

**AGENDA**  
Regular Hybrid Meeting  
Town of Granby  
Planning & Zoning Commission  
Tuesday, January 10, 2023 at 7:00 pm  
Town Hall Meeting Room

**Link:** <https://us02web.zoom.us/j/86444827258?pwd=bUIYSGRJWg9RbWlVODZkV2xjTlEvZz09>

**Call-In:** 1 929 205 6099  
**Meeting ID:** 864 4482 7258  
**Passcode:** 856311

1. Call to Order
2. Pledge of Allegiance
3. Seating of Alternates, if applicable
4. Public session, items not on the agenda or subject to a public hearing
5. Action on the minutes of December 13, 2022
6. Receive applications and schedule public hearings, if needed
  - a. Application seeking a Site Plan Modification for the 235-unit, multi-family development for building elevations for buildings 4, 5, 6 & 7 for property located at 280 Salmon Brook Street, CC Zone, File Z-22-22.
  - b. Application seeking a Special Permit under Zoning Regulations Section 3.5.2.17 for a caretaker apartment for property located at 352 Salmon Brook Street, C2 Zone, File Z-23-22.
7. Commission Discussion: Neighborhood and Commercial Transition Zone (T1)
8. Commission Discussion: Joint meeting with Board of Selectmen Outstanding Items, Center Study and Affordable Housing
9. Staff Report and Correspondence
  - a. Update on Flow Study
10. Commissioner Reports and Correspondence
11. Adjourn

**MEETING MINUTES**  
Town of Granby  
Planning & Zoning Commission  
Tuesday, December 13, 2022 at 7:00 pm

**Members Present:** Eric Lukingbeal, Matthew Peters, Christine Chinni, Jonathan Boardman, Alternate Robert Lavitt, Brennan Sheahan, Eric Myers (via Zoom), and Alternate Paula Johnson (via Zoom, not seated)

**Absent:** Mark Lockwood

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

**1. Call to Order**

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

**2. Pledge of Allegiance**

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

R. Lavitt was seated for M. Lockwood.

**4. Public session, items not on the agenda or subject to a public hearing**

None

**5. Action on the minutes of November 22, 2022**

**ON A MOTION** by J. Boardman seconded by E. Lukingbeal, the Commission voted (4-0-3; M. Peters, C. Chinni, and R. Lavitt abstained) to approve the November 22, 2022 minutes as amended, to include under the conditions of approval for File Z-14-22, 86 Granville Road, the following:

- Applicant shall address and adhere to all seven staff comments detailed in the October 19, 2022 memorandum from the Director of Community Development to the Planning and Zoning Commission.

**6. Public Hearings**

- a. **Application seeking a Special Permit under Zoning Regulations Sections 3.5.2.2, 8.6.14, 8.21.4.8 for a 24-hour access gym in the aquifer protection overlay zone and an illuminated building sign, for property located at 7 Mill Pond Drive, C2 Zone. File Z-19-22.**

Applicant Robert Olson of 7 Ann-Mar Lane, Simsbury, was present to discuss the application. He is the owner of Resolute Fit located at 10 Mill Pond Drive and is looking to open a 24-hour access fitness facility located across the street at 7 Mill Pond Drive. The 3,200 square foot space was previously a restaurant but has been vacant for quite some time. Members would be able to access the facility at any time using an app on their phone and the facility would be monitored by motion-censored cameras.

There are two existing bathrooms that will remain; however, the remaining interior space would be demolished and reconstructed, including the addition of two unisex ADA compliant showers. Emergency panic buttons will be installed throughout. The applicant informed the Commission the signage has not been finalized at this time and he will reapply to the Commission at a later date for the signs. A. Kenyon stated that this site is located within the Aquifer Protection Overlay; however, the proposed use poses no threat to the aquifer. There was no public comment and the public hearing was closed at 7:15 p.m.

