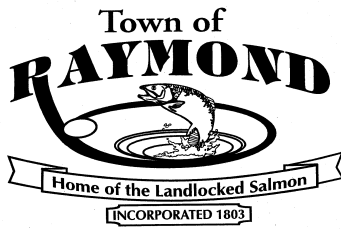


***SELECTMEN'S EPACKET***  
***List of Files***  
***May 13, 2014***

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<b>List of Files</b>	<b>Page 1</b>
<b>Agenda</b>	<b>Page 2-3</b>
<b>Agenda Summary</b>	<b>Page 4-6</b>
<b>Public Hearing Materials</b>	
<b>Fisherman's Catch Liquor License Application &amp; PS Report</b>	<b>Page 7-16</b>
<b>Regular Meeting Materials</b>	
<b>ZBA Volunteer Application: Joanne Stinson</b>	<b>Page 17</b>
<b>Public Property Use Application: U Can 5k</b>	<b>Page 18-20</b>
<b>Draft "Minutes of Meeting" Policy</b>	<b>Page 21</b>
<b>EDTF Final Report</b>	<b>Page 22-87</b>
<b>Auditing Services Bid Results</b>	<b>Page 89</b>
<b>2014 Warrant for Election of Officers &amp; Referendum</b>	<b>Page 90-1</b>
<b>Draft Amended Selectmen Bylaws</b>	<b>Page 92-8</b>
<b>Revised 2014 Annual Town Meeting Warrant</b>	<b>Page 99-135</b>



**BOARD OF SELECTMEN**

**AGENDA**

May 13, 2014

7:00 p.m.

Broadcast Studio

423 Webbs Mills Road

**SELECTMEN'S MEETING**

**1) Call to order.**

**2) Minutes of previous meeting dated:**

- April 8, 2014
- April 17, 2014
- April 22, 2014

**3) Public Hearing**

- a) Application for a Malt Liquor License Renewal, William Coppersmith, Jr., DBA Fisherman's Catch (1270 Roosevelt Trail)- Town Clerk Louise Lester

**4) New Business.**

- a) Consideration of appointment of Joanne Stinson as New Zoning Board of Appeals Member – Board of Selectmen
- b) Application for Use of Town Property for “U Can 5K” - Brenda Dionne, Organizer
- c) Request for Policy Clarification Regarding Official DVD Record – Danielle Loring, Planning Board Secretary
- d) Presentation and Final Report from Economic Development Task Force (EDTF) – Rolf Olsen and Elissa Gifford, EDTF Co-Chairs
- e) Consideration and Award of Bid for Contract Auditing Services – Nancy Yates, Finance Director
- f) Consideration of RSU#14 & Municipal Referendum Warrants for June 10, 2014 Election - Louise Lester, Town Clerk
- g) Consideration of Amendment to Board of Selectmen Bylaws – Board of Selectmen
- h) Update on Community Park Project/Bond Issue and Reconsideration of Warrant Article Vote – Danielle Loring, Executive Assistant and Mike Reynolds, Selectmen
- i) Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2014 Town Scholarships
- j) Executive Session pursuant to 1 MRSA § 405(6)(E): Consultation with Town Attorney and Code Officer

**5) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

**6) Selectmen Comment**

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The Selectmen may take items out of order at their discretion.

**Board of Selectmen Agenda: May 13, 2014**

*Page 1 of 2*

*Deadline for June 17, 2014 Agenda: June 6, 2014*

**7) Town Manager Report and Communications.**

**a) Confirm date for next regular meeting:**

- **June 17, 2014**

**8) Fiscal Warrants –May 13, 2014**

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**

**9) Adjournment.**

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The Selectmen may take items out of order at their discretion.

**Board of Selectmen Agenda: May 13, 2014**

*Page 2 of 2*

*Deadline for June 17, 2014 Agenda: June 6, 2014*



**BOARD OF SELECTMEN  
AGENDA SUMMARY**

May 13, 2014

7:00 p.m.

Broadcast Studio

423 Webbs Mills Road

**SELECTMEN'S MEETING**

**1) Call to order.**

**2) Minutes of previous meeting dated:**

- April 8, 2014
- April 17, 2014
- April 22, 2014

**3) Public Hearing**

**a) Application for a Malt Liquor License Renewal, William Coppersmith, Jr., DBA Fisherman's Catch (1270 Roosevelt Trail)- Town Clerk Louise Lester**

The Public Safety Department performed the requisite life safety and fire protection ordinance inspections and is recommending approval of this renewal liquor license. Raymond Fire Inspector David Mains has reported that no life safety code violations were found at the establishment (Report Attached to the ePacket). No complaints of any kind have been lodged with the Town against Fisherman's Catch regarding their operations.

**4) New Business.**

**a) Consideration of appointment of Joanne Stinson as New Zoning Board of Appeals Member – Board of Selectmen**

The Zoning Board of Appeals has unanimously voted to recommend appointment of Joanne Stinson as a new member to the Zoning Board of Appeals. This will leave one (alternate) position vacant.

**b) Application for Use of Town Property for “U Can 5K” - Brenda Dionne, Organizer**

The UCAN 5K is an annual event to honor and remember dedicated community volunteer Candace Woolston who passed away at the age of 49 in December 2012 after battling cancer. She was an avid runner and the “U Can” incorporates her name together with her “can do” spirit in celebration of her love for life. Event organizers are requesting use of Sheri Gagnon Park for the event, which may draw 450-500 participants. The Public Safety and Public Works departments are working to provide traffic control, emergency and health services. Brenda Dionne was unable to make the meeting, but Ed Gagne will be in attendance to answer any questions regarding the event.

**c) Request for Policy Clarification Regarding Official DVD Record – Danielle Loring, Planning Board Secretary**

At a recent training of the Planning Board involving the Town Attorney, questions were raised regarding the “Minutes Policy” which outlines that the video record will be the official record. Under the Freedom of Access Act, any meeting of three or more members constitutes a public proceeding that needs to have a record produced and retained. The Planning Board regularly conducts site walks, during which a video record is not created. The Town Attorney recommends clarifying the policy to address the matter and staff has made recommendations (attached to the ePacket) for Selectmen consideration. This policy currently applies to all government boards for the Town of Raymond.

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The Selectmen may take items out of order at their discretion.

**Board of Selectmen Agenda: May 13, 2014**

*Page 1 of 3*

*Deadline for June 17, 2014 Agenda: June 6, 2014*

**d) Presentation and Final Report from Economic Development Task Force (EDTF) – Rolf Olsen and Elissa Gifford, EDTF Co-Chairs**

At the September 10, 2013 meeting, Chairman Sam Gifford appointed the Economic Development Task Force to work with staff and consultants to study and make recommendations on improving the Town's economic development activities. Attached to the ePacket is the final report, which includes the Task Force's original charge.

**e) Consideration and Award of Bid for Contract Auditing Services – Nancy Yates, Finance Director**

Recently, the Board of Selectmen directed staff to solicit proposals for auditing services. Four bids were received, including the current Auditor, Smith & Associates. The bid results are attached to the ePacket. Staff and the selection committee are recommending contract award to Smith & Associates, the second lowest bidder and current contract auditor, at a negotiated level equal to the lowest bidder (\$6,200) in order to avoid substantial staff cost related to new contractor orientation/implementation. The difference between the two lowest bids was \$575.

