ANNUAL BUDGET/TOWN WARRANT

TO: Nathan White, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

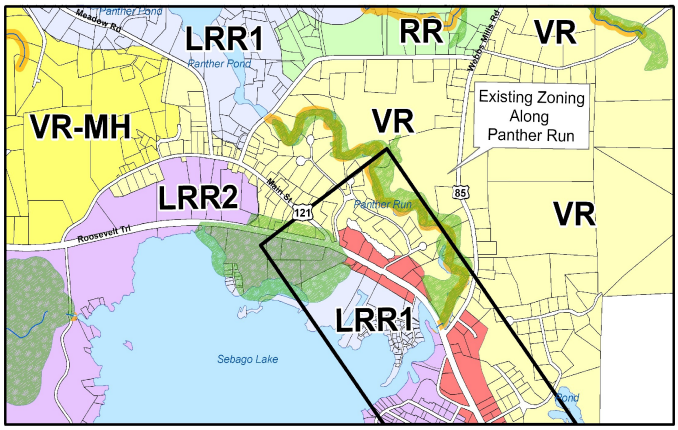
In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Jordan-Small Middle School gymnasium, in said Town of Raymond on Tuesday, June 3, 2014 at 7:00 P.M., then and there to act on the following articles:

ARTICLE 1: To elect a moderator to preside at said meeting.

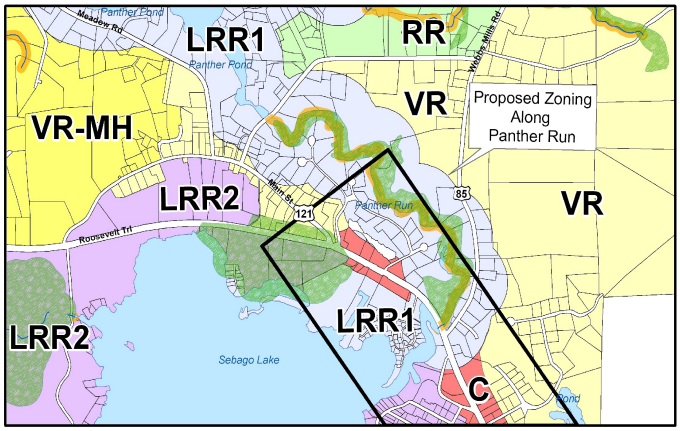
ARTICLE 2: Shall the Land Use Regulation Map be amended as shown below?

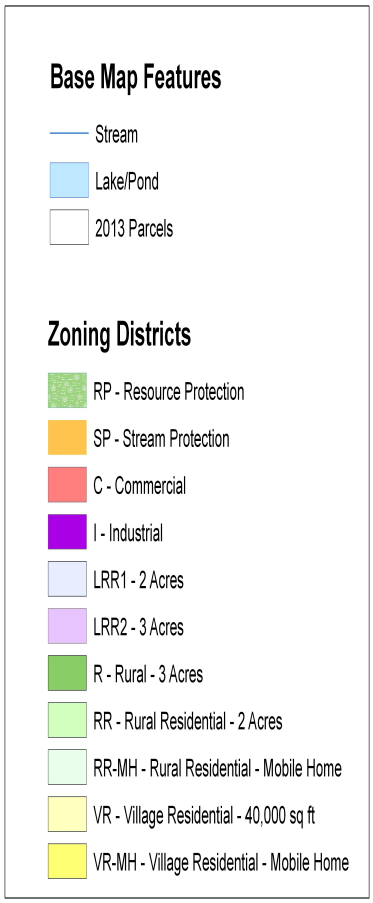
The Planning Board recommends Article 2.
The Selectmen recommend Article 2.

Existing Zoning



Proposed Zoning





Description: The proposes changes to the Land Use Regulation Map to meet Maine Department of Environmental Protection (DEP) standards. Currently, Panther Run is zoned as a stream in the Stream Protection zone, but the DEP classifies it as a river, which needs to be protected in the same manner as a great pond. The proposed LRR1 zoning is proposed 600' back from the highwater of Panther Run, per the Land Use Ordinance requirements.

ARTICLE 3: Shall Articles 4.F.4.c. (District Regulations – Commercial District); 9.C. (Off-Street Parking); 10.F. (Performance Standards); and 12 (Definitions) of the Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 4, 2013, be further amended by adding the underscored language and deleting the language in strikeover type as shown below?

The Planning Board Recommend Article 3
The Selectmen Recommend Article 3

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

Town of Raymond Land Use Ordinance

ARTICLE 4 – DISTRICT REGULATIONS

F. Commercial District (C)

4. Space and Bulk Regulations [Amended 06/02/09] – The following space and bulk regulations are established as minimum standards for mixed use and commercial buildings:

c. There shall be no minimum front yard setback ~~however off-street parking shall not be permitted in the first twenty (20) feet from the road right of way~~. If the lot is a corner lot, the street most heavily traveled shall be considered the street upon which the lot fronts. There shall be no side street setback. [Amended 06/02/09]

Description for Proposed changes to Article 4: The Town of Raymond has proposed a revision to Article 4 District Regulations-F. Commercial District (C) 4.c. To remove the parking related setbacks from the Commercial District standards and institute parking lot setbacks under Article 9- Minimal Standards C. Off-Street Parking . By removal of the language from the Commercial Districts Standards it will allow the Planning Board ability to regulate setbacks, or setback waivers under Site Plan Review, rather than requiring the applicant to file a separate Variance Application with the Board of Appeals and having to meet the "Undue Hardship Criteria". This was considered to be a potential design hindrance and economic hardship for commercial development re-developing, improving, or building additions to the existing sites which intend to maintain the majority of existing structures and site features on the property.

ARTICLE 9 – MINIMUM STANDARDS

C. Off-Street Parking

1. In any district where permitted, no use of premises shall be authorized or extended,

and no building or structure shall be constructed or enlarged, unless there is provided for such extension, construction or enlargement, off-street automobile parking space, in accordance with the following parking requirements. *[Amended 06/02/09]*

h. Two (2) spaces per dwelling unit.

i. One (1) space for each sleeping room in a tourist home, boarding or lodging house, motel or hotel.

j. One (1) space for each tent or recreational vehicle site in a campground.

k. One (1) space for each two (2) beds in a hospital or sanitarium.

l. One (1) space for each four (4) beds in other institutions devoted to the board, care, or treatment of persons.

m. One (1) space for each two hundred (200) square feet or fraction thereof, of gross floor area of any retail, wholesale, or service establishment or office or professional building. Except that the ratio may be changed to one (1) space for each two hundred fifty (250) square feet or fraction thereof if an amount of land area equivalent to the difference between the two hundred (200) square foot requirement and the two hundred fifty (250) square foot requirement is developed in landscaped green area and reserved for future parking. *[Amended 06//02/09]*

n. One (1) space for each three (3) seats, permanent or otherwise, for patron use for restaurants, and other places serving food or beverage and for theaters, auditoriums, and other places of amusements or assembly.

o. One (1) space for each 1.2 employees based on the highest expected average occupancy for all types of commercial, industrial, or other permitted uses. *[Amended 06/02/09]*

p. For any structure or use, not specifically enumerated above, the reviewing authority shall determine the number of off-street parking spaces required to accommodate customers, patrons, and employees based on a parking analysis submitted by the applicant. *[Amended 06/02/09]*

2. Where several uses occupy a single structure or lot, the total required parking shall be the sum of the requirements of the individual uses. *[Adopted 06/02/09]*

3. The parking requirement may be met on site or off site so long as it is within (300) feet of the principal building, structure, or use of the premises and is not separated by Route 302 (Roosevelt Trail). Off-site parking shall be permissible provided evidence of the legal right to use the parking spaces for the duration of the use is submitted and that the sharing of the spaces will not create a shortage of parking spaces for any uses. Such shared parking arrangements shall consider the typical hours of operation of the uses, seasonal fluctuations, the amount of parking needed for customers versus employees, and any other relevant factors for calculating the amount of parking

needed. *[Adopted 06/02/09]*

4. In all Districts, the reviewing authority may allow a reduction in the number of spaces actually constructed provided the required number of spaces could be constructed on the property while meeting all other space requirements of that District and all applicable standards, including but not limited to Stormwater Quality and Phosphorous Control. The applicant must demonstrate that the additional spaces are not necessary, and the reviewing authority shall attach a condition of approval stating that the reviewing authority may require that the spaces be constructed if additional parking is needed to correct a parking problem on the site. *[Adopted 06/02/09]*

5. The minimum width of a parking space shall be nine (9) feet. The minimum length of a parking space shall be eighteen (18) feet. *[Adopted 06/02/09]* Aisle widths shall comply with those outlined in Article 10 Minimum Standards, Section F. Performance Standards.

6. No off-street parking facility or site shall have more than two (2) entrances and exits on the same street, and no entrance or exit or shall exceed thirty (30) feet in width. Non-residential Parking Areas with more than two (2) parking spaces shall be so arranged that vehicles can maneuver within such areas and exit onto the street in a forward motion. ~~No parking lot shall be constructed closer than five (5) feet from any property line unless a common parking area is planned between lots~~.

