

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, AUGUST 1, 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 7:14 PM.

MEMBERS PRESENT: Robert Adams, Trevor Danburg, Jason Lebel, Veronica Lutzen, Timothy Minor, Kim Sperry, Kelly Clatt (ALT)

MEMBERS ABSENT: Randy Brown, Ronald Giroux, Benjamin Hull, III, Nathaniel Beardsworth (ALT)

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

Chairman Adams seated alternate Kelly Clatt for Ronald Giroux.

2. Previous Minutes –Motion by J. Lebel second by T. Minor to accept the July 11, 2023 Regular Meeting minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Memo from Clerk to the Boards dated 8/1/2023 re: Annual Records Disposition – Motion by T. Danburg second by J. Lebel to approve the disposition of the following records: Routine Correspondence from August 2020 through December 2020; Budget Balances from July 2020 through June 2022; Bills, Paid (Copies) from April 2018 through June 2020.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Letter, from Commission to Timothy Bresnan dated 7/12/2023 re: Denial of Request for Release of Caveat, 47 School house Road
- c. Letter, from Commission to Rollin and Patricia Nye dated 7/12/2023 re: Approval of 90-day Extension Request, 181 Bundy Hill
- d. Letter, from Commission to Charleys Philly Steaks dated 7/12/2023 re: Zoning Permit Application (Signage) Approval
- e. Letter, from Commission to Tokyo Nails dated 7/12/2023 re: Zoning Permit Application (Signage) Approval
- f. Memo, Lisbon Quarterly Newsletter submissions request (Fall 2023)
- g. Budget Report July 2023 – June, 2024 (as of 7/26/2023) – 51730 = \$60,000.00; 51750 = \$5000.00

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- h. Email, from River Road 1, LLC re: 90-day Extension Request – Motion by T. Danburg second by J. Lebel to add under agenda item 8.a. VOTE: UNANIMOUS, MOTION CARRIED
- 4. Bills and action thereon
 - a. SECCoG, \$9,304.88 dated 7/7/2023 re: 4th Quarter (4/1/2023 – 6/30/2023) Planner Services. Motion to pay from FY 2022/2023 Budget by T. Danburg second by J. Lebel. VOTE: UNANIMOUS; MOTION CARRIED
 - b. LocalIQ (Bulletin), \$209.94, inv#9065288, dated 7/17/2023 re: 7/11/2023 NoD. Motion to pay by J. Lebel second by T. Danburg. VOTE: UNANIMOUS; MOTION CARRIED
- 5. Reports
 - a. ZEO –Carl Brown, ZEO / BO, reported actions and updates on the following properties: Round Hill Apartments on River Road; Trees and lawn signs at Crossing at Lisbon; 34 Newent Road.
 - 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. Farmers Market – Mr. Murphy reported that the Farmer’s Market Committee has approached him regarding proposed changes to the regulations as they pertain to the market, and he will be meeting with them at their next meeting for further clarification.
 - 2. Day Care Centers – Mr. Murphy noted that the Town’s Zoning Regulations has no reference to commercial day care centers. It was the consensus of the Commission to have the Town Planner prepare for possible future regulation changes on this matter.
 - 3. Nye Subdivision – Mr. Murphy reported that the plan has been finalized and Mr. & Mrs. Nye’s attorney is working on the legal aspect for recording.
 - 4. Brenmor Properties – Mr. Murphy reported that lack of zoning standards under 8-30g in the Ames Road Subdivision is beginning to pose complications when property owners apply for building permits for accessory structures. Current zoning regulations will now be applied by the ZEO to all lots in this subdivision.
 - 5. “What is Legally Required?” – Mr. Murphy reported that our Land Use Attorney, Michael Zizka, has published the 8th edition of his book regarding land use law. He noted that the Clerk to the Boards is in possession of a copy of it in the office. He will

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Review important updates to the book and will update his training session document to assist the Commission.

6. 99 River Road – Mr. Murphy reported that brownfield funding may be available for this property in the form of a grant to fund additional environmental assessments.
7. Center for Housing Equity and Opportunity in Eastern CT Survey – Mr. Murphy reminded the Commission to participate in the survey, which helps to better understand the demographic composition of the commission that serves the community.
8. Fire Station Signage – Mr. Murphy reported that he is in receipt of a diagram of the proposed signage for the new Fire Station and has asked the Commission to consider adding it to the agenda for further discussion. Motion by T. Danburg second by T. Minor to add “Fire Station Sign Proposal” under agenda item 8.b. VOTE: UNANIMOUS; MOTION CARRIED

Motion by T. Danburg second by K. Sperry to digress from the normal order of business and go to agenda item 7.a.i. before continuing with Old Business. VOTE: UNANIMOUS; MOTION CARRIED