**f) Consideration of RSU#14 & Municipal Referendum Warrants for June 10, 2014 Election - Louise Lester, Town Clerk**

The RSU#14 Budget and Election of Officers Warrant was not available in time for the May Selectboard meeting. Staff is recommending that the Selectmen approve signing of the warrant outside the meeting when it becomes available. The Town of Raymond Municipal Referendum is attached for consideration and posting for the June 10, 2014 secret ballot vote.

**g) Consideration of Amendment to Board of Selectmen Bylaws – Board of Selectmen**

Selectmen Chair Sam Gifford is recommending an addition to the Bylaws regarding meeting decorum. Attached to the ePacket is a draft of the proposed changes.

**h) Update on Community Park Project/Bond Issue and Reconsideration of Warrant Article Vote – Danielle Loring, Executive Assistant and Mike Reynolds, Selectmen**

Recently, staff received a report regarding environmental assessment of the Town-owned Egypt Road parcel, which is the proposed location for a new community recreation park. Executive Assistant Danielle Loring will summarize the findings as well as options for the site and Selectmen Mike Reynolds will discuss actions related to the proposed warrant article.

**i) Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2014 Town Scholarships**

**j) Executive Session pursuant to 1 MRSA § 405(6)(E): Consultation with Town Attorney and Code Officer**

**5) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

**6) Selectmen Comment**

**7) Town Manager Report and Communications.**

**a) Confirm date for next regular meeting:**

- **June 17, 2014**
- **June 3, 2014 Annual Town Meeting (JSMS Gym @ 7pm)**
- **June 10, 2014 Referendum Vote (JSMS Gym from 7am-8pm)**

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The Selectmen may take items out of order at their discretion.

**8) Fiscal Warrants –May 13, 2014**

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**

**9) Adjournment.**

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The Selectmen may take items out of order at their discretion.

**Board of Selectmen Agenda: May 13, 2014**

*Page 3 of 3*

*Deadline for June 17, 2014 Agenda: June 6, 2014*

**BUREAU OF ALCOHOLIC BEVERAGES  
DIVISION OF LIQUOR LICENSING & ENFORCEMENT  
164 STATE HOUSE STATION  
AUGUSTA, ME 04333-0164**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

**DEPARTMENT USE ONLY****LICENSE NUMBER:****CLASS:****DEPOSIT DATE****AMT. DEPOSITED:****BY:****CK/MO/CASH:****PRESENT LICENSE EXPIRES**

5/17/14

**INDICATE TYPE OF PRIVILEGE:** ☒ MALT ☐ SPIRITUOUS ☐ VINOUS**INDICATE TYPE OF LICENSE:**☒ RESTAURANT (Class I,II,III,IV)☐ HOTEL-OPTINONAL FOOD (Class I-A)☐ CLASS A LOUNGE (Class X)☐ CLUB (Class V)☐ TAVERN (Class IV)☐ RESTAURANT/LOUNGE (Class XI)☐ HOTEL (Class I,II,III,IV)☐ CLUB-ON PREMISE CATERING (Class I)☐ GOLF CLUB (Class I,II,III,IV)☐ OTHER: \_\_\_\_\_**REFER TO PAGE 3 FOR FEE SCHEDULE****ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>1. APPLICANT(S) --(Sole Proprietor, Corporation, Limited Liability Co., etc.)</b>		<b>2. Business Name (D/B/A)</b>	
William Caproni Jr.		Fishermans Catch	
DOB: 6/15/84			
DOB:			
17 Whitner Way		Location (Street Address) 1270 Roosevelt Trail	
Address		City/Town Raymond State ME Zip Code 04071	
Raymond ME		Mailing Address 1270 Roosevelt Trail	
City/Town State ME Zip Code 04071		City/Town Raymond State ME Zip Code 04071	
Telephone Number 207-615-6717		Business Telephone Number 207-655-2244	
Fax Number		Fax Number	
Federal I.D. #		Seller Certificate #	

3. If premises is a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_

4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐**If YES, complete Supplementary Questionnaire**6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

7. If manager is to be employed, give name: \_\_\_\_\_

8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_



Requested inspection date: April 2014 Business hours: 9-99. Business records are located at: 1270 Booscut Trail10. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
<u>William Coppersmith Jr.</u>	<u>6/15/84</u>	<u>Portland ME</u>

Residence address on all of the above for previous 5 years (Limit answer to city &amp; state)

Raymond ME13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_15. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: \_\_\_\_\_17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Small dining area with limited inside seating18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES ☒ NO ☐ Applied for: \_\_\_\_\_19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 300FT Which of the above is nearest? Church20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐If YES, give details: Mortgage

The Division of Liquor Licensing &amp; Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."Dated at: Raymond ME on 3/24, 20 14  
Town/City, State Date



Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

*William Coppensmith Jr.*

Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

**NOTICE – SPECIAL ATTENTION**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

**THIS APPROVAL EXPIRES IN 60 DAYS.****FEE SCHEDULE**

<b>Class I</b>	Spirituos, Vinous and Malt .....	\$ 900.00
	<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs <b>with catering</b> privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; <b>Vessels</b> ; Qualified Caterers; OTB.	
<b>Class I-A</b>	Spirituos, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
	<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b>	Spirituos Only .....	\$ 550.00
	<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs <b>with catering</b> privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; <b>and Vessels</b> .	
<b>Class III</b>	Vinous Only .....	\$ 220.00
	<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs <b>with catering</b> privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b>	Malt Liquor Only .....	\$ 220.00
	<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs <b>with catering</b> privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
	<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00
	<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	
<b>FILING FEE</b> .....		\$ 10.00

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.



- 3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

- 4. No license to person who moved to obtain a license. (REPEALED)**

- 5. (TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

PREMISE DIAGRAM



On 4/8/2014 11:36 AM, Dave Mains wrote:

> Louise,

>

> Attached is my inspection report and memo to the Selectman for the  
> Fisherman's Catch liquor license. Bill has a couple of maintenance  
> items to correct and will be installing address numbers and a key  
> box. None of these present a life safety problem for the fire  
> department.

>

> Please let me know if there are any questions.

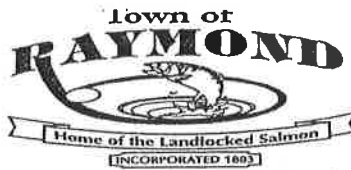
>

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Louise H. Lester, Town Clerk  
Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 ext. 121  
[louise.lester@raymondmaine.org](mailto:louise.lester@raymondmaine.org)

--

**Bruce Tupper**  
Chief



Page 14 of 135  
**Cathy Gosselin**  
Deputy Chief

## **FIRE/RESCUE**

*1443 Roosevelt Trail*  
Raymond, Maine 04071

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Emergency 9-1-1

Chief's Office 655-1187

Dispatch 655-7851

Date: April 8, 2014

To: Raymond Board of Selectmen

From: David Mains, Raymond Fire Inspector

RE: Fisherman's Catch Liquor License Life Safety Inspection

I have received a copy of the State Liquor License application for Mr. Coppersmith and the Fisherman's Catch. On April 8, 2014 the Raymond Fire Department performed a life safety inspection of the Fisherman's Catch at 1270 Roosevelt Trail. The attached report identifies items that the Owner, Mr. Coppersmith will be addressing. The results of our inspection are that the property meets the requirements of NFPA 101 Life Safety Code at this time.

