

**AGENDA**  
Regular Hybrid Meeting  
Town of Granby  
Planning & Zoning Commission  
Tuesday, May 13, 2025, at 7:00 pm  
Town Hall Meeting Room

**Live Stream under “Shows and Spotlight”:** [www.gctv16.org](http://www.gctv16.org)

**Zoom:** <https://us02web.zoom.us/j/89356130799?pwd=KhEbX27DmsqwIEwaapCu4acLGVX390.1>

**Call-In:** 1-929-205-6099

**Meeting ID:** 893 5613 0799

**Passcode:** 866515

1. Call to Order
2. Pledge of Allegiance
3. Seating of Alternates, if applicable
4. Public session
5. Action on the minutes of April 22, 2025
6. Public Hearings
  - a. Application seeking a Special Permit under Zoning Regulations Section 3.8.2.1 for a caretaker apartment for property located at 516 Salmon Brook Street, I Zone: File Z-5-25
7. Receive applications and schedule public hearing
  - a. Application seeking a Site Plan and Special Permit under Zoning Regulations Sections 3.5.4.3, 8.6.14 and 8.21.4 for a commercial building in the Aquifer Protection Overlay Zone with an illuminated freestanding directory sign and outdoor storage, for property located at 14 Mill Pond Drive, C2 Zone: File Z-7-25.
  - b. Application seeking a Site Plan Modification to allow access to abutting lot, for property located at 18 Mill Pond Drive, C2 Zone: File Z-8-25.
8. Consideration of applications, where the Commission has concluded the public hearing
9. Connecticut General Statutes Section 8-24 Referral: Sale of Town Property, 603 Cider Lane
10. Discuss Plan of Conservation and Development 2026 Update
11. Staff Report and Correspondence
12. Commissioner Reports and Correspondence
13. Adjourn

*Please note: The Town of Granby invites any resident who wishes to provide materials to this Commission to provide them to the Office of Community Development by noon on the prior Thursday of the scheduled meeting. In the event you are unable to meet that deadline but still wish to provide the Commission with materials, the Town of Granby respectfully asks that you provide sufficient copies of your materials to the Office prior to the meeting so the materials may be distributed to the Commission. Thank you in advance for your cooperation.*

**MEETING MINUTES**  
Town of Granby  
Planning & Zoning Commission  
Tuesday, April 22, 2025, at 7:00 pm

**Present:** Eric Lukingbeal, Meg Jabaily, Mark Lockwood, Eric Myers, Robert Lavitt, Steve Muller, Brennan Sheahan, and Paula Johnson (unseated)

**Absent:** Christine Chinni

**Also Present:** Director of Community Development Abigail Kenyon and Land Use Coordinator Renee Deltenre

**1. Call to Order**

Chair Lockwood called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

**3. Seating of Alternates, if applicable**

M. Jabaily was seated for C. Chinni.

**4. Public session**

None

**5. Action on the minutes of March 25, 2025**

**ON A MOTION** by E. Lukingbeal seconded by R. Lavitt, the Commission voted (6-0-1) to approve the March 25, 2025, minutes as presented. M. Jabaily abstained.

**6. Public Hearings**

**a. Application seeking a Special Permit under Zoning Regulations Sections 8.5.2 and 8.5.3 for a detached accessory apartment in excess of 1,200 square feet for property located at 198R Salmon Brook Street, CE Zone: File Z-4-25.**

Attorney Andrea Melanson was present on behalf of the applicant to discuss the application and answer any questions the Commission had. She provided an overview of the Special Permits tied to the property and indicated that the 2004 approval for an attached accessory apartment was never constructed and therefore, it is null and void. In response to a question by the Chair, it was stated that there is absolutely no apartment on the property. Attorney Melanson went on to explain that the property owner and applicant Jason Bogli is seeking approval to construct a detached accessory apartment within an existing structure, that once housed the Farm Store/Brewery. The original request was for a 2-story apartment consisting of approximately 1,600 square feet; however, the applicant submitted revisions on April 15th via email to town staff requesting a 1-story apartment consisting of approximately 1,040 square feet. Based on the reduced size of the apartment, reference to Section 8.5.3 of the Zoning Regulations is no longer applicable. The first floor would have a kitchen, shower room, ½ bathroom, and living/sleeping area, and there would be no second floor. The existing structure is connected to public water and sewer, and the apartment would have direct access to the outside with adequate parking. The proposed use would provide an alternative income for the structure and would be less intrusive due to reduced noise and vehicular traffic.

Public Comment

Kristen Roach, 198 Salmon Brook Street, spoke in favor of the application and noted that the proposed use will be much quieter.

The public hearing closed at 7:12 p.m.

**7. Receive applications and schedule public hearing**

- a. **Application seeking a Special Permit under Zoning Regulations Section 3.8.2.1 for a caretaker apartment for property located at 516 Salmon Brook Street, I Zone: File Z-5-25.**

This agenda item was scheduled for a public hearing on May 13, 2025, at 7:00 p.m.

- b. **Application seeking a Site Plan Modification to add a playground for property located at 160 Granville Road, R2A Zone: File Z-6-25.**

This agenda item was scheduled for a public hearing on May 27, 2025, at 7:00 p.m.

**8. Consideration of applications, where the Commission has concluded the public hearing**

- a. **Application seeking a Special Permit under Zoning Regulations Sections 8.5.2 and 8.5.3 for a detached accessory apartment in excess of 1,200 square feet for property located at 198R Salmon Brook Street, CE Zone: File Z-4-25.**

**ON A MOTION** by E. Myers seconded by R. Lavitt, the Commission voted (7-0-0) to approve an application seeking a Special Permit under Zoning Regulations Section 8.5.2 for a detached accessory apartment, approximately 1,040 square feet in size for property located at 198R Salmon Brook Street, CE Zone, File Z-4-25, as proposed and subject to the following:

1. There shall only be one accessory apartment on the property.
2. As stated by the applicant on the record, there is not currently an accessory apartment on the property and the Special Permit for an accessory apartment recorded in Volume 308 Page 964 of the Granby Land Records is null and void.
3. The approved Farm Store/Brewery at the location to be used for the apartment cannot operate in the same structure as the apartment.

**9. Update on BFJ Planning/Granby Center Advisory Committee Progress**

A. Kenyon provided a memorandum to the Commission outlining some recommendations and strategies that BFJ has developed based on conversations with the Granby Center Advisory Committee to date. As noted in the memo, information was pulled from various sources, including existing plans and studies, public input, and BFJ research and input. A. Kenyon discussed proposed changes to the Granby Center Zone, which would be expanded to include more properties and would allow certain Special Permit Uses to become Permitted Uses. Revisions to the bulk and area standards and parking requirements were noted as well, and a proposed circulation network that would increase sidewalks in the center area was presented. Conceptual renderings were provided to offer a visual representation of what could be built throughout the center using the recommendations and strategies outlined. It was stated that there will be a public workshop on May 15, 2025, at 7:00 p.m. at the Granby Senior/Community Center. It was also noted that everything presented to date is in draft form and will be further revised after the Advisory Committee reviews the information and the public workshop held.

**10. Discuss Plan of Conservation and Development 2026 Update**

In accordance with CGS §8-23, each municipality must prepare or amend and adopt a Plan of Conservation and Development (POCD) at least once every ten years to remain eligible to obtain discretionary state funding. The Town of Granby's last POCD was adopted in September of 2016. A. Kenyon provided a memorandum to the Commission with a draft outline of the proposed committee composition, opportunities for public input, meeting schedule, and timeline. The Boards/Commissions listed were pulled from the last update, and the Commission is asked to consider public representation on the committee, i.e., number of members, areas of expertise, eligibility, etc. E. Lukingbeal stated that 1-2 members of the public is not sufficient, and P. Johnson noted that all interested members of the public were included during the last update. The Commission discussed the need to outline a selection process and had the idea of running an announcement in the Granby Drummer looking for volunteers based on the qualifications necessary. In preparation for the next meeting, staff will prepare a memo outlining a selection process for members of the public, as well as desired qualifications.

