



**RECEIVED**

By Darlene Brady at 2:35 pm, Aug 29, 2022

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

**SPECIAL MEETING MINUTES**  
**THURSDAY, JULY 21, 2022**

The Plan of Conservation Sub-Committee held a special meeting via zoom on Thursday, July 21, 2022 beginning at 6:00 p.m.

**1. CALL TO ORDER**

Mr. Winter called the meeting to order at 6:03 p.m.

**2. ROLL CALL AND APPOINTMENT OF ALTERNATES IF REQUIRED**

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

Staff Present: Donna Hayes, Land Use Administrator

Guest Present: Glenn Chalder, Planimetrics

**3. APPROVAL OF MINUTES:**

**3.A.** Approval of Special Meeting Minutes of June 16, 2022.

*Mr. Manes moved to approve the Special Meeting Minutes of June 16, 2022. Ms. Casey seconded and the motion carried unanimously.*

**4. NEW BUSINESS:**

**4.A.** Review of Compilation of Comments from the Public Info Meeting held on June 30, 2022.

Mr. Winter turned the meeting over to Mr. Chalder to discuss his compilation of comments.

Mr. Chalder informed the Committee that he had taken the comments from the Public Info Meeting as well as written comments before and after the June 30<sup>th</sup> meeting, and incorporated them into the document dated July 14, 2022. He put the comments into three different categories: “make change”; “no change”; and “discuss”. Those items that fell into the “no change” category are typically comments that seemed more like “FYI” so there was no change that needed to be done. The rest of the categories are self-explanatory. The next step would be to make the changes so that the Committee can meet one more time before submitting it to the Commission or the Committee can decide to not meet and send it right on to the Commission.

---

**TOWN OF KENT PLANNING AND ZONING COMMISSION**  
**POCD SUB-COMMITTEE**

**SPECIAL MEETING MINUTES FOR JULY 21, 2022**

These are draft minutes and reflect a summary of discussions and respective motions. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

With regard to 1.1.1 on page 2, Mr. Chalder suggested that the information be added to the first paragraph. With regard to the rest of the sections on page 2, Mr. Chalder said that the comments were minor in nature and suggested that they be handled as noted in the “possible action” column. Those present agreed. Before moving on to the next page, Mr. Manes wanted to address the possibility of a change to the Table of Contents. Mr. Chalder replied that he had that written down for discussion later in the meeting and asked if Mr. Manes was okay with discussing it then. Mr. Manes agreed.

With regard to #6 on page 3, Mr. Chalder suggested adding an icon directly relating to sustainability in the sidebar. It would indicate to the reader that this area relates to sustainability; the icons would be spread appropriately through the document. Mr. Manes said he thought it was a good idea and would give the reader the ability to better understand “sustainability”. Mr. Winter commented that there already was an overview on page 5. Mr. Chalder said that the icon would be placed in the sidebar and not in the commentary. Mr. Winter then agreed and said that sustainability means different things to different people. Mr. Chalder agreed and felt by adding the sidebar with the icon would be a good way to get the point across.

With regard to number 7 on page 3, Mr. Chalder said all of the comments came from the Conservation Commission about adding more specificity to climate sustainability and energy efficiency. Part of their recommendation refers to the Kent Clean Energy Task Force. Mr. Chalder’s recommendation would be to include that comment but to not capitalize their name since this organization is not an official task force of the Town. Both Mr. Winter and Mr. Manes felt reluctant to reference a group that is somewhat under the jurisdiction of the Conservation Commission. Mr. Winter said that he felt it was a good idea to start this group but it should stay with the Conservation Commission. Mr. Manes added that at this point in time there was no idea where this group would be going and didn’t feel it was necessary to include them in a document that will not be changed for 10 years. Mr. Chalder suggested changing the proposed wording to say “with KST, KCC and other organizations that are ...”. Those present agreed.

