

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, FEBRUARY 6, 2024
7:00 P.M.

1. Call to Order

The regular meeting of the Planning and Zoning Commission was called to order by Robert Adams, Chairman at 8:30 PM.

MEMBERS PRESENT: Robert Adams, Kelly Clatt, Trevor Danburg, Ronald Giroux, Benjamin Hull, III, Veronica Lutzen, Timothy Minor, Andrew Gil (ALT), Nathaniel Beardsworth (ALT)

MEMBERS ABSENT: Jason Lebel, Kim Sperry

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

Chairman Adams seated A. Gil for K. Sperry and N. Beardsworth for J. Lebel.

2. Previous Minutes – Motion by T. Danburg second by T. Minor to accept the January 2, 2024 Public Hearing and Regular Meeting minutes as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Memo, from Clerk to the Boards re: Request to change meeting date of April 2, 2024 (Presidential Primaries) to Thursday, April 4, 2024, as a Special Meeting. Motion by R. Giroux second T. Danburg to change meeting date of April 2, 2024 to Thursday, April 4, 2024, as a Special Meeting at 7:00 PM. VOTE: UNANIMOUS; MOTION CARRIED
- b. Copy, Letter from Michael A. Zizka, Esq., Halloran Sage dated 1/26/2024 re: Training Requirements for PZC & ZBA Members and Possible Repercussions for Failure to Comply
- c. Copy, Letter, State of CT DOT dated 1/26/2024 re: new driveway, 18 Newent Road
- d. Copy, Letter, to First Selectman from Conservation Commission dated 1/19/2024 re: Approval, Town of Wetlands Application, Autumn View Road Culvert Repair
- e. Copy, Letter, to Board of Selectmen dated 1/5/2024 re: Zoning Regulation Text Amendments Approval
- f. Copy, Letter, to MSI, LLC dated 1/5/2024 re: Zoning Regulation Text Amendment Approval
- g. Lisbon Quarterly Newsletter Request for Spring 2024 Submissions
- h. Copy, Holiday Schedule
- i. Copy, Memo, Save the Date – CFPZA Annual Conference, March 28, 2024
- j. Newsletter, CT Federation of Planning and Zoning Agencies, Winter 2024
- k. Eversource Electric Service Process and Responsibilities Guide
- l. Budget Report July 2023 – February 5, 2024 – 51730 = \$48,085.57; 51750 = \$2,581.37

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4. Bills and action thereon

- a. LocaliQ (Bulletin), \$209.94, inv#9721386, dated 1/8/2024 re: 1/11/2024 NoD. Motion to pay by T. Danburg second by R. Giroux. VOTE: UNANIMOUS; MOTION CARRIED
- b. LocaliQ (Bulletin), \$548.52, inv#9730723, dated 1/10/2024 re: 1/23/2024 and 1/30/2024 Notice of PH. Motion to pay by T. Danburg second by V. Lutzen. VOTE: UNANIMOUS; MOTION CARRIED
- c. SECCOG, \$10,033.79, 2nd Quarter Town Planner Services, dated 1/8/2024. Motion to pay by R. Giroux second by T. Danburg. VOTE: UNANIMOUS; MOTION CARRIED

5. Reports

- a. ZEO – Mr. Brown gave a brief report on the status of litigation with 425 South Burnham Highway, noting that the Court awarded the Town a sum of money in fines and payment of the Town's legal fees by the defendant. He also noted the time frame within which the defendant must comply with the orders to clear the property.
- b. Regulations – NONE
- c. Zoning Map Subcommittee – Subcommittee Workshop/Special Meeting is scheduled for March 12, 2024 at 6:00 PM
 - i. Route 12 Corridor Study and Zoning Amendments per POCD 2016 - NONE
- d. Town Planner Update Regarding Pending Projects/Issues of Interest
 - 1. Jewett City Water – Kenyon Road – Mr. Murphy gave a brief update, noting that the PURA Agency regulates the activity but the Planning and Zoning Commission reviews the project.
 - 2. Training Requirements – Mr. Murphy noted that Attorney Zizka has provided the Commission and Zoning Board of Appeals with a letter outlining possible repercussions for not completing the State mandated training requirements. He noted that the Tuesday, February 13, 2024 Workshop will go towards 1.5 hours of training and is open to members of both the PZC and the ZBA.
 - 3. Zoning Regulation Compilation – Mr. Murphy noted that the regulations are being updated and will be available in March.
 - 4. Autozone – Mr. Murphy gave a brief update on the status of landscaping at Autozone.
 - 6. Brownfields Grant – 99 River Road – Mr. Murphy gave a brief report.
 - 7. Dick's Sporting Goods Building – Mr. Murphy reported that there has been some interest in reusing the building at Lisbon Landing previously housing Dick's Sporting Goods.

6. Old Business

- a. Regional Planning Commission – Mr. Giroux gave a brief update, noting the Commission has a new director.

