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GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
LAND USE PLANNING COMMISSION
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AUGUSTA, MAINE 04333-0022

AMANDA E. BEAL
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EXECUTIVE DIRECTOR

January 29, 2025

Senator Rachel Talbot Ross, Senate Chair
Joint Standing Committee on Agriculture, Conservation and Forestry
Maine Senate
3 State House Station
Augusta, ME 04333

Representative William D. Pluecker, House Chair
Joint Standing Committee on Agriculture, Conservation and Forestry
Maine House of Representatives
2 State House Station
Augusta, ME 04333

RE: 2024 Annual Performance Report – Maine Land Use Planning Commission (LUPC)

Dear Senator Talbot Ross and Representative Pluecker:

Enclosed is the Maine Land Use Planning Commission's Annual Performance Report for 2024. This report, required by 12 M.R.S. § 685-H:

- Contains permit processing data, including processing times;
- Provides the status of the Commission's regional planning and zoning initiatives;
- Describes staff and Commission training initiatives; and
- Identifies the Commission's goals for 2025.

We hope you find this report informative. I am prepared to present it to the committee and answer any questions you or your fellow committee members may have. Please contact the Commission's Director, Stacie Beyer, if you would like to schedule a report presentation.

Sincerely,

Betsy Fitzgerald, Chair
Land Use Planning Commission

Enclosure

cc: Stacie R. Beyer, Executive Director, Land Use Planning Commission
Amanda E. Beal, Commissioner, Department of Agriculture, Conservation and Forestry (DACF)
Randy Charette, Deputy Commissioner, DACF
Nancy McBrady, Deputy Commissioner, DACF
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LAND USE PLANNING COMMISSION

ANNUAL PERFORMANCE REPORT

CALENDAR YEAR 2024



MAINE DEPARTMENT OF
**AGRICULTURE
CONSERVATION
& FORESTRY**



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Table of Contents

I.	Introduction	1
A.	Purpose of the Commission	1
B.	Reporting Requirements	3
C.	LUPC Website	3
II.	Permitting	3
A.	Permits Processed by Category	3
B.	Average Processing Times	6
C.	Processing Time Goals	10
D.	Pre-application Consultation Summary	10
III.	Planning and Zoning	10
A.	Regional Planning and Zoning	10
B.	Regional Planning Goals	11
IV.	Training	11
A.	Staff Training	11
B.	Commission Training	12
C.	Training Goals	12
V.	Attachments:	14
A.	LUPC Commissioners as of December 31, 2024	14
B.	Types of LUPC Permits and Actions	15

I. Introduction

A. Purpose of the Commission

The Maine Land Use Planning Commission (Commission or LUPC), programmatically residing in the Department of Agriculture, Conservation and Forestry's Bureau of Resource Information and Land Use Planning, serves as the planning and zoning authority for the unorganized and deorganized areas of the state. These areas include all townships (426), most plantations (26), and some towns (7). Collectively referred to as the Commission's service area or the UT, these areas either have no local government or have chosen not to administer land use controls at the local level.

Along with carrying out its planning and zoning responsibilities, the Commission issues many permits for development projects, such as building permits for home construction and camp renovations, and for activities with the potential to impact natural resources, such as water bodies or wetlands. For larger development projects requiring Maine Department of Environmental Protection (DEP) review under the Site Location of Development Law, Maine Metallic Mineral Mining Act, or qualifying as grid-scale wind energy development, the Commission certifies whether proposed land uses are allowed and whether proposed development activities comply with applicable Commission land use standards not considered by DEP.

