

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, DECEMBER 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 7:03 PM.

MEMBERS PRESENT: Robert Adams, Trevor Danburg, Benjamin Hull, III, Jason Lebel, Veronica Lutzen, Timothy Minor

MEMBERS ABSENT: Randy Brown, Ronald Giroux, Kim Sperry, Nathaniel Beardsworth (ALT), Kelly Clatt (ALT)

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

2. Previous Minutes –Motion by J. Lebel second by T. Danburg to accept the November 1, 2022 Regular Meeting minutes as presented. VOTE: UNANIMOUS, MOTION CARRIED

It is noted for the record that the clerk inadvertently omitted the “e” in Mr. & Mrs. Browne’s name under item 8.a.

3. Correspondence

- a. Letter, from DEEP dated 10/18/2022 re: Notification of Non-Compliance, Lisbon Zoning Regulations – Motion by T. Danburg second by B. Hull to add “Letter from State of Connecticut Department of Energy and Environmental Protection” under agenda item 8.a. VOTE: UNANIMOUS, MOTION CARRIED
- b. Copy, Memo from Michael J. Murphy, AICP, Lisbon Town Planner to Board of Selectmen dated 11/9/2022 re: Public Act 21-29
- c. Copy, Authorizing Resolution of the Town of Lisbon Board of Selectmen re: Public Act 21-29
- d. Copy, Letter from PZC to Keith Mackin, Today’s Realty, LLC dated 11/14/2022 re: request for CLA Engineers payment in the amount of \$945.00
- e. Copy, Request for Information, from Travelers Insurance re: 98 River Road (Autozone)
- f. Copy, Site Plan/Subdivision Field Modification Approval, dated 11/28/2022 – Ceccarelli Properties, LLC, 363 River Road
- g. Memo, from Board of Finance to All Cost Centers dated 11/30/2022 re: Annual Report Narratives due December 31, 2022. It is noted for the record that Secretary Sperry will write it.
- h. Memo, from Board of Selectmen to all Staff and Board members, dated 12/5/2022 re: Annual Potluck Holiday Luncheon
- i. 2023 Holiday Schedule / Office Closings
- j. Newsletter, CT Federation of Planning and Zoning Agencies, Fall 2022
- k. Budget Report – November 29, 2022– LI#51730 Purchased Services - \$44,509.87/ LI#51750 Supplies & Expenses - \$3,155.15

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4. Bills and action thereon
 - a. Local IQ (Bulletin), \$143.25, dated 11/4/2022, inv#8028229 re: NoD (TMR Automotive – Signage). Motion by T. Danburg second by B. Hull to pay. VOTE: UNANIMOUS; MOTION CARRIED
 - b. Halloran Sage, \$40.00, dated 11/11/2022, inv#11396972 re: PZC General Matters. Motion by T. Danburg second by T. Minor to pay. VOTE: UNANIMOUS; MOTION CARRIED
5. Reports
 - a. ZEO – It is noted for the record that Carl Brown, ZEO / BO, was not present and did not submit a report.
 - 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 – Mr. Murphy asked that the Commission add “Brenmor Properties” to the agenda under “Any other business...” to discuss the emergency access gates. Motion by T. Danburg second by J. Lebel to add “Brenmor Properties” to agenda item 8.b. VOTE: UNANIMOUS; MOTION CARRIED
 1. 363 River Road – Mr. Murphy noted that Ceccarelli Properties submitted a Site Plan/Subdivision Field Modification request to set the fence line back for safer access for trucks. He notes that it was approved and that copies of the Site Plan/Subdivision Field Modification Approval were sent to the applicable agencies.
 2. Autozone – Mr. Murphy reported that site development and paving are nearly complete. He noted that the insurance form the Commission received is a standard contractor form and that he has contacted the insurance company. The Commission is not responsible for filling out the form.
 3. Memo to Board of Selectmen re: Opt-Out Process – Mr. Murphy noted that although the Commission approved the opt-out provisions with regard to State mandated zoning requirements, the Board of Selectmen needed to make the final approval. He noted that the Board of Selectmen approved an Authorizing Resolution on November 14, 2022.
 4. TMR Automotive Signage – Mr. Murphy reported that the sign for TMR Automotive at 689 River Road has been installed. Commission members received a copy of a photograph of it in place.
 5. 240 Paper Mill Road – Mr. Murphy noted that as a condition of approval, the applicant needs to come back to the Commission for final approval once other conditions are met. He noted that he received an acoustical report from Today’s Realty and that it looks good. It is noted for the record that the applicant still owes the Town \$945.00 as payment for the Town’s Engineer review of the Zoning Permit application that was later withdrawn, and that no further approvals will be considered until that payment has been received.
6. Old Business
 - a. Regional Planning Commission – It is noted for the record that Regional Planning Commission member Ron Giroux was not present at this meeting but submitted a brief report via email, to be read into the

