

MINUTES
SPECIAL MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL VIRTUAL MEETING
WEDNESDAY, AUGUST 12, 2020
7:00 P.M.

1. Call to Order

The regular virtual meeting of the Planning and Zoning Commission was called to order by Chairman Robert Adams, at 7:00 P.M.

MEMBERS PRESENT VIA TELECONFERENCE:

Robert Adams, Kim Sperry, Timothy Minor, Jason Lebel, Trevor Danburg,
Benjamin Hull, III, Cheryl Blanchard (ALT), Gary Ritacco (ALT)

MEMBERS ABSENT: Ronald Giroux, John Dempsey, Randy Brown

STAFF PRESENT VIA TELECONFERENCE:

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

Chairman Adams seated Cheryl Blanchard for Ronald Giroux and Gary Ritacco for Trevor Danburg. It was noted for the record that Trevor Danburg and Ronald Giroux had excused absences.

2. Previous Minutes – Motion by K. Sperry second by G. Ritacco to accept the Regular Virtual Meeting minutes of July 7, 2020 and the Regular Virtual Meeting Minutes of 8/4/2020 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

Ben Hull, III entered at 7:03 P.M.

3. Correspondence

- a. Copy, signed SECCoG Technical Assistance Renewal Contract for FY 2020-2021 Planning Services
- b. Copy, letter, from Conservation Enforcement Officer, dated 7/23/2020 re: Agent Approval, application #20-05A, 5 Sylvandale Road
- c. Copy, from ZBA, Notice of Certificate of Grant of Variance re: application # 20-02, 5 Sylvandale Road
- d. Memo, re: Submission request for Fall 2020 Lisbon Quarterly
- e. Newsletter, CT federation of Planning and Zoning Agencies, Summer 2020
- f. Profit & Loss Statement, July 2019 through June 2020 – 51730 (Purchased Services) \$6,796.91 / LI#51750 (Supplies & Expenses) \$448.72
- g. Profit & Loss Statement, July 2020 through June 2021 – 51730 (Purchased Services) \$58,000.00 / LI#51750 (Supplies & Expenses) \$3,800.00

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4. Bills and action thereon
 - a. SECCoG, \$11,645.78, dated 7/1/2020 re: period 4/1/2020 – 6/30/2020. Motion to approve payment from 2019/2020 fiscal year, pending fund transfer to LI#51730 (Purchased Services) by G. Ritacco second by T. Minor. VOTE: UNANIMOUS, MOTION CARRIED
 - b. Halloran Sage, \$100.00, dated 7/10/2020, inv#11329901 re: Sigfridson Subdivision. Motion to approve payment of \$100.00 from Ken Sigfridson's \$600.00 Subdivision Modification Supplemental Fee submitted to the Town on 6/2/2020 by K. Sperry second by C. Blanchard. VOTE: UNANIMOUS, MOTION CARRIED
5. Reports
 - a. ZEO – Carl Brown gave a brief report on the status of 432 North Burnham Highway, 131 North Burnham Highway and 29 McNeely Road. He noted that of 27 Cease and Desist orders, 6 are working with him to resolve the issue and 11 have complied and are correcting the issues. Mr. Brown and Mr. Murphy noted that they both contacted the Town of Sprague regarding 70 Inland Road (Papermill Road) but the situation remains unresolved. Mr. Murphy read the response from the ZEO and Blight Officer, Joe Smith from Sprague who indicated that he could not identify it as blight.
6. Regulations
 - a. MS4 Storm Water Regulation/Ordinance Update – Mr. Murphy gave a brief update, noting that he will move forward with the draft ordinance and provide a review copy to Joseph Theroux, Conservation Officer, for coordination as per discussions with the Conservation Commission, since that agency is expected to be the enforcement agency. Mr. Murphy will then provide the document to the Planning and Zoning Commission for final review of the draft before its consideration and endorsement. It will then go the Board of Selectmen for consideration of the ordinance at Town Meeting.
7. Zoning Map Subcommittee – NONE
8. Update Regarding Route 12 Corridor Study and Zoning Amendments per POCD 2016 – NONE
9. Regional Planning Commission – Mrs. Blanchard reported that their next meeting is scheduled for October.

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10. Bylaws – Review and Discussion of Proposed Revisions and Attorney’s Comments – Mrs. Sperry outlined changes per the Attorney’s recommendations and the committee’s memo to the Commission. The final version will go to vote at the September meeting.
11. Accessory Dwelling Unit and Related Zoning Amendments – Discussion and Set Possible Hearing Date – Motion by K. Sperry second G. Ritacco to schedule a Public Hearing on ADU Regulations for October 6, 2020 at 6:30 PM. VOTE: UNANIMOUS, MOTION CARRIED
12. Receipt of New Applications – NONE
13. Referrals
 - a. Zoning Board of Appeals – Application by Andrew Zeeman, 29 McNeely Road, Appeal of Zoning Enforcement Officer’s Cease & Desist Order – Review of Application and supporting documents before the Zoning Board of Appeals. Motion by J. Lebel second by K. Sperry to send Letter of Support of ZEO’s Actions. VOTE: UNANIMOUS, MOTION CARRIED
14. Sigfridson Subdivision/Resubdivision, Fitch Road – Discussion – Mr. Murphy gave a brief update and talked about the alternatives available to the Commission, since Mr. Sigfridson did not complete the subdivision and has withdrawn his most recent application to address outstanding issues. Based on the opinion from the Town Attorney, the Commission could take action to expire the subdivision. If the Commission pursues this process, it should have an administrative hearing for the benefit of the applicant. If the Commission expires the subdivision, discontinuance of the proposed Fitch Road would require action on the part of the Board of Selectmen at Town Meeting. Motion by K. Sperry second by T. Minor to schedule an Administrative Due Process Hearing at the September 1, 2020 meeting under “Old Business” to consider expiring the Sigfridson Subdivision at Phillips Road and proposed Fitch Road. VOTE: UNANIMOUS, MOTION CARRIED
15. Update Regarding Anderson / Stein Property, 99 River Road – Mr. Murphy gave a brief update, reporting that one of the current principal members of Lisbon Properties, LLC, contacted him about considering the Town’s assistance in working with EPA and the Council of Governments to identify grant resources to improve and develop the property. Mr. Murphy will further his correspondence with the EPA and the property owners over the matter, and will report back to the commission in October.
16. Public Comment – It was noted for the record that public comment had not been received.

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17. Adjournment – Motion by J. Lebel second by K. Sperry to adjourn at 8:45 PM.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, Clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 08/17/2020 AT 10:05am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Margorie Wakely, Asst