

MINUTES  
REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
LISBON TOWN HALL  
TUESDAY, JANUARY 3, 2017  
7:00 P.M.

1. Call to Order

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

MEMBERS PRESENT: Robert Adams, Ronald Giroux, Kim Sperry, Sharon Gabiga, Trevor Danburg, Benjamin Hull, III, David Gagnon, Cheryl Blanchard, John Dempsey (ALT)

MEMBERS ABSENT: James Labonne (ALT)

2. Previous Minutes – Motion by R. Giroux second by T. Danburg to accept the previous minutes.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

a. Letter, from Raymond Santa for T-Mobile re: signage application. Motion by R. Giroux second by G. Ritacco to add it under agenda item 8.a.

VOTE: UNANIMOUS, MOTION CARRIED

b. Letter, from Board of Selectmen re: sale of town property, 510 River Road. Motion by R. Giroux second by G. Ritacco to add under agenda item 8.b.

VOTE: UNANIMOUS, MOTION CARRIED

c. Letter, from Board of Selectmen re: Open Space Recommendation. Motion by R. Giroux second by G. Ritacco to add under agenda item 8.c. VOTE: UNANIMOUS, MOTION CARRIED

4. Bills and action thereon

a. The Bulletin, \$245.51, 1/3/2017 re: NoD – McDonald's; Text Amendment (Liquor).

Motion by G. Ritacco second by R. Giroux to pay. VOTE: UNANIMOUS, MOTION CARRIED

Staff M. Murphy, Lisbon Town Planner, noted for the record that the Text Amendment to 6.4.23 regarding sales of liquor in restaurants in the IP 1 Zone was scheduled to be published on January 4, 2017, and would therefore be effective on that date (effective date was published as "Upon Publication").

5. Reports:

a. ZEO – Update by C. Brown, ZEO re: 180 Newent Road building inspections; will look into completion of signage at Lisbon Crossing.

b. Regulations – Will have attorney come in March

1. Ordinance and Amendment for Citations and Fines for Zoning Violations

c. Zoning Map Subcommittee – NONE

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6. Old Business:

a. Zoning Enforcement – NONE

1. Pending Litigation (Executive Session as needed)

- i. Rick Gwiazdowski – 555 River Road – NONE
- ii. Brenmor Properties – 8-30g Ames Road Subdivision – Appeal scheduled 1/20/17

b. Regional Planning Commission – NONE

c. 1000 Degree Pizza, Lisbon Landing – Request for authorization of restaurant wine and beer permit – Motion by G. Ritacco second by R. Giroux to approve the following: In accordance with the recently adopted amendment to section 6.4.23 of the Lisbon zoning regulations, which amendment becomes effective upon publication on January 4, 2017, the Commission authorizes the Chairman to sign the request form thereafter to confirm compliance with the zoning regulations for the requested Wine/Beer Permit at 1000 Degrees Neapolitan Pizzeria Restaurant at 160 River Road, Lisbon, CT in the Lisbon Landing shopping center.

VOTE: UNANIMOUS, MOTION CARRIED

d. Proposed Zoning amendment to section 16.1.4 regarding referral of ZBA applications. Motion by K. Sperry second by T. Danburg to approve the following: The Lisbon Planning and Zoning Commission hereby adopts the proposed amendment to section 16.1.4 of the Lisbon Zoning Regulations for the referral of Zoning Board of Appeals applications for variances and appeals to the Planning and Zoning Commission.

The Planning and Zoning Commission notes that the purpose of the proposed amendment to this section of the regulations is to allow the Planning and Zoning Commission to provide input in the public hearing process regarding applications made to the Zoning Board of Appeals, thus allowing for the timely inclusion of information and advisory comment deemed important and relevant. The Lisbon Planning and Zoning Commission has considered the recently adopted Plan of Conservation and Development 2016 for the Town of Lisbon and finds that this amendment proposal is consistent with the Plan.

The Commission hereby sets a February 1, 2017 effective date for the amendment.

VOTE: B. HULL OPPOSED, MOTION CARRIED

7. New Business

a. Receipt of New Applications - NONE

b. Referrals

- 1. Town of Sprague Planning and Zoning Commission – Special Permit, Stone Ridge of Sprague, LLC, for proposed multi-family and retail use, Westerly side of Riverside Drive, Versailles – Motion by R. Giroux second by B. Hull to authorize Staff M. Murphy to send a letter to the Town of Sprague requesting a traffic study.

