

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, SEPTEMBER 6, 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 8:21 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.

Motion by J. Lebel second by K. Sperry to change order of business and go to agenda items 8.a.iii. and 8.d. before returning to regular order of business.

VOTE: UNANIMOUS, MOTION CARRIED

2. Previous Minutes –Motion by K. Sperry second by B. Hull to accept the August 4, 2022 Regular Meeting and Public Hearing minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Letter, from CONNDOT to Demian Sorrentino, AICP, CSS, Boundaries, LLC, dated 8/2/2022 re: 297 River Road
- b. Budget Report – July 2022– LI#51730 Purchased Services - \$60,000.00/ LI#51750 Supplies & Expenses - \$4,482.26

4. Bills and action thereon

- a. Local IQ (Bulletin), \$174.03; dated 8/10/2022, inv#7645389 re: NoD Kohls+Sephora and Spirit Halloween. Motion by J. Lebel second R. Giroux to pay. VOTE: UNAINOUS; MOTION CARRIED
- b. Halloran Sage, \$80.00, dated 8/3/2022, inv#11390240 re: general matters. Motion by R. Giroux second by T. Minor to pay. VOTE: UNAINOUS; MOTION CARRIED
- c. CLA Engineers, \$405.00, dated 8/1/2022, inv#4 re: Autozone Site Plan Review. Motion by R. Brown second by R. Giroux to pay from Autozone Supplemental Fee. VOTE: UNAINOUS; MOTION CARRIED

5. Reports

- a. ZEO – It is noted for the record that Carl Brown, ZEO / BO, was not present at the meeting.
- b. Regulations – NONE
- c. Zoning Map Subcommittee–NONE
 - 1. Update Regarding Route 12 Corridor Study and Zoning Amendments per POCD 2016– NONE

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- d. Town Planner Update Regarding Pending Projects/Issues of Interest
 1. Lisbon Landing – Mr. Murphy reported that the lane striping will be re-striped at the exit. A new monument sign will likely be proposed as well.
 2. An article about Affordable Housing was provided for the Commission members in their packets.
 3. A meeting with FEMA is scheduled for later this month with Town Officials and Staff.
 4. The Planner will provide training for new and other Commission members sometime in September
 5. The Planner advised the Commission of the sequence and process for notifying the Commission and applicants, respectively, of reports and information relating to individual applications.
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. Discussion of Application and Checklist Updates to Address FEMA Requirements for National Flood Insurance Program – Mr. Murphy gave an review of the permit applications, forms and checklists being modified in order to come in to compliance with FEMA requirements.
7. New Business
 - a. Receipt of New Applications
 - i. Zoning Text Amendments Application – Lisbon Planning and Zoning Commission – Changes to Sections 10.15.1 (Intent & Purpose); 10.15.3 (Cost and Special Flood Hazard Area); 10.15.6.b.2. (Administration –Certification of Plans); 10.15.6.b.4 (Notification of Other Agencies); 10.15.7.b.1-8 (Specific Standards); and 10.15.7.c.3. (Standards for Streams Without Established Base Flood Elevations, Floodways and/or Flood Mapping) – Schedule Public Hearing – Motion by K. Sperry second by R. Giroux to schedule a public hearing on October 4, 2022 at 6:30 PM.

VOTE: UNANIMOUS; MOTION CARRIED
 - ii. Subdivision Text Amendment Application- Lisbon Planning and Zoning Commission-Change to Include a New Section 6.13 Regarding Requirements for Submission of New Technical or Scientific Flood Data-Schedule a Public Hearing - Motion by K. Sperry second by R. Giroux to schedule a public hearing on October 4, 2022 at 6:45 PM.

VOTE: UNANIMOUS; MOTION CARRIED
 - iii. Subdivision Modification Application – Albert & Nancy Gosselin, Applicant, 40 Lee Road – Motion by K. Sperry second by B. Hull to waive the open space requirement based on the family provision in the regulations.

