

REPORT OF THE  
GORHAM TOWN COUNCIL  
REGULAR MEETING VIA ZOOM  
March 2, 2021

Chairman Pratt opened the meeting with the Pledge of Allegiance to the Flag. There were 9 members of the public in attendance via zoom.

Roll Call: Chairman Pratt, Councilors Shepard, Hartwell, Hager, Phillips, Wilder Cross and Kuech. Also in attendance were Town Manager Ephrem Paraschak, Director of Community Development Tom Poirier, and Town Clerk Laurie Nordfors.

Moved by Councilor Shepard, seconded by Councilor Wilder Cross and VOTED to accept the minutes of the February 2, 2021 Regular Town Council Meeting. **7 yeas**

### **Open Public Communications**

Tom Dupuis spoke on behalf of the Gorham Skate Park Project and wanted to introduce the project to the Council for their thoughts and review.

### **Councilor Communications**

Councilor Hartwell challenged citizens to compare our roads to surrounding Town's roads after snow storms. He commented that we use about half the amount of salt on roads compared to other communities. He acknowledged that this is a budget issue and wanted to make citizens aware.

Councilor Wilder Cross thanked Jessica Hughes and Laurie Nordfors for their help with the many zoom meetings over the past year. She recently sat in on the first Board of Health meeting and reported that this board will soon be announcing a number of resources regarding health issues to the community. Their meetings will be held every month on the second Monday at 5:30pm via zoom. She also attended a meeting of the Historical Preservation Committee and is grateful how this group monitors Gorham's architectural historical integrity. She reported at this past months GPCOG meeting, they are still discussing the future of transportation in municipalities and how they are working to place public transit in places that are working on transit oriented development. They were also briefed on efforts to support local action addressing racial equity.

Councilor Hager announced that the Finance Committee will meet on March 25<sup>th</sup> and will be reviewing the budget year to date as well as the Town's Schedule of Fees, which he hopes to bring back to the Council for their vote in June.

Councilor Shepard reported that the Ordinance Committee met on February 16<sup>th</sup> and reviewed the expansion of the Village Area as well as the requirements and restrictions in place for the installation of commercial and residential solar. They also reviewed amending the Land Use and Development Code in regards to permitting of certain private driveways. All of these items are on the agenda tonight.

Councilor Kuech reported that she attended a technical session of NNE SWANA and heard from speakers from surrounding States. She learned about different things from death rates of trash haulers to where our construction debris goes. She expressed that it was a very educational experience.

Councilor Phillips acknowledged that the Capital Improvements and Economic Development Committee met on February 18<sup>th</sup> and had a very nice discussion with Economic Development Director Kevin Jenkins. He gave an update of what he has been doing and what is going on with grants. She also reported that the Council had a workshop on February 16<sup>th</sup> and discussed residential growth. The workshop can be found on the website to view. She encouraged citizens to go out and explore the Town's many restaurants during Restaurant Week. She also mentioned that the Gorham Outdoors Club is planning many fun outdoor events in the coming weeks that you can check out on their website [Gorhamoutdoors.org](http://Gorhamoutdoors.org), including an afternoon of fire safety and fire building with Survivor winner Bob Crowley on Saturday, March 14<sup>th</sup> from 1-3pm at Narragansett School. She also reminded everyone that Maine Maple weekend will be coming up at the end of the month at the many Sugar Houses in the Town.

Chairman Pratt attended the February 17<sup>th</sup> GEDC meeting and reported that they had a discussion about the recent MEREDA Conference which was virtual this year. He also reported that the GEDC will be starting a member outreach program which will consist of certain members of the GEDC reaching out to businesses in Town to let them know who they are and what they do. They also had a brief Industrial Park Steering Committee update from Tom Poirier and also an update of the CDBG Grant at Little Falls from Carol Eyerman. Chairman Pratt also reported that the Mask-up campaign featured MK Kitchen this month and pointed out that it was a very interesting short video showing what the restaurant is doing to keep people safe while dining there. He also pointed out that our own Kevin Jensen was featured in the latest issue of The Maine Biz and congratulated him. And lastly Chairman Pratt reported that on February 22<sup>nd</sup>, he met with Superintendent Perry, Town Manager Paraschak and School Committee Chairman Wright and discussed where the School Department was with their budget process and the state of the School moving forward

