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Debby Willis, Chairperson
Angelia Christopher, Administrative Assistant

PLANNING BOARD
Meeting minutes
Tuesday August 10, 2021 @ 6:00 PM
City Hall Council Chambers

Call the Meeting to Order- Chair Willis called the meeting to order at 6:05pm

Roll Call- Pam Mitchel, Zachary Hanley, Lisa St. Hilaire, Shawn Dolley, Adam Lemire- via phone. City Staff- Kris McNeill- Code Enforcement Officer, Tracey Desjardins- Economic Development Director, Angelia Christopher- Planning and Development Assistant.

Review of 7/13 and 7/27 meeting minutes. Lisa St. Hilaire sent in minor corrections, including an error stating that she had voted for an application that she had recused herself from. Pam Mitchel did not receive the minutes until the day of the meeting. She asks that we table the minutes until she has a chance to review them. Pam Mitchel moves that the Board table both sets minutes. Second from Shawn Dolley. All in favor.

Public Meeting- Consideration of Gardiner Remote Participation Policy- acting City Manager Anne Davis, this policy, if approved, will allow a hybrid meeting for those that cannot or are uncomfortable with meeting in person. Lisa St. Hilaire asks if this policy will be flexible as guidelines from CDC change. Interim City Manager Davis states that yes it will, and this policy is being used for all boards including City Council. Chair Willis states as long as there is no further discussion can she have a motion. Pam Mitchel moves that the Board adopt the Remote participation policy. Lisa St. Hilaire seconds the motion. All present approve. Policy passed.

Public Hearing- Proposed Amendments to the Land Use Ordinance Notice requirements for Planning Board Meetings- Chair Willis reads the information that was submitted by City Planner- Mark Eyeran. The City Council asked the Ordinance Review Committee to review the meeting notice requirements in the Land Use Ordinance to assure that abutters/neighbors receive notice of all Planning Board meetings including workshops where a development proposal or potential development proposal will be discussed. A related concern is also that abutters/neighbors have the opportunity to participate in the process early before a formal application is submitted.

After careful review the Board found two sections needing a change in wording. **6.4.5.2 Neighborhood Meeting.** The neighborhood meeting shall be convened by the Chair of the

Planning Board but shall be directed by the potential applicant or ~~her~~ - should be ~~their~~ representative(s) not *her*. This change also needs to be made in **14.5.8.4 Major Subdivision Review Procedures** 'The neighborhood meeting shall be convened by the Chair of the Planning Board but shall be directed by the potential applicant or ~~her~~ - should be ~~their~~ representative(s).

Chair Willis opened the application for public hearing. There is no one present to speak for or against this change. There was no interest presented at City Hall either. Chair Willis closed the public hearing. Chair Willis asks if there are any questions. There are no further corrections or changes. Chair Willis asks for a motion. Pam Mitchel recommends that this amendment be forwarded to City Council with the recommendation that it pass. Shawn Dolley seconds the motion. No further discussion. All in favor. Adam Lemire- via phone

Public Hearing- Proposed Amendments to the LUO Dealing with Solar Electric Production Facilities- SEPF's. Chair Willis reads information that was submitted from City Planner- Mark Eyerman. The ordinance will be revised to create two categories of SEPFs recognizing that building mounted and ground mounted facilities have potentially different impacts on adjacent properties and are appropriate in different zones. The two categories are called Solar Electric Production Facilities – Ground-Mounted and Solar Electric Production Facilities – Building-Mounted. The draft retains the current definition of Solar Electric Production Facility and then adds definitions of the two subcategories that refer to the main definition – a SEPF that is mounted on a building and a SEPF that is mounted on the ground or a support structure attached to the ground.

The Board discussed a few changes that should be made before these proposed amendments go to City Council. One change is the height of the panels. The Board would like to change the max height for solar panels from 10' to 12'. There should be another change 10.30.2 'above the average grade of the ground beneath *the panel* if any part of the array is visible from a residential use. Also, there are nine standards from 10.30.3 up to 10.30.4.4 that have typos, and need to have 0's added, making the numbers 10.30. (The document current reads 10.3)

Chair Willis opens the meeting for Public Comment. There is no one here to speak for or against the amendments. There was no interest expressed at City Hall. Chair Willis closed the public hearing.

Chair Willis asked for a motion. Shawn Dolley makes a motion to adopt these amendments dealing with Solar Electric Projection Facilities SEPF with changes to section 10.30.2- To read as follows--- No part of a Solar Electric Production Facility that is mounted on the ground or a supporting structure that is not part of a building shall project more than (12) feet) above the average grade of the ground beneath the panel if any part of the array is visible from a residential use prior to screening. The Planning Board as part of the review and approval of the site plan for the facility may approve a ground-mounted installation that is higher than twelve (12) feet if the applicant demonstrates that it will not have a negative visual impact when viewed from a public street or a residential use taking into account proposed screening of the array. Also fix 9 typos in standard numbers 10.30.3-10.30.4.4 and to send it to the City council with the recommendation to adopt. Zachary Hanley seconds the motion. No further discussion. All in favor. Adam Lemire –via phone

Other Business- Tracey Desjardins reports that there is no new business at this time. There will not be a second PB meeting in August.

Adjourn: Shawn Dolley made a motion to adjourn at 7:24pm. Pam Mitchel seconds the motion. All in favor. Adam Lemire- via phone.