VOTE: UNANIMOUS; MOTION CARRIED

Motion by B. Hull second by V. Lutzen to approve the Subdivision Modification with the following modifications:
 1. Add a signature block to the plans
 2. A Certificate of Title is to be submitted

TOWN OF LISBON
SUBDIVISION RESUBDIVISION APPLICATION
Subdivision Modification Application

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

➤ APPLICANT: <u>Albert G. Gosselin, Jr. and Nancy E. Gosselin</u>	TELEPHONE: <u>(860) 859-7596</u>
ADDRESS <u>40 Lee Road, Lisbon, CT 06351</u>	EMAIL: <u>agosselin@uncashd.org</u>
➤ APPLICANT'S AGENT (IF ANY): <u>Harry B. Heller</u>	TELEPHONE: <u>(860) 848-1248</u>
ADDRESS <u>736 Norwich-New London Turnpike, Uncasville, CT 06382</u>	EMAIL: <u>hheller@hellermccoy.com</u>
➤ OWNER / TRUSTEE: <u>Albert G. Gosselin, Jr. and Nancy E. Gosselin</u>	TELEPHONE: <u>(860) 859-7596</u>
ADDRESS <u>40 Lee Road, Lisbon, CT 06351</u>	EMAIL: <u>agosselin@uncashd.org</u>
➤ ENGINEER / SURVEYOR: <u>Boundaries, LLC</u>	TELEPHONE: <u>(860) 376-2006</u>
➤ ADDRESS <u>179 Pachaug River Drive, Griswold, CT 06351</u>	EMAIL: <u>dsorrentio@boundariesllc.net</u>

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 PLANS 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 Albert Gosselin, Jr. PRINTED NAME OF APPLICANT/AGENT Albert G. Gosselin, Jr./Nancy E. Gosselin
DATE: 8/23/2022

SIGNATURE/RECORD OWNER Nancy E. Gosselin PRINTED NAME/RECORD OWNER Albert G. Gosselin, Jr. and Nancy E. Gosselin
DATE: 8/23/2022

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS AND/OR LOCATION OF PROPERTY: 40 Lee Road and 34 Ross Hill Road Extension

MAP /BLOCK /LOT: 15-5 and 15-5-4

VOLUME/ PAGE: Vol. 82, Pg. 227 and Vol. 166, Pg. 597

PROJECT NAME: Subdivision Modification Plan for Albert G. Gosselin, Jr. and Nancy E. Gosselin

ZONING DISTRICT: R-40

TOTAL LAND AREA BEING SUBDIVIDED: 2.48 Acres

PROJECT DESCRIPTION

Subdivision modification with respect to which no additional lots are being created. Existing Lot #3 as depicted on the Subdivision Modification Plan will be re-combined, by deed, with Lot #2 thereby eliminating existing Lot #3 as a separate and distinct parcel of land and a new Lot #3 designated as "Relocated Lot #3" will be created on the southwesterly side of Lee Road

=====

APPLICATION SUBMITTAL DATE: AUGUST 24, 2022 FEE(S) PAID: 240.00
OFFICIAL DAY OF RECEIPT: SEPTEMBER 6, 2022
P & Z COMMISSION ACTION: APPROVED W/ MODIFICATIONS DATE: SEPTEMBER 6, 2022
CHAIR'S SIGNATURE: Robert Adams
ROBERT ADAMS, CHAIRMAN

UPON APPROVAL OF THIS APPLICATION BY THE PZC, AND COMPLIANCE WITH THE PROVISIONS OF SECTIONS 4.7, 4.9 AND 5. 7 OF THE SUBDIVISION REGULATIONS, CONSTRUCTION MAY COMMENCE AND/OR LOTS MAY BE SOLD.

TOWN OF LISBON
SUBDIVISION / RE-SUBDIVISION APPLICATION
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PROJECT NAME: Albert G. Gosselin, Jr. and Nancy E. Gosselin Subdivision Modification **NUMBER OF LOTS:** 0 New Lots

OPEN SPACE: ACREAGE _____ **FEE IN LIEU** _____ **EXEMPTION** X

ROAD PROPOSED: YES _____ **NO** X Conveyance of a one-half section of Lee Road adjoining Relocated Lot #3 to the easterly terminus of the property known as 40 Lee Road to be granted to the Town of Lisbon

WATER: WELL(S) X **or PUBLIC** _____

WASTE: SEPTIC X **or PUBLIC SEWER** _____

ARE THERE REGULATED WETLANDS? YES _____ **NO** X

WETLAND APPLICATION SUBMITTED OR PERMIT OBTAINED? YES _____ **NO** X

EXISTING IMPERVIOUS SURFACE (SQ. FT.): 0

CHANGE IN IMPERVIOUS REQUIRED: 0

WAIVERS REQUESTED AND REASONS PER SECTION 8 OF THE SUBDIVISION

REGULATIONS: N/A

ATTACH COMPLETED CHECKLIST

Rev. 5/2020

PLANNING AND ZONING COMMISSION

APPROVAL MODIFICATIONS – 9/6/2022

SUBDIVISION MODIFICATION – Albert & Nancy Gosselin, 40 Lee Road

1. A signature block is to be added to the plans
2. A Certification of Title is to be submitted
3. No additional lot is to be created with the subdivision in conjunction with this application

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:

replace the existing signs on the front and rear of the store and paint the front of the store white.
The signs will still be internally illuminated and nearly identical in size as the existing.