7. All Independent Parking Facilities shall meet the requirements of Article 10 Minimum Standards, Section F. Performance Standards. The Planning Board shall not consider any waivers when reviewing an Independent Parking Facility.

8. The reviewing authority may require a peer review of the parking analysis. *[Adopted 06/02/09]*

Description for Proposed changes to Article 9: The Town of Raymond has proposed revisions and additions to the Article 9 -Minimum Standards for Parking Lots to address consistency with parking space and aisle dimensions, and provide review criteria for a proposed use, defined as an independent parking facilities and which will be defined separately under Article 12 Definitions.

ARTICLE 10 – SITE PLAN REVIEW

F. Performance Standards

1. Parking Area Design Standards.

   e. Access - There shall be adequate provisions for ingress and egress to all parking spaces. The width of access drives or driveways shall be determined as part of Site Plan Review, depending on use, topography and similar consideration. They shall meet the requirements of this Article.

f. Size of Aisles - The width of all aisles providing direct access to individual parking stalls shall be in accordance with the requirements set forth below. Only one-way traffic shall be permitted in aisles serving single-row parking spaces placed at an angle other than ninety (90) degrees.

Parking Angle (degrees)	**Aisle Width (feet)**
0 parallel parking	12
30	12
45	~~13~~14
60	18
90 (perpendicular parking)	~~25~~24

g. Off-Street Parking - Off-street parking requirements shall conform to Article 9, Section C.

h. Parking Lot/Pavement setbacks. Each parking lot shall be designed to provide adequate pavement setbacks from Public and Private Streets as well as abutting property owners. Parking lots with total parking spaces under 25 spaces may have pavement setbacks reduced by 50% with a waiver request from the Planning Board. Below are the minimum pavement setbacks for the various zoning districts.

For Rural and Rural Residential Districts-Minimum Pavement setbacks are:

20 Feet for Front and Side Yard
25 Feet for Rear Yard

For Village Residential, Commercial, and Industrial Districts-Minimum pavement Setbacks are:

10 Feet for Front Yard
25 Feet for Rear Yard
15 Feet for Side Yard*

* Side Yard may be reduced to 5 Feet if the Parking Areas are planned on both sides of the common side property line.

Parking lots within the Village Residential and Commercial Districts may have the pavement setback reduced completely for the front yard with a waiver request and compensation of landscaping.

i. Each parking lot shall incorporate vegetated buffer(s) (landscaped or natural) into the parking lot design. No setbacks are required around a parking edge, if the parking is adjacent to the principle or accessory building or active/recreative area associated with the land use. Minimum naturally vegetated (no cut) buffers are necessary from external property lines and shall be as follows:

For Rural and Rural Residential Districts:

20 feet for rear yards
15 feet for front and side yards

For Village Residential, Commercial, and Industrial Districts:

20 feet for rear yards
10 feet for front yards, side yards*

*If Side yard abuts against a common property line with an adjoining parking lot, then no formal buffer is required as long as the area/strip between the two parking lots clearly prohibits vehicle access other than at designated cross driveways, aisles, or other controlled access locations.

Planted landscape areas/buffers may be placed in lieu of a natural vegetated buffers but must contain species a minimum of ~~6~~ 3.5 feet tall for 50% of the buffer area within the front yard and 6.0 feet tall for 50% or the rear yard setback. Landscape buffers shall be the responsibility of, and maintained by the owner or applicant, and must be delineated on the approved site plan.

Parking lots with total parking spaces under 25 spaces may have buffer and landscape requirements reduced by 50%.

Parking lots in the Village Residential and Commercial District requesting reduction in the front yard setback must provide at least 50% of the difference between standard front yard buffer area and the front yard buffer area proposed by providing internal landscaping. Internal landscaping shall be implemented through the use of green space areas or plantings, such as but not limited to islands, grass areas/ strips, planting beds or decorative planters. Landscaped areas maintained by the applicant, within the street rights of way along the lot's street frontage may be considered as landscape compensation with permission from the Town, or State of Maine Department of Transportation.

f. Parking Areas associated with building development greater than 5,000 SF total new structure or greater than 50% expansion an existing building footprint, from the time of this ordinances adoption shall be designed to incorporate internal landscape areas, islands or strips , within the internal parking lot. The total area of parking islands or "internal green spaces" shall be no less than 5% of the impervious coverage for the portion of Parking Area necessary for the new building or addition. No less than 100 SF shall be contained in any one internal landscape area. For building additions meeting the requirements above, where existing parking areas must be expanded to meet parking need, the internal landscaped areas required for the portion of new Parking Area may meet this requirement by adding, or converting existing impervious areas to, new islands or green spaces within the existing parking areas Access drives from the primary street entrance(s) to the parking lot will not be considered in this equation. The use of porous concrete, bituminous pavement, or other materials which promote direct infiltration over all or a majority of footprint of the parking lot for this specific purpose, shall not

be considered an impervious surface for this calculation. It shall be the at the Planning Board's discretion as to whether the design of a “porous pavement” parking lot meets this criteria such that it may alleviate the requirement for internal islands.

g. General Loading Dock Locations. No ~~off-street parking or~~ loading areas shall be located in a minimum required front yard, rear or side yards. All ~~parking~~ loading shall be located in bays generally perpendicular to driveways or access ways ~~roads~~. All loading bays should be located behind the structure and orientated such as it is perpendicular with the street and/or rear yard. *[Amended 3/20/99]*

h. Sidewalk and Curbing - Sidewalks between ~~p~~Parking ~~a~~Areas and principal structures along aisles and driveways and wherever pedestrian traffic shall occur, shall be provided with a minimum width of five(5) ~~four (4)~~ feet of passable area and shall be raised six (6) inches or more above the ~~p~~Parking ~~a~~Area except when crossing streets or driveways. Guardrails and wheel stops permanently anchored to the ground shall be provided in appropriate locations. Parked vehicles shall not overhang or extend over sidewalk areas unless an additional sidewalk width or two and one-half (2 1/2) feet is provided to accommodate such overhang.

2. Lighting of Parking Areas.

The Planning Board shall determine the necessity for lighting depending upon the nature of the intended use. All Parking Areas to be lighted shall provide a minimum of three (3) foot-candles at intersections and a total average illumination of one and one-half (1 1/2) foot-candles throughout the Parking Areas as required. Such lighting shall be shielded in such a manner as not to create a hazard or nuisance to the adjoining properties or the traveling public.

3. Marking and Delineation of Parking Areas.

Parking stalls, driveways and aisles shall be clearly marked and delineated. The Planning Board may require that certain areas be maintained for fire-fighting or other emergency purposes, and such areas shall be appropriately designated.

4. General Circulation and Parking Design Principles.

a. Parking space allocations should be oriented to specific buildings.

b. Parking Areas should be designed to focus on major walkways, which should be fenced or marked.

c. Where pedestrians must cross service roads or access roads to reach Parking Areas, crosswalks should be clearly designated by pavement markings or signs and lighted. Crosswalk surfaces should be raised slightly to designate them to drivers, unless drainage problems would result. A one-way car movement (to the left or counterclockwise) should be encouraged. A major loop road should be developed around the Parking Areas, and parking bays should run perpendicular off

the road.

d. Driveways should approach from the right to permit passengers to alight to or from the sidewalk.

e. Whenever possible, one-way traffic should be established at building entrances.

f. Where buses are a factor, bus shelters and bus indentation slots off the roadway should be provided.

5. Parking Surfaces

All Parking Areas shall be designed with durable surfaces able to support the weight class of vehicles anticipated to normally travel over the surfaces. Surfaces shall be of compacted material, unsusceptible to settlement, change in general form, shape, or physical characteristics due to vehicular movements, drainage conditions, seasonal impacts, or other normal activities associated with the site during or post construction.

a. All parking lot surface materials shall encourage protection of surface water quantity, quality, and discourage erosion and sedimentation, and thermal pollution impacts.

b. All parking lot surfaces shall be specified by a professional engineer to assure the design will remain durable with suitable base materials to support the final surfacing and anticipated vehicular loadings, and address impacts due to existing conditions such as but not limited to unsuitable soils, groundwater, or soil contamination.

