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By Darlene Brady at 9:17 am, Sep 06, 2022

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

**SPECIAL MEETING MINUTES**

The Plan of Conservation and Development Sub-Committee held a special meeting on Thursday, September 1<sup>st</sup> at 6:00 p.m.

**1. CALL TO ORDER**

Mr. Winter called the meeting to order at 6:04 p.m.

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

Sub-Committee Members Present: Matthew Winter, Chairman; Karen Case, Adam Manes, Marc Weingarten (until 6:45 p.m.)

Guest Present: Glenn Chalder, Planimetrics

Staff Present: Donna Hayes, Land Use Administrator

**3. APPROVAL OF MINUTES:**

**3.A.** Approval of Special Meeting Minutes of June 30, 2022.

*Mr. Weingarten moved to approve the Special Meeting Minutes of June 30, 2022 as presented. Mr. Manes seconded and the motion carried unanimously.*

**3.B.** Approval of Special Meeting Minutes of July 21, 2022.

*Mr. Weingarten moved to approve the Special Meeting Minutes of July 21, 2022, as presented. Mr. Manes seconded and the motion carried unanimously.*

**4. NEW BUSINESS:**

**4.A.** Review of August, 2022, Draft of POCD.

Mr. Chalder began the discussion by advising the group that the new text is identified in blue and proposed going through each one of the chapters where he will highlight the changes.

Mr. Chalder said that he would update the letter to the Commission. He let the group know that, as discussed, he added the Kent Sustainability logo where appropriate. There were no other comments on Chapter 1.

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**TOWN OF KENT PLANNING AND ZONING COMMISSION**  
**SPECIAL MEETING MINUTES FOR SEPTEMBER 1, 2022**

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With regard to Chapter 2, the following comments were made:

- Sustainability Concepts in Action was added.
- Kent Sustainability will receive points if the POCD supports their activities
- Some strategies were added
- There were not many changes to Resiliency
- Maps were added. You will be able to click on the map or icon and get to the website.
- This section grew by 4 pages due to Kent Sustainability and the new maps.

Mr. Winter said that he liked the 3 new pages and asked if this was enough for them to receive points. Mr. Chalder replied that this was what was requested by them. He was able to find other strategies, but most were only applicable to urban areas. The ones Mr. Chalder used were more applicable to Kent.

With regard to page 29, Mr. Winter asked if the reason the Summary of Findings was not adopted was because the Hazard Mitigation Plan had not been adopted yet. He asked if it would be okay to reference it if it has not been accepted by the BOS. Mr. Chalder replied that the HMP had been adopted through the COG. He suggested taking out the reference to the Summary of Findings and replace it with the HMP. Mr. Chalder said that depending on the timing with regard to the Public Hearing he will try to figure out how to address the two issues.

There were no other comments on Chapter 2.

With regard to Chapter 3, Mr. Chalder made the following comments:

- There were not a lot of changes, just the name of the chapter was changed.
- He added the KST logo.
- There was more information on Lake Waramaug via the addition of a sidebar.
- Information regarding “Follow the Forest” was also added via a sidebar.
- He revisited primary/secondary conservation in the chart on page 37.
- He added another box regarding the continuation of working with neighboring towns to protect the watershed and Lake Waramaug.
- He eliminated the proposed two new Town Character Areas.
- The comments on the dirt roads were eliminated and dirt roads was moved to the Transportation section.
- He changed the Special Scenic Resource Protections by highlighting the Housatonic River Overlay Zone and the HorizonLine Overlay Zone.
- Information on the 490 was added but any fiscal implications were removed.

There were no other comments on Chapter 3.

With regard to Chapter 4, Mr. Chalder made the following comments:

- The title was tweaked.
- Comments regarding vehicular circulation was added.
- Minor changes were made to the map.
- On the page regarding Electric Vehicle Charging Stations, Mr. Chalder said that he added the information on the Federal Highway Administration designation.
- Comments about the planting of trees was added.
- The map was cleaned up and he changed some of the organization names.
- Remediation of Berkshire Transformer property was added.
- Information was added about clarifying the Business Hamlet district.

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- There were no major changes to the residential development.
- He worked with the Housing Plan and added their major strategies. He hopes to finalize the language as part of their adoption and add a link to the final plan.

