Town Council
Meeting Minutes
February 18, 2025
Lisbon Town Office
7:00 PM - Council Meeting

Fern Larochelle, Chair
Chris Camire, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Jeremy Barnard
Nick Craig

CALL TO ORDER & PLEDGE TO FLAG

Council Vice Chair Chris Camire called the meeting to order and led the Pledge of Allegiance to the Flag at 6:30 PM. Council Chair Fern Larochelle was in attendance, but did not serve as council chair for this meeting to avoid conflicts of interest with some agenda items.

ROLL CALL

Members present included Councilor Fern Larochelle, Councilor Chris Camire, Councilor Mark Lunt, Councilor Normand Albert, Councilor Jo-Jean Keller, Councilor Jeremy Barnard, and Councilor Nick Craig. Town Manager Glenn Michalowski, Economic and Community Development Director Ross Cunningham, Code Enforcement Officer Mark Stambach, Fire Chief and Health Inspector Craig Bouchard, and an audience of approximately 15 citizens were also in attendance.

EXECUTIVE SESSION

(2025-024) Executive Session per 1 M.R.S.A. § 405(6)(D) for Labor Contract Negotiations

Vote (2025-024 A) Councilor Normand Albert, seconded by Councilor Jo-Jean Keller, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(D) for Labor Contract Negotiations at 6:32 PM.
Order Passed – Vote 7-0

Vote (2025-024 B) Councilor Fern Larochelle, seconded by Councilor Normand Albert, moved to exit out of Executive Session per 1 M.R.S.A. § 405(6)(D) for Labor Contract Negotiations at 7:13 PM.
Order Passed – Vote 7-0

GOOD NEWS & RECOGNITION

Councilor Larochelle thanked the Public Works Department for maintaining road safety during recent winter storms.

Economic and Community Development Director Ross Cunningham congratulated Discover Lisbon on the success of their recent father/daughter dance event.

PUBLIC HEARINGS

Local Liquor License Renewal and Special Entertainment with Alcohol License Renewal for Olive Pit Brewing
The Vice Chair opened the Public Hearing. Seeing no speakers, the Vice Chair closed the Public Hearing.

Local Liquor License Renewal and Special Entertainment with Alcohol License Renewal for the Slovak Catholic Association
The Vice Chair opened the Public Hearing. Seeing no speakers, the Vice Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

The Vice Chair opened the floor for audience participation. Seeing no speakers, the Vice Chair closed the floor.

CONSENT AGENDA

(2025-025) ***Consent Agenda Items***

Approve Municipal Accounts Payable of $632,394.85, Municipal Payroll of $242,111.64, School Accounts Payable of $169,305.85, and School Payroll of $909,830.41

Approve a Local Liquor License Renewal and a Special Entertainment with Alcohol License Renewal for Olive Pit Brewing

Approve a Local Liquor License Renewal and a Special Entertainment with Alcohol License Renewal for the Slovak Catholic Association

Approve a Pole Permit for Central Maine Power for Pole 52H, Located on Main Street (ME-125), Approximately 55 Feet Northeast of Wing Street

Set a Public Hearing for March 4, 2025 for Ordinance Amendments to Part I, Chapter 70 - Sections 70-536, 70-638, 70-833, 70-661, and 70-66 for Lisbon Village Zoning

Vote (2025-025) Councilor Fern Larochelle, seconded by Councilor Jo-Jean Keller, moved to approve the Consent Agenda as presented.
Order Passed – Vote 7-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2025-026) First Reading of Ordinance Amendments to Part I, Chapter 70 - Sections 70-536, 70-638, 70-833, 70-661, and 70-66 for Lisbon Village Zoning

Kate Burch of Northstar Planning introduced the proposal's key changes of raising the building height limit to 45 feet in the Village Zone, allowing up to 4 stories in designated areas, eliminating density restrictions for properties on public water and sewer, and setting a maximum of 2 parking spaces per dwelling unit. Continuing, Kate Burch explained that these changes were designed to reduce housing development barriers, encourage flexible development, better accommodate smaller parcels and historic buildings, and increase growth in the Lisbon Village and Lisbon Falls areas.

After the proposal was introduced, the Town Council, Kate Burch, and Town Manager Glenn Michalowski discussed the proposal, focusing on topics related to parking. After the discussion, the Council decided to table the order to provide the Planning Board with additional time to amend the proposal's language related to parking.

Vote (2025-026) Councilor Mark Lunt, seconded by Councilor Nick Craig, moved to table the order to adopt the Ordinance Amendments to Part I, Chapter 70 - Sections 70-536, 70-638, 70-833, 70-661, and 70-66 for Lisbon Village Zoning.
Order Tabled – Vote 7-0

(2025-027A) Realty Resources Presentation Regarding a Proposed Housing Development

Realty Resources presented an overview of a proposed housing development on Winter Street, discussing information contained in the documents below. Once the presentation had concluded, the representatives from Realty Resources and the Town Council discussed different aspects of the project, such as green spaces, the temporary or permanent relocation of Farwell Mill apartment residents to the new building, renovations to Farwell Mill apartments, compliance with state and local building codes, community spaces, and water sources.

