



**AGENDA**  
**PLANNING BOARD MEETING**  
**NOVEMBER 17, 2022**  
**LISBON TOWN OFFICE**  
**7:00 PM**

William Kuhl - Regular 2023
Curtis Lunt - Regular 2025
Shaun Carr - Regular 2024
Chris Huston - Regular 2025
Patrick Maloy - Regular 2024
Dan Leeman - Associate 2025
Nicholas Craig - Associate 2024

1. CALL TO ORDER

2. ROLL CALL

\_\_\_ Curtis Lunt (Vice-Chair)  
\_\_\_ William Kuhl (Chair)  
\_\_\_ Shaun Carr

\_\_\_ Chris Huston  
\_\_\_ Patrick Maloy

\_\_\_ Nicholas Craig (Associate)  
\_\_\_ Dan Leeman (Associate)

3. CHAIRMAN'S REVIEW OF MEETING RULES

4. WRITTEN COMMUNICATIONS – Minutes of October 27, 2022

5. PUBLIC HEARINGS – NONE

6. UNFINISHED BUSINESS – NONE

7. NEW BUSINESS – **Case #22-17** Conditional Use Application

April Andreasen  
Alchemy Massage LLC  
6 Pinewoods Road  
Lisbon Me 04250  
Map U20 Lot 003

- Modification to Chapter 70 Zoning Ordinance, Section 70-614 Building & Property Maintenance Standards

8. OTHER BUSINESS - Update of Sign Ordinance Changes

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 OCTOBER 27, 2022

William Kuhl, Chair- Regular 2023  
Curtis Lunt, Vice Chair- 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. Kuhl called the meeting to order at 7:00 PM.
- 2. ROLL CALL:** Regular members present were William Kuhl, Curtis Lunt, Shaun Carr, Chris Huston and Patrick Maloy. Associate Member Nicholas Craig was present as well. Dan Leeman was excused Also present was Mark Stambach, Code Enforcement Officer; Councilor Fellows, Town Council Liaison; Ben Smith, Town Planner and 7 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 October 13, 2022

The meeting minutes of October 13, 2022 were distributed to all the members. The Chairman asked if there were corrections or additions.

**VOTE: (2022-81)** Mr. Carr, seconded by Mr. Lunt moved to approve the Minutes of October 13, 2022.

**Vote: 5-0 Carried.**

### **5. PUBLIC HEARING – Zoning Correction for parcel Map U20 Lot 020**

The Chairman opened the Public Hearing.

Mr. Stambach stated the parcel of land was zoned incorrectly by the last amendment that was done to the map back in 2013, which was verified by the Tax Assessor. He stated that when it was zoned as Resource Protection, it was assumed that that section of property was a portion of Beaver Park. He said there is no resource in that area that would require resource protection zoning be established. He said because that part of the parcel was assumed to be part of Beaver Park, the zone was extended through there. Mr. Stambach stated, as it turns out, that parcel of land belongs to Ralph Sawyer and has for years.

Elaine Alexander, 39 Winter Street, stated her concerns that the error was not corrected earlier and when she bought her house the area was protected and now it is not. Mrs. Alexander asked what the correction means to that particular parcel. Mr. Kuhl said it means Mr. Sawyer's parcel will go back to being zoned as Limited Residential and is his current house lot. Mr. Stambach stated with Limited Residential, it allows any permitted use within that zone, which is just residential and not commercial zone. Mrs. Alexander said she was concerned about the environment and the habitat that has been established and to have it changed to something that can now be built upon. Mr. Stambach wanted her to understand that resource protection is more to do with a water source, not wildlife protection.

The Chairman closed the Public Hearing at 7:15pm.

### **6. UNFINISHED BUSINESS:** Zoning Correction for parcel Map U20 Lot 020

**VOTE: (2022-82)** Mr. Carr, seconded by Mr. Huston moved to approve the Zoning correction for parcel Map U20 Lot 020.

**Vote: 5-0 Carried.**

### **7. NEW BUSINESS – Case #22-16 - Conditional Use Application**

Nancy Downs  
10 Beatley Street  
Lisbon, Me 04250

## Map U05 Lot 216

Determination of greatest practical extent for reconstruction of a nonconforming structure within 18 months of removal of more than 50% per ARTICLE I, Section 70-5 (d) 2 of the Zoning Ordinance.