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record. He notes that there has been considerable discussion regarding Short Term Rentals and Cannabis regulations at the Regional Planning Commission meetings.

7. New Business

a. Receipt of New Applications

- i. Zoning Text Amendment Application – Town of Lisbon Planning and Zoning Commission – Amendment to Section 2.3.4 “Prohibitions” and add Subsection “o.” related to an Interim Prohibition of All Cannabis Establishments Based in Lisbon – Motion by T. Danburg second by V. Lutzen to schedule a Public Hearing for Tuesday, January 3, 2023 at 6:30 PM.

VOTE: UNANIMOUS; MOTION CARRIED

- ii. Special Permit Application for Multiple Retail/Food Service Use Retail Development with Accessory Drive-Thru Window – Wood Construction, LLC, Applicant 143 River Road – It is noted for the record that Brian Maloney of BL Companies, 355 Research Parkway, Meriden, CT 06450, was present as a representative for the applicant. Motion by J. Lebel second by B. Hull to schedule a Public Hearing for January 3, 2023 at 6:45 PM.

VOTE: UNANIMOUS; MOTION CARRIED

b. Referrals

- i. Town of Griswold – To Amend Section 10.6 of the Griswold Zoning Regulations – Maximum Building Height to Allow for Water Tower Structures that Exceed 100 Feet in Height – It was the consensus of the Commission members present that at the present time, they have no comment to offer the town of Griswold in regard to this proposed text amendment.
- c. Discussion of Land Use Training Guidelines for Commissioners – Mr. Murphy noted for the record that the Commission members received a Land Use Training Guide in their packets. He noted that each member will need to have a minimum of four hours of training but that the State has not yet determined how this training will be conducted, or where.

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

- a. Letter from State of Connecticut Department of Energy and Environmental Protection – Mr. Murphy noted that the DEEP showed concern that the Town of Lisbon’s regulations currently had language that appears to “regulate forestry”. Mr. Murphy stated he will contact the office of the State DEEP and inquire about their concern, and ask what their definition of “forestry” is.
- b. Brenmor Property – Mr. Murphy reported that one of two emergency access gates at the Ames Road Subdivision is currently down. He noted that the gate is on private property and that it is located on two separate building lots. It is not certain who removed the lock and lowered the cable, but that it should be the Homeowners Association’s responsibility to make sure it remains locked per the Subdivision approval, with access by emergency personnel only. He recommends writing a letter to the Homeowners Association and the two owners of the building lots, explaining their options and giving them a time frame for compliance. He also recommends that the letter is to come from the Chairman and that the Planner, rather than the Zoning Official, be the contact person for a response, as this is not a zoning issue since the

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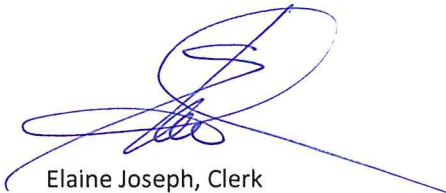
development was created under 8-30g as a Subdivision. Motion by T. Danburg second by V. Lutzen to write an appropriate letter to the Homeowners Association and the two landowners, laying out their options and a time frame for action.

VOTE: UNANIMOUS MOTION CARRIED

9. Public Comment – NONE

10. Adjournment - Motion made by T. Danburg second by J. Lebel to adjourn at 8:25 P.M.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 12/9/22 AT 10:44am
ATTEST. MICHELLE GRANT, TOWN CLERK

