

MEETING MINUTES
Town of Granby
Planning & Zoning Commission
Tuesday, June 24, 2025, at 7:00 pm

Present: Eric Lukingbeal, Robert Lavitt, Steve Muller, Christine Chinni, Brennan Sheahan, and Paula Johnson

Absent: Mark Lockwood, Eric Myers, and Meg Jabaily

Also Present: Director of Community Development Abigail Kenyon

1. Call to Order

Acting Chair C. Chinni called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Seating of Alternates, if applicable

P. Johnson was seated.

4. Public Session

None

5. Action on the minutes of June 10, 2025

ON A MOTION by R. Lavitt seconded by E. Lukingbeal, the Commission voted (4-0-2) to approve the June 10, 2025, minutes as presented. B. Sheahan and P. Johnson abstained.

6. Public Hearings

- 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.**

P. Johnson stated that she watched the meeting recording. B. Sheahan stated that he also watched the meeting recording but would recuse himself from voting on the application.

Applicant and Landscape Architect Biff Schechinger was present to discuss the application, along with property owner Steve Briggs. The owner is seeking permission to construct a new commercial building just under 5,000 square feet on the vacant parcel at 14 Mill Pond Drive. It was explained that since the last meeting, the narrative has been revised to address the aquifer protection overlay regulations; 6 parking spaces for equipment/trucks has been added to the north of the building; the building elevation has been updated to add an overhang over the door that will face Mill Pond Drive; and minor updates to the stormwater management system were made to address comments from the Town Engineer.

In response to Commission questions, it was explained that there will be one five-gallon container of hydraulic fluid, one case of motor oil, and one case of hydraulic lubricant tubes (24 tubes total). These will be stored in a locked metal cabinet that will be located on the west side of the building, away from the overhead doors. The applicant stated that there are no floor drains and the narrative outlines the procedure to clean up spills. The Commission asked for clarification about oil changes and equipment maintenance, and what was planned for the property. The property owner stated that there would be top offs of fluid for the equipment and an occasional oil change, but all other maintenance and repair work would be done off site. In response to a question about the waste oil,

it was stated that the waste oil from any oil change would be stored in a five-gallon container, which would then be stored in the metal cabinet located on the west site of the building, before being properly disposed. It was clarified that the occasional oil change would be on the property owner's equipment. In response to question about other outstanding comments, the applicant noted that the building elevation would be modified to relocate the pedestrian of the third unit so it was in the correct location, as it is currently shown to exit into the landscaped island. The Commission had questions about the proposed outdoor storage. It was clarified that aside from the one materials storage bin and the six parking spaces for vehicles/equipment, there would be no other outdoor storage on the property.

The Commission reviewed the proposed conditions of approval outlined in the staff review memo dated June 24, 2025. It was noted that two additional conditions would be needed to address the occasional oil change and the correction of the building elevations.

There was no public comment and the public hearing closed.

- 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.**

This application was discussed as part of the above application: File Z-7-25.

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

- a. **Application seeking a Site Plan Modification to install a 160 square foot recycling station for property located at 124 Salmon Brook Street, Stop and Shop, C2 Zone: File Z-12-25.**

The Commission will consider this application at the July 8th meeting. There was no public hearing scheduled as it is a minor site plan modification.

- b. **Application seeking a Special Permit under Zoning Regulations Sections 8.3 and 8.16 for a restaurant serving alcoholic beverages for property located at 9 Bank Street, Unit H, COCE Zone: File Z-13-25.**

The above application was scheduled for a public hearing on July 8, 2025, at 7 PM.

A. Kenyon reported that an Application seeking to renew a Special Permit under Zoning Regulations Section 9 for earth excavation for Tilcon (536 Salmon Brook Street) was also received. The public hearing was scheduled for July 8, 2025, at 7 PM.