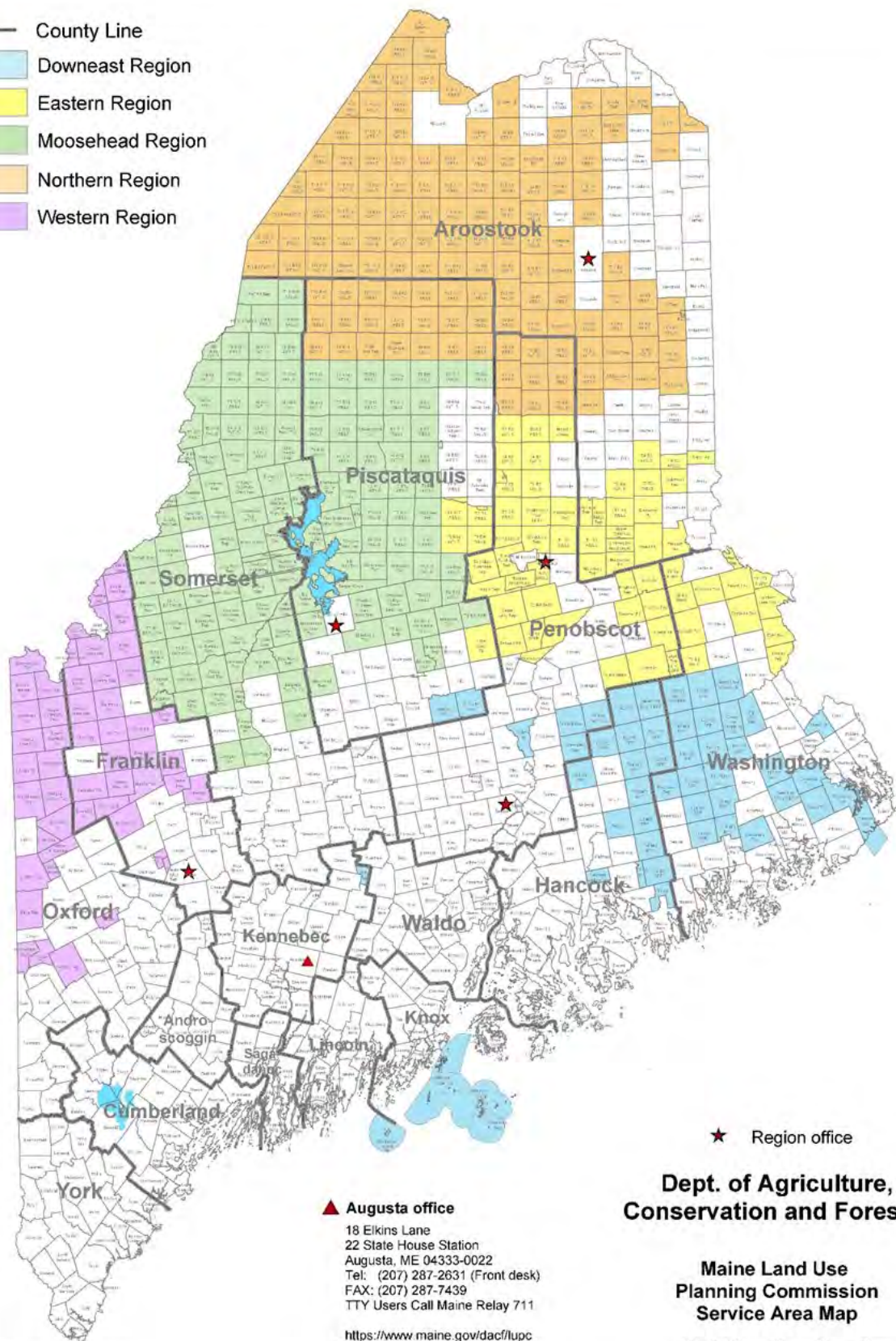
Serving the UT and helping guide land use in these areas represents a unique challenge. These diverse areas cover over half the state, encompassing approximately 10.5 million acres. The areas served by the Commission include the largest contiguous undeveloped area in the northeast. The UT also includes more than forested areas and timberland. The Commission serves rural communities, villages, farmland areas, and coastal islands (*e.g.*, Monhegan and Matinicus). Most of the area in the UT is privately owned. While eight counties (Aroostook, Piscataquis, Somerset, Penobscot, Washington, Franklin, Oxford, and Hancock) account for approximately 97 percent of the geographic area, 13 of Maine's 16 counties include some areas the Commission serves. (A map of the area served by the Commission is shown on the following page.)

The UT is essential to the vitality of the State and local economies, contains critical natural resources, is home to many Maine people, and is enjoyed by Maine residents and visitors pursuing outdoor recreation activities, including hunting, fishing, boating, and hiking.



Little Moose Unit, photo by GTrafelet

- County Line
- Downeast Region
- Eastern Region
- Moosehead Region
- Northern Region
- Western Region



December 27, 2022

B. Reporting Requirements

Title 12, section 685-H requires the Commission to provide an annual performance report to the Legislature. This section states:

1. **Report due.** *By January 15, 2013 and by January 15th annually thereafter, the commission shall report to the joint standing committee of the Legislature having jurisdiction over conservation matters regarding the commission's performance under this subchapter for the previous year and goals for the coming year.*
2. **Report components.** *The report must include:*
 - a. *The number of permits processed for the previous calendar year, by category;*
 - b. *A summary of preapplication consultation activities;*
 - c. *The average time for rendering a decision, with goals for improving processing times;*
 - d. *The status of regional planning and zoning initiatives, with goals for the calendar year; and*
 - e. *A description of staff and commission training initiatives to ensure increased customer service and consistency in application of commission rules and regulations, with goals for the calendar year ahead.*
3. **Public meeting.** *The chair of the commission shall present the annual performance report to the joint standing committee of the Legislature having jurisdiction over conservation matters at a meeting of that committee. The committee shall give the public an opportunity to comment on the performance report at this meeting.*

This document constitutes the Land Use Planning Commission's annual performance report for the calendar year 2024. This is the twelfth year the Commission has provided the report.

C. LUPC Website

Additional information regarding the Commission's responsibilities and activities can be found on the Commission's website: www.maine.gov/dacf/lupc/. The website includes lists of current staff and Commission members, maps of the Commission's service area and land use districts, statutes and rules administered by the Commission, calendar and meeting materials, reports and publications, and application forms. It also includes featured links for projects of significant public interest and helpful resources.

II. Permitting

A. Permits Processed by Category

In administering its land use standards, the Commission issues permits for a range of activities, including shoreline alterations and construction of new dwellings, campgrounds, certain roads, subdivisions, and utility lines. While they are not permitting actions, the Commission also reviews and acts on matters such as zoning petitions. These other actions are included in the permitting summary tables for this annual report. However, not all development or Commission assistance is captured in these tables or this report. Many activities, such as developing certain accessory structures and agricultural activities, are allowed without a permit, subject to standards. Although the Commission assists the public with understanding

any requirements applicable to these activities, where a permit is not required, this activity is not reflected below.

Since 2012, larger projects within the unorganized and deorganized areas have been permitted by DEP (*i.e.*, projects triggering DEP review under the Site Location of Development Law, Maine Metallic Mineral Mining Act, or qualifying as grid-scale wind energy development). For these projects, LUPC must certify to DEP that the proposed development 1) is an allowed use within the subdistrict or subdistricts in which it is proposed, and 2) meets any land use standard established by the Commission not considered in DEP's permit review. A LUPC certification is not a permit. However, for this report and calculating the processing times presented, certifications are included among the permits grouped under the heading "All Other" in the tables below.

