

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, JANUARY 4, 2022  
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 7:00 P.M.

MEMBERS PRESENT: Robert Adams, Trevor Danburg, Ronald Giroux, Benjamin Hull, III, Jason Lebel,  
Kim Sperry, Nathaniel Beardsworth (ALT), Cheryl Blanchard (remote)

MEMBERS ABSENT: Randy Brown, Veronica Lutzen, Timothy Minor, Gary Ritacco (ALT)

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

Alternate Nathaniel Beardsworth was seated for Timothy Minor and Alternate Cheryl Blanchard (present by remote means) was seated for Randy Brown by Chairman Adams.

2. Previous Minutes – Motion by K. Sperry second by T. Danburg to accept the Public Hearing and Regular Meeting minutes of December 7, 2021 as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Memo from Board of Selectmen to Town Clerk dated 12/14/2021 re: Selectmen's Term Appointments (SE CT Regional Planning Commission – R. Giroux and C. Blanchard, alternate)
- b. Copy, Letter from Heller, Heller and McCoy to Office of the First Selectman dated 12/20/2021 re: Burnham Hill Associates, LLC, Harvest Road (Lot 3), \$6,000.00 Fee in Lieu of Open Space
- c. Copy, SECCoG Agreement to Provide Technical Assistance Services to the Town for preparation and adoption of an Affordable Housing Plan under CGS 8-30j.
- d. Copy, NoAGSP, 166 Strawberry Street for rear flag lot approval, March 7, 1989, to record on land records
- e. Budget Report – July 1, 2021 – December 6, 2021 – LI#51730 Purchased Services - \$44,070.48 / LI#51750 Supplies & Expenses - \$2,059.50

4. Bills and action thereon

- a. Bulletin, \$169.63, dated 12/13/2021, inv#00284151 re: NoD – 363 River Road. Motion by R. Giroux second by T. Danburg to pay. VOTE: UNANIMOUS, MOTION CARRIED

5. Reports

- a. ZEO – Mr. Brown reported on the status of 423 North Burnham Highway, stating that negotiations gave the owner 6 months to clean up the property and two months to clean up the road edge to the stone wall. In answer to Mr. Giroux's questions regarding 6 Graham Terrace, Mr. Brown noted that he requested the occupants move their construction equipment out of the front yard, but they continue to

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#### PLANNING AND ZONING COMMISSION

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store their equipment there.

b. Regulations – NONE

1. Amendments Regarding PA 21-20,21-28,21-29 and 21-1 Legislation Regarding Development and Land Use – Mr. Murphy noted that he had handed the Commission members refined draft amendments for review at the last meeting. Attorney Zizka has been in receipt of them and gave comments. It is noted for the record that the Planning and Zoning Commission wants to retain control of a special permit process over the non-conforming-use change process, rather than having it administered in a variance process by the Zoning Board of Appeals. Mr. Murphy also noted that the Attorney recommends they go through the “opt-out” process to allow the Town the flexibility to make changes to the Accessory Dwelling Unit regulations if they feel they need to in the future. The planner indicated that the current ADU regulations are consistent with the new statutory changes and require no changes in his opinion, except to refine the parking requirement per bedroom.

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. LOTCIP Grant – Mr. Murphy stated he currently has no new information to report.
2. Affordable Housing – Mr. Murphy reminded the Commission that there will be a Special Meeting on January 11, 2021.
3. Recreational Marijuana – Mr. Murphy reported having received a casual inquiry from someone interested in opening a Recreational Marijuana retail establishment in Town, noting that our regulations do not currently address this kind of activity.
4. Short Term Rentals – Mr. Murphy noted that the Town regulates these as ~~for~~ Bed and Breakfasts. A new white paper document has just been issued by the SCCOG on the issue, which staff will make available to the commission.
5. Lisbon Landing Retaining Wall– Mr. Murphy reported that the project is still ongoing but they are making progress, and continue to coordinate with the Building Official / Zoning Enforcement Officer.
6. Kohl’s – Mr. Murphy reported that Kohl’s may be submitting an application in the near future for a change of signage for the Sephora cosmetic line to be added to one of the entranceways into the building.
7. Land Use Training Guidelines – Mr. Murphy reported that the new requirements for training of municipal land use officials became effective January 1, 2022. Copies of the guidelines were distributed to Commission members. Training compliance must be reported no later than March 1, 2024, and each year thereafter, to the Office of Policy and Management (OPM).

