

Town of Granby
Granby Center Advisory Committee
Agenda
Town Hall Meeting Room
March 26, 2025
7:00 PM

Also Available Via Zoom
<https://us02web.zoom.us/j/84343002359?pwd=5cQqXiUkotpZYkvM3Ik8UvOhuHhETD.1>
Meeting ID: 843 4300 2359
Passcode: 821151
Call-in: 1-646-931-3860

1. Call to order
2. Action on the minutes February 26, 2025
3. BFJ Update
 - a. Status of Work/Timeline
 - b. Discussion of Zoning Ideas
 - c. Next Steps
4. Sources (POCD, workshops, survey, Affordable Housing Plan, Strategic Plan, etc.) of information to inform the Plan
5. Response to previous discussions and comments:
 - a. Frontier building access
 - b. 26 Hartford Avenue property
 - c. Utilities
6. Discuss May 15, 2025 Public Meeting
7. Action Items for Next Meeting
8. Public Session
9. Adjourn

**TOWN OF GRANBY
GRANBY CENTER ADVISORY COMMITTEE
TOWN HALL MEETING ROOM
MEETING MINUTES
FEBRUARY 26, 2025**

PRESENT: Mark Fiorentino, Meg Jabaily, Abby Kenyon, Eric Myers, John Oates, Martin Schwager

OTHERS PRESENT: Frank Fish and Jonathan Martin, BFJ

1. CALL TO ORDER

M. Jabaily called the meeting to order at 7:00 p.m.

2. ACTION ON THE MINUTES OF JANUARY 29, 2025

On a Motion by M. Schwager, seconded by E. Myers, the minutes of January 29, 2025 were approved as written (3-0-2), M. Fiorentino and M. Jabaily abstained as they were not at the meeting.

3. BFJ UPDATE:

a. Status of Work/Timeline

- F. Fish reported they will be discussing their preliminary zoning and design ideas at tonight's meeting.
- J. Martin will review the draft design ideas at the March 26th meeting.
- A public workshop will be held on April 3rd.
- At the regular meeting scheduled April 30th, BFJ will answer any questions and comments that come from the public workshop and will provide a draft of their plan for the center. If needed, a meeting will be held in mid-April via Zoom.
- They suggested May 28th (the usual meeting time) as the date for a larger public presentation. A. Kenyon will check on the availability of the senior center.

b. Update on Property Owner Outreach

- F. Fish noted they have not yet been able to speak to the owners of the Starbucks Plaza and the Frontier property. They have spoken to the other business owners.

c. Discussion of Zoning Ideas

- Their proposed zoning idea is to create two areas of the center: "Granby Center Zone A" composed of the area between Routes 10/20, Bank Street and Hartford Avenue and Granby Center Zone B: the area surrounding Zone A.
- Proposed a maximum front yard setback of 20 feet on local roads in the center to allow room for a sidewalk and buildings to be closer. The State roads would have maximum of 30 feet.
- They discussed the possibility of the construction of townhouses on the lot south of Geisslers Plaza which would have a zero-foot side yard.
- The maximum height of buildings is currently three stories and 45 feet, and the proposed change is three and a half stories and 48 feet. This would allow retail on the first floor with higher ceilings.
- A minimum lot area would be 15,000 square feet in the center, reduced from 20,000.

- Reduce minimum lot frontage in Granby Center A from 100 feet to 75 feet.
- Minimum lot area for multi family is currently five acres in the CC Zone and the suggested change is 1.5 acres in the Granby Center Zone B. Parking, pedestrian pathways and accessibility through the center were also discussed.

d. Preliminary Design Work

- J. Martin discussed some of the ideas for the center, including a circular pedestrian and vehicular connection through the center, additional crosswalks, some lighting, parking, etc.
- Expanding the town green to the Citgo station, additional parking in front of the Frontier building and pedestrian pathways connecting to the Starbucks plaza were discussed.
- A brief discussion was held on how to pay for this, including incentives, federal grants for sidewalks, etc.

4. BACKGROUND AND OVERVIEW OF 2009 ADOPTION OF GRANBY CENTER ZONES

- In 2005 the POCD (Plan of Conservation and Development) recommended a mixed-use zone in the Center.
- In 2007 and 2008 the Development Commission looked at the Granby Center area which was a mix of residential and commercial and office zones and proposed regulations to the Planning and Zoning Commission, which were adopted in 2009.
- It was noted there have been minor changes since 2009. There was an amendment to allow accessory apartments in the CE and CZC zones in 2015. In 2014-2015 an application was denied by the commission to allow commercial uses in the historical overlay. In 2015, a committee was put together to review the regulations and how to allow commercial uses in the historical overlay. In 2019, P&Z approved an amendment to allow mixed use by special permit in the commercial zone.

5. ACTION ITEMS FOR NEXT MEETING

- Demolition Delay Ordinance Research
- Confirm April 30th and May 28th Meetings
- Buffer between Residential and Commercial Uses

5. PUBLIC SESSION

- Terri Hahn of 6 Allen Place provided some history regarding the changes to the property over the years, including the green and the plot next to Geissler's Plaza. She would like to see more sidewalks and outdoor seating than proposed. She opposed rezoning 26 Hartford Avenue and zero setbacks for townhouses.
- Glenn Ballard, 28 Granville Road would like to see the consultants explore other options with more measurable outcomes and allow residents to provide their input. He would like something more design oriented.
- Toni Flannigan believes townhouses on Bank Street would be out of place. She does not want to turn the center into a city or create more traffic. She would like to know who will pay for it. This plan will not help taxes and will create more maintenance.
- Maureen Eberly noted the proposal of townhouses on Bank Street would call for additional parking spaces, handicapped parking, and dumpsters. Consideration needs to be made regarding ambulances and fire trucks getting in and out of the area. She feels the town needs to proceed cautiously in the short term and long term. Additional people equate to the need for additional services and employees, and the sewer capacity would need to be assessed.

- Michael Fusick feels Granby is a small community and does not want to turn it into something it is not. He believes any changes to the center should benefit the current residents. This plan does nothing to do that and is fiscally irresponsible.

6. ADJOURN

ON A MOTION By E. Myers, seconded by M. Schwager, the meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Kathy Kane
Recording Secretary

BFJ Planning

To: Granby Center Advisory Committee

Cc: Abigail St. Peter Kenyon, AICP
Director of Community Development, Town of Granby, CT

Date: March 20, 2025

From: BFJ Planning
Frank Fish FAICP, Principal
Jonathan Martin Ph.D., AICP, Associate Principal
Suzanne Goldberg, Project Manager
Georges Jacquemart, FAICP, P.E., PP, Principal
Christine Jimenez, Associate
Nick Cerdera, Planner
Thomas Madden AICP, Economics Advisor

Subject: Granby Center Proposed Zoning Recommendations

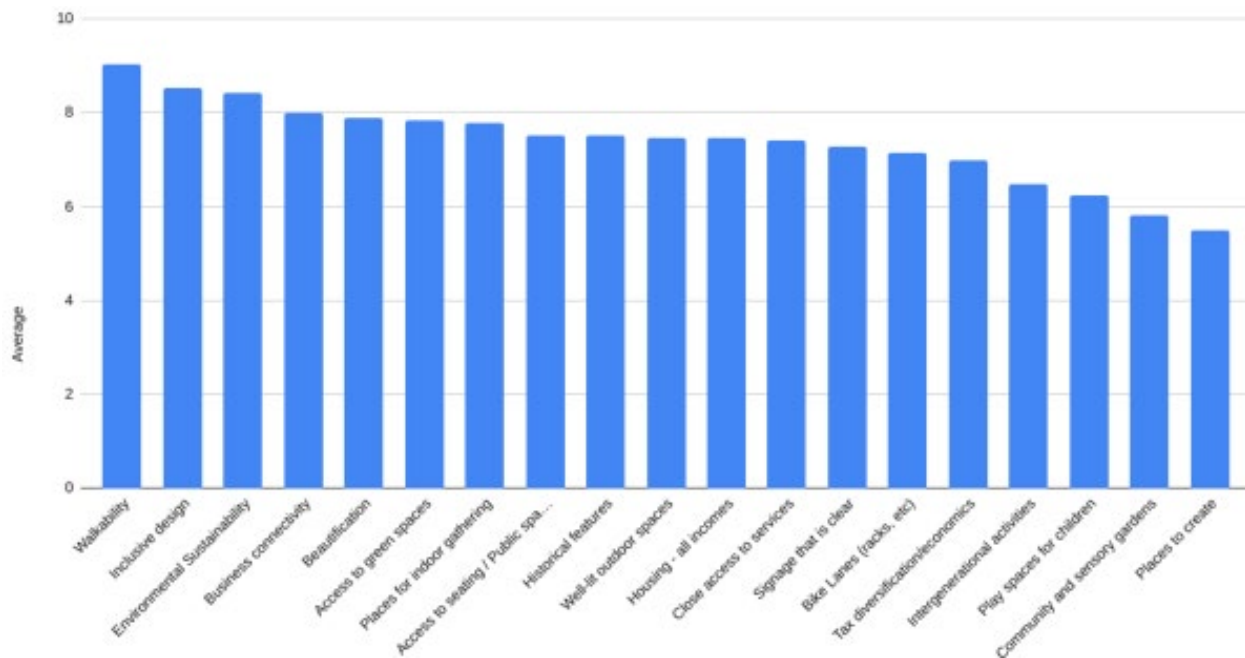
Introduction

The Board of Selectmen established the Granby Center Advisory Committee (“Committee”) to oversee a study of Granby Center. The goal of the Granby Town Center Study is to provide a framework that supports a connected, healthy, vibrant, and resilient Center for businesses, residents, and visitors, aligning with Granby’s Plan of Conservation and Development (POCD). BFJ Planning is currently in the process of drafting recommendations for connectivity, design, and zoning based upon the Town’s previous community engagement, as well as BFJ’s existing conditions analysis, market study, and meetings with the Committee and local property/business owners. This memorandum outlines draft zoning recommendations for Granby Center.

Granby Center Advisory Committee Public Workshop

The Town Center Public Workshop, held in March 2024, was organized by the Granby Center Advisory Committee and attracted approximately 150 members of the public. Attendees represented a cross-section of the community, including various age groups, business and property owners, town staff, and local organizations. Participants were asked to map the boundaries of the Granby Center, rate different priorities, sketch improvement ideas, and provide feedback on current usage. Key themes included increasing walkability, inclusive design, environmental sustainability, business connectivity, and beautification (see Figure 1). These themes laid the foundation for BFJ’s recommendations, emphasizing the importance of a walkable and attractive Town Center offering a diverse mix of uses.

Figure 1: Granby Center Priority Rankings



Granby Center Zone

Existing Zoning Districts

Currently, the Granby Center Zone consists of three districts (see Figure 2): Commercial Center (COCE), Center Commons (CC), and Center Edge (CE). The COCE District allows business or professional uses and restaurants (limited seating) as principal permitted uses and retail uses (and other commercial offerings) are allowed by special permit. The CC Zone is a diverse area of office buildings, public service use, retail use and housing. It contains the Granby Town Hall, Police Department, Senior/Youth Center, Board of Education Building, Library and the Granby Cemetery. It allows for a wide range of uses along these lines, but retail and commercial uses require a special permit and typically a lot area of 40,000 sf (although there are exceptions). The CE Zone serves primarily residential, public service, recreational and open space uses. It contains multifamily developments, the Historic Society, the Granby Center Fire House, the Visiting Nurses Association, and the South Congregation Church.

Proposed Granby Center Zone

The Committee has noted that the presence of three separate districts within Granby Center results in a lack of cohesion and creates confusion regarding regulations. To address this issue, BFJ proposes establishing a unified Granby Center (GC) Zone that fosters connectivity and supports a diverse mix of uses (see Figure 3).

