

MINUTES

LAND USE TRAINING WORKSHOP / SPECIAL MEETING

PLANNING AND ZONING COMMISSION / ZONING BOARD OF APPEALS

LISBON TOWN HALL

THURSDAY, FEBRUARY 22, 2024

5:30 P.M.

MEMBERS PRESENT (PZC): Robert Adams, Trevor Danburg, Ronald Giroux, Jason Lebel,
Veronica Lutzen, Timothy Minor, Kim Sperry, Andrew Gil (ALT)
MEMBERS ABSENT: Kelly Clatt, Benjamin Hull, III, Nathaniel Beardsworth (ALT)
MEMBERS PRESENT (ZBA): Steven Beck, Robert Ladouceur, Robert Jencks
MEMBERS ABSENT: Frederick Kral, III, Leo MacDonald, Brandi Larkin (ALT)
STAFF PRESENT: Michael J. Murphy, AICP, Consultant Planner - SCCOG, Lisbon Town
Planner

1. Roll Call - 5:30 PM

2. Land Use Training

Mr. Murphy indicated that he would be using the Land Use Training Guidelines issued by the Office of Policy and Management as the framework for his presentation and roundtable discussion. The updated Land Use Training Manual was distributed to all PZC/ZBA members present. Copies will be made available to all other members.

- a. Discussion of the following: Reason for State Mandated Land Use Training Requirements; Recent changes to Public Acts; Affordable Housing Plans and mandated requirements; The role of the Plan of Conservation and Development in the review of applications and municipal infrastructure improvement projects; Zoning Regulations and Subdivision Regulations; PZC as a "Legislative Commission" as well as having administrative responsibilities for discretionary and directory approvals in upholding local land use laws; ZBA as an "Administrative and quasi-judicial board"; Character of Zones; Enabling Legislation; Basis for zoning and discussion of Euclid vs. Ambler Realty; Role of PZC and ZBA as special agent of the State for certain land use reviews; Role of the courts in reviewing land use agency challenges
- b. Map, Plan and Architectural Basics – Discussion and review of surveys and plot plans, site plans, subdivisions, and the basics of what they entail; Site Plan Checklists; How to read a site plan.
- c. Commissioner / Board Member Conduct – Discussion of hearing process fundamentals with emphasis on fundamental fairness, due process and transparency; Bias and predetermination, and unlawful discussions outside of public meetings; public perception; defensibility and propriety; discussion of the general need for careful and respectful behavior throughout the process of hearings and deliberations; tactical approaches to handling questions from the public outside the hearing venue and on social media, and proper approaches to recusals and disclosures where conflicts of interest are raised to protect Commission/Board decisions.

3. Questions and Answers

4. Adjournment – 6:52 PM.



Elaine Joseph, clerk

Robert D. Adams, Chairman

FEB 26 '24 AM 9:11
RCV LISBON TOWN CLERK