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6. Old Business

- a. Regional Planning Commission – NONE
- b. Zoning Permit Application for AutoZone, 98 River Road – 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. Mr. Murphy noted that the applicant originally requested a waiver of the 25' front landscape strip requirement but has since withdrawn this request and provided a modified plan meeting this requirement that conforms to the front landscape area regulations. He provided a draft motion and briefly explained the recommendations. Motion by R. Giroux second by K. Sperry to approve the Zoning Permit for the Auto Zone Development Site Plan submission, 98 River Road, Lisbon with the following modifications:
  1. Only one (1) wall sign for the project may remain that complies with the dimensional and area requirements of section 15. The free standing sign may not exceed 6' in height and may only be externally illuminated.
  2. The sidewalk connection from River Road to the building shall be surfaced with the special stamped pavement and encompass all of the contiguous cross hatched areas for treatment consistence. Details of the treatment shall be included on the plan and be reviewed and approved by staff.
  3. The westernmost parking space backing into the entranceway shall be eliminated for traffic safety, and the three easternmost stalls shall be eliminated to reduce storm-water volumes as required by section 10.16.7.
  4. The Town Engineer's comments in his 12/21/21 letter shall be addressed in notes on the final plan.
  5. The WPCA consulting engineer's requirements in the 12/28/21 letter shall be met and addressed appropriately on the final plan.
  6. CONNDOT District II requirements in its 11/16/21 letter shall be met and addressed appropriately on the final plan. Any additional changes required by CONNDOT that substantively affect the site plan approval by this commission shall require submission of a new application to the Planning and Zoning Commission and approval of a modified plan in the same manner.
  7. The requirements of the Jewett City Water Company for the public water connection shall be met.
  8. The applicant shall work with staff to review and possibly improve the illumination of the entranceway through adjustment in the location of the light stanchions.
  9. The cost estimate for site improvements shall be finalized and approved by the Town Engineer, and surety shall be provided in an acceptable form before issuance of the Zoning Permit.

**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 13.8

**PROJECT DESCRIPTION:**

To construct an AutoZone building and associated parking off of River Road in a BV-4 Zone.

PROJECT NAME: AutoZone Parts, Inc. 98 River Road ACREAGE: 5.24 ZONING DISTRICT: BV-4  
LOT IN SQUARE FEET: 228,058 TOTAL FLOOR AREA IN SQUARE FEET: 7,382

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS OF PROPERTY IF AVAILABLE: 98 River Road  
MAP / BLOCK / LOT: 20/010/0000  
VOLUME / PAGE: 148/279

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

- APPLICANT: AutoZone Parts, Inc. c/o: Kevin Murphy; 123 S. Front Street 3rd Fl. Memphis, TN 38103  
TELEPHONE: (901)495-8717 EMAIL: kevin.murphy@autozone.com  
➤ APPLICANT'S AGENT (IF ANY): Harry E. Cole & Son; c/o Bryan Panico; 876 S. Main St. Plantsville CT  
TELEPHONE: (860) 628-4484 EMAIL: bpanico@hecole.com  
➤ OWNER / TRUSTEE: Northeastern Properties, LLC; P.O Box 166 Putnam, CT 06260  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ ENGINEER / SURVEYOR / ARCHITECT: Harry E. Cole & Son; 876 South Main Street, Plantsville CT 06489  
TELEPHONE: (860) 628-4484 EMAIL: sgjudice@hecole.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 Kevin Murphy PRINTED NAME OF APPLICANT/AGENT KEVIN MURPHY c/o. AutoZone  
DATE: 8/30/21

SIGNATURE/RECORD OWNER Thomas H. Boush PRINTED NAME/RECORD OWNER Thomas H. Boush  
DATE: 8/30/2021 Northeastern Properties, LLC

APPLICATION SUBMITTAL DATE: 9/7/2021 FEE(S) PAID: \$ 2732.40

OFFICIAL DAY OF RECEIPT: 9/7/2021

\*P & Z COMMISSION ACTION: APPROVED W/MODIFICATIONS DATE: 1/4/2022  
CHAIR'S SIGNATURE: ROBERT ADAMS, CHAIRMAN (SEE ATTACHED)

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)



Lisbon Planning and Zoning Commission

Zoning Permit Application - AutoZone, 98 River Road

Approved January 4, 2022, with Modifications:

1. Only one (1) wall sign for the project may remain that complies with the dimensional and area requirements of section 15. The free standing sign may not exceed 6' in height and may only be externally illuminated.
2. The sidewalk connection from River Road to the building shall be surfaced with the special stamped pavement and encompass all of the contiguous cross hatched areas for treatment consistence. Details of the treatment shall be included on the plan and be reviewed and approved by staff.
3. The westernmost parking space backing into the entranceway shall be eliminated for traffic safety, and the three easternmost stalls shall be eliminated to reduce storm-water volumes as required by section 10.16.7.
4. The Town Engineer's comments in his 12/21/21 letter shall be addressed in notes on the final plan.
5. The WPCA consulting engineer's requirements in the 12/28/21 letter shall be met and addressed appropriately on the final plan.
6. CONNDOT District II requirements in its 11/16/21 letter shall be met and addressed appropriately on the final plan. Any additional changes required by CONNDOT that substantively affect the site plan approval by this commission shall require submission of a new application to the Planning and Zoning Commission and approval of a modified plan in the same manner.
7. The requirements of the Jewett City Water Company for the public water connection shall be met.
8. The applicant shall work with staff to review and possibly improve the illumination of the entranceway through adjustment in the location of the light stanchions.
9. The cost estimate for site improvements shall be finalized and approved by the Town Engineer, and surety shall be provided in an acceptable form before issuance of the Zoning Permit.
10. Technical items of staff shall be addressed, including revisions to the architectural and signage plans.