Figure 2: Existing Zoning Districts

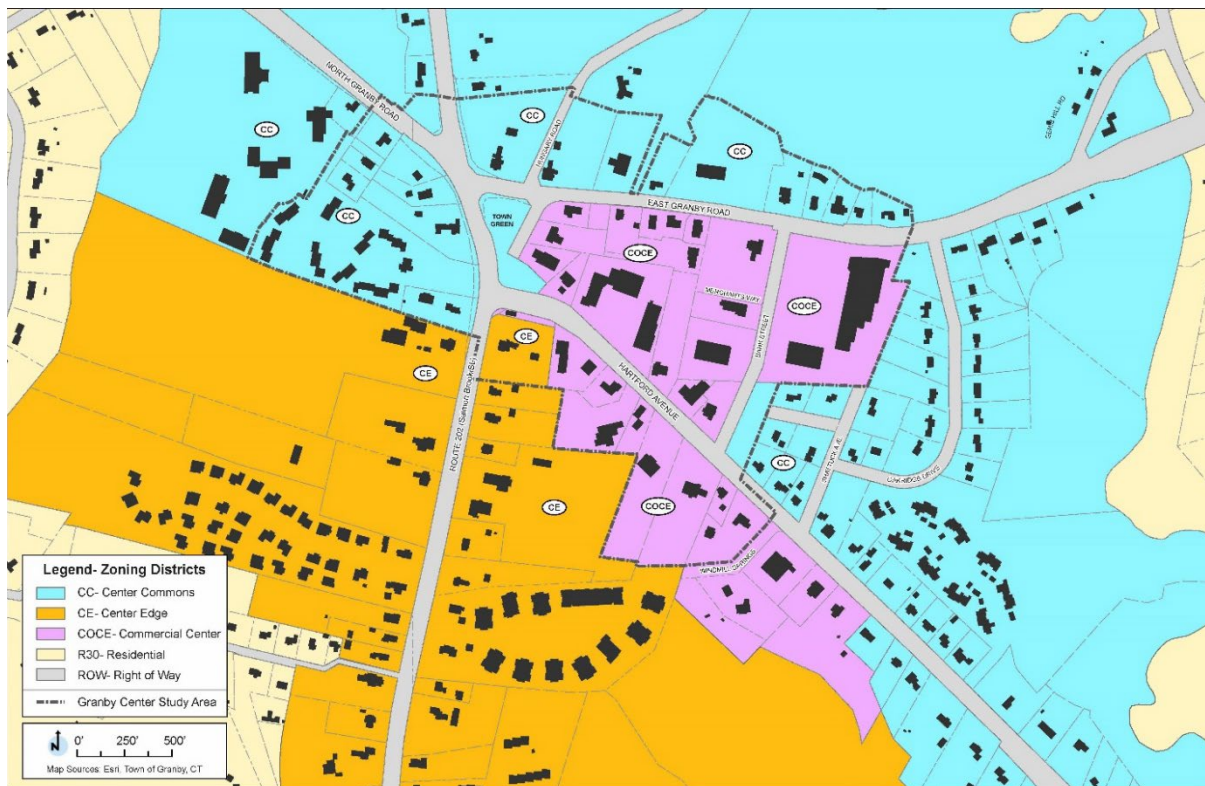
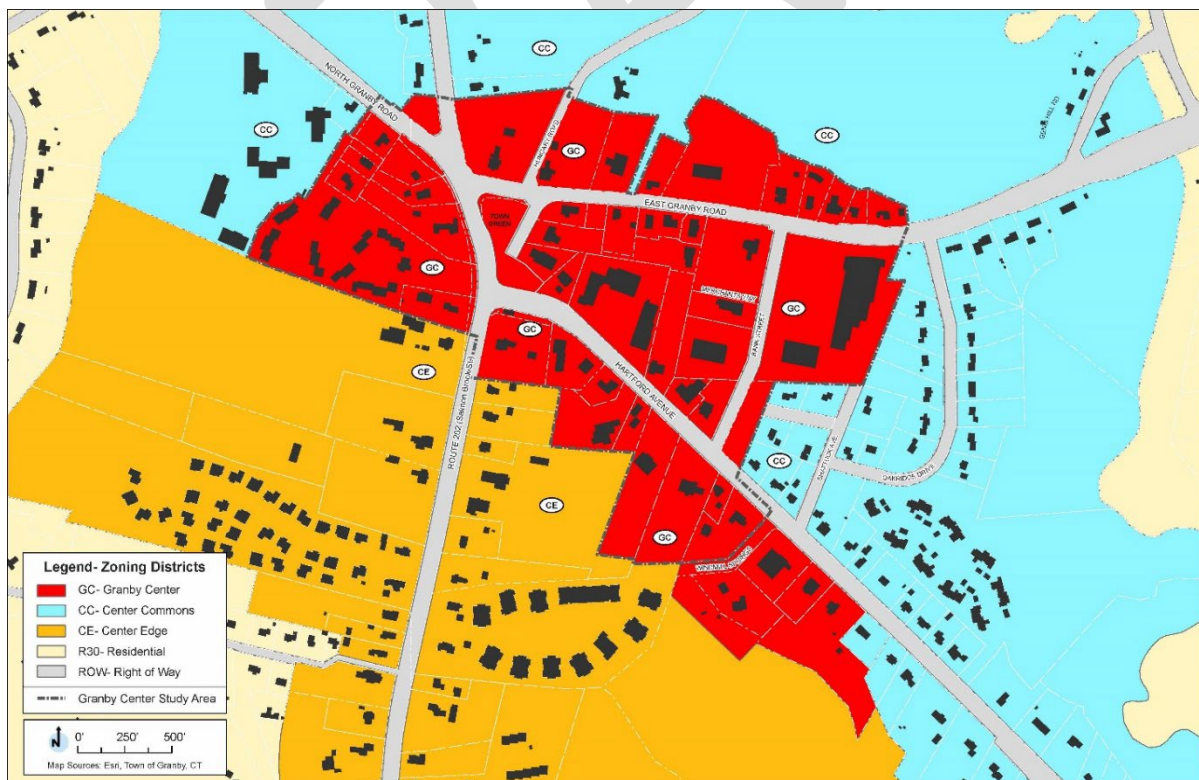


Figure 3: Proposed Granby Center Zone



BFJ Planning

Proposed Granby Center Zone: Permitted Uses

BFJ recommends permitting the following uses in the GC Zone to encourage a vibrant, mixed-use environment that offers a diverse range of services and residential housing options. Allowing residential development options would increase foot traffic, enhance the sense of activity, and provide stronger support for retail businesses. Additionally, expanding the range of permitted uses could attract more visitors to the area and help reduce retail vacancies. Currently, the significant presence of personal services, such as medical offices, contributes to lower activity levels on weekends, making the area feel less lively at times.

Permitted Uses*:

- Business or professional offices
- Restaurant, limited seating
- Single-Family Uses
- Retail sale, rental and/or repair
- Mixed use buildings containing both residential and nonresidential uses
- Multifamily use
- Banks/financial institutions
- Personal services, including barbershops, beauty shops, cleaning establishments
- Retail sales or alcoholic beverages
- Governmental buildings and facilities including fire houses
- Accessory uses customarily incidental to permitted uses
- Attached accessory apartments subject to 8.5.1
- Family childcare home or group childcare home

**If any bank or retail uses include a drive-through, a special permit is required.*

Special Permit Uses:

- Restaurants subject to Section 8.16
- Day care centers, preschool and similar uses
- Museums/galleries/performing arts
- Movie theaters with a maximum of 80 seats
- Commercial educational, instructional or recreational services
- Fueling stations for motor vehicles, without Vehicle Repairers
- Utility use
- Open air markets
- Printing, photography and similar service
- Bed and breakfast establishment
- Detached accessory apartments subject to 8.5.2

Proposed Granby Center Zone: Area and Bulk Standards

We propose that the GC Zone largely adheres to the existing area and bulk standards of the existing CC Zone but will permit multi-family uses on lots with a minimum area of 1.5 acres (see Table 1).

BFJ also recommends providing incentives for property owners who contribute to a mix of uses and support public improvements in the area. For instance, in recognition of public benefits presented to the Planning and Zoning Commission, such as granting easements for sidewalks, roads, or additional public open space, the Commission may approve a density increase of up to 20% (max).

BFJ Planning

of 18 dwelling units per acre). Additionally, the GC Zone could allow for a modest increase in maximum building height for mixed-use developments, permitting up to 3.5 stories or 48 feet.

Table 1: Proposed Granby Center Zone: Area and Bulk Standards

	Zoning District	
	Center Commons (CC)	Granby Center Zone (GC)
Min. Front Yard (Feet)	50 ft ¹	No Change
Min. Side Yard	20 ft	No Change
Min. Rear Yard	30 ft	No Change
Max. Building Height (Stories/Feet)	3/45 ft	3/45 ft 3.5/48 ft (mixed-use) ²
Max. Building Footprint	8,000 SF for a single commercial building	No Change
Max. Lot Coverage	30% ³	No Change
Min. Lot Area (SF)	30,000 SF ⁴	No Change
Min. Lot Area for Multi-Family Uses	5 acres	1.5 acres
Maximum Density (Dwelling Units per Acre)	15 units per acre	15 units per acre ⁵
Min. Lot Frontage (Feet)	150 ft	No Change
¹ “The building front yard shall be a minimum of 50 feet, except that the Commission may permit a front yard of less than 50 feet, but not less than 30 feet, where other area buildings have front yards of less than 50 feet. In determining the front yard the Commission shall consider the front yard setback of existing buildings located within 400 feet of the proposed new building.” (Center Commons Zone Special Criteria 3.12.2, p. 46). ² For mixed-use buildings in the GC Zone, 35% of the ground floor must be commercial, retail, service, office, or restaurant uses to achieve the increased height. ³ See Center Commons Zone Special Criteria 3.12.2. ⁴ “Special Permit uses shall only be allowed on a lot containing a minimum of 40,000 square feet, except where an existing home will be used for both residential and commercial purposes.” (Center Commons Zone Special Criteria (3.12.2, p. 46). ⁵ Any property within the GC Zone can receive a density bonus not to exceed 20% for implementing public improvements, such as granting easements for sidewalks, roads, or additional public open space.		

Within the GC Zone, BFJ recommends establishing a designated “core area” to allow smaller lot sizes and yard requirements at the center of the zone. This core area would be bound by Bank Street to the east, Park Place to the west, East Granby Road to the north, and Hartford Avenue to the south, encompassing parcels with frontage along these roads. Within the core area, the following area and bulk standards would apply.

BFJ Planning

- **Minimum Front Yard:** 15 feet on local roads and 25 feet on state roads
- **Maximum Front Yard:** 25 feet on local roads and 30 feet on state roads
- **Minimum Side Yard:** 10 feet
- **Minimum Rear Yard:** 20 feet
- **Maximum Building Height (stories/feet):** 3/45 feet and 3.5/48 feet (mixed-use)
- **Maximum Lot Coverage:** 40%
- **Minimum Lot Area:** 15,000 square feet
- **Minimum Lot Area for Multi-Family Uses:** 15,000 square feet
- **Minimum Lot Frontage:** 75 feet

The same density incentive stated above (max. 20% increase) would apply for property owners who provide public benefits, such as granting easements for sidewalks, roads, or additional public open space.

Alternative Zoning Option: Area and Bulk Standards

An alternative zoning option is to create one set of area and bulk standards across the entire GC Zone using the standards of the existing COCE Zone.

Table 2: Alternative Zoning Option: Area and Bulk Standards

	Zoning District	
	Commercial Center (COCE)	Granby Center Zone (GC)
Min. Front Yard (Feet)	25 ft	25 ft
Max. Front Yard (Feet)	-	30 ft
Min. Side Yard	10 ft	10 ft ¹
Min. Rear Yard	20 ft	20 ft ²
Max. Building Height (Stories/Feet)	3/45 ft	3/45 ft 3.5/48 ft (mixed-use) ³
Max. Building Footprint	8,000 SF for a single commercial building	No Change
Max. Lot Coverage	30%	40%
Min. Lot Area (SF)	20,000 SF	15,000 SF
Min. Lot Area for Multi-Family Uses	N/A	15,000 SF
Maximum Density (Dwelling Units per Acre)	15 units per acre	15 units per acre ⁴
Min. Lot Frontage (Feet)	100 ft	75 ft
¹ Side yard setback shall be 20 ft if abutting residential zone to the side of the property. ² Rear yard setback shall be 30 ft if abutting residential zone to the rear of the property. ³ For mixed-use buildings in the GC Zone, 35% of the ground floor must be commercial, retail, service, office, or restaurant uses to achieve the increased height. ⁴ Any property within the GC Zone can receive a density bonus not to exceed 20% for implementing public improvements, such as granting easements for sidewalks, roads, or additional public open space.		

Proposed Granby Center Zone: Buffer Area

Section 4.2.5 of the Zoning Code states that, where any commercial, industrial or multi-family use abuts a residential zone, a 25 feet wide landscaped buffer strip shall be provided extending the length of the zone boundary, seeded and properly planted with trees and shrubs to insure a proper break between the two uses. The Commission may waive this requirement where the abutting residential zone does not contain a residential use. The existing buffer regulations will help create a transition between the GC Zone and surrounding single-family residences.

Granby Center Historic Overlay District

The Granby Center Historic Overlay District generally follows the boundaries of the Granby Center Historic District, which is listed on the National Register of Historic Places. The Historic Overlay District is not a separate zone, but rather overlays upon the other Center Zones. If a property owner is located within the Historic Overlay District, the property owner can utilize any permitted uses listed above as long as the structure, if significant, is preserved.

Another way to encourage the preservation of historic structures that fall within both the Granby Center Zone and Granby Center Historic Overlay District is to introduce a Demolition Delay Ordinance. The purpose of a Demolition Delay Ordinance is to encourage the preservation of historically significant buildings that exhibit distinctive features of the architectural history of Granby.

Proposed Granby Center Zone: Parking Requirements

The following parking requirements are based on parking generation standards developed by the Institute of Transportation Engineers (ITE). The existing Zoning Code allows the Commission to permit a reduction of up to 25% of the required parking spaces due to shared use of parking facilities when the parking needs of the joint users occur at different hours of the day. This incentive for shared use parking should continue to be implemented.

