

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, NOVEMBER 10, 2015
7:00 P.M.

1. Call to Order

The regular meeting of the Planning and Zoning Commission was called to order by Vice-Chairman Ronald Giroux, at 7:10 P.M.

MEMBERS PRESENT: Ronald Giroux, Gary Ritacco, Kim Sperry, Trevor Danburg,
Benjamin Hull, III, Sharon Gabiga, David Gagnon, John Dempsey (Alt)

MEMBERS ABSENT: Robert Adams, Ryan Donaldson, James Labonne (Alt),
Nathaniel Beardsworth (Alt)

STAFF PRESENT: James D. Rabbitt, AICP, Senior Planner-SCCOG, Lisbon Town Planner

John Dempsey was seated for Robert Adams by Vice-Chairman Ronald Giroux.

2. Previous Minutes – Motion by J. Dempsey second S. Gabiga to accept previous minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

a. Lisbon Quarterly – request for submissions

b. CT Technology Transfer Magazine

c. Memo, from Board of Finance to All Cost Centers re: Schedule of Meetings

d. Memo, from Board of Finance to All Cost Centers re: Annual Report Narrative Request

e. Letter, from Concord Equity dated 9/28/2015 re: Lot 8, Kimball Meadows Subdivision, \$6000.00 open space fee.

f. Flier, SE CTY Housing Alliance Bus Tour

g. Flier, SE CT Council of Governments re: RT 169 (Public Workshop Nov 5 – Lisbon Town Hall)

4. Bills and action thereon

a. Milone & MacBroom, \$2700.00, dated 10/8/2015, inv#73495 – Motion by G. Ritacco second by T. Danburg to pay.

VOTE: UNANIMOUS, MOTION CARRIED

b. SECCoG, \$12,070.71, dated 10/7/2015 re: Services 7/15/15 – 9/30/15 – Motion by K. Sperry second G. Ritacco to pay.

VOTE: UNANIMOUS, MOTION CARRIED

5. Reports:

a. ZEO – Verbal update by C. Brown re: 363 River RD (red Monarch building) and neon sign at the Mobil Station on River Road.

b. Regulations – NONE

1. Fines – NONE

c. Zoning Map Subcommittee – Report by Staff J. Rabbitt. Groundwork is beginning.

Motion by T. Danburg second G. Ritacco to schedule a Public Hearing for January 5, 2016, 6:00 PM.

VOTE: UNANIMOUS, MOTION CARRIED

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6. Old Business:

a. Zoning Enforcement – NONE

1. Pending Litigation -

a. Executive Session (as needed) – NONE

i. John Gwiazdowski – 180 Newent Road –

ii. Rick Gwiazdowski – 555 River Road

iii. Brenmore Properties – 8-30g Ames Road Subdivision

b. Definition of Temporary Structures – NONE

c. Plan of Conservation and Development –

i. Regional Planning Commission – Staff J. Rabbitt reported that Milone and MacBroom are working on the revisions.

d. WS Development – Lisbon Landing, 160 Lisbon Road – “Famous Footwear” - for a modification to existing site plan approval for Famous Footwear. Motion by G. Ritacco second by T. Danburg to approve the application as stated above with the following conditions. This motion is only for a new proposed façade treatment as depicted on elevation and one modified retail space (Famous Footwear). Any new tenant space(s) will require additional application(s) to and approval from the Lisbon Planning and Zoning Commission.

1. A preconstruction meeting should be held with Commission/town staff (Planner, Engineer, ZEO, Building Official) with building contractor prior to any construction, grading and/or excavation activity associated with the construction and/or deconstruction of Retail Space.
2. Full architectural renderings (24"x36" - mylar) shall be filed as part of the site plan.
3. Shop drawings for the facade treatments shall be submitted and reviewed by town staff to determine compliance with Commission approvals prior to installation.
4. Shop drawings and samples of building materials including colors (markups) shall be submitted to staff and reviewed to determine compliance with Commission approval prior to installation.
5. A landscape plan (foundation plantings) meeting the requirements of the regulations shall be submitted. Final plant type and locations shall be review by the planner for compliance with the regulations.
6. Applicant shall submit a plan for rear door access for additional tenant space(s). Final plans shall be submitted to the Commission and reviewed and approved by the Town Planner.
7. A note shall be added to the plans stating that: no outside retail storage, display, and/or sales is permitted beyond the areas depicted on the approved site plan. This note shall be placed on the site plan and the architectural renderings.
8. Surety in the amount of \$5,000 (irrevocable letter of credit, and/or cash) shall be posted with the Town of Lisbon prior to any construction/deconstruction, grading and/or excavation activity at the site.
9. The applicant shall submit \$2,000 to the Town of Lisbon to be used as a deposit for site inspections associated with the site. However, the final dollar amount necessary to complete the inspection is subject to the actual time required to insure compliance with the approved site plan. Consequently, all costs associated with the review and inspection of the project with regards to compliance with the

TOWN OF LISBON ZONING PERMIT APPLICATION

(For all buildings and uses except single- and two-family homes and accessory buildings or uses.)

