



PROPOSED ORDINANCE CHANGE MEMORANDUM

To: Town of Raymond Planning Board

From: James R. Seymour, P.E. & Brett Wiemken
Planning Consultants, Sebago Technics, Inc.

Date: April 9, 2025

Subject: Final Review of Proposed 2025 Ordinance Amendments

Members of the Board,

This memorandum has been prepared to document the proposed ordinance amendments for the 2025 calendar year. Each of the following items were discussed at Planning Board meetings and held required public hearings. The items contained herein show proposed verbiage for the Board to consider, as discussed at previous meetings.

For reference, proposed changes to the ordinance are shown using ~~red strikeout~~ text for verbiage to be removed, and underlined in blue text for verbiage to be added.

We look forward to this thoughtful discussion with the Town.

Respectfully Submitted,
SEBAGO TECHNICS, INC.

A handwritten signature in black ink that reads "James R. Seymour".

James R. Seymour, P.E.
Engineering & Planning Consultant

A handwritten signature in black ink that reads "Brett Wiemken".

Brett Wiemken
Planning Consultant

ADMINISTRATIVE– Number of Hard Copies Required:

Subdivision Ordinance – Article 4-Sec. 2.B.

B. Number of Copies: ~~Fifteen (15)~~ Twelve (12) paper copies, including three (3) full sized (24" x 36") scaled plans, nine (9) reduced size (11" x 17") scaled plans, and one (1) digital PDF copy of the Sketch Plan shall be submitted

Subdivision Ordinance – Article 5-Sec. 2.B.

B. The Preliminary Plan. [Amended 12/02/08] The Preliminary Subdivision Plan shall be submitted, with ~~fifteen (15)~~ twelve (12) copies, including three (3) full sized (24" x 36") scaled plans, nine (9) reduced size (11" x 17") scaled plans, of each map or drawing, together with ~~fifteen (15)~~ twelve (12) physical copies and one (1) digital PDF copy of any attachments required for approval. All dimensions shall be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch (preferably forty (40) feet to the inch). The Preliminary Plan and accompanying materials shall show:

Subdivision Ordinance – Article 6-Sec. 2.A.

A. The Final Plan shall be submitted with the ~~mylar~~ original, ~~two reproducible mylars~~ and ~~fifteen (15)~~ twelve (12) physical copies, including three (3) full sized (24" x 36") scaled plans, nine (9) reduced size (11" x 17") scaled plans, and one (1) digital PDF copy of each map or drawing, together with ~~fifteen (15)~~ twelve (12) physical copies and one (1) digital PDF copy of any attachments required for approval. All maps and drawings shall be printed or reproduced in the same manner as the Preliminary Plan. Space shall be reserved thereon for endorsement by all appropriate agencies.

Subdivision Ordinance – Article 7-Sec. 2.B.

B. Minor Subdivision Plan. The Minor Subdivision Plan shall be submitted with ~~fifteen (15)~~ twelve (12) copies and one (1) digital PDF copy, including three (3) full sized (24" x 36") scaled plans, nine (9) reduced size (11" x 17") scaled plans, of each map or drawing, together with ~~fifteen (15)~~ twelve (12) physical copies of any attachments required for approval. All dimensions shall be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch (preferably forty (40) feet to the inch). The Minor Subdivision Plan and accompanying materials shall show:

Land Use Ordinance – §300-10.3.A.3.b.

b. ~~Fifteen~~ Twelve (12) physical copies, including three (3) full sized (24" x 36") scaled plans, nine (9) reduced size (11" x 17") scaled plans, and one (1) digital PDF copy of the completed application for site plan review, together with the documentation required in these regulations, shall be submitted at least 26 calendar days prior to the first Planning Board meeting of the month during which the applicant wishes to be heard. However, any application which is not complete shall be returned to the applicant with an indication of the additional information required.

Land Use Ordinance – §300-10.4.A.3.

