



RECEIVED

By Darlene Brady at 1:30 pm, Dec 07, 2020

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

REGULAR MEETING AGENDA

Thursday, December 10, 2020

7:00 p.m.

Meeting to be held via Zoom: <https://us02web.zoom.us/j/86966264411>

Meeting I.D.: 869 6626 4411

Dial in to: 1 646 558 8656

1. **CALL TO ORDER**

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

3. **READING AND APPROVAL OF MINUTES:**

3.A. Regular Meeting Minutes of November 12, 2020.

4. **PUBLIC COMMUNICATIONS (ORAL):**

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. Planning schedule for the rewrite of the Subdivision Regulations dated June 1, 1995.

5.B.2. Application 73-20C, Richard and Carolyn Ziegler, 24 Spaulding Farms Lane, Map 12 Block 35 Lot 13, addition of an accessory dwelling to existing detached 2-car garage accessory structure in HorizonLine Conservation District.

5.B.3. Modification to Applications #106-18SP and 107-18C, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14 Block 21 Lot 23, Parcel I.D.

#1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road, for a special permit and site plan approval for the following: Construction of two-story addition (including offices, 218-seat lecture hall and 12-bed detoxification wing) to existing administrative and clinical office building at 62 Carter Road; single story addition and kitchen expansion to dining hall at 62 Carter Road; addition of detoxification service at 62 Carter Road; increase in total residential in-patient bed count from 78 to 90 at 62 Carter Road; conducting therapeutic activities (including temporary housing of staff) associated with the treatment of drug and alcohol addiction at 54 Carter Road; constructing expanded landscaping/vegetative screening, driveway entrance, parking area, retaining wall and stormwater detention basin at 54 Carter Road and 62 Carter Road; constructing new septic system on Parcel I.D. #1486; and associated site work on all three parcels. **Modifications to include: expansion of the flush curb access at accessible parking spaces; reduce the number of stairs at the main entry from 9 to 4 risers; reduce the height of the stone veneered retaining wall along the east side of the parking lot by 3' along its entire length; the addition of new 2' high fieldstone wall between the two parking areas; revise the height of the modular block wall at the southwest corner by raising it 1' for approximately 55 linear feet; the raising of the top frames and inlets of the utility structures; minor revisions to the sloped grades facing the northwest; construction of a bump-out to the west of the main entry drive allowing for the addition of a small median island to house the entry communication box.**

6. NEW BUSINESS:

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

- 6.A.1.** Application #'s 81-20C and 82-20SP, Campland, Inc., 70 Kenmont Road, Map 15 Block 22 Lot 106, after the fact construction of two waterside sheds for weather protection.
- 6.A.2.** Application # 83-20SP, Richard and Carolyn Ziegler, 24 Spaulding Farms Lane, Map 12 Block 35 Lot 13, addition of an accessory dwelling to existing detached 2-car garage accessory structure located less than 100' from the front property line.

6.B. DISCUSSION AND POSSIBLE DECISION

- 6.B.1.** David Schreiber for Club Getaway, Informal Discussion regarding the Holding of Music Concerts
- 6.B.2.** Approval of By-Laws
- 6.B.3.** Election of Officers
- 6.B.4.** 2022 POCD
- 6.B.5.** Appointment of Derek Larson to the ARB for a term ending August 10, 2021.
- 6.B.6.** David R. Wilson, PE for Lee and Stephanie Spiegel, Lot Line Revision, 36 Spectacle Ridge Road, Map 16 Block 25 Lot 36 and 0 Spectacle Ridge Road, Map 16 Block 25 Lot 38.
- 6.B.7.** Paul Szymanski, P.E., Informal Discussion regarding Conservation Development.

7. STAFF REPORT:

8. REPORT OF OFFICERS AND COMMITTEES:

8.A. Subdivision Regulation Sub-Committee

9. OTHER COMMUNICATIONS AND CORRESPONDENCE:

9.A. Administrative Permits and Certificates of Compliance – November 16 – December 4, 2020.

9.B. Monthly Financials – July through October, 2020

10. **EXECUTIVE SESSION: Pending Litigation: High Watch Recovery Center, Inc. v Town of Kent Planning and Zoning Commission in Superior Court, Judicial District of Litchfield at Torrington dated November 27, 2020. Discussion of strategy and negotiations with legal counsel.**

11. Open session involving discussion and possible action on Pending Litigation: High Watch Recovery Center, Inc. v Town of Kent Planning and Zoning Commission in Superior Court, Judicial District of Litchfield at Torrington dated November 27, 2020.

ADJOURNMENT

RECEIVED

By Darlene Brady at 10:56 am, Nov 17, 2020

**TOWN OF KENT
PLANNING AND ZONING COMMISSION**

41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
Phone (860) 927-4625 Fax (860) 927-4541

**NOVEMBER 12, 2020 REGULAR MEETING MINUTES
VIA ZOOM CONFERENCE**

The Town of Kent Planning and Zoning Commission held a regular meeting on Thursday, November 12, 2020 at 7:00 p.m.

1. CALL TO ORDER

Chairman Winter called the meeting to order at 7:01 p.m.

2. ROLL CALL AND APPOINTMENT OF ALTERNATES IF REQUIRED

Commissioners Present: Matt Winter, Karen Casey, Adam Manes, Darrell Cherniske
Alice Hicks, David Birnbaum, Wes Wyrick, Anne McAndrew

David Birnbaum was elevated to voting status.

Staff Present: Donna Hayes, Land Use Administrator and Tai Kern, Land Use Clerk

3. READING AND APPROVAL OF MINUTES:

3.A. Regular Meeting Minutes of October 8, 2020.

Mr. Wyrick moved to approve the Regular Meeting Minutes of October 8, 2020. Mr. Manes seconded and the motion carried unanimously.

4. PUBLIC COMMUNICATIONS (ORAL):

N/A

5. OLD BUSINESS:

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

5.A.1. Application #51-20SP and 52-20C, Vincent Roberti, Jr. for High Watch Recovery Center, Inc., 47 Carter Road, Map 14 Block 21 Lot 17, construction of 30' x 70' greenhouse.

Mr. Manes moved to here Applications 51-20SP and 52-20C after agenda item 6.B.5. Mr. Cherniske seconded and the motion carried unanimously.

TOWN OF KENT PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES FOR NOVEMBER 12, 2020

These are draft minutes. 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.

5.B. DISCUSSION AND POSSIBLE DECISION

5.B.1. Planning schedule for the rewrite of the Subdivision Regulations dated June 1, 1995.

Mr. Manes moved to continue the planning schedule for the rewrite of the Subdivision Regulations until the next meeting. Mr. Wyrick seconded and the motion carried unanimously.

6. NEW BUSINESS:

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

N/A

6.B. DISCUSSION AND POSSIBLE DECISION

6.B.1. Approval of 2021 Planning & Zoning Regular Meeting Calendar

Mr. Manes moved to approve 2021 Planning & Zoning Regular Meeting Calendar. Mr. Wyrick seconded and the motion carried unanimously.

6.B.2. Five Year Capital Plan Project Requests

Donna Hayes discussed the idea of providing members with Chrome Books by adding that as a FY budget item. The Commission determined they had nothing to add to the Five_Year Capital Plan Project Request for FY 26.

Mr. Manes moved that no request will be put forward by the P&Z for additions to the Five-Year Capital Plan for FY26. Ms. Hicks seconded and the motion carried unanimously.

6.B.3. Application #74-20C, Terry Crowe Deegan of Woodford's General Store, LLC, for Kent Center, LLC, 9 Maple Street (3 Old Barn Road), Map 19 Block 42 Lot 35, change of use from office to retail.

Ms. Deegan came forward and described her business plan to provide prepackaged, locally grown and made food as well as home designs. She described it as a modern country store. The space is 18' x12'. She has worked with the Health Dept. and Fire Marshal to assure the store is up to code. The parking requirements would remain the same with this change. She will be the only employee and there will not be a lot of deliveries.

Mr. Manes moved to approve Application #74-20C, Terry Crowe Deegan of Woodford's General Store, LLC, for Kent Center, LLC, 9 Maple Street (3 Old Barn Road), Map 19 Block 42 Lot 35, change of use from office to retail. Ms. Casey seconded and the motion carried unanimously.

6.B.4. Application #75-20C, Wyrick & Associates for Pamela Davis, Kenmont Road, Map 15 Block 22 Lot 95, construction of single-family dwelling, detached garage, future swimming pool, driveway, septic, well and associated site work in HorizonLine Conservation District.

Mr. Wyrick recused himself.

**TOWN OF KENT PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES FOR NOVEMBER 12, 2020**

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Gary Hock came forward and reviewed the site map for this activity. He reported that no flood lights will be used. They will use low voltage shielded lighting. Adam Manes noted that he was familiar with the property and this seems to fit well. Karen Casey stated that this is a ridge top, but she does not feel it is seen from anywhere.

Darrell Cherniske questioned whether they plan on much clearing. Mr. Hock noted that most of the area is already cleared. Alice Hicks stated her dislike for the term the "future swimming pool" on the plan and felt the word "future" should be removed and replaced with "proposed".

Mr. Hock noted that minimal blasting will be required. This is a single-story home built into the ridge with a walkout on the view side. The whole property is not in the HorizonLine. The septic is not included in this area.

Mr. Birnbaum moved to approve the waivers for Application #75-20C, Wyrick & Associates for Pamela Davis, Kenmont Road, Map 15 Block 22 Lot 95, construction of single-family dwelling, detached garage, future swimming pool, driveway, septic, well and associated site work in HorizonLine Conservation District. Mr. Manes seconded and the motion carried unanimously.

Mr. Birnbaum moved to approve Application #75-20C, Wyrick & Associates for Pamela Davis, Kenmont Road, Map 15 Block 22 Lot 95, construction of single-family dwelling, detached garage, proposed swimming pool, driveway, septic, well and associated site work in HorizonLine Conservation District with the understanding that the septic is not within the HorizonLine District and the well and associated site work are not in the line of disturbance and that the word "future" swimming pool be changed to "proposed" swimming pool. Mr. Manes seconded and the motion carried unanimously.

6.B.5. Application 73-20C, Richard and Carolyn Ziegler, 24 Spaulding Farms Lane, Map 12 Block 35 Lot 13, addition of an accessory dwelling to existing detached 2-car garage accessory structure in HorizonLine Conservation District.

Donna Hayes reported that the proposed addition to the existing detached garage accessory structure will be in the HorizonLine. She noted that the existing dwelling cannot remain as is or this will become a two-family house. They will need to remove the kitchen from the existing dwelling to prevent this.

Richard Grisaru, Architect, explained that they have no intention of making this a two family. The existing space has a kitchenette that merely has a microwave, which they will remove. The addition is one floor that connects at the entry level. The unit will have three entrances.

Richard Ziegler reported that this is to be used as a guest quarters for his daughter and her family when they visit. Dan Schiesel, contractor, reported that there will be one light at each door. He doubts if this structure will be visible. Adam Manes stated that he knows the property well and does not feel that the Horizon Line will be impaired.

Matt Winter noted that the placement is in front of the garage. An accessory building between the principal building and the front lot line requires a special permit if it is within 100 feet. This is approximately 42 feet from the road. The existing garage was determined to be pre-existing nonconforming. Mr. Ziegler noted that they have evergreens screening the boundary, which would satisfy the screening requirement of the Regulation.

It was determined that a special permit would be required for this activity and this would be on the agenda for next month along with the HorizonLine approval.