Winter Street Development Project

REALTY
RESOURCES MANAGEMENT

Owner Overview

- Realty Resources' mission is to provide superior housing to our residents and high-quality property management services to our clients.
- We have developed more than 60 housing projects throughout New England over the last 45 years, and we continue to be a strong competitor in the Development realm.
- We manage over 80 properties, serving 2300+ apartment units in four states, Maine, New Hampshire, Massachusetts and Vermont, which consists of projects we've developed, acquired, and third-party, including Rural Development, LIHTC, and HUD.
- We have been providing professional real state management services to a portfolio of affordable residential properties across New England since 1976.
- We understand that providing housing services to our residents is more than collecting rent and fixing faucets; it requires a level of understanding and patience, a well-organized staff and the commitment to providing high-quality affordable housing to those in need.

Farwell Mill

- Cotton mill from 1872 to 1930's
- Manufacturing mill from 1930's to 1980's
- Converted to residential apartments in the early 2000's
- Residential apartments consisting of (42) affordable units and (40) conventional
- (5) commercial spaces
- Application for historical rehabilitation using low-income housing tax credits was rejected in 2021 due to extravagant renovation costs, estimated to be $43mm.
- MaineHousing has requested the Owners to relocate their 42 affordable units to another location.

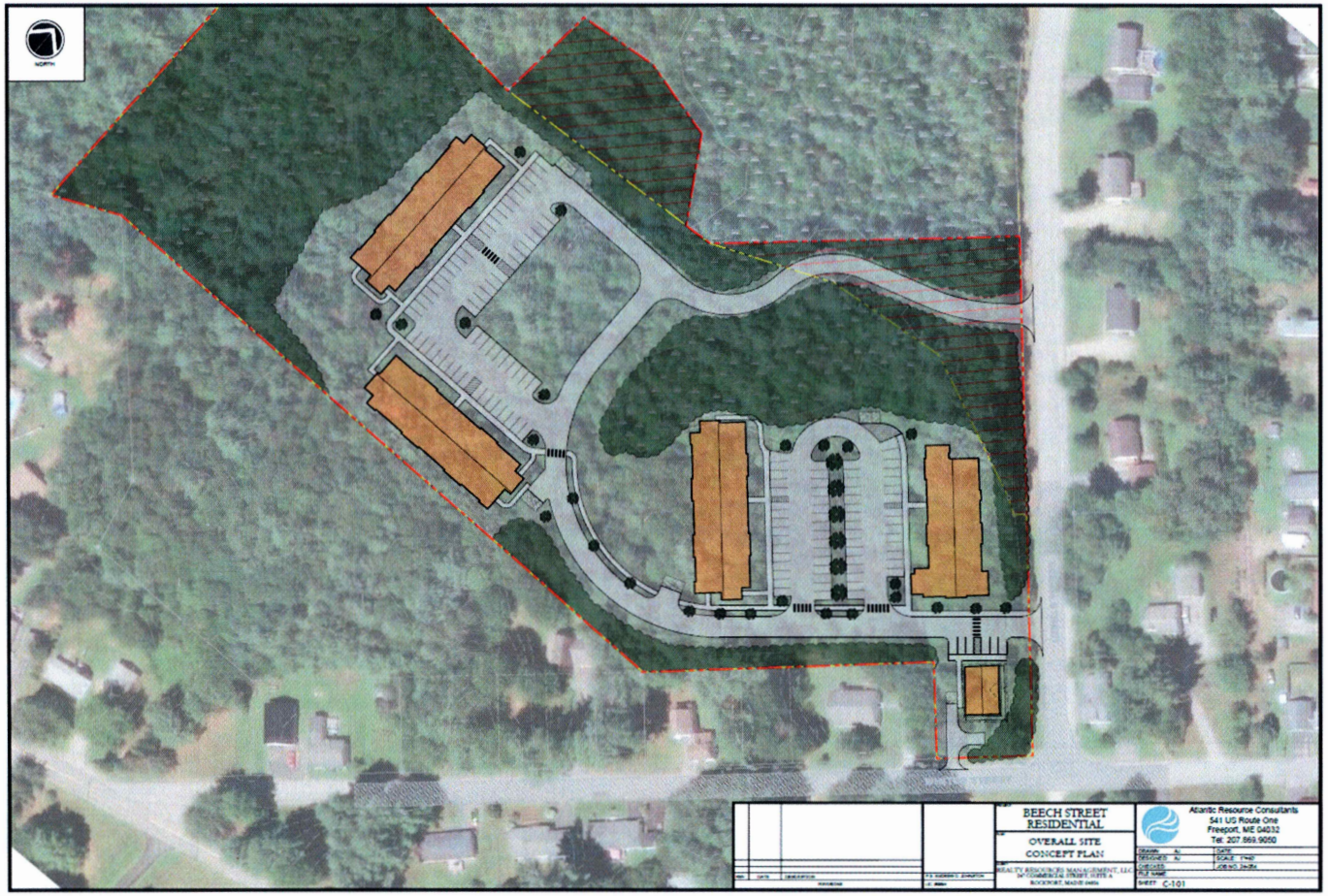


We recognize the need for housing in Lisbon, however it is unfeasible to renovate the Mill with rent restrictions. This Mill requires working class residents in order to be successful.

