

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, NOVEMBER 1, 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 PM.

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

MEMBERS ABSENT: Trevor Danburg, Veronica Lutzen, Nathaniel Beardsworth (ALT)

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

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

2. Previous Minutes –Motion by K. Sperry second by J. Lebel to accept the October 4, 2022 Regular Meeting and Public Hearing minutes as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Letter, from Robert & Louise Browne received 10/31/2022 re: October 4<sup>th</sup> meeting comments. Motion by R. Adams second by R. Giroux to add "Letter" under Agenda item 8.a.

VOTE: UNANIMOUS; MOTION CARRIED

- b. Letter, from State of Connecticut Department of Housing dated 10/7/2022 re: final closeout of AHP Technical Assistance Grant (\$11,300.00).
- c. Copy, Letter of Approval dated 10/6/2022 from Planning and Zoning Commission to Sunfox re: Special Permit Application
- d. Copy, Letter of Approval dated 10/6/2022 from Planning and Zoning Commission to Today's Realty, LLC re: Special Permit Application
- e. Copy, Letter of Approval dated 10/6/2022 from Planning and Zoning Commission to Board of Selectmen re: Zoning and Subdivision Regulations Text Amendments Applications
- f. Copy, Memo from Michael J. Murphy, AICP, Lisbon Town Planner to Conservation Commission dated 10/20/2022 re: Recommended condition to add to all permits and rulings
- g. Copy, Letter of Approval from Conservation Commission to Joseph & Sandy DiRoma dated 10/20/2022 re: Application #22-05, 118 Strawberry Street
- h. Budget Report – September 27, 2022– LI#51730 Purchased Services - \$60,000.00/ LI#51750 Supplies & Expenses - \$3,508.73

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4. Bills and action thereon
  - a. SECCoG, \$15,490.13, dated 10/13/2022 re: 1st QTR/Planner Services. Motion by K. Sperry second R. Giroux to pay. VOTE: UNANIMOUS; MOTION CARRIED
  - b. Halloran Sage, \$200.00, dated 10/6/2022, inv#11395185 re: PZC General Matters. Motion by R. Giroux second by J. Lebel to pay. VOTE: UNANIMOUS; MOTION CARRIED
  - c. Halloran Sage, \$140.00, dated 10/6/2022, inv#11395186 re: Mackin Application. Motion by K. Sperry second by R. Giroux to pay. VOTE: UNANIMOUS; MOTION CARRIED
  - d. Local IQ (Bulletin), \$353.58; dated 10/11/2022, inv#7909003 re: NoD – Regulation Amendments; Sunfox; Today's Realty – Motion by R. Giroux second by T. Minor to pay. VOTE: UNANIMOUS; MOTION CARRIED
5. Reports
  - a. ZEO –Carl Brown, ZEO / BO, reported on the current status of the court case against 423 N. Burnham Highway, noting that the courts have given the defendant six months to comply.
  - 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. Lisbon Landing – Mr. Murphy reported that a portion of the striping is complete.
    2. Brenmor Properties – Mr. Murphy reported that the north emergency entrance gate for Ames Road Subdivision has been removed and he will work on a Notice of Subdivision Violation to send to the Homeowners Association, if necessary. It is unclear who removed the gate but it needs to be reinstalled for subdivision compliance.
    3. 363 River Road – Mr. Murphy reported that curbing has been created but the project is as of yet incomplete.
    4. Ulta – Mr. Murphy noted that the project has been completed as per the plan.
    5. Sephora - Mr. Murphy noted that the project has been completed as per the plan.
    6. Auto Zone – Mr. Murphy reported that they are ready to begin paving and have made corrections to some building code violations.
    7. 143 River Road – Mr. Murphy reported that a project is in discussions and anticipates an application for a commercial development soon.
    8. FOIA Workshop – it is noted that an FOIA workshop is schedule for November 29 at 6:00 PM
6. Old Business
  - a. Regional Planning Commission – NONE
  - b. 2023 Schedule of Meetings – Date Correction - Motion by R. Giroux second by R. Brown to amend the 2023 Schedule of Meetings approved on October 4, 2022 to reflect September 5, 2023 as the date for the Regular September meeting, not September 11th. VOTE: UNANIMOUS; MOTION CARRIED

## TOWN OF LISBON

### 2023 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes §1-225, notice is hereby given that the regularly scheduled meeting of the

Planning & Zoning  
(Name of Board/Commission/Committee)

will be held on the following dates:

January <u>3rd</u>	July <u>11<sup>th</sup></u>
February <u>7<sup>th</sup></u>	August <u>1<sup>st</sup></u>
March <u>7<sup>th</sup></u>	September <u>11<sup>th</sup> 5<sup>th</sup></u>
April <u>4<sup>th</sup></u>	October <u>Oct 3rd</u>
May <u>2nd</u>	November <u>14<sup>th</sup></u>
June <u>6<sup>th</sup></u>	December <u>5<sup>th</sup></u>

The above meetings will be held at 7<sup>pm</sup> o'clock pm in the  
Lisbon Town Hall in Lisbon.