### **Town Managers Report**

Town Manager Paraschak informed citizens that road postings are now in effect with the freeze/thaw cycles that are going on. The complete list of road postings are on our website. He mentioned that residents can get 2 buckets of salt/sand per storm at the Public Works Garage on Huston Road. He reminded residents that the offices at the Municipal Building are still under Covid restrictions and by appointment only. Appointments are readily available each day. He reported that he is working on the Municipal Budget and will have it to the Council by the end of the month. Town Manager Paraschak also pointed out that CHA, who is doing the current facility study, was at the Municipal Center doing a walk through last week and will meet with Department Managers and Elected Officials soon after. He thanked Finance Director Sharon LaFlamme for securing a phenomenal rate for the School Department Bond that was recently passed by voters. He also reported that he attended the MMA Legislative Policy Meeting and one LD bill that he is following is the change in TIF policies that will allow Municipalities to use TIF funds for municipal facilities.

## School Committee Report

Chairman Darryl Wright reported the following:

1. On Friday of last week, public schools across Maine were notified that the State will continue its vaccination planning efforts using age based categories as follows:
  - March 3: Eligibility expands to resident's age 60 and older
  - April: Eligibility expands to age 50 and older
  - May: Eligibility expands to age 40 and older
  - June: Eligibility expands to age 30 and older
  - July and beyond: Ages 29 and under, including children pending authorization of a vaccine for them

Educators who fall within these age bands will be given a "fast track" process via which they will be able to directly enter specific clinics and receive expedited vaccinations. School employees will be provided a "fast track" process, but still be held to the age categories and timelines listed above. Overall good news: Looks like the goal is to have most adults vaccinated by Fall, 2021. This SHOULD mean we MAY be able to ease up a little (not a lot) on physical distancing that will allow us to get students back into our schools 5 days per week in the fall of 2021.
2. At the most recent Feb. 24 School Committee meeting, the district leadership team provided the school committee with an overview of data to answer the question: How is our current Hybrid model of learning working for our students? Overall what the data tells us is that the hybrid model of learning is doing what we need it to do and although there is no question there will be implications for our children's learning now and in the future, the data tells us these are issues that can be addressed readily through our existing support and instructional systems and that no significant changes need to be made to our current model.
3. I wanted to thank Chairman Pratt and the Town Manager for a great meeting. I think we all agree that having this consistent communication is very important and I look forward to continuing these meetings. There were several items discussed. One item discussed was the fact that the Facility Study will not be completed for quite a while and there are needs for both the Town and School that need to be discussed even before we receive that report.
4. Gorham High School Theater students will be putting on a vintage Alfred Hitchcock live radio play on March 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>. Links on how to view can be found on our website by clicking on the Supt's blog post for Feb 26<sup>th</sup>. The students have been working hard on this and it looks like it will be a great show!
5. Budget update: The School Committee held our first budget meeting on Saturday, Feb 27<sup>th</sup>. This is the first time that the SC has been together to start the discussion. We received presentations about the budget overall, new initiatives and possible reductions. There is still quite a lot to discuss and our next budget meeting will be March 9<sup>th</sup> at 7pm via Zoom. Links can be found on our website.
6. I just wanted to make the Town Council aware that we are seeing some challenges in regards to bidding out our projects as the costs for materials, supply and labor continue to increase. We recently opened the bids for the GMS heat pump project and the bids are well over the budgeted amount. We are currently looking at what options we have and working with our engineers to figure out next steps. The Narragansett Project is moving forward nicely and is on

schedule and in budget and we will be going out to bid this spring for the lighting project. We will keep you informed on those items as well. The Supt will be reaching out to the Town's Facilities Committee to schedule a joint meeting to discuss updates and more.