To be completed by the Applicant:

Date: 09/22/15

Applicant LISBON LANDING LLC Address 33 BOYLSTON ST. CHESTNUT HILL, MA
Property Owner LISBON LANDING LLC Address 33 BOYLSTON ST. CHESTNUT HILL, MA
Location of Property 160 RIVER ROAD Rd., St., or Ave.
Land Records Map of 20 Lot# 14 Vol. Page
Lot Size in Square Feet Total Building Floor Area in Square Feet
Existing Use of Land or Building Zone IP-I

Proposed Use of Land or Building RELOCATE TENANT'S (FAMOUS FOOTWEAR)
FRONT DOOR PER ATTACHED PHOTOS.

(The Applicant shall submit site plans as prescribed in Section 10 of the Lisbon Zoning Regulations.)

For: Lisbon Lady LLC
By: WS Asset Management, Inc., its Property Manager
Signature of Applicant [Signature]
By: Louis C. Mastaglio, its Vice President of Development

To be completed by the Commission:

Application No. Fee Paid \$560.00
Date of Submission 9/22/2015
Date of Receipt 10/6/2015
Date of Action 11/10/2015
Approved APPROVED WITH CONDITIONS (attached) Denied
Reason for denial or modification

Signature [Signature]

(A permit issued on the basis of this application certifies conformance with the Lisbon Zoning regulations. Other permits may be required, such as those concerning driveways, wetlands, water and sewer facilities, fire protection, building code and health code. Obtaining the additional permits is the responsibility of the applicant.)

ATTACHMENT A:

November 10, 2015

Application by Lisbon Landing LLC for a modification to existing site plan approval for Famous Footwear.

CONDITIONS OF APPROVAL

Motion to approve the application as stated above with the following conditions. This motion is only for a new proposed façade treatment as depicted on elevation and one modified retail space (Famous Footwear). Any new tenant space(s) will require additional application to and approval from the Lisbon Planning and Zoning Commission.

1. A preconstruction meeting should be held with Commission/town staff (Planner, Engineer, ZEO, Building Official) with building contractor prior to any construction, grading and/or excavation activity associated with the construction and/or deconstruction of Retail Space.
2. Full architectural renderings (24"x36" - mylar) shall be filed as part of the site plan.
3. Shop drawings for the facade treatments shall be submitted and reviewed by town staff to determine compliance with Commission approvals prior to installation.
4. Shop drawings and samples of building materials including colors (markups) shall be submitted to staff and reviewed to determine compliance with Commission approval prior to installation.
5. A landscape plan (foundation plantings) meeting the requirements of the regulations shall be submitted. Final plant type and locations shall be review by the planner for compliance with the regulations.
6. Applicant shall submit a plan for rear door access for additional tenant space(s). Final plans shall be submitted to the Commission and reviewed and approved by the Town Planner.
7. A note shall be added to the plans stating that: no outside retail storage, display, and/or sales is permitted beyond the areas depicted on the approved site plan. This note shall be placed on the site plan and the architectural renderings.
8. Surety in the amount of \$5,000 (irrevocable letter of credit, and/or cash) shall be posted with the Town of Lisbon prior to any construction/deconstruction, grading and/or excavation activity at the site.
9. The applicant shall submit \$2,000 to the Town of Lisbon to be used as a deposit for site inspections associated with the site. However, the final dollar amount necessary to complete the inspection is subject to the actual time required to insure compliance with the approved site plan. Consequently, all costs associated with the review and inspection of the project with regards to compliance with the Planning and Zoning Commission's approved site plan is necessary to receive a Certificate of Zoning Compliance which is required to receive a Final Certificate of Occupancy shall be the responsibility of the applicant.
10. Final as-built should be submitted to the Town to determine compliance with the approved plans. As-built shall include final grades, curbing, landscaping, buildings, signage, utilities (depth, size, location, type) and drainage. As-built may include additional information deemed necessary by town staff to determine compliance with approvals.
11. That all costs associated with the review and processing of the application are paid in full by the applicant prior to the signing of mylars and granting of a zoning permit.

APPLICATION FOR SPECIAL PERMIT
Lisbon Planning and Zoning Commission

To be completed by Applicant:

Date 10/14/15

Name and Address of Applicant SPIRIT HALLOWEEN
160 RIVER ROAD LISBON

The undersigned does hereby request a Special Permit as required by Section _____
of the Lisbon Zoning Regulations.

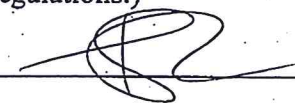
Location of Property 160 RIVER ROAD LISBON

Owner of Record of Property WS DEVLORD

Description of Proposed Use RETAIL

SIGN PERMIT 4 X 16 Banner

(The applicant shall submit, with this completed application, a site plan as prescribed in Section 10
of the Lisbon Zoning Regulations.)

