



**AGENDA**  
**PLANNING BOARD MEETING**  
**October 12, 2023**  
**LISBON TOWN OFFICE**  
**7:00 PM MEETING**

1. CALL TO ORDER
2. ROLL CALL  
Shaun Carr, Chair  
Nicholas Craig, Vice Chair  
Christopher Huston  
Patrick Maloy  
William Kuhl  
Dan Leeman  
Natalie Thomsen
3. CHAIRMAN'S REVIEW OF MEETING RULES
  - A. Planning Board Meeting Rules
4. WRITTEN COMMUNICATIONS
  - A. Minutes of September 14, 2023
5. PUBLIC HEARINGS
  - A. **Case #23-20** Site Plan Review Application - J & R Auto
6. UNFINISHED BUSINESS
  - A. **Case #23-20** Site Plan Review Application  
J&R Auto  
Jeffrey R. Roy  
63 Lisbon Street  
Lisbon, ME 04250  
Map U23, Lot 003
  - B. Findings of Facts - **Case #23-19** Conditional Use Application- Accessory Dwelling Unit
7. NEW BUSINESS
  - A. Ordinance Amendment- Chapter 70- Article II Administration- Sec. 70-120. - Powers and duties- *First Reading*
8. OTHER BUSINESS
  - A. Site Plan Amendment -**Case #21-01**  
Frost Hill Solar 1,LLC  
New Leaf Energy  
101 Frost Hill Avenue  
Lisbon Falls, Me 04252  
Map U11 Lot 012
9. CODE ENFORCEMENT OFFICER ITEMS
10. ADJOURNMENT

## 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 SEPTEMBER 28, 2023

Shaun Carr, Chair- Regular 2024  
Nicholas Craig, Vice Chair- Regular 2026  
Dan Leeman- Regular 2025  
Christopher Huston- Regular 2025  
Patrick Maloy- Regular 2024  
William Kuhl- Associate 2024  
Natalie Thomsen - Associate 2025

**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. Dan Leeman was excused. Associate Member William Kuhl was present as well. Natalie Thomsen was absent. Also present was Kate Burch, Town Planner; Councilor Fellows, Town Council Liaison; Ross Cunningham, Economic and Community Development Director and 2 audience members.

**3. REVIEW OF MEETING RULES:**

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

**4. WRITTEN COMMUNICATIONS:** Minutes of September 14, 2023

The meeting minutes of September 14, 2023 were distributed to all the members. The Chairman asked if there were corrections or additions.

**VOTE: (2023-97)** Mr. Craig, seconded by Mr. Maloy moved to approve the Minutes of September 14, 2023.  
**Vote: 4-0 Carried.**

**5. PUBLIC HEARING – Case #23-19** Conditional Use Application-Accessory Dwelling Unit

The Chairman opened and closed the Public Hearing with no public comment.

**6. UNFINISHED BUSINESS – A. Case #23-19** Conditional Use Application-Accessory Dwelling Unit

Ryan Weaver  
190 Ferry Road  
Lisbon, Me 04250  
Map R07 Lot 023

**VOTE: (2023-98)** Mr. Craig, seconded by Mr. Maloy moved to approve the Conditional Use Application for Case #23-19 Accessory Dwelling Unit as submitted.  
The Chairman extended voting privileges to Mr. Kuhl.  
**Vote: 4-0 Carried.** (Mr. Huston abstaining).

**B. Findings of Facts - Case #23-16** Conditional Use Application - Ancient York Lodge

**VOTE: (2023-99)** Mr. Craig, seconded by Mr. Maloy moved to dispense with the reading of the Findings of Facts for Case #23-16- Ancient York Lodge and insert it into the record as follows:  
**Vote: 5-0 Carried.**

Case #23-16: Conditional Use Application  
Ancient York Lodge  
8 Oak Street  
Lisbon, ME 04250  
Map U05 Lot 017

**Findings of Fact**

The applicant submitted a Conditional Use application to allow additional density in the conversion of an existing building to multiple-unit housing. The Planning Board first considered the application on August 24, 2023 and accepted the application as complete. On September 14, 2023 the Board conducted a Public Hearing.

On September 14, 2023, the Planning Board voted to approve the Conditional Use application for Ancient York Lodge.

