

**MINUTES**  
**ORDINANCE COMMITTEE MEETING**  
**Meeting of October 17, 2017 – 8 a.m.**  
**Conference Room A**

Present: Councilor Ben Hartwell, Chair; Councilors Sherrie Benner and Ron Shepard.

Also Present: Town Manager, Ephrem Paraschak; Zoning Administrator, David Galbraith; Town Planner, Tom Poirier; Administrative Assistant to the Town Manager/HR, Jessica Hughes; 1 member of the public.

1. Consideration of minutes of September 19, 2017 Committee meeting.

A motion was MADE by Councilor Benner, SECONDED by Councilor Shepard, and VOTED to accept the minutes of the September 19, 2017 Ordinance Committee as distributed. Unanimous vote.

2. Current Business.

- A. Consider developing an amendment to the Land Use & Development Code to make it easier for Food Trucks and Food Carts to operate in Gorham and bring the Committee's recommendation back to the Town Council, at a later date, for the Town Council to consider (referred by Town Council on July 11, 2017).

After discussion, the Committee reached the consensus to ask Planning staff to add:

- State Highways to section 3e. of the ordinance.
- Prohibit Food trucks parking in driveways.
- Sandwich signs are allowed within 25 feet of food trucks.
- Add language to section 6 that USM is exempt from the requirements of the ordinance.

A motion was MADE by Councilor Benner, SECONDED by Councilor Shepard, and VOTED to recommend the proposed amended ordinance to the Town Council for approval at their November meeting. Unanimous.

- B. Review the permitted uses in the Industrial and Commercial Zone and recommend changes, if appropriate, to the Town Council (referred by Town Council on October 4, 2016).

A motion was MADE by Councilor Shepard, SECONDED by Councilor Benner and VOTED unanimously to withdraw this item from the Ordinance Committee agenda until necessary to review. Unanimous.

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

The Committee reviewed the Sign Ordinance and David Galbraith advised that he would reach out the Chamber and Gorham Business Exchange for input. Planning staff will also draft an amendment to the ordinance in relation to sandwich board signs and bring back to Committee at next meeting.

4. Other Business.

The Committee discussed that the Fireworks item should be reviewed at a future meeting and to consider during the next discussion adding fireworks to the required list of permits for seasonal burnings and implement a "Shall Notify" list.

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

The next meeting of the Committee will be determined at the November Regular Town Council Meeting. The Committee discussed and requested that the following items be placed on the agenda for discussion:

- A. Develop a Senior Property Tax Assistance Rebate Ordinance, similar to the ordinances developed in Cumberland and Scarborough, for the Town Council to consider (referred by Town Council on August 7, 2017).
- B. Review the Town's Sign Ordinance and make appropriate recommendations to the Town Council of any changes (referred by Town Council on February 2, 2016).
- C. Have general discussion regarding density standards in the Village.

6. **Adjournment**

There being no further business, a motion was MADE by Councilor Benner, SECONDED by Councilor Shepard and VOTED to adjourn. Time of adjournment: 9:55 a.m.

Respectfully submitted,

Jessica Hughes, Administrative Assistant to Town Manager & HR