With regard to numbers 13 and 14 on page 4, Mr. Chalder suggested that they be added in or included as a sidebar. Mr. Winter asked about #11 and questioned how the POCD could be responsible for incentivizing the adoption of new building codes or building audits for better energy efficiencies. Mr. Chalder replied that the building code is not under the purview of the Planning and Zoning Commission. He continued that #11 was grouped together with items 7-12 since he felt they should be supported but not get involved with the actions of getting them accomplished. Mr. Winter said that he thought it would be a good idea to present the incentives in the POCD as long as people understand that it is not part of Planning & Zoning’s responsibility. Mr. Chalder agreed and said that he would create language the promotes.

Mr. Winter asked what was meant by “creative placemaking”. Mr. Chalder explained that they are places or characteristics that make Kent special. This stems out of the point assignment that the Kent Sustainable Team is looking for in order to obtain their level of commitment. He continued that he did not think there was a downside to recommending them in the plan. Mr. Winter agreed.

With regard to #19 on page 4, Mr. Chalder referred the group to pages 6, 7 and 8, he suggested incorporating the information and using a blue box discussing the concepts that refer to that specific topic. It would add approximately 3 pages to the POCD. Mr. Winter said that he was not sure this information belonged in the POCD, he was just questioning the best way to get it in there. Mr. Chalder replied that it might not end up being 3 pages; some will be minor comments about who will take care of this and some will address the fact that it is already being done i.e.,

---

TOWN OF KENT PLANNING AND ZONING COMMISSION  
POCD SUB-COMMITTEE

SPECIAL MEETING MINUTES FOR JULY 21, 2022

These are draft minutes and reflect a summary of discussions and respective motions. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

addressing housing. Mr. Winter asked Mr. Chalder to think about how to incorporate the topics. Mr. Chalder said that he will stick to the same format and cherry pick the comments to put in the blue box. All of those changes will be underlined in red so that the group will see that this was new information.

With regard to #20 on page 4, he believes that there is a question of scale. Placing larger scale solar goes against the ridgeline protections already in place, the protection of open fields and the rural character. Mr. Winter said that he thought it could work if a compromise could be found. He used Kent School as an example and said that their solar is very unobtrusive. Mr. Manes used the recently approved application submitted by the South Kent School. He continued that he believes that their charge is to keep the rural character of Kent. Mr. Chalder said that he would take a shot at preparing the language for the group to review at the next meeting.

Mr. Chalder said that it seems as if the Kent Sustainability Team wants to be involved in almost all of the recommendations presented by the POCD. He continued that they would probably be involved in a lot of actions but would not be in charge. Mr. Manes did not agree that a statement should be made within the POCD. Mr. Chalder said that he did not disagree and explained that they are awarded points by being involved in things and he is working hard to help them achieve some points. He said that he will craft language that will strike a balance. Mr. Winter said that balance would be important and that they could swamp them with charges that could not be accomplished.

Mr. Chalder said that the remaining concepts on page 5 and specifically #27, he said that they already recognize the Hazard Mitigation Plan and hoped to add some language regarding it. He asked if there were anymore questions regarding page 5; there was none and the group moved on to page 9.

Mr. Chalder said that #28 on page 9, asks for a change to the title of Community Assets. Mr. Chalder said that he will make the changes noted if it was okay with the group. Mr. Winter agreed; the changes will be made.

With regard to page 9, Mr. Chalder said that he will make the changes to the map. With regard to comment #32, Mr. Chalder said that some of the areas are considered primary or secondary but core forest areas was not reflected in the conservation subdivision regulations. He suggested that they be added and that primary or secondary be removed. Mr. Manes said that adding a map that explains “follow the forest” or “core forest areas” which extend all the way to Canada would provide information to the readers of the POCD. Mr. Chalder said that he will try to find information on it. He asked the Committee how they wanted him to handle. Mr. Winter said that he did not think that anything should be added to the POCD as it is really a regulation. He asked Mr. Chalder about the 50%; he asked if they can be made up of the primary and secondary and then preserve 50% on top of those areas that are eliminated i.e., steep slopes. Mr. Chalder said that the basic intent was to preserve primary resources and complimented by the secondary. It really is designed to be a planning tool during the application process to get balanced development. Mr. Manes thought it was an incentive to keep developers from developing steep slopes and open space. Mr. Winter asked if the wetlands are regulated by the Federal Government. He asked if the regulation could allow building on steep slopes and eliminate primary and secondary, could the developer build on steep slopes or near wetlands. Mr. Chalder said that the holistic process would prevent adversely affecting the development. He felt that the primary and secondary was a good idea, but now there is push back. He suggested revisiting the primary and secondary designation and add the core forest. The discussion would then open up to determine how to handle. Mr. Chalder said that he will try to find a map on core forest and add it as a sidebar. Mr. Manes suggested speaking with Ms. Manes who has access.

