

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, OCTOBER 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 7:00 PM.

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

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

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

Chairman Adams seated alternate Kelly Clatt for Ronald Giroux.

Motion by T. Danburg second by J. Lebel to take up agenda item 7.a.i. before returning to the normal order of business.

VOTE: UNANIMOUS, MOTION CARRIED

2. Previous Minutes – Motion by T. Danburg second by K. Sperry to accept the September 5, 2023 Regular Meeting minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

a. Referral, from ZBA re: 15 Nora Street. Motion by T. Danburg second by J. Lebel to add under agenda item 7.b. "Referrals"

VOTE: UNANIMOUS; MOTION CARRIED

b. Copy, Letter from FEMA dated 9/27/2023 re: 30-Day Data Submission Notification (see agenda item 5.d.)

c. Referral, from Town of Preston dated 9/29/2023 re: ZTA #2023-06 Amendments to section 12.3 of Preston Zoning Regulations adding section 12.3.2, detail road design improvements within Village areas. Motion by T. Danburg second by J. Lebel to add to the agenda under item 7.b, Referrals.

VOTE: UNANIMOUS; MOTION CARRIED

d. Copy, Letter, to Today's Realty, LLC dated 9/7/2023 re: Approval of 90-day extension request, 240 Paper Mill Road

e. Copy, Letter, River Road I, LLC dated 9/7/2023 re: Performance Bond Reduction, 143 River Road

f. Email, from Melissa Smith of USGS Risk Map Project Team dated 9/28/2023 re: FEMA Draft Review Notice to Town of Lisbon (090172) in Thames and Shetucket Watersheds

g. Copy, Memo, to Lisbon Town Treasurer from Lisbon Town Planner dated 9/18/2023 re: Performance Bond, River Road I, LLC, 143 River Road

h. Copy, Memo, to Lisbon Town Treasurer from Lisbon Town Planner dated 9/19/2023 re: Performance Bond, Today's Realty, LLC, 240 Paper Mill Road

i. Copy, Letter from Conservation Commission to Matthew Blanchette, dated 9/20/2023 re: Approval application #23-03

j. Copy, Site Plan/Subdivision Field Modification approval, River Road I, LLC, 143 River Road

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- k. Letter, from Heller, Heller & McCoy, dated 9/6/2023 re: Nye Subdivision - Warrantee Deed, Certificate of Title, and CT Conveyance Tax Return
  - l. Flier, from Historical Society re: October 7<sup>th</sup> Walktober Event at Newent Congregational Church
  - m. Budget Report July 2023 – October 2, 2024 – 51730 = \$60,000.00; 51750 = \$4,549.34
4. Bills and action thereon
- a. LocaliQ (Bulletin), \$158.64, inv#9267248, dated 9/13/2023 re: 9/13/2023 NoD. Motion to pay by T. Danburg second by K. Sperry. VOTE: UNANIMOUS; MOTION CARRIED
5. Reports
- a. ZEO – It is noted for the record that Carl Brown, ZEO / BO, was not present at the meeting as he was taking mandatory Building Code classes.
  - 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. 99 River Road – Mr. Murphy reported that he continues to work with the owner and SECCoG. The Brownfields Assessment Grant application has been submitted.
    - 2. Target/Lowe's Trees – Mr. Murphy reported that he has been in contact with the developer, who contacted Target. The Planner recommended replanting hardier maples of 4" - 6" caliper for what he hopes will be a better result. He noted that other trees in the development are beginning to die as well, and believes the problem lies possibly with the soil profile and/or the type of trees originally planted.
    - 3. FEMA Letter – Mr. Murphy reported that FEMA is creating a draft database to address areas previously assigned to the flood risk project. October 27<sup>th</sup> is deadline for municipal response.
    - 4. Notice of Land Use Restriction, 232 Paper Mill Road – Mr. Murphy reported that DEEP is doing remediation on that property, currently owned by Sprague Paperboard. He noted that it is the parcel of land abutting 240 Paper Mill Road, along the road.
    - 5. Nye Subdivision – 181 Bundy Hill Road – Mr. Murphy noted that the Land Use Restriction, which requires the owner to sell the property to either a family member or to return to the Commission for determination of Fee in Lieu of Open Space, has been recorded on the land records.
    - 6. Southern New England Regional Planning Conference – Mr. Murphy reported that he will be attending.
6. Old Business
- a. Regional Planning Commission – NONE
  - b. Discussion – Framework and Format for Cannabis Regulations – Mr. Murphy reviewed his preliminary draft regulations with the Commission. Mr. Murphy noted that the Town's Cannabis Prohibition will expire on December 31, 2023, and the Commission will be required to adopt it's new regulations by then. He noted that the questionnaire filled out by the Commission

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members was helpful to him in determining the general consensus of the Commission with regard to these proposed amendments. The discussion was intensive and arrived at a general consensus regarding these points: Allow Cannabis Retail in the BV zones, subject to spacing requirements including no residencies in the area; Disallow large-scale production and manufacturing operations; Allow for micro-cultivation (10,000 s.f. or less) to take place in Industrial zone only. It is noted that proposed language with regard to adding auto dealers to the renamed Industrial zone should be presented separately from the Cannabis regulations, at a later date. Mr. Murphy noted that he will further revise the proposed regulations and put together a formal application for next month's meeting, when the Commission will schedule a public hearing for December.