**11. Staff Report and Correspondence**

None

**12. Commissioner Reports and Correspondence**

None

**13. Adjourn**

**ON A MOTION** by E. Lukingbeal seconded by E. Myers, the Commission voted (7-0-0) to adjourn the meeting at 7:56 p.m.

Respectfully submitted,

Renee Deltenre  
Land Use Coordinator

TOWN OF GRANBY  
Public Hearing  
Planning & Zoning Commission (PZC)

There will be a public hearing conducted by the PZC on Tuesday, May 13, 2025, at 7:00 p.m. in the Granby Town Hall Meeting Room, 15 North Granby Road to hear and consider the following item:

- Application seeking a Special Permit under Zoning Regulations Section 3.8.2.1 for a caretaker apartment for property located at 516 Salmon Brook Street, I Zone: File Z-5-25

At the hearing interested persons may appear and be heard and written communications will be received. Copies of the proposals are on file in the Community Development Office.

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# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

CC: Maximum Enterprises / Doug Max

FROM: Abby Kenyon, Director of Community Development

DATE: May 7, 2025

RE: Application seeking a Special Permit under Zoning Regulations Section 3.8.2.1 for a caretaker apartment for property located at 516 Salmon Brook Street, I Zone, File Z-5-25.

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The property, 516 Salmon Brook Street, is 2.69 acres in the Industrial Zone. There is one building on the property, which is approximately 3,300 square feet, with an additional 800 square foot canopy/covered area on the south side. The property is used by Maximum Tree Service and the existing structure houses equipment for the business. This site development was approved in 2004 by site plan/special permit.

The applicant proposes to enclose the majority of the existing canopy area and create a 720 square-foot caretaker apartment. As stated in the narrative, this apartment would provide housing for the business owner while working in the area. The proposed apartment would be a studio-style apartment with an open space with a kitchen and living area. There would be one full bathroom. As shown on the layout plan, there would be direct access to the outside. No site changes are proposed to accommodate the proposed caretaker apartment and there is ample room on site to park vehicles.

As stated in the applicant's narrative, information has been submitted to the Farmington Valley Health District (FVHD). If the use is approved by the Planning and Zoning Commission, building permits and FVHD approval would be required before any work could begin on site.

Special Permit approval is needed under Zoning Regulations Section 3.8.2.1 which states, residential uses are allowed "...when a single-family dwelling or apartment is occupied by a person, together with the person's family, who is the owner, manager, caretaker or janitor residing on the same lot occupied by the premises or business of a permitted business use."

When evaluating this application, the Commission shall consider the Special Permit criteria in Zoning Regulations Section 8.2 including suitable location for use, suitable structure for use, and neighborhood compatibility.

The applicant will be at the hearing to explain the application and answer any questions the Commission may have.

**516 Salmon Brook Street**









## Applicant's Narrative

March 27, 2025

Town of Granby  
Planning & Zoning  
15 North Granby Road  
Granby CT 06035



To Whom It May Concern:

We respectfully submit an Application for a Special Permit in an Industrial Zone per Section 3.8.2.1

We are looking to frame in and enclose the existing lean-to off the far end of our shop to create living space.

The project will involve

- Pouring a concrete slab where a current gravel base exists
- Framing in the lean-to matching the siding of the existing metal building, adding windows and doors as outlined in the provided drawings
- Insulating
- Plumbing
- Wiring
- A mini split per building code will also be included

The sole purpose is to provide affordable housing for myself and my girlfriend while working in town.

We travel extensively and this provides an affordable, convenient solution for us.

The work involved will be done by myself, so the only expenses involved will be the cost of materials. I am anticipating the entire project to cost approximately \$25,000.

We have sent in the necessary permits and forms to the Farmington Vally Health District as required. After speaking with Kristen Kula from FVHD, she did not anticipate any complications with our proposal.

Respectfully submitted,

Doug Max

A handwritten signature in blue ink, appearing to be "Doug Max", written over a horizontal line.

