

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, JULY 5, 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 8:09 P.M.

MEMBERS PRESENT: Robert Adams, Benjamin Hull, III, Jason Lebel, Timothy Minor, Kim Sperry

MEMBERS ABSENT: Randy Brown, Trevor Danburg, Ronald Giroux, Veronica Lutzen,
Nathanial Beardsworth (ALT)

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

2. Previous Minutes – Motion by K. Sperry second by J. Lebel to accept the June 7, 2022 Regular Meeting and Public Hearing minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Contract, SECCoG re: Agreement to provide Technical Services for FY 2022/2023
- b. Copy, Letter from Conservation Commission to Sunfox dated 6/22/2022 re: Application Approval #22-04 (Volleyball Court, 15 Kenyon Road)
- c. Copy, Letter from Conservation Commission to Jonathan Krug dated 6/22/2022 re: Application Approval #22-02 (163 Mell Road)
- d. Copy, Letter, from Board of Selectmen to Kelly Clatt dated 6/28/2022 re: Appointment as alternate to the Planning and Zoning Commission for term 11/19/2019 – 11/21/2023
- e. Copy, Letter, from Commission to Office of Policy and Management, dated 6/15/2022 re: Affordable Housing Plan
- f. Copy, Letter from DOT to Boundaries, LLC dated 6/22/2022 re: 297 River Road (Barber Farm)
- g. Copy, Letter from DOT to Dieter & Gardner, dated 6/15/2022 re: 363 River Road (Ceccarelli Properties, LLC)
- h. Copy, Letter from DOT to CLA Engineers, Inc., dated 6/7/2022 re: 25 Newent Road (Lisbon Fire Station)
- i. Copy, Letter, to Board of Selectmen from Planning and Zoning Commission dated 6/23/2022 re: Affordable Housing Plan
- j. Copy, Letter to Board of Selectmen from Planning and Zoning Commission dated 6/22/2022 re: Adoption, Zoning Text Amendments
- k. Copy, Letter to Lisbon investors, LLC from Planning and Zoning Commission dated 6/15/2022 re: Approval, Zoning Permit Application (Great Clips)
- l. Copy, Letter from Zoning Board of Appeals to John Sparkman dated 5/26/2022 re: Variance Approval #22-02, 66 Bundy Hill Road

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
TUESDAY, JULY 5, 2022
Page 2 (Correspondence, cont)

- m. Copy, Memo, from Board of Finance to First Selectman Thomas W. Sparkman dated 6/16/2022 re: line item transfer approval (LI#51750)
 - n. Copy, Hartford Courant Newspaper Article dated 6/9/2022 re: Affordable Housing Plans
 - o. Budget Report – July 1, 2021 – June 30, 2022– LI#51730 Purchased Services - \$17,139.53 / LI#51750 Supplies & Expenses - \$967.22
4. Bills and action thereon
- a. Bulletin, \$702.42 inv#7430749, dated 6/16/2022 re: PH Notice (Today's Realty; Sunfox) - Motion by K. Sperry second by J. Lebel to pay. VOTE: UNANIMOUS, MOTION CARRIED
 - b. Bulletin, \$220.20 inv #7430417, dated 6/14/2022 re: NoD (PZC; Fire Station; Great Clips) - Motion by K. Sperry second by T. Minor to pay. VOTE: UNANIMOUS, MOTION CARRIED
 - c. CLA Engineers, \$472.50 inv #3, dated 6/30/2022 re: 240 Paper Mill Road - Motion by K. Sperry second by J. Lebel to pay from supplemental fee. VOTE: UNANIMOUS, MOTION CARRIED
5. Reports
- a. ZEO – Carl Brown, ZEO / BO– Mr. Brown reported that there has been progress at 423 N. Burnham Highway. Mr. Brown also reported that he and the Planner will meet with the Walmart manager to discuss re-striping pedestrian crossings and other signage at Walmart.
 - b. Regulations – 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. FEMA - Mr. Murphy Reported that FEMA has issued an updated map with flood zones delineated, and that he and Mr. Brown will be working to improve permit forms to cover flood plain requirements. He also noted that Carl Brown is the flood plain administrator for the Town.
 - 2. Lisbon Landing Traffic and Pedestrians - Mr. Murphy noted striping and lanes at exit points appear consistent with maps on file that have been reviewed. He will continue to check to be sure.
 - 3. Affordable Housing Plan - Mr. Murphy reported that the Affordable Housing Plan (AHP) has been submitted to and received by OPM. He noted that the AHP will be incorporated into the next Plan of Conservation and Development in 2026.
 - 4. Citgo - Mr. Murphy reported that the owner of 102 River Road will be re-imaging the site but will not likely change the canopy, even though they won the lawsuit and can now do so.
 - 5. SECCoG - Mr. Murphy noted that Mr. Jim Butler will be stepping down and Amanda Kennedy will be the new Executive Director.

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
TUESDAY, JULY 5, 2022
Page 3 (cont)

6. Old Business

- a. Regional Planning Commission – NONE
- b. Special Permit Application – Today's Realty, Applicant, 240 Paper Mill Road, to construct a contractor maintenance and office facility – TABLED
- c. Special Permit Application for expansion of existing seasonal campground under section 10.8 – Sunfox Campground, LLC, Applicant, 15 Kenyon Road – TABLED

7. New Business

- a. Receipt of New Applications
 - i. Special Permit Application – National Signs for Kohls, 160 River Road- Motion by J. Lebel second by K. Sperry to accept the application for review and to schedule a public hearing for Tuesday, August 2, 2022 at 6:55 P.M.
VOTE: UNANIMOUS MOTION CARRIED
- b. Referrals – NONE
- c. Brenmor Properties, LLC – Request for Bond Release, Ames Road Subdivision – It is noted for the record that Nathan Weiss and Mark Coen of Brenmor Properties, LLC were present. Mr. Murphy noted that \$10,000.00 remains of the bond, that the developers have done a decent job with drainage at the site and therefor, he after speaking with the Town Engineer does not recommend keeping a maintenance bond. Signage in the project has been installed and some has since been removed by the residents, which could be a recurring problem since it is on private property. Motion by B. Hull second by J. Lebel to release the remaining balance of the original performance bond of \$68,600.00.

VOTE: K. SPERRY NO; MOTION CARRIES

Motion by J. Lebel second by B. Hull to add "Brenmor Properties - \$2500.00 Maintenance Bond" for 41 Ames Road site stabilization and signage to the agenda under 8.a.

VOTE: UNANIMOUS MOTION CARRIED

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

- a. Brenmor Properties - \$2500.00 Maintenance Bond – Motion by T. Minor second by J. Lebel to release the \$2500.00 maintenance bond.
VOTE: UNANIMOUS MOTION CARRIED

9. Public Comment – NONE

10. Adjournment - Motion made by K. Sperry second by T. Minor to adjourn at 9:24 P.M.

VOTE: UNANIMOUS MOTION CARRIED


Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 7/13/22 AT 9:12 am
ATTEST. LAURIE TIROCCHI, TOWN CLERK

Janet Lefevre Asst.