

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, AUGUST 2, 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 9:49 P.M.

MEMBERS PRESENT: Robert Adams, Ronald Giroux, Randy Brown, Benjamin Hull, III, Jason Lebel,
Veronica Lutzen, Timothy Minor, Kim Sperry, Kelly Clatt (ALT)

MEMBERS ABSENT: Trevor Danburg, Nathaniel Beardsworth (ALT)

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

Chairman Adams seated Kelly Clatt, Alternate, for member Trevor Danburg.

2. Previous Minutes – Motion by K. Sperry second by R. Giroux to accept the July 5, 2022 Regular Meeting and Public Hearing minutes as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Letter, from CONNDOT to Darren Hayward, CLA Engineers, Inc. dated 7/202/2022 re: Lisbon Fire Department, 25 Newent Road
- b. Copy, Letter, from CONNDOT to Peter Gardner, Dieter & Gardener. dated 7/202/2022 re: Ceccarelli Properties, LLC, 363 River Road
- c. Memo, Lisbon Quarterly Newsletter submissions deadline August 22nd
- d. Copy, Memo, from Town Planner to Treasurer dated 7/7/2022 re: Release of Letter of Credit, Brenmor Properties
- e. 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. SECCoG, \$10,882.59, dated 7/7/2022 re: Planner Services (4/1/2022 – 6/30/2022)
Motion by R. Giroux second J. Lebel to pay. VOTE: UNANIMOUS, MOTION CARRIED
- b. SECCoG, \$2,426.44, dated 7/7/2022 re: Planner Services, Affordable Housing Plan (4/1/2022 – 6/30/2022). Motion by J. Lebel second by T. Minor to pay. VOTE: UNANIMOUS, MOTION CARRIED
- c. Halloran Sage, \$220.00, dated 7/14/2022, inv#11387820 re: General Matters
Motion by R. Giroux second B. Hull to pay. VOTE: UNANIMOUS, MOTION CARRIED

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- d. Bulletin (Local iQ), \$517.74, dated 7/14/2022, inv#7536837 re: Public Hearing Notice, Kohls + Sephora.
Motion by R. Giroux second J. Lebel to pay. VOTE: UNANIMOUS, MOTION CARRIED

Motion by R. Giroux second by J. Lebel to move to agenda item "6" before "5".

VOTE: UNANIMOUS, MOTION CARRIED

Motion by R. Giroux second by B. Hull to move on to agenda item "7" from "6" before returning to "5".

VOTE: UNANIMOUS, MOTION CARRIED

5. Reports

- a. ZEO – It is noted for the record that Carl Brown, ZEO / BO, was not present for the meeting.
- 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. T-Mobile – Mr. Murphy reported that T-Mobile will be adding a small generator and fence at 106 River Road (Shell Station).
 2. Autozone – Mr. Murphy noted that Autozone's contractor had issues with the foundation flashing, installing it per Florida code rather than Connecticut code and it had to be corrected.
 3. Ulta – Mr. Murphy reported that the Commission could expect an application from Ulta for modifications to the exterior.
- e. Discussion of Training Resources for Commission Members – Ethics, Responsibilities, and Conflicts of Interest – Mr. Murphy distributed copies of an email with a list of training workshops and videos.
- f. Discussion of Application and Checklist Updates to Address FEMA Requirements for National Flood Insurance Program – Mr. Murphy explained the need for extensive, important changes within the Town's zoning regulations and permit applications, as they pertain to activity within flood plain areas. It was the consensus of the Commission that, in the interest of time, Mr. Murphy is to write up the applications and revise forms, and submit them for review in the fall. Mr. Murphy noted that FEMA has recently changed the flood maps and those maps will be adopted into the Town's regulations.