6. Old Business

- a. Regional Planning Commission – NONE
- b. Discussion – Framework and Format for Cannabis Regulations – Mr. Murphy noted for the record that he had sent out a memo to the Commission with questions for them to consider before tonight’s meeting. He read into the record comments he received from Commissioners Hull and Giroux, who were not present at the meeting. Mr. Giroux stated that he is not in favor of the Town having provisions in the regulations to allow for Cannabis sales or production, citing issues that towns in other states appear to be having; Mr. Hull is in favor of allowing sales and production in Town but would like to see them restricted to the BV and IP zones. A discussion ensued about the pros and cons of allowing more intense cannabis uses in the large retail centers. Mr. Murphy noted that the zones as defined in the regulations could be re-configured to provide better standards for what is and is not allowed in those zones, and it was the consensus of the Commission to have the Town Planner begin to draft proposed changes. He recommends keeping the malls as IP-I and change the Industrial Park II zone in the regulations to simply Industrial “I”, leaving retail out of heavy industrialized zoned areas. He noted that the zoning map is not representative of the current regulations and this change would reconcile the issue. In summary, once these changes are made, he recommends keeping cannabis sales in the BV and IP-I zones with spacing criteria, and omitting it from the newly designated Industrial zone.

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7. New Business

a. Receipt of New Applications

- i. Zoning Permit Application (Temporary Signage) – Spirit Halloween, Applicant, 170 River Road – It is noted for the record that Nichole Miranda, representative for Spirit Halloween, was present and submitted a written request for waiver of site plan requirements, which is in the file. She also noted for the record that the temporary sign and store location is the same as last year's, and that the sign, a 6' x 35' banner, will be installed approximately August 1, 2023 and removed no later than November 5, 2023, as noted on the application. Motion by J. Lebel second by T. Danburg to approve the request for a waiver of site plan requirements of Section 12 as the information is not needed to reach a decision on the application.

VOTE: UNANIMOUS; MOTION CARRIED

Motion by J. Lebel second by T. Danburg to approve the request of Spirit Halloween for a zoning permit to install a 6' x 35' temporary sign.

VOTE: UNANIMOUS MOTION CARRIED

8. Any other business which may come before the Commission

- a. River Road 1, LLC – 90-Day Extension Request – Motion by J. Lebel second by T. Danburg to approve the 90-day extension request for recording of plans and special permit for 143 River Road. VOTE: UNANIMOUS MOTION CARRIED
- b. Fire Station Sign Proposal – Mr. Murphy showed the Commission members the materials he received from the Chairman of the Fire Station Building Committee via the new View Board in the conference room. A hard copy has been placed in the file for further reference, if needed. Mr. Murphy noted that the current proposal does not appear to meet regulation requirements and that the regulations do not offer an exemption for municipal agencies. He noted that he will be speaking with Chairman Robinson to get more specifics about the sign and will present his findings and the opinion of the ZEO in the near future, but that the proposed signage would likely have to go before the Zoning Board of Appeals for some type of a variance if they plan to erect the sign as proposed.

9. Public Comment – NONE

**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:

Temporary sign for Spirit Halloween 6x35 banner sign
above store front would be up approximately 8/1/23-11/5/23

PROJECT NAME: _____ ACREAGE: _____ ZONING DISTRICT: IP
LOT IN SQUARE FEET: _____ TOTAL FLOOR AREA IN SQUARE FEET: _____

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS OF PROPERTY IF AVAILABLE: 170 River rd suite 2 Lisbon
MAP /BLOCK /LOT: 20-016-0000
VOLUME/ PAGE: 97/586

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

- > APPLICANT: Nicole Miranda District Sales Manager
TELEPHONE: 781-789-2912 EMAIL: spzone41@gmail.com
> APPLICANT'S AGENT (IF ANY): _____
TELEPHONE: _____ EMAIL: _____
> OWNER / TRUSTEE: Lisbon Landing LLC c/o Chris Boyce
TELEPHONE: _____ 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 Nicole Miranda PRINTED NAME OF APPLICANT/AGENT Nicole Miranda

DATE: 7/21/23

DocuSigned by:

Chris Boyce

PRINTED NAME/RECORD OWNER Chris Boyce

SIGNATURE/RECORD OWNER

DATE: 7/24/2023

210F9EF50A4A17...

APPLICATION SUBMITTAL DATE: 7/25/2023 FEE(S) PAID: 490.00

OFFICIAL DAY OF RECEIPT: 8/1/2023

*P & Z COMMISSION ACTION: APPROVED DATE: 8/1/2023

CHAIR'S 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.

DATE: _____

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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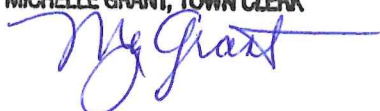
10. Adjournment - Motion made by T. Danburg second by V. Lutzen to adjourn at 8:52 P.M.

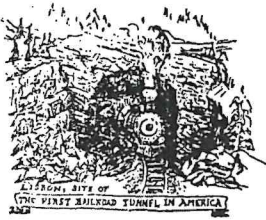
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 08/07/23 AT 9:13am
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, August 1, 2023, the following actions were taken:

1. 143 River Road – Request for 90-Day Extension for Recording of Site Plans and Special Permit. APPROVED
2. Zoning Permit Application – Temporary Signage – Spirit Halloween, Applicant, 170 River Road, for 6' x 35' banner sign in the IP-I Zone. APPROVED

Dated at Lisbon, Connecticut this 7th day of August, 2023.

Robert D. Adams, Chairman
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON, CT
ON 08/07/23 AT 9:13am
ATTEST. MICHELLE GRANT, TOWN CLERK