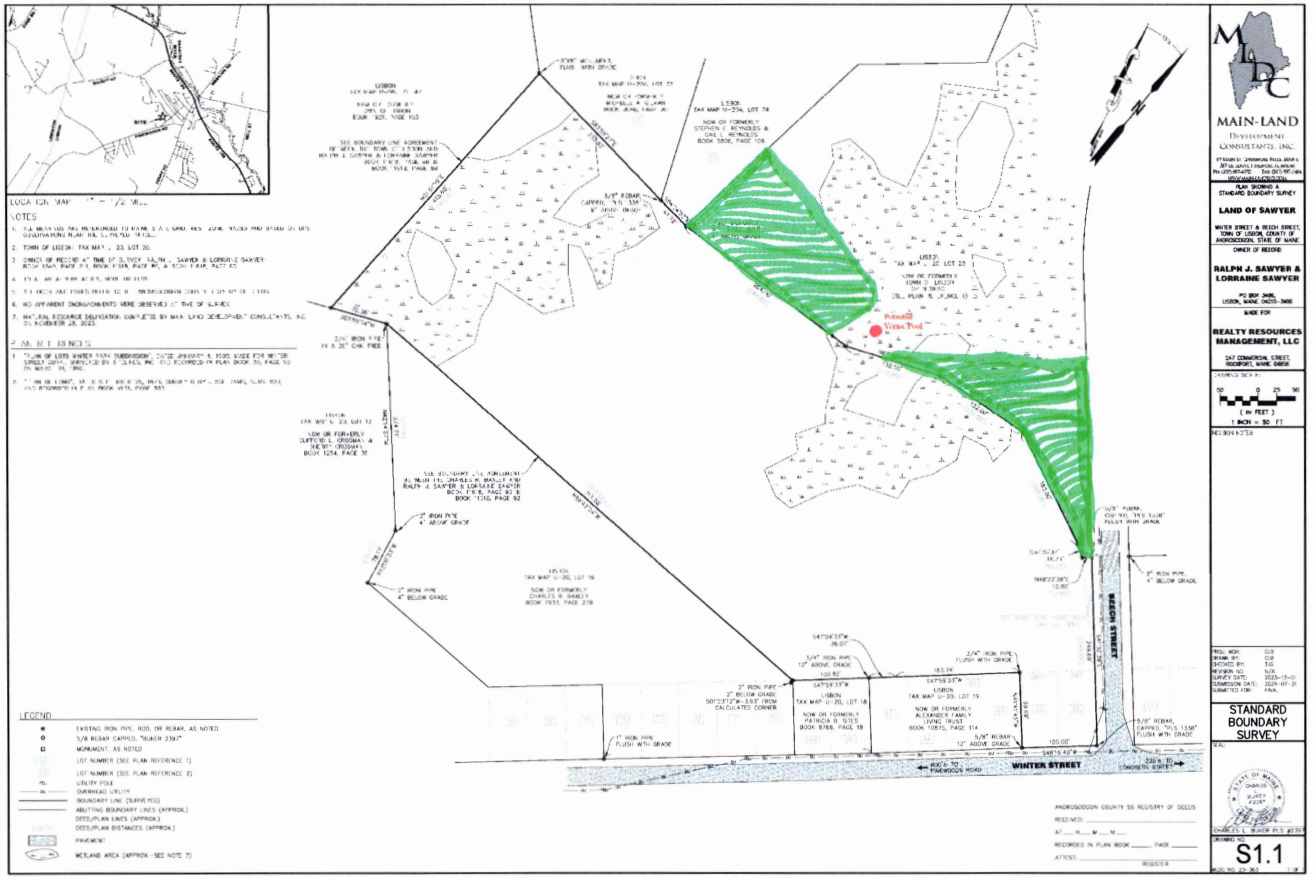
Winter Street Project

- Winter Street Housing Associates, LLC (an affiliate of Realty Resources) has located undeveloped property available on the corner of Winter and Beech Street, currently secured with an Option Agreement.
- Property has access to city sewer and water.
- Proposing up to 70-affordable units (between 30% AMI – 60% AMI): 26 one-bedroom, 37 two-bedroom, and 7 three-bedroom
- LIHTC rents between $773 - $1,285 with all utilities included

