



**Town of Gorham**  
**JUNE 2, 2008**  
**PLANNING BOARD MINUTES**

LOCATION: Council Chambers, Municipal Center  
75 South Street, Gorham, Maine

**Members Present:**

**SUSAN ROBIE, CHAIRWOMAN**  
**DOUGLAS BOYCE**  
**THOMAS FICKETT**  
**THOMAS HUGHES**  
**MICHAEL PARKER**  
**MARK STELMACK**  
**EDWARD ZELMANOW**

**Staff Present:**

**DEBORAH FOSSUM, Dir. of Planning & Zoning**  
**THOMAS POIRIER, Assistant Planner**  
**BARBARA SKINNER, Clerk of the Board**

The Chairwoman called the meeting to order at 7:09 and read the Agenda. The Clerk called the roll, noting that all members were present.

**1. APPROVAL OF THE MINUTES FROM THE APRIL 28, 2008 MEETING.**

**Mark Stelmack MOVED and Douglas Boyce SECONDED a motion to approve the minutes of April 28, 2008 as written and distributed. Motion CARRIED, 6 ayes (Michael Parker abstaining as having been absent at the meeting). [7:10 p.m.]**

**Mark Stelmack MOVED and Thomas Hughes SECONDED a motion to approve the minutes of April 7, 2008 as written and distributed. Motion CARRIED, 5 ayes (Douglas Boyce and Michael Parker abstaining as having been absent at the meeting). [7:10 p.m.]**

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**2. COMMITTEE REPORTS**

**A. Ordinance Review Committee** – Ms. Robie reported there is a letter to be sent to the Town Council, which she would like to have discussed in the workshop, regarding administrative changes for application and approval expirations.

**B. Sign Ordinance Sub-Committee** – Ms. Robie reported that the final version of the sign ordinance is likely to be on the July 1 Town Council agenda.

**C. Streets and Ways Sub-Committee** – No report.

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**3. MINOR SITE PLAN REPORTS**

Ms. Fossum reported that there are five minor site plans currently under review. One is a new submission that came in during May, which is a proposal by Norman Richardson for approval of a commercial paintball facility at 363 Mosher Road. This application is also subject to the Rural Entrepreneurial provisions of the ordinance and as such will have to come before the Planning Board for those standards, so the applicant will be asked if he wants to have all the review done at the Planning Board level rather than to split it between the Site Review Committee and the Planning Board. Another applicant, Odias Bachelder, doing business as Lee Auto and Home Upholstery, has recently made a revised submission to include the sale of used automobiles at that site; the end of the comment period is June 6, 2008. The other three projects which have been under review for quite some time include TNT, who is supposed to submit a revised submission; JARB Properties' parking lot paving project, who is supposed to submit final details; and Guerin Properties, whose review has been completed but who is to resubmit a mylar for final signature. [7:14 p.m.]

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**4. SITE PLAN - MARTIN FARM STORAGE FACILITY – OFF ROUTE 114 – BY NEW ENGLAND ORGANICS**  
**PUBLIC HEARING**

Request for approval of a change in use and to amend conditions of approval attached to the original Martin Farm Storage Facility approved December 4, 1995. Zoned: Rural, Map 64/Lot 4.001.

Mr. Fickett advised that he had been related by marriage at one time to the original applicant but as that is no longer the case, he feels he can remain seated to review the project impartially.

**Thomas Hughes MOVED and Douglas Boyce SECONDED a motion to allow Mr. Fickett to participate in the discussion of this agenda item and not be required to recuse himself. Motion CARRIED, 6 ayes (Thomas Fickett abstaining). [7:15 p.m.]**

The Board decided to listen to the applicant’s presentation before making a decision about having another site walk based on a letter received from a “downwind” abutter.

Jeff Brinck, New England Organics, explained the proposal for a change in use to the Martin Farm Storage Facility, which was licensed and used to store Class B biosolids, which NE Organics proposes to discontinue. Instead, NE Organics proposes to store, year round, different and more innocuous agricultural products that are commonly accepted as less objectionable, which are broken into three different categories including (1) liming agents approved by DEP for general distribution to farms without the need for site-specific licenses; (2) Class A compost and materials allowed for distribution to farms and to the general public to use as fertilizers in their gardens; and (3) unregulated animal bedding materials such as sawdust, shavings, and peat moss. Some of the materials will be mixed and stored as animal bedding to be distributed to local farms from the Martin Farm storage facility.

