

**MEETING MINUTES**  
Town of Granby  
Planning & Zoning Commission  
Tuesday, September 9, 2025, at 7:00 p.m.

**Present:** Eric Lukingbeal, Christine Chinni, Mark Lockwood, Eric Myers, Robert Lavitt, Steve Muller, Brennan Sheahan, and Paula Johnson (unseated via Zoom)

**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 July 22, 2025**

**ON A MOTION** by E. Lukingbeal, seconded by S. Muller, the Commission voted (5-0-2) to approve the July 22, 2025, minutes as presented. M. Lockwood and C. Chinni abstained.

***ON A MOTION** by E. Lukingbeal, seconded by S. Muller, the Commission voted (7-0-0) to amend the agenda to add after Agenda Item #9, "Appointment of Agricultural Commission Member to POCD Committee."*

**6. Public Hearings**

**a. Application seeking a 7-lot subdivision, Breezy Meadow, for property located at 188 Day Street, R30 and R50 Zones: File P-1-25.**

Applicant Kirk MacNaughton was present to discuss the application. A. Kenyon provided an overview of her staff memorandum, which outlined the revisions made to the application since the last meeting. The visual streetscape buffer on lots 4 and 5 has been increased from 30' to 50', and the proposed plantings for lots 4-7 have been modified. E. Lukingbeal questioned the maintenance of the plantings and whether a watering plan had been considered. K. MacNaughton stated that no formal watering plan was established but he will adhere to the invasive species mitigation plan required by the IWWC, and water the plants until fully established.

**Public Comment**

Mark Gottlieb, 105 Silver Street, expressed concerns regarding the lack of a Phase One Environmental Site Assessment, increased traffic and the configuration of the intersection of Day Street and North Granby Road, and the proposed rain garden on Lot #1.

Dana Warren, 10 Day Street South, requested clarification regarding the regulations pertaining to lot configuration and contiguous developable area. She also questioned why access to the proposed open space was located on a state highway instead of the town road. Concern was raised regarding the proposed shared driveway, and the potential for future road reconfiguration at the intersection of Day Street and North Granby Road.

A. Kenyon provided clarification regarding the regulations and stated that the Town Engineer has reviewed and approved all proposed drainage.

The public hearing closed at 7:45 p.m.

**b. Application seeking an amendment to Zoning Regulations Section 3.8 Industrial Zone to add Section 3.8.2.19 for Event Space allowed by Special Permit: File Z-15-25.**

Applicant Allen Coachman, 1 Pheasant Run, Windsor, CT was present to discuss the application. He is proposing a change to Zoning Regulations Section 3.8 to add Section 3.8.2.19, which would allow for a Special Event Space by Special Permit in the Industrial Zone. As proposed by the applicant, it is defined as “a facility for banquets, conferences, receptions, meetings, presentations, parties, cultural, educational, corporate, charitable or other social gatherings”. As noted by staff, ‘Event Space’ is not currently a use in the Zoning Regulations; therefore, this would be an entirely new use. Restaurants may have an event or private party room as an accessory use; however, an event space as proposed may or may not have a kitchen and dining facilities. There was no public comment, and the public hearing closed at 7:53 p.m.

**c. Application seeking to modify a Special Permit under Zoning Regulations Section 8.1.3.4 for a garage in excess of 1,000 square feet to construct an overhang, for property located at 10R Eric Drive, R30 Zone.**

Applicant and property owner Robert Broderick was present to discuss the application. He is seeking approval to construct a 40’x10’ lean-to addition to an existing 1,800 square foot Morton building that was approved by the Commission in 2024. The proposed addition will have a gravel base and house personal equipment. Due to its proximity to wetlands, approval from the IWWC Wetlands Agent was received on August 19<sup>th</sup>. The structure is located in compliance with required setbacks, and there were no questions or concerns from the Commission. There was no public comment, and the public hearing closed at 7:59 p.m.

**7. Receive applications and schedule public hearing (if applicable)**

None

*E. Lukingbeal recused himself at 8:00 p.m.*

**8. Consider request by Granby Land Trust to accept dedicated open space instead of fee-in-lieu of open space for 120, 126 and 132 Silver Street**

Rick Orluk, President of the Granby Land Trust (GLT), spoke on behalf of the GLT’s desire to purchase 120, 126 and 132 Silver Street.

The lots were created as part of the 2007 subdivision approval by the Commission, where a fee-in-lieu of open space was accepted, and a lien was filed on the land records requiring payment at the time of sale. The GLT is requesting Commission approval to remove the fee-in-lieu of open space requirement because the properties will be permanently preserved as open space. The three properties to be purchased total 8.59 acres, and under the regulations, the GLT is an approved entity to receive the dedicated open space. As noted by A. Kenyon, the request to remove the fee-in-lieu of open space requirement so the properties can be transferred to the Granby Land Trust complies with Section 3.1.3 of the Subdivision Regulations. The Commission expressed concern regarding any potential future sale of the property. A. Kenyon clarified that the Town Attorney would review the draft language prior to closing to ensure that all land be permanently protected open space.