TOWN OF KENT PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES FOR NOVEMBER 12, 2020

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Mr. Manes moved to table Application 73-20C, Richard and Carolyn Ziegler, 24 Spaulding Farms Lane, Map 12 Block 35 Lot 13, addition of an accessory dwelling to existing detached 2-car garage accessory structure in HorizonLine Conservation District. Mr. Wyrick seconded and the motion carried unanimously.

5. OLD BUSINESS:

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

Mr. Cherniske and Mr. Wyrick recused themselves. Anne McAndrew was elevated to voting status.

5.A.1. Application #51-20SP and 52-20C, Vincent Roberti, Jr. for High Watch Recovery Center, Inc., 47 Carter Road, Map 14 Block 21 Lot 17, construction of 30' x 70' greenhouse.

Ms. Hayes noted for the record that the location of this agenda item should have been placed under section 5.B. since the public hearing had been closed at the prior month's meeting.

The Commission reviewed the information stated on the High Watch website that conflicts with the applicant's testimony at the public hearing. Mr. Winter stated that the fact that they have clients living at Hope House makes this an accessory use and an expansion of a pre-existing nonconforming. Adam Manes noted that if they have clients staying there then they would be in violation of their special permit. The Commission was unsure whether staff or clients reside on the property or whether it is a sober home.

The group reviewed the draft motions of approval and denial. David Birnbaum noted that the greenhouse, as proposed at the public hearing, seems to be in line with the use of the property. Adam Manes agreed that he does not see the greenhouse as an expansion that is detrimental to the neighbors. He feels this is a further intensification and commercialization in a rural zone on a residential road. It has been made very clear that the expansion has affected the neighbors adversely. If approval is accepted, it was agreed it should be noted that there shall be no further intensification of the use.

Matt Winter noted that he personally feels that this is an intensification of a pre-existing nonconforming use. Although, the Commission's consensus was not the same in determining whether they should hear this application.

Mr. Manes moved to accept Resolution of Denial for Application #51-20SP and 52-20C, Vincent Roberti, Jr. for High Watch Recovery Center, Inc., 47 Carter Road, Map 14 Block 21 Lot 17, construction of 30' x 70' greenhouse. Ms. McAndrew seconded and the motion carried 4-2-0. Birnbaum and Hicks opposed

WHEREAS, Applications #51-20SP and 52-20C, were submitted to the Planning and Zoning Commission (Commission) by Vincent Roberti, Jr., for High Watch Recovery Center, Inc., 47 Carter Road, Map 14 Block 21 Lot 17, for a special permit and site plan approval for the construction of a 30' x 70' greenhouse.

WHEREAS, the Commission opened the public hearing on the special permit and site plan requests on September 10, 2020 and continued the public hearing to October 8, 2020.

WHEREAS, the Commission closed the public hearings on the special permit and site plan requests on October 8, 2020.

WHEREAS, following the close of the public hearings, the Commission conducted deliberations on the applications on November 12, 2020.

**TOWN OF KENT PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES FOR NOVEMBER 12, 2020**

These are draft minutes. 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.

WHEREAS, pursuant to §1210 and §1220 of the Kent Zoning Regulations, the purpose and intent of the Regulations is to: protect the public health, safety, convenience and property values; lessen congestion in the streets; secure safety from fire, panic, flood and other dangers; promote health and the general welfare; provide adequate light and air; prevent the overcrowding of land; avoid undue concentration of population; and facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public requirements. In addition, these Regulations are intended to: confine certain classes of buildings and uses to designated localities or districts; regulate the use of land and the use, location, height and bulk of buildings and structures and determine the area of yards, courts and other open areas surrounding them; prevent activity detrimental to the environment; prevent destruction of the town's natural resources; protect natural, historic and cultural resources; provide for adequate solar radiation, light, air and privacy; provide for convenience of access to property; protect existing and potential surface and groundwater drinking supplies; promote the stability of property uses; promote the maintenance of property values; control the density of population in residential neighborhoods; prevent the overcrowding of land to allow space for adequate water and sewage systems; divide the town into zoning districts for the purposes described in Section 1200 and adopts maps showing the boundaries and the classification of such districts; and prescribe penalties for the violation of the provisions of these Regulations.

WHEREAS, at the conclusion of deliberations, the Commission made the following findings:

- A. With respect to Applications #51-20SP and 52-20C, the Town of Kent Zoning Regulations charges the Commission to consider supplemental site plan and special permit considerations. Those considerations and the Commission's determinations are:
 - a. With regard to §10440.3., which states: "*Whether the proposed use will have a detrimental effect on neighboring properties or the development of the district*", the Commission finds that based on the representations made by the applicant, it is unclear whether or not this proposed structure and its use would increase the intensity of a use that is pre-existing, non-conforming as a result of its affiliation with the use of 62 Carter Road.
 - b. With regard to §10440.11., which states: "*Whether adequate provisions have been made to moderate or mitigate neighborhood impacts by limiting the intensity of use of the property (including, without limitation, such considerations as the area devoted to the use, the number of people involved in the use, the number of events or activities proposed, the hours of operation, etc.) or by modifying the location or configuration of the proposed use.*", the Commission finds that conflicting information indicates that the proposal could not meet the requirements of this section.

THEREFORE, BE IT RESOLVED, that upon a motion made by Mr. Manes and seconded by Ms. McAndrew, the Commission voted 4 – 2 to deny Applications #51-20SP and 52-20C, which were submitted to the Planning and Zoning Commission (Commission) by Vincent Roberti, Jr., for High Watch Recovery Center, Inc., 47 Carter Road, Map 14 Block 21 Lot 17, for a special permit and site plan approval for the construction of a 30' x 70' greenhouse.

Adopted by the Kent Planning and Zoning Commission this 30th day of November, 2020.

- 6.B.6.** Modification to Applications #106-18SP and 107-18C, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14 Block 21 Lot 23, Parcel I.D. #1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road, for a special permit and site plan approval for the following: Construction of two-story addition (including offices, 218-seat lecture hall and 12-bed detoxification wing) to existing administrative and clinical office building at 62 Carter Road; single story addition and kitchen expansion to dining hall at 62 Carter Road; addition of detoxification service

TOWN OF KENT PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES FOR NOVEMBER 12, 2020

These are draft minutes. 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.

at 62 Carter Road; increase in total residential in-patient bed count from 78 to 90 at 62 Carter Road; conducting therapeutic activities (including temporary housing of staff) associated with the treatment of drug and alcohol addiction at 54 Carter Road; constructing expanded landscaping/vegetative screening, driveway entrance, parking area, retaining wall and stormwater detention basin at 54 Carter Road and 62 Carter Road; constructing new septic system on Parcel I.D. #1486; and associated site work on all three parcels. **Modifications to include: expansion of the flush curb access at accessible parking spaces; reduce the number of stairs at the main entry from 9 to 4 risers; reduce the height of the stone veneered retaining wall along the east side of the parking lot by 3' along its entire length; the addition of new 2' high fieldstone wall between the two parking areas; revise the height of the modular block wall at the southwest corner by raising it 1' for approximately 55 linear feet; the raising of the top frames and inlets of the utility structures; minor revisions to the sloped grades facing the northwest; construction of a bump-out to the west of the main entry drive allowing for the addition of a small median island to house the entry communication box.**

Donna Hayes explained that the Commission must determine whether these changes warrant a public hearing. Also, whether the changes would impact access for emergency vehicles. She noted that the Fire Marshal shared that he had concerns regarding access.

Mike Doherty of Milone and MacBroom came forward and shared his screen to review the plan. He explained that the parking lot change is about a 3-foot change in grade, which allows the accessible spaces to be larger and more flat in grade. The walls required change in elevation as a result. The stone basins would be changed accordingly as well. A stone retaining wall would divide the lots. This is for both aesthetics as well as management of the slope.

Mr. Doherty discussed the entrance and noted it was previously 30 feet wide. They would like to modify the west side. Two feet were lost for the island that accommodates the gate. Models indicate that fire trucks can make it through the 28 ft entrance.

The members determined that a public hearing was not needed for these minor-in-nature changes. The group felt that the emergency services should have the opportunity to review this modification prior to this decision. Donna Hayes agreed to forward the plan to the KVFD and will also review the plan for impact to the wetlands.

Mr. Manes moved to table modification to Applications #106-18SP and 107-18C, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14 Block 21 Lot 23, Parcel I.D. #1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road. Ms. Casey seconded and the motion carried unanimously.

Cherniske was reseated and McAndrew stepped down.

7. STAFF REPORT:

N/A

8. REPORT OF OFFICERS AND COMMITTEES:

8.A. Subdivision Regulation Sub-Committee -.

Previously tabled

9. OTHER COMMUNICATIONS AND CORRESPONDENCE:

9.A. Administrative Permits and Certificates of Compliance – October 5 – November 6, 2020.
Confirmed received.

9.B. Monthly Financials – July through September, 2020 - Confirmed received.

9.C. Connecticut Federation of Planning and Zoning Agencies; *Quarterly Newsletter*, Fall 2020
Confirmed received.

ADJOURNMENT

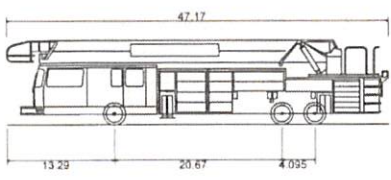
Mr. Birnbaum moved to adjourn at 10:30 p.m. Mr. Cherniske seconded and the motion carried unanimously.

