

## BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

Amended Agenda Item, Added May 12th

**DATE:** Tuesday, May 12, 2020

**TIME:** 5:00 P.M.

**PLACE:** VIRTUAL MEETING INVITATION INSTRUCTIONS

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/878588821>

**You can also dial in using your phone.**

United States: +1 (224) 501-3316

Access Code: 878-588-821

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. April 16, 2020
  - b. April 28, 2020
4. Public Comments on Non-Agenda Items (Each speaker *may* be limited to 3 minutes.)
5. Committee Reports
6. Correspondence, Presentations and Other Pertinent Information
7. Public Hearing at 6:00 P.M.: CDBG-CV Application Review/Recommendations from CDC
8. Action Items Following Public Hearing
9. New Business
  - a. Awards and Other Administrative Recommendations
  - b. Permits/Documents Requiring Board Approval
    1. Commitment of Sewer User Rates #238
    2. Victualer's Licenses
      - a. Big Apple Bridgton #1000
      - b. Big Apple Bridgton #1107
      - c. Tarry A While Resort, Inc.
      - d. Magic Lantern, LLC
    3. Approval of Budget Revisions
    4. Documents for Placement of Referendum Questions on Ballot
      - a. Town of Bridgton Select Board Order to Place Referendum Questions on the July 14, 2020 Ballot
      - b. Certification of Proposed Ordinance Amendments to Allow and Regulate Marijuana Establishments, and Order
      - c. Certification of Proposed Housekeeping Amendment to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements, and Order
      - d. Approval of Annual Town Meeting Warrant
  - c. Selectmen's Concerns
  - d. Town Manager's Report/Deputy Town Manager's Report

10. Old Business (*Board of Selectmen Discussion Only*)
  - a. Wastewater Status Update
  - b. Streetscape: Upper and Lower Main Street Status Update
11. Treasurer's Warrants
12. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
13. Dates for the Next Board of Selectmen's Meetings  
May 26, 2020; June 9, 2020; June 23, 2020
14. Adjourn

**Town Manager's Notes  
Board of Selectmen's Meeting  
May 12, 2020**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. April 16, 2020  
***Suggested Motion:** Move to approve the April 16, 2020 Selectboard Minutes.*
  - b. April 28, 2020  
***Suggested Motion:** Move to approve the April 28, 2020 Selectboard Minutes.*
7. **Public Hearings (6:00PM)**  
***(Note: 1) Open Public Hearing- a) Anyone to speak in favor; b) in opposition; c) offer comments neither for nor against; 2) close Public Hearing)***  
To accept written and oral comments on the Proposed Community Development Block Grant (CDBG)-CV Applications.
8. **Action Items Following Public Hearing**  
***Suggested Motion:** Move to approve the Community Development Block Grant-CV Applications.*
9. **New Business**
  - a. Awards and Other Administrative Recommendations
  - b. Permits/Documents Requiring Board Approval
    1. Pursuant to 30-A M.R.S. § 3406 (copy of statute in your packet), please refer to Certificate of Commitment of Sewer User Rates: #238 in your packet.  
***Suggested motion:** Move to commit the December 1, 2019 to February 29, 2020 Sewer User Rate Commitment #238 comprising 2 pages totaling \$2,511.05 to the Treasurer for collection.*
    2. Victualer's Licenses
      - i. The following businesses are applying for a Victualer License renewal: Big Apple Bridgton #1000; Big Apple Bridgton #1070; Tarry a While Resort, Inc.; and, Magic Lantern, LLC. A copy of the applications have been placed in your binders.  
***Suggested Motion:** Move to approve a Victualer's Licenses for Big Apple Bridgton #1000; Big Apple Bridgton #1070; Tarry a While Resort, Inc.; and, Magic Lantern, LLC.*
  3. In your packet please find revised budget sheets for Revenues, Police Department and Other Town Wide. Included also is a tally sheet showing each department, revenues, gross appropriations, and net appropriations. The changes I am suggesting reduces the Net Appropriations to be raised by taxation to an amount that is .17% less than last year's amount to be raised. The reduction was accomplished by reducing anticipated State Revenue Sharing by \$191,731 and increasing Use of Undesignated by \$150,000; reducing the Police Department budget in the amount of \$62,928 by eliminating the new cruiser purchase and Watchdog Automatic; and, in Other Town Wide an amount of \$45,000 by

eliminating funding of the Reserve Accounts. The changes to the budget will not negatively impact the delivery of Town services.

***Suggested motion:*** Move to approve the revisions to the 2020-2021 Municipal Budget.

4. Documents for Placement of Referendum Questions on Ballot

- i. ***Motion:*** I move that the Order entitled “Order to Place Referendum Questions on the July 14, 2020 Ballot” be adopted in form presented to this meeting, and that an attested copy of this Order be filed with the minutes of this meeting.
- ii. The Board certifies that proposed Ordinance Amendments to Allow and Regulate Marijuana Establishments appearing before the voters is a true copy of the official text.  
***Motion:*** Move to sign the Municipal Officers’ Certification of Official Text proposing Ordinance Amendments to Allow and Regulate Marijuana Establishments appearing on the Annual Town Meeting Warrant.
- iii. The Board certifies that proposed Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements appearing before the voters is a true copy of the official text.  
***Motion:*** Move to sign the Municipal Officers’ Certification of Official Text proposing Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements appearing on the Annual Town Meeting Warrant.
- iv. ***Suggested motion:*** Move to approve the Annual Town Meeting Warrant as presented.

10. Old Business

- a. Project Updates

## **Board of Selectmen's Meeting Minutes**

### **April 16, 2020; 5:00 P.M.**

Board Members Present: Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice-Chairman; Carmen Lone (remote); Robert P. Murphy (remote)

Board Member(s) Absent: G. Frederick Packard

Planning Board Members Present: Deb Brusini (remote); Dan Harden (remote), Greg Watkins (remote); Dee Miller (remote); Kenneth Gibbs (remote), Paul Tworog (remote)

#### **1. Call to Order**

Chairman Eastman called the meeting to order at 5:00 P.M.

#### **2. Pledge of Allegiance**

The Board recited the "Pledge of Allegiance."

#### **3. Public Hearing**

##### **a. Land Use Ordinance Proposed Amendments**

Chairman Eastman opened the public hearing on proposed amendments to the Land Use Ordinance at 5:07 P.M.

Mary Shorey noted that question nine includes miscellaneous amendments and suggested that the changes regarding assisted living should have been a separate article for consideration.

Bill Warren stated that the Planning Board has done a good job in reviewing and approving applications. He noted that the property being proposed for assisted care is valuable and will not remain vacant. this property will not remain vacant forever.

##### **b. Amendments to Allow and Regulate Marijuana Establishments**

Mary Shorey did review the marijuana changes noting there were many amendments in detail which would be easier to read on paper than on the computer. Deb Brusini offered to drop a paper copy off to Ms. Shorey.

Glenn Peterson stated that is in favor of the amendments as proposed by the Planning Board.

Greg Watkins noted that the Planning Board is making recommendations to give the public a decision on what they would like to allow and not allow.

Paul Tworog stated that the phrase "opt in" means to allow.

Deb Brusini clarified that caregivers are already allowed within the law.

Chairman Eastman closed the Public Hearing at 5:20 P.M.

#### **4. Action Items Following Public Hearing**

There were no action items following public hearing.

#### **5. Other Matters**

##### **Waiver for the CDBG-CV Funds Allocation Process**

Community Development Director Linda LaCroix reported that Cumberland County will be receiving \$920,165 as part of the first wave of additional CDBG funds designated through the CARES Act. These funds are distributed based on

the same formula that HUD uses when providing the County with our annual allocation. As such, the Town of Bridgton and the City of South Portland will receive a formula set-aside of these funds in the amount of \$117,695.00 and \$261,545.00, respectively. The County is requesting a waiver from the Municipal Oversight Committee to allow non-profit organizations to apply for CDBG-CV funds directly, as opposed to the traditional process of getting Town/City/Council approval before applying. **Motion** was made by Vice-Chairman Zaidman for approval of the single application; second from Chairman Eastman. 4 approve/0 oppose **Motion** was made by Vice-Chairman Zaidman to appoint Carmen Lone as a representative to the CDBG-CV Review Team; second from Selectman Murphy. 4 approve/0 oppose

## **MUNICIPALITY OF BRIDGTON**

### **Notice of Postponement of Secret Ballot Election and/or Referendum Election and open Town Meeting**

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), the Municipal Officers of the Town of Bridgton have postponed the secret ballot election and/or referendum and the open town meeting scheduled for June 9, 2020.

This notice is issued pursuant to LD 2167; enacted by the Maine Legislature March 16, 2020.

1. July 14, 2020 at 8:00 a.m., Tuesday, in said municipality with polls open from 8:00 a.m. to 8:00 p.m.
2. Open Town meeting will be held Wednesday, July 15, 2020 at 7:00 p.m.

We have, this day, notified the inhabitants of said municipality for the purposes stated above, by posting a copy of said notice at the following public places in said municipality: Bridgton Newspaper, Facebook, Town Website.

Dated: April 16, 2020

Municipal Officers	PARTICIPATION			VOTE		
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN
Liston E. Eastman (Chair)	X			X		
Carmen E. Lone		X		X		
Robert P. Murphy		X		X		
George Frederick Packard			X			
Glenn R. Zaidman (Vice-Chair)	X			X		
TOTALS	2	2	1	4	0	0

#### 6. Adjourn

Chairman Eastman adjourned the meeting at 6:12 P.M.

Respectfully submitted,

Laurie L. Chadbourne, Town Clerk

## **Board of Selectmen's Meeting Minutes**

**April 28, 2020; 4:30 P.M.**

Board Members Present: Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice-Chairman, Carmen Lone

Board Members Remote: G. Frederick Packard, Robert P. Murphy

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck

### **1. Call to Order**

Chairman Eastman called the meeting to order at 4:30 P.M.

### **2. Pledge of Allegiance**

The Board recited the "Pledge of Allegiance."

### **3. Executive Session at 4:30 P.M.**

a. Per MRS Title 1 § 405.6.E.: Legal Matters

**Motion** was made by Vice Chairman Zaidman to enter executive session at 4:31 P.M. per MRS Title 1 Section 405.6.E for discussion of legal matters; second from Selectman Lone. 3 approve/0 oppose

**Motion** was made by Vice-Chairman Zaidman to exit executive session at 5:27 P.M.; second from Selectman Lone 3 approve/0 oppose

Murphy and Packard joined the meeting.

### **4. Approval of Minutes**

a. March 31, 2020

b. April 7, 2020

**Motion** was made by Vice-Chairman Zaidman for approval of the minutes from the March 31, 2020 and April 7, 2020 Board Meetings; second from Selectman Lone. 5 approve/0 oppose

### **5. Public Comments on Non-Agenda Items**

Health Officer Catherine Pinkham reported that she has personally called over ninety seniors as a courtesy and most are all doing great. She informed seniors that meals on wheels are serving the Bridgton area and shared their contact information. She has gone shopping for two seniors, and they were very happy to know they can always reach out. Tri-County has a phone number or anyone who feels the need to vent and that information is also on the 211 hotlines. She has reached out to Ms. Lone about a few seniors that are requesting information on heat and have let folks know that the general assistance program is available through Laurie. She is closely monitoring the CDC updates and sharing with the Town Manager and Ms. Fleck. She is also forwarding emails pertaining to grants to Carmen and Linda. The stay home order was extended until May 31<sup>st</sup> with gradual opening of businesses. She will share information as it becomes available.

### **6. Committee Reports**

There were no committee reports.

### **7. Correspondence, Presentations and Other Pertinent Information**

a. Annual Audit Presentation

Timothy Gillis presented and reviewed the following PowerPoint:

# TOWN OF BRIDGTON

## FINANCIAL OVERVIEW

Presented by: Tim Gill, CPA  
RUNYON KERSTEEN OUELLETTE

### INSIDE

2. Summary of Audit Results - Opinions
3. Summary of Audit Results - Government Auditing Standards
4. General Fund - Fund Balance
5. General Fund - Revenues
6. General Fund - Expenditures
7. Fund Balance as a percentage of budget
8. Revenue Distribution
9. Expenditure Distribution - 2019
10. Expenditure Distribution - 2018
11. Long-Term Debt

### About this presentation

This presentation is intended as a tool to assist the Town of Bridgton's Select Board and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of RUNYON KERSTEEN OUELLETTE.

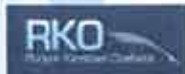
Please contact us at 207-773-2986 or 1-800-486-1784  
20 Long Creek Drive, South Portland, ME 04106



# TOWN OF BRIDGTON

## SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion
  - Governmental Activities - Unmodified
  - Business-type Activities - Unmodified
  - General Fund - Qualified
  - Moose Pond Trust - Unmodified
  - Street Scape - Unmodified
  - Lower Main - Unmodified
  - Sewer Department - Unmodified
  - Salmond Point Campground - Unmodified
  - Aggregate Remaining Fund Information - Unmodified





# TOWN OF BRIDGTON

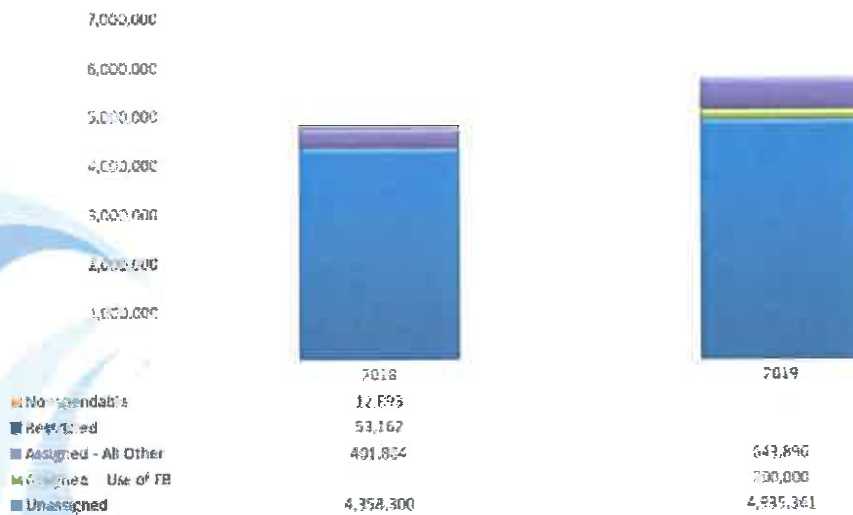
## SUMMARY OF AUDIT RESULTS

- Report Required by *Government Auditing Standards (GAS)*
  - Material Weaknesses
    - Timely reconciliation of balances
  - Significant Deficiencies
    - Preparation of financial statements
    - Permanent Funds
  - Other Comments
    - Payroll rate approvals
    - Wastewater billing
    - Segregation of duties
    - Town budget



# TOWN OF BRIDGTON

## GENERAL FUND – FUND BALANCE



# TOWN OF BRIDGTON

## GENERAL FUND - REVENUES

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Taxes	\$15,651,998	15,852,151	200,153
Licenses and permits	135,270	119,474	(15,796)
Intergovernmental	657,555	719,563	62,008
Charges for services	146,778	310,746	163,968
Investment earnings	15,000	106,474	91,474
Unclassified revenue	22,000	141,958	119,958
<b>Total revenues</b>	<b>16,731,601</b>	<b>17,250,366</b>	<b>\$518,765</b>
Transfer from other funds	329,747	334,722	4,975
Utilization of assigned fund balance	46,900	-	(46,900)
Utilization of unassigned fund balance	694,833	-	(694,833)
<b>Total revenues and other financing sources</b>	<b>\$17,803,081</b>	<b>17,585,088</b>	<b>(217,993)</b>

### Observations:

- Tax revenue exceed projections as excise taxes related to motor vehicle and off-road exceed expectations.
- Intergovernmental revenues were higher than anticipated as state revenue sharing was more than expected and the sand and salt building reimbursement was not budgeted.
- Unclassified revenues were higher than budget due to an uncorrected material misstatement that was posted to this account during the year end reconciliation process.



# TOWN OF BRIDGTON

## GENERAL FUND EXPENDITURES

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General government	\$2,076,332	1,840,812	235,520
Public safety	1,554,393	1,438,700	115,693
Public works	1,603,296	1,520,281	83,015
Education	9,263,456	9,203,456	-
Culture and recreation	688,098	635,299	52,799
Outside agencies	71,505	71,505	-
Unclassified	921,383	905,332	16,051
Debt Service	190,612	176,182	14,430
Capital outlay	1,100,303	565,759	534,544
<b>Total expenditures</b>	<b>17,469,778</b>	<b>16,417,731</b>	<b>1,052,047</b>
Transfers to other funds	333,303	214,319	118,984
<b>Total expenditures and other financing sources</b>	<b>\$17,803,081</b>	<b>16,632,050</b>	<b>1,171,031</b>

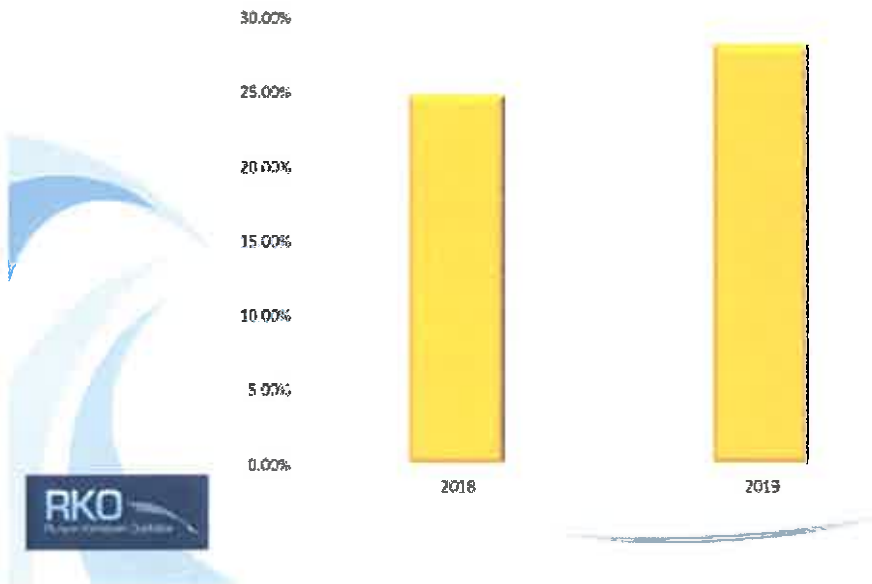
### Observations:

- General government was under budget primarily due to lower-than-expected salaries and employee benefits as a result of vacant positions and smaller-than-expected health insurance rate increases.
- Public safety was under budget due to savings in the fire department from less calls and training as well as less building repairs than anticipated.
- Capital outlays were under budget as multiple road and sidewalk projects and equipment purchases were delayed until next year.



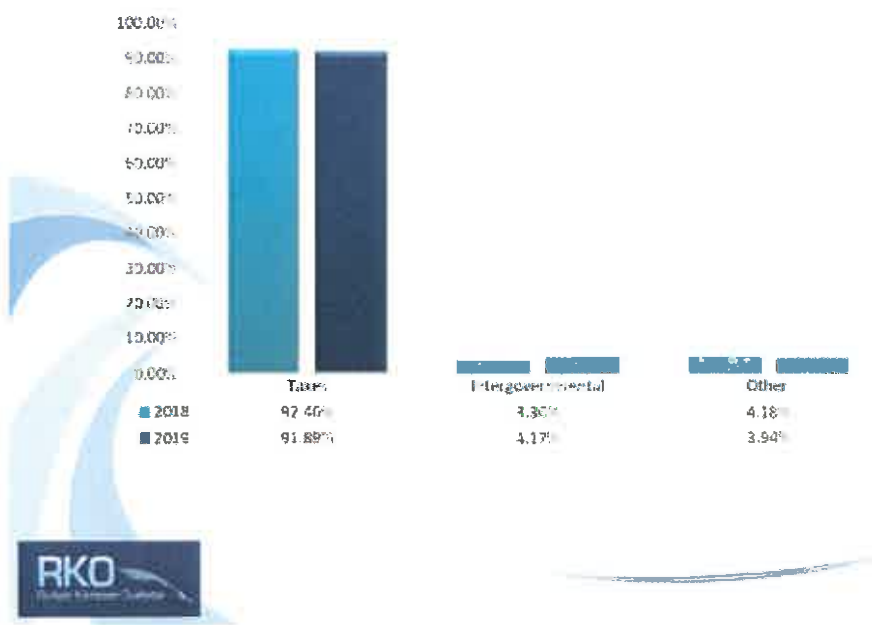
# TOWN OF BRIDGTON

## UNASSIGNED FUND BALANCE AS A PERCENTAGE OF BUDGET



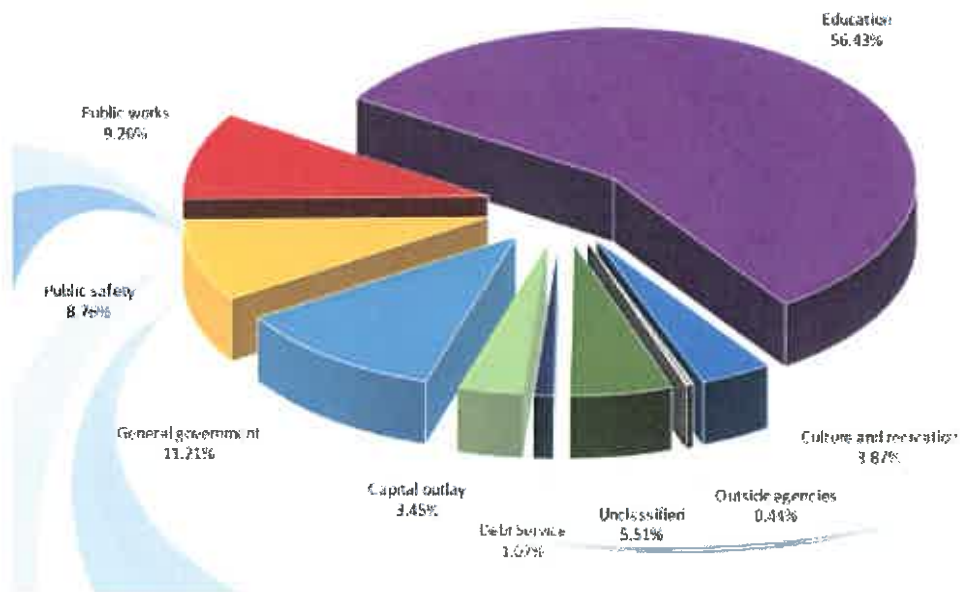
# TOWN OF BRIDGTON

## GENERAL FUND - REVENUE DISTRIBUTION



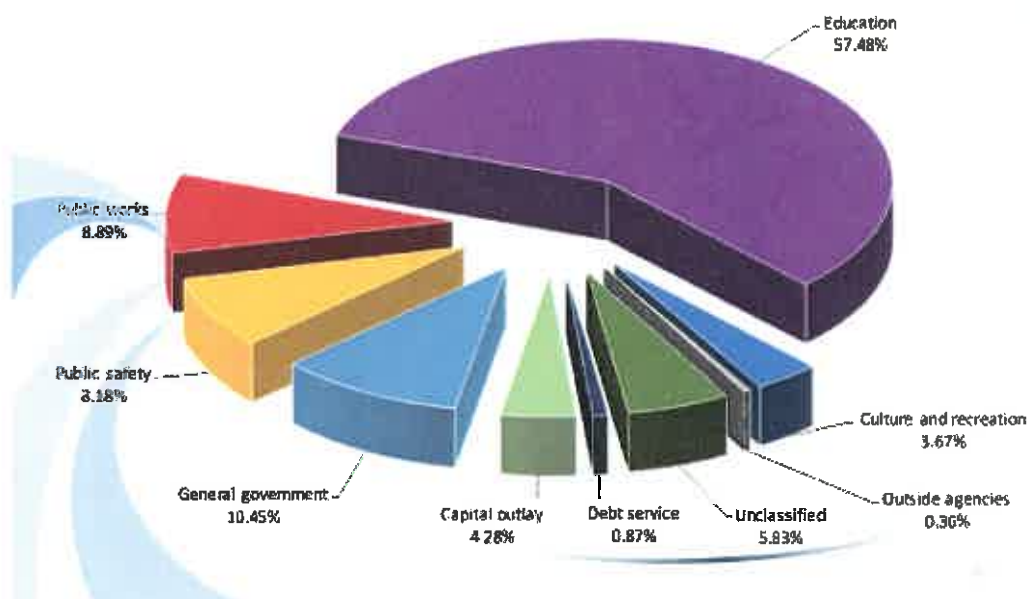
## TOWN OF BRIDGTON

### GENERAL FUND – EXPENDITURE DISTRIBUTION 2019



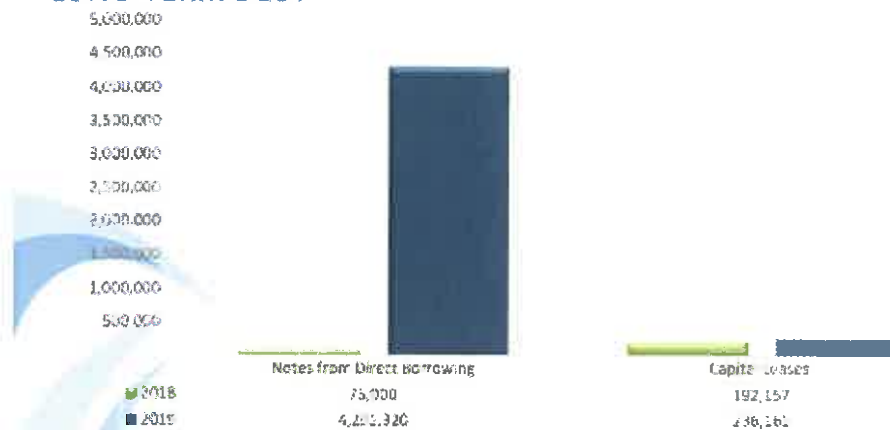
## TOWN OF BRIDGTON

### GENERAL FUND – EXPENDITURE DISTRIBUTION 2018



# TOWN OF BRIDGTON

## LONG-TERM DEBT



### Observations:

- No debt is carried by the Town's business-type activities, only Governmental.
- In 2019 the Town issued bonds for Lower Main St. and Main St. Streetscape

Mr. Gillis responded to several questions asked by the Board.

### b. Economic Development Study: Ryan Wallace

This item was passed over.

### c. MEH Sidewalk/Curb Cut Discussion (269 Main Street)

Colin Dinsmore, HEB Engineering, provided the Board with a change proposed by McIver Properties, LLC for relocating the curb cut at that property. **Motion** was made by Vice-Chairman Zaidman to approve the McIver Properties, LLC change to the Streetscape Project as proposed with any additional costs to be the responsibility of McIver Properties; second from Selectman Lone. 5 approve/0 oppose

### d. CN Brown Curb Cut Discussion

The Town and CN Brown have agreed to increasing the width of their curb cut as laid out in the specifications and email provided by Colin Dinsmore, HEB Engineering. **Motion** was made by Vice-Chairman Zaidman to approve the CN Brown change to the Streetscape Project as proposed with any costs to be the responsibility of CN Brown; second from Selectman Lone. 4 approve/0 oppose (Packard had a remote computer malfunction and was off-line)

### e. Correspondence from Doris Kimball Regarding Amendments to Land Use Ordinance

Chairman Eastman read the following correspondence from Doris Kimball into the record:

April 7, 2020

To: Robert Peabody, town manager, Selectboard members, Planning Board members, and Linda LaCroix, Community Director;

After watching the Selectboard's public hearing tonight, needless to say, I am upset and confused. But what upsets me most is the time spent on the first eight marijuana articles, each listed separately. Then number nine asks, "Shall the town enact an ordinance entitled, "Miscellaneous amendments to the town of Bridgton Land Use Ordinance?" What % of voters would you think has a clue as to what they would be voting on? I'm assuming that the Assisted Living Amendment is included, but I don't know that for sure.

It has been my tendency that when it comes to Planning Board items, as such, I feel the Planning Board would not have put them on the Warrant if they were not needed, or deemed necessary. Therefore, I would vote "Yes" for the whole list, not even understanding what was in it. That is exactly what I feel will happen on this miscellaneous list. After looking for, and not finding, an article for Assisted Living, chances are a voter would think it's not on the list and would, therefore, just vote "Yes" on the remaining miscellaneous amendments. This would result in, "Yes, I agree that Assisted Living be allowed in the Village Neighborhood District". Totally not a fair move by the Planning Board! Although that may be the desired outcome for members of the Planning Board, there are those who feel that these business facilities do not belong in a Village Neighborhood. If Assisted Living remains in the list, I would have to urge a "No" vote, which would also apply to the whole list.

Therefore, it seems to me that rather than being hidden, it should be listed as a separate article with its own number, so voters could easily find it. It could read, "Do you approve the insertion of the verbiage "Assisted Living Facility" so that any structures associated with such uses, are allowed in the Downtown Village Neighborhood District?" (By the way, I question "any" structures? If taken literally, that could mean a skyscraper).

As I understand it, this is the first time the public, (as well as the Selectboard, apparently), has been made aware of what articles the Planning Board had placed on the Warrant. It was also the first opportunity given to the public to provide input via call-in. When Mary Shorey called in to suggest that Assisted Living be

listed as a separate article and given its own number, she was told by the Planning Board chair person that once the articles were on the Warrant, there could be no changes made (or something to that effect). Bear asked why each marijuana question was listed separately, but Assisted Living could not be. After some discussion, it was decided that if any changes were to be made, they would have to be done tonight. Wording for the separate article would also have to be provided. A call was put in to someone for clarification (?), but had not called back prior to the end of the meeting. Question: If no changes are allowed once the articles are placed on the Warrant, why was time not made available so that the articles might be presented to the public for input prior to their being placed on the Warrant? When was there to be a time for specific public input, if any? Unless it is stated in Planning Board literature that the Board is not obligated to accept input from the public, it should not be encouraging input, then saying it's too late; the articles are already on the Warrant. By not allowing Mary public input at the first chance to do so, I feel her rights were violated. Would you please check on this and, if possible, reverse the decision. Would appreciate a reply so that I may try to better understand the system.

Doris G. Kimball  
207 North High Street  
Bridgton, ME 04009  
647-2402

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Lengthy discussion ensued. The Board discussed separating the proposed amendments to the Land Use Ordinance from one question to multiple and directed the Town Manager to contact legal for advice.

## 8. New Business

### a. Awards and Other Administrative Recommendations

There were no awards and other administrative recommendations.

### b. Permits/Documents Requiring Board Approval

#### 1. Commitment of Sewer User Rates #237

**Motion** was made by Vice-Chairman Zaidman to commit November 1, 2019 to January 31, 2020 Sewer User Rate Commitment #237 comprising of two pages totaling \$14,152.42 to the Treasurer for collection; second from Selectman Lone. 5 approve/0 oppose

### c. Selectmen's Concerns

- **Selectman Packard** stated that if the ballot questions can be broken down, they should be.
- **Selectman Murphy** had no concerns.
- **Selectman Lone** asked if the auction on May 14<sup>th</sup> included the minimal amount of funds to re-coup all town expenses to which Town Manager Peabody responded, "yes."
- **Vice-Chairman Zaidman** had no concerns.
- **Chairman Eastman** acknowledged that remote meetings are more difficult than having everyone physically present. He reviewed some etiquette to include, but not limited to, keeping the microphone on silent, proper attire, and a reminder that we all represent the Town of Bridgton as we try to do business a different way while focusing on what needs to be done.

#### 1. Voter Education on Proposed Ordinance Amendments

Selectman Lone requested that the Town prepare and distribute public education on the proposed amendments like what was done with the Streetscape and Wastewater projects to get as much informed voter participation as possible. The Board concurred. Community Development Director Linda LaCroix will work with the Planning Board and staff creating a mailer to reach all resident of Bridgton.

Community Development Director LaCroix reported that in a working call with Kristin Styles, Economic Development Director for the County overseeing the CDBG and CDGB-CV funding program, Kristin advised that the "single application" that the Board voted to approve at its last meeting includes a provision for other entities to submit their own applications for the monies set aside for Bridgton. The County indeed prefers that the recipients be existing county programs and services already set up to manage specific deliverables to individuals and businesses. Kristin recommended that the Town defer all monies to The Opportunity Alliance (TOA) and GPCOG as the better options in lieu of in-town or town related service programs based on these county based programs' ability to bring to bear other funding and resource opportunities in conjunction with the CDBG-CV program. This was not our understanding when we spoke to the Board about approving the single application approach. A few comments on what this means and options for the Board to consider:

- The office of the CDD in conjunction with Carmen Lone put together a framework for the proposed CDBG-CV funding under the understanding that the town would be devising and directing how these funds would be allocated, distributed and managed. The second memorandum referencing "*Response to COVID-19 Pandemic*" describes that approach, written prior to learning of the framework outlined above.
- The new framework above essentially puts the town in competition with other entities for the set-aside funds: TOA and GPCOG would be applying for the same funds the town would be applying for.
- Given the response from Kristin regarding the preferences of her team overseeing the application process, and her team's role in scoring and recommending programs to go forward from among the applicants, it seems likely there would be a strong bias toward the county based programs.
- If this is the case, inputs from local organizations on needs, and programmatic assistance from local organizations on resources, applications, best approaches for businesses and non-profits, etc., may not be provided to Bridgton residents, businesses and non-profits in need of the resources either because of a lack of such programs on the county level, or burdens placed on applicants because of distances to county resources or requirements to access computers, or other barriers.