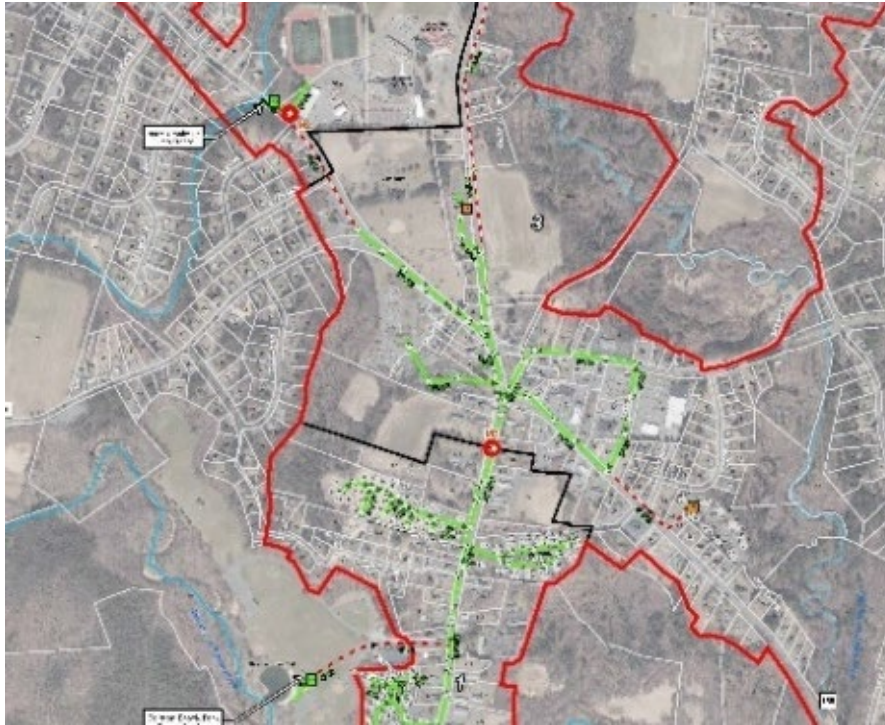
BFJ Planning

Table 3: Proposed Granby Center Zone: Parking Requirements¹

Use	Existing Minimum Requirement	Proposed Min. Requirement (GC Zone)	Existing Ratio per 1,000 SF Gross Floor Area	Proposed Ratio per 1,000 SF Gross Floor Area (GC Zone)
Single Family	2 per unit	No Change		
Multi-Family Studio		1 per unit		
Multi-Family 1 bedroom	1.5 per unit	1.25 per unit		
Multi-Family 2 bedrooms	2 per unit	1.5 per unit		
Multi-Family 3 bedrooms	2 per unit	1.75 per unit		
Multi-Family 4 bedrooms or	2 per unit	2 per unit		
Elderly Multi-Family	1 per unit	No Change		
Hospital/Sanitarium			4	No Change
Nursing Home	1 per 3 beds	No Change		
Office Headquarters			4	No Change
Commercial Office			5	3
Commercial Recreation			1.5	No Change
Medical Office			6	4.5
Retail Stores			6	3.5
Shopping Centers			5.5	3
Day Care Facilities			3	No Change
Restaurants			8	No Change
Places of Amusement			6	No Change
Public Assembly			6	No Change
Funeral Homes			20	No Change
Industrial			2	No Change
Wholesale Trade			0.5	No Change
Warehousing			0.5	No Change
Storage, Retail			5	No Change
Auto Showrooms			10	8
Auto Body Shops			4	No Change
Boarding House	1 per guest	–	1	No Change

¹ Compliance with federal regulations for handicapped parking is required.

Figure 5: Sewer System in Granby Center



The Granby Wastewater Flow Study, conducted by Tighe & Bond in 2024, assesses the town's wastewater system, focusing on flow monitoring, capacity evaluation, and future projections.

1. **System Overview and Capacity:** Granby's wastewater is discharged to Simsbury's Water Pollution Control Facility (WPCF) under an inter-municipal agreement, with a flow limit of 353,280 gallons per day (gd). The study measured a 2022 annual average daily flow of 113,800 gpd and identified that the town currently uses only 32% of its allocated capacity. Tighe and Bond installed temporary flow meters in various areas and collected data from March to May 2023, showing an average daily flow of 121,950 gpd.
2. **Inflow and Infiltration (I&I):** Inflow and Infiltration (I&I) refer to extraneous water that enters the wastewater system from outside sources, potentially overloading the system and causing operational inefficiencies.
 - a) **Infiltration:** This occurs when groundwater enters the sewer system through defects such as cracks, holes, or faulty joints in pipes and manholes. The groundwater level influences it and is typically a slow and continuous process. During the monitoring period in the study, infiltration averaged **20,250 gallons per day (gpd)**, which accounted for **17% of the total daily flow**. This indicates that a significant portion of water in the sewer system comes from groundwater seeping through infrastructure issues.
 - b) **Inflow:** Inflow refers to water from direct sources like stormwater runoff entering the system rapidly during heavy rain or snowmelt. This can occur through improper connections such as downspouts, sump pumps, or manhole covers that are not watertight. The study recorded **peak inflow rates ranging from 40,550 to 75,380 gpd** during major storm events. Despite these peaks, the ratio of peak flow to average daily

flow did not exceed **2.7**, suggesting that inflow levels, while present, were not excessively high compared to other systems.

- 3. Future Flow Projections:** The build-out analysis for future flow projections in the Granby Wastewater Flow Study was conducted using a conservative approach that considered the full development potential within the sewer district over a 20-year planning period. The analysis involved several key components:
- a) Zoning and Development Potential:** The study assessed parcels within the sewer district according to existing zoning regulations to determine whether they were fully developed, developable, or had redevelopment potential. It factored in allowable densities and land uses per the town's zoning requirements.
 - b) Potential Sewer System Extensions:** The analysis evaluated areas currently on septic systems that could be connected to the sewer network in the future. It included the likelihood of extending sewer services to undeveloped or underdeveloped parcels within the existing district.
 - c) Infilling and Redevelopment:** The study considered infill development and the redevelopment of existing facilities, which could lead to higher density uses and increased wastewater flow. It estimated future flows based on the maximum potential build-out allowed by current zoning.
 - d) Conservative Assumptions:** The projections assumed full buildout within the sewer district and accounted for current and anticipated land use changes, as well as input from the town regarding potential future developments.

The buildout analysis in Section 5.1.6 of the Granby Wastewater Flow Study thoroughly examines the development potential of parcels within the sewer district, categorizing them into several types based on their current use and future potential: residential, commercial, mixed-use, or municipal. The analysis identifies parcels that are fully developed, those that are developed but could be subdivided further, and undeveloped parcels that have potential for future development.

For residential parcels, the analysis considers both single-family homes and higher density housing options, estimating the number of new units that could be constructed based on minimum lot size requirements as defined by the town's zoning regulations. Similarly, for commercial parcels, the study evaluates areas that could accommodate additional business establishments, with an emphasis on the potential increase in wastewater flow from these developments. Mixed-use parcels are assessed for their ability to support a combination of residential and commercial uses, which would contribute to a higher density and increased flow demands. Lastly, municipal parcels, such as schools or government buildings, are considered for possible expansions or new municipal facilities that could connect to the sewer system in the future.

Key points:

- 1. The current average daily flow measured in 2022 was approximately 113,800 gpd.
- 2. The capacity limit for discharge to Simsbury is 353,280 gpd.
- 3. This gives an excess capacity of 239,480 gpd before reaching the intermunicipal agreement limit.

BFJ Planning

However, due to the identified capacity constraint in the 10-inch sewer main from the Salmon Brook Street pump station to the Simsbury town line, the maximum additional flow that can be handled varies based on the peaking factor used:

- With a system-based peaking factor of 3.7, the sewer main could handle an increase of 125,300 gpd, raising the maximum daily flow to 239,100 gpd.
- Using the TR-16 standard peaking factor of 5.3, the allowable increase is only 53,100 gpd, capping the daily flow at 166,900 gpd before exceeding the main's hydraulic capacity.

Thus, while the overall system theoretically has a substantial excess capacity, the bottleneck at the 10-inch sewer main significantly reduces the effective usable capacity to between 53,100 gpd and 125,300 gpd, depending on the peaking factor applied

Additional Infrastructure Considerations for Development:

- **Natural Gas:** During a 2023 meeting with CNG representatives, it was noted that the existing gas network in Granby Center cannot support new developments without significant upgrades. As a result, projects like Station 280 and a high school kitchen installation had to resort to alternative energy sources, such as propane.
- **Water Supply:** Granby has public water available in limited areas near Route 10. The Salmon Brook Water District covers the center of town, and the Aquarion Water Company covers some of the southern portion of town near Route 10.

TOWN OF GRANBY

MEMORANDUM

TO: Granby Center Advisory Committee

CC: BFJ

FROM: Abby Kenyon, Director of Community Development

DATE: March 20, 2025

RE: Response to previous discussions and comments

The Committee has discussed several topics and received comments/questions at previous meetings. I thought that it would be helpful to provide clarification and follow up on some of the items. Please refer to the following:

Frontier Building Access

The Frontier building, located at 6 Park Place, has an access driveway to Hartford Avenue that crosses Town property. It appears that this was formerly state property. Refer to the two maps attached. The first shows the closure of Park Place and the second shows the driveway easement. Below is the aerial:



26 Hartford Avenue

The property, 26 Hartford Avenue, is a vacant property located to the south of the Geissler's Plaza on the corner of Bank Street and Hartford Avenue. At previous meetings, it was mentioned that this property may have some restrictions that would limit development and that it was connected to the development of the Geissler's Plaza, specifically pertaining to greenspace requirements. A preliminary search of the land records for this property was conducted and no restrictions were found. As shown on the attached site plan for the plaza, 26 Hartford Avenue is not included.

Utilities

Public comments were received that contained questions regarding the utilities. Please refer to the comments/questions below and the responses:

Is there an existing map showing current utilities- storm and where it drains to, sewer and water? I would note there is NO drainage on Bank Street. Where is the existing sewer and water district limits? Isn't there a CRCOG designated central core designation here that ties in with utility districts (sorry can't recall the name! But I know that it has a big influence on spending grant monies and state funds in the future for future infrastructure improvements including extension fo water and sewer lines).

Response:

- The Town has mapping for the sewer district / sewer infrastructure as well as a copy of the water district mapping from Salmon Brook District Water. The Granby Center area is within the sewer and water districts, however not all properties are able to immediately connect to the sewer and an extension would be needed. You can refer to infrastructure maps in the Affordable Housing Plan here <https://www.granby-ct.gov/DocumentCenter/View/158/Affordable-Housing-Plan---Final-June-2022-PDF> to get an idea (starting on page 18).
- Stormwater mapping is typically available on a site by site basis—we do not have a GIS map showing all stormwater management features and therefore we would need to pull individual property site plans for that information. We have some mapping for catch basin location.
- CRCOG's 2024 Regional Plan contains a Land Use Policy Map that shows "development suitability" areas, which roughly align with where utilities are available.

What is the current capacity of the sanitary sewer agreement with Simsbury- is there a comparison to sf/unit count of available capacity? What is the available capacity of the Water District? I recall hearing something when we were doing the Charter that they had concerns about additional development and their ability to serve it with significant improvements. How do these capacities translate into additional square footage and residential units?

Response:

- The Town can discharge 353,280 gpd to Simsbury; the annual average daily flow was 113,880. There are constraints in a 10-inch main which mean the flow could be increased between 53,100 and 152,300 gpd before there are concerns. You can review the flow study for more information and the staff memo which provides an overview, both are

posted as part of the WPCA's packet here <https://www.granby-ct.gov/AgendaCenter/ViewFile/Agenda/04222024-1922?html=true>.

- The flow is based on bedroom count, not SF. We are currently working with Tighe&Bond to determine gpd per bedroom to use in allocating flow—a recommendation will be forwarded to WPCA for action when it is ready.
- Regarding water capacity, the water district is a separate entity. The Town has had meetings with them to understand capacity and future needs to allow growth.

How do you propose to address the increased impervious surface and the stormwater runoff in the center? None of the proposed ideas address this issue. It is not really suitable to expect a half acre lot to contain their own stormwater. Pushing the stormwater to the surrounding properties is not allowed. There should be a maximum impervious surface limit for each zone.

Response:

- While this is not an answer and more of a comment, it is interesting that the Zoning Regulations address building coverage only; there is no maximum impervious coverage outlined in any zone in Town.

STATE OF CONN.
FORMERLY
THE SOUTHERN NEW ENGLAND
TELEPHONE COMPANY
Cert. Of Cond. Vol. 107 Pg. 305
55-113-1

GRANTED EASEMENT AREA -
0.050 ± ACRE

Subject To Undefined & Unrecorded
Sanitary & Storm Sewer Easements

STATE OF CONN.
FORMERLY
HARTFORD AVENUE (ROUTE 189)

Right To Ingress And Egress In Favor
Of The Southern New England
Telephone Company Granted.