~~Fifteen~~ Twelve (12) physical copies of ~~a site plan~~ the site plan application and all supplementary materials, ~~to include eight full-sized scaled copies, seven half-sized/scaled copies or reduced plans to fit on an 11' x 17',~~ including three (3) full sized (24" x 36") scaled plans, nine (9) reduced size (11" x 17") scaled plans, and an electronic ~~file~~ copy of all submitted materials in ~~both~~ PDF ~~and GIS~~ formats, drawn at a scale of not more than fifty (50) feet to the inch for that portion of the total tract of land subject to site plan review, and showing the following:

ADMINISTRATIVE– Clarifying Standard on Extensions of Approvals and Permits:

Land Use Ordinance – §300-10.3.10.a.

Site plan and subdivision plan approvals shall expire and be void if the construction activity associated with the approval is not commenced within two (2) years, and completed within four (4) years, after the date of the site plan or subdivision plan approval unless the reviewing authority, at the time of approval, establishes a different completion schedule, but in no case shall the initial approval period exceed five (5) years to commence and complete. A property owner/developer or their agent may request an extension of the period to commence and/or complete construction by submitting a request to the reviewing authority that issued the site plan or subdivision plan approval prior to the expiration of the initial term of approval. The reviewing authority may grant a one-time extension of up to two (2) years to commence and/or complete construction. Upon an extension being granted, the two (2) year extension shall begin upon the extension's approval date. If construction is not commenced or completed within the approval time frame, the applicant must reapply for and receive approval prior to beginning or continuing construction.

ADMINISTRATIVE– Clarifying Standard on Reviewing Authority:

Street Ordinance – §5.5. Footnote 3.

Footnote 3: Unless a right-of-way of lesser width is approved by the ~~Reviewing Authority~~ Planning Board, pursuant to Section 300-9.20.B. of the Land Use Ordinance.

SHORELAND ZONING – Clarifying Definitions & Design:

