

**AGENDA**  
**PLANNING BOARD MEETING**  
**August 24, 2023**  
**LISBON TOWN OFFICE**  
**7:00 PM MEETING**

1. CALL TO ORDER
2. ROLL CALL  
Shaun Carr, Chair  
Nicholas Craig, Vice Chair  
Natalie Thomsen  
Christopher Huston  
Patrick Maloy  
William Kuhl  
Dan Leeman
3. CHAIRMAN'S REVIEW OF MEETING RULES
  - A. Planning Board Meeting Rules
4. WRITTEN COMMUNICATIONS
  - A. Minutes of August 10, 2023
5. PUBLIC HEARINGS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - A. **Case #23-16** Conditional Use Application - Ancient York Lodge-8 Oak St. Lisbon Falls - Map U05 Lot 017
  - B. **Case #23-17** Site Plan Review Application - Ancient York Lodge - 8 Oak St, Lisbon Falls - Map U05 Lot 017
  - C. **Case #23-18** Site Plan Review Application Subdivision - 56 Pinewoods Rd, Lisbon, ME - Map 08 Lot 40C
8. OTHER BUSINESS
  - A. LD 2003 Compliance – Zoning and ADU (Accessory Dwelling Units) Ordinance Change discussion
9. CODE ENFORCEMENT OFFICER ITEMS
10. ADJOURNMENT - Adjourn To Workshop

## LISBON PLANNING BOARD – MEETING/HEARING RULES

The Board welcomes everyone to the meeting of the Lisbon Planning Board. If this is a meeting which will include a hearing, some special provisions will apply and are listed below. While we value the input of every interested person, we must limit the comment period in order to conduct business in a timely fashion.

**Meeting Format** – The format for each meeting (whether regular or special) shall be in strict accordance with Article 4, Section 4.1.6 of the Planning Board Bylaws. *Please note that the Chair may change the order of business for the current meeting upon a majority vote of the Board.*

All meetings shall be conducted in such a manner as to be completed within two and one half (2.5) hours of commencement. The Board, by unanimous consent, may decide to extend a meeting but only at the point where the meeting can be concluded within another hour. Any action after that point requires a tabling or postponing order.

**Public Participation** – With regard to participation by the public, all comments to the Board and from the Board shall be made through the Chair. The attending public may participate as follows:

- **During Regular Meetings**– is allowed at the discretion of the Chair, but only after introduction of an agenda item and appropriate motions with time for explanation and Board member questions. The public may be allowed to comment, but during that period, the **public may address that agenda item only** and each participant shall be limited **two (2) minutes**. Each participant may address the Board only one time unless requested by the Chair to comment further, and the Chair may limit time for comments to no more than **ten (10) minutes in total** on any one agenda item. **A member of the public who wishes to comment on an item not on the agenda may be allowed to speak during the “Other Business” portion of the agenda.**
- **During Workshops** – The attending public may not participate unless the Chair allows or requests such comment.
- **During Site Visits**– This is a **special meeting** in all respects except that **the public is not allowed to participate**. Although the public is allowed to be present, comments and explanations will only be accepted by Board members and an applicant or agents representing an applicant. Only participant comments may be considered in any notes taken for minutes of such meeting.
- **During Hearings** – The attending public may speak only in accordance with the specific rules set up for hearings.
  - The public must comment only when specifically allowed. **The Chair shall emphasize that no decisions are made during the hearing and the process may not conclude during the regular current meeting. Finally, the Chair will state that order must be maintained and is required of all participants.**
  - There will be a Call by the Chair to open a specific hearing with case number followed by a Call for a **Presentation by the Applicant or Representative or attorney and witnesses without interruption**. Then general questions may be asked through the Chair to the applicant by Board members and people who will be directly affected by the project (e.g., abutters). Then requests for more detailed information on the evidence presented by the applicant will be allowed by the same parties.
  - Next there will be a call for presentations by **abutters or others** including their attorneys and witnesses, who will be **directly affected by the project**.
  - Then questions through the Chair, **by the applicant and Board members to the people directly affected** and the witnesses who made presentations will be allowed.
  - Next there may be **rebuttal statements by any of the people who testified previously**.
  - Following that, **comments or questions by other interested people** in the audience will be entertained. Comment by those other interested people in the audience will be limited in the same fashion as for regular meetings, i.e. **two (2) minutes per person and ten (10) minutes overall**. The hearing will be closed at the end of public comment.
- It is important that **respect for each person** be considered. There will be opposing views and opinions and all will be considered without impunity. All persons speaking within the guidelines delineated herein will be treated with respect and allowed to complete the statement or viewpoint. **Any individual who speaks out of turn or in such a manner as to be considered unruly by the Chair, may be warned and then removed** if the situation creates a significant disruption of the orderly conduct of the business of the Board.





# PLANNING BOARD MINUTES AUGUST 10, 2023

William Kuhl, Chair- Regular 2023  
Vacant- Regular 2025  
Christopher Huston- Regular 2025  
Patrick Maloy- Regular 2024  
Shaun Carr- Regular 2024  
Dan Leeman - Associate 2025  
Nicholas Craig - Associate 2024

1. **CALL TO ORDER:** The Chairman, Mr. Carr, called the meeting to order at 7:00 PM.
2. **ROLL CALL:** Regular members present were Shaun Carr, Chris Huston, Patrick Maloy and Nicholas Craig. Associate Member Dan Leeman was present as well. Also present was Mark Stambach, Code Enforcement Officer; Councilor Fellows, Town Council Liaison; and Kate Burch, Town Planner. Mr. Kuhl was excused.

### 3. REVIEW OF MEETING RULES:

The Chairman explained the meeting rules are located on the back of each agenda.

### 4. WRITTEN COMMUNICATIONS: Minutes of July 27, 2023

The meeting minutes of July 27, 2023 were distributed to all the members. The Chairman asked if there were corrections or additions.

**VOTE: (2023-78)** Mr. Huston, seconded by Mr. Maloy, moved to approve the Minutes of July 27, 2023.  
**Vote: 4-0 Carried.**

### 5. PUBLIC HEARINGS – NONE

### 6. UNFINISHED BUSINESS – Findings of Facts

**Case #23-12 - Conditional Use Application – Park St. Friends Daycare**

**VOTE: (2023-79)** Mr. Craig, seconded by Mr. Maloy, moved to dispense with the reading of the Findings of Facts for Case #23-12 and insert it into the record as follows:

#### **In the Matter of:**

**Case #23-12 - Conditional Use Application**  
Park Street Friends Daycare  
Heidi Stuart  
7 Park Street  
Lisbon, Me 04250  
Map U19 Lot 75

#### **Findings of Fact**

The applicant submitted a Conditional Use Application for a Daycare at 7 Park Street, Lisbon, Map U19 Lot 75. The Planning Board first considered the application on June 22, 2023 and accepted the application as complete. On July 27, 2023 the Board conducted a public hearing. On July 27, 2023, the Planning Board approved the Conditional Use Permit.

#### **Conclusion of Law**

General Review Standards: Lisbon Code of Ordinances. Article III – Conditional Uses.

#### Performance Standards.

1. Application for Site Plan Review
  - Completed the Local Ordinances Checklist
  - Completed the Conditional Use Permit Standards Checklist

**Therefore, the Planning Board hereby approves the Conditional Use Permit Application for Park Street Friends Daycare.**

**Vote: 4-0 Carried.**

**VOTE: (2023-80)** Mr. Craig, seconded by Mr. Maloy moved to dispense with the reading of the Findings of Facts for Case #23-13 and insert it into the record as follows:

**In the Matter of:**

**Case #23-13** -Conditional Use Application – Changing garage to In-law Apt.  
Michael Capprini  
8 Center Street  
Lisbon Falls, Me 04250  
Map U07 Lot 149A

**Findings of Fact**

The applicant submitted a Conditional Use Application to change a Garage to an In-law Apartment located at 8 Center Street in Lisbon Falls, Tax Map U07 Lot 149A.

The Planning Board first considered the application on June 22, 2023 and accepted the application as complete. On July 27, 2023 the Board conducted a public hearing. On July 27, 2023, the Planning Board approved the Conditional Use Permit.

**Conclusion of Law**

General Review Standards: Lisbon Code of Ordinances. Article III – Conditional Uses.

Performance Standards.

1. Application for Site Plan Review
  - Completed the Local Ordinances Checklist
  - Completed the Conditional Use Permit Standards Checklist

**Therefore, the Planning Board hereby approves the Conditional Use Permit Application for Michael Capprini to Change a Garage to an In-law Apartment.**

**Vote: 4-0 Carried.**

**VOTE: (2023-81)** Mr. Craig, seconded by Mr. Leeman moved to dispense with the reading of the Findings of Facts for Case #23-14 and insert it into the record as follows:

**In the Matter of:**

Case #23-14 –Conditional Use Application – Compost  
Bush's Bushes  
Edward Bush  
159 Ridge Road  
Lisbon Falls, Me 04252  
Map R05 Lot 007

**Findings of Fact**

The applicant submitted a Conditional Use Application for Composting at 159 Ridge Road, Lisbon Falls, Map R05 Lot 007. The Planning Board first considered the application on June 22, 2023 and accepted the application as complete. On July 27, 2023 the Board conducted a public hearing. On July 27, 2023, the Planning Board approved the Conditional Use Permit.

**Conclusion of Law**

General Review Standards: Lisbon Code of Ordinances. Article III – Conditional Uses.

Performance Standards.

1. Application for Site Plan Review
  - Completed the Local Ordinances Checklist
  - Completed the Conditional Use Permit Standards Checklist

**Therefore, the Planning Board hereby approves the Conditional Use Permit Application for Bush's Bushes for Composting.**

**Vote: 3-0 Carried.** (Mr. Huston and Mr. Maloy abstained due to a conflict of interest. The Chairman extended voting privileges to Mr. Leeman)

## 7. NEW BUSINESS – Rt. 196 Design Corridor Ordinance Discussion

Ms. Burch presented the Board with a proposed new Rt. 196 Checklist as follows:

### Overview

The following document is a draft checklist for the Route 196 Design Standards.

The purpose of this checklist is to make it easier for applicants to understand which standards apply to their project, and to create a way for applicants to clearly communicate how they will fulfill each standard.

The goal is to improve the process by which the Planning Board reviews these standards, and to make it simple for the Code Enforcement Officer to determine if the applicant has fulfilled this aspect of an approved site plan.

### Route 196 Design Standards Review Checklist

The Route 196 Design Standards provide a tool for the Town of Lisbon to improve the visual character of the Route 196 corridor. These standards and guidelines are meant to ensure that new development and redevelopment is designed and constructed with desired character in terms of architecture, scale, site layout and aesthetic/visual effect.

The purpose of this checklist is to make it easier for applicants to fulfill the Route 196 Design Standards, and to facilitate project review by the Planning Board and/or Code Enforcement Officer.

- For clarification or more information on specific guidelines in this checklist, see Chapter 70, Article VII of the Lisbon Code of Ordinances.
- For a visual guide to the Route 196 Design Standards, see [https://www.lisbonme.org/sites/g/files/vyhlif3366/f/uploads/rt196-design-guidelines\\_adopted2014.pdf](https://www.lisbonme.org/sites/g/files/vyhlif3366/f/uploads/rt196-design-guidelines_adopted2014.pdf)

**Project Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

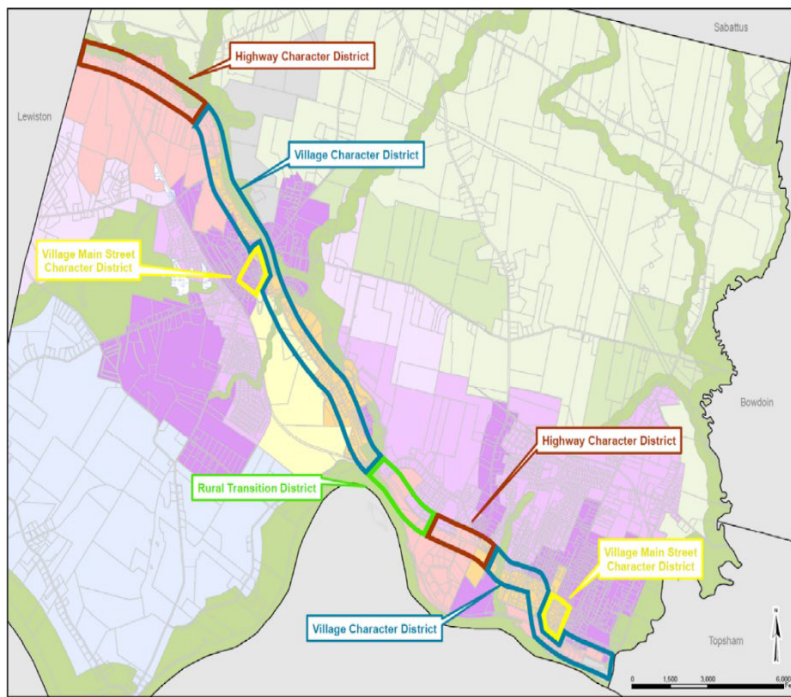
### Applicable project:

- ☐ Site Plan Review
- ☐ Non-Residential Subdivision
- ☐ Signage Permit
- ☐ Conditional Use Permit
- ☐ Other\* \_\_\_\_\_

*\*For all other permits, all new buildings, major alterations, and alterations facing Route 196, Main Street, or Village Street must conform to these standards. Site improvements must conform to the landscaping standards.*

### Project Location:

- ☐ Village Character District
- ☐ Village Main Street Character District
- ☐ Highway Character District
- ☐ Rural Transition Character District



## Design Standards for All Districts

*All standards must be depicted on site plans/landscaping plans, or described on this form.*

### Access & Parking

Me t	N/ A	Waiver Requeste d	
			Buildings have clearly marked and well-designed entrances. (Sec. 70-833 1(c)1)
			Safe and well-marked pedestrian access to building entrances from parking areas and existing sidewalks is provided. (Sec. 70-833 1(c)2)
			Pedestrian paths are separated from vehicle areas with curbing, green space, or other barriers. (Sec. 70-833 1(c)3)
			Parking and paved areas are located to the rear and side of buildings. (Sec. 70-833 1(d)1)
			Parking on the side of buildings is not closer to the road than the front of the building. (Sec. 70-833 1(d)1b)
			Areas of pavement such as for vehicle circulation or parking do not extend up to or directly alongside buildings, except at doorways, garages, or loading areas. (Sec. 70-833 1(d)2)
			There is a designated location for snow storage that does not conflict with landscaping or pedestrian access. (Sec. 70-833 1(d)4)

Description of how the proposed project meets standards:

## Utilities & Lighting

Me t	N/ A	Waiver Requeste d	
			All above ground utility boxes, or structures associated with underground utilities, are screened with landscaping or decorative fencing. (Sec. 70-833 1(f)1)
			Exterior lighting on the building is part of the architectural concept. Fixtures, standards, and all exposed accessories are harmonious with building design. (Sec. 70-833 1(c)3)
			Site lighting fixtures are of quality design with appropriate style and craftsmanship, and pedestrian-scaled. (Sec. 70-833 1(f)2)
			All lighting fixtures only use recessed, shielded, or cut-off luminaire fixtures to reduce light glare and light pollution. (Sec. 70-833 1(f)3)
			Dumpsters and propane or other fuel tanks are screened with wood or vinyl fencing, landscaping, or located within an accessory structure. (Sec. 70-833 1(f)5)

Description of how the proposed project meets standards:

## Building Design & Materials

Me t	N/ A	Waiver Requeste d	
			Buildings are compatible in scale and design with area development. (Sec. 70-833 2(b)2)
			Building architecture reflects traditional New England building forms such as pitched roofs, dormers, and windows. (Sec. 70-833 2(b)3)
			Free-standing accessory structures meet the same design standards as the principal structures on the site. (Sec. 70-833 2(b)3)
			Existing and historic buildings and structures will be retained whenever possible, and historic architectural features are retained or replaced in kind. (Sec. 70-833 2(b)4)
			Facades are articulated every 50 feet using varied setbacks, rooflines, materials and heights. (Sec. 70-833 2(b)6)
			No architectural forms primarily derived from building styles from other regions of the country are used. (Sec. 70-833 2(b)9)
			No architecture as advertising (buildings stylized to the point that the building or improvements are more an advertisement than an architectural form.) (Sec. 70-833 2(d)1)
			Signage attached to the building is part of the architectural concept, and is harmonious with building design. (Sec. 70-833 2(d)2)
			Exterior building materials are of comparable aesthetic quality on all sides. (Sec. 70-833 2(c)1)
			Building siding materials are clapboard, brick, and/or other traditional local/regional building materials. (Sec. 70-833 2(c)1)
			Building facade colors must be non-reflective, subtle, neutral, or earth tone. (Sec. 70-833 2(c)2)
			No highly reflective or processed materials, stucco or synthetic stucco, adobe, concrete block, T-111, untreated plywood, particle board, tilt-up concrete panels, or multicolored brick are used as the primary facade material. (Sec. 70-833 2(c)2)

Description of how the proposed project meets standards:

## Landscaping, Buffers, & Screening

Me t	N/ A	Waiver Requeste d	Design Standard
			There is a grass or landscaped buffer between any paved areas and buildings, adjacent roads, and sidewalks (N/A in Village districts where zero setbacks are allowed.) (Sec. 70-833 3(e)1)
			Existing trees and vegetation are preserved on the property where feasible. (Sec. 70-833 3(b))
			Parking in front of or on the side of buildings has adequate landscaping or grass buffers along the roadway. (Sec. 70-833 1(d)1a)
			Parking areas with more than 15 spaces are broken up with trees, landscaped islands, low decorative walls, or other appropriate features. (Sec. 70-833 1(d)3)

Description of how the proposed project meets standards:

## Design Standards for Specific Character Districts

*All standards must be depicted on site plans/landscaping plans, or described on this form.*

### Village Character District Only

Me t	N/ A	Waiver Requeste d	
			Buildings shall be located close to the sidewalk or public right-of-way, consistent with surrounding buildings. (Sec. 70-833 1(a)1.a.i.)
			Buildings shall be constructed to a 1½ to 2 story height (35 ft maximum.) (Sec. 70-833 1(a)1.b)
			Historic buildings and building character are maintained to the greatest extent possible. (Sec. 70-833 1(a)1.c)
			New construction should be generally described as "Typical New England Character", and meet building design/material standards listed above. (Sec. 70-833 1(a)1.c)
			Buildings have a street-level facade that is pedestrian-oriented, such as traditional New England storefronts. (Sec. 70-833 3(e)1.c)
			Off-street parking is located to the side or rear of the building, not in front. (Sec. 70-833 1(a)1.a.ii.)

Description of how the proposed project meets standards:



## Village Main Street Character District Only

Me t	N/ A	Waiver Requeste d	
			Buildings shall be located right next to or very close to the sidewalk or right-of-way, with emphasis on streetscape and pedestrian access in front of the building. (Sec. 70-833 1(a)2.a)
			Buildings shall be constructed to a 1½ to 2 story height (35 ft maximum.) (Sec. 70-833 1(a)2.b)
			In buildings with a larger footprint (>5,000 square feet), the building massing must be broken up architecturally to be consistent with the village scale and surrounding buildings. (Sec. 70-833 1(a)2.b)
			Historic buildings, building character, and building form are to be maintained to the greatest extent possible. (Sec. 70-833 1(a)2.c)
			New construction should be village character and scale, with architectural style generally described as "Typical New England Character", and meet building design/material standards listed above. (Sec. 70-833 1(a)2.c)
			Buildings in the Village/Main Street character districts must have a street-level facade that is pedestrian-oriented such as traditional New England storefronts. (Sec. 70-833 3(e)1.c)
			Off-street parking is located to the side or rear of the building, not in front. (Sec. 70-833 1(a)2.a)

Description of how the proposed project meets standards:

## Highway Commercial Character District Only

Me t	N/ A	Waiver Requeste d	
			Buildings shall have larger setbacks from the roadway. (Sec. 70-833 1(a)3.a)
			Frontage areas between the building and roadway are well landscaped and have appropriate pedestrian access. (Sec. 70-833 1(a)3.a)
			For both building rehabilitation and new buildings, the architecture is "Typical New England Character", and must meet building design/material standards listed above. (Sec. 70-833 1(a)3.c)
			Off-street parking is encouraged to be located to the side or rear of buildings, but where parking is between the building and the roadway, there shall be adequate landscaping or grass buffers per the parking and screening standards in this section. (Sec. 70-833 1(a)3.a.ii)
			For street frontage areas of more than 100 feet where there are not existing street trees and vegetation, street tree plantings are required at least every 40 feet (abutting the road right-of-way). (Sec. 70-833 3(g)2)

Description of how the proposed project meets standards:

**Rural Transition Character District Only**

Met	N/A	Waiver Requested	
			Buildings shall be well set back from the roadway. (Sec. 70-833 1(a)4.a.i)
			Frontage area is used to visually buffer the development from the road. (Sec. 70-833 1(a)4.a.i)
			Off-street parking is not allowed within the front setback. (Sec. 70-833 1(a)4.a.ii)
			Landscaped buffering separates the parking from the roadway. (Sec. 70-833 1(a)4.a.ii)
			For any structures, signs or site improvements that are within the front setback area or that are not screened from the roadway, the design standards under highway commercial character district (above) shall apply. (Sec. 70-833 1(a)4.c)

Description of how the proposed project meets standards:

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**LD 2003 Compliance – Zoning and ADU (Accessory Dwelling Units) Ordinance Change discussion**

Ms. Burch explained that LD 2003 is a new State Law intended to create more housing that will supersede some local laws. The Town will need to comply with these by January of 2024. Ms. Burch said there are three main parts to LD 2003:

- 1: Accessory Dwelling Units
- 2: Density Requirements
- 3: Affordable Housing Density Bonus

Her attached Memo is as follows:

**LD 2003 Compliance**

**Overview**

Lisbon will need to make changes to zoning and ADU ordinances by January 2024 to comply with LD2003.