6. Waiver for Off Street Parking, ~~or~~ Loading, and Front Buffer or Internal Landscaped Area Requirements.

If any applicant can clearly demonstrate to the Planning Board that, because of the nature of the applicant's operation or use, that the off street parking ~~and/~~or loading ~~and unloading~~ areas, or front yard buffer, or internal landscaped areas, or strips/islands, requirements of this section are unnecessary or excessive, the Planning Board shall have the power to approve a site plan ~~showing less paved parking or loading area than is required by this section; provided, however, that a landscaped area of sufficient size to meet the deficiency shall be set aside and reserved for the purpose of meeting future off-street parking or unloading requirements in the event that a change of use of the premises shall make such additional off-street facilities necessary.~~ - that does not meet said requirements, provided the applicant requests a waiver in writing of the specific performance standards they cannot meet, and clearly address the waiver criteria as follows:

d. The need to alter the parking standard is due to existing physical property limitations due to geometric lot configurations, topography, and presence of a dominant land or structural features, all in existence prior (insert date of adoption of amendments).

e. The approval of the waiver request will not create a harmful condition, impose on the general welfare, or lesson public safety by implementation of the proposed use and/or site improvements, to existing pedestrian and vehicular traffic movements.

f. The approval of the waiver request will not in any way impair or harm the environment by means of drainage flow quantity or runoff water quality, nor will have a direct impact on wetlands, streams, flood plains, vernal pools, sensitive waterbody, threatened or endangered wildlife resource, or essential habitat.

g. The approval of the waiver requested will not result in an adverse impact to immediate abutters, or the public, by creating obtrusive noise, lights, dust, odors, vibrations, or by creating negative impacts to scenic views.

h. The approval of the requested waiver is based on evidence of need provided by the applicant, and by evidence showing that no feasible alternative is available to accomplish the applicant's parking requirement or immediate parking needs, and that the design features as proposed, considered goals set forth in the Town of Raymond Design Guidelines for Parking Areas and to the greatest extent practical applied to those recommendations. The applicant shall provide a written response describing how and where the proposed project incorporates the Design Guideline goals and recommendations.

. . . . .

Description for Proposed changes to Article 10: The Town of Raymond has proposed revisions and additions to Article 10 Site Plan Review. F. Performance Standards- to bring continuity to parking space design criteria, and clearer standards for pavement setbacks, buffer requirements, landscape islands, and incorporate parking surface requirements for all off street parking areas. In addition it establishes for the Planning Board, a waiver criteria to assess parking lot designs when the applicant cannot meet the requirements due to natural, unique, or unforeseen conditions. Such applicants must apply in writing to the Planning Board discussing reasons for their parking lot requiring a waiver and then address the waiver criteria as established.

ARTICLE 12 – APPLICABILITY AND DEFINITION OF TERMS USED IN THIS ORDINANCE

Parking Definitions:

Parking Area – An outdoor storage area for motor vehicles that is not located on a street right of way.

Independent Parking Facility- An outdoor storage area for motor vehicles, or enclosed garage or structure for storage of motor vehicles, which is the sole use of the lot or parcel. This definition includes areas such as tow yards or compounds not associated with a garage or vehicle repair use.

Description for Proposed changes to Article 12: The Town of Raymond has proposed additions to their definitions which provide clearer understanding for terms used for the Parking uses. Those terms are proposed to be Off-Street parking, Off-Site Parking, and Independent Facility. Currently the Land Use Ordinance has no definitions related to parking or types of parking related uses.

ARTICLE 4: Shall Article 5.E.7 (Residential Growth Management) of the Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 4, 2013, be further amended by adding the underscored language and deleting the language in strikeover type as shown below?

The Planning Board Recommend Article 4
The Selectmen Recommend Article 4

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

Description: The Town of Raymond proposes to repeal the Growth Management Ordinance at the advice of Town Counsel because the limitations put on the number of Growth Management Building Permits are becoming too restrictive. The section will be reserved if the Town elects to bring the ordinance back again the future.

Town of Raymond Land Use Ordinance

ARTICLE 5 – ADMINISTRATION

E. Residential Growth Management [Adopted 8/20/06]

7. [RESERVED]

2. ~~Limit on building permits – Building permits subject to this section shall be limited on an annual basis, as follows:~~

   q. ~~For January 1, 2007 to December 31, 2007, building permits subject to this section shall not exceed 100% of the annual average permits issued. No person or entity, may apply for more than 5 of those building permits in that time period.~~

   r. ~~For January 1, 2008 to December 31, 2008 building permits subject to this section shall not exceed 85%, of the annual average permits issued. No person or entity may apply for more than 5 of those building permits in that time period.~~

   s. ~~For January 1, 2009 to December 31, 2009, building permits subject to this section shall not exceed 70% of the annual average permits issued. No person or entity may apply for more than 5 of those building permits in that time period.~~

   t. ~~For January 1, 2010 to December 31, 2010, building permits subject to this section shall not exceed 55% of the annual average permits issued. No person or entity may apply for more than 5 of those building permits in that time period.~~

u. ~~For January 1, 2011 to December 31, 2011, building permits subject to this section shall not exceed 40% of the annual average permits issued. No person or entity may apply for more than 5 of those building permits in that time period.~~

v. ~~For January 1, 2012 and beyond building permits subject to this section shall not exceed 30% of the annual average permits issued. No person or entity may apply for more than 5 of those building permits in that time period.~~

a. ~~Order for processing applications - Applications for building permits subject to this section shall be processed in the order that the Building Inspector receives complete applications. In the event two or more applications are received simultaneously, the Building Inspector shall determine their order by random selection. Any building permit application filed in any given year that is not issued as a result of this ordinance may be carried over to the following year and shall be considered in the date order in which it was received.~~

b. ~~Transferability - Building permits subject to this section are site-specific, and shall be valid for construction only on the lot specified in the application. However, those building permits shall be transferable to new owners of the lot, if the property is sold or otherwise legally transferred.~~

c. ~~No carry over - If the allowed number of building permits subject to this section are not issued within the calendar year, they shall not be carried over to the next year.~~

d. ~~Periodic review -The Planning Board shall review the building permit report submitted by the Building Inspector under Paragraph 6 of this ordinance at least every three years to determine if the ordinance continues to be needed to control the pace, timing, and location of development in accordance with the purposes of this section and to determine if it needs to be adjusted to meet current conditions. The Board shall hold a public hearing pursuant to Article 8 of the Planning Board Bylaws and Article 7 of the Land Use Ordinance and submit a report of their findings to the Board of Selectmen on or before March 1 of each year it conducts a review. If conditions warrant, the Board may review the ordinance more frequently.~~

e. ~~Conflict with other provisions - This section shall not repeal, annul or in way impair or remove the necessity of compliance with any other rule, regulation, bylaw, permit or provision of law.~~

f. ~~Appeals - Any person or entity aggrieved by an action or decision of the Building Inspector to approve or deny a building permit based on the provisions of this section may appeal the action or decision to the Board of Appeals in accordance with the process outlined in Article 6, Section C of the Land Use Ordinance. [Adopted 8/20/06]~~

ARTICLE 5: Shall Article 10.B (Authority and Classification of Site Plan) of the Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 4, 2013, be further amended by adding the underscored language and deleting the language in strikeover type as shown below?

The Planning Board Recommend Article 5.
The Selectmen Recommend Article 5.

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

Description: The Town of Raymond has proposed changes to the Site Plan Review classifications thresholds for "Staff Review," "Minor Review," and "Major Review" in an effort to be more business friendly and responsive to the concerns of business owners.

Key Changes:

- Adjusted the thresholds for Staff review to include:
  - Minimum threshold of 500 square feet of Gross Floor Area for Staff Review
  - Increase square footage of exterior building renovations from 1,200 to 2,400
  - Increase square footage of additional or altered impervious surface from 2,400 to 10,000
- Adjust the thresholds for Minor Review:
  - Change the two year requirement for alterations or additions to those that occur within "any period"
  - Increase square footage of exterior building renovations from 2,400 to 4,800
  - Increase square footage of additional or altered impervious surface from 4,800 to 20,000

Town of Raymond Land Use Ordinance

ARTICLE 10 – SITE PLAN REVIEW

B. Authority and Classification of Site Plans *[Amended 06/02/09]*

3. Site Plan Reviews shall be classified by the Town Planner as follows:

8. Staff Review. A site plan application shall be classified as a **Staff Site Plan Review** so long as, in any two year period:

   a. any new building or any additions to existing buildings proposed by the application <u>are more than 500 square feet but</u> do not exceed 2400 square feet of new Gross Floor Area, and
   b. any exterior building renovation proposed by the application do not exceed ~~1200~~ <u>2400</u> square feet of building surface area, and
   c. any additional or altered impervious surface proposed by the application does not exceed, separately or in combination, ~~2400~~ <u>10,000</u> square feet.

   d. Minor Review. A site plan application which exceeds the thresholds for Staff Site

Plan Review shall be classified as a **Minor Site Plan Review** so long as, in any ~~two year~~ period:

e. any new building or any additions to existing buildings proposed by the application do not exceed 4800 square feet of new Gross Floor Area, and
f. any exterior building renovation proposed by the application do not exceed ~~2400~~ 4800 square feet of building surface area, and
g. any additional or altered impervious surface proposed by the application does not exceed, separately or in combination, ~~4800~~ 20,000 square feet.

h. Major Review. All other projects subject to Site Plan review shall be classified as a **Major Site Plan Review**.

ARTICLE 6: Shall Articles 6.C (Appeals Procedure) and 10.C (Site Plan Review - Administration) of the Town of Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 4, 2013; and Articles 5 (Preliminary Plan) and 7 (Minor Subdivision) of the Town of Raymond Subdivision Regulations, as adopted May 21, 1994 and amended through June 4, 2013, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below?