**Conclusions of Law**

Conditional Use Permit Standards: Lisbon Code of Ordinances. Chapter 70-194.

Performance Standards.

- 1. Completed the Conditional Use application checklist
- 2. Town of Lisbon Ordinance Checklist
- 3. All abutters notified and public hearing notices were posted as required

**Therefore, the Planning Board hereby approves the Conditional Use application for Case #23-16 Ancient York Lodge.**

This approval is only for the additional density in converting the building. The applicant must complete the Subdivision review process prior to proceeding with this project.

**C. Findings of Facts - Case #23-18 Site Plan Review Application – Subdivision**

**VOTE: (2023-100)** Mr. Craig, seconded by Mr. Maloy moved to dispense with the reading of the Findings of Facts for Case #23-18 Site Plan Review Application – Subdivision and insert it into the record as follows:

**Vote: 5-0 Carried.**

Case #23-18: Site Plan Review Application - Subdivision

Bob Gray  
56 Pinewoods Road  
Lisbon, ME 04250  
Map 8 Lot 40C

**Findings of Fact**

The applicant submitted a Site Plan Review application for a subdivision amendment to split his parcel. The Planning Board first considered the application on August 24, 2023 and accepted the application as complete. On September 14, 2023 the Board conducted a Public Hearing.

On September 14, 2023, the Planning Board voted to approve the Site Plan Review application for 56 Pinewoods Road.

**Conclusions of Law**

General Review Standards: Lisbon Code of Ordinances. Chapter 66, Subdivisions

Performance Standards.

- 1. Completed the Tier 2 Site Plan Review Checklists
- 2. Town of Lisbon Ordinance Checklist
- 3. All abutters notified and public hearing notices were posted as required

**Therefore, the Planning Board hereby approves the Site Plan Review application for Case #23-18 56 Pinewoods Road Map 8 Lot 40C.**

**7. NEW BUSINESS – Case #23-20 J & R Auto - Site Plan Review Application**

Jeffrey R. Roy  
63 Lisbon Street  
Lisbon Me 04250  
Map U23 Lot 003

Ms. Burch stated this location has had a similar business operating there but has been closed for more than two years, which triggers planning board review. She said there was never a Site Plan Review done and filed with the Town, so one has to be done for approval. She said there are no changes being done except for a new sign and some new lighting added.

Mr. Roy, the applicant stated he plans to have 5-10 cars at the most on the lot, doing mostly sales but will do some recon and light mechanical work. No changes will be made except for the sign.

*\* These minutes are not verbatim. A recording of the meeting is on file.*

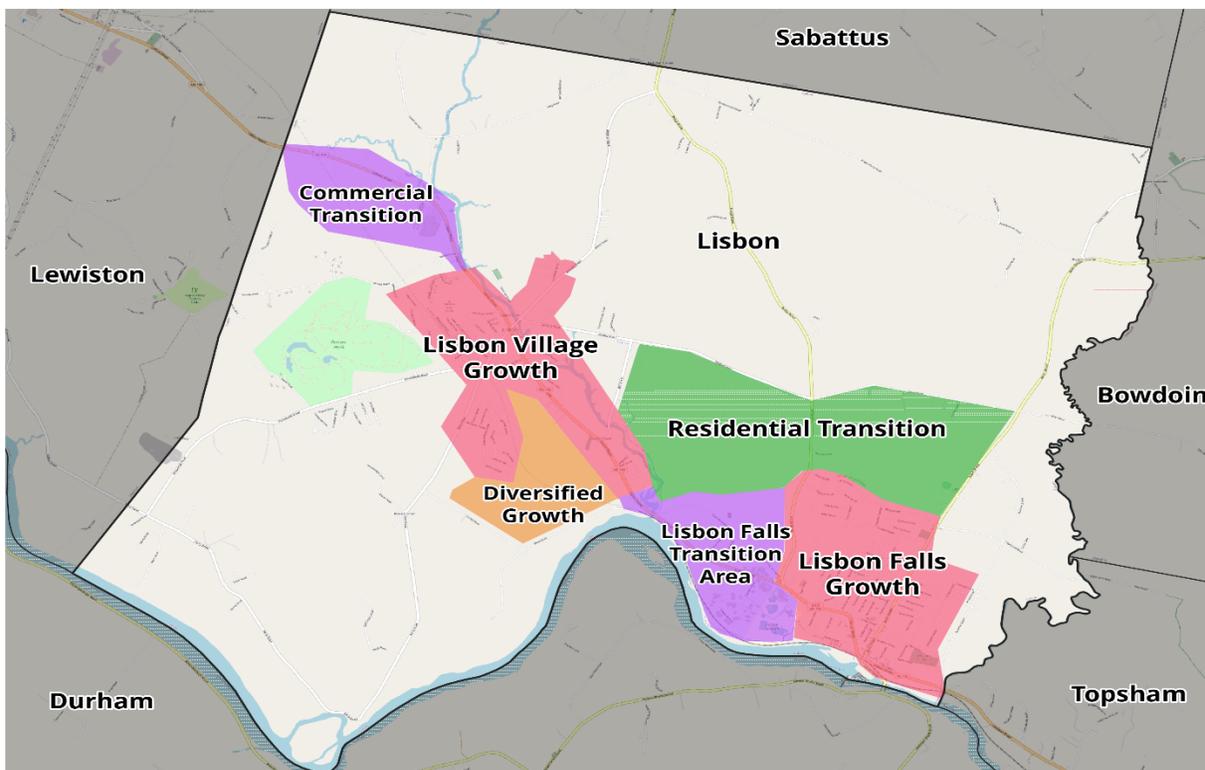
**VOTE: (2023-101)** Mr. Craig, seconded by Mr. Huston moved to accept the application as complete for Case #23-20-J & R Auto, Site Plan Review and set a Public Hearing for October 12, 2023.

