

AGENDA
Regular Hybrid Meeting
Town of Granby
Planning & Zoning Commission
Tuesday, May 27, 2025, at 7:00 pm
Town Hall Meeting Room

Live Stream under “Shows and Spotlight”: www.gctv16.org

Zoom: <https://us02web.zoom.us/j/89345252606?pwd=9dxbTD8633SyUQz4TauN9dW4ORymNb.1>

Call-In: 1-929-205-6099

Meeting ID: 893 4525 2606

Passcode: 800707

1. Call to Order
2. Pledge of Allegiance
3. Seating of Alternates, if applicable
4. Public session
5. Action on the minutes of May 13, 2025
6. Public Hearings
 - a. Application seeking a Site Plan Modification to add a playground for property located at 160 Granville Road, R2A Zone: File Z-6-25.
7. Receive applications and schedule public hearing
 - a. Application seeking a Site Plan Modification under Zoning Regulations 8.16.10 for outdoor dining for property located at 518 Salmon Brook Street, Las Potras Mexican Restaurant, I Zone: File Z-10-25.
8. Consideration of applications, where the Commission has concluded the public hearing
9. Discuss Plan of Conservation and Development Committee Application
10. Staff Report and Correspondence
11. Commissioner Reports and Correspondence
12. 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, May 13, 2025, at 7:00 pm

Present: Eric Lukingbeal, Christine Chinni, Mark Lockwood, Eric Myers, Robert Lavitt, Steve Muller, and Brennan Sheahan

Absent: Paula Johnson and Meg Jabaily

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

None

4. Public session

None

5. Action on the minutes of April 22, 2025

ON A MOTION by E. Lukingbeal seconded by S. Muller, the Commission voted (6-0-1) to approve the April 22, 2025, minutes as presented. C. Chinni abstained.

R. Lavitt and E. Lukingbeal stated for the record that they have retained Maximum Tree Service for tree removal services in the past.

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.

Applicant and property owner Doug Max was present to discuss the application. The 2.69-acre property is located within the Industrial Zone and consists of a 3,300 square foot commercial building to house equipment for his tree service company, with an additional 800 square foot lean-to on the southern side. He is seeking permission to enclose the existing lean-to in order to construct a 720 square foot caretaker apartment for his business. The apartment would consist of an open floor plan with a kitchen, bathroom, living area and one bedroom. No additional site changes are proposed or required in order to accommodate the proposed apartment. A. Kenyon indicated that the application meets all zoning requirements, and it was noted the apartment is to be used by the business owner or an employee. The Commission had no comments or concerns. There was no public comment, and the public hearing closed at 7:08 p.m.

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.
- c. Application seeking a Special Permit modification under Zoning Regulations Section 8.15.17, for a property located at 130 Lost Acres Road, R2A Zone: File Z-9-25.

The above applications were scheduled for a public hearing on June 10, 2025, at 7pm.

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

ON A MOTION by C. Chinni seconded by E. Lukingbeal, the Commission voted (7-0-0) to approve an 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, as proposed.

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

A. Kenyon provided background information detailing how this property was given to the town in 2005 as part of the subdivision approval for Cider Mill Heights. Over the years, and as recent as a few weeks ago, the Town has been approached by various interested parties regarding the status and potential sale of the lot. 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 Commission discussed the request and determined that there are no conflicts with the Plan of Conservation and Development (POCD).

ON A MOTION by E. Myers seconded by E. Lukingbeal, the Commission voted (7-0-0) to issue a positive report to the Board of Selectmen under CGS§8-24 for the sale of Town Property known as 603 Cider Lane.

10. Discuss Plan of Conservation and Development 2026 Update

At the request of the Commission at the last meeting, staff prepared and presented a memo outlining three potential options for selecting members of the public to serve on the subcommittee. Upon deliberation, there was a general consensus to select the third option, which is as follows: (1) Issue a call for volunteers, (2) Request an application form be completed, and (3) Review applications and based on responses, determine those who have background/ experience with the various areas of the POCD and make selections based on overall contributions to the plan process.

E. Myers stated that the publication should outline the goals of the committee, timeframe for completion and meeting dates, so people understand what to expect. R. Lavitt suggested that a link to the existing POCD be included as well, so residents can familiarize themselves with the document. Staff indicated that an article would run in the June edition of the Granby Drummer and a notice will be placed on the town website. The application form will be modified and reviewed at the Commission's next meeting before it is posted.

