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By Darlene Brady at 6:50 am, Aug 27, 2021

TOWN OF KENT
PLANNING AND ZONING COMMISSION
41 Kent Green Boulevard, P.O. Box 678, Kent, CT 06757

SPECIAL MEETING MINUTES

The Planning and Zoning POCD Sub-Committee held a special meeting on Thursday, August 26, 2021 at 6:00 p.m. via zoom.

1. CALL TO ORDER

Mr. Winter called the meeting to order at 6:08 p.m.

2. ROLL CALL AND APPOINTMENT OF ALTERNATES IF REQUIRED

Members Present: Matthew Winter, Chairman; Karen Casey, Adam Manes

Guest Present: Glenn Chalder, Planimetrics

Staff Present: Donna Hayes, Land Use Administrator

3. NEW BUSINESS:

3.A. Discussion and decision on survey and various PR materials.

Mr. Chalder began by giving an update to the progress so far:

- He had a conversation with Mr. Klingenbiel from the HRC; is scheduled to meet with Ms. Manes from the Conservation Commission; and will schedule a date with Ms. Werner from HVA when she returns from vacation.
- Some of the census data has been released but only included Kent population and housing count. The rest of the information should be available in the fall.
- The surveys were updated based on the conversations from the past meeting.

Mr. Chalder explained that the printed survey and the online survey are identical with the exception of the first question. He continued:

- Question #2 was changed in order to include living status: owner/renter/employer/part-time.
- Question #4 was changed to include the Town Center Area. He will add the words "what best describes" so that people don't try to answer two categories, i.e., "Town Center" and "west of the Housatonic/North of 341."
- Question #5 was changed to include "location" and "other". Mr. Chalder also stated that the order of the comments within question #5 will vary from survey to survey.
- Question #9 was changed to reflect living in Kent.

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- Question #10 is a write in where people can add multiple answers such as climate change, sustainability, river access, reducing carbon footprint, broadband and wireless service, etc.
- Question #11 is a write in followup to Question #10.
- Questions #12 and 13 are open ended.
- Question #14, he went with 50 and 100.

Mr. Chalder said that some/most surveys ask for income levels, but he believes in this instance it is not relevant to the survey as the resulting policies would apply to the entire Town.

It was decided that Mr. Chalder will fine tune the PR documents by making the suggested change to Mr. Winter's first name, get them to Ms. Hayes who will distribute them to strategic locations within Town, post them on the Town's website with the assistance of the Town Clerk and put them on the Town's FaceBook page. A sufficient number of copies of the printed version of the survey will be made and placed in Town Hall, the library and the Kent Senior Center. It anticipated that the survey will run from approximately August 30th through October 3rd with periodic reminders on the Town of Kent FaceBook page. Ms. Hayes will work with either Ms. Worthington or Ms. Epstein about getting the press release published in the Waterbury Republican. She will also contact the Lakeville Journal and Ms. Casey also suggested putting it in the Spectrum. Mr. Chalder said that if the Sub-Committee feels that more time is needed to answer the survey, it can always be extended by issuing another press release.

Mr. Winter asked if those present had any other comments/concerns. Having none, he stated that he did not feel a motion was necessary as there was a consensus on the readiness of the survey; how the promotional material will be handled on the Town's website and social media; the placement of the promotion material within strategic locations in the Town; and the placement of hardcopies in the Library, Town Hall and Senior Center.

Ms. Hayes will work on scheduling the next meeting.

4. ADJOURNMENT

With no other matters to discuss, Mr. Manes moved to adjourn at 6:48 p.m.

Respectfully submitted

Donna M. Hayes

Donna M. Hayes, CZEO
Land Use Administrator

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