

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL VIRTUAL MEETING  
TUESDAY, NOVEMBER 10, 2020  
7:00 P.M.

1. Call to Order

The regular virtual meeting of the Planning and Zoning Commission was called to order by Chairman Robert Adams at 7:05 P.M.

MEMBERS PRESENT VIA TELECONFERENCE: Robert Adams, Ronald Giroux, Benjamin Hull, III, Jason Lebel, Timothy Minor, Kim Sperry, Randy Brown, Trevor Danburg, Cheryl Blanchard, Gary Ritacco (ALT)

STAFF PRESENT VIA TELECONFERENCE:

Michael J. Murphy, AICP, Consultant Planner-SCCOG, Lisbon Town Planner

ALSO PRESENT: Thomas W. Sparkman, First Selectman; Carl Brown, ZEO/BO

2. Previous Minutes – Motion by R. Giroux second by K. Sperry to accept the previous minutes of October 6, 2020 with the following correction: Agenda item 5.b.: “The draft ordinance was forwarded to the Conservation Officer, Joseph Theroux, for review but a comment has not yet been received...” should be “The draft ordinance was forwarded to the Conservation Officer, Joseph Theroux, for review but his comments were not yet included in the final draft”.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Letter of Resignation, from John Dempsey (D), dated November 9, 2020. Motion by J. Lebel second by R. Giroux to have Cheryl Blanchard take the regular member seat of John Dempsey, effective immediately.

VOTE: UNANIMOUS, MOTION CARRIED

It is noted for the record that Cheryl Blanchard, as an alternate, had been previously registered as Unaffiliated, but had officially changed her party to Democrat. This information was verified by the Registrar of Voters prior to this meeting. Her term is to coincide with the term of the previous member, 11/21/2017 – 11/16/2021.

- b. Letter, from Randy Brown, dated November 10, 2020 re: intent to remain on the Commission  
c. Copy, memo, from Town Planner to Treasurer, dated 10/8/2020 re: Return of Remaining Supplemental Fee (Sigfridson)  
d. Copy, letter to Thomas Sparkman, First Selectman dated 10/13/2020 re: Adoption of Zoning Regulations Text Amendment  
e. Copy, letter to Chris Mihailides, Pizza CT dated 10/13/2020 re: Approval, Zoning Permit Application (Signage)  
f. Copy, Letter, to Randy Brown, dated 8/14/2020 re: Commission Attendance  
g. Copy, Letter, to John Dempsey, dated 8/14/2020 re: Commission Attendance  
h. Copy, ADU Zoning Regulation Revisions  
i. Memo, Lisbon Quarterly Newsletter Winter 2020 submissions due November 20  
j. Newsletter, CT Federation of Planning and Zoning Agencies

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- k. Referral, from City of Norwich – Motion by K. Sperry second J. Lebel to add “Norwich Referral” to agenda item 7.b.ii. VOTE: UNANIMOUS, MOTION CARRIED
  - l. Profit & Loss Statement, November 9, 2020: LI#51730 \$58,000.00 / LI#51750 – \$2,876.06
4. Bills and action thereon
- a. SECCoG, \$16,465.13, dated 10/7/2020, re: Planner Services 7/1/2020-9/30/2020 - Motion by K. Sperry second by R. Giroux to pay. VOTE: UNANIMOUS, MOTION CARRIED
  - b. The Bulletin, \$197.79, inv#00276430, dated 10/15/2020 re: NoD, Zoning Text Amendments (ADU) and Pizza CT Zoning Permit Application Approval (Rear Signage) - Motion by K. Sperry second by R. Giroux to pay. VOTE: UNANIMOUS, MOTION CARRIED
  - c. The Bulletin, \$497.72, inv#00276643, dated 10/27/2020 re: Notice of PH, Special Permit Application, Debra Gilot - Motion by K. Sperry second by R. Giroux to pay. VOTE: UNANIMOUS, MOTION CARRIED
  - d. Halloran Sage, \$260.00, inv#11336655, dated 10/30/2020 re: Sigfridson Subdivision. Motion by K. Sperry second by C. Blanchard to pay. VOTE: UNANIMOUS, MOTION CARRIED
5. Reports
- a. ZEO – Carl Brown reported that the Town Attorney has asked for an extension of time regarding the properties with zoning violations. Mr. Giroux has asked the ZEO to please look into the following: Walmart using the Fire Lane for “Black Friday Deals” pick-up and oil change signage; yard sale type signage for Pizza CT; Lowes “pro parking” area and truck parking areas (not on site plan), “For Hire” signage and curb-side pickup parking areas. Mr. Murphy noted that he did inspections at Walmart regarding their recent project and noticed “Prescription Pickup” signage in the fire lane as well. Mr. Brown stated that they all sound like site plan violations and that he will be addressing them. n
  - b. Regulations - NONE
    - 1. MS4 Storm Water Regulation/Ordinance Update – Mr. Murphy gave a brief update. The draft ordinance with Conservation Officer Joseph Theroux’s recommendations was forwarded to Town Counsel for review, and Mr. Murphy hopes that the Commission members should have copies of the final draft for review at their next meeting.
  - c. Zoning Map Subcommittee – none
    - 1. Update Regarding Route 12 Corridor Study and Zoning Amendments per POCD 2016 – NONE
  - d. Town Planner Update Regarding Pending Projects/Issues of Interest
    - 1. Tesla Stations – Mr. Murphy gave a brief update regarding the Tesla supercharging stations at 160 River Road. The project is underway. They are moving forward with the project, but it is not yet complete. He will be talking to them about a schedule for completion and clean up for the winter.