11. Staff Report and Correspondence

A. Kenyon met with the Commission on Aging and Town Manager on May 12th to discuss progress on the Kearns School proposal, and an update will be provided at the next Board of Selectmen meeting on May 19th. There will be a public workshop with BFJ as part of the Granby Center Advisory Committee on May 15th. In response to a question, it was stated that no updates have been received to date regarding the Broadleaf Solar project. It was also noted that the appeal regarding the CT Siting Council decision for a battery storage facility at 100 Salmon Brook Street is in Superior Court.

12. Commissioner Reports and Correspondence

None

13. Adjourn

ON A MOTION by E. Lukingbeal seconded by C. Chinni, the Commission voted (7-0-0) to adjourn the meeting at 7:37 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 27, 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 Site Plan Modification to add a playground for property located at 160 Granville Road, R2A Zone: File Z-6-25.

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.

TOWN OF GRANBY

MEMORANDUM

TO: Planning and Zoning Commission

CC: Matthew Deardoff

FROM: Abby Kenyon, Director of Community Development

DATE: May 22, 2025

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

The property, 160 Granville Road, is just under 80 acres in the R2A Zone and is the location of Valley Brook Community Church. The applicant is seeking a site plan modification to install a playground on the property. Specifically, the playground would be located just to the south of the building and adjacent to the parking lot. There would be a concrete sidewalk extending from the parking lot to the playground. The overall playground area would measure 75 feet by 85 feet and would be enclosed with a fenced. No exterior lights are proposed. Refer to the narrative for additional information.

The application has gone before the Inland Wetlands and Watercourses Commission and a decision is expected at the Commission's meeting on May 22nd. Staff will report the outcome during the public hearing on May 27th.

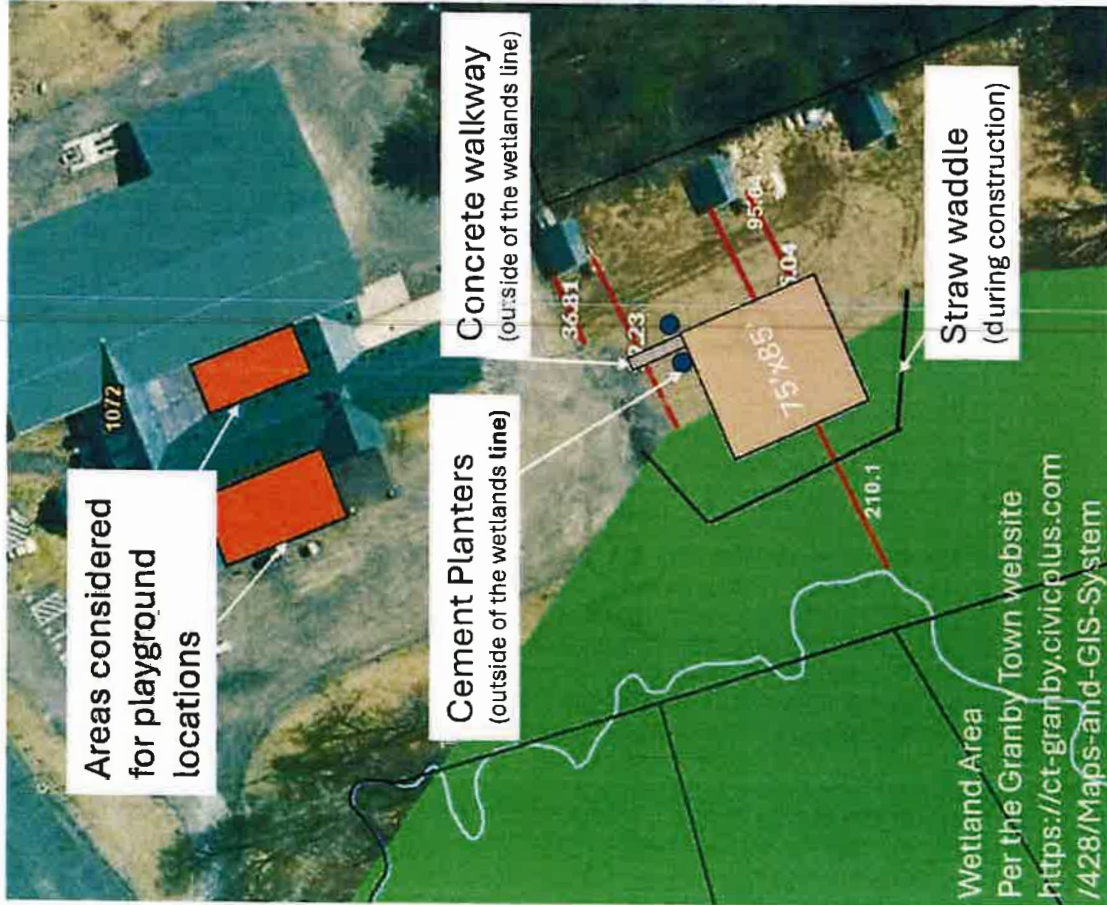
The applicant will be at the hearing to explain the application and answer any questions.