**b. Application seeking a Special Permit under Zoning Regulations Sections 8.6.13 and 8.6.14 for two illuminated building signs for property located at 7 Mill Pond Drive, C2 Zone. File Z-21-22.**

Applicant representative Kelvin Herrera of Tri-State Signs and Awnings was present via Zoom to discuss the application. Hartford Health Care Urgent Care has retained said company to install two new, 24 square foot illuminated signs in order to increase public awareness and visibility. One sign will be located over the main entrance on the front of the building that faces the parking lot and will be individually lit channel letters. The second sign will be located to the side of the building facing Salmon Brook Street and consist of an illuminated light box. Only the letters will be illuminated at night and the sign background will be opaque. There was no public comment and the public hearing was closed at 7:19 p.m.

**c. Application seeking a Special Permit under Zoning Regulations Section 8.15.17.7.1 for a Farm Store for property located at 175 Barn Door Hills Road, R2A Zone. File Z-20-22.**

Applicants Christopher Peregrin and Julien Tessier were present to discuss the application, along with property owners Carolyn and Eric Mainardi. The applicants propose to open a farm store within an existing 600 square foot outbuilding, which would be renovated to include an accessible bathroom and the required fixtures for the farm store, such as a three-bay sink, undercounter refrigerator, freezer, and display cases, would be installed. Hours of operation would be 7 a.m. to 4 p.m. Tuesday thru Sunday and produce grown on site would be sold in the farm store, along with fruits, vegetables, fresh cut flowers, eggs, baked goods, coffee and soft drinks.

The store would accommodate indoor seating for six people and outdoor seating for eight, while utilizing eight parking spaces to the east of the proposed farm store. There is an area to the west that could accommodate another six parking spaces if needed, and access would be from an existing gravel driveway. The store would connect to the farm's existing commercial grade septic system and modifications would be made to the exterior in order to provide handicap access. Two signs are proposed, one freestanding, non-illuminated sign at the street and one illuminated wall sign over the entrance to the farm store. The applicant also stated that no alcohol will be served on-site and no live music or other entertainment shall occur.

## Public Comment

Margaret Lareau, 17R Reed Hill Road, expressed concerns regarding the proposed business operation and feels the stated use does not comply with the definition of a farm store.

Joanne Stevens, 91 Barn Door Hills Road, expressed concerns regarding the possibility for future expansion, and questioned whether the proposed use is in fact a farm store or a retail café operation.

Sara Ryan, 15 Halwood Drive, spoke in favor of the application.

Lorri DiBattisto, 20 Hillyer Way, submitted written documentation via email on December 13, 2022 in favor of the application (A. Kenyon stated for the record).

C. Peregrin addressed public comment and stated that they intend to keep the existing footprint of the structure as is, and if they do expand in the future, then they will relocate to a commercial space. He reiterated how they have been planting on-site for more than two years and will be using that product to produce food for sale. C. Mainardi stated how she granted C. Peregrin permission to apply for the Special Permit, and A. Kenyon provided a brief overview of the Special Permit approval process for the public's benefit. It was also stated there will be no live entertainment or music on site, nor will there be any events. The public hearing closed at 7:55 p.m.

### **7. Receive applications and schedule public hearings**

None

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

- a. **Application seeking a Special Permit under Zoning Regulations Sections 3.5.2.2, 8.6.14, 8.21.4.8 for a 24-hour access gym in the aquifer protection overlay zone and an illuminated building sign, for property located at 7 Mill Pond Drive, C2 Zone. File Z-19-22.**

**ON A MOTION** by M. Peters seconded by J. Boardman, the Commission voted (7-0-0) to approve an application seeking a Special Permit under Zoning Regulations Sections 3.5.2.2, 8.6.14, 8.21.4.8 for a 24-hour access gym in the aquifer protection overlay zone and an illuminated building sign, for property located at 7 Mill Pond Drive, C2 Zone. File Z-19-22.

- b. **Application seeking a Special Permit under Zoning Regulations Sections 8.6.13 and 8.6.14 for two illuminated building signs for property located at 7 Mill Pond Drive, C2 Zone. File Z-21-22.**

**ON A MOTION** by E. Lukingbeal seconded by M. Peters, the Commission voted (7-0-0) to approve an application seeking a Special Permit under Zoning Regulations Sections 8.6.13 and 8.6.14 for two illuminated building signs for property located at 7 Mill Pond Drive, C2 Zone. File Z-21-22.

c. **Application seeking a Special Permit under Zoning Regulations Section 8.15.17.7.1 for a Farm Store for property located at 175 Barn Door Hills Road, R2A Zone. File Z-20-22.**

The Commission discussed the application at length and determined that the proposed use complies with the zoning regulations.