Mr. Brinck said that due to the nature of the materials proposed to be stored, the applicant would like to remove the requirement for annual water quality testing at the site, giving as reasons therefor that previous water quality testing has shown that the streams water quality was not negatively affected by the operation of the facility, and the proposed storage of the new material poses less environmental risk because of the relatively dry absorbent nature of the storage material and the Maine DEP classification of the proposed storage materials. He said, however, it would be prudent to sample the water quality before utilizing the site in order to establish a baseline data set if in the future there is a need to monitor that stream.

Mr. Brinck said it is proposed to keep the annual meeting with the Town planning staff and Town Engineer to review the operation, the hours of operation will remain unchanged, the truck access route would not be changed, and the amount of truck traffic allowed originally will not increase as there will be less than 16 vehicle trips per day.

Mr. Stelmack, referring to the e-mail correspondence received from Robert Petitt about odor, commented that in his opinion the proposed usage will be much less odorous and would present no problem. He asked Mr. Brinck what would be the most offensive odor, if any, of the items proposed to be stored. Mr. Brinck replied that the one which might be most odorous would be the compost such as the kind sold by Skillin’s or O’Donal’s, and none of the material would be stored in confined spaces where odor could build up. Mr. Brinck replied to Mr. Fickett that the mixing process does not add any odor to the material. Mr. Brinck told Mr. Parker that the feed stock for the compost to which he is referring is municipal biosolids, which is composted at NE Organics’ Unity, Maine, facility. Mr. Brinck described the DEP criteria for treating the biosolids and the process involved in the treatment, noting that Class A, which is what the applicant proposes to store, relates to a higher level of treatment.

At Ms. Robie’s request, Mr. Poirier read the information he had obtained: “The goal for Class A pathogen reduction is to destroy or inactivate pathogens to a concentration equivalent to natural back ground content in

soils. Class B biosolids must have a reduction in populations of pathogens by a factor of at least 100 times.” He said that Class A looks to reduce pathogens to normal or regular soil, Class B reduces pathogen levels by a set amount.

Mr. Boyce asked if there was a risk of any dust issues due to materials becoming airborne. Mr. Brinck said they have not found dust to be an issue at their Unity, Maine, facility where these materials have been mixed and stored for the animal bedding. Mr. Brinck said there the Martin Farm facility is a roofed structure and all of the storage activity would take place under cover of the building itself. Ms. Robie asked if the current facility has experienced any dust problems; Ms. Fossum said that neither she nor Mr. Poirier are aware of any such issues. Mr. Brinck said the proposed materials would be completely different and drier and much less odorous than those of the present facility.

Ms. Robie asked staff about the applicant’s request for a close-out performance guarantee. Ms. Fossum said it was not an actual requirement of the Code so much as it was one of the conditions that the Board established for the original storage facility developed in the mid 1990s.

Mr. Poirier said that since the applicant is coming forward with a change of use and discontinuing the Class B biosolids storage, it should be clearly understood that an amendment to the approval of this application would be required in order for the applicant to store Class B biosolids at the site again. Mr. Poirier commented that the applicant is asking for approval to store material year round; in the past, due to odor associated with the Class B biosolids, winter storage was limited to between October 20 and June 15 and temporary summer storage was limited to no more than 14 consecutive days between June 16 and October 19. Mr. Poirier said that staff has kept Condition of Approval #9, which states that “no odors shall be detectable at a distance of more than 500 feet from the facility for more than 48 hours. If odors are detectable at a distance of more than 500 feet for more than 48 hours, the applicant and or operator of the facility shall be responsible for eliminating the odor within 24 hours. No additional material shall be delivered to the site until the odor problem is eliminated.” He said that this allows the Code Enforcement Officer to intervene should there be an odor issue brought to his attention by the abutters.

Mr. Poirier said that staff has crafted two conditions of approval dealing with the water testing, as follows: COA #5 states “That the applicant shall conduct water monitoring studies at two locations, one upstream and one downstream of the site, to test for drinking water quality prior to utilizing the facility for the storage of proposed material; and furthermore, the water quality test results shall be submitted to the Town Engineer and Code Enforcement Officer for review prior to any utilization of the site;” and COA #6 states “That the applicant shall in the future be required to conduct water monitoring studies at two locations, one up stream and one downstream of the site, to test for drinking water quality if the Code Enforcement Officer and Town Engineer believe water quality testing is warranted.”