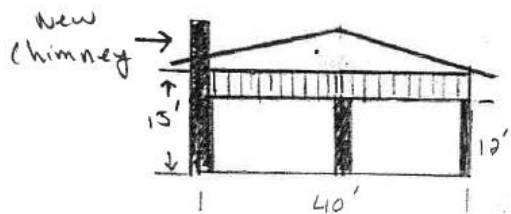
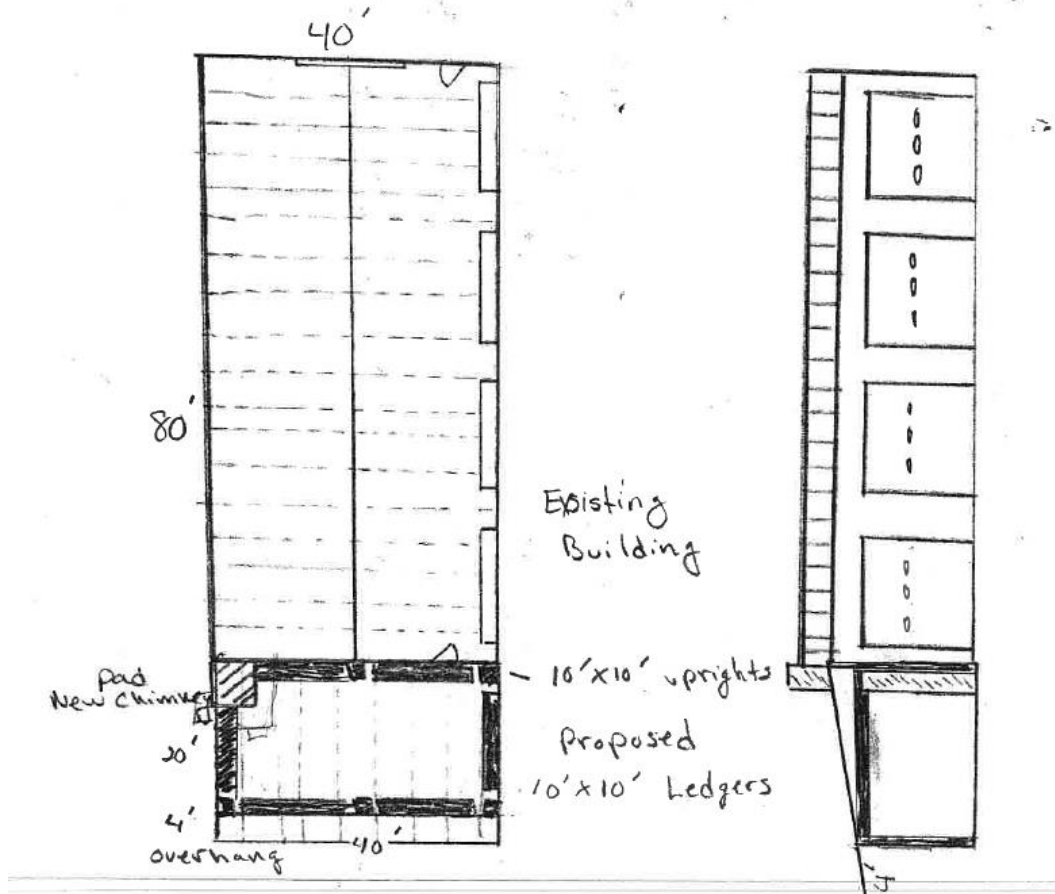
# Layout