Proposed Project Layout



Consideration from Lisbon

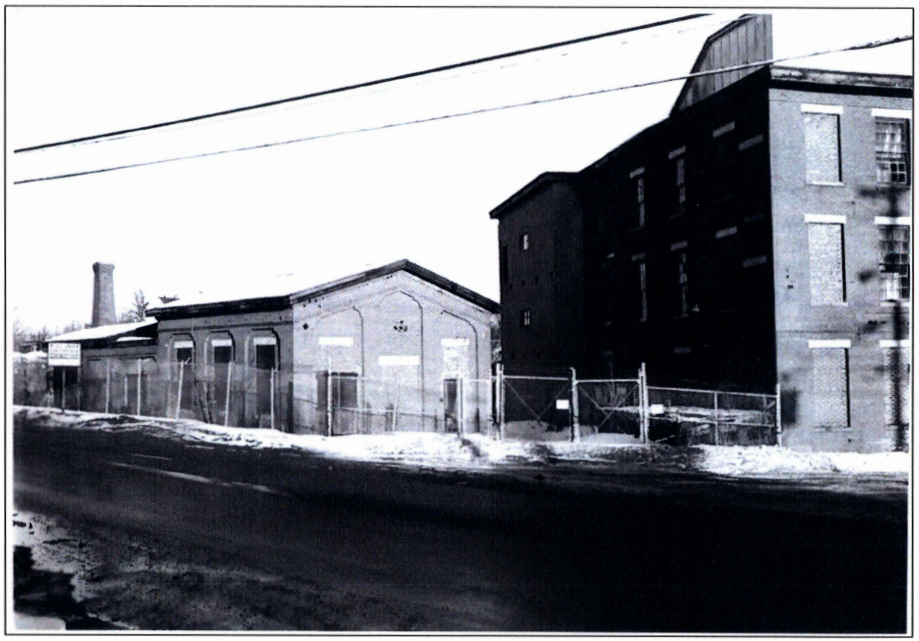


Consideration from Lisbon

- A partial land donation of approximately 1.2 acres of abutting town-owned land located at U20-023, to meet density requirements and allow for a secondary emergency entrance for emergency personnel
- In exchange, Winter Street Housing Associates, LLC will incorporate an office designated for town employees: Police Substation, General Assistance, Fire Department training
- Project is in preliminary stages and will require planning board approvals and permits, as well as DEP and MaineHousing approvals
- Consideration from the town is contingent on receiving all appropriate approvals and permits

Farwell Mill Future

- Listed on the National Historic Registry
- Renovate the Mill, maintaining residential apartments with first floor commercial space
- Exploring options on gas house, with the intention to revitalize
- All renovations must be approved by the National Park Service



(2025-027B) Authorize the Town Manager and Economic Development Director to Negotiate a Transfer of Land Ownership

Town Manager Glenn Michalowski stated that Order 2025-027B, as a follow-up to the presentation by Realty Resources, is to authorize the Town Manager and Economic Development Director to negotiate a land transfer that would provide approximately 1.2 acres of Town-owned land at Map U20, Lot 023 to Winter Street Housing Associates, LLC to facilitate an affordable housing development that would be developed by Winter Street Housing Associates, LLC at the intersection of Winter Street and Beech Street, provided that in consideration of the transfer, Winter Street Housing Associates, LLC will agree to provide a dedicated space within the development for community policing, general assistance, and other community outreach purposes. The exchange will be subject to reversion to the Town, at the Town's option, should Winter Street Housing Associates, LLC not complete the proposed affordable housing development. The Council shall review and approve the final documents prior to closing.

Vote (2025-027B) Councilor Fern Larochelle, seconded by Councilor Mark Lunt, moved to authorize the Town Manager and Economic Development Director to negotiate a transfer of land ownership.
Order Passed – Vote 6-1

(2025-028) Appoint Tiana Lacombe as Foreclosed Properties Realtor per 36 MRSA § 943-C(3)

Vote (2025-028) Councilor Fern Larochelle, seconded by Councilor Normand Albert, moved to appoint Tiana Lacombe as Foreclosed Properties Realtor per 36 MRSA § 943-C(3).
Order Passed – Vote 7-0

(2025-029) Confirm the Town Manager's Appointment of Alice Richards from Interim Town Clerk and Interim Registrar of Voters to Town Clerk and Registrar of Voters

Vote (2025-029) Councilor Fern Larochelle, seconded by Councilor Nick Craig, moved to confirm the Town Manager's Appointment of Alice Richards from Interim Town Clerk and Interim Registrar of Voters to Town Clerk and Registrar of Voters.
Order Passed – Vote 7-0

(2025-030) Approve a Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles

Councilor Larochelle stepped away during this item to recuse himself from participation and abstain from voting on Order 2025-030 to avoid a conflict of interest.

Town Manager Glenn Michalowski introduced the item by reading from the memo that is attached to this record of minutes below this item. Code Enforcement Officer Mark Stambach and Fire Chief and Health Inspector Craig Bouchard then explained the contents of their reports, which are also attached to this record of minutes below this item.

The Town Council, Town Manager Glenn Michalowski, Code Enforcement Officer Mark Stambach, and Fire Chief and Health Inspector Craig Bouchard then held a detailed discussion that covered a range of topics and issues, which included, though was not limited to, measuring techniques, potential fire safety hazards, how code violations of one business in the 5 Canal Street building might impact the compliance status of the other business in the building, incomplete permits, missing permits from the tenures of previous department heads, the Town's responsibility to meet the requirements of its ordinances, wanting the town to be business-friendly, and the potential hazards that could be created by not addressing code violations.

Vote (2025-030) Councilor Jeremy Barnard, seconded by Councilor Normand Albert, moved to approve a Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles. Councilor Larochelle abstained.
Order Failed – Vote 1-5-1

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-030)** Approve a Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles
Date: February 18, 2025

Summary
At its February 4, 2025, meeting, the Council held a public hearing on a license application from 207 Edibles to operate a medical marijuana business. After the public hearing, the Council deliberated. The Council tabled the item to receive more information, including the following:

1. To receive the Code Enforcement Officer's and the Fire Chief's report regarding:

    a. The status of the outstanding violations;
    b. How they made measurements in the premises that resulted in a finding that interior spaces are located too far from the exit;
    c. A response to the applicant's assertion that the Council should issue a license this year because it issued licenses in past years; and
    d. The different methods that a violator may use to achieve code compliance, and how those are chosen.

2. To receive an update on efforts to remedy the violations.
3. Clarification on the ownership of the applicant and the premises, and whether that affects the Council's action on the license.