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2. 102 River Road – Brief update. Mr. Murphy noted that they are correcting their violations regarding drainage and landscaping.
3. Walmart – upgrade is complete, and Mr. Murphy will be issuing a Certificate of Zoning Compliance for this Special Permit (expansion for grocery pick up and exterior painting only).
4. Mattress Firm – all units of evergreens have been installed and the project is completed. The bond may be released at this time per the commission's directive in September.
5. Anderson / Stein Property – Nothing to report.
6. Pizza CT – Logo has been removed from the rear building signage.
7. Spirit Halloween – Mr. Murphy noted that they have been instructed to remove all signage as per their condition of Zoning Permit to have it removed by November 1.
8. LOTCIP Sidewalk and Bikeway Grant Project for Route 12 Corridor – Mr. Murphy reported that this application is still in preliminary review by the SECCoG.

6. Old Business

- a. Regional Planning Commission – Mr. Giroux reported that they are in the process of scheduling a virtual meeting.
- b. Special Permit Application, Cottage Food Industry, Home Occupation – Debra Gilot, 237 Preston Allen Road - Motion by R. Giroux second by K. Sperry to waive elements of section 12 and not require the submission of a professionally prepared plan since it is not necessary to reach a decision on this application VOTE: UNANIMOUS, MOTION CARRIED  
Motion by R. Giroux second by C. Blanchard, to approve the special permit application request to operate a cottage food operation as a home occupation at 237 Preston Allen Road, Lisbon, CT in accordance with the provisions of section 10.5 with the condition that the applicant meets the State criteria for Cottage Food Industry and obtains a license from the State.

VOTE: UNANIMOUS, MOTION CARRIED

FINDINGS AND CONCLUSIONS

The proposed application for the cottage food operation is found to be appropriate for the designated location in the R-40 residential district and complies with the standards in section 10.5 and the special permit objectives criteria provided in sections 11.1, 11.3, and 11.4 relating to intent, appropriateness of use, and impacts to residential areas, respectively.

- c. Commission Member Attendance – It was noted for the record that John Dempsey submitted a letter of resignation prior to this meeting.

7. New Business

- a. Receipt of New Applications
  - i. Zone Change Application, Change of Zoning Designation from BV-I to BV-II – 143 River Road, LLC, 143 River Road – It is noted for the record that Attorney Christopher Smith of Alter Pearson, LLC,

**TOWN OF LISBON  
SPECIAL PERMIT APPLICATION**

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

➤ APPLICANT: Debra Gilot TELEPHONE: 860-460-8657  
ADDRESS 237 Preston Allen Road EMAIL: dlgilot@yahoo.com  
➤ APPLICANT'S AGENT (IF ANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ OWNER / TRUSTEE: Debra Gilot TELEPHONE: 860-460-8657  
ADDRESS 237 Preston Allen Road EMAIL: dlgilot@yahoo.com  
➤ 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 [Signature] PRINTED NAME OF APPLICANT/AGENT Debra Gilot  
DATE: 9/28/20

SIGNATURE OF RECORD OWNER [Signature] PRINTED NAME/RECORD OWNER Debra Gilot  
DATE: 9/28/20

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS AND/OR LOCATION OF PROPERTY:

237 Preston Allen Road

MAP /BLOCK /LOT: 03/048/0000

VOLUME/ PAGE: 136/891

PROJECT NAME: Gilot Residence ACREAGE: 1 ZONING DISTRICT: R-40  
LOT IN SQUARE FEET: \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

**PROJECT DESCRIPTION, APPLICABLE REGULATIONS, AND PROPOSED STATEMENT OF APPROPRIATENESS OF USE:**  
See Project Description attached

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APPLICATION SUBMITTAL DATE: 9/29/2020 FEE(S) PAID: 210.00  
OFFICIAL DAY OF RECEIPT: 10/16/2020  
\*P & Z COMMISSION ACTION: APPROVED W/CONDITION DATE: 11/10/2020 (ATTACHED)  
CHAIR'S SIGNATURE: [Signature] ROBERT ADAMS, CHAIRMAN

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.)

