

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, JULY 11, 2023  
7:00 P.M.

1. Call to Order

The regular meeting of the Planning and Zoning Commission was called to order by Vice-Chairman Ronald Giroux at 7:00 PM.

MEMBERS PRESENT: Randy Brown, Ronald Giroux, Benjamin Hull, III, Jason Lebel, Veronica Lutzen, Timothy Minor, Kim Sperry, Kelly Clatt (ALT)  
MEMBERS ABSENT: Robert Adams, Trevor Danburg, Nathaniel Beardsworth (ALT)  
STAFF PRESENT: Michael J. Murphy, AICP, Consultant Planner- SCCOG, Lisbon Town Planner  
Carl Brown, Zoning Enforcement Officer / Building Official

Vice-Chairman Giroux seated alternate Kelly Clatt for Trevor Danburg.

2. Previous Minutes –Motion by K. Sperry second by J. Lebel to accept the June 6, 2023 Regular Meeting minutes and June 17, 2023 Site Walk/Special Meeting minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Email, from Gregg Fedus dated 7/11/2023 re: request to discuss History & Standards relating to BVIII Zoning District, 143 South Burnham Highway – Motion by K. Sperry second by R. Brown to add “142 South Burnham Highway” to the agenda under 8.a.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Letter, from Rollin & Patricia Nye dated 7/7/2023 re: extension request  
c. Copy, Letter from the Commission to Nicholas Ceccarelli dated 6/9/2023 re: Zoning Permit Approval (Signage), 363 River Road  
d. Copy, Letter from the Commission to Rollin & Patricia Nye dated 6/9/2023 re: Subdivision Waiver Approval, 181 Bundy Hill  
e. Copy, Letter from the Commission to Today’s Realty, LLC dated 6/9/2023 re: Commission Review for All Conditions of Previously Approved Special Permit  
f. Copy, Letter from the Commission Patrick Strain dated 6/9/2023 re: Zoning Permit Approval (Signage) 16 River Road  
g. Copy, Letter from Commission to Town of Preston dated 6/9/2023 re: referral response  
h. Copy, Letter from Commission to Town of Griswold dated 6/28/2023 re: referral response

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- i. Copy, Letter from Commission to DEEP dated 6/27/2023 re: regulation changes, floodplain management measures
  - j. Copy, Letter from Commission to FEMA dated 6/27/2023 re: regulation changes, floodplain management measures
  - k. Publication, CT Landscape Architecture
  - l. Budget Report July 2022 – June, 2023 – 51730 = \$17,898.49; 51750 = \$437.10
  - m. Budget Report July 2023 – June, 2024 (as of 7/10/2023) – 51730 = \$60,000.00; 51750 = \$5000.00
4. Bills and action thereon
- a. CLA Engineers, Inc., \$450.00, Inv#1 dated 6/30/2023 re: 47 School House Road. Motion to pay by K. Sperry second by R. Brown. VOTE: UNANIMOUS; MOTION CARRIED
  - b. CLA Engineers, Inc., \$450.00, Inv#4 dated 6/30/2023 re: 240 Paper Mill Road. Motion to pay from supplemental fee by K. Sperry second by T. Minor VOTE: UNANIMOUS; MOTION CARRIED
  - c. LocalIQ (Bulletin), \$240.72, inv#8939788, dated 6/12/2023. Motion to pay by K. Sperry second by J. Lebel. VOTE: UNANIMOUS; MOTION CARRIED
  - d. Halloran Sage, \$140.00, inv#11412508, dated 6/27/2023 re: 16 River Road Signage. Motion to pay by J. Lebel second by V. Lutzen. VOTE: UNANIMOUS; MOTION CARRIED
5. Reports
- a. ZEO –Carl Brown, ZEO / BO, reported actions and updates on the following properties: 423 North Burnham Highway; complaint of chickens on Phillips Road; 34 Newent Road; Graham Terrace.
  - 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 noted that although the planter is in place, plantings and landscaping have not been completed.
    - 2. Flood Regulations – Mr. Murphy reported that certified and signed by the Town Clerk copies of the newly adopted flood hazard regulations were submitted to both FEMA and DEEP.
    - 3. 240 Paper Mill Road – Mr. Murphy reported that the applicant’s new engineer continues to make improvements to the final plan as required by the conditions of approval.

