

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON SENIOR CENTER  
TUESDAY, JULY 6, 2021  
7:00 P.M.

1. Call to Order

The regular meeting of the Planning and Zoning Commission was called to order by Chairman Robert Adams at 7:50 P.M.

MEMBERS PRESENT: Robert Adams, Ronald Giroux, Randy Brown, Trevor Danburg, Benjamin Hull, III,  
Jason Lebel, Timothy Minor, Kim Sperry

MEMBERS ABSENT: Cheryl Blanchard, Gary Ritacco (ALT)

STAFF PRESENT: Michael J. Murphy, AICP, Consultant Planner-SCCOG, Lisbon Town Planner  
Carl Brown, Town of Lisbon Zoning Enforcement Officer

2. Previous Minutes – Motion by K. Sperry second by T. Minor to accept the previous minutes of June 2, 2021 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Memo, to Carl Brown, ZEO from Michael J. Murphy, AICP, Lisbon Town Planner dated 6/14/2021 re: Site visit to 195 – 199 Mell Road
- b. Copy, Memo, to William Storti, Senior Project Manager, Weston & Sampson, from Michael J. Murphy, AICP, Lisbon Town Planner dated 6/28/2021 re: Opinion regarding permits and authorizations required for construction of utility building at Map ID 09/038/0001
- c. Copy, Letter, from Zoning Board of Appeals to Tammy Eaton, dated 6/29/2021 re: Approval, application #21-02, to erect a 12' x 24' prefabricated garage at 41 Bundy Hill Road
- d. Copy, Memo, from Board of Finance to First Selectman, dated 6/17/2021 re: Approval of Request for Additional Appropriation of \$15,000.00 to Line Item #51730 (Purchased Services)
- e. Copy, Letter, from Planning and Zoning Commission to Sandor Bitman, Chairman, Town of Sprague Planning and Zoning Commission, dated 6/2/2021 re: Letter of no inter-municipal impact in regards to referral to amend the Sprague Zoning Regulations (Application # PZ21-2)
- f. Copy, Non-Extension Notice re: Lisbon Landing, LLC, Letter of Credit #S012094

4. Bills and action thereon

- a. The Bulletin, \$750.78, inv#00280848, 6/2/2021 re: Notice of Public Hearing (Town of Lisbon, Storm-water Text Amendments, Zoning Regulations and Subdivision Regulations) – Motion by K. Sperry second R. Giroux to pay.

VOTE: UNANIMOUS, MOTION CARRIED

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
TUESDAY, JULY 6, 2021  
Page 2 (cont)

5. Reports

- a. ZEO – Carl Brown, Zoning Enforcement Officer, was present to give a brief report. He stated that many of the retail establishments in the Route 12 Corridor have “Help Wanted” signs up where they should not be, but given the current condition of the economy and general shortage of workers, he will not act on them at this time. He also reported that he has been reviewing Ames Road Subdivision lots, saying he is waiting for the Commission to come to a decision regarding a modification of street signage. Mr. Murphy reported that he expects Brenmor Properties to submit an application and plan to amend their subdivision application before the August meeting.
- b. Regulations - NONE
  1. MS4 Storm Water Regulation/Ordinance Update – NONE
- 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. Ruby Tuesday – Mr. Murphy reported that the restaurant has changed ownership and that they have applied for a new liquor license. Mr. Murphy also noted that he sees no regulatory issues with the change of ownership since the license is the same.
  2. TESLA – Mr. Murphy reported that they are nearing completion, although they need to clean up signage and add landscaping to conform to their approved plan. He notes that there are no erosion problems with the location, landscaping is ordered and the project should be complete by Labor Day.
  3. Jewett City Water Company Project – Mr. Murphy reported that the Jewett City Water Company would like to add a 22’ x 40’ building on a 2.7-acre parcel on Kenyon Road, located in the R-60 and R-80 Zone. He noted that this is similar to, but not, a municipal building. In researching our Town regulations, such entities (public utility buildings) are permitted in the Industrial Zone, not residential. Mr. Murphy has recommended that the Jewett City Water Company apply for a text amendment in order to build outside of an Industrial Zone.
  4. Burger King – Mr. Murphy reported that the applicant is having some logistical issues with the current owner of the property and that they may be withdrawing the application before the Public Hearing Notice is filed on July 19<sup>th</sup>.
  5. LOTCIP Grant – Mr. Murphy noted that they are continuing to work on the grant application and hopes to have it completed and submitted soon.