**Vote: 5-0 Carried.**

**8. OTHER BUSINESS** – Update on LD2003 and Future Land Use Map changes

Ms. Burch updated the Board with the status of the LD2003 Ordinance Changes which will be presented to the Council for the first reading on October 17<sup>th</sup>.

Ms. Burch said after talking with a person at the State who approves Comprehensive Plans regarding the Future Land Use Map and boundary clarification, they made a few suggestions at how the borders touch and to make it a little clearer, which would constitute a minor change to the Comp plan. Ms. Burch said if the Board agreed with the changes, the Planning Board Chairman and Town Council Chairman would sign a form and submit it along with the Comp Plan that was done back in 2019 with this small update without having to go through the full state review. The Board unanimously agreed to have the Chairman sign the form and submit it to the State.



Mr. Carr asked Mr. Cunningham for any updates on the Worumbo Site. Mr. Cunningham stated lighting, grass and loam has been added to the site. Eventually a bathroom and pavilion might be added, but the Board would be made aware of any such changes before anything is added.

**9. CODE ENFORCEMENT OFFICER – NONE**

**VOTE: (2023-102)** Mr. Craig, seconded by Mr. Maloy moved to adjourn at 7:30 pm. **Vote: 5-0 Carried.**

Respectfully Submitted: \_\_\_\_\_  
Lisa B. Smith, Planning Board Secretary  
Date Approved: October 12, 202

*\* These minutes are not verbatim. A recording of the meeting is on file.*



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

*Lisa Ward, Town Clerk*

*Julie Vye, Deputy Clerk*

### ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Planning Board intends to hold a Public Hearing on October 12, 2023 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

Case #23-20 – Site Plan Review Application

J & R Auto

Jeffrey R. Roy

63 Lisbon Street

Lisbon, Me 04250

Map U23 Lot 003

*The public is invited to attend.*

*Lisa Ward, Town Clerk*

23-12206

Constable's  
Return of Posting  
State of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office, the Lisbon Falls Post Office, and the Town Office Building, all being conspicuous and public places within the Town of Lisbon.

10/03/23  
Date

Stephen E Kelly  
Constable, Town of Lisbon

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 _____

## 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 checked="" type="checkbox"/>	Not <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 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 checked="" type="checkbox"/>	Met <input 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</i>

			<p><i>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></p>
<b>N/A</b> <input checked="" type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<p><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></p>
<b>N/A</b> <input checked="" type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<p><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></p>
<b>N/A</b> <input checked="" type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<p><b>Supplementary Zoning Regulations.</b> Chapter 70, Article VI, Division I  <i>Includes additional regulations for the following:</i></p> <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>
<b>N/A</b> <input checked="" type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<p><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></p>

Application Number:

Project Name:

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 type="checkbox"/>	Met <input checked="" 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>

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 _____

## Site Plan Review – Tier 2

### Planning Board Procedure Checklist:

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

Date Completed	
	1. A pre-application meeting with the Planning Board, prior to formal submission, is recommended but not required
✓	2. Application received (10 copies); payment of fee(s); schedule initial Planning Board meeting within 30 days of receipt of application
✓	3. Initial Planning Board meeting – review submission for completeness, schedule site visit as needed, schedule public hearing (within 30 days of notice of completeness)
✓	4. Provide written notice to applicant confirming submission requirements received in full, include any preliminary comments on site plan; if additional materials are requested of the applicant at the initial Planning Board meeting, applicant must provide those materials to Code Enforcement before a notice of complete application can be issued
✓	5. Send notice to abutters (by mail); send application to Town Departments for review
	6. Hold site visit as needed ( <i>site visit strongly encouraged</i> ) – Town shall notify the applicant and publish notice of the site visit
✓	7. Public hearing notification published twice, the first notice at least 7 days before the hearing
✓	8. Planning Board hearing: (a) Presentation by applicant (b) Staff comments (c) Open hearing to public comments 9. Conduct Board review (checklist)
	10. Complete Planning Board Findings of Fact and Decision (approval or denial, conditions) – completed <b>within 60 days of receipt of application</b> ; provide written notice to applicant
	11. Approved/denied project filed in town office

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>
	<p><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.</p>
	<p><b>2. Submit Application to Town Office (Code Enforcement Officer), by the 2<sup>nd</sup> Thursday of the month:</b></p> <ul style="list-style-type: none"> <li>a. Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials;</li> <li>b. Applicant must pay any required fee(s) at time of submission;</li> <li>c. Schedule an initial submission review meeting with Planning Board (regular meetings are 4<sup>th</sup> Thursdays of the month).</li> </ul>
	<p><b>3. Attend first Planning Board meeting, initial application review:</b></p> <ul style="list-style-type: none"> <li>a. 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>b. 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>c. 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>d. Board may request and schedule a site visit prior to the public hearing (not required);</li> <li>e. Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.</li> </ul>
	<p><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.</p>
	<p><b>5. Attend public hearing:</b></p> <ul style="list-style-type: none"> <li>a. Applicant (or representative) will be allowed a brief presentation;</li> <li>b. Town staff will present any comments;</li> <li>c. Public hearing will be opened, Board will make a note of all public and abutter comments;</li> </ul>

*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>

<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 _____

## 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.

<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Parking Requirements.</b> Development parking must meet the town standards as set forth in section 70-661 et seq.</p> <p><b>Conditions:</b></p>

Application Number:

Project Name:

<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Pedestrian Circulation.</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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Stormwater Management.</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 stormdrains. 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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Conservation, erosion, sediment control.</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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Signs.</b> Development signs must meet section 70-711 et seq. sign requirements.</p> <p><b>Conditions:</b></p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Exterior Lighting.</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>

Application Number:

Project Name:

<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Air Emissions.</b> All air pollution control shall comply with minimum state requirements.</p> <p><i>Conditions:</i></p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>

Application Number:	Project Name:
---------------------	---------------

Met	Not	Waived	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Sewage Disposal.</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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Waste Disposal.</b> The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.</p> <p><b>Conditions:</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Compliance with Comprehensive Plan.</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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Archaeological Resources.</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>

Application Number:

Project Name:

<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>
<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>
<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>
<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>

## 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/vyhlf3366/f/uploads/rt196-design-guidelines\\_adopted2014.pdf](https://www.lisbonme.org/sites/g/files/vyhlf3366/f/uploads/rt196-design-guidelines_adopted2014.pdf)