Mr. Coppersmith will be installing address numbers and a key box as required to comply with Town of Raymond Ordinances. These items are not creating a life safety danger at the occupancy currently.

If there are any questions, please contact me.

Respectfully,

David Mains  
Raymond Fire Inspector



**Raymond Fire & Rescue**Occupancy: **Fishermen's Catch Restaurant**Address: **1270 Roosevelt TRL****Raymond ME 04071**Inspection Type: **Annual**Inspection Date: **4/8/2014**Time In: **09:09**Authorized Date: **04/08/2014**

By: Mains, David (MAINSD)

Time Out: **09:31**

By: Mains, David (MAINSD)

Form: Annual 14-0408

**Inspection Description:**

Annual Inspection Form

**Inspection Topics:****General**

Address numbers 3 inches high visible from street.

Raymond Addressing Ordinance Section xxx Numbers must be a contrasting color to the background. Address numbers are critical to emergency personnel in finding people who may need assistance or aid in an emergency.

**Status:** FAIL**Notes:** Install 3 inch letters either over front door or on sign

Is a Knox Box installed. Are the keys current?

All properties protected by a Fire Alarm System and or a Fire Suppression System shall have a Knox Box with current keys to the property. Raymond Fire Protection Ordinance Article 5 Section 1

**Status:** FAIL**Notes:** Owner shall install a Knox box.**Housekeeping**

Clean grease filters and hood/duct system over cooking equipment.

Regular cleaning of the hood, duct, and filters will eliminate flammable grease build-up and provide proper ventilation of head through the exhaust outlet.

**Status:** Routine Maintenance**Notes:** Update hood inspection sticker**Fire Alarm**

Has a current fire alarm test report on file with the Raymond Fire Department.

Raymond Fire Protection Ordinance (Article 5 Section 1) requires an annual fire alarm test report be filed with the Office of the Fire Inspector before January 1 each year.

**Status:** Information**Notes:** Annual registration required



**Electrical Systems**

Are electrical systems properly installed?

Description

**Status:** Routine Maintenance**Notes:** Organize electrical cords and secure. Do not drape device cords above floor.

Each outlet box shall have a cover faceplate or fixture canopy.

Covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.

**Status:** Routine Maintenance**Notes:** Remove outlet or replace cover on exterior outlet on east side**Additional Time Spent on Inspection:**

Category	Start Date / Time	End Date / Time
<b>Notes:</b> No Additional time recorded		

**Total Additional Time: 0 minutes****Inspection Time: 22 minutes****Total Time: 22 minutes****Summary:****Overall Result:** Correction Notice Issued

Items found in an inspection require correction by the Owner or Occupant. These items are required to be corrected for the Occupancy to comply with the Raymond Fire Protection Ordinance or State Fire Code. The Owner is required to notify the Raymond Fire Department when ALL items listed have been corrected.

**Inspector Notes:**

Owner agreed to correct all items indicated and will pick up a Knox box authorization and annual fire alarm registration form at the Public Safety Building.

**Closing Notes:**

This fire prevention inspection has been made by the Raymond Fire Department for the purpose of promoting fire safety and to assist the Owner or Operator of the Occupancy in identifying conditions that require correction. Items listed in this inspection report must be corrected before the Occupancy will be deemed in compliance with the Raymond Fire Protection Ordinance.



The Town of Raymond Needs Volunteers to Serve on  
Various Boards and Committees

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below and return it to the Town Clerk, who will make sure it gets to the appropriate board or committee chairs for consideration and a response. Not all committees and boards currently have openings, but vacancies do occur on a regular basis.

**Listing of Boards and Committees:**

- Beautification Committee
- Cemetery Committee
- Flag Committee
- Raymond Recreation Association
- Tassel Top Park Board of Directors
- Veterans' Memorial Committee
- Board of Assessment Review
- Conservation Commission
- Planning Board
- Recycling Committee
- Technology Committee
- Zoning Board of Appeals

There are many other opportunities to serve your town: as an elected official, a member of a community resource organization, a poll worker on Voting Day, etc. Contact the Town Clerk for more information.

For Board and Committee applications, please complete this form and submit it to  
Town Clerk, Raymond Town Office  
401 Webbs Mills Road  
Raymond, ME 04071

Name: Joanne Stinson  
Mailing Address: 51 Haskell Ave. Raymond, Me 04071  
Telephone Number: 207 627-1029  
E-mail Address: jmstinson@maine.rr.com

Boards/committees you are interested in (please list in order of preference):

1. Zoning Board of Appeals
- 2.
- 3.

Why are you interested in the boards/committees chosen above? My own experience with the ZBA got me interested in the appeals process and the ability of the board to utilize the zoning laws to work with the appellants and their situation/request toward the best result for both.

What contributions, benefits, talents, skills can you offer this position? Recent experience with ZBA allowed me to better understand the process. I enjoy research and have had some legal research coursework. I am very detail oriented, enjoy and am willing to learn, and will bring excellent listening skills.

What do you feel is the responsibility of the board(s) or committee(s) you chose? To understand the appellant's request; research, learn, and understand the appropriate zoning laws related to the situation; and decide based upon the laws and the most conforming outcome for the property and the situation.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?  
HAWC (domestic violence organization), Salem, MA. Volunteer Legal Advocate and hot line 1 yr. and employed as same 1 yr. Will be volunteering for elections for Raymond this year.  
Will your schedule be flexible enough to allow you to attend meetings on a regular basis? Yes

*Thank you for your interest in the Town of Raymond!*

Complete and Return to:  
Attn: Town Manager  
Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071

Include the following:  
✓ Public Property Use Agreement  
Proof of Insurance  
Public Safety - Parking & Traffic Approval  
Liquor Permit (if applicable)

Date of Application 4/23/14

**Town of Raymond  
Public Property Use Agreement**

Name of Organization/Applicant UCAN 5K

Contact Person Brenda Dionne

Phone No. (w) 207-615-2379 (h) \_\_\_\_\_

Address 24 Anderson Rd Raymond ME 04071  
(Street Address) (City) (State) (Zip Code)

Date(s) Desired 6/14/14 Hour(s) 6am to 12 Noon

Event Name UCAN 5K

Event Location Mill St Estimated # parking spaces needed all

No. of people attending Youth 50+ Adults 450+ = 500

Will there be an admission charge? \_\_\_\_\_ \$ 20.00 registration fee

**TERMS AND CONDITIONS:** The undersigned hereby makes application to the Town of Raymond for use of public property, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the property itself, the surrounding property, and to hold the Town, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form.

A new application must be filed each calendar year for recurring annual events.

Applicants must provide adequate chaperones, for any function that is attended by any person under the age of 18 years, as well as private security, public safety and/or police coverage as determined by the Town. See Parking and Traffic Control below.