6. Old Business

- a. Regional Planning Commission – NONE
- b. Application, Planning and Zoning Commission - Zoning Text Amendments - Revisions to section 2.16 (Storm-water Management Plans); 10.4.5 (Permit Standards); 10.16 Inclusive (Soil Erosion and Sediment Control Plans); and Section 19 (Definitions) – Motion by R. Giroux second by T. Minor to table.

VOTE: UNANIMOUS, MOTION CARRIED

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
TUESDAY, JULY 6, 2021  
Page 3 (Old Business, cont)

- c. Application, Planning and Zoning Commission - Subdivision Text Amendments - Revisions to section 5.5 Inclusive (Soil Erosion and Sediment Control Plan); Section 2 (Definitions) -Motion by R. Giroux second by T. Danburg to table. VOTE: UNANIMOUS, MOTION CARRIED
- d. Herb Holden Request for Interpretation of Condition #10 of K&H Properties Special Permit, 397 North Burnham Highway – Review of information and possible action – The commission discussed the transcript excerpts in light of the restrictive language in condition 10 about retail sales and contractor visits to the site - Motion by K. Sperry second by T. Minor to find the interpretation to mean “No Retail Sales”, and that the applicant must comply with condition #10 or must make application to amend the Special Permit if that condition is to change. VOTE: UNANIMOUS, MOTION CARRIED

7. New Business

- a. Receipt of New Applications
  - i. Zoning Permit Application for 3' x 20' Temporary Sign – Spirit Halloween, 160 River Road–It is noted for the record that Jenn Zilko, a representative for the applicant, was present. Mr. Murphy reported to the Commission that this is the same request for Zoning Permit for Temporary Signage as they have applied for and received in the past. He also noted that there have been no issues with previous permits. Motion by T. Danburg second by R. Brown to approve the Zoning Permit Application for Temporary Signage at the Spirit Halloween location at 160 River Road, with condition that the signage be removed by November 1, 2021, as safety permits. VOTE: UNANIMOUS, MOTION CARRIED
  - ii. Zoning Permit Application for Continuation of Non-Conforming Use (Indoor Vehicle Storage and Limited Used Car Dealership) – Ceccarelli Properties, LLC, 363 River Road – It is noted for the record that the applicant, Nick Ceccarelli, was present. Mr. Murphy also noted that the Town’s regulations have no provision under Section 9 for change of non-conforming use to another non-conforming use. Section 2.8 allows the Commission to decide on a change of use in a commercial or industrial building but does not restrict this review to buildings zoned for those uses. Mr. Ceccarelli stated that his request for a limited used car dealership permit will allow him to get a license that will cover him for towing, repair and auto body repair and sale of up to five cars as well, which is his primary intent for the used car dealership. Motion was made by K. Sperry second by T. Danburg to require the applicant to apply for Special Permit approval under Zoning Regulations Section 2.8, which permits flexibility in these applications. VOTE: UNANIMOUS, MOTION CARRIED

b. Referrals - NONE

Motion by K. Sperry second by R. Brown to add “Possibility of Conferencing In Commission Members to Meetings” to agenda item 8.a. VOTE: UNANIMOUS, MOTION CARRIED

