

MINUTES  
SPECIAL MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL VIRTUAL MEETING  
TUESDAY, MARCH 16, 2021  
7:00 P.M.

1. Call to Order

The special virtual meeting of the Planning and Zoning Commission was called to order by Chairman Robert Adams at 7:08 P.M.

MEMBERS PRESENT VIA TELECONFERENCE: Robert Adams, Ronald Giroux, Randy Brown, Cheryl Blanchard, Trevor Danburg, Jason Lebel, Timothy Minor, Kim Sperry, Gary Ritacco (ALT)

MEMBERS ABSENT: Benjamin Hull, III

STAFF PRESENT VIA TELECONFERENCE:

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

2. Previous Minutes – Motion by K. Sperry second by J. Lebel to accept the previous regular meeting minutes of February 2, 2021, regular meeting minutes of March 2, 2021 and public hearing minutes of March 2, 2021 as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Letter to Office of the First Selectman from Heller, Heller & McCoy, dated 3/8/2021 re: Fee in Lieu of Open Space, 17 Barber Farm Road (Lot 27)
- b. Copy, Memo, from Michael J. Murphy, AICP, Lisbon Town Planner to Christopher Maynard, Town Treasurer dated 3/12/2021 re: Receipt of \$2500.00 Maintenance Bond – Brenmor Properties, 41 Ames Road
- c. From BoS re: PZC Budget (LI#51730 / LI#51750) as sent to BoF for approval
- d. Memo, from Michael Murphy, AICP, Lisbon Town Planner to Christopher Maynard, Town Treasurer, dated 2/4/2021 re: Request for Release of Surety Bond in the amount of \$15,968.75 to Price Realty, LLC / Winner Ford, 141 & 143 River Road
- e. Memo, from CT Federation of Planning and Zoning Agencies re: Cancellation, Annual Conference
- f. Booklet, CCM State Legislative Program 2021
- g. Budget Report: July 2020 – February 2021 LI#51730 Purchased Services: \$26,005.12 / LI#51750 Supplies & Expenses: \$779.30

4. Bills and action thereon

- a. The Bulletin, \$620.32, dated 2/11/2021, inv#12698400 re: NoPH – Lowes – Motion by K. Sperry second by G. Ritacco to ratify. VOTE: UNANIMOUS, MOTION CARRIED
- b. Halloran Sage, \$40.00, dated 2/9/2021, inv#11346518 re: Brenmor
- c. Halloran Sage, \$200.00, dated 3/4/2021, inv#11349003 re: Correspondence, Bond Documents
- d. CT Federation of Planning and Zoning Agencies, \$110.00, dated 3/1/2021 re: Membership Dues Through March 3, 2022

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- e. Line Item Transfer Request – Motion by R. Giroux second by T. Danburg to request a line item transfer in the amount of \$2500.00 from LI#51730 (Purchased Services) to LI#51750 (Supplies & Expenses) to cover the projected cost of legal notices for the remainder of FY 2020/2021.

VOTE: UNANIMOUS, MOTION CARRIED

- 5. ZEO Reports - Carl Brown, Zoning Enforcement Officer, reported on the following: An application for Dealer / Auto Repair License came in for signing for 16 River Road. It was noted for the record by the Town Planner that this license application was reviewed by him and there were no changes from the application that was signed IN march 2020; Mr. Brown noted that the manager at Home Depot has been informed that lawn mowers being showcased in a fire lane must be removed immediately; Mr. Danburg requested that Mr. Brown investigate the condition of the on-line pick-up canopy at Walmart; Mr. Brown reported numerous complaints regarding conditions at 16 Graham Terrace.
- 6. Regulations – Discussion of draft amendments to zoning regulations for storm-water management – Mr. Murphy briefly reviewed the proposed changes. He noted for the record that he forwarded his Compliance Report #6 to the Commission for their review prior to March 2nd. He asked the Commission to please review the draft amendments and send him questions before the April meeting. He expects a Public Hearing to be held scheduled in the next couple of months.
- 7. Regulations – Discussion of draft amendments to subdivision regulations for storm-water management – Mr. Murphy noted that these regulations were a similar situation to the zoning regulations for storm-water management, but are focused specifically on lot and road development. Mr. Murphy also noted that draft definitions were given to the Commission prior to March 2nd, and that all these draft (not adopted) amendments were on the Town website under the MS4 Storm-water link, for public review.
- 8. Zoning Map Subcommittee – NONE
- 9. Update Regarding Route 12 Corridor Study and Zoning Amendments per POCD 2016 – Mr. Murphy noted that work to introduce mixed-use with commercial zones is continuing.
- 10. Town Planner Update Regarding Pending Projects/Issues of Interest
  - a. Anderson Stein Property – Mr. Murphy noted that the owner is interested in pursuing possible development on that site.
  - b. LOTCIP Grant – Mr. Murphy reported that CLA Engineers continues to work on it.

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- c. MS4 Draft Regulations – As noted earlier, Mr. Murphy informed the Commission that all the draft regulations, labeled as such and noted as “not adopted”, are on the Town website under the MS4 Storm-water link for public review.
  - d. Bonding Letter of Credit – Mr. Murphy reported that he has been working on a draft template with the Town’s land-use Attorney to be used as an Approved Performance Bond Letter of Credit to avoid these bonds from expiring before projects are complete.
11. Regional Planning Commission – NONE
12. Special Permit Application to Change / Expand Outdoor Storage – Lowe’s, Applicant, 155 River Road - TABLED
13. Special Permit Application for Home Occupation – Tom Golden, Applicant, 39 Barber Farm Road – It was noted for the record that Mr. Golden was present via virtual means. Motion was made by T. Danburg second by R. Brown to accept the application and schedule a public hearing for May 4, 2021 at 6:30 PM.  
VOTE: UNANIMOUS MOTION CARRIED
14. Special Permit Application to Establish a Bed and Breakfast / Air BnB in a Home Residence – Harold Neumann, Applicant, 45 Ross Hill Road – It was noted for the record that Mr. Neumann was present via virtual means. Mrs. Sperry noted that the Town’s regulations do not provide for “Air BnB” but do allow for Bed and Breakfast. A motion was made by T. Danburg second by R. Giroux to accept the application and schedule a public hearing for May 4, 2021 at 6:45 PM.  
VOTE: UNANIMOUS MOTION CARRIED
15. Referral, City of Norwich, Proposal to amend Zoning Regulation Chapter 3 to add Section 3.11 Business Master Plan District (BMPD) – Motion by K. Sperry second by R. Giroux to send letter of no inter-municipal impact.  
VOTE: UNANIMOUS MOTION CARRIED
16. Public Comment – It is noted for the record that there was no public comment received via email, and no one from the public present at the virtual meeting had any comments.
17. Adjournment - Motion was made by T. Danburg second by R. Giroux to adjourn at 7:55 P.M.  
VOTE: UNANIMOUS MOTION CARRIED

  
Elaine Joseph, Clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 03/22/2021 AT 9:05am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK