

**AGENDA**  
Regular Hybrid Meeting  
Town of Granby  
Planning & Zoning Commission  
Tuesday, January 24, 2023 at 7:00 pm  
Town Hall Meeting Room

**Link:** <https://us02web.zoom.us/j/82371808506?pwd=Uk9TTmVCdzRqb21PS3lmL2RHU2xMZz09>

**Call-In:** 1 929 205 6099  
**Meeting ID:** 823 7180 8506  
**Passcode:** 193559

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 January 10, 2023
6. 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
7. Receive applications and schedule public hearings
  - a. Application seeking a Special Permit under Zoning Regulations Sections 8.6.13 and 8.6.14 for an illuminated building sign that exceeds the allowable size for property located at 565 Salmon Brook Street, C2 Zone: File Z-3-23
8. Staff Report and Correspondence
  - a. Land Use Commissioner Training Requirement
9. Commissioner Reports and Correspondence
10. Adjourn

**MEETING MINUTES**  
Town of Granby  
Planning & Zoning Commission  
Tuesday, January 10, 2023 at 7:00 pm

**Members Present:** Eric Lukingbeal, Matthew Peters, Mark Lockwood, Eric Myers, Christine Chinni, Jonathan Boardman, and Alternate Paula Johnson

**Absent:** Brennan Sheahan and Robert Lavitt

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

**1. Call to Order**

Chairman M. Lockwood called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

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

P. Johnson was seated for B. Sheahan.

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

None

**5. Action on the minutes of December 13, 2022**

**ON A MOTION** by E. Lukingbeal seconded by J. Boardman, the Commission voted (5-0-2; to approve the December 13, 2022 minutes as presented. M. Lockwood and P. Johnson abstained.

**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.**

The above application will be discussed at the January 24, 2023 meeting.

- 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.**

The above application has been scheduled for a public hearing on February 14, 2023.

*A. Kenyon informed the Commission that the following applications were received after the agenda was posted.*

- c. **Application seeking a Special Permit under Zoning Regulations Section 8.1.3.4 for a garage in excess of 1,000 square feet located at 96R Mountain Road, R2A Zone.**

The above application has been scheduled for a public hearing on February 14, 2023.

- d. **Application seeking an amendment to Zoning Regulations Section 3.11, which would allow rear lots in the R4A Zone by Special Permit.**

The above application has been scheduled for a public hearing on February 14, 2023.

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

A. Kenyon provided the Commission with a redlined document that showed the current regulations and proposed changes for discussion. She read through the modifications, which include the removal of a mandated internal roadway, reduced building and parking setbacks, reduced landscape buffer requirements, modified curb-cut requirements, the possibility for drive-thru restaurants, sidewalks, etc. The Commission discussed the proposed language at length and had some minor modifications. It was requested that staff prepare maps to demonstrate how the impacted properties would look if the new regulations were executed compared to the current regulations.

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

In preparation for the joint meeting with the Board of Selectmen on Tuesday, January 24<sup>th</sup>,

A. Kenyon asked the Commission to confirm the process to scope the Center Study. The proposed process would begin with town staff preparing a draft, then review of said draft by the Planning and Zoning Commission and Development Commission, followed by a public session held by the Commission, and concluded with a referral to the Board of Selectmen. M. Lockwood expressed his interest in forming a subcommittee, in which A. Kenyon stated that a subcommittee could be utilized to gather the data and prepare a report once the scope is finalized. The Commission agreed to the process and in order to prevent being too restrictive, it was recommended to utilize an outline approach.

A. Kenyon also provided the Commission with a chart outlining the various objectives and recommendations pertaining to the Affordable Housing Plan, and which parties are responsible. Regarding the Commission items, staff recommended that certain objectives be placed on hold until further information from ongoing studies is received and reviewed. Other items were noted as a priority, as they could be discussed and pursued at this time if the Commission agreed. After deliberation, it was concluded that the Commission will look at inclusionary zoning and a housing trust fund.

**9. Staff Report and Correspondence**

a. **Update on Flow Study**

A. Kenyon informed the Commission that the wastewater flow study has been awarded to Tighe & Bond and there was a kick-off meeting on Friday, January 6<sup>th</sup>. Over the next few months, they will be gathering data, flow meters will be installed in March, and a report

will be provided by late summer/early fall.

**10. Commissioner Reports and Correspondence**

The Commission thanked the Development Commission for their hard work on the T1 Zone regulations.

**11. Adjourn**

**ON A MOTION** by P. Johnson seconded by J. Boardman, the Commission voted (7-0-0) to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Renee Deltenre  
Land Use Coordinator

# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

CC: Eric Brown, Connor Brown, Thomas Burkentine, Cassidy Davidson, Jon Vosburgh

FROM: Abby Kenyon, Director of Community Development

DATE: January 19, 2023

RE: 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.

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### **Background**

On February 11, 2020, the Planning and Zoning Commission approved an application for a 235 unit, multi-family development and associated site improvements at 276 and 280 Salmon Brook Street. On October 25, 2022, the Commission approved a site plan modification, which included changes to the building elevations for buildings 1, 2 and 3. At that time, the building elevations for the remaining buildings (buildings 4, 5, 6 and 7) were not yet ready for the Commission's review. The Commission informed the applicant that they would have to return for approval for any changes to those buildings. The applicant's architect has been working on the elevations for the remaining buildings and they are now ready for the Commission's review.