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4. 16 River Road – Mr. Murphy noted that the new sign is in place and that the sign closest to the cemetery has been removed. He notes the pole appears to still be there but will contact the landowner to see if the plan is to use it for lighting.

6. Old Business

- a. Regional Planning Commission – NONE
- b. Bresnan Subdivision, 47 School House Road – Request for Release of Caveat – It is noted for the record that the Commission held a Site Walk/ Special Meeting at 47 School House Road with Mr. Bresnan present on June 16, 2023. It is also noted for the record that the Town Engineer sent in a report dated June 16, 2023 and that the Town Planner submitted a report dated July 5, 2023, both of which were distributed to the Commission members prior to the meeting. Motion by B. Hull second by V. Lutzen to release the caveat.

VOTE: B. HULL, V. LUTZEN YES; R. GIROUX ABSTAINS; R. BROWN, J. LEBEL, T. MINOR, K. SPERRY, K. CLATT NO; MOTION FAILS 2-5

Motion by K. Sperry second by T. Minor that, based on the report of the Town Engineer upon his inspection of the property, along with the findings at the site walk and the requirements of the approved subdivision plan, the Commission shall not release the caveat at this time, nor does it approve of the subdivision improvements accomplished to date. Prior to any release of said caveat upon a future request, the Commission will require the following items to have been accomplished:

- 1) The applicant shall obtain a Road Construction Permit from the town for correction of the existing substandard drainage installation; complete the required drainage work, swale grading and permanent stabilization with required outlet protection, to the satisfaction of the Town Engineer.
- 2) Clearing of all vegetation presenting an obstacle in the right of way and cutting of trees down to grade to provide the 200' of sight visibility from the stone dust apron along School House Road to the satisfaction of the Town Planner. This shall be required since the applicant has chosen not to do the grading for the driveway apron at this time and sight visibility constraints remain.

The Commission notes that applicant reserves the right to provide financial security in the amount of \$15,000.00 in lieu of the above requirements as per the original approval of the subdivision plan, which now is operational until August 2, 2029. Failure to address subdivision requirements can result in formal expiration of the subdivision by the Planning and Zoning Commission to void the building lot in accordance with law.

VOTE: UNANIMOUS; MOTION CARRIED

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7. New Business

a. Receipt of New Applications

- i. Zoning Permit Application (Signage) – Charleys Philly Steaks, Applicant, 180 River Road –It is noted for the record that Raymond Santa of Landmark Sign Services, Hartford, Connecticut was present. Mr. Murphy noted that the proposed sign would take the place of a previously approved sign for Liberty Bank, which is no longer operating at Lisbon Walmart. It is also noted for the record that the applicant submitted a site-plan waiver request, which is in the file. It was the consensus of the Commission to grant a waiver of section 12 regarding site plan requirements as it is not necessary to decide on the application. Motion by V. Lutzen second by J. Lebel to approve the request of Raymond Santa for Landmark Sign Services for a zoning permit to install a 36" x 82.8" (20.7 sq. ft.) illuminated sign at 180 River Road on the Walmart façade.

VOTE: UNANIMOUS; MOTION CARRIED

- ii. Zoning Permit Application (Signage) – Tokyo Nails, Applicant, 160 River Road – It is noted for the record that Jaslin Jimenez was present for Bianca Signs of New Britain, Connecticut. It is also noted for the record that a site-plan waiver requested was submitted and is in the file. Motion by K. Sperry second by R. Brown to grant a waiver of section 12 regarding site plan requirements as it is not necessary to decide on the application.

VOTE: UNANIMOUS; MOTION CARRIED

Motion by J. Lebel second by V. Lutzen to approve the request of Paul Bianca of Bianca Signs for a zoning permit to install a 24' x 216" (36 sf) illuminated sign at 160 River Road.