**ON A MOTION** by E. Myers seconded by J. Boardman, the Commission voted (7-0-0) to approve an application seeking a Special Permit under Zoning Regulations Section 8.15.17.7.1 for a Farm Store for property located at 175 Barn Door Hills Road, R2A Zone, File Z-20-22, subject to the following conditions:

1. Hours of operation shall be 7 a.m. to 4 p.m. Tuesday thru Sunday;
2. The following are not allowed as part of this permit: No entertainment, no events, no parties, no music outside the building, and no live music inside or outside of the farm store; and,
3. Installation of a non-illuminated code complaint freestanding sign at the end of the driveway and an illuminated code complaint sign over the farm store entrance is approved.

**9. Presentation and Commission Discussion: Neighborhood and Commercial Transition Zone (T1)**

Martin Schwager, Chairman of the Granby Development Commission, provided an overview of the creation of the Neighborhood and Commercial Transition Zone (T1), as well as potential changes that are being recommended by the Development Commission. Current challenges to development within this zone consist of an internal roadway requirement, curb cut limitations, required setbacks, landscaping requirements, amenity restrictions, lot size requirements, and multiple property owners. Coupled with a real estate market driven by changing economics, demographics, and legislative regulations, only one development has occurred within the T1 Zone since its adoption in 2006. Amending the T1 Zoning Regulations will provide advancement for more strategic development and give property owners the opportunity to remarket their properties.

Proposed changes include the removal of an internal road requirement, reducing building setbacks to 85 feet, reducing parking setbacks to 25 feet, reducing landscape buffer requirements along R30 zones to 50 feet, removal of curb cut separation requirement, etc. A. Kenyon provided an overview of the proposed curb cut language, which would encourage adjacent property owners to share driveways in order to minimize the number of curb cuts on Route 10. It was also noted there should be a provision to allow secondary/emergency access to Route 10 via a curb cut if necessary. M. Schwager also recommended that the Commission consider the possibility of drive-through amenities. C. Chinni recommended postponing deliberation on the presentation until the next regular meeting, in which the other Commissioners agreed.

**10. Staff Report and Correspondence**

None

**11. Commissioner Reports and Correspondence**

None

**12. Adjourn**

**ON A MOTION** by J. Boardman seconded by E. Lukingbeal, the Commission voted (7-0-0) to adjourn the meeting at 8:56 p.m.

Respectfully submitted,

Renee Deltenre  
Land Use Coordinator

# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

FROM: Abby Kenyon, Director of Community Development

DATE: January 3, 2023

RE: Commission Discussion: Neighborhood and Commercial Transition Zone (T1)

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At the Commission's meeting on December 13<sup>th</sup>, the Development Commission presented proposed changes to the Neighborhood and Commercial Transition Zone regulations. The Commission decided to discuss the changes in more detail in January.

The following is the redlined document that shows the current regulation and proposed changes for discussion.

### 3.10 NEIGHBORHOOD AND COMMERCIAL TRANSITION ZONE - T1

#### 3.10.0 Goal of the T1 Zone

The T1 zone is adopted in an effort to avoid the development of small commercial establishments along Route 10, through the elimination of an existing commercial strip zone. The T1 zone encourages comprehensive development and the cooperation of individual landowners. A primary goal of the zone is to avoid the establishment of commercial curb cuts along Route 10, while requiring that new commercial buildings be placed at least ~~100-85~~ feet back from the front property line along Salmon Brook Street.

The T1 zone is designed to provide a transition of uses, from high intensity commercial use to residential use. This transition can be achieved by combining existing lots, limiting new curb cuts along Route 10, limiting the size of commercial buildings, regulating the style and quality of construction and establishing buffer areas. ~~The objective is to create a unified commercial or mixed use area, developed with an internal service road. All applications for development within the T1 zone must take into account this concept for an internal roadway. Designs that will prevent the possibility of bringing this concept to fruition shall not be approved.~~

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The transitional zone is created in recognition of the commercial growth that is occurring in this area, the relocation of the Canton Road intersection, the availability of public water and public sewer and the Town's overall success in limiting curb cuts and managing traffic flow within the overall area.

The following regulations and standards are designed to bring about the above goal.

#### 3.10.1 Permitted Uses

The following uses are permitted:

- 3.10.1.1 Single-family dwellings;
- 3.10.1.2 Home occupations, subject to Section 8.8;
- 3.10.1.3 Accessory uses customarily incidental to permitted uses, subject to Section 8.1.

#### 3.10.2 Special Permits Uses, subject to the Special T1 Zone Criteria and Section 8.2.

3.10.2.1 Commercial educational facilities, including day care centers for six (6) or more people with a valid State license;

3.10.2.2 Bed-and-breakfast facilities, inns and motels;



3.10.2.3 Business or professional offices, including financial institutions and/or office parks;

3.10.2.4 Commercial recreational facilities, including health clubs, indoor and outdoor recreational complexes and all associated fields, courses, buildings and equipment;

3.10.2.5 Restaurants, subject to Section 8.16;

3.10.2.6 Retail sale, rental and/or repair of items such as food, clothing, hardware, garden supplies, jewelry, electronics, appliances, books, sporting goods, nursery items, home improvement products and general merchandise;

3.10.2.7 Personal services, including, but not limited to barbershops, beauty shops, cleaning establishments, nail salons and appliance and other general repair shops, excluding automobile repair;

3.10.2.8 Nursing homes with a maximum density of 15 beds per acre;

3.10.2.9 Elderly housing, assisted living facilities, independent living facilities, and similar residential uses with a maximum density of 10 units per acres;

3.10.2.10 Active Adult Residential Development, in general conformity with the standards set forth in Section 8.27.3, except where such standards are in conflict with the T1 Zone Criteria of Section 3.10.3;

3.10.2.11 ~~Assisted living facilities, independent living facilities, Multi-family residential developments and similar residential uses~~ with a maximum density of 8 units per acre;

3.10.2.12 Accessory uses customarily incidental to principal uses.

### 3.10.3 Special T1, Zone Criteria

~~3.10.3.1 The Special Permit uses listed above may only be approved on a lot which contains a minimum of 4 acres.~~

3.10.3.2 The maximum area of the footprint of a single commercial building is 20,000 square feet.

3.10.3.3 All commercial buildings must be clearly separated by a minimum of 30 feet.

3.10.3.4 The establishment of commercial uses that do not currently exist within the Town shall be preferred over the replication of existing uses.

**Commented [AK1]:** Development Commission recommends the Planning and Zoning Commission consider allowing drive-throughs in the T1 Zone.

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3.10.3.5 The combined area of the footprints of all commercial buildings must be less than or equal to 20% of the total land area. (Example: 4.6 acres = 200,376 square feet. 20% of 200,376 = 40,075. Therefore, the total area of the footprint of any combination of commercial buildings on a property of 4.6 acres shall be 40,075 square feet, or less)

3.10.3.6 ~~No Special Permit use may be approved unless the Route 10 curb cut (west side), which serves the Special Permit use, is separated by at least 800 feet from any other curb cut, serving a Special Permit use and also located on the west side of Route 10. For the purpose of this regulation the existing YMCA curb cut is a curb cut serving a Special Permit use. This is the only commercial curb cut that exists within the T1 zone as of the adoption of this regulation. New Special Permit developments that do not comply with the curb cut separations may not be approved.~~ There shall only be three curb cuts on the west side of Route 10 serving a Special Permit use. The existing YMCA curb cut is the only curb cut serving a Special Permit use that exists within the T1 Zone as of the adoption of this regulation. A curb cut serving a Special Permit use will only be allowed under the following conditions: where the property does not have access, or could not obtain access via an agreement or easement with an adjacent property owner, to an existing public or private drive; or where the property is under separate ownership from an adjacent property that has access to Route 10 via an existing driveway. The Commission may permit secondary access/egress to a development with a curb cut on Route 10 after considering the distance to other curb cuts and vehicular circulation to/from the site, including emergency access. Any secondary access/egress curb cuts shall not count toward the three curb cuts permitted on Route 10 under this regulation.