7. Our next School Committee regular meeting is scheduled for March 10<sup>th</sup> at 7pm via Zoom.

**Public hearing #1**

**On Item #2021-3-01**

Public hearing to hear comment on a proposal to issue a renewal liquor license to Angelo's Pizzeria and Restaurant. (Admin. Spon)

Chairman Pratt opened public hearing #1. There were no comments from the public and the hearing was closed.

**Proposed**

**Order #21-033**

Moved by Councilor Hager, seconded by Councilor Wilder Cross and Ordered, that the Town Council approve a renewal liquor license for Angelo's Pizzeria and Restaurant, 474 Main Street.

**Order #21-033 was VOTED. 7 yeas**

**Public hearing #2**

**On item #2021-3-02**

Public hearing to hear comment on a proposal to issue an Adult Use & Medical Marijuana License to Skyfall Cannapy, LLC, 17 Little Wing Lane, property owned by 422 Ocean, LLC. (Admin. Spon.)

Chairman Pratt opened public hearing #2. There were no comments from the public and the hearing was closed.

**Proposed**

**Order #21-034**

Moved by Councilor Phillips, seconded by Councilor Hager and Ordered, that the Town Council approve an Adult Use & Medical Marijuana License for Skyfall Cannapy, LLC, 17 Little Wing Lane , property owned by 422 Ocean, LLC, with the conditions that they pass all inspections and receive a Certificate of Occupancy prior to beginning operations.

**Order #21-034 was VOTED 7 yeas**

**Public hearing #3**  
**On Item #2021-3-03**

Public hearing to hear comment on the proposed amendments to the Land Use and Development Code, Chapter 2, Section 2-4, Clustered Residential Development Standards.(Ordinance Com. Spon.)

Chairman Pratt opened public hearing #3. There were no comments from the public and the hearing was closed.

**Proposed**  
**Order #21-035**

Moved by Councilor Hager, seconded by Councilor Phillips and Ordered, that the Town Council approve the following amendments to the Land Use and Development Code as follows:

Moved by Councilor Phillips, seconded by Councilor Hager and VOTED to waive the reading of **Order #21-035** due to length. **7 yeas**

Chapter 2: General Standards of Performance  
Section 2-4 Residential,

A. CLUSTERED RESIDENTIAL DEVELOPMENT

A Cluster Residential Development is a form of development which allows a developer to create smaller lots than required by the applicable zoning district regulations in the Rural and Suburban Residential District in return for setting aside a portion of the tract as permanent open space owned and maintained ~~jointly by the individual lot owners~~ a land trust or other conservation organization. The net residential density of the site shall remain the same as if the site were developed as a conventional subdivision. Each dwelling unit in a cluster residential development shall be placed on a separate lot whether the dwelling unit is a single-family dwelling or part of a two-family or multi-family dwelling. The Planning Board ~~may~~ shall approve requests for cluster residential developments if it finds that the proposal conforms to the criteria listed below and is the best development form for the site.

Notwithstanding other provisions of this Code relating to space and bulk, the Planning Board in reviewing and approving proposed residential developments located in Gorham, may modify said provisions related to space and bulk to permit innovative approaches to housing and environmental design in accordance with the following standards. This shall not be construed as granting variances to relieve hardship.

1. Lot Size shall not be reduced to less than:
  - a. 20,000 square feet in the Suburban Residential District
  - b. 30,000 square feet in the Rural District
2. Frontage – Each lot shall have frontage on a public street or a private way proposed by the applicant, as follows:
  - a. 75' in the Suburban Residential District
  - b. 100' in the Rural District

- c. Up to 10% of the lots in a clustered subdivision may have frontages reduced below the frontage requirements stated in this subsection but not below 25'. Lots with frontage reduced under this provision shall not be adjacent to more than one other lot with such a reduced frontage, as determined at the front lot line.