VOTE: UNANIMOUS; MOTION CARRIED

b. Referrals

- i. Town of Griswold, Proposed Zoning and Subdivision Text Amendments for Flood Hazard Requirements – It is noted for the record that, due to time constraints, the Town Planner previously responded with a letter of no inter-municipal impact since the flood amendments were consistent with the flood zone provisions in the Lisbon Regulations.
- c. Discussion – Framework and Format for Cannabis Regulations – Mr. Murphy distributed a framework for future regulation discussions relating to the zones where the activities might be permitted, noting that the regulations would need to be in place before January 1, 2024. A brief discussion ensued about limiting the retail uses to the BV zones and the more intense wholesale and production uses to the IP zones. No decisions were reached and the Commission will review the matter again at the next meeting.

**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: Installation of 82.8" X 36" Led illuminated sign (20.7 sq. Feet)

PROJECT NAME Charleys Philly Steaks ACREAGE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
LOT IN SQUARE FEET \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS OF PROPERTY IF AVAILABLE: 180 River Road (Walmart)  
MAP/BLOCK/LOT: 91/656 20/015/0000  
VOLUME/PAGE: \_\_\_\_\_

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

- |  |   |
|--|---|
| ➤ APPLICANT: <u>Raymond Santa</u>                  | TELEPHONE: <u>860-982-8675</u>            |
| ADDRESS: <u>P.O. Box 260101 Hartford, CT 06126</u> | EMAIL: <u>Ray@landmarksignservice.com</u> |
| ➤ APPLICANT'S AGENT (IF ANY): _____                | TELEPHONE: _____                          |
| ➤ ADDRESS: _____                                   | EMAIL: _____                              |
| ➤ OWNER / TRUSTEE: _____                           | TELEPHONE: _____                          |
| ADDRESS: _____                                     | EMAIL: _____                              |
| ➤ 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 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, AND/OR ITS CONSULTANT(S) TO ENTER 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 R. Santa PRINTED NAME OF APPLICANT/AGENT Raymond Santa  
DATE: \_\_\_\_\_  
SIGNATURE/RECORD OWNER \_\_\_\_\_ PRINTED NAME/RECORD OWNER \_\_\_\_\_  
DATE: \_\_\_\_\_

APPLICATION SUBMITTAL DATE: 6/21/2023 FEE(S) PAID: \$ 111.14

OFFICIAL DAY OF RECEIPT: 7/11/2023

\*P & Z COMMISSION ACTION: APPROVED DATE: 7/11/2023

CHAIR'S SIGNATURE: [Signature] 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 attached). Rev. 8/2022

**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: Installing individual Channel letters  
24" X 216" = 36"

PROJECT NAME Tokyo Nails ACREAGE: \_\_\_\_\_ ZONING DISTRICT: 1P-11  
LOT IN SQUARE FEET \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS OF PROPERTY IF AVAILABLE: 160 River RD Suite 177  
MAP/BLOCK/LOT: \_\_\_\_\_  
VOLUME/PAGE: \_\_\_\_\_

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

- > APPLICANT: Paul Bianca TELEPHONE: 860-223-8778  
ADDRESS: 99 Newington Ave New Britain, CT 06057 EMAIL: signs@biancasigns.com  
> APPLICANT'S AGENT (IF ANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
> ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
> OWNER / TRUSTEE: Lisbon Landing LLC TELEPHONE: \_\_\_\_\_  
ADDRESS: 33 Bay's Baylston St Suite 3000 EMAIL: zcmg0000@gmail.com  
> ENGINEER/SURVEYOR/ARCHITECT: Chestnut Hill Ma. 02467 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 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, AND/OR ITS CONSULTANT(S) TO ENTER 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: Paul Bianca PRINTED NAME OF APPLICANT/AGENT: PAUL BIANCA  
DATE: \_\_\_\_\_  
SIGNATURE/RECORD OWNER: \_\_\_\_\_ PRINTED NAME/RECORD OWNER: \_\_\_\_\_  
DATE: \_\_\_\_\_

APPLICATION SUBMITTAL DATE: 7/5/2023 FEE(S) PAID: \$142.00

OFFICIAL DAY OF RECEIPT: 7/11/2023

\*P & Z COMMISSION ACTION: APPROVED DATE: 7/11/2023

CHAIR'S SIGNATURE: [Signature] 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 attached).