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3.10.3.7 ~~A primary purpose of this zone is to encourage the construction of an internal service road which extends from a point opposite Floydville Road to a point located on Canton Road Extension, as outlined above. It is anticipated that the majority of new uses will be serviced through the construction of this service road. The internal roadway shall be designed as a Town Road and easements shall be established at property boundaries to permit the future extension of the road. It is understood that the road may be constructed in segments and further understood that the actual transfer of the ownership of the road, to the Town, may occur at a future date, well after the earliest road segments were constructed. All appropriate bonds, deeds and easements shall be maintained to provide for the future transfer of the ownership of the road to the Town.~~

Commented [AK2]: Discuss this in more detail. Does it make sense to limit the number instead of location? What does the Commission think about curb cuts to allow secondary access drives (right in, right out or entrance/exit only)?

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3.10.3.8 All developments shall provide vehicular and pedestrian easements, at the direction, and in locations determined by the Commission, to allow passage to and from adjacent properties to achieve the goals of the T1 zone.

3.10.3.9 No parking area, for a commercial development may be located within ~~100-25~~ feet of the front property line along Salmon Brook street line Route 10.

3.10.3.10 A landscape buffer area of not less than ~~150-50~~ feet shall separate any proposed Special Permit uses from single family homes, existing on the date of adoption of this regulation, and located within the adjacent R30 zone. The Commission shall determine the planting and design requirements for all such buffer areas. The preservation of existing trees and shrubs for buffering is preferred to the planting of new materials. However, the planting of new materials

may also be required to supplement the existing vegetation. Applicants are advised not to remove existing vegetation prior to the Commission's consideration of an application. Where existing vegetation has been removed prior to the filing of an application, the Commission may deny the application and recommend that the removed vegetation be replaced.

#### 3.10.3.11 RESERVE

3.10.3.12 A landscaped Streetscape buffer along the frontage of ~~Salmon Brook Street~~ Route 10 shall be designed for each application. ~~Where possible, applicants shall use the design elements of the landscape berm located at 124 Salmon Brook Street (Stop and Shop Plaza) as a guide in designing the streetscape buffer.~~

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3.10.3.13 No goods, merchandise, equipment or machinery shall be stored or displayed outside of a building unless the areas are specifically authorized by the Commission as a part of a site plan or special permit approval. Parking spaces and landscaping areas shall not be used for the sales, storage, display of goods or for advertising purposes of any kind, except for detached signs installed in conformance with these Regulations.

3.10.3.14 All commercial activity shall be conducted wholly within enclosed buildings, except for off-street loading, periodic sidewalk sales and other operations normally conducted outdoors, and excepting other uses specifically authorized by the Commission as part of a site plan or special permit approval.

3.10.3.15 Site lighting shall be designed as the absolute minimum necessary to achieve the desired purpose. Light pollution and excessively bright or intrusive lighting is a concern in the Town of Granby. Lighting plans shall include the height and type of poles, the design of the fixtures (primarily those that provide full horizon shading), the wattage and type of lighting and a written justification, with citation to published standards by authoritative sources, for the amount and type of lighting proposed. Lighting plans shall also include an illumination profile outlining the level of lighting, in foot-candles, produced throughout the site. Lighting shall be a specific design element of the development, comprehensively planned with uniformity of poles, fixtures and lighting. ~~Metal halide lighting shall be considered for use throughout the T1 Zone.~~

3.10.3.16 Noise is a community concern and should be considered and measures taken to reduce its impact, in the design of all developments. Care should be taken to buffer areas of potential noise by shielding such areas through the strategic placement of buildings, earth berms or through a combination of these and other appropriate techniques.

3.10.3.17 A complete site plan as outlined within Section 4 shall be prepared for all special permit uses as stated above.