maximum Enterprises LLC

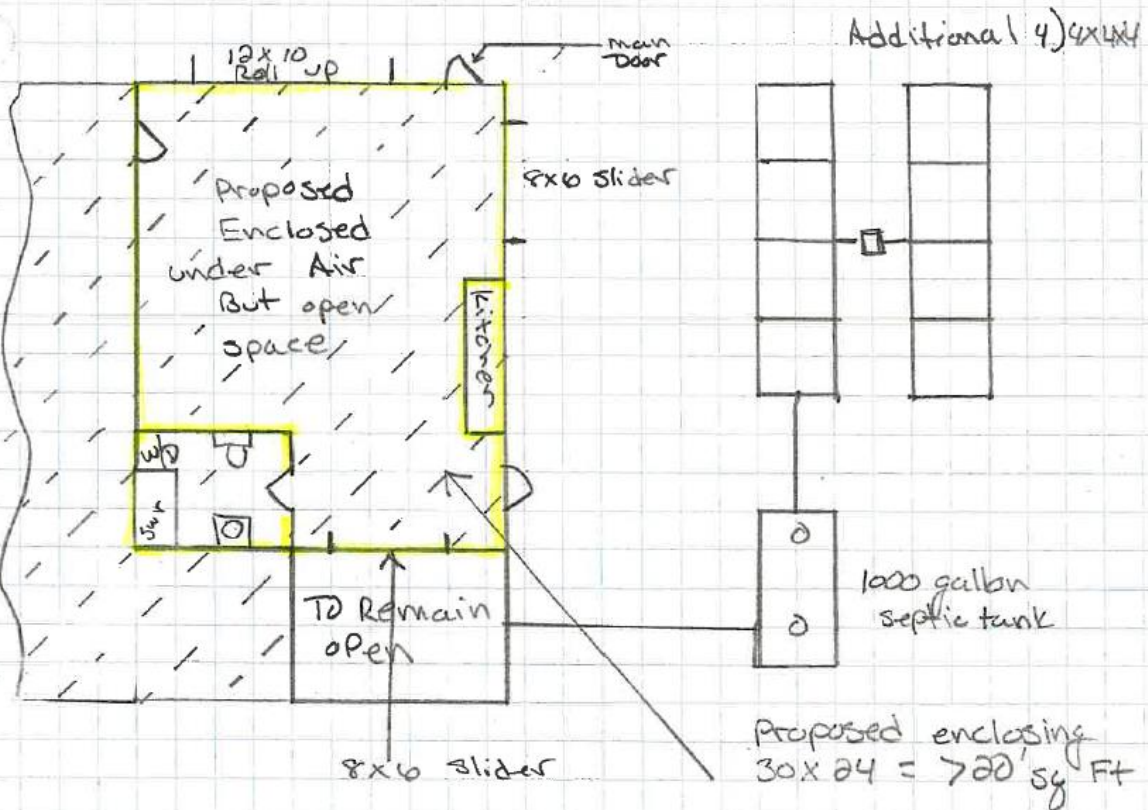
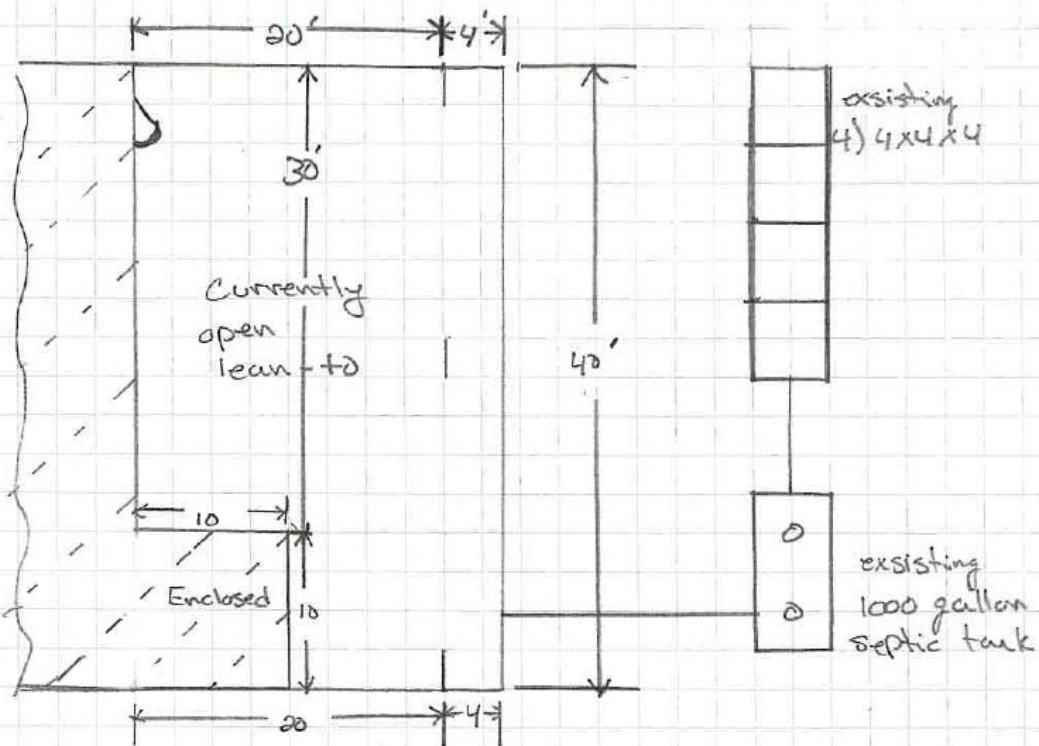
Tenant

