

MINUTES  
SPECIAL MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
THURSDAY, APRIL 4, 2024  
7:00 P.M.

1. Call to Order

The special meeting of the Planning and Zoning Commission was called to order by Robert Adams, Chairman at 7:09 PM.

MEMBERS PRESENT: Robert Adams, Ronald Giroux, Benjamin Hull, III, Jason Lebel, Veronica Lutzen, Timothy Minor, Kim Sperry

MEMBERS ABSENT: Kelly Clatt, Trevor Danburg, Nathaniel Beardsworth (ALT), Andrew Gil (ALT)  
Cheryl Blanchard was seated for Kelly Clatt by Chairman Adams.

2. Previous Minutes – Motion by K. Sperry second by R. Giroux to accept the 3/5/2024 Public Hearing and Regular minutes and the 3/12/2024 Workshop minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Letter from CONNDOT dated 3/19/2024 re: Offsite Roadway Improvement, 143 River Road
- b. Copy, Letter, from Heller, Heller & McCoy dated 3/20/2024 re: \$6500 fee in lieu of open space, 184 Preston Allen Road
- c. Copy, Letter, from Heller, Heller & McCoy dated 3/20/2024 re: \$6500 fee in lieu of open space, 172 Preston Allen Road
- d. Copy, Letter, from Conservation Commission dated 3/20/2024 re: Relocation of Farmers Market to 12 South Burnham Highway (no Wetlands Permit Required)
- e. Memo, from Clerk to the Boards to Board of Selectmen re: Amended Memo, Mandatory Completion of Land Use Training Requirements
- f. Copy, Letter, from Commission to Board of Selectmen dated 3/11/2024 re: Zoning Regulation Text Amendment (Section 10.27.2g Farmers Market)
- g. Copy, Letter, from Commission to Metro Mattress (Arnco Sign Co) dated 3/11/2024 re: Zoning Permit Application – Signage approval
- h. Referral, from Town of Griswold dated 3/27/2024 re: Proposed regulation text change (Child Care Establishments)
- i. Flier, 2024 CT Emergency Response Exercise
- j. Budget Report July 2023 – March 27, 2024 – 51730 = \$38,051.78; 51750 = \$1,006.27

4. Bills and action thereon

- a. LocaliQ (Bulletin), \$189.42, inv#9949664, dated 3/11/2024 re: 3/14/2024 NoD. Motion to pay by K. Sperry second by R. Giroux.  
VOTE: UNANIMOUS; MOTION CARRIED
- b. LocaliQ (Bulletin), \$579.30, inv#9962273, dated 3/14/2024 re: 3/21/2024 and 3/28/2024 Notice of PH. Motion to pay by J. Lebel second by C. Blanchard.  
VOTE: UNANIMOUS; MOTION CARRIED

MINUTES  
SPECIAL MEETING  
PLANNING AND ZONING COMMISSION  
THURSDAY, APRIL 4, 2024  
Page 2 (Bills, cont)

- c. Minuteman Press, \$98.97, Inv#123191 Re: 500 #10 Envelopes. Motion to pay by J. Lebel second by V. Lutzen.

VOTE: UNANIMOUS; MOTION CARRIED

5. ZEO Report – It is noted for the record that Carl Brown was not present.
6. Discussion Regarding Architectural Elevations at Multi-Use Commercial Development, 143 River Road – It is noted for the record that neither the Town Planner nor the applicant were present to discuss the matter. – TABLED
7. Special Permit Application – Site Location Change - Lisbon Farmers' Market Committee, Applicant – It is noted for the record that a request for waiver of the site plan and survey requirements of section 12 of the regulations is a part of the application and is in the file. Motion by J. Lebel second by B. Hull to approve the request of the Farmers Market Committee for a waiver of the full site plan and survey requirements of section 12 of the regulations as it is not necessary to decide on this application. The applicant has provided a suitable plan as recommended by the Town Planner and sufficient information was available to assure compliance with all dimensional requirements.

VOTE: UNANIMOUS; MOTION CARRIED

Motion by J. Lebel second by C. Blanchard to approve the special permit application of the Farmers Market Committee for relocation of the Farmers Market with up to 32 vendors to 12 South Burnham Highway with the following conditions:

1. All requirements of the Fire Marshal be met.
2. The applicant shall continue to provide handicapped parking as required by the Building Official.
3. The applicant shall continue to meet all public health codes and comply with the requirements of the Uncas Health District affecting any vendor operations.
4. The Farmers Market operation shall retain sufficient parking to serve the minimum number of parking spaces for vendors and the public per the regulations at all Market events.
5. The food trucks authorized to serve the Farmers Market events shall not enter the Town Hall designated parking area to set up until all vehicles parked for the purpose of conducting public business at said Town Hall have left that parking lot on those market days.

FINDINGS AND CONCLUSIONS

The commission finds that this proposed application, as conditioned, meets the special permit objectives of sections 11.1 and 11.3, relating to intent and appropriateness of use, respectively, and complies with the provisions of section 10.27, as amended, regarding standards for operation of Farmers Markets.

