

SALISBURY PLANNING AND ZONING COMMISSION

SPECIAL MEETING MINUTES

July 29th, 2024 6:30PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Dr. Michael Klemens (Chair)

3 Cathy Shyer (Vice Chair)

4 Martin Whalen (Secretary)

5 Bob Riva (Regular Member)

6 Dr. Danella Schiffer (Alternate Member)

7 Beth Wells (Alternate Member) *arrived 6:45PM*

8

9 **Brief Items and Announcements**

10 1. Call to Order / Establish Quorum

11 Chair Klemens called the meeting to order at 6:30PM. A quorum was established with four regular
12 members present (Dr. Michael Klemens, Cathy Shyer, Martin Whalen, Bob Riva). Alternate Member Dr.
13 Danella Schiffer was also present.

14

15 Chair Klemens appointed Alternate Member Schiffer as voting member.

16

17 2. Approval of Agenda

18

19 **Motion:** To approve the Agenda.

20 Made by Riva, seconded by Whalen.

21 Vote: 5-0-0 in favor.

22

23 3. Minutes of June 3, 2024

24

25 The Minutes to June 3, 2024 were previously approved.

26

27 4. Minutes of June 17, 2024

28

29 The Minutes of June 17, 2024 were previously approved.

30

31

32 5. Minutes of July 1, 2024

33

34 Vice Chair Shyer and Alternate Member Schiffer did not review the detailed Minutes of July 1 and
35 abstained from voting.

36

37 **Motion:** To approve Minutes of July 1, 2024.

38 Made by Riva, seconded by Whalen.

39 Vote: 3-0-2 in favor.

40

41 6. Minutes of July 11, 2024

42

43 Vice Chair Shyer and Alternate Member Schiffer did not review the detailed Minutes of July 11 and
44 abstained from voting.

45

46 **Motion:** To approve Minutes of July 11, 2024.

47 Made by Riva, seconded by Whalen.

Members Absent:

Allen Cockerline (Regular Member)

Staff Present

Abby Conroy, Land Use Director (LUD)

Miles Todaro, Land Use Technical Specialist (LUTS)

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48 Vote: 3-0-2 in favor.

49
50 Alternate Member Wells joined the meeting at 6:45PM.

51
52 **Other Business**

53 7. Commission Review of Draft Plan of Conservation and Development

54
55 Chair Klemens introduced the Plan of Conservation and Development (POCD) for the Commission to
56 conduct final discussion and edits to the draft document. Chair Klemens said the Land Use Office (LUO) is
57 aiming to begin outreach to the public on August 30, 2024. A Public Informational Meeting will be held
58 on September 30, 2024 to receive comments and questions from members of the Public. Another
59 Special Meeting of the Planning & Zoning Commission will be held on October 7, 2024 to discuss
60 comments from the Public Informational Meeting. Chair Klemens explained the statutorily mandated
61 POCD review process will begin on October 11, 2024, sixty-five days before a Public Hearing for the
62 POCD scheduled December 16, 2024. Chair Klemens added the Commission's goal is to have the POCD
63 approved by December 2024. Consultant Glenn Chalder joined the meeting to assist with questions and
64 advice.

65
66 Alternate Member Schiffer suggested changing the POCD document title from "Sustainable Salisbury" to
67 "Sustainable and Vibrant Salisbury". Chair Klemens and Vice Chair Shyer expressed preference to keep
68 the title as is. Alternate Member Schiffer thought the imagery included on Page 1 was an inappropriate
69 representation of the Town. Chair Klemens replied the image is a woodcut representing the historical
70 Town, but a more contemporary image could be used.

71
72 On Page 1, Alternate Member Schiffer suggested to include "quality of life" after "to protect the health
73 and safety." Chair Klemens replied that health, safety and welfare are the statutory charge of the
74 Commission.

75
76 On Page 2, Vice Chair Shyer suggested including information from the POCD Survey under "Basis for
77 Developing a POCD."

78
79 On Page 7, Vice Chair Shyer asked if the last bullet point "Insufficient/Inadequate training for paid
80 officials" was feedback received from a Survey. LUD Conroy replied she is unsure and can investigate.

81
82 On Page 8, Vice Chair Shyer suggested including "Salisbury" before "2014 Hazard Mitigation Plan".

83
84 Chair Klemens asked if the information on Page 9 under "COVID 19 Pandemic A. Demographic Impacts"
85 had been updated with newer data. LUD Conroy replied no, and asked Mr. Chalder to research and
86 include updated information if possible.

87
88 Vice Chair Shyer mentioned the summary of school population changes on Page 10. After multiple
89 discussions with representatives at Salisbury Central School, she believed the introduction of families
90 after the COVID 19 Pandemic arrested the population decline throughout community schools. Chair
91 Klemens suggested Vice Chair Shyer meet with LUTS Todaro to edit or possibly eliminate this section.

92
93 On Page 11, Alternate Member Schiffer suggested changing verbiage from "modestly priced" to

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94 “affordably priced.”

95

96 On Page 14, Chair Klemens explained he and LUTS Todaro will alter the provided images for a more
97 accurate representation of the housing variety in Town.

98

99 On Page 15, Chair Klemens explained LUD Conroy will replace and include updated data provided by
100 Jocelyn Ayer.

101

102 On Page 17, Vice Chair Shyer asked if 2019 is the most recent date for the data included. LUD Conroy
103 replied the source can be rechecked in case updated data was provided.

104

105 On Page 21, Alternate Member Schiffer suggested removing “long-term” before “residents”. She also
106 suggested replacing “gentrified” with “to maintain the status quo”. Chair Klemens and Vice Chair Shyer
107 agreed.