**Project Name:** J&R Auto  
**Applicant Name:** 63 Lisbon Street  
**Address:** \_\_\_\_\_

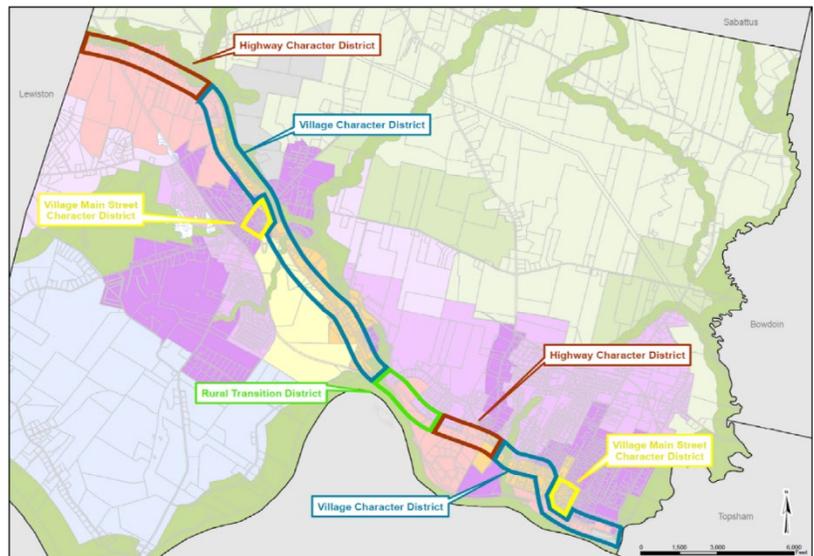
**Applicable project:**

- 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

Met	N/A	Waiver Requested	
x			Buildings have clearly marked and well-designed entrances. (Sec. 70-833 1(c)1)
	x		Safe and well-marked pedestrian access to building entrances from parking areas and existing sidewalks is provided. (Sec. 70-833 1(c)2)
	x		Pedestrian paths are separated from vehicle areas with curbing, green space, or other barriers. (Sec. 70-833 1(c)3)
	x		Parking and paved areas are located to the rear and side of buildings. (Sec. 70-833 1(d)1)
	x		Parking on the side of buildings is not closer to the road than the front of the building. (Sec. 70-833 1(d)1b)
	x		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)
x			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**

Met	N/A	Waiver Requested	
	X		All above ground utility boxes, or structures associated with underground utilities, are screened with landscaping or decorative fencing. (Sec. 70-833 1(f)1)
	X		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)
	X		Site lighting fixtures are of quality design with appropriate style and craftsmanship, and pedestrian-scaled. (Sec. 70-833 1(f)2)
X			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)
	X		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**

Met	N/A	Waiver Requested	
x			Buildings are compatible in scale and design with area development. (Sec. 70-833 2(b)2)
x			Building architecture reflects traditional New England building forms such as pitched roofs, dormers, and windows. (Sec. 70-833 2(b)3)
	x		Free-standing accessory structures meet the same design standards as the principal structures on the site. (Sec. 70-833 2(b)3)
	x		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)
x			Facades are articulated every 50 feet using varied setbacks, rooflines, materials and heights. (Sec. 70-833 2(b)6)
x			No architectural forms primarily derived from building styles from other regions of the country are used. (Sec. 70-833 2(b)9)
x			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)
x			Signage attached to the building is part of the architectural concept, and is harmonious with building design. (Sec. 70-833 2(d)2)
x			Exterior building materials are of comparable aesthetic quality on all sides. (Sec. 70-833 2(c)1)
x			Building siding materials are clapboard, brick, and/or other traditional local/regional building materials. (Sec. 70-833 2(c)1)
x			Building facade colors must be non-reflective, subtle, neutral, or earth tone. (Sec. 70-833 2(c)2)
x			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**

Met	N/A	Waiver Requested	Design Standard
x			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)
x			Existing trees and vegetation are preserved on the property where feasible. (Sec. 70-833 3(b))
x			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)
	x		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

Met	N/A	Waiver Requested	
	X		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.)
X			Buildings shall be constructed to a 1½ to 2 story height (35 ft maximum.) (Sec. 70-833 1(a)1.b)
X			Historic buildings and building character are maintained to the greatest extent possible. (Sec. 70-833 1(a)1.c)
	X		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)
	X		Buildings have a street-level facade that is pedestrian-oriented, such as traditional New England storefronts. (Sec. 70-833 3(e)1.c)
	X		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:

Case #23-19: Conditional Use Application  
Ryan Weaver  
190 Ferry Road  
Lisbon, ME 04250  
Map R-7 Lot 23

**Findings of Fact**

The applicant submitted a Conditional Use Application to construct an Accessory Dwelling Unit on his parcel. The Planning Board first considered the application on September 14, 2023 and accepted the application as complete. On September 28, 2023 the Board conducted a Public Hearing.