**Accessory Dwelling Units**

According to LD2003, ADUs must be allowed in any zone where housing is allowed. Therefore, we propose updating the land use table so ADUs are permitted in all residential zones and conditional in the zone where housing is conditional.

**Sec. 70-531. - Table of land uses.**

Current table:

Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD
Accessory Dwelling Unit	C	C	C	C	C	C	C	C	NO	NO	C



Proposed Changes:

Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD
Accessory Dwelling Unit	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	NO	NO	C

Additions are underlined in underlined, deletions are struck through. The major changes proposed are:

- Adjusting conditional use language
- Adding additional ADU description
- LD2003 does not allow towns to have parking requirements for ADUs.
- We propose eliminating the provision that the principal dwelling or the ADU must be owner-occupied, as this is nearly impossible to enforce in the long term.

**Sec. 70-616. - Accessory dwelling unit.**

(1) Purpose. The purpose of the *Accessory Dwelling Unit* standards are to:

- Increase the supply of affordable housing without the need for more infrastructure or further land development.
- Provide flexible housing options for residents and their families.
- Integrate affordable housing into the community with minimal negative impact.
- Provide elderly citizens with the opportunity to retain their homes and age in place.

(2) Conditional Use Permit Required. In zones RP, C, I, and DD, the Planning Board is authorized to grant a Conditional Use Permit to allow for *Accessory Dwelling Units* in accordance with the restrictions and requirements of this section.

- The Conditional Use permit shall run with the land, not the property owner.

(3) Criteria for Approval. All of the following criteria must be met in order for the Planning Board to approve an *Accessory Dwelling Unit*.

- A maximum of one (1) *Accessory Dwelling Unit* may be permitted on a property located in zoning districts that allow single-family *dwelling*s.
- The *Accessory Dwelling Unit* can be within the existing home, attached to it, or in a new structure.
- The *Accessory Dwelling Unit* shall have an independent means of ingress and egress.
- ~~A minimum of two (2) off-street parking spaces shall be provided for the *Accessory Dwelling Unit*.~~
- The applicant must demonstrate adequate provisions for water supply and sewage disposal for the accessory and principal *dwelling* units. Water and wastewater systems for the principal *dwelling* unit and *Accessory Dwelling Unit* may be shared or separate.
- ~~Either the principal *dwelling* unit or the *Accessory Dwelling Unit* must be owner-occupied. The owner must demonstrate that one of the units is their principal place of residence. Both the primary *dwelling* unit and the *Accessory Dwelling Unit* must remain in common ownership.~~
- *Accessory Dwelling Units* shall maintain an aesthetic continuity with the principal dwelling unit as a single-family *dwelling*.
- An *Accessory Dwelling Unit* shall not exceed 800 square feet.
- The *Accessory Dwelling Unit* shall have no more than 2 bedrooms.

(4) An *Accessory Dwelling Unit* that complies with the requirements of this section shall not be considered an additional *dwelling* unit when calculating lot area per family under the space and bulk regulations of the Code.

(5) All necessary building and occupancy permits shall be obtained from the Code Enforcement Officer. Compliance with all building codes applicable to the construction of an *Accessory Dwelling Unit* is required.

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**Growth Areas & Density Updates**

LD2003 requires towns to allow minimum housing density based on growth and rural areas as designated by the Future Land Use Map in the Comprehensive Plan.

In **Growth Areas**, the minimum density required by LD2003 is:

- A lot without a dwelling unit can have 4 units.
- A lot with a dwelling unit can have 2 additional dwelling units (one attached and one detached.)

LD2003 will require grant an additional density bonus for affordable housing in Growth Areas:

- In Growth Areas, there is an affordable housing density bonus. A developer can build 2.5x the number of allowed units if they are affordable, with 2 parking spaces required for every 3 units.

In **Rural Areas**, the minimum density required by LD2003 is:

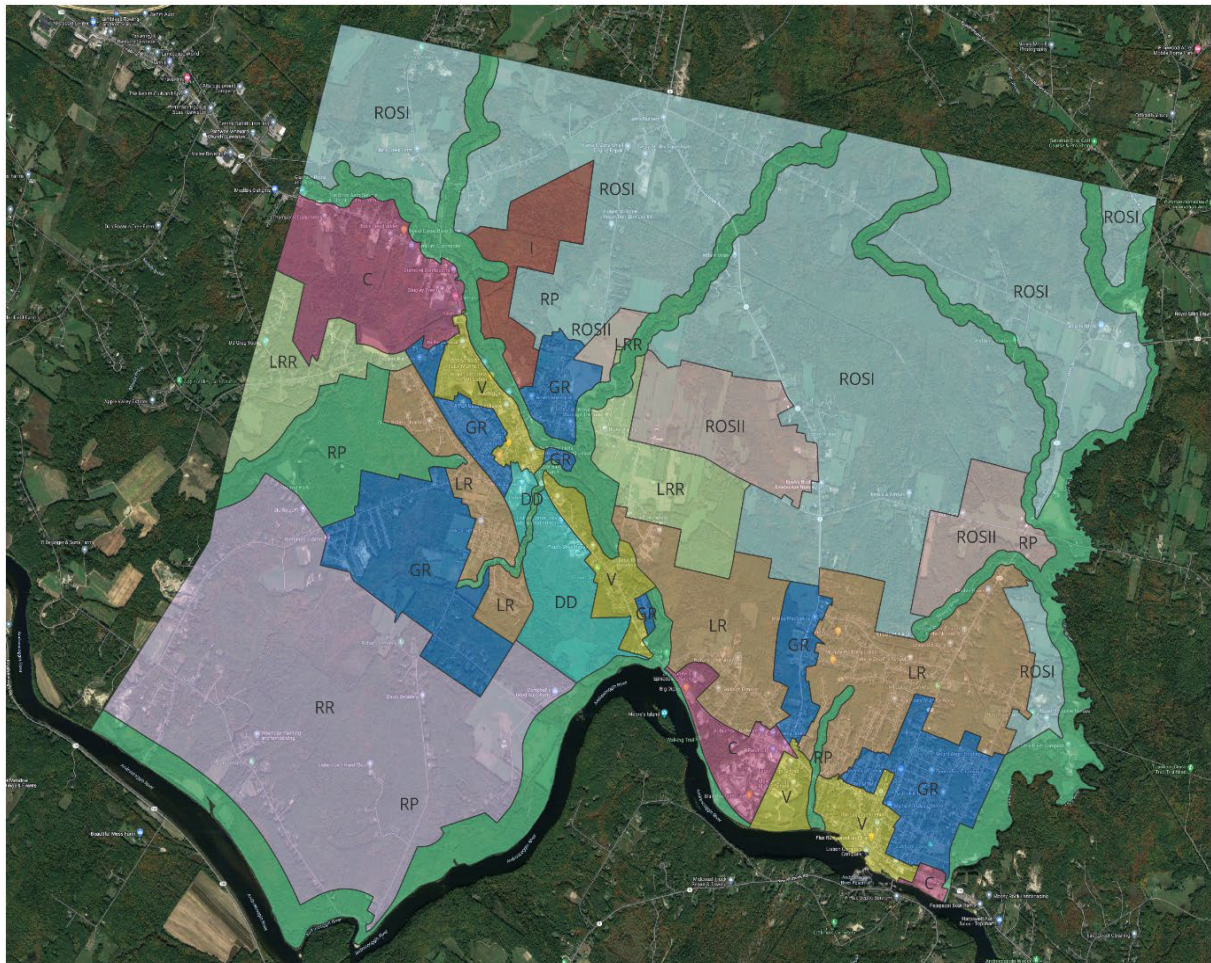
- A lot without a dwelling unit can have up to 2 units.

Like many towns, Lisbon's Comprehensive Plan includes a Future Land Use Map with "fuzzy" boundaries. The map does not line up exactly with the town's zoning areas, and in some cases, the Growth Area overlaps with existing limited residential and rural zoning. This map is compliant with the state requirements and gives a rough guide to growth vs rural areas, and was developed with the intent that the town would determine exact zoning boundaries later. However, the LD2003 requirements mean that the town will have to address some of these discrepancies.

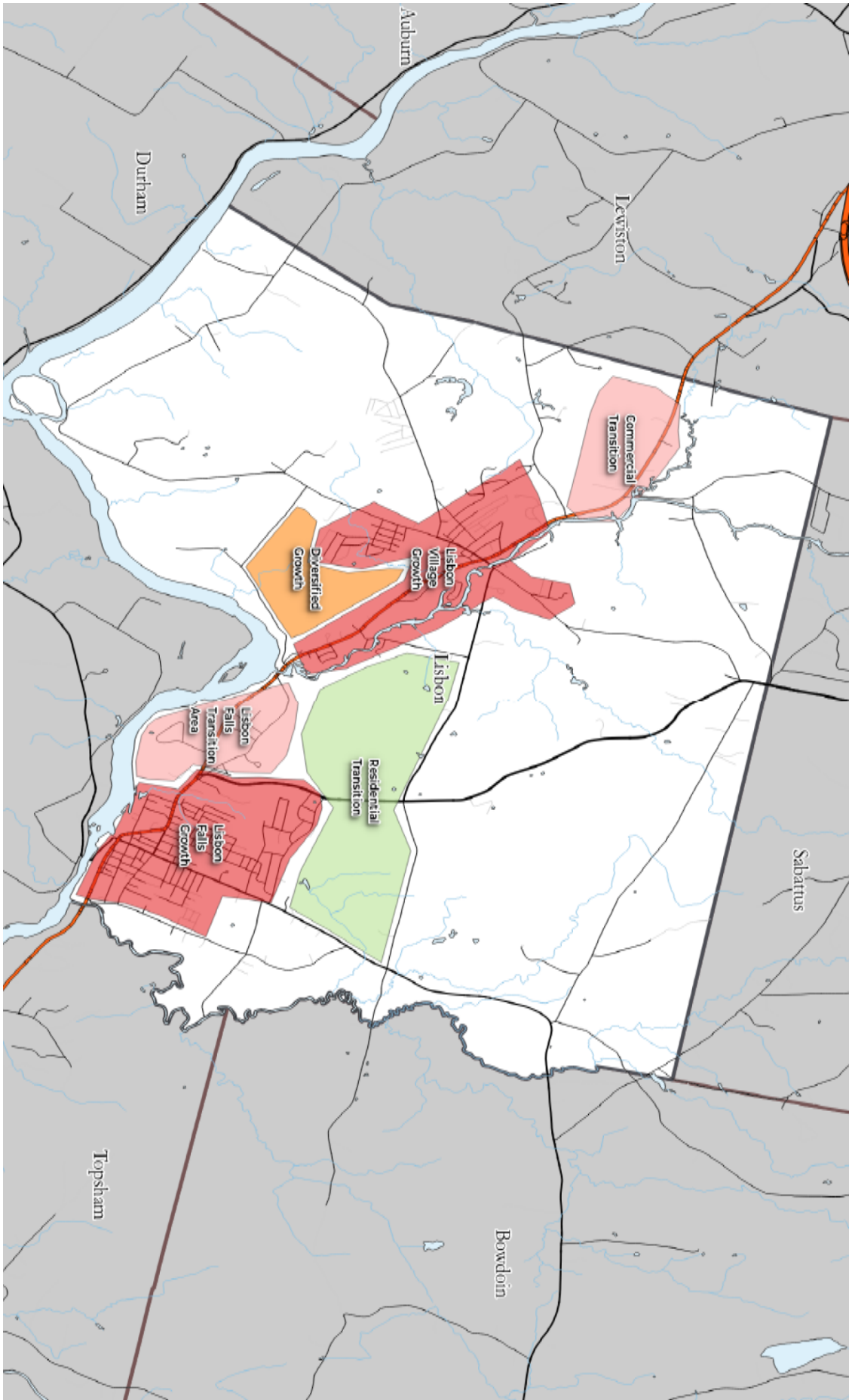
For the purposes of LD2003 compliance, the simplest path forward will likely be for the Board to update the Future Land Use Map and amend the Comprehensive Plan.

See the following images of the Future Land Use Map, zoning map, and the two maps overlaid.

## Lisbon Zoning Map



2019 Future Land Use Map





[illegible]

**8. OTHER BUSINESS – NONE**

**9. CODE ENFORCEMENT OFFICER – NOTHING TO REPORT**

**10. ADJOURNMENT**

**VOTE: (2023-82)** Mr. Craig, seconded by Mr. Maloy, moved to adjourn at 8:05 pm. **Vote: 5-0 Carried.**

Respectfully Submitted: \_\_\_\_\_  
Lisa B. Smith, Deputy Town Clerk  
Date Approved: August 24, 2023

PAID CHECK #1614 8/14/23

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number: 23-16	Date Received: 8/10/23
Project Name: Ancient York Lodge	Fee Paid (amount): 150.00
Applicant:	



**Town of Lisbon, Maine**  
**CONDITIONAL USE APPLICATION**

Fee: \$150.00

Project Name/Title: Ancient York Lodge

This application must be received at the Town Office by close of business on the 2<sup>nd</sup> Thursday of the month to be considered at the regular Planning Board meeting on the 4<sup>th</sup> Thursday of the month. The applicant shall provide **10 copies** of the application form and all submission materials.

**Applicant Information**

2. Name of Applicant: JARED L. RICE  
Address: 256 Oak Hill Road, Auburn, Maine 04226  
Telephone: (207) 713-624
1. Name of Property Owner (if different):  
Address:  
Telephone: ( )
3. Name of authorized agent (if different):  
Address:  
Telephone: ( )
4. If applicant is a corporation, check if licensed in Maine: ☐ No ☐ Yes  
(if yes, attach a copy of State registration)
5. Person and address to which all correspondence regarding this application should be sent (if different):  
Name:  
Address:  
Telephone: ( )

I have reviewed all submission requirements and completed the remaining pages of this application form.  
☒ Attachments Checklist ☐ Waiver Request Form

To the best of my knowledge, all the information submitted in this application is complete and correct.

[Signature]  
Signature of Applicant

8/10/23  
Date

Application Number:

Project Name:

## Property Information

6. Location of Property (Street or Road) 8 Oak Street, Lisbon Falls

Register of Deeds

Book 401 Page 22

Lisbon Tax Maps

Map 05 Lot 17

7. What legal interest does the applicant/owner have in the property to be developed (fee ownership, option, purchase and sale contract, etc.)? Attach evidence of interest.

Purchase + Sales (see attached)

8. What interest does the applicant/owner have in any property abutting the parcel to be developed?

none

9. Are there any easements or restrictive covenants on the property to be developed?

Yes ☒ No If yes, please specify: \_\_\_\_\_

10. Current zoning of property:

Village

Current use(s) of property:

Hall

11. Is any part of the project or property(s) in question part of an overlay zone?

       Aquifer Protection Overlay

       Wellhead Protection Overlay

11. Indicate if this property has previously been reviewed and/or permitted as part of a town-approved subdivision, site plan review, conditional use, floodplain development, or other planning board or appeals board review:

Unknown

## Project Information

*If the applicant is not the owner of the property, then a letter of intent from the owner authorizing the application as submitted and noting that it is provided with the full authority of the owner.*

12. Nature of the Project. Provide a brief description of the proposed project, including proposed use(s), proposed buildings and structures, proposed site work and other improvements to the property, or other information to familiarize the Planning Board with your application.

Make 8 condos / Apartments while keeping the historical factors in tact

<i>OFFICE USE ONLY – Conditional Use Application</i>	
<i>Application Number:</i>	<i>Project Name:</i>

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OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number:	Project Name:

## Waiver Request Form

### Conditional Use Application

***If anticipated, the applicant should indicate any requests for waivers of review standards or application submission requirements, to submit with the Conditional Use Application form.***

*Where the code enforcement officer and/or planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of the Chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of the chapter are met.*

*Further, where the planning board makes written findings of fact that there are special circumstances of a particular application, it may waive portions of the application information requirements, unless otherwise indicated in this chapter, provided that the applicant has demonstrated that the standards of this chapter have been or will be met, the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of the comprehensive plan of this chapter.*

*Applicants should take note that the planning board CANNOT waive or give variances on the following: a land use not allowed under the Lisbon Zoning Ordinance (see Section 70-531, Table of Land Uses), and dimensional requirements such as lot size/density, setbacks, frontage, etc. (see Section 70-536, Dimensional Requirements). Variances for dimensional requirements may be requested only through the Lisbon Board of Appeals.*

1. Standard/requirement to be waived: land square footage  
 Need/reason for waiver: able to build 8 units within same building structure
2. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_
3. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_
4. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_

*Attach additional page(s) if necessary.*

<i>OFFICE USE ONLY – Conditional Use Application</i>	
<i>Application Number:</i>	<i>Project Name:</i>

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	

## Conditional Use Application ATTACHMENTS CHECKLIST

REFERENCE Chapter 70-193(b), Lisbon Code of Ordinances

✓ or N/A		OFFICE USE ONLY
	<b>Basic Required Attachments:</b>	
✓	1. A complete set of plans in accordance with the submission requirements under section 66-52 (3) of the Town of Lisbon Subdivision Ordinance: <u>Preliminary Plan</u> . The preliminary plan and all application material shall be submitted in <b>ten (10) copies</b> of one or more maps or drawings which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The plan shall be drawn to a scale of not more than 100 feet to the inch.	
✓	2. If the applicant is not the owner of the property, then a letter of intent from the owner authorizing the application as submitted and noting that it is provided with the full authority of the owner, <b>10 copies</b> .	
✓	3. A statement addressing all of the applicable factors listed in section 70-194 of this Zoning Ordinance ( <b>10 copies</b> ):  <b>Factors applicable to conditional uses</b>	
✓	A. <b>Primary factors.</b> In considering a conditional use permit, the planning board shall evaluate the immediate and long-range effects of the proposed use upon: <ul style="list-style-type: none"> <li>i. <b>Health.</b> The maintenance of safe and healthful conditions.</li> <li>ii. <b>Pollution.</b> The prevention and control of water pollution and sedimentation.</li> <li>iii. <b>Building sites.</b> The control of building sites, placement of structures and land uses.</li> <li>iv. <b>Wildlife habitat.</b> The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat.</li> <li>v. <b>Shore cover.</b> The conservation of shore cover, visual as well as actual points of access to inland and coastal waters and natural beauty.</li> </ul>	
✓	B. <b>Additional factors.</b> The planning board shall also consider the following factors: <ul style="list-style-type: none"> <li>i. <b>Compatibility with area.</b> The compatibility of the proposed use with adjacent land uses.</li> <li>ii. <b>Need.</b> The need of a particular location for the proposed use.</li> <li>iii. <b>Access.</b> Access to the site from existing or proposed roads.</li> <li>iv. <b>Flooding.</b> The location of the site with respect to floodplains and floodways of rivers or streams.</li> </ul>	

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:


✓	<p>v. <i>Waste disposal.</i> The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems.</p> <p>vi. <i>Impact on land and water.</i> The impact of the proposed use on the land and adjacent water bodies and the capability of the land and water to sustain such use without degradation.</p> <p>vii. <i>Topography.</i> Existing topographic and drainage features and vegetative cover on the site.</p> <p>viii. <i>Erosion.</i> The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.</p> <p>ix. <i>Transportation.</i> The impact of the proposed use on transportation facilities.</p> <p>x. <i>Community facilities.</i> The impact of the proposed use on local population and community facilities.</p> <p>xi. <i>Water supply.</i> The impact of the proposed use on local water supplies.</p>	
	<b>Possible Additional Attachments:</b>	
	<i>In order to secure information upon which to base its determination, the planning board may require the applicant to furnish, in addition to the information required for a conditional use permit, the following information:</i>	
N/A	1. <i>Contours; groundwater; bedrock; slope; vegetation.</i> A plan of the area showing contours at intervals to be determined by the planning board and referred to mean sea level, normal high water elevation, groundwater conditions, bedrock, slope and vegetative cover.	
N/A	2. <i>Soils.</i> A soils report identifying the soils boundaries and names in the proposed development with the soils information superimposed upon the plot plan in accord with the USDA Soil Conservation Service National Cooperative Soil Classification.	
✓	3. <i>Buildings; access; open space.</i> Location of existing and proposed buildings, parking areas, traffic access, driveways, walkways, piers, open spaces, and landscaping.	
N/A	4. <i>Sewage; water.</i> Plans of buildings, sewage disposal facilities, and water supply systems.	
✓	5. <i>Technical assistance.</i> Other pertinent information necessary to determine if the proposed use meets the provisions of this chapter. In evaluating each application, the planning board may request the assistance of the regional planning commission, county soil and water conservation district, and any other state or federal agency which can provide technical assistance.	
N/A	6. <i>Access management.</i> If the project includes new or existing driveway access onto Lisbon Street (Route 196), Main Street north of Huston Street (Route 125), Mill Street, Ridge Road (Route 9), or Upland Road, it shall be subject to the requirements of Chpt. 46-134 Access Management. The applicant is required to apply for review and permit for driveway access according to this ordinance.	