Maximum Tree Service LLC

516 Salmon Brook St.



1" = 20'



# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

FROM: Abby Kenyon, Director of Community Development

DATE: May 13, 2025

RE: Connecticut General Statutes Section 8-24 Referral—Sale of Town Property, 603 Cider Lane

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### **Background**

In 2005, the Planning and Zoning Commission approved a Special Permit application for a Flexible Residential Development for Cider Mill Heights. The approval included ten lots on Cider Lane, which would be a town road, and five lots on Cider Barrel Way, which would be a private road. At the time of approval, a need was expressed to have additional town property in the area that could be used by the Department of Public Works to store materials so that snowplows would not have to return to the Public Works garage to refill. Therefore, the application was approved subject to a lot being deeded to the Town that could be used for this purpose. The lot deeded to the Town was 603 Cider Lane. It is 1.85 acres and has frontage on both the existing Cider Mill Heights and Cider Lane, which will be constructed in the near future.

Excerpts from relevant documents provide additional context and background regarding this lot. Refer to the following:

- 1.) Special Permit: Per #17 of the Special Permit approval, “Lot number 603 is provided to the Town for municipal purposes without restriction....”
- 2.) Second Revised Declaration of Restrictions & Protective Covenants and Homeowners Association: The lots, including Lot 603, were subject to the Second Revised Declaration of Restrictions & Protective Covenants and Homeowners Association. Per this document, “Lot 603 shall be exempt from this provision as long as it shall remain the property of the Town of Granby and be utilized for municipal purposes. All sand, salt or sand/salt mixtures stored on Lot 603 shall be stored in a suitable building or structure. Said building shall meet the requirements of DEP regulations for buildings for the storage of sand/salt mixtures. Any tools, equipment or motor vehicles on Lot 603 while it owned by said Town, except for an automobile or one pickup sized truck, shall be stored in a suitable building. Said buildings or structures shall meet all of the requirements of these Restrictions and Protective Covenants. If and when said Lot 603 is sold by the Town of Granby, such Lot shall be bound by the same restrictions that apply to the other lots.”
- 3.) Applicant’s narrative: As noted in the application file, “A parcel of land is being gifted to the Town near the intersection of the two Town roads for municipal purposes. This parcel

will be approved for the installation of a 4-bedroom septic system and well and, if not needed for municipal purposes, could be utilized by the Town as a building lot.”

Over the years, occasional inquiries about the status of this lot and if the Town would be open to selling it, have been received. And as recently as a few weeks ago, the Town was approached by another interested party. Given that this lot has remained unused since it was deeded to the Town and it is not anticipated the Town will need this lot in the future for municipal purposes, the Town may want to consider selling it.

The Board of Selectmen discussed this matter at their April meeting and referred it to the Planning and Zoning Commission under Connecticut General Statutes Section 8-24. The Commission is to evaluate this proposal for consistency with the Plan of Conservation and Development and is to report their findings to the Board of Selectmen.

### **Next Steps**

If the Commission finds that the sale of 603 Cider Lane is consistent with the Plan of Conservation and Development, the Commission is asked to make a motion to this effect and it will be reported back to the Board of Selectmen.



## Property Aerial



# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

FROM: Abby Kenyon, Director of Community Development

DATE: May 8, 2025

RE: Discuss Plan of Conservation and Development 2026 Update

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As discussed at the April meeting, Section 8-23 of the Connecticut General Statutes requires each municipality to prepare or amend and adopt a plan of conservation and development (POCD) at least once every ten years. Any municipality that fails to adopt a POCD is ineligible for discretionary state funding, unless a waiver is obtained by the Office of Policy and Management Secretary. Granby's last POCD was adopted in September 2016. To comply with State Statute and remain eligible to obtain discretionary state funding, an updated POCD must be adopted by September 2026.

