

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, DECEMBER 7, 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 8:40 P.M.

MEMBERS PRESENT: Robert Adams, Randy Brown, Trevor Danburg, Ronald Giroux, Benjamin Hull, III, Veronica Lutzen, Timothy Minor, Kim Sperry, Cheryl Blanchard (remote)

MEMBERS ABSENT: Jason Lebel, Gary Ritacco (ALT), Nathaniel Beardsworth (ALT)

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

Alternate Cheryl Blanchard (present by remote means) was seated for Jason Lebel by Chairman Adams.

Motion by R. Giroux second by T. Danburg to move to "Old Business".

VOTE: UNANIMOUS, MOTION CARRIED

2. Previous Minutes – Motion by K. Sperry second by T. Danburg to accept the Public Hearing and Regular Meeting minutes of November 9, 2021 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Request of Keith Mackin, Today's Realty, LLC, for refund of Zoning Permit application fee. Motion by R. Giroux second by T. Danburg to add "Request of Keith Mackin for Reimbursement" under agenda item 8.a.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Copy, Letter from DOT re: Comments regarding AutoZone  
c. Copy, notice of remote pretrial conference, Town of Lisbon vs. T. Powell  
d. Copy, Letter of Approval to Joshua Cecarelli dated 11/16/2021 re: Approval of Special Permit, 363 River Road  
e. Copy, Letter, from Board of Selectmen to Cheryl Blanchard re: Appointment as Alternate to the Commission  
f. Copy, Letter, from Board of Selectmen to Nathaniel Beardsworth re: Appointment as Alternate to the Commission  
g. Copy, Partial release of Caveat, Timothy P. Bresnan (School House Road)  
h. Copy, 2022 Schedule of Meetings  
i. Publication, Landscape Architecture  
j. Budget Report – July 1, 2021 – December 6, 2021 – LI#51730 Purchased Services - \$44,070.48 / LI#51750 Supplies & Expenses - \$2,880.11

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
TUESDAY, DECEMBER 7, 2021  
Page 2 (cont)

4. Bills and action thereon

- a. Bulletin, \$640.76, dated 11/22/2021, inv#00283917 re: NoPH – Sunfox& Today's Realty, LLC. Motion by T. Danburg second by K. Sperry to pay. VOTE: UNANIMOUS, MOTION CARRIED
- b. Bulletin, \$179.85, dated 11/15/2021, inv#00283829re: NoD – Ceccarelli Properties, LLC. Motion by T. Danburg second by K. Sperry to pay. VOTE: UNANIMOUS, MOTION CARRIED
- c. CLA Engineers, Inc., \$945.00, inv# CL-21-7035, dated 12/1/2021 re: Today's Realty, LLC. Motion by K. Sperry second by T. Danburg to pay from \$2500.00 Supplemental Fee. VOTE: UNANIMOUS, MOTION CARRIED
- d. CLA Engineers, Inc., \$810.00, inv# CL-21-7023, dated 12/1/2021 re: AutoZone. Motion by R. Giroux second by T. Minor to pay from \$2500.00 Supplemental Fee. VOTE: UNANIMOUS, MOTION CARRIED
- e. CLA Engineers, Inc., \$607.50, inv# CL-21-7024, dated 12/1/2021 re: Sunfox. Motion by R. Giroux second by K. Sperry to pay from \$1500.00 Supplemental Fee. VOTE: UNANIMOUS, MOTION CARRIED

5. Reports

- a. ZEO – NONE
- b. Regulations – NONE
  - 1. Amendments Regarding PA 21-20,21-28,21-29 and 21-1 Legislation Regarding Development and Land Use – Mr. Murphy handed the members refined draft amendments for review before the next meeting. He noted that the attorney will submit additional comments.
- 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. Lisbon Landing Drainage Basin – Mr. Murphy supplied visuals of the damaged drainage basin behind Walmart and its ongoing repair for Commission members' review.
  - 2. LOTCIP Grant – Mr. Murphy reported that the Town is still in the application phase for the grant designated for the Route 12 sidewalk project, and is are responding to comments from the SCCOG Consultant.
  - 3. Affordable Housing – Mr. Murphy reminded the Commission that the Town is in receipt of a grant and that the Commission will hold its first Special Meeting on January 11, 2021.
  - 4. 363 River Road – Mr. Murphy reported that the applicant, Mr. Cecarelli, is working on revisions to the site plan and special permit.
  - 5. 102 River Road – Mr. Murphy reported that corrections have been made to drainage and piping. The Town will continue to hold a portion of the applicant's \$20,000.00 bond to ensure that grass grows in the spring.
  - 6. Gun Range Potential – Mr. Murphy reported that there has been some interest in establishing a gun range in Town. He noted that there are no provisions in the Town regulations for this, and it was his

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
TUESDAY, DECEMBER 7, 2021  
Page 3 (cont)

opinion that zoning amendment would first be needed before an application could be considered. The Commission concurred.

