

MINUTES
ORDINANCE COMMITTEE MEETING
Meeting of March 19, 2019 – 8 a.m.
Conference Room A

Present: Councilor Shepard, Committee Chair; Councilors Smith and Wilder Cross.

Also Present: Town Manager, Ephrem Paraschak; Town Planner, Tom Poirier; Executive Assistant, Jessica Hughes.

1. **Consideration of minutes of March 5, 2019 Committee meeting.**

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Smith, and VOTED to accept the minutes of the March 5, 2019 Ordinance Committee as distributed. Unanimous vote.

2. **Current Business**

- A. Review new and existing Impact Fees and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).

The committee reviewed Attachment A, which included the revised Middle School Impact Fee Ordinance and Revised Methodology for Developing a Middle School Facilities Impact Fee provided by the town attorney. The committee provided several recommended changes, including adding the word “originally” serving grades 6-8 in the first paragraph of the ordinance as suggested by Councilor Smith. Additionally, the committee noted that a correction was needed to remove the possessive apostrophe to the word “consultant’s” so that it was the plural reference to the sixth paragraph under item B. of the revised methodology. Additional corrections were discussed, including adding the word “for” to the second sentence in the second paragraph under item C. (“The Town would have been responsible for”) and the fourth sentence in the second paragraph under item C. (“This was for...”). Staff will make the recommended changes and send the amended ordinance to the Town Council at a future meeting. If approved by Council, the item will then be sent to the Planning Board for public hearing and back to the Town Council.

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Smith, and VOTED to approve and send the amended ordinance with the changes discussed to the Town Council for review and approval. Unanimous vote.

- B. Review and consider developing an amendment to the Land Use & Development Code to incorporate the requirements of the South Gorham Crossroads and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).

The committee discussed that they had reviewed at their meeting held on March 5, 2019 a memo provided by Town Planner Tom Poirier and proposals received from three consultants for assistance with amendments to the Land Use & Development Code. The committee then selected North Star Consulting Group and asked to meet with Ben Smith of North Star at their April meeting.

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Smith, and VOTED to accept the proposal by North Star Consultants to assist with developing the amendment. Unanimous vote.

- C. Create an Invasive Plants Species Ordinance and recommend to Town Council (referred by Town Council on August 7, 2018).

The committee reviewed the memo provided by Town Planner Tom Poirier; Councilor Shepard suggested including the state standard for reference; Councilor Smith suggested adding gravel pits and ditches; Tom Poirier suggested that he could include a standard that as part of development on site, an applicant shall remove invasive plants prior to development.

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Smith, and VOTED to send the amended invasive species ordinance to the Town Council for review and approval at their next meeting. Unanimous vote.

3. **Items Referred by Town Council to Committee for Future Meetings/Action.**

- A. Review and consider developing an amendment to the Land Use & Development Code to incorporate the requirements of the South Gorham Commercial Center and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).
- B. Review adding requirements to the Land Use & Development Code requiring that taxes be paid before the issuance of permits and bring back recommendations to the Town Council (referred by the Town Council on February 5, 2019).
- C. General discussion regarding mixed use/density standards (Form Based Code) for the Gorham Village Center District.

The committee briefly discussed the item and staff commented that the committee needs to determine if they would prefer creating performance standards for the Village Center District, or develop the more extensive Form Based Code.

- D. Review adding requirements to the Land Use & Development Code for drinking water testing (referred by Town Council on April 3, 2018).

The committee briefly discussed that the requirements should reference the state standard and require a water test prior to the first certificate of occupancy on a new house. Staff will provide draft requirements at a future meeting.

- E. Review the Special Amusement Ordinance and recommend updates, if any, to Town Council (referred by Town Council on January 2, 2018).

4. **Other Business**

No other items were discussed under Other Business.

5. **Schedule next meeting and discuss agenda items for next meeting.**

The next meeting of the Committee is scheduled for Tuesday, April 23rd, at 8 a.m. The following agenda items will be discussed at the next meeting:

- A. Review and consider developing an amendment to the Land Use & Development Code to incorporate the requirements of the South Gorham Crossroads and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).
- B. Review and consider developing an amendment to the Land Use & Development Code to incorporate the requirements of the South Gorham Commercial Center and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).
- C. Review adding requirements to the Land Use & Development Code requiring that taxes be paid before the issuance of permits and bring back recommendations to the Town Council (referred by the Town Council on February 5, 2019).

6. **Adjournment**

There being no further business, a motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Smith and VOTED to adjourn. Time of adjournment: 8:54 a.m.

Respectfully submitted,

Jessica Hughes, Executive Assistant to the Town Manager & HR