

MINUTES

ORDINANCE COMMITTEE MEETING Meeting of March 29, 2017 – 8 a.m. Conference Room A

Present : Councilor Ben Hartwell, Chair; Councilors Sherrie Benner and Ron Shepard
Also Present: Town Manager David Cole; Town Planner Tom Poirier; Zoning Administrator David Galbraith

1. Consideration of minutes of February 15, 2017 Committee meeting.

A motion was MADE by Councilor Benner, SECONDED by Councilor Shepard, and VOTED to accept the minutes of the February 15, 2017 Ordinance Committee as distributed. Unanimous vote.

2. Current Business.

- A. Develop the standards and priorities for funds received from the TDR.

Town Manager reported that good feedback was received at the last meeting and the Policy for the Acquisition of Open Space and Transfer Development Property was then drafted. The Committee reviewed the Policy in detail and identified some formatting adjustments and typos that needed to be corrected.

The Policy is intended to be used as a decision-making tool, with the boundaries of overlay being where the Town wants to develop and alternatively reduce. The Town Manager advised that the Transfer Overlay District will remain intact until Council amends the ordinance.

The Committee discussed the next step. A motion was MADE by Councilor Shepard, SECONDED by Councilor Benner and VOTED that the Overlay District Ordinance be amended. Unanimous vote.

A motion was MADE by Councilor Benner, SECONDED by Councilor Shepard, and VOTED to provide the amended Overlay District Ordinance to Town Council for review and approval to be added to the April 4, 2017 Town Council Agenda. Unanimous vote.

- B. Review and refine a draft proposal to amend Chapter II, Section V, (11)(F) Sidewalks to allow alternatives to constructing sidewalks when the Planning Board considers an alternative to be in the Town's best interest and make a recommendation to the Town Council (referred by Town Council on October 4, 2016).

Staff drafted the underlined content on the Attachment B/Chapter II, Section V, (11)(F). After review and discussion, a motion was MADE by Councilor Shepard, SECONDED by Councilor Benner, and VOTED to recommend the proposal to the Planning Board for public hearing. Unanimous vote.

- C. Review the Narragansett Development District and make appropriate recommendations for changes, if any, to the Town Council (referred by Town Council on January 5, 2016).

A motion was MADE by Councilor Shepard, SECONDED by Councilor Benner, and VOTED to table this item until the developer has the plans for the property formerly known as the racetrack or Hannaford property. Unanimous vote.

- D. Recommend proposal to standardize the Public Record and notification process to define how public notification is done and to include records available on the Town website, including, but not limited to the Town Manager's agenda comments (narrative) and weekly report (referred to Town Council on March 3, 2015).

The Committee discussed defining the public notification process, which should include the following:

- i. LED sign at Public Safety to announce special meetings
- ii. ListServ
 - a. GoCAT to promote ListServ via ticker on bottom of programming.
 - b. Promote sign-up via 'News and Announcements' section on Town website home page.
 - c. Standard tagline to promote ListServ sign-up in Gorham Times publication.
 - d. Post message on Facebook with link to drive traffic to Town website to view agenda notes.
 - e. Flat screen TVs/Bulletins in Municipal Center Building to promote ListServ and special meetings.
 - f. Laurie Nordfors to add a standard line to encourage ListServ sign-up to the footer of tax bills and other Town correspondence for residents' reference.

The Committee further discussed that the agenda notes (Town Manager's narrative) would include all attachments when posted electronically on the Town website.

A motion was MADE by Councilor Shepard, SECONDED by Councilor Benner, and VOTED to accept the proposed standards and close this item. Committee Chair/Councilor Hartwell will report back the Committee's acceptance to Council at the April 4 Council Meeting. Unanimous vote.

3. **Items Referred to Committee for Future Meetings**

The Committee reviewed the items in front of them for future discussion.

After discussion, a motion was made by Councilor Benner, SECONDED by Councilor Shepard, and VOTED to recommend to Town Council that the item relating to dog kennels be removed from the agenda. Unanimous vote.

4. Other Business.

There was no discussion of other business.

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

The next meeting of the Committee is scheduled for Tuesday, May 9, at 8 a.m. The Committee discussed and requested that the following items be placed on the agenda for discussion:

- A. Review Proposed Cemetery Ordinance and make a recommendation to Council (referred by Town Council on September 6, 2016).
- B. Review the Narragansett Development District and make appropriate recommendations for changes, if any, to the Town Council (referred by Town Council on January 5, 2016).
- 6. Adjournment.

There being no further business, a motion was MADE by Councilor Shepard, SECONDED by Councilor Benner, and VOTED to adjourn. Time of adjournment: 9:51 a.m.

Respectfully submitted,

Jessica Hughes, Administrative Assistant to Town Manager & HR Director