3. Lot setbacks:

- a. Front on private way or public street not identified as a collector, arterial, or State DOT designated route: 25'
- b. Front on a collector, arterial road, or State DOT designated route: 50'
- c. Rear: 10'
- d. Side: 10'

Innovative approaches to residential layout and environmental design shall be subject to the following ~~criteria~~ performance standards:

- 1. ~~The purpose and intent of this Land Use and Development Code shall be upheld~~  
minimum common open space requirement shall be:
  - a. At least 40% of the total area of the tract or parcel of land being developed must be maintained as common open space and not be included in the individual building lots.
  - b. The following "high-value conservation areas" shall be considered when determining the area(s) within the subdivision to be allocated to the 40% required common open space.
  - c. Land deemed to be in excess of the 40% requirement up to 50% of the total land area may be required by the Planning Board as additional open space if the area contains land that meets the requirements of the "high-value conservation areas." The Planning Board must review the overall intent of the chapter as well as the impact on the design of the buildable lots and infrastructure of the subdivision in determining if the additional land should be included in the common open space.
  - d. Active Open Space shall be required for subdivisions with more than 25 lots and/ or dwelling units. Active Open space is for active recreation and shall include activities which require substantial construction and maintenance for recreation use, including playgrounds, tennis courts, ball fields, basketball courts, and similar facilities. A part or all the active open space may, at the option of the Town, be dedicated for acceptance by the Town for operation as a municipal recreation facility. The following table provides the minimum active open space reservations required in cluster subdivisions:

<u>Average Density per Dwelling Unit</u>	<u>Active Open Space Required, % of Subdivision Open Space</u>
<u>80,000 s.f. or more</u>	<u>1.5</u>
<u>40,000 s.f. to 79,999 s.f.</u>	<u>2.5</u>
<u>20,000 s.f. to 39,999 s.f.</u>	<u>4</u>
<u>10,000 s.f. to 19,999 s.f.</u>	<u>5</u>

2. High-value Conservation areas:
  - a. Existing trails (bike, hiking, cross-country skiing, snow shoeing, horseback riding, or snowmobiling) that connect with existing trails on Town-owned land or with existing trails on abutting land protected by a conservation easement or other written agreement.
  - b. Existing healthy, native forests of at least 5 contiguous acres.
  - c. Habitats of endangered or threatened species;
  - d. Significant wildlife habitats as defined by the Maine Department of Inland Fisheries and Wildlife, or the municipality;
  - e. Significant natural features and scenic views such as ridge lines, peaks and rock outcroppings, particularly those that can be seen from public roads,
  - f. Archaeological Sites, historic structures, cemeteries and burial grounds,
  - g. Prime farm lands, farm land of state wide, and/or local importance of at least 1 contiguous acre; and
  - h. Land being actively farmed and which will remain active farm land of at least 1 contiguous acre.
3. There subdivision shall be in compliance with all State and local codes and ordinances. ~~Each building shall be an element of an overall plan for site development.~~
4. There shall be no approval of any proposed development which exceeds the allowable net residential densities permitted without appeal in the district in which it is located.
5. ~~Residual~~ Common open space shall be usable for recreational or other outdoor living purposes and for preserving large trees, tree groves, woods, ponds, streams, glens, rock outcrops, native plant life and wildlife cover. The use of any open space may be further limited or controlled at the time of final approval where necessary to protect adjacent properties or uses. Residual open space shall be dedicated to the recreational amenity and environmental enhancement of the development and shall be recorded as such. Such dedications may include private covenants or arrangements to preserve the integrity of open spaces and their use for agricultural or conservation purposes.

The uses of common open space may include: common open space shall be accessible to the residents of the project. At a minimum, this use may include such activities as walking, picnicking, fishing, swimming, cross-country skiing, and other low intensity recreational uses unless otherwise provided for in the Planning Board approval.

