

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 Based on the reduced size of the apartment, reference to Section 8.5.3 of the Zoning Regulations is no longer applicable.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