Regarding options for the Board to consider:

- Since the vote to support a single application was taken at the meeting just previous to the Board's meeting on April 28, the Board may reconsider the vote. If the Board is not in favor of the single application framework now put forth by Kristin, it may make sense to reconsider. If the Board does so and the vote to reconsider passes, this office would apply under the standard CDBG procedures, with the intention of speeding up the process to the extent we can.
- Based on the communication from Kristin advising that she needed both South Portland and Bridgton to agree on the single application approach to move forward under the schema she outlined, presumably that approach could not be employed and all other towns within her district would have to apply under the established CDBG process. Since this outcome is not the desired approach, it may be possible if one were looking to the downside that Bridgton's projects would not be looked upon favorably in the future.
- If the Board decides not to take up the reconsideration, this office will make application as outlined in the separate memorandum.

**Motion** was made by Vice-Chairman Zaidman to reconsider the vote taken on April 16 [**Motion was made by Vice-Chairman Zaidman for approval of the single application; second from Chairman Eastman. 4 approve/0 oppose**]; second from Chairman Eastman. 5 approve/0 oppose **Motion** was made by Vice-Chairman Zaidman for approval of the single application; second from Chairman Eastman. 0 approve/5 oppose

d. Town Manager's Report/Deputy Town Manager's Report

Deputy Town Manager Fleck read the following into the record:

"General: There will be an onsite auction for the First and Last Motel property located at 461 Portland Road, Bridgton, Maine on Friday, May 15, 2020 at 10:00a.m. The auctioneer will be Christopher Grant. Required is a \$40,000 minimum bid, demolition and removal of the motel buildings. Additional information is available on our website at [www.bridgtonmaine.org](http://www.bridgtonmaine.org)

Employees of the Public Services Department finished the *small sitting area* in front of the municipal building and assisted Kyle Warren, Contractor on site, with implementing *drainage* capabilities on the rear of the building. They are currently in the process of preparing the lower parking lot for *paving*. I want to thank David Madsen, Director, and Public Services Employees for their dedication and assistance in bringing these projects to fruition and to thank Kyle Warren, Warren Excavation, for a job well done!

**Bridgton Fire Department:** The Fire Department assisted the Town with traffic control during *test/boring* covering over 48 hours. A department *vehicle was damaged* on Hio Ridge Road when the shoulder / pavement of the road collapsed, repairs ongoing at the Town Garage. The Department received an *MMA grant* for six new fire helmets, covering 2/3's of the costs, not to exceed \$1,332.67. The Department completed the 2020 annual *flow testing* by vendor of our 32 self-contained breathing apparatus units as required. The Department continues to *gain new members* interested in the department, two new recent members include a former area Fire Chief of various towns, and a former Bridgton District Chief, who has returned to the department.

April 9-10<sup>th</sup> The Department was very during the storms covering multiple calls for service.

April 12 the department assisted the police and citizens with a fire truck escort for Easter bunny around town.

April 17<sup>th</sup> the department assisted the school department and joined the Bridgton Police with an escort for the teachers around town.

**Health Officer:** Catherine Pinkham, Health Officer for the Town of Bridgton, continues to keep management informed of the COVID-19 situation. She also took the opportunity to call over 90 seniors as a courtesy to check on their wellbeing, inform them of available services, answer any questions and even did some shopping for a few that were unable to get out of their home. These are stressful times and keep in mind that there are resources to help such as Tri-County Mental Health's hotline 1-888-304-4673 and a crisis line 1-888-568-1112 and NAMI (National Alliance on Mental Illness) – 1-800-464-5767.

Bridgton Recreation: Gary Colello, Recreation Director, has been busy setting up virtual exercise program via ZOOM. Swim lessons will likely be much smaller in participation this year. Especially if other summer camp programs and season residents choose not to come to town or participate. Currently there are 4 lifeguards of the 9 needed. Some of the swim instructors are also certified as lifeguards so we should be able to have dual roles available for some staff. Recreation departments have been attempting to contact the governor's office to clarify if Summer Rec would be classified as an essential services. For these and more information about summer recreation refer to our website at [www.bridgtonmaine.org](http://www.bridgtonmaine.org) or contact Gary Colello at 207-647-1126.

To date we have received in excess of 30 applications for the position of Executive Secretary and in excess of 20 applications for the position of Parks and Cemeteries. Interviewing has begun for both of these positions.

To finish.....I would also like to thank Peter Dumont, Custodian, for keeping the office sanitized, including before and after meetings, and to thank Deb Flanigan, Clerk at the front counter as well as per diem custodian, for her thorough cleaning (floor to ceiling) of each office, bathrooms, hallways and meeting rooms.

Until next time....be safe and be well.

Respectfully submitted, Georgiann M. Fleck, Deputy Town Manager"

Town Manager Peabody noted that the Governor extended the Stay at Home Order until May 31<sup>st</sup>. He will be reviewing the order and providing additional information to the website, Facebook, and the newspaper.

9. Old Business (*Board of Selectmen Discussion Only*)

a. Wastewater Status Update

Town Manager Peabody provided a brief update on the Wastewater Status.

b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody provided a brief update on the Streetscape Project.

10. Treasurer's Warrants

**Motion** was made by Vice-Chairman Zaidman for approval of the Treasurer's Warrants numbered 115, 116, 117, 118, 119, 120, 121, 122 and 123; second from Chairman Eastman. 5 approve/0 oppose

11. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)

Sean Gerard, owner, and president of CIA Salvage voiced concerns regarding the contract and request for proposals to which Town Manager Peabody had no comment as the contract currently in the bid process.

Paul Tworog suggested that all the documents being discussed at the Board Meeting be posted on the website for public access and suggested that all Board Members sign on to the meetings via computer so that they can be seen by the public.

Carmen Lone noted that bathroom facilities will not be available for the Farmer's Market.

12. Dates for the Next Board of Selectmen's Meetings

May 12, 2020 and May 26, 2020

13. Adjourn

Chairman Eastman adjourned the meeting at 8:58 P.M.

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk

**Town of Bridgton  
Office of the Community Development Director**

**MEMORANDUM**

**To:** Board of Selectmen  
**CC:** Community Development Advisory Committee  
**From:** Linda LaCroix, Community Development Director  
**RE:** Response to COVID-19 Pandemic  
**Date:** May 7, 2020

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Since my last update the BOS on the CDBG-CV funding opportunity and based on the vote of the Board to reconsider support of the single application, we have received specific guidance on how to proceed with the CDBG-CV program under the standard CDBG procedures.

First, we had to modify the County application to reflect the Town of Bridgton as the reviewing authority. This past Saturday we posted notice of the Bridgton managed funding opportunity to the public, with applications due Wednesday, May 6 by 4 pm. Today, Thursday May 7 the Community Development Advisory Committee will review applications. This past Monday we posted notice of a public hearing by the BOS on May 12 to consider and vote on applications brought forward by the CDC. Following the BOS vote, approved projects will be forwarded to County for review and consideration. Monies for approved projects are anticipated to be available in June.

A note on the tight schedule: the CDBG-CV program as envisioned by HUD was designed to be implemented on a fast track basis. Initially the town was to join with other towns to submit a modified single application; subsequently after receiving guidance that this would put the town in competition with other programs, including non-Bridgton based programs, the BOS reconsidered the vote. While applications were made available to us by County on April 24<sup>th</sup>, the new framework presented by County on the single application and subsequent consideration and vote put us behind because we had to pivot to the new guidelines under which Bridgton's applications would be processed. Final guidelines were received last Friday with a deadline to forward fully vetted applications to County by May 14.

Guidance received from County outlined specific areas for which these HUD funds would be able to be used. They include:

- Food Assistance Programs
- Rental and Mortgage Assistance Programs
- Homeless Prevention Programs
- Small Business Loan-Grant Programs
- Job Creation and Retention Programs.

3 Chase Street, Bridgton, Maine 04009  
207-803-9956 (direct line) 207-595-3560 (mobile)  
LLaCroix@BridgtonMaine.org

## Town of Bridgton Office of the Community Development Director

Initially we outlined an approach in an April 27, 2020 memo to the BOS that would have included aid to individuals through the Bridgton Community Center and aid to businesses through the town's micro-loan program. New guidance and alerts to the town from County precluded use of the micro-loan program because of issues brought up by County suggesting that the micro-loan program may have been sunsetted. In addition, the shortened time period to verify the County's conclusions and establish a program with a local bank, as well as a micro-loan governance committee, was not adequate.

In response we made a decision to target all funds coming under the HUD CDBG-CV program to individuals through the BCC. To address businesses that are clearly in need of similar assistance we determined that we would activate the micro-loan program independent of the County framework, believing that the issues brought up by County could be vetted and eliminated. We have substantial funds in the micro-loan program of over \$78,000 as of a 2019 bank statement that could be used to bring our local businesses through this difficult period. The CDD office will carry out that task with a plan to approach the Norway Savings Bank as the administrator of the loan applications, and a three-person committee to provide oversight. We will put that into play as fast as possible so funds can reach businesses in this time of need.

With the help of the BCC Director Carmen Lone the CDD submitted three applications on behalf of the BCC that together total the full amount of \$113,219 that is the set aside for Bridgton under the CDBG-CV program. The applications are for the following robust assistance programs to be administered by the BCC with the Town of Bridgton providing pass-through funds to ensure prompt delivery of assistance to approved applicants:

- Community Resource Navigator - Temporary Shelter Program (CRN-TSP)
- Community Resource Navigator - Rental/Utility Program (CRN-RUP)
- Community Resource Navigator - Food Assistance Program (CRN-FAP)

Copies of the applications as approved by the CDC on Thursday will be provided to the BOS for consideration at their May 12 public hearing.

Respectfully Submitted,



## **CDC Meeting Minutes 05/07/20**

Chair: Robert McHatton

*Members Present: H. Archer, G. Ballard, U. Flaherty, M. Sanborn, K. Raday*

*Others Present: C. Lone, D. Brusini, K. Downs*

*Presenter: L. LaCroix*

*The purpose of the meeting was to review applications for CDBG - CV funding and make recommendations to the BOS for their action. After a presentation by L. LaCroix & questions from committee members, the CDC voted unanimously to approve the following:*

*\$ 44,000 Temporary Shelter Program  
63,219 Rent/Utility Program  
6,000 Food Assistance Program*

*\$113, 219. Total*

*Note: all 3 programs are under the Community Resource Navigator at BCC  
See memo of 05/07/20 from L. LaCroix for further details.  
The for their timely and thorough presentation.*

**TOWN OF BRIDGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**CORONAVIRUS RESPONSE**

## **II. CDBG-CV APPLICATION**

### **COMPLETE APPLICATION CHECKLIST**

**Please submit each section of the application, including this checklist:**

- ☒ **A. CDBG-CV Application Cover Page, *limit 1 page***
- ☒ **B. CDBG-CV Application Worksheet , *limit 2 pages***
- ☒ **C. CDBG-CV Application Narrative, *limit 7 pages***
- ☒ **D. Budget: Revenues and Expenditures, attached separately, *limit 1 page***

*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

**Required documents for non-profit organizations:**

- ☒ **Verification of 501(c)3 or 6 Status, *limit 1 page***
- ☒ **Agency Organizational Chart to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page***
- ☒ **Most Recent Agency Operating Budget *Summary*, *limit 1 page***
- ☒ **Most Recent Independent Auditors Report and identified findings or *if an Audit is not available* the most recent 990 Financial Statement**
- ☒ **Complete list of Board Members**

**Signature of the Executive Authority**

**Date**

 5/6/2020

Carmen E. Lone  
**Name**

Executive Director  
**Title**

# TOWN OF BRIDGTON

## A. CDBG-CV COVER PAGE, limit 1 page

### CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input checked="" type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input checked="" type="checkbox"/> Response to the Coronavirus		
Operating Agency	Bridgton Community Center		
Program Name	<b>Community Resource Navigator – Food Assistance Program (CRN-FAP)</b>		
Program Area	<input checked="" type="checkbox"/> Town of Bridgton		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director /Town Manager	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Linda L. LaCroix	Phone 207-595-3560	Email LLaCroix@bridgtonmaine.org
Amount of CDBG-CV Funds Requested \$6,000		Total Program Budget \$6,600	
Estimated number of people who will be served: 60		<b>OR</b> Estimated number of businesses served:	
DUNS Number	621548051	Tax ID 14-1879353	

## TOWN OF BRIDGTON

### B. CDBG-CV WORKSHEET, *limit 2 pages*

1. **HUD National Objective.** All CDBG-CV programs must serve Low and Moderate Income Clientele

☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons who qualify as LMI.

2.

A. Describe the beneficiaries or clients served by the program.	A. L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 60 (16% of estimated at-risk population)
C. How many are <i>Bridgton Residents</i> ?	C. 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. 100%

3. **Employees.** *Program specific, not for the entire organization.*

A. Is this a new (pilot) program?	A. Yes
B. How many employees are currently employed in this program?	B. 2
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 3
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 0

### 4. Documentation

A. How will the beneficiaries' information be collected and documented?	A. Beneficiaries will complete an intake form, including an income self-certification form, staff will keep all original records in a locked file and store summary information in an electronic file for quarterly reporting.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. The beneficiary intake form will include specific coronavirus related questions, along with space for a narrative explanation if one is needed.
C. How will the units of service be tracked and documented?	C. Individual client files will include all food expenses, including admin time, related to the client. Summary data will be tracked on an electronic file for reporting purposes.
D. How will the outcomes be measured, collected, and documented?	D. Staff will track all clients, perform quarterly monitoring to ensure goals are being met, and document outcomes in quarterly reports.

***Please limit the CDBG-CV Worksheet to 2 (two) Pages.***



## **C. CDBG-CV APPLICATION NARRATIVE**

### **1. Program Description**

The Community Resource Navigator Program (CRN) is an existing resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton's L/M elderly, disabled, veterans and vulnerable populations. The Resource Navigator Program will be modified to include food assistance to prevent homelessness as a result of the economic impact of coronavirus on the health and/or income of the served population. Elements of the current pandemic have proven to pose significant barriers to affording needs as basic as healthy food placing some individuals in dire circumstances. This most difficult of consequences will be addressed by providing food assistance through pre-paid Food City grocery cards for affected individuals.

Two CRNs will meet with individuals by appointment using social distancing and protective measures, on an as needed basis not less than two days per week, adding one additional day to the current schedule. Simplified but thorough applications forms will be developed by the project management team, and will be accepted by email, fax, mail or by drop box at the BCC. Much of the CRNs' work will be done throughout the week making the necessary connections to resolve the client's food issues caused by an adverse economic impact of the current pandemic. BCC volunteers in addition to volunteers from SCORE will be available to help complete applications and assist applicants in identifying required information forms and other documents. The goal is to match need to the appropriate resource and provide approved funds in a timely basis before undue consequences materialize for the applicant.

### **2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus**

Bridgton's total population is 5,346 (total households 2,098). The following statistics reflect 2017 circumstances as reported in "Bridgton Economic and Market Analysis" December 2019, prepared by Maine Center for Business and Economic Research at the University of Southern Maine.

a. Median household income	\$48,319
b. Median household income per capita	\$23,545
c. Persons below poverty level	16.9%
d. Percent of population not able to afford median home	51.2%
e. Percent of population not able to afford median rent	56.4%

A report by NECN titled "Economic impact of coronavirus pandemic could be devastating in Maine" (April 28) cites two studies finding that Maine's economy is the fourth most exposed to vulnerabilities from coronavirus" in the nation (Wallethub); and "an Oxford Economics study outlined in a Reuters article on April 6, ... calls Maine most "at risk" of negative economic fallout from the virus." Bridgton's population statistics (below) show a majority of older residents, whom to date have experienced a high rate of infection (see chart below from Maine Center for Disease Control and Prevention website). In addition, Bridgton's top three job categories include those on the front line most exposed to risk and working in establishments that generally comprise lower wages when open and are among those last on the list for re-opening.

f. Population 19 and under	1,305
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g. Population 20 to 49	1,771
h. Population 50 and over	2,270
i. Number of workers in Health Care and Social Assistance	830
j. Number of workers in Retail Trade	348
k. Number of workers in Food Service	289

<b>Cumulative Confirmed COVID-19 Cases by Age</b>		
<b>Age Range</b>	<b>Count</b>	<b>Percentage</b>
<20	28	2.3%
20s	131	10.9%
30s	131	10.9%
40s	175	14.5%
50s	234	19.4%
60s	201	16.7%
70s	158	13.1%
80+	147	12.2%

\*Totals may not add up to 100% due to rounding.

Updated May 4, 2020 at 12:30 PM

The above statistics show a high risk of health and job-related economic impact as a result of prolonged illness and closures due to coronavirus. The distance from county, state and federal agencies, lack of computer skills, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving “red tape” issues and ability to receive services. While one program cannot address the inevitable need of every resident suffering hardships as a result of the current pandemic, the estimate of population that will be served is based on what have been determined as those most vulnerable to such circumstances and the number of residents from those populations that would likely be in most need of comprehensive assistance that may not be offered through other service programs in this area.

### **3. Project Management**

The CRN-RUP program will be managed by two Community Resource Navigators, with support from a volunteer administrative assistant, who together will take referrals, conduct intake interviews as well as follow-up research to determine best options for rental and utilities related needs for each applicant. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated. The program will also be assisted by three Rotary and/or Lions Club members who will serve as an oversight committee to help review and as a group, administer applications and the distributions of approved funds. The CRNs will maintain CDGB-CV monthly reports to be given to the BCC Executive Director and the oversight committee. Applicants may apply multiple times with measures in place to verify continued need, to provide

assistance in filling out forms, and/or to refer to other programs better suited to individual needs, and other services.

The Executive Director will do all reporting to the Town of Bridgton per CDBG guidelines and will manage all funds through the accounting services of Jones and Matthews. All financials are reviewed by the BCC Treasurer and Board of Directors monthly and will also be reviewed by the oversight committee. An "Independent Accountants' Compilation Report" is done yearly by Jones and Matthews.

#### **4. Readiness to proceed**

The Community Resource Navigator Program is in operation now with the assistance of CDBG funds, and as such is ready to proceed with the expanded service requested herein with the assistance of the second CRN, the administrative assistant, and the oversight committee described above. CRN services are provided by a master's degree professional with experience with local, state, federal, and NGO programs targeting vulnerable populations. The oversight committee and administrative assistant have equivalent qualifications in related skills required to oversee and assist in the review and administration of the expanded program. All support systems are in place to continue and address the expansion of services. The program framework is designed to distribute monies to approved applicants as fast as is reasonably possible to provide much-needed assistance in this time of need.

#### **5. Budget for the Project**

The following budget maximizes the amount to be distributed to those in need. As these services are already in place and operating under the CDBG program, additional expenses to cover the expanded program are incremental, though based on the variation in services may represent an increase from the CDBG program to cover, for example a second computer for the additional CRN. Specific expenses are summarized below. All funds are to come from the CDBG-CV award grant. Additional services by the Bridgton Community Center staff not specifically mentioned, Executive Director, and Rotary/Lions Club Oversight Committee and program volunteers will be voluntary or paid for by Bridgton Community Center.

BCC Staff, Executive Director, Rotary/Lions Club Administrative oversight and support	\$400	BCC (in kind)
Volunteers (application/transportation assistance, other program referrals)	\$200	Volunteers (in kind)
Facility, copies, computer	\$100	CDBG-CV
Stipend for two CRNs	\$400	CDBG-CV
Administrative Assistant stipend	\$100	CDBG-CV
Funds distributed to approved applicants to prevent food insecurity	\$5,400	CDBG-CV
<b>Total In Kind Services</b>	<b>\$600</b>	

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<b>TOTAL CDBG-CV REQUEST</b>	<b>\$6,000</b>
<b>Total Program Funds</b>	<b>\$6,600</b>

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**6. Partnerships, Collaboration, and Outreach**

The application is as a “single entity” with support from the Town of Bridgton Community Development Office for outreach and as an information portal as needed. BCC has established relationships with the following organizations that may assist in identifying/referring at-risk individuals and mitigation strategies, as well as provide additional services related to housing vulnerabilities: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Department of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcements, Police Department and local Churches, AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health and Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging, local transportation programs as well as Lake Region Explorer Bus. The current CRN interacts with 269 agencies.

To assist with and ensure an adequate cash flow to meet the needs of applicants as they are approved, the Town of Bridgton will act as a pass-through entity for approved funds. As a natural part of the town’s requirement to consolidate and report activities for approved programs, the town will process requests for funds to cover approved applications forwarded to the Administrative Assistant to the Community Development Director in conjunction with the Administrative Assistant’s CDBG-CV reporting functions. Reimbursements from County received by the Bridgton Community Center directly will be used to repay Town of Bridgton funds allocated to the BCC in the course of carrying out the program.

**CDBG-CV BUDGET FORM , limit 1 page**

Complete one program budget spreadsheet for each program application.

**PROGRAM OR PROJECT NAME:** Community Resource Navigator - FAP  
**OPERATING AGENCY:** Bridgton Community Center

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	\$6,000
Other HUD Funds (please list)		\$0
a.		
Other Federal Funds (please list)		\$0
a.		
b.		
State/ County Funds (please list)		\$0
a.		
b.		
Local Funds		\$0
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Projected	\$600
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>\$6,600</b>

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in Bridgton	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	\$500		\$500
Employee Fringe Benefits	\$0		\$0
Materials/Supplies	\$0		\$0
Equipment	\$0		\$0
Advertising & Public Information	\$0		\$0
Other, please specify			
a. Facilities, copies, computer	\$100		\$100
b. Distributed to applicants	\$5,400		\$5,400
c. Staff administration	\$400		\$400
d. Volunteer application assistance	\$200		\$200
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>			<b>\$6,600</b>

**Community Resource Navigator - FAP****Budget** - Refer to Section II.D Budget

\$6,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
\$6,600	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
91%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

**Leveraged Funds** – Refer to Section II.D Budget

\$0	Federal	\$0	Other Grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	City ( <i>not CDBG</i> )	\$600	Gifts in kind

TOWN OF BRIDGTON

COMMUNITY DEVELOPMENT BLOCK GRANT  
CORONAVIRUS RESPONSE

II. CDBG-CV APPLICATION

COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- ☒ A. CDBG-CV Application Cover Page, *limit 1 page*
- ☒ B. CDBG-CV Application Worksheet , *limit 2 pages*
- ☒ C. CDBG-CV Application Narrative, *limit 7 pages*
- ☒ D. Budget: Revenues and Expenditures, attached separately, *limit 1 page*


*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

Required documents for non-profit organizations:

- ☒ Verification of 501(c)3 or 6 Status, *limit 1 page*
- ☒ Agency Organizational Chart to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ Most Recent Agency Operating Budget *Summary*, *limit 1 page*
- ☒ Most Recent Independent Auditors Report and identified findings or if an Audit is not available the most recent 990 Financial Statement
- ☒ Complete list of Board Members

Signature of the Executive Authority

Date

 5/6/2020

Carmen E. Lone  
Name

Executive Director  
Title

# TOWN OF BRIDGTON

## A. CDBG-CV COVER PAGE, limit 1 page

### CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input checked="" type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input checked="" type="checkbox"/> Response to the Coronavirus		
Operating Agency	Bridgton Community Center		
Program Name	Community Resource Navigator – Temporary Shelter Program (CRN-TSP)		
Program Area	<input checked="" type="checkbox"/> Town of Bridgton		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director /Town Manager	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Linda L. LaCroix	Phone 207-595-3560	Email LLaCroix@bridgtonmaine.org
Amount of CDBG-CV Funds Requested \$44,000		Total Program Budget \$51,400	
Estimated number of people who will be served: 72		OR Estimated number of businesses served:	
DUNS Number	621548051	Tax ID 14-1879353	



## TOWN OF BRIDGTON

### B. CDBG-CV WORKSHEET, *limit 2 pages*

1. **HUD National Objective.** All CDBG-CV programs must serve Low and Moderate Income Clientele

☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons who qualify as LMI.

2.

A. Describe the beneficiaries or clients served by the program.	A. L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 72 (20% of estimated at-risk population)
C. How many are <i>Bridgton Residents</i> ?	C. 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. 100%

3. **Employees.** *Program specific, not for the entire organization.*

A. Is this a new (pilot) program?	A. Yes
B. How many employees are currently employed in this program?	B. 2
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 3
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 0

### 4. Documentation

A. How will the beneficiaries' information be collected and documented?	A. Beneficiaries will complete an intake form, including an income self-certification form, staff will keep all original records in a locked file and store summary information in an electronic file for quarterly reporting.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. The beneficiary intake form will include specific coronavirus related questions, along with space for a narrative explanation if one is needed.
C. How will the units of service be tracked and documented?	C. Individual client files will include all temporary housing expenses, including admin time, related to the client. Summary data will be tracked on an electronic file for reporting purposes.
D. How will the outcomes be measured, collected, and documented?	D. Staff will track all clients, perform quarterly monitoring to ensure goals are being met, and document outcomes in quarterly reports.

*Please limit the CDBG-CV Worksheet to 2 (two) Pages.*

## **C. CDBG-CV APPLICATION NARRATIVE**

### **1. Program Description**

The Community Resource Navigator Program (CRN) is an existing resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton's L/M elderly, disabled, veterans and vulnerable populations. The Resource Navigator Program will be modified to include housing related assistance to mitigate homelessness as a result of the economic impact of coronavirus on the health and/or income of the served population. Elements of the current pandemic have proven to pose significant barriers to retaining housing and in more dire circumstances have led to the loss of shelter for some. This most difficult of consequences will be addressed by providing temporary housing for homeless individuals.

Two CRNs will meet with individuals by appointment using social distancing and protective measures, on an as needed basis not less than two days per week, adding one additional day to the current schedule. Simplified but thorough applications forms will be developed by the project management team, and will be accepted by email, fax, mail or by drop box at the BCC. Much of the CRNs' work will be done throughout the week making the necessary connections to resolve the client's existing or potential homeless issue caused by an adverse economic impact of the current pandemic. BCC volunteers in addition to volunteers from SCORE will be available to help complete applications and assist applicants in identifying required information forms and other documents. The goal is to match need to the appropriate resource and provide approved funds in a timely basis before undue consequences materialize for the applicant.

### **2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus**

Bridgton's total population is 5,346 (total households 2,098). The following statistics reflect 2017 circumstances as reported in "Bridgton Economic and Market Analysis" December 2019, prepared by Maine Center for Business and Economic Research at the University of Southern Maine.

a. Median household income	\$48,319
b. Median household income per capita	\$23,545
c. Persons below poverty level	16.9%
d. Percent of population not able to afford median home	51.2%
e. Percent of population not able to afford median rent	56.4%

A report by NECN titled "Economic impact of coronavirus pandemic could be devastating in Maine" (April 28) cites two studies finding that Maine's economy is the fourth most exposed to vulnerabilities from coronavirus" in the nation (Wallethub); and "an Oxford Economics study outlined in a Reuters article on April 6, ... calls Maine most "at risk" of negative economic fallout from the virus." Bridgton's population statistics (below) show a majority of older residents, whom to date have experienced a high rate of infection (see chart below from Maine Center for Disease Control and Prevention website). In addition, Bridgton's top three job categories include those on the front line most exposed to risk and working in establishments that generally comprise lower wages when open and are among those last on the list for re-opening.

f. Population 19 and under	1,305
g. Population 20 to 49	1,771

h. Population 50 and over	2,270
i. Number of workers in Health Care and Social Assistance	830
j. Number of workers in Retail Trade	348
k. Number of workers in Food Service	289

<b>Cumulative Confirmed COVID-19 Cases by Age</b>		
<b>Age Range</b>	<b>Count</b>	<b>Percentage</b>
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30s	131	10.9%
40s	175	14.5%
50s	234	19.4%
60s	201	16.7%
70s	158	13.1%
80+	147	12.2%

\*Totals may not add up to 100% due to rounding.

Updated May 4, 2020 at 12:30 PM

The above statistics show a high risk of health and job-related economic impact as a result of prolonged illness and closures due to coronavirus. The distance from county, state and federal agencies, lack of computer skills, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving “red tape” issues and ability to receive services. While one program cannot address the inevitable need of every resident suffering hardships as a result of the current pandemic, the estimate of population that will be served is based on what have been determined as those most vulnerable to such circumstances and the number of residents from those populations that would likely be in most need of comprehensive assistance that may not be offered through other service programs in this area.

### **3. Project Management**

The CRN-TSP program will be managed by two Community Resource Navigators, with support from a volunteer administrative assistant, who together will take referrals, conduct intake interviews as well as follow-up research to determine best options for temporary or semi-permanent shelter and related needs for each applicant. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated. The program will also be assisted by three Rotary and/or Lions Club members who will serve as an oversight committee to help review and as a group, administer applications and the distributions of approved funds. The CRNs will maintain CDGB-CV monthly reports to be given to the BCC Executive Director and the oversight committee. Applicants may apply multiple times with measures in place to verify

continued need, to provide assistance in filling out forms, and/or to refer to other programs better suited to individual needs, and other services.

The Executive Director will do all reporting to the Town of Bridgton per CDBG guidelines and will manage all funds through the accounting services of Jones and Matthews. All financials are reviewed by the BCC Treasurer and Board of Directors monthly and will also be reviewed by the oversight committee. An "Independent Accountants' Compilation Report" is done yearly by Jones and Matthews.

#### **4. Readiness to proceed**

The Community Resource Navigator Program is in operation now with the assistance of CDBG funds, and as such is ready to proceed with the expanded service requested herein with the assistance of the second CRN, the administrative assistant, and the oversight committee described above. CRN services are provided by a master's degree professional with experience with local, state, federal, and NGO programs targeting vulnerable populations. The oversight committee and administrative assistant have equivalent qualifications in related skills required to oversee and assist in the review and administration of the expanded program. All support systems are in place to continue and address the expansion of services. The program framework is designed to distribute monies to approved applicants as fast as is reasonably possible to provide much-needed assistance in this time of need.

#### **5. Budget for the Project**

The following budget maximizes the amount to be distributed to those in need. As these services are already in place and operating under the CDBG program, additional expenses to cover the expanded program are incremental, though based on the variation in services may represent an increase from the CDBG program to cover, for example a second computer for the additional CRN. Specific expenses are summarized below. All funds are to come from the CDBG-CV award grant. Additional services by the Bridgton Community Center staff not specifically mentioned, Executive Director, and Rotary/Lions Club Oversight Committee and program volunteers will be voluntary or paid for by Bridgton Community Center.

BCC Staff, Executive Director, Rotary/Lions Club Administrative oversight and support	\$4,800	BCC (in kind)
Volunteers (application/transportation assistance, other program referrals)	\$2,600	Volunteers (in kind)
Facility, copies, computer	\$1,200	CDBG-CV
Stipend for two CRNs	\$3,600	CDBG-CV
Administrative Assistant stipend	\$600	CDBG-CV
Funds distributed to approved applicants to prevent or mitigate homelessness	\$38,600	CDBG-CV
<b>Total In Kind Services</b>	<b>\$7,400</b>	

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<b>TOTAL CDBG-CV REQUEST</b>	<b>\$44,000</b>
<b>Total Program Funds</b>	<b>\$51,400</b>

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**6. Partnerships, Collaboration, and Outreach**

The application is as a “single entity” with support from the Town of Bridgton Community Development Office for outreach and as an information portal as needed. BCC has established relationships with the following organizations that may assist in identifying/referring at-risk individuals and mitigation strategies, as well as provide additional services related to housing vulnerabilities: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Department of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcements, Police Department and local Churches, AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health and Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging, local transportation programs as well as Lake Region Explorer Bus. The current CRN interacts with 269 agencies.

To assist with and ensure an adequate cash flow to meet the needs of applicants as they are approved, the Town of Bridgton will act as a pass-through entity for approved funds. As a natural part of the town’s requirement to consolidate and report activities for approved programs, the town will process requests for funds to cover approved applications forwarded to the Administrative Assistant to the Community Development Director in conjunction with the Administrative Assistant’s CDBG-CV reporting functions. Reimbursements from County received by the Bridgton Community Center directly will be used to repay Town of Bridgton funds allocated to the BCC in the course of carrying out the program.

**CDBG-CV BUDGET FORM , limit 1 page**

Complete one program budget spreadsheet for each program application.

**PROGRAM OR PROJECT NAME:** Community Resource Navigator - TSP

**OPERATING AGENCY:** Bridgton Community Center

<b>Revenues: List ALL funding sources for the proposed program.</b>	<b>Please indicate: Secured or Projected</b>	<b>Revenues TOTAL</b>
CDBG-CV Request	Projected	\$44,000
Other HUD Funds (please list)		\$0
a.		
Other Federal Funds (please list)		\$0
a.		
b.		
State/ County Funds (please list)		\$0
a.		
b.		
Local Funds		\$0
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Projected	\$7,400
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>\$51,400</b>

<b>EXPENDITURES: Feel free to edit categories as relevant to your program</b>	<b>CDBG-CV Expenditures in Bridgton</b>	<b>Expenditures All Other Sources</b>	<b>TOTAL Expenditures</b>
Employee Salaries	\$4,200		\$4,200
Employee Fringe Benefits	\$0		\$0
Materials/Supplies	\$0		\$0
Equipment	\$0		\$0
Advertising & Public Information	\$0		\$0
Other, please specify			
a. Facilities, copies, computer	\$1,200		\$1,200
b. Distributed to applicants	\$38,600		\$38,600
c. Staff administration	\$4,800		\$4,800
d. Volunteer application assistance	\$2,600		\$2,600
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>			<b>\$51,400</b>

**Community Resource Navigator - TSP****Budget** - Refer to Section II.D Budget

\$44,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
\$51,400	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
86%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

**Leveraged Funds** – Refer to Section II.D Budget

\$0	Federal	\$0	Other Grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	City ( <i>not CDBG</i> )	\$7,400	Gifts in kind

TOWN OF BRIDGTON

COMMUNITY DEVELOPMENT BLOCK GRANT  
CORONAVIRUS RESPONSE

II. CDBG-CV APPLICATION

COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- ☒ A. CDBG-CV Application Cover Page, *limit 1 page*
- ☒ B. CDBG-CV Application Worksheet , *limit 2 pages*
- ☒ C. CDBG-CV Application Narrative, *limit 7 pages*
- ☒ D. Budget: Revenues and Expenditures, attached separately, *limit 1 page*

*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

Required documents for non-profit organizations:

- ☒ Verification of 501(c)3 or 6 Status, *limit 1 page*
- ☒ Agency Organizational Chart to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ Most Recent Agency Operating Budget *Summary*, *limit 1 page*
- ☒ Most Recent Independent Auditors Report and identified findings or if an Audit is not available the most recent 990 Financial Statement
- ☒ Complete list of Board Members

Signature of the Executive Authority

Date



5/6/2020

Carmen E. Lone

Executive Director

Name

Title



## TOWN OF BRIDGTON

### A. CDBG-CV COVER PAGE, limit 1 page

#### CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input checked="" type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input checked="" type="checkbox"/> Response to the Coronavirus		
Operating Agency	Bridgton Community Center		
Program Name	Community Resource Navigator – Rental/Utility Program (CRN-RUP)		
Program Area	<input checked="" type="checkbox"/> Town of Bridgton		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director /Town Manager	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Linda L. LaCroix	Phone 207-595-3560	Email LLaCroix@bridgtonmaine.org
Amount of CDBG-CV Funds Requested \$63,219		Total Program Budget \$70,619	
Estimated number of people who will be served: 96		OR Estimated number of businesses served:	
DUNS Number	621548051	Tax ID 14-1879353	

## TOWN OF BRIDGTON

### B. CDBG-CV WORKSHEET, *limit 2 pages*

1. **HUD National Objective.** All CDBG-CV programs must serve Low and Moderate Income Clientele

☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons who qualify as LMI.