- a) Passive recreation, such as hiking, walking, running, biking, snowshoeing, cross-country skiing, picnicking, bird-watching, hunting, fishing, and other low-impact recreational activities that do not significantly alter the natural common open space;

- b) Operation of snowmobiles or ATVs on existing snowmobile or ATV trails;
- c) Agriculture, horticulture, silviculture or pasture uses, provided that all best management practices are utilized to minimize environmental impacts;
- d) Nonstructural stormwater management, such as rain gardens and forested buffers;
- e) Easements for drainage, access, and underground utility lines; and
- f) Other conservation-oriented uses such as community garden, compatible with the purposes of this Chapter.
- g) Parking lots for trail head use with no more than 10 parking spaces and associated drive aisles.**

The following uses are prohibited uses of common open space:

- a) Roads, parking lots and impervious surfaces, except as specifically authorized in this chapter;
- b) Subsurface wastewater disposal systems and wells;
- c) Built stormwater management systems such but not limited to, ponds, underdrain ponds, catch basins, and pipes;
- d) Dumping or disposal of any type of yard waste, household waste, hazardous waste or other debris, organic or inorganic;
- e) Cutting vegetation, except for annual mowing related to agricultural uses or to prevent shrub growth from over taking protected fields, forest management of trees with an approved forest management plan written by a Maine licensed forester or dead, diseased, or dying tree as identified by a Maine licensed arborists. Removal of invasive species as identified by the Maine Department of Agriculture, Conservation, and Forestry is exempt from this section.
- f) Altering approved common open space.
- g) Additional structures being placed on the common open space without prior Planning Board approval; and
- h) Other activities as determined by the applicant and recorded on an instrument providing permanent protection such as deed restrictions.

Common Open Space Ownership may include any of the following (with a preference to the order below):

- a) Ownership by a conservation organization approved by the Planning Board with permanent restrictions on its future use; or
- b) Ownership by the Town with or without a conservation easement to a conservation organization approved by the Town Council and Planning Board;



- c) Ownership by a homeowners' association conditioned on forever being maintained as common open space and there shall be no further subdivision of this land, nor buildings constructed upon it without further Planning Board review. The land may also have with a conservation easement on it to the Town or a conservation organization approved by the Planning Board.

- 6. The first meeting with the Planning Board shall be Conceptual Design Review, and shall precede submission of a Preliminary Subdivision Review Application. The Conceptual Design Review shall include the submission of an Existing Site Resource Map, identifying both significant natural and cultural resources. It is not required that this be an engineered plan but a surveyed plan that shows wetland, shoreland areas, significant habitat corridors, rare or endangered habitat, roads and buildings within 100 feet of the property, indication of overall stormwater flow direction, species and size of existing trees, historic and cultural resources such as existing barns, trails, cellar holes, stonewalls, and other noteworthy features unique to the property. The Existing Site Resource Map shall not include proposed roads or subdivision lots. The intent of this phase of review is for there to be an opportunity to build greater Planning Board, applicant, and open space holder consensus on critical resources and over-all design early in the review process, before the applicant proceeds into formal design of the project. The developer shall include in the over-all design team either a licensed landscape architect or a natural resource planner. The landscape architect or natural resource planner shall provide a written narrative of the existing site resource maps detailing critical areas with a recommendation about the features which should be preserved in the open space.

It is intended that the open space shall be designed first, and the built environment shall be constructed in the remaining areas. During the Conceptual Design Review process, the Board shall determine whether or not the open space layout, design and configuration is appropriate based on the size of the parcel to be developed and consistent with the goals outlined under this section and those outlined in the Town's Comprehensive Plan

The developer shall take into consideration the following points, and shall illustrate the treatment of spaces, paths, roads, service and parking areas and other features required in his proposal:

- a) Orientation: buildings and other improvements shall respect scenic vistas and natural features.
- b) Streets: access from public street, internal circulation and parking shall be designed to provide for vehicular and pedestrian safety and convenience, emergency and fire equipment, snow clearance, street maintenance, delivery and collection services. Streets shall be laid out and constructed consistent with local requirements.

Driveways shall be located onto interior road networks to the greatest extent practical. No more than one driveway per 500' of road frontage shall be allowed on any collector roads, arterial roads, or Maine DOT State number routes.

