

MINUTES

ORDINANCE COMMITTEE MEETING

Meeting of April 21, 2020 – 8:00 a.m.

Zoom Webinar

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

Also present: Director of Community Development, Thomas Poirier; Town Planner, Carol Eyerman; Public Works Director, Robert Burns; Executive Assistant, Jessica Hughes.

1. **Consideration of the minutes of the February 18, 2020 meeting.**

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Hartwell and VOTED to accept the minutes of the February 18, 2020 meeting as distributed. Unanimous vote.

2. **Current Business**

- A. Review and consider developing an amendment to the Land Use & Development Code to allow varied density in the Village Center and Urban Commercial District and recommend updates to the Town Council (referred by the Town Council on February 6, 2019).

Tom Poirier referred to attachment A/his memo and advised that the changes and provisions discussed by the committee at the February 18, 2020 meeting were added, which centered around waivers to parking standards for structures within a certain distance of a transit stop, removing height restrictions, removing the open space requirement and replacing it with an impervious area requirement, and additional landscape provisions for when parking spaces are to be located within side and rear setbacks.

Councilor Wilder Cross noted that subset a. and Section 1 on the last page of attachment A should be underlined.

A motion was MADE by Councilor Hartwell, SECONDED by Councilor Wilder Cross and VOTED to send the proposed amendments to the Land Use & Development Code to allow varied density in the Village Center and Urban Commercial District, with the noted formatting change, to the Town Council for review and consideration at a future meeting. Unanimous vote.

- B. Review and propose amendments to the Streets and Sidewalks Ordinance to allow for more on street parking in the Gorham Village for Town Council review (referred by the Town Council on February 4, 2020).

Mr. Poirier advised that he, the Town Manager Ephrem Paraschak, Bob Burns, and the Police Chief Chris Sanborn met several months ago to review the ordinance and drafted the recommendations referenced on attachment B.

Mr. Burns advised that he does not recommend modifying Church Street unless reconstructing. He added that the Portland Water District will add new infrastructure at which time parking on the South side of School Street should be copied and carried up westerly. He noted that there should be no parking on both sides up to Academy Street.

Councilor Wilder Cross requested a sketch of how parking will look, to which Mr. Burns advised that the engineer will provide. Mr. Burns further said that the Main Street project only applies to College Avenue, and that there will be some paving monies to refurbish the street. Mr. Burns added that he can provide a hand sketch at the next Ordinance Committee meeting and he anticipates receiving the engineered plans in a month. Councilor Shepard commented that he wants to increase parking in the Village area and he sees no issue with any of the recommended changes. Councilor Wilder Cross commented that the Route 114/College Avenue intersection and New Portland Road intersection are very dangerous - she trusts that the work that staff and the engineer are doing will take all factors into consideration. Councilor Hartwell commented that adding parking in the area of the Route 114/College Avenue intersection may be contentious due to safety and proximity to residents' homes.

Mr. Burns further advised that Mr. Paraschak wanted to open up parking on Ball Park Road; parking would be posted on the east side of Access Road, as well as on the north side – opposite of the Preschool building. Regarding the strike-through of “South Street” on page 14, the intention was to remove it from the list of timed parking. Mr. Burns will clarify with Mr. Paraschak the intents for restrictions of parking at the Municipal Center and update the committee at the next meeting.

Councilor Shepard commented that he has no issues with the no-through truck roads; he recommends adding McClellan Road from South Street to Brackett Road – Councilor Hartwell concurred. Councilor Hartwell recommended adding Queen Street.

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Hartwell and VOTED to table the item for review of the requested changes at the next Ordinance Committee meeting. Unanimous vote.

- C. Review and propose amendments to Chapter 2, Section 2-4 of the Land Use & Development Code, Clustered Residential Development, and bring back recommendations for updates to the Town Council (referred by the Town Council on February 4, 2020).

Mr. Poirier reviewed attachment C and advised that if the committee wants to move forward, staff can begin drafting standards. The Planning Board can make recommendations, but the amendment should include active open space. Town Planner Carol Eyerman commented that there are paragraphs within attachment C regarding open space. Mrs. Eyerman further said that Councilor Hartwell's observation about spelling out what the open space should be would help the Planning Board in decision making. Mr. Poirier commented that the committee should specify a required amount of open space. Councilor Wilder Cross commented that a specification would help expedite the process through the Planning Board. Councilor Hartwell commented that he is not opposed to transfer and development fees, but there are downsides to both.

A motion was MADE by Councilor Hartwell, SECONDED by Councilor Wilder Cross and VOTED to send the current standards back to staff to refine and add recommendations on open space and bring back for review at the next Ordinance Committee meeting. Unanimous vote.

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

- A. Review adding requirements to the Land Use & Development Code requiring that property 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).

A brief discussion ensued in which Councilor Hartwell said that if someone is unable to pay, he does not want to prohibit issuance of a permit. He then asked the committee if someone owes on one lot, should the issuance of a permit be allowed on another lot. Councilor Wilder Cross

commented that it would be a good idea to make the requirement applicable by developer, to which Mr. Poirier said that the Town Attorney did not recommend doing and that taxes should be lot-specific. Councilor Hartwell recommended taking this item back to the Town Council for clarification.

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Hartwell and VOTED to send the item of reviewing adding requirements to the Land Use & Development Code requiring that property taxes be paid before the issuance of permit for clarification by the Town Council at a future meeting. Unanimous vote.

- B. Review general updates provided by Town staff to the Employee Personnel Policy and make a recommendation (referred by the Town Council on January 7, 2020).

This item was not discussed.

4. **Other Business**

No 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, May 19, 2020 at 8:00 a.m. The following items will be discussed at the next meeting:

- A. Review and propose amendments to the Streets and Sidewalks Ordinance to allow for more on street parking in the Gorham Village for Town Council review (referred by the Town Council on February 4, 2020).
- B. Review and propose amendments to Chapter 2, Section 2-4 of the Land Use & Development Code, Clustered Residential Development, and bring back recommendations for updates to the Town Council (referred by the Town Council on February 4, 2020).

6. **Recent Items Sent to Town Council with Committee Recommendations**

No items recently sent.

7. **Adjournment**

There being no further business, a motion was MADE by Councilor Hartwell and SECONDED by Councilor Wilder Cross and VOTED to adjourn. Time of adjournment: 9:15 a.m.

Respectfully submitted,

Jessica R. Hughes, Executive Assistant