Tables 1 through 4 present the number of permits processed by permit type. Only complete applications are processed. If the Commission receives an incomplete application, it will be returned to the applicant. In 2024, the Commission received 80 building permit applications, 12 development permit applications, and 24 applications in the "All Other" category that were never completed. Incomplete applications are not reflected in the following tables. Tables 1 and 4 also show the type of action (*i.e.*, outcome) on various types of permits. Appendix B describes each type of permit and action listed in these tables.

Table 1. Permits Processed by Category and Outcome¹, 2024

Permit Type	Permit Type Name	Count by Action Type					TOTAL
		Approved	Approved / Denied in-part	Denied	Application Withdrawn	Application Returned	
BP	Building Permit	416		3	1	2	422
DP	Development Permit	29				1	30
All Other		74		1	2		77
BCP	Bridge Construction Permit	2					2
FOP	Forest Operation Permit	2			1		3
GP	Great Pond Permit	29					29
HP	Hydropower Permit						0
LUC	Land Use Certification	1					1
RP	Road Construction Permit	2					2
SA	Shoreland Alteration Permit	6			1		7
SD	Service Drop Permit	15					15
SLC	Site Law Certification	2					2
SP	Subdivision Permit	4					4
ULP	Utility Line Permit	3					3
WL	Wetland Alterations Permit	1					1
ZP	Zoning Petition	7		1			8
TOTAL		519	0	4	3	3	529

¹ LUPC's permitting data represent activities that required permit approval from LUPC when applicants sought permit approval. Commission initiated actions, such as Commission initiated rezonings, are not included in permitting data. Generally, approval is sought prior to commencement of the activity requiring a permit. In some instances, individuals apply for after-the-fact permits for activity previously undertaken without the required permit. This table and the following tables include after-the-fact permits in the totals. Additionally, some activities do not require permit approval. Permitting trends only loosely reflect development trends, in that an unknown number of activities permitted by LUPC may not have been started or completed. Additionally, some activities may have been completed without a permit where a permit was required.

Table 2. Permits Processed by Category and County, 2024

Permit Type	Permit Type Name	Total Actions by County													
		AR	FR	HA	KE	KN	LI	OX	PE	PI	SA	SO	WA	WL	TOTAL
BP	Building Permit	85	72	11	1	1	6	24	67	71		53	31		422
DP	Development Permit	4	2				1	1	5	9		3	5		30
All Other		22	12				1		7	17		8	10		77
BCP	Bridge Construction Permit								1				1		2
FOP	Forest Operation Permit	1								1		1			3
GP	Great Pond Permit	11	1						3	9		2	3		29
HP	Hydropower Permit														0
LUC	Land Use Certification												1		1
RP	Road Construction Permit		2												2
SA	Shoreland Alteration Permit	3	1									2	1		7
SD	Service Drop Permit	5	3						2	2		1	2		15
SLC	Site Law Certification											1	1		2
SP	Subdivision Permit		1							2		1			4
ULP	Utility Line Permit		2							1					3
WL	Wetland Alterations Permit						1								1
ZP	Zoning Petition	2	2						1	2			1		8
	TOTAL	111	86	11	1	1	8	25	79	97	0	64	46	0	529
<i>Towns, Plantations, Townships, and (Islands) served by the LUPC</i>		<i>124</i>	<i>31</i>	<i>16 (71)</i>	<i>1</i>	<i>3 (88)</i>	<i>2 (37)</i>	<i>21</i>	<i>46</i>	<i>90 (109)</i>	<i>1</i>	<i>88</i>	<i>36 (70)</i>	<i>(2)</i>	<i>459 (308)</i>

Table 3. Permits Processed by Category and Year, 2020 through 2024

Permit Type	Permit Type Name	Total Applications Processed					
		2019	2020	2021	2022	2023	2024
BP	Building Permit	398	503	526	511	462	422
DP	Development Permit	44	44	41	45	40	30
All Other		79	112	114	94	81	77
BCP	Bridge Construction Permit	0	3	4		3	2
FOP	Forest Operation Permit	7	4	11	5	4	3
GP	Great Pond Permit	46	52	42	37	34	29
HP	Hydropower Permit	1	1	0	1	0	0
LUC	Land Use Certification	0	0			0	1
RP	Road Construction Permit	2	5	5	3	0	2
SA	Shoreland Alteration Permit	5	6	4	5	9	7
SD	Service Drop Permit	7	26	29	18	21	15
SLC	Site Law Certification	4	4	3	3	0	2
SP	Subdivision Permit	2	5	10	10	3	4
ULP	Utility Line Permit	1	1	1	1	3	3
WL	Wetland Alterations Permit	0	1	1		1	1
ZP	Zoning Petition	4	4	4	11	3	8
	TOTAL	521	659	681	650	583	529

In administering its land use standards, the Commission also issues a range of other determinations regarding land uses and development, including advisory rulings, boat launch notifications, certifications of compliance, coastal zone management area consistency reviews, letters of exemption, review and approval of certain activity permitted by the Maine Forest Service (MFS), and water quality certifications. While these actions do not involve the issuance of permits, they are official determinations made by the Commission. Table 4 presents the number of these determinations processed by type. Appendix B describes each type of action listed in Table 4.

