Riva.

36 Vote: 5-0-0 in favor.
37

38 4. Minutes of July 18, 2022 - *pending*

39 5. Minutes of August 1, 2022 - *pending*

40 6. Minutes of August 15, 2022 - *pending*

41 7. Minutes of September 6, 2022 - *pending*

42 8. Minutes of September 19, 2022 - *pending*

43 9. Minutes of September 20, 2022 - *pending*

44 10. Minutes of October 4, 2022 - *pending*

45 11. Minutes of October 17, 2022 - *pending*

46 12. Minutes of November 7, 2022 - *pending*

47 13. Minutes of November 21, 2022 - *pending*

48 14. Minutes of December 12, 2022 - *pending*
49

50 **Other Business**

51 15. POCD Discussion
52

**SALISBURY PLANNING AND ZONING COMMISSION
MEETING MINUTES**

MONDAY, FEBRUARY 6, 2023 – 5:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

53 Chairman Klemens explained the Plan of Conservation and Development (POCD) topic outline for the
54 Commission to review, discuss, and deliberate changes. LUA Conroy reviewed the POCD Topic Outline
55 which included 10 chapters, and an introduction for each section.
56

57 Vice Chair Shyer asked if sources for the provided graph and chart data are from the United States
58 Census. LUA Conroy confirmed the information is from the U.S census; or American Community Survey
59 2020, and Connecticut Data Collaborative created the visuals. Alternate Allee mentioned she considers
60 the graph information from 2020 out of date, as many citizens have moved to Salisbury permanently
61 since then. LUA Conroy replied this data is a 2021 report, which reflects information from 2020, and is
62 the most up to date information available.
63

64 Under Housing Data Profiles, Vice Chair Shyer proposed the following amendment:
65 Line 35: Changed “a focus on sustaining diversity, quality of life and economic stability” to “a focus on
66 sustaining economic diversity, quality of life and stability”.
67

68 Chairman Klemens mentioned the topic “shared septic tanks” on Page 32F of the 2012 POCD, and
69 asked if it should be explored or discontinued. Commissioner Cockerline suggested consulting Torrington
70 Area Health District (TAHD) to understand their experience, receive support or provide further advice.
71 The Commission is in agreement to discuss shared septic systems with Cathy Weber of TAHD.
72

73 Chairman Klemens asked the Commission about strategies and tasks found in the 2012 POCD to
74 determine whether they warranted inclusion in the updated plan.
75

76 Strategy “G” – prioritizing green building on Page 32 Chairman Klemens explained that he is personally
77 not comfortable directing landowners towards what building materials should be used. Alternate Allee
78 suggested providing information to landowners about “Green Building” alternatively. Commissioner Riva
79 replied building material suggestions are constantly changing and it would be difficult to keep up with
80 efficient education. Vice Chair Shyer suggested eliminating the topic completely from the POCD. The
81 Commission is in agreement to remove strategy “G”.
82

83 Chairman Klemens touched on vibrant villages noting that he and LUA Conroy had discussed creating a
84 new zone for downtown Salisbury, potentially with zero lot line setbacks, so the Commission does not
85 continue running into non-conformities. No further action was taken.
86

87 Strategy “D” -burying utility lines in the village centers on Page 27. Chairman Klemens suggested
88 removing it as it is no longer a priority. The Commission is in agreement to remove strategy “D.”
89

90 Strategy “P” - inform potential applicants regarding required environmental studies on Page 10.
91 Chairman Klemens suggested removing it as the responsibility should ultimately fall on the applicant to
92 provide a complete application to the Land Use Office. The Commission is in agreement to remove
93 strategy “P”.
94

95 Chairman Klemens explained the “Governance” chapter, and the importance of attendance and training
96 for boards and commissions. LUA Conroy added that there are more technical demands for volunteer
97 commissions and staff that did not exist in the past. LUA Conroy has engaged with other Commissions,
98 including the Historic District Commission and Economic Development Commission, about their desire
99 for staff to provide professional assistance.
100

101 Vice Chair Shyer asked if lack of professional staffing has been a consistent challenge or if this increase
102 in demand has occurred recently. Chairman Klemens replied there is an increasing divide in technical
103 competency. The land use administrative model is shifting towards computer-based systems such as
104 GIS, which most volunteers are not well versed with. LUA Conroy replied she has also recently
105 encountered legal questions asked by Commissions that require assistance of an attorney to answer.

**SALISBURY PLANNING AND ZONING COMMISSION
MEETING MINUTES**

MONDAY, FEBRUARY 6, 2023 – 5:30 PM

Remote Meeting by Live Internet Video Stream and Telephone

106 LUA Conroy noted that she has observed a disconnect between Town Hall and the public. There is
107 limited awareness about what the Town has accomplished. There has been discussion about the benefit
108 of a Public Relations Manager, a paid staff member who could be utilized as a resource to disseminate
109 information from the Town to the public. Suggestions for other paid employees included establishing a
110 Town Administrator and Human Resources (HR) Manager. Commissioner Cockerline mentioned the
111 possibility of outsourcing HR services. Chairman Klemens disclosed that these staffing concepts are only
112 meant to introduce ideas.