Respectfully submitted,

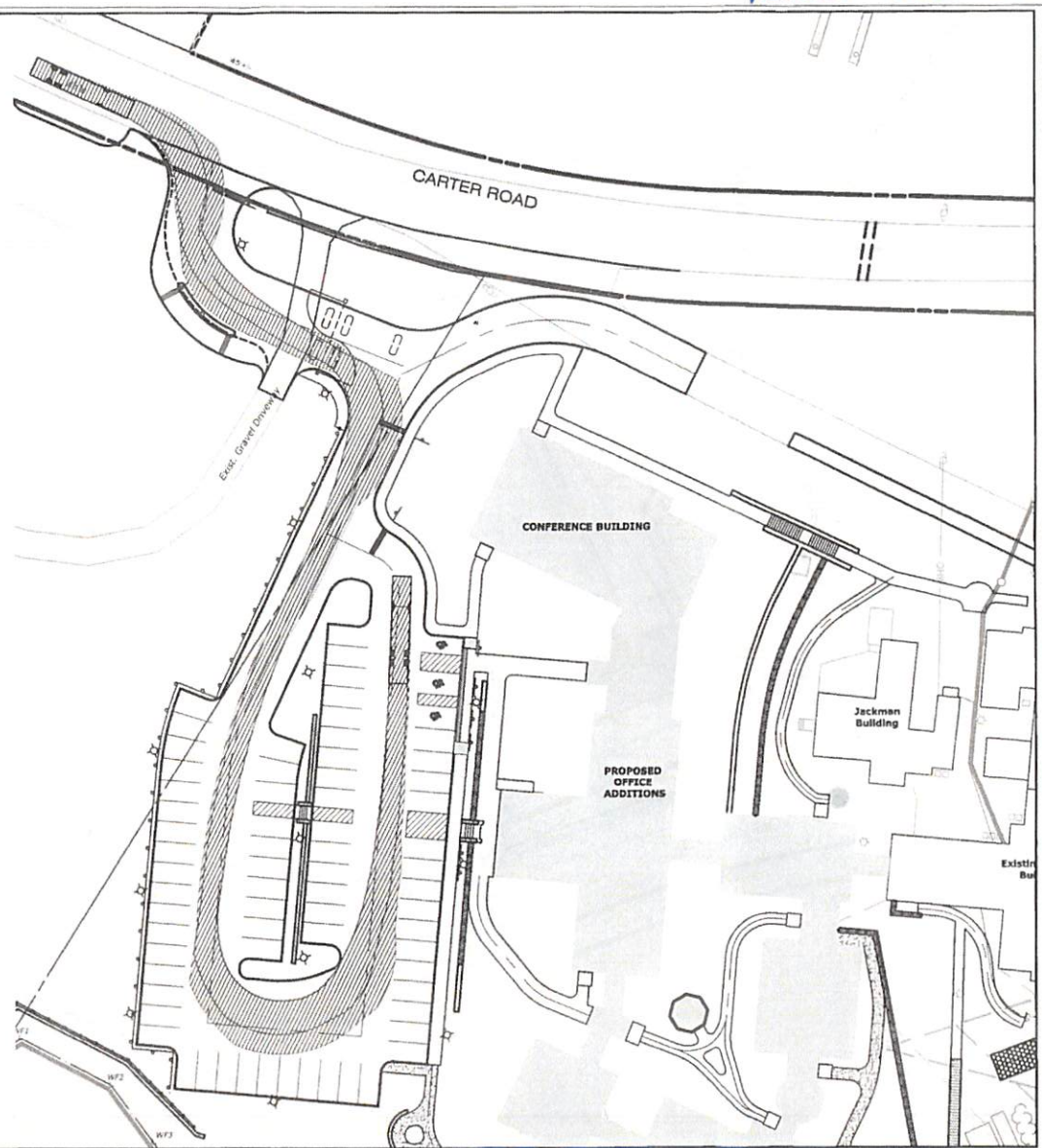
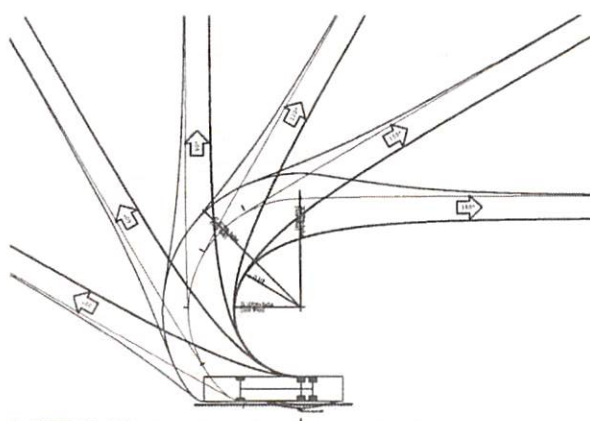
Tai Kern

Tai Kern, Land Use Clerk

AGENDA ITEM 5.B.3.



Kent Fire Truck	
Overall Length	47.170ft
Overall Width	8.330ft
Overall Body Height	10.397ft
Min Body Ground Clearance	0.827ft
Track Width	7.800ft
Lock-to-lock time	6.00s
Curb to Curb Turning Radius	38.560ft



NO.	DATE	DESCRIPTION

VEHICLE TRACKING (FIRE TRUCK LADDER)
 HIGH WATCH RECOVERY CENTER
 OFFICE AND DINING HALL ADDITION
 54 & 62 CARTER ROAD
 KENT, CONNECTICUT

ADS	ADS	ADS
1"=50'		
NOVEMBER 9, 2020		
6504-02		
1 OF 2		

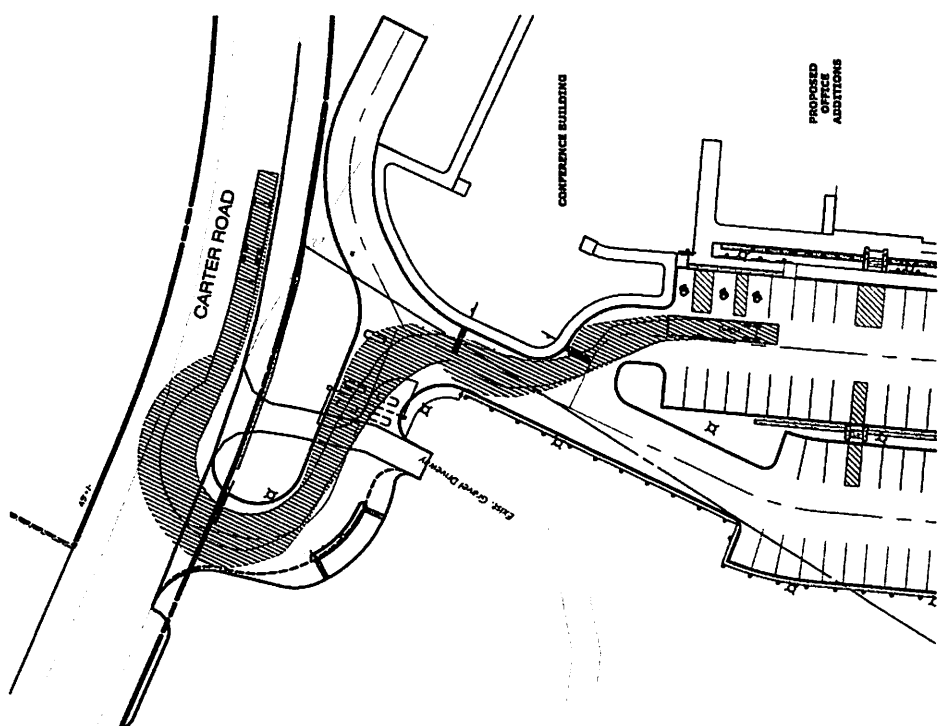
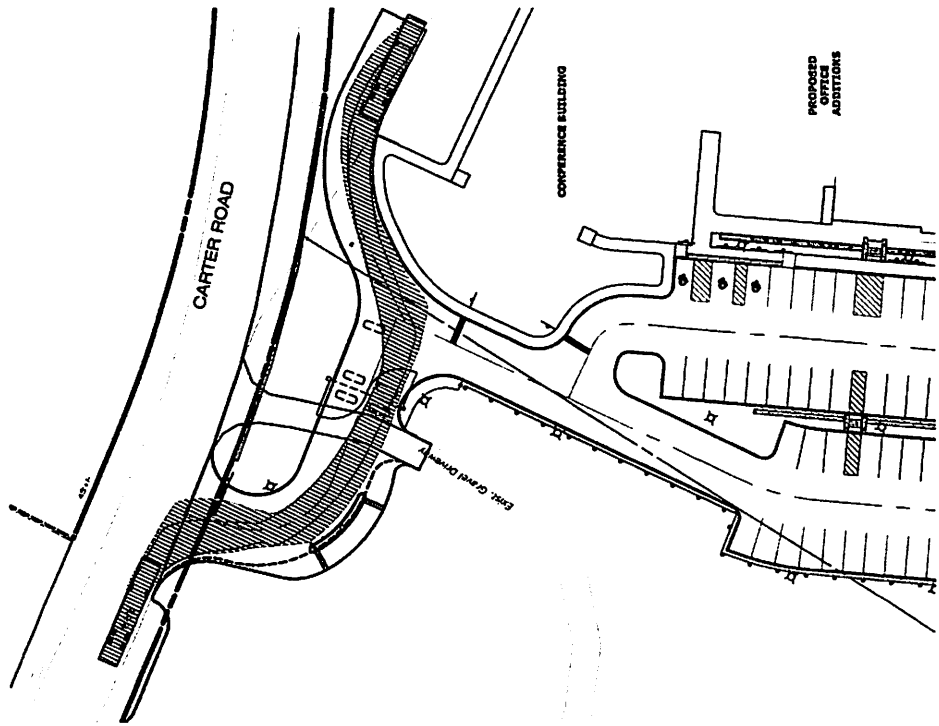
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NOVEMBER 8, 2018
600-043

VEHICLE TRACKING (FIRE TRUCK LADDER)
HIGH WATCH RECOVERY CENTER
OFFICE AND DINING HALL ADDITION
64 & 62 CARTER ROAD
HEAT, CONNECTICUT



NO.	DATE	REVISIONS



AGENDA ITEM 6.A.1.



SPECIAL PERMIT APPLICATION

PLANNING AND ZONING COMMISSION
41 Kent Green Blvd.
P.O. Box 678
Kent, CT 06757

(FOR OFFICE USE ONLY)
App #: 82-205P
Fee received: 210
Date of receipt: 11/17/2020
Official date of receipt: 12/10/2020

Name of property owner: CAMPLAND INC

Owner's mailing address: PO BOX 625 SADDLE RIVER, N.J. 07458

Applicant's telephone: 570-840-2530 E-mail address: HYLTON@KENCAMP.COM

Applicant's name: CAMPLAND INC

Applicant's address: S/A ARENS

Applicant's telephone: 570-840-2530 E-mail address: HYLTON@KENCAMP.COM

Property address: 70 KENMINT RD

Map: 15 Block: 22 Lot: 106

Zoning regulation section: 6620

Statement of use: SHEDS FOR WEATHER PROTECTION FOR SUMMER CAMPERS WHEN USING THE LAKE.

Cubic yards of fill to be deposited on the property (if any): NONE

Yards of earth materials to be removed off the property (if any): NONE

Is this property subject to a conservation or preservation restriction: Yes [] No [X]

If so, a written notice must be sent to the party holding such restriction sixty days prior to the submittal of this application. Proof of this notice shall be attached as per CT Public Act 05-124.

Has this case gone to the Zoning Board of Appeals? [] Yes [X] No
If yes, please include the approval letter from the ZBA.

Signature of applicant: [Signature] Date: 11/15/2020

Signature of property owner: [Signature] Date: 11-15-20

AGENDA ITEM 6.A.1.



SITE PLAN APPLICATION

PLANNING AND ZONING COMMISSION
41 Kent Green Blvd.
P.O. Box 678
Kent, CT 06757

(FOR OFFICE USE ONLY)
App #: 81-20C
Fee received: 160
Date of receipt: 11/17/2020
Official date of receipt: 12/10/2020

Name of property owner: CAMPLAND INC
Owner's mailing address: PO BOX 625 SADDLE RIVER NJ
Applicant's telephone: 570-840-2530 E-mail address: HYLTON@KENCAMP.COM

Applicant's name: S/A ABOVE
Applicant's address:
Applicant's telephone: E-mail address:

Property address: 70 KENMONT TRD
Map: 15 Block: 22 Lot: 106
Zoning regulation section:

Statement of use: SITES FOR WEATHER PROTECTION FOR SUMMER CAMPERS WHEN USING THE LAKE.