Table 4. Other Land Use Determinations, 2024

Determination Type	Actions Processed
Advisory Rulings	10
Boat Launch Notifications	0
Certifications of Compliance	8
Coastal Zone Management Area Consistency Determinations	0
Letters of Exemption	0
Maine Forest Service Review and Approvals	0
Water Quality Certifications (not incorporated in other permits)	0
TOTAL	18

B. Average Processing Times

The Commission utilizes its Geographically Oriented Action Tracker (GOAT) database to manage and track permitting activities. Many stages of the permit review process are cataloged in GOAT. For example, an action status and date are entered when an application is filed, when an application is complete, when a final action or disposition occurs (*e.g.*, approval, denial, withdrawal of application), and when a certificate of compliance is issued. The permit processing time for rendering a decision can be calculated by comparing the date when an application is complete with the date of final action or disposition. The following figures and tables illustrate the processing times for the three main categories of permits – the same categories identified in the tables above:

- a. Building Permits (*i.e.*, residential development);
- b. Development Permits (*i.e.*, non-residential development); and
- c. All Other Permits.

Any number of factors may impact permit processing times. For example, a thorough or well-prepared application may help expedite review. Staff diligence, experience, and permitting workload are also factors. Common factors that may add to individual permit processing times or otherwise warrant consideration when reviewing processing time data include the following:

- Some permit actions may be after-the-fact permits sought and issued after the development occurred without proper permit authorization. After-the-fact permits typically require additional review time due to the complexities of resolving existing development components that may not comply with applicable rules and standards.
- Permits that are denied typically involve longer review times due to the effort to identify an approvable alternative for the project. The same is true for withdrawn applications. Sometimes, an applicant may withdraw a proposal rather than proceed and obtain a formal denial.
- Permit processing times may include periods when applications were put on hold to await information from the applicant.
- Some permit processing times include the time required for review by outside agencies, notice periods preceding public comment, public comment periods, public hearings and

the associated notice period, and presentation to the Commission for action at a monthly business meeting.

Figures A, B, and C show the percentage of permits processed within a given period. These figures show, for example:

- Building Permits – Of the 422 building permit applications, the Commission processed 40 percent in less than one full day and 82 percent in a week or less.
- Development Permits – Of the 30 development permit applications, the Commission processed 30 percent in a week or less and 80 percent in four weeks or less.
- All Other Permits – Of the 77 "All Other" applications, the Commission processed 53 percent in a week or less and 67 percent in four weeks or less.

Figure A. Permit Processing Times, 2024 - Building Permits

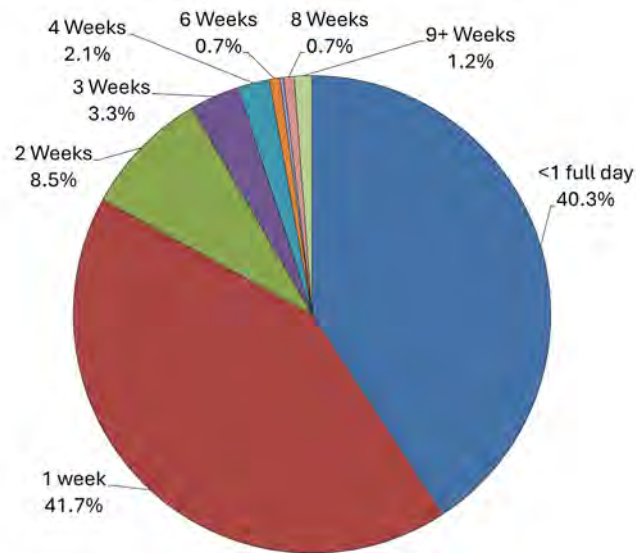


Figure B. Permit Processing Times, 2024 - Development Permits

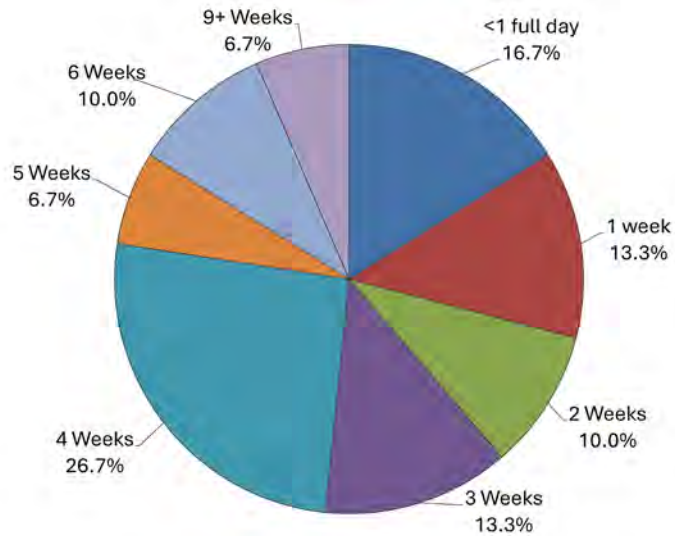
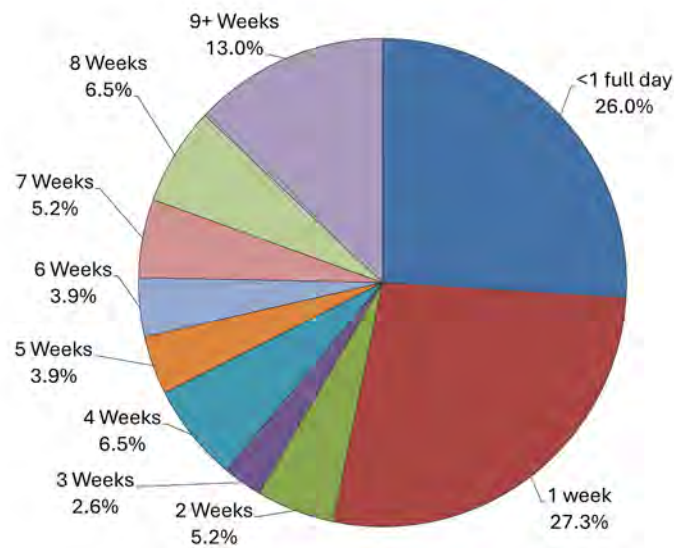