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	

## Conditional Use Review Planning Board Procedure Checklist

Date Completed	
✓	1. Initial application received (10 copies), payment of fee(s)
N/A	2. (a) Code Enforcement Officer determines submission complete, go to #6 (b) OR may be referred to Planning Board to review for completeness
	3. Schedule initial review meeting with Planning Board (to review application and determine completeness)
✓	4. Refer application submission to appropriate staff for review or additional information, as appropriate
✓	5. At review meeting, PB determine if additional submission materials needed, determine if complete, provide written notice
	6. Schedule public hearing at least 14 days after notice of completeness or receipt of complete submission; abutters must be provided with a notice of receipt of an application and date of public hearing (and site visit if applicable) by mail at least 7 days before the hearing
	7. Notice of filing of an application and notice of scheduled public hearing, published by newspaper at least 7 days before the hearing; include notice of scheduled site visit if applicable
	8. Planning Board site visit (optional)
	9. Public hearing held: (a) applicant presentation, (b) staff comments/ presentation, (c) public comment
	10. Planning Board review of application and decision (approve, approve with conditions, deny) – <b>does not have to be same meeting as hearing</b>
	11. Provide applicant and abutters with written notice of decision, including reasons for decision, <b>within 20 days of the public hearing.</b>

## Conditional Use Permit Review Applicant Procedure Checklist

<i>Date completed</i>	<i>Please refer any questions regarding the procedure to appropriate town staff.</i>
	<b>1. Submit Application to Town Office (Code Enforcement Officer), by the 2<sup>nd</sup> Thursday of the month:</b> <ol style="list-style-type: none"> <li>Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials;</li> <li>Applicant must pay any required fee(s) at time of submission;</li> <li>Schedule an initial submission review meeting with Planning Board (regular meetings are 4<sup>th</sup> Thursdays of the month).</li> </ol>
	<b>2. Attend first Planning Board meeting, initial application review:</b> <ol style="list-style-type: none"> <li>Planning board will review the submitted materials, including any requests for waivers, and make a determination if the submission is complete or if additional materials must be provided;</li> <li>If Board determines submission is complete, applicant will be provided with a written notice; if submission is not complete, Board will specify additional materials needed, applicant must provide additional materials to the Code Enforcement Officer and will then be issued a written notice of completeness;</li> <li>A public hearing with the Planning Board will be scheduled within 14 days of issuance of written notice of completeness; the Town will send notices to all abutters and publish a public notice of scheduled hearing;</li> <li>Board may request a site visit prior to the public hearing;</li> <li>Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.</li> </ol>
	<b>3. Optional site visit:</b> If a site visit is scheduled, the Town shall publish notice of the site visit; the applicant shall be present at the Board site visit.
	<b>4. Attend public hearing:</b> <ol style="list-style-type: none"> <li>Applicant (or representative) will be allowed a brief presentation;</li> <li>Town staff will present any comments;</li> <li>Public hearing will be opened, Board will make a note of all public and abutter comments;</li> <li>Upon close of public hearing, no further comment or discussion from the public or applicant shall be entertained; the Board will decide whether to conduct their review and decision immediately after the hearing, or may table the application review to a second meeting (held within two weeks of the public hearing);</li> </ol>

*For informational purposes, applicant not required to submit this form.  
(REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)*

	<p><b>5. Planning Board Review (may be a separate meeting from the hearing):</b></p> <p>a. Planning Board shall conduct a review of the proposed conditional use based on the standards and requirements of town ordinance(s) (see Conditional Use Permit Standards Checklist);</p> <p>b. The Board shall make a decision to (a) approve, (b) approve with conditions, or(c) deny the proposed conditional use, and will indicate any specific conditions and requirements of approval in its written notice of decision.</p>
	<p><b>6. Written notice of decision:</b></p> <p>The Town shall provide the applicant and abutters with a written notice of the decision, including reasons for decision and any conditions (must be provided within 20 days of the public hearing).</p>
	<p><b>7. Issuance of permits and compliance with conditions:</b></p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	

## Conditional Use Permit Standards Checklist

**Waivers.** Where the code enforcement officer and/or planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of this chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of this chapter are met.

### Sec. 70-194. - Factors applicable to conditional uses

(a) **Primary factors.** In considering a conditional use permit, the planning board shall evaluate the immediate and long-range effects of the proposed use upon:

Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	1. <b>Health.</b> The maintenance of safe and healthful conditions.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	2. <b>Pollution.</b> The prevention and control of water pollution and sedimentation.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input checked="" type="checkbox"/>	3. <b>Building sites.</b> The control of building sites, placement of structures and land uses.  <b>Conditions:</b> would like to build 8 units on existing land square footage (in the existing building)
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	4. <b>Wildlife habitat.</b> The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	5. <b>Shore cover.</b> The conservation of shore cover, visual as well as actual points of access to inland and coastal waters and natural beauty.  <b>Conditions:</b>



Application Number:

Project Name:

(b) **Additional factors.** The planning board shall also consider the following factors:

Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	1. <i>Compatibility with area.</i> The compatibility of the proposed use with adjacent land uses.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	2. <i>Need.</i> The need of a particular location for the proposed use.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	3. <i>Access.</i> Access to the site from existing or proposed roads.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	4. <i>Flooding.</i> The location of the site with respect to floodplains and floodways of rivers or streams.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	5. <i>Waste disposal.</i> The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems.  <b>Conditions:</b>
Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	6. <i>Impact on land and water.</i> The impact of the proposed use on the land and adjacent water bodies and the capability of the land and water to sustain such use without degradation.  <b>Conditions:</b>

Application Number:

Project Name:

Met	Not	Waived	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7. <i>Topography.</i> Existing topographic and drainage features and vegetative cover on the site.</p> <p><b>Conditions:</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8. <i>Erosion.</i> The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.</p> <p><b>Conditions:</b></p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>9. <i>Transportation.</i> The impact of the proposed use on transportation facilities.</p> <p><b>Conditions:</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>10. <i>Community facilities.</i> The impact of the proposed use on local population and community facilities.</p> <p><b>Conditions:</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>11. <i>Water supply.</i> The impact of the proposed use on local water supplies.</p> <p><b>Conditions:</b></p>

**Additional conditions list, next page.**

Application Number:

Project Name:

## Sec. 70-195. - Conditions attached to conditional uses

*Additional conditions.* Upon consideration of the factors listed in section 70-194, the planning board may attach such conditions, in addition to those required elsewhere in this chapter, that it finds necessary to further the purposes of this chapter. Such conditions may include, but are not limited to specifications for:

Additional Factors	Conditions
Type of vegetation:	N/A
Increased setbacks and yards:	N/A
Specified sewage disposal and water supply facilities:	N/A
Landscaping and planting screens:	N/A
Period of operation:	N/A
Operational controls:	N/A
Professional inspection and maintenance:	N/A
Sureties:	N/A
Deed restrictions:	land square footage
Restrictive covenants:	
Locations of piers, docks, parking and signs, type of construction:	N/A
Any other conditions necessary to fulfill the purpose of the conditional use chapter:	N/A

## Site Plan Review

## Local Ordinances Checklist:

This checklist is provided to ensure that all municipal ordinances have been considered for applicability and that appropriate standards are met.

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Not <input checked="" type="checkbox"/>	<b>Table of Land Uses, Table of Dimensional Requirements.</b> Chapter 70, Article IV, Division 13 and Division 14 <i>These tables list all permitted and non-permitted land uses by zone/district, and indicate dimensional requirements (lot size, density, frontage, setbacks) by zone.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Manufactured Housing, Mobile Homes and Trailers, [Parks].</b> Chapter 22, Article II <i>No manufactured housing, house trailer or mobile home park shall be established in the town except upon application to the planning board and the town council.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Entrances onto Public Ways.</b> Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. <b>Access Management (Sec. 46-134):</b> This chapter includes specific standards and permitting for driveway access onto Lisbon Street (Route 196), Main Street north of Huston Street (Route 125), Mill Street, Ridge Road (Route 9), or Upland Road.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	<b>Building Code.</b> Chapter 54, Article II <i>In accordance with 25 M.R.S. §2373, the Town of Lisbon has adopted the mandatory standards and regulations of the Maine Uniform Building and Energy Code (MUBEC), ASHRAE 62.1-2013, ASHRAE 62.2-2013, ASHRAE 90.1-2013, ASTM E-1465-08.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	<b>Floodplain Management.</b> Chapter 58, Article II <i>Land uses within any special flood hazard areas (Zones A and A1-30 identified by FEMA) are subject to evaluation and to land use and control measures to reduce future flood impacts, in accordance with the National Flood Insurance Program.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Shoreland Zoning.</b> <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a</i>

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:

			dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Site Plan Review.</b> Chapter 62, Article I Commercial, industrial and institutional development, including and multifamily that is not considered to be a subdivision under 30-A M.R.S.A. § 4401, must meet the standards of this chapter to ensure that the development occurs in a manner which minimizes adverse effects on public facilities, the environment and neighboring uses.
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Subdivisions.</b> Chapter 66, Article I All subdivisions are subject to review and must meet the standards and provisions of this chapter according to state statute 30-A M.R.S.A. § 4401. "Subdivision" means the division of a tract or parcel of land into 3 or more lots within any 5-year period beginning on or after September 23, 1971, including the creation of or division of structure(s) to have 3 or more dwelling units within a 5-year period, or conversion from a non-residential use to residential creating 3 or more dwelling units. <b>Subdivisions in ROS Districts:</b> All subdivisions in ROS zones greater than 10 acres must meet the Open Space Subdivision standards. <b>Open Space Subdivisions:</b> This chapter includes specific provisions to allow for open space preservation through increased flexibility in subdivision standards and requirements.
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Groundwater &amp; Wellhead Protection.</b> Chapter 70, Article V, Division 2 Includes special regulations to protect the town's sensitive sand and gravel aquifers and public drinking water supplies (wellheads) from development impacts, based on the mapped overlay zones.
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	<b>Supplementary Zoning Regulations.</b> Chapter 70, Article VI, Division I Includes additional regulations for the following: <ul style="list-style-type: none"> <li>• Accessory buildings</li> <li>• Agriculture</li> <li>• Campgrounds</li> <li>• Filling, grading, dredging, earth moving</li> <li>• High-intensity farming</li> <li>• Home occupations</li> <li>• Sanitation</li> <li>• Drainage</li> <li>• Conversion of existing building to multi-unit housing</li> <li>• Water quality</li> <li>• Archeological sites</li> <li>• Roads and driveways</li> <li>• Essential services</li> </ul>

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:

N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Rear Lots.</b> Chapter 70, Article VI, Division 2, Sec. 70-641 <i>The creation of a rear lot may be permitted through conditional use review, and must meet the requirements within this section.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	Not <input type="checkbox"/>	<b>Off-Street Parking and Loading.</b> Chapter 70, Article VI, Division 3 <i>Includes standards for the provision of off-street parking and loading areas, excluding single-family and duplex units.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Marine Structures.</b> Chapter 70, Article VI, Division 4 <i>Includes standards for piers, docks or other shoreline construction. (See also Shoreland Zoning.)</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Signs.</b> Chapter 70, Article VI, Division 5 <i>Includes standards for all public and private signage. (See also Table of Land Uses, Chapter 70, Article IV, Division 13, for permitted zones.)</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Timber Harvesting and Clearing Vegetation.</b> Chapter 70, Article VI, Division 6 <i>Includes standards for all timber harvesting within 250 feet horizontal distance of the normal high-water line of a river or the upland edge of a freshwater wetland, or within 75 feet of the normal high-water line of a stream.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Planned Unit or Cluster Development.</b> Chapter 70, Article VI, Division 7 <i>Specific provisions applying to a planned development under unified management, planned and developed as a whole according to comprehensive and detailed plans.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	<b>Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District.</b> Chapter 70, Article VI, Division 9 <i>Standards applying to overlay district zones 2 or 3, zone 1 expansions not permitted.</i>

<i>OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)</i>	
<i>Application Number:</i>	<i>Date Received:</i>
<i>Project Name:</i>	<i>Fee Paid (amount):</i>
<i>Applicant:</i>	

OFFICE USE ONLY:

## Conditional Use Final Planning Board Decision

Page 1 of 2

- ☐ Application approved  
☐ Application approved with conditions  
☐ Application denied

*See written decision and conditions, next page.*

Planning Board Signatures:

\_\_\_\_\_  
Signature of Planning Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Board Member

\_\_\_\_\_  
Date

*A conditional use permit secured under the provisions of this article by vote of the planning board shall expire if the work or change involved is not commenced within one year of the date on which the conditional use is authorized, and if the work or change is not substantially completed within two years*





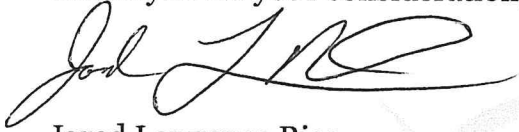
<i>OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)</i>	
<i>Application Number:</i>	<i>Date Received:</i>
<i>Project Name:</i>	<i>Fee Paid (amount):</i>
<i>Applicant:</i>	

Thursday, August 8, 2023

To Whom it May Concern:

I am iterated in purchasing the Ancient York Lodge, located on 8 Oak Street, Lisbon Falls. As I had three generation members if the Lodge, my goal is to keep the historical structure, intake and spruce up the out side of the building making it a true land mark of Lisbon Falls. I would like the help of the board to, allow me to put in 8 units into the building. If all gets pass then I can mov on to the next steps and fine tune the plans as well as go through he final stages of purchasing.

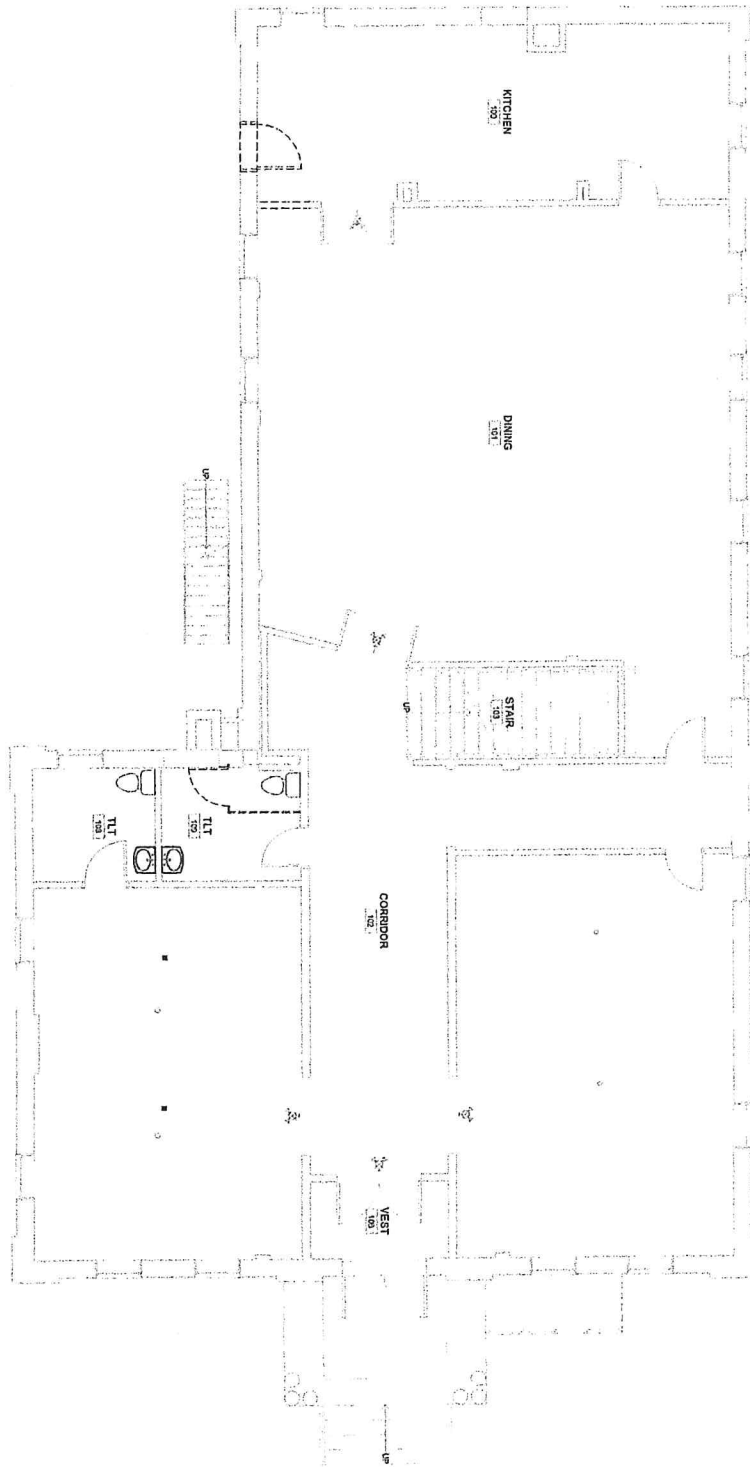
Thank you for your consideration;



Jared Lawrence Rice  
Owner & Primary Builder

10 FIRST FLOOR EXISTING PLAN

SCALE 1/8" = 1'-0"



0' 1' 2' 3' 4' 5' 6' 7' 8' 9' 10'



CONTACT  
CASEY CLEMENT  
207 212 5778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005  
SHEET TITLE  
FIRST FLOOR  
EXISTING PLAN

R-01



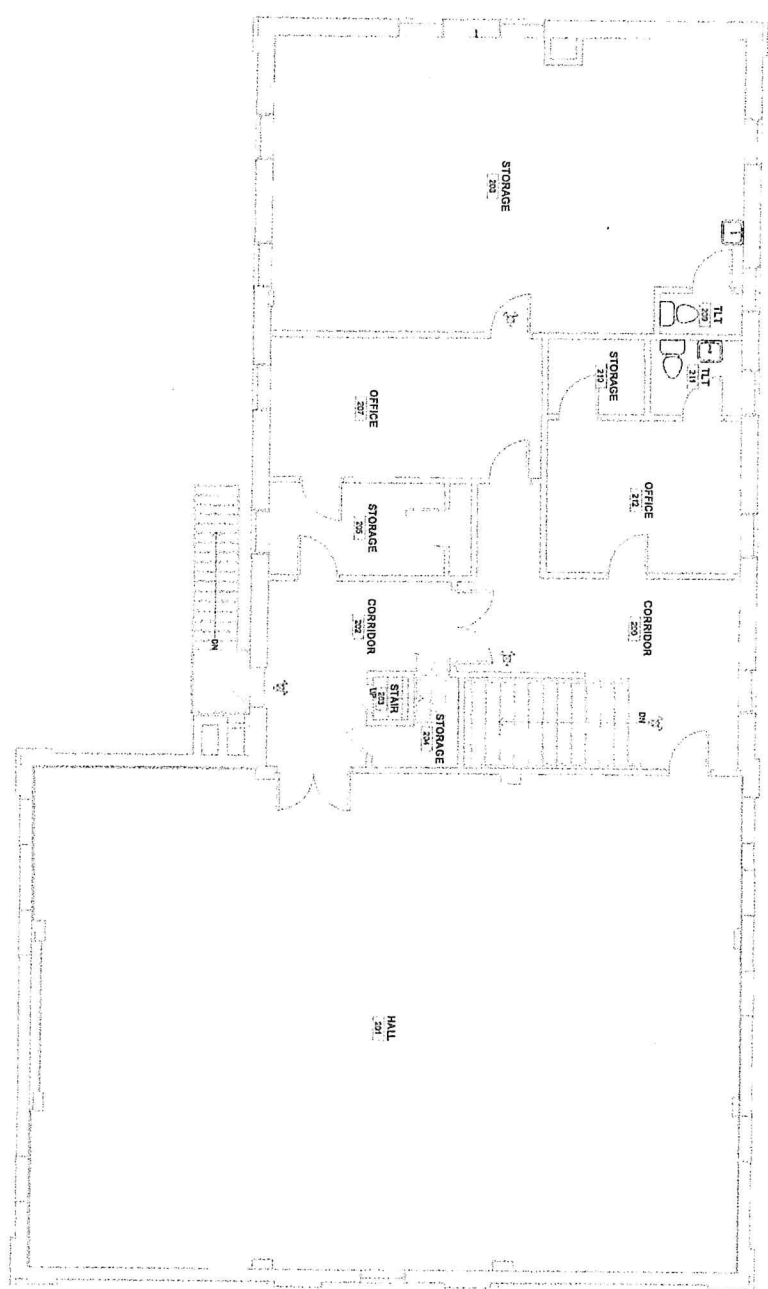
CONTACT  
CARY CLEMENT  
207 212 8778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005  
SHEET TITLE  
SECOND FLOOR  
EXISTING PLAN