Signed:

*R. [Signature]*

Chairman

*Tim [Signature]*

Secretary

Chairman and Secretary of all administrative and executive boards, commissions, agencies, bureaus or other bodies must file with the Town Clerk no later than January 31<sup>st</sup> of each year a schedule of the regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairman and Secretary of these respective bodies file with the Town Clerk not later than December 1st of the current year, a schedule of regular meetings to be held in the following calendar year.

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7. New Business

a. Receipt of New Applications

- i. Zoning Permit Application (Signage) – Mike Burgess, Applicant, 689 River Road –It is noted for the record that Mr. Burgess was present. It is also noted for the record that a modified design to help reduce the overall square footage of the sign to less than 50 S.F. was submitted on October 27, 2022 and was distributed to the Commission at the meeting. Mr. Murphy reviewed his staff report . Also noted for the record that a Site Plan Waiver Request had been submitted by the Applicant on October 31, 2022, and is in the file. Motion by K. Sperry second by R. Brown to approve a waiver of the site plan requirements in Section 12 as the information is not necessary to decide on the application. VOTE: UNANIMOUS; MOTION CARRIED  
Motion by K. Sperry second by J. Lebel to modify and approve the zoning permit application of Mike Burgess and TMR Automotive Repair to install wall signage up to 50 square feet as proposed with the 10/27/2022 modification provided. VOTE: B. HULL NO; MOTION CARRIES

b. Referrals

- i. Town of Canterbury – Proposed amendments to Canterbury Zoning Regulations, Section 10.3 “Accessory Apartments” –Motion by R. Giroux second by K. Clatt to send a letter of no intermunicipal impact. VOTE: UNANIMOUS; MOTION CARRIED  
ii. City of Norwich – Proposal to amend City of Norwich Zoning Map to add a Business Master Plan District (BHMPD) governed by a Master Plan in accordance with City of Norwich Zoning Regulations, Section 3.11 – Motion by R. Giroux second B. Hull to send a letter of no intermunicipal impact.

VOTE: UNANIMOUS; MOTION CARRIED

- c. 2023 / 2024 Budget request –Motion by R. Giroux second by T. Minor to request \$60,000.00 for LI#51730 (Purchased Services) and \$5,000.00 for LI#51750 (Supplies & Expenses).

VOTE: UNANIMOUS; MOTION CARRIED

- d. Discussion and Consideration of Possible Marijuana Use Regulations and/or Moratorium – It is the consensus of the Commission to begin the process of creating language for the purpose of prohibiting all cannabis uses for a one (1) year period until standards for regulating marijuana use, sales and production.

Motion by R. Giroux second by R. Brown to add “Election of Officers” to agenda item 8.b.

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

VOTE: UNANIMOUS; MOTION CARRIED

- a. Letter from Mr. and Mrs. Brown – Discussion ensued about the letter and meeting procedures for commentary from Commission members.  
b. Election of Officers – it was determined that the most recent bylaws as adopted 9/1/2022 require the election of officers to take place every two years, immediately after the municipal election; therefor, election of officers will not need to take place until November 2023.

**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:**

Install The Sign From my shop in Norwich To  
the 689 River Rd Address

PROJECT NAME: TMR Automotive Repair ACREAGE: .2 ZONING DISTRICT: R-40  
LOT IN SQUARE FEET: \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS OF PROPERTY IF AVAILABLE: 689 River Rd Lisbon CT  
MAP /BLOCK /LOT: 31/010/000A  
VOLUME/ PAGE: 85/909

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

- APPLICANT: Michael Burgess 31 TUNNEL HILL RD, LISBON CT  
TELEPHONE: 860 608 9763 EMAIL: admin@TMRAutomotive.com  
➤ APPLICANT'S AGENT (IF ANY): \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ OWNER / TRUSTEE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ 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 Michael Burgess PRINTED NAME OF APPLICANT/AGENT Michael Burgess  
DATE: 10-21-22

SIGNATURE/RECORD OWNER Michael Burgess PRINTED NAME/RECORD OWNER Michael Burgess  
DATE: 10-21-22

=====

APPLICATION SUBMITTAL DATE: 10/25/2022 FEE(S) PAID: 138.00

OFFICIAL DAY OF RECEIPT: 11/1/2022

\*P & Z COMMISSION ACTION: APPROVED w/ MODIFICATION DATE: 11/1/2022  
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.

Carl B. Ben DATE: 11/4/2022  
Zoning Enforcement Officer

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

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9. Public Comment - NONE

10. Adjournment - Motion made by R. Giroux second by T. Minor to adjourn at 8:48 P.M.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON, CT  
ON 11/04/2022 AT 12:20 PM  
ATTEST. MICHELLE GRANT, TOWN CLERK  
*Janet LeFevre 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, November 1, 2022, the following action was taken:

1. Zoning Permit Application (Signage) in the R-40 Zone - Michael Burgess of TMR Automotive Repair, 689 River Road, Applicant APPROVED WITH MODIFICATION

Dated at Lisbon, Connecticut this 4th day of November, 2022.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON, CT  
ON 11/04/2022 AT 12:25 pm  
ATTEST. MICHELLE GRANT, TOWN CLERK  
*Janet Heffernan* Asst.