Cubic yards of fill to be deposited on the property (if any): NONE

Yards of earth materials to be removed off the property (if any): NONE

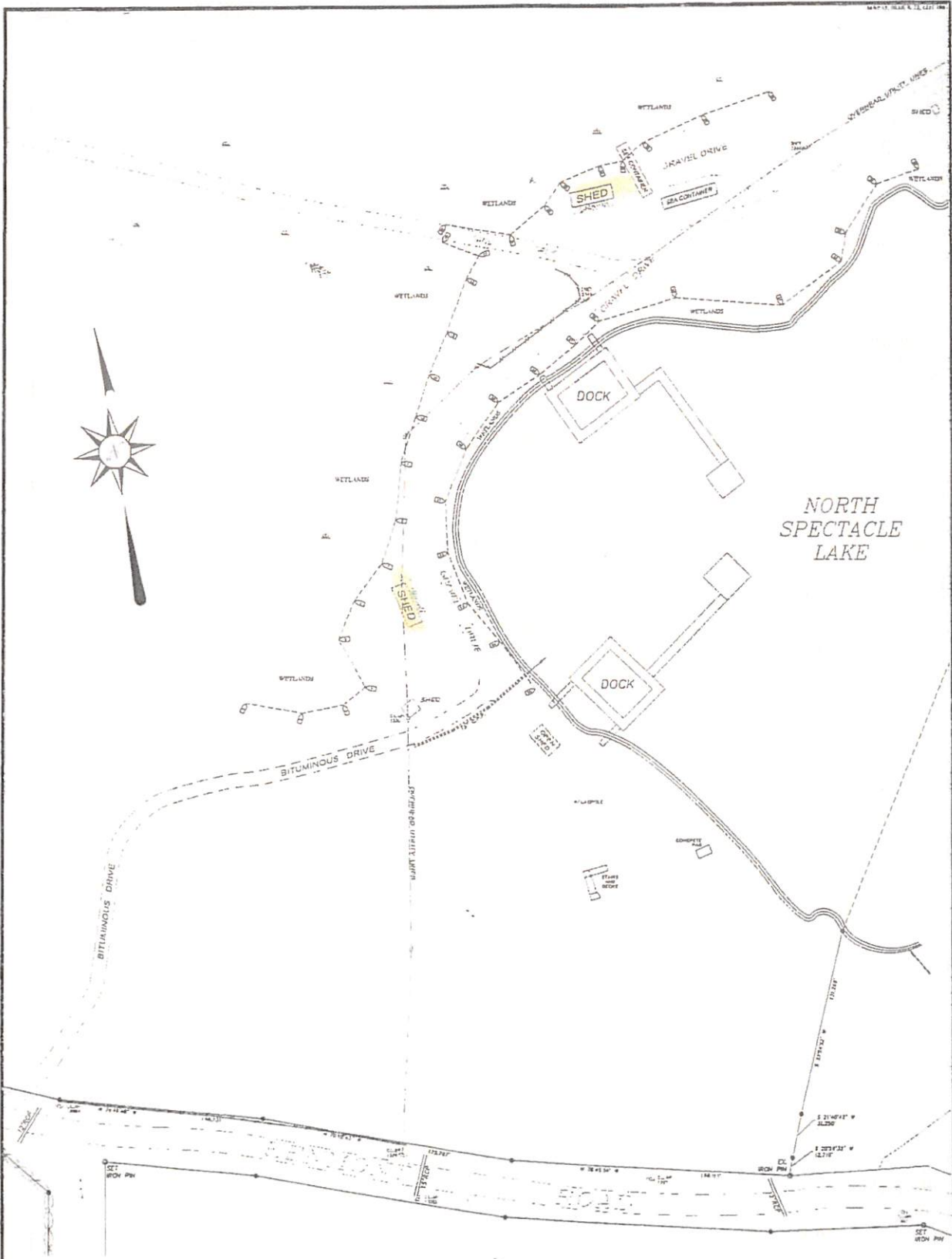
Is this property subject to a conservation or preservation restriction: Yes [] No [X]

If so, a written notice must be sent to the party holding such restriction sixty days prior to the submittal of this application. Proof of this notice shall be attached as per CT Public Act 05-124.

Has this case gone to the Zoning Board of Appeals? [] Yes [X] No
If yes, please include the approval letter from the ZBA.

Signature of applicant: [Signature] Date: 11/15/2020
Signature of property owner: [Signature] Date: 11/15/2020

OCTOBER 2020 SURVEY WITH FLAGGED WETLANDS AND SUBJECT STRUCTURES



The purpose of this map is to show the location of the wetlands and other features in the area shown above. Any other features shown on this map are shown for reference only and are not to be used for any other purpose.

Measurements were obtained from the ground and were reduced to sea level by using the datum of the National Geodetic Survey. The coordinates were obtained from the National Geodetic Survey. The accuracy of the measurements is as stated on the drawings. For information regarding these matters or for other information, please contact the appropriate authority.

Survey was made on file by James J. Hark, L.L.C., Richard J. Hayes, L.L.C., and Richard W. Dinkin, L.L.C.

This survey and map has been prepared in accordance with Sections 2-300b, 2-300c, 2-300d, 2-300e, 2-300f, 2-300g, 2-300h, 2-300i, 2-300j, 2-300k, 2-300l, 2-300m, 2-300n, 2-300o, 2-300p, 2-300q, 2-300r, 2-300s, 2-300t, 2-300u, 2-300v, 2-300w, 2-300x, 2-300y, 2-300z, 2-300aa, 2-300ab, 2-300ac, 2-300ad, 2-300ae, 2-300af, 2-300ag, 2-300ah, 2-300ai, 2-300aj, 2-300ak, 2-300al, 2-300am, 2-300an, 2-300ao, 2-300ap, 2-300aq, 2-300ar, 2-300as, 2-300at, 2-300au, 2-300av, 2-300aw, 2-300ax, 2-300ay, 2-300az, 2-300ba, 2-300bb, 2-300bc, 2-300bd, 2-300be, 2-300bf, 2-300bg, 2-300bh, 2-300bi, 2-300bj, 2-300bk, 2-300bl, 2-300bm, 2-300bn, 2-300bo, 2-300bp, 2-300bq, 2-300br, 2-300bs, 2-300bt, 2-300bu, 2-300bv, 2-300bw, 2-300bx, 2-300by, 2-300bz, 2-300ca, 2-300cb, 2-300cc, 2-300cd, 2-300ce, 2-300cf, 2-300cg, 2-300ch, 2-300ci, 2-300cj, 2-300ck, 2-300cl, 2-300cm, 2-300cn, 2-300co, 2-300cp, 2-300cq, 2-300cr, 2-300cs, 2-300ct, 2-300cu, 2-300cv, 2-300cw, 2-300cx, 2-300cy, 2-300cz, 2-300da, 2-300db, 2-300dc, 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GRAPHIC SCALE
1" = 30'

LEGEND	
UTILITY POLE	PROPERTY LINE
HYDRANT	STEEL WALL
CATCH BASIN	WIRE FENCE
WELL	RAIL FENCE
NET	BARBED FENCE
WARRIOL	RETAINING WALL
PREPARED PILE	EDGE OF LAWN
LIGHT POLE	WEDGE
TEST PIT	SPUR

ZONING LOCATION SURVEY PREPARED FOR
CAMPLAND, INC.
#70 KENMONT ROAD
KENT, CONNECTICUT
SCALE 1" = 30'
OCTOBER 5, 2020

641

AGENDA ITEM 6.A.1.

KENT PLANNING AND ZONING COMMISSION
41 KENT GREEN BOULEVARD
P.O. Box 678
KENT, CONNECTICUT 06757

DATE: November 24, 2020

Republican-American

Dear Editor:

Please publish the enclosed Notice of Public Hearing on November 27, 2020 and December 4, 2020, and bill our Commission in the usual manner. Thank you.

TOWN OF KENT
PLANNING AND ZONING COMMISSION
NOTICE OF PUBLIC HEARING

The Town of Kent Planning and Zoning Commission shall hold a public hearing via a ZOOM meeting on Thursday, December 10, 2020 beginning at 7:00 p.m. to discuss and possibly act on: Application #'s 81-20C and 82-20SP, Campland, Inc., 70 Kenmont Road, Map 15 Block 22 Lot 106, after the fact construction of two waterside sheds for weather protection. Any corresponding documentation will be attached to the official agenda. At this hearing, persons may participate and be heard.

PLEASE NOTE: Written communications must be received by the Land Use Office no earlier than 24 hours prior to the meeting.

The ZOOM meeting number can be located on the official agenda that will be filed on the Town of Kent's website a minimum of 24 hours prior to the official ZOOM meeting.

Matt Winter, Chairman



SPECIAL PERMIT APPLICATION

PLANNING AND ZONING COMMISSION
41 Kent Green Blvd.
P.O. Box 678
Kent, CT 06757

(FOR OFFICE USE ONLY)
App #: 83-20SP
Fee received: 210
Date of receipt: 11/23/20
Official date of receipt: 12/10/20

Name of property owner: Richard and Carolyn Ziegler

Owner's mailing address: 200 Hicks St., Brooklyn, NY 11201

Applicant's telephone: 646-300-3525 E-mail address: rfziegler@gmail.com

Applicant's name: Same as owner

Applicant's address:

Applicant's telephone: E-mail address:

Property address: 24 Spaulding Farm Lane

Map: 12 Block: 35 Lot: 13

Zoning regulation section: 5700 Horizon-Line Conservation Overlay District

Statement of use: Addition to existing accessory structure. Existing and proposed use is a 2-car garage with accessory dwelling unit.

Cubic yards of fill to be deposited on the property (if any): none

Yards of earth materials to be removed off the property (if any): none

Is this property subject to a conservation or preservation restriction: Yes [] No [X]

If so, a written notice must be sent to the party holding such restriction sixty days prior to the submittal of this application. Proof of this notice shall be attached as per CT Public Act 05-124.

Has this case gone to the Zoning Board of Appeals? [] Yes [X] No
If yes, please include the approval letter from the ZBA.

Signature of applicant: [Signature] Date: 11/13/20

Signature of property owner: [Signature] Date: 11/13/20

TOWN OF KENT PLANNING AND ZONING COMMISSION

**41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
Phone (860)927-4625 Fax (860)927-4541**

SPECIAL PERMIT CHECKLIST

The Special Permit regulations as set forth in the Kent Planning and Zoning Regulations are deemed to be permitted uses in their respective districts when granted by the Commission, subject to compliance with the requirements and standards set forth in Section 10400 in addition to all other requirements of the regulations. All such uses are hereby declared to possess such special characteristics that each shall be considered as an individual case.

The following checklist is to be used as a guide when completing a special permit application for the Kent Planning and Zoning Commission.

1. Special Permit Application (12 copies)
 2. Check for \$210.00 made payable to the Town of Kent.
 3. The application submission shall address all off-site and on-site impacts, requirements, improvements and considerations including but not limited to: building location, traffic, storm drainage, sanitary sewerage, water supply, parking and circulation, landscaping and other environmental and aesthetic considerations. Sufficient information to address these major impacts shall be provided by the applicant, but such information may be generalized or shown in preliminary form except as hereafter noted. Detailed plans for facilities, structures and improvements shall not be required at this time.
 4. Need for Site Plan Approval. Any Special Permit approved by the Commission shall require a Site Plan application to be submitted and approved in accordance with the provisions of Sections 10300 through 10380 prior to the issuance of a Building Permit. The applicant may choose to submit the Site Plan Application concurrently with, or subsequent to, the Special Permit application.
- ***** Expiration of Special Permit. A Special Permit shall expire if the Site Plan associated therewith is not submitted and accepted within 12 months following approval of the Special Permit. However, an extension of not more than six months may be granted by the Commission upon written request by the applicant prior to the expiration date.