108

109 On Page 24, Alternate Member Schiffer suggested using bold text for the last sentence of #6 to signify its
110 importance. Secretary Whalen and Commissioner Riva agreed.

111

112 On Page 26, under #14, Chair Klemens suggested including an explanation of “Friendly” 8-30g
113 applications.

114

115 On Page 37, Vice Chair Shyer expressed concern that electric-powered scooters and bicycles are utilized
116 on pedestrian walkways and believed the concern should be addressed by the Town.

117

118 On Page 39, Alternate Member Schiffer asked for a definition of the term “community evolution.” Chair
119 Klemens advised to remove “community evolution in” before “an ever-more complex world.”

120

121 Chair Klemens mentioned a flow chart presented on Page 40 is incomplete and will be updated.

122

123 On Page 44, Alternate Member Schiffer suggested altering sentences in the fourth paragraph, and
124 advised using verbiage such as “discouraged,” which could be interpreted as an accusation. Vice Chair
125 Shyer agreed and suggested the paragraph be rewritten.

126

127 On Page 45, Vice Chair Shyer suggested changing “CGS” to “Connecticut General Statute” to better
128 clarify the source of information provided.

129

130 On Page 48, Vice Chair Shyer suggested elaborating on the benefits of additional dialogue between Town
131 Commissions.

132

133 On Page 48, under #9, Alternate Member Schiffer drew attention to the phrase “make commission
134 appointments based on merit.” She asked what constitutes merit, and explained that she feels the listed
135 reasons are reasons a commissioner would be excused versus hired. Chair Klemens agreed and said
136 training, preparation, and attendance are merits that the Commission looks for. Vice Chair Shyer
137 suggested revisiting the paragraph to better communicate Town preferences. Chair Klemens suggested
138 removing “merit” and using alternate verbiage, the Commission agreed.

139

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- 140 On Page 56, Alternate Member Schiffer suggested changing use of the word “laissez faire”. She
141 explained the term is an accurate representation of the topic, but believed it could be interpreted as an
142 insult. Chair Klemens commented the use of “laissez faire” is a less accusatory way to describe a lack of
143 enforcement and preferred to keep “laissez faire” as is. All members of the Commission agreed.
144
- 145 On Page 82, Vice Chair Shyer recommended including education for contractors and realtors to better
146 distribute information about Town preferences.
147
- 148 On Page 93, under #39, Vice Chair Shyer suggested including Lake and Homeowners Associations to
149 consider partnering with regional agencies.
150
- 151 On Page 95, Vice Chair Shyer mentioned the need for bear-proof garbage receptacles and asked if
152 restrictions on bird feeders should be mentioned. Chair Klemens disagreed, as he felt this action is not
153 enforceable.
154
- 155 Vice Chair Shyer left the meeting at 7:37PM, Chair Klemens appointed Alternate Member Wells as voting
156 member.
157
- 158 On Page 59, Alternate Member Schiffer recommended defining “CSC” as “Connecticut Siting Council.”
159
- 160 On Page 75, under #1, Alternate Member Schiffer suggested changing verbiage from “affirms” to “would
161 affirm.”
162
- 163 On Page 75, Alternate Member Wells suggested including “see sidebar on page 74” after “PA 490
164 Program.”
165
- 166 On Page 78, Alternate Member Schiffer explained the term “subsidized species” is included but is not
167 defined until Page 86. Chair Klemens suggested including “(See discussion on Page 86)” after “subsidized
168 species” on Page 78.
169
- 170 On Page 81, Alternate Member Schiffer suggested including additional information about mast acorn
171 production.
172
- 173 On Page 85, Alternate Member Schiffer suggested including “organic,” before “detritus rich stream
174 bottoms.”
175
- 176 On Page 95, under #42, Alternate Member Schiffer mentioned elimination of the invasive species “Tree
177 of Heaven” on public and private property. She asked how the Town would pursue enforcement on
178 private property, and suggested including verbiage about public education and encouraging
179 homeowners to eliminate on their own. Chair Klemens suggested expanding this section, and to better
180 describe what the Town can or can’t do on private property to combat invasive species.
181
- 182 On Page 98, Alternate Member Schiffer recommended the conclusion include a summary of how the
183 Town will mitigate against climate change. Chair Klemens explained climate change is woven into
184 sections throughout the document, but a sidebar will be included on climate change earlier in the
185 document.

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186

187 Chair Klemens mentioned an Authorship and Key Acknowledgement Page and noted that the Planning &
188 Zoning Commission should be credited for helping to author the document. He added the Salisbury
189 Affordable Housing Commission (SAHC), Salisbury Economic Development Committee (SEDC),
190 Conservation Commission (CC), and Inland Wetlands & Watercourses Commission (IWWC) were also
191 involved and should be mentioned in acknowledgements. Alternate Member Schiffer asked if the
192 Selectman participated in the composition of this document, Chair Klemens replied no.

193

194 LUD Conroy explained LUTS Todaro will compose an additional page on the Town website to outline the
195 POCD timeline and upcoming schedule. This page will be separate and help clarify the public's
196 opportunity to provide correspondence. LUD Conroy explained public comment is welcome to be
197 received at the upcoming Public Informational Meeting on August 30. Chair Klemens advised the LUO to
198 establish a way to include public comment emails that are arriving before the Public Informational
199 Meeting in the record of that meeting.

200

201 **Adjournment**

202

203 **Motion:** To adjourn the meeting at 8:37PM.

204 Made by Riva, seconded by Whalen.

205 Vote: 5-0-0 in favor.

206

207

208 Respectfully Submitted,

209 Erika Spino

210 Secretary of Minutes