

**TOWN OF KENT
PLANNING AND ZONING COMMISSION**

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BY *Donna Hayes*
TOWN CLERK

OCTOBER 20, 2015 SPECIAL MEETING MINUTES

The Town of Kent Planning and Zoning Commission held a special meeting on Tuesday, October 20, 2015 at 7:00 p.m. in the Kent Town Hall.

1. CALL TO ORDER

Chairman Johnson opened the meeting at 7:05 p.m.

2. ROLL CALL AND APPOINTMENT OF ALTERNATES IF REQUIRED

Commissioners Present: John Johnson, Matthew Winter, Darrell Cherniske (recused himself), Alice Hicks and Karen Casey

Staff Present: Donna Hayes, Land Use Administrator
Jennifer Calhoun, Land Use Clerk

3. READING AND APPROVAL OF MINUTES:

None

4. PUBLIC COMMUNICATIONS (ORAL):

None

5. OLD BUSINESS:

5.A. PUBLIC HEARINGS (Possibility of closure, discussion and decision on the following):

5.B. DISCUSSION AND POSSIBLE DECISION

5.B.1. Application #62-15C, Arthur H. Howland & Associates, P.C., for Kent Center, LLC, 9 Maple Street, traffic and pedestrian circulation improvements, signage, relocation of structures, Map 19 Block, 42 Lot 35.

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5.B.2. Application #63-15C, Arthur H. Howland & Associates, P.C., for 3 Maple Street LLC, 3 Maple Street, traffic and pedestrian circulation improvements, signage, relocation of structures, Map 19 Block 42 Lot 33

5.B.3. Application 64-15C, Arthur H. Howland & Associates, P.C. for Kent Center, LLC, 10 North Main Street, traffic and pedestrian circulation improvements, signage, relocation of structures, Map 19 Block 42 Lot 29.

Applications 5.B.1, 5.B.2 and 5.B.3 were heard together.

Mr. Szymanski, P.E. from Arthur Howland & Associates and Hiram Williams were present to represent the application.

Mr. Szymanski went over Denise Lord's, P.E. from Anchor Engineering review of the application. The document is attached to the minutes.

The following are added comments by Mr. Szymanski at the meeting by the number in the above document:

1. New one-way entry signs have been proposed on the accessway.
2. The stockade fence will have a door that will be kept open during the day for access. It will be closed at night.
3. The parking had to be revised. They will change the parking to the rear of the site to have 2 parallel parking spaces, but they have added 3 new spots by Panini. They also eliminated 1 spot. They still are proposing 6 more spaces than what currently exists.
8. They changed the courtyard entry to be flushed curbing and make the bollards removable to allow fire truck entry into the courtyard. Mr. Eric Epstein, Kent Volunteer Fire Department Fire Chief was satisfied with this proposal. There will also be a 12 foot clearing between the trees in the courtyard.

Mr. Szymanski then reviewed all the changes that were made to the plan.

He showed the pergola and how they took out the ends to the handicap ramp. They added a sidewalk with a door for the stockade fence access.

Mr. Epstein was asked by Mr. Johnson if he had any concerns about the plans and Mr. Epstein noted that his biggest concern was the way vehicles are parked and that vehicles sometimes ignore the one-way traffic accessways. Mrs. Hayes proposed painting an arrow on the accessway and Mr. Szymanski agreed. Mr. Johnson wondered how Mr. Epstein felt about the accessway around the back of the lot. Mr. Epstein stated that they cannot increase it anymore and that they would deal with it. Mr. Epstein was concerned about the placement of the bollards. Mr. Szymanski noted that the LP tanks have been moved and are protected by bollards.

Mr. Szymanski continued to explain the changes to the applications. He submitted a form with the details on the size of the signs for the Chocolate Shop/House of Books/Farm Shop lot. He noted that all the proposed signs meet the regulations in terms of size and amount for the lot. He would not need to argue that the lot fall under the Alternative Signage Program. Mr. Winter noted that the ARB objected to the freestanding sign and Mr. Szymanski stated that it was because the sign lined up with the other signs and blocked them.

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Mr. Winter felt like the Kent Barns sign on the south side of 10 North Main Street was a stretch to say it was for the Management Office. Mr. Szymanski stated that it was the only identifying sign heading north on Route 7. Mr. Winter felt like the sign did not identify the Management Office under section 19.7.4.c. But, Mr. Winter did note that he liked the screening of the meter box.

Mr. Szymanski stated that they have added a designated parking space for the residential unit above the Coffee Shop behind the building.