Property Aerial





Playground Initiative Valley Brook Community Church



Location

- South side field
 - Mulch area size 75x85
 - Playground area size 65x70
- Approximately 2512 sq/ft (29.5' x 85'), 40% of mulch area on wetlands
- Desire is to center the playground between the ends of the parking lot, 40' from the edge of the parking lot.
- Paddocks are used for storage and firewood supply
 - Would not like playground any closer to these for safety
- No mulch containment border (i.e. no concrete/metal)
- Flat field area from parking lot. Flat grass or paved concrete walkway (outside of wetlands) leading to playground
- Orange designates areas previously considered for playground location. Areas are too small and have considerable drainage, septic, and irrigation challenges
- Large circular field north of church building is considered too far from church building along with pedestrians having to traverse more of the high traffic parking lots
- Used Salmon Brook park playground for research and example playground within wetlands

New England Waterbury, Minn.



THE UNIVERSITY OF CHICAGO

- Valley Brook Community will create an approximate 5,000 sq/ft buffer zone / no mow zone along the tree line within the wetlands area.
- All buffer zone species will be purchased from the New England Wetlands Plants website (located in South Hadley MA) <https://newwp.com/>
- Landscape bushes/plantings will be planted around the playground area (40% of the plantings around the playground will be in the wetland area)
- No chemicals or fertilizers will be used in the Southsfield and the surround area around the playground.





Sequence of Events for project build

Gain approval from the IWWC for excavation of soil and the playground build

Gain approval from Planning and Zoning for the playground build

Apply for a permit through the town of Granby

Purchase playground equipment and establish shipping date

Mark off exact site perimeter for excavation

Establish straw waddle to protect the wetland area and runoff water flow towards the brook.

Excavate 12 inches of topsoil from the 75'x85' for mulch area

Topsoil will be removed to compost pile location on property outside of any wetlands area

59 (12" diameter, 18" deep [30" total from original ground level]) footing holes will be drilled per the install instructions from Playgroundboss.com

Playground equipment will be installed fully before concrete is poured in place

Playground will be leveled and temporarily secured while concrete is poured into footings

4' fencing will be installed inside the 75'x85' area

Landscaping fabric will be laid across 75'x85' area

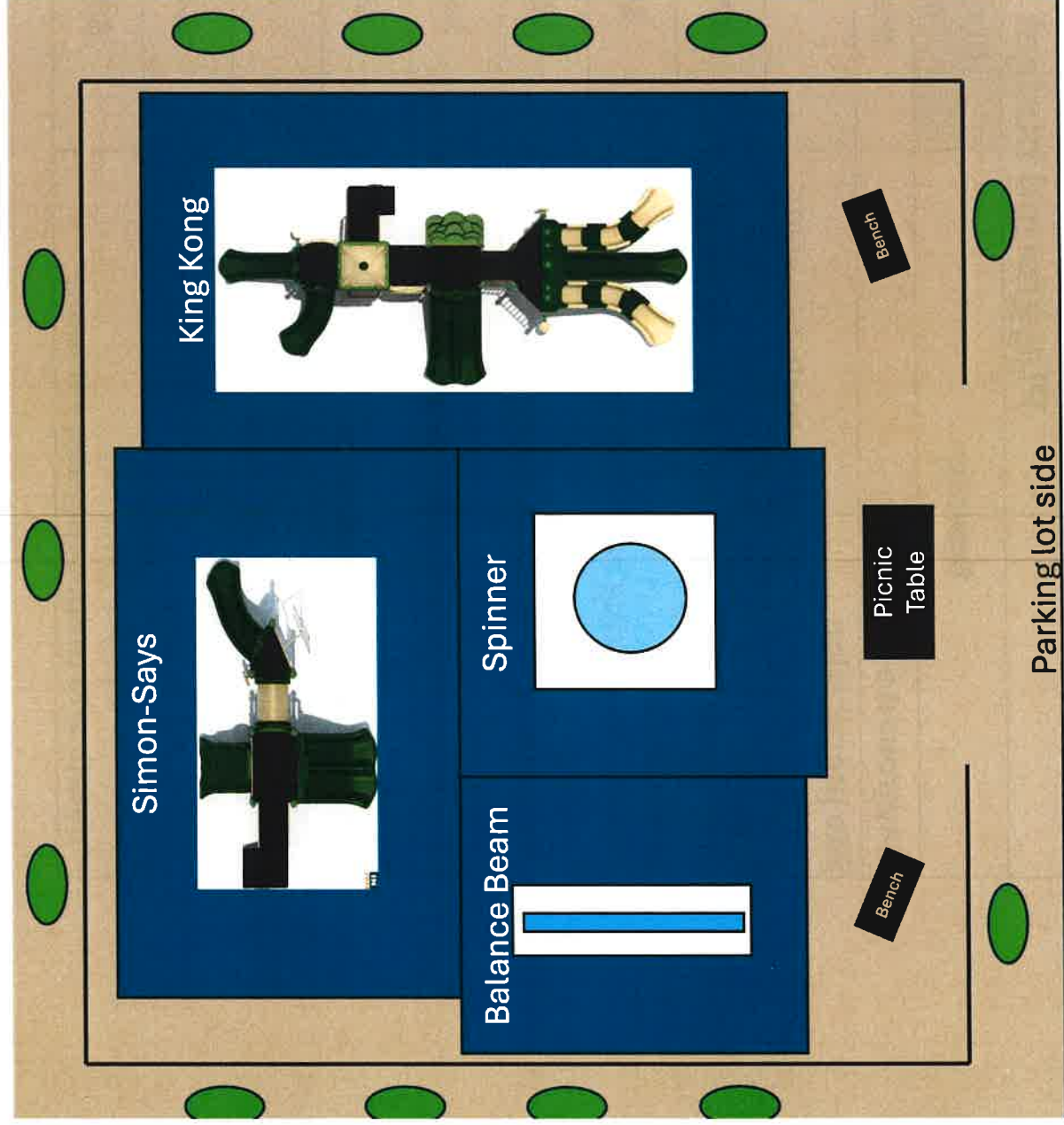
Landscape shrubbery and bushes will be planted outside the fence, but inside the 75'x85' area