2.

A. Describe the beneficiaries or clients served by the program.	A. L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 96 (26% of estimated at-risk population)
C. How many are <i>Bridgton Residents</i> ?	C. 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. 100%

3. **Employees.** *Program specific, not for the entire organization.*

A. Is this a new (pilot) program?	A. Yes
B. How many employees are currently employed in this program?	B. 2
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 3
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 0

### 4. Documentation

A. How will the beneficiaries' information be collected and documented?	A. Beneficiaries will complete an intake form, including an income self-certification form, staff will keep all original records in a locked file and store summary information in an electronic file for quarterly reporting.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. The beneficiary intake form will include specific coronavirus related questions, along with space for a narrative explanation if one is needed.
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D. How will the outcomes be measured, collected, and documented?	D. Staff will track all clients, perform quarterly monitoring to ensure goals are being met, and document outcomes in quarterly reports.

***Please limit the CDBG-CV Worksheet to 2 (two) Pages.***

## **C. CDBG-CV APPLICATION NARRATIVE**

### **1. Program Description**

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Administrative Assistant stipend	\$600	CDBG-CV
Funds distributed to approved applicants to prevent homelessness	\$57,819	CDBG-CV
<b>Total In Kind Services</b>	<b>\$7,400</b>	

<b>TOTAL CDBG-CV REQUEST</b>	<b>\$63,219</b>
<b>Total Program Funds</b>	<b>\$70,619</b>

#### **6. Partnerships, Collaboration, and Outreach**

The application is as a “single entity” with support from the Town of Bridgton Community Development Office for outreach and as an information portal as needed. BCC has established relationships with the following organizations that may assist in identifying/referring at-risk individuals and mitigation strategies, as well as provide additional services related to housing vulnerabilities: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Department of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcements, Police Department and local Churches, AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health and Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging, local transportation programs as well as Lake Region Explorer Bus. The current CRN interacts with 269 agencies.

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**CDBG-CV BUDGET FORM , limit 1 page**

Complete one program budget spreadsheet for each program application.

**PROGRAM OR PROJECT NAME:** Community Resource Navigator - RUP  
**OPERATING AGENCY:** Bridgton Community Center

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	\$63,219
Other HUD Funds (please list)		\$0
a.		
Other Federal Funds (please list)		\$0
a.		
b.		
State/ County Funds (please list)		\$0
a.		
b.		
Local Funds		\$0
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Projected	\$7,400
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>\$70,619</b>

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in Bridgton	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	\$4,200		\$4,200
Employee Fringe Benefits	\$0		\$0
Materials/Supplies	\$0		\$0
Equipment	\$0		\$0
Advertising & Public Information	\$0		\$0
Other, please specify			
a. Facilities, copies, computer	\$1,200		\$1,200
b. Distributed to applicants	\$57,819		\$57,819
c. Staff administration	\$4,800		\$4,800
d. Volunteer application assistance	\$2,600		\$2,600
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>			<b>\$70,619</b>

**Community Resource Navigator - RUP****Budget** - Refer to Section II.D Budget

\$63,219	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
\$70,619	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
90%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

**Leveraged Funds** – Refer to Section II.D Budget

\$0	Federal	\$0	Other Grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	City ( <i>not CDBG</i> )	\$7,400	Gifts in kind



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

OCT 23 2006  
Date:

BRIDGTON COMMUNITY CENTER  
15 DEPOT ST  
BRIDGTON, ME 04008-0000

Employer Identification Number:  
14-1879353  
DLN:  
17053266702006  
Contact Person:  
ERIC J BERTELSEN ID# 31323  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated May 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



Bridgton Community Center – Approved Budget 2019-2020 (abridged for CDBG Grant)

INCOME

2100	Donations	14,300
2110	Fundraising	35,000
2150	Fees	10,940
2400	Grants	8,500
2600	Town of Bridgton	76,523
2850	BCC Fuel Assistance	8,000
2900	Interest Income	1
2999	Other Income	300

TOTAL INCOME 153,564

EXPENSES

3000	Advertising	200
3100	Automobile Expense	700
3400	Technology Expense	3,500
3500	Dues/Memberships/Fees/Licenses	250
3800	Fundraising Expense	3,800
4000	Insurance	4,400
4300	Office Supplies	3,500
4500	Employee Expense	71,772
4600	Printing & Postage	400
4700	Professional Services	15,100
4800	Program Expense	18,000
3750	BCC Fuel Assistance Exp	8,000
5000	Repairs & Maintenance	300
5500	Subscriptions/Publications	200
5600	Supplies	700
6000	Telephone/Utilities	12,700

TOTAL EXPENSES 143,522

1/18/2020



September 19, 2019

THE BOARD OF DIRECTORS OF THE BRIDGTON COMMUNITY CENTER

NAME AND ADDRESS	EXP	PHONE NO.	E-MAIL ADDRESS
Curto, Richard 731 Upper Ridge Road Bridgton, ME 04009	2021	203-940-3297	<a href="mailto:odiesep916@gmail.com">odiesep916@gmail.com</a>
Skillin-Smith, Kelley. <b>Treas</b> Punkin Valley Rd 85 Mockingbird Lane PO Box 480 Bridgton, ME 04009	2022	207-632-0813	<a href="mailto:kskillinsmith@maine.rr.com">kskillinsmith@maine.rr.com</a>
Tarr, Philip, <b>President</b> 310 Del Chadbourne Road Bridgton, ME 04009	2022	647-5974	<a href="mailto:pndt5112@myfairpoint.net">pndt5112@myfairpoint.net</a>
Sullivan, Marcia, <b>Secretary</b> 35 Summit Drive Bridgton, ME 04009	2021	207-647-4068 978-502-6723	<a href="mailto:msullivan27@roadrunner.com">msullivan27@roadrunner.com</a>
Wiltsie, Laurie , <b>V.Pres</b> 590 Sweden Road Bridgton, ME 04009	2022	207-803-2048	<a href="mailto:wiltsie.laurie@gmail.com">wiltsie.laurie@gmail.com</a>

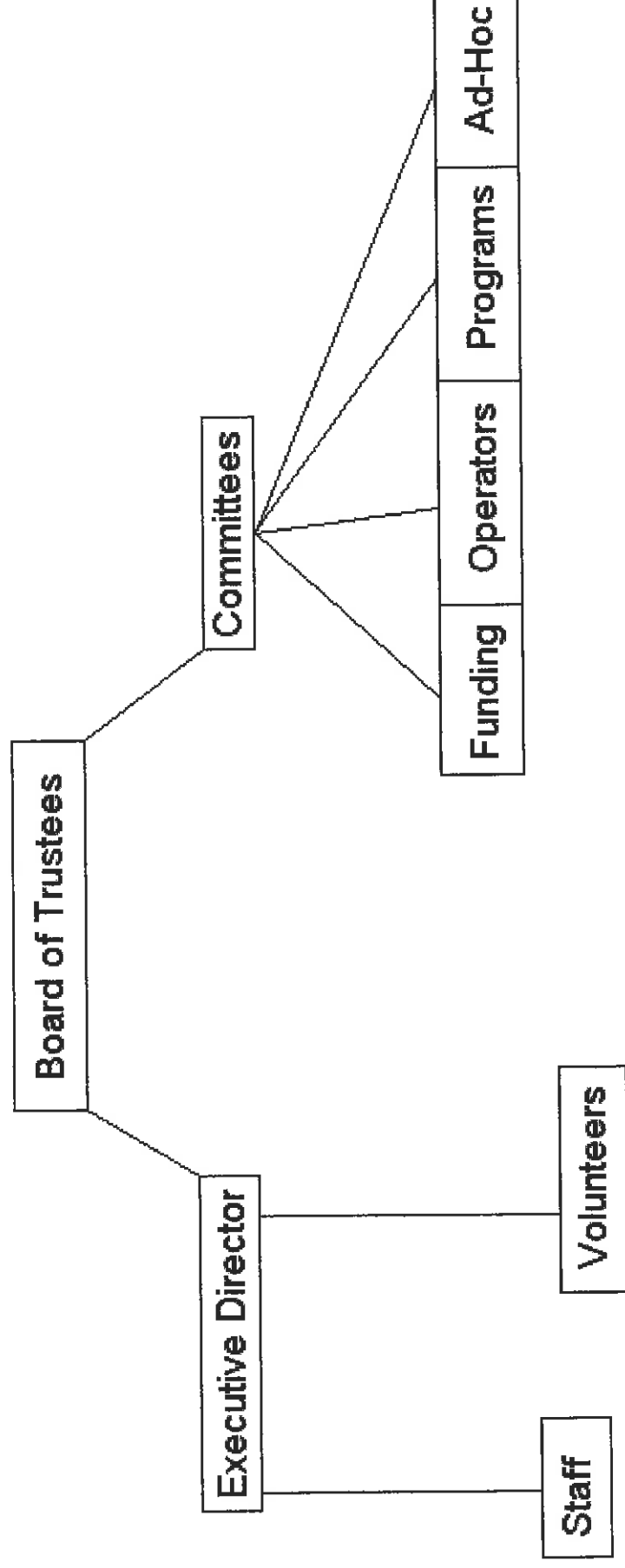
Staff

Carmen E. Lone Executive Director 114 N High Street Bridgton, ME 04009	207-647-3116 207-647-5705 (H)	<a href="mailto:carmen.bcc@ne.twcbc.com">carmen.bcc@ne.twcbc.com</a>
Lorraine Goldrup Administrative Assist	207-647-3825 (H)	

Rev 9/18/2019

**15 Depot Street, Bridgton, Maine 04009**  
**Telephone 207-647-3116 Fax 207-647-3115**  
**Email [info.bridgtoncommunitycenter@gmail.com](mailto:info.bridgtoncommunitycenter@gmail.com)**  
**Website [www.bridgtoncommunitycenter.org](http://www.bridgtoncommunitycenter.org)**

# Bridgton Community Center Organization Chart



# CERTIFICATE OF COMMITMENT OF SEWER USER RATES COMMITMENT #238

To: Robert A. Peabody, Jr., the Treasurer of the Municipality of Bridgton, Maine.

We the undersigned municipal officers of the municipality of Bridgton, hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-M.R.S. § 3406 for those properties, units and structures required by local and State Law to pay a sewer rate to the municipality, for the period beginning 1 December, 2019 and ending 29 February, 2020. This list is comprised of 2 pages which are attached to this certificate. The date on which the rates included in this list are due and payable is June 12, 2020. You are hereby required to collect from each person named in the attached list, his or her respective amount as indicated in the list; the sum-total being \$2511.05. You are hereby required to charge interest at a rate of 6.0% per annum on any unpaid account balance. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State Law.

Given under our hands this 11<sup>th</sup> day of May 2020.

\_\_\_\_\_  
Liston E. Eastman, Chairman

\_\_\_\_\_  
Glenn R. Zaidman, Vice-Chairman

\_\_\_\_\_  
Carmen Lone

\_\_\_\_\_  
Robert P. Murphy

\_\_\_\_\_  
G. Frederick Packard

# Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
<b>Book #</b>	<b>3</b>								
*1	49500	49600	100	0.00	102.29	102.29	339	HARTIGAN, LISA M 0024-0092B	1 KANSAS RD.
*2	983875	987675	3800	0.00	330.22	330.22	530	HEATHROW CORPORATION 0024-0102	295 MAIN ST.
*3	47300	48300	1000	0.00	133.70	133.70	534	PARA, LLC 0024-0034	292 MAIN ST.
*4	497400	500900	3500	0.00	395.20	395.20	535	PARA, LLC 0024-0034	292 MAIN ST.
*5	24930	26430	1500	0.00	447.55	447.55	536	N.R.E. GROUP, LLC 0024-0046	320 MAIN ST.
*6	130	530	400	0.00	112.76	112.76	547	MORSE, ELIZABETH F. 0024-0014	4 MEADOW ST.
*7	19140	20240	1100	0.00	137.19	137.19	714	NUMBERG, ANTHONY J 0024-0048	342 MAIN ST.
*8	89500	89500	0	0.00	98.80	98.80	568	MERRILL, ANGELA M 0024-0050	366 MAIN ST.
*9	53500	54500	1000	0.00	133.70	133.70	778	MERRILL, ANGELA M 0024-0050	366 MAIN ST.
*12	108400	108700	300	0.00	109.27	109.27	717	KATSANOS, ATHANASIOS K 0024-0022	3 PINE ST.
*13	93800	94300	500	0.00	116.25	116.25	718	KATSANOS, ATHANASIOS K 0024-0022	3 PINE ST.
*14	65310	67310	2000	0.00	168.60	168.60	570	TOWN OF BRIDGTON-T.A.-STU ART, KENNETH R. 0024-0096	377 MAIN ST.
*15	152000	152000	0	0.00	98.80	98.80	572	BOODY, TINA 0024-0068	1 GREEN ST.
*16	10225	11100	875	0.00	126.72	126.72	602	GRIGSBY, GREGORY B 0024-0094	411 MAIN ST.
<b>Book 3 Total:</b>				<b>0.00</b>	<b>2,511.05</b>	<b>2,511.05</b>			
<b>Total:</b>				<b>0.00</b>	<b>2,511.05</b>	<b>2,511.05</b>			

## Consumption Report

- - - - Sewer - - - -

Book	SEWER	RESRV	EDU	4	5	6	7	8	9	Total
3	12,575	0	0	0	0	0	0	0	0	12,575
<b>Total:</b>	<b>12,575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,575</b>

# Billing Edit Report

## Calculation Summary Report

<u>Water</u>		<u>Sewer</u>	
<b>Override</b>	0.00	<b>Override</b>	0.00
<b>Flat</b>	0.00	<b>Flat</b>	0.00
<b>Units</b>	0.00	<b>Units</b>	2,074.80
<b>Consumption</b>	0.00	<b>Consumption</b>	436.25
<b>Miscellaneous</b>	0.00	<b>Miscellaneous</b>	0.00
<b>Adjustments</b>	0.00	<b>Adjustments</b>	0.00
<b>Tax</b>	0.00	<b>Tax</b>	0.00
<b>Total</b>	0.00	<b>Total</b>	2,511.05

## User Category Summary

Category	<u>Water</u>			Category	<u>Sewer</u>		
	Count	Cons	Amount		Count	Cons	Amount
				1 SEWER METER	14	12575	2,511.05



# TOWN OF BRIDGTON

## MEMO

**TO:** Board of Selectmen  
**FROM:** Laurie L. Chadbourne, Town Clerk  
**RE:** Business License Applications  
**DATE:** May 7, 2020

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▪ **Big Apple Bridgton #1000**

*CN Brown Company*

93 Main Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Big Apple Bridgton #1107**

*CN Brown Company*

16 Portland Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Tarry-A-While Resort, LLC**

*Dan & Roseana Richards*

17 Tarry A While Road

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Magic Lantern, LLC**

*Frank Howell*

Depot Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

APPROPRIATIONS	Dept Number	Current Budget FY 19-20	TM Request FY 20-21	BOS Approval	BOS \$ +/-	BOS % +/-
Administration	11	484,159.00	372,314.00	371,814.00	(112,345.00)	-23.20%
Animal Control	33	23,378.00	23,844.00	23,844.00	466.00	1.99%
Assessing	12	47,500.00	52,500.00	52,500.00	5,000.00	10.53%
Boards: BOS, Planning, Appeals	22	0.00	23,798.00	23,798.00	23,798.00	#DIV/0!
Capital Expenditures	294	515,000.00	632,500.00	632,500.00	117,500.00	22.82%
Cemeteries	73	52,490.00	42,756.00	42,756.00	(9,734.00)	-18.54%
Civil Emergency	34	20,669.00	13,369.00	13,369.00	(7,300.00)	-35.32%
Code Enforcement	13	104,787.00	113,307.00	113,307.00	8,520.00	8.13%
Community Center	75	77,185.00	76,810.00	77,387.00	202.00	0.26%
Community Development	14	122,679.00	150,500.00	150,500.00	27,821.00	22.68%
Employee Benefits	292	821,831.00	854,000.00	841,968.00	20,137.00	2.45%
Finance	19	0.00	135,356.00	135,356.00	135,356.00	#DIV/0!
Fire Department	32	301,064.00	383,678.00	383,678.00	82,614.00	27.44%
General Assistance	16	20,844.00	20,844.00	18,844.00	(2,000.00)	-9.60%
Health Officer	35	2,489.00	2,213.00	2,213.00	(276.00)	-11.09%
Insurance	291	215,127.00	195,280.00	193,280.00	(21,847.00)	-10.16%
Library	72	84,000.00	87,000.00	84,000.00	0.00	0.00%
Municipal Complex	15	111,006.00	98,043.00	112,543.00	1,537.00	1.38%
Other General Government	29	71,882.00	63,000.00	63,000.00	(8,882.00)	-12.36%
Other Town Wide	299	504,050.00	646,776.00	690,598.00	186,548	37.01%
Other Public Safety	49	273,883.00	322,003.00	322,003.00	48,120.00	17.57%
Outside Agencies	293	63,055.00	83,394.00	64,008.00	953.00	1.51%
Parks	74	223,930.00	219,529.00	219,529.00	(4,401.00)	-1.97%
Police Department	31	877,624.00	926,136.00	863,208.00	(14,416.00)	-1.64%
Pondicherry Park	76	22,150.00	12,050.00	12,050.00	(10,100.00)	-45.60%
Public Works	51	729,957.00	793,579.00	793,579.00	63,622.00	8.72%
Recreation	71	236,396.00	297,615.00	297,615.00	61,219.00	25.90%
Town Clerk	17	196,094.00	203,549.00	203,549.00	7,455.00	3.80%
Town Garage	52	21,100.00	22,600.00	22,600.00	1,500.00	7.11%
Town Hall	18	18,018.00	18,456.00	18,456.00	438.00	2.43%
Transfer Station	54	501,013.00	541,890.00	541,890.00	40,877.00	8.16%
Vehicle Maintenance	53	363,120.00	389,890.00	379,890.00	16,770.00	4.62%
<b>GROSS APPROPRIATIONS</b>		<b>7,106,480.00</b>	<b>7,818,579.00</b>	<b>7,765,632.00</b>	<b>659,152.00</b>	<b>9.28%</b>
<b>REVENUES</b>		<b>2,678,587.00</b>	<b>3,195,116.00</b>	<b>3,345,116.00</b>	<b>666,529.00</b>	<b>24.88%</b>
<b>NET APPROPRIATIONS</b>		<b>4,427,893.00</b>	<b>4,623,463.00</b>	<b>4,420,516.00</b>	<b>-7,377.00</b>	<b>-0.17%</b>
County Tax		738,484.00	738,484.00	738,484.00	0.00	0.00
MSAD61		9,631,664.00	9,905,527.00	9,905,527.00	273,863.00	2.84%
<b>NET PLUS COUNTY + MSAD</b>		<b>14,798,041.00</b>	<b>15,267,474.00</b>	<b>15,064,527.00</b>	<b>266,486.00</b>	<b>1.80%</b>

# Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0133 - Ord Fines	9,650	0	0	5,000	0	0	0
0135 - Cable Franchise Fee	54,934	59,512	52,000	0	62,000	62,000	62,000
3% of revenue as defined in the Franchise Contract							
0151 - State Revenue Sharing	221,798	240,762	231,717	183,427	431,731	240,000	240,000
Please see detail sheet							
0152 - Homestead Exemption Refund	171,087	215,044	213,400	202,305	282,116	282,116	282,116
Partial reimbursement for lost tax revenue due to Homestead Exemption Program; current law 70%, based on increase from \$20,000 to \$25,000							
0153 - BETE Reimbursement	11,121	1,831	7,200	7,507	7,500	7,500	7,500
Business Equipment Tax Exemption Program which is 100% property tax exemption for eligible property. The Town of Bridgton is reimbursed at 50% of lost tax revenue.							
0154 - Veterans Exemption Refund	6,200	6,480	6,480	6,148	6,200	6,200	6,200
Partial reimbursement for lost tax revenue due to Veterans Exemption Program							
0155 - Tree Growth Refund State	56,243	35,121	55,000	29,837	55,000	55,000	55,000
Partial reimbursement for lost tax revenue due to Tree Growth Program							
0157 - Snowmobile Registration Rev.		1,516			0	0	0
0160 - General Assistance	4,631	2,494	3,200	888	3,200	3,200	3,200
0166- FEMA / MEMA		10,524	0	0	0	0	0
0169 - Other Intergovernmental		0	30,000	0	35,000	35,000	35,000
Transfer from CDBG for Administrative costs for program							
0181 - Town Hall Rental	500	505	500	175	300	300	300
Rental for private events and independent fitness groups.							
0182 - Municipal Complex Rent	51,709	56,628	54,228	32,833	56,628	56,628	56,628
District Court: \$54,228 & Bureau of Motor Vehicles: \$2,400							
0199- Other Charges For Services		56,874	0	0	0	0	0
0201 - Lien Costs	21,772	22,819	24,250	15,181	24,250	24,250	24,250
Fees set by State Law							

# Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0202 - Interest On Property Taxes	57,063	37,379	60,000	29,623	60,000	60,000	60,000
<i>Interest set by Town Meeting / Maximum set by State Law which is 6 %</i>							
0249 - Other Contributions & Grants		79,049			0	0	0
0251 - Invstmnt Int	57,359	106,474	30,000	43,277	60,000	60,000	60,000
<i>Interest earned on checking account</i>							
0270 - Return Check	0	770	0	455	0	0	0
1010 - Vehicle Fees, Boat, Atv, Snow	3,101	0	0	0	0	0	0
<i>now combined with other Town Clerk Fees under 010-0121</i>							
1011 - Town Fee-Motor Vehicles	18,901	0	0	0	0	0	0
<i>now combined with other Town Clerk Fees under 010-0121</i>							
1030 - CDBG Grant Administration	-27,222	0	0	0	0	0	0
<i>now included in other Intergovernmental #0169</i>							
0271- Misc. Inc.	7,280	0	0	7,096	0	0	0
<i>Uncategorized fees i.e.; copies, FOIA requests, &amp; MMA Workers Comp Dividend</i>							
0274 - Tax Acquired Property Income	5,073	15,940	25,000	734	15,000	15,000	15,000
<i>Anticipated sale of tax-acquired property</i>							
0290 - Use of Undesignated Funds (UFB)	0	0	200,000	0	300,000	300,000	450,000
0291 - Use of Resrv	0	0	0	0	0	0	0

# Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0717 - Winter Prog.		4,235	3,950	3,739	3,950	3,950	3,950
0718 - Rec Summer Camp	33,890	23,112	12,000	11,305	34,110	34,110	34,110
0719 - Adult Trips	1,611	1,334	3,500	2,805	4,000	4,000	4,000
3416 - Recreation Softball	2,338	0	0	0	0	0	0
<i>no longer a budgeted item under General Government (see Account 310-3110 Rec Baseball; Registrations)</i>							
0720 - SWAG Sales	0	0	0	331	0	0	0
5223 - FD Misc	174	0	0	0	0	0	0
5800 - Municipal Land Sales	20,000	0	0	0	0	0	0
5888 - Sale Of Municipal Property	7,563	0	0	0	0	0	0

<b>Final Totals</b>	<b>2,224,748</b>	<b>2,590,358</b>	<b>2,678,587</b>	<b>1,782,885</b>	<b>3,386,847</b>	<b>3,195,116</b>	<b>3,345,116</b>
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# Budget Worksheet

## July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	FY2020 YTD as 12/31/19	Department Head		Town Manager	
					Request	Request	Request	BOS Approval
<b>Dept: 031 Police Department</b>								
<b>Other Service</b>								
6-6160 Advertising	40	0	250	0	250		250	250
<i>Covers the cost of advertising when hiring.</i>								
6-6190 Mileage	3,293	1,185	4,000	601	3,000		3,000	3,000
<i>Officers are reimbursed for use of their personal vehicle at the 2020 IRS rate of .575 / mile. We gave up our unmarked car to improve visibility within the community however this means officers will more frequently use their personal vehicle for training outside the Portland-Augusta area.</i>								
6-6999 Other Services	64	2,215	150	0	150		150	150
<i>Miscellaneous Exp;</i>								
<b>Total Other Service</b>	<b>3,397</b>	<b>3,400</b>	<b>4,400</b>	<b>601</b>	<b>3,400</b>		<b>3,400</b>	<b>3,400</b>

### Prop & Capital

<b>7-7200 Equipment</b>	<b>0</b>	<b>15,379</b>	<b>8,260</b>	<b>0</b>	<b>31,870</b>		<b>11,980</b>	<b>11,980</b>
<i>This covers the cost of equipment costing more than \$5,000. We are replacing two mobile radios and four portable radios this year. The new radios and portables pair with each other allowing a portable to act as a mobile radio with substantially more power and range. The Watchguard Auto Download allows for the automatic download of cruiser and BWC (body worn camera) when the cruiser is parked at the station. This substantially reduces time spent manually downloading each cruiser to case files.</i>								

2	Mobile Radios	\$1,930	\$3,860
4	Portable Radios	\$2,030	\$8,120
1	Watchguard Automatic Download Device	\$19,890	\$0
<b>40,372</b>	<b>41,912</b>	<b>41,000</b>	<b>44,000</b>

<b>7-7300 Vehicles</b>	<b>40,372</b>	<b>41,912</b>	<b>41,000</b>	<b>4,723</b>	<b>44,000</b>		<b>0</b>	<b>0</b>
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### PD New Cruiser

<b>Total Prop &amp; Capital</b>	<b>40,372</b>	<b>57,291</b>	<b>49,260</b>	<b>4,723</b>	<b>75,870</b>		<b>11,980</b>	<b>11,980</b>
	<b>798,109</b>	<b>817,639</b>	<b>877,624</b>	<b>353,420</b>	<b>990,026</b>		<b>926,136</b>	<b>863,208</b>

**Budget Worksheet**  
**July 1, 2020 - June 30, 2021**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 299 Othr TwnWide</b>							
<b>Other Items</b>							
9-9800 Dep to Rsvs	85,000	75,000	65,000	65,000	0	0	0
Employee Accrued Benefit			0	15,000			
FD Apparatus			0	15,000			
Pondicherry Park			0	5,000			
Transfer Station Equipment			0	10,000			
<b>TOTAL</b>			<b>0</b>	<b>45,000</b>			
<b>Total Other Items</b>	85,000	75,000	65,000	65,000	0	0	0
	<b>10,687,495</b>	<b>10,362,309</b>	<b>10,874,198</b>	<b>5,922,368</b>	<b>11,290,787</b>	<b>11,290,787</b>	<b>11,334,609</b>

To Municipal Officials:

The purpose of this communication is to offer the most helpful guidance at this time regarding revenue sharing payments. COVID-19 is affecting economic activity. Sales and Use and Withholding tax receipts are expected to be well below budget, at least through the final quarter of the State's fiscal year. Based on the method the Office of the State Controller plans to use to recognize budgeted revenue from April 15th income tax payments that have been extended to July 15th, we think the reduction in May-July revenue sharing payments will be based primarily on the performance of Sales and Use and Withholding taxes. However, the August revenue sharing payment, reflecting July revenues, will likely be significantly lower. The key points are laid out below:

- the distributions should not be affected by extending the income tax filing deadline;
- distributions may be impacted by Sales and Use and Withholding tax collections this fiscal year, but we cannot forecast that impact yet;
- there may be a more significant impact to the August distribution, which won't be apparent until we see the final July payments around July 15; and,
- we will continue to provide updated information as it becomes available.

It would be prudent for you to assume that payments beginning in July 2020 will be less than what was projected and posted on the Treasurer's website on March 4, 2020. We understand that more specific information would be helpful. We thank you for your patience and understanding and will share more specific projections when they are available.



May 12, 2020

Motion: I move that the Order entitled, "Order to Place Referendum Questions on the July 14, 2020 Ballot," be adopted in form presented to this meeting, and that an attested copy of this Order be filed with the minutes of this meeting.

---

**TOWN OF BRIDGTON SELECTBOARD  
ORDER TO PLACE REFERENDUM QUESTIONS ON THE JULY 14, 2020 BALLOT**

30-A M.R.S. § 2528(5)

**BE IT ORDERED** by the municipal officers of the Town of Bridgton (the "Town"), pursuant to Title 30-A, Section 2528, sub-section 5, that the Town Clerk place the following questions on the warrant and ballot of the annual referendum election of the Town, scheduled for July 14, 2020:

**Question 1.** Shall the Town vote to regulate medical marijuana large-scale caregiver operations by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 1 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana large-scale caregiver operations. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 2.** Shall the Town vote to allow and regulate medical marijuana caregiver retail stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 2 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana caregiver retail stores. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 3.** Shall the Town vote to allow and regulate medical marijuana manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 3 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 4.** Shall the Town vote to allow and regulate medical marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 4 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to medical marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 5.** Shall the Town vote to allow and regulate adult use marijuana cultivation facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 5 will enact the ordinance entitled “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments” as applied to adult use marijuana cultivation facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 6.** Shall the Town vote to allow and regulate adult use marijuana stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 6 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use marijuana stores. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 7.** Shall the Town vote to allow and regulate adult use marijuana products manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 7 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use products marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 8.** Shall the Town vote to allow and regulate adult use marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 8 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 9.** Shall an ordinance entitled, “Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements,” be enacted?

*(Note: Copies of the text of the ordinance are available from the Town Clerk.)*

**Question 10.** Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Exempt Subdivisions from Land Use Ordinance Requirements” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

## ARTICLE I. GENERAL PROVISIONS

...

### Section 3. Applicability

The Town of Bridgton hereby regulates the inspection, construction, alteration, height, area, ground coverage, location and use of buildings and structures, and the use of land, throughout the Town; and also hereby divides the Town into districts as defined and described herein, and shown on the Official Zoning Maps on file with the Town Clerk, which are hereby incorporated into this Ordinance. All buildings or Structures hereinafter constructed, reconstructed, altered, enlarged, or moved, and the uses of buildings and land, including the division of land (except as expressly provided in Article I, Section 3.C.2, below), shall be in conformity with the provisions of this Ordinance. No building, Structure, land, or water area shall be used for any purpose or in any manner except as provided for in this Ordinance.

...

C. This Ordinance shall govern any and all proceedings, applications for permits, or approvals required hereunder or any other Ordinances of the Town, provided, however, that this Ordinance shall not apply to:

1. Any application for a permit which has been determined to be complete by the reviewing authority, and on which the reviewing authority has conducted a substantive review, prior to the effective date. For purposes of this section, a substantive review of an application shall consist of a review of that application to determine whether it complies with the applicable review criteria and other applicable requirements.
2. Any application for a subdivision permit. The Planning Board shall review and authorize subdivision permit applications pursuant to the Town of Bridgton Subdivision Regulations, without regard to the provisions in this Ordinance; provided, however, that the provisions of this Ordinance establishing allowed uses for each District shall apply to any structures or land uses that are located on a subdivided lot.

...

## ARTICLE VI. DEFINITIONS

...

**Minimum Lot Frontage** – The minimum Lot Frontage on a parcel of land. The “Minimum Lot Frontage” requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

**Minimum Lot Size** – The minimum acreage of a parcel of land. The “Minimum Lot Size” requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

...

**Question 11.** Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Allow Additional Land Uses in Single-Story Structures in the DVB-I District,” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

**ARTICLE II. LAND USE DISTRICTS AND USES**

...

**Section 2. Land Uses & Standards by District**

**A. Downtown Village Business District I (DVB-I)**

...

**9. Uses**

...

- b. **Allowed uses—Upper Stories**, including within the roof of any Structure where the roof is configured as a half-story (1/2 Story): If a Structure is composed of a single story, the following uses are allowed within the Ground Story if (i) the uses are not clearly visible from any Public Lot Line and (ii) one or more of the uses allowed in Section 9.a, above, occupies a portion of the Ground Story that is most proximate to and visible from any Public Lot Line.

...

**Question 12.** Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Allow Assisted Living Facilities in the DVN District,” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

**ARTICLE II. LAND USE DISTRICTS AND USES**

...

**Section 2. Land Uses & Standards by District**

...

**C. Downtown Village Neighborhood District (DVN)**

...

**9. Uses**

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

**a. Allowed uses:**

...

Assisted Living Facility

...