Lisbon Planning and Zoning Commission  
Special Permit – Debra Gilot, 237 Preston Allen Road  
Approved November 10, 2020

Condition of Approval:

1. That the applicant meets the State criteria for Cottage Food Industry and obtains a license from the State.

TOWN OF LISBON  
PLANNING AND ZONING COMMISSION

NOTICE OF APPROVAL AND GRANT OF SPECIAL PERMIT

This is to certify that on November 10, 2020 the Planning and Zoning Commission of the Town of Lisbon granted a Special Permit in accordance with the provisions of sections 10.5 and 11 of the Lisbon Zoning Regulations as follows:

1. Owner of Record: Debra Gilot
2. Applicant: Debra Gilot, 237 Preston Allen Road, Lisbon, CT 06351
3. Description of premises including street address, map, block and lot(s):  
237 Preston Allen Road, Lisbon, Connecticut; Map/Block/Lot: 03/048/0000
4. Description of special permit including relevant regulations authorizing activities and any conditions of approval:


Cottage Food Enterprise as a Home Occupation authorized as a special permit use under section 4.2.5 and section 10.5 of the Town's Supplemental Regulations Approved with condition that the applicant meets the State criteria for Cottage Food Industry and obtains a license from the State.

**FINDINGS AND CONCLUSIONS**

The proposed application for the cottage food operation is found to be appropriate for the designated location in the R-40 residential district and complies with the standards in section 10.5 and the special permit objectives criteria provided in sections 11.1 , 11.3, and 11.4 relating to intent, appropriateness of use, and impacts to residential areas, respectively.

Date: November 10, 2020

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

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page 4 (New Business, cont)

701 Hebron Avenue, Glastonbury, CT was present to represent the applicant. Motion was made by K. Sperry second by T. Minor to accept the application and schedule a Public Hearing for December 1, 2020 at 6:30 P.M.

VOTE: UNANIMOUS MOTION CARRIED

b. Referrals

- i. P.U.R.A. Referral of AT&T Mobility Small Cell Wireless Improvements – Docket 18-06-13, Pole 1172 Route 12, 160 River Road, Lisbon – Mr. Murphy noted that this referral was also sent to Thomas Sparkman, First Selectman. He stated this project is to get ready for 5G Network improvements. Mr. Hull asked if there were any radio frequency requirements and if they were being installed near residences. Mr. Murphy stated they are under the FCC Standards and that it is being installed near Panera, away from residential areas and along Route 12. It was the consensus of the Commission that no response was necessary.
- ii. City of Norwich Referral re: Text Amendments to Zoning Regulations/Ordinances Floodplain/Floodway Overlay: Section 3.4.7.5(.1)(.2)(.3)(i)(ii); Section 3.4.7.6(.3); and Section 3.4.7.6(f)(g) - Motion by K. Sperry second by C. Blanchard to write a letter of no adverse inter-municipal impact.

VOTE: UNANIMOUS MOTION CARRIED

c. FY 2021 / 2022 Budget - TABLED

8. Any other business which may properly come before the commission

- a. Mrs. Sperry wanted to add to the record that she is very happy with the work that was done at 329 River Road (rehab of the apartment buildings), and that they have done an outstanding job with the aesthetics.


9. Public Comment – It is noted for the record that there was no public comment received via email and no one from the public present at the virtual meeting had any comments.

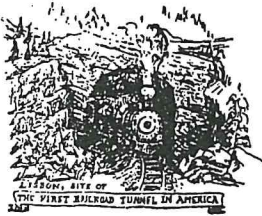
10. Adjournment - Motion made by K. Sperry second by R. Giroux to adjourn at 8:00 P.M.

VOTE: UNANIMOUS MOTION CARRIED

  
Elaine Joseph, Clerk

Approved: \_\_\_\_\_  
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 11/17/2020 AT 10:20am  
ATTEST. LAURIE TIROGCHI, TOWN CLERK  




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

**NOTICE OF DECISION**  
Town of Lisbon  
Planning and Zoning Commission

At the regular meeting of the Town of Lisbon Planning and Zoning Commission held virtually on Tuesday, November 10, 2020, the following action was taken:

Special Permit Application by Debra Gilot, to allow a Cottage Food Operation as a home occupation on a 1.0 +/- acre parcel at 237 Preston Allen Road, in the R-40 Zoning District.

APPROVED WITH CONDITION

Dated at Lisbon, Connecticut this 17th day of November 2020.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON  
CT ON 11/17/2020 AT 10:20am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*