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- b. Text Amendment Application – Zoning Board of Appeals Requirements for Additional Notice to Abutters for Variance and Appeals Applications – Town of Lisbon, Applicant, 1 Newent Road – Motion by R. Giroux second by T. Minor To approve the application of the Planning and Zoning Commission of the Town of Lisbon adopting the proposed zoning text amendments within section 16.2 to require additional notice to abutters with variance and appeal applications.

FINDINGS

The proposed amendments are found to be:

1. Consistent with the broad social goals in the 2016 Plan of Conservation and Development
2. In furtherance of the Commission's objectives for public participation and community engagement in the matter of particular zoning applications.

The effective date of the amendments shall be March 1, 2024.

VOTE: UNANIMOUS MOTION CARRIED

- c. Text Amendment Application – Free Standing Signs at Multiple Use Commercial Developments – Nick Alletto, River Road I, LLC, Applicant – Motion by A. Gil second by T. Danburg to modify and approve the application of Nicholas Alletto of River Road I, LLC to adopt proposed zoning text amendments as amended within section 15.8.2 for free standing signs in multiple- use commercial developments in BV zones, and to modify section 15.8.2.f.i to require only 8' width, 80 s.f. of sign area, and 10' in height.

FINDINGS

The proposed amendment is considered to be:

1. Consistent with the comprehensive plan of zoning and will provide standards for signage in multiple use commercial developments for which adequate standards do not now exist.
2. Consistent with policies in the 2016 Plan of Conservation and Development, which recommends consideration of revisions to current standards of Business Village zones to promote mixed use and encourage economic development.

The effective date of the amendments shall be March 1, 2024.

VOTE: UNANIMOUS MOTION CARRIED

7. New Business

a. Receipt of New Applications

- i. Text Amendment Application – Section 10.27.2 Standards, for number of Food Trucks permitted at the Farmers' Market - Lisbon Farmers' Market Committee, Applicant – Schedule Public Hearing – It is noted for the record that Laura Sweet, Lisbon Farmers Market Committee member and representative, was present. Motion by R. Giroux second by T. Minor to schedule a public hearing for Tuesday, March 5, 2024 at 6:30 PM.


VOTE: UNANIMOUS MOTION CARRIED

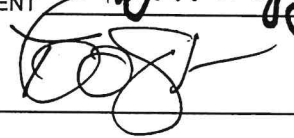
**TOWN OF LISBON
REGULATION AMENDMENT APPLICATION**

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

- | | |
|--|--|
| <p>➤ APPLICANT: Town of Lisbon Planning and Zoning Commission
ADDRESS: 1 Newent Road, Lisbon, CT 06351</p> <p>➤ APPLICANT'S AGENT (IF ANY): Michael J. Murphy, AICP, Lisbon Town Planner
ADDRESS: 1 Newent Road, Lisbon, CT 06351</p> <p>➤ OWNER / RUSTEE: Town of Lisbon
ADDRESS: 1 Newent Road, Lisbon, CT 06351</p> <p>➤ ENGINEER/ SURVEYOR/ ARCHITECT: _____</p> <p>➤ ADDRESS: _____</p> | <p>TELEPHONE: 860-376-3400
EMAIL: ejoseph@lisbonct.com</p> <p>TELEPHONE: 860-376-3400
EMAIL: mmurphy@seccog.org</p> <p>TELEPHONE: 860-376-3400
EMAIL: _____</p> <p>TELEPHONE: _____
EMAIL: _____</p> |
|--|--|

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).
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 IF PERTINENT TO THE APPLICATION.
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 Michael J. Murphy, AICP
DATE: December 8, 2023

SIGNATURE/RECORD OWNER  PRINTED NAME/RECORD OWNER Thomas W. Sparkman, First Selectman
DATE: 12/11/2023

REGULATIONS PROPOSED FOR AMENDMENT:


ZONING X SUBDIVISION

PROPOSED AMENDMENT(S) (Section, title, and text-attach sheets as necessary):

Add Section 16.2.2 - Notification of Abutters by Applicant, as noted below, for notification of abutters requirements for applications for variances/appeals to the Lisbon Zoning Board of Appeals. (see attached language).

REASONS FOR EACH AMENDMENT REQUEST:

To require applicants to the Zoning Board of Appeals to notify abutters when an application has been submitted and will be heard at a Public Hearing.

APPLICATION SUBMITTAL DATE: 12/11/2023 FEE(S) PAID: N/A
OFFICIAL DAY OF RECEIPT: 1/2/2024
P & Z COMMISSION ACTION: ADOPTED W/ EFF: 3/1/2024 DATE: 2/6/2024
CHAIR'S SIGNATURE:  ROBERT ADAMS, CHAIR
Adopted Modified and Adopted 2/6/2024 Denied

Planning and Zoning Commission - Zoning Amendments to Section 16.2. Administration

Adopted: February 6, 2024

Effective Date: March 1, 2024

Zoning Board of Appeals – Section 16

Section 16.2. Administration

- 16.2.2 Notification of Abutters by Applicant. Before a public hearing is held on an application for a variance or an appeal of an order or decision of the Zoning Enforcement Officer, the applicant shall present proof that notice has been mailed to each of the property owners of abutting parcels, including parcels across the street, based on current ownership and address records of the Tax Assessor not less than ten (10) nor more than thirty (30) days before the public hearing. Said notice shall be mailed in the form of U.S. Postal Service Certificates of Mailing. (Notices sent by Certified Mail-Return Receipt Requested are acceptable but are neither required or advisable).

