

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, JANUARY 3, 2023  
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 8:26 PM.

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

MEMBERS ABSENT: Ronald Giroux

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

2. Previous Minutes – Motion by T. Danburg second by T. Minor to accept the January 3, 2023 Regular Meeting minutes and Public Hearing minutes as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Letter, from FEMA to Thomas W. Sparkman, First Selectman, dated 2/1/2023 re: 19P Map Panels
- b. Copy, Certificate of Zoning Compliance, dated 1/18/2023 re: Ulta Beauty
- c. Copy, Certificate of Zoning Compliance, dated 1/18/2023 re: Kohls
- d. Copy, Letter from PZC to Thomas W. Sparkman, First Selectman, dated 1/4/2023 re: Newent Congregational Church of Lisbon, 12 South Burnham Highway
- e. Invitation to Commissioners, Lisbon Fire Station Ground Breaking Ceremony
- f. Copy, Memo from Michael J. Murphy, AICP, Lisbon Town Planner to Chris Maynard, Lisbon Town Treasurer, dated 1/9/2023 re: receipt of \$26,500.00 performance bond, 98 River Road
- g. Memo, Request for Submissions, Lisbon Quarterly Newsletter
- h. Memo, CT Federation of Planning and Zoning Agencies re: CFPZA Annual Conference, March 23, 2023
- i. Newsletter, CT Federation of Planning and Zoning Agencies, Winter 2023
- j. Budget Report, January 2023 - 51730 = \$44,509.87; 51750 = \$2,350.52

4. Bills and action thereon

- a. CLA Engineers, \$375.00, inv#2 dated 2/1/2023 re: 143 River Road. Motion to pay from \$2500.00 Supplemental Fee by T. Danburg second by J. Lebel.

VOTE: UNANIMOUS; MOTION CARRIED

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- b. CLA Engineers, \$1725.00, inv#1 dated 1/3/2023 re: 143 River Road. Motion to pay from \$2500.00 Supplemental Fee by T. Minor second by J. Lebel. VOTE: UNANIMOUS; MOTION CARRIED
- c. SECCoG, \$12,591.88, 2<sup>nd</sup> Quarter, dated 1/9/2023 re: Planner Services. Motion to pay by J. Lebel second K. Sperry. VOTE: UNANIMOUS; MOTION CARRIED
- d. LOCALiQ (Bulletin), \$168.90, inv#8311336 dated 1/10/2023 re: NoD (Text Amendment – Cannabis) Motion to pay by J. Lebel second by B. Hull. VOTE: UNANIMOUS; MOTION CARRIED

5. Reports

- a. ZEO – Carl Brown, ZEO / BO, briefly reported on the status of 423 N. Burnham Highway. He also reported that he received a complaint about 34 Newent Road and has sent a request of compliance to the property owner. Lastly, Stilly's at 117 S. Burnham Highway is yet to respond to his letter regarding their NAPA sign.
- 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. Autozone – Mr. Murphy reported that some of the items on his punch list for Autozone have been completed, and he expects more to be completed by Spring.
  - 2. 240 Paper Mill Road – Mr. Murphy reported that the applicant is working to resolve the outstanding issues with the site and is in the process of soliciting a new engineer.
  - 3. Farm Brewery – Mr. Murphy noted that he expects to see a special permit application for Farm Brewery submitted within a few months.
  - 4. Erik's Design Location – Mr. Murphy reported that a contractor is interested in leasing the Erik's Design location on River Road and that it would not constitute a change of use. He suspects the only thing needed of the Planning and Zoning Commission would be a zoning permit for signage.
  - 5. 363 River Road – Mr. Murphy reported that the building color is now white but that other site work is coming along slowly.
  - 6. FEMA Letter – Mr. Murphy reported that revisions to the Regulations were made as required and that he expects Flood Data to come in for Blissville Brook soon. The Town will be notifying FEMA of that report once available.
  - 7. Ames Road Subdivision – Mr. Murphy noted that he will be sending out a letter requesting compliance for the emergency access gates within the next few days.

6. Old Business

- a. Regional Planning Commission – Although Mr. Giroux was not present, he submitted a written report, which was read into the record by Chairman Adams.
- b. Special Permit Application for Multiple Retail/Food Service Use Retail Development with Accessory Drive-Thru Window – River Road 1, LLC, Applicant, 143 River Road – TABLED

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7. New Business

a. Receipt of New Applications

- i. Zoning Text Amendment Application – Town of Lisbon Planning and Zoning Commission – Amendment to Section 4.1.3 Agriculture, to exclude Forestry Practices; and Section 11.5.3 Notification of Abutters by Applicant, to clarify required methods of mailing - confirm scheduling of public hearing – Motion by T. Danburg second by K. Sperry to schedule a public hearing for Tuesday, March 7, 2023 at 6:30 PM.

b. Referrals - NONE

- c. Resolution to Approve Updated Compilation of Zoning Amendments through February 2023 – Motion by K. Sperry second by T. Danburg to approve this resolution incorporating all effective zoning text amendments and map revisions, including duly adopted, codified and compiled amendments addressing new State legislative requirements, standards and mandates; special flood hazard area regulations; and cannabis establishments in the Town of Lisbon, and associated definitions. All necessary edits associated with this compilation shall organize and update the zoning history regarding amendments and the document's Table of Contents, improve readability, and provide for a complete re-pagination of the zoning regulations. This latest compilation shall reflect all amendments through the latest effective date.

VOTE: UNANIMOUS MOTION CARRIED

- d. Resolution to Approve Updated Compilation of Subdivision Amendments through December 2022 - Motion by K. Sperry second by T. Danburg to approve this resolution incorporating all effective subdivision regulation text amendments and map revisions, including duly adopted, codified and compiled amendments addressing requirements for submission of new base flood data. All necessary edits associated with this compilation shall organize and update the subdivision regulation history regarding amendments and the document's Table of Contents, improve readability, and provide for a complete re-pagination of the subdivision regulations. This latest compilation shall reflect all amendments through the latest effective date.

VOTE: UNANIMOUS MOTION CARRIED

- e. Discussion Regarding Framework for Draft Regulations for Cannabis Establishments – Mr. Murphy presented the Commission with a number of questions and options to consider for potential draft regulations in regard to cannabis establishments, including the following: what zones should any and all establishments for cannabis be located in; should establishments be allowed under special permit approval only; what categories of operations should be considered; the general conditions by which a special permit shall be granted; and what specific conditions should be required for approval.
- f. Discussion Regarding the Format and Medium by which Commission Members Receive Meeting Packets – Hard Copies vs. Electronic Copies – It was the consensus of the Commission to reduce the amount of paper consumed in the packets by limiting the correspondence to the most important documents such as agenda, minutes, new applications/plans, and Staff reports, and omit extraneous documents which are generally noted for the record under correspondence.
- g. Discussion of Land Use Training Guidelines & Upcoming Course Schedule for Commissioners – Mr. Murphy briefly noted that links to the February courses being offered were sent to the Commission members and that members will need to complete a minimum of four hours before the end of the calendar year.

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8. Any other business which may properly come before the Commission – NONE
9. Public Comment - Mr. David Nowakowski of Sunfox Campground, 15 Kenyon Road, raised questions about bonding.
10. Adjournment - Motion made by T. Danburg second by R. Brown to adjourn at 10:17 P.M.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON, CT  
ON 2/13/23 AT 10:22 AM.  
ATTEST. MICHELLE GRANT, TOWN CLERK  
*Janethifere Asst.*