Rev. 8/2022



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8. Any other business which may properly come before the Commission
- a. 143 S. Burnham Highway – It is noted for the record that this agenda item was for preliminary purposes only and discussions were not binding. It is also noted for the record that Attorney Dory Famiglietti of Kahan, Kerensky & Capossela, LLP was present to represent a potential applicant. Discussions regarding BV-III Zone and the history of applications at the site ensued. It was noted by a Commission member that the Commission should be open to looking at the plan and consider changes to the regulations in order to work with a potential applicant. The Planner advised the Commission that the 2016 POCD does call for reviewing the status of this Route 169 BV zone area which could be addressed by reviewing the standards in the BV III zone with an application. No further action was taken.

- b. 181 Bundy Hill Road – 90-Day Extension Request – It is noted for the record that a written request for an extension to the recording requirements was received and is in the file. Motion by J. Lebel second by V. Lutzen to grant the 90-day extension to record the subdivision plans.

VOTE: UNANIMOUS; MOTION CARRIED

Motion by R. Giroux second by t. Minor to add “Ben Hull Request” under agenda item 8.c.

VOTE: UNANIMOUS; MOTION CARRIED

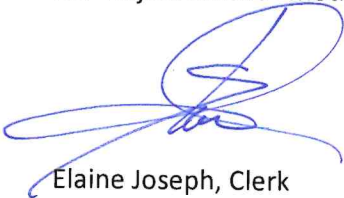
- c. Ben Hull Request – Motion by B. Hull second by V. Lutzen that, when it becomes necessary for the Planner to meet privately with an individual property owner on or at that individual's property, he shall be accompanied by two (2) Commission members. A discussion ensued regarding the purpose for this motion, the operational difficulties associated with implementing it, and the ethical issues that would be raised for Commission members.

VOTE: B. HULL, V. LUTZEN YES; R. BROWN, R. GIROUX, J. LEBEL, T. MINOR, K. SPERRY, K. CLATT NO; MOTION FAILS 2-6

9. Public Comment - NONE

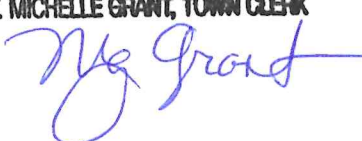
10. Adjournment - Motion made by R. Giroux second by J. Lebel to adjourn at 9:28 P.M.

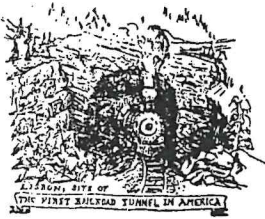
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: \_\_\_\_\_  
Ronald Giroux, Vice -Chairman

RECEIVED FOR RECORD AT LISBON, CT  
ON 7/17/23 AT 10:18am  
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, July 11, 2023, the following actions were taken:

1. 181 Bundy Hill Road – Request for 90-Day Extension for Recording of Site Plans. APPROVED
2. Zoning Permit Application – Signage - Charleys Philly Steaks, Applicant, 180 River Road, for 36" x 82.8" (20.7 sf) illuminated sign in the IP-I Zone. APPROVED
3. Zoning Permit Application (Signage) – Tokyo Nails, Applicant, 160 River Road to install a 24" x 216" (36 sf) illuminated sign in the IP-I Zone. APPROVED
4. Bresnan Subdivision, 47 School House Road – Request for Release of Caveat. DENIED

Dated at Lisbon, Connecticut this 17th day of July, 2023.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON, CT  
ON 7/17/23 AT 10:18am  
ATTEST: MICHELLE GRANT, TOWN CLERK  