The Commission began discussions regarding the POCD update process. So far, there has been consensus on the following:

### **Meeting Dates**

The regular PZ meeting, likely the first meeting of the month, will be cancelled and the POCD committee will meet that evening. PZ will hold special meetings if more than one meeting per month is needed during that time.

### **Public Input**

This will be determined once the Committee convenes, but the following will be considered:

- 1) Survey.
- 2) Public comment during all meetings. Anticipate each meeting will cover different topic(s) and specific outreach to relevant groups/stakeholders will occur in advance of the meeting, depending on the scheduled discussion topic.
- 3) Public workshop(s).
- 4) Dedicated email address for ongoing receipt of comments.
- 5) Create webpage for updates, post progress online.
- 6) Submit progress updates to Drummer.

In addition to public input, there will be targeted efforts to consult and request input from the following:



- Board of Education
- Commission on Aging
- Library Board
- Parks and Rec Board
- Youth Service Bureau Advisory Board
- Community Organizations / Stakeholders (POCD Committee to identify specific entities)
- Town Staff/Management
- Others?

### **Proposed Committee Composition**

At the Commission's April meeting, there was agreement on the following composition:

- 2 or 3 Planning and Zoning Commission Members—additional commissioners may participate if they would like
- 1 member from each of the following boards/commissions:
  - Agricultural Commission
  - Board of Selectmen
  - Board of Finance
  - Conservation Commission
  - Development Commission
- Members of the Public—number to be determined (see below)

### **Members of the Public**

The Commission asked staff to consider public representation on the POCD committee. There are several approaches to appoint members of the public to the committee, which are outlined below for further discussion:

- 1) Determine the desired number of members of the public to serve on the committee. Issue a call for volunteers and set a deadline. Randomly draw names to fill the number of proposed positions.
- 2) Review the requirements of the POCD as outlined in state statute and seek residents with background in those areas, which may not currently be represented by other board/commission representatives. The POCD requirements are outlined on the following pages. Suggested members of the public to fill possible gaps would be those with a background or experience (or those who represent) in transportation, recreation, housing, young professionals, families, historic resources, older adults, and utilities. Other areas?

This approach may involve an application form, which would then have to be evaluated. It is suggested that the Planning and Zoning Commission members (either the full Commission or those to serve on the POCD committee) would be responsible for reviewing and determining the applicants who would be appointed to the committee. If the Commission is inclined to discuss an application process, a draft form is included as a starting point.

Another option would be to receive applications and then group applicants based on their background/area of expertise and randomly draw names.

- 3) Issue a call for volunteers. Request an application form be completed. Review applications and based on responses, determine those who have background/experience with the various areas of the POCD (regardless of whether or not the area is already covered by a board/commission representative) and make selections based on overall contributions to the plan process. Therefore, the background of each applicant and the total number of residents appointed would depend on the applications that are received and the Commission's evaluation.
- 4) Other?

As the Commission considers member composition on the POCD committee, it is important to remember that there will be ample opportunities for public participation and input during the planning process. It is expected that early on, the POCD committee will discuss and develop a plan and timeline for public participation so even if not all interested residents are part of POCD committee, there will be opportunities for participation.

It should also be noted that party affiliation will have to be considered when creating the committee. If there are more than 9 committee members, no more than two-thirds of total membership can be from one party.