Mr. Poirier said that the applicant is also going through DEP approval for Residuals Utilization Storage Site and a Processing Facility Site licenses. The Residuals Utilization Storage Site license is required for the storage of the proposed material at the site. The Processing Facility license is required for the mixing activity of the proposed storage material to create the animal bedding. The applicant estimates DEP approval will be granted in the summer of 2008, and therefore staff is recommending that this application be placed on a future Consent Agenda for approval once those licenses have been obtained.

Mr. Stelmack suggested the addition of the word “continuous” in Condition of Approval #9, so that it would read “... for more than 48 *continuous* hours.”

Mr. Zelmanow asked if the applicant would be willing to install smart alarms on the loader; Mr. Brinck said he would follow up on this with staff. Ms. Robie suggested that there be a condition of approval for the smart alarms.

Ms. Robie asked what controls are in place on the content of the ashes being used with respect to heavy metals. Mr. Brinck said that the quality of the ashes is something that is monitored regularly via a DEP monitoring plan, so they are required to meet the criteria that DEP has set forth to allow their distribution to farms for use as a soil amendment without site-specific licensure. Ms. Robie suggested that the initial water testing done by the applicant include not only testing for pathogens, but that it also include a water quality analysis for hexavalent chromium, mercury and arsenic in the baseline data.

**PUBLIC COMMENT PERIOD OPENED:**

Robert Petitt, 17 Valley View Drive. Asked about source of sludge, where and how it is tested and how regularly. Spoke about past violations, odor problems, potential pollution of wells. Commented that “downwind victims” were not notified and said that notice by the planning department to him as an interested party was inadequate. Spoke about shifting wind conditions and asked how “continuous 48 hours” period would be proven. Asked whether telephone contacts will be made available 24 x 7 to the public. Asked about New England Organics’ history of past complaints about odors in Maine and New Hampshire. Asked if there will be insurance for a possible cleanup on site or in the water should it become necessary. Asked if animal waste will be included and would old animal bedding be used. Asked for a second hearing on this issue.

Mr. Brinck indicated that contact information is available and that while past customer service may have been inadequate, New England Organics is dedicated to public service. He said that the source of the sludge is various wastewater treatment plants throughout New England which must meet the quality standards developed by the DEP. He said that the facility in Unity has a full time compliance manager to insure meeting those standards. Materials will not be composted at the Martin Farm facility, Class A stage compost will only be stored there. No used animal bedding will be stored at the site. With respect to complaints about odors, Mr. Brinck explained that the facility in Unity maintains an odor log where feedback is specifically requested from abutters on a month-to-month basis about odors, duration, etc. In response to a query from Ms. Robie, Mr. Brinck said they would be willing to keep an odor log for this site as well.

Mr. Stelmack asked if Condition of Approval #9 should be re-worded to include a proactive response from the applicant. Ms. Robie asked Mr. Petitt if that would be a useful change. Mr. Petitt replied that he likes the 48-hour resolution provision crafted by the planning staff, but it is very subjective. Mr. Petitt complained about inadequate past enforcement of the site. He told Ms. Robie that he would like to see another condition of approval requiring the applicant to survey the abutters. Mr. Petitt asked once more for a 24 by 7 emergency contact number and again expressed concern about the source of the sludge and who is testing it. Mr. Brinck replied to Mr. Petitt’s query that New England Organics is not involved with the Springfield compost matter.

Paul Willis, 20 Settlers Way. Asked if due to the different materials should the water testing should be done on a regular basis, perhaps every five years.

Mr. Brinck said that the materials being proposed to be stored are very different from those stored in the past, they are drier and relative absorbent and are therefore less physically able to be released into the environment. Mr. Stelmack confirmed that the EPA defines the Class A biosolids and that the DEP manages the material according to EPA standards. Mr. Brinck said there is a paper trail generated with data collected throughout each step of the composting process and of every source of biosolids that comes into the facility. Mr. Stelmack asked Mr. Brinck to keep that tracking information available in the event questions arise about the source of the material and its classification. Mr. Stelmack said he did not believe it should be a condition of approval, as he is simply suggesting that the applicant should keep such a record available. Mr. Brinck said he would share that information with staff to determine if it would be helpful.