At the Council meeting, the Code Enforcement Officer and the Fire Chief will address information requests #1 and #2 above. This memorandum first summarizes the evidence from the record and public hearing, then repeats the standard for the Council's action, then summarizes staff's recommendation on the license, and finally addresses whether the ownership of the applicant and the premises affect the Council's action on the license.

Evidence from the Record and Public Hearing

According to the license application, Lorelei Hilliker owns 207 Edibles, which is located on the second floor of the building at 5 Canal Street. 5 Canal Street is owned by Riverbend Investment Properties, LLC (the Owner), which is equally owned and managed by Ms. Hilliker and Jason Smith. Mr. Smith

owns and operates a different business, Lisbon Cannabis, located on the first floor. The Town understands that Mr. Smith has no interest in 207 Edibles and that Ms. Hilliker has no interest in Lisbon Cannabis.

The Code Enforcement Officer / Building Inspector, the Fire Chief/ Health Officer, and Police Chief inspected the premises. The Fire Chief found that the premises do not comply with the applicable life safety code, and the Code Enforcement Officer / Building Inspector found that the premises do not comply with the applicable electrical, plumbing, building, and zoning codes. Both building officials provided a list of violations, which include that 1) the length of the travel distance from portions of the interior second-floor space to the exit exceeds 75'; 2) no permit was secured for the installation of the electrical system(note, 3 permits were issued for smaller electric jobs); 3) no permit was secured for the installation of the plumbing system The Code Enforcement Officer / Building Inspector and Fire Chief have reported to the Council that permits are required to operate a medical marijuana establishment in the premises including, at a minimum, another electrical permit (this one for the installation of the entire system); 4) no building permit was secured for the construction associated with the finishing of the interior space and change of uses; and 5) no permit was secured for the installation of the signs on the exterior of the building. The Code Enforcement Officer has issued a notice of violation to Riverbend Investment Properties, LLC.

Lorelei Hilliker testified that permits did exist, that 207 Edibles kept the permits for 1 year after the construction was over, that she gave the plumbing or construction permits to another person, and that 207 Edibles does not have copies of any permit.

An attorney for 207 Edibles acknowledged that the Owner has received a notice of violation, but that the notice did not prevent the Council from approving the license to 207 Edibles. 207 Edibles argued that the applicant meets the standard to receive a license.

<u>Standard for the Issuance of a Medical Marijuana License</u>

Section 10-610, of the medical marijuana establishments ordinance, provides that:

A license application for a medical marijuana establishment shall be denied by the town council. . . if the applicant, or any owner of the applicant or licensee:

(1) Fails to meet the requirements of this ordinance. . .
(5) Has not acquired all necessary state and local approvals prior to issuance of the license. . .

<u>Staff Recommend that the Council Should Deny the Application for a License</u>

Town staff recommend that the Council deny the 207 Edibles license application because the application did not include the required approvals, the application fails to comply with the ordinance, and a fire safety issue has not been satisfied.

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First, the Council should deny the application because it did not include the required approvals. The Council shall deny the license application if it "fails to meet the requirements of this ordinance." An application shall include "evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy," according to section 10-605(9).

The Code Enforcement Officer / Building Inspector and Fire Chief have reported to the Council that permits are required to operate a medical marijuana establishment in the premises including, at a minimum, an electrical permit, a plumbing permit, a building permit, a change of use permit, and a sign permit. The application included neither these permits nor evidence that applications for permits have been filed and are pending approval. Therefore, the Council should find that the application fails to meet the requirements of the ordinance and should deny the application.

A **second** ordinance provision requires the Council deny the application for a similar reason; section 10-610(5) requires that the Council shall deny the license application if the applicant "has not acquired all necessary state and local approvals prior to issuance of the license." The analysis above shows that 207 Edibles did not meet this requirement.

Third, the Council should deny the application because the premises at which the establishment will be located fail to comply with the electrical code, the plumbing code, the building code, and the zoning code. After receipt of an application, section 10-606(9) requires the following inspections:

> (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, plumbing code, and section 10-611, and shall report findings in writing to the town clerk.
> (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk. . .
> (4) The fire chief. . . shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk. . .

The Building Inspector / Code Enforcement Officer and the Fire Chief have reported that the premises at which the establishment will be located does not comply with the electrical code, the plumbing code, the building code, or the zoning code.

In addition, and **fourth**, the Building Inspector / Code Enforcement Officer and the Fire Chief reported

that a fire safety issue remains unsatisfied, specifically that the length of the travel distance from portions of the interior second-floor space the exit exceeds 75'.

Violations of any one of these ordinances is sufficient to show that the 207 Edibles license application fails to meet the requirements of this ordinance, and the Council should deny the application.

An Assertion that the Applicant Is a Tenant, Rather than Deedholder of the Premises Does Not Affect the Outcome

207 Edibles argues that the approvals required by subsection 10-610(5) apply to the applicant only and that a notice of violation issued to the building owner does not meet that language. As a preliminary matter, 207 Edibles has not provided a lease or other proof of its possessory interest, which is required by section 10-605(8), even though it asserts that it is a tenant. Even assuming 207 Edibles is a tenant, the argument fails.