The Planning Board Recommend Article 6.
The Selectmen Recommend Article 6.

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

Description: The proposed amendments clarify the fees that applicants are required to pay, specifically the fees for professional services that are to be placed in escrow. They codify the practice of the Town of requiring replenishment of the escrow account if the Town spends more than 50% of the account during review. The amendments also clarify that peer review is a review conducted by a third party other than the Town's contract planner and such peer review is at the discretion of the Town.

Raymond Land Use Ordinance

ARTICLE 6 – BOARD OF APPEALS

C. Appeals Procedure

. . . . .

4. Any person and any municipal official or board of officials aggrieved by a decision of the Code Enforcement Officer or who wishes to request a variance from the Land Use Ordinance or who wishes a conditional use permit may file an application with the Board of Appeals. An appeal of a decision made by the Code Enforcement Officer must be filed within thirty (30) days of the date of the decision.

   Application materials submitted to the Board must include a completed application form, including a location and site plan if appropriate, and ~~a~~ the following fees:

(1) Application fees as established by the Board of Selectmen and listed in the Town Fee Schedule.

(2) Escrow fees as established by the Board of Selectmen and listed in the Town Fee Schedule. The fees shall be submitted and deposited in an escrow account established by the Town, which monies may be used by the Town to pay for professional legal and technical reviews and advice related to the appeal, variance, or conditional use permit application as deemed necessary by the Town. Said fees for professional reviews and advice shall include, but shall not be limited to engineering or other professional consulting fees, attorney fees, recording fees and appraisal fees.

The total escrow fees required shall be an amount estimated by the consultants and the Town as sufficient to pay for the professional review of the application. If the Town expends more than fifty percent (50%) of the escrow account prior to completing its review, the applicant shall replenish the escrow account to an amount estimated by the consultants as sufficient to complete the review. Those monies deposited by the applicant and not spent by the Town in the course of its review shall be returned to the applicant within sixty (60) days after the Appeals Board renders its final decision on the application.

~~a fee specified in the Town of Raymond Fee Schedule, which must be submitted to the Code Enforcement Officer at the time the appeal request is submitted. If the Appeals Board or the Code Enforcement Officer requests professional review and advice, the applicant shall establish an escrow account in the amount established in the Town Fee Schedule, before the advice is requested. The applicant shall pay any amount outstanding within forty-five (45) days of the billing date by the Town.~~

All application materials must be submitted for the Board's review at least thirty (30) days prior to the Board meeting at which the applicant wishes to be heard. All meetings of the Board of Appeals are public hearings. At the public hearing, the applicant or the applicant's representative must appear before the board to present the proposal and to answer questions. Other interested parties, such as adjacent property owners, will also be permitted to speak for or against the appeal.

Written notice of the decision of the Board shall be sent to the appellant within sixteen (16) days of the date of the decision. Any aggrieved party may appeal from the decision of the Board to the Superior Court within thirty (30) days of the decision date.

. . . . .

ARTICLE 10 - SITE PLAN REVIEW

C) Administration

1. The following procedure and requirements shall apply to all applications for site plan review:

. . . . .

f. Applications.

All applications for Site Plan Review shall be made in writing to the Code Enforcement Officer on the forms provided for this purpose. The application shall be made by the owner of the property or by his agent, as designated in writing by the owner. The application for Site Plan Review shall be accompanied by ~~a fee as established and revised from time to time, by the Board of Selectmen and listed in the Town Fee Schedule~~ the following fees:~~.~~

(1) Application fees as established by the Board of Selectmen and listed in the Town Fee Schedule.

(2) Escrow fees as established by the Board of Selectmen and listed in the Town Fee Schedule. The fees shall be submitted and deposited in an escrow account established by the Town, which monies may be used by the Town to pay for professional legal and technical reviews and advice related to the developer's application, as well as post-approval inspections, consultations and reviews of modifications, as deemed necessary by the Town for Minor and Major Site Plan applications. Said fees for professional reviews and advice shall include, but shall not be limited to engineering or other professional consulting fees, attorney fees, recording fees and appraisal fees.

The total escrow fees required shall be an amount estimated by the consultants and the Town as sufficient to pay for the professional review of the application. If the Town expends more than fifty percent (50%) of the escrow account prior to completing its review, the developer shall replenish the escrow account to an amount estimated by the consultants as sufficient to complete the review. Those monies deposited by the developer and not spent by the Town in the course of its review shall be returned to the developer within sixty (60) days after a certificate of occupancy is issued for the project. The Town may, in its sole discretion, release the remaining escrow fees prior to the issuance of the certificate of occupancy if it determines that all professional reviews have been completed.

Fifteen (15) copies of the completed application for Site Plan Review, together with the documentation required in these regulations shall be submitted at least twenty-six (26) 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.

. . . . .

e. Peer review process

The T~~t~~own may require a third party peer review ~~process~~ for site plan applications as setforth~~out~~ in sections C.2, C.3 and C.~~,~~4 below. A peer review is the review of an application by a third party expert consultant(s), other than the Town's Contract Planner ~~process may require that an expert consultant or consultants to review one or more submissions of an application~~ and a report by the consultant(s) as to compliance or noncompliance with this Ordinance, including adherence to Design Guidelines, and ~~advise of~~ advice by the consultant(s) of regarding procedures or submissions which ~~will~~ could result in compliance. The consultants shall be fully qualified to provide the required information.

The consultant(s) shall estimate the cost of such review and the applicant shall deposit with the Town the full estimated cost which the Town shall place in ~~an~~ the project escrow account referenced in Section 1(c)(2) above. ~~The Town shall pay the consultant from the escrow account and reimburse the applicant if funds remain after payments are completed.~~ The consultants shall be fully qualified to provide the required information.

. . . . .

2. The following procedure and requirements shall apply to **Staff Site Plan Review**:

a. Review process.

Staff Site Plan Review shall be conducted at a meeting attended by the Town's Contract Planner and the Code~~s~~ Enforcement Officer (the "staff reviewers"), or their designee. The staff reviewers may seek input from other Town departments including the Fire Department and the Public Works D~~d~~epartment as needed. For applications classified as Staff Site Plan Review developments, the staff reviewers shall have the same powers and duties as the Planning Board. Completed and timely submitted applications classified as Staff Site Plan Review developments shall be reviewed and acted on ~~at~~ by the next regularly scheduled Plan Review meeting following the submission deadline.

The staff reviewers shall approve, approve with conditions, or deny the application based on criteria in Article 10 of the Land Use Ordinance. In the event that the Town's Contract Planner and the Codes Enforcement Officer are unable to jointly make a determination on the application, the Code Enforcement Officer shall, after receiving and considering the recommendations of the Town's Contract Planner, have the authority to approve, approve with conditions, or deny the application based on criteria in Article 10 of the Land Use Ordinance. Any appeals from the decisions of the Staff Site Plan Review shall be taken directly to the Planning Board

within 30 days of decision.

. . . . .

e. Peer review.

Peer review process is not required for applications classified as Staff Site Plan Review developments, but the staff reviewers may require a third party peer review of any aspect of the site plan review if the staff review process is unable to adequately resolve relevant site plan review issues and the staff determines that a peer review may resolve those issues.

3. The following procedure and requirements shall apply to **Minor Site Plan Review**:

. . . . .

e. Peer review

Peer review process is not required for applications classified as Minor Site Plan Review developments but the Planning Board may require a third party peer review if in the Planning Board's judgment the project is sufficiently complex that it requires the expertise of a peer reviewer to evaluate the proposed site plan~~ning (~~, including but not limited to storm water management, ~~and~~ traffic management~~)~~, architecture, lighting or landscaping ~~proposed in the application~~. The Planning Board may also require a third party peer review ~~process~~ if in the Planning Board's judgment there is credible conflicting technical information regarding approval criteria which peer review may assist the Planning Board to resolve.

4. The following procedure and requirements shall apply to **Major Site Plan Review**:

. . . . .

e. Peer review.

Peer review process is not required for applications classified as Major Site Plan Review developments, but ~~unless~~ the Planning Board may require a third party peer review if in the Planning Board's judgment the project is ~~specifically waives the requirement at the pre-application meeting or any subsequent meeting. Any such waiver by the Planning Board shall not preclude the Planning Board from subsequently requiring a peer review if an issue arises that~~ sufficiently complex that it requires the expertise of a peer reviewer to evaluate the proposed site plan, including but not limited to storm water management, traffic management, architecture, lighting or landscaping. The Planning Board may also require a third party peer review if in the Planning Board's judgment there is credible conflicting technical information regarding approval criteria which peer review may assist the Planning Board to resolve.

Peer review process for applications classified as Major Site Plan Review shall evaluate the proposed site planning (including but not limited to storm water management and traffic management), architecture, lighting and landscaping proposed in the application unless any aspect of the required peer review is waived. Town staff shall begin the peer review process with the receipt of the application.