6. Old Business

a. Regional Planning Commission – NONE

b. Zoning Permit Application for AutoZone, 98 River Road – Request for Extension of Action Required-

It is noted for the record that Mr. Bryan Panico, Associate AIA of Harry E. Cole & Son, 876 South Main Street, Plantsville, CT 06479, was present. He noted that the applicant is under contract and has a deadline of mid-January to finalize the project. He also noted that the applicant received comment from the WPCA two months ago, and received a report from the Town's engineer on November 30, 2021. He stated that DOT also required revisions, but the applicant has not heard back regarding those revisions. He noted that the applicant agreed to push back the landscape buffer to 25' and will add a striped crosswalk, if and when requested. Mr. Murphy noted that the applicant has made a good effort but that there are still some issues that need to be resolved, such as signage, a cost estimate and bond requirement, as well as the need for eliminating four parking spaces. Mr. Murphy noted that CLA Engineers has not been able to review new plans, comments regarding drainage, or confirm that the requirements of the Water Pollution Control Authority have been met. Bond requirements will also be determined based on comments of the Town Engineer. However, Mr. Murphy believes that the Commission will have responses from the aforementioned agencies in advance of the January 4th meeting. Mr. Panico noted for the record that would grant an extension of the Commission's decision, and submitted it in writing for the file. A motion was made by R. Giroux second by K. Sperry to accept the extension. VOTE: UNANIMOUS, MOTION CARRIED

c. Special Permit Application for expansion of existing seasonal campground under Section 10.8 – Sunfox Campground, LLC, Applicant, 15 Kenyon Road – TABLED

d. Special Permit Application – Today's Realty, Applicant, 240 Paper Mill Road, to construct a contractor maintenance and office facility – TABLED

e. Zoning Permit Application – Amjad Traboulsi, Applicant, 166 Strawberry Street, to add an Accessory Dwelling Unit – It is noted for the record that the applicant was not able to be present. Mr. Murphy noted that there is a special permit for a rear lot associated with the property that was never recorded and the ZEO will need to see to that before permits are issued. He also noted that the detached garage was left on the plan but that it is noted as not a part of this application. Motion by K. Sperry second T. Danburg to approve the application of Aamjad Traboulsi for conversion of an existing garage under section 10.2 of the zoning regulations to permit development of a one-bedroom Accessory Dwelling Unit of 792.5 square feet at 166 Strawberry Street, Lisbon, CT.

VOTE: UNANIMOUS, MOTION CARRIED

f. FY 2022 / 2023 Budget Request – Motion by T. Danburg second by K. Sperry to request \$60,000.00 for Line Item #51730 "Purchased Services" and \$5,000.00 for Line Item #51750 "Supplies & Expenses".

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:

Converting the existing garage To a living space

PROJECT NAME: Conversion of existing garage ACREAGE: 4.13 ZONING DISTRICT: R 40  
LOT IN SQUARE FEET: 179902.8 TOTAL FLOOR AREA IN SQUARE FEET: 3996

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS OF PROPERTY IF AVAILABLE: 166 Strawberry st, Lisbon, CT, 06351  
MAP /BLOCK /LOT: 17/1005  
VOLUME/ PAGE: 160/487

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

- > APPLICANT: Amjad Traboulsi  
TELEPHONE: 860 949 5751 EMAIL: amjad2282@yahoo.com  
> APPLICANT'S AGENT (IF ANY):  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
> OWNER / TRUSTEE: Amjad Traboulsi  
TELEPHONE: 860 949 5751 EMAIL: amjad2282@yahoo.com  
> ENGINEER/ SURVEYOR/ARCHITECT: Fred Marzec  
TELEPHONE: 860 213 1511 EMAIL: fred@fredmarzec.com

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 [Signature] PRINTED NAME OF APPLICANT/AGENT Amjad Traboulsi  
DATE: 10/28/21

SIGNATURE/RECORD OWNER [Signature] PRINTED NAME/RECORD OWNER Amjad Traboulsi  
DATE: 10/28/21

=====

APPLICATION SUBMITTAL DATE: \_\_\_\_\_ FEE(S) PAID: \_\_\_\_\_  
OFFICIAL DAY OF RECEIPT: \_\_\_\_\_  
\*P & Z COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_  
CHAIR'S SIGNATURE: \_\_\_\_\_

UPON APPROVAL OF THIS APPLICATION BY THE PZC, AND COMPLIANCE WITH ANY DIRECTIVES, MODIFICATIONS AND/OR CONDITIONS REQUIRED, THE ZONING ENFORCEMENT OFFICER MAY ISSUE THE ZONING PERMIT.

\_\_\_\_\_  
Zoning Enforcement Officer

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

(\* Any modifications, directives or conditions attached to PZC action, or any reasons for denial, shall be reflected in the record and attached)

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
TUESDAY, DECEMBER 7, 2021  
Page 4 (cont)

7. New Business
  - a. Receipt of New Applications - NONE
  - b. Referrals – NONE
8. Any other business which may properly come before the commission
  - a. Request of Keith Mackin for Reimbursement – Mr. Murphy noted for the record that Mr. Mackin withdrew his Zoning Permit application to instead apply for a Special Permit and that it would be appropriate to consider a refund of the fee for the Zoning Permit application. He also noted the appropriate fee for the Special Permit has been received by the Town. Motion by T. Danburg second by R. Giroux to refund the full Zoning Permit fee of \$2940.00 to Keith Mackin (Today's Realty, LLC).

VOTE: UNANIMOUS MOTION CARRIED
9. Public Comment – NONE
10. Adjournment - Motion made by R. Giroux second by R. Brown to adjourn at 9:32 P.M.

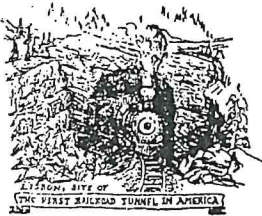
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 12/13/2021 AT 12:55pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Maya Wakely 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 regular meeting of the Town of Lisbon Planning and Zoning Commission held on Tuesday, December 7, 2021, the following action was taken:

1. Zoning Permit Application for conversion of an existing garage under section 10.2 of the zoning regulations to permit development of a one-bedroom Accessory Dwelling Unit of 792.5 square feet - Amjad Traboulsi, Applicant, 166 Strawberry Street. APPROVED

Dated at Lisbon, Connecticut this 13th day of December 2021.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON

CT ON 12/13/2021

AT 12:55pm

ATTEST. LAURIE TIROCCHI, TOWN CLERK

*Laurie Tirocchi, Attest*