VOTE: UNANIMOUS, MOTION CARRIED

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

To be completed by the Applicant:

Date 10/31/16

Name of applicant PLANNING AND ZONING COMMISSION, c/o MICHAEL J. MURPHY, AICP

Mailing address 1 NEWENT ROAD, LISBON, CT 06351

Name of owner of record N/A

Mailing address 1 NEWENT ROAD, LISBON, CT 06351

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.)

TO CONSIDER AN AMENDMENT TO SECTION 16-ZONING BOARD  
OF APPEALS FOR THE PURPOSE OF INCLUDING A NEW SECTION 16.1.4  
REQUIRING REFERRAL OF ALL PROPOSED APPEALS AND VARIANCE  
APPLICATIONS TO THE LISBON PLANNING AND ZONING COMMISSION  
FOR COMMENT PRIOR TO THE DESIGNATED PUBLIC HEARING. SEE  
THE ATTACHED DRAFT AMENDMENT.

Signature of applicant Michael J. Murphy, LISBON TOWN PLANNER  
FOR LISBON PLANNING & ZONING COMMISSION

To be completed by Commission:

Application No. \_\_\_\_\_

Fee Paid \$ N/A

Date of Submission 10/31/2016

Date of Receipt 11/1/2016

Date of Public Hearing 12/6/2016

Date of Commission Action 1/3/2017

Approved 1/3/2017 (Effective Date: 2/1/2017) Denied \_\_\_\_\_

Reason for Change \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature 

Robert Adams, Chairman



## **SECTION 16 - ZONING BOARD OF APPEALS**

- 16.1. **Powers and Duties.** The Zoning Board of Appeals (ZBA) shall have all the powers and duties prescribed by the General Statutes and by these Regulations. Such powers and duties shall be exercised in harmony with the intent of these Regulations, which is to protect the public health, safety, convenience, welfare and property values in the Town of Lisbon.
- 16.1.1 **Appeals of the Zoning Enforcement Officer.** The ZBA shall hear and decide appeals in which it is alleged that there is an error made in any order, ruling, requirement or decision of the Officer charged with enforcement of the Lisbon Zoning Regulations. An appeal must be made in a form prescribed by the ZBA and such appeal must be filed within 30 days after the issuance of such order, ruling, requirement or decision, unless the ZBA, by rule or regulation, prescribes a different time limit.
- 16.1.2 **Variances.** The ZBA shall act upon applications for variance of the Zoning Regulations. Such variance shall be granted only upon a determination that enforcement of these Regulations shall result in exceptional difficulty or unusual hardship. Such determination shall be based on a finding of exceptional conditions and qualities specific to the parcel but not characteristic of or affecting generally the district in which the parcel is situated. No use variance shall be granted which would permit a use prohibited by these Regulations.
- 16.1.3 **Approval of Location for Motor Vehicle Facilities.** As designated by the General Statutes, the ZBA shall function as the local authority to act upon requests for approval of location of proposed motor vehicle related facilities. No such approval shall be granted until the applicant has demonstrated that such location is suitable for the business intended, with due consideration to its location in reference to schools, churches, theaters, traffic conditions, width of highway and effect on public travel.
- 16.1.4 **Referrals.** All proposed appeals and/or variances shall be referred to the Planning and Zoning Commission at least twenty-six (26) days prior to the date assigned for a public hearing on that request. The Commission or its staff may submit an advisory opinion on such referrals prior to the public hearing (s), and the findings of the Planning and Zoning Commission or its staff shall be read into the record of the public hearing. The failure of the Planning and Zoning Commission or its staff to submit a report to the Zoning Board of Appeals shall not prevent the Zoning Board of Appeals from reaching a decision on any matter before it. (Revised/Effective: February 1, 2017)
- 16.2. **Administration.**
- 16.2.1 **Procedures.** The ZBA shall receive, hear and act upon applications for variances and appeals of the Enforcement Officer in accordance with Chapter 124 Title 8 of the General Statutes. Procedures for requests for approval of location of motor vehicle facilities shall be in accordance with Chapter 246 Title 14 of the General Statutes. When an application for variance is joined with an appeal of an order of the Enforcement Officer, the Board shall first decide the issues presented by such appeal. The ZBA shall also hear and act upon variance applications made pursuant to Section 10.15.8.
- 16.2.2 **Decisions.** Any decision of the ZBA may be subject to such conditions or restrictions necessary to insure that the granting of the application or request shall be in harmony with the intent of these Regulations. The Board shall state in the record the reasons for its decision. When a variance is granted, the Board shall describe specifically in the record the exceptional difficulty or hardship on which its decision is based.
- 16.2.3 **Filing.** Notice of any grant of variance, special exception or approval of motor vehicle facility location shall become effective upon filing notice of such action in the Lisbon Land Records.