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

ON A MOTION by P. Johnson seconded by E. Lukingbeal, the Commission voted (5-0-1), B. Sheahan abstained, to approve an 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, subject to the following:

1) Erosion and sedimentation control measures must be installed as depicted on the subject plans and maintained during the construction period and until such time that the soil is permanently

stabilized. An erosion and sediment control bond of \$2,000 in the form of cash or check shall be deposited with the Town of Granby prior to the execution of the mylars.

2) The applicant shall reimburse the Town of Granby for all payments made to the Town Engineer for monitoring the development for compliance with this approval. The applicant shall reimburse the Town at a rate of \$120 per hour for the services of the Town Engineer. The applicant shall deposit with the Town of Granby the sum of \$1,500 in the form of cash or check to be applied to the costs as described herein prior to the execution of the mylars. Should the costs exceed this amount, the applicant will be billed the difference. Any funds not used for this project will be remitted to the applicant at the conclusion of the project. The term Town Engineer includes any person or firm so designated by the Town Engineer or the Director of Community Development.

3) Prior to the start of construction, the applicant shall attend a pre-construction meeting with the Town Engineer and Director of Community Development to review the process.

4) Due to the close proximity of the building to the side yard setback, prior to pouring the foundation, its location shall be staked in the field by a licensed surveyor. The Building Official shall be notified when this is complete for inspection.

5) Upon completion of the development and prior to Certificate of Occupancy, an Improvement Location Survey (as-built) shall be prepared, approved by the Town Engineer, and filed with the Town Clerk. The design professional shall also provide a letter stating that the site was constructed in accordance with the approved plans.

6) All outstanding site work must be completed or bonded prior to Certificate of Occupancy.

7) The development is within the Town's sewer service area and the Town has sufficient capacity to accommodate the proposal. However, the final mylars shall not be filed until such time that the Granby Water Pollution Control Authority approves the sewer allocation.

8) There shall be no outside storage beyond the materials storage bin and the six parking spaces on the north side of the building designated as licensed commercial vehicle/equipment parking bays shown on the approved plans. All other equipment and vehicles shall be stored and parked inside the building.

9) The illuminated freestanding sign is approved as presented.

10) This approval is for the occupancy of the southern building unit, shown as Unit #1 on the approved plans, only by the applicant. Special Permit approval is required prior to occupancy of the other two building units, this includes either expansion by the current applicant into those units or occupancy by other tenants.

11) Easements for shared parking per Zoning Regulation Section 7.3.1, access, utilities, and any other applicable items between 14 and 18 Mill Pond Drive must be filed on the Land Records and shown on the plan prior to filing the mylars.

12) The proposed infiltration system should have capacity to accommodate at least the 10-year storm event without flow entering the street. Revisions and modifications to the system, including an additional chamber(s) or any other changes to address this, shall be submitted for review and approval by the Town Engineer prior to filing the mylars.

13) The chambers specified shall be designed for stormwater detention/infiltration. Revisions and modifications shall be submitted for review and approval by the Town Engineer prior to filing the mylars.

14) Occasional oil changes on the applicant's equipment are permitted. All waste oil generated from these oil changes is to be stored in a single five-gallon waste container prior to proper disposal off site.

15) The building elevations shall be updated to show the correct location of the pedestrian door prior to filing the mylars.

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

ON A MOTION by P. Johnson seconded by E. Lukingbeal, the Commission voted (5-0-1), B. Sheahan abstained, to approve an 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, subject to the following:

Easements for shared parking per Zoning Regulation Section 7.3.1, access, utilities, and any other applicable items between 14 and 18 Mill Pond Drive must be filed on the Land Records and shown on the plan prior to filing the mylars.

9. Staff Report and Correspondence

A. Kenyon stated that six applications were received for the POCD Subcommittee.

10. Commissioner Reports and Correspondence

None

11. Adjourn

ON A MOTION by E. Lukingbeal seconded by S. Muller, the Commission voted (6-0-0) to adjourn the meeting at 7:41 PM.

Respectfully submitted,

Abby Kenyon