Ms. Fossum commented that perhaps Mr. Brinck can provide staff with a list of the treatment plants where their source materials come from, but indicated that neither the planning staff nor the Code Enforcement

Office cannot track or monitor loads delivered to the facility. Ms. Robie said it would be useful to know what the process is for the DEP to say that the material that leaves the composting site meets the requirements of the EPA for Class A biosolids – what is that process, who tests it, who keeps track of it. In response to a question from Mr. Parker, Mr. Brinck replied that the compost is delivered directly from the facility doing the composting. Mr. Parker asked who signs off on it as meeting the appropriate standards. Mr. Brinck replied that there is a number of criteria that the material must meet, and there are milestones being tracked as it is being composted as part of the Class A treatment process. Mr. Brinck said he would pull information together to better answer the Board’s questions.

Mr. Boyce suggested that there be another site walk; Mr. Parker disagreed, noting that a site walk is to familiarize the Board with the site layout and this is the appropriate forum to discuss the project itself. Mr. Stelmack, Mr. Zelmanow, Mr. Fickett, and Mr. Hughes, the majority of the Board, resulted in a decision that a second site walk is not necessary. Mr. Zelmanow said that he believes everything has been said tonight during the public hearing, further comments will be repetitious, and that the public hearing should be closed. A majority of the Board concurred, with the understanding stated by Mr. Zelmanow that as this will come back before the Board as a Consent Agenda item, any member of the public can request that it be removed from the Consent Agenda and come back for a hearing.

PUBLIC COMMENT PERIOD ENDED.

Ms. Robie summarized the additional conditions of approval as discussed this evening:

1. A condition to require the use of smart alarms
2. A condition to require that initial water testing include testing for hexavalent chromium, mercury and arsenic

A majority of the Board further decided to leave in place the condition of approval requiring that the applicant post a \$50,000 close-out performance bond.

**Douglas Boyce MOVED and Michael Parker SECONDED a motion to conditionally approve the application of New England Organics for a change in use and to amend conditions of approval attached to the original Martin Farm Storage Facility, approved December 4, 1995, with conditions of approval as posted prior to the meeting, discussed with the applicant and amended here tonight, and that the application will return before the Planning Board as a Consent Agenda item for final approval when the applicant has its Department of Environmental Protection approvals in hand. Motion CARRIED, 7 ayes. [8:40 p.m.]**

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*10-Minute Stretch Break to 8:50 p.m.*

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**5. SITE PLAN – BY JOJUNI HOLDING CO., LLC. – OFF CYR DRIVE, NEW PORTLAND PARKWAY COMMERCIAL SUBDIVISION  
PUBLIC HEARING**

Request for approval to construct a pre-fabricated building and associated site improvements for a contractor’s yard. Zoned: Industrial, Map 29/Lot 2.009.

Jeff Read, Pinkham and Greer, appeared on behalf of the applicant and gave an overview of the project. He noted that the project includes about 12,231 square feet of impervious area, which is why the application is before the Board because it has tripped the 10,000 square foot threshold which puts the project into major site plan review. Mr. Read said that construction will be conducted in two phases, the initial phase consisting

of site work to include installation of utilities, pavement, site grading and the installation of stormwater management devices. The second phase, to be conducted at a later date, will consist of the construction of the building as well as the septic field.

Mr. Stelmack asked the Mr. Read if the draft condition of approval involving the turning of trucks onto Libby Avenue meets with the approval of the applicant. Mr. Read said anticipated that that condition would have little impact on traffic circulation on site. Mr. Read told Mr. Stelmack that each lot in the initial subdivision was allotted a certain amount of impervious area for future development, and the amount allotted for this lot was 17,300 square feet and the application is below that value. Ms. Robie asked about Condition of Approval #10 dealing with hazardous materials and confirmed with Mr. Read that this is a non issue. Mr. Poirier explained that this is a standard condition of approval from the Fire Chief.