- c) Drainage: adequate provision shall be made for storm waters, with particular concern for the effects of any effluent draining from the site. Erosion resulting from any improvements on the site shall be prevented by landscaping or other means.

- d) Sewage Disposal: adequate provision shall be made for sewage disposal, and shall take into consideration soil conditions and potential pollution of surface or ground waters. The plans shall show the location of 2 passing soils areas on each lot proposed. One of the test pits should be labeled as primary which will be utilized for the initial construction with the 2<sup>nd</sup> test pit being identified as reserve and utilized when the first septic system declines.
  - e) Water Supply: adequate provision shall be made for both ordinary use as well as special fire needs.
  - f) Utilities: all utilities shall be installed underground wherever possible. Transformer boxes, pumping stations and meters shall be located so as not to be unsightly or hazardous to the public.
  - g) Recreation: facilities shall be provided consistent with the development proposal.
  - h) Buffering: planting, landscaping, disposition and form of buildings and other improvements, or fencing and screening shall be utilized to integrate the proposed development with the landscape and the character of any surrounding development. Buffers of at least 75 50 feet in width shall be created around the entire perimeter of the subdivision unless the subdivision abuts another clustered residential development or the Planning Board finds the design of the subdivision matches the existing development pattern of the area. Where possible, existing trees and vegetation shall be preserved in the buffers, except that invasive vegetation may be removed. The Planning Board may require landscaping or other features as necessary to break up the proposed development from abutting properties should the 75 50 foot buffer not provide adequate buffering.
  - i) Disposition of Buildings: shall recognize the need for natural light and ventilation.
7. For purposes of this section, the tract or parcel of land involved must be either in single ownership, or the subject of an application filed jointly by the owners of all the property included.
8. ~~Before the recording of final subdivision plans, or as a condition of final subdivision approval, the Planning Board shall require and accept in accordance with the standards adopted by ordinance, an improvement guarantee in accordance with Chapter 3, Subdivision, Section 3-4., Final Plan, Subsection C., Improvement Guarantee.~~
- 9 8. Common open space shall be dedicated after approval of the project. There shall be no further subdivision of this land, nor buildings constructed upon it without further planning review and which would cause the net residential density to exceed the density permitted in that district.
- 40 9. The common open space(s) shall be shown on the development plan and with appropriate notation on the face thereof to indicate that it:
- a) shall not be used for future building lots.
  - b) a part or all of the common open space may, at the option of the Town, be dedicated for acceptance by the Town for operation as a municipal recreational facility.

104. ~~If any or all of the common open space is to be reserved for use by the residents, the formation and incorporation by the developer of a neighborhood association shall be required prior to final plat approval.~~
112. Covenants for mandatory membership in the association setting forth the owners' rights and interest and privileges in the association and the common land, shall be approved by the Planning Board and included in the deed for each lot.
123. This neighborhood association shall have the responsibility of maintaining the common open space(s) and operation and maintenance of local neighborhood recreational facilities within such open space(s).
134. ~~The association shall levy annual charges against all property owners to defray the expenses connected with the maintenance of open spaces and neighborhood recreational facilities.~~
145. The developer or subdivider shall maintain control of such open space(s) and be responsible for their maintenance until development sufficient to support the association has taken place or, alternatively, the objectives of clustering have been met. Such determination shall be made by the Planning Board upon request of the Neighborhood Association or the developer or subdivider.

\*Note – Additions: Underlined  
Deletions: Struck Through

**Order #21-035 was VOTED 7 yeas**

#### **Public hearing #4**

##### **On Item #2021-3-04**

Public hearing to hear comment on the proposed amendments to the Town's Comprehensive Plan, South Gorham Crossroads Area and South Gorham Commercial Area sections and the future Land use map of the 2016 Comprehensive Plan. (Ordinance Com. Spon.)

Chairman Pratt opened public hearing #4. There were no comments from the public and the hearing was closed.

#### **Proposed**

##### **Order #21-036**

Moved by Councilor Hager, seconded by Councilor Wilder Cross and Ordered, that the Town Council approve the proposed amendments to the Town's Comprehensive Plan in regards to the South Gorham Crossroads Area for allowed uses, development standards and future land use maps.

