

MINUTES
ORDINANCE COMMITTEE MEETING
Meeting of September 18, 2018 – 8 a.m.
Conference Room A

Present: Councilor Benner, Chair; Councilors Shepard and Stelk.

Also Present: Town Manager, Ephrem Paraschak; Zoning Administrator, David Galbraith; Town Planner, Tom Poirier; Town Clerk, Laurie Nordfors; Executive Assistant, Jessica Hughes.

1. Consideration of minutes of August 14, 2018 Committee meeting.

A motion was MADE by Councilor Shepard, SECONDED by Councilor Stelk, and VOTED to accept the minutes of the August 14, 2018 Ordinance Committee as distributed. Unanimous vote.

2. Current Business.

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

The committee held a general discussion regarding the existing Victualer's Ordinance. Councilor Benner suggested having certified food inspector employed by the Town as state food inspections are done every three to five years. Town Clerk Laurie Nordfors suggested changes to Section 3 – Exceptions. Town Manager Ephrem Paraschak asked if the committee wants all School facilities to fall under the Exceptions section, and Councilor Benner noted that she supported that change. Councilor Stelk suggested adding language regarding permanent facilities and recurring events. The committee suggested adding a provision for oversight by the Town Clerk for victualer's license approval that states that the Town Clerk has full authority to approve or deny licenses. Staff will verify if appeals need to go before the Town Council, or Board of Appeals. Staff will also send the revised ordinance with suggested changes to the Town's Legal Attorney. Councilor Stelk suggested making the ordinance effective immediately. The committee also discussed prorating the victualer's license fee if purchased after July 1, and Councilor Stelk shared that she was in support of the proration. Councilors Stelk and Benner also suggested adding language regarding operating without a license under Section 4 - B and add "unless you have a code of action, the license does not continue and a cease and desist will be issued." The committee discussed and agreed that the Town Council would perform the revocation, and that Sections 8 and 9 should be revised to replace the term "municipal officers" with "Town Council." Town Clerk Laurie Nordfors shared that all businesses with liquor licenses should have a special amusement license also. Staff will search for the last iteration of revisions that David Cole was working on pertaining to the Special Amusement Ordinance and will forward the existing ordinance to the Town's Legal Attorney for review/suggestions.

- B. Consider developing an amendment to the Land Use & Development Code, to increase the minimum lot size for new lots in the rural district and bring the committee's recommendation back to the Council, at a later date, for the Town Council to consider (referred by Town Council on June 5, 2018).

Town Planner Tom Poirier advised that he would need to go through the Comprehensive Plan update, and will speak with the Town's Attorney for guidance and bring back the legal opinion at the next meeting.

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

The Committee did not discuss the items below:

- A. General discussion regarding mixed use/density standards (Form Based Code) for the Gorham Village Center District.
- B. Review new and existing Impact Fees and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).
- C. Review municipal road acceptance of private ways and recommend updates, if any, to Town Council (referred by Town Council on August 7, 2018).
- D. 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).
- E. 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).
- F. Create an Invasive Plants Species Ordinance and recommend to Town Council (referred by Town Council on August 7, 2018).
- G. Review adding requirements to the Land Use & Development Code for drinking water testing (referred by Town Council on April 3, 2018).

4. **Other Business.**

No other business items were discussed.

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

The next meeting of the Committee is scheduled for Tuesday, October 16, at 8 a.m. The Committee discussed and requested that the following items be placed on the agenda for discussion:

- A. Review the Victualer's Ordinance and Special Amusement Ordinances and recommend updates, if any, to Town Council (referred by Town Council on January 2, 2018).
- B. Consider developing an amendment to the Land Use & Development Code, to increase the minimum lot size for new lots in the rural district and bring the committee's recommendation back to the Council, at a later date, for the Town Council to consider (referred by Town Council on June 5, 2018).

6. **Adjournment**

There being no further business, a motion was MADE by Councilor Stelk, SECONDED by Councilor Shepard and VOTED to adjourn. Time of adjournment: 9:37 a.m.

Respectfully submitted,

Jessica Hughes, Executive Assistant to the Town Manager & HR