3.10.3.18 Parking requirements shall be as outlined within Section 7. The Commission may waive the specific requirements regarding the location of parking spaces to achieve the goals of the T1 zone as stated above.

3.10.3.19 All Special Permit Application shall include an analysis of the anticipated vehicular traffic that will be generated by the proposed use. Of specific concern is the peak hour traffic and the related turning movements of vehicles during the peak hours. The Commission shall strive to establish a mix of commercial uses which differ in their peak hours of traffic generation.

3.10.4 Required Lot Areas, Yards, Coverage, Heights and Frontages shall be as outlined for the R30 zone in Section 5, except as outlined herein. The Commission may waive the requirements of Section 5 to achieve the goals of the T1 zone as stated above.

3.10.5 In accordance with the goals outlined within the preamble, the following design guidelines are offered for consideration in the preparation of all T1 zone applications:

3.10.5.1 High quality masonry building materials (brick, stone, or materials having the appearance of them) should make up no less than ~~50-20~~ percent of the wall surface area, not including windows, of any façade of the building. The balance of wall surface area shall be made up of wood siding or shingle (shakes) or a combination of wood and synthetics. ~~However, synthetic materials shall be limited to no more than 25 percent of the surface area of any façade other than the rear façade and shall not be permitted in any degree on the front façade.~~

3.10.5.2 Substantial structural elements shall be made prominent in building design to provide relief to large walls, create visual interest, define entrances, and convey a sense of permanence.

3.10.5.3 Use of carefully chosen architectural details, such as cornices, brackets, and awnings is encouraged.

3.10.5.4 Building material colors should primarily consist of neutrals and darker tones.

3.10.5.5 Whenever practicable, recessed entrances should be used to allow for a small outdoor shelter, increase window display area, reduce the massing and add relief to a façade.

3.10.5.6 Doors should be designed so as to make the doorway a unique and inviting architectural characteristic of the building.

3.10.5.7 It is not essential that the primary entranceways be situated toward the street.

3.10.5.8 In cases where a customer entrance is required at the rear of a building the standards of the rear façade shall equal the quality of design and materials of the façade facing the front.

3.10.5.9 Roof materials should be chosen with respect for building sustainability and durability.

3.10.5.10 Standing seam metal, or other dimensional, commercial grade shingle, slate, or simulated slate roofing in neutral colors should be preferred.

3.10.5.11 ~~Parking should be central to the overall development and if possible, surrounded on no less than two sides by the proposed commercial business.~~

3.10.5.12 Parking should be situated to provide efficient pedestrian access from business to business ~~to ensure that a single parking space will be close enough to all corners of the commercial center.~~

3.10.5.13 ~~The circulation lanes of the parking area should be located adjacent to the front facade, should be characterized by benches, street trees, trash receptacles, high quality materials, textured pedestrian crossings and pedestrian scale lighting. The desired effect of such an arrangement is to create a small scale "main street" environment within individually developed cluster mixed use or commercial centers.~~

3.10.5.14 Extensive use of street trees and curbside landscaping should characterize the T1 zone.

3.10.5.15 Sidewalks shall be required along Route 10 and may be required along the frontage of other roads and/or within a particular site when the Commission determines such sidewalks are necessary to provide linkages to adjacent sites and other sidewalks in the area. All site designs shall include sidewalks, which lead from the street to the building. ~~A system of sidewalks, designed for the convenience of pedestrian traffic, shall be incorporated in all development applications. Sidewalks shall be designed and constructed to serve pedestrian movement within each proposed development and with consideration of linkages to adjacent sites. Proposed site plans shall also include provisions for pedestrian and non-motorized amenities, such as benches (stand alone or permanent fixture), garbage receptacles, and bicycle racks.~~

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3.10.5.16 ~~In cluster commercial settings, pedestrian pathways should be covered along the front facade by awnings or arcades to permit efficient all weather pedestrian circulation from business to business.~~

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3.10.5.17 Developments shall consider incorporating outdoor plaza areas containing benches, trash receptacles, landscaping, instructional signage, and partial shelter (such as a gazebo or awning). Outdoor plazas may also be characterized by substantial defining central amenities, such as a fountain, a clock tower or public art. Out-door plaza areas should be centrally located, insofar as possible. Restaurant uses having outdoor cafes should be encouraged to locate adjacent to and interplay with plaza areas to encourage public use of the space.