**TOWN OF LISBON
REGULATION AMENDMENT APPLICATION**

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

➤ APPLICANT: <u>River Road I LLC</u>	TELEPHONE: <u>860-884-4989</u>
ADDRESS: <u>10 Park Row W #416 Providence, RI 02903</u>	EMAIL: <u>nick@woodconstructionservices.com</u>
➤ APPLICANT'S AGENT (IF ANY): _____	TELEPHONE: _____
➤ ADDRESS: _____	EMAIL: _____
➤ OWNER / RUSTEE: <u>Nicholas Aletto</u>	TELEPHONE: <u>860-884-4989</u>
ADDRESS: <u>10 Park Row W #416 Providence, RI 02903</u>	EMAIL: <u>nick@woodconstructionservices.com</u>
➤ 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).

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 IF PERTINENT TO THE APPLICATION.

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 [Signature] PRINTED NAME OF APPLICANT/AGENT Nicholas Aletto

DATE: 12/27/23

SIGNATURE/RECORD OWNER [Signature] PRINTED NAME/RECORD OWNER Nicholas Aletto

DATE: 12/27/23

REGULATIONS PROPOSED FOR AMENDMENT:

ZONING ✓ SUBDIVISION _____

PROPOSED AMENDMENT(S) (Section, title, and text-attach sheets as necessary):

See attachment.

REASONS FOR EACH AMENDMENT REQUEST:

There are no provisions for multi use development signage.

APPLICATION SUBMITTAL DATE: 12/28/2023 FEE(S) PAID: 560.00

OFFICIAL DAY OF RECEIPT: 1/2/2024

P & Z COMMISSION ACTION: ADOPTED W/MOD DATE: 2/6/2024

CHAIR'S SIGNATURE: [Signature] ROBERT ADAMS CHAIR

Adopted _____ Modified and Adopted 2/6/2024 Denied _____

Planning and Zoning Commission - Zoning Amendments to Section 15.8.2. Free Standing Signs
(Revised/Effective: August 1, 2016)

Adopted: February 6, 2024

Effective Date: March 1, 2024


15.8.2.

- f. In any tract of land where a multiple use commercial facility is located in a BV Zone, where a building contains three (3) or more individual units and at least 10,000 square feet on its main floor, the following signs shall be permitted:
 - i. An illuminated monument sign on the property for the purpose of displaying the names of all retail tenants, which sign, shall be only 8 feet in width and contain a maximum of 80 square feet of sign area and shall not exceed 10 feet in height.
 - ii. If the multiple use commercial facility abuts two (2) streets, a second illuminated monument sign not greater than 16 square feet per side, shall also be permitted.

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- b. Preliminary Discussion of Potential Relocation of Farmers Market to Meeting House Green, 12 South Burnham Highway – It is again noted that Laura Sweet was present to represent the Farmers Market Committee. The Commission gave guidance regarding safe access, parking and site design. The Committee is advised that they will need to submit an application for Special Permit, which will require a public hearing since the new site is located at a different property.
 - c. Referrals - NONE
 - d. 2024 Plan of Conservation and Development – Mr. Murphy asked the commission to think about special areas of concern that should be looked at with the update for 2026 - TABLED
 - e. Commission Member Training Requirements – A report will need to be sent from Planning and Zoning Commission and the Zoning Board of Appeals to the Board of Selectmen notifying them of Commission member participation and completion of required land use training by March 1, 2024.
 - f. Annual Report Narrative – It is noted for the record that Mrs. Sperry has completed the 22/23 FY Annual Report Narrative and has submitted it to the Board of Finance Chairman.
8. Any other business which may come before the Commission - NONE
9. Public Comment – NONE
10. Adjournment – Motion made by V. Lutzen second by T. Minor to adjourn at 10:22 P.M.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

FEB 12 '24 AM 11:48
RCV LISBON TOWN CLERK
Just before ASST.



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, February 6, 2024, the following actions were taken:

1. Application by Town of Lisbon Planning and Zoning Commission, 1 Newent Road, for Zoning Regulation Text Changes within Section 16.2, Zoning Board of Appeals – Administration, for additional notice to abutters for variances and appeals. ADOPTED WITH EFFECTIVE DATE: MARCH 1, 2024
2. Application by Nicholas Alletto of River Road I, LLC, Applicant, for Zoning Regulation Text Changes within Section 15.8.2 for free standing signs in multiple use commercial developments in the BV Zones. MODIFIED AND ADOPTED WITH EFFECTIVE DATE: MARCH 1, 2024

Dated at Lisbon, Connecticut this 12th day of February 2024.

Robert D. Adams, Chairman
Lisbon Planning and Zoning Commission

FEB 12 '24 AM 11:48
RCV LISBON TOWN CLERK
Just Lofgren ASST.