Mr. Winter mentioned that the Housing Plan Sub-Committee will be making their presentation to the Commission at their next meeting on September 8<sup>th</sup>. Mr. Chalder said that they are required to give 30 days-notice prior to adoption. Once it is adopted, Mr. Chalder said that he would refresh and update the POCD if necessary. Mr. Winter asked that “AH” be changed to “Housing Plan Strategies”.

There were no other comments on Chapter 4.

With regard to Chapter 5, Mr. Chalder asked if the group wanted to address the comments from First Selectman Speck or complete this review and then circle back. It was decided to discuss the Chapter and Mr. Chalder made the following comments:

- There were some tweaks as a result of past discussions.
- There will be no change to the table on page 84.
- During the last discussion that was held regarding Park and Rec, it was decided to change the blue bullet to half red/half blue because the sub-committee felt that there was more work to be done.
- A section was added about river access.
- Under section 5.3, information regarding complete streets was added.
- Information was added about possible changes to the current Telecommunications Policy.

There were no other comments on Chapter 5.

With regard to Chapter 6, Mr. Chalder make the following comments:

- Comments on the implementation oversight by the P&Z Commission was added to page 107.
- If requested by the sub-committee, Mr. Chalder said that he could create a spreadsheet of all the actions items that could be reviewed by Planning & Zoning for implementation. Mr. Weingarten asked if overseeing everything in the POCD overstepped the P&Z’s responsibilities. Mr. Chalder said that it was a good point and suggested that “oversight” was not a good word. Other words were suggested and Mr. Chalder said that he would like to find a way to insert the word “encourage”. Mr. Weingarten said that he thought there was mention that the POCD would suggest the establishment of a “Plan Implementation Committee”. Mr. Chalder said he remembered having that conversation but thought it had been decided not to go that route so he changed the work back. He said that he could add information back into the POCD. Ms. Casey asked if the words “coordinating with other committees” which would remove 100% implementation on P&Z but would bring in others. Mr. Chalder said that he thought it was a good idea and the P&Z could meet once or twice a year with the other committees. Doing it this way, the conversation would happen and not be an afterthought. Mr. Chalder said that he would modify the paragraph to include “coordinating and partnering with others”. The group agreed.

Mr. Weingarten informed the sub-committee that he had to leave at this point in the meeting and added that with regard to First Selectman Speck’s comments, he agreed with Mr. Chalder’s comments but that the Commission should honor some of her requests texturally and note that there are staffing issues. Mr. Chalder said that some of the comments that were made by Ms. Speck are comments that are affecting all towns across Connecticut. He continued that he does have some language in the POCD but proposed the following:

- Add the location of the EOC
- Identify EM as an organization

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- Would not use a red bullet, but suggested using either a blue bullet as there are some issues to discuss or make it half red/half green.

Mr. Winter said that this was a good segway into the discussion of First Selectman Speck's comments from an email dated August 15th. Mr. Chalder said that he put her comments in what he thought was a logical order:

- Add Emergency Management and Emergency Operations Center to the list of public safety facilities.

Mr. Manes said that he disagrees with that comment and that this is something Ms. Speck is pushing for. Mr. Manes said that she is trying to create a new position and that the only time the Town needed the assistance of an Emergency Management Director, someone in that capacity was provided to us by the State. Mr. Winter said that there is an Emergency Operations Center in the Fire Department. He does not have the same strong opinion as Mr. Manes but believes that the POCD is not the place to mandate policy. Mr. Chalder suggested adding Fire Department/Emergency Operations Center. Ms. Hayes said that she was not sure if that was a good idea and suggested removing the "/" and putting the two entities on separate lines since the "/" ties the two organizations together. Mr. Chalder agreed. Mr. Manes says this is really a political issue and the POCD should stay away from that. Mr. Chalder said that they will recognize the fact that the EOC is set up within the Fire House. The most important concern is whether or not the facility is adequate and that the staffing issue does not belong in the POCD.

Based on the conversation, Mr. Chalder will do the following: On page 84, in the Public Safety section, he will add "Emergency Operations Center located within this building" and not make the changes suggested by Ms. Speck. Mr. Winter said that, on page 82, it would be okay to change the numbering under "Public Safety (Light red)" in order to add "Emergency Operations Center" and making the same change to the map entitled "Community Facilities". All this is factual and not politically influenced. Mr. Chalder asked if everyone thought EOC belonged under Public Safety; everyone agreed. Mr. Chalder will make the changes agreed to on pages 82, 83 and 84.