12" of playground quality wood mulch will be spread throughout area (provides sufficient fall protection for the highest 6' fall height from equipment)

Benches and picnic tables will be placed at the entrance to the playground and on top of the mulch

Notes:

- Playground will be fully-fenced or be fenced on four sides with a large opening (similar to Salmon Brook parks)
- Budgeting \$55K for equipment
- 2" of mulch will be added to the playground annually to maintain protection
- [Blue](#) area denotes a 6' safety zone for the designated equipment (65'x70' total)
- [Tan](#) area is projected 75'x85' playground quality wood mulch area
- [Black](#) line is expected fence line

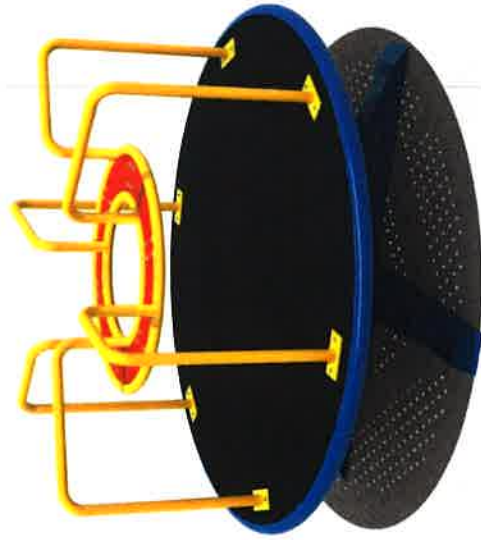
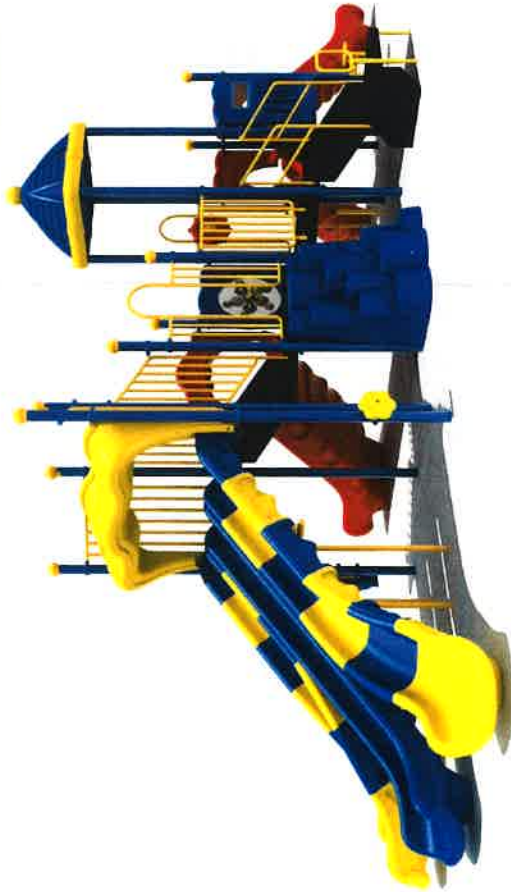