3.10.5.18 Ground mounted mechanical equipment may be located along a rear facade, but should be screened from view by a decorative ~~masonry~~ screen wall comprised of ~~masonry~~ materials mimicking or complimenting those used in the primary structure.

3.10.5.19 Roof mounted mechanical equipment should be screened from public view.

3.10.5.20 Utilities shall be located underground.

3.10.5.21 Chain link fencing should be avoided in all but very unusual circumstances.

3.10.5.22 All refuse containers shall be screened from public view. Screening shall be designed with materials that mimic or complement those used in the primary structure.

# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

FROM: Abby Kenyon, Director of Community Development

DATE: December 22, 2022

RE: Commission Discussion: Joint meeting with Board of Selectmen Outstanding Items, Center Study and Affordable Housing

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### **Granby Center Study**

At the joint meeting of the Board of Selectmen and Planning and Zoning Commission on September 19, 2022, the boards discussed development of a Granby Center study. It was mentioned the scoping process is very important to determine exactly what will be included in the study. The Board of Selectmen asked the Planning and Zoning Commission to create a process for scoping a study and to report back.

At the October 11<sup>th</sup> meeting, the Commission reviewed several suggestions. After discussion, the Commission agreed the following should be the process to scope the study:

- 1) Town staff prepare a draft scope.
- 2) The draft scope is circulated to the Development Commission and Planning and Zoning Commission.
- 3) Planning and Zoning Commission then holds a public session to gather input.
- 4) Draft scope is then referred to the Board of Selectmen.

In preparation for an upcoming meeting with the Board of Selectmen to discuss the scoping process, the Commission is asked to confirm this is the preferred approach. If it is, the following modification (adding Step #4) is offered for consideration:

- 1) Town staff prepare a draft scope.
- 2) Draft scope is circulated to the Development Commission and Planning and Zoning Commission.

- 3) Planning and Zoning Commission then holds a public session to gather input.
- 4) Planning and Zoning Commission compiles input from Development Commission and the public session to finalize the draft scope.
- 5) Draft scope is then referred to the Board of Selectmen.

### **Affordable Housing Plan**

At the joint board meeting in September, the boards also reviewed the Affordable Housing Plan and assigned responsible parties to the various objectives/recommendations. Below is the chart that will be discussed at the upcoming meeting.

Staff reviewed the Commission items. Next to each item is a note either “On hold?” or “Priority?”. Items that are noted to be “on hold” are to be discussed by the Commission to determine if ongoing studies should be completed first and information from them reviewed before making a decision as to how to proceed with a particular item. The items that are noted to be “priority” are items that the Commission may decide to pursue and discuss further. If so, the Commission can decide the order in which they should be pursued and outline a plan to address them.



	Responsible Party	Expected Outcome	Target Delivery Date
<b>1. Reduce restrictions for accessory apartments</b>			
A. Monitor the recently amended Zoning Regulations regarding accessory apartments to determine if any further changes to the approval process for detached and attached apartments are needed.	Town Planner Staff		
B. Consider financial incentives for the construction of accessory apartments that are deed-restricted affordable, such as a tax incentive	Town Planner Staff		
<b>2. Examine the regulations governing development of multi-family housing</b>			
A. In addition to the CC Zone, examine other zones with access to public infrastructure where multi-family development is currently allowed and consider allowing the use by right, instead of by Special Permit approval. This could include two-family structures/duplexes, triplexes, or larger scale multi-family developments, depending on further study and a determination of the appropriateness of the development size. Site Plan approval may still be required from the Planning and Zoning Commission.	Planning & Zoning Commission	<b>On hold?</b>	
B. Consider other zones with access to public infrastructure where multi-family developments may be appropriate.	Planning & Zoning Commission	<b>On hold?</b>	
C. In the PDM Zone, a density bonus is allowed for the development of elderly housing, and there is an additional density bonus where elderly and affordable housing is provided. Expand the zones with access to public infrastructure where a density bonus is allowed and allow such a bonus for construction of any affordable unit, not just for elderly and affordable.	Planning & Zoning Commission	<b>On hold?</b>	
D. Assess the current density allowed for a multi-family use and consider an increase in density depending on the suitability of the site and access to public infrastructure.	Planning & Zoning Commission	<b>On hold?</b>	
E. In zones where the minimum lot size required for multi-family developments exceeds the minimum lot size in the underlying zone, consider a reduction in the required minimum lot size for multi-family developments.	Planning & Zoning Commission	<b>On hold?</b>	