5. **Traffic study prepared by a traffic engineer—All applications for a Special Permit involving the construction of more than 25 dwelling units, 50 parking spaces, or 20,000 square feet of gross floor area, or any proposal which, in the Commission's judgment would generate high levels of traffic.**
6. **The location and size of the proposed use and the nature and intensity of the operations associated with the proposed use.**
7. **The location, type, size and height of buildings and other structures associated with the proposed use in relation to one another and in relation to nearby development.**
8. **The adequacy of water supply, sewer or septic facilities, drainage and other public facilities to accommodate the proposed use.**
9. **Where the proposed use involves the conversion of a structure designed and built originally for other uses, the adaptability of the structure to the proposed use, particularly in relation to the public health and safety.**
10. **Compliance with section 8600 - Outdoor lighting.**
11. **Compliance with section 7000 - Environmental and Performance Standards.**
12. **Number of proposed employees.**
13. **Hours of proposed operation.**
14. **Soil erosion and sediment control measures in accordance with the provisions of Section 7300.**

KENT PLANNING AND ZONING COMMISSION
41 KENT GREEN BOULEVARD
P.O. Box 678
KENT, CONNECTICUT 06757

DATE: November 24, 2020

Republican-American

Dear Editor:

Please publish the enclosed Notice of Public Hearing on November 27, 2020 and December 4, 2020, and bill our Commission in the usual manner. Thank you.

TOWN OF KENT
PLANNING AND ZONING COMMISSION
NOTICE OF PUBLIC HEARING

The Town of Kent Planning and Zoning Commission shall hold a public hearing via a ZOOM meeting on Thursday, December 10, 2020 beginning at 7:00 p.m. to discuss and possibly act on: Application # 83-20SP, Richard and Carolyn Ziegler, 24 Spaulding Farms Lane, Map 12 Block 35 Lot 13, addition of an accessory dwelling to existing detached 2-car garage accessory structure located less than 100' from the front property line. Any corresponding documentation will be attached to the official agenda. At this hearing, persons may participate and be heard.

PLEASE NOTE: Written communications must be received by the Land Use Office no earlier than 24 hours prior to the meeting.

The ZOOM meeting number can be located on the official agenda that will be filed on the Town of Kent's website a minimum of 24 hours prior to the official ZOOM meeting.

Matt Winter, Chairman

Special Permit Application Statement

Re: 24 Spaulding Farm Lane

The following information is provided in support of the application of Richard and Carolyn Ziegler for a Special Permit and accompanying Horizonline Conservation District Site Plan Application. The applicant seeks to construct a one-story addition to an existing detached garage with accessory dwelling above. The addition shall enlarge the existing accessory dwelling.

The conversion of the existing garage's second floor to an accessory dwelling was previously approved under Special Permit Application #106-13SP, granted 12/12/13.

Accompanying the application forms and this statement are the following submission materials:

- A Zoning Location Survey prepared by Arthur H. Howland and Associates, dated 11/3/20 and revised 11/20/20.
- A Site Development Plan, Floor Plans, and Exterior Elevations prepared by Robinson + Grisaru Architecture PC, 6 sheets, dated 11/4/20.
- Annotated Photographs prepared by Robinson + Grisaru Architecture PC, 3 pages, dated 11/14/20.

As shown on the Floor Plan, sheet A-100, the existing accessory dwelling consists of two bedrooms, a bathroom, and an alcove labelled Wet Bar which contains a sink and under-counter refrigerator but no cooking appliances. The proposed addition contains a third bedroom, second bathroom, fully-equipped kitchen, and living area.

Zoning Section 6200 Accessory Dwelling/Guest Houses

Under Zoning Section 6200 Accessory Dwelling/Guest Houses, paragraph 1, the accessory dwelling unit of the type proposed to be enlarged—a Detached Dwelling Unit—in a Rural Residential (RU-1) zoning district requires a Special Permit.

The existing and proposed continuing use shall comply with the requirements described in paragraphs 2 thru 7 of Zoning Section 6200 as follows:

2. The unit is accessory to the existing single-family dwelling and a request for sanitary approval has been submitted to the Torrington Area Health District.
3. The owner/applicant resides in the principal dwelling unit.
4. There is only one accessory apartment on the property.
5. Two off-street parking spaces have been provided.

6. Does not apply.
7. The detached accessory unit—both as existing and as proposed—is located in a zoning front yard. Both the existing structure and the enlargement comply with all setback requirements and an existing dense hedge provides visual screening from Spaulding Farm Lane and adjoining properties.

In addition to the above, please note that Spaulding Farm Lane is a private road, privately-maintained, and views of the existing garage structure and proposed enlargement from other Town roads are distant and completely screened by trees. Photographs of these conditions have been included in the submission materials.

Zoning Section 5700 Horizon-Line Conservation Overlay District

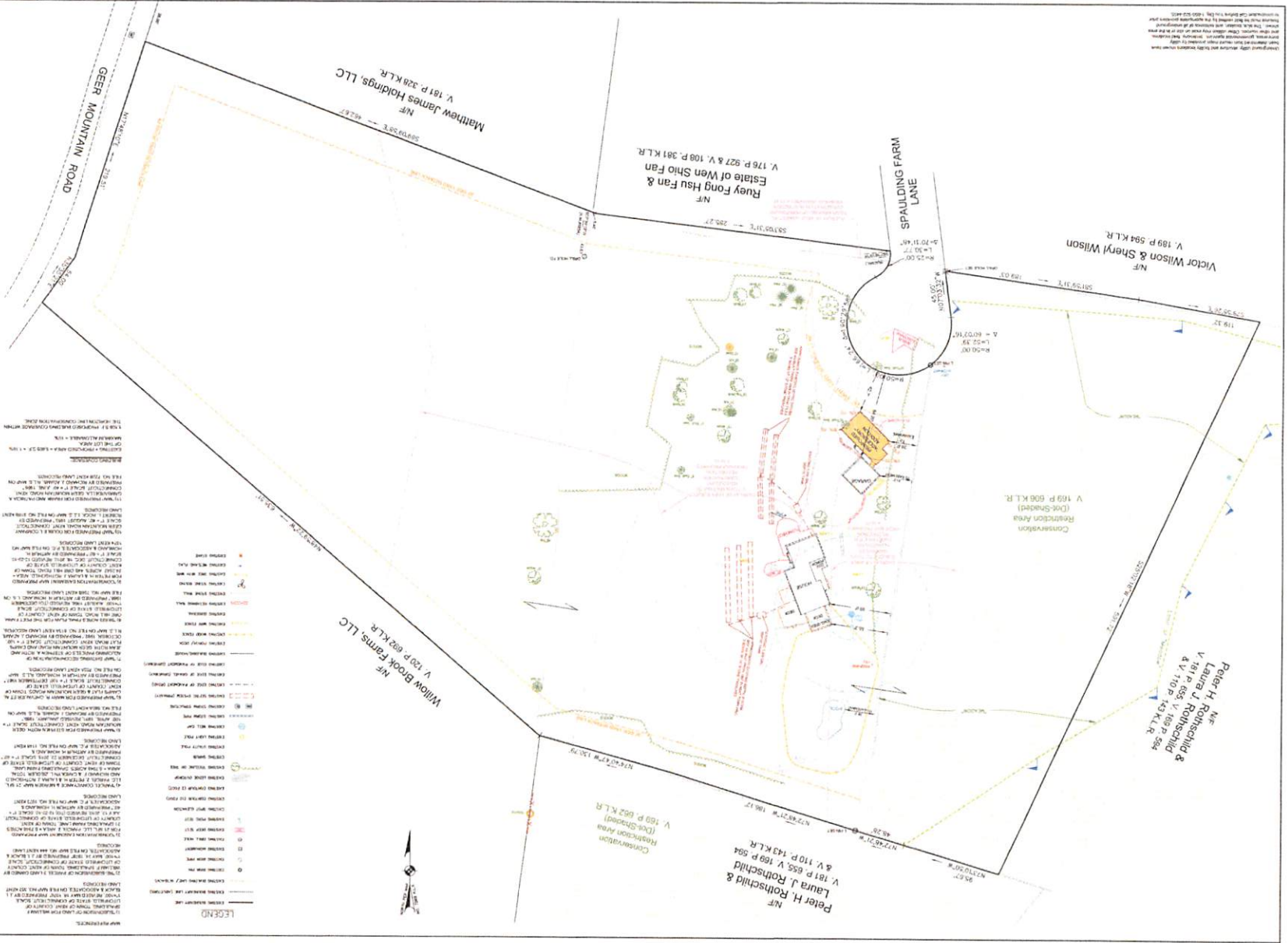
Application for a site plan approval by the Commission is being made under Zoning Section 5700 Horizon-Line Conservation Overlay District and more specifically Section 5743. The proposed enlargement conforms to Section 5760 HCOD Standards for Site Plans as follows:

1. The enlargement is placed on a minimally sloped section of lawn adjacent to the existing garage structure and in form and materials is similar in appearance to the existing garage structure.
2. The existing tree stand along the ridge is not being disturbed. The footprint of the proposed enlargement requires the removal of only one 10-inch fruit tree.
3. By placing the enlargement to the south the view from Town roads of the obscured existing garage structure is unchanged.
4. No clear cutting is proposed.
5. Does not apply.

Furthermore, outdoor lighting conforms with Zoning Section 8600 Outdoor Lighting in that two proposed outdoor fixtures, (one at each entrance), are of the "fully shielded" fixture type recommended in the zoning standard. (See sheets A-201 and A-202 for locations and product information on sheet A-202.)

The applicant kindly requests approval of the proposed site plan and issuance of an amendment to the existing Special Permit or issuance of a new Special Permit.

THIS DOCUMENT IS THE PROPERTY OF THE ENGINEER AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.



LEGEND

1. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

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69. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

70. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

71. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

72. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

73. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

74. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

75. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

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80. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

81. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

82. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

83. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

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85. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

86. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

87. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

88. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

89. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

90. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

91. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

92. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

93. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

94. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

95. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

96. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

97. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

98. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

99. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

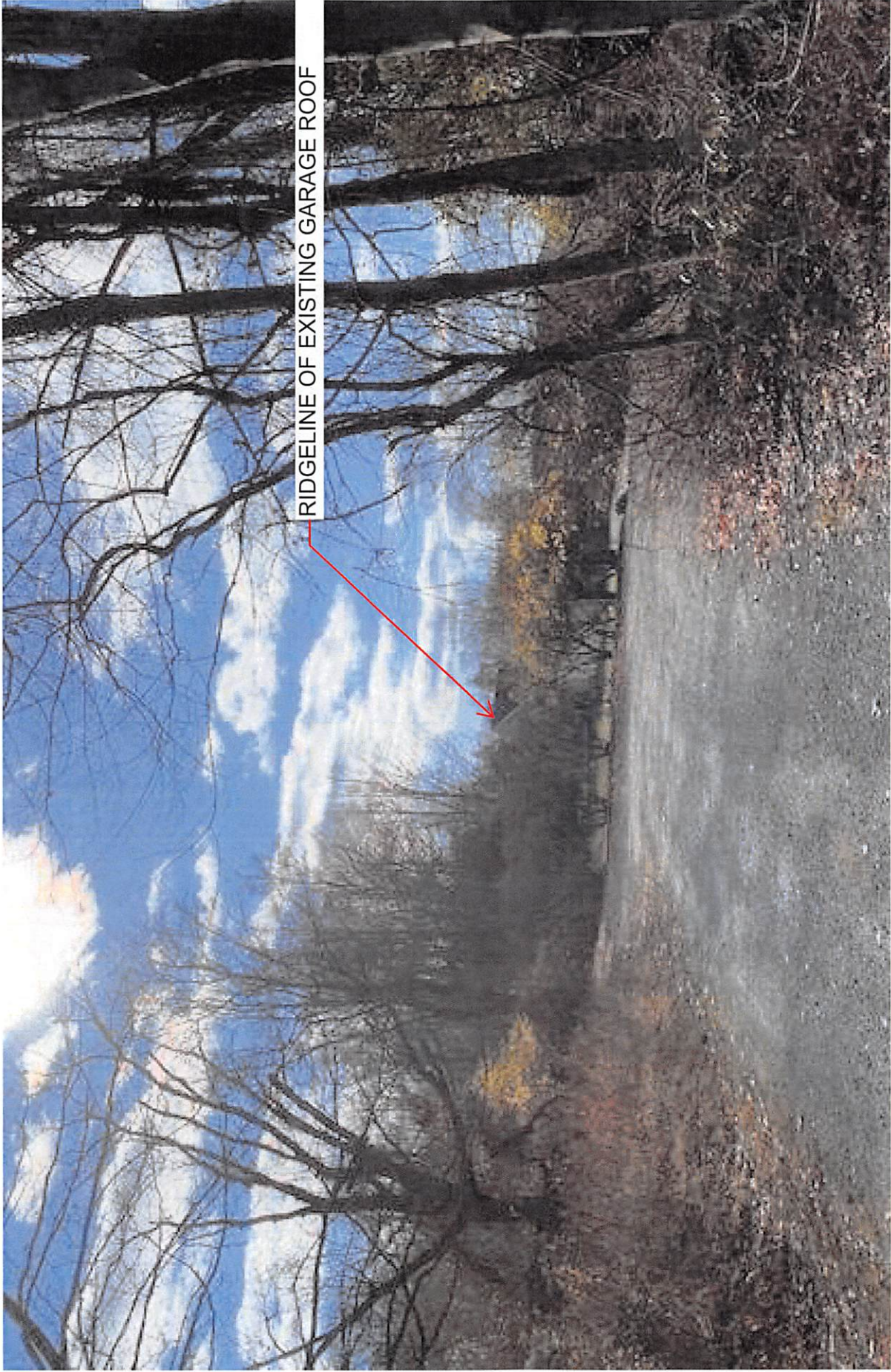
100. CONSERVATION RESTRICTION AREA (DNR-SP/SHAD)

Zoning Location Survey with Proposed Construction
 prepared for
Richard F. Ziegler & Carolyn L. Ziegler
 Total Area: 484,223 S.F.
 11.1277 Acres
 Spaulding Farm
 Town of Kent
 County of Litchfield
 State of Connecticut
 November 3, 2020
 SCALE: 1" = 40'
 SHEET: 27.1

ARTHUR H. HOWLAND & ASSOCIATES, P.C.
 CIVIL ENGINEERS & LAND SURVEYORS
 SOIL SCIENTISTS & LAND PLANNERS
 1100 MAIN STREET, SUITE 200
 WESTPORT, CONNECTICUT 06880
 TEL: 203.261.1100 FAX: 203.261.1101
 WWW.AHHA-PC.COM

CONSENT TO SURVEY
 I, the undersigned, do hereby consent to the making of a survey of the above described land for the purpose of the proposed construction of the above described project, and I authorize the surveyor to make such survey and to execute such instruments as may be necessary for the completion of the same.

DATE: _____
SIGNATURE: _____



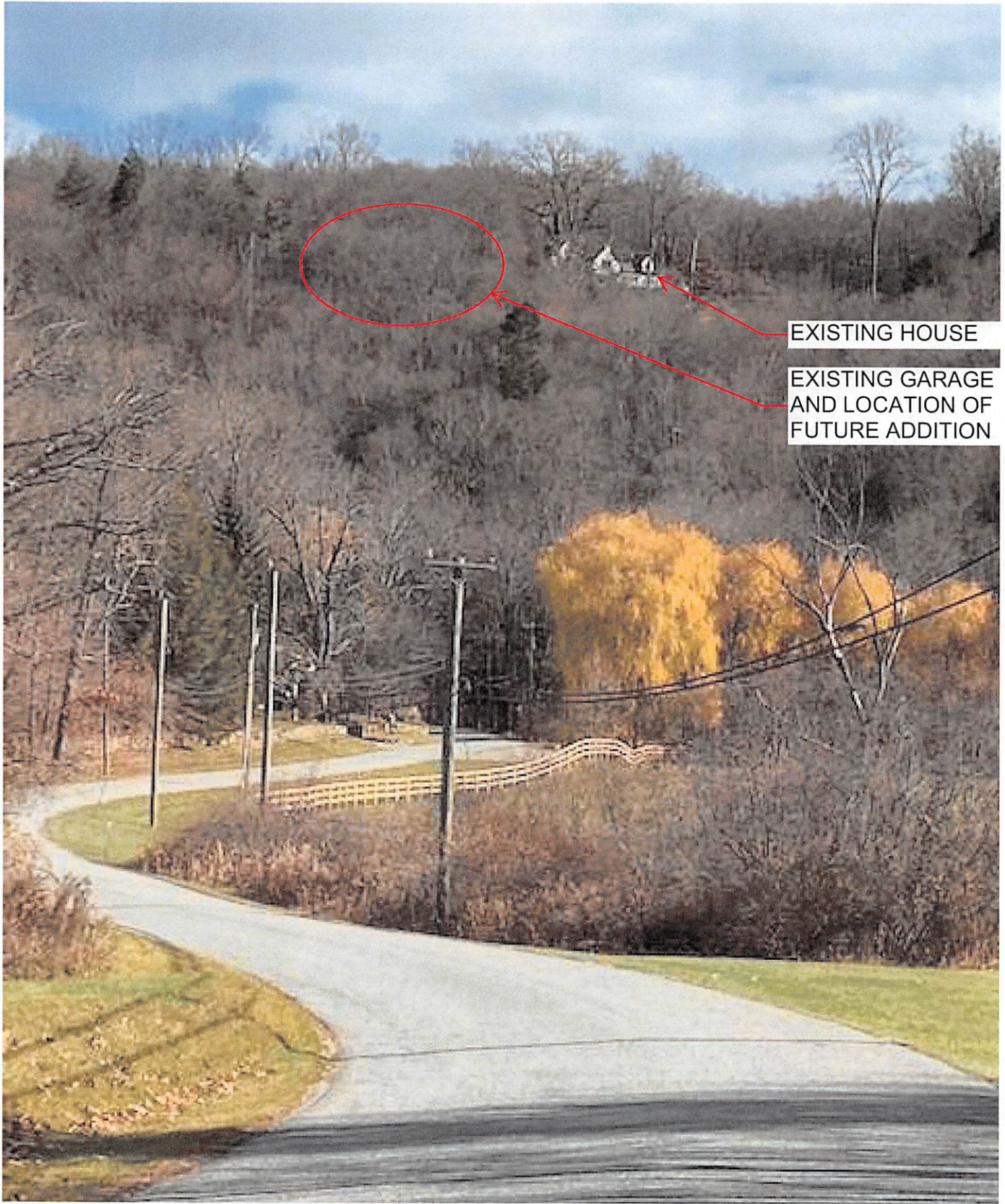
RIDGELINE OF EXISTING GARAGE ROOF

SOUTH KENT GUEST HOUSE
24 SPAULDING FARM LANE
SOUTH KENT, CT 06785

VIEW APPROACHING PROPERTY FROM NORTH ON SPAULDING FARM LANE

DATE: TAKEN 11/14/20

ROBINSON + GRISARU ARCHITECTURE PC 55 WASHINGTON STREET, SUITE 711, BROOKLYN, NY 11201 718.923.0040



SOUTH KENT GUEST HOUSE
24 SPAULDING FARM LANE
SOUTH KENT, CT 06785

VIEW FROM THE WEST APPROACHING ON GEER MOUNTAIN ROAD

2

DATE: TAKEN 11/14/2020

ROBINSON + GRISARU ARCHITECTURE PC

55 WASHINGTON STREET, SUITE 711, BROOKLYN, NY 11201

718.923.0040

SOUTH KENT GUEST HOUSE
24 SPAULDING FARM LANE
SOUTH KENT, CT 06785

DATE: TAKEN 11/14/20

ROBINSON + GRISARU ARCHITECTURE PC 55 WASHINGTON STREET, SUITE 711, BROOKLYN, NY 11201 718.923.0040

VIEW FACING PROPERTY FROM INTERSECTION OF GEER MOUNTAIN ROAD AND CAMPS FLAT ROAD



EXISTING HOUSE







**TOWN OF KENT
PLANNING AND ZONING COMMISSION**

41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
Phone (860)927-4625 Fax (860)927-4541



BY LAWS
KENT PLANNING AND ZONING COMMISSION

ARTICLE I
Authority

These Bylaws have been adopted in accordance with the powers vested in the Planning and Zoning Commission of the Town of Kent by the Connecticut General Statutes, including but not limited to Chapters 124 (Zoning) and 126 (Planning), and by Section 11-1 of the Code of the Ordinances of the Town of Kent, Connecticut.

ARTICLE II
Name

The Commission shall be known as the Kent Planning and Zoning Commission.

ARTICLE III
Office of the Agency

The office of the Kent Planning and Zoning Commission shall be at Town Hall where all Commission records will be kept. Copies of all official documents, records, maps, etc., will be filed or recorded in the Town Hall.

ARTICLE IV
Membership

The membership and terms of office shall be as specified in Section 11-1 of the Code of the Ordinances of the Town of Kent, Connecticut, as it may be amended, or as may otherwise be required by the Connecticut General Statutes.

ARTICLE V
Officers and Their Duties

Section 1. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, a Secretary and a Treasurer. The Chairperson and Vice-Chairperson must both be regular members of the Commission. The Secretary and Treasurer may be regular or alternate members of the Commission, provided that an alternate member's service as Secretary or Treasurer shall not entitle such alternate to vote at any meeting unless such alternate has been properly seated in place of a regular member.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have duties normally conferred by parliamentary usage in such offices. The Chairperson shall have the authority to assume the enforcement powers of the Zoning Enforcement Officer (“ZEO”) in the event the ZEO is ill, on vacation, away from the office, or otherwise unable to act, or of the office of ZEO is vacant. The Chairperson shall have the authority to certify expenditures of funds of up to \$100.00, or of up to \$300.00 for public notices, without prior approval of the Commission. The Chairperson shall also have the authority to call special meetings, appoint committees, and generally perform other duties as may be prescribed in these bylaws. The Chairperson shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 3. The Vice-Chairperson shall have the authority to act in place of the Chairperson when the latter is ill, on vacation, away from the town, or otherwise unable to act, or when the office of Chairperson is vacant.

Section 4. The Secretary shall have the official duty of taking the minutes of Commission meetings, maintaining the minutes and records of the Commission, and such other duties as may be prescribed in these Bylaws. The Commission may also retain a Clerk or other administrative staff to handle some or all of these duties. The Commission must review and approve all official minutes of the Commission. Such review and approval shall ordinarily take place at the next regular or special Commission meeting following the meeting at which such minutes were taken.

Section 5. The Treasurer shall annually propose a budget for the Commission to submit to the Board of Selectmen as part of the Town’s annual budget process each year. The Treasurer shall also receive and present all bills to the Commission, and shall keep records of the available and expended funds and report on same to the Commission. The Commission may delegate some or all of these responsibilities to the ZEO or other administrative staff.

Section 6. A Commission member may serve simultaneously as Secretary and Treasurer of the Commission.