VOTE: UNANIMOUS; MOTION CARRIED

**TOWN OF LISBON  
SPECIAL PERMIT APPLICATION**

**CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:**

- APPLICANT: FARMERS' MARKET COMMITTEE TELEPHONE: 860-376-3400  
ADDRESS: NEWANT RD. LISBON, CT 06351 EMAIL: Farmers-Market@lisbmct.ct  
➤ APPLICANT'S AGENT (IF ANY): LAURA SWEET TELEPHONE: 860-376-3400  
ADDRESS: NEWANT RD LISBON CT 06351 EMAIL: Farmers-Market@lisbmct.ct  
➤ OWNER / TRUSTEE: TOWN OF LISBON TELEPHONE: 860-376-3400  
ADDRESS: NEWANT RD LISBON, CT 06351 EMAIL: \_\_\_\_\_  
➤ ENGINEER/ SURVEYOR/ ARCHITECT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
➤ ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S) AND SITE PLAN PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS AND ORDINANCES.

2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.

3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT: Laura Sweet PRINTED NAME OF APPLICANT/AGENT: LAURA SWEET  
DATE: 02/14/2024  
SIGNATURE/RECORD OWNER: [Signature] PRINTED NAME/RECORD OWNER: THOMAS W. SHAYMAN,  
DATE: 03/19/2024 FIRST SELECTMAN

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS AND/OR LOCATION OF PROPERTY: 12 S. BURNHAM HWY, NEWANT RD, 7 NEWANT RD & 11 NEWANT RD  
MAP / BLOCK / LOT: 10/109/0000, 10/108/0003, 10/108/0002 LS 3-12-24  
VOLUME / PAGE: 187/879, 21/213, 14/556 LS 3-12-24  
PROJECT NAME: LISBON FARMERS' MARKET ACREAGE: 3.21 7.07 COTM COMBINED ACREAGE LS 3-12-24  
LOT IN SQUARE FEET: \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_ ZONING DISTRICT: R-60

PROJECT DESCRIPTION, APPLICABLE REGULATIONS, AND PROPOSED STATEMENT OF APPROPRIATENESS OF USE:  
LISBON FARMERS' MARKET SEEKS TO CHANGE LOCATION  
FROM THE BARN TO THE PROPERTY DESCRIBED ABOVE.  
REQUESTING SPECIAL PERMIT PER §§ 10.27 AND 11. PLEASE SEE  
ATTACHED ADDENDUM. LS 3/12/24

APPLICATION SUBMITTAL DATE: 3/1/2024 FEE(S) PAID: N/A  
OFFICIAL DAY OF RECEIPT: 3/5/2024  
\*P & Z COMMISSION ACTION: APPROVED W/CONDITIONS DATE: 4/4/2024  
CHAIR'S SIGNATURE: [Signature]

UPON APPROVAL OF THIS APPLICATION BY THE PZC, AND COMPLIANCE WITH THE PROVISIONS OF SECTION 2.3.3 AND ANY CONDITIONS REQUIRED, THE ZONING ENFORCEMENT OFFICER MAY ISSUE THE ZONING PERMIT.

Zoning Enforcement Officer

DATE: \_\_\_\_\_

Rev. 12/17

(\* Any conditions attached to PZC action, or any reasons for denial, shall be reflected in the record and attached. No approved special permit shall be effective until a copy of the Notice of Approval and Grant of Special Permit is duly recorded in the land records of the Town.)

PLANNING AND ZONING COMMISSION

CONDITIONS OF APPROVAL – 4/4/2024

SPECIAL PERMIT – Farmers Market Committee – Relocation of Lisbon Farmers' Market to  
Newent Meeting House Green, 12 South Burnham Highway

1. All requirements of the Fire Marshal be met.
2. The applicant shall continue to provide handicapped parking as required by the Building Official.
3. The applicant shall continue to meet all public health codes and comply with the requirements of the Uncas Health District affecting any vendor operations.
4. The Farmers Market operation shall retain sufficient parking to serve the minimum number of parking spaces for vendors and the public per the regulations at all Market events.
5. The food trucks authorized to serve the Farmers Market events shall not enter the Town Hall designated parking area to set up until all vehicles parked for the purpose of conducting public business at said Town Hall have left that parking lot on those Market days.

TOWN OF LISBON  
PLANNING AND ZONING COMMISSION  
NOTICE OF APPROVAL AND GRANT OF SPECIAL PERMIT

This is to certify that on April 4, 2024 the Planning and Zoning Commission of the Town of Lisbon granted a Special Permit in accordance with the Lisbon Zoning Regulations as follows:

1. Owner of Record: Town of Lisbon, 1 Newent Road, Lisbon, CT 06351
2. Applicant: Lisbon Farmers' Market Committee, c/o Lisbon Town Hall, 1 Newent Road, Lisbon, CT 06351
3. Description of premises including street address, map, block and lot(s):  
12 South Burnham Highway, Lisbon, CT (Assessor's Office Map ID 10/109/0000)  
1 Newent Road and 7 Newent Road (Assessor's Office Map ID 10/108/0003)  
11 Newent Road (Assessor's Office Map ID 10/108/0002)