Playground budget		
Expenses	Projected cost	Percentage of Budget
Playground equipment	\$55,000	68.75%
Site preparation -Excavation (in house labor, tools and skill)	\$0	0.00%
Flooring - 12" Wood playground mulch for fall safety	\$7,000	8.75%
Decorations -Create an inviting environment	\$500	0.63%
Fencing - Security fencing surrounding area	\$8,000	10.00%
Playground extras - Benches, tables, Shade, landscape	\$4,000	5.00%
Signage - Insurance, policy, guidance	\$500	0.63%
Labor - Playground equipment install (in house)	\$0	0.00%
Security equipment - Cameras, install	\$2,000	2.50%
Tools and equipment - Install, site prep, concrete, silt fence	\$3,000	3.75%

IN STOCK
FREE SHIPPING



IN STOCK
FREE SHIPPING

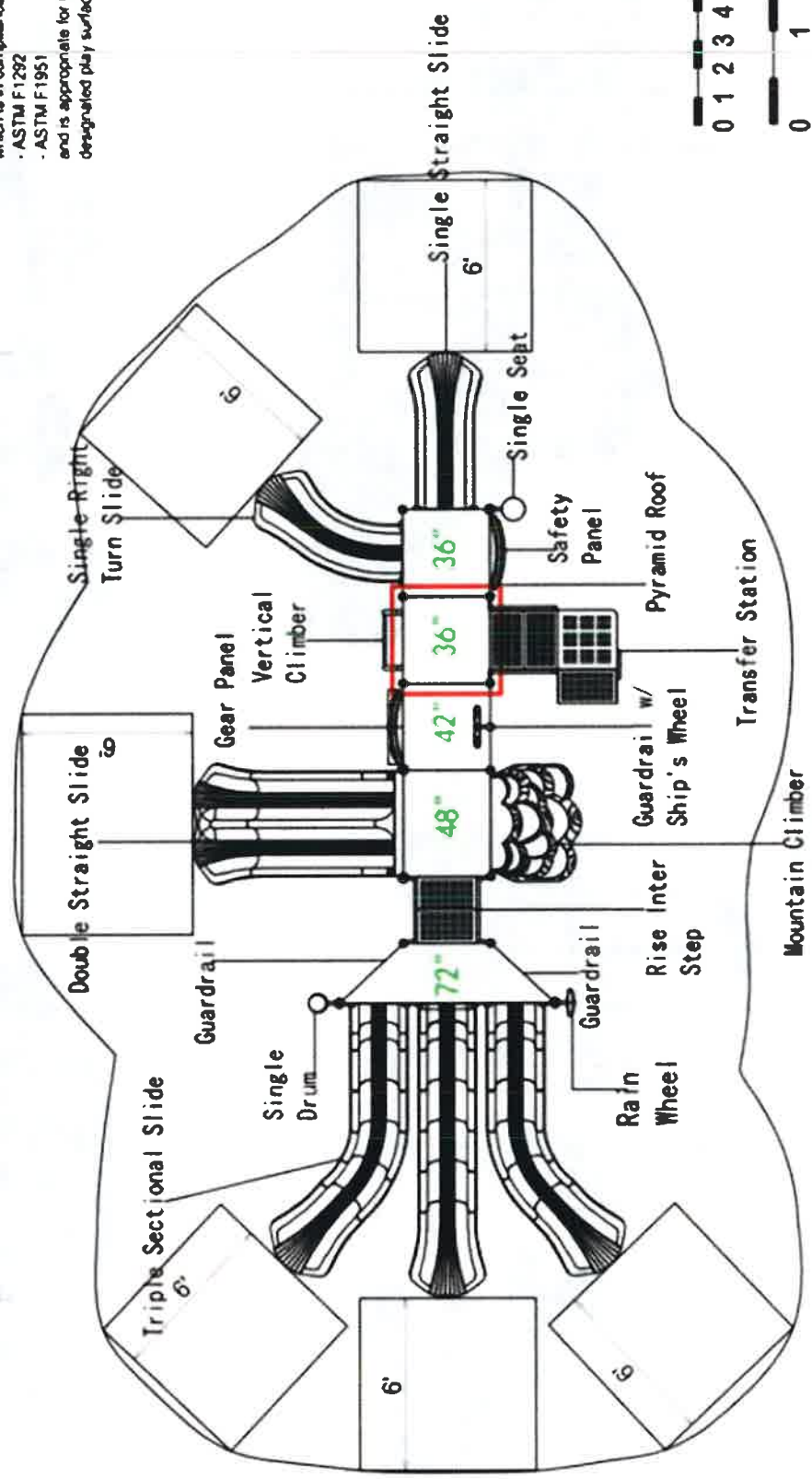


King Kong equipment

45'-2"
33'-2"