Mr. Johnson wondered about the spots along the side of B. Johnstone and how Mr. Szymanski was dealing with the loss of these. Mr. Szymanski stated that they have designated 10, fifteen minute parking spaces behind the building.

Mrs. Hayes asked about designated employee parking and Mr. Szymanski stated that the Management wanted to monitor the parking situation at the Healthcare office before committing spaces for employees.

Mr. Winter questioned the sign on the gable end of the Morrison Gallery. Mr. Szymanski stated that the ARB would not agree to a sign on the side of the building unless it was amazing, unique and spectacular. They also had proposed a wrap-around porch idea that they submitted to the applicants. The Management stated that it did not serve a purpose and was against the idea. They proposed to leave the wall blank for now and have the ARB review a potential sign in the future.

Ms. Hicks counted the signs that stated "Kent Barns". It was 5 signs. She felt like it was duplicating information. Mr. Szymanski stated that some signs are only partially visible from certain angles and that is why they have proposed that many signs.

Mr. Johnson asked where the application stands with the ARB. Mrs. Hayes noted that they submitted their recommendations. Mr. Szymanski noted that there were a few outstanding issues. The gable sign, which they just omitted from the application, the pergola, which they changed and will send back to the ARB for their review and approval and the split rail fence.

Mr. Szymanski showed the location of the split rail fence to the Commission and explained that it would be distressed and that it was to be used to encourage and require pedestrians to follow the sidewalk. Ms. Hicks asked about the fencing in the open area by the Pharmacy. Mr. Szymanski stated that it was an architectural detail. Mr. Johnson questioned how strongly the ARB felt about the split rail fence being omitted and Mrs. Hayes read that the ARB "suggests that the split rail fence is not necessary at all." Ms. Casey asked how high the fence was and Mr. Szymanski responded by stating that the rails were 36" high and the post was 42". Mr. Winter noted that he liked the split rail fence. Ms. Casey noted that it frames the property. Ms. Hicks questioned if the main purpose of the fence was to keep people off the grass and Mr. Szymanski noted that it was mainly for aesthetics. Mr. Williams noted that it was a design feature that ties the property together. He added that it creates a sense of the place.

It was noted that the ARB did recommend fencing to screen the cars behind the pharmacy in an earlier review of the plans.

Mr. Johnson noted that he understands that the split rail fence ties the whole thing together, but he was not big on it. He added that he liked to put faith into the ARB to review these things.

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Ms. Hicks noted that it already looks more like a place and that the split rail fence was overkill. The area was very well defined.

Mr. Winter noted that he accepts the ARB's suggestion.

Mr. Szymanski stated that they would remove the split rail fence from the proposal and bring it up to the ARB at a future date.

The Commission and Mr. Szymanski discussed the fencing around the dumpsters at Gifford's and it was noted that they would be fully screened by fencing.

Mr. Johnson asked if the ARB was against the stockade fence. Mrs. Hayes stated that they did not like the stockade fencing, but if necessary, they wanted to make sure it began where the section ended on the west side and had a flat top. Greg St. John, member of the ARB, stated that he would like to see access in the northeast corner of the lot to allow passage to Panini's during the day. Mr. Szymanski, at the time, stated that ownership would agree to a gate open during the day.

Mrs. Hayes questioned the easements for the property. Mr. Szymanski stated that he would provide blanket easements between the 3 properties. She also noted that the loading dock for the Farm Shop was on another property and an easement may be necessary.

Ms. Hicks asked if the ARB had approved the signage and Mrs. Hayes noted that they did not approve all of it. Mr. Johnson noted that signage was important and Ms. Hicks agreed that it was for the merchants. She felt the "Kent Barns" signs were in excess.

Mrs. Hayes asked if the A-frame signs for Panini's and the Tea Shop would be removed because they are in violation of the regulations and Mr. Szymanski stated that they would be removed. Mr. Williams noted that it showed how these businesses are in need of identification.

Mr. Johnson wondered if the narrowing of the accessway between the coffee shop and B. Johnstone would allow more parking spaces on North Main Street. Mr. Szymanski measured and said it would only allow 5' on each side of the curb cut.

Mr. Johnson and Mr. Szymanski discussed the parking spaces between B. Johnstone and the coffee shop and Mr. Szymanski stated that they added the 10, fifteen minutes parking spaces in the back of the building. Mr. Johnson noted that they were not visible from Main Street and thought they would not be very helpful. Mr. Szymanski stated that it was going to take awhile to realize that there is parking behind the building for those shops.