Shoreland Zoning Ordinance – §350-6.2.B.1. Shore Frontage

B. Shore and road frontage.

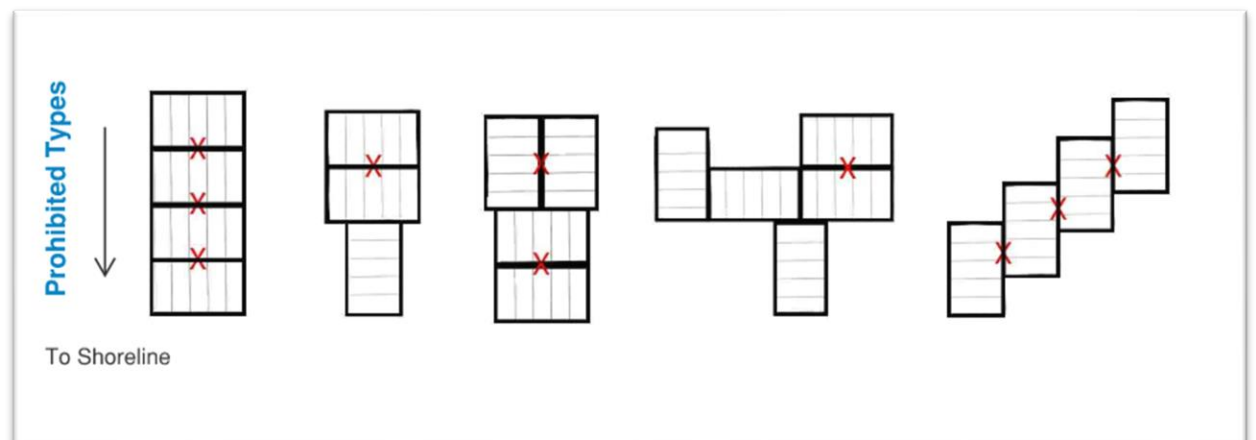
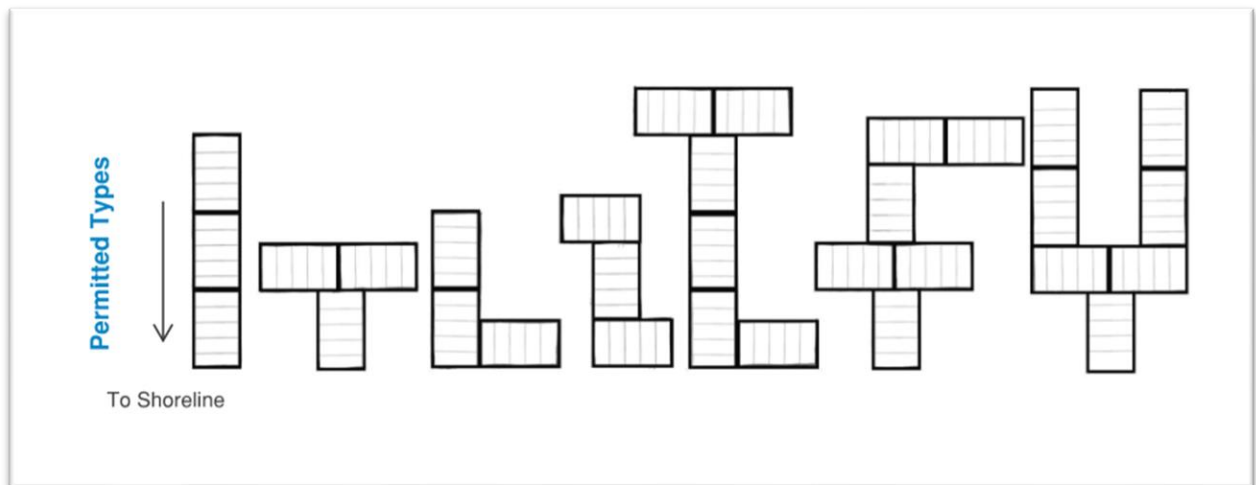
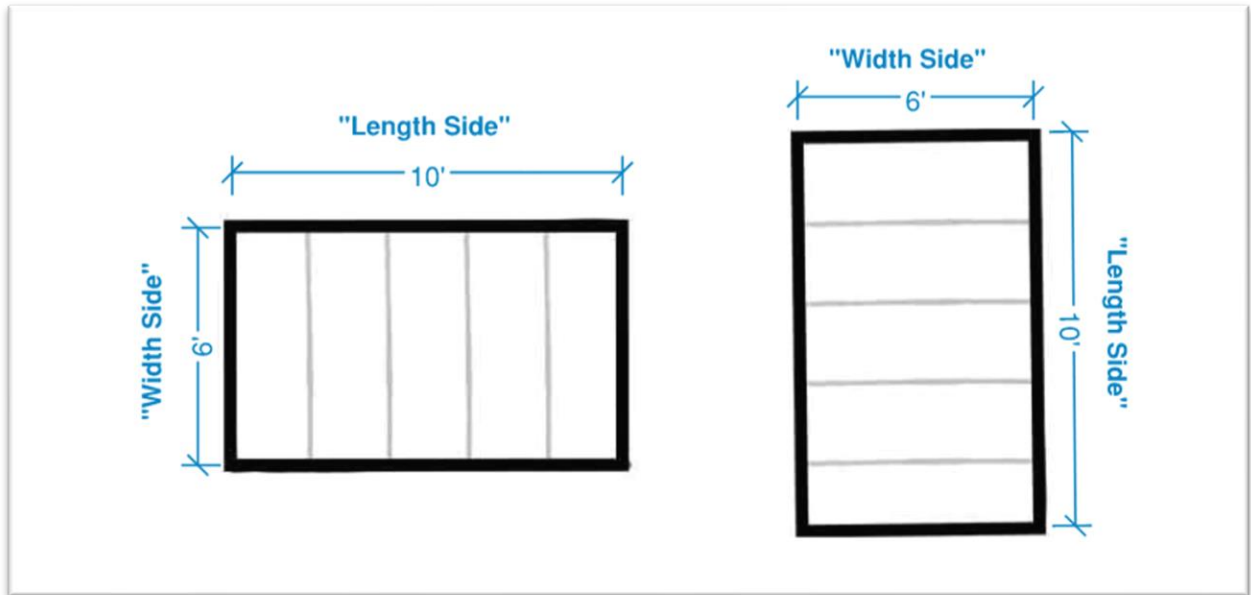
1. A lot abutting a lake, pond, river, stream, road, water body or wetland shall separately meet or exceed the following minimum ~~shore~~ frontage requirements for both shore and road frontage:

- (a) Residential, per dwelling unit: 225 feet;
- (b) Governmental, institutional, commercial or industrial, per principal structure: 300 feet; and,
- (c) Public and private recreational facilities: 225 feet.