Figure C. Permit Processing Times, 2024 - All Other Permits



Tables 5 and 6 present the average and median processing times for 2024 and, to provide context, for the preceding five years. The data for the Table 5 calculations are the same data reflected in Figures A, B, and C above. In each of the following three tables, for the specified category of permit:

- Average = the sum of the processing time for all permit actions divided by the number of actions
- Median = the processing time in the middle of the range of processing times for all permit actions

Where the Commission determined an application was complete and made a final permitting decision the same day, the processing time is less than one full day. In calculating the average and median permit processing times, permitting decisions made in less than one full day were assigned a processing time of zero days. A median processing time of less than one full day (*i.e.*, <1) means the Commission made a final permitting decision on at least half of the applications on the same day the application was deemed complete.

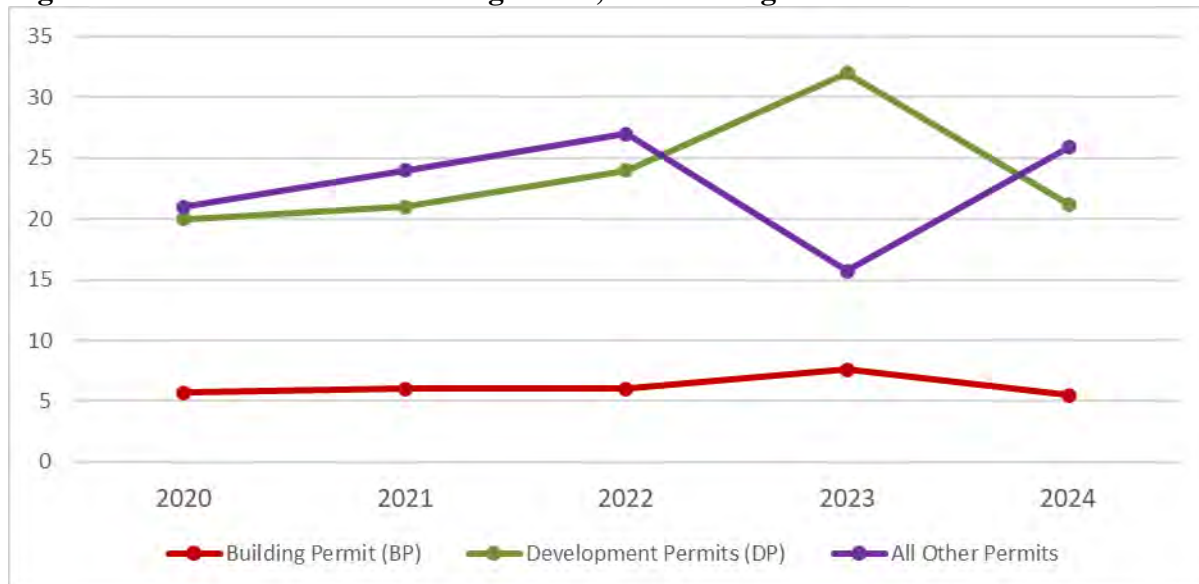
Table 5. Permit Processing Times, 2024

Permit Type	Processing Times (Days)	
	Average	Median
Building Permit (BP)	5.5	1.0
Development Permits (DP)	21.2	20.5
All Other Permits	25.9	6.0

Table 6. Annual Permit Processing Times, 2019 through 2023

Permit Type	2019		2020		2021		2022		2023	
	Average (Days)	Median (Days)	Average (Days)	Median (Days)	Average (Days)	Median (Days)	Average (Days)	Median (Days)	Average (Days)	Median (Days)
Building Permit (BP)	3.9	1	5.7	<1	6.0	3.9	6.1	5	7.6	3.5
Development Permits (DP)	18.8	8	20	16.5	20.7	18.8	23.6	14.0	32	10
All Other Permits	24	6	20.9	<1	23.9	24	27	8.0	15.7	4

Figure D. Annual Permit Processing Times, 2020 through 2024



C. Processing Time Goals

Average permit processing times for the past year generally decreased from the previous year's and the previous five years' data, particularly for residential building and non-residential development permit applications. Although many factors affect permit processing times, the Commission believes two key factors were at play. First, there was a decrease in building activity in the UT; the overall number of residential permitting actions in 2024 was down 9% from 2023 levels. Another factor was the extraordinary work of LUPC's experienced regional supervisors, who assisted new staff in issuing timely permits. That being said, maintaining a high level of customer service has been challenging for the agency's permitting staff. It has played a role in significant staff turnover. Specifically, in 2023 and 2024, there was a 78% and 56% turnover rate for the agency's permitting staff positions, respectively. Between 2022 and 2024, the agency experienced a 178% turnover rate for those positions. This figure includes multiple turnovers of some positions. It should be noted that a subset of those turnovers was created when staff were promoted or transferred to a different unit.

Considering the enormous number of inquiries from the public that the agency continues to receive, the increasingly complex land division histories that staff must review, the large and growing issues around enforcement, and most importantly, the staff turnover and time required to train new staff, the reported permit processing times indicate continued staff efficiency and represent agency actions that remain within reasonable timeframes. The goal for issuing building permit applications is less than ten days, and the goal for issuing development permit applications is less than 60 days from application completion. The agency met those goals in 2024.

D. Pre-application Consultation Summary

Commission staff routinely meet with prospective applicants to provide assistance and guidance regarding the application processes via pre-application consultations. These include meetings on-site, in the office, on the telephone, and in hybrid formats. Staff also provide unofficial but documented opinions for more complex matters through advisory rulings and letters of exemption. In 2024, LUPC staff issued ten advisory rulings.