R-02



10 SECOND FLOOR EXISTING PLAN  
SCALE: 1/8" = 1'-0"



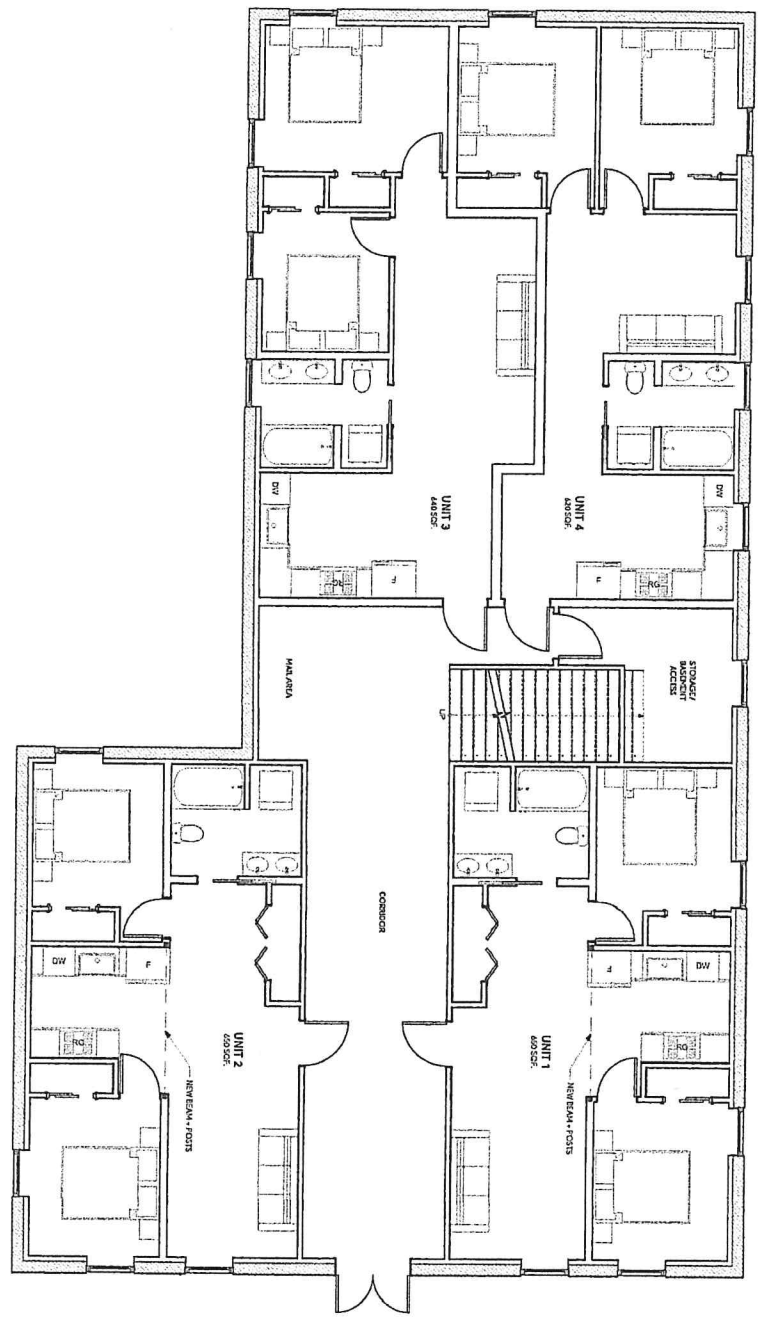
CONTACT  
CASEY CLEMENT  
201 212 5978  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005  
SHEET TITLE  
FIRST FLOOR PLAN

A-01



10 FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



CONTACT  
CASEY CLEMENT  
207 212 5776  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

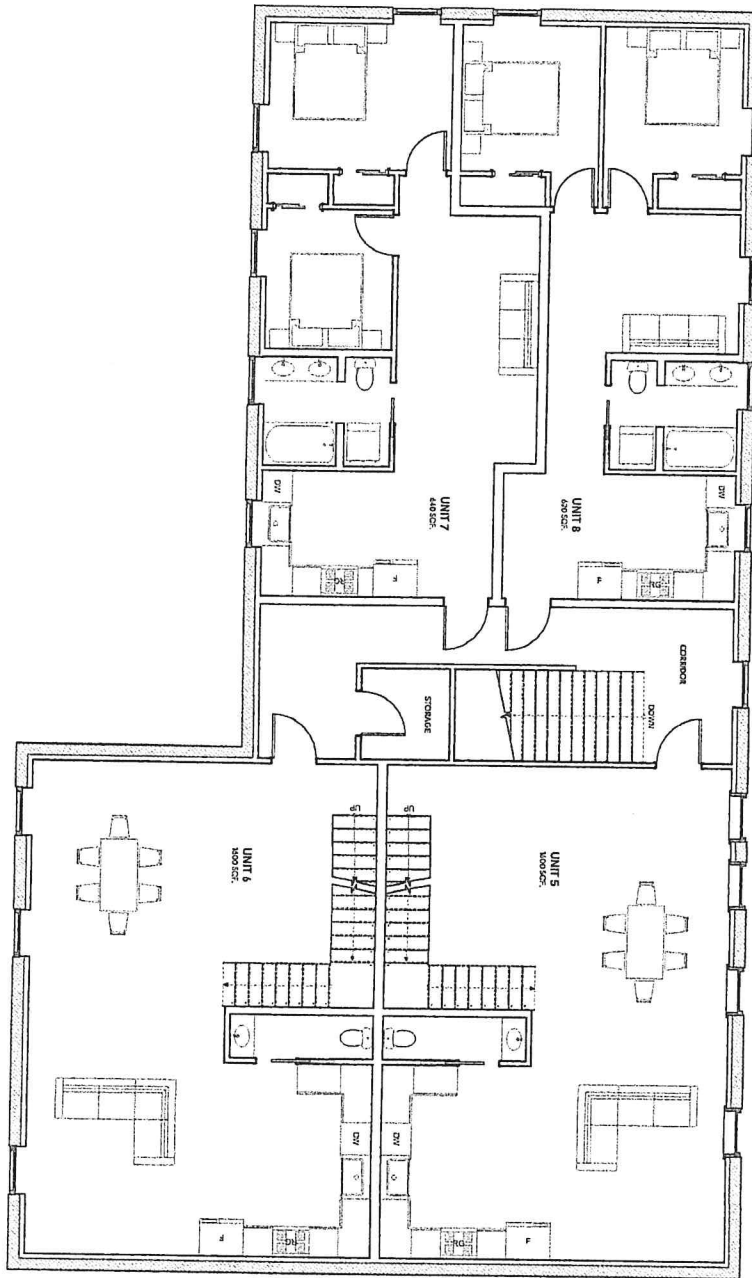
ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005

SHEET TITLE

SECOND FLOOR PLAN

A-02



10 SECOND FLOOR PLAN  
SCALE 1/4" = 1'-0"



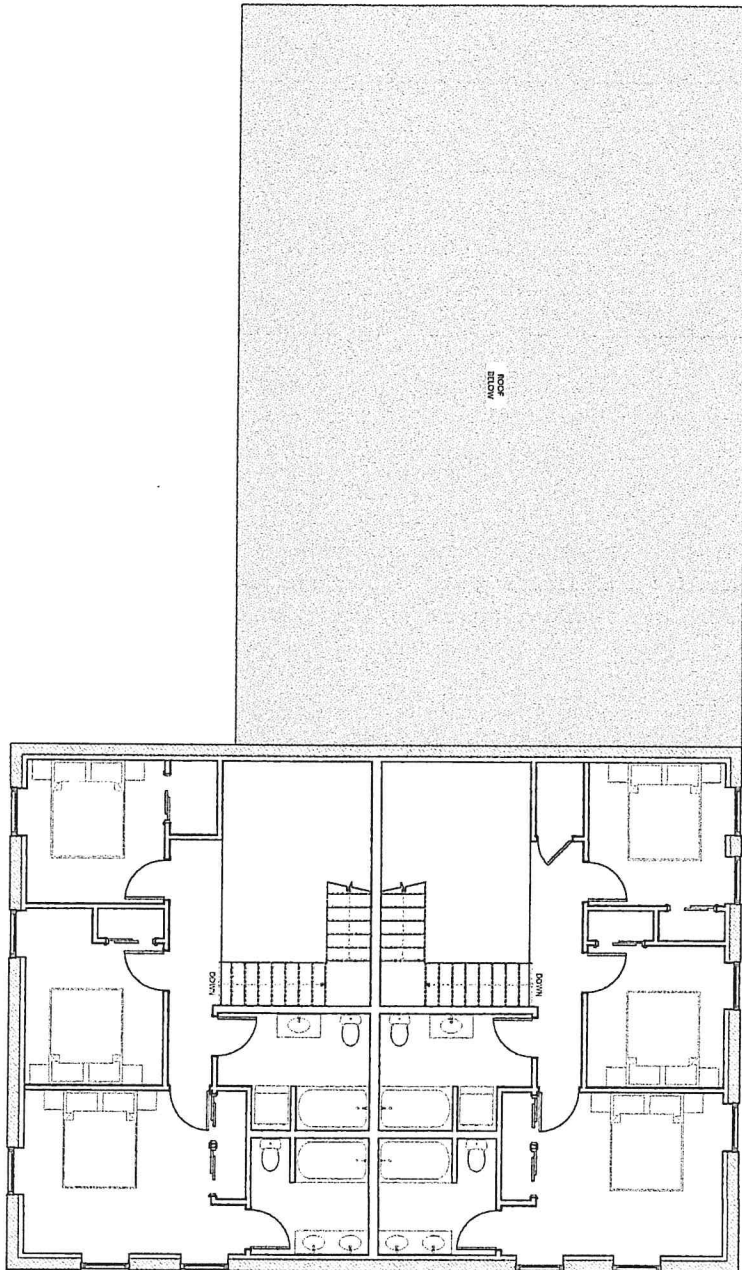
CONTACT  
CLEMENT  
207.213.5778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 003  
SHEET TITLE  
THIRD FLOOR PLAN

A-03



10 THIRD FLOOR PLAN

SCALE 1/8" = 1'-0"





CONTACT  
CASEY CLEMENT  
207 212 2778  
CLEMENTDESIGNBUILD@GMAIL.COM

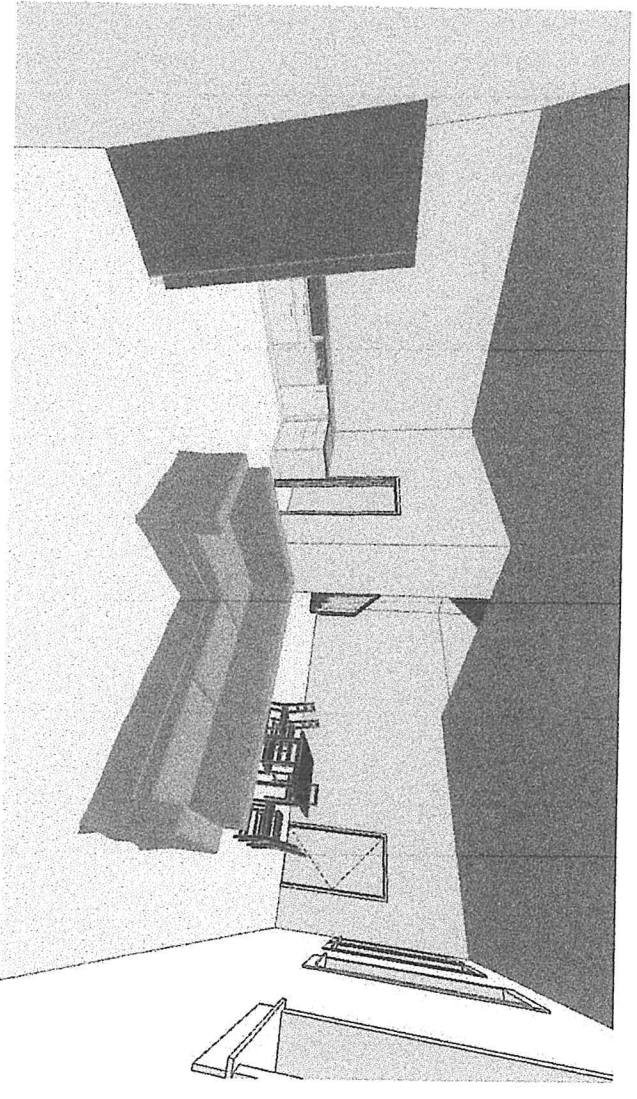
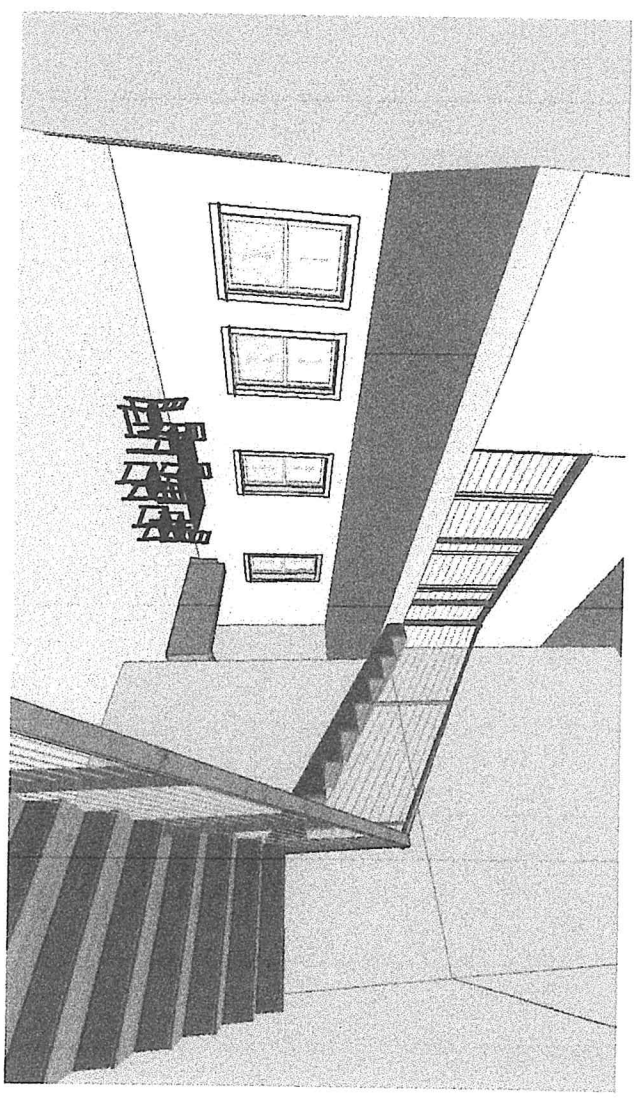
NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST LISBON MAINE  
04252

PROJECT NO: 005  
SHEET TITLE

LOFT PERSPECTIVES

P-01





Paid Check # 1614

OFFICE USE ONLY – Site Plan Review (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)	
Application Number: 23-17	Date Received: 8/10/23
Project Name: Ancient York Lodge	Fee Paid (amount): 250
Applicant:	Tier 1 _____ Tier 2 <input checked="" type="checkbox"/>



## Town of Lisbon, Maine SITE PLAN REVIEW APPLICATION

Site Plan Name/Title: Ancient York Lodge

This application must be received at the Town Office by close of business on the 2<sup>nd</sup> Thursday of the month to be considered at the regular Planning Board meeting on the 4<sup>th</sup> Thursday of the month.

### Applicant Information

2. Name of Applicant:

JARED L. RICE

Address

256 Oak Hill Road, Auburn, Maine 04210

Telephone

(207) 713-6211

1. Name of Property Owner (if different):

Address

Telephone

( )

3. Name of authorized agent (if different):

Address

Telephone

( )

4. If applicant is a corporation, check if licensed in Maine:

\_\_\_\_\_ No \_\_\_\_\_ Yes

(if yes, attach a copy of State registration)

5. Person and address to which all correspondence regarding this application should be sent (if different):

Name

Address

Telephone

( )

I have reviewed all submission requirements and completed the remaining pages of this application form.

☒ Attachments Checklist

\_\_\_\_\_ Waiver Request Form

To the best of my knowledge, all the information submitted in this application is complete and correct.

Jared L. Rice  
Signature of Applicant

8/10/23  
Date

Application Number:

Project Name:

**Property Information**6. Location of Property (Street or Road) 8 oak street

Register of Deeds

Book

401

Page

22

Lisbon Tax Maps

Map

U5

Lot

17

7. What legal interest does the applicant/owner have in the property to be developed (fee ownership, option, purchase and sale contract, etc.)? Attach evidence of interest.

Purchase + Sale8. What interest does the applicant/owner have in any property abutting the parcel to be developed?None

9. Are there any easements or restrictive covenants on the property to be developed?

Yes ☒ No. If yes, please specify:

10. Current zoning of property:

Village e

Current use(s) of property:

Hall

11. Is any part of the project or property(s) in question part of an overlay zone?

       Aquifer Protection Overlay       Wellhead Protection Overlay

12. Indicate if this property has previously been reviewed and/or permitted as part of a town-approved subdivision, site plan review, conditional use, floodplain development, or planning board or appeals board review:

Unknown**Project Information**

13. Proposed use of property:

Apartment / Condos14. Nature of the Project. Provide a brief description of the proposed project, including proposed businesses and/or use(s), proposed buildings and structures, proposed site work and other improvements to the property, or other information to familiarize the Planning Board with your application.Make 8 condos/apartments while keeping the historical factors of the building intact

Application Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

15. Total acreage of parcel: 0.3 Acreage to be developed: \_\_\_\_\_16. Please indicate classification (per Chpt 62-31, Site Plan Ordinance): \_\_\_\_\_ Tier 1 ☒ Tier 2

*All new construction or expansion of buildings or use of land for commercial, industrial or institutional use where the activity is greater than 1,000 square feet shall be subject to site plan review. This includes multifamily developments that are not considered a subdivision, and site improvements which involve filling, cutting and/or earth moving of greater than 500 cubic yards of soil (for other than new single-family residential construction and municipal roads).*

*A project is classified as Tier 1 if: (1) Less than 5,000 square feet of floor or land area, (2) a residential structure with fewer than 5,000 square feet of floor area converted to nonresidential use; (3) a change in use of a nonresidential structure, (4) a residential structure altered to create fewer than eight dwelling units and not considered to be a subdivision. All other projects are Tier 2.*

17. Are there any state or federal permits required for the proposed use? \_\_\_\_\_ Yes ☒ No

If yes, please attach a list of all required permits and the status of any permitting activities.

18. Please list all professional surveyors, engineers, architects, or others preparing this Site Plan (if applicable):

Firm or Licensed Individual: \_\_\_\_\_

Firm or Licensed Individual: \_\_\_\_\_

*If additional professionals, attach separate list.*

19. Does this development propose the extension of public infrastructure? \_\_\_\_\_ Yes ☒ No

If yes, what kind:

_____ streets/roads	_____ sewer lines
_____ sidewalks	_____ storm drains
_____ fire hydrants	_____ water lines
_____ other: _____	

20. Proposed water supply:

_____ individual well(s)
_____ central well with distribution lines
<input checked="" type="checkbox"/> connection to public water system
_____ other: _____

21. Proposed sewage disposal:

_____ individual subsurface disposal system(s)
_____ central on-site disposal with collection lines
<input checked="" type="checkbox"/> connection to public sewer system
_____ other: _____

22. Does the applicant intend to request waivers of any requirements? ☒ Yes \_\_\_\_\_ No

*(See attached Waiver Request Form if applicable)*

<i>OFFICE USE ONLY – Site Plan Review (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)</i>	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	Tier 1 _____ Tier 2 _____

## Waiver Request Form

### Site Plan Review Application

***If anticipated, the applicant should indicate any requests for waivers of review standards or application submission requirements, to submit with the Conditional Use Application form.***

*Where the code enforcement officer and/or planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of the Chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of the chapter are met.*

*Further, where the planning board makes written findings of fact that there are special circumstances of a particular application, it may waive portions of the application information requirements, unless otherwise indicated in this chapter, provided that the applicant has demonstrated that the standards of this chapter have been or will be met, the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of the comprehensive plan of this chapter.*

*Applicants should take note that the planning board CANNOT waive or give variances on the following: a land use not allowed under the Lisbon Zoning Ordinance (see Section 70-531, Table of Land Uses), and dimensional requirements such as lot size/density, setbacks, frontage, etc. (see Section 70-536, Dimensional Requirements). Variances for dimensional requirements may be requested only through the Lisbon Board of Appeals.*

1. Standard/requirement to be waived: Land square footage does not meet  
Need/reason for waiver: for 8 units would like a waiver  
so that I can put 8 units in  
existing building
2. Standard/requirement to be waived: \_\_\_\_\_  
Need/reason for waiver: \_\_\_\_\_  
\_\_\_\_\_
3. Standard/requirement to be waived: \_\_\_\_\_  
Need/reason for waiver: \_\_\_\_\_  
\_\_\_\_\_
4. Standard/requirement to be waived: \_\_\_\_\_  
Need/reason for waiver: \_\_\_\_\_  
\_\_\_\_\_

*Attach additional page(s) if necessary.*

<b>OFFICE USE ONLY – Site Plan Review</b> (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	Tier 1 _____ Tier 2 _____

## Site Plan Application REQUIRED ATTACHMENTS CHECKLIST

**Tier 1 Applications:** all attachments must be included with the completed application form.

**Tier 2 Applications:** for the Pre-application meeting, applicant must submit a draft Site Plan drawing and list of abutters along with a completed application form. The remaining required attachments shall be submitted with the full application prior to scheduling the planning board hearing.