First, the marijuana license ordinance is concerned about whether the premises have received the required approvals and whether any known issues are satisfied, not the ownership status of that premises. The Building Inspector / Code Enforcement Officer and the Fire Chief has reported to the council that the premises does not meet these requirements. These facts are separate from an enforcement proceeding that the Town has commenced to secure compliance with the codes.

Further, the codes regulate spaces, regardless of the interest that an occupant has in the space. For example, the provisions of the International Building Code (2015) "shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures." Section 101.2 (underline added). The International Building Code applies to spaces, regardless of the ownership structure of spaces. This fact is underscored by the International Building Code's definition of the term "Owner," which also means an entity with a possessory interest in property. The term "Owner" means "any person, agent, operator, entity, firm or corporation having any legal or equitable interest in the property; . . . or otherwise having possession or control of the property." Even tenant meets this definition because it has in interest in the premises and has possession or control of the premises.

Recommendation

Attachments

1. 02-04-2025 Meeting Item - 207 Edibles - 2025 Applications_Redacted
2. 02-04-2025 Meeting Item - Code Enforcement report
3. 02-04-2025 Meeting Item - Fire Chief report
4. 02-04-2025 Meeting Item - Health Inspector and Life Safety report
5. 02-04-2025 Meeting Item - Police Chief report

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6. 207 Edibles - 2024 Medical Manufacturing Renewal - Property Ownership Documents

BUILDING INSPECTION

CODE ENFORCEMENT INSPECTION

The building inspector verifies that the premises at which the establishment will be located complies with all ordinances and applicable codes for the following:

Town Ordinances (including food)	Electrical Code
The Building Code	Plumbing Code

- *Security (check if complied with):*

  — The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.

  — The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.

  — The licensed premises shall have exterior spotlights with motion sensors covering the full perimeter of the building(s).

- *Ventilation (check if complied with):*

  —The licensed premises shall comply with all odor and air pollution standards established by ordinance.

  —All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

The code officer inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied. See report of findings in writing to the town clerk below.

- ✓ YES ___ NO Is establishment engaging in the "preparation" of food items whether sealed or not.

Report all findings here: _____

_____

_____

Dated:_____	Medical Marijuana Retail Store	Approved: YES NO
Dated:_____	Medical Marijuana Dispensary	Approved: YES NO
Dated:_____	Medical Marijuana Testing Facility	Approved: YES NO
Dated:___✓___	Medical Marijuana Manufacturing Facility	Approved: YES NO

Dated: _____ Approved: YES NO Approved by: _____

Mark Stambach, Building Inspector

Outstanding Code/Ordinance Issues for 5 Canal Street

207 Edibles/ Lisbon Cannabis

January 28, 2025

The following are relevant portions of a Notice of Violation dated January 13, 2025 regarding issues shared by the owners as they affect the building as a whole or common areas.

** Repair holes in sheetrock in boiler and oil tank room per IBC 2015 section 708.4

** The door to the oil tank room and boiler room are required to be closed at all times per IBC 2015 section 708.6

One major life safety issue is length of the travel distance from the interior to the exit. The code allows for one exit from a space if the distance is less than 75' for the use of the building on each level. The first floor MAY meet this requirement, however, the second floor does not. Several options to correct this would be to; 1) provide a fire rated stair enclosure to protect the stairway, 2) install a fire sprinkler system, or 3) install a code-compliant second exit.

** The length of the travel distance from portions of the interior first-floor space, currently used by Lisbon Cannabis, to the exit may exceed 75', in violation of the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Correct, or obtain confirmation on inspection by each of the Code Enforcement Officer, the Chief of Police, or the Fire Chief that current conditions meet Lisbon Code.

** The length of the travel distance from potions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Correct the violation, or provide code-compliant fire protection systems that meet the requirements of the IBC 2015 edition, as confirmed on inspection by each of the Code Enforcement Officer, the Chief of Police, and the Fire Chief.

In addition, on reviewing the property file for the building, I was unable to locate any building, plumbing, sign or occupancy permits for the original creation of either of the finished spaces, in the first and second floors, that 2 businesses occupy.

The file contains 3 electrical permits: a permit issued on 3-9-20 for the installation of EMT conduit for outlets: a permit issued on 1-21-22 for the Installation of a 200 amp service and panel; and a permit issued on 4-15-20 for the installation of a low voltage security system. However, the electrical work completed to finish the building is much more extensive than the work described above. It will be necessary to identify the licensed electrician that completed the remainder of the work and have them obtain a permit after-the-fact.

The owners admit that the building had been completely gutted prior to the start of work. The creation of partition walls and changing the layout of the building, and the introduction of new occupancies would all require the issuance of a building permit. It will be necessary to obtain a permit for this work after-the-fact, and make any corrections/modifications needed to bring the building into compliance with the Maine Uniform Building and Energy Code (MUBEC), 2015 edition, and the NFPA 101 Life Safety Code and NFPA 1, 2015 editions

There was also extensive plumbing work completed. It will be necessary to identify the licensed plumber who did the work, obtain permits for the work after-the-fact and have this work reviewed for code compliance.

The current sign ordinance allows for a maximum sign size with a letter height of no more than 36" and a length of no more than 75% of the total building length for a mill building such as this. The current sign is nearly 90% of the length of the building. It will be necessary to obtain a sign permit after-the-fact, and modify the existing signs to meet the requirements of the ordinance.