<p>F. Consider a change to the Zoning Regulations to require a certain percentage of units constructed in a multi-family development be deed-restricted affordable; this is known as inclusionary zoning. If a developer is unable to comply with the requirement, consider a provision that would allow payment into a housing trust fund. The funds could then be used for the development of affordable housing.</p> <p>G. Explore establishment of a housing trust fund (see 2.f.).</p>	<p>Planning &amp; Zoning Commission</p> <p>Board of Selectmen</p>	<p style="text-align: center; border: 1px solid black; padding: 5px; color: red; font-weight: bold;">Priority?</p>
<p><b>3. Encourage the development of single-family affordable housing</b></p>		
<p>A. Where public water and sewer exist, or in other locations where there are suitable soils, consider allowing reduction of the minimum lot size by either Special Permit approval or another mechanism, such as an overlay zone; smaller lot sizes would reduce the overall cost of the house/property, increasing the financial feasibility of developing affordable housing.</p>	<p>Planning &amp; Zoning Commission</p>	<p style="text-align: center; border: 1px solid black; padding: 5px; color: red; font-weight: bold;">On hold?</p>
<p>B. Consider a density bonus within Flexible Residential Developments (FRD) for the construction of affordable housing</p>	<p>Planning &amp; Zoning Commission</p>	<p style="text-align: center; border: 1px solid black; padding: 5px; color: red; font-weight: bold;">Priority?</p>
<p>C. Consider a modification to the Zoning Regulations to require the set-aside of a certain number of affordable housing units in any planned residential subdivision. Similar to the aforementioned recommendation (see 2.e.), if a developer is unable to comply with the requirement, consider a provision that would allow payment into a housing trust fund. The funds could then be used for the development of affordable housing.</p>	<p>Planning &amp; Zoning Commission</p> <p>Board of Selectmen</p>	<p style="text-align: center; border: 1px solid black; padding: 5px; color: red; font-weight: bold;">Priority?</p>
<p>D. Explore establishment of a housing trust fund (see 3.c.).</p>	<p>Board of Selectmen</p>	
<p><b>4. Promote the modest expansion of public infrastructure</b></p>		
<p>A. Examine capacity of existing sewer and water systems to determine whether additional capacity is achievable and sustainable.</p>	<p>Board of Selectmen</p>	
<p>B. Examine whether the sewer service area map should be modified to allow for an expansion of the service area north and south of Floydville Road to the East Granby town line, and eliminate the areas north of Crest Road, along North Granby Road.</p>	<p>Board of Selectmen</p>	

C. Request regular updates from the water and natural gas companies, which are not Town-owned, on their infrastructure plans for Granby.	Town Planner Staff	
D. Monitor bus routes and propose changes as may be needed to better serve Granby residents. If there is an increased need for bus transportation based on future housing plans, the town should pursue additional bus routes or stops with CTransit as needed.	Board of Selectmen	
E. Promote sidewalk connections and additional bike paths.	Planning & Zoning Commission	<b>Priority?</b>
<b>5. Actively seek partnerships with affordable housing developers</b>		
A. Study Town-owned land and determine which properties will likely not be needed by the Town for future municipal facilities or uses. Of the properties that remain, determine which ones may be best suited for residential development.	Board of Selectmen	
B. Explore partnerships with affordable housing developers and non-profit entities with experience in affordable housing development to facilitate residential development on Town-owned land where appropriate.	Board of Selectmen	