---

TOWN OF KENT PLANNING AND ZONING COMMISSION  
POCD SUB-COMMITTEE

SPECIAL MEETING MINUTES FOR JULY 21, 2022

These are draft minutes and reflect a summary of discussions and respective motions. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

With regard to #34 on page 9, Mr. Chalder said that he would take the information from Ms. Hicks and add that in. The Committee was okay with that.

With regard to #42 on page 10, Mr. Chalder said that he would remove the statement regarding land conservation.

Mr. Chalder said there were just a couple of minor tweaks that need to be done as listed in sections 3.3 and 3.4 on page 11.

With regard to #55 on page 11, Mr. Chalder said that he had suggested adding two new character areas: Cobble Hill and dirt roads. There was some pushback with regard to that suggestion, so he will remove them. Mr. Winter said that it was fine. Mr. Chalder said that he took the dirt roads off the character place but included them in traffic. Mr. Manes said that the dirt roads make the town rural. He would not call them a character area because they are everywhere. Mr. Winter said that it was okay as long as people understand that dirt roads make Kent rural.

With regard to #60 on page 12, Mr. Chalder said that there are more benefits offered by PA-490 and it was suggested that it be elevated. He asked if the Committee was okay with it and they were.

With regard to page 13, Mr. Chalder said there were a couple of comments that came out of the public meeting. It was suggested under #66 that the Town invest in acquiring and or expanding the privately owned and maintained sewer within the Town Green. Mr. Manes said that it will never happen and should not be included in the POCD. Mr. Chalder said that if all agreed, he will do nothing with the comment.

With regard to #75, text could be added about the cleanup of the Berkshire Transformer property. Mr. Manes objected and said that is private property and should not be part of the Town's business. Mr. Winter said that he disagreed and said that they have included private property in the past when they created the Incentive Housing Zone. He asked if there could be some sort of incentive offered. Mr. Chalder said that language could be created encouraging the clean up of sites so that they can be used to everyone's benefit. Mr. Manes said that he was okay with that but not okay with monetary incentives from the Town. Mr. Chalder will draft appropriate language.

With regard to #76, Mr. Chalder explained that "smart densification" would allow for a larger structure/house that contains multiple units. He did not think that it would be economically feasible, but if a developer has the money to do it, the regulations should not disallow. Mr. Chalder asked what the sub-committee thought. Mr. Winter said that a discussion should be held on housing units in the rural district. He suggested that the POCD state that Planning and Zoning review its regulations with regard to the number of units allowed in the rural zone. Mr. Winter continued that allowing the dense sprawl could be detrimental to the rural character. Mr. Chalder said that he would create language indicating that this would be a future discussion and gave a couple of suggestions on how it could be handled. All present agreed.

With regard to #79, Mr. Chalder asked the sub-committee what their thoughts were. Mr. Winter said he remembered a comment about the regulations not requiring affordable housing in the incentive housing zone overlay and said that after looking at the regulations, there is a requirement for mixed income housing. He asked if that is different. Mr. Chalder explained that 80% would be market rate and 20% would be deed restricted; that combination is referred to "mixed income housing". He said it was his recollection that when the overlay district was created, it was P&Z's decision not to follow the State's minimum density. Mr. Chalder said that he would take a look and refresh his memory. Mr. Winter said that he did not think this should be included in the POCD. Mr. Chalder agreed and felt that the Town was in good shape especially with the recent writing of the Housing Affordability Plan.