On September 28, 2023, the Planning Board voted to approve the Conditional Use Application for 190 Ferry Road.

**Conclusions of Law**

Conditional Use Permit Standards: Lisbon Code of Ordinances. Chapter 70-194.

Performance Standards.

1. Completed the Conditional Use application checklist
2. Town of Lisbon Ordinance Checklist
3. All abutters notified and public hearing notices were posted as required

**Therefore, the Planning Board hereby approves the Conditional Use Application for Case #23-19, 190 Ferry Road, Map R-7 Lot 23.**

MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Planner, North Star Planning

RE: Ordinance Conflict: Appeals Process

Date: October 2, 2023

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**Overview**

An inconsistency within the Zoning Ordinance related to the Town’s Zoning Board of Appeals (ZBA) jurisdiction was identified earlier this year and communicated to North Star Planning (NSP) staff. This inconsistency is as follows:

Section 70-614.(h)(3) of the Zoning Ordinance notes that any alleged code enforcement violator may appeal the code enforcement officer’s decision to the ZBA. The appeal shall be in accordance with Section 70-120.(a) in the Zoning Ordinance.

However, Section 70-120 in the Zoning Ordinance states, “administrative appeals shall not include enforcement decisions by the codes enforcement officer or the failure to provide for enforcement.” This directly contradicts Section 70-614.(h)(3).

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**Recommended Changes**

NSP staff completed a review of Maine State Law as well as ordinance language from other Maine communities for the administrative appeals process, and we recommend the following changes:

**Section 70-120.(a) – Administrative Appeals**

To hear and decide appeals within 30 days, where it has been alleged that there is an error in any interpretation, determination, order, requirement or decision made by the codes enforcement officer or a failure to act by the codes enforcement officer or in any other administrative matter involving the codes enforcement officer in the administration of any applicable land use or building related ordinances of the Town of Lisbon. ~~Administrative appeals shall not include enforcement decisions by the codes enforcement officer or the failure to provide for enforcement.~~ In acting on administrative appeals, the zoning board of appeals may sustain the action or inaction of the codes enforcement officer or may modify or reverse his or her action if the zoning board of appeals decides that the codes enforcement officer was in error.



# 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 Larochele 2023

## MEMO

To: Town Council  
From: Glenn Michalowski, Town Manager  
Subject: Site Plan Amendment -**Case #21-01**  
Frost Hill Solar 1, LLC  
New Leaf Energy  
101 Frost Hill Avenue  
Lisbon Falls, Me 04252  
Map U11 Lot 012

Date: October 12, 2023

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### Summary

### Recommendation

### Attachments

1. FrostHillAmendmentMemo 10.12
2. Frost Hill Amendment Checklist 10.5.23

MEMORANDUM

TO: Lisbon Planning Board  
Through Mark Stambach, Code Enforcement Officer

CC: Holly Ganser, New Leaf Energy

From: Kate Burch, Planner, North Star Planning

RE: 101 Frost Hill Solar Site Plan Amendment

Date: October 5, 2023

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**Overview**

101 Frost Hill solar project site plan review was approved by the Lisbon Planning Board on April 29, 2020 and amended to reduce the overall size of the project on October 28, 2021. The approval was extended on October 13, 2022.

The project required several additional permits. The project was granted a Driveway Entrance Permit in April 2021. The project has received Maine DEP approval for the solar decommissioning permit, stormwater permit by rule, NRPA permit by rule, and the Tier 1 NRPA wetland permit. DEP requires a decommissioning bond to be paid by the applicant. The applicant is still working with the Army Corps of Engineers on the authorization for the stream crossing and associated wetland impacts, and will provide those permits once received.

**Site Plan Amendment**

The applicant requests a site plan amendment to reduce the wetland impacts of the project, based on discussions with the Army Corps of Engineers. The new proposed layout removes solar panel racking from the west side of the property and relocates it to an open area at the north of the property. No other changes to the approved site plan are proposed.

Due to delays caused by a Central Maine Power study, this project is not expected to begin construction until 2024, with an estimated completion date in 2025. If approved, the amended site plan will be valid for one year. Construction must commence by October 2024.