ARTICLE VI
Election of Officers

Section 1. An annual organizational meeting shall be held on the second Thursday of December or at the next regularly scheduled meeting of the Commission following a general Town election, whichever occurs later, at which time officers will be elected and bylaws reviewed and made a part of the minutes of the annual meeting. At least 5 members or alternates must be present before election of officers can take place.

Section 2. Nominations shall be made from the floor at the annual organizational meetings and elections of the officers specified in Section 1 of Article V shall follow immediately thereafter.

Section 3. A candidate receiving at least four votes from members or properly seated alternates shall be declared elected and shall serve for one year or until a successor shall take office.

Section 4. If any office becomes vacant through death or resignation before the term of that office was scheduled to expire under Article VI, Section 3, the Commission shall elect another regular or alternate member, as may be allowed under Article V, to fill that vacancy at the next regular meeting of the Commission following the occurrence of such vacancy.

Section 5. Resignations from the Commission shall be in written form and transmitted to the Chairperson, who will then forward same to the First Selectman.

ARTICLE VII **Meetings**

Section 1. A regular Planning and Zoning meeting will be held on the second Thursday of each month at 7:00 p.m. at the Town Hall. In the event of conflict with a holiday, the meeting will be advanced to the next business day unless an alternative date is chosen by a vote of at least four regular members or properly seated alternates. The Commission may change the date of or cancel any regular meeting by a vote of at least four regular members or properly seated alternates, provided that notice of such change or cancellation is provided in accordance with applicable provisions of state law. The Commission may schedule special meetings upon the vote of a majority of a quorum of members or alternates present at any meeting. The Chairperson shall also be authorized to schedule special meetings when he or she determines that any matter requires the Commission's attention and possible vote prior to the next scheduled Commission meeting. The Secretary shall notify the membership of any special meetings no less than 48 hours in advance of such meeting. For purposes of this section, a rescheduled regular meeting shall be deemed to be, and shall be handled as, a special meeting.

Section 2. In the event that the Chairperson and Vice-Chairperson are both ill, away from the town, or otherwise unable to fulfill the duties of their respective offices, or if both offices are vacant, a special meeting of the Commission may be called by any three of the remaining regular members. In the event that both the Chairperson and the Vice-Chairperson are absent from any regular or special meeting of the Commission, but a quorum is otherwise present, the remaining members and properly seated alternates may choose any other member or properly seated alternate to act as presiding officer at such meeting. If the Chairperson or Vice-Chairperson arrives at such meeting at a later time, he or she shall assume the powers and duties of the presiding officer only upon the conclusion of the particular item of business that was under discussion at the time of his or her arrival.

Section 3. The presence of any four regular or alternate members at any meeting shall constitute a quorum, and a minimum of four votes shall necessary to transact business, unless a greater number is required by these Bylaws, by any lawful regulation adopted by the Commission, or by any applicable state law.

Section 4. All Commission meetings shall be open to the public except when the Commission votes to enter an executive session in accordance with the applicable provisions of state law.

Section 5. Unless otherwise specified, the Commission shall transact business in accordance with Robert's Rules of Order.

ARTICLE VIII **Order of Business at Meetings**

Section 1. The order of business at regular meetings shall be:

1. Call to order.
2. Roll call and appointment of alternates if required.
3. Reading and approval of minutes of previous meetings and/or hearings.
4. Public communications from those in attendance not related to old or new business.
5. Old business.
6. New business.
 - a. Applications requiring Commission action.

- b. Subdivisions, site plans, etc.
- c. Other new business.
- d. Review of administrative permits issued.
7. Reports of Officers and Committees.
8. Other communications and correspondence.
9. Adjournment

Section 2. At any regular meeting, the Commission may, by majority vote of a quorum, change the order of business as otherwise specified in Article VIII, Section 1, or eliminate any item of business specified in that section.

ARTICLE IX **Hearings**

Section 1. The Commission may hold public hearings, in addition to required hearings, when it decides that such hearings will be in the public interest, provided that no nonrequired public hearing shall change any deadline for making any decision as may be specified by state law.

Section 2. All public hearings required by state law shall be held in accordance with the procedures and timetables established thereunder.

Section 3. When a matter requiring the Commission's decision is presented at any public hearing, the presiding officer shall begin the hearing by offering a summary of the nature of the matter, or by calling upon another member, a staff person, or a representative of the person seeking such decision (e.g., an applicant for a permit or approval), to provide such a summary.

Section 4. The Commission's Secretary or Clerk shall take notes and the evidence shall be recorded by a sound recording device at each hearing before the Commission in which the right to appeal lies to Superior Court. Proceedings of the hearing shall be incorporated into the official minutes of the Commission.

Section 5. All questions and comments must be directed through the presiding officer. Persons shall be allowed to speak only after being properly recognized by the presiding officer.

Section 6. All persons recognized shall approach the hearing table in order to facilitate proper recording of comments where necessary. Before commenting on the matter before the hearing each person shall be asked to give his name and address.

Section 7. The presiding officer shall assure an orderly hearing and shall take necessary steps to maintain the order and decorum of the hearing at all times. The presiding officer shall reserve the right to terminate the hearing in the event the discussion becomes unruly and unmanageable.

Section 8. A show of hands by those persons attending any public hearing present shall not be allowed on any question presented. The hearing shall be conducted only for the purpose of taking evidence to be considered by the Commission in deciding upon any matter presented. The Commission shall decide all matters in accordance with the standards and criteria established for such matter under state law and the Commission's applicable regulations.

ARTICLE X
Employees

Section 1. Within the limits of the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid the Commission in its work. Appointments shall be made by a majority vote of the entire membership. The Chairperson may be authorized to sign contracts for employing personnel and contracting for planning services as might be approved by the Commission.

Section 2. The Secretary or Clerk shall take the minutes of all regular and special meetings and shall mail copies of such to all members in time to be received by the next meeting. The Secretary or Clerk shall file copies of the minutes with the Town Clerk in accordance with state law. In the event any Clerk appointed by the Commission is not available, a temporary clerk may be appointed by the Chairperson to fill in.

Section 3. The Land Use Office shall prepare the agenda of regular and special meetings and provide notice to the Town Clerk 48 hours in advance of regular meeting or 24 hours for special meetings. The Land Use Office shall arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a Land Use Office.

ARTICLE XI
Committees

Section 1. Standing or special committees may be appointed by the Chairperson for purposes and terms which the Commission approves.

ARTICLE XII
Freedom of Information

Section 1. The Commission shall comply with all applicable provisions of the Freedom of Information Act, Connecticut General Statutes Chapter 14, as it may be amended.

ARTICLE XIII
Amendments

These Bylaws may be amended by a vote of no fewer than five voting members or properly seated alternates, only after the proposed change has been read and discussed at a previous regular meeting, except that the Bylaws may be changed at any meeting by the unanimous vote of the entire voting membership of the Commission (e.g., seven regular members or properly seated alternates).

APPROVED JANUARY 9, 2020

AGENDA ITEM 6B5



Donna Hayes <landuseadmin@townofkentct.org>

Derek Larson

Derek Larson <dereklarson@verizon.net>
To: landuseadmin@townofkentct.org
Cc: "ecorsell@snet.net" <ecorsell@snet.net>

Mon, Nov 30, 2020 at 1:46 PM

Donna,

I don't have an official resume, but I've been an interior designer for 35 years and until recently, was based in NYC. Earlier this year we (my husband Michael Zients and I) made our weekend home in Sharon our primary residence.

My work has been primarily residential, but I've also done some commercial work including hotel suites, clients' offices, a high tech garage in NYC for a Porsche collector, and an airplane hanger in Santa Monica for the same client. The hanger project included carving out space in the hanger for a kitchen, bathroom, living space, bedroom and office. All of my work has been through word of mouth so I've never needed to create a web site. My work includes projects in NYC, Kent, Washington CT, Naples Florida, Los Angeles, San Diego, and Calgary.

If you would like to talk to me, my Sharon phone number is (860) 364-5441 and my cell is (917) 686-5289.

Thanks,

Derek
Derek Larson Designs Inc.
18 Caray Hill Road
Sharon, CT 06069

AGENDA ITEM 6.B.6.

DAVID R. WILSON PE.

3 December 2020

Ms. Donna Hayes
Kent Land Use Administrator
Town of Kent
Planning and Zoning Commission
41 Kent Green Boulevard
PO Box 678
Kent, CT 06757

Re: Lot 17 – Camp Kent – Spectacle Ridge Road

Dear Ms. Hayes,

The proposed lot line adjustment is between MBL 16/25/36 the original subdivision Lot 13 and MBL 16/25/38 which is the lot that resulted from the merger of subdivision Lots 17 and 19.

Lot 13 – Was purchased by Hardy from the developer 1995 – The existing house and pool were constructed in 1998. In 2001 the current owner, Spiegel, purchased the improved lot from Hardy.

Lot 17 – Was purchased by Stapleton from the developer in 1991. Spiegel (the lot 13 owner) purchased the unimproved parcel in 2005.

Lot 15 – Was purchased about the same time 2005+/- by Spiegel.

In 2006 Spiegel merged the former Lots 15 and 17. V156 / P 192.

The proposed lot line adjustment is to facilitate the sale of the existing house and the former Lot 13 along with a portion of the merged lot as a single parcel.

The remainder portion of the merged lot is to be sold to a separate buyer. The remainder portion would become the same MBL as Lot 17 and would have an identical area as the original Lot 17 with the same common property line for the most part with an area removed from the southeast corner of the lot to accommodate a barn constructed in 2006 to remain with the house lot and an equal area added at the northeast corner of the lot.

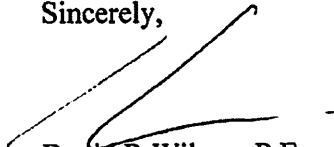
The proposed lot line adjustment results in 2 Lots being the same number as currently with the house lot and merged lot.

Please review the attached map and offer it for approval by the Planning and Zoning Commission. Once approved I will have the surveyor add the signature block and provide a mylar for signing and filing with the Town Clerk.

