

**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

**OCTOBER 22, 2015 SPECIAL MEETING MINUTES**

The Town of Kent Planning and Zoning Commission held a special meeting on **Thursday, October 22, 2015 at 6:30 p.m.** in the Kent Town Hall.

**1. CALL TO ORDER**

Mr. Johnson called the meeting to order at 6:39 p.m.

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

Commissioners Present: John Johnson, Chairman; Karen Casey, Darrell Cherniske, Alice Hicks, Adam Manes, Matt Winter

Staff Present: Donna Hayes, Land Use Administrator

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

No action taken.

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

No action taken.

**5. OLD BUSINESS:**

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

No action taken.

5.B. **DISCUSSION AND POSSIBLE DECISION**

Mr. Cherniske recused himself from this discussion.

All three applications were discussed at the same time.

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2015 OCT 23 A 10:28

BY *Donna Hayes*  
TOWN CLERK

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**TOWN OF KENT PLANNING AND ZONING COMMISSION**  
**SPECIAL MEETING MINUTES FOR OCTOBER 22, 2015**

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.

The discussion centered around a new review letter submitted by Ms. Denise Lord of Anchor Engineering (copy attached). Mr. Paul Szymanski of Arthur H. Howland & Associates, said that he had discussed this letter with the property owners and would comply with the first bullet.

With regard to the second bullet, Mr. Szymanski said that if the Commission agreed with Ms. Lord, the property owners had no objection to applying for a variance. After discussion, the Commission acknowledged Ms. Lord's comments, but did not think that it would be necessary for the property owners to apply for a variance.

Discussion then turned to the motions. With the exception of a few minor changes, the Commission moved on to their votes.

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.

*Mr. Winter moved to approve 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 in accordance with the information supplied with the site plan application and with the following conditions:*

- *That the site plan application be amended to reflect the additional construction of a pergola attached to the building identified as #10.*
- *That the site plan application be amended to reflect exterior renovations to the building identified as #9.*
- *That architectural drawings of the proposed pergola attached to the building identified as #10 be subject to the review and approval by the Architectural Review Board.*
- *That individual signage proposals be subject to the review and approval by Architectural Review Board.*
- *That the stockade fencing around the east and northeast perimeter be approved by the Architectural Review Board prior to installation.*
- *That a minimum 12' clearance be maintained between the trees located in the courtyard between buildings identified as #'s 2, 3, 4 and 5.*
- *That the split rail fence along the Maple Street perimeter be removed from the current plan with the understanding that it be readdressed with the Architectural Review Board.*
- *That the signage on the south side of the building identified as #1 be removed from the current plan with the understanding that it be readdressed with the Architectural Review Board.*
- *That a directional traffic arrow be painted and maintained on the roadway between 9 Maple Street and 3 Maple Street and between 9 Maple Street and 10 North Main Street.*
- *That any work within the State's right of ways will require an encroachment permit from the CT DOT.*
- *That all appropriate permits are applied for and received before work can begin.*
- *That an access and parking agreement be created between 9 Maple Street, 3 Maple Street and 10 North Main Street and filed on the land records.*

*Mr. Manes seconded and the motion carried unanimously.*

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TOWN OF KENT PLANNING AND ZONING COMMISSION  
SPECIAL MEETING MINUTES FOR OCTOBER 22, 2015

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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**

*Mr. Winter moved to approve 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 in accordance with the information supplied with the site plan application and with the following conditions:*

- *That the site plan application be amended to reflect the deletion of "relocation of structures".*
- *That the site plan application be amended to reflect the deletion of "signage".*
- *That a directional traffic arrow be painted and maintained on the roadways between 3 Maple Street and 9 Maple Street.*
- *That the split rail fence in the area south and east of the existing building be removed from the current plan with the understanding that it be readdressed with the Architectural Review Board.*
- *That any work within the State right of ways will require an encroachment permit from the CT DOT.*
- *That all appropriate permits are applied for and received before work can begin.*
- *That an access and parking agreement be created between 9 Maple Street, 3 Maple Street and 10 North Main Street and filed on the land records.*