RF-41(101)

TOWN OF GRANBY
MAP SHOWING EASEMENT GRANTED TO
THE SOUTHERN NEW ENGLAND TELEPHONE COMPANY
BY
THE STATE OF CONNECTICUT
ROUTES 10, 189, & 202
SCALE 1" = 40'
ROBERT W. GUBALA
TRANSPORTATION CHIEF ENGINEER
BUREAU OF HIGHWAYS

I HEREBY CERTIFY THAT THIS MAP AND
SURVEY WERE PREPARED IN ACCORDANCE
WITH THE STANDARDS OF A CLASS D
SURVEY AS DEFINED IN THE CODE OF
PRACTICE FOR STANDARDS OF ACCURACY
OF SURVEYS AND MAPS, ADOPTED DECEMBER
10, 1978 AS AMENDED BY THE CONNECTICUT
ASSOCIATION OF LAND SURVEYORS, INC.
CERTIFICATION IS NOT TO BE CONSTRUED
TO MEAN THAT ALL DETAILS OF THIS MAP
HAVE BEEN PERSONALLY CHECKED BY THE
UNDERSIGNED.

Michael J. Paroni
TITLE Trans. Div. Engr. (Surveys)
DATE November, 1989

DATE	REVISION	REQ. BY	TOWN NO.
			55
			PROJECT NO. 55-113
			SERIAL NO. 1-D
			SHEET 1 OF 1

Drawn By M.R. Date 10/31/89
Checked By A.P.D. Date 11/1/89
File: P0551131DRM

PRESENT HARTFORD AVENUE (ROUTE 189)

Δ = 18°-00'-31"
R = 459.26'
L = 144.35'
CH = 143.76'

STATE OF CONN.
N/F
GENERAL EQUITIES, INC.

C.H.D.

C.H.D.

C.H.D.

C.H.D.

H.E.L.T.

H.E.L.T.

H.E.L.T.

STATE OF CONN.

N/F
GENERAL EQUITIES, INC.

N/F
TOWN OF GRANBY

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

18" R.C. Pipe

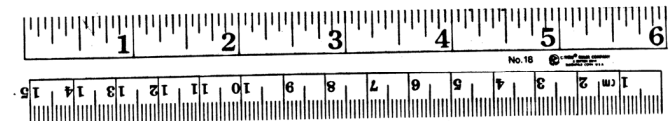
Map # 90-11

Mar 27 2 49 PM '90

RECEIVED
TOWN CLERK
GRANBY, CT.

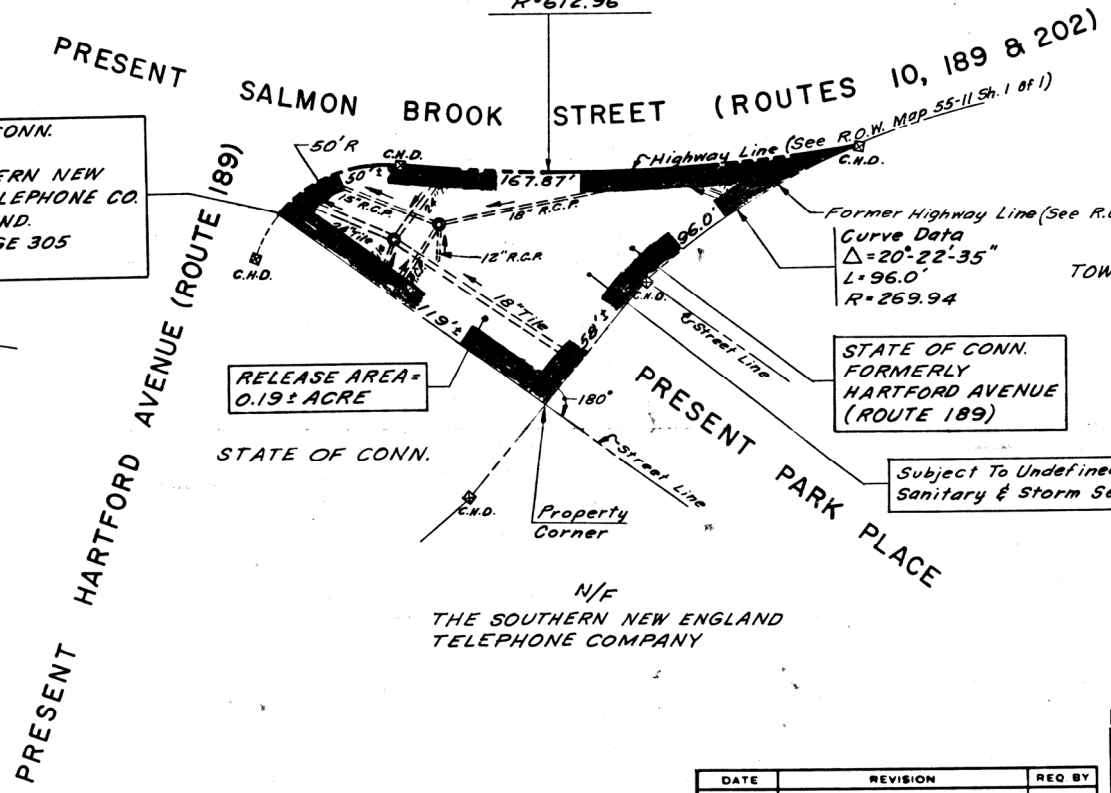
Map 90-11
Received March 27, 1990 at 2:49PM
Town Clerk Granby

R.O.W. Map 55-11 Sh. 1



N 407,800

STATE OF CONN.
FORMERLY
THE SOUTHERN NEW
ENGLAND TELEPHONE CO.
CERT. OF COND.
VOL. 107 PAGE 305
55-113-1



RELEASE AREA -
0.19± ACRE

Curve Data
 $\Delta = 20^\circ 22' 35''$
 $L = 96.0'$
 $R = 269.94$

STATE OF CONN.
FORMERLY
HARTFORD AVENUE
(ROUTE 189)

Subject To Undefined & Unrecorded
Sanitary & Storm Sewer Easements

N/F
THE SOUTHERN NEW ENGLAND
TELEPHONE COMPANY

E 589,300

87-10

RECEIVED
TOWN CLERK
GRANBY, CT.
MAR 3 3 12 PM '87

Map # 87-10
Received & Filed
Granby Town Clerk
March 3, 1987
3:12 PM

Drawn By R.E.B. Date 1-25-85
Checked By A.P.D. Date 1-29-85

THIS MAP CONFORMS TO CLASS D
OF CODE OF CONNECTICUT
TECHNICAL COUNCIL INC.

DATE	REVISION	REQ BY

TOWN NO. 55
PROJECT NO. 55-113
SERIAL NO. 1A
SHEET 1 OF 1

I HEREBY CERTIFY THAT THIS MAP
IS SUBSTANTIALLY CORRECT TO THE
BEST OF MY KNOWLEDGE AND BELIEF
Michael J. Paresi
TITLE Supervisor Of Property Maps
DATE January 1985

RF-41(101)

TOWN OF GRANBY
MAP SHOWING LAND RELEASED TO
TOWN OF GRANBY
BY
THE STATE OF CONNECTICUT
ROUTES 10, 189 & 202
SCALE 1" = 40'
January 1985
ROBERT W. GUBALA
TRANSPORTATION CHIEF ENGINEER — BUREAU OF HIGHWAYS



DRAWING NUMBER
85-46DRAWING NUMBER
V. 34DRAWING NUMBER
85-46DRAWING NUMBER
85-46RECEIVED
TOWN CLERK
GRANBY, CT.
Nov 27 9 11 AM '85
85-46

EXISTING CONTOUR
PROPOSED CONTOUR
EXISTING ELEVATION
PROPOSED ELEVATION
ZONE BOUNDARY LINE
OVERHEAD WIRES

PARKING

187 SPACES EXISTING
12 SPACES TO BE REMOVED
24 SPACES ARE PROPOSED TO CREATE A TOTAL OF 257 SPACES.

LANDSCAPING DETAIL

EXISTING VEGETATION ALONG THE SOUTHERLY PROPERTY LINE TO BE UNDISTURBED AND BRANCHED WITH PLANTINGS OF EITHER BLUE SPRUCE OR WHITE PINE (12-14' TALL). EXISTING VEGETATION IS COVERED PORTION OF GRANBY AVENUE, AND MARK.

EXISTING LANDSCAPING ALONG BANK STREET TO REMAIN UNDISTURBED. PROPOSED PLANTINGS TO BE PLANTED ON A 3' BEAM.

8-10' LIGHT POLE, LIGHTING TO REFLECT DOWNWARD.

THE 4" PRESSURE SEWER LINE MUST BE ENCASED IN CONCRETE FROM M.H. 4 SOUTHEASTERLY FOR 190' TOWARD M.H. 3

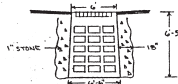
MELCO POLE # 1995 TO BE REMOVED. LIGHT FIXTURE CAN BE REINSTALLED ON NEW BUILDING. MELCO POLE # 1996 ALSO TO BE REMOVED.

APPROPRIATE MEASURES AS DEEMED NECESSARY BY THE TOWN ENGINEER OR ZONING ENFORCEMENT OFFICER SHALL BE TAKEN TO PREVENT SEDIMENT FROM SPREADING INTO ADJOINING PROPERTIES OR PAVEMENT IN BANK STREET.

3" BITUMINOUS CONCRETE
6" PROCESSED GRAVEL
6" BANK RUN GRAVEL

PAVEMENT DETAIL

Map 85-46
Received & Filed
11:00 Clerk-Granby
Nov. 27, 1985 at 9:11AM



DRY WELL CATCH BASIN
ARROW AC-CB-1500 OR EQUIVALENT

THIS PLAN IS CERTIFIED SUBSTANTIALLY CORRECT.



I HEREBY CERTIFY THAT THIS MAP AND SURVEY WERE PREPARED IN ACCORDANCE WITH THE STANDARDS OF CLASS A-2 SURVEY AS DEFINED IN THE CODE OF PRACTICE FOR STANDARDS OF ACCURACY OF SURVEYS AND LINES ADOPTED DECEMBER 10, 1975 AS AMENDED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INCORPORATED.



CERTIFICATE OF APPROVAL
TOWN OF GRANBY, CONNECTICUT
APPROVAL BY THE TOWN PLANNING & ZONING COMMISSION OF THE TOWN OF GRANBY SUBJECT TO THE CONDITIONS OF APPROVAL SHOWN HEREON.
DATE OF PLANNING AND ZONING COMMISSION APPROVAL **October 22, 1985**

Chairman of the Commission
DATE **Nov 24, 1985**

Secretary of the Commission
DATE **Nov. 26, 1985**

RECEIVED FOR FILING FOR PLANNING & ZONING COMMISSION
FILED ON _____ BY _____
DIRECTOR OF COMMUNITY DEVELOPMENT

RECEIVED AND FILED AT THE OFFICE OF TOWN CLERK
ON **Nov. 27** AT **9:11** A.M. 1985
BY **C. D. Dwyer, Town Clerk**
MAP NUMBER **85-46**

SITE PLAN FOR

GRANBY PROPERTIES, INC.
27-33 EAST GRANBY ROAD
GRANBY, CONNECTICUT
SCALE 1"=40' JULY 1985

SANDERSON & WASHBURN
SIMSBURY, CONNECTICUT

C-2 ZONE

REVISED 10-27-85 FOR REZONE PARKING AND STORM DRAINAGE

GRANBY 15-6

Public Comments

Granby Center Advisory Committee gcac@granby-ct.gov

from P. Lareau, 17R Reed Hill Rd., Granby CT 06035

Here are some of my thoughts on Granby Center Planning following the long 2/26/25 meeting. Your task remains daunting— trying to come up with upgrades to the Center plan that might help or rescue this extremely small space which is constrained by traffic volume/speed, existing structures, and by the reality that what happens will be controlled largely by private decision. You know all this. I'm trying to resist the impulse to suggest we just throw up our hands in despair and let changes edge along. So what about the big picture? What do I pull from consultant's recommendations thus far as to "doable" good points? And what do I think is "not a good idea"? What are my suggestions?