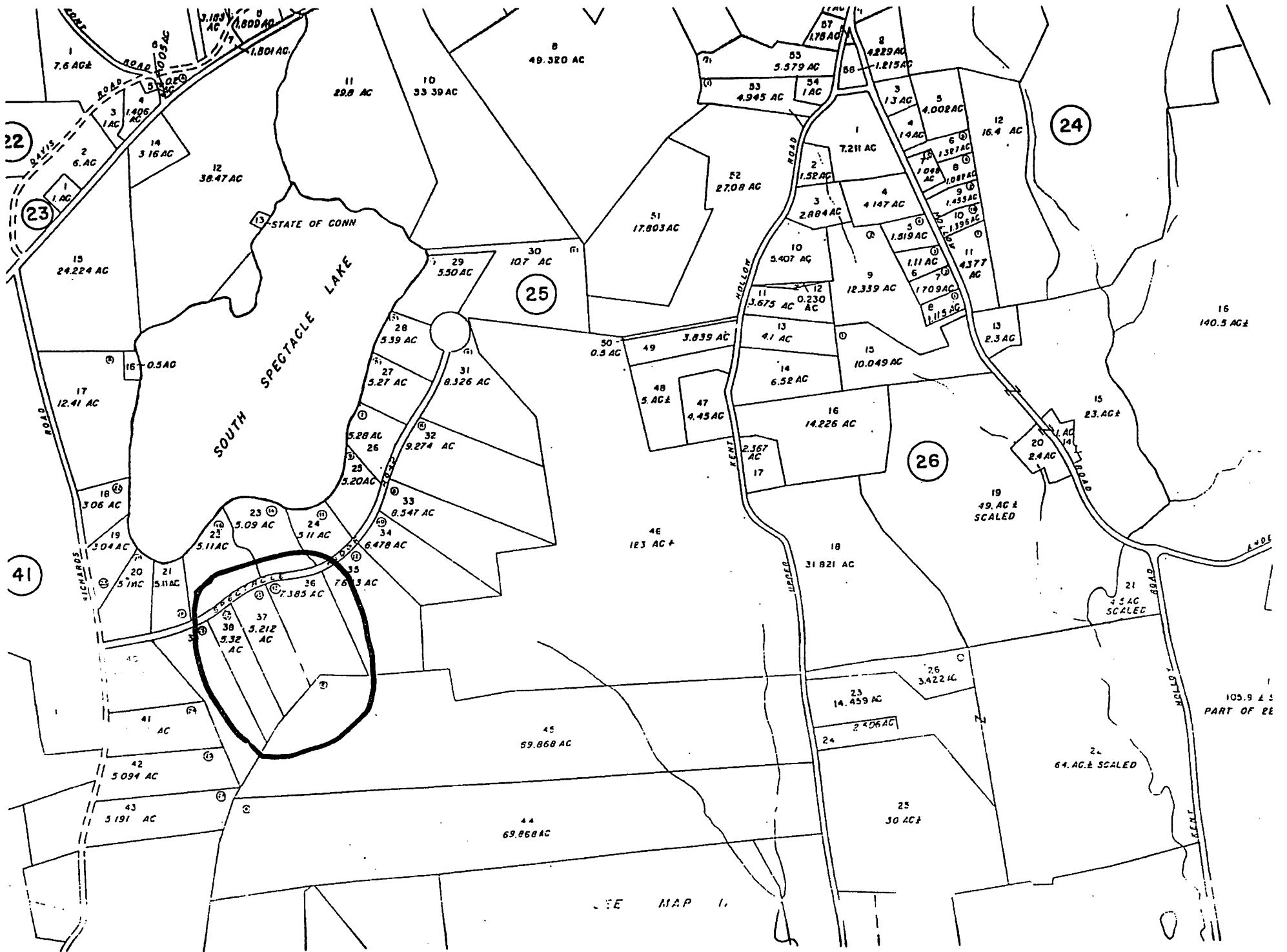
I will be traveling next week so the best contact will be my Cell 860-485-3409.

Thank you for your assistance with this matter.

Sincerely,



David R Wilson, P.E.



AGENDA ITEM 6.B.7

Donna Hayes <landuseadmin@townofkentct.org>



Re: Request for Informal Discussion Regarding Conservation Development

1 message

Paul Szymanski <pszymanski@ahhowland.com>
To: Donna Hayes <landuseadmin@townofkentct.org>

Mon, Dec 7, 2020 at 8:50 AM

Good morning Donna!

I hope you enjoyed your weekend!

I would like to respectfully request being placed on the Planning & Zoning Commission agenda regarding Conservation Development.

As you know, we have a client with property in close proximity to the downtown who wishes to consider a conservation development. However, after meeting with you we have determined that the Subdivision Regulations requirements for Conservation Developments are inconsistent and contrary to those in the Zoning Regulations.

The specific sections are:

Zoning Regulations

Section 5200 – Conservation Development Overlay District

Subdivision Regulations

Section 5 – Conservation Development

As such, I would like to have a discussion with the Commission as we would like to take the time to rectify these disagreements within the 2 sets of Regulations so that they may then apply for approval.

Thank you for your time,

Paul

NOTE: I will try my best to get back to you within 8 hours. If your matter is of a time sensitive nature please contact Heather Fleet at heather@ahhowland.com.

**Paul S. Szymanski, P.E.
Director of Client Experience**

DID YOU KNOW ...

All of the Regulations and Applications for every Town/City in Litchfield County is available online at <http://ahhowland.com/regulations.html>



**ARTHUR H. HOWLAND
& ASSOCIATES, P.C.**

**CIVIL ENGINEERS • LAND SURVEYORS
SOIL SCIENTISTS • LAND PLANNERS**

**143 West Street, Suite #E
New Milford, CT 06776**

(860) 354-9346 ... Phone

(860) 350-4419 ... Fax

pszymanski@ahhowland.com ... E-Mail

AGENDA ITEM 6.B.7

Donna Hayes <landuseadmin@townofkentct.org>



Re: Request for Informal Discussion Regarding Conservation Development

1 message

Paul Szymanski <pszymanski@ahhowland.com>
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Paul S. Szymanski, P.E.
Director of Client Experience

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143 West Street, Suite #E

New Milford, CT 06776

(860) 354-9346 Phone

(860) 350-4419 Fax

pszymanski@ahhowland.com E-Mail

TOWN OF KENT PLANNING AND ZONING COMMISSION
Administrative Permits Issued
November 9 – December 4, 2020

PERMIT #	PROPERTY OWNER	PROPERTY LOCATION	FOR	MAP	BLOCK	LOT
76-20AP	Matthew & Heather Hannan	25 Good Hill Estates	Change of use of detached garage	9	22	38
77-20AP	Eric & Crystal Green	373 Kent Hollow Rd	24' x 30' two story addition	17	28	44
78-20Sign	Kent Center, LLC	9 Maple Street	New sign for 12 Old Barn – same size/same location	19	42	35
79-20AP	Cheryl Gould	147 Treasure Hill Rd	24' x 26' detached -car garage	17	32	23
80-20AP	Carla Shere	8 Sumner Road	Construction of screened porch on existing deck	12	40	6
84-20AP	Smith/Gilligan	36 Yuza Mini Lane	Construction of 4 bedroom SFD	14	22	22
85-20AP	Kent Center, LLC	9 Maple Street	Change of use for 3 Old Barn Road	19	42	35

TOWN OF KENT PLANNING AND ZONING COMMISSION
Certificates of Compliance Issued

PERMIT #	PROPERTY OWNER	PROPERTY LOCATION	FOR	MAP	BLOCK	LOT
28-19AP	James Lilly & Lily Thom	29 Brown Road	NSFD and associated site work	11	40	24

AGENDA ITEM 9.B.

10:44 AM
11/20/20

TOWN OF KENT
Planning and Zoning Actual vs. Budget
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
132-400 · P & Z Fees / Road Inspection	8,265.00	15,000.00	-6,735.00	55.1%
Total Income	<u>8,265.00</u>	<u>15,000.00</u>	<u>-6,735.00</u>	<u>55.1%</u>
Gross Profit	8,265.00	15,000.00	-6,735.00	55.1%
Expense				
A · General Government				
024-000 · PLANNING AND ZONING				
Compensation				
024-101 · Zoning Enforc. Officer	15,063.84	43,518.00	-28,454.16	34.6%
024-102 · Clerk	2,136.73	7,575.00	-5,438.27	28.2%
024-996 · Health	7,504.74	19,285.00	-11,780.26	38.9%
024-997 · Pension	1,540.52	3,046.00	-1,505.48	50.6%
024-998 · Social Security	1,276.78	3,909.00	-2,632.22	32.7%
Total Compensation	27,522.61	77,333.00	-49,810.39	35.6%
Department Operations				
024-201 · Supplies	223.02	750.00	-526.98	29.7%
024-202 · Postage	61.59	400.00	-338.41	15.4%
024-203 · Notices	686.72	2,000.00	-1,313.28	34.3%
024-204 · Mileage	0.00	200.00	-200.00	0.0%
024-409 · Printing & Mapping	0.00	2,000.00	-2,000.00	0.0%
024-411 · Engineering	481.55	1,000.00	-518.45	48.2%
024-412 · Planning	0.00	2,750.00	-2,750.00	0.0%
Total Department Operations	1,452.88	9,100.00	-7,647.12	16.0%
Professional Development				
024-450 · Dues	0.00	250.00	-250.00	0.0%
024-451 · Conferences	0.00	125.00	-125.00	0.0%
024-452 · Training	0.00	250.00	-250.00	0.0%
Total Professional Development	0.00	625.00	-625.00	0.0%
Total 024-000 · PLANNING AND ZONI...	<u>28,975.49</u>	<u>87,058.00</u>	<u>-58,082.51</u>	<u>33.3%</u>
Total A · General Government	<u>28,975.49</u>	<u>87,058.00</u>	<u>-58,082.51</u>	<u>33.3%</u>
Total Expense	<u>28,975.49</u>	<u>87,058.00</u>	<u>-58,082.51</u>	<u>33.3%</u>
Net Ordinary Income	<u>-20,710.49</u>	<u>-72,058.00</u>	<u>51,347.51</u>	<u>28.7%</u>
Net Income	<u>-20,710.49</u>	<u>-72,058.00</u>	<u>51,347.51</u>	<u>28.7%</u>

9. B.

TOWN OF KENT
Planning and Zoning by month
July through October 2020

	Jul 20	Aug 20	Sep 20	Oct 20	TOTAL
Ordinary Income/Expense					
Income					
132-400 • P & Z Fees / Road Inspection	866.00	0.00	5,678.00	1,721.00	8,265.00
Total Income	<u>866.00</u>	<u>0.00</u>	<u>5,678.00</u>	<u>1,721.00</u>	<u>8,265.00</u>
Gross Profit	866.00	0.00	5,678.00	1,721.00	8,265.00
Expense					
A • General Government					
024-000 • PLANNING AND ZONING					
Compensation					
024-101 • Zoning Enforc. Officer	4,184.40	3,347.52	3,347.52	4,184.40	15,063.84
024-102 • Clerk	339.61	529.02	522.48	745.62	2,136.73
024-996 • Health	3,816.26	1,236.11	1,236.11	1,216.26	7,504.74
024-997 • Pension	0.00	0.00	770.26	770.26	1,540.52
024-998 • Social Security	338.19	290.70	285.96	361.93	1,276.78
Total Compensation	<u>8,678.46</u>	<u>5,403.35</u>	<u>6,162.33</u>	<u>7,278.47</u>	<u>27,522.61</u>
Department Operations					
024-201 • Supplies	0.00	0.00	0.00	223.02	223.02
024-202 • Postage	0.00	0.00	44.08	17.51	61.59
024-203 • Notices	0.00	211.12	83.52	392.08	686.72
024-411 • Engineering	481.55	0.00	0.00	0.00	481.55
Total Department Operations	<u>481.55</u>	<u>211.12</u>	<u>127.60</u>	<u>632.61</u>	<u>1,452.88</u>
Total 024-000 • PLANNING AND ZONING	<u>9,160.01</u>	<u>5,614.47</u>	<u>6,289.93</u>	<u>7,911.08</u>	<u>28,975.49</u>
Total A • General Government	<u>9,160.01</u>	<u>5,614.47</u>	<u>6,289.93</u>	<u>7,911.08</u>	<u>28,975.49</u>
Total Expense	<u>9,160.01</u>	<u>5,614.47</u>	<u>6,289.93</u>	<u>7,911.08</u>	<u>28,975.49</u>
Net Ordinary Income	<u>-8,294.01</u>	<u>-5,614.47</u>	<u>-611.93</u>	<u>-6,190.08</u>	<u>-20,710.49</u>
Net Income	<u><u>-8,294.01</u></u>	<u><u>-5,614.47</u></u>	<u><u>-611.93</u></u>	<u><u>-6,190.08</u></u>	<u><u>-20,710.49</u></u>