Mr. Winter noted that he would rather see the freestanding sign at the House of Books on the wall. He also added that the sign on the south side of the coffee shop did not meet the regulations because it was on a separate lot.

Mrs. Hayes noted that the ARB did not like the freestanding sign because it detracts from the other business signs for that building. Mr. Winter noted that that was an issue to the business owner, not an aesthetic issue.

Mr. Johnson noted that he felt indifferent about opening the traffic between the properties. Mr. Winter noted that by opening it, it relieved pressure to the back.

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Mr. Johnson noted that the one-way off North Main Street could become a log jam if everyone is trying to get out. Mr. Winter noted that there are signs and that the applicant agreed to a painted arrow.

Ms. Casey noted that she would love to see the accessway between the coffee shop and B. Johnstone to be pedestrian traffic only, but knew that it was not an option.

Mrs. Hayes asked if a traffic study had been completed and Mr. Szymanski stated that they are not increasing the usage, so they did not.

Mrs. Hayes was not sure about the A/C units and whether they needed to apply for a variance to locate them so close to the property line. Mr. Szymanski stated that they were on a plastic pad and not permanently affixed to the ground. The structure definition was read and the Commission agreed that the units were not considered a structure.

Mrs. Hayes noted that she had a draft approval with conditions written, but needed to update it with what was discussed tonight. Ms. Hicks stated that she thought the Commission was moving too quickly and did not like that the Commission had no time to review a completely written draft of the motion before it was read into the record. The other Commissioners agreed. Mrs. Hayes stated that she would draft the approval and send it out to the Commission.

The Commission agreed to hold a special meeting at 6:30 p.m. on Thursday, October 22, 2015 for these applications.

Mr. Winter moved to table applications #62-15C, #63-15C, and #64-15C. Ms. Casey seconded and the motion carried unanimously.

6. NEW BUSINESS:

6.A. PUBLIC HEARINGS (Possibility of closure, discussion and decision on the following):

6.B. DISCUSSION AND POSSIBLE DECISION

7. STAFF REPORT:

None

8. REPORT OF OFFICERS AND COMMITTEES:

None

9. OTHER COMMUNICATIONS AND CORRESPONDENCE:

None

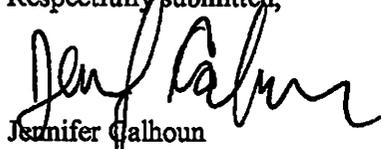
10. ADJOURNMENT

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Mr. Winter moved to adjourn the meeting at 8:50 p.m. Mr. Casey seconded and the motion carried unanimously.

Respectfully submitted,



Jennifer Galhoun
Land Use Clerk

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CIVIL ENGINEERS
LAND SURVEYORS
SOIL SCIENTISTS
LAND PLANNERS

October 12, 2015

Mr. John Johnson, Chairman
Town of Kent Planning & Zoning Commission
41 Kent Green Boulevard
Kent, CT 06757

**Re: Response to Comments of Anchor Engineering Services
REVISED 10/20/15
Kent Barns, Main Street & Maple Street, Kent, CT**

Dear Mr. Johnson,

This letter is being provided to address the comments received from Ms. Denise P. Lord, P.E., in her letter to Ms. Donna Hayes, Land Use Administrator, dated October 8, 2015, regarding the proposed Site Development Plan for Kent Barns, Main Street & Maple Street, Kent, CT. Please find the comments of Ms. Lord in italics followed by our response in bold:

Based on a review of the plans, I offer the following comments:

- 1. The proposed access from Main Street and the westerly most access from Maple Street, only meet the width requirements for one-way access and should include do not enter and one-way signs; Signage shall be provided as requested. See sheet L-4.02, Landscape Architect drawings.*
- 2. The proposed parallel parking along the northeast property line is within ten feet of the property line (Zoning Regulations Section 18.4.2). The Commission may allow this if appropriate screening is proposed;*
Noted. New Stockade fence is proposed here which will provide adequate screening.
- 3. Portions of the proposed parking areas are within six feet of buildings (3, 5 & 14 Old Barn Road, 6 North Main and Gleason Electric) (Zoning Regulations Section 18.4.3);*
The driveway layout has been revised in each of these areas to meet this requirement.
- 4. The proposed width of the Fulling Lane extension is 22 feet which matches the existing width and no parking is proposed along it. The zoning regulations require 24 feet for access aisles and driveways for two-way travel with parking;*
We have revised this section of Fulling Lane to be 18 feet wide in order to meet the Zoning requirements in comment #3 above. In our professional opinion, the proposed width of 18-feet will be adequate, and is preferable to asking for a variance for the 6-foot

separation to buildings requirement. Further, the narrower width will serve as a traffic calming device, encouraging slower traffic speeds.