REFERENCE Chapter 62-111 through 62-131, Lisbon Code of Ordinances

✓ or N/A	REQUIRED ATTACHMENT	OFFICE USE ONLY
	<b>For all Tier 1 &amp; Tier 2 Applications:</b>	
✓	A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title or interest in the property on the part of the applicant	
✓	Copies of existing covenants or deed restrictions	
✓	Site plan (drawn to scale) and set of drawings as appropriate (see below), drawn at a scale sufficient to allow for review, but not more than 50 feet per 1 inch; Tier 1= 3 copies, Tier 2= 10 copies	
	List of names and addresses of all abutting property owners including those across any streets	
	A list of all required state and federal permits.	
	<b>The Tier 1 and Tier 2 Site Plan (drawing or set of drawings) shall include:</b>	
	Property owner's name and address	
✓	Name, registration #, and seal of land surveyor, architect, engineer and/or other professional(s) preparing the plan	
✓	Tax map and lot number of the parcel(s)	
✓	Location map, showing the general location within the town	
✓	Boundaries of all contiguous properties under the control of the owner or applicant, regardless of whether all or part is being developed at this time	
✓	Location and dimensions of any existing easements	
✓	All existing and proposed setback dimensions as required by Chapter 70 of the Code of Ordinances ( <i>see Dimensional Standards table</i> )	
✓	Zoning classifications of the property, and the location of zoning district boundaries, including aquifer protection overlay zones, if the property is located in two or more zoning districts or abuts a different district	
✓	Location, name, and present widths of existing streets and rights-of-way within or adjacent to the proposed development	

Application Number:

Project Name:

	<p>The location of any of the features below, with a description of how such features will be maintained or impacts upon them minimized:</p> <ul style="list-style-type: none"> <li>– open drainage courses</li> <li>– wetlands</li> <li>– significant wildlife habitat</li> <li>– known or potential archaeological resources</li> <li>– designated trails</li> <li>– historic buildings and site</li> <li>– significant scenic areas</li> <li>– mapped sand and gravel aquifers</li> <li>– rare and endangered species</li> <li>– other important natural features</li> </ul>	
✓	Location of the 100-year floodplain and its elevation, if applicable	
✓	Location, type, size (dimensions) and layout of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking space areas	
✓	Location and dimensions of all proposed water supply and wastewater disposal infrastructure	
N/A	The direction of existing surface water drainage across the site	
N/A	The direction of proposed surface water drainage across the site	
N/A	Methods of controlling erosion and sedimentation during and after construction	
✓	Location, dimensions and ground floor elevations of all existing and proposed buildings on the site, using a convenient fixed point for a benchmark	
N/A	Design and exterior materials of all proposed buildings and structures	
N/A	A landscape plan indicating all landscaped areas, fencing and size, and type of plant material proposed to be retained or planted with emphasis on front setback areas	
N/A	Location, front view and dimensions of existing and proposed signs	
N/A	Location, type and direction of exterior lighting	
N/A	Type, size and location of incineration devices	
N/A	Type, size and location of all machinery or devices likely to generate appreciable noise at the lot lines	
N/A	Identification of the amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties	
	<b>Additional, specific requirements for Tier 2 Applications ONLY</b>	
✓	Existing and proposed topography of the site at 2-foot contour intervals	
✓	Bearings and distances of all property lines of the property to be developed and the source of this information	




Application Number:

Project Name:

	<p>For projects that do not require permitting under the stormwater management law, a stormwater drainage plan showing:</p> <ul style="list-style-type: none"> <li>– existing and proposed method of handling stormwater runoff</li> <li>– direction of flow of the runoff through the use of arrows</li> <li>– location, elevation and size of all catch basins, dry wells, drainage ditches, swales retention basins, and storm sewers</li> <li>– engineering calculations used to determine drainage requirements based upon the 2, 10 and 25 year 24-hour storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the proposed new pervious surfaces (such as paving and building area)</li> </ul>	
W 1A	Location and size of any existing sewer and water infrastructure, culverts, and drains on the property to be developed, and any that will serve the development from abutting streets or land	
	A high intensity soil survey by a certified soil scientist	
	A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone and any other utility services to be installed on the site	
	A planting schedule keyed to the site plan and indicating the general varieties and sizes of trees, shrubs and other plants to be planted on the site	
	<p>Traffic data shall include:</p> <ul style="list-style-type: none"> <li>– estimated peak-hour traffic to be generated by the proposal</li> <li>– existing traffic counts and volumes</li> <li>– traffic accident data</li> <li>– the capacity of surrounding roads and any improvements which may be necessary on such roads to accommodate anticipated traffic generation</li> <li>– the need for traffic signals and signs or other directional markers to regulate anticipated traffic</li> </ul>	
	Location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks	
	Cost of the proposed development and evidence of financial capacity to complete it. This evidence should be in the form of a letter from a bank or other source of financing, indicating the name of the project, amount of financing proposed, and interest in financing the project.	
	<p>When required by the planning board, a municipal service impact analysis. This list shall include but not be limited to:</p> <ul style="list-style-type: none"> <li>– schools, including busing</li> <li>– street reconstruction</li> <li>– maintenance and snow removal</li> <li>– solid waste disposal</li> <li>– recreation facilities</li> <li>– police and fire protection.</li> </ul> <p>A municipal service impact analysis that includes a list of construction and maintenance items, with both capital and annual operating cost estimates, as would be incurred by the Town of Lisbon.</p>	

Application Number:

Project Name:

	<p><b>Other Site Plan application attachments that may be required:</b>  <i>These additional submission requirements may be required by the Planning Board if the Board deems the information necessary to review and make a decision. Applicants are encouraged to consult with the Code Enforcement Officer and discuss these additional submission requirements at a Planning Board pre-application meeting.</i></p>	
	<p>An on-site soils investigation report by a Maine Department of Human Services licensed evaluator. The report shall identify the types of soil, location of test pits, and proposed location and design for any subsurface wastewater disposal system(s).</p>	
	<p>If required by 23 MRSA §§704 or 704A, a copy of the approved driveway, entrance or traffic movement permit issued by the Maine Department of Transportation.</p>	
	<p>If the project includes new or existing driveway access onto Lisbon Street (Route 196), Main Street north of Huston Street (Route 125), Mill Street, Ridge Road (Route 9), or Upland Road, it shall be subject to the requirements of Chpt. 46-134 Access Management. The applicant is required to apply for review and permit for driveway access according to this ordinance.</p>	
	<p>If sewage disposal is to be connected to the public sewer, a letter from the Lisbon Sewer Department stating the department has the capacity to collect and treat the waste water shall be provided.</p>	
	<p>If water is to be supplied by public water supply, a written statement from the Lisbon Water Department shall be submitted indicating that there is adequate supply and pressure for the development and that the department approves the plans for extensions where necessary.</p>	

For informational purposes, applicant not required to submit this form.

## Site Plan Review

### Local Ordinances Checklist:

This checklist is provided to ensure that all municipal ordinances have been considered for applicability and that appropriate standards are met. Full ordinance text available on the Town website or at the town office. Applicants are encouraged to contact Code Enforcement to review applicability of any special standards or provisions under the Lisbon Code of Ordinances to their project.

N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	<b>Table of Land Uses, Table of Dimensional Requirements.</b> Chapter 70, Article IV, Division 13 and Division 14 <i>These tables list all permitted and non-permitted land uses by zone/district, and indicate dimensional requirements (lot size, density, frontage, setbacks) by zone.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Manufactured Housing, Mobile Homes and Trailers, [Parks].</b> Chapter 22, Article II <i>No manufactured housing, house trailer or mobile home park shall be established in the town except upon application to the planning board and the town council.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Entrances onto Public Ways.</b> Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. <b>Access Management (Sec. 46-134):</b> This chapter includes specific standards and permitting for driveway access onto Lisbon Street (Route 196), Main Street north of Huston Street (Route 125), Mill Street, Ridge Road (Route 9), or Upland Road.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	<b>Building Code.</b> Chapter 54, Article II <i>In accordance with 30-A M.R.S.A. § 3003, the Town of Lisbon has adopted the mandatory standards and regulations of the International Building Code 2003 and the International Residential Code 2003, both published by the International Code Council, Inc.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	<b>Floodplain Management.</b> Chapter 58, Article II <i>Land uses within any special flood hazard areas (Zones A and A1-30 identified by FEMA) are subject to evaluation and to land use and control measures to reduce future flood impacts, in accordance with the National Flood Insurance Program.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Shoreland Zoning.</b> <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.</i>

For informational purposes, applicant not required to submit this form.

N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Subdivisions.</b> Chapter 66, Article I <i>All subdivisions are subject to review and must meet the standards and provisions of this chapter according to state statute 30-A M.R.S.A. § 4401. "Subdivision" means the division of a tract or parcel of land into 3 or more lots within any 5-year period beginning on or after September 23, 1971, including the creation of or division of structure(s) to have 3 or more dwelling units within a 5-year period, or conversion from a non-residential use to residential creating 3 or more dwelling units. <b>Subdivisions in ROS Districts:</b> All subdivisions in ROS zones greater than 10 acres must meet the Open Space Subdivision standards. <b>Open Space Subdivisions:</b> This chapter includes specific provisions to allow for open space preservation through increased flexibility in subdivision standards and requirements.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Groundwater &amp; Wellhead Protection.</b> Chapter 70, Article V, Division 2 <i>Includes special regulations to protect the town's sensitive sand and gravel aquifers and public drinking water supplies (wellheads) from development impacts, based on the mapped overlay zones.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	<b>Supplementary Zoning Regulations.</b> Chapter 70, Article VI, Division I <i>Includes additional regulations for the following:</i> <ul style="list-style-type: none"> <li>• Accessory buildings</li> <li>• Agriculture</li> <li>• Campgrounds</li> <li>• Filling, grading, dredging, earth moving</li> <li>• High-intensity farming</li> <li>• Home occupations</li> <li>• Sanitation</li> <li>• Drainage</li> <li>• Conversion of existing building to multi-unit housing</li> <li>• Water quality</li> <li>• Archeological sites</li> <li>• Roads and driveways</li> <li>• Essential services</li> </ul>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Rear Lots.</b> Chapter 70, Article VI, Division 2, Sec. 70-641 <i>The creation of a rear lot may be permitted through conditional use review, and must meet the requirements within this section.</i>
N/A <input type="checkbox"/>	Met <input checked="" type="checkbox"/>	<b>Off-Street Parking and Loading.</b> Chapter 70, Article VI, Division 3 <i>Includes standards for the provision of off-street parking and loading areas, excluding single-family and duplex units.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b>Marine Structures.</b> Chapter 70, Article VI, Division 4 <i>Includes standards for piers, docks or other shoreline construction. (See also Shoreland Zoning.)</i>

For informational purposes, applicant not required to submit this form.

N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Signs.</u></b> Chapter 70, Article VI, Division 5 <i>Includes standards for all public and private signage. (See also Table of Land Uses, Chapter 70, Article IV, Division 13, for permitted zones.)</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Timber Harvesting and Clearing Vegetation.</u></b> Chapter 70, Article VI, Division 6 <i>Includes standards for all timber harvesting within 250 feet horizontal distance of the normal high-water line of a river or the upland edge of a freshwater wetland, or within 75 feet of the normal high-water line of a stream.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Planned Unit or Cluster Development.</u></b> Chapter 70, Article VI, Division 7 <i>Specific provisions applying to a planned development under unified management, planned and developed as a whole according to comprehensive and detailed plans.</i>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District.</u></b> Chapter 70, Article VI, Division 9 <i>Standards applying to overlay district zones 2 or 3, zone 1 expansions not permitted.</i>

*For informational purposes, applicant not required to submit this form.*

## Site Plan Review – Tier 2

### Applicant Procedure Checklist:

*REFERENCE Chapter 62-71 through 62-76, Lisbon Code of Ordinances*

<i>Date completed</i>	<i>Please refer any questions regarding the procedure to appropriate town staff.</i>
	<b>1. Schedule a pre-application meeting:</b> Applicants are encouraged to schedule a meeting with the Planning Board prior to a formal application submission and review, to discuss their plans and gain an understanding of review procedures and standards.
	<b>2. Submit Application to Town Office (Code Enforcement Officer), by the 2<sup>nd</sup> Thursday of the month:</b> <ol style="list-style-type: none"> <li>Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials;</li> <li>Applicant must pay any required fee(s) at time of submission;</li> <li>Schedule an initial submission review meeting with Planning Board (regular meetings are 4<sup>th</sup> Thursdays of the month).</li> </ol>
	<b>3. Attend first Planning Board meeting, initial application review:</b> <ol style="list-style-type: none"> <li>Planning board will review the submitted materials, including any requests for waivers, and make a determination if the submission is complete or if additional materials must be provided;</li> <li>If Board determines submission is complete, applicant will be provided with a written notice; if submission is not complete, Board will specify additional materials needed, applicant must provide additional materials to Code Enforcement and will then be issued a written notice of completeness;</li> <li>A public hearing with the Planning Board will be scheduled (date within 30 days of the written notice of a complete application); the Town will send notices to all abutters and publish a public notice of scheduled hearing;</li> <li>Board may request and schedule a site visit prior to the public hearing (not required);</li> <li>Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.</li> </ol>
	<b>4. Site visit:</b> The Town shall publish notice of the scheduled site visit; the applicant must be present at the Board site visit.
	<b>5. Attend public hearing:</b> <ol style="list-style-type: none"> <li>Applicant (or representative) will be allowed a brief presentation;</li> <li>Town staff will present any comments;</li> <li>Public hearing will be opened, Board will make a note of all public and abutter comments;</li> </ol>



*For informational purposes, applicant not required to submit this form.*

	<p>d. Upon close of public hearing, no further comment or discussion from the public or applicant shall be entertained; the Board will decide whether to conduct their review and decision immediately after the hearing, or may table the application review to a second meeting (held within two weeks of the public hearing);</p>
	<p><b>6. Planning Board Review (same or separate meeting from the date of hearing):</b></p> <p>a. Planning Board shall conduct a review of the proposed Site Plan application based on the standards and requirements of town ordinance(s) (see Standards Checklist, reference Chapter 62-161 through 62-185);</p> <p>b. The Board shall make a decision to (a) approve, (b) approve with conditions, or (c) deny the proposed site plan, and will indicate any specific conditions and requirements of approval in its written notice of decision.</p>
	<p><b>7. Written notice of decision:</b></p> <p>The Town shall provide the applicant with a written notice of the decision, including reasons for decision and any conditions (must be provided within 60 days of the initial receipt of the application).</p>
	<p><b>8. Issuance of permits and compliance with conditions:</b></p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

For informational purposes, applicant not required to submit this form.

## Site Plan Review

### Tier 1 and Tier 2 Review Standards Checklist:

REFERENCE Chapter 62-161 through 62-185, Lisbon Code of Ordinances

**Waivers.** Where the code enforcement officer and/or planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of this chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of this chapter are met.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Proof of Federal or State Required Permits.</b> The applicant shall provide proof of any required state or federal permits.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Landscape Preservation.</b> The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Vehicular Access.</b> The proposed development shall provide safe vehicular access to and from public and private streets. When conflicts exist between this section and a driveway permit, entrance permit or traffic movement permit issued by the Maine Department of Transportation, the most stringent or restrictive shall apply.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Parking Requirements.</b> Development parking must meet the town standards as set forth in <b>section 70-661 et seq.</b></p> <p><b>Conditions:</b></p>

For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Pedestrian Circulation.</u></b> The development plan will provide for a system of pedestrian circulation within the development and interconnection with existing facilities.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Stormwater Management.</u></b> Adequate provision shall be made for disposal of all storm water generated within the development through a management system of ditches, swales, culverts, underdrains, and/or storm drains. For projects that do not require a permit under the stormwater management law, additional standards as listed in the ordinance will be considered.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Conservation, erosion, sediment control.</u></b> Stripping of vegetation or other development shall be done in such a way as to minimize erosion and sedimentation. The development shall include best management practices as provided by the Maine Department of Environmental Protection.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Signs.</u></b> Development signs must meet section 70-711 et seq. sign requirements.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Exterior Lighting.</u></b> All exterior lighting shall be designed to encourage energy efficiency, to ensure safe movement of people and vehicles, and to minimize adverse impact on neighboring properties and public ways. Adverse impact is to be judged in terms of hazards to people and vehicle traffic and potential damage to the value of adjacent properties. Lighting fixtures must be shielded or hooded so that lighting elements are not exposed to normal view by motorists, adjacent properties and so that they do not light the night sky.</p> <p><b>Conditions:</b></p>

For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Emergency Vehicle Access.</u></b> Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures at all times.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Water Supply.</u></b> The development will be provided with a system of water supply that provides each use with an adequate supply of water meeting the standards of the state for drinking water.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Groundwater.</u></b> Projects involving common on-site water supply or sewage disposal systems with a capacity of 2,000 gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the state.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Air Emissions.</u></b> All air pollution control shall comply with minimum state requirements.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Odor.</u></b> The proposed development shall not produce offensive or harmful odors perceptible beyond their lot lines either at ground or habitable elevation.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Noise.</u></b> Noise shall comply with the standards as set forth in Chapter 26, Article IV of this Code.</p> <p><b>Conditions:</b></p>

For informational purposes, applicant not required to submit this form.

<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b><u>Sewage Disposal.</u></b> A sanitary sewer system will be installed at the expense of the developer; if in the opinion of the planning board service by a sanitary sewer system is not feasible, the board may allow individual subsurface waste disposal systems to be used.</p> <p><b>Conditions:</b></p>
<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b><u>Waste Disposal.</u></b> The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.</p> <p><b>Conditions:</b></p>
<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b><u>Compliance with Comprehensive Plan.</u></b> All new development and redevelopment shall be in conformance with the town's comprehensive plan and shall be consistent with the goals and objectives stated in such plan.</p> <p><b>Conditions:</b></p>
<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b><u>Archaeological Resources.</u></b> Any proposed development involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on the National Register of Historic Places, as determined by the code enforcement officer and/or planning board shall be submitted by the developer to the Maine Historic Preservation Commission and Lisbon Historical Society for review and comment, at least 20 days prior to action being taken by the code enforcement officer and/or planning board on the application. The code enforcement officer and/or planning board shall consider comments received from the commission and/or society prior to rendering a decision on the application.</p> <p><b>Conditions:</b></p>

For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Protection of Significant Wildlife Habitat.</u></b> Applicants proposing to develop land in or within 75 feet to wildlife resources identified in the Town of Lisbon comprehensive plan or by the Maine Department of Inland Fisheries and Wildlife shall consult with a recognized wildlife or fisheries consultant or the Maine Department of Inland Fisheries and Wildlife and provide their written comments to the code enforcement officer and/or planning board. The code enforcement officer and/or planning board may consult with the Maine Department of Inland Fisheries and Wildlife and may impose any recommendations by the state department or consultant as conditions of approval.</p> <p><b><i>Conditions:</i></b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Rare and Endangered Species.</u></b> The code enforcement officer and/or planning board shall consider the existence of rare or endangered species as may be identified by the Maine Natural Areas Program. As a condition of approval the code enforcement officer and/or planning board may require the applicant to undertake protective measures as recommended by the Maine Natural Areas Program.</p> <p><b><i>Conditions:</i></b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Building Design.</u></b> Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed structures so as to have a minimally adverse effect on the aesthetic qualities of the developed and neighboring areas. The code enforcement officer and/or planning board shall consider additional criteria as listed in the ordinance.</p> <p><b><i>Conditions:</i></b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Impacts on Public Facilities and Services.</u></b> When the planning board finds, based on the results of any municipal impact analysis, that municipal services do not have the capacity to provide services to the proposed development, the planning board will make additional requirements as provided in the ordinance.</p> <p><b><i>Conditions:</i></b></p>

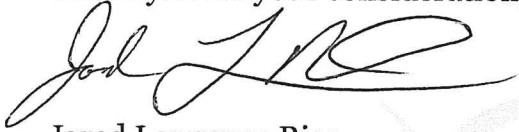


Thursday, August 8, 2023

To Whom it May Concern:

I am iterated in purchasing the Ancient York Lodge, located on 8 Oak Street, Lisbon Falls. As I had three generation members if the Lodge, my goal is to keep the historical structure, intake and spruce up the out side of the building making it a true land mark of Lisbon Falls. I would like the help of the board to, allow me to put in 8 units into the building. If all gets pass then I can mov on to the next steps and fine tune the plans as well as go through he final stages of purchasing.