### Section 3. Tables

#### A. Land Uses by District

...

USE CATEGORY	DVB I Ground Story	DVB I Upper Stories	DVB II	DVN	IC	OC	MUC	LN	OV	RN	NOTES/LIMITATIONS *
--------------	--------------------------	---------------------------	--------	-----	----	----	-----	----	----	----	---------------------

...

Assisted Living Facility	N	N	N	<del>NY</del>	Y	Y	Y	N	N	Y	
--------------------------	---	---	---	---------------	---	---	---	---	---	---	--

A true copy, attest:

\_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

## TOWN CLERK'S CERTIFICATION

To the extent that the May 12, 2020 meeting of the Selectboard was conducted through telephonic, video, electronic, or other similar means of remote participation, I certify that:

- A. Notice of the meeting was given in accordance with 1 M.R.S. § 406, and the notice included the method by which the public may attend in accordance with paragraph C; and
- B. Each member of the Selectboard who participated in the meeting was able to hear and speak to all the other members during the meeting and members of the public attending the meeting in the location identified in the notice given pursuant to paragraph A were able to hear all members participating at other locations; and
- C. The Selectboard determined that participation by the public is through telephonic, video, electronic, or other similar means of remote participation; and
- D. The Selectboard's vote on the Order to Place Referendum Questions on the July 14, 2020 Ballot was taken by roll call as follows:

Selectboard Members	PARTICIPATION			ORDER		
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN

Dated: May 12, 2020

---

Laurie Chadbourne, Town Clerk  
Town of Bridgton

**CERTIFICATION OF PROPOSED ORDINANCE AMENDMENTS  
TO ALLOW AND REGULATE MARIJUANA ESTABLISHMENTS, AND ORDER**

The municipal officers of the Town of Bridgton hereby **CERTIFY** to the municipal clerk of the Town of Bridgton, pursuant to 30-A M.R.S. § 3002, that attached hereto is a true copy of the proposed ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Marijuana Establishments," to be voted on at a referendum election of the Town of Bridgton on July 14, 2020 under the following secret ballot questions:

Question 1. Shall the Town vote to regulate medical marijuana large-scale caregiver operations by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 1 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana large-scale caregiver operations. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 2. Shall the Town vote to allow and regulate medical marijuana caregiver retail stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 2 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana caregiver retail stores. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 3. Shall the Town vote to allow and regulate medical marijuana manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 3 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 4. Shall the Town vote to allow and regulate medical marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 4 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 5. Shall the Town vote to allow and regulate adult use marijuana cultivation facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 5 will enact the ordinance entitled "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments" as applied to adult use*

*marijuana cultivation facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 6. Shall the Town vote to allow and regulate adult use marijuana stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 6 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to adult use marijuana stores. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 7. Shall the Town vote to allow and regulate adult use marijuana products manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 7 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to adult use products marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Question 8. Shall the Town vote to allow and regulate adult use marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 8 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to adult use marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

**BE IT FURTHER ORDERED**, pursuant to 30-A M.R.S. § 3002(1), that the municipal clerk shall keep this certified copy as a public record and shall make copies of said proposed ordinance available for distribution to the voters of the Town of Bridgton from the time of this certification. Copies of said proposed ordinance shall also be attested by the municipal clerk and posted in the same manner as the warrant calling the Town Meeting Referendum on July 14, 2020 and shall be made available to the voters at the Town Meeting Referendum on July 14, 2020.

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
A majority of the municipal officers  
of the Town of Bridgton



A true copy of the proposed ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Marijuana Establishments," is attached hereto.

Attest: \_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

RETURN

Cumberland County, ss.

State of Maine

I certify that I have posted an attested copy of the proposed ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Marijuana Establishments," at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being conspicuous public places within the Town of Bridgton on \_\_\_\_\_, 2020, which is at least seven (7) days next prior to the date of the July 14, 2020 Town Meeting Referendum.

\_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

# TOWN OF BRIDGTON

JULY 14, 2020

## “AMENDMENTS TO BRIDGTON ORDINANCES TO ALLOW AND REGULATE CERTAIN MARIJUANA ESTABLISHMENTS”

Note: Amendments are shown as:

Additional text underlined

Deleted text ~~strikethrough~~

Proposed: July 14, 2020

**AMENDMENTS TO BRIDGTON ORDINANCES  
TO ALLOW AND REGULATE CERTAIN MARIJUANA  
ESTABLISHMENTS**

July 14, 2020

## **PROPOSED AMENDMENTS TO THE BRIDGTON SITE PLAN REVIEW ORDINANCE**

*The Town of Bridgton Site Plan Review Ordinance is proposed to be amended  
by deleting the words shown below in strikethrough (~~strikethrough~~) form  
and by adding the words shown below in underline (underline) form.*

*NOTE: Text located in gray outlined boxes (such as this text box) explains under what circumstances  
certain proposed amendments will be enacted. The text box itself is not proposed to be included  
in the amended ordinance.*

**TOWN OF BRIDGTON  
SITE PLAN REVIEW ORDINANCE**

**EXPLANATORY NOTE:**

*The amendments to the Table of Contents below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

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NOTE: Table of Contents Subject to Change

**TOWN OF BRIDGTON  
SITE PLAN REVIEW ORDINANCE**

**ARTICLE I. PURPOSE**

1. Large-scale development or major land-use changes have a profound effect upon the cost and efficiency of municipal service, upon the environment of the Town of Bridgton and upon the general health, safety, and welfare of the residents of the Town. Unplanned development may result in overcrowded schools and highways, increased costs of municipal services and degraded air and water quality.
2. The purpose of this Ordinance is to ensure an orderly growth of the Town and to minimize the adverse effects of that growth when caused by development, by way of, but not limited to: commercial, industrial, retail or institutional buildings, structures and/or uses, multiple dwellings of three (3) or more attached units, campgrounds and mobile home parks.

**ARTICLE II. AUTHORITY AND ADMINISTRATION AND GENERAL PROVISIONS**

**SECTION 1. Authority**

1. This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII-A of the Maine Constitution and Title 30, M.R.S.A., Section 1917. (Present reference is Article VIII, Part Second, Section 1 of the Maine Constitution and Title 30A M.R.S.A., Section 3001.
2. This Ordinance shall be known as the "Site Plan Review Ordinance" of the Town of Bridgton, Maine adopted and effective by vote of the Town Meeting.

**ARTICLE II. AUTHORITY AND ADMINISTRATION**

**SECTION 2. Administration**

The Planning Board of the Town of Bridgton shall administer this Ordinance.

**ARTICLE II. AUTHORITY AND ADMINISTRATION**

**SECTION 3. General Provisions**

1. The Reviewing Authority may modify or waive any of the application requirements or performance standards when it determines that because of the special circumstances of the site such application requirements or standards would not be applicable or would be an unnecessary burden upon the applicant and not adversely affect the abutting landowners and the general health, safety and welfare of the Town.
2. The Planning Board may require the filing of a Performance Bond, a certified check payable to the Town, an irrevocable letter of credit or the execution of a conditional agreement with the municipality by the applicant. Such measures may be required to assure proper completion of some or all site improvements including, but not limited to roads, parking areas, sewage systems, water lines, open areas and sedimentation and erosion control systems.
3. The Planning Board may use any technical and professional services necessary to assist in the review of any application submitted. Services may include but are not limited to: a technical analysis of the consequences of other users of property within the town or on other towns within one thousand (1,000) feet of the site, an analysis of the visual impact, an analysis of any applicable federal and state requirements, an analysis of alternative sites, an analysis of road transportation effects, and other issues to satisfy the requirements of this Ordinance. The applicant shall be required to pay all costs involved in these professional services. If any cost, the applicant shall be required to pay to the Town, in advance of the scheduling of any Meeting or Public Hearing a sum equal to said projected or estimated cost. Any part of said sum in excess of the final cost shall be returned to the applicant.



**EXPLANATORY NOTE:**

*The amendments to Article III, below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

**ARTICLE III. APPLICABILITY**

1. No large scale development or major land use change, as defined in this Ordinance, shall be undertaken without the prior review and approval of the Code Enforcement Officer or Fire Chief and the Planning Board, as provided herein.
2. **This Ordinance does not apply to:**
  - a. Construction of detached one and two family dwellings when built on individual lots and customary outbuildings for the use of residents thereof.
  - b. Construction of barns, stables, and other agriculturally related buildings. This exemption shall not apply to ~~Registered-Marijuana Dispensaries~~Establishments.
  - c. All non-structural uses of land for agricultural or forestry purposes. This exemption shall not apply to Marijuana Establishments.
  - d. Existing buildings or premises legally established prior to the adoption of this Ordinance unless one or more of the factors described in Article III Section 3 ~~a through Section 3.i~~ is present.
  - e. Surface and Subsurface mineral extraction activities that affect less than two (2) acres of surface area of the entire property that is active or unreclaimed and the removal or handling of less than 1,500 cubic yards of material in twelve consecutive months.
  - f. Storage or stockpiles of winter abrasives (sand) used for the maintenance of private or public road. This applies to the stockpile of storage area itself and not any associated with mineral extraction activity or area.
  - g. Removal or filling of materials for all improvements incidental to construction, alteration or repair of a structure, town or state roads, or in the landscaping incidental thereto.
  - h. Construction of farm and fire ponds and normal agricultural operations. This exemption shall not apply to Marijuana Establishments.
  - i. Marijuana Home Cultivation.
  - j. Medical Marijuana Small-Scale Caregiver Operations.
3. **This Ordinance shall apply to all development proposals for:**
  - a. New or substantial enlargement as defined herein of commercial, retail, industrial, institutional and recreational building(s), structures(s) and uses, and projects to be constructed on an existing footprint or foundation.
  - b. Multi-family dwellings consisting of three (3) or more attached dwelling units and their accessory uses and structures.
  - c. Campgrounds.
  - d. Mobile home parks.

- e. New or expanded uses of existing structures or land or existing uses when such new or expanded uses are likely to generate greater vehicular traffic, or which would employ new materials and/or processes, or the sale of goods not normally associated with the previous use.
- f. Bed and Breakfast establishments.
- g. Large Scale Water Extraction exceeding 50,000 gallons on any given day or 1,000,000 annually. See section relating to Large Scale Water Extraction. Large Scale Water Extraction is subject to the general provisions set forth in this Ordinance.
- h. Water extraction operations which are less than 50,000 gallons on any given day are subject to the general provisions set forth in this Ordinance.
- i. New or proposed Surface and Subsurface Mineral Extraction greater than 2 acres and expansions of permitted Surface and Subsurface Mineral Extraction Activities.
- j. Telecommunications facilities, towers or wind energy systems.
- k. Marijuana Establishments, as defined in this Ordinance, including but not limited to: new Marijuana Establishments, enlargements of existing Marijuana Establishments, changes of use to other type(s) of Marijuana Establishment, or the addition of other type(s) of Marijuana Establishments to existing Marijuana Establishments.

**EXPLANATORY NOTE:**

*The amendments to Article IV, below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

**ARTICLE IV. REVIEW PROCEDURES**  
**SECTION 1. Department Review**

1. Except as provided in Article XI Section 2, The Code Enforcement Officer, Fire Chief, Public Works Director, Police Chief, Planning and Development Director and Transfer Station Manager of the Town of Bridgton are delegated authority to approve site plan review applications without prior submission to the Planning Board if, after careful study, those applications present no increased impact on the environment, health and public safety of the Town of Bridgton. The Department Heads shall use Article VII. "Review Standards" of the Site Plan Review Ordinance to guide them in the process. Decisions or decisions with conditions on Department Review shall be completed within 15 days upon receipt of the application. Upon completion of Department Review it shall be the responsibility of the Code Enforcement Officer to notify the applicant in writing of the decision or decision with conditions.
2. If a particular department is vacant at the time an application is submitted the application is automatically forwarded to the Planning Board for a full review. For purposes of Planning Board Review, the applicant must comply with Article VII. "Review Standards" of the Site Plan Review Ordinance. The Planning Board has the authority to apply all provisions of the Site Plan Review Ordinance to conduct a full and comprehensive review of the application submitted.
3. If an application is denied by a Department Head the applicant may proceed to the Planning Board for a full review. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the

persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. For purposes of Planning Board review, the applicant must comply with Article VII. "Review Standards" of the Site Plan Review Ordinance. The application shall also include documentation from the particular Department Head stating reason for denial. The Planning Board has the authority to apply all provisions of the Site Plan Review Ordinance to conduct a full and comprehensive review of the application submitted.

4. Impact Statements to this effect are to be provided by the Code Enforcement Officer, Fire Chief, Public Works Director, Police Chief and Transfer Station Manager.
5. When comments are made on an impact statement by a particular Department Head they must cite the section of the Ordinance or state law that is applicable to their comments.
6. If the following thresholds are not exceeded the proposed use shall be deemed eligible for Department Review.
  - a. Does not involve a new building or accessory building over 600 square feet.
  - b. Accessory buildings associated with the primary use or structure not exceeding 600 square feet which does not have sanitary plumbing i.e., toilet(s), shower(s), sink(s) are eligible for Department Review provided that only one such new construction project shall be permitted in a five-year period.
  - c. Expansions less than a 25 percent expansion or 3,000 square feet, whichever is less, of current use.
  - d. Creates no increased traffic, change of traffic pattern, noise level, use, storage or sale of hazardous, toxic or noxious materials, or significant changes in numbers of personnel.
  - e. Proposed use constitutes a minor change only.
7. All other cases are subject to full Planning Board review.
8. The Planning Board is to be informed of all Departmental approvals at its next scheduled meeting.

## **ARTICLE IV. REVIEW PROCEDURES**

### **SECTION 2. Pre-application meeting before the Planning Board**

1. Prior to submitting an application for development, the developer or his authorized agent may appear at a regular or special meeting of the Planning Board to informally discuss the proposed development.
2. The developer or his authorized agent shall be responsible for notifying owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested at least twelve (12) days before the meeting of the Planning Board at which the applicant wants to be heard. The applicant shall also notify the Bridgton Town Manager at the Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt. Along with the notification to the property owners and the Town Manager the applicant shall include a sketch of the proposed project. Copies of the letter and verification of the certified mailing from the USPS, or the equivalent carrier, shall be submitted to the Planning Board. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically.
3. The developer shall present to the Planning Board at this time, for informal review and comment, a sketch plan of the proposed development. The sketch plan shall consist of a rough description of the proposed development, and may be a free hand, penciled sketch of the parcel, showing the proposed exterior and layout of buildings, roads and other features which may be of assistance to the Planning Board in making its determinations.

4. The Planning Board may request that the developer arrange for an inspection of the site with the Planning Board, or an individual appointed by the Board Chairman to act as the Board's representative.
5. No binding commitments shall be made between the developer and the Planning Board at this stage. The purpose of the pre-application meeting shall be to understand what is proposed, what is possible, and what is acceptable. No vested interests shall attach or accrue as a result of any pre-application meeting with the Planning Board.

#### **ARTICLE IV. REVIEW PROCEDURES**

##### **SECTION 3. Full Planning Board Review**

1. The Planning Board of the Town of Bridgton is empowered to approve, deny, or approve with conditions an application coming before it. Upon receiving a completed application as determined by the Planning Board, the Planning Board will begin the process of review according to the procedures established by this Ordinance.
2. The Applicant or a duly authorized representative shall attend the meeting of the Board when the application is reviewed.
3. The Planning Board may hold a public hearing within (30) days of beginning review of an application. The time, date, and place of the hearing shall be published at least two times prior to the hearing in a newspaper of area-wide circulation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet of the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the hearing. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Public hearings by the Planning Board shall be conducted according to the procedures outlined in Title 30, M.R.S.A., Section 2411, Subsection 3 (A),(B),(C),(D) and (E).
4. The Planning Board may request an inspection of the site by the Board or by an individual appointed by the Board Chairman to act as the Board's representative.
5. In the event of a public hearing or site review, the Planning Board shall again review the application at the next scheduled meeting.
6. The time frame for review by the Planning Board may be altered or delayed in cases when more time, public reaction and/or information is needed. In these cases, Planning Board review will proceed with all deliberate speed to a conclusion of the matter.
7. Applicants present at Planning Board meetings will be given oral notice of Board action and the reason for taking such action. In such cases the minutes of the meeting will provide the written record. Written notice of Board action, if warranted, will be provided within seven (7) business days of a decision.
8. Supplemental information which the applicant may wish to present must be submitted to the Planning Board at least twelve (12) days prior to the proposed meeting or Public Hearing.
9. During the review process of the application the Planning Board shall have the authority to request additional information. If the information requested by the Planning Board is not submitted within three (3) months from the date the Planning Board made the request the application is considered null and void. The Planning Board may grant an extension to the three (3) months upon request by the applicant in writing and demonstrating that the time period can not be complied with due to circumstances beyond the control of the applicant.

## **ARTICLE V. SITE PLAN OF DEVELOPMENT APPLICATION**

### **SECTION 1. Submission Requirements**

NOTE: Please review Article VII. "Review Standards" for comprehensive review standards.

1. The Applicant shall submit eight (8) copies of all documents 8½x11 and fifteen (15) copies of all documents larger than 8½x11 of the completed application along with all required documentation to the Town at least twelve (12) days before the meeting of the Planning Board at which the Applicant wants to be heard. If an application for Site Plan of Development is submitted after twelve (12) days but prior to the Planning Board meeting, the application may be heard at the discretion of the Planning Board.
2. A map or maps prepared at a scale of not less than one (1) inch to one hundred (100) feet containing:
  - a. Name and address of the Applicant or his authorized agent and name of proposed development and any land within five hundred (500) feet of the proposed development in which the Applicant has title or interest;
  - b. Description of existing soil conditions as established by a soil scientist, geologist, engineer or by soil conservation service medium-intensity soil surveys;
  - c. Municipal tax maps and lot numbers and names of property owners within one hundred (100) feet;
  - d. Perimeter survey of the parcel and interior lot layout made and certified by a registered land surveyor relating to reference points, showing true north point, graphic scale, corners of parcel and date of survey and total acreage;
  - e. Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways and public or private rights-of-way;
  - f. If the site is not to be served by a public sewer line, then an on-site soils investigation report by a Department of Human Services licensed site-evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed location and design of the best practical subsurface disposal system for the site;
  - g. Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of entrances and exits of vehicles to and from the site onto public streets and curb and sidewalk lines;
  - h. Topography indicating contours at intervals of either 5, 10 or 20 feet in elevation as specified by the Planning Board;
  - i. Location of aquifers and aquifer recharge areas, if mapped.
3. Drawing or drawings showing:
  - a. Exterior of building with statement of exterior materials, texture and color;
  - b. Floor plan of building(s) showing location, maximum floor area and ground coverage and placement on site;
  - c. Landscaping sketch plan showing approximate placement and types of vegetation, fencing and screening;
  - d. Location, description and placement of signs.
  - e. Location, description and placement of exterior lighting.
4. A written statement or statements by the Applicant that shall consist of:

- a. Evidence from the applicant of his title and/or interest in the land for which the application covers;
  - b. A description of the proposed uses to be located on the site, including quantity and type of residential unit(s), if any;
  - c. Total maximum floor area and ground coverage of each proposed building and structure and maximum percentage of lot covered by each building or structures;
  - d. Summary of existing and proposed easements, restrictions and covenants placed on the property;
  - e. Method of solid waste disposal;
  - f. Erosion and sedimentation control plan;
  - g. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application;
  - h. The applicant's evaluation of the availability and suitability of off-site public facilities;
  - i. A statement from the developer that the requirements of the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services will be provided;
  - j. A statement from the developer that the proposed road construction will meet town specifications as detailed by the Public Works Department;
  - k. An estimate of the date when construction will start and when the development will be completed.
  - l. Proposal for protecting existing vegetation during construction and replacing that which may become damaged by construction.
  - m. Any additional information that the Planning Board deems necessary.
5. All applications shall be accompanied by a fee as provided in the Town Fee Schedule and may be amended from time to time, and which is incorporated herein by reference.

## **ARTICLE VI. AMENDMENTS TO PREVIOUSLY APPROVED SITE PLAN OF DEVELOPMENT APPLICATIONS**

1. Prior to making any change or revision to an application that has been approved by the Planning Board, the applicant must submit A Departmental Review Application to the Code Enforcement Officer. The applicant shall submit eight (8) copies of all documents 8½x11 and fifteen (15) copies of all documents larger than 8½x11 of the request along with all required documentation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed amendment or revision using certified mail return receipt requested postmarked the date application is submitted. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed amendment or revision by certify mail return receipt requested postmarked

the date application is submitted. The notification to the property owners and the Town Manager shall include a description of the proposed project, a sketch if there are proposed revisions to the footprint or a new structure, and a statement that written comments must be received by the Code Enforcement Officer within 10 days of the date of notice. Copies of the letter, description, sketch and verification of the certified mailing from the USPS, or equivalent carrier shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically.

2. The Planning Board may hold a Public Hearing concerning the amendment or revision within thirty (30) days of beginning review of an application. The time, date and place of hearing shall be published at least two times prior to the hearing in a newspaper of area-wide circulation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed amendment or revision using certified mail return receipt requested not less than twelve (12) days prior to the hearing. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Public hearings by the Planning Board shall be conducted according to the procedures outlined in Title 30, M.R.S.A., Section 2411, Subsection 3 (A), (B), (C), (D), and (E).
3. The application shall be accompanied by a fee as provided in the Town Fee Schedule and may be amended from time to time.

## ARTICLE VII. REVIEW STANDARDS

- A. Standards presented herein are intended to achieve the following objectives: Preserve the traditional New England character of the downtown; present an attractive gateway area; facilitate safe vehicular and pedestrian access; protect the value of abutting properties and the character of natural surroundings; promote intelligent, attractive and useful design; ensure economic investment and vitality; anticipate future growth.
- B. Performance Standards required for any approval by the Planning Board. The Planning Board shall approve or approve with conditions a submitted application if there is an affirmative finding based on information presented that the application meets the following standards. The applicant shall have the burden of establishing by demonstrable evidence that the application and project is in compliance with the requirements of this Ordinance.
  1. Preserve and Enhance the Landscape: The landscape shall be preserved in its natural state by minimizing disturbance of soil and removal of existing vegetation during construction. Landscaping shall be incorporated into the final plan and shall be designed and planted in such a way that shall define, soften or screen off-street parking areas from the public right of way and abutting properties, will enhance the physical design of the building and site and will minimize adverse impact on neighboring land uses. Invasive plants shall not be used in any landscaping project.
  2. Relationship to Surroundings: Proposed structures or additions to existing structures shall be harmonious with the terrain and existing buildings in the vicinity and shall;
    - a. Be of compatible scale and size;
    - b. Not to exceed thirty-five (35) feet in height measured from the ground or rise in sight above the Main Street church steeple;
    - c. Be of compatible architectural style, incorporating features such as, but not limited to, simple rectangular shape, gable roof or other traditional compatible roof line, dormers, compatible windows, doors and trim;

- d. Include as an integral element of design varying roof lines, awnings and canopies above windows or doors and other architectural elements to reduce bulk or scale of buildings. Designs shall seek to eliminate unadorned or blank walls through use of varying architectural elements, windows or other reflective surfaces. The Planning Board shall consider the use, location and surroundings of the structure when determining the appropriateness of the building's façade.
  - e. Have exterior of wood, stone, brick, or other material having the same architectural and visual properties;
  - f. Present minimal disruption to such natural features as slope, soil type and drainage ways;
3. Vehicular Access: The proposed layout shall ensure that vehicular and pedestrian traffic conditions shall not exceed reasonable limits for the neighborhood. Special consideration shall be given to the location, number and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, and existing or proposed traffic signalization and pedestrian-vehicular contacts. Applicants shall make all reasonable efforts to incorporate shared driveways, providing primary access to adjacent properties, reducing curb cuts on the main road.
4. Parking and Circulation: The design of vehicular and pedestrian circulation areas including walkways, interior drives and parking areas shall be safe and convenient and promote clearly delineated traffic patterns for pedestrian, private vehicle and service use.
  - a. Loading areas and general parking areas shall be separate and not detract from the proposed building or from neighboring properties.
  - b. Parking lots serving multiple establishments or providing general off-street parking are strongly encouraged. Applicant must provide adequate turning capacity for all public safety vehicles.
  - c. New construction, substantial enlargements or adaptive reuse of existing buildings subject to Planning Board review shall be required to provide adequate parking for employees and customers.
  - d. Applicants may satisfy parking requirements by entering into a written agreement with another property owner or through the utilization of municipal parking lots allowing for overnight and winter parking. The applicant must demonstrate to the Planning Board a long-term lease or other arrangement within close proximity of the proposed development site. The lease or other arrangement must have a duration of at least five (5) years plus two consecutive five (5) year automatic renewal periods. The Planning Board shall have the ability to determine if alternative agreements or use of public lots is sufficient to address the needs of the proposed development. (12-13-2011)
5. Surface Water Drainage: Adequate provision shall be made for surface drainage so that removal of surface waters will not adversely affect neighboring properties, downstream water quality, soil erosion or the public storm drainage system. On-site absorption shall be utilized to minimize discharges whenever possible. All drainage calculations shall be based on a ten-year storm frequency.
6. Applicants shall be required to meet any and all state and local regulated setbacks from all applicable vehicle rights of way. The applicant shall be restricted from building any non-impervious development within the setback area. This shall not restrict the construction of vehicular or pedestrian entrances to and exits from the property. Applications subject to dimensional requirements set forth in Article XI Section 2 and Section 2.a through 2.b are exempt from this section.
7. Existing Utilities: The development shall not impose an unreasonable burden on public utilities.
8. Advertising Features: The design and lighting of signs and other advertising structures shall be shielded and non-flashing and not detract from the design of the proposed building and other surrounding structures and properties.



9. Special Features of the Development: Exposed storage areas, exposed machinery installation, service areas, truck loading areas, utility buildings and similar structures shall have sufficient setbacks and screening to provide an audiovisual buffer sufficient to minimize their adverse impact on other land uses within the development area and surrounding properties.
10. Exterior Lighting: All exterior lighting shall be shielded and non-flashing, energy efficient and ensure safe movement of people and vehicles. Placement of lighting shall minimize glare and reflections on adjacent properties and the traveling public. Adverse impact is to be judged in terms of hazards to people and vehicular traffic and potential damage to the value of adjacent properties.
11. Emergency Vehicle Access: Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures.
12. Municipal Services: The development will not have an unreasonable adverse impact on the municipal services including municipal road systems, fire department, police department, emergency medical unit, solid waste program, schools, open spaces, recreational programs and facilities, and other municipal services and facilities.
13. Protection Against Undue Water Pollution:
  - a. In making this determination, the Planning Board shall at least consider the elevation of land above sea level and its relation to the floodplains, the nature of soils and subsoil's, and, if necessary, their ability to adequately support waste disposal and/or any other approved licensed discharge; the slope of the land and its effect on effluents; the aquifers and aquifer recharge areas; the existence of streams and surface runoff characteristics; cumulative impact of increased phosphorus loading to lakes; and the applicable federal, state and local laws, ordinances, codes and regulations.
  - b. The proposed development will not alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.
14. Protection Against Undue Air Pollution: The applicant shall consult federal and state authorities to determine applicable air quality laws and regulations and shall furnish evidence to the Planning Board of compliance with the required consultation.
15. Water Use: There is sufficient water available for the reasonable foreseeable needs of the development and will not cause an unreasonable burden on an existing water supply, if one is to be utilized.
16. Protection against unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition will not result.
17. Provision for adequate sewage waste disposal.
18. Protection against any undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas.
19. Protection of waters and shoreland: Whenever situated in whole or in part, within 250 feet of any pond, lake, river, will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water, and will be in compliance with the Shoreland Zoning Ordinance of the Town of Bridgton.
20. Limit of Noise levels. Will not raise noise levels to the extent that abutting and/or nearby residents are adversely affected.
  - a. Noise: Excessive noise at unreasonable hours shall be required to be muffled so as not to be objectionable due to intermittence, beat frequency, shrillness, or volume (please refer to table below).
  - b. The maximum permissible sound pressure level of any continuous regular or frequent source of sound produced by any activity regulated by this Ordinance shall be as established by the time period and type of

land use listed below. Sound pressure levels shall be measured on a sound level meter at all major lot lines of the proposed site, at a height of at least four (4) feet above the ground surface.

Sound Pressure Level Limit	
7a.m. - 8p.m.	8p.m. - 7a.m.
70 dB (A)	55 dB (A)

c. The following uses and activities shall be exempt from the sound pressure level regulation:

1. Noises created by construction and maintenance activities between 6:30a.m. and 8:00p.m.
2. The noises of safety signals, warning devices, and emergency pressure relief valves and any other emergency activity.
3. Traffic noise on public roads.

21. Conformance with Comprehensive Plan for the Town.

22. ADA Compliance. All new construction and substantial enlargements or renovations of existing buildings as defined in this ordinance, requiring a permit, shall adhere to all applicable sections of the American's with Disability Act (ADA).

23. Location in Flood Zone: The sub divider shall determine, based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, whether the proposed development in whole or part, is in a flood prone area. If the proposed development, or any part of it, is in such an area, the applicant shall determine the one hundred (100) year flood elevation and flood hazard boundaries within the development. The proposed development plan shall as a condition of site plan approval assure that principal structures on lots in the subdivision shall be constructed with their lowest floor, including basement, at least one (1) foot above the one hundred (100) year flood elevation.

24. Proof that the applicant has adequate financial and technical capacity to meet the above standards.

## **ARTICLE VIII. LARGE SCALE WATER EXTRACTION**

### **SECTION 1. Inapplicability**

1. The requirement of review and approval shall not apply to extraction of ground water which is to be used within the Town of Bridgton for standard agricultural purposes, for part of a community non-transient public drinking water supply as defined under Maine Drinking Water Program rules or for domestic water supplies to private residences within the Town of Bridgton. Also exempt is water supply for public facilities such as schools within the Town of Bridgton, fire suppression, or for existing residential, commercial, agricultural, or industrial use and consumption within the Town of Bridgton

## **ARTICLE VIII. LARGE SCALE WATER EXTRACTION**

### **SECTION 2. Applicability**

1. The extraction of more than 50,000 gallons on any given day or 1,000,000 annually of ground water, spring water, surface water and/or water from an aquifer by any one entity of person, or consortium or association of entities or persons acting in concert, regardless of the number of extraction facilities utilized, shall require review and approval by the Bridgton Planning Board.

## **ARTICLE VIII. LARGE SCALE WATER EXTRACTION**

### **SECTION 3. Pre-application Meeting Before the Planning Board**

1. Prior to submitting an application for development, the developer or his authorized agent may appear at a regular or special meeting of the Planning Board to informally discuss the proposed development.
2. Requirements set forth in Article IV Section 2 of this Ordinance shall apply.