**Order #21-036 was VOTED 7 yeas**

**Public hearing #5**  
**On Item #2021-3-05**

Public hearing to hear comment on a proposal to issue renewal Massage Licenses to Natalie Poulin, Walter Selens, Heather Theriault, Elizabeth Berks and Jill Hayden, and a new Massage License to Ian McLure and Mary Weisheit. (Admin. Spon.)

Chairman Pratt opened public hearing #5. There were no comments from the public and the hearing was closed.

**Proposed**  
**Order #21-037**

Moved by Councilor Wilder Cross, seconded by Councilor Shepard and Ordered, that the Town Council approve the renewal Massage Licenses for Natalie Poulin, Walter Selens, Heather Theriault, Elizabeth Berks and Jill Hayden, and a new Massage License to Ian McLure and Mary Weisheit.

**Order #21-037 was VOTED 7 yeas.**

**Old Business**

**Item #2020-11-09**

Action to consider amending the Land Use & Development Code with regard to expansion of the village expansion districts.  
(Ordinance Committee Spon.)

**Proposed**  
**Order #21-038**

Moved by Councilor Shepard, seconded by Councilor Phillips and Ordered, that the Town Council forward to the Planning Board, for public hearing and recommendation, amending the Land Use & Development Code to implement changes to the village expansion zone one (1), the Little Falls area as proposed in the Town of Gorham Comprehensive Plan.

**Order #21-038 was VOTED 7 yeas.**

**Item #2021-01-07**

Action to consider amending the Land Use & Development Code with regard to permitting of certain private driveways.  
(Ordinance Committee Spon.)

**Proposed**  
**Order #21-039**

Moved by Councilor Shepard, seconded by Councilor Wilder Cross and Ordered, that the Town Council forward to the Planning Board, for public hearing and recommendation, amendments to the Land Use & Development Code as follows:

CHAPTER 1 ZONING REGULATIONS  
SECTION 1-3 - ADMINISTRATION

H. DRIVEWAY PERMITS

Prior to the construction or alteration of any driveway or access road within the full width of right-of-way of any town road, on a private way or public road, or if within the compact area, of a state or state-aid highway, a written driveway permit shall be obtained from the Code Enforcement Officer. The building permit for any project involving the construction or alteration of a driveway or access road shall be issued only after the appropriate driveway permit has been issued.

1) The Town Engineer or his designee shall inspect each proposed driveway location, determine the suitability of its location and design with particular emphasis on traffic safety, drainage and erosion control, and prepare a report on the need for a culvert or other improvements within the public right-of-way.

2) The owner of the property served by the driveway or access road shall be responsible for the costs involved in installing a culvert and the work shall be performed by a private contractor.

3) The Town Engineer or his designee shall determine that the location and design of any driveway or access road is suitable for the intended use and the Code Enforcement Officer shall collect a sum of money sufficient to cover the installation of a culvert if necessary, prior to the issuance of any driveway permit.

4) The application for a driveway permit shall be accompanied by a fee as set forth in the schedule of driveway permit fees adopted by order

**\*Note – Additions: Underlined**

**Order #21-039 was VOTED 7 yeas.**

**Item #2020-12-07**

Action to consider accepting the recommendation of the Ordinance Committee to have the Finance Committee review fee structures for commercial and residential solar installations.  
(Ordinance Committee Spon.)

**Proposed**

**Order #21-040**

Moved by Councilor Wilder Cross, seconded by Councilor Shepard and Ordered, that the Town Council forward to the Finance Committee, for their recommendation, amending fee structures for residential and/or commercial solar installations.

**Order #21-040 was VOTED 6 yeas 1 nay(Hager)**

## **New Business**

**Item #2021-03-06** Action to consider 2021-2022 Board and Committee appointments.  
(Appointment Committee Spon.)

**Proposed**

**Order #21-041** Moved by Councilor Phillips, seconded by Councilor Shepard and Ordered, that the Town Council make appointments to various Town Boards and Committees as recommended by the Appointments Committee, as presented.