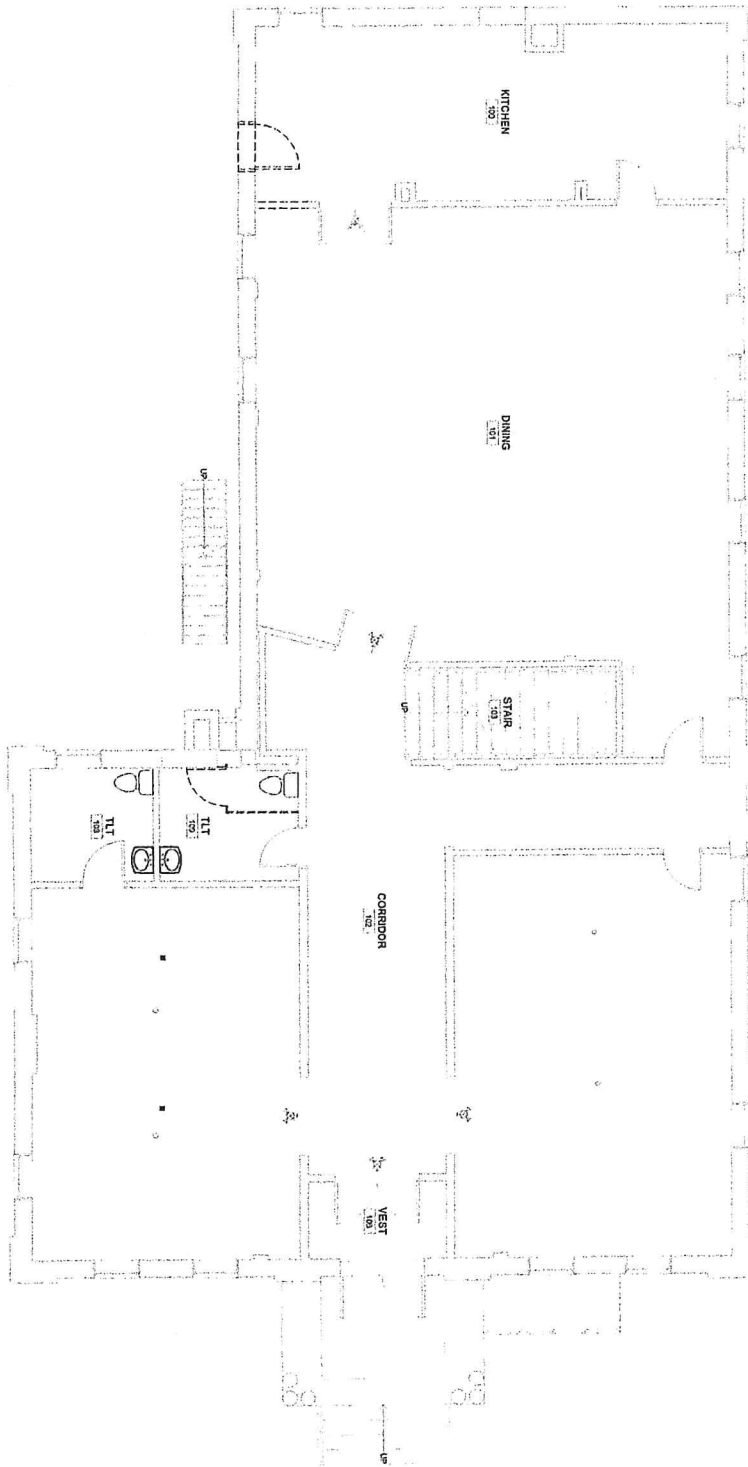
Thank you for your consideration;



Jared Lawrence Rice  
Owner & Primary Builder

10 FIRST FLOOR EXISTING PLAN

SCALE 1/8" = 1'-0"



CONTACT  
CASEY CLEMENT  
207 212 5778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST LISBON MAINE  
04252

PROJECT NO. 005  
SHEET TITLE  
FIRST FLOOR  
EXISTING PLAN

R-01



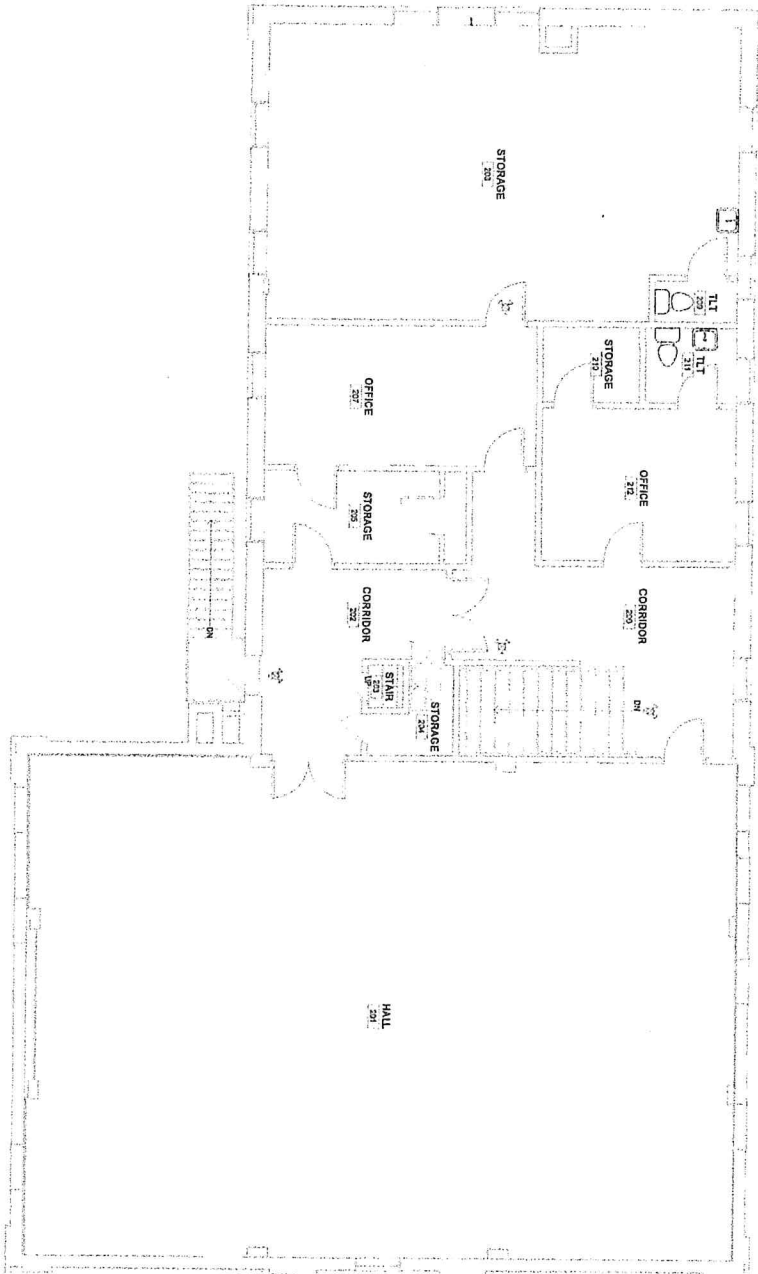
CONTACT  
CARY CLEMENT  
207 212 8778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005  
SHEET TITLE  
SECOND FLOOR  
EXISTING PLAN

R-02



10 SECOND FLOOR EXISTING PLAN

SHEET 10 OF 12



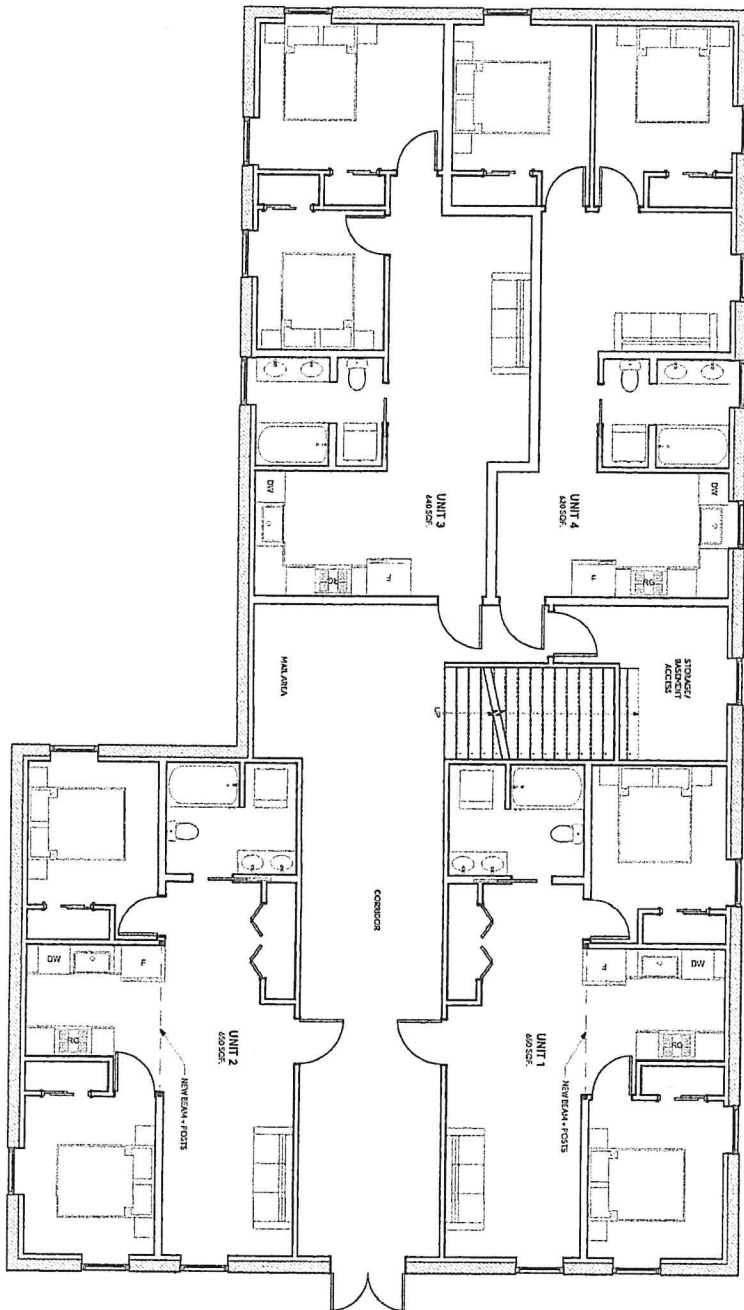
CONTACT  
CASEY CLEMENT  
201 212 5978  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005  
SHEET TITLE  
FIRST FLOOR PLAN

A-01



10 FIRST FLOOR PLAN

SCALE 1/8" = 1'-0"



CONTACT  
CASEY CLEMENT  
207 212 5776  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE

703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 005

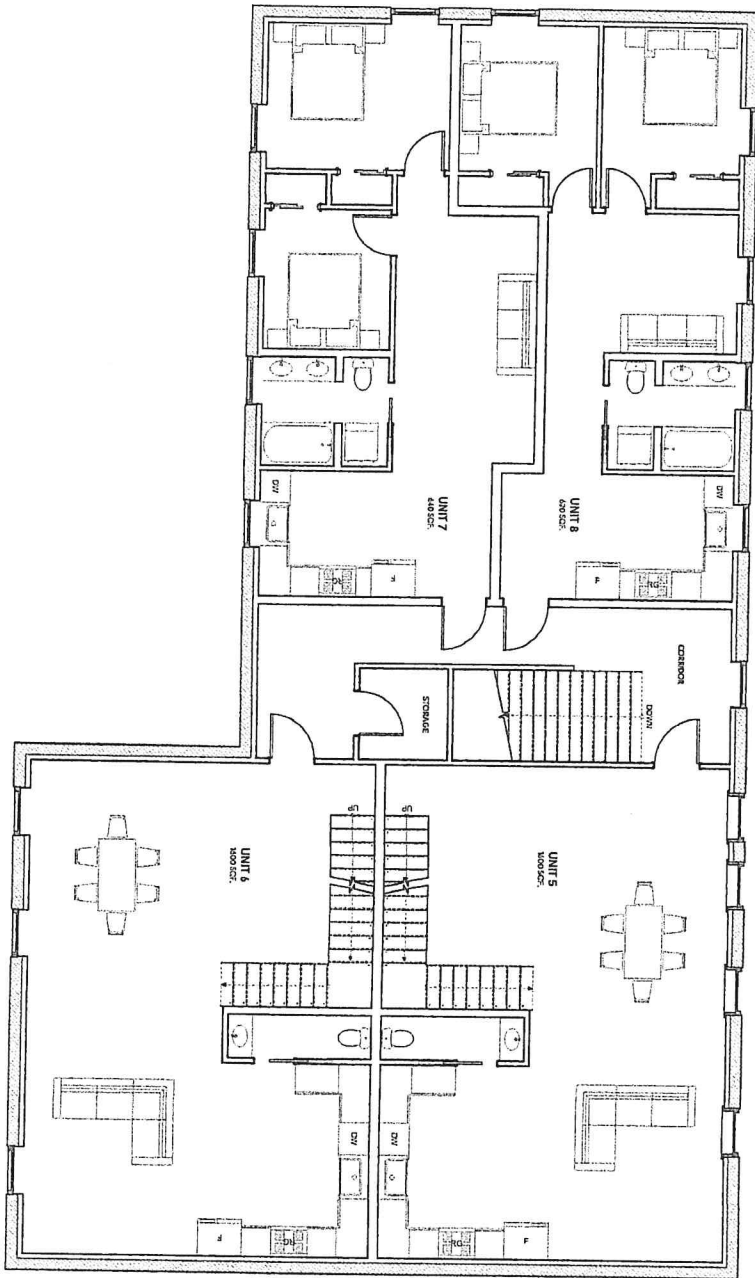
SHEET TITLE

SECOND FLOOR PLAN

A-02

10 SECOND FLOOR PLAN

SCALE 1/4" = 1'-0"





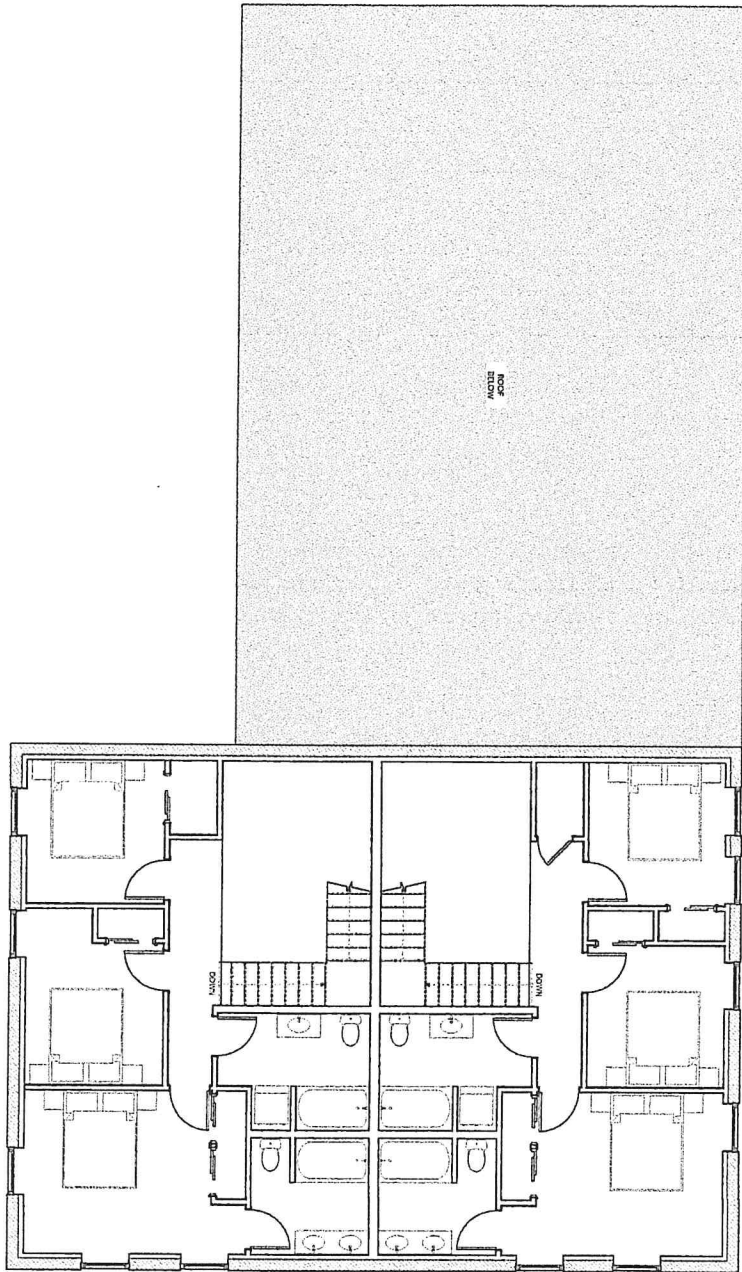
CONTACT  
CLEMENT  
207.233.5778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

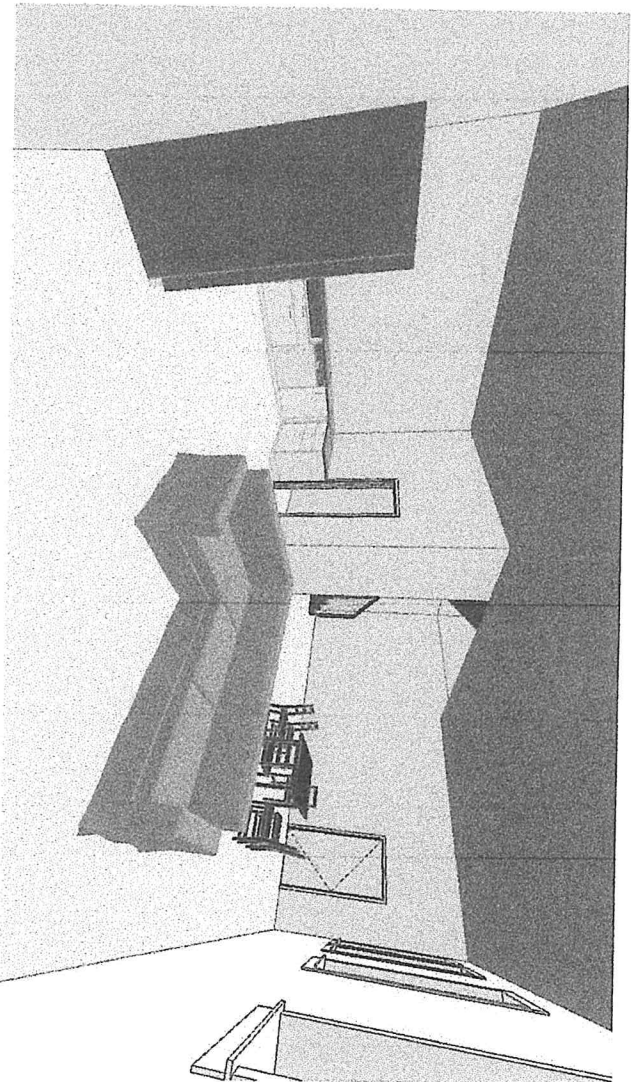
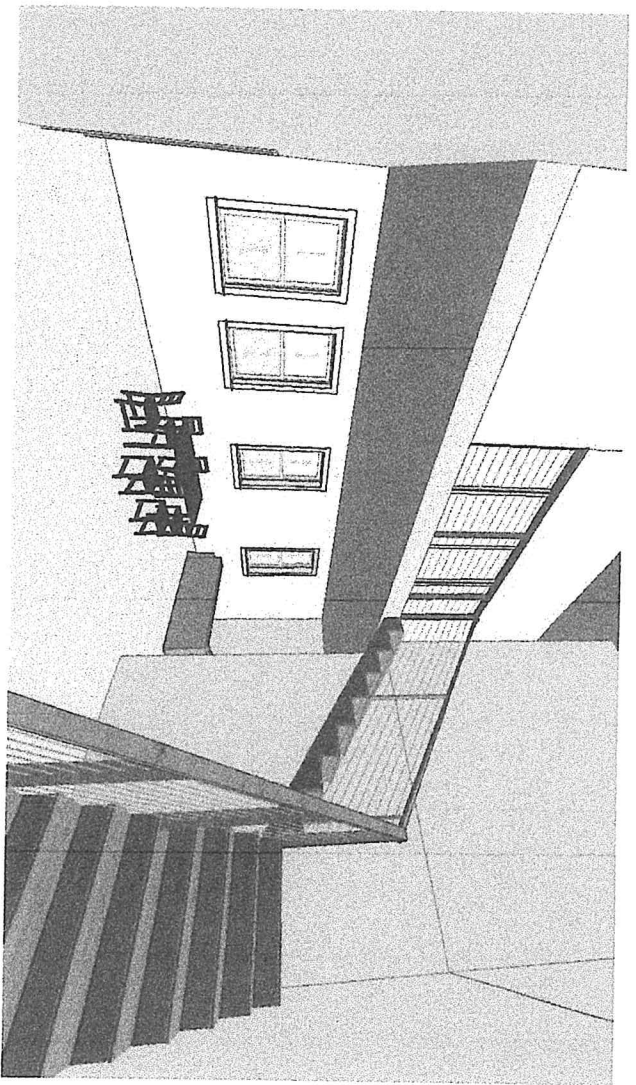
ANCIENT YORK  
LODGE  
703 LISBON ST. LISBON MAINE  
04252

PROJECT NO. 003  
SHEET TITLE  
THIRD FLOOR PLAN

A-03



10 THIRD FLOOR PLAN  
SCALE 1/8" = 1'-0"



CONTACT  
CASEY CLEMENT  
207 212 2778  
CLEMENTDESIGNBUILD@GMAIL.COM

NOT FOR  
CONSTRUCTION

ANCIENT YORK  
LODGE  
703 LISBON ST LISBON MAINE  
04252

PROJECT NO: 005  
SHEET TITLE

LOFT PERSPECTIVES

P-01



PAY CASE 8/14/23

OFFICE USE ONLY – Site Plan Review (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)	
Application Number: <u>23-18</u>	Date Received:
Project Name:	Fee Paid (amount): <u>250.00</u>
Applicant:	Tier 1 _____ Tier 2 <u>✓</u>



## Town of Lisbon, Maine SITE PLAN REVIEW APPLICATION

Site Plan Name/Title: SUBDIVISION OF 56 PINEWOODS ROAD

This application must be received at the Town Office by close of business on the 2<sup>nd</sup> Thursday of the month to be considered at the regular Planning Board meeting on the 4<sup>th</sup> Thursday of the month.