**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:**

Installation of LED illuminated individual channel letters 13"7" x 27" (Front) 30.6 sq Feet  
and installation of non illuminated individual acrylic letters (rear) 5.2 sq Feet  
installation of dealer vinyl graphics on front glass

PROJECT NAME: T-mobile ACREAGE: \_\_\_\_\_ ZONING DISTRICT: IP-1  
LOT IN SQUARE FEET: \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS OF PROPERTY IF AVAILABLE: 160 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: Landmark Sign Service  
TELEPHONE: 860-982-8675 EMAIL: ray@landmarksignservice.com  
➤ APPLICANT'S AGENT (IF ANY): Raymond Santa (Landmark Sign Service)  
TELEPHONE: 860-982-8675 EMAIL: ray@landmarksignservice.com  
➤ OWNER / TRUSTEE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ ENGINEER/ SURVEYOR/ARCHITECT: \_\_\_\_\_  
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, OR ITS CONSULTANT TO ENTER THE 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 LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT R. Santa PRINTED NAME OF APPLICANT/AGENT Raymond Santa  
DATE: 1-3-17  
SIGNATURE/RECORD OWNER see attached Landlord approval letter PRINTED NAME/RECORD OWNER \_\_\_\_\_  
DATE: \_\_\_\_\_

**APPLICATION SUBMITTAL DATE:** \_\_\_\_\_ **FEE(S) PAID:** \_\_\_\_\_

**OFFICIAL DAY OF RECEIPT:** 1/3/17

**\*P & Z COMMISSION ACTION:** Approved **DATE:** 1/3/17

**CHAIR'S SIGNATURE:** [Signature]

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.

[Signature] DATE: 1/4/17  
Zoning Enforcement Officer

(\* Any modifications, directives or conditions attached to PZC action, or any reasons for denial, shall be reflected in the record and attached)



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2. Town of Canterbury, Proposed Subdivision (Sigrfridsen property, Depot Road) - Motion by K. Sperry second by S. Gabiga to send letter to the Canterbury Planning and Zoning Commission stating that a one lot subdivision does not appear to have any inter-municipal impact; however, any potential future activities may have an adverse affect, and this Commission reserves the right to comment.

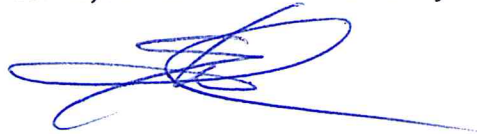
VOTE: UNANIMOUS, MOTION CARRIED

8. Any other business which may properly come before the commission
- a. Signage Application – Raymond Santa, T-Mobile, 160 River Road – Motion by T. Danburg second G. Ritacco to approve the Signage Zoning Permit Application.
- VOTE: UNANIMOUS, MOTION CARRIED
- b. Land Sale – 510 River Road – Motion by G. Ritacco second by R. Giroux to approve the sale of 510 River Road through the town and combine it with 508 River Road as a contiguous lot.
- VOTE: UNANIMOUS, MOTION CARRIED
- c. Open Space Recommendation – Motion by G. Ritacco second by K. Sperry to NOT recommend the purchase by the town of 126 & 128 Bundy Hill Road and 16 School House Lane, as it has no benefit to the town.
- VOTE: UNANIMOUS, MOTION CARRIED

9. Public Comment – NONE

10. Adjournment - Motion made by T. Danburg second by R. Giroux to adjourn at 8:30 P.M.

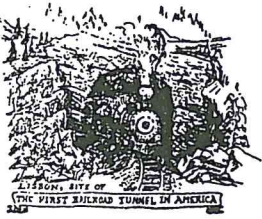
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 1/10/2017 AT 2:55pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*



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, January 3, 2017, the following actions were taken:

1. Application by the Town of Lisbon Planning and Zoning Commission to amend Section 16 (ZONING BOARD OF APPEALS) of the zoning regulations to include a new section 16.1.4.

ADOPTED: EFFECTIVE DATE FEBRUARY 1, 2017

2. Application for a Signage Zoning Permit by Raymond Santa, T-Mobile, 160 River Road.

APPROVED

Dated at Lisbon, Connecticut, this 10<sup>th</sup> day of January, 2017

Robert D. Adams, Chairman  
Lisbon Planning and Zoning Commission

RECEIVED FOR RECORD AT LISBON  
CT ON 1/10/2017 AT 2:55 pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*