## **ARTICLE VIII. LARGE SCALE WATER EXTRACTION**

### **SECTION 4. Application Process**

1. Applications for Large Scale Water Extraction shall be in writing, stamped and certified by a Maine Registered professional Engineer or Maine-Certified Geologist and be accompanied by Site Plans stamped by a Maine-Licensed surveyor.
2. Application requirements set forth in Article V of this Ordinance shall also apply.
3. The Planning Board shall have thirty (30) days from the date of submission to conduct a preliminary review of the application solely for the purpose of determining whether the application is complete as required by this Ordinance.
  - a. If within said thirty (30) day period the Planning Board determines the application is incomplete, in any material or relevant respect, it shall inform the applicant, either by writing, or verbally at a regularly scheduled meeting of the Board at which the applicant or its duly authorized representative is present, after which the applicant shall have a reasonable period of time, not to exceed sixty (60) days to complete its application in accordance with this Ordinance, upon failure of which the application shall be deemed withdrawn.
  - b. If by the end of said thirty (30) day period for review of completeness the Planning Board has not informed the applicant the application is incomplete, it shall be deemed complete, in which case the Board shall schedule a public hearing no later than sixty (60) days from the date the application was originally submitted, or no later than sixty (60) days from the date a supplemental application was submitted.
  - c. The Planning Board shall hold a Public Hearing within thirty (30) days of the determination of application completeness. The applicant or authorized agent for the applicant shall notify owners of all properties within one thousand (1,000) feet of the property involved by certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times and posting of notice in at least three conspicuous public places within the Town. Related advertising fees will be deducted from the Escrow.
  - d. Within thirty (30) days of the Public Hearing, or within such other time limit as may be otherwise mutually agreed to, the Board shall meet to render a decision.
  - e. No later than thirty (30) days following the official decision, the Board shall issue a written decision with findings of fact and rulings and conclusions.
4. Any independent technical evaluation shall be at the applicant's expense.
5. Copies of approved state and federally mandated permits. Applications will not be accepted until all state and federal permits are complete and approved;

6. Evidence of applicant's right, title and interest to the property(ies) from which the water is to be extracted, whether by lease, option, contract or otherwise. Ownership and title as evidenced by a deed, in its entirety, duly recorded in the Cumberland County Registry of Deeds;
7. A statement of total maximum quantity of water to be extracted, as the annual total, then maximum monthly total and the maximum daily total from all extraction points operated by the same individual or entity, or consortium or association of individuals or entities;
  - a. The location(s) of points of extraction;
  - b. The method(s) of extraction;
  - c. The proposed use for which the water is to be extracted, including the identity of any end user of the extracted water whose facilities for use, processing, transporting, storage, bottling, shipping, piping, sales or other similar activities are located outside the Town of Bridgton;
8. A copy of any related application and exhibits, reports, and public correspondence for such extraction and related facilities filed or to be filed with any other municipal authority or any agency or department of the State of Maine or federal government, including as required by 38MRSA 481-490 (Site Location of Development), 38MRSA 480-A to 480-Z (Natural Resources Protection Act), 22 MRSA 2660 et seq. (transportation of water for commercial purposes) or under other applicable Department of Environmental Protection (DEP) or Department of Health and Human Services rules and regulations;
9. A copy of any related permit, approval, or denial for such extraction or related facilities as may have been issued by any agency including but not limited to DHHS bulk Water Transport Permit, DHHS Public Water Supply approval, DEP Site Location License, or DEP Wetlands Alteration Permits (all such permits are needed prior to application);
10. A written report, certified to the Bridgton Planning Board, procured and paid for by the applicant, of a hydro geologic investigation and study conducted, prepared and stamped and certified by a Maine Registered Professional Engineer or Maine Certified Geologist or any other professional engineer as may be determined by the Planning Board. The report shall be based on a hydro geologic investigation of sufficient detail to provide but not be limited to the following information;
11. A map of the entire topographic drainage basin up gradient of the water extraction site(s) showing the basin boundaries, sub basin boundaries that may be of significance to the recharge of the water extraction site(s), and the location of the extraction site(s);
12. Two maps of the aquifer as specified below showing the spring(s), well(s) or excavation(s) from which water is to be extracted; and the wetlands, including significant vernal pools, and surface water bodies within two thousand (2,000) feet of the extraction site(s). These maps shall be at a scale of one hundred feet (100) to an inch and shall depict topographic contours at an interval of twenty (20) feet or less. The two maps shall show the following information, respectively 1) Water Table contours under ambient conditions, and 2) Water Table contours under actual pumping conditions at the completion of a five day constant rate pumping test at a rate at or above that proposed for operation. These maps shall be based on Water Table elevation measurements from monitoring wells and surface water bodies in the vicinity of the extraction site(s), and must include estimated surface water elevations for more distant locations. The applicant shall take reasonable measures to obtain such data from land not owned by the applicant but not required to include such data if other land owners do not allow access;
13. A map showing the long-term zone of contribution to the extraction site(s) based on maximum proposed extraction rates, and a quantitative water budget analysis that includes precipitation input, evapotranspiration losses, surface water runoff, ground water flux, and discharge-recharge relationships between surface water and ground water;
14. Two scaled geologic cross-sections effects of long-term water extraction on local and regional ground water levels, wetlands; ponds or lakes levels; base flow in streams; and any water quality changes in ground water and surface water bodies due to the proposed use;

15. Locations and logs of all subsurface explorations, including but not limited to test pits, borings, probes, and geophysical data. Installation diagrams of all wells, including, as applicable, depth, screened interval(s), casing length, elevation of ground surface and top of casing materials used, length of seals, and other relevant information. Background water level and water quality data, including, as applicable, stream flow, spring flow, wetland boundaries and hydro period, and other information as determined to be necessary by the Board. Precipitation data from a location or locations and for a period determined to be acceptable by the Board;
- o. The aquifer characteristics including hydraulic conductivity and transmissivity, average daily, monthly, and annual extraction rates;
16. The applicant shall be responsible for notifying owners of all properties within one thousand (1,000) feet of the extraction point(s), as identified by the application, by written notification of time, place and date of Planning Board Meeting. Notification shall also include an explanation of the intent, scope, location of the proposed water extraction in terms readily understandable to a layman. Such notice shall be sent certified with a return receipt not less than fifteen (15) days before the Meeting. A copy of the notice along with verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of properties shall be considered to be the persons listed as those against whom taxes are assessed in the most recent tax records of the Town of Bridgton;
17. A small scale site plan showing existing network of public or private roads leading to or by the extraction point(s);
18. Any proposed new roads or driveways to be constructed for access to and egress from the extraction point(s), and the point(s) of intersection of such proposed roads or driveways with existing roads;
19. The location and type of monitoring and test wells;
20. Any existing or proposed pipes, pipelines, aquaducts or similar that are intended to facilitate transport of the extracted water from the extraction point(s) towards the intended end user;
21. Any existing or proposed utility lines to be used in the extraction operation(s);
22. A detailed plan of the extraction point(s) including without limitation: well heads, pumping facilities, monitoring or test wells, lighting, all structures including but not limited to buildings, sheds, tanks, and silos, paving, vehicular drives, parking and turnaround, utility lines, fencing, pipelines, access roads or driveways, elevation and contour lines;
23. Any other relevant material detail(s) bearing on the proposed extraction process the omission of which would tend to hinder the ability of the reviewing authority, affected landowners, or the public from developing a full understanding of the scope and impact of the proposal.
24. Any vehicular demand on existing town roads or public easements occasioned by the operation of the extraction and related storage and transfer facility(ies) shall not exceed the capacity of those roads as determined by the Bridgton Road Commissioner, or cause the premature failure, aging or diminished utility of those roads;
  - a. To the extent the extraction facility(ies) will be served by pipes, pipelines, aqueducts or similar, such installations shall be sited and constructed in a manner which shall not interrupt the public's use of any existing roadway, interrupt the public's access to any private facility, great pond or similar; interrupt private access to private property; or pose the risk of damage to any property along or through which such installation traverses as a result of any failure or malfunction which might cause ponding, erosion, run off or similar.
  - b. The proposed extraction and activities incident to such extraction such as increased traffic (volume and type), parking, noise, glare from lights, or similar potential for nuisances shall not cause a negative impact on adjacent properties, and nearby vicinity as a whole. Hours of operation to be determined by the Planning Board and implemented according to type of activity.

- c. Provisions shall be made for vehicular access to extraction facility(ies) and for circulation, loading and unloading upon the lot in such manner as to safeguard against hazards to traffic and pedestrians on adjacent streets or roads, to avoid traffic congestion and traffic safety hazards, or other safety risks.
  - d. Any driveways or access roads to the extraction facility(ies) shall be designed in profile and grading and located so as to provide sight distances as specified by the Maine Department of Transportation.
  - e. Driveways or access roads to the extraction facility(ies) shall conform to the standards outlined in the Town of Bridgton Subdivision Regulations.
25. All water extraction meters must be calibrated, certified and sealed annually by the Maine State Department of Weights and Measurers with all costs to be paid by the applicant or the extractor.
  26. The quantity of ground water to be extracted will not have a negative impact on ground water flow patterns relating to the aquifer, its recharge areas, or other ground water sources within the Town of Bridgton.
  27. The quantity of ground water to be extracted will not negatively impact, diminish or alter any surface waters within the Town of Bridgton, including during any periods of drought.
  28. The quantity of ground water to be extracted will not cause any ground subsidence beyond the property lines of applicant's property.
  29. The quantity of ground water to be extracted will not adversely affect the long-term sustainability of the aquifer, or its recharge areas, including during periods of drought.
  30. The quantity of ground water to be extracted will not negatively impact the quality of the ground water in the aquifer.
  31. Trucks transporting water must only use roads approved by the Planning Board.
  32. Representative(s) of the Town of Bridgton shall have access to all wells and facilities for oversight purposes.
  33. Extraction well(s) shall not have a negative impact on the water quality or quantity of any public or private wells or spring in the Town of Bridgton, Maine.

## **ARTICLE VIII. LARGE SCALE WATER EXTRACTION**

### **SECTION 5. Enforcement**

1. Standards outlined in Article XIV shall also apply.
2. The applicant assumes any and all liability for the loss, interruption, degradation or interference with the pre-existing beneficial domestic use of ground water by a landowner or lawful land occupant, or other public or private water supply, caused by applicant's withdrawal or extraction of water.
3. Liability for harmful ground water withdrawal shall be governed by 38MRS 404.
4. Also, the liability of applicant shall be for compensatory damages only, and shall be limited to the following:
5. All costs necessary to restore the landowner or lawful land occupant to a status which is reasonable equivalent in terms of quantity and quality of ground water, made available on a similarly accessible and economic basis;
6. Compensatory damages for loss or damage to the property, including, without limitation, the loss of habitability of residence, caused to the landowner or lawful land occupant by reason of the interference prior to restoration of the status provided for in subparagraph F.3.a.; and
7. Reasonable costs, including expert witness and attorney fees incurred in initiating and prosecuting an action when necessary to secure a judgment granting the relief provided for under this section.

**ARTICLE VIII. LARGE SCALE WATER EXTRACTION**  
**SECTION 6. Performance Standards**

1. Every extraction well site shall be provided with a minimum of three monitoring test wells, the location of these monitoring test wells must first be approved by the Town of Bridgton and these wells must monitor the same geologic unit that is producing the ground water for the extraction well. Any private wells within the zone of contribution shall be monitored.
2. The approved applicant shall provide the Town of Bridgton with quarterly hydro geologic status reports documenting compliance with their permit, the effects of the extraction on the local and regional ground water system, and confirmation that the extraction is not degrading water quality or quantity. The report shall include but not be limited to a tabulation of ground water extraction volumes on a daily and monthly basis; monthly ground water level trends from each monitoring well set associated with the extraction well, and a discussion of any variation in the effects of extraction compared to predicted hydro geologic response. All quarterly reports will be submitted to an independent expert for review. The independent expert will be chosen by the Bridgton Planning Board and paid for the applicant.
3. The applicant must submit quarterly operating records to the Bridgton Planning Board. Such reports shall show daily, monthly, and yearly totals of water extracted and the amount stored and shipped for each interval. Detailed records must also be kept as to the vehicles on which water is shipped, including the loading weight and the vehicle gross weight, the departure time and the intended destination.
4. Ground water samples shall be collected on an annual basis in August and analyzed for an appropriate suite of water quality parameters. Samples shall be collected from at least two hydraulically up gradient locations and two hydraulically down gradient locations. In addition, representative samples from 10% of the private wells within the zone of contribution will be included in the August water quality analysis. The water quality parameters and sample locations shall be approved beforehand by the Town of Bridgton or its representative. An itemized report defining sample location(s) and results shall be submitted to the Bridgton Planning Board no later than thirty (30) days following the collection of such samples.
5. If in any seven (7) days out of a twelve (12) day rolling window, the flows are below 120 percent of the proposed minimum base flows, the alert level is triggered. While on alert status the reporting frequency to the Planning Board will increase to weekly reporting of flow monitoring and include a weekly description of operational modifications to ensure that the minimum base flows are not reached. Operational modification will entail reduction in pumping. The reduction in pumping will vary between a complete stop of pumping to no reduction in pumping. If the alert level is triggered, the applicant must notify the Planning Board before the end of the following workday (weekends and holidays excluded). The applicant must implement, within twenty-four hours, any operational changes potentially including cessation or reduction in pumping rate and or supplementing existing flows required by the Planning Board following Planning Board review of the weekly reports. The Planning Board will determine whether and when the previously approved reporting schedule may be resumed.

**ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**  
**SECTION 1. Purpose**

1. In addition to the requirements of Article I "Purpose" of this Ordinance the following criteria shall also apply to applications for Surface and Subsurface Mineral Extraction.
2. The purpose of this section is to put into law minimum removal, and reclamation standards, and municipal procedures intended to regulate the removal, processing and storage of topsoil, loam, rock, flat rock, sand, gravel, metallic minerals, or other similar materials. These standards and procedures are intended to protect the public health, safety, and general welfare; and to minimize the adverse impact of extraction to the Town, abutting property owners, citizens of the Town and wildlife and natural resources by:

- a. Preserving and protecting surface and groundwater quality and quantity for current and future use of the town and/or its residents.
- b. Preserving the value of property and its future ability to be an asset to the town and its residents.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 2. Review Procedures**

1. Requirements stated in Section 4 "Review Procedures" shall also apply.
2. The applicant shall be responsible for notifying owners of all properties within one thousand (1,000) feet of the extraction site by written notification of time, place and date of Planning Board Meeting as identified by the applicant using certified mail return receipt requested. The applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt. Along with the notification to the property owners and the Town Manager the applicant shall include a sketch of the proposed project. Notification shall also include as explanation the intent, scope, location of the proposed extraction in terms readily understandable to a layman. Such notice shall be sent not less than fifteen (15) days before the Planning Board Meeting. A copy of the notice along with verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of properties shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically.
3. The Planning Board shall hold a Public Hearing within thirty (30) days of the determination of application completeness. The applicant or authorized agent shall be responsible for notifying owners of all properties within one thousand (1,000) feet of the extraction site by written notification of time, place and date of such hearing. The applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. Along with the notification to the property owners and the Town Manager the applicant shall include a sketch of the proposed project. Copies of the letter, sketch and return receipts shall be made a part of the application. This notice shall be sent not less than fifteen (15) days before the Public Hearing. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times and posting of notice in at least three conspicuous public places within the Town. Related advertising fees will be deducted from the Escrow.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 3. Application requirements**

1. Application requirements stated in Article V shall also apply.
  - a. Name and address and telephone number of the applicant, and the name, address and telephone number of the owner of the property, if different from the applicant.
  - b. Verification of the right, title or interest the applicant has in the property; a copy of the deed(s) of the property together with copies of all covenants, deed restrictions, easements, rights of way, or other encumbrances, including, but not limited to, liens and mortgages currently affecting the property.
  - c. The date the plan was prepared with the name, address and telephone number of the person or company that prepared such plan.
  - d. Scale is to be no more than one hundred (100) feet or less than forty (40) feet per inch. All dimensions to be marked in feet or decimals of a foot, north arrow shown and paper size no smaller than 24" x 36".



- e. Contour lines showing elevations in relation to mean sea level at appropriate intervals to show the effect on the land of existing and proposed grades for areas proposed to be excavated or filled. Contour intervals shall be a maximum of five (5) feet.
- f. Boundaries of the tract of land showing lot lines of properties within one thousand (1,000) feet as defined on the Town of Bridgton Tax Assessor's Maps with total acreage of the subject parcel(s) indicated including the Town of Bridgton Tax Assessor's map(s) and lot number(s); the names of all the property owners within one thousand (1,000) feet of any line, as determined by the Bridgton Tax Records, shall be shown. The Planning Board may require a boundary survey of the property by a licensed surveyor if the boundaries are in question.
- g. Location of existing and proposed mineral extraction activities and structures on the property.
- h. Approximate location of residential structures on properties within 1,000 feet of the proposed activity.
- i. Location and identification of existing public and private streets, roadways and rights-of-way associated with the subject property(ies).
- j. Location of proposed access road to the mineral extraction activity from public roadways.
- k. Location of all setbacks, buffers and conservation areas and protected natural resources.
- l. Location, intensity, type, size and direction of all outdoor lighting.
- m. Location and size of signs and all permanent outdoor fixtures such as fences, gates and utility poles.
- n. Location and type of existing and proposed berms, fences, hedges and tree lines.
- o. Location of known existing natural drainage ways and proposed storm drainage facilities, including dimensions of culverts, pipes, etc. If any portion of the mineral extraction activity is in a flood-prone area, the boundaries of any flood hazard areas and the one hundred (100) year flood elevation shall be delineated on the plan.
- p. Location of known existing wells as defined by the owner within one thousand (1,000) feet of the proposed activity, if 5 acres or more; or within five hundred (500) feet of the proposed activity if less than (five) 5 acres; and all wells on the parcel itself.
- q. Location of proposed hazardous material storage areas including, but not limited to, fuel storage and handling, and washdown areas per current Maine Department of Environmental Protection specifications.
- r. Name of the proposed manager of operations.
- s. An estimate of the average daily traffic and a traffic impact narrative during periods of operation projected to be generated by the activity to show that the minimum standards in Article VII of this Ordinance have been met.
- t. A narrative description of the surface and ground water impacts, including protection plans and the identification of any significant mapped aquifers.
- u. Information and a map showing soils conditions on the site of the proposed mineral extraction activity. For subsurface sewage disposal proposed, the information shall include evidence of soil suitability according to the standards established in Article VII of this Ordinance. The Site Plan shall show the location of soil test areas.
- v. A Soil Erosion and Sedimentation Control Plan, prepared in accordance with the standards contained in the latest revision Best Management Practices (BMP's) as established by the State.
- w. A Reclamation Plan showing the final grades and revegetation plan, and any phasing of the plan.

- x. A narrative description of the impact on the wildlife habitat, and the location of any deer yard or other significant wildlife habitat designated by Maine Dept. of Inland Fisheries and Wildlife, including any proposed mitigation.
- y. A narrative description of the present use of the parcel and property within five hundred (500) feet of the activity.
- z. Estimated longevity of the operation, including phasing.
- aa. Proposed hours and days of operation.
- bb. A Spill Prevention, Control & Containment (SPCC) Plan.
- cc. Blasting Plan, if any proposed blasting activity is to occur.
- dd. Copies of all submissions made to any federal or state agency(ies) concerning the property.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 4. Review Standards**

1. In addition to the requirements of Article VII “Review Standards” of this Ordinance the following criteria shall also apply to applications for Surface and Subsurface Mineral Extraction.
  - a. Mineral extraction activities shall conform to all applicable state laws and local ordinances or regulations.
  - b. The owner and/or operator of a mineral extraction activity shall be responsible, both jointly and severally, for ensuring the maintenance of all infrastructure, structures and their sites.
  - c. Mineral extraction activities in the Shoreland Zone shall be in accordance with the Shoreland Zoning Ordinance or this Ordinance whichever is stricter.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 5. Performance Standards**

1. Sediment may not leave the parcel or enter a protected natural resource.
2. Internally Drained Projects.
  - a. Land shall be restored and stabilized according to the Reclamation Plan.
  - b. A volume calculation shall be provided demonstrating that the area(s) will safely hold a volume of precipitation at least equal to that which may be expected in the area from the ten (10) year, twenty-four (24) hour storm event for the region.
3. Externally Drained Projects.
  - a. If surface water flows out of and away from the proposed site during and after the site is excavated, the following should be provided to assure proper erosion control and prevent siltation of downstream waters. Temporary erosion control measures shall be included in the project design, such as hay bale barriers, silt fencing, and riprap. Plans shall show the location and installation details and include a description of the timing of installation, inspection and maintenance of erosion control measures.
  - b. A site plan showing preconstruction and postconstruction contours, and if applicable, phased contours. The plan must show the watershed, on and off site watershed boundaries and hydrologic surface water flow lines.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 6. Reclamation Plan**

1. The affected land must be restored to a condition or physical state that is either similar to and compatible with that which existed prior to any development or encourages the productive use of the land. A Reclamation Plan is required for all activities according to the following specifications.
2. Soil Stockpiling. Soil which is stripped or removed must be stockpiled for use in reclaiming disturbed land, unless it is demonstrated to the Planning Board that it is not needed for reclamation purposes. Soil stockpiles must be seeded, mulched, or otherwise stabilized. At least 4 inches of any previously stripped topsoil will be used for final cover.
3. Regrading. A slope no greater than the natural angle of deposition for the type of material being deposited.
4. Vegetative cover. Vegetative cover must be established on all affected land. Topsoil must be placed, seeded, and mulched within thirty (30) days of final grading.
5. Vegetative material used in reclamation must consist of grasses, legumes, herbaceous, or woody plants or a mixture thereof. Plant material must be planted during the first growing season following the reclamation phase. Selection and use of vegetative cover must take into account soil and site characteristics such as drainage, pH, nutrient availability, and climate.
6. The vegetative cover is acceptable if within one growing season of seeding. The planting of trees and shrubs results in a permanent stand, or regeneration and succession rate, sufficient to assure a 50% survival rate and the planting results in 90% ground coverage.
7. Phased Reclamation. For guidance in planning and implementation of reclamation see Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices (March 1991 or latest edition), Section 10 Pit Reclamation.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 7. Petroleum Usage**

1. Spill prevention, control and countermeasures are applicable to all size projects.
2. If any petroleum products or other materials with potential to contaminate groundwater are to be stored on the site, a Spill Prevention and Countermeasures (SPCC) Plan shall be submitted. An SPCC Plan shall be developed in accordance with DEP regulations.
3. Crankcase oil, hydraulic fluids or similar products shall not be disposed of within the excavation area in violation of Department of Environmental Protection regulations.
4. Any discharge or leak of petroleum product over a gallon shall be immediately reported to the Code Enforcement Officer. All discharges or leaks of any size shall be cleaned up promptly according to Best Management Practices.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 8. Buffers and Setbacks**

1. Buffers and setbacks shall be shown on the plan as follows:
  - a. To minimize visual impacts and provide for wildlife, a seventy-five (75) foot natural buffer shall be maintained from property boundaries. This buffer may be reduced to no less than twenty-five (25) feet with written permission of an abutting landowner; or may be eliminated between abutting properties provided that written permission is obtained and erosion and stormwater control standards on both properties are met. Said document to reduce buffer or eliminate buffer must be approved and signed by the abutter(s) and must be recorded in the

Cumberland County Registry of Deeds. Any written permission to reduce or eliminate buffer must provide that it remains in effect until mining ceases.

## 2. Existing Structures

- a. A three hundred (300) foot buffer from the closest edge of an existing residence, business structure or farm building used for livestock shall be maintained with all projects. This buffer may be reduced with written permission of the owner of the existing residence, business structure or farm building. Any written permission to reduce buffer must provide that it remains in effect until mining ceases. Said document to reduce buffer must be recorded in the Cumberland County Registry of Deeds.
- b. A one hundred (100) foot undisturbed natural vegetated buffer from the closest edge of the shoulder of a public road shall be maintained with all projects. This provision shall not prevent the installation of an access road or utilities for the proposed project.

## ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

### SECTION 9. Road Design, Circulation and Traffic

1. The intersection of any road within the development area and an existing public road shall meet the following standards:
  - a. The angle of an intersection shall be 60° to 90°.
  - b. The maximum permissible grade within seventy-five (75) feet of the intersection shall be five percent (5 percent).
  - c. A minimum sight distance of ten (10) feet for every mile per hour of posted speed limit on the existing road shall be provided. Sight distances shall be measured from the driver's seat of a vehicle that is ten (10) feet behind the curb or edge of the shoulder line with the height of the eye 3½ feet above the pavement and the height of object 4¼ feet.
  - d. The center line of any road within the project intersecting an existing public road shall be no less than one-hundred-twenty-five (125) feet from the center line of any other road intersecting that public road.
2. Turning lanes, traffic directional islands, frontage roads, and traffic controls shall be provided on Town roads at the developer's expense, where necessary, in the opinion of the Bridgton Planning Board to safeguard against hazards to traffic or pedestrians and/or to avoid traffic congestion. Additional review and approval may be required by the State of Maine Department of Transportation.
3. All access/egress roads leading to or from the extraction site to paved public ways shall be treated with suitable materials to reduce dust and mud and paved or maintained hard surface for a distance of at least two hundred (200) feet from the paved public road.
4. Traffic impacts to be considered:
  - a. Where mineral extraction activity traffic proposes to use Town maintained roads, the activity scope must be suitable and appropriate to the projected daily traffic impacts as determined by the Bridgton Planning Board.
  - b. The road giving access to the mineral extraction activity and neighboring roads which can be expected to carry traffic to and from the mineral extraction activity site shall have traffic carrying capacity. If this is a Town road the Planning Board may determine that it be suitably improved to handle the carrying capacity from the project. Necessary studies and road improvements shall be at the owner's expense.
5. Routing.

- a. Where necessary to safeguard against hazards to pedestrians and to avoid traffic congestion, or adverse impacts to Town roads, alternative routing may be required by the Planning Board.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 10. Ground Water Impacts**

1. The following requirements apply to all projects unless otherwise noted:
  - a. Assessment Submitted. The Planning Board must be satisfied that the mineral extraction activity will not cause an adverse impact to ground water quality and quantity before approving any application.
  - b. To provide an adequate buffer for ground water and allow for filtration of impurities from surface water, mineral extraction shall not be any closer than two (2) feet above the maximum seasonal high water level unless an application has been submitted to and approved by the State of Maine Department of Environmental Protection for excavation below the seasonal high groundwater table and all other minimum design and performance standards and application requirements per this Ordinance, are met. The applicant shall provide documentation of the groundwater table. The Planning Board may require monitoring of groundwater levels and quality to assure there are no adverse impacts to any water supplies or wells within 500 feet of the perimeter of the work site.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 11. Water Supply Buffer**

1. A three hundred (300) foot separation must be maintained between the limit of excavation and any predevelopment private drinking water supply. Separation may be reduced to no less than one hundred (100) feet with written permission of owner and recorded in the Cumberland County Registry of Deeds. A one thousand (1,000) foot separation must be maintained between the limit of excavation and any well or spring which qualifies as a public drinking water supply. The Planning Board may require larger buffers from water supplies, if they find that a hazard is shown to exist due to the mineral extraction activity.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 12. Water Use**

1. A mineral extraction activity must not withdraw more than 5,000 gallons of ground water per day, unless a hydrogeologic study which supports withdrawal of more than 5,000 gallons per day is submitted by a qualified professional.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 13. Standards for Acceptable Ground Water Impacts**

1. Projections of ground water quality shall be based on the assumption of drought conditions (assuming sixty percent (60 percent) of annual average precipitation) based on a ten (10) year average.
2. No mineral extraction activity shall increase any contaminant concentration in the ground water to more than one half of the Federal Primary Drinking Water Standards. No mineral extraction activity shall increase any contaminant concentration in the ground water to more than the Federal Secondary Drinking Water Standards.
3. If ground water contains contaminants in excess of the primary standards, and the mineral extraction activity is to be served by on site ground water supplies, the applicant shall demonstrate how water quality will be improved or treated, if necessary.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

## **SECTION 14. Solid Waste Disposal**

1. No solid waste, including stumps and grubblings, shall be placed, stored, or disposed of in the mineral activity site unless it meets the requirements of the rules and regulations of the Maine Department of Environmental Protection.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 15. Hours of Operation**

1. The hours of operation shall not be earlier than 7:00a.m. and no later than 7:00p.m. Monday through Friday, no earlier than 7:00a.m. and no later than 2:00p.m. Saturday, and shall be prohibited from operating on Sunday. Exceptions may be approved by the Code Enforcement Officer. Depending on the location of the site the hours of operation may be revised by the Planning Board. Excluded from the specified hours of operation are hours related to general office duties, general maintenance and repair of equipment and any unforeseen emergency.
  - a. The hours of operation for rock crushing and blasting activity associated with gravel pits shall not be earlier than 7:00a.m. and no later than 5:00p.m. Monday through Friday, no earlier than 8:00a.m. and no later than 12:00p.m. Saturday, and shall be prohibited from operating on Sunday. It shall be limited to three (3) periods consisting of six consecutive days within a single three (3) year period. An extension shall be granted by the Code Enforcement Officer upon written request by the applicant and a showing of just cause for the extension. Any time not used during a three (3) year period can not be carried over to the next three year period.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 16. Performance Standards - Rock Mining/Extraction Operations**

1. In addition to the performance standards listed in Article X Section 1 "Purpose" of this ordinance, rock mining operations shall conform to the following:
  - a. The maximum limit of material that may be extracted per year is 100,000 cubic yards.
  - b. A surveyed report of the quarry material on site to be excavated must be calculated and submitted with the permit application and the amount extracted per year confirmed by an annual inspection report by a third party civil engineer at the applicant's expense. Said report to be submitted to the Bridgton Code Enforcement Officer for review and any comment.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 17. Reclamation Performance Guarantees**

1. As determined by the annual report, once the project meets five (5) acres the owner/applicant must submit:
  - a. A performance bond payable to the Town issued by a surety company, approved by the Selectmen; or
  - b. An irrevocable bank letter of credit from a financial institution establishing funding for the construction or reclamation of the mineral extraction activity, from which the Town may draw if reclamation or construction is inadequate, approved by the Selectmen; or
  - c. May propose alternatives to the above.
2. Contents of Guarantee
  - a. The performance guarantee shall contain a reclamation schedule, cost estimates for each major phase of reclamation taking into account inflation, provisions for inspections of each phase of reclamation, provisions for the release of part or all of the performance guarantee to the permit holder, and a date after which the permit holder will be in default and the Town shall have access to the funds to finish reclamation. Inspection shall be done by

the Code Enforcement Officer and/or Civil Engineer approved by the Board of Selectmen. Expenses of said inspection shall be the responsibility of the applicant.

3. Performance Bond

- a. A performance bond shall detail the conditions of the bond, the method for release of the bond or portions of the bond to the developer, and the procedures for collection by the municipality. The bond documents shall specifically reference the mineral extraction activity for which approval is sought.

4. Letter of Credit

- a. An irrevocable bank letter of credit from a bank or other lending institution shall indicate that funds have been set aside for the complete reclamation of the mineral extraction activity and may not be used for any other project or loan.

5. Phasing of Development

- a. The Board may approve phased performance guarantees, when a mineral extraction activity is approved in separate and distinct phases.

6. Performance Bond Review

- a. Any performance bond or proof of financial capacity shall be reviewed no later than thirty (30) days before the expiration of the guarantee, and adjusted if necessary. The applicant may also request adjustments in the guarantee.

7. Release of Guarantee

- a. Prior to the release of any part of the performance guarantee, the Board of Selectmen shall determine to its satisfaction, in part upon the report of a certified Civil Engineer and/or whatever other agencies and departments may be involved, that the reclamation meets or exceeds the design requirements for that portion of the reclamation for which the release is requested.

8. Default

- a. If upon inspection, the Code Enforcement Officer or other inspecting official finds that any of the required reclamation has not been performed in accordance with the approved plans and specifications, they shall so report in writing to the Board of Selectmen, and the permit holder and guarantor. The permit holder shall have thirty (30) days from the date of such report unless otherwise specified by the Code Enforcement Officer, to remedy any insufficiency noted. Thereafter, the Board of Selectmen shall take any steps necessary to enforce the guarantee and remedy the insufficiencies.

**ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

**SECTION 18. Enforcement and Inspections**

1. Reclamation Certification

- a. Upon completion of reclamation or a reclamation phase, a written certification signed by a professional Civil Engineer registered in the State of Maine shall be submitted to the Board of Selectmen at the expense of the applicant, certifying that the reclamation is in compliance with the approved plans.

2. Violations

- a. No Mineral Extraction Activity Plan shall be recorded in the Cumberland County Registry of Deeds until a Final Plan has been approved and signed by the Planning Board in accordance with this Ordinance.

- b. No person, corporation or other legal entity may sell or offer to sell any materials in a mineral extraction activity site which sale or offer to sell has not been approved by the Planning Board.

## **ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

### **SECTION 19. Alternate Submissions**

1. Activities that already have a valid DEP permit or a complete pending DEP application may submit the DEP application to the Planning Board subject to the Planning Board request for additional information on submissions above, not covered by the DEP application.
2. Waivers of Submissions
  - a. The Planning Board may grant waivers from specific application submission requirements, provided the applicant can demonstrate all of the following;
  - b. A waiver would not be contrary to the public interest;
  - c. A literal enforcement of submission requirements would result in an unnecessary or undue hardship;
  - d. The intent of the item being waived can be met in some other manner;
  - e. There will be no adverse impacts resulting from the waiver.

## **ARTICLE X. SPECIAL REGULATIONS AND DIMENSIONAL REQUIREMENTS**

### **SECTION 1. Special Regulations**

1. The following regulations shall be complied with in addition to the performance standards contained in Article VII "Review Standards" of this Ordinance for residential-institutional, industrial and commercial.
  - a. An institutional use requiring federal, state and or local licensing shall obtain such license before a Conditional Use Permit is granted by the Planning Board.
  - b. The applicant shall furnish the Planning Board detailed information relating to projected numbers and types of clients; planned and projected numbers of staff and duties, so that the Planning Board can determine the availability of necessary Town services.
  - c. The Planning Board, as a condition of approval, may require assurances or bond to protect the health, safety and general welfare of the community.
  - d. All residential childcare and/or educational institutions and/or facilities shall comply with Rules for the Licensure of Residential Child Care Facilities as adopted by the Department of Mental Health and Mental Retardation, Department of Educational and Cultural Services, Bureau of Mental Health and Bureau of Instruction.
  - e. Any industrial use which is found by the Planning Board to constitute a public nuisance by reason of the emission of dust, fumes, gas, smoke, odor, noise, vibration or other disturbance shall be expressly prohibited. No such finding shall be made by the Planning Board until after a public hearing has been held.
  - f. Any outdoor storage of articles, supplies, and materials shall not be within the required setback and shall be screened from view of abutting residential property owner or streets by a solid wall or vegetative hedge.

## **ARTICLE X. SPECIAL REGULATIONS AND DIMENSIONAL REQUIREMENTS**

### **SECTION 2. Dimensional Requirements**



1. Lots and structures for residential-institutional, industrial, commerce and commercial uses, shall meet the following standards where applicable.

Minimum road frontage	100 feet
Minimum front setback from edge of ROW	25 feet
Minimum side and rear setback	20 feet
Minimum shoreland setback	Refer to Town of Bridgton Shoreland Zoning Ordinance

2. All structures in the Village Center District shall meet the following standards (See Village Center District Map).

Minimum side and rear setback	2 feet
Minimum front setback from edge of ROW	0 feet

3. On any parcel that is 20,000sf or greater within the Village Center District (See Village Center District Map) at least 25% of the portion of the building which fronts on any street shall be used for retail, office, business or professional use. Home occupations and usual appurtenant uses associated with the building are exempt from this provision. Notwithstanding the provisions of 1 MRS §302, and regardless of the date on which it is approved by the Town, this Article XI Section 2.1.b shall be retroactive to February 20, 2012 and shall be applicable to any and all applications for permits or approvals required under the Site Plan Review Ordinance that were or have been pending before any officer, board, or agency of the Town of Bridgton on or at any time after February 20, 2012. The Reviewing Authority may modify or waive the 25% minimum requirement when it determines that one of the following factors is applicable.
  - a. Special circumstances of the site;
  - b. building placement;
  - c. building design;
  - d. building use;
  - e. surrounding building placement; or
  - f. surrounding building uses.

Furthermore, granting a waiver will not adversely affect the abutting landowners and the general health, safety and welfare of the Town.

