



Town of Gorham
PLANNING BOARD WORKSHOP NOTES
May 3, 2010

A workshop meeting of the Gorham Planning Board was held on Monday, May 3, 2010, at 6:30 p.m. in the Municipal Center Council Chambers, 75 South Street, Gorham, Maine.

The Clerk of the Board called the roll, noting that in attendance were Edward Zelmanow, Chairman, Thomas Hughes, Vice Chair, Thomas Fickett, George Fox, Christopher Hickey, and Andrew McCullough. Lauren Carrier arrived at 6:50 p.m. Also present were Town Planner Thomas Poirier, Zoning Administrator Sandra Mowery, and Planning Board Clerk Barbara Skinner.

ITEM 1 - APPROVAL OF THE APRIL 26, 2010 WORKSHOP NOTES

There were no comments or corrections to the workshop notes of April 26, 2010.

ITEM 2 – CHAIRMAN’S REPORT

Mr. Zelmanow referred the Board members to the Planning Department’s sheet showing current active projects, dated April 29, 2010. Mr. Poirier explained the tracking sheet format used by staff to track projects, describing the column headings on the sheet. Mr. Poirier also described the Administrative Review process, completed by staff consisting of the Town Planner, Code Enforcement Officer, Fire Chief, Public Works Director and Police Chief. Mr. Poirier explained that typically these projects are minor in nature.

In response to a query from Mr. Zelmanow, Mr. Poirier said that Woodard & Curran is doing a study for the Town and the Portland Water District on the feasibility of sewer in South Gorham; the draft findings are expected within the month, at which time John Chase can review the findings to determine whether to proceed with the proposed Sawyer Estates development. The issues involved deal with gravity sewer systems over pump sewer systems. Mr. Poirier said that a site walk for Sawyer Estates will probably be combined with a site walk for the Shaw Brothers Brickyard Quarry proposed Phase II construction project. Mr. Poirier said that the site walks could be set up within the next 10 to 14 days, depending on Board members’ availability.

ITEM 3 – Discuss Planning Department Staff Report Format

Mr. Poirier explained the Staff Report format as shown below. Ms. Mowery, Zoning Administrator, came to the podium to say that these notes are not only for the benefit of the Board but for the applicant as well. She commented that all of the issues involved in a project are incorporated into the staff notes for ease of reference for Board members.

Staff notes are created from a template that has the Ordinance requirements in the left column and review comments in the right column. The templates vary depending on the particular application before the Board.

Review comments are made by Town staff and the review engineer and are organized for presentation by the Town Planner. Included in the review are comments made by the applicant, abutters, the applicant’s agent, legal counsel, etc. in order to provide a progressive and comprehensive overview of the review status.

Every effort is made to identify all relevant issues early in the review process. As the process continues, there may be issues not apparent during the initial review, but require action by the applicant in order to demonstrate compliance to the Ordinance.

Staff recommendations are non-committal and all final decisions are those of the Planning Board and not Town Staff.

Below is a key for the formatting used in the preparation of staff notes:

- Items that are **ALL CAPS, HIGHLIGHTED IN YELLOW, AND BOLDED** require Planning Board action.
- Items that are **highlighted in yellow** are items for Planning Board's consideration, though not necessarily immediate or urgent.
 - Items that are **bolded** are comments on issues the Applicant will need to address.
 - Items that are **bolded and underlined** are comments on issues that the Applicant must respond to prior to the completion of other issues. [For example: The Applicant needs to provide a traffic study, before final review comments can be considered for driveway widths, number of lanes, etc.]
 - **Bolded and underlined** items that the Applicant has addressed to the satisfaction of the review authority will be rewritten in regular text for use in the Findings of Fact. Items related to drawing requirements, such as line size, north arrows; dimensional scales, page numbers, etc. may be deleted and not incorporated in the Findings of Fact.
 - Staff review comments for the Fire Chief, Director of Public Works, etc. will be displayed with different colored fonts.
 - Items that are in regular text describe how the proposal meets an approval criteria or standard. When a project is nearing approval these comments are used to complete the Findings of Fact.
 - **Suggested Conditions of Approval** are bolded and highlighted gray.
 - On occasion items that the planner/reviewer deems essential to the design, and/or are not being addressed in a timely manner, may be shown in **red font bolded and underlined**.

Mr. Hughes asked for a summary page showing specific items that need to be discussed; Mr. Fickett and Mr. Hickey agreed. Mr. McCullough also concurred, noting that "tweaks" can be made to the format if necessary. Mr. Zelmanow suggested that Board members let Mr. Poirier or Ms. Mowery know if there are any staff notes that are not clear or that would be more useful if amended in some fashion.

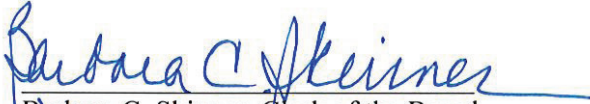
ITEM 4 – Other Business

Mr. Poirier asked if the Board wished to continue the past procedure of having the Chairman sign the Findings of Fact on behalf of the entire Board, or did Board members wish to sign the Findings individually. The mylars, however, will continue to require signatures of all Board members. Mr. Fickett asked that the policy of not accepting new information presented on the night of a meeting also be articulated. Mr. Zelmanow commented that staff has set up deadlines for the submission of information so that it can be properly reviewed and disseminated to review staff, the Board, the applicant, and abutters, and any information submitted after that deadline, especially on the night of a Board meeting, will not be given to the Board for consideration. Information presented at the last minute cannot be properly processed by staff or the Board, so these last minute submissions will not be accepted. Public comment, however, is not in the same category as information dealing with the application such as expert opinions, new plans, engineering changes, etc.

ITEM 5 – Adjournment

The workshop was adjourned at 7:00 p.m. to proceed to the regularly scheduled Planning Board meeting.

Respectfully submitted,


Barbara C. Skinner, Clerk of the Board
May 3, 2010