



AGENDA
PLANNING BOARD MEETING
DECEMBER 08, 2022
LISBON TOWN OFFICE
7:00 PM

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

2. ROLL CALL

___ William Kuhl (Chair)	___ Chris Huston	___ Nicholas Craig (Associate)
___ Curtis Lunt (Vice-Chair)	___ Patrick Maloy	___ Dan Leeman (Associate)
___ Shaun Carr		

3. CHAIRMAN'S REVIEW OF MEETING RULES

4. WRITTEN COMMUNICATIONS – Minutes of November 17, 2022

5. PUBLIC HEARINGS –

A. Conditional Use Application – Alchemy Massage LLC

B. Amendments to Chapter 70 Zoning Ordinance, Section 70-614 Building & Property Maintenance Standards

6. UNFINISHED BUSINESS – **Case #22-17** Conditional Use Application

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

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

7. NEW BUSINESS – Amendment to Sign Ordinance – *First Reading*

Case # 22-18 Conditional Use Application

Gabrielle D. Profenno
Girl Pro-Custom
18 Ferry Road
Lisbon Me 04250
Map U15 Lot 002

Case #22-19 Conditional Use Application

Lisa Finlayson Brown
Adult Use Manufacturing Facility-River Driver
8 Main Street
Lisbon Falls, Me 04252
Map U05 Lot 221

Case #22-20 Conditional Use Application

Lisbon Public Works
14 Capital Ave
Lisbon Falls, Me 04252
Map U10 Lot004

Sign Application
IAMAW Union Office
698 Lisbon Street

8. OTHER BUSINESS -

9. CODE ENFORCEMENT OFFICER ITEMS – Update to MS4 Ordinance

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.



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Lisa Ward, Town Clerk
Lisa Smith, Deputy Clerk

PUBLIC HEARING

Conditional Use Application & Ordinance Amendment

Notice is hereby given that the Lisbon Planning Board intends to hold a Public Hearing on December 8, 2022 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

Case #22-17 Conditional Use Application
April Andreasen
Alchemy Massage LLC
6 Pinewoods Road
Lisbon Me 04250
Map U20 Lot 003

&

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

The public is invited to attend.

Lisa Ward, Town Clerk


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 and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: 11/22/22



Constable, Town of Lisbon



PLANNING BOARD MINUTES NOVEMBER 17, 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 and Shaun Carr. Chris Huston was absent and Patrick Maloy was excused. 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; and 4 audience members. The Chairman extended voting privileges to Mr. Craig.

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 27, 2022

The meeting minutes of October 27, 2022 were distributed to all the members. The Chairman asked if there were corrections or additions.

VOTE: (2022-88) Mr. Lunt, seconded by Mr. Carr moved to approve the Minutes of October 27, 2022.

Vote: 4-0 Carried.

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

Mr. Stambach stated the applicant would like to move her Massage business to her home. Her home is in a Limited Residential area which needs Planning Board approval. The sign for the business will be 18"x24" which is well below what is allowed.

Mrs. Andreasen stated she has rented space from Haven Salon since 2011 and would like to move the business to her home. She said she is State Licensed.

Mr. Lunt asked if it is a Single Family home and if she uses the barn. Mrs. Andreasen said yes, it is a single family home and she uses the barn for her livestock.

VOTE: (2022-89) Mr. Lunt, seconded by Mr. Craig moved to accept the application as complete for Case #22-17, Conditional Use Application, Alchemy Massage LLC, 6 Pinewoods Rd, Lisbon Maine and set a Public Hearing for December 8, 2022.

Vote: 4-0 Carried.

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

VOTE: (2022-90) Mr. Lunt, seconded by Mr. Carr moved to accept the Modification to Chapter 70 Zoning Ordinance, Section 70-614 Building & Property Maintenance Standards as presented and set a Public Hearing for December 8, 2022.

Vote: 4-0 Carried.

8. OTHER BUSINESS – Update of Sign Ordinance Changes

Councilor Fellows stated they are still working on the changes needed.

9. CODE ENFORCEMENT OFFICER ITEMS - NONE

10. ADJOURNMENT

VOTE: (2022-91) Mr. Carr, seconded by Mr. Lunt moved to adjourn at 7:20 pm. **Vote: 4-0 Carried**

Respectfully Submitted: _____
Lisa B. Smith, Deputy Town Clerk
Date Approved: December 8, 2022

PAD CC. 150.⁰⁰

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. ⁰⁰
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 2nd Thursday of the month to be considered at the regular Planning Board meeting on the 4th 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) 751-5065

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 of Applicant

Date

11/3/22

Application Number:

Project Name:

Property Information6. Location of Property (Street or Road) 10 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.

Fee Ownership8. 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?

YesNoIf yes, please specify: Not Aware of any10. 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.

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

Conditional Use Application ATTACHMENTS CHECKLIST

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

✓ or N/A		OFFICE USE ONLY
	Basic Required Attachments:	
	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 ten (10) copies 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, 10 copies .	
	3. A statement addressing all of the applicable factors listed in section 70-194 of this Zoning Ordinance (10 copies): 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: <ul style="list-style-type: none"> i. Health. The maintenance of safe and healthful conditions. ii. Pollution. The prevention and control of water pollution and sedimentation. iii. Building sites. The control of building sites, placement of structures and land uses. iv. Wildlife habitat. The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat. v. Shore cover. The conservation of shore cover, visual as well as actual points of access to inland and coastal waters and natural beauty. 	
	B. Additional factors. The planning board shall also consider the following factors: <ul style="list-style-type: none"> i. Compatibility with area. The compatibility of the proposed use with adjacent land uses. ii. Need. The need of a particular location for the proposed use. iii. Access. Access to the site from existing or proposed roads. iv. Flooding. The location of the site with respect to floodplains and floodways of rivers or streams. v. Waste disposal. The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems. 	

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>	
	Possible Additional Attachments:	
	<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.	

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

Conditional Use Review

Planning Board Procedure Checklist

Date Completed--	
	1. Initial application received (10 copies), payment of fee(s)
	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 <u>scheduled site visit if applicable</u>
	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, within 20 days of the public hearing.

Conditional Use Permit Review Applicant Procedure Checklist

Date completed	Please refer any questions regarding the procedure to appropriate town staff.
	<p>1. Submit Application to Town Office (Code Enforcement Officer), by the 2nd Thursday of the month:</p> <ul style="list-style-type: none"> a. Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials; b. Applicant must pay any required fee(s) at time of submission; c. Schedule an initial submission review meeting with Planning Board (regular meetings are 4th Thursdays of the month).
	<p>2. Attend first Planning Board meeting, initial application review:</p> <ul style="list-style-type: none"> 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; 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 the Code Enforcement Officer and will then be issued a written notice of completeness; c. 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; d. Board may request a site visit prior to the public hearing; e. Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.
	<p>3. Optional site visit:</p> <p>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.</p>
	<p>4. Attend public hearing:</p> <ul style="list-style-type: none"> a. Applicant (or representative) will be allowed a brief presentation; b. Town staff will present any comments; c. Public hearing will be opened, Board will make a note of all public and abutter comments; 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);

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

	<p>5. Planning Board Review (may be a separate meeting from the hearing):</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>6. Written notice of decision:</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>7. Issuance of permits and compliance with conditions:</p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

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

Conditional Use Permit Standards Checklist

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

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

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

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

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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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><i>Conditions:</i></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><i>Conditions:</i></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><i>Conditions:</i></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><i>Conditions:</i></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><i>Conditions:</i></p>

Additional conditions list, next page.

Application Number:

Project Name:

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

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

Additional Factors	Conditions
Type of vegetation:	
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. 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"/>	Floodplain Management. 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"/>	Shoreland Zoning. <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a</i>

OFFICE USE ONLY – Conditional Use Application	
Application Number:	Project Name:

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

OFFICE USE ONLY – Conditional Use Application	
Application Number:	Project Name:

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	Rear Lots. 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"/>	Off-Street Parking and Loading. 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"/>	Marine Structures. 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"/>	Signs. 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"/>	Timber Harvesting and Clearing Vegetation. 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"/>	Planned Unit or Cluster Development. 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"/>	Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District. 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. Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	7. <i>Pollution.</i> The prevention and control of water pollution and sedimentation. Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	8. <i>Building sites.</i> The control of building sites, placement of structures and land uses. Conditions:
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. Conditions:
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. Conditions:

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

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. Conditions:
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. Conditions:
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. Conditions:
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. Conditions:

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:

<i>Additional Factors</i>	<i>Conditions</i>
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. 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"/>	Floodplain Management. 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"/>	Shoreland Zoning. <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.</i>

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

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Site Plan Review. 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>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Subdivisions. 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>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Groundwater & Wellhead Protection. 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 type="checkbox"/>	Supplementary Zoning Regulations. Chapter 70, Article VI, Division I <i>Includes additional regulations for the following:</i> <ul style="list-style-type: none"> • Accessory buildings • Agriculture • Campgrounds • Filling, grading, dredging, earth moving • High-intensity farming • Home occupations • Sanitation • Drainage • Conversion of existing building to multi-unit housing • Water quality • Archeological sites • Roads and driveways • Essential services
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Rear Lots. 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>

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

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Off-Street Parking and Loading. 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"/>	Marine Structures. 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"/>	Signs. 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"/>	Timber Harvesting and Clearing Vegetation. 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"/>	Planned Unit or Cluster Development. 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"/>	Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District. 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 – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
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

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 "L3," - 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: 110232

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

Lovette Dobson

(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

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

Untitled Map

Write a description for your map.

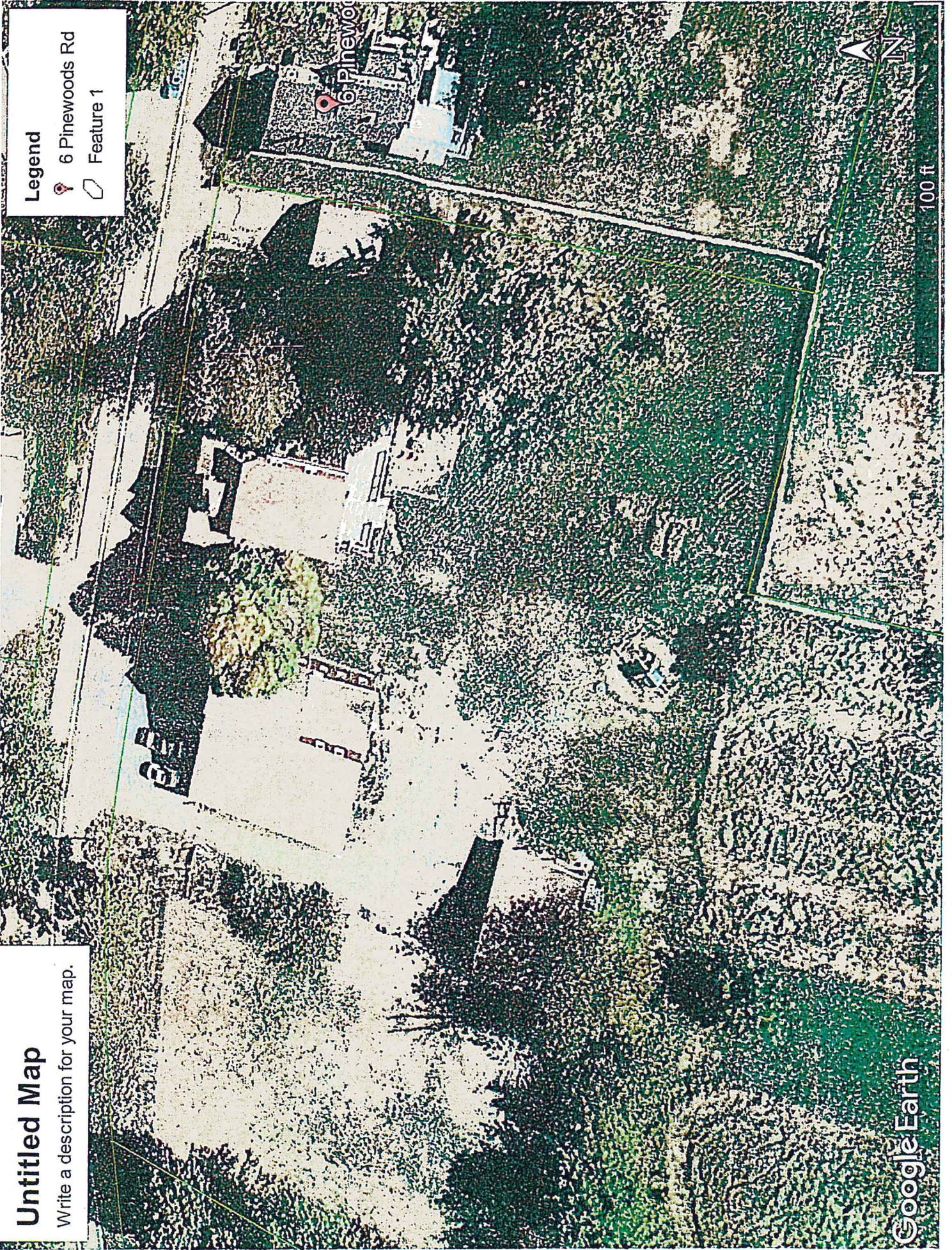
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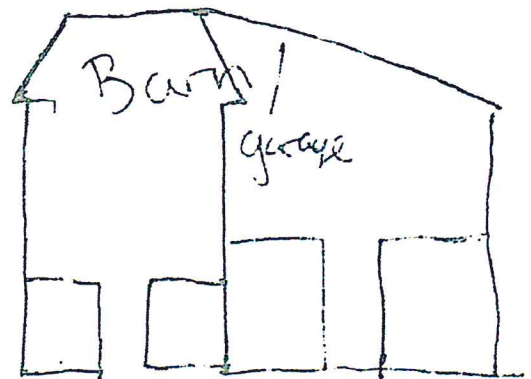
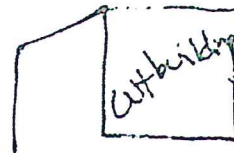
6 Pinewoods Rd

Feature 1

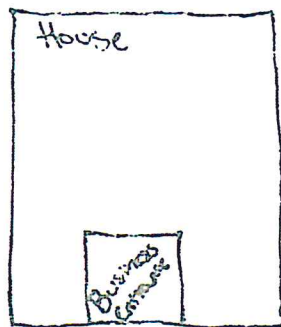
Google Earth

100 ft



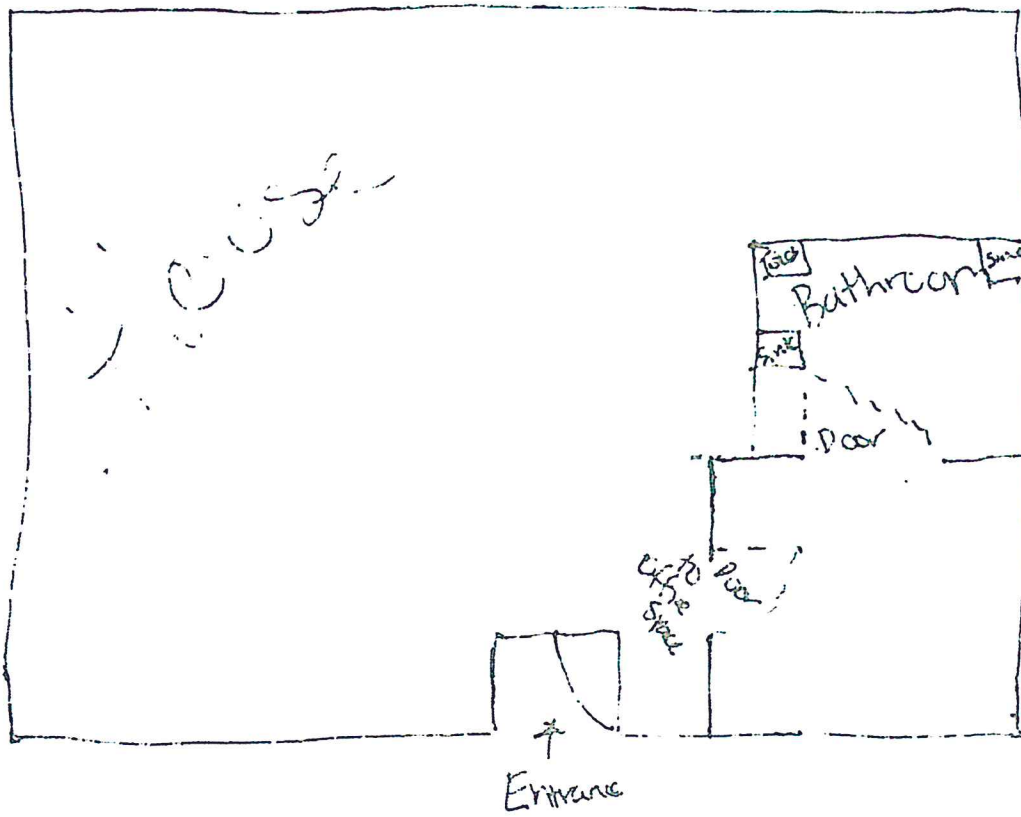


Driveway



Driveway /
Client parking

STREET



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.

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.

-
- (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)

DIVISION 5. SIGNS¹

Sec. 70-711. Purpose.

The purpose of this division is to allow for signage as necessary to serve the needs of individuals, businesses and other entities within the town; to maintain and enhance the aesthetic appearance of the town and the town's ability to attract economic development; to improve and maintain pedestrian, bicycle and vehicular safety; and to protect the public health, welfare and safety by minimizing the possible adverse effects of signs on public and private property.

(Code 1983, § 15-610(2); T.M. of 5-20-1996, art. 62, § 15-610; T.M. of 5-15-1999, art. 56; C.M. of 12-2-2014, V. 2014-257)

Sec. 70-712. Applicability.

- (1) This division shall apply to all exterior signs and signage placed on buildings and structures as seen from the exterior.
- (2) Except for nonconforming signs as described within Section 70-717 Nonconforming Signs or signs otherwise exempt under this division, no sign shall be erected, enlarged, illuminated or substantially altered without a sign permit issued by the code enforcement officer.
- (3) These standards do not supersede any state or federal requirements. Where any apparent conflicts between this division and any state or federal standards occur, the more restrictive standard shall apply.
- (4) Where conflicts arise between this division and other provisions of the Town of Lisbon Code of Ordinances, the more restrictive of the provisions shall apply.

(C.O. of 5-27-2008, § 2008-81; C.O. of 8-19-2008, § 2008-133; C.M. of 4-19-11, V. 2011-52; C.M. of 12-2-2014, V. 2014-257)

Sec. 70-713. Permitting and fees.

- (1) For all signs requiring a permit under this division, a sign permit issued by the code enforcement officer is required prior to the erection, replacement, relocation or construction of any sign, its structure or appurtenances to the structure. For signs located within the Resource Protection District, a conditional use permit issued by the planning board shall be required prior to the erection, replacement, relocation or construction of any sign, its structure or appurtenances to the structure.
- (2) All requests for a sign permit under the provisions of this division must be submitted to the code enforcement officer or, if applicable, the planning board on an application form supplied by the town.
- (3) Applications for a sign permit must be accompanied by the required fee, as specified in Appendix C—Fee Schedule of the Town of Lisbon Code of Ordinances. No application fee shall be required for a sign permit

Commented [CAF1]: Additional amendments required in: § 91-35 and -36(a)

Proposed revisions: "Sec. 91-35. Signs. No sign advertising any business or commercial enterprise or activity shall be allowed on property covered by this policy. Temporary signs as defined by Sec. 70-715 posted for a noncommercial purpose may be placed in certain designated locations without permit. Any other sign shall not be placed on property covered by this policy except with the written permission of the Town Manager.

§ 91-36(a) "Permit required. Prior to the erection, removal, demolition, relocation or construction of any structure or appurtenance to the structure a permit shall be issued by the town manager. A permit from the town manager shall also be required prior to the placement of any object, or the establishment, removal, replacement or relocation of any planting within any area governed by this policy. ~~No person shall erect, or cause to be erected, any sign upon property governed by this policy without a permit issued in advance by the town manager.~~

¹Cross reference(s)—Streets, sidewalks and other public places, ch. 46.

application related to a property that has, within the past twelve months, received site plan approval from the planning board.

- (5) All sign plans or signs not requiring a permit must comply with all other applicable standards and requirements of this division and any state or federal laws or regulations.

(C.O. of 5-27-2008, § 2008-82; C.O. of 8-19-2008, § 2008-133; C.M. of 4-19-2011, V. 2011-52; C.M. of 12-2-2014, V. 2014-257)

Sec. 70-714. Enforcement, penalty, appeals.

- (1) Except as otherwise indicated, this division shall be enforced by the code enforcement officer.
- (2) When any violation of any provision of this division is found to exist, the code enforcement officer may issue a written order of correction and, if the violation persists, institute any actions or proceedings that may be appropriate or necessary to enforce the provisions of this division.
- (3) A violation of this division is punishable by a civil penalty of up to \$100 per day for each day the violation exists.
- (4) Appeals shall be addressed to the Zoning Board of Appeals in accordance with Sec. 70-120.

(C.M. of 12-2-2014, V. 2014-257)

Sec. 70-715. Definitions and sign types.

Animated sign means any sign that uses movement or change of lighting to depict action or create a special effect or scene.

Building-mounted signs means any sign which is mounted directly onto or incorporated onto an architectural feature of or the exterior of a building, including wall-mounted, ~~H~~Hanging signs, ~~roof signs,~~ Canopy signs, or wall graphics.

Changeable sign means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of a display by another on one or more sides. Changeable signs may include ~~a~~Animated signs, ~~d~~Digital or electronic signs, and Readerboard signs.

Banner means a type of temporary sign of lightweight fabric or similar material that is mounted to a pole or a building at one or more edges. National, state or municipal flags, or the official flag of any governmental agency shall not be considered banners.

Canopy sign means a sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area. This shall include gas station canopies.

Digital or electronic sign means any sign that in whole or in part uses electronic or digital means to display words, symbols, figures or images, including signs that can be electronically or mechanically changed by remote or automatic means. See also Animated Sign, Readerboard, and Changeable Sign.

Free standing sign means a fixed sign supported by one or more uprights or braces, permanently affixed to the ground, and not attached or affixed in any way to a building.

Hanging sign means a sign affixed to a building or wall and projecting outward from the building in such a manner that its leading edge extends more than six inches beyond the surface of such building or wall, or a sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

Informational sign means a private sign which provides a street number or address, instruction or direction (including way-finding) and is located entirely on the property to which it pertains, including restroom, handicap access, public telephone, pedestrian-oriented signs, parking signs, or vehicular circulation or entrance/exit signs. Information signs may not include the name of a business or a business logo.

Internally illuminated sign means a sign in which light shines through a transparent or semi-transparent sign face to illuminate the sign's message. Exposed neon is considered to be a form of internal illumination.

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Maximum sign area means the total square footage of all signs requiring a permit that are erected or placed on a property in accordance with this division. Maximum sign area includes that portion of the sign used to convey information or advertisement and does not include any portions of a sign that are solely structural, such as braces, mounts, or poles, used to affix the sign to a building or to the ground.

Nonconforming sign means any legally erected sign existing as of the adoption of this division on December 2, 2014 or a relevant regulation newly adopted thereafter, that does not comply with the provisions of this division, including location, structure, size, dimension, setback, type, or any other provision of this division

Off-premises sign means a sign that is not located in or on the same property as the thing, person, business, activity or place which it advertises or calls attention to. Off-premises signs include signs posted or displayed in the public right-of-way.

Permanent sign means a non-portable sign that is designed and intended to be permanently mounted or affixed to the ground, a building, or a structure, and is intended for continuous and/or long-term use. Under this division, all signs are considered permanent unless specified as temporary.

Portable sign means a sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure, but is used on a regular basis (versus only a temporary or limited timeframe). This shall include sandwich boards, which consist of two one-sided surfaces hinged at the top.

Public safety sign means any permanent sign used to maintain public safety, health, and well-being erected or required to be erected by the Town of Lisbon, or any state or federal agency or authority.

Public traffic and roadway sign means any sign within the public right-of-way under the jurisdiction of the Maine Department of Transportation or the Town of Lisbon, including official road and traffic signs, official permitted business directional signs, and temporary road safety or construction signs. Public traffic and roadway signs are not regulated under this division.

Readerboard sign means a sign or portion thereof with characters, letters or illustrations that can be manually changed or rearranged without altering the face or the surface of the sign. A readerboard sign that may be changed or rearranged electronically or mechanically by remote or automatic means may be considered a digital or electronic sign or changeable sign.

~~*Roof sign* means a sign erected and located wholly on and over the roof of a building, supported by the roof structure, or extending vertically above the roof of a building.~~

Sign means any object, display, structure, logo, device or representation or part thereof which is designed or used to advertise or call attention to any thing, person, business, activity or place. The following shall not be considered signs under this division: National, state or municipal flags or the official flag of any governmental agency; banners, balloons or other decorations not expressly intended to advertise a business or business-related event or activity; any street signs, home numbers or other signage required to be posted pursuant to Part 1, ~~Ch.~~ Ch. 46, Streets, Sidewalks and Other Public Places of the Town of Lisbon Code of Ordinances not exceeding two (2) square feet in area; and plaques, memorials, tablets or other commemorative objects or structures erected by a charitable or non-profit organization or governmental authority not exceeding four (4) square feet in area.

Temporary sign means a sign that is not designed or intended to be permanently mounted or affixed to the ground, a building, or a structure, and which is displayed only for a temporary or limited timeframe.

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(Supp. No. 40)

Town signs means signs used and maintained by the Town of Lisbon, including but not limited to welcome/gateway signs, town business park signage, public school signs, town office or other town department or committee signs, and temporary notice or advertising for Town events and activities.

Window sign means any sign, text, graphics, symbol, or combination thereof that is placed inside a window, or upon the window panes or glass, and is visible from the exterior of the window.

(C.M. of 12-2-2014, V. 2014-257)

Sec. 70-716. Signs not requiring a permit.

The following types of signs do not require a sign permit, and do not count towards the maximum sign area allowed for a property. Notwithstanding the exemption from permitting requirements, such signs shall be subject to the provisions of Section 70-718 General Standards, except where expressly noted, and, if such sign constitutes a temporary sign, the provisions of Section 70-720 Temporary Signs.

- (1) Signs smaller than two (2) square feet.
- (2) Temporary signs smaller than twelve (12) square feet.
- (3) Signs within the public right-of-way as permitted under 231 M.R.S.A. § 1913-A, except temporary signs exceeding twelve (12) square feet.
- (4) Trespass, hunting, posted property signs. Any signage permitted or required by state or local law to post public notice of no trespassing, no hunting, or otherwise posting a private property.
- (5) Public safety signs.
- (6) Public traffic and roadway signs.
- (7) Informational signs less than two (2) square feet in size. Any property with more than four (4) such signs with additional permitted signs shall be required to submit a signage plan to the code enforcement officer for approval to the code enforcement officer.
- (8) Official business directional signs permitted by the Maine Department of Transportation.

(C.M. of 12-2-2014, V. 2014-257)

Sec. 70-717. Nonconforming signs.

The eventual elimination of ~~nonconforming~~ signs is an objective of the town. The elimination of ~~nonconforming~~ signs shall be brought about over a period of time and in such a manner as to avoid undue impact on the vested rights of the sign's owner.

- (1) Nonconforming signs may be maintained, given new lettering, colors or logos, or otherwise altered, so long as none of the events in subsection 4(a) of this section occurs.
- (2) No ~~nonconforming~~ sign may be altered in such a manner as to increase its nonconformity or in a way that would cause a new violation of this division.
- (3) No illumination may be added to any nonconforming sign except in compliance with the provisions of this division.
- (4) Nonconforming signs may be retained and maintained in their nonconforming state until:
 - (a) The business or home occupation that erected or placed the ~~nonconforming~~ sign closes or ceases operation and no new business or home occupation begins operating at the same location within twelve (12) months;

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(Supp. No. 40)

- (b) The structure or property on which the sign is located is the subject of a review by the planning board for a change of use;
- (c) Material changes are made to the braces, poles or any portion of the system used to affix the sign to the ground or wall or structure;
- (d) The condition of the ~~Nonconforming~~ sign deteriorates to the point where it is considered a safety hazard or the sign fails to meet the requirements for maintenance under Section 70-718(8) Maintenance of Signs.

(C.M. of 12-2-2014, V. 2014-257)

Sec. 70-718. General standards.

- (1) Signs located adjacent a state numbered roadway shall comply with all applicable state sign regulations under the Maine Department of Transportation and Maine state law (23 M.R.S.A Chapter 21) in addition to the requirements of this division. If there is any apparent conflict found between the state and local regulations, the more restrictive shall apply.
- (2) Except for ~~Temporary~~ and ~~Portable~~ signs, all ~~Signs~~ shall be constructed of permanent materials, such as wood, plastic, metal or stone, and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame or structure. Signs may not be permanently attached to trees or utility poles.
- (3) Any ~~Sign~~ not classified as a ~~Temporary~~ sign shall be treated as a permanent sign and shall be regulated according to this section.
- (4) Size, dimensions, number of ~~Signs~~.
 - (a) No ~~Sign~~ or any part of its structure shall exceed 20 feet in height, as measured from the normal grade, and not a landscape mound or berm, at its base.
 - (b) Except as otherwise indicated, no more than two (242) ~~Signs~~ requiring a sign permit shall be located on any property. This shall not include temporary or informational signs, or official business directional signs regulated by Title 23 M.R.S.A. ~~Ch.~~ 21.
 - (c) Properties fronting on two or more public streets, such as corner lots, are allowed the permitted number of ~~Signs~~ and maximum sign area for each street but may not place or locate more than the permitted number of signs or ~~Maximum~~ sign area along any one street. A ~~Sign~~ placed on a property fronting on two or more public streets may not be located within one hundred (100) feet, as measured along the street frontage, of a ~~Sign~~ on the same property on an adjacent street.
 - ~~(d)~~ Entry Façade for buildings with a main entrance not fronting on a public street. Such Entry Façades are allowed the permitted number of Signs and maximum sign area for an additional façade, but may not place or locate more than the permitted number of signs or Maximum sign area along any one façade.
 - ~~(e)~~ Signs requiring a sign permit which are to be located within a single property are subject to the ~~Maximum~~ sign area of the zoning district in which the property is located. Except as otherwise indicated, ~~Signs~~ not requiring a sign permit are subject only to size and dimensional standards (a) and (b) above. Upon application, the code enforcement officer may permit the following increases to the maximum sign area: For properties abutting Route 196, an increase of up to 50% of the ~~Maximum~~ sign area; for properties abutting the westerly side of Main Street in Lisbon Falls, between Union Street and Route 196, an additional 4024 square feet of ~~Maximum~~ sign area for signs located on the rear of a building and visible from Route 196. The ~~Maximum~~ sign area may not be increased as provided herein except upon a written determination by the code enforcement officer or planning board (where

Commented [KB2]: New addition: additional entry façade allowance, based on Rusty Lantern property.

Commented [GM3]: Allow for 75ft potentially

Commented [KB4]: Changed to 40 for consistency with table below.

planning board review is required) that doing so would not otherwise conflict with or frustrate the purposes of this division.

- (f) The ~~Maximum~~ sign area shall only apply to the physical dimensions of a freestanding sign, such that if the ~~Sign~~ is two-sided the dimensions will not be counted twice.
- (g) Where a property is included within two different zoning districts, the more restrictive standard shall apply.
- (h) The table below indicates the ~~Maximum~~ total sign area and number of signs per building within each zoning district. Signs not requiring a permit under this division shall be subject to the ~~Maximum~~ total sign area but not to the maximum number of signs.

Commented [KB5]: Clarified that this maximum is per building, not per parcel

Zoning District	Maximum Total Sign Area (sq. ft.)	Maximum Number of Signs
Resource Protection	24	2
Limited Residential	24	2
General Residential	24	2
Rural Open Space I	24	2
Rural Open Space II	24	2
Limited Rural Residential	24	2
Village	24 40	2
Commercial	40	2
Industrial	40	2
Diversified Development	40	2

Commented [KB6]: Changed to 40 as per 11/14 meeting

(5) *Location and placement.*

- (a) No ~~Sign~~ may be erected in such a manner as to obstruct clear and free vision, or another sign, nor, by reason of its position, shape, color, or illumination interfere with, obstruct the view of, or be confused with any authorized ~~public~~ safety or traffic sign, signal or device or otherwise constitute a hazard to pedestrian or vehicular traffic.
- (b) No ~~Sign~~ or any portion of a ~~Sign~~ or its structure may be located within four (4) feet of a street right-of-way or other lot line, except for ~~Signs~~ that are expressly allowed within a right-of-way. A property owner may apply to the code enforcement officer for a waiver of this setback standard for properties within the Village District. The code enforcement officer may not grant a waiver except upon a written

determination that such waiver would not otherwise conflict with or frustrate the purposes of this division.

- (c) Signs must be placed on the property on which the use or activity referred to or served by the sign occurs, except that off-premises signs may be permitted with appropriate permission from the property owner as follows, unless said sign conflicts with any issued permit or with state or federal law:

- 1) Off-premises signs located within 5 miles of the use or activity being advertised;
- 2) Public safety signs;
- 3) Portable signs may be located on the sidewalk immediately in front of the property on Village Street and Main Street within the Village District, if the signs do not represent a pedestrian hazard or interfere with ADA accessibility standards; and
- 4) Signs placed by the town.

- (d) *Building-mounted signs.* Building mounted signs will be considered part of the building design and should be scaled and designed appropriate to the building on which they are placed. Building-mounted signs should not obscure architectural details on the building. The following additional standards shall be met:

- 1) All building-mounted signs will be counted towards the property's allowed maximum signage area (square feet) and the number of permitted signs allowed and must meet applicable dimensional standards. This shall include lettering and advertising graphics placed directly on the building facade.
- 1) The height of a building-mounted sign, as measured from the highest part of the sign, shall not exceed the height of the building.
- 2) Hanging signs on buildings shall not interfere with vehicle, pedestrian, or cyclist safety, and shall extend no lower than ten (10) feet above ground level. All hanging signs must comply with applicable lot and sign setback standards.
- 3) Canopy signs and the canopies on which they are displayed are considered part of the building design and should be scaled and designed appropriate to the building on which they are placed.
- 4) Wall graphics or signs stenciled, printed, painted or affixed directly onto the wall of a building, including any lettering and text, or any graphics associated with the use being made of the property, or with an off-site use by agreement with the property owner, will be counted towards the allowed maximum signage area, dimensional standards, and number of signs per property.

- (e) Fuel Gas station canopy signs. Gas-Fuel station canopies are limited to displaying the fuel company or product and shall not count towards the property's allowed sign area or number of signs. Other freestanding canopies that include the business or use name or any kind of related product or service, shall be counted towards the property's allowed sign area and number of signs.

Commented [KB7]: Changed "gas" to "fuel" as per 11/14 meeting

- (f) Fuel station pricing signs. Uses selling fuel may display one (1) on-premises sign, with numerals not to exceed one (1) foot in height, advertising the price of said fuel. A fuel station pricing sign shall not count towards the property's allowed sign area or number of signs.

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- (g) *Signage on vehicles.* Cars, trucks or other vehicles shall not be used as signage. Commercial vehicles with advertising information shall not be regularly or permanently parked or placed in a location where a sign would not be permitted, or used in a way that has the effect of circumventing these standards or Lisbon's Ordinances.

Commented [KB8]: New: added to allow for gas station pricing signs to not be included in total sign area/count. Dimensions based on Rusty's sign.

~~(int) Portable signs. One (1) portable sign, such as a sandwich board sign, is allowed per property, provided the sign is only placed outside during the business or operation hours for that use (not overnight), and not placed in a manner that would otherwise be construed to be intended for permanent (non-portable) use. A portable sign is not considered a temporary sign, but is for prolonged and/or regular use. Chalkboard or white board signs are allowed, and changeable message or readerboard signs are allowed for portable signs. The maximum allowable size is six (6) square feet on each face. Portable signs shall not be internally or externally illuminated.~~

(6) *Graphics, color, lettering.*

- (a) Signs shall be simple, legible, and use simple geometric shapes. Complex graphics or colors, and signs with excessive wording are discouraged due to their negative visual impact and reduced legibility.
- (b) Animated signs are prohibited.
- (c) Lettering and graphics on signs visible from a public way should be sized appropriately to be legible to motorists traveling at the posted speed limit of the public way, unless expressly intended for pedestrian use.
- (d) Hand lettered signs are prohibited unless the lettering is stenciled and laid out in a well-designed, professional manner.

(7) *Lighting.*

- (a) Signs may not be illuminated except by stationary, shielded, non-flashing light sources, directed solely at the sign and not casting light off the property on which the sign is located.
- (b) External lighting illuminating a sign shall be fully shielded and may not produce a glare that is distracting or poses a safety hazard to motorists, pedestrians, or cyclists. External lighting fixtures shall be placed to direct light only onto the sign. Top-mounted shielded lighting or indirect lighting is preferred over ground-mounted lighting due to its lower impact on light pollution and glare.
- (c) Internally illuminated signs may not create glare that would distract or pose a safety hazard to motorists. Internally illuminated signs may not direct light toward or disturb any surrounding residential properties or contribute to light pollution.
 - 1) Neon signs. Neon tube lettering or graphics may be used only for window signs, and may not exceed 25% of the window area in which they are located.

(8) *Maintenance of signs.*

- (a) Every sign shall be maintained in a legible condition and in sound mechanical and structural condition, with timely replacement of defective parts and periodic cleaning and painting when necessary. The construction, alteration, maintenance and repair of all signs shall conform to all applicable building and electrical codes adopted by the town.
- (b) Signs erected by any business or use that has been closed or discontinued for more than twelve (12) months shall be removed or covered by the permit holder or property owner or by the Town at the permit holder or property owner's expense.
- (c) The code enforcement officer shall cause to be removed any sign that endangers public safety, including signs which are materially, electrically or structurally defective, or signs for which no permit has been issued.

Sec. 70-719. Additional standards.

- (1) *Signage for multi-tenant buildings or multi-building properties.*

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- (a) Multi-tenant buildings or multi-building properties may have up to one (1) ~~s~~Sign identifying the property or building and tenants or buildings at the primary entrance from a public way. Multi-tenant buildings or multi-building properties fronting on two or more public ways, such as those on corner lots, are allowed an identification sign for each street if the signs are located at least 500 feet apart, as measured along the street frontage.
- 1) For a multi-tenant building or multi-building property permitted for a residential use, the ~~Maximum~~ sign area of any ~~s~~Sign permitted under this section shall be thirty (30) square feet, with no more than four (4) square feet of such ~~s~~Sign used to identifying any individual tenant or building.
- 2) For a multi-tenant building or multi-building property permitted for a non-residential or mixed-use, the ~~Maximum~~ sign area of any ~~s~~Sign permitted under this section shall be forty (40) square feet; except within the Commercial, Industrial, or Diversified Development Districts, in which the ~~Maximum~~ sign area of any ~~s~~Sign permitted under this section shall be sixty (60) square feet. No more than four (4) square feet may be used to identify any individual tenant or building.
- 3) A multi-tenant building or multi-building site where the total footprint of all structures exceeds five thousand (5,000) square feet may apply to the code enforcement officer for a waiver from the ~~Maximum~~ sign area provided under this section. The code enforcement officer may not grant a waiver except upon a written determination that a waiver is necessary to enable the applicant to appropriately advertise or call attention to all tenants or buildings and that issuance of a waiver would not otherwise conflict with or frustrate the purpose of this division. A waiver may not allow more than a 50% increase in the ~~Maximum~~ sign area permitted for a multi-tenant building or multi-building site under this division.
- (b) Individual businesses within a multi-tenant building or multi-building property shall be allowed only one (1) exterior or ~~b~~Building mounted sign with a maximum sign area of twelve (12) square feet.
- (d) All multi-tenant buildings and multi-building properties seeking site plan review approval and permitting must submit a master signage plan that describes the size, location, lighting, color, and material for all proposed signs, including directional and informational signs.
- (2) *Readerboards.* Readerboards attached to a permanent sign may not occupy more than 50% of the total sign area.
- (3) *Electronic or digital signs.* The following standards apply to ~~e~~Electronic or digital signs, including changeable sign and ~~R~~readerboards:
- (a) Animated signs are prohibited.
- (b) Except as otherwise provided herein, changeable electronic or digital signs shall comply with 23 M.R.S.A. § 19144(11-A). Changeable electronic or digital signs must satisfy the following criteria to be permissible:
- 1) Changes to any display may not occur more than once every ten (10) seconds;
 - 2) Changes to the display shall occur as quickly as possible and may not include any phasing, rolling, scrolling, flashing, or blending of messages or light intensity;
 - 3) The display may not flash, phase, scroll, or display continuous streaming of information or video animation; and
 - 4) The display or the brightness may not obscure or interfere with traffic control devices or traffic safety.
- (4) *Home occupations signs.* No more than one (1) exterior ~~s~~Sign not to exceed eight (8) square feet may be allowed. No exterior storage of materials or any other exterior indicator of the home occupation that would

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circumvent the requirements of this division is allowed unless otherwise permitted by the Town of Lisbon Code of Ordinances.

- (5) *Directional signs.* Directional signs must be located on the property to which they pertain, and may not create signage clutter on the property.
- (6) *Building mounted signs.* Building mounted signs should be considered part of the building design and should be scaled and designed appropriate to the building on which they are placed. Building mounted signs should not obscure architectural details on the building. All building mounted signs are counted towards the property's allowed maximum signage area (square feet) and the number of permitted signs allowed, and must meet applicable dimensional standards. This shall include lettering and advertising graphics placed directly on the building facade.
- 1) The height of a building mounted sign, as measured from the highest part of the sign, may not be taller than the highest point of the building.
 - 2) Building mounted signs may not interfere with vehicle, pedestrian, or cyclist safety, and may extend no lower than ten (10) feet above ground level. All hanging signs must comply with applicable lot and sign setback standards.
 - 3) Canopy signs and the canopies on which they are displayed are considered part of the building design, and should be scaled and designed appropriate to the building on which they are placed.
 - 4) Wall graphics or signs stenciled, printed, painted or affixed directly onto the wall of a building, including any lettering and text, symbols, or graphics that advertise a commercial use, product, service or activity, shall count towards the allowed maximum signage area, dimensional standards, and number of signs per property. This will not apply to wall graphics that are not intended or construed to be intended for commercial use, such as artistic, political, religious, or community non-profit graphics or messages.
 - 5) Building mounted signs on large-scale historic buildings. The following properties identified as large-scale historic buildings may follow alternate dimensional standards in place of those in Section 70-718: Worumbo Mill Complex (U05-013-001 and U05-012); Farwell Mill Complex (U16-056-001 and U16-056-002); 1 Upland Road (U17-024); Old Lisbon High School (U04-026); Ancient York Lodge (U05-017). Large-scale historic buildings are allowed one (1) building mounted sign per facade, each with a maximum length of 75% of the facade width, and a maximum height of 3 feet. Such signs cannot be illuminated and shall not extend above the roofline or parapet wall. Signs on large-scale historic buildings shall be integrated into the architectural design and historic character of the building and shall not obscure any architectural details on the building.
- ~~(7) Gas station canopy signs. A sign erected or placed on a gas station canopy to display the fuel company name may not count toward the maximum sign area or number of signs for the property. All other signs shall be counted towards the maximum sign area and number of signs for the property.~~
- (8) *Window signs.* Window signs do not count towards the maximum sign area if they constitute directional signs and are not scaled to be legible from a public or private way. Window signs and graphics may not cover more than 30% of the total glass surfaces of any building facade facing any public road. Buildings with more than one side facing a public road are allowed 30% window coverage per side/frontage.
- ~~(9) Vehicular signs.~~ Cars, trucks or other vehicles may not be used as signs. Commercial vehicles with advertising information may not be regularly or permanently parked or placed in a location where a sign would not be permitted, or used in a way that has the effect of circumventing this division or the Town of Lisbon Code of Ordinances.

Commented [KB9]: New section to allow for bigger signs on large-scale historic reuse buildings

Commented [KB10]: This also appears in general standards, removed here.

(109) *Portable signs.* One (1) portable sign, such as a sandwich board sign, is allowed per property, provided the sign is only placed outside during the business or operation hours for that use (not overnight), and not placed in a manner that would otherwise constitute placement of a permanent sign. A portable sign is not considered a temporary sign. The maximum sign area of a portable sign is six (6) square feet. Portable signs may not be internally or externally illuminated.

Commented [KMC11]: Signs on town-owned property are covered by 91-35 and 36

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Sec. 70-720. Temporary signs.

(1) *Size, dimensions, number of signs.*

- (a) No temporary sign or any part of its structure may exceed 20 feet in height, as measured from the normal grade at its base, and not a landscape mound or berm. A banner hung over a street in compliance with this division is exempt from the height limitation.
- (b) The total number of temporary signs on a single property may not exceed four (4) signs per residence or business at any one time. ~~Notwithstanding the restrictions of this paragraph, within the first six (6) months after a new business has commenced operations, it may display up to two (2) temporary on-premises signs, which shall not count toward the maximum number of temporary signs provided by this paragraph.~~
- (c) A temporary sign or banner placed in compliance with this division is allowed in addition to any non-temporary sign permitted under this division and does not count towards the number of signs allowed or the maximum sign area for an individual property.
- (d) No temporary sign larger than twelve (12) square feet may be placed without first obtaining a permit, paying any required permit fee, and complying with any additional standards applicable under section 70-718 General Standards. Temporary signs for community, charitable or non-profit events and activities shall be exempt from the permit fee.
- (e) No temporary sign may exceed the maximum sign size for the zoning district in which it is located.
- (f) No temporary sign may be illuminated either internally or externally.
- (g) Temporary signs may not be repeatedly replaced with signs of similar content or purpose in a manner intended to circumvent the permit requirements that would apply if the sign were permanent.

(2) *Location and placement.*

- (a) Temporary signs may not be ~~attached to fences, trees, utility poles (except where expressly allowed), or the like, may not be~~ placed in a position that will obstruct or impair vision or traffic, either pedestrian or vehicular; may not infringe on handicap accessibility; and may not be located or placed in any manner that creates, in the judgment of the code enforcement officer, a hazard or disturbance to the health and welfare of the general public.

~~(b) No temporary sign may be placed within the public right-of-way, except in accordance with 21 M.R.S.A. § 1913-A as such may be amended.~~

(3) *Duration of sign use or posting; sign removal.*

- (a) A temporary sign may not be used in any location for more than ninety (90) consecutive days in any 12-month period, except as otherwise provided in this section.

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- (b) Temporary public safety signs erected or required to be erected by the town or other local, state or federal governmental body or agency pursuant to any ordinance, regulation, rule or law shall not be limited in duration of use or posting.
 - (c) A Temporary sign addressing an event occurring on a specific date or dates shall be removed within fifteen (15) days of the relevant date or dates.
 - (d) Temporary signs directly related to a use or activity that has been inactive or discontinued for more than fourteen (14) days shall be removed.
 - (e) A Temporary sign used to indicate the change in location for a business or use is allowed to remain in place for up to six (6) months after the date of change in location.

(f) Temporary signs in the public right-of-way that do not require a permit, per Sec. 70-716 (3), may remain in place for a maximum duration in accordance with 23 M.R.S.A. § 1913-A.

(4) *Exceptions.*

- (a) With the exception of the maximum height restriction set forth in subsection 1(a) of this section, the code enforcement officer may grant a waiver from the restrictions and requirements set forth in subsections 1 and 3 of this section for Temporary signs used to supplement or temporarily replace permanent signage that has been partially or fully obstructed due to construction or other activity not undertaken by the sign permit holder or to supplement or temporarily replace permanent signage that has been damaged or destroyed due to unforeseen natural or other causes outside the control of the Sign permit holder.
- (b) Temporary signage located or placed pursuant to a waiver granted under this subsection shall be removed within fourteen (14) days after the date on which the relevant permanent signage is no longer obstructed or is repaired or replaced.

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Commented [KB12]: New: added as per suggestion from Don Fellows

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Secs. 70-721—70-730. Reserved.

Paid CC 11/21

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number: <u>22-15</u>	Date Received: <u>11/21/22</u>
Project Name:	Fee Paid (amount): <u>150.00</u>
Applicant:	



Town of Lisbon, Maine CONDITIONAL USE APPLICATION

Project Name/Title: GIRL PRO - CUSTOM

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

Applicant Information

2. Name of Applicant: Gabrielle D. Profenno
Address: 18 Ferry Rd. Lisbon ME 04250
Telephone: (207) 409 9770

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

11/21/2022
Date

Application Number:

Project Name:

Property Information

6. Location of Property (Street or Road) _____

Register of Deeds

Book 10888 Page 171

Lisbon Tax Maps

Map U15 Lot 0027. 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.
_____8. What interest does the applicant/owner have in any property abutting the parcel to be developed?
None

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

____ Yes ☒ No If yes, please specify: _____10. Current zoning of property: Limited ResidentialCurrent use(s) of property: Residential

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

____ Aquifer Protection Overlay ____ Wellhead Protection Overlay

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

_____**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.Auto Customization (mechanical & Body)
No alterations proposed - NO signage - No paint work
- No drive-in customers - All work by appointment
No Employees

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.

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

Conditional Use Application ATTACHMENTS CHECKLIST

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

✓ or N/A		OFFICE USE ONLY
	Basic Required Attachments:	
–	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 ten (10) copies 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.	
N/A	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, 10 copies .	
N/A	3. A statement addressing all of the applicable factors listed in section 70-194 of this Zoning Ordinance (10 copies): Factors applicable to conditional uses	
	A. <i>Primary factors</i> . 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"> i. <i>Health</i>. The maintenance of safe and healthful conditions. ii. <i>Pollution</i>. The prevention and control of water pollution and sedimentation. iii. <i>Building sites</i>. The control of building sites, placement of structures and land uses. iv. <i>Wildlife habitat</i>. The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat. v. <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. <i>Additional factors</i> . The planning board shall also consider the following factors: <ul style="list-style-type: none"> i. <i>Compatibility with area</i>. The compatibility of the proposed use with adjacent land uses. ii. <i>Need</i>. The need of a particular location for the proposed use. iii. <i>Access</i>. Access to the site from existing or proposed roads. iv. <i>Flooding</i>. The location of the site with respect to floodplains and floodways of rivers or streams. v. <i>Waste disposal</i>. The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems. 	

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>	
	Possible Additional Attachments:	
	<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.	

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

Conditional Use Review Planning Board Procedure Checklist

Date Completed	
	1. Initial application received (10 copies), payment of fee(s)
	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) – does not have to be same meeting as hearing
	11. Provide applicant and abutters with written notice of decision, including reasons for decision, within 20 days of the public hearing.

Conditional Use Permit Review Applicant Procedure Checklist

Date completed	<i>Please refer any questions regarding the procedure to appropriate town staff.</i>
	<p>1. Submit Application to Town Office (Code Enforcement Officer), by the 2nd Thursday of the month:</p> <ul style="list-style-type: none"> a. Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials; b. Applicant must pay any required fee(s) at time of submission; c. Schedule an initial submission review meeting with Planning Board (regular meetings are 4th Thursdays of the month).
	<p>2. Attend first Planning Board meeting, initial application review:</p> <ul style="list-style-type: none"> 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; 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 the Code Enforcement Officer and will then be issued a written notice of completeness; c. 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; d. Board may request a site visit prior to the public hearing; e. Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.
	<p>3. Optional site visit:</p> <p>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.</p>
	<p>4. Attend public hearing:</p> <ul style="list-style-type: none"> a. Applicant (or representative) will be allowed a brief presentation; b. Town staff will present any comments; c. Public hearing will be opened, Board will make a note of all public and abutter comments; 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);

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

	<p>5. Planning Board Review (may be a separate meeting from the hearing):</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>6. Written notice of decision:</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>7. Issuance of permits and compliance with conditions:</p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

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

Conditional Use Permit Standards Checklist

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

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

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

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	1. <i>Health.</i> The maintenance of safe and healthful conditions. Conditions:
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. Conditions:
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. Conditions:
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. Conditions:
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. Conditions:

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

Application Number:

Project Name:

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

Additional conditions list, next page.

Application Number:

Project Name:

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

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

Additional Factors	Conditions
Type of vegetation:	
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. 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"/>	Floodplain Management. 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"/>	Shoreland Zoning. <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a</i>

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:

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

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	Rear Lots. 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"/>	Off-Street Parking and Loading. 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"/>	Marine Structures. 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"/>	Signs. 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"/>	Timber Harvesting and Clearing Vegetation. 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"/>	Planned Unit or Cluster Development. 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"/>	Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District. 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.
		Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	7. <i>Pollution.</i> The prevention and control of water pollution and sedimentation.
		Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	8. <i>Building sites.</i> The control of building sites, placement of structures and land uses.
		Conditions:
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.
		Conditions:
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.
		Conditions:

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

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.
			Conditions:
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.
			Conditions:
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.
			Conditions:
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.
			Conditions:

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:

<i>Additional Factors</i>	<i>Conditions</i>
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. 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"/>	Floodplain Management. 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"/>	Shoreland Zoning. <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>Site Plan Review. 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>Subdivisions. 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>Groundwater & Wellhead Protection. 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>Supplementary Zoning Regulations. Chapter 70, Article VI, Division I <i>Includes additional regulations for the following:</i></p> <ul style="list-style-type: none"> • Accessory buildings • Agriculture • Campgrounds • Filling, grading, dredging, earth moving • High-intensity farming • Home occupations • Sanitation • Drainage • Conversion of existing building to multi-unit housing • Water quality • Archeological sites • Roads and driveways • Essential services
<p>N/A</p> <input type="checkbox"/>	<p>Met</p> <input type="checkbox"/>	<p>Rear Lots. 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"/>	Off-Street Parking and Loading. 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"/>	Marine Structures. 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"/>	Signs. 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"/>	Timber Harvesting and Clearing Vegetation. 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"/>	Planned Unit or Cluster Development. 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"/>	Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District. 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 – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
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

11-21-22 (AS)

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number: 22-19	Date Received: 11/21/22
Project Name: RIVER DRIVER, MANUFACTURING	Fee Paid (amount): 150.00
Applicant: LISA BROWN	



Town of Lisbon, Maine
CONDITIONAL USE APPLICATION

Project Name/Title: Adult Use Manufacturing Facility - River Driver

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

Applicant Information

2. Name of Applicant: Lisa Finlayson Brown
Address: 132 Church Rd Brunswick ME
Telephone: (207) 615-5394

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: Raymond Payne
Address: 132 Church Rd Brunswick ME
Telephone: (207) 939-7490

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 of Applicant: _____ Date: 11/17/22

Application Number:

Project Name:

Property Information6. Location of Property (Street or Road) 8 Main Street

Register of Deeds

Book 109 66 Page 258

Lisbon Tax Maps

Map U05 Lot 221

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.

18.5% * see schedule A attached8. What interest does the applicant/owner have in any property abutting the parcel to be developed?None

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

Yes ☒ No If yes, please specify: _____

10. Current zoning of property:

Village

Current use(s) of property:

Commercial

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

 Aquifer Protection Overlay Wellhead Protection Overlay

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

Yes - Approved for Adult Use cannabis Store**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.We are seeking a change of use to operate an Adult Use Cannabis Manufacturing Facility. The proposed site will not require any new construction.

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.

LISBON ADULT USE MARIJUANA ESTABLISHMENTS APPLICATION

☒ Initial Adult Use Application ☐ Renewal Adult Use Application

Non-refundable Fees

<input type="checkbox"/> Adult Use Marijuana Retail Store:	\$ 5,000.00
<input type="checkbox"/> Adult Use Marijuana Cultivation Facility:	\$ 5,000.00
<input checked="" type="checkbox"/> Adult Use Products Manufacturing Facility:	\$ 5,000.00
<input type="checkbox"/> Adult Use Marijuana Testing Facility:	\$10,000.00

Name of Business: River Driver Cannabis Co Business Phone: _____

Location of Business: 8 main st Lisbon Falls

Business Email Address: riverdrivercc@gmail.com

Business Mailing Address: 132 Church Rd Brunswick

Owner's Name: Lisa Finlayson Brown

Home Phone: _____ Cell Phone: 207 615 5394

Owner's Home Address: 21 main st South Freeport ME 04032

List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/or other participants:

Name: Lisa Finlayson Brown Phone Number: 207 615 5394

Street Addr: 21 main st Birth Date: 02/15/83

Town/State/Zip: South Freeport ME 04032

Name: Ian Finlayson Brown Phone Number: 802 291 2684

Street Addr: 21 main st Birth Date: 07/29/81

Town/State/Zip: South Freeport ME 04032

Name: Raymond Payne Phone Number: 207 939 7490

Street Addr: 107 Mill Rd Birth Date: 05/24/77

Town/State/Zip: Cumberland ME 04021

Name: Emile Clavet Phone Number: 207 240 5399

Street Addr: 147 Birch Rd Birth Date: 08/26/61

Town/State/Zip: Harpeswell, ME 04079

Attach a list on a separate piece of paper of names or additional names that apply.

Joseph Riddelsberger
123 Gletcher rd
Portland ME 04103

415-666-3680

9/4/70

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

Conditional Use Application

ATTACHMENTS CHECKLIST

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

✓ or N/A		OFFICE USE ONLY
	Basic Required Attachments:	
✓	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 ten (10) copies 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.	
N/A	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, 10 copies .	
✓	3. A statement addressing all of the applicable factors listed in section 70-194 of this Zoning Ordinance (10 copies): Factors applicable to conditional uses	
	A. <i>Primary factors.</i> 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"> i. <i>Health.</i> The maintenance of safe and healthful conditions. ii. <i>Pollution.</i> The prevention and control of water pollution and sedimentation. iii. <i>Building sites.</i> The control of building sites, placement of structures and land uses. iv. <i>Wildlife habitat.</i> The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat. v. <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. <i>Additional factors.</i> The planning board shall also consider the following factors: <ul style="list-style-type: none"> i. <i>Compatibility with area.</i> The compatibility of the proposed use with adjacent land uses. ii. <i>Need.</i> The need of a particular location for the proposed use. iii. <i>Access.</i> Access to the site from existing or proposed roads. iv. <i>Flooding.</i> The location of the site with respect to floodplains and floodways of rivers or streams. v. <i>Waste disposal.</i> The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems. 	

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>	
	Possible Additional Attachments:	
	<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.	

Conditional Use Permit Review Applicant Procedure Checklist

<i>Date completed</i>	<i>Please refer any questions regarding the procedure to appropriate town staff.</i>
	<p>1. Submit Application to Town Office (Code Enforcement Officer), by the 2nd Thursday of the month:</p> <ul style="list-style-type: none"> a. Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials; b. Applicant must pay any required fee(s) at time of submission; c. Schedule an initial submission review meeting with Planning Board (regular meetings are 4th Thursdays of the month).
	<p>2. Attend first Planning Board meeting, initial application review:</p> <ul style="list-style-type: none"> 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; 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 the Code Enforcement Officer and will then be issued a written notice of completeness; c. 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; d. Board may request a site visit prior to the public hearing; e. Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.
	<p>3. Optional site visit:</p> <p>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.</p>
	<p>4. Attend public hearing:</p> <ul style="list-style-type: none"> a. Applicant (or representative) will be allowed a brief presentation; b. Town staff will present any comments; c. Public hearing will be opened, Board will make a note of all public and abutter comments; 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);

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

	<p>5. Planning Board Review (may be a separate meeting from the hearing):</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>6. Written notice of decision:</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>7. Issuance of permits and compliance with conditions:</p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

For informational purposes, applicant not required to submit this form.
(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.
		Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	7. <i>Pollution.</i> The prevention and control of water pollution and sedimentation.
		Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	8. <i>Building sites.</i> The control of building sites, placement of structures and land uses.
		Conditions:
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.
		Conditions:
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.
		Conditions:

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

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

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:

<i>Additional Factors</i>	<i>Conditions</i>
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. Chapter 54, Article II <i>In accordance with 30-A M.R.S.A. § 3003, the Town of Lisbon has adopted the mandatory standards and regulations of the International Building Code 2003 and the International Residential Code 2003, both published by the International Code Council, Inc.</i>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Floodplain Management. 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"/>	Shoreland Zoning. <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.</i>

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

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Site Plan Review. 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>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Subdivisions. 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>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Groundwater & Wellhead Protection. 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 type="checkbox"/>	Supplementary Zoning Regulations. Chapter 70, Article VI, Division I <i>Includes additional regulations for the following:</i> <ul style="list-style-type: none"> • Accessory buildings • Agriculture • Campgrounds • Filling, grading, dredging, earth moving • High-intensity farming • Home occupations • Sanitation • Drainage • Conversion of existing building to multi-unit housing • Water quality • Archeological sites • Roads and driveways • Essential services
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Rear Lots. 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>

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

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	<u>Off-Street Parking and Loading.</u> 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"/>	<u>Marine Structures.</u> 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"/>	<u>Signs.</u> 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"/>	<u>Timber Harvesting and Clearing Vegetation.</u> 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"/>	<u>Planned Unit or Cluster Development.</u> 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"/>	<u>Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District.</u> Chapter 70, Article VI, Division 9 <i>Standards applying to overlay district zones 2 or 3, zone 1 expansions not permitted.</i>

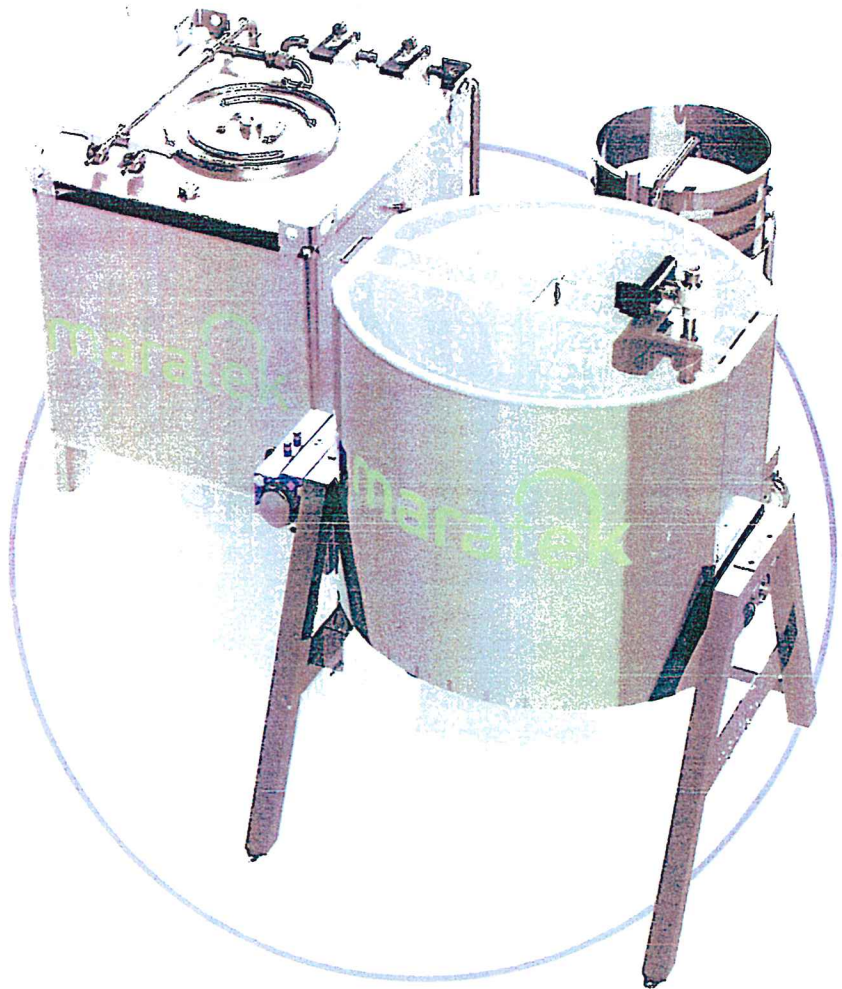
Extraction Technology-Water

Batch Cold Water Extraction Equipment

maratek
Automate | Optimize | Scale

TRIDENT

Water Extraction Equipment



80 Gallon
Working Capacity



Fully Automated
Cycles

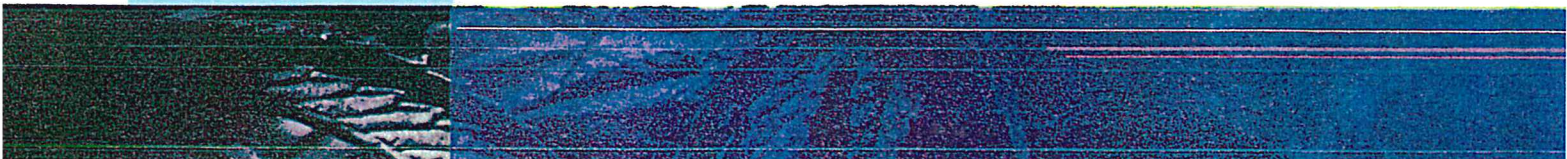


UltraVibe Filtration



High Quality
Hash & Oil Production

maratek.com



Trident Cold Water Extraction

316 Stainless
Steel

Food Grade
Pumps

Sanitary Piping
and Connections

Closed Loop
Water Chilling

Remote Access
PLC

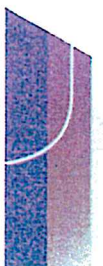
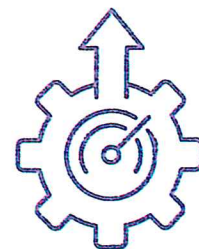
Key Equipment Features:

- 316 stainless steel on all product contacting surfaces
- 100-gallon total volume / 80-gallon working volume
- Produces consistent and high-quality hash, oil or rosin
- Food grade pumps and sanitary connections
- Designed for long term use with minimal wear and tear or consumables
- Easy to install- fits through a 48-inch doorway
- 0.5-1.5°C closed loop water chilling
- UltraVibe filtration- FDA approved vibrating screen filter solution
- Maratek quickswitch mixing technology including interchangeable and customizable blades to optimize hash yields
- Maratek 3C technology
- SOP/recipe packages available
- On site recipe customization
- Optional EXR carrier oil emulsion and decarboxylation reactor

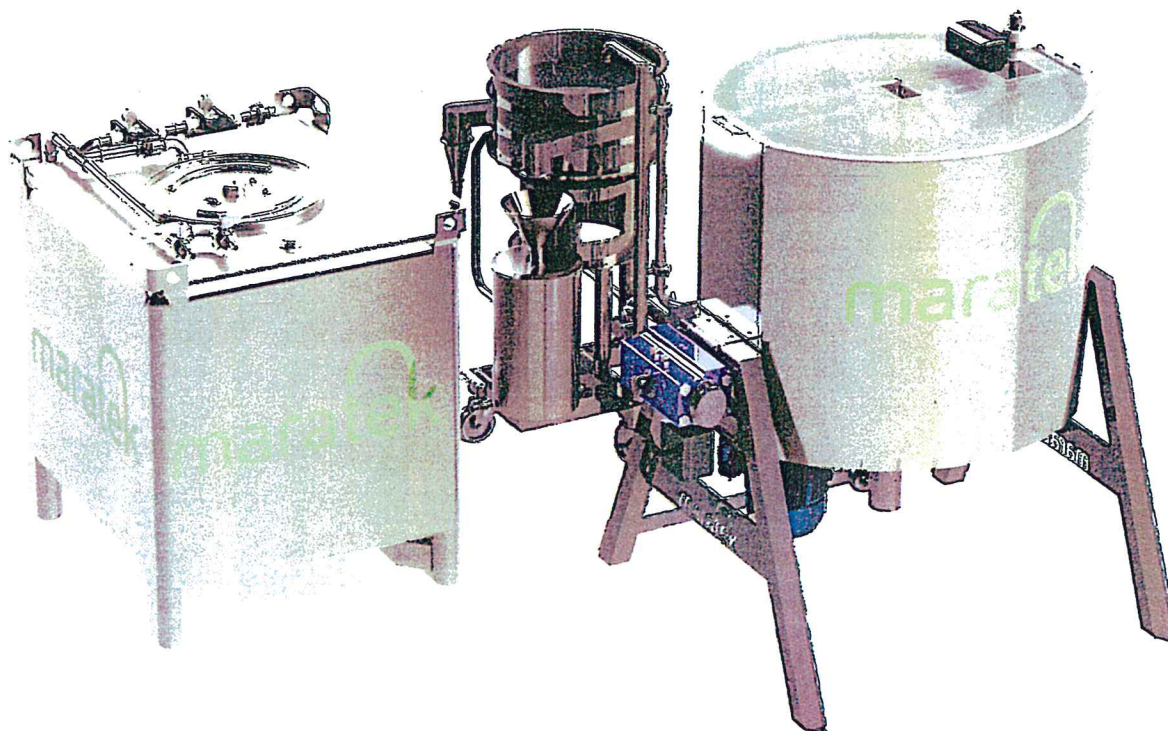


Maratek 3C Technology

3 C Technology offers you complete cycle control of all operating parameters. This includes rotation speed, rotation duration, torque settings, agitation speed and agitation time. These settings can be saved under different recipes, each customizable for unique applications



Trident Cold Water Extraction



Water Extraction Process

- Step 1: Load biomass for processing
- Step 2: Select recipe on PLC
- Step 3: The system will automatically fill, agitate, spin and drain as per the recipe selected
- Step 4: Unload biomass
- Step 5: Collect trichomes from the UltraVibe filter stack
- Step 6: Run next cycle
- Step 7: Process trichomes into hash, oil or rosin

**Let Maratek's 3C Automated PLC
work for you!**

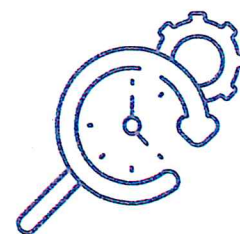
Gentle Separation

Most other water extraction solutions use internal mixing or agitation which can cause damage to the biomass which increases impurities and degrades trichome quality.

The Trident system uses gentle external agitation to ensure an ideal trichome separation while preventing excess damage to the biomass.

What is the EXR?

As an optional feature we can include a reactor which can infuse/emulsify your high quality water hash product into the carrier oil of your choice. This produces a food grade, solvent free, ready to sell product which has not lost any terpenes from drying or exposure to solvents. The reactor is also able to decarboxylate the product if you wish.



About Maratek

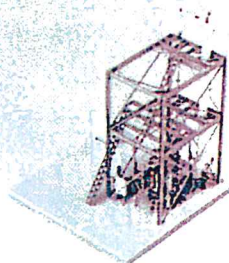
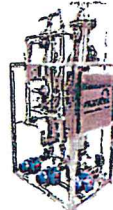
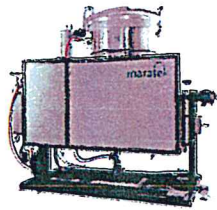
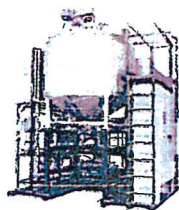
Maratek is an award-winning industry leader in the solvent recycling and cannabis & hemp oil production industries. We strive for the highest safety and quality standards with all our equipment designated as Class 1 Division 1 certified, and UL listed using only **North American stainless steel, parts, and labour.**

With over 50 years of experience in solvent waste and recovery industry, Maratek has solved a wide variety of engineering challenges. Let us provide world-class engineering services to integrate systems and provide closed loop cannabis & hemp oil production processes.

Cryogenic Ethanol Extraction Series - EV - M

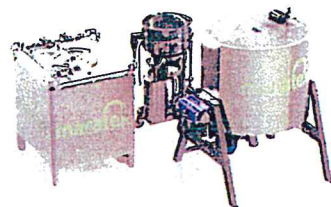


Oil and Ethanol Recovery Systems - OERS & Helios

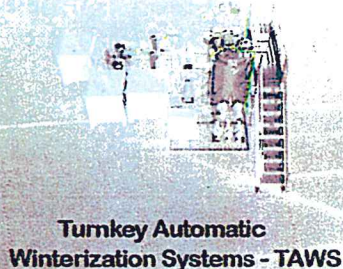


Fractional Distillation and Dewatering Systems - F-Series

The Maratek Family of Cannabis & Hemp Equipment and Services



Water Extraction and Refining Trident and Poseidon



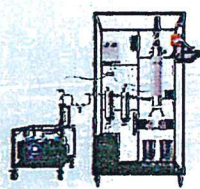
Turnkey Automatic Winterization Systems - TAWS



MIPs



Isolate Production



Oil Distillation Systems



Engineering Services

Contact

References available upon request with installations in facilities across the US, Canada and globally. Contact us now for a quote on our family of cannabis and hemp solutions!

Call: 905.857.2738 | Toll Free: 1.800.667.6272 | Email: sales@maratek.com | www.maratek.com

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Canada,
L7E 1K1

USA
250 Monroe Ave
NW, Suite 400
Grand Rapids, MI
49503

Mexico
Fuente Bella 3299,
Ciudad de Mexico,
14130,
Mexico

maratek
Automate | Optimize | Scale

OFFICE USE ONLY – Conditional Use Application (REFERENCE Chapter 70, Article III, Lisbon Code of Ordinances)	
Application Number: <u>22-20</u>	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	



Town of Lisbon, Maine CONDITIONAL USE APPLICATION

Project Name/Title: Petroleum Installation (Underground Tank)

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

Lisbon Public Works
14 Capital Ave Lisbon Falls
(207) 353-3000

1. Name of Property Owner (if different):

Address

Telephone

Town of Lisbon
300 Lisbon St Lisbon
(207) 353-3000

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

Randy Cyr
14 Capital Ave Lisbon Falls
(207) 576-8694

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 of Applicant

Date

11/23/22

Application Number:

Project Name:

Property Information6. Location of Property (Street or Road) 14 Capital Ave

Register of Deeds

Book 1256Page 241

Lisbon Tax Maps

Map U10 Lot 004

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.

FEE OWNERSHIP8. What interest does the applicant/owner have in any property abutting the parcel to be developed?N/A

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

Yes ☒ No If yes, please specify: NONE KNOWN

10. Current zoning of property:

COMMERCIAL

Current use(s) of property:

PUBLIC WORKS GARAGE

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

☒ Aquifer Protection Overlay 10-50 GPM ☒ Wellhead Protection Overlay WELL HEAD (H)

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:

SALT / SAND SHED APPROVAL**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.install petroleum system at the Lisbon Public Works Garage. 8ft diameter, 6,000 gallon (Regular Unleaded) jacketed steel UST

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.

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

Conditional Use Application ATTACHMENTS CHECKLIST

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

✓ or N/A		OFFICE USE ONLY
	Basic Required Attachments:	
	1. A complete set of plans in accordance with the submission requirements under section 66-52 (3) of the Town of Lisbon Subdivision Ordinance: <i>Preliminary Plan</i> . The preliminary plan and all application material shall be submitted in ten (10) copies 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, 10 copies .	
	3. A statement addressing all of the applicable factors listed in section 70-194 of this Zoning Ordinance (10 copies): Factors applicable to conditional uses	
	A. <i>Primary factors</i> . 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"> i. <i>Health</i>. The maintenance of safe and healthful conditions. ii. <i>Pollution</i>. The prevention and control of water pollution and sedimentation. iii. <i>Building sites</i>. The control of building sites, placement of structures and land uses. iv. <i>Wildlife habitat</i>. The protection of spawning grounds, fish, aquatic life, bird and other wildlife habitat. v. <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. <i>Additional factors</i> . The planning board shall also consider the following factors: <ul style="list-style-type: none"> i. <i>Compatibility with area</i>. The compatibility of the proposed use with adjacent land uses. ii. <i>Need</i>. The need of a particular location for the proposed use. iii. <i>Access</i>. Access to the site from existing or proposed roads. iv. <i>Flooding</i>. The location of the site with respect to floodplains and floodways of rivers or streams. v. <i>Waste disposal</i>. The amount and type of wastes to be generated by the proposed use and the adequacy of the proposed disposal systems. 	

	<p>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>	
	Possible Additional Attachments:	
	<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.	

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

Conditional Use Review Planning Board Procedure Checklist

Date Completed	
	1. Initial application received (10 copies), payment of fee(s)
	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) – does not have to be same meeting as hearing
	11. Provide applicant and abutters with written notice of decision, including reasons for decision, within 20 days of the public hearing.

Conditional Use Permit Review Applicant Procedure Checklist

Date completed	Please refer any questions regarding the procedure to appropriate town staff.
	<p>1. Submit Application to Town Office (Code Enforcement Officer), by the 2nd Thursday of the month:</p> <ul style="list-style-type: none"> a. Complete application form and prepare all required submission materials (see checklist), provide 10 copies of all forms and materials; b. Applicant must pay any required fee(s) at time of submission; c. Schedule an initial submission review meeting with Planning Board (regular meetings are 4th Thursdays of the month).
	<p>2. Attend first Planning Board meeting, initial application review:</p> <ul style="list-style-type: none"> 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; 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 the Code Enforcement Officer and will then be issued a written notice of completeness; c. 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; d. Board may request a site visit prior to the public hearing; e. Application will be referred to appropriate town departments/staff as appropriate, prior to public hearing.
	<p>3. Optional site visit:</p> <p>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.</p>
	<p>4. Attend public hearing:</p> <ul style="list-style-type: none"> a. Applicant (or representative) will be allowed a brief presentation; b. Town staff will present any comments; c. Public hearing will be opened, Board will make a note of all public and abutter comments; 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);

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

	<p>5. Planning Board Review (may be a separate meeting from the hearing):</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>6. Written notice of decision:</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>7. Issuance of permits and compliance with conditions:</p> <p>Upon issuance of a written decision to approve, the applicant may obtain appropriate permit(s) from the Code Enforcement Officer; the applicant will be required to comply with all conditions specified in the written decision.</p>

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

Conditional Use Permit Standards Checklist

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

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

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

Met <input type="checkbox"/>	Not <input type="checkbox"/>	Waived <input type="checkbox"/>	1. <i>Health.</i> The maintenance of safe and healthful conditions. Conditions:
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. Conditions:
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. Conditions:
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. Conditions:
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. Conditions:

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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</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>Conditions:</p>

Additional conditions list, next page.

Application Number:

Project Name:

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

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

Additional Factors	Conditions
Type of vegetation:	
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. 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"/>	Floodplain Management. 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"/>	Shoreland Zoning. <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>

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

OFFICE USE ONLY – Conditional Use Application

Application Number:

Project Name:

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Not <input type="checkbox"/>	Rear Lots. 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"/>	Off-Street Parking and Loading. 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"/>	Marine Structures. 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"/>	Signs. 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"/>	Timber Harvesting and Clearing Vegetation. 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"/>	Planned Unit or Cluster Development. 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"/>	Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District. Chapter 70, Article VI, Division 9 <i>Standards applying to overlay district zones 2 or 3, zone 1 expansions not permitted.</i>

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. Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	7. <i>Pollution.</i> The prevention and control of water pollution and sedimentation. Conditions:
Met <input type="checkbox"/>	Not <input type="checkbox"/>	8. <i>Building sites.</i> The control of building sites, placement of structures and land uses. Conditions:
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. Conditions:
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. Conditions:

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

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

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:

<i>Additional Factors</i>	<i>Conditions</i>
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"/>	Table of Land Uses, Table of Dimensional Requirements. 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"/>	Manufactured Housing, Mobile Homes and Trailers, [Parks]. 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"/>	Entrances onto Public Ways. Chapter 46, Article V <i>Any new entrance onto a public way requires a permit and must meet specified standards. Access Management (Sec. 46-134): 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"/>	Building Code. 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"/>	Floodplain Management. 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"/>	Shoreland Zoning. <i>The standards and provisions of shoreland zoning apply to any development, structure, or land use activities in land areas within 250 feet horizontal distance of (1) the normal high-water line or any great pond or river, (2) the upland edge of a coastal wetland, (3) the upland edge of a freshwater wetland, (4) all land areas within 75 feet horizontal distance of the normal high-water line of a stream. This Ordinance also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.</i>

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

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Site Plan Review. 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>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Subdivisions. 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>
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Groundwater & Wellhead Protection. 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 type="checkbox"/>	Supplementary Zoning Regulations. Chapter 70, Article VI, Division I <i>Includes additional regulations for the following:</i> <ul style="list-style-type: none"> • Accessory buildings • Agriculture • Campgrounds • Filling, grading, dredging, earth moving • High-intensity farming • Home occupations • Sanitation • Drainage • Conversion of existing building to multi-unit housing • Water quality • Archeological sites • Roads and driveways • Essential services
N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Rear Lots. 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>

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

N/A <input type="checkbox"/>	Met <input type="checkbox"/>	Off-Street Parking and Loading. 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"/>	Marine Structures. 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"/>	Signs. 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"/>	Timber Harvesting and Clearing Vegetation. 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"/>	Planned Unit or Cluster Development. 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"/>	Expansion of Sand and Gravel Mining within Aquifer Protection Overlay District. 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