**EXPLANATORY NOTE:**

*Except as specifically noted, the amendments to Article XI, below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

**ARTICLE XI. ~~MEDICAL MARIJUANA DISPENSARIES OR FACILITIES~~ ESTABLISHMENTS**

**SECTION 1. Purpose; Authority; ~~Conflict with Other Ordinances; Applicability; Retroactivity; Local Limitation on Number of Medical Marijuana Registered Dispensaries or Facilities~~**

1. Purpose. In addition to the purposes set forth in Article I of this Ordinance, the purpose of this Article XI is to enact reasonable regulations applicable to ~~Medical Marijuana Dispensary Facilities~~ Establishments, ~~as defined in this Ordinance which regulations are not duplicative of or more restrictive than the provisions of the Maine Medical Use of Marijuana Act, as codified in Title 22, Chapter 558-C of the Maine Revised Statutes (the "Act"), and which do not frustrate the state law purpose of permitting registered dispensaries from cultivating and dispensing medical marijuana in accordance with the Act.~~
2. Authority. In addition to the authority set forth in Article II of this Ordinance, this Article XI is adopted pursuant to the provisions of 22 M.R.S. § 2429-D 8(10)-(2015) and 28-B M.R.S. § 401.

~~3. Conflict with Other Laws.~~

~~Notwithstanding Article XIV Section 2 of this Ordinance, if any of the requirements of this Article are found inconsistent with the requirements of the Act or the rules adopted thereunder, the requirements of the Act shall apply.~~

- ~~43.~~ Applicability. This Article ~~XI~~ shall apply to any ~~Registered Medical Marijuana Establishment Dispensary Facility or Dispensary Facility~~, as defined in this Ordinance, ~~(hereafter "Dispensary Facility")~~ located or proposed to be located wholly or partially within the geographic boundaries of the Town of Bridgton.
- ~~4.~~ Retroactivity. ~~Notwithstanding the provisions of 1 M.R.S. § 302 or any other law to the contrary, and regardless of the date on which they are approved by the voters of the Town of Bridgton, the amendments to this Article XI, when enacted, shall govern any Marijuana Establishment for which an application has not been submitted and acted on by the Planning Board prior to April 16, 2020 (the "date of applicability").~~
5. Local Limitation on Number of ~~Medical Marijuana Registered Dispensaries Facilities~~. The number of ~~Medical Marijuana Registered Dispensaries Facilities~~ within the geographic boundaries of the Town of Bridgton is limited to two (2). For purposes of this limitation, each parcel of land, including any structures thereon, that is being used for the acquisition, possession, cultivation, manufacture, delivery, transfer, transport, sale, supply, and/or dispensing of medical marijuana or related supplies and educational materials shall be counted as one ~~Medical Marijuana Registered Dispensary Facility~~. Planning Board approval of an application for a ~~Medical Marijuana Registered Dispensary Facility~~ shall be prima facie evidence of the existence of a ~~Medical Marijuana Registered Dispensary Facility~~.

## **ARTICLE XI. ~~MEDICAL MARIJUANA DISPENSARIES OR FACILITY ESTABLISHMENTS~~**

### **SECTION 2. Review Procedures; ~~Application Submission Requirements~~**

~~1. Review Procedures.~~ Notwithstanding Article IV Section 1 of this Ordinance, any application for a ~~Marijuana Establishment Dispensary Facility~~, including any proposed amendments to a previously authorized ~~Medical Marijuana Registered Dispensary Facility~~, shall require review and approval by the Bridgton Planning Board. Prior to submitting an application, the applicant or the applicant's authorized agent may appear at a regular or special meeting of the Planning Board to informally discuss the proposal. The requirements set forth in Article IV Section 2, Article IV Section 3, and Article VI of this Ordinance shall apply.

## **ARTICLE XI. MARIJUANA ESTABLISHMENTS**

### **SECTION 3. Application Submission Requirements.**

The application requirements set forth in Article V of this Ordinance shall apply. In addition, the applicant shall provide:

- ~~1. Documentation of any required state approvals connected with a medical marijuana dispensary operation the Marijuana Establishment,~~ including the licensing or registration of ~~not-for-profit~~ entities engaged in such operation.
- ~~2. Proposed hours of operation for the Marijuana Establishment.~~
- ~~3. Property and building security plans. These security plans shall be submitted to the Bridgton Police Department at the time of filing its site plan review application. If the Marijuana Establishment site plan review application is approved, the operator or owner of the Marijuana Establishment, or their designee(s), shall submit amendments, if any, to such security plans to the Bridgton Police Department at the time such amendments are made.~~
- ~~4. Written statements, maps, and other documentation addressing each of the additional review criteria set forth in Article XI Section 4. At minimum, such documentation must include the following:~~
  - ~~a. Buffers from Sensitive Uses: A drawn-to-scale map of all lots within 1,000 feet of the lot lines of the site on which the Marijuana Establishment is proposed to be located. The map must identify the location of any of the buffered uses identified in Article XI Section 4, subsections 1-3.~~

- b. Statements that the Marijuana Establishment will be operated from a permanent, indoor location; will not have drive-through pick-up facilities; and will not display Marijuana, Marijuana products, or Marijuana paraphernalia so as to be visible from outside the premises.
- c. Documentation evidencing compliance with the security and police services impacts criteria set forth in Article XI Section 6.
- d. A detailed odor and emissions control plan describing and documenting the equipment, practices, and technologies proposed to be used to control odors and emissions in accordance with Article XI Section 8 of this Ordinance.
- e. An operations plan for proper disposal of Marijuana, Marijuana products, and related by-products.
- f. For any proposed Marijuana Cultivation Area, the proposed Plant Canopy size, the location of the Marijuana Cultivation Area in relation to property lines and setbacks, and a proposed plan for visually buffering the Marijuana Cultivation Area from view from all property lines.
- g. Illustrations and graphics of all proposed signage and advertising associated with the Marijuana Establishment.
- h. Evidence of compliance with state and local labeling and packaging laws and rules for Marijuana and Marijuana products.
- i. For Marijuana Establishments proposing to provide any goods containing Marijuana for human consumption, plans for the storage of goods in a secure area and documentation evidencing that the goods will not be prepared, produced, or assembled so as to appeal to persons under 21 years of age.

**ARTICLE XI. ~~MEDICAL MARIJUANA DISPENSARIES OR FACILITIES~~ ESTABLISHMENTS**  
**SECTION ~~34~~. Review Criteria.**

The review standards set forth in Article VII and X of this Ordinance shall apply to any application for a Marijuana Establishment~~Dispensary Facility~~. In addition, the following review standards shall apply:

1. Location Buffers from Sensitive Uses.  
~~No Dispensary Facility shall be sited within 500 feet of the lot lines of any of the following:~~ No Marijuana Establishment shall be located within 1,000 feet of the lot lines of any of the following structures or uses (collectively, "Sensitive Uses"):
  - ~~a. A juvenile or adult halfway house, correctional facility, or substance abuse rehabilitation or treatment center;~~
  - b. A State of Maine licensed child care facility;~~or,~~
  - c. A State of Maine licensed family home child care facility.
  - d. Areas designated as safe zones, and areas within 1,000 feet of real property comprising designated safe zones, as shown on an official Town of Bridgton Safe Zone Map which has been made part of a Town of Bridgton ordinance entitled, "An Ordinance to Regulate the Establishment of Safe Zones."
  - e. A public preschool program, or a public or private elementary, secondary, or post-secondary school, or related athletic fields. For purposes of this section, the term "school" means a "public school" as that term is defined in 20-A M.R.S. § 1(24), as may be amended; a "private school" as that term is defined in 20-A M.R.S. § 1(22), as may be amended; and/or a "public preschool program" as that term is defined in 20-A M.R.S. § 1(23-A), as may be amended. For purposes of this section, the term "post-secondary school" means a community college, college or university authorized by the State of Maine to award associate, baccalaureate or higher degrees.
  - f. A church, synagogue, or other House of Worship.

The distances cited in this subsection 4.1 shall be measured between the lot lines of the proposed site for the Marijuana Establishment and the lot lines of the site of the Sensitive Uses at their closest points.

A Marijuana Establishment may continue to operate in its present location as a pre-existing use if a Sensitive Use later locates within the applicable buffer area; however, the Marijuana Establishment does so at its own risk and Town-issued permits or approvals provide no protection or indemnification against enforcement of federal or other applicable laws that may prohibit operation of a Marijuana Establishments proximate to such Sensitive Use.

2. Buffers from Residential Uses. The primary entrance of any Marijuana Establishment shall be sited no closer than 100 feet, as measured along the normal course of travel, from the primary entrance of an abutting residential property.
3. Buffers from Other Marijuana Establishments. A property containing a structure housing one or more Marijuana Establishments may not be located within 300 feet of another property housing one or more Marijuana Establishments. This setback area shall be measured from the lot lines of the properties at their closest points. This buffer does not apply as between those Medical Marijuana Registered Caregivers that are operating in the same Medical Marijuana Multiple Registered Caregiver Facility.
4. A Marijuana Establishment shall be operated from a permanent, indoor location; must remain in its approved location; and may not operate as a mobile establishment or operation. The prohibition on operating as a mobile establishment or operation does not apply to the delivery of Marijuana or Marijuana products by a Medical Marijuana Large-Scale Caregiver Operation to his/her qualifying patients.
5. No Drive-throughs. Marijuana Establishments are prohibited from having drive-through pick-up facilities.
6. Security, Impact on Local Police Services. The owner or operator of a Marijuana Establishment, or their designee(s), ~~The applicant~~ shall:
  - a. Install security surveillance cameras recording and operating 24 hours a day, 7 days a week, to monitor all entrances and the exterior of the premises to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises. Upon the request of the Bridgton Police Department, the requested security recordings shall be made available to the Police Chief or his/her designee. All video surveillance recordings must be retained for a minimum of 15 calendar days. Upon its request, the security recordings shall be made available to the Bridgton Police Department.
  - b. Provide the Bridgton Police Department with the name and functioning telephone number of a 24-hour on-call staff person to whom notice of any operating problems associated with the ~~Dispensary Facility~~ Marijuana Establishment may be given, and shall keep the name and contact information updated.
  - c. ~~Maintain and provide~~ provide, upon request, all property and building security plans to the Bridgton Police Department.
  - d. Install door and window intrusion robbery and burglary alarm systems with audible and notification components that are professionally monitored and maintained in good working condition.
  - e. Maintain a locking safe or its functional equivalent permanently affixed to the premises that is suitable for storage of all Marijuana, including Marijuana products, and cash stored overnight on the premises. A "functional equivalent" may include, but is not limited to, the provision of secure and restricted access to indoor spaces housing Plant Canopy, immature Marijuana plants, and/or seedlings.
37. Display. No ~~medical-marijuana~~ Marijuana, Marijuana products, or related Marijuana paraphernalia shall be displayed or kept so as to be visible from outside the premises of the ~~Dispensary Facility~~ Marijuana Establishment.
48. Control of Odors, ~~and Emissions, and Trash.~~
  - a. The odor of Marijuana must not be perceptible beyond the property boundary lines of any Marijuana Establishment.



- b. Adequate provision must be made to ~~Sufficient measures and means of~~ preventing smoke, odors, debris, dust, fluids, and other noxious gases, fumes, and substances from exiting a ~~Dispensary Facility~~ Marijuana Establishment must be provided at all times. Sufficient measures shall be provided for the control and proper disposal of a All such substances must be controlled and disposed of in a safe, sanitary, and secure manner.
- c. A Marijuana Establishment shall have in place an operations plan for the disposal of Marijuana, Marijuana products, and related by-products in a safe, sanitary, and secure manner and in accordance with all applicable laws and regulations.
- d. Dumpsters and trash containers must not be overflowing, and the surrounding area must be kept free of litter and trash. All dumpsters and containers shall be screened from public view. All trash receptacles on the premises of a Marijuana Establishment that are used to discard Marijuana and Marijuana products must have a metal cover or lid that is locked at all times.

**59. Marijuana Cultivation Areas.**

- a. Outdoor cultivation of Marijuana associated with any Marijuana Establishment is prohibited.

**EXPLANATORY NOTE:**

*Subsection b, below, will become effective if the voters vote to regulate Medical Marijuana Large-Scale Caregiver Operations by voting "YES" on Ballot Question 1.*

- b. For any Marijuana Cultivation Areas associated with a Medical Marijuana Multiple Registered Caregiver Facility, the aggregate Plant Canopy of all Marijuana Cultivation Areas within the Facility shall not exceed 7,000 square feet.

**EXPLANATORY NOTE:**

*Subsection c, below, will become effective if the voters vote to regulate Adult Use Marijuana Cultivation Facilities by voting "YES" on Ballot Question 5.*

- c. For any Adult Use Marijuana Cultivation Facility, the Plant Canopy shall not exceed 20,000 square feet; provided, however, that any Adult Use Marijuana Cultivation Facility may request an expansion of the Plant Canopy to up to 30,000 square feet. These Plant Canopy limitations shall apply to each Adult Use Marijuana Cultivation Facility that is co-located with any other Adult Use Marijuana Cultivation Facility.

~~If there is both the cultivation and dispensing of medical marijuana occurring on the same site, the cultivation area shall not be greater than 25% of the total floor area of the portion of the building used for dispensing of medical marijuana.~~

- d. Notwithstanding paragraph c, above, no more than two Tier 4 Adult Use Marijuana Cultivation Facilities shall be allowed to operate within the geographic boundaries of the Town of Bridgton. For purposes of this paragraph d, a "Tier 4 Adult Use Marijuana Cultivation Facility" is an Adult Use Marijuana Cultivation Facility that has been granted a "Tier 4 cultivation facility license" by the State licensing authority to allow cultivation by a licensee of not more than 20,000 square feet of plant canopy, pursuant to 28 M.R.S.A. § 301(4), as amended, and its successor provisions.
- e. All Marijuana Cultivation Areas shall be visually buffered from view from all property lines.

- 610. Signage and Advertising.** All signage and advertising ~~for associated with a Dispensary Facility~~ Marijuana Establishment shall comply with all applicable provisions of the Town of Bridgton Sign Ordinance and the following additional standards:-

- a. Use of advertising material that is misleading, deceptive, or false, or that is designed to appeal to a person under 21 years of age is prohibited.
- b. Exterior signs shall not advertise Marijuana strains by name.

#### 11. Labeling, Packaging, and Food Products.

- a. All medical Marijuana (including any medical Marijuana products) sold, prepared, produced, or assembled by a Marijuana Establishment shall be packaged and labeled as required by the laws of the state licensing authority, including the requirements set forth in 22 M.R.S. § 2429-A as amended, and its successor provisions.
- b. All adult use Marijuana (including any adult use Marijuana products) sold, prepared, produced, or assembled by a Marijuana Establishment shall be packaged and labeled as required by the laws of the state licensing authority, including the requirements set forth in 28-B M.R.S. § 701, as amended, and its successor provisions.
- c. No food products shall be sold, prepared, produced, or assembled by a Marijuana Establishment except in compliance with all operating and other requirements of state and local laws and regulations, including, without limitation, food establishment licensing requirements.
- d. Any goods containing Marijuana for human consumption shall be stored in a secure area.
- e. Any goods containing Marijuana for human consumption shall not be prepared, produced, or assembled so as to make the goods specifically appeal to persons under 21 years of age.

#### 12. Inspections.

- a. The Code Enforcement Officer, the Police Chief, the Fire Chief, and the Health Officer shall inspect every Marijuana Establishment prior to issuance of a Certificate of Occupancy by the Code Enforcement Officer to verify that the Marijuana Establishment is constructed and can be operated in accordance with the application submitted, the site plan review approval(s) issued, and the requirements of this Ordinance, local and state building codes, electrical codes, fire codes, and any other applicable life safety codes. No Marijuana or Marijuana products associated with said Marijuana Establishment will be allowed on the premises until the inspection is complete and a Certificate of Occupancy has issued.
- b. Nothing herein shall be construed to prevent the Code Enforcement Officer, Police Chief, Fire Chief, or Health Officer from inspecting a Marijuana Establishment as part of their ordinary duties and responsibilities.

#### ***EXPLANATORY NOTE:***

*Article XI Section 5, below, will become effective if the voters vote to regulate Marijuana Manufacturing Facilities by voting "YES" on Ballot Question 3 and/or Ballot Question 7.*

### **ARTICLE XI. MARIJUANA ESTABLISHMENTS**

#### **SECTION 5. Additional Requirements for Marijuana Manufacturing Facilities.**

- 1. Additional Submission Requirements for Proposed Marijuana Manufacturing Facilities. In addition to the requirements set forth in Article V and Article XI Section 3 of this Ordinance, the applicant of a proposed Marijuana Manufacturing Facility shall provide:
  - a. Certification from a professional engineer licensed in Maine of the safety of the equipment used for Marijuana extraction and the location of the equipment and the professional engineer's approval of the standard operating procedures for the Marijuana extraction;

- b. Documentation from a professional engineer licensed in Maine or a state or local official authorized to certify compliance that the equipment used for Marijuana extraction and the location of the equipment comply with state law and all applicable local and state building codes, electrical codes, and fire codes, including the chapters of the most recent National Fire Protection Association Fire Code relating to Marijuana extraction facilities;
- c. Documentation from the manufacturer of the Marijuana extraction system or a professional engineer licensed in this State showing that a professional grade, closed-loop extraction system that is capable of recovering the solvents used to produce Marijuana concentrate is used by the person; and
- d. Evidence that the person provided notice to the state reviewing authority prior to August 1, 2019 of the person's intent to engage in Marijuana extraction using inherently hazardous substances and the location where the Marijuana extraction will occur prior to engaging in marijuana extraction using inherently hazardous substances, in accordance with 22 M.R.S. § 2423-F(3), or has received the necessary state HIS registration to engage in this activity.

2. Additional Review Criteria for Marijuana Manufacturing Facilities. The review standards set forth in Article VII, X, and XI Section 4 of this Ordinance shall apply to any application for a Marijuana Manufacturing Facility. In addition, the following review standards shall apply. A Marijuana Manufacturing Facility shall:

- a. Acquire and maintain in good working order Marijuana extraction equipment which is certified by a professional engineer licensed in Maine to be safe for Marijuana extraction;
- b. Utilize a professional grade, closed-loop extraction system that is capable of recovering the solvents used to produce Marijuana concentrate is used by the person;
- c. Locate all Marijuana extraction equipment in a location which is certified by a professional engineer licensed in Maine to be safe for Marijuana extraction;
- d. Prepare and maintain standard operating procedures for the Marijuana extraction operation that are approved by a professional engineer licensed in Maine;
- e. Include ventilation systems that mitigate noxious gases or other fumes used or created as part of the manufacturing or extraction operation; and
- f. Comply with all applicable local and state building codes, electrical codes, and fire codes concerning the Marijuana extraction equipment used and its location, including the chapters of the most recent National Fire Protection Association Fire Code relating to Marijuana extraction facilities.

***EXPLANATORY NOTE:***

*Article XI Section 6, below, will become effective if the voters vote to regulate Marijuana Testing Facilities by voting "YES" on Ballot Question 4 and/or Ballot Question 8.*

**ARTICLE XI. MARIJUANA ESTABLISHMENTS**

**SECTION 6. Additional Requirements for Marijuana Testing Facilities.**

- 1. Additional Submission Requirements for Proposed Marijuana Testing Facilities. In addition to the requirements set forth in Article V and Article XI Section 3 of this Ordinance, the applicant of a proposed Marijuana Testing Facility shall provide its ISO/IEC accreditation and state license or registration.
- 2. Additional Review Criteria for Marijuana Testing Facilities. The review standards set forth in Article VII, X, and XI Section 4 of this Ordinance shall apply to any application for a Marijuana Testing Facility. In addition, the following review standards shall apply:

- a. A Marijuana Testing Facility shall obtain and must be able to produce, upon demand by the Code Enforcement Officer, its ISO/IEC accreditation and proof of state licensing.
- b. A Marijuana Testing Facility must include ventilation systems that mitigate noxious gases or other fumes used or created as part of testing.

## **ARTICLE XI. MEDICAL MARIJUANA DISPENSARIES OR FACILITIES**

### **~~SECTION 4. Retroactivity~~**

~~Notwithstanding the provisions of 1 M.R.S. § 302, and regardless of the date on which they are approved by the voters of the Town of Bridgton, the June 14, 2016 Amendments to the Medical Marijuana Dispensaries Provisions of the Bridgton Site Plan Review Ordinance shall be retroactively effective as of November 17, 2015, and shall govern any and all pending proceedings related to Dispensary Facilities (including any and all applications for permits or approvals for new Dispensary Facilities or amendments to existing or previously authorized Dispensary Facilities required under the Bridgton Site Plan Review Ordinance that are or have been pending before any officer, board, or agency of the Town of Bridgton) on or any time after November 17, 2015.~~

## **ARTICLE XII. EXPIRATION**

1. Following the issuance of approval, if no substantial start is made in construction or in the use of the property within two (2) years from the date of approval, the approval shall lapse and become void with the exception of Large Scale Water Extraction Applications. Any Large Scale Water Extraction Application granted approval by the Bridgton Planning Board shall be for a period not to exceed five (5) years, but may be renewed subject to the same criteria contained herein.

## **ARTICLE XIII. ENFORCEMENT, NUISANCES, CODE ENFORCEMENT OFFICER, LEGAL ACTIONS, PENALTY.**

### **SECTION 1. Nuisances**

1. Any violation of this Ordinance shall be deemed to be a nuisance.

## **ARTICLE XIII. ENFORCEMENT**

### **SECTION 2. Code Enforcement Officer**

1. The Code Enforcement Officer shall enforce the provisions of this Ordinance. Upon finding that any provision of this Ordinance is being violated, the Code Enforcement Officer shall, by registered mail, notify those responsible for such violation, indicating the nature of the violation and order the action necessary to correct it.
2. Action may include discontinuance of illegal use of land, buildings, structures and abatement of nuisance conditions. A copy of such notices shall be maintained as a permanent record.

## **ARTICLE XIII. ENFORCEMENT**

### **SECTION 3. Legal Actions**

1. When the above action does not result in the correction or abatement of the violation or nuisance condition, the Municipal Officers, upon notice from the Code Enforcement Officer, are hereby required to institute any and all actions and proceedings, in law or equity, including seeking injunction against violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality.

## **ARTICLE XIII. ENFORCEMENT**

### **SECTION 4. Penalty**



1. Any person, firm, corporation, or legal entity who shall violate any of the provisions of this Ordinance or fail to comply with any of the requirements thereof shall, upon conviction, be punished by a fine of not less than \$100 nor more than \$2,500, and each day on which such violations shall continue shall constitute a separate offense.

#### **ARTICLE XIV. VALIDITY AND SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES**

##### **SECTION 1. Validity and Severability**

1. Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.

#### **ARTICLE XIV. VALIDITY AND SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES**

##### **SECTION 2. Conflict with Other Ordinances**

1. Whenever the requirements of this Ordinance are inconsistent with the requirements of any other ordinance, code or statute, the more restrictive requirements shall apply.
2. Nothing herein shall exempt any applicant or proposed development or land use from the requirement(s) of complying with other applicable Ordinances and Regulations of the Town of Bridgton.

#### **ARTICLE XV. APPEALS**

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant.
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.
4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.
5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.

6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

## ARTICLE XVI. ORDINANCE AMENDMENTS

1. This Ordinance may be amended by referendum. Amendments must comply with Title 30A §4352. Amendments must be submitted to the Municipal Officers by the Planning Board following the requirements for publishing and conducting a public hearing:
  - a. The notice must be posted in the municipal office at least thirteen (13) days before the public hearing;
  - b. The notice must be published at least 2 times in a newspaper that complies with Title 1, section 602 and that has a general circulation in the municipality. The date of the first publication must be at least 12 days before the hearing and the date of the 2<sup>nd</sup> publication must be at least 7 days before the hearing. That notice must be written in plain English and understandable by the average citizen;
  - c. Notice must be sent by regular mail to a public drinking water supplier if the area to be rezoned contains its source water protection.

### **EXPLANATORY NOTE:**

*Except as specifically noted, the amendments to Article XVII, below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

## ARTICLE XVII. REFERENCES AND DEFINITIONS

### SECTION 1. References

1. In general, all words and terms used in this Ordinance shall have their customary dictionary meaning. More specifically, certain words and terms shall be described below.
2. Where there is a conflict between the language contained in this Ordinance and any other Town ordinances, the stricter language shall apply for purposes of this Ordinance.
3. All references in this ordinance to "Town", "The Town", "the Town of Bridgton", and to any board, official or officer, unless clearly defined otherwise, shall be construed to be references to the Town of Bridgton, Maine, an incorporated municipality in the County of Cumberland County, State of Maine and its municipal boards, officials and officers.
4. Unless the context otherwise requires, the terms defined in this Article XVII shall have the meanings set forth below for purposes of this Ordinance, regardless of whether or not the terms are capitalized; the singular shall include the plural, and the plural shall include the singular. Unless a general definition (such as, but not limited to, Agriculture, Commercial, Manufacturing, Retail, Home Occupation or Accessory Use), expressly includes a Marijuana Establishment, the definition shall not be construed so as to include a Marijuana Establishment.

## ARTICLE XVII. REFERENCES AND DEFINITIONS

### SECTION 2. Definitions

**Air-blast** – A horn or signal before blasting.

#### **EXPLANATORY NOTE:**

*The definition of Adult Use Marijuana Cultivation Facility, Adult Use Marijuana Products Manufacturing Facility, Adult Use Marijuana Store, and Adult Use Marijuana Testing Facility, below, will each become effective only if the voters vote to regulate these uses by voting "YES" on Ballot Questions 5, 7, 6, or 8, respectively.*

**Adult Use Marijuana Cultivation Facility** – A “cultivation facility” as that term is defined in 28-B M.R.S. § 102(13), as amended, and its successor provisions.

**Adult Use Marijuana Products Manufacturing Facility** – A “products manufacturing facility” as that term is defined in 28-B M.R.S. § 102(43), as amended, and its successor provisions.

**Adult Use Marijuana Store** – A “marijuana store” as that term is defined in 28-B M.R.S. § 102(34), as amended, and its successor provisions.

**Adult Use Marijuana Testing Facility** - A “testing facility” as that term is defined in 28-B M.R.S. § 102(54), as amended, and its successor provisions.

**Agricultural Land Management Practices** - Means those devices and procedures utilized in the cultivation of land in order to further crop and livestock production and conservation of related soil and water resources.

**Accessory Use or Structure** - A subordinate use of a building, other structure or land, or a subordinate building or other structure:

1. The use of which is customary in connection with the principal building, other structure or use of land;
2. The use of which is clearly incidental to the use of the principal building, other structure or use of land; and
3. Which is located on the same lot with the principal building, other structure or use of land, or on a lot adjacent to such lot if in the same ownership or part of the same establishment.

**Appropriate Suite or Water Quality Parameters** – Refers to all organic or inorganic primary and secondary Federal Drinking Water Standards including bacteria.

**Aquifer** – Means a saturated permeable geologic unit consisting of unconsolidated sediment or bedrock that can yield economically valuable quantities of water. The term “aquifer” as used in this Ordinance includes all areas specifically mapped as such by the Maine Geological Survey or as mapped by a certified geologist.

**Blasting** – The controlled use of explosives to excavate or remove rock.

**Buffer Strip** – A defined and described tract of land or parcel that is required to remain unaltered excepting any improvements to minimize erosion, noise or visual impact.

**Building** – Any structure having a roof or partial roof supported by columns or walls used for the shelter or enclosure of persons, animals, goods or property of any kind. A building shall include a multiple family dwelling.

**Campground** – An area devoted to overnight recreational or educational use, where the land area is divided into sites or lots for which a charge is made; either on a short or long-term basis by sale, rent or lease or condominium type of financing.

**Clay** – A fine grained material consisting mainly of hydrated aluminum silicates that occurs naturally in soil and sedimentary rock. Used in making bricks, ceramics and cement.

**Commerce** – The exchange or buying and selling of commodities on a large scale involving transportation from place to place.

**Commercial** – Connected with the buying or selling of goods or services or the provision of facilities for a fee.

**Construction** – Structural changes or additions to a building or structure other than repairs and modification in building equipment.

**Dwelling Unit** – A room or group of rooms designed and equipped exclusively for use as living quarters for one family including provisions for living, cooking and eating.

**Exempt Caregiver** – A natural person who is a Medical Marijuana Registered Caregiver for no more than two family members or members of the Caregiver's household, is exempt from registration pursuant to 22 MRS § 2423-A(3)(C), and may not possess more than 8 pounds of Marijuana.

**Explosives** – A substance that contains a great amount of stored energy that can provide an explosion, a sudden expansion of the material after initiation, usually accompanied by the production of light, heat, sound and pressure.

**Extraction or (water extraction or extraction of water)** – Means withdrawal, removal, diversion, taking, or collection by any means of water from ground water sources, aquifers, springs, wells, pumps, pipes or similar.

**Extraction point – or Extraction facility** – Means the physical location where water is extracted, whether by well, pump, pipeline, catchments, or other similar method.

**Forest Management Activities** - Includes timber cruising and other forest resource evaluation activities, pesticide application, timber stand improvement, pruning, timber harvesting and other forest harvesting, regeneration of forest stands, and other similar associated activities, but not the construction, creation or maintenance of land management roads.

**Gravel** – Small stones and pebbles or a mixture of them with sand.

**Gravel Pit** – An excavation for removal, processing, or storage of borrow, topsoil, loam, gravel, rock, sand, clay, silt or other similar non-metallic earth materials whether alone or in combination. Does not require the use of explosives.

**Ground Water** – Means underground water located in unconsolidated sediment or bedrock below the Water Table and includes ground water emanating to the surface in the form of springs.

**Handling, Processing, or other Accessory Uses** – Any washing, screening, crushing, mixing or storage of sand, gravel, stone, rock, clay, topsoils, or any other material of any kind from either on or off site; to include: any washing or screening operations; concrete mix or asphalt batching plants; blasting or mining of material; storage of material from off site; disposal, placing, or storing of any materials that are not going to be used in any process or production in conjunction with the extraction activity; or ore concentration processes.

**Home Occupation** - An occupation or profession which is customarily carried on in a dwelling unit or structure accessory to a dwelling unit which is incidental to residential use and employs two or less full-time equivalent outside employees.

**House of Worship** – A structure whose primary purpose is for gatherings to perform spiritual or divine services and/or rituals.

**Industrial** - Connected with the assembling, fabrication, finishing, manufacturing, packaging or processing of goods or the extraction of minerals.

**Institutional** – A building devoted to some public, governmental, educational, charitable, medical or similar purpose.

**Large Scale Water Extraction** – Means extraction of water from ground water sources, aquifers, springs, wells or similar in a total daily amount on any given day of 50,000 gallons or 1,000,000 gallons annually, as extracted by the same individual or entity, or consortium or association of individuals or entities, regardless of the number of extraction facilities utilized.

**Landscaping** – The ornamental planting of trees, shrubs and other plants as foundation planting, in separate bedding areas and between the property and sidewalk or street so as to enhance the appearance of the property.

**Marijuana** – The leaves, stems, flowers and seeds of all species of the plant genus cannabis, whether growing or not. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil or cake or sterilized seed of the plant which is incapable of germination.

**Marijuana Cultivation Area** – An indoor facility used for cultivation of Marijuana as part of any Marijuana Establishment, which is enclosed and equipped with locks and other security devices that permit access only by a person authorized to have access to the facility.

**Marijuana Establishment** – Any one of the following uses:

- Medical Marijuana Registered Dispensary

<p style="text-align: center;"><b>EXPLANATORY NOTE:</b></p> <p style="text-align: center;"><i>The list of establishments in the definition of “Marijuana Establishment,” above, will be populated based on which establishments the voters vote to regulate, as follows:</i></p>	
<i><b>If the voters vote “YES” on ...</b></i>	<i><b>... then the definition of “Marijuana Establishment” will include:</b></i>
Ballot Question 1	Medical Marijuana Large-Scale Caregiver Operation Medical Marijuana Multiple Registered Caregiver Facility
Ballot Question 2	Medical Marijuana Caregiver Retail Store
Ballot Question 3	Medical Marijuana Manufacturing Facility Medical Marijuana Inherently Hazardous Substances Extraction Operation
Ballot Question 4	Medical Marijuana Testing Facility
Ballot Question 5	Adult Use Marijuana Cultivation Facility
Ballot Question 6	Adult Use Marijuana Store
Ballot Question 7	Adult Use Marijuana Products Manufacturing Facility
Ballot Question 8	Adult Use Marijuana Testing Facility

**Marijuana Home Cultivation** – (1) The cultivation of Marijuana for personal adult use by persons 21 years of age or older in accordance with the provisions of 28-B M.R.S. § 1502, as may be amended; or (2) the cultivation of medical Marijuana by an Exempt Caregiver or a Qualifying Patient.



**Marijuana Manufacturing Facility – Any one of the following uses:**

<b>EXPLANATORY NOTE:</b> <i>The list of establishments in the definition of “Marijuana Manufacturing Facility,” above, will be populated based on which establishments the voters vote to regulate, as follows:</i>	
<b><i>If the voters vote “YES” on ...</i></b>	<b><i>... then the definition of “Marijuana Manufacturing Facility” will include:</i></b>
Ballot Question 3	Medical Marijuana Manufacturing Facility Medical Marijuana Inherently Hazardous Substances Extraction Operation
Ballot Question 7	Adult Use Marijuana Products Manufacturing Facility
<b><i>If the voters vote “NO” on both Ballot Question 3 and Ballot Question 7, then the definition of “Marijuana Manufacturing Facility” will be deleted.</i></b>	

**Marijuana Testing Facility – Any one of the following uses:**

<b>EXPLANATORY NOTE:</b> <i>The list of establishments in the definition of “Marijuana Testing Facility,” above, will be populated based on which establishments the voters vote to regulate, as follows:</i>	
<b><i>If the voters vote “YES” on ...</i></b>	<b><i>... then the definition of “Marijuana Testing Facility” will include:</i></b>
Ballot Question 4	Medical Marijuana Testing Facility
Ballot Question 8	Adult Use Marijuana Testing Facility
<b><i>If the voters vote “NO” on both Ballot Question 4 and Ballot Question 8, then the definition of “Marijuana Testing Facility” will be deleted.</i></b>	

~~**Medical Marijuana** – Marijuana that is acquired, possessed, cultivated, manufactured, used, delivered, transferred, transported, sold, supplied or dispensed to treat or alleviate a qualifying patient’s debilitating medical condition or symptoms associated with the qualifying patient’s debilitating medical condition. For the purposes of this definition, “qualifying patient” means a person who has been diagnosed by a medical provider as having a debilitating medical condition and who possesses a valid written certification regarding medical use of marijuana in accordance with State law.~~

**Medical Marijuana Caregiver Retail Store** – A location, building, or facility operated by a Medical Marijuana Registered Caregiver that is used to sell medical Marijuana to qualifying patients and that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer.

