



**TOWN OF KENT
PLANNING AND ZONING COMMISSION**

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BY LAWS
KENT PLANNING AND ZONING COMMISSION

ARTICLE I

The objectives and purpose of the Planning and Zoning Commission of Kent are those set forth in Chapters 124 (Zoning) and 126 (Planning), of the Connecticut General Statutes, 1958 Revision, as amended, and those powers and duties delegated to the Kent Planning and Zoning Commission by the aforementioned statutes by the “Ordinance Adopting Zoning and Designating Planning Commission as Planning and Zoning Commission” of September 13, 1965 in accordance with the above enabling law.

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 specified in the above stated ordinance, as amended, establishing the Commission, and the aforementioned General Statutes.

ARTICLE V

Officers and Their Duties

Section 1. The officers of the Commission shall consist of a Chairman, Vice-Chairman, a Secretary and a Treasurer.

Section 2. The Chairman shall preside at all meetings and hearings of the Commission and shall have duties normally conferred by parliamentary usage in such offices. The Chairman shall have the authority to assume the ZEO's duties in the absence of the ZEO. The Chairman shall have the authority to appoint committees, certify expenditures of funds up to \$100.00 and certify up to \$300.00 for public notices without prior approval of the Commission, call special meetings and generally perform other duties as may be prescribed in these bylaws.

Section 3. The Chairman shall be one of the Commission members. The Chairman shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 4. The Vice-Chairman shall act for the Chairman in his absence and have the authority to perform the duties prescribed for that office. The Vice-Chairman shall be a member of the Commission. In the event that the Vice-Chairman is an alternate member of the Commission, in the absence of the Chairman, he shall be seated as a voting member.

Section 5. The Commission shall review and approve the minutes and records of the Commission's meetings. The Secretary shall be a member of the Commission.

Section 6. The Treasurer shall propose the Planning and Zoning Commission budget to the Board of Selectmen in February of each year, shall 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 at the first regular monthly meeting. The Treasurer shall be a member of the Commission. The Commission may delegate some or all of these responsibilities to the ZEO.

Section 7. A delegate and an alternate delegate to the regional planning agency of the Northwestern Connecticut Council of Governments, Northwest Planning Collaborative and the Architectural Review Board may be nominated by the Commission for the consideration of the Board of Selectmen for appointment.

ARTICLE VI

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 be 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 a majority vote from the entire membership of the Commission shall be declared elected and shall serve for one year or until his successor shall take office.

Section 4. Vacancies in office shall be filled by regular election procedure as prescribed in the ordinance establishing the Commission.

Section 5. Resignations from the Commission shall be in written form and transmitted to the Chairman, who will then forward same to the executive officer of the town.

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 or a date chosen by the Commission. A majority at any meeting may change the date of or cancel a future meeting. The Secretary shall notify the membership of regular meetings no less than 48 hours in advance of such meeting.

Section 2. In the event of the absence or disability of the Chairman or Vice-Chairman, or vacancies in the offices, a special meeting of the Commission may be called by any three regular members.

Section 3. A majority of the voting membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of members of the Commission.

Section 4. All Commission meetings shall be open to the public except when in executive session, when so voted by the majority of the Commission members present and voting. (Chapter 3 Sec. i.21 of General Statutes 158 Revision as amended.)

Section 5. Unless otherwise specified, Robert's Rules of Order shall be relied upon to dissolve disputes or questions.

ARTICLE VIII

Section 1. Unless otherwise determined by the Chairman, 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. A motion from the floor must be made and passed in order to dispense with any item on the agenda or change the order of business.

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.

Section 2. All public hearings prescribed by law shall be held in accordance to the requirements set forth for such hearings in Chapters 124 (Zoning) and 126 (Planning) of Connecticut General Statutes, 1958 revision, as amended.

Section 3. The matter before the Commission shall be presented in summary by a member of the Commission designated by Chairman, or staff member and parties in interest shall have the privilege of the floor.

Section 4. The Commission 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 minute book of the Commission to be a permanent part of that record. (Chapter 124, Section 8-7a, Connecticut General Statutes 1958 Revision as amended.)

Section 5. All questions and comments must be directed through the Chair 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 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. The show of hands by those persons present shall not be allowed on any general question presented at the public hearing. The hearing shall be conducted only for the purpose of taking testimony to be considered in deliberation of the regular meeting of the Commission.

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 Chairman may be authorized to sign contracts for employing personnel and contracting for planning services as might be approved by the Commission.

Section 2. The Clerk shall take the minutes of the meetings (regular and special) and shall mail copies of such to all members in time to be received by the next meeting. The clerk shall file copies of the minutes with the Town Clerk in accordance with State Statutes. In the event the Clerk is not available, one may be appointed by the Chairman 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 hearing, 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 Chairman for purposes and terms which the Commission approves.

ARTICLE XII
Public Relations

Section 1. The Commission shall comply with Chapter 3, Sections 1-19, 1-20, 1-21 of the Connecticut General Statutes, 1958 Revision, as amended.

ARTICLE XIII
Amendments

These bylaws may be amended by a two-thirds vote of the entire voting membership of the Commission, 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.

APPROVED JANUARY 9, 2014

RECEIVED FOR RECORD
KENT TOWN CLERK
2014 JAN 10 A 10:42
BY *S. Bradley, Jr.*
TOWN CLERK