1. Big picture- suggestions:

a. Emphasize actions that will serve the goals of a) finding ways that properties will become occupied and thrive rather than remaining vacant and b) enable the businesses there to serve the needs of current residents.

b. For this center location, do not focus on increasing the grand list and reducing taxes by changes. That's an illusion. I agree with the public comment that changes here aren't going to make much difference in the grand list and our taxes over the near or mid-term- maybe not even longer term. I also agree, and repeat my own earlier comments, that the notion of increasing grand list values and thereby reducing taxes via retail/restaurant/office space may be a fiction because of the resulting increased public services that will be required. (Fire, ambulance, police, Bank Street road maintenance/plowing, sewer—and water if Town eventually acquires that system.) "Experts" should be consulted about current data as to what level of retail/restaurant/office expansion is a net gain to Town in terms of tax revenues - and then we should correct any public misunderstanding on this point.

c. Scale down the design focus on the center outdoor space as a place to hang out and gather, and simply focus on making a walkable, connected, pleasant space for center businesses without a big hassles like parking. In time, gathering may ensue. If you can get benches, trees, grass in more places do it, but I agree with Terri Ann Hahn that no one is coming from North Granby to hang out, though residents would relish walking paths if they are using the center. (There might be MS/HS kids hanging out (loitering?) with some law enforcement oversight likely.)

d. Recognize openly that more buildings, more businesses, new living space yields more congestion and expands a huge parking problem, so beware. Work with Geissler's so walkers can use a strip of Geissler's parking, as some already do, as a base to head out to stores in the center. (Might be better to work on that than to focus on benches/pocket park at edge of Geissler/Banks street.) Look

further as to the parking options outside the immediate center study zone. Expand the thought on “special event” parking behind the South Congregational Church to see what deal might be struck for ongoing parking there and in Old Town Hall area with trees. I am hoping that although, regrettably, the Church lies outside the Center Study area, someone has talked seriously with the Church about its plans.

e. Focus on enabling private owners to build incrementally, keep expectations modest for near term changes, and not get ahead of things to end up with congestion problems.

2. Things I like in the consultants’ ideas—I think they are doing a good job, they are just stuck with an extremely hard nut to crack, and they can’t work magic:

a. The notion about equitable treatment and similar height/regs/development in some spots on both sides of road (e.g. vacant property at corner of Hungary/East Granby Road) may be worth proceeding on, assuming you can achieve really long light intervals for pedestrian crossing and get sidewalks. And get State to reduce speed limits to 30 mph. Yes, get computer model as to what this types of change in height/setbacks would mean, John Oates’ urging.

b. Structuring zoning regs to permit slightly taller buildings, if in exchange the Town/Townpeople get the sidewalks/connections/green space that you contemplate—but more cubic and square footage yields more traffic, so that may not end up helping if we don’t find parking spots or get businesses to put the parking underneath. (Kinda makes sense to make sure the bulk of the Hans/Starbuck plaza could be true 2 story. IF new buildings are constructed, how about making sure they all have basements – Beman’s has that and that’s key to not having to expand on the surface.

c. Idea of even 48’ - 3 stories at Banks of America property and perhaps 1 or two more, which I think our EDC people like Marty have been focused on for a good time- BOA site seems key.

d. Idea of reducing size of lot needed for small multi-unit structure. 4- 6 unit buildings might help housing diversity.

e. Reclaiming some space around Frontier building. Key to talk to them about long term plans.

f. Working with Citgo on set up.

3. Things I don’t like

- Changing the setback, especially from the roads. Extremely minimal gain, lots of negatives- being on top of roads is unpleasant; think of the snowpiles. Please

don't seize on this as a ready suggestion for the sake of not wasting the consultant's work.

- Town houses scrunched into the skinny lot at the corner of Banks Street/Harford Ave. I think it would be miserable to live in that space butted right up to the road—traffic noise and dirt – folks would never want to open up their windows come spring. And negatives for abutting neighborhood. (Yes, Marty S made a good comment that the town house concept might working at the Leake's house, corner of Hungary and East Granby Road ; might be able to do that and keep the historic house there, plus if the Town did not let builder cram in too many, those townhouses would have room for parking, maybe even 1 spot under the town house.)
- Talk of encouraging homeowners' associations and consortiums of business versions of those (Special Services district) – these can be very burdensome and costly to property owners, and I suspect they can't be easily dissolved – if at all.
- Any proposal to reduce the parking space requirement for multi-unit residences to one parking space per unit is, to me, a very bad idea. The consultant built the "one space" concept into the townhouse concept. The limited, uncertain common good is outweighing the clear good for individuals. Please don't replace our existing Granby Center problems with new ones. We are a nation of cars, and there's little public transportation in these parts. Some developments down by Ely Place in Simsbury near Antonio's Restaurant have residents who have to go offsite in search for parking; I understand that's why there is a sign behind Antonio's offering parking for a fee. I've watched my daughter in San Francisco doing a search nightly for 1 or 2 spaces on the street - even having to move cars at 11 p.m., and it is a nightmare. (This is a lot like the problem of not requiring basements for storage in new multi-unit dwelling like the Grand –a cursed situation—as next thing is that residents there people are urging more storage units.)
- Anything that has negative repercussions for the neighborhood on Allyn Place/Shattuck/Oakridge which is precisely the walkable community that you are trying to foster in/near the center .
- Changing the zone of #254 Salmon Brook – house south of the printshop

I am looking more closely at this, but **likely oppose**, the consultant's proposal to change the zone of that historic house to be within the suggested GC-B zone. I need to go back to find out more on the GC-B zone limits as proposed by the consultant as to setbacks, heights, sidelines, parking and the list of permitted uses. Hard work! I am OK with something that permits more than one residential unit in that building which as I recall is the current step, and I am even OK with expanding the number of units permitted at #254. The committee mentioned coming up with provisions to require the existing façade etc. be kept... for now. I haven't digested fully the tricky problem of razing a building in this context. If we

didn't have the historic houses and neighborhood in the area, I understand why it is tempting to make that a more commercial zone – but we do!! I know some P & Z members are eager for this change, but I question what the Town really gains by that, given our other vacant properties .

4. Things I am not sure of, plenty, including:

Pluses and minuses of making certain uses permitted as of right_vs . special permit

Role of a design review process

5. Wishing

We-- and I ---need to be realistic. Thus I tried to picture what might be created in our odd triangle if it was blank slate, free of any of the existing buildings, but we would still be stuck with the road configuration and huge volume of traffic. How could we have a worthwhile center here, something different than the Stop & Shop area. It was not a great picture. So are we trying too hard to get a big fix where the immovable constraints exist already? This loops me back to the incremental approach, focusing on the walkability/connections in the center, try to achieve that and one or two other things like setting things up for the best use of the BOA (bank) property .

I think we'd still be stuck with a big parking problem to make the area work.

I wish we could have thought the center and business issues in a broader area, a much bigger circumference. Maybe that just can't happen. I grasp that we had to start somewhere. At the end of the 2/26/25 meeting, Marty Schwager and Meg Jabaily each looped back to that "center as a bigger range" topic, noting the public workshop comments had included thought on that.

- Town could Bargain with state about dropping speed limit to 30 mph entering Town from all directions.

6. Suggesting

A 2-3 minute limit on speakers. Yes, as stated by Terri Hahn, to have very interested people sit through a 3 hour meeting and provide meaningful input in 2-3 minutes does not make sense. At your April meeting with public, perhaps you should start with 5 minutes, and at the end of the session provide a chance for an earlier speaker to come back up. The problem of course is that we all tend to get on a roll, not always on point. So though this is a long document, right in line with all the long documents you are reviewing, maybe the plus is that I'll have less to say orally and make room for others at your April meeting.

To- Granby Center Advisory Committee

From Terri-Ann Hahn, resident of Granby Center

March 4, 2025

Thank you for the opportunity to put my thoughts on paper. I have many questions.

1. Is there a to-scale base map of the center showing the current layout with buildings (aerial- the State of Connecticut has new aerals and topo from 2023), paved areas, property lines, addresses of all the lots, and existing setback lines based on the current zoning?
2. Is there a list of the properties within the study area with their addresses and a review of their geometry(ie- sizes of the lots- area and front sides and rear lengths of property lines, % building and impervious surface coverage)? How do you know what currently works and what does not?
3. Is there an existing map showing current utilities- storm and where it drains to, sewer and water? I would note there is NO drainage on Bank Street. Where is the existing sewer and water district limits? Isn't there a CRCOG designated central core designation here that ties in with utility districts (sorry can't recall the name! But I know that it has a big influence on spending grant monies and state funds in the future for future infrastructure improvements including extension fo water and sewer lines).
4. What is the current capacity of the sanitary sewer agreement with Simsbury- is there a comparison to sf/unit count of available capacity? What is the available capacity of the Water District? I recall hearing something when we were doing the Charter that they had concerns about additional development and their ability to serve it with significant improvements. How do these capacities translate into additional sqaure footage and residential units?
5. How do you propose to address the increased impervious surface and the stormwater runoff in the center? None of the proposed ideas address this issue. It is not really suitable to expect a half acre lot to contain their own stormwater. Pushing the stormwater to the surrounding properties is not allowed. There should be a maximum impervious surface limit for each zone.
6. The idea of directing traffic and pedestrian movement to the service area of the existing shopping center is fraught with complication. Both area (behind Bank Street and behind Han's) have the same problems- random unorganized and not maintained dumpsters, storage areas , parked food trucks, waste and debris from the restaurant including where the wash their kitchen mats, hidden areas where a driver can not see the pedestrian and could potentially make contact, a changing drive path to accommodate loading. These area are not designed to handle traveling vehicles or pedestrians. Keep the loading areas separate. I would suggest developing and putting into place ways to integrate parking areas for shared parking, joined drives that connect the parking areas/ drive lanes without penalty for parking count. The Town inconsistently allows for

informal shared parking while requiring other to have solid “forever” parking agreements for use of these spaces. A simple drive connection between properties would allow a connection between the little pub to Merchant’s Way or through to CVS. A integrated parking and sidewalk plan is far more effective, especially when it comes with the relaxed parking counts. Another example is connecting the parking at Dr. Dwyer’s/Brignole and the two residential buildings going up North Granby Road (behind the buildings) and then to the town drive at the senior housing and to the light.

7. As resident of the center, all uses should remain Special Permit Uses when adjacent to a residential property, use or zone- including restaurants (the service area is a problem), mixed use buildings, multifamily use, banks and anything that has a drive thru/outdoor sound system. There are many properties in the center and proposed GC-A zone that are not near or adjacent to an existing home. Those properties are suitable for higher density and building heights.

8. Care must be taken to protect the “vertical privacy” of the existing residential uses. Given the proximity of both existing and future proposed buildings and the fact that the center is made up of one, one and half and very limited two story buildings- the idea of living space, windows and outdoor actives (such as upper level decks and terraces) above the existing ground plane would fundamentally disturb the conditions we currently experience.

9. The parking requirements for residential uses in the center should not be reduced- there is no current room for overflow expect the streets and some one else’s property (note the parking on 26 Hartford Ave by the adjacent renters).

10. The reduction in parking for the commercial uses is consistent with current trends. I would note however, that reducing parking has the potential to allow more building which requires more parking. I would suggest the creation of deferred parking areas to reduce costs but preserve the land if needed.

11. Medical office parking is specialty specific- an opthamologist requires significantly more parking that a general practitioner.

12. I like the intent of the design for the Bank of America site- However, it does not have enough parking, podium parking is not cost effective and the focus should be the corner at least or the corner and both frontages. The scale remains an issue- height of building, number of units. Everything in Granby Center will be smaller than economic development might like (and potentially not economically feasible at this time) without aggregating parcels. A similar but more practical approach (think slightly smaller scale) should be considered for the Leake property, Brignole and other parcels that are NOT adjacent to other residential uses.

13. I would note that the images presented are just ideas, but in this case, the proposed zoning has been specifically modified and created to allow those images to exist. If the Zoning allows it- at some point in the future, it becomes a reality. For this reason, I would suggest that 26 Hartford Ave should remain in the CC zone. Regardless, there has to be provisions for buffer areas consistent with the existing zoning to protect the existing residential fabric of the center.

Although we would welcome new people in the center it can not be at our expense. Most of these homes are owner occupied, long standing residents who are not expecting to wake up some morning with a three story townhouse looming over them with no space for those residents to use on their own lot. If the town is convinced there is a market for this level of density on the center , then there has to be a transition plan for when that is in progress. Based on what I have seen over the years, this level of systemic change will take decades. Therefore, the changes proposed to the GC-A that need to be modified when abutting a residential use are - building height (3 stories/45' should NOT be allowed even under current zoning), lot size and setbacks. It is impossible to fathom why townhouse would have no setbacks or any other intense multi family use. Land that is commercial should be allowed to use their whole lot but when you add residential then you have to deal with having full time residents who need places to walk their dog, walk about, sit outside, etc.

14. Residential uses need their own outdoor space. You should consider a minimum green space for multifamily . In addition, I would suggest creating levels of multi family- for example 2 or 4 units above a store in the dormered upper level is not the same as 30 units in one building. In fact many of the buildings that used to be in the center (Cotton House before Liberty Bank for example) had a couple of units in the upper floor. Townhouses are an entirely different animal- they should be provided with recreational space and usable land and parking spaces should be generous.

15. I would like to see incentive to keep the historic building but allow for appropriate additions, extensions etc especially on the rear.

16. If the Town chooses to provide a streetscape, which would be great, the town should be fully prepared to maintain it. This is a critical component for success and longevity. It is a mistake to think the property owner should maintain it. In addition, the streetscape should have purpose, direction and hierachy- where does it go? where are the loops? how does it integrate into the outdoor dining areas? How does the sidewalk hook up with the one to Salmon Brook Park, Town Hall, the High School?