Mr. Zelmanow asked Mr. Read about a business sign; Mr. Read said an area has been shown on the plan where a future sign would be placed. Ms. Robie noted that the sign has to have a permit, which needs to come back before the Board as a consent agenda item. Mr. Zelmanow said that the Board needs to see the specifics of such a sign, such as any sketches, proposed lighting, the materials of which it is made, details about its size. Mr. Read called the Board's attention to sheet C4 of the plans, detail #2, which shows a 3 by 6 wooden sign with two 8 by 8 posts and said there is no proposed lighting with the sign. The Board concurred that that is enough information. Ms. Fossum said if the applicant builds a sign essentially in conformance with this information in terms of size and wooden materials as shown to the Board tonight, then the applicant would not need to come back, but if there were any changes he would need to come back to the Planning Board based on standard Condition of Approval #1.

The Board discussed with Mr. Read the question of security lights for the building, with a requirement for full cutoff luminaries; Mr. Read agreed to a condition of approval that the security lights on the building for full cutoff luminaries.

Mr. Poirier gave the staff comments, noting that Condition of Approval #3 has been drafted to deal with minor changes that need to be made to the plan before the Board's final endorsement, and Condition of Approval #11 has been added to address concerns of the Fire Chief about protecting the gas meter with bollards. Mr. Poirier noted that at the site walk an abutter expressed concern about trucks turning out of this site north into Libby Avenue. He said that whereas a draft condition of approval has been crafted to meet that concern, none of the three other approved projects for this commercial subdivision have had such a restriction placed on them.

Mr. Parker said that as none of the other approved projects have had traffic restrictions placed on them, it is unreasonable and unenforceable to add the restriction to this application. The rest of the Board concurred with Mr. Parker and the draft Condition should not be applied.

PUBLIC COMMENT PERIOD OPENED:       None offered.  
PUBLIC COMMENT PERIOD ENDED.

**Mark Stelmack MOVED and Michael Parker SECONDED a motion to grant approval of the Site Plan application by Jojuni Holding Co., LLC, off Cyr Drive, New Portland Parkway Commercial Subdivision to Construct a Pre-Fabricated Building and Associated Site Improvements for a Contractor's Yard, with conditions of approval as posted prior to the meeting, discussed with the applicant and added tonight at the meeting.**

DISCUSSION: Ms. Fossum confirmed that the Condition of Approval added this evening by the Board is that requiring full cutoff luminaries on the building.

**Motion CARRIED, 7 ayes. [9:11 p.m.]**

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**6. SITE PLAN – BY ST. ANNE’S CHURCH – 299 MAIN STREET  
PUBLIC HEARING**

Request for approval to locate a building for the Gorham Food Pantry, along with associated site improvements to St. Anne’s Church. Zoned: Office Residential, Map 26/Lots 9 and 10.201.

Les Berry, BH2M Engineers, appeared on behalf of the applicant and described the different site improvements proposed as follows: installation of an exterior elevator which will be required to comply with state law to accommodate a stretcher; modification of the front driveway, repair the front sidewalk with a concrete pad by the front door, drainage improvements to include replacing a catch basin on the Church site, and relocation of the Gorham Food Pantry from the basement of the Church to a separate building, which is the modular trailer formerly used by the Town’s Planning Department. Mr. Berry said the trailer will be served by underground water, 2’ sewer force main, and underground utilities from Main Street. Mr. Berry pointed out the landscape schedule on the plans and suggested that Condition of Approval #5, “That the applicant shall identify the types and sizes of trees to be planted on the plan prior to Planning Board’s endorsement of the final plan” can be eliminated.”

Mr. Berry confirmed to Mr. Parker that one parking space will be lost but the total number of spaces is still over the number required by Code. Ms. Robie noted that there is a condition of approval, #4, that provides for the applicant’s return before the Board as a Consent Agenda item should the elevator design change if state law allows a smaller elevator.

Mr. Poirier said that staff will remove Condition of Approval #5. He confirmed that Condition of Approval #4 provides for the applicant’s return before the Board should the elevator design change.

PUBLIC COMMENT PERIOD OPENED: None offered.  
PUBLIC COMMENT PERIOD ENDED.