Size of the gathering determines conditions of approval as follows: If the event is expected to draw 150 people, or fewer, then application must be received in its entirety at least one month prior to event date, and will be reviewed and approved by the Town Manager. If the event is expected to draw more than 150 people, the application must be received in its entirety at least two months prior to the event date, and will require additional approval by the Board of Selectmen, at a regularly scheduled Selectmen's Meeting. All events will also require the approval of any responsible town committee charged with care of public lands, which will be arranged by the Town Manager. Representatives of the applicant group may be required to attend public meetings and make presentations to involved town committees and/or the Board of Selectmen as determined by the Town Manager.

**PARKING AND TRAFFIC CONTROL:** All local and state traffic controls and parking regulations/signs must be observed. Right of way for emergency vehicles must be kept open at all times and event approval must be obtained from the Public Safety Department, including the possibility of providing ambulance coverage on site. The Town of Raymond reserves the right to tow or remove any vehicle from a public event when that vehicle is found to be in violation of local and state traffic rules or parking signs.

**INSURANCE:** During the full term of this agreement, the applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. The Town will be named as an additional insured party.

If the applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. In any case, the applicant must provide a Certificate of Insurance evidencing the required insurance before using Town property.

Use of alcohol on public property is strongly discouraged and is allowed only at the sole discretion of the Board of Selectmen. If alcohol is served or consumed, the applicant shall procure and maintain for the duration of the event Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Town is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Town. The applicant will also procure all required liquor permits or licenses from the State of Maine, as well as to obtain prior approval by the Board of Selectmen.

**CLEANING PROCEDURES:** The applicant is responsible for cleaning after the event and leaving the premises in clean and satisfactory condition. All cleaning must be done immediately after the event. Any applicant damaging or destroying Town property will be held responsible for all repairs and/or replacement. In the event of damages, or additional cleaning being required, applicant will accept the Town's estimate of the amount incurred.

Brenda Dionne

Applicant Signature

4/23/14

Date

#### APPROVAL SIGNATURES

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Selectboard

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date

Danielle,

The Fire & Rescue Department has been kept apprised and will be on hand that day to assist. They have requested traffic control from the VIP's through Cumberland County Sheriffs. We will put an extra rescue crew on for the duration of the race to stand by as needed.

Last year's event went smoothly and the group did a nice job.

Thanks,  
Cathy Gosselin



TOWN OF RAYMOND  
Reviewed and accepted by the Selectmen  
August 17, 2010

POLICY  
MINUTES OF MEETINGS

As of December 19, 2006 the Raymond Board of Selectmen voted to create the policy that the video/DVD recordings of the meetings would be the official records of those meetings when available and any written records/minutes would be supplemental to those videos/DVD's unless they are the only the record. Any research into the record of a meeting would come from the video/DVD's of that meeting. Copies of the videos/DVD's would be available at the Town Clerk's Office for a nominal fee upon written request.

Reference: Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition, page 451§48

# Economic Development Task Force

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A look at potential improvements by the Town of Raymond  
to help attract new business to the town and retain current business

## **Committee Members**

**Rolf Olsen, Chair**

**Elissa Gifford, Vice Chair**

**Teresa Sadak, Recording Secretary**

**Sharon Dodson**

**Laurie Forbes**

**Mike McClellan**

**Assisted by**

**Danielle Loring**

**Caroline Paras, GPCOG**

**May 2014**



## Economic Development Task Force Final Report

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### Executive Summary

The Town of Raymond has historically been concerned with attracting homeowners and maintaining the rural nature of the town and has done little to promote and attract business or other economic generating entities to the Town. The current models, regulations and infrastructure are seen by some potential businesses as confusing, overburdening or inconsistent with a desire by the town for economic or business growth.

Recognizing the need for a balance of both residential and business growth in the town, the task force investigated our current structure and impediments to growth and the structure and programs in other towns regarding economic development. Additionally, we surveyed current businesses to ascertain obstacles and deficiencies they felt hindered potential growth.

The following outlines the work undertaken by the task force and gives a series of recommendations on key areas the Select Board might consider and act upon to help the Town move forward in its desire both to grow economically and to maintain the quality of life valued by the residents of the Town.

***"Livability is the sum of the factors that add up to a community's quality of life—including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities..."***

~ Partners for Livable Communities

## Economic Development Task Force Final Report

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### Charge to the Task Force

#### Establishment of an Economic Development Task Force

**Whereas** the town of Raymond offers residents and visitors a desirable place to live, work, and play in the heart of the Lakes region,

**Whereas** the Town of Raymond seeks to generate business investment and expansion in order to create jobs, balance the property tax base, and foster attractive development,

**Whereas** the Town of Raymond seeks to generate robust dialogue amongst business, community, and government leaders with the goal of improving the local business climate,

**Now therefore** be it resolved that the Raymond Town Selectmen hereby appoints an Economic Development Task Force comprised of the following individuals:

Sharon Dodson  
Elissa Gifford  
Mike McClellan  
Teresa Sadak

Laurie Forbes  
Bob Harmon (withdrew)  
Rolf Olsen

This Task Force shall marshal the resources and expertise necessary to report back to the Town Council no later than March 15, 2014 regarding the following:

- Best municipal practices for supporting business retention, expansion, and attraction;
- Barriers to business expansion in Raymond, including specific town regulations and ordinances; and,
- Organizational models to promote economic development suited to the town of Raymond, including staff capacity and budget.

## Methodology & Research

**1) Regulatory bodies:** The task force studied the current structure and lines of authority and how they interact with one another and with economic development: Select Board, Code Enforcement, Planning Board, Appeals Board, Town Planner, Public Works, DOT, Cumberland County Commission, legal review, and other town committees dealing with land use, such as the Conservation Commission. *(See Attachment 1)*

**2) Regulations:** The task force reviewed current ordinances pertaining to or limiting land use and learned about ordinances in the works pertaining to zoning and land use. With respect to ordinances, the task force was particularly interested in those that have created past or ongoing issues with existing business owners and those that might be discouraging businesses seeking to locate in Raymond. We also discussed the Design Guidelines from the Comprehensive Plan's Implementation Committee. **Raymond's current Comprehensive Plan expires in 2014.**

**3) Economic Development models:** The task force learned from GPCOG about standard economic development models, and the upsides and downsides of each. We obtained information on what models other area towns and cities use. *(See Attachment 2)*

**4) Raymond businesses:** The task force identified the existing businesses in Raymond, including the approximate size of each business and discussed ways to interview them. Raymond has 130 businesses, several dozen of which are home-based. According to GPCOG data, we have lost 400 jobs over the past 6 years, mostly in manufacturing. *(See Attachment 3)* Many of our existing manufacturing buildings are currently underutilized, unused or not being used to their highest and best use.

**5) Survey:** The task force reviewed and modified a draft questionnaire that was in the works by the Code Office in order to obtain "business climate" information from local businesses and developers. The survey was then conducted by Danielle Loring, who mailed 45 postcards and also posted the survey online. We received 31 responses from local business owners and developers. *(See Page 6 and Attachment 4)*

## Methodology & Research continued

**6) The *Best Practices for Promoting a Business-Friendly Climate* checklist:** The task force reviewed this self-evaluation tool, which was developed by GPCOG from a Massachusetts model. Several dozen “should do” statements on the list are organized into four major categories: Economic Development Planning, Communications with Applicants, Technical Review, and Standardizing the Permitting Process. (*See Attachment 5*)

## Findings

**1) Actions Already in Progress:** Early in our research and prior to formulating our recommendations, the task force became aware that certain business-related issues have already been raised and that various efforts are under way to address certain deficiencies that affect the business climate.