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
- d. Special Permit Application – National Signs for Kohls, 160 River Road - Motion by R. Giroux second by K. Sperry to approve the request for a waiver of site plan requirements of section 12 as the information is not needed to reach a decision on the application. VOTE: UNANIMOUS MOTION CARRIED

TOWN OF LISBON
PLANNING AND ZONING COMMISSION
NOTICE OF APPROVAL AND GRANT OF SPECIAL PERMIT

This is to certify that on August 2, 2022 the Planning and Zoning Commission of the Town of Lisbon granted a Special Permit in accordance with the provisions of sections 15.3, 15.8 and section 11 of the Lisbon Zoning Regulations as follows:


1. Owner of Record: Lisbon Landing, LLC c/o WS Asset Management Inc., 33 Boylston Street, Suite 3000, Chestnut Hill, MA 02467
2. Applicant: National Sign FBO Kohl's Department Stores, 780 Four Rod Road, Berlin, CT 06037
3. Description of premises including street address, map, block and lot(s):
160 River Road (Assessor's Office Map ID 20/014/0000)

4. Description of special permit including relevant regulations authorizing activities and any conditions of approval:

Special permit application to modify the wall and pylon signage at Kohl's to include Sephora with the condition that the plan be modified to remove any reference to elimination of landscaping at the building.

FINDINGS AND CONCLUSIONS - The commission finds that the proposed application, as conditioned, is found to be appropriate for the site in this large-scale retail center and complies with the special permit objectives criteria provided in sections 11 and 15.3. In addition, the proposed use is arranged in a manner that retains the architectural integrity, color and materials of the center in a suitable way.

Date: August 2, 2022

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

**TOWN OF LISBON
SPECIAL PERMIT APPLICATION**

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

- APPLICANT: National Sign FBO Kohl's Department Stores TELEPHONE: 860-829-9060
ADDRESS 780 Four Rod Rd, Berlin, CT 06037 EMAIL: keith@nationalsign.com
- APPLICANT'S AGENT (IF ANY): Darcie Roy TELEPHONE: 203-949-1154, 203-641-9590
ADDRESS 780 Four Rod Rd, Berlin, CT 06037 EMAIL: roypermits@gmail.com
- OWNER / TRUSTEE: Lisbon Landing LLC c/o WS Asset Management Inc TELEPHONE: 857-229-0038
ADDRESS 33 Boylston St, Suite 3000, Chestnut Hill, MA 02467 EMAIL: Connor.Nolan@wsdevelopment.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 Darcie Roy PRINTED NAME OF APPLICANT/AGENT Darcie Roy
DATE: 6/30/22

SIGNATURE/RECORD OWNER See attached email PRINTED NAME/RECORD OWNER Lisbon Landing LLC c/o WS Asset Management Inc
DATE: _____

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS AND/OR LOCATION OF PROPERTY: 160 River Rd

MAP /BLOCK /LOT: 20/014/0000
VOLUME/ PAGE: 61/624

PROJECT NAME: Kohl's + Sephora Signage ACREAGE: _____ ZONING DISTRICT: IP-2
LOT IN SQUARE FEET: _____ TOTAL FLOOR AREA IN SQUARE FEET: _____

PROJECT DESCRIPTION, APPLICABLE REGULATIONS, AND PROPOSED STATEMENT OF APPROPRIATENESS OF USE:

Remove existing 5' x 39' (195 SF) internally illuminated "Kohl's" wall sign. Install new 5' x 38' 4-3/4" (192 SF) internally illuminated
"Kohl's" wall sign and 2' x 18' 5-5/8" (37 SF) internally illuminated "+ Sephora" wall sign. Total proposed wall signage = 229 SF.
REPLACE ONLY existing 1'-9" x 11' 7-3/4" (20.4 SF) internally illuminated, double sided tenant panels in existing ground sign.

APPLICATION SUBMITTAL DATE: 7/1/2022 FEE(S) PAID: 580.00
OFFICIAL DAY OF RECEIPT: 7/5/2022
*P & Z COMMISSION ACTION: APPROVED w/CONDITION DATE: 8/2/2022
CHAIR'S SIGNATURE: _____

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.)

**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 2.1 AND SECTION 12
☐ PLANNING AND ZONING COMMISSION ADMINISTRATIVE REVIEW OF CHANGES TO COMMERCIAL/INDUSTRIAL
☒ BUILDINGS AND PROPERTIES IN ACCORDANCE WITH SECTION 2.1 AND SECTION 16.12
☐ SITE PLAN REVIEW OF ASSOCIATED SIGNAGE IN ACCORDANCE WITH SECTION 16.8

PROJECT DESCRIPTION:

PROJECT DESCRIPTION: Temporary sign for Spirit Halloween 6' x 35' sign
above door, Street front, facing approximately 9/1/2022 - 11/5/2022