Additionally, the Commission has developed procedures by which an applicant may request a public pre-application consultation meeting with the Commissioners to discuss a project. This option is provided for in [Public Law 2011, chapter 682](#), and staff notifies potential applicants of this option. In 2024, the Commission received no requests to hold public pre-application meetings.

III. Planning and Zoning

A. Regional Planning and Zoning

Legislation enacted in 2012 directed the Land Use Planning Commission to "initiate prospective zoning in the unorganized and deorganized areas of the State" and to "coordinate prospective zoning in cooperation with efforts of local planning organizations and regional planning and development districts." P.L. 2011, ch. 682, § 34. Over the past twelve years, the Commission has worked to fulfill this mandate through extensive community outreach; Community Guided Planning and Zoning (CGPZ) initiatives in Aroostook County, Washington County, and Western Maine; and through the Moosehead Regional Planning

Project. The Commission has reported on these efforts in past annual performance reports. Insights gained by the Commission through these past regional planning initiatives across multiple regions continue to inform the Commission's work with local communities and regional partners throughout the jurisdiction.

B. Regional Planning Goals

The Commission has begun preliminary work on an update to the Comprehensive Land Use Plan. The current Plan is more than 10 years old. The update's pre-planning process is designed to incorporate a strong focus on regional input and issues. Regarding specific regions, Commission staff will continue to work with representatives from the Rangeley region to identify opportunities for shared or more efficient land use authority. Commission staff will also continue its outreach to residents of coastal islands in the Commission's service area and work with regional partners to address issues related to sea level rise and coastal hazards. Building stronger relationships with the regional planning organizations that serve areas within and adjacent to the UT is another high priority for the coming year, including exploring joint code enforcement opportunities through pilot projects. LUPC staff remain available to assist with future community-driven planning processes in any region should stakeholders propose them, provided the agency has the resources to engage in such a process effectively.

IV. Training

A. Staff Training

In 2024, Commission staff attended internal and external training sessions and workshops to help deliver quality customer service. Staff sought training across multiple areas, including FEMA Substantial Improvement/Substantial Damage and Flood Risk, Flood Insurance, and Effective Adaptations; Change Happens When You Have a Location-Based Equity Strategy; Maine Housing and Shoreland Zoning; Analyzing Your Community Using Census Bureau Online Tools; Nature Based Solutions for Coastal Hazards; Building the Case for Why Towns Should Support Local Ag; Maine Fuel Inspectors Training; Statewide Standards for Timber Harvesting in Shoreland Areas; Conflict Transformation; and Natural Hazards and Land Use Planning 101: Risk Assessment. Staff also attended conferences that covered a variety of land use planning, natural resource, and technology topics, including the Maine Sustainability and Water Conference, Watershed Managers Roundtable, Maine Association of Professional Soil Scientists and Maine Association of Wetland Scientists Annual Conference, Digital Engagement Virtual Summit, Agricultural Water Management Workshop, SOS Casco Bay Coastal Conference - Confronting Rising Seas and Coastal Erosion, New England Chapter of the American Planning Association Conference, and Maine GIS Users Group Conference.

Staff training in 2024 highlights include:

FEMA Substantial Improvement/Substantial Damage – On January 18 and 24, 2024, Commission staff attended a 75-minute virtual training held by the Maine Floodplain Management Program and FEMA Region 1. The training was designed to prepare local officials with the tools needed to make Substantial Damage determinations in areas impacted by recent flooding. It included an overview of the National Flood Insurance Program and covered what constitutes substantial damage and substantial improvements, why it is important, and the Disaster Recovery Reform Act Section 120.

The Art of Conflict Transformation – On May 16, 2024, all staff attended a day-long customized training on The Art of Conflict Transformation taught by William Galloway, Hurricane Island Center for Science and Leadership. The class introduced LUPC staff to the concept of conflict transformation and skills for responding to conflict situations in the workplace. More specifically, staff reflected on the nature of conflict through interactive exercises and practiced skills associated with the microfocus response to conflict situations. Staff gained greater confidence and clarity in their ability to respond to conflict when it arises.

Council on Licensure, Enforcement, and Regulation (CLEAR) Training – From November 13 to November 15, 2024, permitting and compliance staff attended a multi-day National Certified Investigator and Inspector Training (NCIT) Basic Program. The program contained 10 modules on regulatory investigations, including Professional Conduct; Principles of Administrative Law; Investigative Process; Principles of Evidence; Evidence Collection, Tagging, and Storage; Interviewing Techniques; Investigator Safety; Overview of Inspections and Inspection Procedures; Report Writing; and Testifying in Administrative and Criminal Proceedings. Seven staff received their NCIT Basic Program certification through this course.

Staff also trained with other agency staff this year, including the Maine Fuel Inspectors in April, the DEP in July, the Maine Natural Areas Program in August, and the Maine Revenue Service in December.

B. Commission Training

All new Commissioners receive an orientation/training session before their first meeting. This orientation involves a discussion of the controlling statutory and regulatory provisions, the functions the Commission and its staff serve, and the various resources that a Commissioner may refer to for assistance. In addition, orientation includes a discussion of the legal roles and responsibilities of Commissioners led by an Assistant Attorney General.

Over a year, the Commission also schedules agenda items at its regular, monthly meetings that serve as annual continuing education on Title 12, chapter 206-A; Commission rules; and other planning and regulatory matters. Commission training in 2024 covered several topics, including Impacts of Climate Change on Maine's Lakes, Permitting Cannabis Businesses in the Commission's Service Area, LUPC's Lighting Standards, Sea Level Rise Assessment for Coastal Island Resilience, and An Overview of Flood Prone Area Protection in the UT. Training sessions and workshops were noticed on the Commission's meeting agendas and were open to Commission staff and the public.