. . . . .

1. ~~The Planning Board shall require the owner or the owner's authorized agent to deposit the following fees listed in the Town's Fee Schedule in escrow with the Town an amount of money sufficient to cover the costs for any professional review of the site plan documents which the Board may feel is reasonably necessary to protect the general welfare of the Town. Amounts for this escrow payment are established by the Board of Selectmen and listed in the Town Fee Schedule. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. Any part of this escrow payment in excess of the final costs for the review shall be returned to the owner or the owner's agent.~~

Raymond Subdivision Ordinance

ARTICLE 5 - PRELIMINARY PLAN

1. Procedure

A. Within six (6 months) after Sketch Plan acceptance by the Board, the subdivider shall submit an application for the consideration of a Preliminary Plan for the Subdivision. Failure to do so shall require re-submission of the Sketch Plan to the Board for review. The application and all required preliminary plan documentation shall be submitted to the Town at least twenty-six (26) days prior to the first Planning Board meeting of the month during which the subdivider wishes to be heard. The Preliminary Plan shall conform to the layout shown on the Sketch Plan plus any recommendations made by the Board.

B. The application for conditional approval of the Preliminary Plan shall be accompanied by the following ~~a fee~~s ~~as established in a Town Fee Schedule revised from time to time by the Board of Selectmen and payable by check to the Town of Raymond, Maine with a note indicating the specific purpose of the fee.~~:

(1) Application fees as established by the Board of Selectmen and listed in the Town Fee Schedule.

(2) Escrow fees as established by the Board of Selectmen and listed in the Town Fee Schedule. The fees shall be submitted and deposited in an escrow account established by the Town, which monies may be used by the Town to pay for professional legal and technical reviews and advice related to the subdivider's application as deemed necessary by the Town. Said fees for professional reviews and advice shall include, but shall not be limited to engineering or other professional consulting fees, attorney fees, recording fees and appraisal fees.

The total escrow fees required shall be an amount estimated by the consultants and the Town as sufficient to pay for the professional review of the application. If the Town expends more than fifty percent (50%) of the escrow account prior to completing its review, the subdivider shall replenish the escrow account to an amount estimated by the consultants as sufficient to complete the review. Those monies deposited by the subdivider and not spent by the Town in the course of its review shall be returned to the subdivider within six (6) months of approval of the Preliminary Plan in the event the subdivider does not go forward with a Final Subdivision Plan, or sixty (60) days after the Board renders its final decision on the Final Subdivision Plan.

~~C. In addition, the Board shall require the owner or the owner's authorized agent to deposit in escrow an amount of money sufficient to cover the costs of any professional review of the subdivision application, which the board may feel, is reasonably necessary to protect the general welfare of the Town. Amounts for this escrow payment are established in the Town Fee Schedule. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. Any part of this escrow payment in excess of the final costs for review shall be returned to the owner or the owner's agent.~~

C~~D~~.The subdivider, or the subdivider's duly authorized representative, shall attend the meeting of the Board to discuss the Preliminary Plan.

D~~E~~.Within forty-five (45) days of its first meeting for consideration of the Preliminary Plan Application (or such longer time as may be agreed upon between the Planning Board and the applicant), the Board shall take action to give preliminary approval, with or without conditions or modifications, or disapproval of such Preliminary Plan. The reason for any conditions or modification required or the ground for disapproval shall be stated upon the records of the Board and a copy provided to the subdivider.

E~~F~~. No Preliminary Plan shall be acted on by the Board until the Board has scheduled and conducted a public hearing thereon. Notice of the time, place and date of such hearing shall be sent not less than seven (7) days before the hearing to the

subdivider and to owners of property within 250 feet of the properties involved. Property owners shall be those listed in the most recent tax records of the Town of Raymond. Notice shall also be published in a newspaper of general circulation in the Town of Raymond at least two times, and the first date of the publication shall be at least seven (7) days prior to the public hearing. Failure to receive notice shall not invalidate the public hearing held.

F~~G~~. Preliminary approval of a Preliminary Plan shall not constitute approval of the Final Plan, but rather it shall be deemed as an expression of approval of the design submitted on the Preliminary Plan as a guide to the preparation of the Final Plan. The Final Plan shall be submitted for approval of the Board upon fulfillment of the requirements of this Ordinance and the conditions of the preliminary approval, if any. Prior to approval of the Final Subdivision Plan, the Board may require additional changes as a result of further study of the subdivision in final form or as a result of new information obtained at a public hearing.

ARTICLE 7 - MINOR SUBDIVISION

If the proposed subdivision is classified as a minor subdivision, the application shall follow the procedures for minor subdivisions set out in this Article.

1. Procedure

A. Within six (6 months) after Sketch Plan acceptance by the Board, the subdivider shall submit an application for the consideration of a Minor Subdivision Plan. Failure to do so shall require re-submission of the Sketch Plan to the Board for review. The application and all required documentation shall be submitted to the Town at least twenty-six (26) days prior to the first Planning Board meeting of the month during which the subdivider wishes to be heard. The Minor Subdivision Plan shall conform to the layout shown on the Sketch Plan plus any recommendations made by the Board.

B. The application for approval of the Minor Subdivision Plan shall be accompanied by the following ~~a~~ fees ~~as established in a Town Fee Schedule revised from time to time by the Board of Selectmen and payable by check to the Town of Raymond, Maine with a note indicating the specific purpose of the fee.~~:

(1) Application fees as established by the Board of Selectmen and listed in the Town Fee Schedule.

(2) Escrow fees as established by the Board of Selectmen and listed in the Town Fee Schedule. The fees shall be submitted and deposited in an escrow account established by the Town, which monies may be used by the Town to pay for professional legal and technical reviews and advice related to the subdivider's application as deemed necessary by the Town. Said fees

for professional reviews and advice shall include, but shall not be limited to engineering or other professional consulting fees, attorney fees, recording fees and appraisal fees.

The total escrow fees required shall be an amount estimated by the consultants and the Town as sufficient to pay for the professional review of the application. If the Town expends more than fifty percent (50%) of the escrow account prior to completing its review, the subdivider shall replenish the escrow account to an amount estimated by the consultants as sufficient to complete the review. Those monies deposited by the subdivider and not spent by the Town in the course of its review shall be returned to the subdivider within sixty (60) days after the Board renders its final decision on the application.

~~C. In addition, the Board shall require the owner or the owner's authorized agent to deposit in escrow an amount of money sufficient to cover the costs of any professional review of the subdivision application which the board may feel is reasonably necessary to protect the general welfare of the Town. Amounts for this escrow payment are established in the Town Fee Schedule. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. Any part of this escrow payment in excess of the final costs for review shall be returned to the owner or the owner's agent.~~

C~~D~~.The subdivider, or the subdivider's duly authorized representative, shall attend the meeting of the Board to discuss the Minor Subdivision Plan.

D~~E~~.Within forty-five (45) days of its first meeting for consideration of the Minor Subdivision Plan Application (or such longer time as may be agreed upon between the Planning Board and the applicant), the Board shall take action to give Minor Subdivision approval, with or without conditions or modifications, or disapproval of such Minor Subdivision Plan. The reason for any conditions or modifications required or the ground for disapproval shall be stated upon the records of the Board and a copy provided to the subdivider.

E~~F~~.No Minor Subdivision Plan shall be acted on by the Board until the Board has scheduled and conducted a public hearing thereon. Notice of the time, place and date of such hearing shall be sent not less than seven (7) days before the hearing to the subdivider and to owners of property within 250 feet of the properties involved. Property owners shall be those listed in the most recent tax records of the Town of Raymond. Notice shall also be published in a newspaper of general circulation in the Town of Raymond at least two times, and the first date of the publication shall be at least seven (7) days prior to the public hearing. Failure to receive notice shall not invalidate the public hearing held.

ARTICLE 7: Articles 15 (Land Use Standards) and 17 (Definitions) of the Town of Raymond Shoreland Zoning Provisions, as adopted May 21, 1994 and amended through June 4, 2013, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below?

The Planning Board Recommend Article 7.
The Selectmen Recommend Article 7.

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

Description: Two amendments involving Public Boat Launches are proposed to the Shoreland Zoning Provisions of the Raymond Land Use Ordinance for the June 2014 public warrant. Specifically proposed is Section 15V, titled *Boat Launch Facility and Associated Parking Areas,* which outlines new regulations governing the use of any public boat launch facility and associated parking area owned by the Town of Raymond and designed for the launching and landing of watercraft that includes an access ramp, docking area, and parking spaces designed to accommodate vehicles and trailers in the Shoreland Zone. Additionally proposed are the related definitions, *Boat Launching Facilities* and *Boat Trailer,* to be added to *Definitions*, Section 17 of the Shoreland Zoning Provisions of the Raymond land Use Ordinance.