Mr. Stambach stated the applicant has a 12ft x 20ft garage that needs to be torn down and would like to replace it in kind as close to the same location as possible. He said there is a little less than five feet between the garage and the house and only about two feet from the property line to the edge of the garage. Mr. Stambach is proposing that the applicant move the new garage to within three feet of the house to gain a little bit more room on the property line side. Mr. Stambach stated if they move it any closer than that to the house then the water will shed toward the house and cause deterioration. He said because this is an existing non-conforming, it meets the greatest practical extent.

**VOTE: (2022-83)** Mr. Lunt, seconded by Mr. Carr moved to approve the application.

**Vote: 5-0 Carried.**

**8. OTHER BUSINESS** – Review of sign permit for Sippy Cup Consignment

84 Main Street  
Lisbon Falls, ME 04252  
Map U04 Lot 062

Mr. Stambach stated the applicant is requesting to put up a sign on her business. He said her initial application requested a 10 foot in diameter to be located on the Main Street side of the business and the current/prior ordinance, before the moratorium was set, says it can be no more than 24 square feet per street. Mr. Stambach stated this building doesn't really face the two streets because it sits at an angle. The Ordinance states the maximum the sign could be is 48 square feet, combining the two signs by the two street faces.

**VOTE: (2022-84)** Mr. Lunt, seconded by Mr. Huston moved to approve a five foot diameter circular sign for Sippy Cup Consignment, 84 Main Street, Lisbon Falls.

**Vote: 5-0 Carried.**

**9. CODE ENFORCEMENT OFFICER** – Sign Ordinance Discussion with NorthStar Planning, LLC

Ben Smith from Northstar Planning LLC stated the Town of Lisbon reached out to him to help with general planning services, develop and review and ordinance development. Mr. Smith is currently helping with the Sign Ordinance updates.

Mr. Stambach stated the current plan for the Sign Ordinance is for the Planning Board to take the current Sign Ordinance with changes as is and move it forward to Town Council or bring it back to the working committee and see if other changes suggested could be added.

Mr. Smith stated the current draft covers the constitutional content issues very well. He feels the area they need to focus on now is the policy issues that need to be addressed at the local level. Mr. Kuhl suggested that he and Mr. Lunt meet with Mr. Smith, the Town Manager and other committee members to discuss the Sign Ordinance issues further before sending it to Town Council. The Planning Board agreed.

Mr. Stambach suggested the Planning Board change meeting dates for their November and December Meetings since there are two holidays in November and the Christmas Holiday. The Board agreed to have one meeting on November 17<sup>th</sup> and one meeting in December on the 8<sup>th</sup>.

**VOTE: (2022-85)** Mr. Lunt, seconded by Mr. Carr moved to have only one Meeting in November on the 17<sup>th</sup> and one meeting in December on the 8<sup>th</sup>.

**Vote: 5-0 Carried.**

Mr. Stambach stated Eagle Creek Renewable Resource, who runs the dam, contacted him to get permission to change their signs upstream of the dam. They would like to replace the existing signs, which are attached to the trees.

**VOTE: (2022-86)** Mr. Huston, seconded by Mr. Lunt moved to grant permission to Eagle Creek Renewable Resource to replace existing signs on the trees going upstream of the dam.

**Vote: 5-0 Carried.****10. ADJOURNMENT**

**VOTE: (2022-87)** Mr. Carr, seconded by Mr. Huston moved to adjourn at 7:40 pm.

**Vote: 5-0 Carried**

Respectfully Submitted: \_\_\_\_\_  
Lisa B. Smith, Deputy Town Clerk  
Date Approved: November 17, 2022

PAD CC. 150.<sup>00</sup>

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number: # 22-17	Date Received: 11/4/22
Project Name: ALCHEMY MASSAGE	Fee Paid (amount): 150. <sup>00</sup>
Applicant: APRIL ANDREASEN	



## Town of Lisbon, Maine CONDITIONAL USE APPLICATION

Project Name/Title: Alchemy Massage LLC

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:

Address

Telephone

April Andreassen  
6 Pinewoods Rd Lisbon, ME 04250  
(207) 751-5005

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

11/3/22  
Date

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

## Property Information

6. Location of Property (Street or Road) 60 Pinewoods Rd

Register of Deeds Book 10597 Page 324

Lisbon Tax Maps Map 120 Lot 003

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.