**Medical Marijuana Inherently Hazardous Substances Extraction Operation** – “Marijuana extraction” using “inherently hazardous substances” by a “qualifying patient,” the “caregiver” of a qualifying patient, or any other person authorized under 22 M.R.S. § 2423-F(3), as may be amended, to engage in “marijuana extraction” using “inherently hazardous substances,” as those terms are defined in 22 M.R.S. § 2422, as amended, and its successor provisions.

**Medical Marijuana Large-Scale Caregiver Operation** – Any commercial or noncommercial use by a Medical Marijuana Registered Caregiver other than: (i) a Medical Marijuana Caregiver Retail Store, (ii) a Medical Marijuana Multiple Caregiver Facility, (iv) a Medical Marijuana Inherently Hazardous Substances Extraction Operation, (v) Marijuana Home Cultivation by a Qualifying Patient or Exempt Caregiver, or (vi) a Medical Marijuana Small-Scale Caregiver Operation.

**Medical Marijuana Manufacturing Facility** – A registered tier 1 or tier 2 manufacturing facility, as defined in 22 M.R.S. § 2422 as amended, and its successor provisions.

**Medical Marijuana Multiple Registered Caregiver Facility** – A building or facility housing more than one (1) Medical Marijuana Registered Caregiver.

**Medical Marijuana Registered Caregiver** – A caregiver who is registered by the State licensing authority pursuant to 22 M.R.S. § 2425-A, as amended, and its successor provisions.

**Medical Marijuana Registered Dispensary** – A building or facility operated by a person or entity registered under 22 M.R.S. § 2425-A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses Medical Marijuana or related supplies and educational materials to qualifying patients and the caregivers of those patients as defined in 22 M.R.S. § 2422(6), as amended, and its successor provisions.

**Medical Marijuana Small-Scale Caregiver Operation** – A commercial or noncommercial use by a Medical Marijuana Registered Caregiver who sells or dispenses Marijuana solely out of the Caregiver's residential dwelling or accessory structure to no more than five individual registered patients in any one calendar month; does not process or manufacture Marijuana using chemicals or solvents; and cultivates no more than 30 mature Marijuana plants.

**Medical Marijuana Testing Facility** – A public or private laboratory that: (a) is authorized in accordance 22 M.R.S. § 2423-A(10) to analyze contaminants in the potency and cannabinoid profile of samples; and (b) is accredited pursuant to standard ISO/IEC 17025 of the International Organization for Standardization by a third-party accrediting body or is certified, registered or accredited by an organization approved by the Maine Department of Health and Human Services.

**Mineral** – A naturally occurring solid chemical substance that is formed through geological processes and that has a characteristic chemical composition, a highly ordered atomic structure, and specific physical properties. By comparison, a rock is an aggregate of minerals and/or mineraloids and does not have a specific chemical composition. Minerals range in composition from pure elements and simple salts to very complex silicates with thousands of known forms.

**Mineral Extraction Activity** – Any excavation or removal, handling or storage of sand, gravel, borrow, rock, clay, minerals, or topsoil to include, but not limited to, sand or gravel pits, clay pits, borrow pits, quarries, mines and topsoil mining or removal.

**Mineral Extraction Site or Area** – All of the land area disturbed or otherwise developed for the extraction, removal, processing, or storage of sand, gravel, clay, minerals, stone, rock, or topsoil; including any access roads and cleared areas adjacent to a pit or excavation area.

**Mobile Home Park** - An area designed or planned for the placement of two or more mobile homes with design and lot size standards as required in the Bridgton Subdivision Regulations.

**Multiple Family Dwelling** - A building(s) consisting of three (3) or more attached dwelling units.

**Office, Business or Professional** – The place within and from which a person or persons conducts a business providing, by way of example, but not limited to, a trade, professional or service to clients or customers. Business and professional offices may include, but are not limited to, offices for plumbing, electrical, and other construction trades, firms or contractors (including headquarters); and for lawn care and building cleaning companies; and for lawyers, doctors, accountants, engineers and other professional consultants.

**Persons** - Means any person, firm, association, partnership, corporation, municipal or other local government entity, quasimunicipal entity, state agency, educational or charitable organization or institution, or other legal entity.

**Plant Canopy** - The total surface area within a cultivation area that is dedicated to the cultivation of mature Marijuana plants. The surface area of the Plant Canopy must be calculated in square feet and measured using the outside boundaries of the area and must include all of the area within the boundaries. If the surface area of the Plant Canopy consists of noncontiguous areas, each component area must be separated by identifiable boundaries. If a tiered or shelving system is used in the cultivation area, the surface area of each tier or shelf must be included in calculating the area of the Plant

Canopy. Calculation of the area of the Plant Canopy may not include the areas within the cultivation area that are used to cultivate immature Marijuana plants and seedlings and that are not used at any time to cultivate mature Marijuana plants.

**Public Drinking Water Supply** – Any publicly or privately owned system of pipes or other constructed conveyances, structures and facilities through which water is obtained for or sold, furnished or distributed to the public for human consumption, if such a system has at least fifteen (15) service connections, regularly serves an average of at least twenty-five (25) individuals daily at least sixty (60) days out of the year or bottles of water for sale. Any publicly or privately owned system that only stores and distributes water, without treating or collecting it; obtains all its water from, but is not owned or operated by a public water system; and does not sell water or bottled water to any person, is not a “public water system”. The term “public water system” includes any collection, treatment, storage or distribution pipes or other constructed conveyances, structures or facilities under the control of a supplier of water and used primarily in connection with such a system, and any collection or pretreatment storage facilities not under that control that are used primarily in connection with such a system. The system does not include the portion of service pipe owned and maintained by a customer of the public water system.

**Qualifying Patient** – A person who has been a resident of Maine for at least 30 days and who possesses a valid written certification regarding medical use of Marijuana in accordance with 22 M.R.S. § 2423-B.

**Quarry** – An excavation or pit, usually open to air, from which building stone, slate, construction aggregate, riprap, or the like, is obtained by cutting, blasting, etc.

**Reclamation** - The restoration or continued maintenance of the area of land affected by mining under a Reclamation Plan. This may include but is not limited to, grading and shaping of the land, the creation of lakes or ponds, the planting of forests, the seeding of grasses, legumes, or crops for harvest, or the enhancement of wildlife and aquatic resources.

**Reclamation Plan** - A plan which depicts how the project will be restored, or maintained, after excavation is complete. Such a plan usually includes final grading and revegetation plans, of any given phase.

**Recreational Vehicle** - A vehicle or vehicular attachment for temporary sleeping or living quarters for one or more persons, which is not a dwelling and which may include a pick-up camper, travel trailer, tent trailer and motor home.

~~**Registered Medical Marijuana Dispensary Facility or Dispensary Facility**—Any structure or use by a not for profit entity registered pursuant to State law connected with the acquisition, possession, cultivation, manufacture, delivery, transfer, transport, sale, supply or dispensing of medical marijuana or related supplies and educational materials for the purposes of the Bridgton Site Plan Review Ordinance, a “dispensary facility” shall be considered a commercial use.~~

**Residential-Institutional** - A use providing recreation, counseling, education and/or other rehabilitative services where the individuals commonly reside at the facility.

**Retail** - Connected with the sale of goods to the ultimate consumer for direct use and consumption, and not for trade.

**Rock** – A naturally occurring solid aggregate of minerals and/or mineraloids. In general rocks are of three types, namely, igneous, sedimentary and metamorphic.

**Rock Crushing** – A process of reducing large rocks into small rocks, gravel or rock dust, or changing the form of waste materials so they can be more easily disposed of or recycled, or to reduce the size of a solid mix of raw materials so that pieces of different composition can be differentiated.

**Seismograph** – An instrument that measures motions of the ground and provides a continuous record of ground motion.

**Setback** - The horizontal distance from a lot line or referred location to the nearest part of a structure or activity.

**Silt** – A granular material of a grain size between sand and clay derived from soil or rock. Silt may occur as a soil or as suspended sediment in a surface water body. It may also exist as soil deposited at the bottom of a water body.

**Small Mineral Extraction Operations** – Extraction operations that are less than 2 acres in size.



**Structure** - Anything constructed, erected or placed on the ground which is permanent, temporary or mobile. Structure(s) include but are not limited to building(s), mobile homes, recreational vehicles, piers and pads, and storage and processing facilities. Boundary walls, fences and flagpoles are not considered structures.

**Substantial Enlargement** - An expansion by more than 25% at any one time. Excludes Surface and Subsurface Mineral Extraction Operations and any related activity.

**Substantial Start** - Any project that is considered 20% complete.

**Surface Water** – Shall include any lake, pond or perennial stream.

**Use** - Any purpose for which a building or other structure or a tract of land may be designed, arranged, intended, maintained or occupied; also any activity, occupation, business or operation carried on or intended to be carried on in a building or other structure or on a tract of land.

**Top Soil** – The upper, outermost layer of soil, usually the top 2 inches to 8 inches. It has the highest concentration of organic matter and microorganisms and is where most of the Earth's biological soil activity occurs.

**Variance** - A relaxation of the terms of this Ordinance where such variance would not be contrary to the public interest where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this Ordinance would result in unnecessary or undue hardship. A financial hardship shall not constitute grounds for granting a variance. The crucial points of a variance are undue hardship and unique circumstances applying to the property. A variance is not justified unless both elements are present in the case.

**Water Bodies or Surface Water(s)** – Means lakes, ponds, river, streams, wetlands and similar.

**Water Table** – means the underground water surface at which the pressure is equal to that of the atmosphere. The water table elevation changes throughout the year in response to precipitation recharge and the level of nearby surface water.

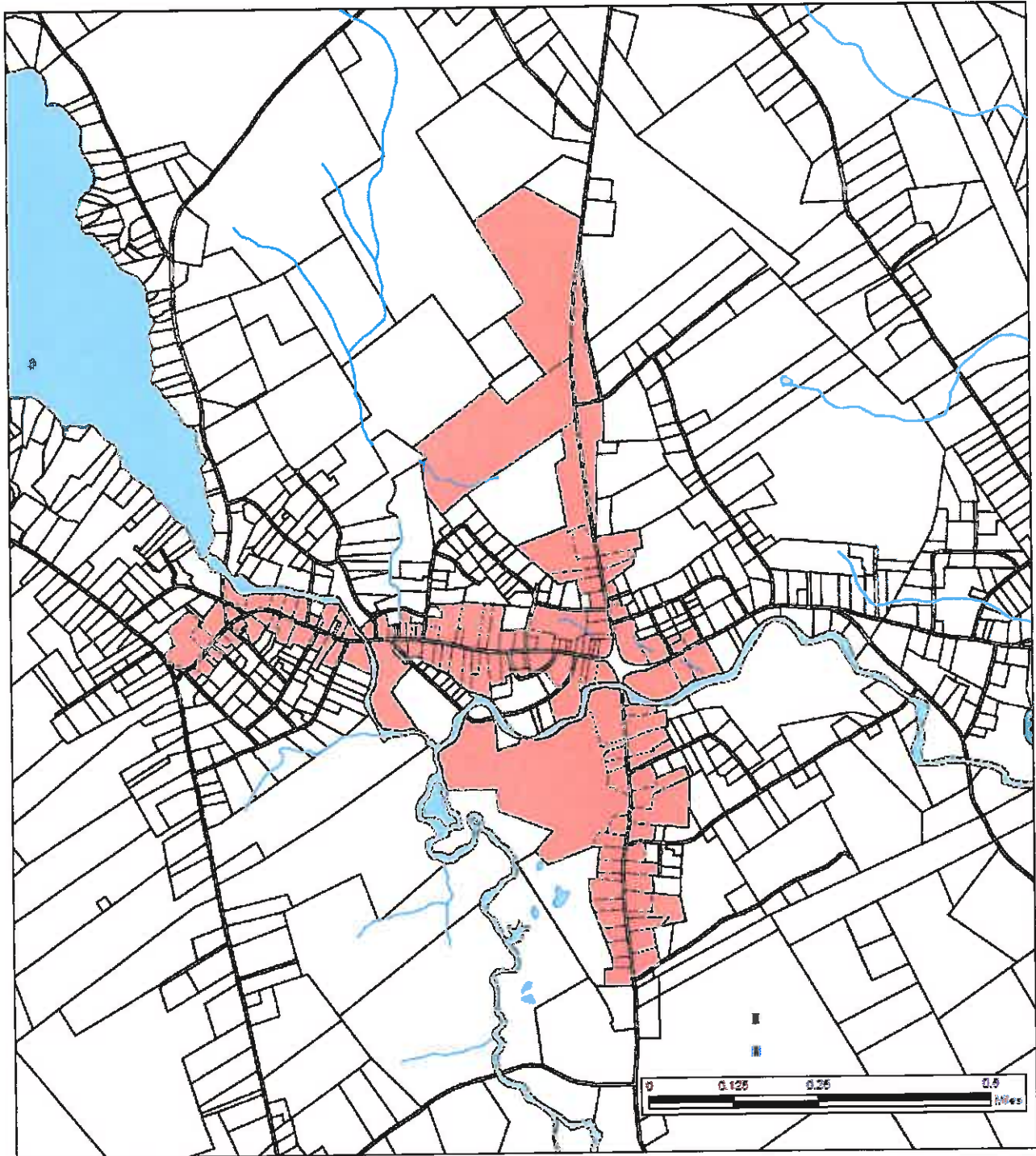
**Working Pit or Area** – The extraction area including side slopes and adjoining areas with overburden removed, excluding roads.

**Zone of Contribution** – Means the area of an aquifer that contributes water to a well or other extraction point under the most severe pumping and recharge conditions that can be realistically anticipated within the Town of Bridgton. It is bounded by the ground water divides that result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. In some cases, streams or lakes may act as recharge boundaries. In all cases the zone of contribution shall extend up gradient to its point of intersection with prevailing hydro geologic boundaries (a ground water flow divide, a contact with till or bedrock, or a recharge boundary).

Enacted: June 10, 1998

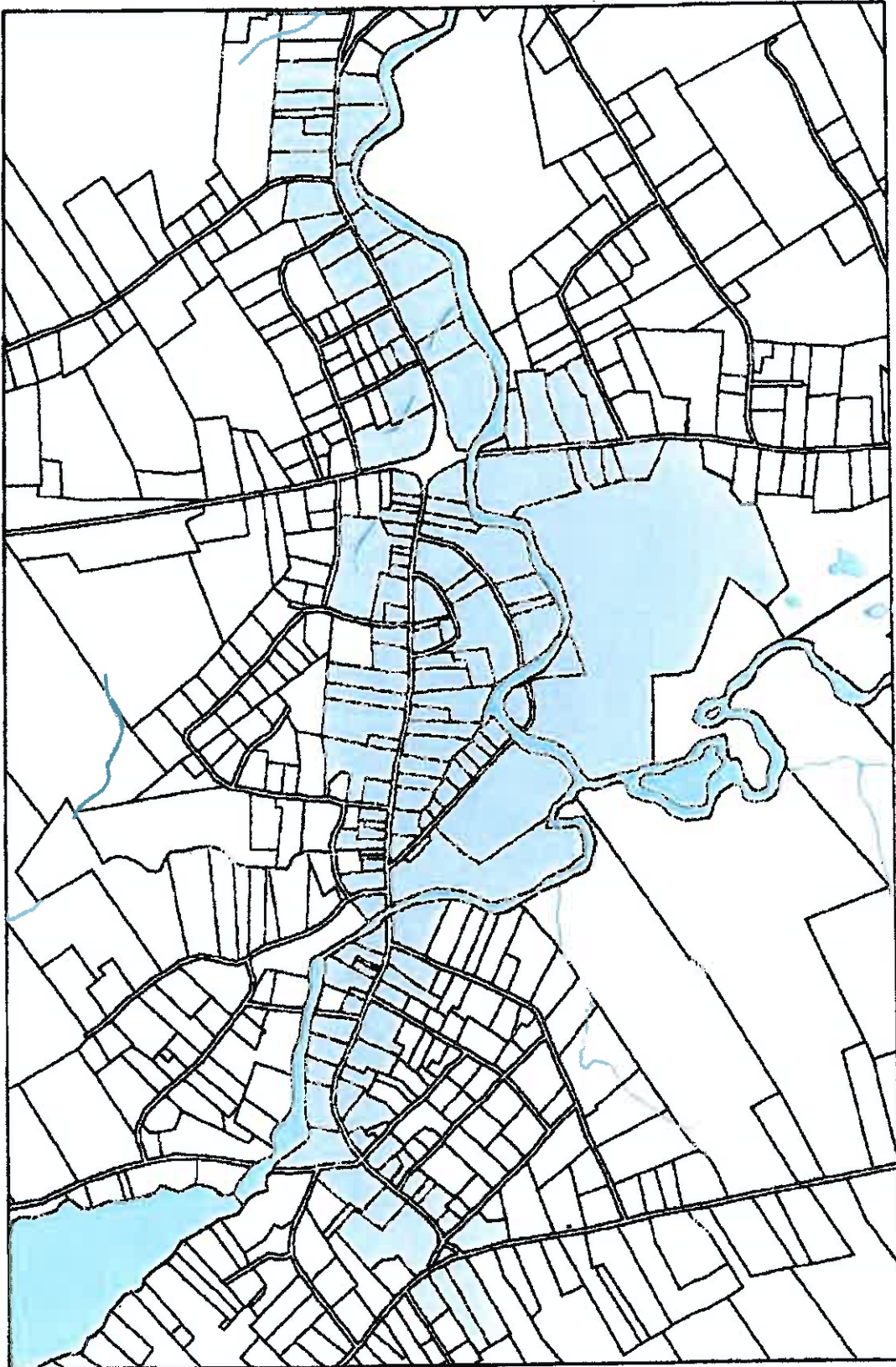
Amended: June 14, 2000, June 14, 2005, June 12, 2007, June 10, 2008, June 14, 2011, December 13, 2011, June 12, 2012, June 10, 2014, June 9, 2015, June 14, 2016, June 11, 2019, 2020.

***Town of Bridgton***  
**Site Plan Development Ordinance**  
**Downtown Site Plan District Map**  
**June 14th 2005**



*Town of Bridgton*  
Site Plan Review Ordinance  
Village Center District Map  
June 12, 2012

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## **PROPOSED AMENDMENTS TO THE BRIDGTON LAND USE ORDINANCE**

*The Town of Bridgton Land Use Ordinance is proposed to be amended by deleting the words shown below in strikethrough (~~strikethrough~~) form and by adding the words shown below in underline (underline) form.*

*NOTE: Text located in gray outlined boxes (such as this text box) explains under what circumstances certain proposed amendments will be enacted. The text box itself is not proposed to be included in the amended ordinance.*

**EXPLANATORY NOTE:**

*The amendments to Article II, below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

**ARTICLE II. LAND USE DISTRICTS AND USES**

...

**Section 2. Land Use & Standards by District**

...

**A. Downtown Village Business District I (DVB-I)**

...

**9. Uses**

...

**a. Allowed uses—Ground Story:**

...

Marijuana Home Cultivation

...

**b. Allowed uses—Upper Stories**

...

Marijuana Home Cultivation

...

**B. Downtown Village Business District II (DVB-II)**

...

**9. Uses**

...

**a. Allowed uses:**

...

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

**C. Downtown Village Neighborhood District (DVN)**

...

**9. Uses**

...

**a. Allowed uses:**

...

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

**D. Inner Corridor District (IC)**

...

**9. Uses**

...

**a. Allowed Uses:**

...

Marijuana Establishment

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

E. Outer Corridor **District** (OC)

...

9. Uses

...

a. Allowed Uses:

...

Marijuana Establishment

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

F. Mixed Use Corridor **District** (MUC)

...

9. Uses

...

a. Allowed Uses:

...

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

G. Lakeside Neighborhood **District** (LN)

...

9. Uses

...

a. Allowed Uses:

...

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

H. Outer Village **District** (OV)

...

9. Uses

...

a. Allowed Uses:

...

Medical Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...

I. Rural Neighborhood **District** (RN)

...

9. Uses

...

a. Allowed Uses:

...

Marijuana Home Cultivation

Medical Marijuana Small-Scale Registered Caregiver Operation

...



### Section 3. Tables

#### A. Land Uses by District

...

USE CATEGORY	DVB I Ground Story	DVB I Upper Stories	DVB II	DVN	IC	OC	MUC	LN	OV	RN	NOTES/LIMITATIONS *
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...

<del>Marijuana Establishment</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>Y</del>	<del>Y</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	
<del>Marijuana Home Cultivation</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	

...

<del>Medical Marijuana Small-Scale Registered Caregiver Operation</del>	<del>N</del>	<del>N</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	
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...

#### **EXPLANATORY NOTE:**

*The amendments to Article III, below, will become effective if the voters vote to regulate any category of adult use Marijuana Establishments by voting "YES" on Ballot Questions 5, 6, 7, or 8.*

### ARTICLE III. REQUIREMENTS FOR ALL DISTRICTS

#### Section 1. General Requirements

No use is allowed unless it is listed as an allowed use in this Ordinance and any use not expressly allowed in a District shall be prohibited in that District. ~~Adult Use Marijuana Establishments, as defined in 28 B.M.R.S. § 102(13), as amended, or its successor provisions, including adult use cultivation facilities, marijuana stores, products manufacturing facilities, and testing facilities as defined in 28 B.M.R.S. § 102, are not an allowed use in any District.~~

...

#### **EXPLANATORY NOTE:**

*Except as specifically noted, the amendments to Article VI, below, will become effective if the voters vote to regulate one or more Marijuana Establishments by voting "YES" on Ballot Questions 1, 2, 3, 4, 5, 6, 7, or 8.*

### ARTICLE VI. DEFINITIONS

Unless the context otherwise requires, the terms defined in this Article VI shall have the meanings set forth below for purposes of this Ordinance, regardless of whether or not the terms are capitalized; the singular shall include the plural, and the plural shall include the singular. Unless a general definition (such as, but not limited to, Agriculture, Commercial, Manufacturing, Retail Business, Home Occupation or Accessory Use) expressly includes a ~~Medical Marijuana Registered Caregiver or a Medical Marijuana Establishment~~, the definition shall not be construed so as to include a ~~Medical Marijuana Registered Caregiver or any form of Medical Marijuana Establishment~~.

...

**EXPLANATORY NOTE:**

*The definition of Adult Use Marijuana Cultivation Facility, Adult Use Marijuana Products Manufacturing Facility, Adult Use Marijuana Store, and Adult Use Marijuana Testing Facility, below, will each become effective only if the voters vote to regulate these uses by voting "YES" on Ballot Questions 5, 7, 6, or 8, respectively.*

Adult Use Marijuana Cultivation Facility – A “cultivation facility” as that term is defined in 28-B M.R.S. § 102(13), as amended, and its successor provisions.

Adult Use Marijuana Products Manufacturing Facility – A “products manufacturing facility” as that term is defined in 28-B M.R.S. § 102(43), as amended, and its successor provisions.

Adult Use Marijuana Store – A “marijuana store” as that term is defined in 28-B M.R.S. § 102(34), as amended, and its successor provisions.

Adult Use Marijuana Testing Facility - A “testing facility” as that term is defined in 28-B M.R.S. § 102(54), as amended, and its successor provisions.

Exempt Caregiver – A natural person who is a Medical Marijuana Registered Caregiver for no more than two family members or members of the Caregiver’s household, is exempt from registration pursuant to 22 MRS § 2423-A(3)(C), and may not possess more than 8 pounds of Marijuana.

Marijuana Cultivation Area – An indoor facility used for cultivation of Marijuana as part of any Marijuana Establishment, which is enclosed and equipped with locks and other security devices that permit access only by a person authorized to have access to the facility.

Marijuana Establishment – Any one of the following uses:

- Medical Marijuana Registered Dispensary

**EXPLANATORY NOTE:**

*The list of establishments in the definition of “Marijuana Establishment,” above, will be populated based on which establishments the voters vote to regulate, as follows:*

<i><b>If the voters vote “YES” on ...</b></i>	<i><b>... then the definition of “Marijuana Establishment” will include:</b></i>
Ballot Question 1	Medical Marijuana Large-Scale Caregiver Operation Medical Marijuana Multiple Registered Caregiver Facility
Ballot Question 2	Medical Marijuana Caregiver Retail Store
Ballot Question 3	Medical Marijuana Manufacturing Facility Medical Marijuana Inherently Hazardous Substances Extraction Operation
Ballot Question 4	Medical Marijuana Testing Facility
Ballot Question 5	Adult Use Marijuana Cultivation Facility
Ballot Question 6	Adult Use Marijuana Store
Ballot Question 7	Adult Use Marijuana Products Manufacturing Facility
Ballot Question 8	Adult Use Marijuana Testing Facility



**Marijuana Home Cultivation** – (1) The cultivation of Marijuana for personal adult use by persons 21 years of age or older in accordance with the provisions of 28-B M.R.S. § 1502, as may be amended; or (2) the cultivation of medical Marijuana by an Exempt Caregiver or a Qualifying Patient.

**Marijuana Manufacturing Facility** – Any one of the following uses:

<p align="center"><b>EXPLANATORY NOTE:</b></p> <p align="center"><i>The list of establishments in the definition of “Marijuana Manufacturing Facility,” above, will be populated based on which establishments the voters vote to regulate, as follows:</i></p>	
<b><i>If the voters vote “YES” on ...</i></b>	<b><i>... then the definition of “Marijuana Manufacturing Facility” will include:</i></b>
Ballot Question 3	Medical Marijuana Manufacturing Facility Medical Marijuana Inherently Hazardous Substances Extraction Operation
Ballot Question 7	Adult Use Marijuana Products Manufacturing Facility
<b><i>If the voters vote “NO” on both Ballot Question 3 and Ballot Question 7, then the definition of “Marijuana Manufacturing Facility” will be deleted.</i></b>	

**Marijuana Testing Facility** – Any one of the following uses:

<p align="center"><b>EXPLANATORY NOTE:</b></p> <p align="center"><i>The list of establishments in the definition of “Marijuana Testing Facility,” above, will be populated based on which establishments the voters vote to regulate, as follows:</i></p>	
<b><i>If the voters vote “YES” on ...</i></b>	<b><i>... then the definition of “Marijuana Testing Facility” will include:</i></b>
Ballot Question 4	Medical Marijuana Testing Facility
Ballot Question 8	Adult Use Marijuana Testing Facility
<b><i>If the voters vote “NO” on both Ballot Question 4 and Ballot Question 8, then the definition of “Marijuana Testing Facility” will be deleted.</i></b>	

~~**Medical Marijuana** – A marijuana seedling, immature or mature marijuana plant, harvested marijuana, marijuana concentrate, or marijuana product in any form for medical use as defined in 22 M.R.S. Chapter 558-C, the Maine Medical Use of Marijuana Act, § 2422.~~

~~**Medical Marijuana Caregiver Retail Store** – A location, building, or facility operated by a Medical Marijuana Registered Caregiver that is used to sell medical Marijuana to qualifying patients and that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer.~~

~~**Medical Marijuana Cultivation Area** – An indoor or outdoor area or facility used for cultivation of Medical Marijuana that is enclosed and equipped with locks and other security devices that permit access only by a person authorized to have access as defined in 22 M.R.S. § 2422(3) as amended, and its successor provisions.~~

**Medical Marijuana Establishment**—~~A Medical Marijuana Cultivation Area, Medical Marijuana Inherently Hazardous Substances Extraction Operation, Medical Marijuana Manufacturing Facility, Medical Marijuana Multiple Caregiver Facility, Medical Marijuana Registered Dispensary, Medical Marijuana Retail Store, Medical Marijuana Testing Facility, or any other retail commercial or industrial Medical Marijuana enterprise other than a Medical Marijuana Registered Caregiver.~~

**Medical Marijuana Large-Scale Caregiver Operation** – Any commercial or noncommercial use by a Medical Marijuana Registered Caregiver other than: (i) a Medical Marijuana Caregiver Retail Store, (ii) a Medical Marijuana Multiple Caregiver Facility, (iv) a Medical Marijuana Inherently Hazardous Substances Extraction Operation, (v) Marijuana Home Cultivation by a Qualifying Patient or Exempt Caregiver, or (vi) a Medical Marijuana Small-Scale Caregiver Operation.

**Medical Marijuana Manufacturing Facility**—~~A registered tier 1 or tier 2 manufacturing facility or person or entity authorized to engage in marijuana extraction under 22 M.R.S. § 2423-F, as defined in 22 M.R.S. § 2422 as amended, and its successor provisions.~~

**Medical Marijuana Multiple Registered Caregiver Facility**—A building or facility housing more than one (1) Medical Marijuana Registered Caregiver.

**Medical Marijuana Registered Caregiver**—A caregiver who is registered by the State licensing authority Maine Department of Human Services pursuant to 22 M.R.S. § 2425-A, as amended, and its successor provisions not including a Medical Marijuana Retail Store, a Medical Marijuana Multiple Caregiver Facility, or a Medical Marijuana Inherently Hazardous Substances Extraction Operation.

**Medical Marijuana, Retail**—~~Medical marijuana products, goods, and services offered directly to consumers or the end-users.~~

**Medical Marijuana Retail Store**—~~A location, building or facility operated by a person or entity licensed to sell Medical Marijuana to qualifying patients that is identified or marketed by signage, advertising, or other media as a place of sale of Medical Marijuana, including, without limitation, a Medical Marijuana Registered Caregiver retail store and a Medical Marijuana Registered Dispensary retail store.~~

**Medical Marijuana Small-Scale Caregiver Operation** – A commercial or noncommercial use by a Medical Marijuana Registered Caregiver who sells or dispenses Marijuana solely out of the Caregiver's residential dwelling or accessory structure to no more than five individual registered patients in any one calendar month; does not process or manufacture Marijuana using chemicals or solvents; and cultivates no more than 30 mature Marijuana plants.

**Qualifying Patient** – A person who has been a resident of Maine for at least 30 days and who possesses a valid written certification regarding medical use of Marijuana in accordance with 22 M.R.S. § 2423-B.

**CERTIFICATION OF PROPOSED HOUSEKEEPING AMENDMENTS TO THE  
BRIDGTON LAND USE ORDINANCE TO CLARIFY DIMENSIONAL  
REQUIREMENTS, AND ORDER**

The municipal officers of the Town of Bridgton hereby certify to the municipal clerk of the Town of Bridgton, pursuant to 30-A M.R.S. § 3002, that attached hereto is a true copy of the proposed ordinance entitled, "Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements," to be voted on at a referendum election of the Town of Bridgton on July 14, 2020 under Question 9, "Shall an ordinance entitled, 'Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements,' be enacted?"

It is further Ordered, pursuant to 30-A M.R.S. § 3002(1), that the municipal clerk shall keep this certified copy as a public record and shall make copies of said proposed ordinance available for distribution to the voters of the Town of Bridgton from the time of this certification. Copies of said proposed ordinance shall also be attested by the municipal clerk and posted in the same manner as the warrant calling the Town Meeting Referendum on July 14, 2020 and shall be made available to the voters at the Town Meeting Referendum on July 14, 2020.

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A majority of the municipal officers  
of the Town of Bridgton

A true copy of the proposed ordinance entitled, "Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements," is attached hereto.

Attest: \_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

RETURN

Cumberland County, ss.

State of Maine

I certify that I have posted an attested copy of the proposed ordinance entitled, "Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements," at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being conspicuous public places within the Town of Bridgton on \_\_\_\_\_, 2020,  
which is at least seven (7) days next prior to the date of the July 14, 2020 Town Meeting  
Referendum.

\_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

# TOWN OF BRIDGTON

JULY 14, 2020

## “HOUSEKEEPING AMENDMENTS TO THE BRIDGTON LAND USE ORDINANCE TO CLARIFY DIMENSIONAL REQUIREMENTS”

Note: Amendments are shown as:

Additional text underlined

Deleted text ~~strikethrough~~

Proposed: July 14, 2020

**HOUSEKEEPING AMENDMENTS TO THE BRIDGTON LAND USE ORDINANCE  
TO CLARIFY DIMENSIONAL REQUIREMENTS**

**PREPARED FOR TOWN OF BRIDGTON REFERENDUM ELECTION  
TO BE HELD ON JULY 14, 2020**

*The Town of Bridgton Land Use Ordinance is proposed to be amended by deleting the words shown below in strikethrough (~~strikethrough~~) form and by adding the words shown in underline (underline) form.*

*In addition, **Figures 1 through 26** in Article II of the Town of Bridgton Land Use Ordinance are proposed to be deleted.*

## **ARTICLE II. LAND USE DISTRICTS AND USES**

...

### **Section 2. Land Use s & Standards by District**

#### **A. Downtown Village Business District I (DVB-I)**

...

#### **2. Open and Buildable Area**

The intent for regulating Open Space and Buildable Area ~~on the lot~~ is to preserve and enhance the density and character of this District.

a. Minimum ~~L~~lot ~~S~~size: 2500 square feet.

b. Minimum Lot Frontage: None.

c. Maximum Lot Coverage: Not applicable to this District.