Shoreland Zoning Ordinance – §350-6.4.E. Dock Design & Illustration

E. The facility shall be no larger in dimension than necessary to carry on the activity and be consistent with the surrounding character of the area. A temporary pier, dock, or wharf in nontidal waters shall not be wider than six feet for noncommercial uses. No design of dock shall

be permitted where the length side, or longest side of each module, shares an edge with another length side, with exception for allowing adequate ADA turning radii. For reference, please see the Diagram below.



LAND USE ORDINANCE – Aligning Appeals Language to State Requirements:

Land Use Ordinance – §300-6.3. Appeals Procedure

*Written notice of the decision of the Board shall be sent to the appellant within ~~16~~ **seven (7)** days of the date of the decision. Any aggrieved party may appeal from the decision of the Board to the Superior Court within 45 days of the date of the vote on the original decision.*

LAND USE ORDINANCE – Solar Energy Systems:

Solar Energy System: *A complete assembly consisting of one or more solar collectors and associated mounting hardware or equipment, intended to provide for the collection, storage, and distribution of solar energy for heating or cooling, electricity generation, or solar/thermal hot water systems. Solar energy systems shall include the following:*

- A. Solar Energy System, Accessory:** *A solar energy system that is incidental and subordinate to a principal use on the same property. Accessory solar energy systems may take the form of either a building-integrated or roof-mounted system, or a ground mounted system. Accessory solar energy systems may, but are not required to, be designed to achieve net-zero consumption for private use.*
- B. Solar Energy System, Principal:** *A solar energy system where power generation is considered a principal use. Principal solar energy systems may take the form of either a building-integrated or roof-mounted system, or a ground-mounted system. Principal Solar Energy Systems may, but are not required to be designed for net metering a grid-tied system, where it is connected to power lines and can send excess electricity back into the grid for profit purposes.*

Solar Energy System, Building-Integrated: *A solar energy system that is an integral part of a principal or accessory building and include, but are not limited to, photovoltaic or hot water systems that are contained within roofing materials, windows, walls, skylights, and awnings.*

Solar Energy System, Ground-Mounted: *Also known as free-standing energy systems, a solar energy system that is structurally mounted to the ground. The panels may be stationary or revolving and of any size.*

Solar Energy System, Roof-Mounted: *A solar energy system in which solar panels are mounted on top of the structure of a roof either as a flush-mounted system or as modules fixed to frames which can be tilted toward the south at an optimal angle.*

ADDRESSING ORDINANCE – Proposed Changes from Fire Department:

Addressing Ordinance – Section 3. Administration

Addressing Ordinance – Section 6. Compliance

Addressing Ordinance – Section 7. New Construction & Subdivisions

Please see the proposed addressing ordinances changes attached to this document.

ADDRESSING ORDINANCE

March 15, 1997

Amended June 4, 2013

Amended June 5, 2018

Amended June __, 2025

Section 1. Purpose:

The purpose of this Ordinance is to enhance the effective and rapid location of properties by public safety personnel including: law enforcement, fire, rescue, and emergency medical services personnel in the Town of Raymond.

Section 2. Authority:

This Ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

Section 3. Administration:

This Ordinance shall be administered by the Board of Selectmen, Town Manager, and E911 Coordinator. The Board of Selectmen is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Section 4 and 5. The E911 Coordinator shall also **be responsible for assigning the E-911 address for the building in compliance with State of Maine E-911 directives, and shall maintain** the following records of this Ordinance:

- A. A Raymond map of official use showing road names and numbers;
- B. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers;
- C. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

Section 4. Naming System:

All roads that serve two or more properties shall be named regardless of whether the ownership of the road is public or private. A “road” refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare. “Property” refers to any property on which more or less a permanent structure has been erected. A road name assigned by the Town of

Raymond shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- A. No two roads shall be given the same name (e.g. no Pine Street and Pine Lane);
- B. No two roads shall have similar-sounding names (e.g. no Woodlawn Avenue and Woodland Street).
- C. Each road shall have the same name throughout its entire length, except, when authorized by the Board of Selectmen, the name may change at a significant landmark or intersection.