27'-5"
15'-3"

Compliance
This play structure has been designed to meet the safety requirements established in
 • 2010 ADA Standard
 • ASTM F1487
 • CPSC Pub #125
 when the play structure is installed over a properly maintained surfacing material which is in compliance with
 • ASTM F1292
 • ASTM F1951
 and is appropriate for the highest designated play surface of the structure

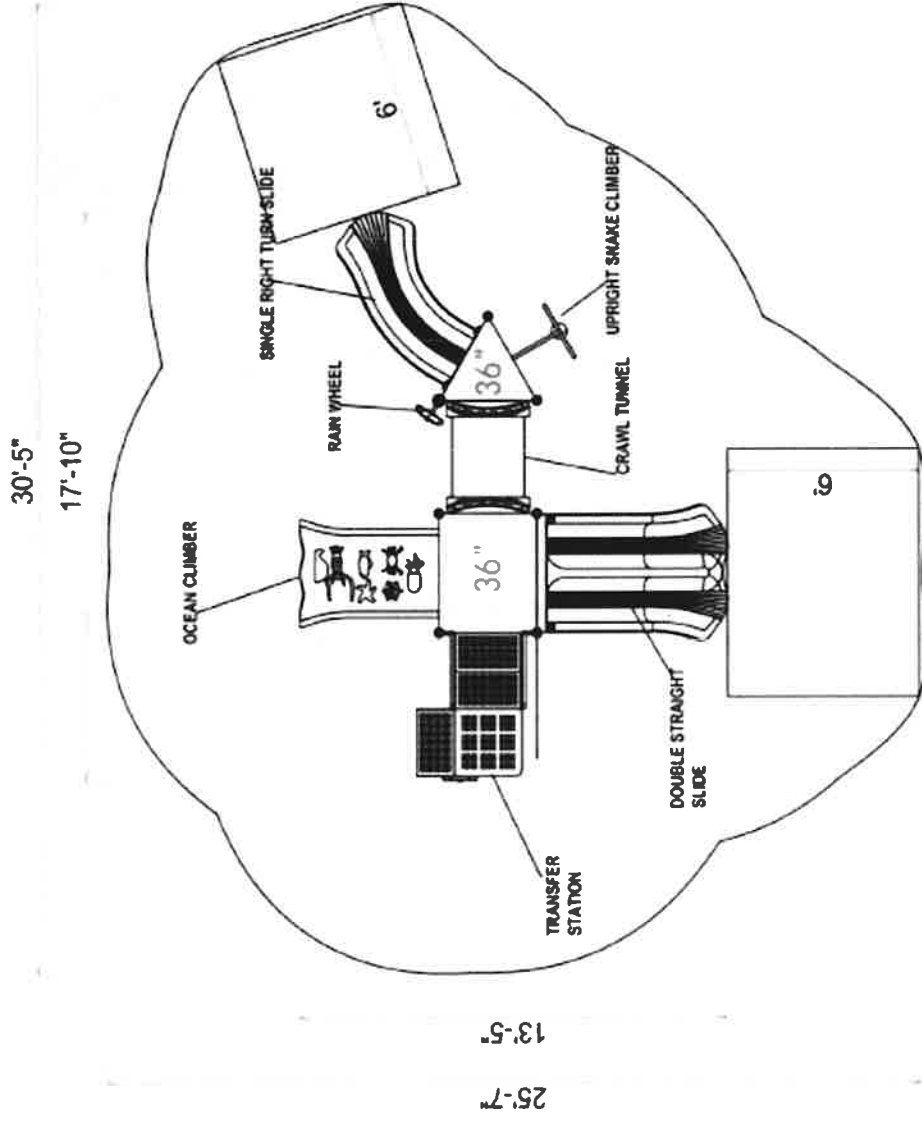


The diagram shows a cross-section of a safety attenuating device. It features a central core of gravel or blocks, 12 inches high and 20 inches wide. This core is surrounded by a layer of sub-grade, which is 20 inches wide and 12 inches high. The entire assembly is topped with a layer of impact attenuating safety surfacing, which is 20 inches wide and 12 inches high. A 6-inch OD support post is shown passing through the surfacing and sub-grade, with a surfacing warning label attached to it.