C. Training Goals

In 2025, Commission staff will continue to attend internal and external training sessions and workshops to help deliver quality customer service. Given the high number of incoming inquiries and staff turnover, a large amount of staff training for 2025 will need to focus on two areas:

- Automation of processes, including the use of Power Automate, Microsoft Forms, and Survey 1,2,3; and

- Cross-training with other agencies to improve efficiencies, including DACF's MFS/Bureau of Forestry and Bureau of Agriculture, Food, and Rural Resources, DEP, and the Maine Revenue Service.

Training such as this will help position staff to deliver the quality service the Commission strives to provide.

New Commissioners will continue to receive an orientation/training session before their first meeting. Additional Commission training will be coordinated based on proposed planning and rulemaking activities and any pending complex or controversial permit applications for which the Commission will be the decision maker.

Attachments:

A. LUPC Commissioners as of December 31, 2024

The Land Use Planning Commission is a 9-member citizen board with county and gubernatorial appointees. Eight of the seats are filled by the counties with the most acreage within the unorganized and deorganized areas of the state. Each of the following counties (listed from largest to smallest in terms of qualifying acreage) is responsible for filling one seat: Aroostook, Piscataquis, Somerset, Penobscot, Washington, Franklin, Oxford, and Hancock. The Governor fills the final seat on the board.

The qualifications an individual must possess to serve on the Commission and the appointment process for both counties and the Governor are set in statute, 12 M.R.S. § 683-A.

The following table shows who currently fills each seat on the Commission and who has appointed this individual. (Note: seat #8 has been removed.)

Seat No.	Commissioner	Appointing Authority	Appointed	Term Expiration
1	Perry Ellsworth	Governor	10/6/2024	7/9/2028
2	Millard Billings	Hancock	11/5/2024	7/9/2028
3	Peter Pray	Penobscot	7/9/2021	7/9/2025
4	Betsy Fitzgerald, Chair	Washington	7/9/2021	7/9/2025
5	Lee Smith	Oxford	4/24/2024	11/4/2027
6	Thomas DuBois	Franklin	2/20/2024	8/20/2027
7	Gwendolyn Hilton, Vice-chair	Somerset	7/30/2023	7/29/2027
9	Leo Trudel	Aroostook	4/22/2021	3/13/2025
10	Everett Worcester	Piscataquis	7/13/2021	5/22/2025

B. Types of LUPC Actions and Permits

Action Types

Each application the Maine Land Use Planning Commission receives is reviewed and results in a final action or disposition. Final action or disposition includes the following outcomes:

- *Approved* – The proposed activity meets the necessary standards; staff or the Commission issue a decision (*i.e.*, permit) indicating approval.
- *Approved / Denied in part* – Parts of the proposed activity meet the required standards and are approved, and parts of the proposed activity do not meet the required standards and are denied. Staff or the Commission issue a decision (*i.e.*, permit) indicating the approved and denied components.
- *Denied* – The proposed activity does not meet the required standards; staff or the Commission issue a decision (*i.e.*, denial).
- *Application Withdrawn* – The applicant chooses to withdraw their application before final action by staff or the Commission. The application is returned, and no final action is issued by staff or the Commission.
- *Application Returned* – The application is incomplete, and the applicant has made insufficient effort to address the issue(s). The application is returned, and no final action is issued by staff or the Commission.

Permit Types & Land Use Determinations

The Commission uses a variety of permit types to identify and record various permitting actions and land use determinations. Each action includes the permit type and number (*e.g.*, AR 95-001, BP 123, and ZP 456) at the top of the document and a corresponding entry in LUPC's database – Geographic Oriented Action Tracker (GOAT). The following summarizes the various types of permits and land use determinations:

Acronym	Permit Type	General Description ²
AR	Advisory Ruling	A documented, yet informal, staff opinion requested at the option of the landowner/developer. Applicants typically seek advisory rulings to receive advice on whether a permit is required for specified activities or interpreting specified provisions of the Commission's rules. (<i>See</i> LAR and LOE below.)
BCP	Bridge Construction Permit	Permits for the construction, replacement, or repair of bridges.
BLN	Boat Launch Notice	A landowner notification to LUPC, after providing their intent to file notice, but before construction or repair of a boat launch, in accordance with Section 10.27, L of the Commission's <i>Land Use Districts and Standards</i> .
BP	Building Permit	Permits for activities associated with residential development that require a permit (<i>e.g.</i> , activities involving a camp, a garage, or porches).
COC	Certificate of Compliance	A Commission document confirming the development, activity, and/or use complies with both the applicable rules and permits issued.

² [Chapter 10 of the Commission's rules, *Land Use Districts and Standards*](#), contains specific criteria and standards.

