



CITY OF GARDINER

6 Church Street, Gardiner, Maine 04345

www.gardinermaine.com

ORDINANCE REVIEW COMMITTEE (ORC)

Monday March 12, 2018 @ 3:00 PM

Meeting Notes

Members Present:

Chair Debby Willis Joel Alexander Clare Marron
Les Young Louis Sigel
CEO/Assistant Planner, Barbara Skelton

Members Absent:

Patricia Hart, City Councilor

Also Present:

Dorothy Morang, Staff to Ordinance Review Committee
Mark Eyerman, Planner

1.) Welcome

Acting Chair Alexander opened the meeting and welcomed everyone.

2.) Roll Call

3.) Consideration of meeting notes of February 26, 2018

Clare Marron moved to accept the minutes. Louis Sigel seconded the motion.
Vote: 5 in favor. 0 opposed. Motion passed.

Chair Debby Willis arrived.

Old Business

4.) Complete Subdivision Amendments

Mark went over the proposed changes to the minor subdivision section that he made based on comments from the last meeting and proposed amendments to the major subdivision section. He asked if anyone had any comments or changes to make.

CEO Skelton noted the following changes:

- 14.4.5 - remove the extra word “proposed – the one in black ink
- 14.5.8.3.2.4.1 - last sentence – change at the public hearing to prior to the public hearing
- 14.5.8.3.2.7 - typo – change tol to to
- 14.5.8.3.3.1.1 - insert “on forms” before provided by the City
- 14.5.8.4.1.2 - change (10) business days of receipt to (14)
- 14.5.8.4.2.2 - change (10) business days of receipt to (14)
- 14.5.8.4.2.5.1 - change at the public hearing to prior to the public hearing
- 14.5.8.4.3.2 - change (10) business days of receipt to (14)
- 14.5.8.4.3.5 - typo – change tol to to
- 14.5.8.6.1 - insert “on forms” before provided by the City
- 14.5.8.7.4.13 - Mark will include E911 addressing standards in this section

Mark went over a minor vs major subdivision and how many lots along with other criteria such as roads, utilities, etc determine major or minor.

Dorothy shared concerns she had about not requiring a preliminary plan for a minor subdivision based on past issues with smaller, often less professionally prepared subdivisions. She also asked about the requirement for a site inventory for a major subdivision, but not addressed in the minor. After reviewing the information required for the site inventory, it was decided that the information would be beneficial to the minor also – Mark will add that into the pre-application meeting for the minor subdivision also.

A question was asked about monuments. In the past the Ordinance was changed to allow pins instead of monuments. It was decided to go with monuments on the corners of the subdivisions. The state allows concrete posts with a pin on top in addition to granite monuments.

A question was asked about 14.5.8.3.2.5 – “the Planning Board shall decide whether to hold a public hearing on the application”. A public hearing will be held on both the minor and major subdivisions.

Members reviewed Marks definitions for Subdivision – Major and for Subdivision – Minor.

Other

Mark gave an update on where the updated sections of the Ordinance are at:

The Appeal Process and Hours of Operation are going to the Planning Board for public hearing March 20, 2018

The 3 pending sections that will need to go to the Planning Board:

Signs in the existing districts and Signs in new districts

Omnibus Package based on recommended amendments made in the Comp Plan

Subdivisions

CEO Skelton said the City Attorney is ok with the sign ordinance – just a few tweaks to political signs.

Upcoming meeting dates with tentative topics:

March 26, 2018 – Review Proposed Signage Amendments, including banners on the Common and across Water St and insurance requirement costs. Also we need to address issues brought by a few business owners who have been waiting to hear about the sign changes and how they might impact their proposed signs.

CEO Skelton also mentioned a few things that still need to be looked at:

Tree ordinance – trees that need to be taken down near the road – is it city property, who pays, etc.

Property maintenance code - the Housing Committee voted to include all residences – not just multi-family as proposed in the Comp Plan

Food Sovereignty – a food producer/business doesn't have to meet the food safety rules if the products stay with the community

Shoreland updates

7.) Adjourn

Meeting adjourned at 4:30 pm.