7. New Business

a. Receipt of New Applications

- i. Zoning Permit Application (Signage) – Commission on Aging, Applicant, Lisbon Senior Center, 11 Newent Road – It is noted for the record that Leonora Szruba, Chairwoman, Commission on Aging and Karen Washington, member of the Commission on Aging and former Senior Center Coordinator, were present. Mrs. Szruba reported that the Commission on Aging had voted to rebrand the Senior Center with the name "Active Aging Center" but will keep the original wooden, free standing sign as-is for the time being. She also noted that the Commission voted to eliminate the "e" in "Ageing" that was originally proposed for the signage and will instead spell it "Aging" for the sake of consistency. Mr. Murphy noted for the record that a request for a waiver of site plan requirements had been received and is in the file. 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 the Commission on Aging for a Zoning Permit to install a 12.11 square feet or less, lettered, non-illuminated wall sign.

VOTE: UNANIMOUS MOTION CARRIED

b. Referrals –

- i. Town of Griswold, Miscellaneous Edits to the Griswold Zoning Regulations – Motion by T. Danburg second by V. Lutzen to send a letter of no-intermunicipal impact.  
VOTE: UNANIMOUS MOTION CARRIED
- ii. Robinson & Cole, Notice of Exempt Modification / Improvements to Cell Tower, 26 Mell Road – It was the consensus of the Commission that the proposed improvements had no impact on the Town and that a response was not necessary.
- iii. Town of Preston, Application for Re-Subdivision, 115-117 River Road – It is noted for the record that the public hearing was held on September 26<sup>th</sup> and it was the consensus of the Commission that the application had no inter-municipal impact.
- iv. Zoning Board of Appeals - 15 Nora Street – Motion by T. Minor second by T. Danburg to send a letter stating that the Commission finds the project does not meet regulation requirements for hardship, and that there appears to be an alternate location other than

**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: LETTERING ON FRONT OF SENIOR  
CENTER BUILDING READING "ACTIVE AGING  
CENTER" - INDIVIDUAL LETTERS SEE RENDERING  
PROJECT NAME SENIOR CENTER SIGN ACREAGE: 2.35 ZONING DISTRICT: R-60  
LOT IN SQUARE FEET \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: 4,782

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS OF PROPERTY IF AVAILABLE: 11 NEWENT ROAD  
MAP/BLOCK/LOT: 10 108 0002  
VOLUME/PAGE: VOL 14, PG 556

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

- |   |                                |
|---|--------------------------------|
| > APPLICANT: <u>COMMISSION ON AGING</u>             | TELEPHONE: <u>860 376-9510</u> |
| ADDRESS: <u>11 NEWENT ROAD</u>                      | EMAIL: <u>leeshrub@att.net</u> |
| > APPLICANT'S AGENT (IF ANY): <u>LEONORA SZRUBA</u> | TELEPHONE: _____               |
| ADDRESS: <u>195 KIMBALL ROAD</u>                    | EMAIL: <u>AS ABOVE</u>         |
| > OWNER / TRUSTEE: <u>TOWN OF LISBON</u>            | TELEPHONE: <u>876-3400</u>     |
| ADDRESS: <u>1 NEWENT ROAD</u>                       | 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 	PRINTED NAME OF APPLICANT/AGENT <u>L. SZRUBA</u>
DATE: <u>9/20/23</u>	
SIGNATURE/RECORD OWNER 	PRINTED NAME/RECORD OWNER <u>Thomas Sprague</u>
DATE: <u>9/20/2023</u>	

APPLICATION SUBMITTAL DATE: SEPTEMBER 22, 2023 FEE(S) PAID: N/A

OFFICIAL DAY OF RECEIPT: OCTOBER 3, 2023

\*P & Z COMMISSION ACTION: APPROVED DATE: OCTOBER 3, 2023

CHAIR'S SIGNATURE:  DATE: OCTOBER 3, 2023  
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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the proposed location, to erect the shed, which would allow the applicant to be within the side yard setback requirements of the zoning regulations.

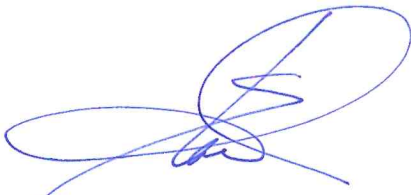
VOTE: UNANIMOUS MOTION CARRIED

- v. Town of Preston, ZTA #2023-06 Amendments to Section 12.3 of the Preston Zoning Regulations adding to Section 12.3.2; Detail Road Design Improvement Within Village Areas. Motion by T. Danburg second by T. Minor to send a letter of no inter-municipal impact.

VOTE: UNANIMOUS MOTION CARRIED


- c. Discussion and Response Regarding Compliance with Public Act 23/142, as it relates to Family and Group Daycare Establishments – Mr. Murphy reported that the Town is in receipt of a notice regarding a new public act, requiring towns to report to the State as to their compliance with this act. The act states that towns cannot treat family daycare (6 children or less) or group home daycare of 7 to 12 children, any differently than single-family homes if located within the home as they are all licensed by the State. He noted that the First Selectman must write a letter addressing this compliance, and Mr. Murphy will be advising him on it.
8. Any other business which may come before the Commission – NONE
9. Public Comment – NONE
9. Adjournment – Motion made by T. Danburg second by V. Lutzen to adjourn at 9:27 P.M.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON, CT  
ON 10/10/23 AT 9:47am  
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, October 3, 2023, the following action was taken:

1. Zoning Permit Application (Signage) for a non-illuminated, lettered wall sign of 12.11 s.f. or less in the R-60 Zone – Commission on Aging, Applicant, Lisbon Senior Center, 11 Newent Road

APPROVED

Dated at Lisbon, Connecticut this 10th day of October, 2023.

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON, CT  
ON 10/10/23 AT 10:48am  
ATTEST. MICHELLE GRANT, TOWN CLERK  