**a) Parking standards in the Commercial District:** As raised by survey respondents. (*See Page 6 and Attachment 4*) We brought this issue to the Planning Board immediately.

**b) Website:** The current web site does not have a single area a business can go to in order to easily find the steps, forms and regulations relating to a new or expanding business. The Technology Committee is already working on a design to improve the listing of businesses, and will include how-to information, links and forms.

**c) Informational packet:** The Town does not currently have an information packet available for a business seeking information on how to start or expand a business in Raymond. The Town Office is developing a handout of the process and requirements for this.

## Economic Development Task Force Final Report

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### Findings continued

#### 2) Survey

- 60% of respondents plan to expand their businesses;
- 87% of respondents plan to stay in business in Raymond;
- Quality of life ranked high, as did the performance of the Town Office staff;
- Ordinances and policies, such as permitting costs and parking restrictions, were cited as issues;
- Barriers to businesses locating in Raymond included lack of infrastructure, such as natural gas, sewer, and city water;
- Businesses leaving Raymond cited landlord issues and not enough parking;
- Businesses requested education on financial/capital information and opportunities, as well as on ordinances, regulations and Design Guidelines. *(See links on Page 9 and Attachment 6)*
- Businesses are seeking networking, marketing, and new business opportunities, as well as publicizing being open year round. “Branding” was mentioned.
- Businesses support the idea of a real estate open house, as well as the application by the Town for certification as a “business friendly” community. See details and the application at <http://www.maine.gov/decd/cbfc/>.

#### Recommendations from survey respondents:

- Conduct an open house to publicize available commercial real estate;
- Establish a single point of contact (SPOC) for economic development from an existing Town staff position;
- Create a disaster recovery plan for the Town to deal with economic and intangible losses encountered when a business closes, moves or downsizes.

## Findings continued

### **3) Economic Development: Organizational Models**

There are many approaches a municipality or region can take to economic development, including business associations, Chambers of Commerce, committees, and contracting with professional groups or agencies.

As stated earlier, the task force obtained detailed information from GPCOG on the four most commonly used models in this geographical area: municipal department, quasi-public economic development corporation, local or regional economic development corporation, and redevelopment authority. A chart is provided as *Attachment 2*, comparing these models as to reporting structure, responsibilities, funding sources, and pros and cons. Each category also shows a list of area towns using that particular model. GPCOG may also be able to obtain a current municipal- or county-based breakdown of economic development expenditures, should this be of interest, as this information is compiled periodically by MMA for its member towns.

## Economic Development Task Force Final Report

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### Task Force Recommendations

We recommend the implementation of a blend of two of the Economic Development organizational models: Municipal Department and Quasi-public Economic Development Corporation, as not only being the closest fit for the Town of Raymond but also taking advantage of certain current circumstances and momentum, as follows:

1. Create an Economic Development Advocate staff or position in the Town Office. The responsibilities would include guiding new or expanding businesses through the application and permitting processes and design requirements; connecting businesses to resources; and acting as liaison with the Business Advocacy Advisory Board. A key to this is having one person the business would work with throughout the full process; the advocate will help the application move through the chain.
2. Appoint a Business Advocacy Advisory Board comprising a cross-section of those with a stake in Raymond: developers, officials, citizens, people who work in Raymond.
3. Host or support networking opportunities for businesses.
4. Provide access to, or information about, business-related educational workshops and seminars, such as for planning, funding and grants.
5. Explore ways to make Raymond a more business-friendly community, while maintaining its high quality of life.
6. Branding: Market Raymond as a business-friendly community.
7. Review and update the expiring Comprehensive Plan, especially with regard to parking and land use in the Commercial District. Some grants and government support programs depend upon an active plan. Investigate potential TIF development.



## Links and Attachments

### **Links:**

This report and attachments:

<http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>

Town of Raymond Ordinances:

<http://www.raymondmaine.org/town-office/code-enforcement/town-ordinances-0>

Town of Raymond Comprehensive Plan:

[http://www.raymondmaine.org/sites/default/files/webfm/town\\_office/documentation/complan.pdf](http://www.raymondmaine.org/sites/default/files/webfm/town_office/documentation/complan.pdf)

Comprehensive Plan – Design Guidelines:

<http://www.raymondmaine.org/boards-committees/cpic/design-guidelines>

### **Referenced Attachments:**

- 1) Workflow of Approvals at the Town Office (Pg. 4)
- 2) Chart of four municipal “Economic Development” models (Pgs. 4, 7)
- 3) Manufacturing Jobs in Raymond (Page 4)
- 4) Task Force’s survey of businesses (Pgs. 4, 5, 6)
- 5) “Best Practices” checklist (Pg. 5)

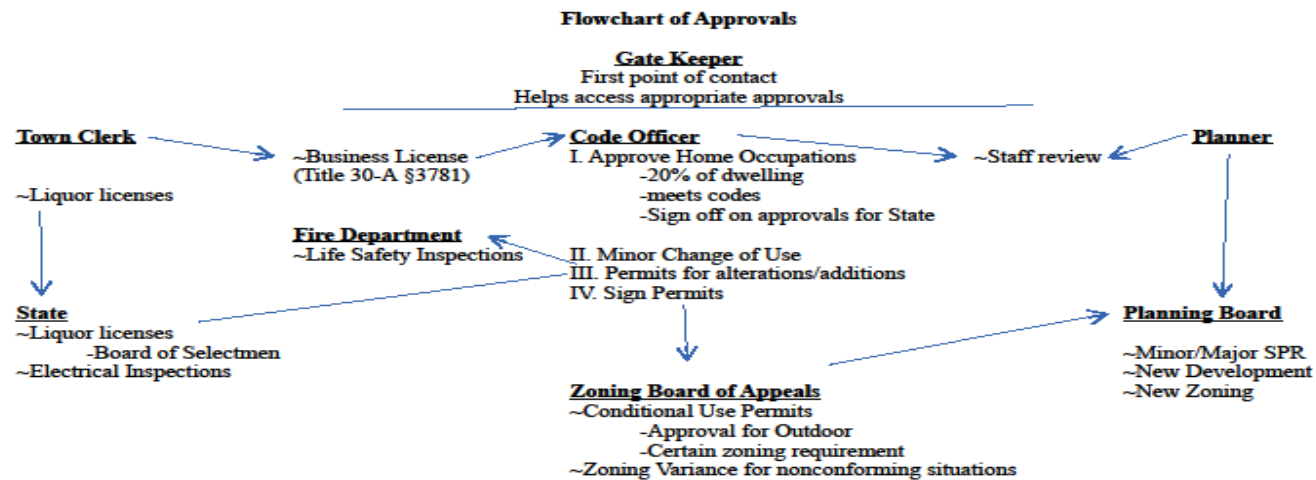
### **Additional Information:**

- 6) Detail on Raymond’s Commercial District
- 7) Comprehensive Plan Implementation Strategy Matrix as of 2010, with items referring to the Commercial District highlighted.

