

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, MARCH 5, 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 7:03 PM.

MEMBERS PRESENT: Robert Adams, Kelly Clatt, Ronald Giroux, Benjamin Hull, III,
Jason Lebel, Veronica Lutzen, Timothy Minor, Kim Sperry, Andrew Gil (ALT),
MEMBERS ABSENT: Trevor Danburg, Nathaniel Beardsworth (ALT)
STAFF PRESENT: Michael J. Murphy, AICP, Consultant Planner - SCCOG, Lisbon Town Planner

Motion by K. Sperry second by R. Giroux to seat Cheryl Blanchard for Trevor Danburg.

VOTE: UNANIMOUS, MOTION CARRIED

2. Previous Minutes – Motion by K. Sperry second by J. Lebel to accept the 2/6/2024 Public Hearing and Regular minutes and the 2/22/2024 Workshop minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

It was noted for the record that member Jason Lebel had an excused absence for the 2/6/2024 public hearing and regular meeting.

3. Correspondence

- a. Copy, Memo from Clerk to the Boards to Board of Selectmen, dated March 1, 2024 re: Mandatory Completion of Land Use Training Requirements
- b. Copy, Memo from Michael J. Murphy, AICP, Lisbon Town Planner to Carl Brown, ZEO/BO dated 2/26/2024 re: Newent Meeting House Sign Maintenance
- c. Copy, Letter, From Conservation Commission to Adam Thibeault dated 2/23/2024 re: Proposed Non-regulated activity (use as of right), 16 Blissville Road
- d. Copy, Letter, From Conservation Commission to Peter Kujawa dated 2/23/2024 re: Approval, Application #24-03, 236 Preston Allen Road
- e. Copy, Review of River Road LOTCIP Pedestrian Improvement Project Application by CLA Engineers, P.E. dated 2/21/2024
- f. Copy, Letter, to River Road I, LLC from Commission dated 2/20/2024 re: Zoning Regulation Text Amendment Approval
- g. Copy, Letter, to Board of Selectmen from Commission dated 2/20/2024 re: Zoning Regulation Text Amendment Approvals
- h. Copy, Memorandum of Decision, Filed 2/6/2024 re: Town of Lisbon vs. Terry Powell
- i. Copy, Letter, to Cheryl Blanchard from Board of Selectmen dated 2/14/2024 re: Appointment to PZC as Alternate, term: 11/20/2023 – 11/16/2027
- j. Memo, from CT Federation of Planning and Zoning Agencies re: 76th Annual CFPZA Conference March 28, 2024
- k. Budget Report July 2023 – March 4, 2024 – 51730 = \$38,051.78; 51750 = \$1,822.913

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
TUESDAY, MARCH 5, 2024
Page 2 (cont)

4. Bills and action thereon

- a. LocaliQ (Bulletin), \$230.46, inv#9846750, dated 2/12/2024 re: 2/15/2024 NoD. Motion to pay by J. Lebel second by K. Sperry VOTE: UNANIMOUS; MOTION CARRIED
- b. LocaliQ (Bulletin), \$456.18, inv#9865589, dated 2/16/2024 re: 2/22/2024 and 2/27/2024 Notice of PH. Motion to pay by R. Giroux second by K. Sperry. VOTE: UNANIMOUS; MOTION CARRIED
- c. Halloran Sage, \$140.00, Letter Re: Training Requirements, dated 2/6/2024. Motion to pay by J. Lebel second by R. Giroux. VOTE: UNANIMOUS; MOTION CARRIED
- d. CT Federation of Planning and Zoning Agencies, \$130.00, dated 3/1/2024 re: Membership dues. Motion to pay by K. Sperry second by J. Lebel. VOTE: UNANIMOUS; MOTION CARRIED