FREE OWNERSHIP

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

NO

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

Yes No If yes, please specify: Not aware of any

10. Current zoning of property: Limited Residential

Current use(s) of property: Home

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

NO Aquifer Protection Overlay NO 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:

Not aware of any

## 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.

Moving my Massage therapy practice into a room in my home with an attached bath room. Business will occupy 261.25 sq ft. No employees, 1 client at a time. Approximately 20 clients per week.

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: \_\_\_\_\_  
 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 – Conditional Use Application</b> (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> <li>v. <b>Waste disposal.</b> The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems.</li> </ul>	

**OFFICE USE ONLY – Conditional Use Application**

Application Number:

Project Name:

	<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>	
	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.	
	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.	
	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.	
	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.	

<b>OFFICE USE ONLY – Conditional Use Application</b> (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)
	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) – <i>does not have to be same meeting as hearing</i>
	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>

<b>OFFICE USE ONLY – Conditional Use Application</b> (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 type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	1. <i>Health.</i> The maintenance of safe and healthful conditions.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	2. <i>Pollution.</i> The prevention and control of water pollution and sedimentation.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	3. <i>Building sites.</i> The control of building sites, placement of structures and land uses.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	4. <i>Wildlife habitat.</i> The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	5. <i>Shore cover.</i> The conservation of shore cover, visual as well as actual points of access to inland and coastal waters and natural beauty.  <b>Conditions:</b>

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

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

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>1. <i>Compatibility with area.</i> The compatibility of the proposed use with adjacent land uses.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>2. <i>Need.</i> The need of a particular location for the proposed use.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>3. <i>Access.</i> Access to the site from existing or proposed roads.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>4. <i>Flooding.</i> The location of the site with respect to floodplains and floodways of rivers or streams.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>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.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>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.</p> <p><b>Conditions:</b></p>

Application Number:

Project Name:

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <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>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <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>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>9. <i>Transportation.</i> The impact of the proposed use on transportation facilities.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <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>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <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:

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

## 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 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"/>	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 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 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 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 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>

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

			<i>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>
<b>N/A</b> <input type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <input type="checkbox"/>	<b>Site Plan Review.</b> Chapter 62, Article I <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.</i>
<b>N/A</b> <input type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <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>
<b>N/A</b> <input type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <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>
<b>N/A</b> <input type="checkbox"/>	<b>Met</b> <input type="checkbox"/>	<b>Not</b> <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>

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:

N/A <input 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 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 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 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 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 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 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>

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

## 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

(c) **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 type="checkbox"/>	Not <input type="checkbox"/>	6. <i>Health.</i> The maintenance of safe and healthful conditions.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	7. <i>Pollution.</i> The prevention and control of water pollution and sedimentation.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	8. <i>Building sites.</i> The control of building sites, placement of structures and land uses.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	9. <i>Wildlife habitat.</i> The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat.  <b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	10. <i>Shore cover.</i> The conservation of shore cover, visual as well as actual points of access to inland and coastal waters and natural beauty.  <b>Conditions:</b>

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

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

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>12. <i>Compatibility with area.</i> The compatibility of the proposed use with adjacent land uses.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>13. <i>Need.</i> The need of a particular location for the proposed use.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>14. <i>Access.</i> Access to the site from existing or proposed roads.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>15. <i>Flooding.</i> The location of the site with respect to floodplains and floodways of rivers or streams.</p> <p><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>16. <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><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>17. <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><b>Conditions:</b></p>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	<p>18. <i>Topography.</i> Existing topographic and drainage features and vegetative cover on the site.</p> <p><b>Conditions:</b></p>

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

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	19. <i>Erosion.</i> The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.
			<b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	20. <i>Transportation.</i> The impact of the proposed use on transportation facilities.
			<b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	21. <i>Community facilities.</i> The impact of the proposed use on local population and community facilities.
			<b>Conditions:</b>
Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	22. <i>Water supply.</i> The impact of the proposed use on local water supplies.
			<b>Conditions:</b>

**Additional conditions list, next page.**

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

## **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:

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

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 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 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.

