

**MINUTES**  
**ORDINANCE COMMITTEE MEETING**  
**Meeting of December 19, 2017 – 8 a.m.**  
**Conference Room A**

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

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

**1. Consideration of minutes of October 17, 2017 Committee meeting.**

A motion was MADE by Councilor Shepard, SECONDED by Councilor Stelk, and VOTED to accept the minutes of the October 17, 2017 Ordinance Committee as distributed. Unanimous vote.

**2. Current Business.**

A. Review proposed Town of Gorham Property Tax Assistance Ordinance and provide recommendations, if any, to Town Council (referred by Town Council on December 5, 2017).

After review and discussion, the Committee reached the consensus to ask staff to make the following changes to the proposed ordinance:

- Under Article II, item B. Homestead:
  - Omit language regarding a person's dependents;
  - add requirement that home must be in Gorham;
  - adjust requirement from 10 to five years for persons to have occupied a home.
- Under Article II, item E. Rent Constituting Property Tax:
  - Adjust applicant age requirement from 70 to 65 years or more at time of application;
  - adjust Town of Gorham residency requirement from at least 10 years to five years.
- Under Article III, Application and payment procedures:
  - Add language that "appeals are to be submitted in writing to Town Council within 14 days of receipt of application denied by Town Clerk; Town Council will then review and make a determination within 30 days of receipt of an appeal.
- Under Article III, 'Determination of eligibility and amount':
  - Increase rebate amount from \$300 to \$500 if percent of income is greater than 10%;
  - Increase rebate amount from \$200 to \$350 if percent of income is 8% to 10%;
  - Increase rebate amount from \$ 100 to \$200 and adjust percent of income range from 6% to 7% to new range of 5% to 7%.
- Under Article IV, Limitations on payments:
  - Adjust language to reference that Town Manager will report to the Town Council at its September meeting each year the projected payments and number of eligible applicants requesting assistance from the program fund.

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

- 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).

The Committee reviewed the proposed amendment to the Land Use and Development Code that would allow businesses to utilize sandwichboard signs as long as they are located on the same lot as the use and agreed with the changes.

A motion was MADE by Councilor Shepard, SECONDED by Councilor Stelk and VOTED to recommend the proposed amendment to the Land Use and Development Code to the Town Council for review at their January meeting and, if approved, forward to the Planning Board for public hearing and approval. Unanimous.

- C. General discussion regarding density standards in the Village.

Tom Poirier discussed that he may need to create a new, separate overlay district to allow flexibility with older homes in the Village. Planning staff will bring a map and any performance standards to the next meeting for the committee to review.

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

- 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).

4. **Other Business.**

The committee did not discuss other business.

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

The next meeting of the Committee is scheduled for Tuesday, January 23, at 8 a.m. The Committee discussed and requested that the following items be placed on the agenda for discussion:

- A. Density standards in the Village.
- B. Fireworks notification to abutting property owners.

6. **Adjournment**

There being no further business, a motion was MADE by Councilor Shepard, SECONDED by Councilor Stelk and VOTED to adjourn. Time of adjournment: 9:38 a.m.

Respectfully submitted,

Jessica Hughes, Administrative Assistant to Town Manager & HR