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Debby Willis, Chairperson
Michael Foster, Administrative Assistant

PLANNING BOARD MINUTES
Regular Meeting
Tuesday, November 13, 2018 @ 6:00 PM
City Hall Council Chambers

1. Call the Meeting to Order

Chair Willis called the meeting to order at 6:00pm

2. Roll Call

Members present: Deb Willis, Joel Alexander, Les Young, Pam Mitchel, Diane Morabito, Barb Skelton-CEO/Assistant Planner

Members absent: Zachary Hanley

Also present: Michael Foster, administrative assistant

3. Review of Meeting Minutes of September 11, 2018

On page 3, Pam Mitchel's last name listed wrong as Morabito. Change to Mitchel.

Pam Mitchel made motion to approve. Seconded by Diane Morabito. All in favor. Unanimous.

4. Public Hearing – Amended Subdivision Plan

Troy F. McDonald, PLS of Northeast Civil Solutions, Inc. representing Susan Cottrell is seeking approval of an Amended Subdivision Plan at Ferndale Rd on City Tax Map 18 Lots 2C, 2F, 15 in the Rural (R) Zoning District.

Jim Fisher, Troy McDonald's business partner, is representing Susan Cottrell for after the fact subdivision amendment; parcels not part of original subdivision. Original subdivision approved in 1989 and amended in 1998. Leftover 17.66 acre parcel has been split into 4.1 acre parcel sold to an abutter, a 5.0 acre parcel that was sold, with Ms. Cottrell keeping

remaining 8.56 acres. There is a potential buyer for Ms. Cottrell's lot, but amendment is needed.

Diane Morabito asked if the property required any Department of Environmental Protection approvals.

Jim Fisher stated that approvals are not needed for the amendment, but could apply to any future building permit applications.

Barb Skelton requested Jim Fisher provide proof of letters to abutters and legal ad. Jim provided required documentation.

Chair Willis asked if board has ability to hear this in unbiased manner. Board can hear in unbiased manner.

Public comment opened at 6:13 PM

Jason Goldrup mentioned he was owner of the middle 5 acre lot purchased in 2007.

Public comment closed at 6:15 PM

Barb Skelton spoke to City Attorney John Pottle about the road, frontage, lot size, and dates the lots were created. Lots appear to meet requirements.

Pam Mitchel made motion to approve Amended Subdivision Plan. Seconded by Les Young. All those in favor. Unanimous.

5. Public Hearing – Comprehensive Plan Implementation

Land Use Ordinance Amendments to Section 7 Zoning Districts, Section 8 General Performance Standards, Section 10 Special Activity Performance Standards, Section 11 Roads, Traffic and Parking Standards, Section 17 Definitions, and the Zoning District Map.

Zoning districts added are Cobbossee Planned Development, Intown Commercial, Mixed Use Village, and Planned Highway Development.

Chair Willis read descriptions of districts.

CEO Barb Skelton pointed out Draft 2018 Zoning Districts on map.

Diane Morabito had question about traffic flow and safety from comprehensive plan and where it is addressed in Traditional Downtown.

Barb pointed out it is addressed in individual areas of Section 7 where it references service areas, parking, and buffering. 11.1.4.5 Medium Volume Access amendments include curb radii for traffic safety measures.

Throughout Section 7, IC needs to be changed to IT for Intown Commercial and CB for Central Business needs to be changed to TD for Traditional Downtown.

In 7.8.8 Planned Highway Development District roof form needs to be amended to allow flat roofs on larger buildings. Referring to 8.12.2.2 needs clarification for standards referred to allow flat roofs. Will be sent back to Ordinance Review Committee for clarification.

Barb pointed out that on page 25 section 7.8.2 Central Business District, will no longer exist due to being changed to TD Traditional Downtown. Need to clarify if section only applies to TD or if it also applies to IT Intown Commercial.

Land use tables were reviewed. CB District reference pg. 23 needs to be changed, and CB also listed in notes needs to be updated.

Land use tables need clarification for asterisks and notes. Some red inked items on table are in blue in section 7 on page 11.

Chair Willis reviewed Home Occupation and Accessory Business Uses amendments. She pointed out that changes include allowing owner of the property to have a home occupation or the owner/operator of the nonresidential activity.

Barb Skelton pointed out that sign ordinance 10.24 should be revisited by Ordinance Review Committee. Central Business does not allow monument signs. Lots of existing signs already located in Central Business which would be nonconforming.

Chair Willis pointed out in section 10.24.6.5.8 Signs Allowed Intown Commercial page 90, there are no corresponding notes with the asterisk under Electronic Message Board. Should be allowance for section of Bridge Street.

Public comment opened at 7:38 PM

Jack McMillin and Merilee McMillin made public comments. Jack McMillin inquired about procedure with Land Use Ordinance Amendments.

Chair Willis answered that the Planning Board votes for ordinance to go to council where the council does two readings.

Jack McMillin asked about Owner Occupied Home Occupation vs being owner/operator.

Chair Willis explained that the owner needs to either occupy the building or be the owner/operator of the nonresidential activity.

Public comment closed 7:50 PM

Pam Mitchel made Motion to return changes to land use ordinance to ORC for more work. Seconded by Joel Alexander. All those in favor. Unanimous.

6. Other Business

Barb Skelton pointed out some potential rezoning for Shoreland District. In a couple areas Shoreland District needs to be adjusted for current existing development. In residential area

it may be more appropriate to be Overlay Limited District than Resource Protection. Will need to be revisited.

7. Adjourn

Pam Mitchel made motion to adjourn. Seconded by Les Young. All in favor. Unanimous.