<p>N/A</p> <input type="checkbox"/>	<p>Met</p> <input type="checkbox"/>	<p><b>Site Plan Review.</b> Chapter 62, Article I  <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.</i></p>
<p>N/A</p> <input type="checkbox"/>	<p>Met</p> <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. Subdivisions in ROS Districts: All subdivisions in ROS zones greater than 10 acres must meet the Open Space Subdivision standards. Open Space Subdivisions: This chapter includes specific provisions to allow for open space preservation through increased flexibility in subdivision standards and requirements.</i></p>
<p>N/A</p> <input type="checkbox"/>	<p>Met</p> <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>
<p>N/A</p> <input type="checkbox"/>	<p>Met</p> <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>
<p>N/A</p> <input type="checkbox"/>	<p>Met</p> <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>

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

N/A <input type="checkbox"/>	Met <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 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>
N/A <input type="checkbox"/>	Met <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 type="checkbox"/>	Met <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 type="checkbox"/>	Met <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 type="checkbox"/>	Met <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>	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	

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*



# Articles of Organization

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A set of formal documents filed with the Secretary of State to legally document the creation of a new business entity.

MAINE  
LIMITED LIABILITY COMPANY

STATE OF MAINE

CERTIFICATE OF FORMATION

Filing Fee \$175.00

File No. 20238537DC Pages 2  
Fee Paid \$ 175  
DCN 2222902370005 DLLC  
FILED  
10/04/2022

*Julie L. Flynn*  
Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

Pursuant to 31 MRSA §1531, the undersigned executes and delivers the following Certificate of Formation:

FIRST: The name of the limited liability company is:

**ALCHEMY MESSAGE LLC**

(A limited liability company name must contain the words "limited liability company" or "limited company" or the abbreviation "LLC," "LLC," "LC" or "LC" or, in the case of a low-profit limited liability company, "L3C" or "L3C" - see 31 MRSA 1502.)

SECOND: Filing Date: (select one)

☒  
☐

Date of this filing; or

Later effective date (specified here):

THIRD: Designation as a low profit LLC (Check only if applicable):

☐

This is a low-profit limited liability company pursuant to 31 MRSA §1611 meeting all qualifications set forth here:

A. The company intends to qualify as a low-profit limited liability company;

B. The company must at all times significantly further the accomplishment of one or more of the charitable or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code of 1986, as it may be amended, revised or succeeded, and must list the specific charitable or educational purposes the company will further;

C. No significant purpose of the company is the production of income or the appreciation of property. The fact that a person produces significant income or capital appreciation is not, in the absence of other factors, conclusive evidence of a significant purpose involving the production of income or the appreciation of property; and

D. No purpose of the company is to accomplish one or more political or legislative purpose within the meaning of Section 170(c)(2)(D) of the Internal Revenue Code of 1986, or its successor.

FOURTH: Designation as a professional LLC (Check only if applicable):

☐

This is a professional limited liability company\* formed pursuant to 13 MRSA Chapter 22-A to provide the following professional services:

(Type of professional services)

Form No. MLLC-6 (1 of 2)

**FIFTH:** The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent)



Commercial Registered Agent

CRA Public Number: PA0232

LEGALINC CORPORATE SERVICES INC.

(Name of commercial registered agent)



Noncommercial Registered Agent

(Name of noncommercial registered agent)

(physical location, not P.O. Box – street, city, state and zip code)

(mailing address if different from above)

**SIXTH:** Pursuant to 5 MRSA §105.2, the registered agent listed above has consented to serve as the registered agent for this limited liability company.

**SEVENTH:** Other matters the members determine to include are set forth in the attached Exhibit \_\_\_\_\_, and made a part hereof.

**\*\*Authorized person(s)**

Dated Sep 30, 2022



(Signature of authorized person)

LOVETTE DOBSON

(Type or print name of authorized person)

(Signature of authorized person)

(Type or print name of authorized person)

**\*Examples of professional service limited liability companies are accountants, attorneys, chiropractors, dentists, registered nurses and veterinarians. (This is not an inclusive list – see 13 MRSA §723.7)**

**\*\*Pursuant to 31 MRSA §1676.1.A. Certificate of Formation MUST be signed by at least one authorized person.**

The execution of this certificate constitutes an oath or affirmation under the penalties of false swearing under 17-A MRSA §453.