17. I note the addition of bicycle racks which is great, but the study does not address how the bikes will travel there? Why would I park my bike on Bank Street when I want to go to get coffee or groceries? Consider getting the bike racks where people actually want to go?. Also look at how to make the streets in the study area more bicycle friendly (DOT did a terrible job an this one!)

18. There is no safe way to get pedestrians from Bank Street to any of the stores. By this I mean there is no sidewalk from the street to the store (Except CVS which was a recent addition and the post office). This is also true for any of the stores at Starbucks or even Northwest Bank.

19. I do not understand the purpose of reducing parking on Park Place. It would be better to consider what can be done to use that area to park and walk around the center and the green....

20. At this point, what exactly are you planning to show to public for review? The completed work to date seems quite thin. I would suggest extending your timeline so you are better prepared to present to the public.

21. Is the market study and the other work completed to date available on the website? I only saw the items that were presented at the last meeting.

I am sure I will have a few more comments as the project proceeds. I urge you not to jump to conclusions and “completeness” before you have a plan that people can actually embrace!

Thank you for your time

Terri-Ann Hahn

Examples of Demolition Delay Ordinances

Demolition Delay

TOWN OF EAST WINDSOR

The following ordinance was adopted at a Special Town Meeting duly warned and held on May 15, 2003.

"Demolition Delay Ordinance"

WHEREAS, Connecticut General Statutes section 29-406(a) provides that certain criteria be met prior to the issuance of a demolition permit; and

WHEREAS, Connecticut General Statutes 29-406(b) authorizes municipalities to impose a waiting period of not more than ninety (90) days before granting any permit for the demolition of any building or structure or part thereof; and

WHEREAS, the Board of Selectmen finds that not only public health, safety and welfare will be served by imposing such a waiting period in order that buildings may be saved from demolition, but also that such a waiting period can help preserve valuable town landmarks significant to the fabric of town heritage, which is part of a broad public trust;

NOW THEREFORE, be it ordained by the Town of East Windsor that:

Section 1. Permit to demolish buildings and structures

No person, firm, corporation, or other entity shall demolish any building, structure, or part thereof, without first obtaining a permit from the Building Department, which permit shall be valid for no longer than six (6) months after the date of issue. No permit shall be issued until the applicant:

- a. Complies with the provisions of the Connecticut General Statutes sections 29-401, et seq; and
- b. Complies with the provisions of this ordinance.

Section 2. Application for a demolition permit; procedures

- a. No person/entity shall receive a demolition permit without having first submitted to the Building Department a completed application for the issuance of a demolition permit, upon a form to be provided by the Building Department.
- b. Such form shall require any information deemed important by the building official, including the following:
 1. the address of the building to be demolished
 2. the name and address of the building's owners
 3. the date on which the demolition is desired to begin, and
 4. the approximate age and type of building to be demolished.
- c. No permit for the demolition of any building or part thereof which is more than 75 years old (the applicant must file written verification of the age of the building, and if the building official is uncertain of the age, should treat it as 75 years or older); five hundred (500) square feet in size or larger; and of possible historical, architectural, or cultural significance to the town, shall be issued until a Notice of the Demolition Permit Application has been filed by the applicant on a form to be provided by the Building Department and published by the building official as hereinafter set forth.

Section 3. Publication of Notice of Demolition Permit Application and Objections thereto

- a. The Notice of Application shall be published by the building official in a daily or weekly newspaper having substantial circulation in town. The notice shall be published once within ten (10) days following the filing of the demolition permit application, and shall state the following: the date of the filing of the application; the location of the property; the name of the owners of the property; and that unless written objection, stating the nature of the objection, is filed with the building official

within fifteen (15) days of the publication of the Notice, the permit may be issued after the expiration of the fifteen (15) day period.

b. Not more than ten (10) days following the filing of the demolition permit application, the building official shall also mail a Notice of the application to the East Windsor Historical Commission, and to any other persons or entities who shall register with the Building Department as herein provided.

c. In order to be entitled to notice by mail as provided by this ordinance, each person or entity other than the East Windsor Historical Commission desiring such notice shall register with the Building Department at any time after the effective date of this ordinance, and annually thereafter.

d. This ordinance shall not relieve the applicant of the obligation of giving notice to any other person or entities as otherwise required by law, including written notice or adjacent property owners.

e. A sign shall be posted by the applicant along the frontage of a property proposed for demolition no less than thirty (30) days prior to the issuance of a demolition permit for a site.

Section 4. Objections

All objections to any application covered by this ordinance shall be in writing and shall be delivered or mailed to the building official, the owner of the building to be demolished, and to the applicant. All withdrawals of objections shall, similarly, be in writing and shall be delivered or mailed to the building official, the owner of the building, and to the applicant.

Section 5. Waiting Period

No permit for the demolition a building, or structure, or part thereof, requiring a Notice of Demolition Permit Application shall be issued until the expiration of a period of ninety (90) days from the date of the application, provided that if no objection as herein provided is received by the building official within fifteen (15) days of the publication and mailing of notices as provided in this ordinance, or if any objection as herein provided is withdrawn and such withdrawal is received by the building official, the building official may issue the permit forthwith.

Section 6. Exceptions

In the case of any unsafe building or structure, the building official may take emergency measures as prescribed by the State building code or the General Statutes.

Section 7. Fines

Any person/entity who violates any provision of this ordinance shall be fined not more than \$100.00 per day until the violation is remedied, up to the maximum permitted by state statute.

Said ordinance shall become effective fifteen (15) day from publication thereof.

Ord 03-03

Attest: _____
Karen W. Gaudreau CCTC
Town Clerk of East Windsor

Journal Inquirer
June 21, 2003

Chapter 55

DEMOLITION DELAY

§ 55-1.	Purpose.	§ 55-7.	Exceptions.
§ 55-2.	Definitions.	§ 55-8.	Violation and fines; lapse of permit.
§ 55-3.	Permit required.	§ 55-9.	Appeal.
§ 55-4.	Permit requirements for certain structures.	§ 55-10.	Report of Chief Building Official.
§ 55-5.	Application procedure.		
§ 55-6.	Demolition by neglect.		

[HISTORY: Adopted by the City of Norwalk Common Council 4-24-1984, amended in its entirety 3-28-2023. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Building Code — See Ch. 26.

Historic Commission — See Ch. 57A.

Historic District — See Ch. 56.

§ 55-1. Purpose.

The purpose of this chapter is to promote the educational, cultural, economic, and general welfare of the City of Norwalk, to establish a procedure whereby owners of buildings with significant historic characteristics will be informed of the economic, tax, aesthetic, and other benefits of historic preservation, and to further the preservation, rehabilitation, and reuse of architecturally significant buildings and structures by providing adequate time for all parties to consider and put forth appropriate development alternatives to demolition, including attempts to find a purchaser who will retain or remove such historic or architecturally significant building or structure or who will present some other reasonable alternative to the last resort of demolition.

§ 55-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

DEMOLITION, DEMOLISH, or DEMOLISHED — Any wrecking activity directed to the disassembling, dismantling, dismembering, and/or razing of the exterior of any building or structure or part thereof. The term shall not be construed to prevent the ordinary maintenance or repair of any building or structure or part thereof that does not involve a change in the design thereof, including, without limitation, the replacement of windows, doors, siding, or roof.

HISTORIC PROPERTY — Any individual building, structure, object, or site that is listed on the State or National Register of Historic Places.

PART THEREOF — Fifty percent or more of a building or structure, as measured on ground level and above, as determined by the Chief Building Officer.

§ 55-3. Permit required.

No property owner shall Demolish, cause, or permit to be Demolished, any building, structure, or part thereof without first obtaining a permit from the Chief Building Official. Such permit shall be issued, except as otherwise provided in this chapter and pursuant to § 29-406 of the Connecticut General Statutes, as amended.

§ 55-4. Permit requirements for certain structures.

If the building, structure, or part thereof to be Demolished is a) at least 50 years old, b) listed on the Historic Norwalk Resources Inventory, as amended from time to time, or c) an Historic Property, then no permit shall be issued except in compliance with the provisions of this chapter and Section 29-406 of the Connecticut General Statutes, as amended.

§ 55-5. Application procedure.

Any application to the Chief Building Official for a permit to Demolish any building, structure, or Part Thereof pursuant to the provisions of § 55-4 shall be subject to the following procedure:

- A. The application for a Demolition permit shall include the following information:
- (1) Common name, if any, and actual street address of the building, structure, or Part Thereof to be Demolished;
 - (2) The name, address and telephone number of the owner(s) of the building, structure, or Part Thereof to be Demolished;
 - (3) The age of the building, structure, or Part Thereof to be Demolished;
 - (4) The square footage or dimensions of the building, structure, or part thereof to be Demolished;
 - (5) One or more current photographs of the building, structure, or Part Thereof to be Demolished showing the affected area(s);
 - (6) The reasons for requesting a Demolition permit;
 - (7) A brief description of the proposed reconstruction or replacement for the building, structure, or Part Thereof to be Demolished; and
 - (8) The names and addresses of the owners of all properties that abut or are within a radius of 100 feet of any portion of the property on which the building, structure, or Part Thereof to be Demolished is situated, according to an attached copy of the pertinent portion of the current Assessor's Map.
- B. Within 10 days following the initial submission of an application for a Demolition permit, the applicant shall:
- (1) Deliver a copy of such application by certified mail and electronic mail to the Norwalk Historical Commission, the Director of Planning and Zoning, and any individual, firm, corporation, organization, or other entity which has requested, in writing, from the Chief Building Official copies of such application(s);
 - (2) Deliver copies of a notice of intent to Demolish (the notice) to the owners of all properties that abut or are within a radius of 100 feet of any portion of the property on which the building,

structure, or Part Thereof to be Demolished is situated, via registered or certified mail; and

- (3) Post in a conspicuous location on the property on which the building, structure, or Part Thereof to be Demolished is situated a sign at least 24 inches by 36 inches in size visible from the nearest street or other accessway adjoining the property. Such sign shall include copy of the notice and shall contain the word "DEMOLITION" in capital letters no less than two inches in height. The sign required hereunder shall remain posted on the property if the permit is issued until the completion of all Demolition activities authorized by the permit.
- C. Within 14 days following the initial submission of the application for a permit to Demolish, the applicant shall file with the Chief Building Official a statement verified under oath on a form approved by the Chief Building Official certifying that all of the delivery requirements under § 55-5B have been satisfied and attaching thereto a copy of the notice, as well as evidence of mailing as required under Subsection B(2) above. Upon filing the certification statement, the application is deemed filed. If any delivery requirement is not complied with, the Chief Building Official shall reject the application as incomplete.
- D. In the event that a written acknowledged objection is filed with the Chief Building Official and the Norwalk Historical Commission within 21 days after filing the certification statement as required by § 55-5C, the Chief Building Official shall not issue the permit until 120 days after the application is deemed filed or such earlier date that such objection is withdrawn or deemed to be withdrawn by the party filing same. The sole basis for such objection shall be that the building, structure, or Part Thereof proposed to be Demolished is architecturally or historically significant. If no such written objection is filed within 21 days after the filing of the certification statement, the Chief Building Official may issue the Demolition permit, provided that all other applicable requirements have been complied with.
- E. The Norwalk Historical Commission may on its own initiative, and shall at the request of the applicant, hold a public hearing on any application to which an objection has been filed and at such hearing shall make a determination as to whether the building, structure, or part thereof proposed to be Demolished is architecturally or historically significant. In the case of a request by an applicant, such hearing shall be held within 21 days after the date of such request. If the Norwalk Historical Commission determines at such hearing, and in no event later than 10 days thereafter, that the building, structure, or Part Thereof proposed to be Demolished is not architecturally or historically significant, the objection shall be deemed withdrawn. If the building, structure, or Part Thereof proposed to be Demolished is determined to be architecturally or historically significant, the Norwalk Historical Commission may issue recommendations on alternatives to Demolition to the applicant.
- F. In no event shall the issuance of a Demolition permit be delayed for more than 120 days from the date the application is deemed filed.

§ 55-6. Demolition by neglect.

Throughout the Demolition delay period imposed under § 55-5, the owner of record of the building, structure, or part thereof proposed to be Demolished shall secure and maintain such building, structure, or part thereof in a manner that minimizes the risk of water penetration, vandalism, fire, or other significant damage and otherwise complies with Section 29-408 of the Connecticut General Statutes, as amended. Partial Demolition, including the removal of windows, doors, roofing, or any other building material, is expressly prohibited during the Demolition delay period, except to the extent required by law or permitted by the Chief Building Official.

§ 55-7. Exceptions.

This chapter shall not apply to:

- A. Any structure determined to be unsafe by the Chief Building Official according to the State of Connecticut Basic Building Code or as defined as a "hazardous building" under § 26-11 of the Norwalk Code;
- B. Any structure that is less than 400 square feet in size;
- C. The lifting of a building, structure, or part thereof to comply with regulations of the Federal Emergency Management Agency (FEMA) or the City of Norwalk governing coastal flooding, provided that such lifting does not involve a change in design of such building, structure, or Part Thereof; or
- D. Any structure determined to be a threat to public health by the Director of Health.

§ 55-8. Violation and fines; lapse of permit.