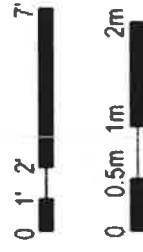
$$\text{Hole Depth} = (30\text{in} + \text{Gravel Block Thickness}) + \text{Surfacing Depth}$$

$$20\text{in} = (30\text{in} + 2\text{in}) + 12\text{in}$$

Simon-Says equipment



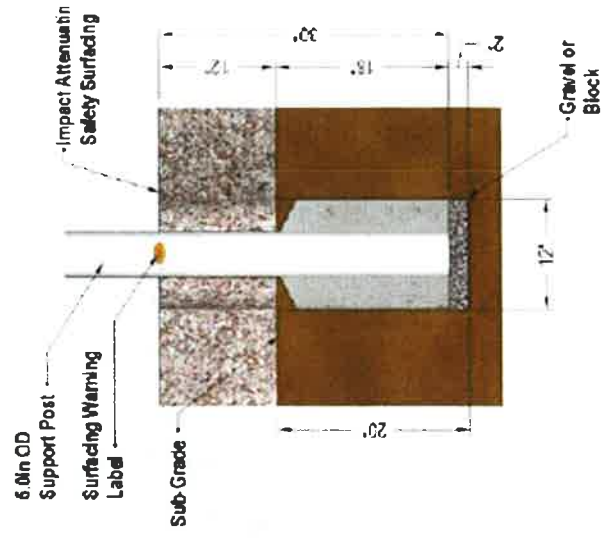
Compliance:
 This play structure has been designed to meet the safety requirements established in:
 - 2010 ADA Standard
 - ASTM F1487
 - CPSC Pub #325
 when the play structure is installed over a properly maintained surfacing material which is in compliance with:
 - ASTM F1292
 - ASTM F1951
 and is appropriate for the highest designated play surface of the structure.



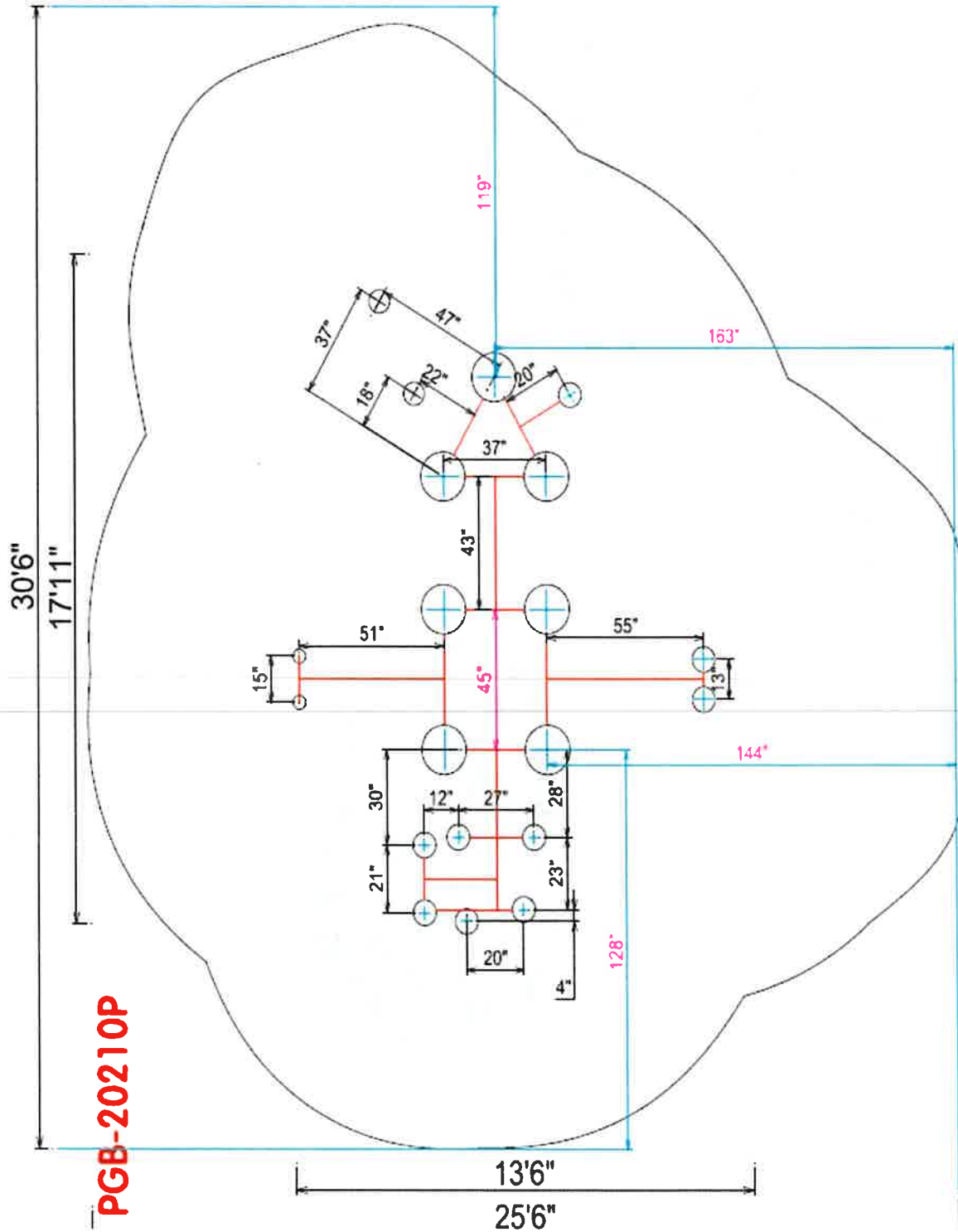
Footing details:

- 20 footings
- All
 - 12in diameter
 - 30in total depth
 - Bottom 18in of concret
 - Top 12in wood mulch

5.0in OD Standard Post Footing Detail



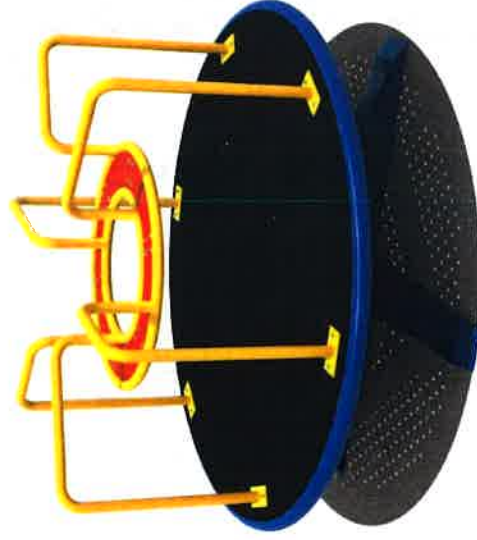
Hole Depth = (30in + Gravel/Block Thickness) + Surfacing Depth
 20in + (30in + 2in) = 52in



Additional Equipment

Time Traveler Merry Go Round

Safety use zone = 24'x24'



Footing details:

- 4 footings
- All
 - 12in diameter
 - 30in total depth
 - Bottom 18in of concrete
 - Top 12in wood mulch

Leaf Balance Beam

Safety use zone = 21'x16'



Footing details:

- 2 footings
- All
 - 12in diameter
 - 30in total depth
 - Bottom 18in of concrete
 - Top 12in wood mulch

TOWN OF GRANBY

MEMORANDUM

TO: Planning and Zoning Commission

FROM: Abby Kenyon, Director of Community Development

DATE: May 22, 2025

RE: Discuss Plan of Conservation and Development Committee Application

At the Commission's last meeting, the Commission decided that it is preferred to have residents who are interested in serving on the POCD Committee submit an application to the Commission for consideration. The following is the draft application for the Commission's review.

After the application form is finalized, it will be posted on the Town website and an announcement will be issued through the website. As previously mentioned, an article has been submitted to the Granby Drummer for the June edition. Interested residents are asked to submit the application by June 23rd. It is expected that the Commission would then review the submissions and notify applicants in July.



To oversee the 2026 POCD update, the Planning and Zoning Commission is establishing a POCD Committee. The Committee will be composed of representatives from the Planning and Zoning Commission, Agricultural Commission, Board of Selectmen, Board of Finance, Conservation Commission, Development Commission, and Granby residents. The Committee will meet the fourth Tuesday of the month at 7 PM, with the first meeting scheduled for September 23rd. In addition to monthly Committee meetings, it is anticipated that there will be public workshops that may require Committee attendance.

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
Experience Information			
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:

Open Space and Recreation:

Housing:

Environment:

Commercial and Industrial Development:

Historic Resources:

Agriculture:

Utilities:

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

Thank you for applying to this Committee!

Please return the completed application by June 23rd to:

Abby Kenyon, Director of Community Development
Granby Town Hall
15 North Granby Road
Granby, CT 06035
akenyon@granby-ct.gov

It is anticipated that the Planning and Zoning Commission will be reviewing applications and selecting Committee members in July.