5. *The driveway proposed at the north side of the site is 22 feet wide with parking proposed on both sides. It is recommended that this driveway be 24 feet wide to adequately serve the parking spaces. See above;*

The 90-degree parking area does not follow the alignment of the driveway, and more than 24-feet is provided. A dimension has been added to the Site Plan for reference. The area has been reconfigured to provide 24' wherever possible. Parking has been removed in this area where we were not able to achieve the 24' minimum requirement.

6. *Detectable warnings shall be installed in accordance with ADA Standards for Accessible Design and the CT State Building Code;*

Detectable warnings have been added to the plans at all new accessible ramps.

7. *Additional detail should be included for the proposed handicapped parking spaces and ramp areas to ensure that the ADA Standards for Accessible Design and the CT State Building Code requirements are met. There is curbing proposed along the handicapped spaces at 8, 12 & 17 Old Barn Road with no ramping shown. Do the ramps shown at 9 Maple Street and 4 Fulling Lane provide adequate space at the top of the ramps for access?;*

Details for Accessible Ramps and Handicap Accessible Parking Areas have been added to a new Detail sheet D.1.

8. *The bollards shown at the handicapped spaces at the plaza should be spaced to provide adequate room for access from the parking aisles;*

These have been increased to five feet on center.

9. *The proposed grading on the site is critical to ensure adequate flow of stormwater and safe access throughout the site especially when matching into existing features. It is recommended that additional details of grading with flow arrows and minimum proposed slopes be provided in critical and very flat areas. Some areas of concern:*

- a) *Curbing is proposed along the parking for Gleason Electric but it appears that the top of curb would be higher than the existing building. Also the grading in the access drive southwest of this building could be lowered to provide positive pitch away from the building;*

We have had the surveyor go back and get the floor elevations of the barn (this may not have been part of the original scope). The floor elevation varies, but the top of curb elevation will not exceed the finished floor elevation, so positive slope away from the building can be achieved everywhere.

- b) *Proposed grades between the buildings 17 Old Barn Road and 4 Fulling Lane appear to be higher than the existing finished floors;*
The proposed curb has been removed from this area. To better match with existing grades, we have revised this to flush curb and adjusted the grading as necessary. Wheel stops have also been added at the flush/curb interface. A wheel stop detail has been added to sheet D.1.
- c) *The large walk area south of building 5&7 Fuller Lane is very flat – additional grading detail is recommended. A storm drain may be necessary in this area to ensure no ponding/icing of water;*
There was one spot elevation that was incorrect and has been removed from the plan. Additional detail added as requested: Flow arrows have been added to clarify the intended drainage patterns of the layout. We have adequate grade to sheet runoff from the patio area to the grassed areas. We are anticipating ponding within the grassed areas to encourage infiltration.
10. *There are two existing drywell structures with proposed catch basin grates. It is recommended that new catch basins with sumps be installed in these areas and connected to the existing structures. This would allow collection of sediment from stormwater prior to discharging to the infiltration structures.*
We have revised the plans to provide new catch basins which shall connect to the existing drywells as recommended.
11. *Recommend that proposed CB #1 be installed along the curb as a “C” type rather than a “CL”;*
We are showing all new CB’s as Type C-L to match existing structures. All existing CBs are steel type C-L frames.
12. *A proposed relocation of the hydrant in the northeast of the property should be shown and approved by the fire marshal;*
The Hydrant is proposed to be relocated.
13. *A plan demonstrating adequate turning radii for emergency vehicles should be submitted for approval by the fire marshal. Some of the parking islands may require rideable slope curbing;*
A fire truck turning movements was provided as part of the landscape plan set submitted for zoning review. This set of plans was slightly different than what may have been provided as a digital copy. This has been made available for review.
14. *The existing transformer at the southern corner of the Gleason Electric building is shown right on the edge of the new driveway. This may require relocation;*
The Transformer is proposed to be relocated.

15. There is an existing vault shown on the north side of 17 Old Barn Road which is along the existing pavement. If this is an above ground structure, it may need to be relocated or protected from the traffic since this driveway is now proposed to be a through street.

This is an underground structure and no modification is proposed.

16. Any work within the State's right-of-ways will require an encroachment permit from the CT DOT.

Noted.

If there are any additional questions, please do not hesitate to contact me at (860) 354-9346.

Sincerely,

Arthur H. Howland & Associates, P.C.

Paul S. Szymanski, P.E.

President