#### **3. Building**

##### **a. Placement**

...

i. Maximum Front Setback Line (applicable to Principal Buildings): 6 feet ~~for each Principal Building.~~

ii. Minimum Front Setback Line (applicable to all Structures): At the ~~Private~~ Public Lot Line.

iii. Requirements applicable to the Maximum Front Setback Area:

a) At least 65% of the Principal Building façade shall be located within the Maximum Front ~~s~~Setback Area. To add variety and diversity to a Principal Building, up to 35% of a Principal Building's façade may have an architectural recess.

b) Protrusions on any portion of a Principal Building above the Ground Story shall be cantilevered.

- c) No portion of a Principal Building façade within the Maximum Front Setback Area shall exceed 60 feet of continuous linear plane.
- d) No ~~P~~portion of any Structure shall obstruct a public or private sidewalk, or extend beyond a property line, except as expressly provided herein.

~~iv.e) Minimum side Setback Line from any Common Lot Line (applicable to all Structures): 2 feet~~

~~f) minimum rear setback line: 2 feet~~

~~v. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: Not applicable to this District.~~

## b. Height

...

- i. Maximum Height of Principal Structure or Accessory Structure: 35 feet.  
~~Each Principal Structure shall be at least 1 ½ stories in height, but no greater than 2 ½ stories in Height and, in any event, no Structure Height of any Principal Structure or an Accessory Structure shall exceed 35 feet.~~

...

## 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

### a. Allowed uses—Ground Story:

Accessory Use Structure

...

- b. **Allowed uses—Upper Stories**, including within the roof of any Structure where the roof is configured as a half-story (1/2 Story):

Accessory Use

...



## B. Downtown Village Business District II (DVB-II)

### 2. Open and Buildable Area

a. Minimum ~~L~~lot ~~S~~size: 20,000 square feet.

b. Minimum Lot Frontage: None.

c. Maximum Lot Coverage: Not applicable to this District.

~~de~~ A contiguous Private Open Area of at least 15% of the ~~total~~ Buildable Area shall be preserved on each lot.

### 3. Building

#### a. Placement

i. Maximum Front Setback Line (applicable to Principal Buildings): 15 feet ~~for each Principal Building~~

ii. Minimum Front Setback Line (applicable to all Structures): 10 feet ~~from any Public and Common Lot lines.~~

iii. Requirements applicable to the Maximum Front Setback Area

a) At least 65% of the Principal Building façade shall be located within the Maximum Front ~~s~~Setback Area. To add variety and diversity to a Principal Building, up to 35% of a Principal Building's façade may have an architectural recess.

b) Protrusions on any portion of a Principal Building above the Ground Story shall be cantilevered.

c) No portion of a Principal Building façade within the Maximum Front Setback Area shall exceed 60 feet of continuous linear plane.

~~iv, d)~~ Minimum Side Ssetback Lline from any Common Lot Line (applicable to all Structures): 5 feet ~~from any public or common lot line~~

~~e)~~ Rear setback line: 10 feet from any public or common lot line

v. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: Not applicable to this District.

**b. Height**

• • •

- i. Maximum Height of Principal Structure or Accessory Structure: 35 feet.  
~~Each Principal Structure shall be at least 1 ½ stories in height, but no greater than 2 ½ stories and, in any event, no Structure Height of any Principal Structure or an Accessory Structure shall exceed 35 feet.~~

• • •

**9. Uses**

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

**a. Allowed uses:**

Accessory Use Structure

• • •

## C. Downtown Village Neighborhood District (DVN)

### 2. Open and Buildable Area

- a. Minimum ~~Lot~~ Size: 20,000 square feet.
- b. Minimum Lot Frontage: 100 feet.
- c. Maximum Lot Coverage: Not applicable to this District.

### 3. Building

#### a. Placement

- i. Maximum Front Setback Line (applicable to Principal Buildings): 25 feet. ~~for each Principal Building~~
- ii. Minimum Front Setback Line (applicable to all Structures): ~~a~~At the ~~Private~~ Public Lot Line
- iii. Minimum ~~Side~~ Setback Line from any Common Lot Line (applicable to all Structures): 10 feet from any lot line
- iv. ~~Minimum Rear Setback Line: 15 feet from any lot line.~~
- iv. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: Not applicable to this District.

#### b. Height

- i. Maximum Height of Principal Structure or Accessory Structure: 35 feet.  
~~Each Principal Structure shall be at least 1 ½ stories in height, but no greater than 2 ½ stories and, in any event, no Structure Height of any Principal Structure or an Accessory Structure shall exceed 35 feet.~~

### 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

#### a. Allowed uses:

Accessory Use Structure

## D. Inner Corridor District (IC)

...

### 2. Open and Buildable Area

...

a. Minimum Lot Size: 40,000 square feet.

b. Minimum Lot Frontage: None.

c. Maximum Lot Coverage: Not applicable to this District.

db. A contiguous Private Open Area of at least 15% of the ~~Total~~ Buildable Area shall be preserved on each lot. ~~The calculated area may include any requisite Minimum Setback Areas.~~

### 3. Building

#### a. Placement

...

i. Maximum Front Setback Line (applicable to Principal Buildings): 25 feet. ~~for each Principal Building.~~

ii.a. Minimum Front Setback Line (applicable to all Structures): 15 feet. ~~from any Public Lot Line or Common Lot line.~~

iii. Minimum Side Setback Line for Accessory Structures from any Common Lot Line (applicable to all Structures): 25 feet from any Public Lot Line and 15 feet. ~~from any Common Lot Line.~~

iv. Minimum Setback Line from any ~~residential~~ DVN, MUC, LN, OV, or RN district boundary: 20 feet. ~~from any district boundary.~~

v. Requirements applicable to the Maximum Front Setback Area:

a) At least 65% of the Principal Building façade shall be located within the Maximum Front setback Area. To add variety and diversity to a Principal Building, up to 35% of a Principal Building's façade may have an architectural recess, subject to the requirements of subparagraph c, below. ~~b) ——— For lots with multiple buildings on a lot where there is no single Principal Buildings, at least one Principal Bbuilding shall meet this requirement that is not an Accessory building. For multiple buildings on a lot where there is one Principal Building, the Principal Building shall meet this requirement.~~

b) Reserved.

c) No portion of a Principal Building façade within the Maximum Front Setback Area shall exceed 200 feet of continuous linear plane.

**ab. Height**

...

- i. Maximum Height of Principal Structure or Accessory Structure: 45 feet.  
~~Each Principal Building shall have no more than 3 stories and shall not exceed a Height of 45 feet.~~
- ii. ~~No Minimum Structure Height is required.~~

...

**9. Uses**

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

**a. Allowed uses:**

Accessory Use ~~Structure~~

...

**E. Outer Corridor District (OC)**

...

**2. Open and Buildable Area**

...

- a. Minimum ~~Lot~~ Size: 80,000 square feet.
- b. Minimum Lot Frontage: None.
- c. Maximum Lot Coverage: Not applicable to this District.

**3. Building**

**a. Placement**

...

- i. Maximum Front Setback Line: None.
- ii. Minimum Front Setback Line (applicable to all Structures, including display areas for Outdoor Flea Markets and Open Air Markets): 75 feet from the Public Lot Line of SR 302, also known as Portland Road.; 25 feet from any other Public Lot Line.
- ~~i. Display areas for Outdoor Flea Markets and Open Air Markets shall also comply with the above setback lines.~~
- iii. Minimum Setback Line from any Common Lot Line (applicable to all Structures): 15 feet for Accessory Residential Structures; 25 feet for all other Structures.
- iv. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: 20 feet.
- ~~ii. Minimum set back line from any Residential district boundary: 20 feet~~
- ~~iii. Minimum Side Setback Line for all Residential Structures: 25 feet from any Public Lot Line or Common Lot Line~~
- ~~iv. Minimum Side Setback Line for all Accessory Residential Structures: 25 feet from any Public Lot Line and 15 feet from any Common Lot Line.~~
- ~~v. Minimum Setback Line for Residential Accessory Structures: 20 feet from any Residential District boundary.~~

**b. Height**

...

- i. Maximum Height of Principal Structure or Accessory Structure: 60 feet.  
~~Each Principal Building shall have no more than 4 stories and shall not exceed a height of 60 feet. No other Structure shall exceed a Height of 60 feet. No minimum~~

~~Structure height is required.~~ This paragraph does not ~~pertain~~ apply to telecommunications facilities, Communication Towers or wind energy systems.

\*\*\*

## 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

### a. Allowed uses:

Accessory Use Structure

\*\*\*

## F. Mixed Use Corridor District (MUC)

### 2. Open and Buildable Area

a. Minimum ~~Lot Size; single family residence:~~ 80,000 square feet.

~~b. Commercial minimum Lot Size: 80,000 square feet~~

b. Minimum Lot Frontage: 200 feet.

c. Maximum Lot Coverage: 50%.

### 3. Building

#### a. Placement

i. Maximum Front Setback Line: None.

ii. Minimum Front Setback Line (applicable to all Structures): 75 feet.

iii. Minimum Setback Line from any Common Lot Line (applicable to all Structures):  
15 feet for Single Family Dwellings; 25 feet for all other Structures.

iv. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary:  
Not applicable to this District.

~~i. Single Family Dwelling Frontage and Setbacks:~~

~~— a) Minimum Lot Frontage: 200 feet~~

~~— b) Minimum Front Setback line: 75 feet from Front Lot Line.~~

~~— c) Minimum Side Setback Line: 15 feet from any lot line.~~

~~— d) Minimum Rear Setback Line: 20 feet from any lot line.~~

~~ii. Commercial Frontage and Setbacks:~~

~~— a) Minimum Lot Frontage: 200 feet.~~

~~— b) Minimum Front Setback line: 75 feet from Front Lot Line.~~

~~— c) Minimum Side Setback Line: 25 feet from any lot line~~

~~— d) Minimum Rear Setback Line: 25 feet from any lot line~~



**b. Height**

- i. Maximum Height for Single Family Dwellings, Two Family Dwellings, and Multi-Family Dwellings Residences and Accessory Structures:
  - a) Maximum Height of Principal Structure or Accessory Structure: 35 feet.
  - ~~b) Minimum Height of Principal Structure: 1 ½ stories~~
- ii. Maximum Height for all other Structures, including Commercial Buildings Structures and Accessory Structures:
  - a) Maximum Height of Principal Structure: 60 feet ~~(4 stories maximum)~~.
  - b) Maximum Height of Accessory Structure: 35 feet.

**9. Uses**

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

**a. Allowed uses:**

Accessory Use Structure

## G. Lakeside Neighborhood District (LN)

...

### 2. Open and Buildable Areas

...

- a. Minimum Lot Size: 50,000 square feet
- b. Minimum Lot Frontage: 100 feet
- c. Maximum Lot Coverage: 30%

### 3. Building

#### a. Placement

...

- i. Maximum Front Setback Line: None.
- ii. Minimum Front Setback Line (applicable to all Structures): 20 feet. ~~from Public Lot Line.~~
- iii. ~~Minimum side and rear s~~Setback ~~H~~Line from any Common Lot Line (applicable to all Structures): 10 feet. ~~from any Public Lot Line or common lot line.~~
- iv. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: Not applicable to this District.

#### b. Height

...

- i. Maximum Height of Principal Structure or Accessory Structure: 35 feet.
- ii. ~~Minimum Height of Principal Structure: 1 ½ stories~~

...

### 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

#### a. Allowed uses:

Accessory Use Structure

...

## H. Outer Village **District** (OV)

### 2. Open and Buildable Area

- a. Minimum Lot Size: 20,000 square feet.
- b. Minimum Lot Frontage: 75 feet.
- c. Maximum Lot Coverage: Not applicable to this District.

### 3. Building

#### a. Placement

- i. Maximum Front Setback Line: None.
- ii. Minimum Front Setback Line (applicable to all Structures): 20 feet.
- iii. Minimum Setback Line from any Common Lot Line (applicable to all Structures): 10 feet.
- ~~ii. Minimum Side Setback Line: 10 feet~~
- ~~iii. Minimum Rear Setback Line: 15 feet~~
- iv. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: Not applicable to this District.

#### b. Height

- i. Maximum Height of Principal Structure or Accessory Structure: 35 feet  
~~(2 ½ stories maximum)~~
- ii. ~~Minimum Height of Principal Structure: 1 ½ stories~~

## 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

#### a. Allowed uses:

Accessory Use Structure

## I. Rural Neighborhood District (RN)

### 2. Open and Buildable Area

- a. Minimum Lot Size: 40,000 square feet for Retail Business use; 80,000 for all other uses.
- b. Minimum Lot Frontage: 100 feet.
- c. Maximum Lot Coverage: 30%.
- ~~a. Minimum Commercial lot size:~~
  - ~~i. Retail: 40,000 square feet.~~
  - ~~ii. Non-Retail: 80,000 square feet.~~
- ~~b. Minimum Residential lot size: 80,000 square feet~~

### 3. Building

#### a. Placement

- i. Maximum Front Setback Line: None.
- ii. Minimum Front Setback Line (applicable to all Structures): 75 feet.
- iii. Minimum Setback Line from any Common Lot Line (applicable to all Structures): 25 feet.
- iv. Minimum Setback Line from any DVN, MUC, LN, OV, or RN district boundary: Not applicable to this District.
- ~~i. Commercial:~~
  - ~~a) Minimum Front Setback Line: 75 feet from the Public Lot line.~~
  - ~~b) Minimum Side Setback Line: 25 feet from any lot line.~~
  - ~~c) Minimum Rear Setback Line: 25 feet from any lot line.~~

#### b. Height

- i. Maximum Height of Principal Structure or Accessory Structure: 35 feet, (2½ stories maximum)
- ~~ii. Minimum Height of Principal Structure: 1 ½ stories~~

## 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

### a. Allowed uses:

Accessory Use Structure

...

## Section 3. Tables

### A. Land Uses by District

...

USE CATEGORY	DVB I Ground Story	DVB I Upper Stories	DVB II	DVN	IC	OC	MUC	LN	OV	RN	NOTES/LIMITATIONS *
--------------	--------------------------	---------------------------	--------	-----	----	----	-----	----	----	----	---------------------

...

Accessory <del>Structure/Use</del>	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	
------------------------------------	---	---	---	---	---	---	---	---	---	---	--

...

### B. Dimensional Requirements by District

The following table sets out dimensional requirements for each district. In case of any difference of meaning or implication between the text of this Ordinance and the following table, the text shall control.

	DVB I	DVB II	DVN	IC	OC	MUC	LN	OV	RN
Minimum Lot Size (sq. ft.)	<u>2500</u>	<u>20,000</u>	<u>20,000</u>	<u>40,000</u>	<u>80,000</u>	<u>80,000</u>	<u>50,000</u>	<u>20,000</u>	<u>80,000<sup>4</sup></u>
Minimum Lot Frontage (ft.)	<u>None</u>	<u>None</u>	<u>100</u>	<u>None</u>	<u>None</u>	<u>200</u>	<u>100</u>	<u>75</u>	<u>100</u>
Maximum Lot Coverage	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>50%</u>	<u>30%</u>	<u>N/A</u>	<u>30%</u>
Maximum Front Setback Line, Principal Buildings (ft.)	<u>6</u>	<u>15</u>	<u>25</u>	<u>25</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
Minimum Front Setback Line (ft.)	<u>0</u>	<u>10</u>	<u>0</u>	<u>15</u>	<u>75/25<sup>1</sup></u>	<u>75</u>	<u>20</u>	<u>20</u>	<u>75</u>
Minimum Setback Line from Common Lot Line (ft.)	<u>2</u>	<u>5</u>	<u>10</u>	<u>15</u>	<u>15/25<sup>2</sup></u>	<u>15/25<sup>3</sup></u>	<u>10</u>	<u>10</u>	<u>25</u>
Minimum Setback Line from DVN, MUC, LN, OV, or RN district boundary (ft.)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>20</u>	<u>20</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Maximum Height (ft.)	<u>35</u>	<u>35</u>	<u>35</u>	<u>45</u>	<u>60</u>	<u>35/60<sup>5</sup></u>	<u>35</u>	<u>35</u>	<u>35</u>

<sup>1</sup> 75 ft. from SR 302; 25 ft. from any other Public Lot Line.

<sup>2</sup> 15 ft. for Accessory Residential Structures; 25 feet for all other Structures.

<sup>3</sup> 15 ft. for Single Family Dwellings; 25 ft. for all other Structures.

<sup>4</sup> 40,000 sq. ft. for Retail Business Use; 80,000 for all other uses.

<sup>5</sup> 35 ft. for Single Family, Two Family, and Multi-Family Dwellings and accessory structures; 60 ft. for all other Principal Structures.

...

## ARTICLE VI. DEFINITIONS

...

**Lot Coverage** – The percentage of lot area covered by buildings, Structures, parking areas, driveways, and impervious materials, ~~other than soils and vegetation.~~

...

**Lot Frontage** – The horizontal distance of the ~~front lot line~~ Lot Front measured from one side lot line to the other.

...

**Minimum Front Setback Line** – A line paralleling a Public Lot Line along the full length of the Public Lot Line, which is the closest distance a building façade can be from the Public Lot Line.

...

**Story** – That part of a building between the surface of the floor and the ceiling immediately above, not including the Basement. A half-story (1/2 story) is an uppermost Story in which a sloping roof replaces the upper part of the front wall.

...

## Robert "Bob" Peabody, Jr.

---

**From:** Laurie Chadbourne  
**Sent:** Tuesday, May 5, 2020 12:37 PM  
**To:** Robert "Bob" Peabody, Jr.  
**Subject:** FW: Bridgton - Election Question

FYI.

**From:** Legal Services Department <legal@memun.org>  
**Sent:** Tuesday, May 5, 2020 10:33 AM  
**To:** Laurie Chadbourne <lchadbourne@bridgtonmaine.org>  
**Subject:** RE: Bridgton - Election Question

Laurie,

In any town that elects its officers by secret ballot pursuant to 30-A M.R.S. Section 2528, the municipal officers have the authority and discretion to put any or all other articles of business (e.g., the budget, ordinances, housekeeping matters, etc.) on a referendum ballot for the same or any another election day provided the ballot questions have been submitted by the municipal officers to the clerk at least 60 days before election day. For a sample order doing so, see the following link (MMA username & password required):

[https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=13517&Command=Core\\_Download&language=en-US&PortalId=0&TabId=299](https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=13517&Command=Core_Download&language=en-US&PortalId=0&TabId=299)

In addition, keep in mind that the municipal officers are required to hold a public hearing on referendum ballot questions at least 10 days before election day, with public notice of the hearing given in the same manner as for town meeting warrants. Again, for a sample notice, see the following link (MMA username & password required):

[https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=6247&Command=Core\\_Download&language=en-US&PortalId=0&TabId=299](https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=6247&Command=Core_Download&language=en-US&PortalId=0&TabId=299)

How referendum ballot questions are framed depends, at least in part, on the subject matter. For example, it may very well be feasible to bundle the property tax due date, interest rate on delinquent taxes, interest rate on overpayments, etc., in one ballot question. I would be very reluctant, however, to put the entire annual operating budget in one ballot question, for fear that it could be voted down altogether due to one controversial portion. How a budget is put to the voters in a referendum election will need to be carefully thought through to ensure that the budget as a whole has the best odds of voter approval.

I hope this answers your questions, Laurie.

Best,

**Richard P. Flewelling, Senior Staff Attorney**  
**Legal Services Department**

**Maine Municipal Association**  
60 Community Drive, Augusta, ME 04330  
1-800-452-8786 (in-state)  
207-623-8428  
FAX 207-624-0187



[legal@memun.org](mailto:legal@memun.org)

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**From:** Laurie Chadbourne [<mailto:lchadbourne@bridgtonmaine.org>]  
**Sent:** Tuesday, May 5, 2020 9:15 AM  
**To:** Legal Services Department <[legal@memun.org](mailto:legal@memun.org)>  
**Subject:** Bridgton - Election Question

Along those same lines, is the Board able to direct the budget as a whole to a referendum ballot (under one article/question) if done so no later than 60 days prior to the July 14<sup>th</sup> Election? Also, do they have the authority to direct any other articles to the ballot as well (the standard housekeeping articles which are normally approved on the floor of open town meeting)?

Please advise.

Thank you,

Laurie

**From:** Legal Services Department <[legal@memun.org](mailto:legal@memun.org)>  
**Sent:** Wednesday, April 29, 2020 9:06 AM  
**To:** Laurie Chadbourne <[lchadbourne@bridgtonmaine.org](mailto:lchadbourne@bridgtonmaine.org)>  
**Subject:** RE: Bridgton - Election Question

Dear Laurie,

If Bridgton decides to hold its election to coincide with the State primary on July 14<sup>th</sup>, Bridgton's ballot questions will have to be certified by the selectmen to the clerk no later than 60 days prior to the July 14<sup>th</sup> election. All other requirements (e.g., a town warrant, absentee ballots, a public hearing, etc.) will also apply with respect to the July 14<sup>th</sup> election, the same as with any other municipal secret ballot election. If you had nomination papers in circulation for an earlier election date, however, that deadline is not extended from its original filing date.

I hope this answers your question, Laurie.

Best regards,

**Richard P. Flewelling, Senior Staff Attorney**  
**Legal Services Department**

**Maine Municipal Association**  
60 Community Drive, Augusta, ME 04330  
1-800-452-8786 (in-state)  
207-623-8428  
FAX 207-624-0187  
[legal@memun.org](mailto:legal@memun.org)

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**From:** Laurie Chadbourne [<mailto:lchadbourne@bridgtonmaine.org>]  
**Sent:** Tuesday, April 28, 2020 7:26 PM  
**To:** Legal Services Department <[legal@memun.org](mailto:legal@memun.org)>  
**Subject:** Bridgton - Election Question

Since the election was moved to July, did the statutory deadline for placement of questions on the ballot move forward as well?

Please advise.

Thank you,

Laurie

Laurie L. Chadbourne, Town Clerk  
Town of Bridgton  
3 Chase Street, Suite 1  
Bridgton, ME 04009  
Voice (207) 647-8786 Fax (207) 647-8789  
[www.bridgtonmaine.org](http://www.bridgtonmaine.org)

**Town of Bridgton  
ANNUAL TOWN MEETING  
Tuesday, July 14, 2020**

State of Maine

County of Cumberland, ss

TO: Phillip A. Jones, a resident of the Town of Bridgton.

Greetings: In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Bridgton in said County and State, qualified by law to vote in town affairs to meet at the Town Hall located on North High Street in said Town on Tuesday, the 14th day of July at 8:00 o'clock in the forenoon to 8:00 o'clock in the evening to vote on Article 1 through Article 38 [A person who is not registered as a voter may not vote at the Town Election].

Article 1. To elect a Moderator to preside at said meeting and to vote by written ballot.

Article 2. To elect the following Town Officers by secret ballot as required by 30-A MRS §2528:

- (2) Selectman/Assessor/Overseer of the Poor; 3-year term
- (1) Planning Board Regular Member; 3-year term
- (1) Planning Board Regular Member; 1-year term
- (1) Planning Board Alternate Member; 1-year term
- (2) MSAD #61 Director; 3-year term
- (1) Water District Trustee; 3-year term

Article 3. **Question 1.** Shall the Town vote to regulate medical marijuana large-scale caregiver operations by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 1 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana large-scale caregiver operations. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 4. **Question 2.** Shall the Town vote to allow and regulate medical marijuana caregiver retail stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

*(Note: A "Yes" vote on Question 2 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana caregiver retail stores. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 5.       **Question 3.** Shall the Town vote to allow and regulate medical marijuana manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 3 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to medical marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 6.       **Question 4.** Shall the Town vote to allow and regulate medical marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 4 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to medical marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 7.       **Question 5.** Shall the Town vote to allow and regulate adult use marijuana cultivation facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 5 will enact the ordinance entitled “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments” as applied to adult use marijuana cultivation facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 8.       **Question 6.** Shall the Town vote to allow and regulate adult use marijuana stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 6 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use marijuana stores. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 9.       **Question 7.** Shall the Town vote to allow and regulate adult use marijuana products manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 7 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use products marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 10. **Question 8.** Shall the Town vote to allow and regulate adult use marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

*(Note: A “Yes” vote on Question 8 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)*

Article 11. **Question 9.** Shall an ordinance entitled, “Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements,” be enacted?

*(Note: Copies of the text of the ordinance are available from the Town Clerk.)*

Article 12. **Question 10.** Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Exempt Subdivisions from Land Use Ordinance Requirements” as shown below, be enacted?

*(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)*

## **ARTICLE I. GENERAL PROVISIONS**

...

### **Section 3. Applicability**

The Town of Bridgton hereby regulates the inspection, construction, alteration, height, area, ground coverage, location and use of buildings and structures, and the use of land, throughout the Town; and also hereby divides the Town into districts as defined and described herein, and shown on the Official Zoning Maps on file with the Town Clerk, which are hereby incorporated into this Ordinance. All buildings or Structures hereinafter constructed, reconstructed, altered, enlarged, or moved, and the uses of buildings and land, including the division of land (except as expressly provided in Article I, Section 3.C.2, below), shall be in conformity with the provisions of this Ordinance. No building, Structure, land, or water area shall be used for any purpose or in any manner except as provided for in this Ordinance.

...

C. This Ordinance shall govern any and all proceedings, applications for permits, or approvals required hereunder or any other Ordinances of the Town, provided, however, that this Ordinance shall not apply to:

1. Any application for a permit which has been determined to be complete by the reviewing authority, and on which the reviewing authority has conducted a substantive review, prior to the effective date. For purposes of this section, a substantive review of an application shall consist of a review of that application to determine whether it complies with the applicable review criteria and other applicable requirements.

2. Any application for a subdivision permit. The Planning Board shall review and authorize subdivision permit applications pursuant to the Town of Bridgton Subdivision Regulations, without regard to the provisions in this Ordinance; provided, however, that the provisions of this Ordinance establishing allowed uses for each District shall apply to any structures or land uses that are located on a subdivided lot.

...

## **ARTICLE VI. DEFINITIONS**

**Minimum Lot Frontage** – The minimum Lot Frontage on a parcel of land. The “Minimum Lot Frontage” requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

**Minimum Lot Size** – The minimum acreage of a parcel of land. The “Minimum Lot Size” requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

Article 13. **Question 11.** Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Allow Additional Land Uses in Single-Story Structures in the DVB-I District,” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

## ARTICLE II. LAND USE DISTRICTS AND USES

### Section 2. Land Use~~s~~ & Standards by District

#### A. Downtown Village Business District I (DVB-I)

##### 9. Uses

- b. **Allowed uses—Upper Stories**, including within the roof of any Structure where the roof is configured as a half-story (1/2 Story)~~-. If a Structure is composed of a single story, the following uses are allowed within the Ground Story if (i) the uses are not clearly visible from any Public Lot Line and (ii) one or more of the uses allowed in Section 9.a, above, occupies a portion of the Ground Story that is most proximate to and visible from any Public Lot Line.~~

Article 14. **Question 12.** Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Allow Assisted Living Facilities in the DVN District,” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

## ARTICLE II. LAND USE DISTRICTS AND USES

### Section 2. Land Use~~s~~ & Standards by District

#### C. Downtown Village Neighborhood District (DVN)

##### 9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

**a. Allowed uses:**

...  
Assisted Living Facility  
 ...

**Section 3. Tables**

**A. Land Uses by District**

USE CATEGORY	DVB I Ground Story	DVB I Upper Stories	DVB II	DVN	IC	OC	MUC	LN	OV	RN	NOTES/LIMITATIONS *
Assisted Living Facility	N	N	N	<u>NY</u>	Y	Y	Y	N	N	Y	

Article 15. **Question 13.** Shall the Town vote to appropriate the sum of \$3,345,116.00 from Anticipated Revenues, the Unassigned Fund Balance, Bridgton Trust Fund and Moose Pond Trust Fund to reduce property taxes for the 2020/2021 fiscal year?

*Board of Selectmen Recommend a YES vote.*

Article 16. **Question 14.** Shall the Town vote to raise and appropriate the sum of \$3,105,560.00 for the cost of General Government to include Contingency and Long-Term Debt?

*Board of Selectmen Recommend a YES vote.*

Article 17. **Question 15.** Shall the Town vote to raise and appropriate the sum of \$1,608,315.00 for the cost of Public Safety?

*Board of Selectmen Recommend a YES vote.*

Article 18. **Question 16.** Shall the Town vote to raise and appropriate the sum of \$2,664,000.00 for Public Works and Capital Expenditures/Other Services?

*Board of Selectmen Recommend a YES vote.*

Article 19. **Question 17.** Shall the Town vote to raise and appropriate the sum of \$12,450.00 for the cost of annual stipends for the Board of Selectmen and Planning Board?

*Board of Selectmen Recommend a YES vote.*

Article 20.      **Question 18.** Shall the Town vote to raise and appropriate the sum of \$194,387.00 for Outside Agencies?

*Board of Selectmen Recommend a YES vote.*

Article 21.      **Question 19.** Shall the Town vote to raise and appropriate the sum of \$64,008.00 for Outside Services?

*Board of Selectmen Recommend a YES vote.*

Article 22.      **Question 20.** Shall the Town vote to raise and appropriate the sum of \$855,396.00 for County Fees and Taxes?

*Board of Selectmen Recommend a YES vote.*

Article 23.      **Question 21.** Shall the Town vote to appropriate the sum of \$200,070.00 from the Community Development Block Grant Capital Reserve for community development projects approved by the Board of Selectmen?

*Board of Selectmen Recommend a YES vote.*

Article 24.      **Question 22.** Shall the Town vote to authorize the Board of Selectmen to appropriate \$330,000.00 from the Route 302 Tax Increment Financing Development Program

*Board of Selectmen Recommend a YES vote.*

Article 25.      **Question 23.** Shall the Town vote to fix the date when property taxes become due and payable with the first quarter payment being due and payable on August 15, 2020; second payment being due and payable on November 15, 2020; third payment being due and payable on February 15, 2021; fourth payment being due and payable on May 15, 2021 and that an interest rate of 6% per annum be charged on all unpaid taxes after these dates until those taxes are paid in full (36 MRS § 505.4)?

Article 26.      **Question 24.** Shall the Town vote to set an interest rate of 2% as the rate to be paid to taxpayers who pay amounts in excess of amounts finally assessed and authorize any such interest paid or abatements granted to be charged against the annual overlay (36 MRS § 506)?

Article 27.      **Question 25.** Shall the Town vote to fix the rate of interest on delinquent wastewater charges at 6% interest per annum?



Article 28.      **Question 26.** Shall the Town vote to authorize the Tax Collector to accept pre-payment of taxes not yet due or assessed (36 MRS § 506)?

Article 29.      **Question 27.** Shall the Town vote to authorize the Board of Selectmen to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

Article 30.      **Question 28.** Shall the Town vote to authorize the Board of Selectmen to waive the foreclosure of a tax lien mortgage pursuant to 36 MRS § 944 upon a finding by the Board of Selectmen that ownership of the property subject to the lien would be contrary to the Town's best interest?

Article 31.      **Question 29.** Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; with property to be disposed of by written policy and on terms the Board of Selectmen deem advisable, except that the Municipal Officers shall use the special sale process required by 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s)?

Article 32.      **Question 30.** Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of wastewater assessments thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; property to be disposed of by written policy and on terms the Board of Selectmen deem advisable?

Article 33.      **Question 31.** Shall the Town vote to authorize the Board of Selectmen to sell Town-owned land that the Board of Selectmen has determined to be surplus, other than land acquired for non-payment of taxes or wastewater assessments, and to conduct the sale of such land by sealed bid, public auction or through an agent or multiple listing, whichever the Board of Selectmen deems to be in the best interest of the Town; and to deliver a quitclaim deed to the successful purchaser; provided that at least 30 days prior to selling, or obligating the Town to sell, such surplus land, the Town shall mail written notice to the abutters at their addresses on file with the Town, give notice on the Town's website, post at least one notice on a social media platform used by the Town, and publish at least one notice in a newspaper of general circulation in the Town? The net proceeds of any sale shall be deposited into the Town's general fund.

Article 34.      **Question 32.** Shall the Town vote to authorize the transfer of all unexpended balances to fund balance, excepting those carried forward funds, and to authorize any overdrafts that may occur in the Town operations in the 2020/2021 fiscal year to be taken from fund balance?

Article 35.      **Question 33.** Shall the Town vote to authorize the Board of Selectmen to sell or dispose of equipment that is no longer of any use, or is unusable?

Article 36.      **Question 34.** Shall the Town vote to authorize the Board of Selectmen and Treasurer, on behalf of the Town, to accept gifts, real estate, and funds, including trust funds, that may be given or left to the Town?

Article 37.      **Question 35.** Shall the Town vote to authorize the Board of Selectmen to apply for and accept grants on behalf of the Town, and to expend the proceeds thereof for the purposes for which they are received, provided that the terms of the grants do not require the Town to expend other funds which have not been appropriated by the Town?

Article 38.      **Question 36.** Shall the Town vote to participate in the Cumberland County Housing and Community Development Programs of the Federal Department of Housing and Urban Development, including but not limited to the Community Development Block Grant Program (CDBG) and the HOME Program; to designate its population to be included in the calculation of Cumberland County's funds by the U.S. Department of Housing and Urban Development and to authorize the Board of Selectmen to execute an agreement with Cumberland County to formalize the same?

Given under our hands on this 12th day of May 2020.

Municipal Officers/Board of Selectmen:

_____	/ Liston E. Eastman, Chairman
_____	/ Glenn R. Zaidman, Vice-Chairman
_____	/ Carmen E. Lone
_____	/ Robert P. Murphy
_____	/ George Frederick Packard

A true copy of the warrant,  
Attest: \_\_\_\_\_  
Laurie L. Chadbourne, Town Clerk