Accordingly, the following violations are known to exist:

** No permit was secured for the installation of the electrical system as required by the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Secure an after-the-fact permit by a master electrician licensed by the State of Maine.

** No permit was secured for the installation of the plumbing system, as required by the Maine State Plumbing Code, Uniform Plumbing Code (UPC) 2015 edition, Section 104.1.and the Lisbon Zoning Ordinance, Section 70-66. Secure an after-the-fact permit by a plumber licensed by the State of Maine.

** No building permit was secured for the construction associated with the finishing of the interior space and change of uses as required by the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Secure an after-the-fact permit.

** No permit was secured for the installation of the signs on the exterior of the building as required by the Lisbon Zoning Ordinance, Section 70-713. Secure an after-the-fact permit

As the permits described above are all being obtained after the work has been done, there will be additional fees required.

Once the permits have been obtained, the work required completed and has been inspected and signed off, a certificate of occupancy can be issued and licenses granted.

FIRE CHIEF INSPECTION

The Fire Chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied. See report of findings in writing to the town clerk below.

YES NO State Fire Marshall inspection has been completed

YES NO Hazardous Chemicals will be used for processing

YES NO Sprinklers required and in compliance

Report all findings here: SEE ATTACHED

Dated:_____ Medical Marijuana Retail Store Approved: YES NO
Dated:_____ Medical Marijuana Dispensary Approved: YES NO
Dated:____✓__ Medical Marijuana Testing Facility Approved: YES NO
Dated:____✓__ Medical Marijuana Manufacturing Facility Approved: YES NO

Approved for categories above:

~~Nate LeClair~~, Fire Chief
Craig Bouchard

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January 28, 2025

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** The length of the travel distance from potions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Correct the violation, or provide code-compliant fire protection systems that meet the requirements of the IBC 2015 edition, as confirmed on inspection by each of the Code Enforcement Officer, the Chief of Police, and the Fire Chief.

In addition, on reviewing the property file for the building, I was unable to locate any building, plumbing, sign or occupancy permits for the original creation of either of the finished spaces, in the first and second floors, that 2 businesses occupy.

The file contains 3 electrical permits: a permit issued on 3-9-20 for the installation of EMT conduit for outlets: a permit issued on 1-21-22 for the Installation of a 200 amp service and panel; and a permit issued on 4-15-20 for the installation of a low voltage security system. However, the electrical work completed to finish the building is much more extensive than the work described above. It will be necessary to identify the licensed electrician that completed the remainder of the work and have them obtain a permit after-the-fact.

The owners admit that the building had been completely gutted prior to the start of work. The creation of partition walls and changing the layout of the building, and the introduction of new occupancies would all require the issuance of a building permit. It will be necessary to obtain a permit for this work after-the-fact, and make any corrections/modifications needed to bring the building into compliance with the Maine Uniform Building and Energy Code (MUBEC), 2015 edition, and the NFPA 101 Life Safety Code and NFPA 1, 2015 editions

There was also extensive plumbing work completed. It will be necessary to identify the licensed plumber who did the work, obtain permits for the work after-the-fact and have this work reviewed for code compliance.

The current sign ordinance allows for a maximum sign size with a letter height of no more than 36" and a length of no more than 75% of the total building length for a mill building such as this. The current sign is nearly 90% of the length of the building. It will be necessary to obtain a sign permit after-the-fact, and modify the existing signs to meet the requirements of the ordinance.

Accordingly, the following violations are known to exist:

** No permit was secured for the installation of the electrical system as required by the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Secure an after-the-fact permit by a master electrician licensed by the State of Maine.

** No permit was secured for the installation of the plumbing system, as required by the Maine State Plumbing Code, Uniform Plumbing Code (UPC) 2015 edition, Section 104.1.and the Lisbon Zoning Ordinance, Section 70-66. Secure an after-the-fact permit by a plumber licensed by the State of Maine.

** No building permit was secured for the construction associated with the finishing of the interior space and change of uses as required by the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Secure an after-the-fact permit.

** No permit was secured for the installation of the signs on the exterior of the building as required by the Lisbon Zoning Ordinance, Section 70-713. Secure an after-the-fact permit

As the permits described above are all being obtained after the work has been done, there will be additional fees required.

Once the permits have been obtained, the work required completed and has been inspected and signed off, a certificate of occupancy can be issued and licenses granted.

Business Name: 207 edibles - victualer

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, ~~Nate LeClair~~, **Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: _____ Date: 1-29-25

Notice of Compliance (By Ordinance): I, **Mark Stambach, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment (excluding mobile units) and found the premises to be in compliance with applicable life safety codes. SEE ATTACHED

Signature: _____ Date: _____

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007.....Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121....Health Officer
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - www.maine.gov/revenue
624-7736...Bureau of Corporations - www.maine.gov/sos/cec
624-7220...Bureau of Alcohol Beverages
287-3841...Agriculture Dept– Bakery Licenses
624-6550...Marine Resources – www.maine.gov/dmr
287-5671....State Health Inspection Dept - www.maine.gov/dhhs
1-800-829-4933...Federal I.D. Number – www.irs.gov

Revised May 9, 2023

Outstanding Code/Ordinance Issues for 5 Canal Street

207 Edibles/ Lisbon Cannabis

January 28, 2025

The following are relevant portions of a Notice of Violation dated January 13, 2025 regarding issues shared by the owners as they affect the building as a whole or common areas.

