



## GRANBY PLANNING BOARD

10 West State Street

Granby, MA 01033

Telephone: (413) 467-7177 Fax: (413) 467-2080

Website: [www.granby-ma.gov](http://www.granby-ma.gov)

Members: Jim Trompke, Chair  
Robert Sheehan, Jr., Vice Chair  
Rob Chauvin, Treasurer  
Lillian Camus, Secretary, PVPC Rep  
Jason Smigiel, Member

Others: Ken Comia, Pioneer Valley Planning Commission

Meeting: Tuesday, July 28, 2020

Location: Via Go-To-Meeting and at 1 Library Lane, Old Carnegie Building, Granby, MA  
Jim Trompke and Jason Smigiel attending at the Old Library.  
Lillian Camus, Rob Chauvin, and Robert Sheehan, Jr. attending via Go-To-Meeting

### Minutes

**CALL TO ORDER:** Jim Trompke called the meeting to order at 5:02 p.m.

### Administrative Items

#### Conflict of Interest

Jim Trompke informed the Board he has filed a disclosure of conflict of interest with Kathy Kelly-Regan as he is in the process of negotiating the purchase of a property on East Street.

#### Approve Minutes

##### *Approval of July 13, 2020 Minutes*

Jim Trompke asked if there were any changes to the July 13, 2020 minutes. Hearing none

Motion was made by Robert Sheehan, Jr. and seconded by Rob Chauvin to approve the July 13, 2020 minutes. Motion carried 5 in favor, 0 opposed, 0 abstained

##### *Approval of July 22, 2020 Minutes*

Jim Trompke asked if there were any changes to the July 22, 2020 minutes. Hearing none

Motion was made by Robert Sheehan, Jr. and seconded by Jason Smigiel to approve the July 22, 2020 minutes. Motion carried 5 in favor, 0 opposed, 0 abstained

### Approve Bills

Jim Trompke reviewed Invoice #4 dated June 30, 2020 in the amount of \$256.53 from the Pioneer Valley Planning Commission for services of the Pioneer Valley Planning Commission to the Town of Granby. The period covered is from April 1 to June 30, 2020.

Motion was made by Lillian Camus and seconded by Robert Sheehan, Jr. to approve Invoice #4 from the Pioneer Valley Planning Commission in the amount of \$256.53.  
Motion carried 5 in favor, 0 opposed, 0 abstained

Jim Trompke reviewed Invoice #072091089 dated July 20, 2020 from Tighe & Bond in the amount of \$2,400.00 for professional services rendered through June 27, 2020.

Motion was made by Robert Sheehan, Jr. and seconded by Rob Chauvin to approve the Tighe & Bond invoice dated July 20, 2020 in the amount of \$2,400.00. Motion carried 5 in favor, 0 opposed, 0 abstained

### Billing

Lillian Camus requested the billing be postponed to the next meeting considering the invoice received today from Tighe & Bond and other information she is waiting for to complete the billing. Billing was postponed to the next meeting.

### Town Planner/Conservation Consultant

Jim Trompke reported he recently found out the appropriation of funds to hire a Town Planner/Conservation Consultant has been back shelved. Based on that, and the fact we are getting busier and busier and we are a part-time Board, we need to treat Ken Comia more and more like our planner and use him to the best of our ability and within our budget.

Jim Trompke suggested it would be in the applicant's best interest and it would be more efficient for the Board to use Ken Comia to help us.

### Alan Kotowicz – Phase II, K-Pines Estate

Robert Sheehan, Jr. recused himself from the discussion.

Mr. Kotowicz sent a letter, dated May 1, 2020 to the Planning Board requesting a two-year extension of the conditional Subdivision approval of Phase II, K-Pines Estates project. Another letter was also received dated June 24, 2020 requesting an extension of the approved Definitive Subdivision plan.

Jim Trompke reported he had discussions with the Town Counsel about extending the permit. Town Counsel said as long as the Board agreed with it, he saw no issues with it if there haven't been any changes in the Bylaws since the permit was issued.

Jim Trompke also noted the Board received a letter from Mr. Kotowicz' engineer stating no new Local, State or Federal stormwater regulations have been implemented since the approval of the definitive subdivision, K-Pine Estates Phase 2, dated April, 2014.

Lillian Camus noted Mr. Kotowicz asked for a two-year extension on the permit. Mrs. Camus noted as the Board was looking at stormwater bylaw changes, she would be in favor of a one-year extension.

Motion by Lillian Camus and seconded by Jason Smigiel to extend the Definitive Subdivision approval for Alan Kotowicz of Phase II, K-Pines Estates for one year starting July 28, 2020. Motion carried 4 in favor, 0 opposed, 1 abstained (Robert Sheehan, Jr.)

Jim Trompke asked Ken Comia to research the original letter of extension and create a new letter using the same verbiage .

## **New Business**

### 115 North Street Proposed Business Plan

Ms. Heart Mosier sent the Planning Board a proposed business plan for 115 North Street to utilize a building already in the back yard to open a prep kitchen to prepare food. The kitchen would store and prepare ready to eat food, and have a third-party delivery service (Door Dash, Grub Hub, Uber Eats) come to the facility to pick up the food and deliver it to customers. No customers would be coming to the facility, and no money transactions would be made on the property, it would all be made via the third-party delivery services.

