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Debby Willis, Chairperson
Angelia Christopher, Administrative Assistant

PLANNING BOARD
Meeting Minutes
Tuesday January 11, 2022 @ 6:00 PM
City Council Chambers

1. **Call the Meeting to Order**-Chair Willis called the meeting to order at 6:00pm.
2. **Roll Call**-Board Members- Lisa St. Hilaire, Matthew Murphy, Zachary Hanley, Shawn Dolley, Chair Debby Willis. City Staff- Tracey Desjardins- Economic Development Director, Kris McNeill- Code Enforcement Officer, Alisha Ballard- City Clerk, Angelia Christopher- Planning and Development Assistant. Applicants Kyle Jacobson, and TJ Troiano. Absent: Adam Lemire, Pam Mitchel.
3. **Review of December 14, 2021 meeting minutes**- Lisa St. Hilaire sent in a small error to be corrected. No other corrections. Lisa St. Hilaire made a motion to accept the 12/14/21 minutes with the small correction. Zachary Hanley seconded the motion. No further discussion. All board members present in favor.
4. **City Clerk Alisha Ballard will issue Board member oaths**- Board members were sworn in by City Clerk Alisha Ballard. An error had been discovered in regards to ordinance requirements, and when oaths should expire. All members present were sworn in. Those absent will be contacted to set up times to receive their oaths.
5. **Public Hearing:** Draft Amendments to the Land Use Ordinance Dealing with Marijuana Establishments- City Planner Mark Eyerman has made the ORC requested changes and drafted a memo for PB. Changes included amending the submission requirements for applications for Planning Board approval for Marijuana establishments that don't otherwise trigger Planning Board or Site Plan Review include an automatic waiver for the map/drawing requirements when they are simply going into an existing space. Another change was for

the separation distance around schools. There will be a flat 1000 foot donut measured from property lines with no ability to reduce. The separation distance between retail marijuana establishments will be changed to a 500 foot donut measured from property lines. There was a change to Performance standards stating that all cultivation be done in a fully enclosed structure with provisions for odor control and that the structure meets setback requirements. It also states that any accessory cultivation facility not be visible from a public street if it is a freestanding structure. The definitions of cultivation facilities will be revised to require that the growing occur within a fully enclosed facility with walls and a roof.

There are also draft changes to the licensing provisions in the City Code. The board agreed to remove the requirement that an applicant provide City Council with the application materials that were submitted to the state. Instead it provides for a consistent provision that the applicant has to provide evidence that they applied for and/or received state approval. Board members agree to these changes with no issue.

Chair Willis opened the public hearing. There is no one present to speak for or against the changes. There was no interest expressed at City Hall either. Chair Willis closed the public hearing. Chair Willis asks if there are any more questions or discussion. Lisa St. Hilaire makes a motion to send the revised language to the City Council with the recommendation for approval. Matt Murphy seconds the motion. No further discussion. All Board members present in favor.

6. Public Hearing- Gardiner Transfer Company, LLC is seeking to add a gravel trailer parking pad on the southern end of the existing paved asphalt area at the Gardiner Transfer Company Facility at 10 Troiano Way in Gardiner. The proposed expansion consists of 28,735 sf of new impervious (Gravel) area to be used as a parking lot at Map 002 Lot 020-021 in the PIC District.

Representation for this project includes TJ Troiano and Kyle Jacobson-Engineer for St. Germain, This Site Plan Review is for a parking lot expansion which will result in 28,000sf of new impervious area on the lot. This change of impervious area is built into the stormwater management plan for the lot, so the property is not up to the threshold area for any stormwater changes. Kris McNeill asks why the whole application is labeled as 10 Troiano Way, when the legal address is 12 Troiano Way. After a quick discussion, Troiano will make the changes necessary to bring their correct address to 12 Troiano Way. There are no other questions, and Chair Willis asks the applicants to stay while their application is reviewed. Chair Willis opens the public hearing. No one is present for or against this project. Chair Willis asks if there was any interest expressed at City Hall. No. The City did not have to obtain any outside services for this application. Chair Willis closed the public hearing. Chair Willis started to review the application and determined that the applicant has right, title and interest. There are no new buildings proposed at this time, and there are no changes being proposed to the existing building. The Board just needs to look at setbacks, pedestrians and traffic, etc. Chair Willis asks if there is any

board member who cannot hear this application in an unbiased manner. No. There is a waiver request in the application. There is an increase in impervious area, however the lot was designed for a capacity of 96000sf that can be sent into the stormwater feature. There is no grade change with this work to be done, so the current stormwater feature does not need to be changed.

There is no change to the size of the lot, and no structures proposed so there will not be any changes to the lighting plan. A Board member inquires about where all the extra dirt will go. The applicants report that they will have it removed from the site. The project will need to maintain/incorporate at least 25' of buffering strip. Environmental performance standards, air and water quality, ground water protection were reviewed. Even if the property is being graded, it will slope in the direction that it originally did, so stormwater should not be an issue. This property is set up in the business park, and had already been approved. The parking lot is just being extended from the current lot. The exit/entrance location is staying the same. As a result of this being an extension to an existing parking lot there are no road design, and no parking standards to review. Board members agree that this change will work for the property.

Chair Willis goes back to section 6, and states that the application is complete, and the fee has been paid. The activity will not cause pollution or erosion, there will be no increase in wastewater. There will be no effect on habitat, all areas were evaluated and addressed. There will be no adverse effect on wetlands, and the stormwater management plan is adequate stormwater management. The site will be safe for pedestrian and vehicle access. This proposal will not affect municipal services. Chair Willis asks if the board is willing to grant the waiver about the stormwater management plan. Board members state that the proposed area is well within the limits of the existing plan. Lisa St. Hilaire makes a motion to approve the waiver. Matt Murphy seconds. All members present in favor. Chair Willis asks for motion on the completeness of the application. Lisa St. Hilaire states that the number of the address needs to be changed in all locations of the application, and they also need the fire chief's response letter. Lisa St. Hilaire moves that the application is complete provided that the address get updated to 12 Troiano Way, the fire chiefs response letter be added. Zachary Hanley seconded the motion. No further discussion. All members present in favor. What does the Board want to do with the application? Matt Murphy moves that the Board approve the application with the previously mentioned conditions. Lisa St. Hilaire seconds. No further discussion. All members present in favor.

Application approved.

7. Other Business-The only item on the February agenda will be a revision to the standards for non-residential PIC signs. This meeting will be held on February 8th at 6pm.

8. Adjourn: Chair Willis asks for a motion to adjourn. Lisa St. Hilaire made a motion to adjourn the meeting at 7pm. Shawn Dolley seconded the motion. All present in favor.