### 2021 - 2022 BOARDS AND COMMITTEES APPOINTMENTS

NAME	BOARD OR COMMITTEE
JIM ANDERSON	PLANNING BOARD
VINCENT GRASSI	PLANNING BOARD
CHRISTOPHER KELLEY	GEDC
SARAH JACKSON	GEDC
ERIN FLETT	GEDC
MARK CURTIS - 2022	GEDC
ANTHONY BUTTS	BOARD OF APPEALS
CHRISTINE DYKE	FAIR HEARING BOARD
ERNIE WELLS	CONSERVATION COMMISSION
GEORGE VERCELLI	CONSERVATION COMMISSION
LINDA FRINSKO	BOARD OF TRUSTEES-BAXTER MEMORIAL LIBRARY
NANCY KENTY	BOARD OF TRUSTEES-BAXTER MEMORIAL LIBRARY
MARSHA WEEKS TRAIL	HISTORIC PRESERVATION COMMITTEE
TYLER GOWEN	HISTORIC PRESERVATION COMMITTEE
COREY NOEL	BOARD OF ASSESSMENT REVIEW
EDWARD DOYLE	REVOLVING LOAN FUND COMMITTEE
PHIL GAGNON	REVOLVING LOAN FUND COMMITTEE

**Order #21-041 was VOTED 7 yeas.**

**Item #2021-03-07** Action to consider evaluating branding logos and designs for the Town of Gorham. (Councilor Hartwell Spon.)

**Proposed**

**Order #21-042** Moved by Councilor Hartwell, seconded by Councilor Hager and Ordered, that the Town Council instruct staff to bring back to the Town Council, for review at either a Regular Council Meeting or Workshop, new branding material / designs for correspondence, vehicles and marketing materials for evaluation and consideration

**Order #21-042 was VOTED 5 yeas 2 nays (Shepard, Wilder Cross).**

**Item #2021-03-08** Action to consider amending the requirements of the Development Transfer Overlay District ("DTOD"). (Councilor Hartwell Spon.)

**Proposed**

**Order #21-043** Moved by Councilor Hartwell, seconded by Councilor Phillips and Ordered, that the Town Council instructs the Finance Committee to review transfer overlay fee structures to promote use and development in the respective areas while maximizing contributions; and

Be It Further Ordered, that staff are authorized to work to develop or contract additional materials to further explain and promote the district which may include cross table explanations, worksheets, website materials and/or infographics.

**Order #21-043 was VOTED 6 yeas 1 nay (Hager).**

**Item #2021-03-09** Action to consider scheduling a Town Council Workshop to discuss the road acceptance process. (Councilor Pratt Spon.)

**Proposed**

**Order #21-044** Moved by Councilor Phillips, seconded by Councilor Kuech and Ordered, that the Town Council schedules a workshop for Tuesday, March 16, 2021 for the purpose of discussing the Town's road acceptance process.

**Order #21-044 was VOTED 7 yeas.**

**Item #2021-03-10** Action to consider going into executive session pursuant to 1M.R.S.A § 405(6)(A).

**Proposed**

**Order #21-045** Moved by Councilor Phillips, seconded by Councilor Wilder Cross and Ordered, that the Town Council enter into executive session 1M.R.S.A § 405(6)(A) to discuss the Town Manager's annual performance evaluation.

**Order #21-045 was VOTED 7 yeas.**

**The Town Council left this Zoom meeting and reconvened in a separate Zoom meeting for the Executive Session.**

Moved by Councilor Hager, seconded by Councilor Hartwell and VOTED to come out of Executive Session. 7 yeas

Moved by Councilor Hager, seconded by Councilor Hartwell and VOTED to adjourn.

7 yeas

Time of Adjournment: 9:06pm

A True Record of Meeting  
03/02/2021

ATTEST  \_\_\_\_\_ 03/03/2021  
Laurie Nordfors, Town Clerk