Section 5. Numbering System:

Numbers shall be assigned every fifty (50) to two hundred (200) feet, depending on density and geographic location (e.g. 50 feet in Village areas and up to 200 feet in rural areas), along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin.

The following criteria shall govern the numbering system:

- A. All number origins shall begin from Roosevelt Trail or that end of the road closest to Roosevelt Trail. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- B. The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- C. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt. 2).

Section 6. Compliance:

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- A. Number on the structure or residence: Where the residence or structure is located and clearly visible within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry; **The E-911 address shall be minimum of 4-inches, shall be visible from both approach directions on the street, and**

located to be clearly visible from within the fire apparatus or emergency vehicle cab.

B. Number at the street line: Where the residence or structure is over fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box (when such mailbox is located on the same side of the street where the principal structure is located), or on some structure at the property line next to the walk or access drive to the residence or structure. The E-911 address shall be visible from both approach directions on the street and located to be clearly visible from within the fire apparatus cab.

C. Size and color of number: Numbers shall be at least 4-inches 3" in height, contrasting color to the background, and shall be located to be visible from the road on a permanent structure, post or mailbox. The number should be high enough so that snow does not obstruct it in the winter months.

The street address shall be installed on each building or dwelling unit, it shall be visible from both approach directions on the street, and located to be clearly visible from within the fire apparatus or emergency vehicle cab. The street address lettering shall be no less than 4" in height, shall be of a contrasting color to the sign background, and preferably the numbers/letters should be reflective for night or reduced light conditions. Buildings with multiple units shall install unit numbers in accordance with Maine E911 requirements.

D. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this Ordinance. (Note: Historic dates identifying when the property was established or the structure was built shall be exempt from the section. Careful consideration of clear distinction between a historical date and the physical address numbers shall be made by the property owner.)

E. Interior location: All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

F. The Fire/Rescue Department shall receive notification from the Code Enforcement Officer whenever a Certificate of Occupancy is issued in the Town of Raymond.

Section 7. New Construction and Subdivisions:

All new construction and subdivision shall be named and numbered in accordance with the

provisions of this Ordinance and as follows:

A. New Construction: Whenever any residence or other structure is constructed or developed, It shall be the duty of the new owner to obtain an assigned number from the Raymond E911 Coordinator. This shall be done at the time of the issuance of the building permit.

B. New Subdivisions: Any prospective sub-divider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Board of Selectmen, shall constitute the assignment of the road names and numbers to the lots in the subdivision. E-911 street name and addresses for each lot shall be noted on the Planning Board approved final plans as assigned by the Town of Raymond; E911 Coordinator. The street address shall be installed for each unit, to be visible from both approach directions on the proposed street, and located to be clearly visible from within the fire apparatus or emergency vehicle cab.

On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every fifty (50) feet to aid in the assignment of numbers to structures subsequently constructed.

Section 8. Effective Date:

This Ordinance shall become effective as of January 1, 1998. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of a new address at least thirty (30) days before the effective date of its use. It shall be the duty of each property owner to comply with this Ordinance, including the posting of new property numbers, within thirty (30) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Section 9. Enforcement:

a) PENALTY FOR VIOLATION: Any person who violates the provisions of this Ordinance after written notice of violation from the Code Enforcement Officer commits a civil violation punishable by a penalty of not less than \$50.00/day and not more than \$500.00 total to be recovered by the Town of Raymond. Each day such violation continues shall constitute a separate violation.

b) ENFORCEMENT: This Ordinance shall be enforced by the Town of Raymond Code Enforcement Officer. Fire/Rescue Department or Law Enforcement personnel shall forward any known

Addressing Ordinance 4 Amended June 5, 2018

violation of the Ordinance to the Code Enforcement Officer for enforcement in accordance with the requirements in this Ordinance.

c) CERTIFICATE OF OCCUPANCY: The Code Enforcement Officer shall not issue a Certificate of Occupancy until numbering is installed in accordance with the requirements set forth in this Ordinance.

Section 10. Severability:

In the event that any portion of this Ordinance is found by a court to be invalid, the remaining provisions shall continue in full force and effect