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Debby Willis, Chairperson  
Angelia Christopher, Administrative Assistant

**ORDINANCE REVIEW COMMITTEE**  
**Meeting Minutes**  
**Monday December 20, 2021 @ 5:00 PM**  
**City Council Chambers**

*Ordinance Review Committee is now conducting in-person meetings and the public is welcomed to attend. During the meeting the committee will accept phone calls at 207-588-4063/enter access code – 2222*

**1.) Call the meeting to order-** -Chair Willis called the meeting to order at 5pm.

**2.) Roll Call-** Chair Debby Willis, Rusty Greenleaf, Mayor Pat Hart- Clare Marron was not present. Mark Eyerman- City Planner, Kris McNeill- Code Enforcement Officer, Tracey Desjardins- Planning and Development Director, Angelia Christopher- Planning and Development Assistant.

**3.) Review of November 15, 2021 meeting notes-**

Chair Willis asks if there were any corrections or changes. No. Rusty Greenleaf makes a motion to accept the minutes as presented. Pat Hart seconds the motion. No further discussion. All members present are in favor.

**4.) Finalize blasting revisions-**Kris was able to get some info from a blasting company representative about the ordinance being developed for Blasting Conditions. It has been stated that it is almost impossible for the company to provide a 2 hr. notification to abutters before a blast. There is so much work to be done before a blast can happen. There are several safety precautions that need to be completed and checked. Blasting companies would like some leeway for the 2hr. notification as they feel it cannot be done, without putting their other safety precautions at risk. After discussion the committee agrees to strike the 2hr notice provision. If the company performing the blast receives a request from an abutter to be notified before the blast happens, the company should be notifying that individual with 1hr of the blast. All  
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committee members agree to leave this. The ordinance had a provision about the Blasting Company sharing the third party safety survey if requested. Kris McNeill reports that the company does not usually receive a copy of this report, and that unless there is an issue with the blasting site, it gets filed away. The Committee agrees to strike this from the draft.

Chair Willis asks if there are any other questions and committee members report that there is not. Chair Willis asks what the committee would like to do with this. Rusty Greenleaf moves to send this to City Council with the recommendation to approve. Kris McNeill seconds. No further questions. All committee members present in favor. Mark Eyerman tells the Committee that he will make the edits requested and prepare it to send to City Council.

**5.) Review drafts of marijuana amendments** – The committee will be reviewing amendments standards that apply to all standards of marijuana. There are several outdoor grows in the city, that draw many complaints about odor, etc. In this provision it reads that all cultivation has to occur within a fully enclosed facility with walls and a roof. The structure has to follow ordinance rules with setback requirements. Also there should be no freestanding cultivation structure located in a front yard, unless the home sits more than 100' from the road. All members agree with these provisions and feel this should be forwarded to the Planning Board for public hearing. The amendments to City Code will be held from going before City Council, until both changes can go together. Chair Willis asks for a motion on sending the amendments to Marijuana establishments to City Council, and LUO changes to Planning Board. Rusty Greenleaf makes a motion to send these amendments to Planning Board. Kris McNeill seconds the motion. All committee members in favor.

**6.) Discuss possible amendments dealing with multifamily housing**-Mark has been waiting for the state's legislative committee to make a decision on affordable housing. If affordable housing is the goal, need to find a way to reduce the cost. The average cost of producing a unit is 500,000. Whatever ends up being developed will need to meet all federal requirements. The Committee agrees to hold off on this until there is more information. This topic will be on the February agenda.

7.) **Signs in the PIC district** – The Committee will review the sign standards for the PIC district, which includes the Libby Hill Business Park. The current standard limits the sign size, and it's impossible to effectively list the businesses in the park under those standards. . The Committee discussed a ground mounted sign that lists individual-nonresidential businesses. The sign could be increased to 160sf, and individual signs for could be 2'x4'. The individual signs should not exceed the number of lots in the park. Committee members agree this change would work. Kris McNeill moves that this standard change go to the Planning Board. Mayor Hart offered a second. All committee members are in favor.

8.) **Cemetery**- The City Clerk is the sexton for the cemeteries in town. The Clerk should be included in this discussion and this topic will come back to it in February.

9.) **Other:** Due to scheduling conflicts and Martin Luther King day there will be no meeting in January. The Committee changed the February meeting date due to the regular meeting falling on a holiday. The next ORC meeting will be held on February 28<sup>th</sup>, at 5pm. The City Clerk will attend, and will swear in ORC committee members.

10.) **Adjourn:** Chair Willis asked for a motion to adjourn. Pat Hart offered a first. Kris McNeill offered a second. All members in favor. Adjourn at 6:00pm.