**ON A MOTION** by C. Chinni, seconded by E. Myers, the Commission voted (6-0-0) to accept dedicated open space instead of fee-in-lieu of open space for 120, 126 and 132 Silver Street, with the following condition:

Staff shall work with the Town Attorney to make sure that the land be designated as permanently protected open space.

*E. Lukingbeal was reseated at 8:10 p.m.*

9. **Consideration of applications, where the Commission has concluded the public hearing**  
a. **Application seeking a 7-lot subdivision, Breezy Meadow, for property located at 188 Day Street, R30 and R50 Zones: File P-1-25.**

The Commission deliberated on the application and thanked the applicant for addressing their questions and concerns throughout the process. As stated by M. Lockwood, the proposed subdivision meets the regulations and E. Myers indicated that the placement of placards for the Streetscape Buffer are not necessary.

**ON A MOTION** by E. Myers, seconded by C. Chinni, the Commission voted (7-0-0) to approve an application seeking a 7-lot subdivision, Breezy Meadow, for property located at 188 Day Street, R30 and R50 Zones: File P-1-25; subject to the following:

1. All easement language must be finalized, approved, and filed on the land records prior to the filing of the mylars.
2. All easements shall be shown on individual plot plans and referenced in the deeds.
3. No building permit for any lot shall be issued until the open space as shown on the approved subdivision plan is deeded to the Town of Granby.
4. Conservation Restriction Area placards shall be installed prior to CO on each lot. The design of the placards shall be submitted to the Director of Community Development for review and approval. The placards shall be located approximately 50-feet apart, or at closer intervals if needed, to clearly delineate the Conservation Restriction Area on each lot. The placards are to be affixed to a 4" x 4" wooden post. If the placards are to be affixed to an existing or proposed tree, or displayed in some other manner, the proposal must be submitted to the Director of Community Development for review and approval prior to installation.
5. The applicant shall reimburse the Town of Granby for all payments made to the Town Engineer for monitoring the construction for compliance with this approval.

The applicant will 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 \$3,000 to be applied to the costs as described herein. Should the costs exceed this amount the applicant will be billed for the difference. Any funds not used for the project will be remitted to the applicant at the conclusion of the project. As used in this condition, the term Town Engineer includes any person or firm so designated by the Town Engineer or the Director of Community Development. The required funds shall be deposited with the Town of Granby prior to the filing of the mylars.

6. An access, inspection and repair agreement and a \$1,000 cash bond for each lot shall be required to ensure that the Erosion and Sediment Control Plan is installed, maintained and functions as proposed for each individual building lot as outlined in Section 8.7.7 of the Zoning Regulations.
7. The reduced visual streetscape buffer is approved as shown on the plans with consideration of the existing and proposed vegetation.
8. The final mylar shall be modified to comply with the requirements outlined herein, prior to execution by the Commission.

**b. Application seeking an amendment to Zoning Regulations Section 3.8 Industrial Zone to add Section 3.8.2.19 for Event Space allowed by Special Permit: File Z-15-25.**

**ON A MOTION** by E. Myers, seconded by C. Chinni, the Commission voted (7-0-0) to approve an application seeking an amendment to Zoning Regulations Section 3.8 Industrial Zone to add Section 3.8.2.19 for a Special Event Facility, which is a facility for banquets, conferences, receptions, meetings, presentations, parties, cultural education, corporate, charitable or other social gatherings allowed by Special Permit: File Z-15-25, with an effective date of September 29, 2025.

**c. Application seeking to modify a Special Permit under Zoning Regulations Section 8.1.3.4 for a garage in excess of 1,000 square feet to construct an overhang, for property located at 10R Eric Drive, R30 Zone.**

**ON A MOTION** by E. Myers, seconded by S. Muller, the Commission voted (7-0-0) to approve an application seeking to modify a Special Permit under Zoning Regulations Section 8.1.3.4 for a garage in excess of 1,000 square feet to construct an overhang, for property located at 10R Eric Drive, R30 Zone.

**10. Appointment of Agricultural Commission Member to POCD Committee**

A. Kenyon noted that Chair Ellen Whitlow of the Agricultural Commission has volunteered to represent the Agricultural Commission as part of the POCD update.

**ON A MOTION** by E. Lukingbeal, seconded by S. Muller, the Commission voted (7-0-0) to appoint Ellen Whitlow of the Agricultural Commission to the POCD Committee.

**11. Staff Report and Correspondence**

**a. CRCOG Fall Housing Workshops: 9/24 and 10/16**

The Capitol Region Council of Governments is holding two housing workshops this fall as part of a regional housing strategy to address housing concerns. A flyer was provided to the Commissioners at the meeting. A. Kenyon stated that the town has posted two properties for sale, 83 Salmon Brook Street and 603 Cider Lane, with proposals due by October 3, 2025.

**12. Commissioner Reports and Correspondence**

M. Lockwood requested that town staff contact DOT regarding relocation of the crosswalk sign at the Station 280 Apartment complex that is currently hidden behind a telephone pole. The Commission also discussed the line striping on Route 20 that needs to be addressed.

**13. Adjourn**

**ON A MOTION** by E. Lukingbeal, seconded by S. Muller, the Commission voted (7-0-0) to adjourn the meeting at 8:29 p.m.

Respectfully submitted,

Renee Deltenre