- A. In addition to any other penalties and remedies provided by law, any property owner who violates any provision of this chapter shall be fined \$250 per day, with each day of such violation constituting a separate violation. All fines imposed under this chapter shall be collected and made payable to the City of Norwalk. The total amount of all fines imposed on a property owner under this chapter shall not exceed the lesser of \$30,000 or 10% of the assessed value of such building, structure or Part Thereof.
- B. Any unpaid fine pursuant to this chapter shall constitute a lien upon the real estate against which the fine was imposed. Such lien shall be recorded on the Norwalk Land Records and shall only be satisfied upon the execution of the appropriate legal document between the property owner, the City, and any other necessary parties.
- C. The Chief Building Official is authorized to institute any and all actions or proceedings, in law or in equity, as they may deem necessary or appropriate to obtain compliance with the requirements of this chapter or to prevent a threatened violation thereof.
- D. If a Demolition is not commenced within six months after issuance of a permit, such permit shall be deemed null and void unless extended by the City, in which case such permit shall not be extended for more than an additional six months.

§ 55-9. Appeal.

Any person aggrieved by any order or decision under this chapter may, within 10 days of such order or decision, appeal therefrom to the Superior Court for the Stamford/Norwalk judicial district.

§ 55-10. Report of Chief Building Official.

The Chief Building Official shall issue an annual report to the Mayor, the Common Council, and the Norwalk Historical Commission concerning the number of Demolition applications filed, the number of applications subject to this chapter, the number of applications that were objected to, and whether the buildings, structures, or Parts Thereof subject to such applications were actually Demolished.

*Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017*

DISCLAIMER: THIS MODEL ORDINANCE IS DISTRIBUTED FOR GUIDANCE AND DISCUSSION ONLY AND DOES NOT REPRESENT LEGAL ADVICE. PLEASE CONSULT WITH MUNICIPAL LEGAL COUNSEL REGARDING CONNECTICUT ENABLING LEGISLATION, COMPLIANCE WITH EXISTING LOCAL ORDINANCES, AND ENFORCEMENT PROCEDURES.

NOTE: This model ordinance outlines a two-stage review process, first to determine whether a particular building or structure is architecturally or historically significant, and then to determine whether the demolition delay should be imposed.

Properties that are listed on the State or National Register of Historic Places may also be subject to limitations against “unreasonable destruction” under the Connecticut Environmental Protection Act (C.G.S. 22a-14 through 22a-20).

Code of the Town of

--	--	--	--	--	--	--	--

, Connecticut

Updated [date]

Chapter [n]: BUILDINGS - DELAY OF DEMOLITION

Sec. 1. TITLE AND PURPOSE

This chapter of the municipal code shall be known as **An Ordinance to Encourage the Preservation of Architecturally and Historically Significant Buildings by Delay of Demolition.**

This chapter is duly enacted by the Town in order to 1) preserve and protect significant buildings and structures within the town which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the town, and 2) to limit the detrimental effect on community character and heritage that may result from the demolition of such buildings and structures.

Connecticut General Statutes Section 29-406 authorizes municipalities to approve a waiting period before granting any permit for the demolition of any building, structure, or part thereof. Under this chapter, the Town shall impose a waiting period of not more than one hundred eighty (180) days before granting a permit for the demolition of any building or structure or part

Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017

thereof that is designated as a Significant Building or Structure according to the definitions in Section 2 (below).

By this chapter, town residents are alerted to the anticipated demolition of significant buildings or structures and the owners of such buildings or structures are encouraged to consider preservation, restoration, rehabilitation or relocation as alternatives to demolition. To achieve this purpose, the Historic Review Committee or other designated body is authorized to advise the local Building Official with respect to demolition permit applications.

Sec. ~~10~~– 2. INTENTION AND LIMITATIONS

This chapter shall not be construed to prevent the ordinary maintenance or repair of any exterior architectural features; nor shall it prevent the erection, alteration or removal of any such feature which the Building Official certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration.

This chapter shall not apply to applications for demolition due to a threat to public health or to emergency demolition orders issued by the Building Official due to a threat to public safety.

Sec. ~~10~~– 3. DEFINITIONS

APPLICANT – Any person or entity who files an application with the Town for a demolition permit. If the applicant is not the owner of the premises upon which the building or structure is situated, the owner's consent or endorsement of the proposed application must be provided on the permit application.

APPLICATION – A written request to the Town in an authorized format to issue a permit for the demolition of a building or structure.

BUILDING – Any combination of materials assembled by human intent to form a shelter for persons, animals or property.

BUILDING OFFICIAL – A person hired or appointed by the Town to serve as Building Commissioner, Building Inspector or otherwise duly authorized to issue demolition permits.

COMMITTEE – The Historic Review Committee or other designated body authorized to advise the Building Official on the issuance of demolition permits under this chapter.

DELAY – A period of up to 180 days imposed by the Town, beginning on the date of application for a demolition permit, during which the owner of a significant historic building or

*Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017*

structure shall consider any viable alternatives to demolition, including preservation, restoration, rehabilitation, relocation or detailed recordation.

DEMOLITION – The intentional act of substantially pulling down, destroying, dismantling, defacing, removing or razing a building or structure, or commencing the work of a total, substantial, or partial destruction with the intent of completing the same; also the act or process of delaying or withholding maintenance of a building or structure in such a way as to cause or allow significant damage to occur which may result in a public hazard or nuisance.

DEMOLITION PERMIT – The town permit issued by the Building Official authorizing the full or partial demolition of an existing building or structure, excepting for this chapter only any permit issued solely for the demolition or removal of interior features with no effect on the exterior appearance of the building or structure.

SIGNIFICANT BUILDING – Any building or structure within the municipal boundaries which, in whole or in part, is known or presumed to be at least fifty (50) years old and which has been determined by the Historic Review Committee or other designated authority to be significant to the community based on one or more of the following criteria:

- The building or structure is listed on the State or National Register of Historic Places, or is partially or completely within the boundaries of an area so listed; or
- The building or structure has been determined by the State Historic Preservation Office and/or the National Park Service to be eligible for listing on the State or National Register of Historic Places; or
- The building or structure has documented associations with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the town, the state or the nation; or
- The building or structure has documented historical or architectural importance in terms of period, style, method of construction, specific use, or association with a recognized builder or architect, either by itself or in the context of a group of buildings.

STRUCTURE – Any combination of materials assembled by human intent to shelter property or activities; or to mark and delineate boundaries or limits of use; or to facilitate transportation, communication, manufacturing or commerce; or to provide for the defense and protection of people or property.

Sec. ☐ 4. PERMIT REQUIRED

Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017

No person, firm, corporation, or other entity shall demolish any building, structure, or part thereof without obtaining a permit from the Building Official.

The Building Official shall not issue a demolition permit for a building or structure that is, in part or in whole, at least fifty (50) years old except as provided in this chapter. If the age of the building or structure is unknown, not indicated, or in dispute, it shall be assumed to be at least fifty (50) years old for the purpose of this chapter.

In addition to complete demolition of a building or structure, the following actions shall require a demolition permit under this chapter:

- A. Removal of a roof for the purpose of: raising the overall height of a roof; rebuilding the roof to a different pitch; or adding another story to a building.
- B. Removal of one or more exterior wall(s) or partition(s) of a building.
- C. Gutting of a building's interior to the point where exterior features (windows, doors, etc.) are impacted.
- D. Removal of more than 25% of a structure's overall gross square footage as determined by the Department of Inspectional Services.
- E. The lifting and relocating of a building on its existing site or to another site.
- F. The delay or withholding of maintenance on a building or structure in such a way as to cause or allow a significant loss of architectural integrity or structural stability.

Sec. ~~19-1~~ 5. APPLICATION CONTENTS

Any person wishing to obtain a permit to demolish a building or structure, in whole or in part, shall file an application verified under oath in the office of the Town Building Official on a form approved by the Town Building Official, which application shall include the following:

- A. The common name, if any, and actual street address of the building or structure to be demolished;
- B. The name, address and telephone number of the owner(s) of the building or structure to be demolished;
- C. The age of the building or structure to be demolished;
- D. The square footage or dimensions of the building or structure to be demolished;
- E. A brief description of the materials, configuration and use of the existing building or structure;
- F. One or more recent photographs of the building or structure showing at east two elevations;

*Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017*

- G. The reason for requesting a demolition permit;
- H. A brief description of the proposed reuse, reconstruction or replacement for the existing building; and
- I. The names and addresses of the owners of all properties adjoining (and across the street from) the property on which the building or structure to be demolished is located, according to an attached copy of a pertinent portion of the current Assessor's map.

Sec. ~~n~~ 6. PROCED~~U~~RES

The Building Official shall not issue any demolition permit for any building or structure in the town except under the provisions outlined in this chapter.

Upon adoption of this chapter, the Town through its executive authority (i.e., Mayor, First Selectman or equivalent) shall appoint a Historic Review Committee of no less than three and no more than five persons, initially serving terms of one, two and three years and thereafter to be appointed to staggered one-year terms. Nominations to the Historic Review Committee shall be solicited from or on behalf of the Town or City Historian (if one exists), the Historic District Commission (if one exists), the Historical Society serving the municipal area (if one exists) and other qualified agencies and associations.

For every building or structure for which an application for demolition permit application has been filed, the following process shall apply:

- Within five (5) days from application, the Building Official shall forward a copy of the application to the Historic Review Committee.
- Within ten (10) days from application, the Committee shall, make a written determination of the significance of the building or structure using the criteria stated in Section ~~n~~ 4 (above).
- Within fifteen (15) days from application, the Committee shall provide the Building Official and the owner/applicant with a copy of the written determination listing the reason(s) that the building or structure is or is not historically and/or architecturally significant.
- If the building or structure is not determined to be significant, or if the Committee fails to notify the Building Official of their determination within the allotted time, the Building Official may proceed with issuance of the demolition permit.

Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017

- Within twenty-five (25) days from application, the Committee shall hold a public hearing to solicit public comment on any building or structure that the Committee has determined to be significant. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in the city hall or town hall for a period of not less than seven (7) days prior to the date of said hearing. The Committee shall also notify the Building Official and the owner/applicant in writing of the meeting time and place. Any interested party shall have the opportunity to speak at the public hearing, subject to normal limitations and procedures.
- Within thirty (30) days from application, the Committee shall decide by majority vote whether to invoke the demolition delay and shall notify the Building Official and the owner/applicant of their decision in writing. The Committee's decision may not be postponed except by written agreement on the part of the owner/applicant.

Upon notification by the Committee that the building or structure is subject to the demolition delay, or if the Committee fails to notify the Building Official of its decision within the allotted time, the Building Official may proceed to issue a demolition permit.

Upon notification by the Committee that the building or structure is subject to the demolition delay, the Building Official shall delay the issuance of a demolition permit for no more than 180 days from the date of application unless otherwise agreed in writing by the Committee. During that period, the Building Official shall not issue any permits for new construction or alterations on the subject property.

Upon notification by the Historic Review Committee that a building or structure is subject to the demolition delay, and within forty (40) days from the date of application, the Building Official shall take the following actions:

- A. The Building Official shall publish in a local newspaper having substantial circulation in the Town a legal notice entitled a "Notice of Intent to Demolish" which shall include:
 1. Notice that an application has been filed for a demolition permit;
 2. The common name and actual street address of the building or structure to be demolished;
 3. The name and address of the owner(s) of the building or structure to be demolished;
 4. The age of the building or structure to be demolished; and

*Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017*

5. Notice that the Historic Review Committee has determined that the building or structure is subject to a demolition delay for a specified period of time.
- B. The Building Official shall mail copies of the “Notice of Intent to Demolish” by Certified Mail with Return Receipt to the owners of all properties adjoining and across the street from the property on which the building or structure to be demolished is situated;
- C. The Building Official shall mail copies of the “Notice of Intent to Demolish” by Certified Mail with Return Receipt to the Town of [] Historical Society, Town of [] Historic District Commission, Town of [] Municipal Historian, and to any person, organization, firm, corporation, or other entity who has requested, in writing, from the Town Building Official copies of any such notices filed pursuant to this ordinance. The Town Building Official shall maintain the list of those requesting to be so notified, and shall delete from the list those who do not annually renew in January, in writing, the request to be notified; and
- D. The Building Official shall oversee the posting of sign in a conspicuous location of the property on which the structure is situated. The sign shall be at least 24” by 36” in size visible from the nearest public street. Such sign shall include a copy of the “Notice of Intent to Demolish” and shall contain the word “DEMOLITION” in capital letters no less than three inches in height. If there is more than one structure or building proposed for demolition, one sign shall be posted in respect to each structure. All signs required hereunder shall remain posted on the property, if the permit is issued, until the completion of all demolition activities authorized by the permit.

Sec. []- 7. DEMOLITION BY NEGLECT

Throughout the demolition delay period imposed under this ordinance, the owner of record shall be required to secure and maintain the building or structure in a manner that minimizes the risk of water penetration, vandalism, fire, or other significant damage.

Partial demolition including the removal of windows, doors, roofing, or any other building material is expressly prohibited during the demolition delay period.