## Chapter 126 Municipal Planning Commissions

### Section 8-23 Preparation, amendment or adoption of plan of conservation and development

(e) (1) Such plan of conservation and development shall

(A) be a statement of policies, goals and standards for the physical and economic development of the municipality,

(B) provide for a system of principal thoroughfares, parkways, bridges, streets, sidewalks, multipurpose trails and other public ways as appropriate, (transportation)

(C) be designed to promote, with the greatest efficiency and economy, the coordinated development of the municipality and the general welfare and prosperity of its people and identify areas where it is feasible and prudent (i) to have compact, transit accessible, pedestrian-oriented mixed use development patterns and land reuse, and (ii) to promote such development patterns and land reuse,

(D) recommend the most desirable use of land within the municipality for residential, recreational, commercial, industrial, conservation, agricultural and other purposes and include a map showing such proposed land uses, (recreation)

(E) recommend the most desirable density of population in the several parts of the municipality,

(F) note any inconsistencies with the following growth management principles: (i) Redevelopment and revitalization of commercial centers and areas of mixed land uses with existing or planned physical infrastructure; (ii) expansion of housing opportunities and design choices to accommodate a variety of household types and needs; (iii) concentration of development around transportation nodes and along major transportation corridors to support the viability of transportation options and land reuse; (iv) conservation and restoration of the natural environment, cultural and historical resources and existing farmlands; (v) protection of environmental assets critical to public health and safety; and (vi) integration of planning across all levels of government to address issues on a local, regional and state-wide basis, (housing) (young professionals) (families) (older adults) (historic resources)

(G) make provision for the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section [16a-4a](#),

(H) promote housing choice and economic diversity in housing, including housing for both low and moderate income households, and encourage the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section [8-37t](#) and in the housing component and the other components of the state plan of conservation and development prepared pursuant to chapter 297, and

(I) consider allowing older adults and persons with a disability the ability to live in their homes and communities whenever possible.

Such plan may: (i) Permit home sharing in single-family zones between up to four adult persons of any age with a disability or who are sixty years of age or older, whether or not related, who receive supportive services in the home; (ii) allow accessory apartments for persons with a disability or persons sixty years of age or older, or their caregivers, in all residential zones, subject to municipal zoning regulations concerning design and long-term use of the principal property after it is no longer in use by such persons; and (iii) expand the definition of “family” in single-family zones to allow for accessory apartments for persons sixty years of age or older, persons with a disability or their caregivers. In preparing such plan the commission shall consider focusing development and revitalization in areas with existing or planned physical infrastructure.

(f) Such plan may show the commission's and any special committee's recommendation for

- (1) conservation and preservation of traprock and other ridgelines,
- (2) airports, parks, playgrounds and other public grounds,
- (3) the general location, relocation and improvement of schools and other public buildings,
- (4) the general location and extent of public utilities and terminals, whether publicly or privately owned, for water, light, power, transit and other purposes, (utilities)
- (5) the extent and location of public housing projects,
- (6) programs for the implementation of the plan, including (A) a schedule, (B) a budget for public capital projects, (C) a program for enactment and enforcement of zoning and subdivision controls, building and housing codes and safety regulations, (D) plans for implementation of affordable housing, (E) plans for open space acquisition and greenways protection and development, and (F) plans for corridor management areas along limited access highways or rail lines, designated under section [16a-27](#),
- (7) proposed priority funding areas, and
- (8) any other recommendations as will, in the commission's or any special committee's judgment, be beneficial to the municipality.

The plan may include any necessary and related maps, explanatory material, photographs, charts or other pertinent data and information relative to the past, present and future trends of the municipality.



Personal and Contact Information				
Name:				
Address:				
Phone Number:	(circle one):	Home	Work	Cell
Email:	(circle one):	Personal	Work	
Years as a Granby town resident:				
Political Party Affiliation (circle one):	Democrat	Republican	Unaffiliated	

**1. Have you ever held an elected or appointed position or office in Granby or another municipality? If yes, please specify any previous Board(s), Committee(s), or Commission(s), including dates, and your involvement.**



**2. Outline your skills, experience(s), and specialized knowledge that supports the application to this Committee.**

**Transportation:**

**Recreation:**

**Housing:**

**Young Professionals:**

**Families:**

**Historic Resources:**

**Older adults:**

**Utilities:**

**3. What are your reasons for seeking appointment to this Committee?**

**Thank you for applying to this Committee!**

**Please return the completed application to:**

Abby Kenyon, Director of Community Development  
Granby Town Hall  
15 North Granby Road  
Granby, CT 06035  
[akenyon@granby-ct.gov](mailto:akenyon@granby-ct.gov)