Mr. Chalder said that currently, the Fire Department has a blue bullet reflecting the fact that there is a staffing issue. He said that Ms. Speck wanted that changed to red. Mr. Chalder continued that he believes that the facility itself is adequate and suggested the possibility of splitting it red/blue. Mr. Manes said that he did not think the staffing issues at the fire department belonged in the POCD as that would be a Town issue. He believes that it should remain blue. Mr. Chalder agreed but Mr. Winter said that he agrees that the facilities are adequate but says everyone has been hearing about the staffing concerns and felt that the bullet should be changed to red and blue. Mr. Manes said that the current bullet was more accurate because right now there is a staffing issue but it might not be that way all the way to 2035. Ms. Casey said that the public safety block reads beautifully and covers the Planning & Zoning Commission and that the Commission should not get into it. Mr. Winter asked Ms. Casey if the Police Department should remain green. Ms. Casey said that she was not sure, but thought that additional staffing might be needed. Mr. Winter said that, after hearing from Mr. Manes and Ms. Casey, leaving the bullet point blue was the way to go. Mr. Manes said that he would suggest changing the Police Department to blue since there were some issues of concern. Ms. Casey agreed and suggested that a discussion be held with the Troop L Barracks. Mr. Winter suggested that the Police Department be changed to blue and the Fire Department and Emergency Medical bullet remain blue. Mr. Chalder said that he would note that the Emergency Operations Center is located at the Fire Department. Mr. Chalder said that he would change the wording in the last line of the Police Department Assessment box to include "evaluate".

With regard to the last page, Mr. Chalder said that he will do a check to see how many times "Emergency Management Service" is referred to in the document and change the last page accordingly. Mr. Winter asked if Mr. Chalder would add the letter "K" before "VFD". Mr. Chalder said that he would.

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Mr. Winter asked if it was appropriate to have Park & Rec's bullet split when none of the other ones are. Mr. Manes said that he did not think so. He believes that it should be a solid blue bullet until the Planning & Zoning Commission starts to hear from the public that they are unsatisfied with Parks and Recreation. Mr. Chalder said that he would make that change.

Mr. Winter said that the only other red bullet was assigned to the Kent Memorial Library. He said that he believes they do a tremendous job with what they have and that was not in dispute. It is known that they need a larger facility and it is known that they are working on it. Is it fair to assign them a red bullet when they are doing absolutely the best with what they have. Mr. Chalder said that he would take out the word "relocate" and add another bullet about how the services being offered are excellent. Mr. Chalder said the rationale for the red was not an emergency life support action but a caution about what will happen in 15 years. Ms. Casey liked Mr. Chalder's explanation and said that it should remain. Mr. Chalder said that he will look at the bullets and try to rephrase them.

Mr. Winter said that with regard to changing the bullet color of Park & Rec, he believes they have someone who is now actively leading the department and it should be changed to blue.

Mr. Chalder asked if the sub-committee wanted to make a motion about presenting the plan to the P&Z Commission at their next regular meeting. Mr. Chalder said that he will make the changes discussed at this meeting and will send them to Ms. Hayes in time for the September 8<sup>th</sup> meeting.

*Mr. Manes moved to present this current plan as modified per discussions this evening and present that modified version to the Planning & Zoning Commission at their next regular meeting. Ms. Casey seconded. During discussion Mr. Manes amended his motion to read "at their special meeting on September 8<sup>th</sup>, prior to their regular meeting". Ms. Casey seconded the amendment and the motion carried unanimously.*

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

The next meeting will be scheduled for 6:00 p.m. on September 8<sup>th</sup>. Mr. Manes said that he would not be present. Mr. Winter asked if this presentation will be as detailed as the public informational meeting. Mr. Chalder said that he will incorporate the changes from tonight's meeting. The changes will be in blue so that they will be easily identified. Mr. Chalder will begin the meeting with a 5 or 10-minute overview including 6+ slides and then the meeting will be open for comment. Mr. Chalder asked that the agenda include an item about the Commission recommending the scheduling of the public hearing for adoption. This public meeting will need to be scheduled 65 days from the Commission's decision to adopt.

#### **5. ADJOURNMENT**

*Mr. Manes moved to adjourn at 7:26 p.m. Ms. Casey seconded and the motion carried unanimously.*

Respectfully submitted,

*Donna M. Hayes*

Donna M. Hayes, CZEO  
Land Use Administrator

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#### **TOWN OF KENT PLANNING AND ZONING COMMISSION SPECIAL MEETING MINUTES FOR SEPTEMBER 1, 2022**

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