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

## 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 checked="" type="checkbox"/>	Not <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 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 type="checkbox"/>	Met <input checked="" 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 checked="" type="checkbox"/>	Met <input 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 type="checkbox"/>	Met <input checked="" 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</i>

			<i>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>
N/A <input checked="" type="checkbox"/>	Met <input type="checkbox"/>	Not <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 type="checkbox"/>	Met <input checked="" type="checkbox"/>	Not <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"/>	Not <input 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"/>	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>

Application Number:

Project Name:

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 – 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 _____

## Site Plan Review – Tier 2

### Planning Board Procedure Checklist:

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

<i>Date Completed</i>	
	1. A pre-application meeting with the Planning Board, prior to formal submission, is recommended but not required
	2. Application received (10 copies); payment of fee(s); schedule initial Planning Board meeting within 30 days of receipt of application
	3. Initial Planning Board meeting – review submission for completeness, schedule site visit as needed, schedule public hearing (within 30 days of notice of completeness)
	4. Provide written notice to applicant confirming submission requirements received in full, include any preliminary comments on site plan; if additional materials are requested of the applicant at the initial Planning Board meeting, applicant must provide those materials to Code Enforcement before a notice of complete application can be issued
	5. Send notice to abutters (by mail); send application to Town Departments for review
	6. Hold site visit as needed ( <i>site visit strongly encouraged</i> ) – Town shall notify the applicant and publish notice of the site visit
	7. Public hearing notification published twice, the first notice at least 7 days before the hearing
	8. Planning Board hearing: (a) Presentation by applicant (b) Staff comments (c) Open hearing to public comments
	9. Conduct Board review (checklist)
	10. Complete Planning Board Findings of Fact and Decision (approval or denial, conditions) – completed <b>within 60 days of receipt of application</b> ; provide written notice to applicant
	11. Approved/denied project filed in town office

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>
	<p><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.</p>
	<p><b>2. Submit Application to Town Office (Code Enforcement Officer), by the 2<sup>nd</sup> Thursday of the month:</b></p> <ul style="list-style-type: none"> <li>a. Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials;</li> <li>b. Applicant must pay any required fee(s) at time of submission;</li> <li>c. Schedule an initial submission review meeting with Planning Board (regular meetings are 4<sup>th</sup> Thursdays of the month).</li> </ul>
	<p><b>3. Attend first Planning Board meeting, initial application review:</b></p> <ul style="list-style-type: none"> <li>a. 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>b. 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>c. 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>d. Board may request and schedule a site visit prior to the public hearing (not required);</li> <li>e. Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.</li> </ul>
	<p><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.</p>
	<p><b>5. Attend public hearing:</b></p> <ul style="list-style-type: none"> <li>a. Applicant (or representative) will be allowed a brief presentation;</li> <li>b. Town staff will present any comments;</li> <li>c. Public hearing will be opened, Board will make a note of all public and abutter comments;</li> </ul>

*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>

<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 _____

## 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.

<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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> Applicant has submitted DEP permit. Applicant must submit ACOE permit when received.</p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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> Driveway Entrance Permit received 2021</p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Parking Requirements.</b> Development parking must meet the town standards as set forth in <b>section 70-661</b> et seq.</p> <p><b>Conditions:</b></p>

Application Number:

Project Name:

<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Pedestrian Circulation.</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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Stormwater Management.</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 stormdrains. 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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Conservation, erosion, sediment control.</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> MS4 Compliance</p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Signs.</b> Development signs must meet section 70-711 et seq. sign requirements.</p> <p><b>Conditions:</b></p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Exterior Lighting.</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>

Application Number:

Project Name:

<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <input type="checkbox"/>	<p><b>Air Emissions.</b> All air pollution control shall comply with minimum state requirements.</p> <p><i>Conditions:</i></p>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>
<b>Met</b> <input checked="" type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Waived</b> <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>

Application Number:	Project Name:
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Met	Not	Waived	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Sewage Disposal.</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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Waste Disposal.</b> The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.</p> <p><b>Conditions:</b> Decommissioning plan and bond submitted to Maine DEP</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Compliance with Comprehensive Plan.</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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Archaeological Resources.</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>

Application Number:

Project Name:

<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>
<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>
<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>
<p><b>Met</b></p> <input checked="" type="checkbox"/>	<p><b>Not</b></p> <input type="checkbox"/>	<p><b>Waived</b></p> <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>