PROJECT NAME: Ulta Beauty ACREAGE: 21.33 ZONING DISTRICT: IP-2
LOT IN SQUARE FEET: _____ TOTAL FLOOR AREA IN SQUARE FEET: _____

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS OF PROPERTY IF AVAILABLE: 160 River Rd Ste A-140 Lisbon, CT
MAP / BLOCK / LOT: 20/014/0000
VOLUME / PAGE: 91/624

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

- > APPLICANT: Ulta Beauty
TELEPHONE: _____ EMAIL: _____
- > APPLICANT'S AGENT (IF ANY): Professional Permits % Garry Potts
TELEPHONE: 574-229-0635 EMAIL: gpotts@professionalpermits.com
- > OWNER / TRUSTEE: Lisbon Landing LLC c/o WS Development c/o Chris Boyce
TELEPHONE: 860-961-3796 EMAIL: chris.boyce@wsdevelopment.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 _____ PRINTED NAME OF APPLICANT/AGENT Garry P Potts II
DATE: _____

SIGNATURE/RECORD OWNER
DATE: 9/7/2022

DecuSigned by:
Chris Boyce
DATE: _____

PRINTED NAME/RECORD OWNER Chris Boyce

APPLICATION SUBMITTAL DATE: 9/6/2022 FEE(S) PAID: 278.86

OFFICIAL DAY OF RECEIPT: 9/6/2022

*P & Z COMMISSION ACTION: APPROVED w/ MODIFICATION DATE: 9/6/2022

CHAIR'S SIGNATURE: Robert Adams ROBERT ADAMS, CHAIRMAN

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)

PLANNING AND ZONING COMMISSION
APPROVAL MODIFICATIONS – 9/6/2022
ZONING PERMIT APPLICATION (SIGNAGE) – ULTA, 160 RIVER ROAD

1. The proposed arch design component extending below the lettering at the rear of the building is to be removed.

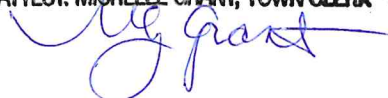
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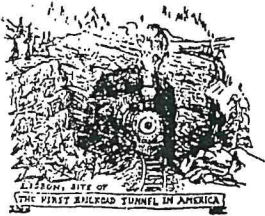
3. No additional lot is to be created with the subdivision in conjunction with this application
VOTE: UNANIMOUS; MOTION CARRIED
- b. Referrals – NONE
- c. Records Disposition Authorization – It was the consensus of the Commission to allow the disposition of Routine Correspondence from June 2019 through June 2020 and Budget Balance Reports from June 2019 through July 2020.
- d. Zoning Permit Application (Signage) – Ulta Beauty, 160 River Road – Motion by K. Sperry second by J. Lebel to approve a waiver of the site plan requirements in section 12 as the information is not necessary to decide on the application.
VOTE: R. GIROUX NO; MOTION CARRIED
Motion by K. Sperry second by R. Brown to approve the zoning permit application of Gary Potts and Professional Permits for ULTA Beauty to repaint the front of the store white and replace the front and rear signs as proposed with the modification that the proposed arch design component extending below the lettering at the rear of the building be removed.
VOTE: R. GIROUX NO; MOTION CARRIED
8. Any other business which may properly come before the commission - NONE
9. Public Comment – NONE
10. Adjournment - Motion made by R. Giroux second by T. Minor to adjourn at 9:52 P.M.
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 9/12/22 AT 12:38pm
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, September 6, 2022, the following actions were taken:

1. Subdivision Modification Application in the R-40 Zone – Albert & Nancy Gosselin, 40 Lee Road, Applicants APPROVED WITH MODIFICATIONS
2. Zoning Permit Application (Signage) in the IP-1 Zone – Professional Permits for ULTA Beauty, 160 River Road Suite A-140, Applicant APPROVED WITH MODIFICATION

Dated at Lisbon, Connecticut this 12th day of September, 2022.

Robert D. Adams, Chairman
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON, CT
ON 9/12/22 AT 12:38 pm
ATTEST. MICHELLE GRANT, TOWN CLERK