Jim Trompke noted the building is in a residential zone. They are going to have three different delivery services going in and out of this location. Mr. Trompke was unsure if the Home Business designation was designed for things along this line.

Jim Trompke asked Ken Comia to review our Bylaws to see if Ms. Mosier's request would fit in any of our current allowable uses. If it does, what does the applicant need to submit (site plan, etc.). Mr. Trompke asked Mr. Comia to report his findings back to the Board at our next meeting.

Motion by Robert Sheehan, Jr. and seconded by Jason Smigiel to have Ken Comia/PVPC do a cursory review of the 115 North Street Business Plan as it was presented to us by Heart Moser. Motion carried 5 in favor, 0 opposed, 0 abstained

### Discussion – Further Discussion on Bylaw Amendments and Zoning

Ken Comia led the discussion to review the documents he sent to the Planning Board which included a map of Granby's current Zoning and Overlay Districts, proposed Zoning map amendments and draft language for Zoning Bylaw Amendments.

Lillian Camus noted the map does not show all the Agricultural Preservation areas which we need to be aware of when making decisions.

Jim Trompke responded he thought we are looking at a business overlay, so if it encompasses wetlands, the wetlands take precedent.

Jim Trompke expressed his thought that the Board would want to present something as generic as we can, take the feedback from the hearing and then finalize the changes.

Ken Comia clarified the Board's process would be to start with a document with general changes, open a public hearing with the presumption that the boundaries would change within the course of the hearing. Jim Trompke responded yes.

Ken Comia noticed the Town has many overlays but not many Zoning Districts. Mr. Comia explained an Overlay District is meant to finetune the development standards of whatever falls under that boundary. The underlying Zoning is the constitution of whatever parcels are in that underlying zoning.

Robert Sheehan, Jr. noted what we need to figure out is such things as how far back from the edge of the road we want to go with the overlays. Once we figure out the little things and come up with a bigger picture from there.

Jim Trompke asked Robert Sheehan, Jr. what is the typical lot size. Mr. Sheehan, Jr. responded the typical building lot is 267 feet deep would be a 40,000 sq. ft. lot, with 150 ft. of frontage.

Jim Trompke will confer with Chris Martin for suggestions as to how we can hold a public hearing and still stay within the COVID-19 restrictions.

## **Old Business and Information**

None.

## **Any Other Business**

### Agenda Items for Monday, August 10, 2020 Meeting –meeting starts at 5 p.m.

- Administrative
- Review Billing
- DLTA Grant Scope Clarification
- Kellogg Hall
- Continue Discussion on Potential Zoning and Bylaw Changes

## **Review of Action Items**

The Board postponed review of the open action items to the next meeting.

### *Open/New Action Items*

<b>Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
Draft an extension letter to Mr. Kotowicz	Ken Comia	August 10, 2020
Research current Town Bylaws to see if the 115 North Street Business Plans are allowed	Ken Comia	August 10, 2020
How can we hold a public hearing	Jim Trompke	August 10, 2020
Sign the PVPC contract for FY21	Jim Trompke	July 14, 2020
Sign ANR for Carpenter	Lillian Camus, Robert Sheehan, Jr. and Rob Chauvin	July 17, 2020
Check on availability of Senior Center for a July 22 or 23 meeting	Lillian Camus	July 14, 2020
<b>Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
Phase II K-Pines Estate – Check with Town Counsel regarding signing an extension	Jim Trompke	July 28, 2020
Check if Trout Lily Lane was accepted by the Town	Jim Trompke	July 28, 2020
Resend Sample Town Bylaws RE venues to Board that Ken Comia sent	Lillian Camus	July 13, 2020

<b>Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
Obtain final billing numbers for Borrego Solar	Lillian Camus	July 28, 2020
Research original billing for Granby Solar LLC for square footage.	Lillian Camus	July 28, 2020
Create draft invoices for Granby DG Series, LLC building and signs	Lillian Camus	July 28, 2020
Send the Board information on Westover Metropolitan Development Corporation	Ken Comia	June 23, 2020
Check with Chris Martin RE the Proposed scope of the DLTA grant Ken Comia sent	Lillian Camus	July 28, 2020
Create a spreadsheet for PVPC charges	Lillian Camus	Ongoing
Keep track of items to submit for town annual report	Lillian Camus	Ongoing

### **Next Meeting**

The date of the next Planning Board meeting will be Monday, August 10, 2020 at 5 p.m.

### **Adjournment**

Motion was made by Robert Sheehan, Jr. and seconded by Jason Smigiel to adjourn at 6:13 p.m. Motion carried 5 approved, 0 opposed, 0 abstained

I, Lillian Camus, certify that these minutes are true and accurate minutes of the July 28, 2020 Planning Board meeting.

Respectfully submitted,

Lillian Camus. Secretary

### **Documents Reviewed at this Meeting:**

- Minutes from the July 13 and July 22, 2020 Planning Board Meetings
- Pioneer Valley Planning Commission Invoice #4 dated June 30, 2020
- Tighe & Bond invoice#072091089 dated July 20, 2020
- 115 North Street Proposed Business Plan
- Current Granby Zoning Map and Bylaw Proposed Amendment Materials