---

TOWN OF KENT PLANNING AND ZONING COMMISSION  
POCD SUB-COMMITTEE

SPECIAL MEETING MINUTES FOR JULY 21, 2022

These are draft minutes and reflect a summary of discussions and respective motions. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

Mr. Chalder clarified that comment #81 contained some very specific recommendations from Kent Affordable Housing that are not included in the Housing Affordability Plan. Mr. Manes said that he thought we could rethink the regulations and used parking regs as a sample. He said that he would not add more than that. Mr. Winter agreed and said that they had talked about revisiting the density within the village center. Mr. Chalder said that he would come up with some language.

Mr. Winter asked if they could discuss item #80 before moving on and asked if this comment appears anywhere else in the POCD. Mr. Chalder said he would look and then clarified that the POCD is on a ten-year rewrite schedule but it is possible to do a five-year refresh. Mr. Winter said that he is not an advocate of the five-year refresh and that the POCD does recognize the update to the Housing Plan. He said that he would prefer to go that route. Mr. Manes brought up the point that updating the POCD is a cost to the Town. Mr. Chalder said that he would come up with some language that would clarify the coordination between the two plans to the extent possible. Those present agreed.

With regard to #82, Mr. Chalder said that he thought it was too specific for him. He did not think that the POCD should address it. Mr. Manes and Mr. Winter agreed with Mr. Winter adding that it should be added to the Housing Affordability Plan.

It was decided that #83 would not be included in the POCD. Mr. Winter asked if both items #82 and 83 be referred to Ms. Ayers for inclusion in the Housing Affordability Plan. Mr. Chalder said that he would be happy to do so and would copy Ms. Hayes. Mr. Chalder asked if anyone knew where the Housing Affordability Plan was with regard to completion. Ms. Hayes said that she had received a draft from Ms. Ayers and had returned her comments. Mr. Winter added that the last he heard they would be adopting after the POCD.

With regard to #91, dirt roads were discussed earlier. Mr. Manes added that they add to the rural character of Kent and cost less to maintain. Mr. Chalder agreed and said that it was added to the section on transportation.

Comment #93 was a comment on the current extension of the sewer into the rural district. Ms. Hayes explained that there are two or three lots that are in the rural district and only those part of the properties that are above the 440-elevation are considered to be in the rural district. The rest of the property is considered VR-2. Mr. Manes said that this change should only be made after discussion with the Sewer Commission.

On page 17, item #99 asks about implementation of the changes. Mr. Chalder said that the plan covers that on page 102 and 103 of the draft. Mr. Winter agreed.

With regard to #100, Mr. Winter asked if there was a statutory requirement to revise the regulations after the rewrite of the POCD. Mr. Chalder replied that there was not and that it would be up to the Commission to continue to look at the regulations. Mr. Manes added that there is money in the Capital Fund to update them, but he did not think that they needed to be updated in the same magnitude as was previously done. Mr. Chalder said that he would add that they will be reviewed on a regular basis as circumstances dictate.

Mr. Chalder said that he will look at his use of italics, bolding, etc. and make the appropriate changes.

---

TOWN OF KENT PLANNING AND ZONING COMMISSION  
POCD SUB-COMMITTEE  
SPECIAL MEETING MINUTES FOR JULY 21, 2022

These are draft minutes and reflect a summary of discussions and respective motions. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

**4.B.** Scheduling of next meeting.

Mr. Chalder said that the goal would be to incorporate the comments from tonight's meeting and send that to Ms. Hayes for discussion at the next meeting. He believes that the subcommittee will only need to meet one more time before presenting the final version to the P&Z Commission. Once the Commission approves the final version, the next step would be to schedule a public hearing for adoption which will occur no earlier than 65 days from the date of approval by the Commission. Mr. Chalder will be in touch with Ms. Hayes on scheduling the next meeting.

Mr. Winter thanked everyone for their time and thanked Mr. Chalder for creating a document that was informative and very easy to understand.

**5. ADJOURNMENT**

*Mr. Manes moved to adjourn at 7:40 p.m.*

Respectfully submitted,

*Donna M. Hayes*

Donna M. Hayes, CZEO  
Land Use Administrator

---

TOWN OF KENT PLANNING AND ZONING COMMISSION  
POCD SUB-COMMITTEE

SPECIAL MEETING MINUTES FOR JULY 21, 2022

These are draft minutes and reflect a summary of discussions and respective motions. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.