5. Reports

- a. ZEO – It is noted for the record that Carl Brown was not present.
- 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. Bill 5174 – Mr. Murphy reported that this new bill would allow by right tiny homes at religious institutions. He is developing information on how it would affect local communities.
 - 2. 99 River Road-Brownfields Project – Mr. Murphy noted that SECCoG has asked him to serve on the selection committee for the licensed environmental professional selection, to screen, evaluate and conduct interviews.
 - 3. Lisbon Central School – Mr. Murphy reported that the facilities manager has contacted him to discuss improvements the school wants to make to the entrance and parking area in front of the school.
 - 4. 143 River Road - Mr. Murphy reported that he is currently coordinating with the Verizon and the Starbucks sign teams for their pending wall sign applications. The applicant has informed me that after discussions with suppliers and the commission feeling on the metal surface issue, he will be using an Eifs material for the north corner storefront. Relief in the central portion of the building will also be more pronounced with minor changes to the awning element. Commission members requested that the applicant provide the latest proposed architectural elevation changes regarding item #4 for the building at 143 River Road to assure that there is no major redesign of the building.
 - 5. LOTCIP Project, Route 12: Town has submitted the application officially to SECCOG. Cost is roughly 3.5 million.

6. Old Business

- a. Regional Planning Commission – NONE

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
TUESDAY, MARCH 5, 2024
Page 3 (Old Business, cont)

- b. Text Amendment Application – Text Amendment Application – Section 10.27.2 Standards, for number of Food Trucks permitted at the Farmers’ Market - Lisbon Farmers’ Market Committee, Applicant – 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 approve the application of the Farmer’s Market Committee of Lisbon, Connecticut, adopting the proposed amendments within section 10.27.2 and subsection 10.27.2 g, as proposed, to allow additional food trucks at Farmers Market events in accordance with regulations.

Findings

The proposed amendment has been found to be consistent with the broad social and economic goals of the 2016 Plan of Conservation and Development, which support a desire for more community activities and support for agricultural business in town, respectively. The effective date of the amendments shall be April 1, 2024.

VOTE: UNANIMOUS MOTION CARRIED

7. New Business

a. Receipt of New Applications

- i. Special Permit Application - Site Location Change – Lisbon Farmers’ Market Committee, Applicant – Schedule Public Hearing – It is noted for the record that Laura Sweet, member of the Lisbon Farmers Market, was present. Motion by J. Lebel second R. Giroux to accept the application and schedule a public hearing for Thursday, April 4, 2024 at 6:30 PM.
- ii. Zoning Permit Application (Signage) – Arnco Sign for Metro Mattress, 143 River Road, Applicant – It is noted for the record that Jeremy Waycott of Arnco Sign Company was present. A site plan waiver request was presented to the Commission and is in the file. Motion by B. Hull second by V. Lutzen to approve the request for a waiver of site plan requirements by Arnco Sign Company/Jeremy Waycott regarding the application, as the information is not necessary to decide on this application.

VOTE: UNANIMOUS MOTION CARRIED

Motion by B. Hull second by V. Lutzen to approve the application of Arnco Sign Company/Jeremy Waycott for Metro Mattress to install a 29.85 square feet externally illuminated wall sign as proposed.

VOTE: UNANIMOUS MOTION CARRIED

b. Referrals

- i. Town of Griswold – Proposed Zoning Regulation Text Amendments – Recreational Campgrounds – Motion by K. Sperry second by R. Giroux to send letter of no intermunicipal impact.

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:

➤ APPLICANT: LISBON FARMERS MARKET COMMITTEE TELEPHONE: 860-376-3400
ADDRESS: 1 NEWENT RD LISBON 06351 EMAIL: farmers-market@lisbon
➤ APPLICANT'S AGENT (IF ANY): _____ TELEPHONE: _____ ct.com
➤ ADDRESS: _____ EMAIL: _____
➤ OWNER / RUSTEE: TOWN OF LISBON TELEPHONE: 860-376-3400
ADDRESS: 1 NEWENT ROAD LISBON 06351 EMAIL: tsparkman@lisbonct.com
➤ ENGINEER/ SURVEYOR/ ARCHITECT: N/A 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 SEE ATTACHED PRINTED NAME OF APPLICANT/AGENT LAURA SWEET

DATE: _____

SIGNATURE/RECORD OWNER [Signature]