# Economic Development Task Force Final Report

## Attachment 1: Flowchart of Approvals

Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>



# Economic Development Task Force Final Report

## Attachment 2: Four Economic Development Models

Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>

Organizational Models for Economic Development  
prepared by the Greater Portland Council of Governments  
Economic Development Corporation (EDC)

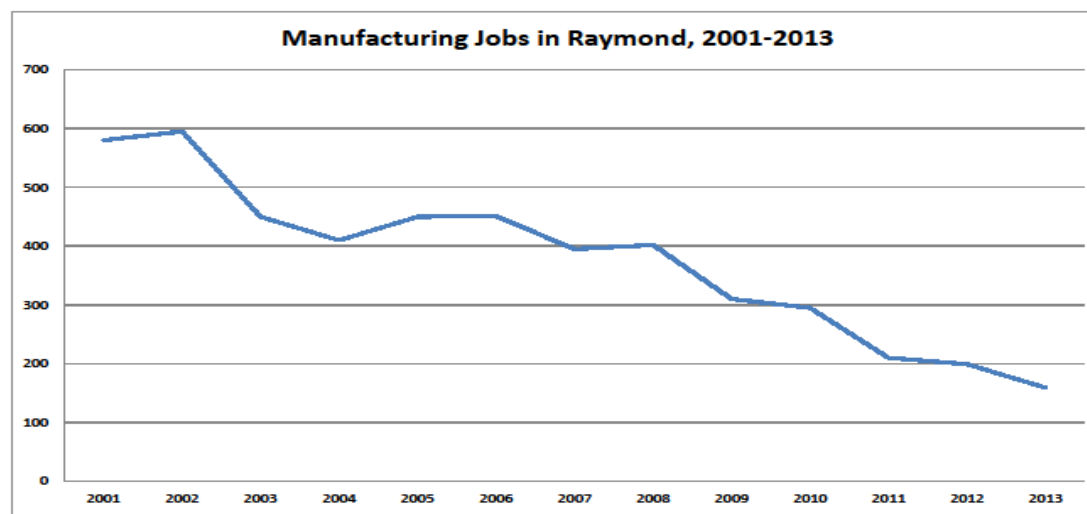
	Municipal department	Quasi-public	Local or Regional	Redevelopment Authority
Authority	30-A M.R.S. §5201	Public charter	By-laws	30-A M.R.S. §5101
Accountability	Town manager; Town Council or committee establishes priorities and policies	Board of Directors (with some municipal appointments) that reports to the municipality	Board of Directors	Board of trustees appointed by the municipality
Funding	Municipal, including CDBG, TIF, and general fund	Mostly municipal, typically from a TIF	Dues from municipalities, counties, businesses and institutions; State and Federal grants	Municipal; State and Federal grants; real estate
Staffing	Municipal employee, often combined with planning or assistant town manager	Municipality's economic development director acts as corporation's executive director	Executive Director	Executive Director
Examples	Portland South Portland Westbrook Bridgton Falmouth Cumberland Gray	Gorham EDC Windham EDC Scarborough EDC Freeport EDC	Greater Portland EDC Sunrise County Economic Council Greater Franklin Development Corp Piscataquis County EDC Somerset EDC Sanford Regional Economic Growth Council Lewiston-Auburn Growth Council	Midcoast Regional Redevelopment Authority Loring Development Authority Kennebec Regional Development Authority
Pros	Municipal agenda-setting Single point of contact for businesses	Arm's length from local politics Confidentiality of property transactions Diverse representation on board Dedicated source of funding	Removed from local politics Confidentiality of property transactions Diverse representation on board Diversity of funding sources	Independent power of eminent domain, taxation and bonding Public agency separate from municipality
Cons	Conflict between business regulation and business attraction Insulated from business community Staff Turnover Budget appropriations and property transactions subject to political scrutiny	Perceived lack of public accountability, value and purpose Staff turnover	Constant need to demonstrate value to dues-paying members Constant demand for fundraising	Perceived lack of public accountability Limited in scope and purpose

## Economic Development Task Force Final Report

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### Attachment 3: Manufacturing Jobs in Raymond

Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>



# Economic Development Task Force Final Report

## Attachment 4: Survey of Businesses

Pages 13-24

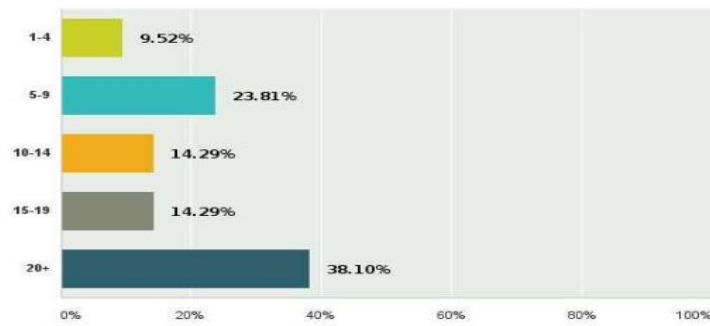
Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>

### Economic Development Task Force Raymond Business Survey

The survey was emailed to thirty-one (31) business/property owners, developers, and commercial real estate brokers. Postcards were sent out to an addition fifteen (15) individuals for a total of approximately forty-five (45). There were twenty-one (21) responses. The demographics of the individuals are as such:

#### Q1 How many years have you been doing business in Raymond?

Answered: 21 Skipped: 0



Respondents in business 20+ years in Raymond classified themselves as property owners (3), summer/children camps (2), retail (2), educational (2), service providers, medical civic/charitable and manufacturing. Those in business 10-19 years classified themselves as service providers (2, one being child care), and property owner. Those 10-14 years were classified as retail (2) and professional/ technical / business Services; 5-9 years identified themselves as retail (2), service provider (2), restaurant/bar and real estate. Those just starting their business to 4 years classified themselves as builders / developers (2) or as a service provider.