**Mark Stelmack MOVED and Edward Zelmanow SECONDED a motion to grant approval of the request to locate a building a building for the Gorham Food Pantry, along with the associated site improvements to St. Anne’s Church, with conditions of approval as posted prior to the meeting, discussed with the applicant, and modified this evening. Motion CARRIED, 7 ayes [9:21 p.m.]**

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**7. SCHEDULE OPTIONAL MEETING – NONE NEEDED**

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**8. ADJOURNMENT**

**Edward Zelmanow MOVED and Thomas Hughes SECONDED a motion to adjourn. Motion CARRIED, 7 ayes. [9:22 p.m.]**

Respectfully submitted,

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Barbara C. Skinner, Clerk of the Board  
\_\_\_\_\_, 2008

**4. SITE PLAN - MARTIN FARM STORAGE FACILITY – OFF ROUTE 114 – BY NEW ENGLAND ORGANICS**

**Approved  
Conditions of Approval:**

1. That these approved amendments are dependent upon, and limited to, the proposals and plans contained in this application and supporting documents submitted and affirmed by the applicant and that any variation from the plans, proposals and supporting documents is subject to review and approval by the Planning Board, except for de minimus changes which the Director of Planning may approve;
2. That the applicant is responsible for obtaining all local, state and federal permits required for the development of this project prior to the start of construction;
3. That the applicant shall submit a copy of the approved Maine DEP operations manual to the Town Engineer, Code Enforcement Officer, and Planning Director, and provide copies of any future revisions or updates required and/or approved by the Maine DEP;
4. That the facility shall be operated in a manner that is consistent with the approved operations manual and any substantive changes to the operations manual shall be subject to review and approval by the Gorham Planning Board;
5. That the applicant shall conduct water monitoring studies at two locations, one upstream and one downstream of the site, to test for drinking water quality prior to utilizing the facility for the storage of proposed material; and furthermore, the water quality test results shall be submitted to the Town Engineer and Code Enforcement Officer for review prior to any utilization of the site;
6. That the applicant shall in the future be required to conduct water monitoring studies at two locations, one up stream and one downstream of the site, to test for drinking water quality if the Code Enforcement Officer and Town Engineer believe water quality testing is warranted;
7. That the access road shall be maintained to allow proper access for emergency vehicles at all times and the paved apron shall be swept periodically, as needed, to prevent the build up of dirt and mud being tracked onto the paved surface of Route 114;
8. That the deliveries of storage material and mixing operations shall be limited to between 6:30 a.m. and 5:00 p.m. weekdays and to between 7:30 a.m. and 2:00 p.m. on Saturdays. Except in emergency situations, the facility shall not be used on Sundays;
9. That no odors shall be detectable at a distance of more than 500 feet from the facility for more than 48 hours. If odors are detectable at a distance of more than 500 feet for more than 48 hours, the applicant and or operator of the facility shall be responsible for eliminating the odor within 24 hours. No additional material shall be delivered to the site until the odor problem is eliminated;
10. That the applicant shall post a performance close-out bond in the amount of \$50,000, which shall be reviewed by the Town every fifth year;
11. That the applicant shall install smart alarms on equipment working at the Martin Farm Storage Facility;  
and
12. That the Decision Document for this approval shall be recorded in the Cumberland County Registry of Deeds within thirty (30) days of the Planning Board approval date; and that a copy of the recorded



Decision Document along with a receipt from the Cumberland County Registry of Deeds showing the date, and book and page number of the recorded plan shall be returned to the Planning Office prior to the storage of any of the materials on site.

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**5. SITE PLAN – BY JOJUNI HOLDING CO., LLC. – OFF CYR DRIVE, NEW PORTLAND PARKWAY COMMERCIAL SUBDIVISION**