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

Secretary of State  
Division of Corporations, UCC and Commissions  
101 State House Station  
Augusta, ME 04333-0101  
Telephone Inquiries: (207) 624-7752

Email Inquiries: [CEC.Corporations@Maine.gov](mailto:CEC.Corporations@Maine.gov)

Form No. MLLC-6 (2 of 2) Rev. 10/31/2012

# Untitled Map

Write a description for your map.

## Legend

6 Pinewoods Rd

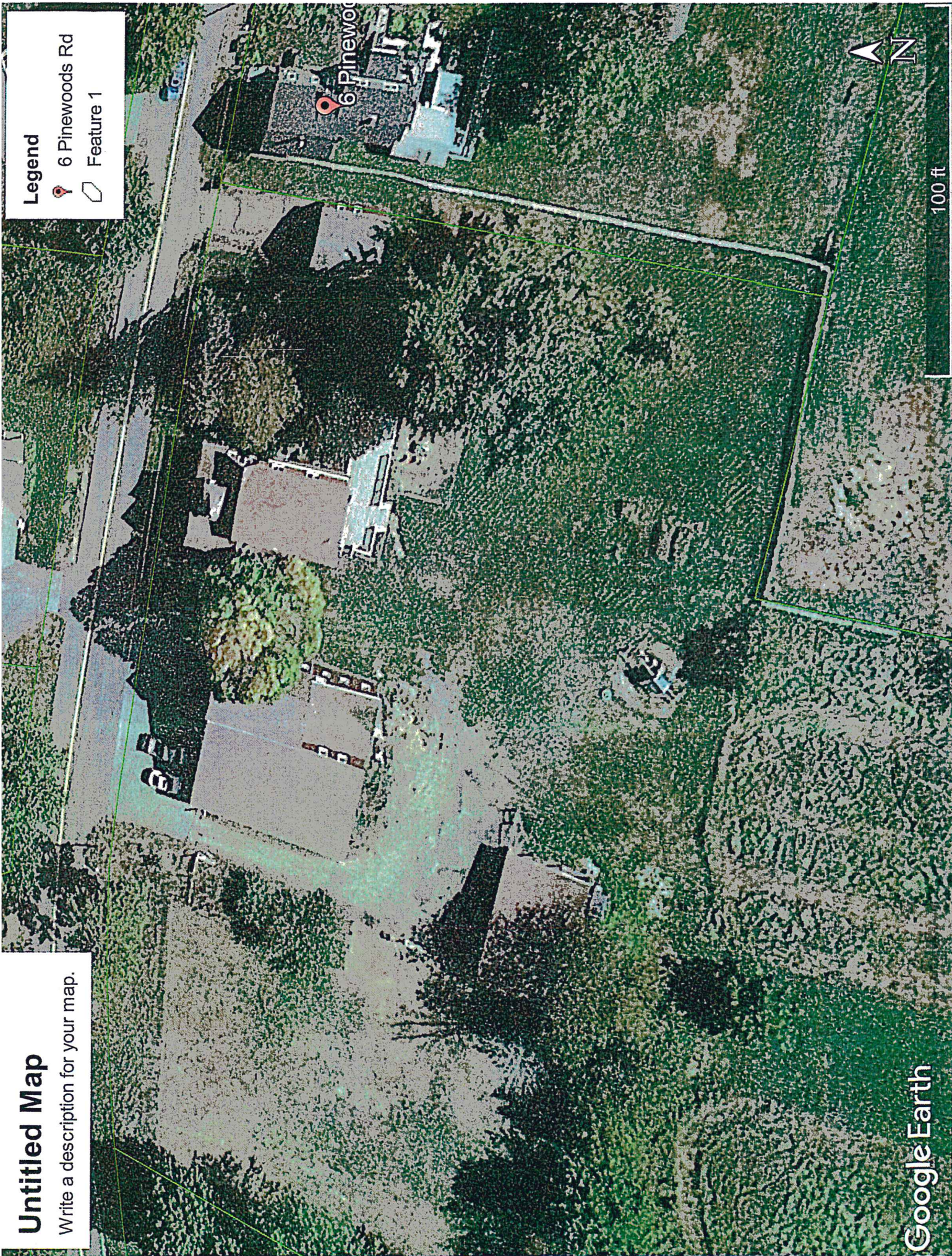
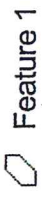
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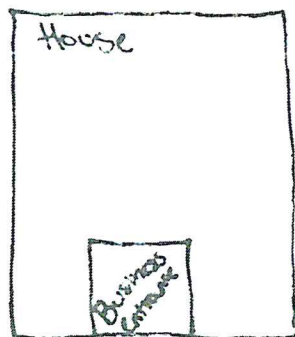
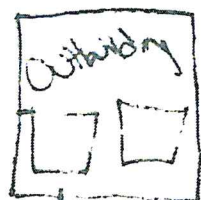
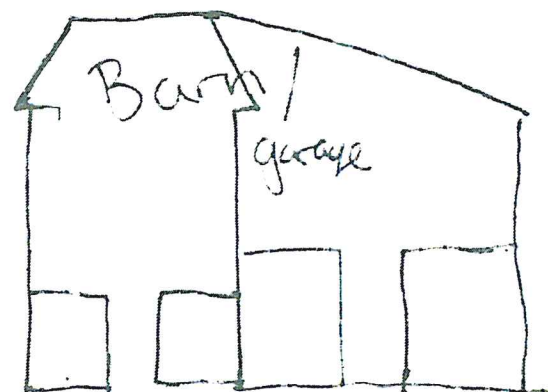
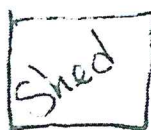
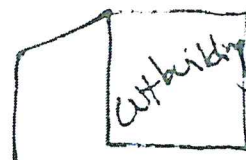
Google Earth

100 ft



6 Pinewoods Rd

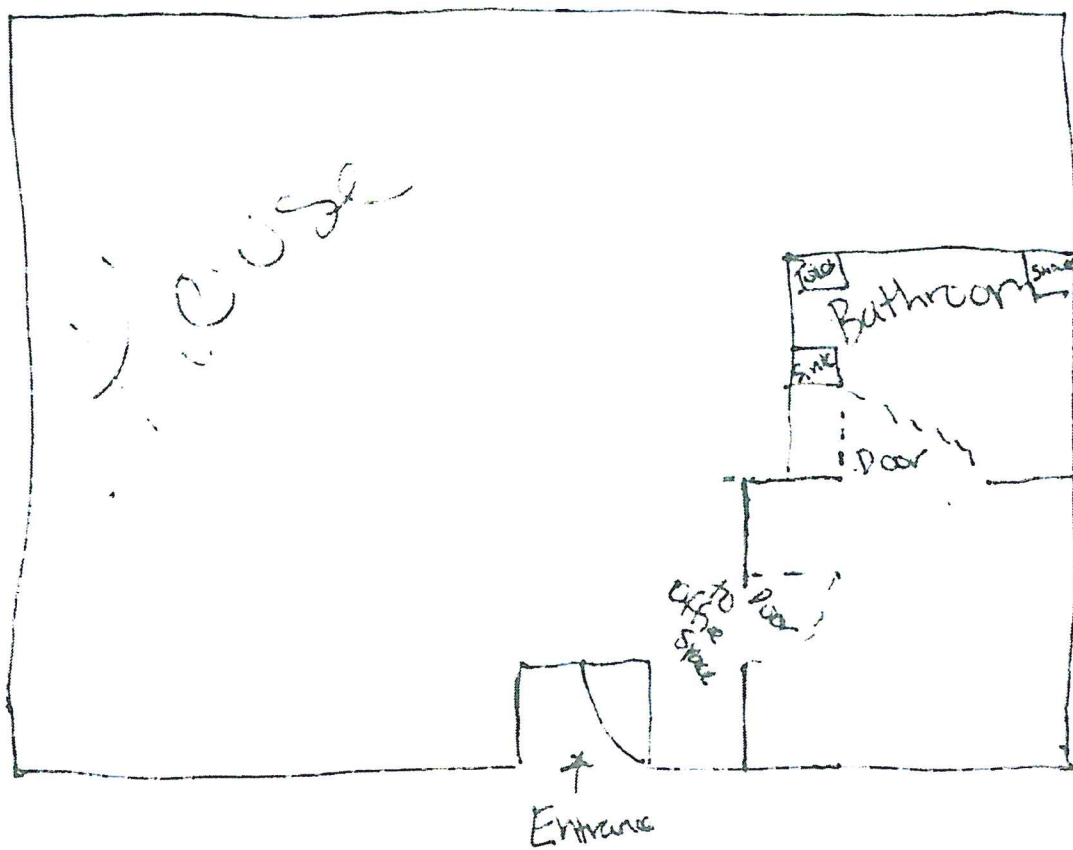




Driveway

Driveway /  
Client parking

STREET



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## Sec. 70-614. Building and property maintenance standards.

- (a) *Generally.* The appearance of the Town of Lisbon as an attractive, well kept, safe and clean community is essential to the economic health of its businesses and to the corresponding employment opportunities for its residents. The purpose of this section is to set a minimum standard for the maintenance of the grounds, buildings and structures on individual properties in order to protect public health, public safety, property values and to prevent nuisance conditions.

- (b) *Definitions.*

*Abandoned buildings—Mobile homes—Structures.* See subsection (f).

*Building* means a structure designed or intended for the shelter or protection of persons, animals, chattels or property (as initially defined in section 70-1 of this ordinance).

*Casualty damage* means any unforeseeable, unintended accident affecting a property.

*CEO* is an acronym meaning the Code Enforcement Officer for the Town of Lisbon.

*Components* means all electrical, gas, oil and other similar type accessories/attachments to the grounds, structures or buildings.

*Dangerous buildings* (includes structures). See subsection (e).

*Grounds* means the part of a property not covered by buildings or structures, including but not limited to driveways, pathways, flowers, trees and lawns.

*Property* means any lot, plot, or parcel of land including all buildings and structures.

*Structure* means anything built for the support, shelter or enclosure of persons, animals, goods or property of any kind, together with anything constructed or erected, the use of which requires a fixed location on or in the ground or attachment to something on or in the ground. The term excludes paved drives, streets, walks, patios and the like, septic systems, utility poles and fences. The term includes items regardless of the temporary nature of the construction such as decks and satellite dishes (as initially defined in section 70-1 of this ordinance).

- (c) *References.* This section was established from the guidance taken in these Maine Revised Statutes. Other sources may have been used but are not specifically mentioned here.

- (1) ~~17 M.R.S.A. Title 17 M.R.S. § 2707-2851~~—2859; ~~Crimes/nuisances (includes §§ 2851—2859—~~  
Dangerous buildings);
- (2) ~~Title 30-A M.R.S. 30-A M.R.S.A. § 3106A~~: Abandoned mobile homes;
- (3) ~~Title 30-A M.R.S. 30-A M.R.S.A. § 3106B~~: Abandoned properties;
- (4) ~~Title 30-A M.R.S. 30-A M.R.S.A. §§ 3751—3760~~: Junkyards and automobile graveyards;
- (5) ~~Title 30-A M.R.S. 30-A M.R.S.A. § 4452~~: Enforcement of land use laws and ordinances.

- (d) *Required maintenance.*

- (1) All grounds or parts thereof shall be maintained to prevent unsafe, unsanitary and/or nuisance conditions in accordance with Title 17 M.R.S. ~~17 M.R.S.A. §§ 2707—2859~~ in order to avoid any adverse effect on the value of adjacent properties.
- (2) All grounds or parts thereof shall be maintained so as not to violate any requirements or conditions set forth in Title 30-A M.R.S. ~~30-A M.R.S.A. §§ 3751—3760~~: Junkyards and automobile graveyards.
- (3) All buildings and structures and all parts thereof shall be maintained in a safe, sanitary and hazard free condition. All devices, safeguards, equipment and means of egress shall be kept in good working order.

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The exterior of all premises and the condition of all buildings, structures and components thereon shall be maintained so as to preserve the safe condition of such and so that hazards to public health and safety are avoided.

- (e) *Dangerous buildings.* In accordance with ~~Title 17 M.R.S. 17 M.R.S.A.~~ § 2851, whenever the Town Councilors of the Town of Lisbon find that a building or structure or any portion thereof or any wharf, pier, pilings or any portion thereof that is or was located on or extending from land within the boundaries of the town as measured from low water mark, is structurally unsafe; unstable; unsanitary; constitutes a fire hazard' is unsuitable or improper for the use or occupancy to which it is put; a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property, they may after notice and hearing on this matter adjudge the same to be a nuisance or dangerous and may make and record an order prescribing what disposal must be made of that building or structure. Specific requirements for declarations of dangerous buildings as identified in ~~Title 17 M.R.S. 17 M.R.S.A.~~ §§ 2852—2859 shall apply.
- (1) Any building or structure partially or totally destroyed by fire, flooding or other causes shall be deemed a casualty (as determined by the code enforcement officer and or fire chief) and shall be made secure immediately. The same building or structure may also be designated a dangerous building and as such would be subject to the governing Maine state statutes as well.
  - (2) A permit for building/structure demolition or reconstruction shall be obtained within ninety (90) days from the date of fire or other such casualty. Work to either remove or restore all damaged building(s) or structures must begin no later than one year from the date of the casualty. Removal without planned restoration must begin within 180 days and be finished according to the schedule established by the demolition permit.
  - (3) If demolition is considered for any dangerous buildings or structures, the provisions set forth in subsection (g) shall apply.
- (f) *Abandoned buildings—Mobile homes—Structures.*
- (1) In accordance with ~~Title 30-A M.R.S. 30-A M.R.S.A.~~ §§ 3106-A and 3106-B, the Town Councilors of the Town of Lisbon may regulate the care, maintenance and security of a mobile home or of property determined to be abandoned under provisions of those statutes if the responsible parties fail to address the property defects after notice and opportunity to comply. The town may recover its costs from the responsible parties.
  - (2) If demolition is considered for abandoned buildings, mobile homes or structures, the provisions set forth in subsection (g) shall apply.
- (g) *Demolition process—For all buildings—Structures—Mobile homes.* In the case of building demolition whether partial or total and whether because of casualty, or if such building, mobile home or structure has been officially declared a dangerous building, or for any other reason demolition is considered; the provisions listed in subsections (1)—(8) are applicable.
- (1) If reconstruction is not planned to commence within one year of the date of the casualty or planned demolition date for any other reasons, it must be so stated at the time of demolition permit application.
  - (2) Provisions must be made and so stated in the permit application to ensure all debris is removed or buried as lawfully allowed.
  - (3) The demolition must be completed such that the property is graded to existing land contours where structures formally stood. The footprints of all buildings and structures must no longer be visible.
  - (4) Current erosion and sediment control practices as established by the Maine Department of Environmental Protection must be followed in order to preclude erosion and sedimentation.

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- (5) If reconstruction is not planned to commence within a year of the date of the casualty or planned demolition date for any other reasons, these post demolition standards must be met within 180 days.
  - (6) If these requirements are not feasible due to an unforeseen condition, a waiver may be requested. The CEO shall award or deny waiver requests or defer to the planning board for its consideration.
  - (7) The town may recover its costs from any actions taken to ensure compliance with these standards.
  - (8) The time limits set forth in this section be deemed to commence and be applicable to any partial or total demolitions of buildings, mobile homes or structures that occur prior to or after the date of enactment.
- (h) *Enforcement, penalties and appeals.*
- (1) *Enforcement.* The Code Enforcement Officer of the Town of Lisbon shall be herein specifically authorized by the Councilors of the Town of Lisbon and shall enforce the provisions of this section. As with other enforcement matters, the CEO shall first seek voluntary cooperation from the alleged violator, allowing no more than sixty (60) days for the completion of corrective action. If complete and satisfactory correcting of the violation is not possible within the sixty (60) day allowance, such action shall be initiated in accordance with the provisions set forth in section 70-91—Informal adjustment of land use violations.
  - (2) *Penalties.* If a violation is not corrected within the time frame allowed the town shall pursue all remedies and relief available by law and/or in equity for land use ordinances, including without limitations the remedies and relief provided Title 30-A M.R.S. ~~30-A M.R.S.A.~~ § 4452. The town shall retain all monetary penalties collected pursuant to enforcement of this section.
  - (3) *Appeals.* The alleged violator(s) may appeal the CEO's decision to the Zoning Board of Appeals of the Town of Lisbon for consideration. Appeals must be made in accordance with section 70-120(a) (Administrative appeals) and (d) (Informal adjustment agreement).

( C.M. of 5-3-2016, V. 2016-103 )