PRINTED NAME/RECORD OWNER THOMAS W. SPARKMAN,
FIRST SELECTMAN

DATE: 1/19/2024

REGULATIONS PROPOSED FOR AMENDMENT:

ZONING _____ SUBDIVISION _____

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

SEE ATTACHED (SECTION 10.27.2 - STANDARDS)

REASONS FOR EACH AMENDMENT REQUEST:

SEE ATTACHED

APPLICATION SUBMITTAL DATE: 1/19/2024 FEE(S) PAID: N/A

OFFICIAL DAY OF RECEIPT: 2/6/2024

P & Z COMMISSION ACTION: ADOPTED EFF: 4/1/2024 DATE: 2/6/2024

CHAIR'S SIGNATURE: [Signature]

Adopted ☒ Modified and Adopted ☐ Denied ☐ ROBERT ADAMS, CHAIRMAN

APPLICATION FOR CHANGE OF ZONING REGULATIONS OR BOUNDARIES
Lisbon Planning and Zoning Commission

To be completed by the Applicant:

Date 12/27/23

Name of applicant LISBON FARMERS' MARKET COMMITTEE

Mailing address 1 NEWENT RD., LISBON, CT 06351

Name of owner of record N/A

Mailing address AS ABOVE

Description of and purpose for proposed change: (In addition to a written description, the applicant shall submit a map clearly showing the boundaries of the proposed change when the change involves a zoning district boundary.)

IN ORDER TO OFFER A MORE ENGAGING AND ROBUST FARMERS' MARKET EXPERIENCE TO OUR COMMUNITY, WE ARE SEEKING TO INCREASE THE NUMBER OF FOOD TRUCKS PERMITTED AT THE WEEKLY MARKET. SIMPLE PROPOSED LANGUAGE IS ATTACHED. THANK YOU FOR CONSIDERING THIS PROPOSAL.

Signature of applicant

Laura Sweet
Edward Sweet

To be completed by Commission:

Application No. _____

Date of Submission _____

Date of Receipt _____

Date of Public Hearing _____

Date of Commission Action _____

Fee Paid \$ _____

Approved _____

Denied _____

Reason for Change _____

Signature _____

Planning and Zoning Commission - Farmers Market Committee Zone Regulation Changes Section 10.27.2.g.

Adopted: March 5, 2024

Effective Date: April 1, 2024

- 10.27 Farmer's Market. A Farmer's Market is permitted in the R-40, R-60 or R-80 zone subject to site plan review, special permit approval and the conditions and standards noted below.
(Revised/Effective: April 1, 2018)

10.27.1 Intent. Provide for a seasonal market as approved by the Planning and Zoning Commission where local and regional vendors and organizations may sell and/or promote their products or services as noted herein to increase access to healthy, affordable, and culturally appropriate foods, and support agriculture, economic development and community socialization in a manner herein prescribed for the benefit of farmer and consumer alike.

10.27.2 Standards.

- a. The Farmers' Market shall be located on Town owned property with seasonal operation limited to one day per week as authorized by the Planning and Zoning Commission.
- b. Regional products grown and/or produced, including value-added farm products, are permitted. This provision applies to all vendors on site, excluding authorized non-food related non-profit and informational vendors, and any guest entertainment.
- c. The Farmers' Market Committee shall, at the time of application submission, present its plan and operating rules for seasonal operation of the market, including days/hours of operation, maintenance, security, insurance, and Market Master/Manager contact information.
- d. Parking for customers shall be provided on site in accordance with the requirements of section 13.9.4 x. The additional parking space permitted for product loading and delivery may be provided behind perimeter vendor booths, provided all design requirements are met. The Market shall also provide for an appropriately located bicycle parking/storage area on site.
- e. The Farmers' Market shall provide for adequate recycling, sanitary facilities and waste collection and removal. All requirements of the Uncas Health District shall be met.
- f. Craft vendors such as local or regional handcrafted jewelry, pottery, artwork, woodwork, and similar artisans, shall be limited to no more than 30% of all vendors at maximum capacity; however, a minimum of four (4) craft vendor booths shall be permitted on any given day. Destination type food vendors, (such as coffee roasters, frozen creamery, kettle corn and the like) shall not be considered craft vendors.
- g. No more than two (2) non-profit/informational vendors shall be at each Farmers' Market event. Food trucks shall comprise no more than 30% of all vendors, up to a maximum of 5, whichever is less, at each Farmers' Market event. A food truck is defined as a motorized vehicle or trailer that is equipped to store, transport, cook, prepare and serve made-to-order food. Food trucks shall use CT-grown ingredients, when possible.
- h. Utility appurtenances such as small generators, heating and cooling systems and necessary distribution lines of a temporary nature, shall be permitted subject to compliance with all applicable code requirements and proper design techniques to promote public health and the general welfare.
- i. Guest entertainment in the form of acoustic instrumentation and vocals may be permitted as a condition of the special permit. This shall not preclude sound system amplification for the purpose of public announcements or information.
- j. The Farmers' Market exhibit area and associated vendor booths may be located in accordance with the setback requirements for accessory structures specified in section 8 of these regulations.

