Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Adopt Special Events Ordinance - Second Reading
Date: May 7, 2024

Summary
Between November 17, 2023 and April 9, 2024, department heads met for a series of planning meetings
with the purpose of developing a mass gathering permitting application, policy, and ordinance to kick off the
2024 permitting season. Staff collaboratively contributed to the creation of what we now call the Special
Events Application, Special Events Policy and Special Events Ordinance, which make up the three "Special
Events" documents that accompany this memo for your review and consideration for approval.
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The following staff were involved in the planning process:
• Lisa Ward, Town Clerk
• Ryan McGee, Police Chief
• Nate Leclair, Fire Chief
• Ross Cunningham, ECD Director
• Mark Stambach, Code Enforcement Officer
• Mark Stevens, Parks and Recreation Director
• Steve Aievoli, Interim Public Works Director
• Sarah Bennett, Assistant Town Manager

The reason this comes before you is because we feel it is important to streamline the application and permitting process to allow community members to host special events with ease while also ensuring the
safety of the public. We feel confident all three documents presented, if approved, will be beneficial to the
Town of Lisbon and to the community as a whole.

Together, we ask for the Council's consideration to adopt the new ordinance and approve the corresponding
policy and event application for use this 2024 season. We believe this will make the Towns special event
permitting process more effective and we hope our community members find it easier to complete.

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Recommendation

Adopt the new Special Events ordinance as presented.

Attachments

1. 2024 TOL Special Event Policy DRAFT 4.12.24
2. SPECIAL EVENT PERMIT APP 4.12.24
3. Special Events Ordinance_Policy_Application Approval Request Memo SJB 4.11.24
4. TOL Special Event Ordinance Draft - Reviewed by Legal 4.11.24