### **Proposed Changes**

Please refer to the information below outlining the requested modifications. Included in the Commission's packet are the corresponding plan sheets showing the approved and proposed plans, with the changes highlighted so the Commission may compare the two. The changes outlined below are similar to the approved changes on the first three buildings (refer to the approved building elevations for buildings 1, 2 and 3 in the packet).

### **Buildings 4, 5, 6 Elevations, Sheet A3.02 Proposed and Sheet A-108 Approved**

1.) An increase in building height from 34' 10" to 35' 6" is shown, this will allow differentiation between the mansard roof and the flat, Italianate roof line.

- 2.) The applicant proposes to reduce the width of the glass shown on the balconies to accommodate a vent, which will be partially obscured by the balcony railing.
- 3.) Overall, there appear to be slight changes to the window size and design.
- 4.) A door is shown on the first floor where windows were previously located.
- 5.) On the western elevation, the size of the door was reduced and an overhang added above it. Above this door, two windows are shown instead of three on the approved plan.
- 6.) On the northern elevation, a bank of utility hookups shown behind a fence have been moved and the proposed plans show an enclosed area for utility connections.

### **Building 7 Elevations, Sheet A3.02 Proposed and Sheet A-103 Approved**

- 7.) Similar to Buildings 4, 5, and 6, the proposed elevations show an increase in building height, change in balconies, change in windows, change from a window to a door on the first floor, and changes to windows and utility connections.
- 8.) The Western Elevation shows a change in the roofline detail. A door is also proposed to be removed and replaced with several windows.
- 9.) The Southern and Northern Elevations show an overall change in the horizontal offsets and building entrance location (refer to approved and proposed plans).

### **Other Items**

- 1.) The applicant is asked to clarify the “Northern Elevation” label on Sheet A3.02 Building 4, 5, 6 Elevations. Should one be labeled “southern elevation”?

## Letter from Applicant's Architect



December 12, 2022

Abigail Kenyon  
Community Development Director  
Town of Granby  
15 North Granby Road  
Granby, CT 06035

Re: Station 280  
Building 4, 5, 6, & 7


Dear Abby,

We have modified the originally approved plans for Buildings 1, 2, & 3 which have been approved by the town. We are now submitting Buildings 4, 5, 6, & 7 which are the same spirit as Phase I however, with minor modifications to the original plans submitted. Specifically:

- The plans were slightly modified to come up to the approved unit count. This made us add an addition unit per floor to building 2. Bear in mind that this alone will modify the rear elevations.
- Considerations were made to provide HVAC systems which were as energy efficient as possible. This dictated the use of thru-the-wall grills for the HVAC condensers. We analyzed various alternatives to through wall units, namely condensers on the roof or condensers on the ground but felt that this would be extremely detrimental to the overall style of the original approved elevations. Unfortunately, at the time of initial submission, HVAC systems had not been evaluated.
- With regards to the elevations we offer the following similarities:
  - The overall architectural style, "New England Train Station" was maintained.
  - The roof line and type of roof, i.e. mansard and flat roof were maintained.
  - The rhythm of windows in the mansard roof and walls were duplicated.
  - The width of the balconies was maintained. However the sliding doors were reduced from a triple to a double in order to accommodate the HVAC grills. We deliberately kept the railings in front of the grills so they would be hidden from the ground.
  - Balcony roofs were duplicated.
  - Exterior trim was duplicated.

It is my opinion that our designs are completely in conformance within the spirit of the approved elevations.

Respectfully,  
Gate 17 Architecture, LLC

  
Timothy F. Wentz, AIA  
Managing Principal



# TOWN OF GRANBY

## MEMORANDUM

TO: Planning and Zoning Commission

FROM: Abby Kenyon, Director of Community Development

DATE: January 19, 2023

RE: Land Use Commissioner Training

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Effective January 1, 2023, Public Act 21-29 requires at least four hours of training for each member of a planning and zoning commission and zoning board of appeals. Such training must be completed by January 1, 2024 and every other year thereafter. At least one hour must focus on affordable and fair housing, the remaining three hours may include process and procedural matters, interpretation of site plans, the Freedom of Information Act, etc.

To satisfy this training requirement, there are several upcoming events that may be of interest to the Commission.

UConn Clear's Land Use Academy, in collaboration with the CT Bar Association, is providing three virtual training sessions as follows:

- Bias, Predisposition, and Conflicts, presented by Attorney. Richard P. Roberts, Thursday February 2, 4 pm – 5:30 pm
- Running a Meeting and Making a Decision, presented by Attorney Kenneth R. Slater, Thursday February 9, 4 pm –5:30 pm
- Fair and Affordable Housing, presented by Attorney Mark Branse, Thursday February 6, 4 pm –5:30 pm

Registration is free. To register, visit

<https://uconn-edu.zoom.us/meeting/register/tJcqduCopjgrE9ZzoALssHlaA6zw7cZrZsog>

The CT Bar Association is hosting a virtual Connecticut Land Use Seminar on Saturday March 11<sup>th</sup> from 9 am – 4:30 pm. Topics include roles and responsibilities of planning commissions, zoning commissions, and zoning board of appeals; non-conforming uses; special permit and site plan review; wetlands law and procedure; conflict of interest and predisposition; procedural issues in the municipal land use process; and affordable housing.

If you are interested in registering for this program, please advise so we may coordinate payment as there is a \$45 registration fee. More information about the seminar is available online here

<https://www.ctbar.org/members/sections-and-committees/event/2023/03/11/default-calendar/2023-ct-land-use-law-for-municipal-land-use-agencies-boards-commissions-spz230311-1668954>.