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10. Technical items of staff shall be addressed, including revisions to the architectural and signage plans. VOTE: UNANIMOUS, MOTION CARRIED

- a. Special Permit Application for expansion of existing seasonal campground under Section 10.8 – Sunfox Campground, LLC, Applicant, 15 Kenyon Road – TABLED
- b. Special Permit Application – Today's Realty, Applicant, 240 Paper Mill Road, to construct a contractor maintenance and office facility – WITHDRAWN

7. New Business

- a. Receipt of New Applications - NONE
- b. Referrals

- i. City of Norwich, Planning & Neighborhood Services – Application SP#10-05, 555 & 575-599 Norwich Avenue - Ponemah South Mill – 555 South Mill, LLC & 575 South Mill, LLC, Applicants – Special Permit for proposed site development/land disturbance activities within a Special Flood Hazard Area
- ii. City of Norwich, Planning & Neighborhood Services – Application SDP#10007M, 555 & 575-599 Norwich Avenue - Ponemah South Mill – 555 South Mill, LLC & 575 South Mill, LLC, Applicants –for redevelopment of Ponemah South Mill into a 146-unit multi-family apartment community.

Motion by T. Danburg second B. Hull to send a letter of No Municipal Impact to the City of Norwich in regard to Applications SP#10-05 and SDP#10007M, provided all special flood hazard area requirements are met.

VOTE: UNANIMOUS, MOTION CARRIED

- c. Request by Richard Hamel for release of Harvest Road Maintenance Bond – Mr. Murphy reported that all work is done to Harvest Road and that the First Selectman has informed him that it is being properly maintained. Motion by R. Giroux second by T. Danburg to release the \$5,000.00 maintenance bond to Richard Hamel (Burnham Hill Associates).

VOTE: UNANIMOUS, MOTION CARRIED

- d. Resolution to approve updated compilation of Zoning Amendments through 2021 – Motion by R. Giroux second by K. Sperry to approve this resolution incorporating all effective zoning text amendments and map revisions, including duly adopted, codified and compiled amendments addressing Storm-water management, erosion and sediment control, low impact development techniques and associated definitions. 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

Motion by T. Danburg second by J. Lebel to add "Resolution to approve updated compellation of Subdivision Regulations Amendments through 2021" to the agenda under 7.e.

VOTE: UNANIMOUS MOTION CARRIED

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- c. Resolution to approve updated compilation of Subdivision Regulations Amendments through 2021– Motion by R. Giroux second by T. Danburg to approve this resolution incorporating all effective subdivision text amendments, including duly adopted, codified and compiled amendments addressing storm-water management, erosion and sediment control, low impact development techniques and associated definitions. All necessary edits associated with this compilation shall organize and update a subdivision history regarding amendments and the document's Table of Contents, improve readability, and provide for a complete repagination of the subdivision regulations as necessary. This latest compilation shall reflect all amendments through the latest effective date.

VOTE: UNANIMOUS MOTION CARRIED

8. Any other business which may properly come before the commission  
a. 6 Graham Terrace – Motion by K. Sperry second by B. Hull to request that the Zoning Enforcement Officer address the issues at 6 Graham Terrace.

VOTE: UNANIMOUS MOTION CARRIED

9. Public Comment – NONE

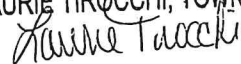
10. Adjournment - Motion made by R. Giroux second by J. Lebel to adjourn at 8:37 P.M.

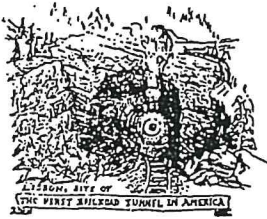
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 1/11/2022 AT 1:46 pm  
ATTEST. LAURIE TIROCCHI, 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 on Tuesday, January 4, 2022, the following action was taken:

Application by AutoZone Parts, Inc., 98 River Road, for zoning permit approval to construct an AutoZone building and associated parking in the BV-4 Zone.

APPROVED WITH MODIFICATIONS

Dated at Lisbon, Connecticut this 11th day of January, 2022.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON  
CT ON 1/11/2022 AT 1:45pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*