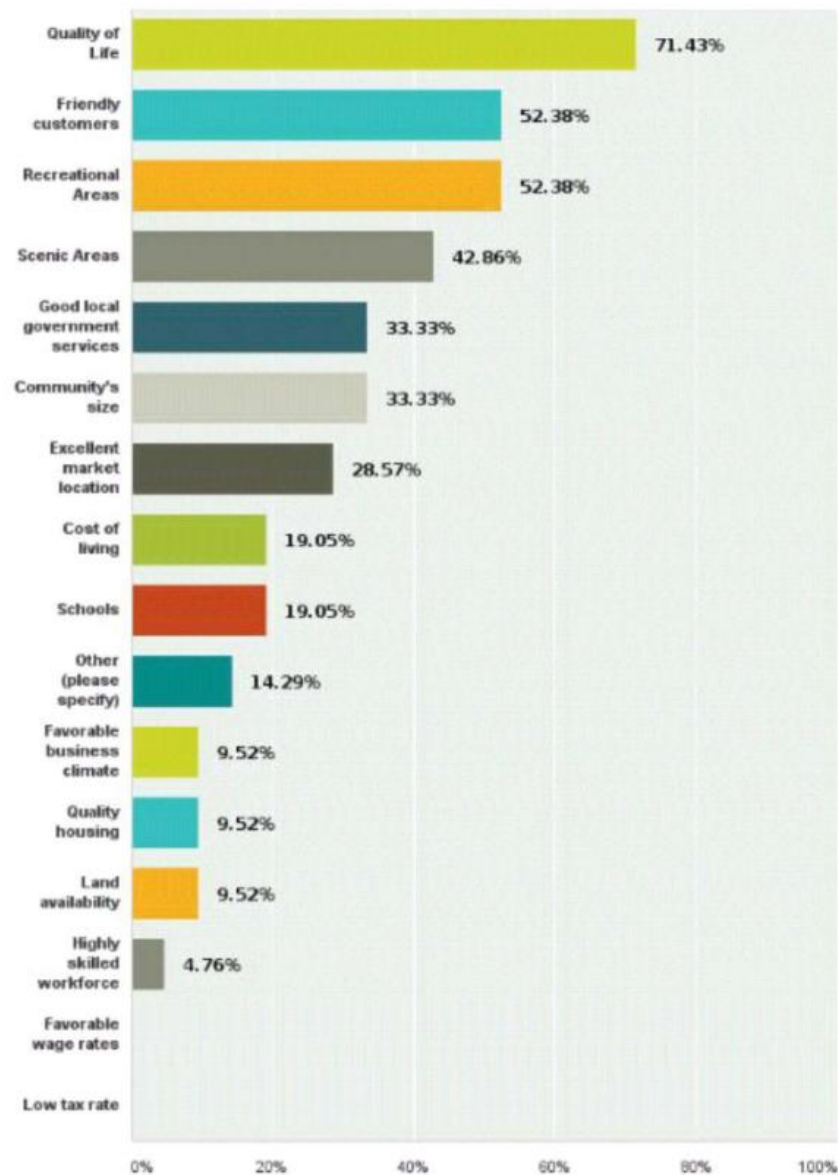
Q3: why did you decide to locate your business in Raymond? (17 answers, 4 skipped)

- Already established = 6
- Live in/ near Raymond = 5
- Right / reduced price = 3
- Family driven = 1
- Great town = 1
- No reason = 1

## Economic Development Task Force Final Report

**Q2 From the list below, what are the best features of the Raymond community from a business and a personal standpoint (check all that apply):**

Answered: 21 Skipped: 0

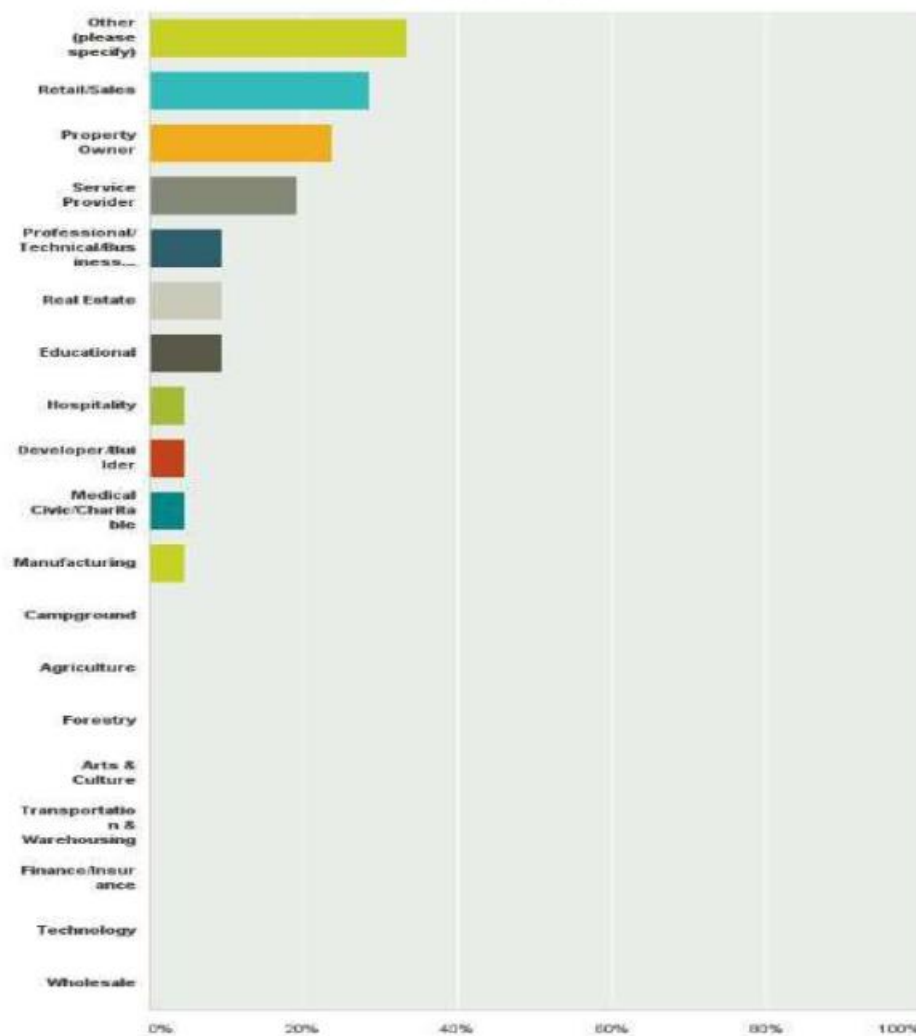


Features under "Other" were proximity to Windham and Portland; location on Sebago Lake and other water bodies; and that the market is under utilized.

## Economic Development Task Force Final Report

#### Q4 How would you classify your business in Raymond? (choose all that apply)

Answered: 21 Skipped: 8



Seven (33.3%) of respondents chose "Other" for their business classification. Those write-ins were:

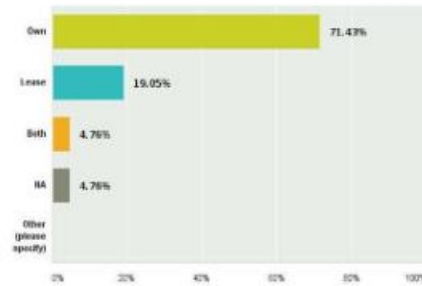
- Summer/children's Camp -(3)
- Service provider -(2)
- Child care -(1)
- Restaurant/bar -(1)



# Economic Development Task Force Final Report

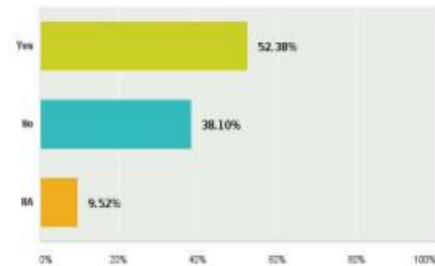
Q5 Do you own or lease the property where you do business

Answered: 21 Skipped: 8



Q6 Do you have any plans to expand your business?

Answered: 21 Skipped: 8



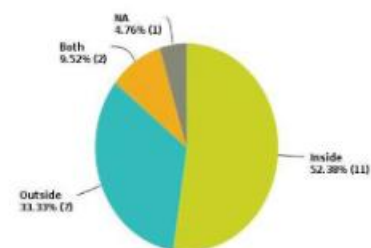
Q7 Do you intend to keep your business within Raymond or relocate?

Answered: 20 Skipped: 1



Q9 Is your business inside or outside the commercial district?