**Approved  
Conditions of Approval:**

1. That these approved amendments are dependent upon, and limited to, the proposals and plans contained in this application and supporting documents submitted and affirmed by the applicant and that any variation from the plans, proposals and supporting documents is subject to review and approval by the Planning Board, except for de minimus changes which the Director of Planning may approve;
2. That the applicant is responsible for obtaining all local, state and federal permits required for the development of this project prior to the start of construction;
3. That the applicant will make the required changes to the plans as outlined below, prior to the Planning Board's endorsement of the final plan:
  - That the applicant shall revise the driveway off Jenna Drive to meet the design requirements of the Land Use Code.
  - That the applicant shall identify on sheet 2 the proposed clearing limits as well as labeling the contour lines along Jenna Drive;
4. That the applicant shall provide property line information and site information, including each sheet of the final approved set of plans for the project, in auto-cad format (version 2000) to the Planning Office prior to the scheduled pre-construction meeting;
5. That 4 (four) sets of the final approved plan set will be delivered to the Planning Department one week prior to the pre-construction meeting, for distribution to the Inspecting Engineer, the Town Engineer, Code Enforcement Officer, and the Planning Director;
6. That prior to the commencement of any site improvements and/or earth-moving activities associated with the approved site plan, the applicant shall arrange a pre-construction meeting with the selected Review Engineer, Public Works Director, Fire Chief, Code Enforcement Officer and the Planning Director, to review the proposed schedule of improvements, conditions of approval, and site construction requirements;
7. That all construction and site alterations shall be done in accordance with the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices," Cumberland County Soil and Water Conservation District, Department of Environmental Protection, latest edition;
8. That the building shall meet all applicable sections of the NFPA 101 Life Safety Code;
9. That a complete set of building plans shall be supplied to the Gorham Fire Department and State Fire Marshal's Office for review and permitting before a building permit is issued;

10. That a complete listing of any and all Hazardous Materials to be stored in the building shall be supplied to the Fire Department with relevant MSDS sheets;
  11. That the gas meter shall be protected by bollards;
  12. That the site improvements shall be completed as shown on the approved plans prior to request for either temporary or final occupancy permits for the building; or a performance guarantee, covering the remaining site improvements shall be established through the Planning Department;
  13. That prior to the utilization of the site for gravel storage or equipment parking, the Code Enforcement Officer or Compliance Officer shall determine that all required site improvements have been constructed in accordance with the approved plans and specifications or a performance guarantee covering the remaining site improvements shall be established through the Planning Department; and
  14. That the conditions of approval shall be recorded in the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board, and a dated copy of the recorded Decision Document shall be returned to the Town Planner prior to the commencement of any improvements on the site.
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**6. SITE PLAN – BY ST. ANNE’S CHURCH – 299 MAIN STREET  
PUBLIC HEARING**

**Approved  
Conditions of Approval:**

1. That these approved amendments are dependent upon, and limited to, the proposals and plans contained in this application and supporting documents submitted and affirmed by the applicant and that any variation from the plans, proposals and supporting documents is subject to review and approval by the Planning Board, except for de minimus changes which the Director of Planning may approve;
2. That the applicant is responsible for obtaining all local, state and federal permits required for the development of this project prior to the start of construction;
3. That all construction and site alterations shall be done in accordance with the “Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices,” Cumberland County Soil and Water Conservation District, Department of Environmental Protection, latest edition;
4. That the applicant shall submit any revised elevator plans to the Town review staff for review prior to installation and if the elevator plans vary significantly from the proposed elevator plans the applicant will be required to go back for Planning Board approval;
5. That the applicant shall identify the types and sizes of trees to be planted on the plan prior to Planning Board’s endorsement of the final plan;
6. That 4 (four) sets of the final approved plan set will be delivered to the Planning Department one week prior to the pre-construction meeting, for distribution to the Inspecting Engineer, the Town Engineer, Code Enforcement Officer, and the Planning Director;
7. That the church elevator shall be large enough to accommodate the rescue stretcher in the prone position

as required under State law;

8. That the plans for the elevator and any other changes to the building shall be sent to the State Fire Marshal's Office for review and permitting;
9. That the addition to the church and the Gorham Food Pantry Trailer shall meet all applicable sections of the NFPA 101 Life Safety Code;
10. That prior to the commencement of any site improvements and/or earth-moving activities associated with the approved site plan, the applicant shall arrange a pre-construction meeting with the selected Review Engineer, Public Works Director, Fire Chief, Code Enforcement Officer and the Planning Director, to review the proposed schedule of improvements, conditions of approval, and site construction requirements;
11. That the applicant shall provide property line information and site information, including each sheet of the final approved set of plans for the project, in auto-cad format (version 2000) to the Planning Office prior to the scheduled pre-construction meeting;
12. That the site improvements shall be completed as shown on the approved plans prior to request for either temporary or final occupancy permits for the building; or a performance guarantee, covering the remaining site improvements shall be established through the Planning Department; and
13. That the conditions of approval shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board, and a dated copy of the recorded Decision Document shall be returned to the Town Planner prior to the issuance of any building permits or commencement of any improvements on the site.