Acronym	Permit Type	General Description ²
CZMA Consistency Determination	Coastal Zone Management Area Consistency Determination	A letter from LUPC staff regarding concurrence with the Federal Consistency Determination that proposed activities in Maine's coastal zone are consistent with the state core laws. (16 U.S.C. § 1456(c) and 15 C.F.R, Part 930, Subpart C).
DP	Development Permit	Permits for non-residential development activities that require a permit (<i>e.g.</i> , activities involving commercial sporting camps, retail stores, warehouses, mills, wind turbines, campgrounds, or resorts.)
FOP	Forestry Operations Permit	Permits for forest operations that exceed the standards of Section 10.27, E of the Commission's <i>Land Use Districts and Standards</i> or are located within a Development Subdistrict or the Mountain Area Protection (P-MA) Subdistrict. Depending upon the subdistricts involved, FOPs issued after July 15, 2013, may differ from FOPs issued before that date. (See MFS-RA below for more details.)
GP	Great Ponds Permit	Permits for activities affecting great ponds (<i>i.e.</i> , bodies of standing water greater than 10 acres in size). Activities permitted as a Great Ponds Permit include, but are not limited to, permanent docks, dredging, some boat launches/ramps, breakwaters, and retaining walls.
HP	Hydropower Permit	Permits for and relating to hydropower activities.
IFN	Intent to File Notice	A landowner notification to LUPC of their intent to file a Boat Launch Notification (BLN) described above, in accordance with Section 10.27, L of the Commission's <i>Land Use Districts and Standards</i> .
LAR	Letter of Exemption/Advisory Rulings	A letter from LUPC staff confirming the proposed activity is exempt from one or more provisions of the Commission's rules and, therefore, does not require permit approval and a documented but informal staff opinion regarding other aspects of the specified project. LARs are issued when an Advisory Ruling and a Letter of Exemption are appropriate. (See AR and LOE herein.)
LOE	Letter of Exemption	A letter from LUPC staff confirming the proposed activity is exempt from one or more provisions of the Commission's rules and, therefore, does not require permit approval. Historically, LOEs were issued only for exempt utility lines; however, as of 2011, they are used for any proposed activity exempt from either the Commission's review or permit approval. (See AR and LAR above.)

Acronym	Permit Type	General Description ²
MFS-RA	Maine Forest Service (MFS) Review and Approval	Review and approvals issued by the Commission for timber harvesting activities permitted by MFS (12 M.R.S. § 685-A(12)). As of July 15, 2013, MFS regulates timber harvesting, land management roads, water crossings on/for land management roads, and gravel pits less than five acres in size in management and protection subdistricts. When these activities require a permit from MFS and are conducted in the Unusual Area Protection (P-UA), Recreation Protection (P-RR), and Special River Transition Protection (P-RT) subdistricts, Commission approval is required before MFS may issue a permit. In these cases, the Commission must determine whether or not the project conforms to its standards that MFS does not otherwise regulate. Commission review focuses mainly on impacts to existing uses, such as recreational, historical, cultural, or scenic resources, with the technical review of these activities remaining with MFS. When conducted in development subdistricts and development areas in Resource Plan Protection Subdistricts (P-RP), the Commission, not MFS, regulates these activities.
LUC	Land Use Certification	A determination issued by the Commission for projects where the Maine Department of Environmental Protection (DEP) is the lead permitting agency, but first require certification from the Commission. In most cases, the Commission must certify whether or not the project is an allowed use and whether the project conforms to its standards, which the DEP does not otherwise review. Projects that typically trigger an LUC include but may not be limited to: metallic mineral mining projects, solid waste disposal facilities, or protected natural resource alterations.
MISC	Miscellaneous	Applications returned or withdrawn before the assignment of a permit type. In GOAT queries, these applications will be identified by the unpopulated "Permit_Type" and "ActionNumber" fields.
RP	Road Construction Permit	Permits for the construction, realignment, and substantial repair of roads (excluding land management roads).
SA	Shoreland Alteration Permit	Permits for activities affecting the shoreline of lakes, ponds, rivers, or streams (<i>e.g.</i> , activities involving riprap, dredging, permanent docks, the intrusion of structures into or over a wetland or water body, and utility lines within or buried beneath a wetland or waterbody).

Acronym	Permit Type	General Description ²
SD	Service Drop	Permits for certain utility lines. See Section 10.02 of the Commission's <i>Land Use Districts and Standards</i> . Some building permits (BP) and development permits (DP) include authorization of a service drop.
SP	Subdivision Permit	Permits to create new lots where the lot(s) do not qualify as exemptions, see Section 10.25, Q, 1 of the Commission's <i>Land Use Districts and Standards</i> .
SPDP	Subdivision/Development Permit	Permits for activities including subdivision and subsequent development of a land area. This permit type combined the review of and action on subdivision permits (SP) and development permits (DP). <i>This permit type is no longer in use.</i>
SLC	Site Law Certification	Certifications issued by the Commission for projects that trigger DEP review under the Site Law. In these cases, the Commission must certify whether the use is allowed in the subdistrict(s) in which it is proposed and whether the project conforms to Commission standards not otherwise effectively applied by DEP. Projects that typically trigger Site Law include larger subdivisions, larger commercial development, and grid-scale wind or solar development.
ULP	Utility Line Permit	Permits for certain utility lines (<i>e.g.</i> , activities involving electric power transmission or distribution lines or telephone lines) that require a permit and, therefore, do not qualify as an exemption or as a Service Drop described above.
WL	Wetlands Alteration Permit	Permits related to the alteration of wetlands (<i>e.g.</i> , activities involving filling or dredging of wetlands).
WQC	Water Quality Certification	A Commission action certifying that activities meet applicable water quality standards, pursuant to Section 401 of the U.S. Clean Water Act. ³ When permits are required, the Commission incorporates the WQC into the permit; stand-alone WQC actions represent certifications that did not also require permit approval (<i>e.g.</i> , FERC relicensing).
ZP	Zoning Petition	Petitions to rezone a specified land area to another subdistrict(s). <i>See</i> Section 10.08 of the Commission's <i>Land Use Districts and Standards</i> .

³ [Executive Order #16 FY 91/92](#) designated LURC (now the LUPC) as the certifying agency to issue Section 401 Water Quality Certifications for all activities located wholly within its jurisdiction. Section 401 is a reference to the U.S. Clean Water Act, [33 U.S.C. § 1341](#).