113
114 Chairman Klemens mentioned “climate resiliency” and asked the Commission if this topic should have its
115 own individual chapter, or could be weaved into other topic chapters such as wetlands, natural
116 resources, agriculture, and infrastructure. Alternate Allee responded that climate change is a serious
117 concern and should be separated for importance. Commissioner Cockerline suggested including climate
118 change and resiliency in the introduction, detailing this topic is one of the biggest issues the Town faces.
119 Then, climate change can be tied into chapters throughout the POCD.

120
121 Chairman Klemens mentioned the Cultural Resources map between Pages 20-21 of the 2012 POCD is
122 problematic, and Page 23 strategies “B & C” public access to the lakes have not been completed. LUA
123 Conroy will seek counsel from Lisa McAuliffe for advice on these topics.

124
125 Chairman Klemens mentioned the topic “downward directed dark skies compliant fixtures” on Page 24 of
126 the 2012 POCD tasks 1-3, and commented he personally does not think the Town needs to do more.
127 Commissioner Cockerline countered that opinion and explained there are many lights around town in
128 violation, including commonly used upward lighting for business signs. He suggested encouraging public
129 awareness by sharing information by newspaper article. Chairman Klemens commented this task may be
130 appropriate for the Conservation Commission to pursue.

131
132 Chairman Klemens discussed the Aquifer Protection Area tasks on Page 33 of the 2012 POCD. The
133 Town is statutorily required to create an Aquifer Protection Agency. LUA Conroy explained that the
134 Planning and Zoning Commission could be appointed as the Aquifer Protection Agency rather than
135 appointing another Commission of volunteers.

136
137 Chairman Klemens mentioned the topic “alternative energy sources and communications” on Page 38
138 noting that he is unsure how to proceed with this section. Commissioner Riva explained he has met with
139 the selectmen from surrounding towns to discuss fiber optic internet options. He would like to revisit this
140 task to receive additional updates and will continue to work on this task.

141
142 Alternate Schiffer asked about increasing the Town mill rate in order to achieve the goals being set. LUA
143 Conroy explained mill rate discussion could be tied into professional staffing and be added into the
144 governance section of the POCD mentioned earlier.

145
146 Chairman Klemens mentioned the topic “long term capital improvement program for roads” on Page 39
147 and asked if maintaining gravel roads is an appropriate goal to pursue given the potential impacts on
148 wetlands and watercourses in Town. Chairman Klemens also believed there should be a balance
149 between pavement and erosion into wetlands. Commissioner Cockerline added dirt road concerns can
150 be tied to climate resiliency, and roads should be examined on a case-by-case basis. The Commission
151 agreed further discussion of wetlands and climate change should be included in this section.

152
153 Chairman Klemens mentioned the topics of “no new scenic road designations”, “not
154 identified/discontinued roads or abandoned them”, and “state scenic road designation for route 112” on
155 Page 39 items 3-5, and explained these tasks are no longer a priority for the POCD, The Commission
156 agreed.

157
158 Chairman Klemens discussed strategy “A” right to farm ordinance on Page 16 and asked Commissioner

SALISBURY PLANNING AND ZONING COMMISSION
MEETING MINUTES
MONDAY, FEBRUARY 6, 2023 – 5:30 PM
Remote Meeting by Live Internet Video Stream and Telephone

159 Cockerline to investigate whether an ordinance is needed in Town.
160

161 Chairman Klemens mentioned that the new Conservation Commission could promote the value of
162 working farms for biodiversity conservation and explained that he will be working with the Conservation
163 Commission to accomplish this strategy.
164

165 Chairman Klemens explained his desire to have the “Natural Resources” section distinguish between the
166 use of cultivars and native stock. There has been virtually no progress made on ridge line protection,
167 Chairman Klemens asked if this should remain a priority, Vice Chair Shyer replied yes.
168

169 Chairman Klemens explained he sees no value in having a Natural Diversity Data Base map in the
170 POCD as information changes every 6 months. He also suggested having inter-commission meetings.
171

172 Chairman Klemens mentioned the topic of floodplains found on Page 4. He explained strategy #4 should
173 be included as a resiliency strategy.
174

175 Chairman Klemens asked the Commission if they are comfortable moving forward with their assigned
176 tasks and the POCD outline. The goal is to get the POCD completed by the end of the second quarter,
177 June 30th. LUA Conroy added the NRI, Colliers study, and Pope Property issues are not complete and
178 are contributing factors to the delayed completion of the POCD. Commissioner Cockerline asked if the
179 hearing for adoption will be live, in-person or over Zoom. Chairman Klemens replied he is not sure how to
180 proceed yet, but the upcoming in-person Charette with Colliers will help guide the Commission to a
181 decision.
182

183 At 7:30PM, Vice Chair Shyer left the meeting.
184

185 Chairman Klemens assigned a task for Alternate Schiffer to compose verbiage for the governance
186 section of the POCD, to simplify and encourage healthy communications between the Land Use Office
187 and public. Chairman Klemens assigned a task for Alternate Allee to compose verbiage in the
188 introduction acknowledging climate change. A deadline for these tasks is set for April 1st.
189

190 **Adjournment**
191

192 **Motion:** To adjourn meeting at 7:38PM.
193

194 Made by Cockerline, seconded by Riva.
195

196 Vote: 4-0-0 in favor.
197

198 **Motion:**
199

200 Respectfully Submitted,
201

202 Erika Spino
203

204 Secretary of Minutes
205