**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: Install new storefront sign with gooseneck lights above. 20.88" x 205.89" ,
29.85 sq ft . Red letters.

PROJECT NAME Metro Mattress ACREAGE: ZONING DISTRICT:
LOT IN SQUARE FEET TOTAL FLOOR AREA IN SQUARE FEET:

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS OF PROPERTY IF AVAILABLE: 143 River road
MAP/BLOCK/LOT:
VOLUME/PAGE:


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


- > APPLICANT: Arnco Sign co Inc / Jeremy Waycott TELEPHONE: 2032381224
ADDRESS: 1133 south broad st EMAIL: ARNCOJER@AOL.COM
> APPLICANT'S AGENT (IF ANY): TELEPHONE:
> ADDRESS: EMAIL:
> OWNER / TRUSTEE: River rd LLC TELEPHONE: 860 884 4989
ADDRESS: 10 Park Row W #416 Providence RI 02903 TELEPHONE:
> ENGINEER/ SURVEYOR/ ARCHITECT: nick@woodconstructionservices.com EMAIL:
> ADDRESS: 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, 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 Jeremy Waycott
DATE: 2-27-24
SIGNATURE/RECORD OWNER attached PRINTED NAME/RECORD OWNER N. Attetto
DATE: 2-27-24

APPLICATION SUBMITTAL DATE: 2/27/2024 FEE(S) PAID: 130.00
OFFICIAL DAY OF RECEIPT: 3/5/2024
*P & Z COMMISSION ACTION: APPROVED DATE: 3/5/2024
CHAIR'S SIGNATURE:  CHAIR, REC

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

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
TUESDAY, MARCH 5, 2024
Page 4 (cont)

8. Any other business which may come before the Commission - NONE

9. Public Comment – NONE

10. Adjournment – Motion made by R. Giroux second by J. Lebel to adjourn at 8:05 P.M.

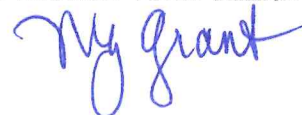
VOTE: UNANIMOUS MOTION CARRIED

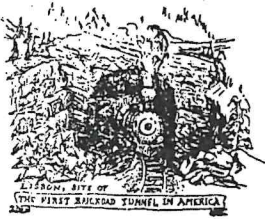


Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

MAR 11 '24 PM 12:53
RCV LISBON 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, March 5, 2024, the following actions were taken:

1. Application by Town of Lisbon Farmers' Market Committee, 1 Newent Road, for Zoning Regulation Text Changes within Section 10.27.2 Standards, to allow for up to five (5) food trucks at the Lisbon Farmers' Market. ADOPTED WITH EFFECTIVE DATE: APRIL 1, 2024

2. Zoning Permit Application by Arnco Signs, agent for Metro Mattress, for 29.85 s.f. wall signage at 143 River Road. APPROVED

Dated at Lisbon, Connecticut this 11th day of March 2024.

Robert D. Adams, Chairman
Lisbon Planning and Zoning Commission

MAR 11 '24 PM12:52
RCV LISBON TOWN CLERK
Ng Grant