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Debby Willis, Chairperson  
Angelia Christopher, Administrative Assistant

## ORDINANCE REVIEW COMMITTEE

### MEETING MINUTES

**Monday April 26, 2021 @ 5:00 PM  
VIA Virtual Conferencing**

*\*In accordance with An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, as enacted to read: Sec. G-1 1 MRSA §403-A Public proceedings through remote access during declaration of state of emergency due to COVID-19*

- 1.) Call the meeting to order-** Chair Willis called the meeting to order at 5:00pm
- 2.) Roll Call-** Pat Hart, Kris McNeil, Rusty Greenleaf, Louis Sigel, Mark Eyerman, Chair Debby Willis, Lester Young, Tracey Desjardins. Clare Marron was not able to attend.
- 3.) Review of March 22, 2021 meeting notes-Chair Willis asks for any corrections.** Rusty Greenleaf states that it was left out, who made the motion to accept the February 2021. Chair Willis asks for a motion- Rusty made a motion to accept the 2/2021 meeting minutes with the condition that the amendment listed will be made. Louis seconded the motion. No further discussion. Roll Call vote: Pat Hart, Kris McNeil, Rusty Greenleaf, Louis Sigel, Chair Debby Willis, Lester Young. All in favor.
- 4.) Finalize amendments to PB notice requirements-** Mark Eyerman has prepared an overview of the amendment via a memo that was sent to ORC members.
  - There should be written notice to abutters/neighbors of any Planning Board meeting, workshop or site walk at which a potential development will be reviewed. 6.3.7 Notice of Planning Board Meetings- Written notice of any Planning Board meeting including workshops and site walks at which a proposal is discussed will be provided to all property owners within (200) feet of where the development activity may occur. If other notice provisions of Sections 6 and 14 do not require the applicant to provide notice, the City will provide notice. Notice provided by the City will be mailed by first class mail to abutting property owners at least (14) days before the meeting. The notice should contain the date, time, and place of the meeting and a brief explanation of the proposal. Failure of any property owner to receive such notice from the City will not delay the meeting or invalidate any action taken at the meeting.
  - Require an applicant that requests an informal review (neighborhood meeting) of a development proposal by to provide written notice to abutters/neighbors. There will be a neighborhood

meeting for any application that requires Site Plan or Subdivision review. The neighborhood meeting will be an opportunity for the applicant to share details of the project with abutting neighbors, and for the neighbors to offer input. The City will provide written notice of the Neighborhood meeting to abutting property owners 200' from the project, via first class mail. The meeting will be convened by the Chair of the Planning Board, and then turned over to the applicant. Planning Board can attend the meeting as observers.

-Chair Willis asked for a motion to move this amendment to Planning Board for review. Louis Sigel made a motion to send this to Planning Board for review/approval. Second by Mayor Pat Hart. No further discussion. Roll Call vote- Pat Hart, Kris McNeil, Rusty Greenleaf, Louis Sigel, Chair Debby Willis, Lester Young. All in favor.

**5.) Discuss possible performance standards for solar arrays.** Building-mounted commercial arrays are most likely to go on large commercial buildings, and are then limited to the size of the building. The size of a large ground mounted array depends on the size of the lot, and the expected output of the array. Should the City permit building mounted and ground mounted arrays the same way? The City currently allows solar in a number of zones including HDR where a lot is greater than 5 acres. There was also a discussion about amending standards for SEPFs in residential properties. The Committee feels that should be larger setbacks, and enhanced screening that will shield the projects from abutting neighbors view.

There is also an option to eliminate all SEPFs or ground-mounted SEPFs as a permitted use in some of the more residential zones. Committee members felt it would be best to take commercial solar out of HDR. Roof mounted arrays will be added to CC. The committee also feels that it would be best to change the screening requirements to reflect density instead of height. Canopy trees are listed as a screening planting. Canopy trees grow tall, and leaf at the tops. This type of tree will not help with screening, whereas evergreens will offer density. The committee agrees to change the screening requirements to plantings that offer density in order to help with more effective screening.

The maximum of the solar arrays in an area is a good idea, and should be further explored. Mark will work on this more, and bring back to ORC

**6.) Review possible building permit fees for solar arrays-** The Committee met to discuss how to handle the fees for solar projects. Kris McNeill CEO feels that the current fee system is working fine, but it needs the process needs to be clearer. The current fee schedule for building permits can be complex as there are many facets. There was a questions if SEPF can be permitted based on construction costs. Mark will work on this more, and bring it back for the next meeting. 0

**7.) Discuss requirement for a permit for the demolition of structure.** The reason that this has come before the committee is that there is nothing written in the LUO that states that a Demo permit is necessary. Recently there was a building that was rumored to have asbestos in it, that was clearly demolished overnight. Kris feels it is necessary to make Demo permits required, to avoid such instances. There is a section in the LUO which identifies what would trigger a permit. A good place to start would be to add Demo permits to this list.

Mark has suggested changes to LUO section 4.1.15. The demolition of any structure that is connected to electric or natural gas service or has provisions for water supply or sewage disposal

or that has a footprint of more than one hundred twenty (120) square feet (Kris feels that there should be a change to **144 sf**) including the demolition of a portion of an existing structure that is not subject to another permit requirement. Committee members agree that this works well.

Mark Eyerman had prepared a memo showing amendments to section 4 of the LUO. Section 2 of the memo discusses checks for services that could be hooked up, and questions about asbestos and other hazardous materials. These areas are already part of the Demo permit application and do not need any changes.

The Committee feels that sending section 1 to the Planning Board for review and approval.

Chair Willis asks for motion to send this Planning Board. Mayor Pat Hart made a motion to send this to Planning Board. Louis Sigel seconded the motion. No further discussion. Roll Call vote- Pat Hart, Kris McNeil, Rusty Greenleaf, Louis Sigel, Chair Debby Willis, Lester Young. All in favor.

**8.) Other:** The next meeting will be on **May 17, 2021, at 5pm.**

**9.) Adjourn:** Chair Willis asks for a motion to adjourn- Louis Sigel made a motion to adjourn at 6:35pm. Pat Hart seconded the motion. Roll Call vote- Pat Hart, Kris McNeil, Rusty Greenleaf, Louis Sigel, Chair Debby Willis, Lester Young. All in favor.