*Mr. Manes seconded and the motion carried unanimously.*

**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.**

*Mr. Winter moved to approve 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 in accordance with the information supplied with the site plan application and with the following conditions:*

- *That the site plan application be amended to reflect the deletion of "relocation of structures".*
- *That individual signage proposals be subject to review and approval by the Architectural Review Board.*
- *That a directional traffic arrow be painted and maintained on the roadways between 9 Maple Street and 10 North Main Street.*
- *That an access and parking agreement be created between 9 Maple Street, 3 Maple Street and 10 North Main Street and filed on the land records.*
- *That any work within the State's right of ways will require an encroachment permit from the CT DOT.*
- *That all appropriate permits are applied for and received before work can begin.*

*Mr. Manes seconded and the motion carried unanimously.*

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SPECIAL MEETING MINUTES FOR OCTOBER 22, 2015**

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Mr. Cherniske returned to the meeting.

**6. NEW BUSINESS:**

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

No action taken.

**6.B. DISCUSSION AND POSSIBLE DECISION**

No action taken.

**7. STAFF REPORT:**

No action taken.

**8. REPORT OF OFFICERS AND COMMITTEES:**

No action taken.


**9. OTHER COMMUNICATIONS AND CORRESPONDENCE:**

No action taken.

**10. ADJOURNMENT**

*Mr. Winter moved to adjourn at 7:07 p.m. Mr. Manes seconded and the motion carried unanimously.*

Respectfully submitted,

  
Donna M. Hayes, CZEO  
Land Use Administrator

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SPECIAL MEETING MINUTES FOR OCTOBER 22, 2015**

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# ANCHOR

ENGINEERING SERVICES, INC.

T: 860.633.8770  
F: 860.633.5971  
www.anchorengr.com

41 Sequin Drive + Glastonbury, CT + 06033

October 22, 2015

Ms. Donna M. Hayes, Land Use Administrator  
Town of Kent  
41 Kent Green Boulevard  
Kent, CT 06757

Re: Site Plan Review  
Kent Barns  
Main Street & Maple Street, Kent, CT

Dear Ms. Hayes:

Anchor Engineering Services, Inc. has performed a review of revised plans by Arthur H. Howland & Associates, P.C. dated August 5, 2015 and revised to 10/20/15 and their comment response letter for proposed modifications at Kent Barns.

My previous comments have been addressed. The only outstanding comment is the access for the handicapped spaces at 8 Old Barn Road. There is curbing proposed along the spaces and no ramping proposed.

In regards to the revised information:

- Detectable warning strips may be required in areas where pedestrian areas are flush with the vehicular areas. At the very least, detectable warnings should be installed at the proposed crosswalks but additional may be required. The ADA Standards section 4.29.5 states "If a walk crosses or adjoins a vehicular way, and the walking surfaces are not separated by curbs, railings, or other elements between the pedestrian areas and vehicular areas, the boundary between the areas shall be defined by a continuous detectable warning...". We recommend that this be reviewed by the building official to determine if the proposed bollards are adequate to demonstrate compliance with ADA Standards for Accessible Design and the CT State Building Code;
- We recommend that the proposed width of 18 feet for Fulling Lane be approved only if the applicant seeks and cannot obtain a variance of the zoning regulations section 18.4.3 for Fulling Lane being closer than six feet to a building. A 22-foot wide roadway should be provided. We have concerns of two-way travel and emergency vehicle access on an 18-foot width lined with bollards on both sides.

An alternative design that may be acceptable would be to narrow the roadway to 18 feet only in the area where the two buildings are closest together and install the proposed crosswalk in this location. The remainder of Fulling Lane would be installed with a 22-foot width with transitions at the crosswalk. This would minimize the length of the access at an 18-foot width and provide the traffic calming in the area of pedestrian crossing.

Ms. Donna M. Hayes  
October 22, 2015

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If you have any questions regarding the above comments, please don't hesitate to contact me at (860) 633-8770.

Sincerely,



Denise P. Lord, P.E.  
Senior Civil Engineer

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BY   
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