4. Description of special permit including relevant regulations authorizing activities and any conditions of approval:

Special Permit Application in accordance with sections 11 and 10.27 by the Lisbon Farmers' Market to hold a seasonal Farmers Market at 12 South Burnham Highway on 3.21 acres (Assessor's Office Map ID 10/109/0000), to include the use of parking facilities at 1 Newent Road and 7 Newent Road (Assessor's Office Map ID 10/108/0003), and 11 Newent Road (Assessor's Office Map ID 10/108/0002) in the R-60 Zone. The total acreage of all parcels is 7.07 +/- acres. The application was approved with the following conditions:


1. All requirements of the Fire Marshal be met.
2. The applicant shall continue to provide handicapped parking as required by the Building Official.
3. The applicant shall continue to meet all public health codes and comply with the requirements of the Uncas Health District affecting any vendor operations.
4. The Farmers Market operation shall retain sufficient parking to serve the minimum number of parking spaces for vendors and the public per the regulations at all Market events.
5. The food trucks authorized to serve the Farmers Market events shall not enter the Town Hall designated parking area to set up until all vehicles parked for the purpose of conducting public business at said Town Hall have left that parking lot on those market days.

**FINDINGS AND CONCLUSIONS**

The commission finds that this proposed application, as conditioned, meets the special permit objectives of sections 11.1 and 11.3, relating to intent and appropriateness of use, respectively, and complies with the provisions of section 10.27, as amended, regarding standards for operation of Farmers Markets.

Date: April 4, 2024

By: \_\_\_\_\_

  
Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

**NOTE:** The Connecticut General Statutes and the Lisbon Zoning Regulations require that this NOTICE be recorded on the Land Records of the Town of Lisbon located in the office of the Town Clerk, indexed under the name of the record owner in order to become effective.

Received for Record: \_\_\_\_\_ at \_\_\_\_\_

Attest: \_\_\_\_\_

Lisbon Town Clerk

MINUTES  
SPECIAL MEETING  
PLANNING AND ZONING COMMISSION  
THURSDAY, APRIL 4, 2024  
Page 3 (cont)

8. Regulations Report – NONE
9. Zoning Map Subcommittee Report - Chairman Adams gave a brief report on the status of the Committee's findings to date.
10. Route 12 Corridor Study and Zoning Amendments per POCD 2016 - NONE
11. Regional Planning Commission – Mr. Giroux gave a brief report, noting that the RPC will be contacting towns regarding the lack of attendance by their designated members.
12. 2024 Plan of Conservation and Development – Motion by J. Lebel second by R. Giroux to request a Plan of Conservation and Development budget of \$85,000.00.

VOTE: UNANIMOUS; MOTION CARRIED

13. Resolution to Approve Updated Compilation of Zoning Amendments through April 2024 – Motion by J. Lebel second by T. Minor to approve this resolution incorporating all effective zoning text amendments and map revisions, including duly adopted, codified and compiled amendments addressing Agriculture and Forestry; Notification of Abutters; Special Flood Hazard Areas; Zoning District Updates; Zone Map Changes; Cannabis Establishments in the Town of Lisbon; Family & Group Childcare Establishments; Gasoline Pumps in the BV Zones; and Food Trucks at Farmers Markets. All necessary edits associated with this compilation shall organize and update the zoning history regarding amendments and the document's Table of Contents, improve readability, and provide for a complete re-pagination of the zoning regulations. This latest compilation shall reflect all amendments through the latest effective date.

VOTE: UNANIMOUS; MOTION CARRIED

14. Adjournment – Motion by R. Giroux second by J. Lebel to adjourn 7:54 PM.



Elaine Joseph, Clerk

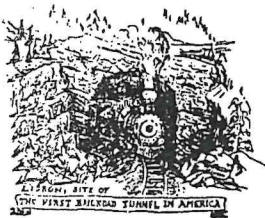
Approved: \_\_\_\_\_

Robert Adams, Chairman

APR 10 '24 AM 9:21  
RCV LISBON TOWN CLERK

*Janethyfeure* ASST.





PLANNING & ZONING COMMISSION  
TOWN OF LISBON  
1 Newent Road  
Lisbon, Connecticut 06351

NOTICE OF DECISION  
Town of Lisbon  
Planning and Zoning Commission

At the special meeting of the Town of Lisbon Planning and Zoning Commission held on Thursday, April 4, 2024, the following action was taken:

1. Application by Town of Lisbon Farmers' Market Committee, 1 Newent Road, for Special Permit to relocate the seasonal farmers market to 12 South Burnham Highway (Newent Meeting House Green), and to utilize parking at 1 Newent Road, 7 Newent Road and 11 Newent Road.

APPROVED WITH CONDITIONS

Dated at Lisbon, Connecticut this 10th day of April 2024.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

APR 10 '24 AM 9:21  
RCV LISBON TOWN CLERK  
*Janet DeFure* ASST.