Key Additions:

- Addition of Section 15V to the Shoreland Zoning Provisions of the Raymond Land Use Ordinance entitled *Public Boat Launch Facility and Associated Parking Areas* which govern among other characteristics, the use, design, size, location and parking associated with such facilities.
- Addition of the terms and related definitions for Boat Launching Facilities and Boat Trailer to Section 17 Definitions of the Shoreland Provisions of the Raymond Land Use Ordinance.

Raymond Shoreland Zoning Provisions

SECTION 15 – LAND USE STANDARDS

<u>V. Public Boat Launch Facility and Associated Parking Areas</u>

2. <u>Access from shore shall be developed on soils appropriate for such use and constructed so as to control erosion.</u>
3. <u>The Public Boat Launching Facility shall be located so as to minimize adverse effects on fisheries.</u>
4. <u>Boat launch width shall be minimized to the greatest extent possible and the applicant shall provide evidence or information supporting the design width. This provision is not intended to prohibit multiple launching ramps at a single facility.</u>
5. <u>Applicants for the construction of a Public Boat Launching Facility and associated structures shall obtain all necessary permits from the Maine Department of Environmental Protection (Maine DEP).</u>

6. One Public Boat Launching Facility shall be allowed at any Great Pond. Planning Board approval is required for any applications proposing a second launch to any Great Pond. The Planning Board shall also be responsible for determining the appropriate separation between a proposed Public Boat Launching Facility and any existing boat launch facilities.
7. The site plan design shall include a signage plan for the posting of rules and regulations regarding usage, invasive species, circulation of vehicles, and parking on the site.
8. The design shall include a boat launch inspection and cleaning area designed for inspecting and cleaning of watercraft and trailers, and include facilities for the proper disposal of aquatic invasive species.
9. The owner of the facility shall provide a maintenance and operations plan subject to review annually by the CEO.
10. The Public Boat Launching Facility shall include sanitary facilities and trash receptacles.
11. Public Boat Launching Facilities shall be designed to provide adequate security or public visibility to access and ramp areas to discourage loitering, trespassing, or vagrancy of individuals, or groups, and insure safety of the site following normal hours of usage.
12. No routine maintenance or repairs of watercraft shall be allowed at the boat launch facilities.
13. The boat launch access entrance from any road having regular vehicular traffic shall be designed to address safe sight distance and promote safe traffic and pedestrian movements.
14. The property shall maintain at least a 25 foot natural buffer strip of vegetation from any adjacent residentially zoned properties. When a natural buffer strip of vegetation does not exist, a landscaped buffer strip shall be planted with approval of a planting plan by the Planning Board.
15. The boat launch ramp shall be constructed of a low permeable inert material such as, but not limited to concrete, asphalt, or other solid construction material to discourage soil erosion or vehicle tracking. Materials shall be installed that will not degrade water quality, will promote protection from erosion or sedimentation, and will not leach, weep or cause contamination from preservatives, treatments, or other chemical pollutants due to their composition or by applied treatments placed on their surfaces. Gravel, crushed stone, or other compacted soil aggregate materials shall not be used for construction of the portion of the launch ramp subject to contact by a towing vehicle, trailer, or other device to transport watercraft to and from the access road the ramp's lowest submerged depth.

SECTION 17 – DEFINITIONS

Boat Trailer - A vehicle designed to transport boats and other water-related recreational apparatus.

Public Boat Launching Facility - shall mean any facility made accessible for use by the general public and owned or operated by the Town of Raymond or the State of Maine, and

designed for the launching and landing of watercraft. The facility may include an access ramp, docking area, and parking spaces designed to accommodate vehicles and trailers.

ARTICLE 8: Articles 15.G. (Parking Areas) and 17 (Definitions) of the Town of Raymond Shoreland Zoning Provisions, as adopted May 21, 1994 and amended through June 4, 2013, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below?

The Planning Board Recommend Article 8.
The Selectmen Recommend Article 8.

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

Raymond Shoreland Zoning Provisions

SECTION 15 – LAND USE STANDARDS

***Description for Shoreland Zoning Section 15 -G*:** The Town of Raymond proposes revisions, and additions to the Shoreland Zoning Ordinance to provide measurable standards for Parking Areas. The standards address the maximum number of vehicles allowed in a parking "cluster" to 50 car equivalents with the Planning Board having the ability to expand by 50%, parking lot surface setbacks, parking lot buffer requirements, landscape island requirements, and both parking boat launch facility parking stall and aisle spacing sizes. Additionally design criteria for stormwater management and phosphorus export treatment measures has been refined and expanded to require stormwater treatment for a minimum of 50% of new impervious areas. The Section also expands on the safety criteria for Off Site parking allowances, and prohibits Independent Parking Facilities from being allowed in any Shoreland Zone.

G. Parking Areas*

16. Parking ~~a~~Areas shall meet the shoreline setback requirements for structures for the district in which such areas are located and shall also meet the off-street parking requirements contained in Article 9 of the Raymond Land Use Ordinance. The setback requirement for ~~p~~Parking ~~a~~Areas shall be 100 feet from the shoreline or tributary stream, provided, however, that the setback for a Parking Areas serving a public boat launching facility may be reduced ~~shall be no less than~~ to fifty (50) feet, horizontal distance, from the shoreline or tributary stream, if the Planning Board finds that no other reasonable alternative exists further from the shoreline or tributary stream.

17. In determining the appropriate size of a proposed Parking Area, the following shall apply:

    a. The maximum number of parking spaces or parking lot area allowed in any one

cluster of parking is 50 vehicle spaces or paved or impervious area not to exceed 20,000 sq. ft., whichever is less. Each cluster must meet the setback requirements. More than one cluster of parking may exist on a lot but each cluster must meet the criteria independently. Each cluster must be connected internally by an access not less than 50 feet in length. If a property is to contain more than 100 spaces, a second entrance or exit to a private or town road must be provided. The Planning Board may waive the standard for a parking cluster size by no more than 50% (75 spaces total per cluster) utilizing the Off Street Parking Waiver criteria.

b. Each Parking Area or cluster must have a minimum pavement setback of:

60 feet front and rear yard setback
40 feet side yard setback

Parking Areas with total parking spaces under 25 spaces may have pavement setbacks reduced by 50%.

c. Each Parking Area or cluster shall maintain a minimum vegetated buffer around the perimeter of the parking lot. No setbacks are required around a parking edge, if the parking is adjacent to the principal or accessory building or active area associated with the land use. Minimum naturally vegetated (no cut) buffers are necessary from external property lines and shall be as follows:

50 feet for front yards,
30 feet for rear and side yards

Planted landscape areas/buffers may be placed in lieu of the vegetated buffers but must contain species a minimum of 6 feet tall for 50% of the buffer area. Landscape buffers shall be:

40 feet for front yards,
20 feet for rear and side yards

Parking Areas with total parking spaces under 25 spaces may have buffer and landscape requirements reduced by 50%.

If multiple cluster Parking Areas are proposed on a single lot or common scheme parcels of land, they must be separated by a minimum of a 50-foot naturally vegetated, or 40-foot landscaped, buffer. This shall be measured from the closest point of the actual parking pavement area of one cluster parking area to any other separate cluster parking areas nearest point of pavement.

d. All Parking Areas shall be designed to incorporate landscape island strips of no less than 100 sq. ft. within the internal parking lot. The total area of parking islands or “internal green spaces” shall be no less than 5% of the total impervious coverage of the Parking Area. Access drives from the primary street entrance(s) to the Parking Area shall not be considered in this equation.

18. Parking Areas shall be adequately sized for the proposed use and shall be designed to ~~prevent storm water runoff from flowing directly into a water body, tributary stream or wetland and where feasible, to retain all runoff on-site~~ protect water resources and water bodies by a design effort to limit impervious areas, minimize soil disturbance, include vegetative buffers, and provide screening to residential zones or uses. The number of parking spaces within a Parking Area shall be limited to the number of spaces required for the associated permitted use, as provided in Article 9, Section C of the Raymond Land Use Code; as proposed as necessary by the applicant; or as approved by the Planning Board as essential to the land use proposed. For the purposes of this section, a traffic parking report must be provided by a licensed engineer to warrant the parking space requirements needed and shall include documentation noting the source of information, or the study or data for parking estimation, to justify the parking necessary.

4. In determining the appropriate individual parking space size within ~~of~~ proposed ~~parking facilities~~ Parking Area, the following shall apply:

   a. Typical parking space/vehicle: ~~Approximately ten (10) feet wide and twenty (20) feet long~~
      A minimum of nine (9) feet wide and eighteen (18) feet long
      Compact car space/vehicle: A minimum of eight (8) feet wide and sixteen (16) feet long
      Compact parking spaces may not exceed 15% of the total parking spaces total

      Typical boat launching facility parking space/vehicle: A minimum of ten (10) feet wide and twenty (20) feet long, except that parking spaces for a vehicle and boat trailer shall be forty (40) feet long.

   b. Typical internal travel aisles: ~~Approximately~~ Maximum twenty-four (24~~20~~) feet wide.

5. Parking Areas shall be designed and managed to prevent stormwater runoff from flowing directly into a water body, tributary stream or wetland. Designs shall additionally incorporate measures which promote recharge of surface runoff by means of natural soil infiltration or by engineered Best Management Practices as described in the Maine Department of Environmental Protection's *Maine Stormwater Management Best Management Practices Manual* (http://www.maine.gov/dep/land/stormwater/stormwaterbmps/#manual). In determining the appropriate stormwater management requirements for peak runoff rate quantity and runoff quality treatment for a proposed parking lot or facilities, the following shall apply:

   a. All projects subject to site plan review shall conform to the minimum standards as outlined in Article 9, Section X of the Raymond Land Use Code: Stormwater Quality and Phosphorus Control.

   b. In addition to the minimum standards in Article 9, Section X, all Parking Areas shall provide treatment through practices involving buffers, infiltration measures, wet pond construction, or engineered design, in such a manner as to treat at least 50%

of the runoff from impervious surface proposed by the development.

6. Off-Site Parking Lots shall be allowed if they are within 300 feet of the lot containing the associated permitted use as measured from the centerline of that lot's driveway entrance to the centerline of the driveway entrance of the Off-Site Parking Lot. All Off-Site Parking Lots shall meet the following additional requirements:

    a. A safe sight distance must exist between the two primary entrances such that vehicles are visible from each site in a direct line of vision, or adequate way finding signs are provided.

    b. Safe pedestrian connectivity is provided by sidewalks, delineated paths or trails for pedestrian traffic must meet ADA standards.

    c. The design shall contain adequate traffic control devices to allow for safe pedestrian crossing of roads, streets, and ways, that are either public or private, where off-site parking is provided on the opposite side of the street from the associated permitted use.

    d. No off-site parking shall be allowed on an opposite side of Route 302.

    e. All pedestrian crossings and new entrances for Off-Site Parking Lots on State Highways or Roads shall require approval from the State of Maine Department of Transportation for location and design prior to Planning Board approval.

7. An applicant proposing the use of Off-Site Parking Spaces shall demonstrate compliance with the following standards:

    a. There shall be adequate parking spaces available to meet the parking needs of the permitted uses located on the lot or parcel in addition to the Off- Site Parking Spaces to be leased by the applicant.

    b. The Off-Site Parking Spaces to be leased by the applicant shall be dedicated for use only by the applicant and shall not be leased to or utilized by other users.

8. An outdoor storage area for motor vehicles or enclosed garage or structure for storage of motor vehicles, which is the sole use of the lot or parcel, shall not be permitted unless the requirements of Section 6 above are met.

SECTION 17 – DEFINITIONS

***Description for Shoreland Zoning Provisions Section 17*:** The Town of Raymond has proposed additions to their definitions which provide clearer understanding for terms used for the Parking uses. Those terms are proposed to be Parking Area, Off-Site Parking Lot, and

Off-Site Parking Space. Currently the Shoreland Zoning Provisions have no definitions related to parking or types of parking related uses.

Parking Definitions:

> **Parking Area** – An outdoor storage area for motor vehicles that is not located on a street right of way.
>
> **Off-Site Parking Lot** – An outdoor storage area for motor vehicles that is located on a parcel or lot owned by a person or entity that is the same as the owner or lessor of the parcel or lot upon which the permitted use associated with the parking is located.
>
> **Off-Site Parking Space** – A parking space within a Parking Area that is located on a parcel or lot owned by a person or entity other than the owner or lessor of the parcel or lot upon which the permitted use associated with the parking space is located.

ARTICLE 9: To see if the Town will vote to appropriate $15,000 from the Open Space Fund to donate to the Boy Scouts Pine Tree Council for the purchase of a 30-acre parcel of land along the southeastern side of the Tenny River for conservation purposes.

Conservation Commission recommend Article 9.
The Selectmen recommend Article 9.
The Budget Finance Committee recommends Article 9.

ARTICLE 10: To see if the Town will vote to appropriate $30,000 from the Open Space Fund and an additional $20,000 from the Timber Harvest Funds for a total of $50,000 toward the purchase of 347+/- acres along Conesca Road including Pismire Mountain, known as the Raymond Community Forest Project. Expenditure of these funds will be contingent on successful state, federal or private foundation grant awards and local fundraising. The agreement to exercise an option to buy the land for $506,000 from Hancock Land Company expires on December 31, 2014.

Conservation Commission recommend Article 10.
The Selectmen make no recommendation for Article 10.
The Budget Finance Committee do not recommend Article 10.

ARTICLE 11: RESERVED

********** Budget Warrant Begins **********

ARTICLE 12: To see if the Town will vote to authorize the Selectmen on behalf of the Town to sell and dispose of any property acquired by the Town for nonpayment of taxes pursuant to the policy adopted by the Selectmen, as may be amended from time to time, the policy to remain consistent with State statutes and laws. In all cases conveyance to be made by municipal quitclaim deed.

The Selectmen recommend Article 12.
The Budget Finance Committee recommends Article 12.

ARTICLE 13: To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1st half to be due October 31, 2014 and 2nd half to be due April 30, 2015 with interest at seven percent (7%) on any unpaid balances.

The Selectmen recommend Article 13.
The Budget Finance Committee recommends Article 13.

ARTICLE 14: To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at seven percent (7%) for the fiscal year.

The Selectmen recommend Article 14.
The Budget Finance Committee recommends Article 14.

ARTICLE 15: To see if the Town will vote to authorize the Board of Selectmen to dispose of Town owned personal property with value not to exceed $35,000.

The Selectmen recommend Article 15.
The Budget Finance Committee recommends Article 15.

ARTICLE 16: To see if the Town will vote to authorize the Selectmen to borrow from or appropriate from undesignated fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year.

The Selectmen recommend an amount not over $ 75,000.
The Budget Finance Committee recommends an amount not over $75,000.

ARTICLE 17: To see if the Town will authorize the Selectmen, for the fiscal year 2014 - 2015, to transfer funds between appropriation accounts as long as the grand total of all appropriations is not exceeded. Any such transfers to be approved only at a properly called public meeting of the Selectmen.

The Selectmen recommend Article 17.
The Budget Finance Committee recommends Article 17.

ARTICLE 18: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Note of explanation -- Three examples of when the use of Town employees and equipment may be necessary:

A. Tying in work done on a public road that intersects a private road;
B. Plowing snow on a private road to clear the way for emergency response apparatus; and
C. In rare or emergency situations, maintaining private roads for school bus access to special education students as deemed necessary.

The Selectmen recommend Article 18.
The Budget Finance Committee recommends Article 18.

ARTICLE 19: To see if the Town will vote, pursuant to 23 M.R.S.A.§2953, that orders of the municipal officers with respect to the closing of roads to winter maintenance shall be a final determination.

The Selectmen recommend Article 19.
The Budget Finance Committee makes no recommendation for Article 19.

ARTICLE 20: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

The Selectmen recommend Article 20.
The Budget Finance Committee recommends Article 20.

ARTICLE 21: To see if the Town will vote to appropriate $233,246 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2014 - 2015 projects proposed in the Tax Increment Financing District Development Program.

Note: Included in this item are:

Raymond-Casco Historical Society	$ 1,800
Infrastructure – Hydrants	$ 5,650
Waterline Extension Bond Payment	$ 64,064
Route 302 Bond Payment	$ 43,845

Street Flag Maintenance	$ 1,000
Route 302 Corridor (Mowing, Sidewalks...etc)	$ 30,951
GPCOG	$ 4,436
Economic Development	$ 7,000
GIS Services	$ 25,000
Raymond Waterways Protective Association	$ 17,500
Main Street Sidewalk Project Match	$ 32,000

The Selectmen recommend Article 21.
The Budget Finance Committee recommends Article 21.

ARTICLE 22: To see if the Town will vote to raise and appropriate $ 521,467 for the Administration account.

The Selectmen recommend Article 22.
The Budget Finance Committee recommends Article 22.

ARTICLE 23: To see if the Town will vote to raise and appropriate $ 51,998 for the Assessing account.

The Selectmen recommend Article 23.
The Budget Finance Committee recommends Article 23.

ARTICLE 24: To see if the Town will vote to raise and appropriate $ 20,256 for the Town Hall account.

The Selectmen recommend Article 24.
The Budget Finance Committee recommends Article 24.

ARTICLE 25: To see if the Town will vote to raise and appropriate $ 472,497 for the Insurance account.

The Selectmen recommend Article 25.
The Budget Finance Committee recommends Article 25.

ARTICLE 26: To see if the Town will vote to raise and appropriate $ 6,000 for the General Assistance account.

The Selectmen recommend Article 26.
The Budget Finance Committee recommends Article 26.

ARTICLE 27: To see if the Town will vote to raise and appropriate $ 180,365 for the Technology Department account.

The Selectmen recommend Article 27.
The Budget Finance Committee recommends Article 27.

ARTICLE 28: To see if the Town will vote to raise and appropriate $ 92,511 for the Community Development account.

The Selectmen recommend Article 28.
The Budget Finance Committee recommends Article 28.

ARTICLE 29: To see if the Town will vote to raise and appropriate $ 649,456 for the Fire/Rescue Department account.

The Selectmen recommend Article 29.
The Budget Finance Committee recommends Article 29.

ARTICLE 30: To see if the Town will vote to raise and appropriate $ 15,870 for the Animal Control account.

The Selectmen recommend Article 30.
The Budget Finance Committee recommends Article 30.

ARTICLE 31: To see if the Town will vote to raise and appropriate $ 21,000 for the Infrastructure account.

The Selectmen recommend Article 31.
The Budget Finance Committee recommends Article 31.

ARTICLE 32: To see if the Town will vote to raise and appropriate $ 673,294 for the Public Works account.

The Selectmen recommend Article 32.
The Budget Finance Committee recommends Article 32.

ARTICLE 33: To see if the Town will vote to raise and appropriate $ 429,177 for the Solid Waste account.

The Selectmen recommend Article 33.
The Budget Finance Committee recommends Article 33.

ARTICLE 34: To see if the Town will vote to raise and appropriate $ 19,260 for the

Cemeteries account.

The Selectmen recommend Article 34.
The Budget Finance Committee recommends Article 34.

ARTICLE 35: To see if the Town will vote to raise and appropriate $ 13,998 for the Parks & Recreation account.

Included are:

Materials, maint., equip.	$ 2,500
Contract Services	$ 6,898
Raymond Rattlers Snowmobile	$ 1,600
Raymond Baseball/Softball	$ 1,000
Agawam mowing/soccer	$ 2,000

The Selectmen recommend Article 35.
The Budget Finance Committee recommends $13,198 for Article 35 (reducing Raymond Rattlers to $800).

ARTICLE 36: To see if the Town will vote to raise and appropriate $ 40,500 for the Raymond Village Library.

The Selectmen recommend Article 36.
The Budget Finance Committee recommends Article 36.

ARTICLE 37: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) account.

The Selectmen recommend Article 37.
The Budget Finance Committee recommends Article 37.

ARTICLE 38: To see if the Town will vote to raise and appropriate $ 1,169,658 for the Capital Improvement account.

Included are:

Public Works Equipment Reserve	$ 35,000
2004 Public Works Construction Bond Final Payment	$ 96,731
2013 Public Works Road Construction Bond Payment	$ 63,000
Public Works Paving/Road Reserve	$275,000
Municipal Facilities Maintenance/Improvements	$ 25,000
2002 PSB Bond Payment	$115,424
2004 Fire Equipment Bond Final Payment	$ 56,003
Fire Department Equipment/Facilities	$ 75,000

Generator for Off-site Back Up Servers	$ 25,000
Fire Pond Rehabilitation Project (IRT)	$ 15,000
District 1 Sight Distance Project (IRT)	$ 15,500
Plains Road Pole Barn (IRT)	$ 80,000
Valley Road Communications Tower (IRT)	$118,000
Down Payment for Engine 2 Replacement	$175,000

The Selectmen recommend Article 38.
The Budget Finance Committee recommends Article 38.

ARTICLE 39: To see if the Town will vote to raise and appropriate $ 617,503 for the County Tax account.

The Selectmen recommend Article 39.
The Budget Finance Committee recommends Article 39.

ARTICLE 40: To see if the Town will vote to appropriate the total sum of $ 1,917,470 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and any other sources (includes $32,000 from TIF Reserve).

The Selectmen recommend Article 40.
The Budget Finance Committee recommends Article 40.

ARTICLE 41: To see if the Town will vote to authorize the Selectmen to accept or reject grants, donations and/or gifts of money to the Town of Raymond and to expend monies donated for specific purposes.

The Selectmen recommend Article 41.
The Budget Finance Committee recommends Article 41.

ARTICLE 42: To see if the Town will vote to accept certain State Funds as provided by the Maine State Legislature during the fiscal year beginning July 1, 2014 and any other funds provided by any other entity included but not limited to:

1. Municipal Revenue Sharing
2. Local Road Assistance
3. Emergency Management Assistance
4. Snowmobile Registration Money
5. Tree Growth Reimbursement
6. General Assistance Reimbursement
7. Veteran's Exemption Reimbursement
8. State Grant or Other Funds

The Selectmen recommend Article 42.
The Budget Finance Committee recommends Article 42.

ARTICLE 43: LD1. To see if the Town will vote to increase the property tax levy limit of $ 2,221,087 established for the Town of Raymond in State law by $ 500,000 for a total Levy Limit of $ 2,721,087.

The Selectmen recommend Article 43.
The Budget Finance Committee recommends Article 43.

ARTICLE 44: Shall the Town (1) approve a capital project bond at an estimated cost of $850,000 ($600,000 for Sand/Salt Building and $250,000 for Replacement Engine 2), (2) appropriate a sum not to exceed $885,000 to fund the costs of this program including costs of issuance and, (3) to fund said appropriation, authorize the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Raymond, Maine (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed $885,000 and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), call(s) for redemption, place(s) of payment, form, refunding, and other details of said securities, including execution and delivery of said securities on behalf of the Town of Raymond, and to provide for the sale thereof, is hereby delegated to the Treasurer and Chairman of the Board of Selectmen.

EXPLANATION AND RECOMMENDATIONS:

The purpose of this article is to approve the capital purchases outlined in the above article and secure permanent funding for these purchases. The Sand/Salt building ($600,000) project cost will include engineering and construction of a new building for the purpose of materials storage with a five-thousand yard capacity. The replacement of Engine 2 ($250,000) is in addition to funding ($175,000) allocated in Article 38 for a total cost of $425,000.

The Selectmen recommend Article 44.
The Budget Finance Committee recommends individual approval of the Sand/Salt Building and Engine 2 replacement. The Budget Finance Committee recommends the Sand/Salt Building and the Engine 2 replacement. If both approved by the Town Meeting, the Budget Finance Committee recommends that both be combined into a single bond.

FINANCIAL STATEMENT

1. Total Indebtedness
    a. Bonds outstanding and unpaid: $ 5,832,830
    b. Bonds authorized and unissued: $0
    c. Bonds to be issued if this Article is approved $ 885,000

2. Costs
At an estimated maximum interest rate of 2.25% for a ten (10) year maturity, the estimated costs of this bond issue will be:

a. Principal: $885,000
b. Interest: $ 104,120
c. Total Debt Service: $989,120

3. Validity:
The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

s/ Nancy Yates
Town Treasurer

ARTICLE 45: Shall the Town (1) approve a community park project bond at an estimated cost of $782,000, (2) appropriate a sum not to exceed $817,000 to fund the costs of this program including costs of issuance and, (3) to fund said appropriation, authorize the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Raymond, Maine (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed $817,000 and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), call(s) for redemption, place(s) of payment, form, refunding, and other details of said securities, including execution and delivery of said securities on behalf of the Town of Raymond, and to provide for the sale thereof, is hereby delegated to the Treasurer and Chairman of the Board of Selectmen.

EXPLANATION AND RECOMMENDATIONS:

The Town of Raymond has a one-time opportunity to work with the National Guard and the Pine Tree Council (PTC)/Camp Hinds, which has been a member of the Raymond Community since 1927, to complete community improvement projects through the National Guard's Innovative Readiness Training Program (IRT). The Town's investment in this one-time opportunity would be $782,000 to leverage Federal monies and in-kind contributions estimated at $3,400,000, as well as an approximately $150,000 in-kind contribution from PTC (lodging and staging costs for military personnel and equipment) resulting in a total project value in excess of $4,300,000 to the Town.

The new community park and recreation complex would be constructed on approximately 19 of the 83-acre Town-owned lot located off Egypt Road. The complex, currently in preliminary design, will incorporate three multipurpose soccer/field hockey/lacrosse type fields, 3-4 baseball and softball fields, tennis courts, a basketball court, walking and nature trails and a dog park. The design will be finalized with public input. Construction would take place over a three year period starting in 2015, provided all necessary permitting and approvals are on schedule. The Town would not issue a bond for materials until the project is ready to move forward.

The Selectmen recommend Article 45.
The Budget Finance Committee does not recommend Article 45.

FINANCIAL STATEMENT

The purpose of this article is to approve the intent of the project and permanent funding for this project.

1. Total Indebtedness
    a. Bonds outstanding and unpaid: $ 5,832,830
    b. Bonds authorized and unissued: $0
    c. Bonds to be issued if this Article is approved $817,000

2. Costs
At an estimated maximum interest rate of 2.25% for a ten (10) year maturity, the estimated costs of this bond issue will be:
    a. Principal: $817,000
    b. Interest: $96,119
    c. Total Debt Service: $913,119

3. Validity:
The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

s/ Nancy Yates
Town Treasurer

Given under our hands this 22nd day of April AD 2014.

_____
Sam Gifford, Chairman

_____
Lawrence Taylor, Vice Chair

_____
Joseph Bruno, Parliamentarian

_____
Michael Reynolds

_____
Teresa Sadak