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

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS OF PROPERTY IF AVAILABLE: 170 River Road Ste. 2
MAP/BLOCK/LOT: 20-016-0000
VOLUME/PAGE:

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

- > APPLICANT: Kelly Butler
 TELEPHONE: 908-461-7612 EMAIL: SPZONE41@gmail.com
 > APPLICANT'S AGENT IF ANY:
 TELEPHONE: _____ EMAIL: _____
 > OWNER / TRUSTED: Luxton Lending LLC c/o Chris Boyce
 TELEPHONE: 260-961-3796 EMAIL: Chris.Boyce@luxdevelopment.com
 > ENGINEER / SURVEYOR / ARCHITECT:
 TELEPHONE: _____ 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 Kelly Butler PRINTED NAME OF APPLICANT/AGENT Kelly Butler
DATE: 7/15/22

SIGNATURE RECORD OWNER Chris Boyce PRINTED NAME RECORD OWNER Chris Boyce
DATE: 7/26/2022 2109DEF50A7A417...

APPLICATION SUBMITTAL DATE: 7/14/2022 FEES PAID: 2490.00

OFFICIAL DAY OF RECEIPT: 8/2/2022
 * P & Z COMMISSION ACTION: APPROVED w/ MODIFICATION
 CHAIR'S SIGNATURE: DATE: 8/2/2022

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.

Forcing Enforcement Officer

DATE: _____

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

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REGULAR MEETING
PLANNING AND ZONING COMMISSION
TUESDAY, AUGUST 2, 2022
Page 3 (Old Business, cont)

Motion by R. Giroux second by K. Sperry to approve the special permit application to modify the wall and pylon signage at Kohl's to include Sephora with the condition that the plan be modified to remove any reference to elimination of landscaping at the building.

FINDINGS AND CONCLUSIONS - The commission finds that the proposed application, as conditioned, is found to be appropriate for the site in this large-scale retail center and complies with the special permit objectives criteria provided in sections 11 and 15.3. In addition, the proposed use is arranged in a manner that retains the architectural integrity, color and materials of the center in a suitable way.

VOTE: UNANIMOUS MOTION CARRIED

7. New Business

a. Receipt of New Applications

i. Zoning Permit Application (Temporary Signage) – Spirit Halloween, Applicant, 170 River Road – It is noted for the record that Kate Duprie was present to represent Spirit Halloween. Motion by R. Giroux second by K. Sperry to approve the request for a waiver of site plan requirements of section 12 as the information is not needed to reach a decision on the application. VOTE: UNANIMOUS MOTION CARRIED
Motion by R. Giroux second by J. Lebel to approve the request of Spirit of Halloween for a zoning permit to install a 6' x 35' temporary sign with the modification that the banner sign be removed before November 7, 2022. VOTE: UNANIMOUS MOTION CARRIED

b. Referrals – NONE

8. Any other business which may properly come before the commission - NONE

9. Public Comment – Mr. Robert Brown of 84 Preston Allen Road, suggested that the Town's regulations need to be brought up to date with State "notification requirements", as they pertain to the process of notifying abutters of a Special Permit application. The State requires a certificate of mailing only, whereas the Town's regulations require notices be mailed certified / return receipt. Mr. Murphy agreed that the regulations should be changed for the sake of consistency. He will be recommending an amendment soon.


10. Adjournment - Motion made by J. Lebel second by T. Minor to adjourn at 10:30 P.M.

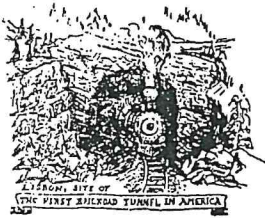
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 8/8/22 AT 10:57
ATTEST. MICHELLE GRANT, 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, August 2, 2022, the following actions were taken:

1. Special Permit Application for signage in the IP-1 Zone - National Sign FBO Kohl's Department Stores, Applicant, 160 River Road. APPROVED WITH CONDITIONS
2. Zoning Permit Application for temporary signage in the IP-1 Zone - Spirit Halloween, Applicant, 170 River Road APPROVED WITH MODIFICATION

Dated at Lisbon, Connecticut this 10th day of August, 2022.

Robert D. Adams, Chairman
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON, CT
ON 8/8/22 AT 10:57
ATTEST. MICHELLE GRANT, TOWN CLERK

Michelle Grant