Signature of Applicant 

To be completed by the Commission:

Application No. _____

Date of Submission 10/14/2015

Fee Paid \$560.00

Date of Receipt 11/10/2015

Date of Action 11/10/2015

Date of Public Hearing N/A

Approved APPROVED

Denied _____

Reason for denial or modification _____

Signature 

Robert Adams, Chairman

(No approved Special Permit shall be effective until a copy of this completed form is recorded in the
land records of the Town of Lisbon. The Town clerk shall index the same in the Grantor's Index
under the name of the record owner and the record owner shall pay for such recording. Sec. 8-3d,
Connecticut General Statutes.)

TOWN OF LISBON 2016 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes #1-255, notice is hereby given that the regularly scheduled meeting of the

Planning and Zoning Commission	
Name of Board/Commission/Committee	

will be held on the following dates:

January 5

February 2

March 1

April 5

May 3

June 7

July 5

August 29

September 6

October 4

November 1

December 6

The above meetings will be held at 7 o'clock p.m in the Town Hall in Lisbon.

Signed: _____, Chairman

_____, Secretary

Notice:

Chairman and Secretary of all administrative and executive boards, commissions, agencies, bureaus or other bodies must file with the Town Clerk no later than January 31st of each year a schedule of the regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairman and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2015 a schedule of the regular meetings that will be held in 2016.

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Planning and Zoning Commission's approved site plan is necessary to receive a Certificate of Zoning Compliance which is required to receive a Final Certificate of Occupancy shall be the responsibility of the applicant.

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11. That all costs associated with the review and processing of the application are paid in full by the applicant prior to the signing of mylars and granting of a zoning permit.

7. New Business

- a. Receipt of New Applications – Spirit of Halloween – Lisbon Landing, 160 Lisbon Road Sign Permit. Motion by G. Ritacco second T. Danburg to approve.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Referrals –

1. Town of Sprague – Special Permit for Wargo Stonehouse (prop[osed revision of present outdoor café smoking area) – No impact

- c. 2016 Schedule of Meetings – Motion by K. Sperry second S. Gabiga to accept the 2016 Schedule of Meetings as follows (see attached): Jan 5; Feb 2; Mar 1; Apr 5; May 3; Jun 7; Jul 5; Aug 2; Sep 6; Oct 4; Nov 1; Dec 6.

VOTE: UNANIMOUS, MOTION CARRIED

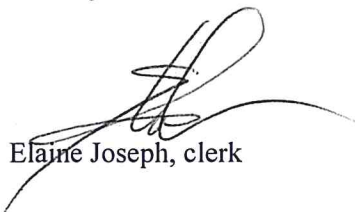
Motion by K. Sperry second S. Gabiga to add “Town Planning: Staff” under agenda item 8.a.

VOTE: UNANIMOUS, MOTION CARRIED

8. Any other business which may properly come before the commission –
 - a. Town Planning: Staff – Staff J. Rabbitt is resigning as Lisbon Town Planner but will be available for a Public Hearing for Plan of Conservation and Development at Commission's discretion. SCCoG will assign an interim planner.
9. Public Comment - Kevin Olson of Lakeside Signs & Graphics, Salem, CT, brought in sketches of proposed signage for Lisbon Package Store, for discussion purposes only.

10. Adjournment - Motion made by T. Danburg second by G. Ritacco adjourn at 8:39 P.M.

VOTE: UNANIMOUS MOTION CARRIED


Elaine Joseph, clerk


Approved: _____
Ronald Giroux, Vice-Chairman

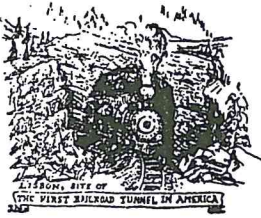
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11/17 2015 at 11:05 am

TOWN CLERK'S OFFICE

LISBON, CT


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, November 10, 2015 the following actions were taken:

1. Application for a Zoning Permit for a modification to existing site plan approval for Famous Footwear, located at 160 River Road (Route 12), Map #20, Lot #14. Vol 91, Page 624. Applicant, Lisbon Landing, LLC.

APPROVED WITH CONDITIONS

2. Application for Special Permit for signage, located at 160 River Road (Route 12), Map #20, Lot #14. Vol 91, Page 624. Applicant, Spirit of Halloween.

APPROVED

Dated at Lisbon, Connecticut this 17th day of November 2015.

Robert D. Adams, Chairman
Lisbon Planning and Zoning Commission

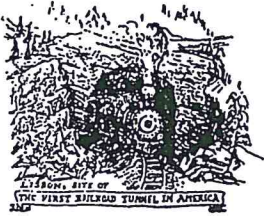
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11/17 20 15 at 11:05^{am} M.

TOWN CLERK'S OFFICE

LISBON, CT

Laurel Trucchi
TOWN CLERK



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TOWN OF LISBON
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TOWN CLERK'S OFFICE

LISBON, CT


TOWN CLERK