** Repair holes in sheetrock in boiler and oil tank room per IBC 2015 section 708.4

** The door to the oil tank room and boiler room are required to be closed at all times per IBC 2015 section 708.6

One major life safety issue is length of the travel distance from the interior to the exit. The code allows for one exit from a space if the distance is less than 75' for the use of the building on each level. The first floor MAY meet this requirement, however, the second floor does not. Several options to correct this would be to; 1) provide a fire rated stair enclosure to protect the stairway, 2) install a fire sprinkler system, or 3) install a code-compliant second exit.

** The length of the travel distance from portions of the interior first-floor space, currently used by Lisbon Cannabis, to the exit may exceed 75', in violation of the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Correct, or obtain confirmation on inspection by each of the Code Enforcement Officer, the Chief of Police, or the Fire Chief that current conditions meet Lisbon Code.

** The length of the travel distance from potions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of the International Building Code (IBC) section 105.1 as adopted by the Maine Uniform Building and Energy Code (MUBEC) 2015 edition, and referenced by the Town of Lisbon Ordinances Section 54-31. Correct the violation, or provide code-compliant fire protection systems that meet the requirements of the IBC 2015 edition, as confirmed on inspection by each of the Code Enforcement Officer, the Chief of Police, and the Fire Chief.

In addition, on reviewing the property file for the building, I was unable to locate any building, plumbing, sign or occupancy permits for the original creation of either of the finished spaces, in the first and second floors, that 2 businesses occupy.

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(2025-031) Authorize the Town Manager to Sign a Contract with Water Quality Maine for Interim Sewer Superintendent Services

Town Manager Glenn Michalowski stated that because current Sewer Superintendent Steve Aievoli will be resigning from his employment with the Town on February 20, 2025, this agenda item is being presented to seek approval for a professional services contract with Chuck Applebee of Water Quality Maine to have him serve as Interim Sewer Superintendent for the Wastewater Treatment Plant at a rate of $100 per hour until a permanent replacement is hired.

During a brief discussion with the Town Council, the Town Manager clarified that state statutes require this position to be filled and that budget is available for this position because funds allotted for the previous Sewer Superintendent can be applied to the interim services contract.

Vote (2025-031) Councilor Normand Albert, seconded by Councilor Nick Craig, moved to authorize the Town Manager to sign a contract with Water Quality Maine for Interim Sewer Superintendent services.
Order Passed – Vote 7-0

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert

Councilor Albert announced that progress is continuing to be made on the School Department's budget and that the Lisbon High School Competition Cheering Team recently won a state championship.

Planning Board – Councilor Craig

Councilor Craig said that the most recent planning board meeting was canceled due to a snow storm.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller

Councilor Keller invited Economic and Community Development Director Ross Cunningham to present the report. The Economic and Community Development Director discussed progress being made on the Business Attraction Grant program that the council recently approved, and also stated that several businesses had already shown interest.

Conservation Commission – Councilor Larochelle and/or Councilor Albert

Councilor Larochelle talked about the Commission's ongoing efforts to complete several redevelopment projects.

Parks & Recreation Committee – Councilor Camire

Councilor Camire stated that the next meeting is scheduled for March 3, 2025.

County Budget Committee – Councilor Albert and Councilor Barnard

Councilor Albert said that the next meeting is scheduled for February 19, 2025.

Library Governing Board – Councilor Keller

Councilor Keller announced that the library is featuring a selection of books in recognition of Black History Month and said that the Children's Reading Room has experienced intermittent closed periods during regular hours because the library is currently understaffed.

Water Commission – Councilor Albert

Councilor Albert discussed the Commission's ongoing efforts to outsource some services.

Finance Committee – Councilor Barnard

Councilor Barnard said that the next meeting is scheduled for February 24, 2025.

Revolving Loan Committee - Councilor Larochelle and/or Councilor Craig

No updates were provided.

Town Manager's Report

Town Manager Glenn Michalowski announced that absentee ballots are available for the April 15, 2025 Special Election, that Nomination Papers for the June 10, 2025 School Committee Election will be available on February 27 2025, and discussed the Town's schedule of budget workshops with the Council.

COUNCIL COMMUNICATIONS

Councilor Albert stated that more updates regarding a potential Charter Commission should be available soon.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Lisbon resident Charlie Turgeon discussed the Lisbon School Department's budget.

Executive Session

(2025-032) Executive Session per 1 M.R.S.A. § 405(6)(A) for Personnel Matters

Vote (2025-032 A) Councilor Nick Craig, seconded by Councilor Jeremy Barnard, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(A) for Personnel Matters at 9:03 PM.
Order Passed – Vote 7-0

Vote (2025-032 B) Councilor Nick Craig, seconded by Councilor Jeremy Barnard, moved to exit out of Executive Session per 1 M.R.S.A. § 405(6)(A) for Personnel Matters at 9:58 PM.
Order Passed – Vote 7-0

ADJOURNMENT

Vote Councilor Normand Albert, seconded by Councilor Jeremy Barnard, moved to adjourn at 9:59 PM.
Order Passed – Vote 7-0

_____

Alice Richards, Interim Town Clerk

Date Approved: July 15, 2025