Sec. []- 8. EMERGENCY DEMOLITION

Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017

If after a thorough inspection, the Building Official finds that a building or structure subject to this chapter poses an immediate threat to public health or safety due to its deteriorated condition and that there are no reasonable alternatives to the immediate demolition of the building or structure, then the Building Official may issue an emergency demolition permit to the owner of the building or structure. The Building Official shall then submit a written report to the Historic Review Committee detailing the condition of the building or structure and the basis for the Building Official's decision.

Sec. ~~19~~ 9. ISSUANCE OF PERMIT

During the demolition delay period of up to 180 days from application, the owner of a significant historic property shall pursue and give due consideration to all possible alternatives to demolition, including preservation, restoration, rehabilitation, relocation, or detailed recordation of the affected building or structure. In order to avoid or mitigate the anticipated effects of demolition, the owner shall make a good faith effort to accommodate reasonable requests from any interested parties for information about or access to the building or structure for the purpose of evaluating alternatives to demolition.

No permit for demolition of a significant historic building or structure shall be issued by the Building Official until all plans for future use and development of the site have been filed with the Building Official and have been found to comply with all laws pertaining to the issuance of a building permit or if a parking lot, a certificate of occupancy for the site.

All approvals necessary for the issuance of such building permit or certificate of occupancy, including without limitation any necessary zoning variances or special permits, must have been granted and all appeals from the granting of such approvals must have been concluded prior to the issuance of a demolition permit for a significant historic building or structure under this chapter.

If no viable alternatives to demolition are identified and accepted before the expiration of the demolition delay period, the Building Official may proceed to act on the permit application.

Sec. ~~19~~ 10. PERIOD OF PERMIT VALIDITY

Any permit issued pursuant to this chapter shall be valid for a period of six (6) months from the date of issuance. If the demolition contemplated by said permit has not commenced

*Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017*

within said six-month period, then the owner of such building or structure shall be required to apply for a new permit and satisfy all notification requirements of this article should said owner wish to demolish said building or structure.

Change of Ownership: Throughout the six-month period of validity, the demolition permit shall remain valid through one change of ownership. If the property is conveyed more than once before demolition is commenced, the permit shall be null and void and a new application shall be required.

Sec. ~~10~~ 11. FEES AND COSTS FOR DEMOLITION PERMITS

The fee for a demolition permit is based on the fair market value of the demolition work. The applicant for the demolition work shall pay a permit fee based on the following at the time the application is filed:

Cost of Work	Permit Fee
\$0 to \$1,000	\$ <input type="checkbox"/>
Each additional \$1,000	\$ <input type="checkbox"/> for each \$1,000 or fraction thereof

All costs relating to the publication of a legal notice, certified mailings, and the posting of the demolition sign, if applicable, shall be collected prior to issuance of a demolition permit.

No demolition permit, building permit or certificate of occupancy shall be issued for the subject premises until all required fees and costs have been paid.

Sec. ~~11~~ 12. VIOLATIONS AND PENALTIES

The Historic Review Committee and the Building Official are each specifically authorized to institute any and all actions or proceedings, in law or in equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this chapter or to prevent a threatened violation thereof.

During the application processing period and during the demolition delay period, if applicable, the owner of shall adequately maintain and protect the building or structure in order to prevent any further deterioration. Failure to do so shall be considered demolition by neglect and may be subject to penalties.

In the case of full or partial demolition of any building or structure in the absence of or in advance of a valid demolition permit, the Building Official shall impose a two-year restriction

*Connecticut Trust for Historic Preservation
Model Demolition Delay Ordinance – February 2017*

on the property during which no earthwork, landscaping, construction or further demolition may take place on the subject property or on any adjoining parcels under common ownership and control without the review and approval of the Historic Review Committee. The restriction may only be lifted by written agreement of the Building Official and the Historic Review Committee.

Any persons failing to abide by the provisions of this chapter or Connecticut General Statutes Sections 29-401 through 29-415 shall be fined \$1,000 or imprisoned not more than six months, or both, per day, as each day constitutes a separate violation, pursuant to Connecticut General Statutes Section 29-254a. All fines imposed shall be collected and made payable to the Town of .

Sec. 13. ADMINISTRATION

The Historic Review Committee may adopt such rules and regulations as are necessary to administer the terms of this chapter.

The Committee shall have authority to adopt a schedule of reasonable fees to cover the costs of administration of this chapter.

By majority vote at a duly posted meeting, the Committee may delegate to one or more members of the Committee or to a qualified town employee, the authority to make initial determinations of significance under this chapter.

The Committee may on its own initiative and with information available to it, develop a list of significant buildings and structures that will be subject to this chapter. The initial adoption of the list and any subsequent additions to the list shall be enacted after public hearings on the subject.

Sec. 14. SEVERABILITY

In case any section, paragraph or part of this ordinance shall for any reason be declared invalid or unconstitutional by any court, every other section, paragraph and part shall remain in full force and effect.

DEMOLITION DELAY ORDINANCE

I. SUMMARY

Under this Ordinance (the Demolition Delay Ordinance), the Town shall impose a waiting period of not more than one hundred and eighty (180) days authorized by Connecticut General Statute 29-406 before granting a permit for the demolition of any building or structure that is designated as an Historically Sensitive Structure (Structure) according to the definitions in Section III below.

II. PURPOSE OF ORDINANCE

This Demolition Delay Ordinance is duly enacted by the Town of Redding (The Town), in order to aid the Town in its established policies based upon the Town Plan of Conservation and Development, including the following:

- A. To replace the Demolition Delay application process currently included in the Zoning Regulations. This ordinance requires a waiver of the Demolition Delay period upon determination by the Historic Review Committee (the Committee) that a particular Structure lacks historic sensitivity;
- B. To encourage the preservation, documentation, and protection of historically sensitive buildings, structures, or parts thereof (Structures) that exhibit distinctive features of the architectural, cultural, economic, political or social history of the Town;
- C. To limit the detrimental effect on community character and heritage that may result from the demolition of such Structures;
- D. By means of a legally noticed delay period prior to the issuance of a demolition permit, Town residents are alerted to the anticipated demolition of historically sensitive structures, and the owner(s) of such structures are encouraged to consider preservation, documentation, restoration, rehabilitation, relocation or resale as alternatives to demolition; and
- E. To achieve this purpose, a Historic Review Committee (the Committee) is established and authorized to advise the appropriate Town officials with respect to demolition permit applications related to historically sensitive Structures. The Historic Review Committee shall require recommendations from qualified historic, archaeological, and/or historic architectural consultants. Applicants are also encouraged to consult with qualified individuals concerning historic sensitivity, significance or preservation of Structures to be demolished.

III. DEFINITIONS

The following terms are defined solely for their use within the language of this ordinance:

- A. **APPLICANT** – Any person or entity who files an application with the Town for a demolition permit. If the applicant for a Demolition Permit is not the owner(s) of Record of the premises upon which the building or structure is situated, the owner(s)' consent or endorsement of the proposed application must be provided on the Demolition Permit application.
- B. **APPLICATION** – A written request to the Town, in a format as prescribed by the Town, to issue a permit for the demolition of a building, structure or part thereof.
- C. **BUILDING OFFICIAL** – a person hired or appointed by the Town to serve as Building Inspector, or otherwise duly authorized to issue demolition permits.
- D. **COMMITTEE (HISTORIC REVIEW COMMITTEE)** – as described in Section IV.
- E. **CONSULTANT** - a qualified historian, archaeologist, or architectural historian meeting professional standards of education and experience as defined and/or listed by State Historic Preservation Office (SHPO) and the National Park Service (NPS) (Online <http://www.nps.gov/history/local-law/gis/html/quals.html>).
- F. **DELAY PERIOD** – A waiting period of up to 180 days, imposed by the Town, as described in Section V.
- G. **DEMOLITION** – The intentional act of substantially pulling down, destroying, dismantling, defacing, removing or razing a building, structure, or part thereof, or commencing the work of a total, substantial, or partial destruction.
- H. **DEMOLITION PERMIT** – The permit issued by the Town Building Inspector authorizing demolition of an existing building, structure, or part thereof.
- I. **HISTORICALLY SENSITIVE STRUCTURE (Structure)** – Any building, structure, or part thereof which has been determined by the Committee and their consultants to meet criteria for listing on the State Register of Historic Places (SRHP) or National Register of Historic Places (NRHP), as defined:

“The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded, or may be likely to yield, information important in prehistory or history.”

(Jan Townsend, John H. Sprinkle Jr., and John Knoerl, 1993. *Guidelines for Evaluating and Registering Historical Archaeological Sites and Districts*. National Park Service, National Register Bulletin 36, Washington, D.C.).

- J. HISTORICALLY SIGNIFICANT STRUCTURE - Any building, structure, or part thereof which has been determined by the Committee and their consultants to be significant to the community based on one or more of the following criteria:
 - 1. The Structure is listed on the State Register of Historic Places or National Register of Historic Places, or is partially or completely within the boundaries of a district so listed, or
 - 2. The Structure has been determined by the State Historic Preservation Office and/or the National Park Service to be eligible for listing on the State Register of Historic Places or National Register of Historic Places, or
 - 3. The Structure and/or buildable area contains Historic Preservation Easements recorded by deed with the Town of Redding.

IV. ESTABLISHMENT OF A HISTORIC REVIEW COMMITTEE (COMMITTEE)

- A. The Committee is the body authorized and appointed by the Board of Selectmen to advise the pertinent town officials at the Land Use Office and Zoning Office on the issuance of demolition permits related to Historically Sensitive Structures under this Ordinance.
- B. The Committee shall consist of 5 members, one designee from the Planning Commission, one designee from the Zoning Commission, and three Redding citizens to be appointed by the Board of Selectmen, one as a

full member and two as alternate members. All members shall possess knowledge of local history and/or historic preservation practices. Each member shall serve a four year term. In the event a member cannot fulfill their term, a replacement shall be appointed for the duration of the term.

- C. The Committee is required to seek the advice of the Town's historic preservation consultants and other qualified experts as deemed necessary by the Committee to document historic sensitivity and significance of Structures, and recommendations for alternative actions to demolition.
- D. The Committee shall elect a Chairperson and a Secretary, and shall meet as needed to determine historic sensitivity.
- E. The Committee shall be empowered to determine whether a particular Structure is a Historically Sensitive Structure as provided in this Ordinance in Section III, Subsection I.

V. PROCEDURE

- A. From the effective date of this Ordinance, the Building Official shall not issue any demolition permit for any building, structure or part thereof, except under the provisions outlined herein.
- B. Upon receipt of an application for demolition by the Land Use Office, a 180 day waiting period (per CGS 29-406) shall begin. The application shall be emailed by the Land Use Office on the same day to the Committee (Section IV).
- C. The Committee shall request access from the applicant and their consultants to conduct documentary studies.
- D. The Committee and their consultants shall have a maximum of 21 calendar days to document whether historic sensitivity exists. After this 21-day period, or sooner if possible, if no historic sensitivity exists, the Committee will e-mail this determination to the Land Use Office and the application will be processed with no further delay.
- E. If historic sensitivity is documented, a written report documenting determination of historic sensitivity shall be e-mailed by the Committee to the Land Use Office. The applicant shall simultaneously deliver a notice of demolition to abutting property owners stating the intent of demolition.

- F. If historic sensitivity is documented, the Committee shall negotiate with the owner(s) during the remainder of the 180 days to achieve the purpose of this Ordinance as described in Section II, Subsection C.
- G. Whenever a Structure is deemed to possess historic sensitivity or significance, the Committee may contact the Redding Historical Society, the Redding Preservation Society, the Connecticut Trust for Historic Preservation, and other pertinent groups for assistance in negotiating its' preservation.
- H. The owner(s) of a historically sensitive Structure may consider alternatives to demolition (e.g. preservation, documentation, restoration, rehabilitation, relocation, or resale).
- I. Mitigation of demolition impact may include detailed recording of historic features.

VI. EXCEPTIONS

A. This Ordinance shall not apply to applications for demolition due to:

- 1. Applications for demolition due to a threat to public health;
- 2. Emergency demolition orders issued by the Building Official due to a threat to public safety; or
- 3. Demolition required for the removal of a structure acquired by the Department of Transportation for a transportation project.

Pursuant to paragraphs A (1) and A (2), above, the Building Official shall submit a written report to the Committee detailing the condition of the building, structure or part thereof and the basis for the official's decision.

- B. This Ordinance shall not be construed to prevent the ordinary maintenance or repair of any exterior architectural features; nor shall it prevent the erections, alteration or removal of any such feature which the Building Official certifies to be required for public safety because of a condition which is unsafe or dangerous due to deterioration.

VII. VIOLATIONS

The Town intends to exercise its rights of redress fully under state statute in any instance of unauthorized demolition, including demolition by neglect.

VIII. SEVERABILITY

In case any section, paragraph or part of this ordinance shall for any reason be declared invalid or unconstitutional by any court, every other section, paragraph and part shall remain in full force and effect.

To be effective: _____