**TOWN OF LISBON  
ZONING PERMIT APPLICATION**

**PLEASE CHECK THE APPROPRIATE LINE(S) AND COMPLETE THE REQUIRED APPLICATION(S):**

☐ SITE PLAN REVIEW OF PROPOSED DEVELOPMENT IN ACCORDANCE WITH SECTION 2.5 AND SECTION 12  
☐ PLANNING AND ZONING COMMISSION ADMINISTRATIVE REVIEW OF CHANGES TO COMMERCIAL/INDUSTRIAL

☐ BUILDINGS AND PROPERTIES IN ACCORDANCE WITH SECTION 2.8 AND SECTION 10.13

☒ SITE PLAN REVIEW OF ASSOCIATED SIGNAGE IN ACCORDANCE WITH SECTION 15.8

**PROJECT DESCRIPTION:**

Temporary Sign for Spirit Halloween 3'x20' sign  
above door. Storefront - from approximately 91120 to 1145 20

PROJECT NAME: Spirit Halloween ACREAGE: 21.33 ZONING DISTRICT: 1P2  
LOT IN SQUARE FEET: \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS OF PROPERTY IF AVAILABLE: 160 River Rd. Sp A 190  
MAP / BLOCK / LOT: 20-014-0000  
VOLUME / PAGE: \_\_\_\_\_

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

- APPLICANT: Ann Marie Davis TELEPHONE: 203-526-1094  
ADDRESS: \_\_\_\_\_ EMAIL: Spdist204116@spirithalloween.4
- APPLICANT'S AGENT (IF ANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_
- OWNER / TRUSTEE: WS Development Lisbon Landing LLC  
ADDRESS: 33 Boulston Street TELEPHONE: \_\_\_\_\_ EMAIL: Dana.clark@wsdevelopment.com  
Chestnut Hill, MA
- 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 MAP(S) 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, OR ITS CONSULTANT 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 LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT: Ann Marie Davis PRINTED NAME OF APPLICANT/AGENT: Ann Marie Davis  
DATE: 10/23/21

SIGNATURE/RECORD OWNER: \_\_\_\_\_ PRINTED NAME/RECORD OWNER: \_\_\_\_\_  
DATE: \_\_\_\_\_

**APPLICATION SUBMITTAL DATE:** JUNE 28, 2021 **FEE(S) PAID:**  
\$180.00

**OFFICIAL DAY OF RECEIPT:** JULY 6, 2021

**\*P & Z COMMISSION ACTION:**

APPROVED W/CONDITION RA **DATE:** JULY 6, 2021

**CHAIR'S SIGNATURE:** ROBERT ADAMS, CHAIRMAN



MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
TUESDAY, JULY 6, 2021  
Page 4 (cont)

8. Any other business which may properly come before the commission
  - a. Possibility of Conferencing In Commission Members to Meetings – Mrs. Sperry noted that she had found recent legislation effective July 1st that would allow for a Commission or Board member of a municipal Board the right to “conference in” to a meeting. It was clarified that this is not the same as hybrid meetings where the public would have the option of calling in as opposed to attending a meeting in-person. Mr. Murphy stated that he will review the information provided by Commissioner Sperry and discuss it further with the Town Attorney regarding any legalities, and will bring his findings to the First Selectman in the interest of board and commission coordination.
9. Public Comment – NONE
10. Adjournment - Motion made by T. Danburg second by R. Giroux to adjourn at 8:55 P.M.

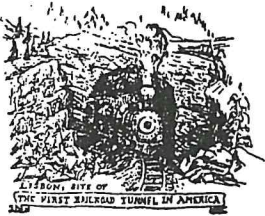
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 7/12/2021 AT 9:10 am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*



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, July 6, 2021, the following action was taken:

Application by Spirit Halloween, 160 River Road – Zoning Permit Application for Temporary Signage  
APPROVED WITH CONDITION

Dated at Lisbon, Connecticut this 12th day of July 2021.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON  
CT ON 7/12/2021 AT 9:10am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*