### Applicant Information

2. Name of Applicant:

Address

Telephone

Bob Gray  
6 Cotton Rd Lisbon Me  
(207) 513-9343 04250

1. Name of Property Owner (if different):

Address

Telephone

SAME  
56 pine woods Rd Lisbon ME  
( ) 04250

3. Name of authorized agent (if different):

Address

Telephone

SAME  
( )

4. If applicant is a corporation, check if licensed in Maine:

☒ No ☐ Yes  
(if yes, attach a copy of State registration)

5. Person and address to which all correspondence regarding this application should be sent (if different):

Name

Address

Telephone

SAME  
( )

I have reviewed all submission requirements and completed the remaining pages of this application form.

☐ Attachments Checklist

☐ Waiver Request Form

To the best of my knowledge, all the information submitted in this application is complete and correct.

Bob Gray  
Signature of Applicant

8-11-23  
Date

Application Number:

Project Name:

**Property Information**6. Location of Property (Street or Road) 56 Pine Woods Lisbon

Register of Deeds

Book 1483 Page 167

Lisbon Tax Maps

Map 8 Lot 40C

7. What legal interest does the applicant/owner have in the property to be developed (fee ownership, option, purchase and sale contract, etc.)? Attach evidence of interest.

Subdivide for Home8. What interest does the applicant/owner have in any property abutting the parcel to be developed?

9. Are there any easements or restrictive covenants on the property to be developed?

Yes X No. If yes, please specify:

10. Current zoning of property:

Residential

Current use(s) of property:

NONE

11. Is any part of the project or property(s) in question part of an overlay zone?

       Aquifer Protection Overlay       Wellhead Protection Overlay

12. Indicate if this property has previously been reviewed and/or permitted as part of a town-approved subdivision, site plan review, conditional use, floodplain development, or planning board or appeals board review:

Prior to 1981 ?  
PREVIOUSLY APPROVED SUBDIVISION**Project Information**

13. Proposed use of property:

Develop for a Residence14. Nature of the Project. Provide a brief description of the proposed project, including proposed businesses and/or use(s), proposed buildings and structures, proposed site work and other improvements to the property, or other information to familiarize the Planning Board with your application.Subdivide parcel to Create  
a 100x103x 426.61 Deep Lot

Application Number:

Project Name:

15. Total acreage of parcel: 2.4 Acreage to be developed: 1.0 +-16. Please indicate classification (per Chpt 62-31, Site Plan Ordinance):        Tier 1        Tier 2

*All new construction or expansion of buildings or use of land for commercial, industrial or institutional use where the activity is greater than 1,000 square feet shall be subject to site plan review. This includes multifamily developments that are not considered a subdivision, and site improvements which involve filling, cutting and/or earth moving of greater than 500 cubic yards of soil (for other than new single-family residential construction and municipal roads).*

*A project is classified as Tier 1 if: (1) Less than 5,000 square feet of floor or land area, (2) a residential structure with fewer than 5,000 square feet of floor area converted to nonresidential use; (3) a change in use of a nonresidential structure, (4) a residential structure altered to create fewer than eight dwelling units and not considered to be a subdivision. All other projects are Tier 2.*

17. Are there any state or federal permits required for the proposed use?        Yes X No

If yes, please attach a list of all required permits and the status of any permitting activities.

18. Please list all professional surveyors, engineers, architects, or others preparing this Site Plan (if applicable):

Firm or Licensed Individual:

Wayne Woods, Surveyor

Firm or Licensed Individual:

207-657-3330

If additional professionals, attach separate list.

19. Does this development propose the extension of public infrastructure?        Yes X No

If yes, what kind:

<u>      </u> streets/roads	<u>      </u> sewer lines
<u>      </u> sidewalks	<u>      </u> storm drains
<u>      </u> fire hydrants	<u>      </u> water lines
<u>      </u> other: <u>      </u>	

20. Proposed water supply:

X        individual well(s)  
       central well with distribution lines  
       connection to public water system  
       other:       

21. Proposed sewage disposal:

X        individual subsurface disposal system(s)  
       central on-site disposal with collection lines  
       connection to public sewer system  
       other:       

22. Does the applicant intend to request waivers of any requirements?        Yes X No

(See attached Waiver Request Form if applicable)



OFFICE USE ONLY – Site Plan Review (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	Tier 1 _____ Tier 2 _____

## Waiver Request Form

### Site Plan Review Application

***If anticipated, the applicant should indicate any requests for waivers of review standards or application submission requirements, to submit with the Conditional Use Application form.***

*Where the code enforcement officer and/or planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of the Chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of the chapter are met.*

*Further, where the planning board makes written findings of fact that there are special circumstances of a particular application, it may waive portions of the application information requirements, unless otherwise indicated in this chapter, provided that the applicant has demonstrated that the standards of this chapter have been or will be met, the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of the comprehensive plan of this chapter.*

*Applicants should take note that the planning board CANNOT waive or give variances on the following: a land use not allowed under the Lisbon Zoning Ordinance (see Section 70-531, Table of Land Uses), and dimensional requirements such as lot size/density, setbacks, frontage, etc. (see Section 70-536, Dimensional Requirements). Variances for dimensional requirements may be requested only through the Lisbon Board of Appeals.*

1. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_
2. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_
3. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_
4. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_

*Attach additional page(s) if necessary.*

<b>OFFICE USE ONLY – Site Plan Review</b> (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	Tier 1 _____ Tier 2 _____

## Site Plan Application

### REQUIRED ATTACHMENTS CHECKLIST

**Tier 1 Applications:** all attachments must be included with the completed application form.  
**Tier 2 Applications:** for the Pre-application meeting, applicant must submit a draft Site Plan drawing and list of abutters along with a completed application form. The remaining required attachments shall be submitted with the full application prior to scheduling the planning board hearing.

REFERENCE Chapter 62-111 through 62-131, Lisbon Code of Ordinances

✓ or N/A	REQUIRED ATTACHMENT	OFFICE USE ONLY
	<b>For all Tier 1 &amp; Tier 2 Applications:</b>	
	A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title or interest in the property on the part of the applicant	
	Copies of existing covenants or deed restrictions	
	Site plan (drawn to scale) and set of drawings as appropriate (see below), drawn at a scale sufficient to allow for review, but not more than 50 feet per 1 inch; Tier 1= 3 copies, Tier 2= 10 copies	
	List of names and addresses of all abutting property owners including those across any streets	
	A list of all required state and federal permits.	
	<b>The Tier 1 and Tier 2 Site Plan (drawing or set of drawings) shall include:</b>	
	Property owner's name and address	
	Name, registration #, and seal of land surveyor, architect, engineer and/or other professional(s) preparing the plan	
	Tax map and lot number of the parcel(s)	
	Location map, showing the general location within the town	
	Boundaries of all contiguous properties under the control of the owner or applicant, regardless of whether all or part is being developed at this time	
	Location and dimensions of any existing easements	
	All existing and proposed setback dimensions as required by Chapter 70 of the Code of Ordinances (see <i>Dimensional Standards table</i> )	
	Zoning classifications of the property, and the location of zoning district boundaries, including aquifer protection overlay zones, if the property is located in two or more zoning districts or abuts a different district	
	Location, name, and present widths of existing streets and rights-of-way within or adjacent to the proposed development	

Application Number:

Project Name:

	<p>The location of any of the features below, with a description of how such features will be maintained or impacts upon them minimized:</p> <ul style="list-style-type: none"> <li>– open drainage courses</li> <li>– wetlands</li> <li>– significant wildlife habitat</li> <li>– known or potential archaeological resources</li> <li>– designated trails</li> <li>– historic buildings and site</li> <li>– significant scenic areas</li> <li>– mapped sand and gravel aquifers</li> <li>– rare and endangered species</li> <li>– other important natural features</li> </ul>	
	Location of the 100-year floodplain and its elevation, if applicable	
	Location, type, size (dimensions) and layout of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking space areas	
	Location and dimensions of all proposed water supply and wastewater disposal infrastructure	
	The direction of existing surface water drainage across the site	
	The direction of proposed surface water drainage across the site	
	Methods of controlling erosion and sedimentation during and after construction	
	Location, dimensions and ground floor elevations of all existing and proposed buildings on the site, using a convenient fixed point for a benchmark	
	Design and exterior materials of all proposed buildings and structures	
	A landscape plan indicating all landscaped areas, fencing and size, and type of plant material proposed to be retained or planted with emphasis on front setback areas	
	Location, front view and dimensions of existing and proposed signs	
	Location, type and direction of exterior lighting	
	Type, size and location of incineration devices	
	Type, size and location of all machinery or devices likely to generate appreciable noise at the lot lines	
	Identification of the amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties	
	<b>Additional, specific requirements for Tier 2 Applications ONLY</b>	
	Existing and proposed topography of the site at 2-foot contour intervals	
	Bearings and distances of all property lines of the property to be developed and the source of this information	

Application Number:

Project Name:

	<p>For projects that do not require permitting under the stormwater management law, a stormwater drainage plan showing:</p> <ul style="list-style-type: none"> <li>– existing and proposed method of handling stormwater runoff</li> <li>– direction of flow of the runoff through the use of arrows</li> <li>– location, elevation and size of all catch basins, dry wells, drainage ditches, swales retention basins, and storm sewers</li> <li>– engineering calculations used to determine drainage requirements based upon the 2, 10 and 25 year 24-hour storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the proposed new pervious surfaces (such as paving and building area)</li> </ul>	
	Location and size of any existing sewer and water infrastructure, culverts, and drains on the property to be developed, and any that will serve the development from abutting streets or land	
	A high intensity soil survey by a certified soil scientist	
	A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone and any other utility services to be installed on the site	
	A planting schedule keyed to the site plan and indicating the general varieties and sizes of trees, shrubs and other plants to be planted on the site	
	<p>Traffic data shall include:</p> <ul style="list-style-type: none"> <li>– estimated peak-hour traffic to be generated by the proposal</li> <li>– existing traffic counts and volumes</li> <li>– traffic accident data</li> <li>– the capacity of surrounding roads and any improvements which may be necessary on such roads to accommodate anticipated traffic generation</li> <li>– the need for traffic signals and signs or other directional markers to regulate anticipated traffic</li> </ul>	
	Location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks	
	Cost of the proposed development and evidence of financial capacity to complete it. This evidence should be in the form of a letter from a bank or other source of financing, indicating the name of the project, amount of financing proposed, and interest in financing the project.	
	<p>When required by the planning board, a municipal service impact analysis. This list shall include but not be limited to:</p> <ul style="list-style-type: none"> <li>– schools, including busing</li> <li>– street reconstruction</li> <li>– maintenance and snow removal</li> <li>– solid waste disposal</li> <li>– recreation facilities</li> <li>– police and fire protection.</li> </ul> <p>A municipal service impact analysis that includes a list of construction and maintenance items, with both capital and annual operating cost estimates, as would be incurred by the Town of Lisbon.</p>	



OFFICE USE ONLY – Site Plan Review (REFERENCE Chapter 62 Site Plans, Lisbon Code of Ordinances)	
Application Number:	Project Name:

	<b>Other Site Plan application attachments that may be required:</b> <i>These additional submission requirements may be required by the Planning Board if the Board deems the information necessary to review and make a decision. Applicants are encouraged to consult with the Code Enforcement Officer and discuss these additional submission requirements at a Planning Board pre-application meeting.</i>	
	An on-site soils investigation report by a Maine Department of Human Services licensed evaluator. The report shall identify the types of soil, location of test pits, and proposed location and design for any subsurface wastewater disposal system(s).	
	If required by 23 MRSA §§704 or 704A, a copy of the approved driveway, entrance or traffic movement permit issued by the Maine Department of Transportation.	
	If the project includes new or existing driveway access onto Lisbon Street (Route 196), Main Street north of Huston Street (Route 125), Mill Street, Ridge Road (Route 9), or Upland Road, it shall be subject to the requirements of Chpt. 46-134 Access Management. The applicant is required to apply for review and permit for driveway access according to this ordinance.	
	If sewage disposal is to be connected to the public sewer, a letter from the Lisbon Sewer Department stating the department has the capacity to collect and treat the waste water shall be provided.	
	If water is to be supplied by public water supply, a written statement from the Lisbon Water Department shall be submitted indicating that there is adequate supply and pressure for the development and that the department approves the plans for extensions where necessary.	

For informational purposes, applicant not required to submit this form.

## Site Plan Review

### Local Ordinances Checklist:

This checklist is provided to ensure that all municipal ordinances have been considered for applicability and that appropriate standards are met. Full ordinance text available on the Town website or at the town office. Applicants are encouraged to contact Code Enforcement to review applicability of any special standards or provisions under the Lisbon Code of Ordinances to their project.

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Table of Land Uses, Table of Dimensional Requirements.</b> Chapter 70, Article IV, Division 13 and Division 14 <i>These tables list all permitted and non-permitted land uses by zone/district, and indicate dimensional requirements (lot size, density, frontage, setbacks) by zone.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Manufactured Housing, Mobile Homes and Trailers, [Parks].</b> Chapter 22, Article II <i>No manufactured housing, house trailer or mobile home park shall be established in the town except upon application to the planning board and the town council.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Entrances onto Public Ways.</b> Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. <b>Access Management (Sec. 46-134):</b> This chapter includes specific standards and permitting for driveway access onto Lisbon Street (Route 196), Main Street north of Huston Street (Route 125), Mill Street, Ridge Road (Route 9), or Upland Road.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Building Code.</b> Chapter 54, Article II <i>In accordance with 30-A M.R.S.A. § 3003, the Town of Lisbon has adopted the mandatory standards and regulations of the International Building Code 2003 and the International Residential Code 2003, both published by the International Code Council, Inc.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Floodplain Management.</b> Chapter 58, Article II <i>Land uses within any special flood hazard areas (Zones A and A1-30 identified by FEMA) are subject to evaluation and to land use and control measures to reduce future flood impacts, in accordance with the National Flood Insurance Program.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Shoreland Zoning.</b> <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.</i>

For informational purposes, applicant not required to submit this form.

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Subdivisions.</b> Chapter 66, Article I All subdivisions are subject to review and must meet the standards and provisions of this chapter according to state statute 30-A M.R.S.A. § 4401. "Subdivision" means the division of a tract or parcel of land into 3 or more lots within any 5-year period beginning on or after September 23, 1971, including the creation of or division of structure(s) to have 3 or more dwelling units within a 5-year period, or conversion from a non-residential use to residential creating 3 or more dwelling units. <b>Subdivisions in ROS Districts:</b> All subdivisions in ROS zones greater than 10 acres must meet the Open Space Subdivision standards. <b>Open Space Subdivisions:</b> This chapter includes specific provisions to allow for open space preservation through increased flexibility in subdivision standards and requirements.
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Groundwater &amp; Wellhead Protection.</b> Chapter 70, Article V, Division 2 Includes special regulations to protect the town's sensitive sand and gravel aquifers and public drinking water supplies (wellheads) from development impacts, based on the mapped overlay zones.
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Supplementary Zoning Regulations.</b> Chapter 70, Article VI, Division I Includes additional regulations for the following: <ul style="list-style-type: none"> <li>• Accessory buildings</li> <li>• Agriculture</li> <li>• Campgrounds</li> <li>• Filling, grading, dredging, earth moving</li> <li>• High-intensity farming</li> <li>• Home occupations</li> <li>• Sanitation</li> <li>• Drainage</li> <li>• Conversion of existing building to multi-unit housing</li> <li>• Water quality</li> <li>• Archeological sites</li> <li>• Roads and driveways</li> <li>• Essential services</li> </ul>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Rear Lots.</b> Chapter 70, Article VI, Division 2, Sec. 70-641 The creation of a rear lot may be permitted through conditional use review, and must meet the requirements within this section.
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Off-Street Parking and Loading.</b> Chapter 70, Article VI, Division 3 Includes standards for the provision of off-street parking and loading areas, excluding single-family and duplex units.
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b>Marine Structures.</b> Chapter 70, Article VI, Division 4 Includes standards for piers, docks or other shoreline construction. (See also Shoreland Zoning.)

For informational purposes, applicant not required to submit this form.

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Signs.</u></b> Chapter 70, Article VI, Division 5 <i>Includes standards for all public and private signage. (See also Table of Land Uses, Chapter 70, Article IV, Division 13, for permitted zones.)</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Timber Harvesting and Clearing Vegetation.</u></b> Chapter 70, Article VI, Division 6 <i>Includes standards for all timber harvesting within 250 feet horizontal distance of the normal high-water line of a river or the upland edge of a freshwater wetland, or within 75 feet of the normal high-water line of a stream.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Planned Unit or Cluster Development.</u></b> Chapter 70, Article VI, Division 7 <i>Specific provisions applying to a planned development under unified management, planned and developed as a whole according to comprehensive and detailed plans.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<b><u>Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District.</u></b> Chapter 70, Article VI, Division 9 <i>Standards applying to overlay district zones 2 or 3, zone 1 expansions not permitted.</i>

*For informational purposes, applicant not required to submit this form.*

## Site Plan Review – Tier 2

### Applicant Procedure Checklist:

*REFERENCE Chapter 62-71 through 62-76, Lisbon Code of Ordinances*

<i>Date completed</i>	<i>Please refer any questions regarding the procedure to appropriate town staff.</i>
	<b>1. Schedule a pre-application meeting:</b> Applicants are encouraged to schedule a meeting with the Planning Board prior to a formal application submission and review, to discuss their plans and gain an understanding of review procedures and standards.
	<b>2. Submit Application to Town Office (Code Enforcement Officer), by the 2<sup>nd</sup> Thursday of the month:</b> <ol style="list-style-type: none"> <li>Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials;</li> <li>Applicant must pay any required fee(s) at time of submission;</li> <li>Schedule an initial submission review meeting with Planning Board (regular meetings are 4<sup>th</sup> Thursdays of the month).</li> </ol>
	<b>3. Attend first Planning Board meeting, initial application review:</b> <ol style="list-style-type: none"> <li>Planning board will review the submitted materials, including any requests for waivers, and make a determination if the submission is complete or if additional materials must be provided;</li> <li>If Board determines submission is complete, applicant will be provided with a written notice; if submission is not complete, Board will specify additional materials needed, applicant must provide additional materials to Code Enforcement and will then be issued a written notice of completeness;</li> <li>A public hearing with the Planning Board will be scheduled (date within 30 days of the written notice of a complete application); the Town will send notices to all abutters and publish a public notice of scheduled hearing;</li> <li>Board may request and schedule a site visit prior to the public hearing (not required);</li> <li>Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.</li> </ol>
	<b>4. Site visit:</b> The Town shall publish notice of the scheduled site visit; the applicant must be present at the Board site visit.
	<b>5. Attend public hearing:</b> <ol style="list-style-type: none"> <li>Applicant (or representative) will be allowed a brief presentation;</li> <li>Town staff will present any comments;</li> <li>Public hearing will be opened, Board will make a note of all public and abutter comments;</li> </ol>

*For informational purposes, applicant not required to submit this form.*

	<p>d. Upon close of public hearing, no further comment or discussion from the public or applicant shall be entertained; the Board will decide whether to conduct their review and decision immediately after the hearing, or may table the application review to a second meeting (held within two weeks of the public hearing);</p>
	<p><b>6. Planning Board Review (same or separate meeting from the date of hearing):</b></p> <p>a. Planning Board shall conduct a review of the proposed Site Plan application based on the standards and requirements of town ordinance(s) (see Standards Checklist, reference Chapter 62-161 through 62-185);</p> <p>b. The Board shall make a decision to (a) approve, (b) approve with conditions, or (c) deny the proposed site plan, and will indicate any specific conditions and requirements of approval in its written notice of decision.</p>
	<p><b>7. Written notice of decision:</b></p> <p>The Town shall provide the applicant with a written notice of the decision, including reasons for decision and any conditions (must be provided within 60 days of the initial receipt of the application).</p>
	<p><b>8. Issuance of permits and compliance with conditions:</b></p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

For informational purposes, applicant not required to submit this form.

## Site Plan Review

### Tier 1 and Tier 2 Review Standards Checklist:

REFERENCE Chapter 62-161 through 62-185, Lisbon Code of Ordinances

**Waivers.** Where the code enforcement officer and/or planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of this chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of this chapter are met.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Proof of Federal or State Required Permits.</u></b> The applicant shall provide proof of any required state or federal permits.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Landscape Preservation.</u></b> The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Vehicular Access.</u></b> The proposed development shall provide safe vehicular access to and from public and private streets. When conflicts exist between this section and a driveway permit, entrance permit or traffic movement permit issued by the Maine Department of Transportation, the most stringent or restrictive shall apply.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Parking Requirements.</u></b> Development parking must meet the town standards as set forth in section 70-661 et seq.</p> <p><b>Conditions:</b></p>



For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Pedestrian Circulation.</u></b> The development plan will provide for a system of pedestrian circulation within the development and interconnection with existing facilities.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Stormwater Management.</u></b> Adequate provision shall be made for disposal of all storm water generated within the development through a management system of ditches, swales, culverts, underdrains, and/or storm drains. For projects that do not require a permit under the stormwater management law, additional standards as listed in the ordinance will be considered.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Conservation, erosion, sediment control.</u></b> Stripping of vegetation or other development shall be done in such a way as to minimize erosion and sedimentation. The development shall include best management practices as provided by the Maine Department of Environmental Protection.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Signs.</u></b> Development signs must meet section 70-711 et seq. sign requirements.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Exterior Lighting.</u></b> All exterior lighting shall be designed to encourage energy efficiency, to ensure safe movement of people and vehicles, and to minimize adverse impact on neighboring properties and public ways. Adverse impact is to be judged in terms of hazards to people and vehicle traffic and potential damage to the value of adjacent properties. Lighting fixtures must be shielded or hooded so that lighting elements are not exposed to normal view by motorists, adjacent properties and so that they do not light the night sky.</p> <p><b>Conditions:</b></p>

For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Emergency Vehicle Access.</b> Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures at all times.</p> <p><i>Conditions:</i></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Water Supply.</b> The development will be provided with a system of water supply that provides each use with an adequate supply of water meeting the standards of the state for drinking water.</p> <p><i>Conditions:</i></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Groundwater.</b> Projects involving common on-site water supply or sewage disposal systems with a capacity of 2,000 gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the state.</p> <p><i>Conditions:</i></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Air Emissions.</b> All air pollution control shall comply with minimum state requirements.</p> <p><i>Conditions:</i></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Odor.</b> The proposed development shall not produce offensive or harmful odors perceptible beyond their lot lines either at ground or habitable elevation.</p> <p><i>Conditions:</i></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Noise.</b> Noise shall comply with the standards as set forth in Chapter 26, Article IV of this Code.</p> <p><i>Conditions:</i></p>

For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Sewage Disposal.</u></b> A sanitary sewer system will be installed at the expense of the developer; if in the opinion of the planning board service by a sanitary sewer system is not feasible, the board may allow individual subsurface waste disposal systems to be used.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Waste Disposal.</u></b> The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Compliance with Comprehensive Plan.</u></b> All new development and redevelopment shall be in conformance with the town's comprehensive plan and shall be consistent with the goals and objectives stated in such plan.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b><u>Archaeological Resources.</u></b> Any proposed development involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on the National Register of Historic Places, as determined by the code enforcement officer and/or planning board shall be submitted by the developer to the Maine Historic Preservation Commission and Lisbon Historical Society for review and comment, at least 20 days prior to action being taken by the code enforcement officer and/or planning board on the application. The code enforcement officer and/or planning board shall consider comments received from the commission and/or society prior to rendering a decision on the application.</p> <p><b>Conditions:</b></p>

For informational purposes, applicant not required to submit this form.

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Protection of Significant Wildlife Habitat.</b> Applicants proposing to develop land in or within 75 feet to wildlife resources identified in the Town of Lisbon comprehensive plan or by the Maine Department of Inland Fisheries and Wildlife shall consult with a recognized wildlife or fisheries consultant or the Maine Department of Inland Fisheries and Wildlife and provide their written comments to the code enforcement officer and/or planning board. The code enforcement officer and/or planning board may consult with the Maine Department of Inland Fisheries and Wildlife and may impose any recommendations by the state department or consultant as conditions of approval.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Rare and Endangered Species.</b> The code enforcement officer and/or planning board shall consider the existence of rare or endangered species as may be identified by the Maine Natural Areas Program. As a condition of approval the code enforcement officer and/or planning board may require the applicant to undertake protective measures as recommended by the Maine Natural Areas Program.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Building Design.</b> Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed structures so as to have a minimally adverse effect on the aesthetic qualities of the developed and neighboring areas. The code enforcement officer and/or planning board shall consider additional criteria as listed in the ordinance.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p><b>Impacts on Public Facilities and Services.</b> When the planning board finds, based on the results of any municipal impact analysis, that municipal services do not have the capacity to provide services to the proposed development, the planning board will make additional requirements as provided in the ordinance.</p> <p><b>Conditions:</b></p>

TO ~~SECRET~~  
L-1530N 11-22-45E

NY  
ARMAND  
MERCOVILLA



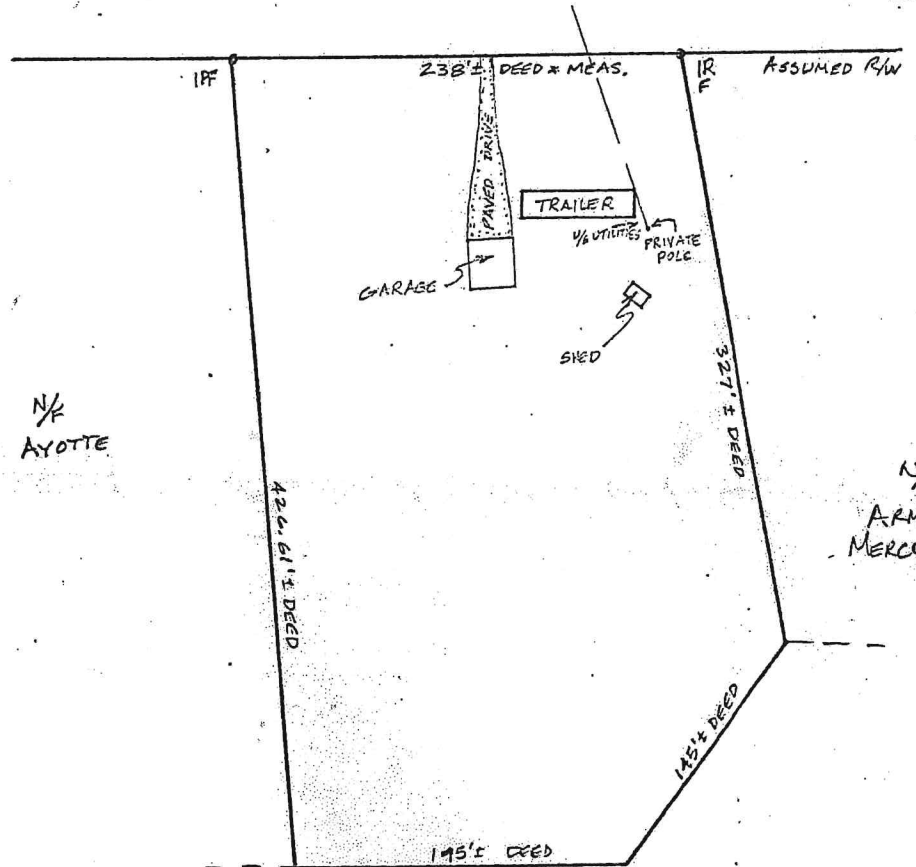




56  
PINWOODS

ROAD

TO  
LISBON VILLAGE



1/4  
AYOTTE

1/4  
ARMAND  
MERCUVILL

1/4  
BUTTERFIELD





### IMPORTANT NOTES:

1. **THIS IS NOT A BOUNDARY SURVEY.** Accordingly, no professional opinion is made as to whether the lines shown hereon are the true boundary lines. This sketch is prepared solely for the title insurer of the mortgagee specified below for the sole purpose of determining whether the building(s) and any other obvious improvements are within the apparent boundary lines. **THE PREPARER IS NOT LIABLE FOR ANY OTHER USE BY ANY OTHER PERSON OR ENTITY.**
2. Based upon inspection made with reasonable certainty, Maineland Services, Inc. hereby certifies to the title insurer of the mortgagee specified below that:
  - (a) this sketch is an approximate representation of the premises (or a portion of the premises) described in Book 1483, Page 167 of the ANDROSCOGGIN County Registry of Deeds, the building(s), and any other obvious improvements thereon;
  - (b) the principal structure(s) on the premises ☐ are ☒ are not in a flood hazard zone as delineated on flood maps used by the Federal Emergency Management Agency (if any) (Map Panel # if in flood zone:                     ); and
  - (c) the municipality had determined that there ☐ are ☒ are no apparent violations of municipal ordinances regarding building setbacks, lot size or lot frontage in effect at the time of construction (if any).

### BORROWER'S COPY

#### MORTGAGE LOAN INSPECTION

LOCATION: PINEWOODS ROAD, LISBON

MORTGAGOR(S): HALL, ROBERT A. & ELAINE H.

SELLER(S): MOORE, JUDITH & JEANETTE BELANGER

MORTGAGEE: BANKEAST

DATE: 9-8-89

SCALE: 1" = 100'

MLI# 89-281

INSP BY: BWM

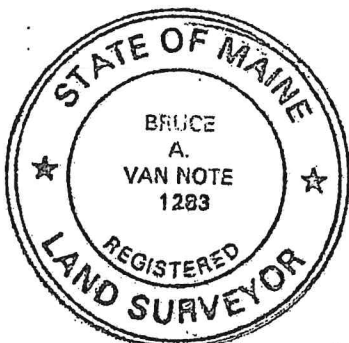
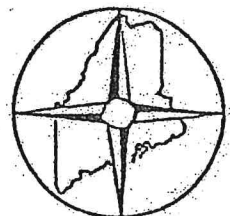
DWN BY: BWM

CKD BY: BAVN

Prepared By:

**MAINELAND SERVICES, INC.**

Bruce A. Van Note, President (RLS #1283)  
Box 1575, River Road, Brunswick, Maine 04011  
(207) 729-3342



*Bruce A. Van Note*





# Town of Lisbon

Harry Moore, Jr., Chair 2024  
Raymond Robishaw, Vice Chair 2024  
Mark Lunt 2025  
Donald Fellows 2025  
Jo-Jean Keller 2025  
Christine Cain 2024  
Fern Larochelle 2023

## MEMO

To: Town Council  
From: Glenn Michalowski, Town Manager  
Subject: LD 2003 Compliance – Zoning and ADU (Accessory Dwelling Units) Ordinance  
Change discussion

Date: August 24, 2023

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### Summary

### Recommendation

### Attachments

1. LD2003\_8.24PBMemo

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MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Planner, North Star Planning

RE: LD 2003 Compliance

Date: August 17, 2023

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**Overview**

The Town of Lisbon will need to make changes to zoning and ADU ordinances by January 1, 2024 to comply with LD2003. At the August 10, 2023 Planning Board meeting, the Board discussed the requirements of LD2003 and requested that North Star Planning prepare an outline of all required changes.

There are three sections of LD2003 that are relevant to the Town of Lisbon's Land Use Ordinance. These are listed below, along with our notes and recommendations for ordinance changes to comply with each section.

Note that all future development will still be subject to shoreland zoning restrictions, the verification of adequate water and wastewater capacity, and any private restrictions (like easements, covenants, or deeds) that would limit the number of dwelling units.

---

**1: Affordable Housing Density Bonus ([30-A MRSA §4364](#))**

**LD2003 Requirements**

This section establishes an automatic density bonus of 2.5 times the base zoning for affordable housing developments that:

- Meet the definitions of affordable housing: the majority of units have to be affordable to households whose income does not exceed 80% of median income for rentals, or 120% of median income for owned housing

- Are in a designated Growth Area in a state consistent Comprehensive Plan, **or** are served by “public, special district or other comparable” sewer or water system
  - Privately owned and operated engineered wastewater treatment and disposal systems serving a project will likely meet this definition, as will private wells that meet the DEP requirements for Public Water Systems.
- Are in an area where multifamily is allowed in town

### **Lisbon Ordinance Changes**

NSP recommends adding a reference to the statute in the dimensional requirements.

#### **Sec. 70-535.** - Bulk and space standards.

- (1) Lots in each district shall meet or exceed the minimum requirements as identified in section 70-536, (refer also to article VI of this chapter).
- (2) Multifamily development designated as affordable housing according to the requirements of 30-A MRSA §4364 is eligible for a density bonus of 2.5 times the base density in Sec. 70-531.

---

## **2: Accessory Dwelling Units (30-A MSRA §4364-B)**

According to LD2003, Accessory Dwelling Units (ADUs) must be allowed in any zone where housing is allowed. LD2003 does not allow towns to have parking requirements for ADUs. NSP also recommends eliminating the provision that the principal dwelling or the ADU must be owner-occupied, as this is nearly impossible to enforce in the long term.

### **Lisbon Ordinance Changes**

#### **Sec. 70-531.** - Table of land uses.

Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD
Accessory Dwelling Unit	C	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	NO	NO	C

**Sec. 70-616. - Accessory dwelling unit.**

- (1) Purpose. The purpose of the *Accessory Dwelling Unit* standards are to:
  - a. Increase the supply of affordable housing without the need for more infrastructure or further land development.
  - b. Provide flexible housing options for residents and their families.
  - c. Integrate affordable housing into the community with minimal negative impact.
  - d. Provide elderly citizens with the opportunity to retain their homes and age in place.
- (2) Conditional Use Permit Required. In zones RP and DD, the Planning Board is authorized to grant a Conditional Use Permit to allow for *Accessory Dwelling Units* in accordance with the restrictions and requirements of this section.
  - a. The Conditional Use permit shall run with the land, not the property owner.
- (3) Criteria for Approval. All of the following criteria must be met in order for the Planning Board to approve an *Accessory Dwelling Unit*.
  - a. A maximum of one (1) *Accessory Dwelling Unit* may be permitted on a property located in zoning districts that allow single-family *dwelling*s.
  - b. The *Accessory Dwelling Unit* can be within the existing home, attached to it, or in a new structure.
  - c. The *Accessory Dwelling Unit* shall have an independent means of ingress and egress.
  - d. ~~A minimum of two (2) off-street parking spaces shall be provided for the *Accessory Dwelling Unit*.~~
  - e. The applicant must demonstrate adequate provisions for water supply and sewage disposal for the *accessory* and principal *dwelling* units. Water and wastewater systems for the principal *dwelling* unit and *Accessory Dwelling Unit* may be shared or separate.
  - f. ~~Either the principal *dwelling* unit or the *Accessory Dwelling Unit* must be owner occupied. The owner must demonstrate that one of the units is their principal place of residence. Both the primary *dwelling* unit and the *Accessory Dwelling Unit* must remain in common ownership.~~
  - g. *Accessory Dwelling Units* shall maintain an aesthetic continuity with the principal *dwelling* unit as a single-family *dwelling*.
  - h. An *Accessory Dwelling Unit* shall not exceed 800 square feet.
  - i. The *Accessory Dwelling Unit* shall have no more than 2 bedrooms.



(4) An *Accessory Dwelling Unit* that complies with the requirements of this section shall not be considered an additional *dwelling unit* when calculating lot area per family under the space and bulk regulations of the Code.

(5) All necessary building and occupancy permits shall be obtained from the Code Enforcement Officer. Compliance with all building codes applicable to the construction of an *Accessory Dwelling Unit* is required.

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### **3: Multiple Dwelling Units on any property where housing is allowed (30-A MSRA §4364-A)**

LD2003 requires towns to allow minimum housing density based on growth and rural areas as designated by the Future Land Use Map in the Comprehensive Plan.

In **Growth Areas**, the minimum density required by LD2003 is:

- A lot without a dwelling unit can have 4 units.
- A lot with a dwelling unit can have 2 additional dwelling units (one attached and one detached.)

In **Rural Areas**, the minimum density required by LD2003 is:

- A lot without a dwelling unit can have up to 2 units.

### **Lisbon Ordinance Changes**

The Future Land Use Map in Lisbon's 2019 Comprehensive Plan includes the Village Zone and parts of the General Residential and Limited Residential zones in the Growth Area. Currently, the Village (V) and General Residential (GR) zones already allow 4 dwelling units on a parcel, while Limited Residential (LR) only allows 2 units on a parcel.

Lisbon must amend the Land Use and Dimensional tables to allow at least 4 dwelling units on parcels in V, GR, and LR. Lisbon must also make two-family homes a conditional use in the Resource Protection zone (RP) because single-family homes are a conditional use there, and LD2003 requires that any lot where housing is allowed in rural areas can have up to 2 dwelling units.

All proposed changes follow.

**Sec. 70-531. - Table of land uses.**

<b>Residential Uses</b>	<b>RP</b>	<b>LR</b>	<b>GR</b>	<b>RO-I</b>	<b>RO-II</b>	<b>RR</b>	<b>LRR</b>	<b>V</b>	<b>C</b>	<b>I</b>	<b>DD 8</b>
Accessory Dwelling Unit	C	C	C	C	C	C	C	C	NO	NO	C
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P 10
Mobile Home	NO	NO	NO	P	P	P	NO	NO	NO	NO	NO
Two Family Dwelling	<b>C</b>	P	P	P	P	P	P	P	NO	NO	P 10
Multifamily Dwelling	NO	<b>P/C 6</b>	P/C 6	P/C 6	NO	P/C 6	NO	P	C 11	NO	P 10

Footnote 6: Multifamily dwellings containing more than four units require a conditional use permit, **unless those units are designated as an affordable housing density bonus in accordance with 30-A MRSA §4364.**

**Sec. 70-536. - Dimensional requirements.**

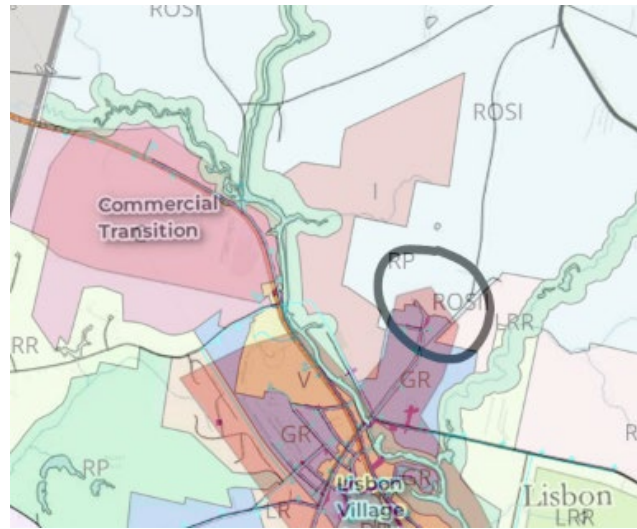
	<b>Minimum Lot Size/Density</b>	<b>Minimum Road Frontage</b>
<b>Village</b>		
w/o water and sewer	20,000 SF per DU	50'
Single-family (SF) w/ water and sewer	5,000 SF	
multifamily (MF) w/ water and sewer	3,000 SF per DU	
<b>General Residential</b>		
SF w/o water and sewer	25,000 SF	100'
SF w/ water and sewer	10,000 SF	
MF w/o water and sewer	20,000 SF per DU	50' per DU
MF w/ water and sewer	10,000 SF per DU	
<b>Limited Residential</b>		
SF w/o water and sewer	30,000 SF	100'
SF w/ water and sewer	15,000 SF	
duplex <b>MF</b> w/o water and sewer	<del>50,000 SF</del> <b>25,000 SF per DU</b>	<del>150'</del> <b>75' per DU</b>
duplex <b>MF</b> w/ water and sewer	<del>23,000 SF</del> <b>11,000 SF per DU</b>	

## Comprehensive Plan Future Land Use Map

Like many towns, Lisbon's Comprehensive Plan includes a Future Land Use Map with simplified shapes that do not line up exactly with the town's zoning areas. There is one area (circled) where the simplified shape of the growth area intrudes into the ROS-I and ROS-II zones, which the plan intended to keep as rural areas. We are awaiting advice from the State to see if we can amend the Comprehensive Plan Future Land Use Map with a refined boundary in that area.



2019 Future Land Use Map - excerpt



2019 Future Land Use Map overlaid on Lisbon zoning map



Proposed Future Land Use Map Amendment