Answered: 21 Skipped: 8



Of those reporting that they would like to expand: eight (8) were owners [four (4) indicating limitations and half were outside the Commercial District.] and three (3) were lessees, two (2) of which were in the Commercial District [one (1) indicating that there were limitations]. Limitations included parking (3), signage (2), lot size (1), and being in Shoreland Zoning (1). The other four (4) owners who indicated that they wanted to expand and were unsure if there were any limitations. The one respondent looking to relocate is a lessee inside the Commercial district, though they responded "NA."

## FOLLOW UP QUESTIONS:

- What is your time frame for potential expansion?
- Are you looking to expand in the same market or different?
  - If different, what market are you looking to expand into?
- Are you facing any limiting factors?
  - If yes, how would you classify them? (Economy; Zoning; Capital / Financing; Lack of available space)

# Economic Development Task Force Final Report

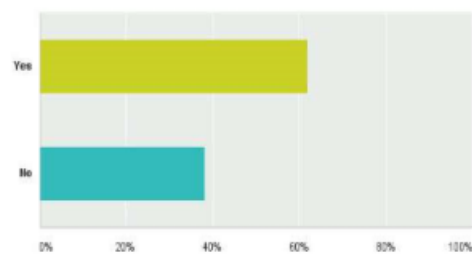
On a scale of 1-5 (1= very unfriendly, 5=very friendly), how business friendly would you rate:

Answer Option	1	2	3	4	5	Average	Skipped	Comments
Town of Raymond (Q8)	0	1	9	6	4	3.65	1	1
Code Office (16)	1	0	1	4	13	4.47	2	4
Ordinances (Q18)	1	1	3	2	2	3.33	10	1
Planning Board (Q26)	0	2	4	1	1	3.13	13	0
Design Guidelines (Q29)	0	1	1	1	1	3.80	12	0

## CODE OFFICE:

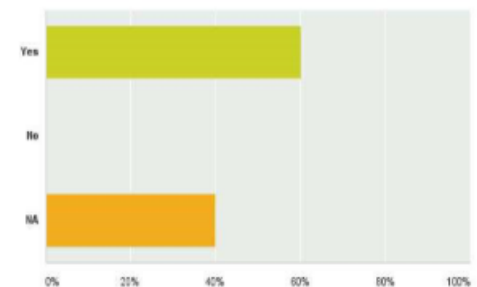
**Q11 Have you ever had changes that involved permitting through the Code Office?**

Answered: 21 Skipped: 8



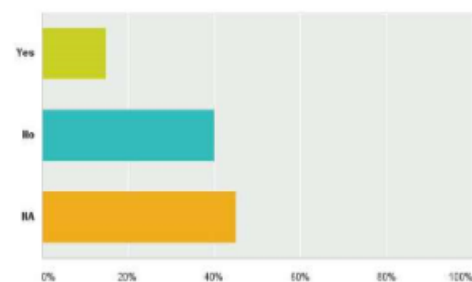
**Q12 Were you satisfied with the process?**

Answered: 20 Skipped: 1



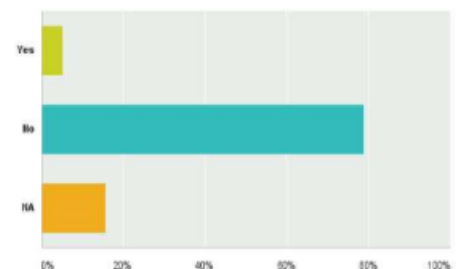
**Q14 Were there any delays or inconveniences?**

Answered: 26 Skipped: 1



**Q15 Do you have any reservations about returning to the Code Office for future plans?**

Answered: 10 Skipped: 2



Respondents indicated that the permitting process took 1-8 weeks for approval with the most frequent being one (1) week and the average at three (3) weeks. The one respondent that indicated that they had reservations stated that it was related to cost and time. Other respondents commented that they felt that the

## Economic Development Task Force Final Report

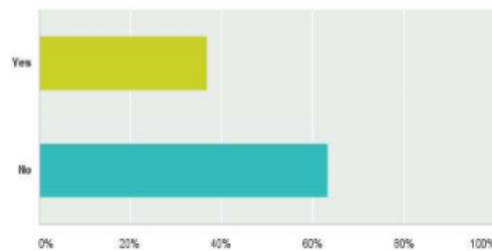
### FOLLOW UP QUESTIONS:

- What were the delays that you experienced?
- What was the nature of the permit that you were applying for?

### PLANNING BOARD:

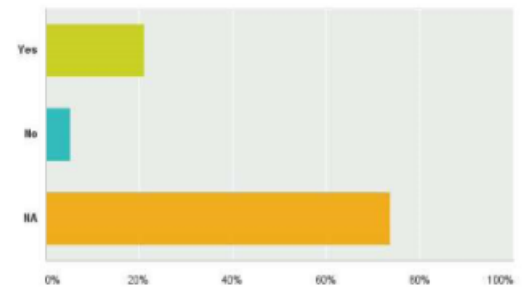
**Q21 Do you have any experience with Raymond's Site Plan Review or Planning Board process?**

Answered: 19 Skipped: 2



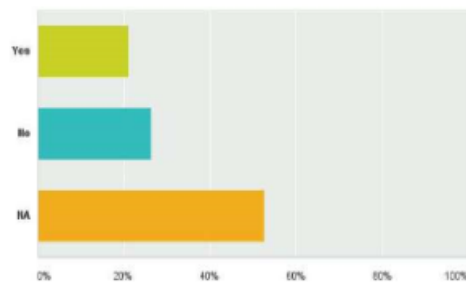
**Q22 Were you satisfied with the process?**

Answered: 19 Skipped: 2



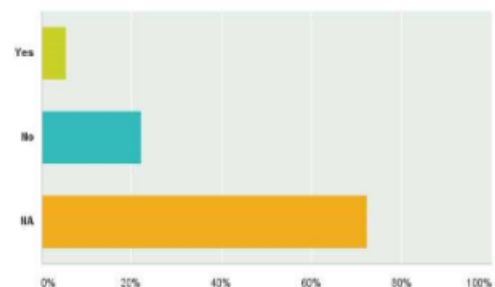
**Q25 Do you have any reservations about going through the Planning Board process again?**

Answered: 19 Skipped: 2



**Q23 Were there any delays or inconveniences?**

Answered: 19 Skipped: 2



The respondents indicated that the range for Planning Board approval was between 1-3 months, with the most common answer being one (1) month and tree average at two (2) months. The individual that responded that they were not satisfied with the process (2006) because of the length of time that it took to get approval and the fact that process was not clear, even for the engineers representing the project. There were four (4) responses indicating the individual had reservations about returning to the Planning Board. The reasons given were:

- Unintended-consequence of ordinance language
- Inconsistencies from one application to the next

In terms of being business friendly, there were mixed responses. Some felt that personal bias got in the way of the decision process and that the "guidelines" were being administered to strictly when it came to retrofitting grandfathered structures. (NOTE: When a project goes before the Board on Site Plan Review, they will review the property as a whole to make sure that it meets current standards or design guidelines). Other comments were that the Board should not have positive or negative bias toward

## Economic Development Task Force Final Report

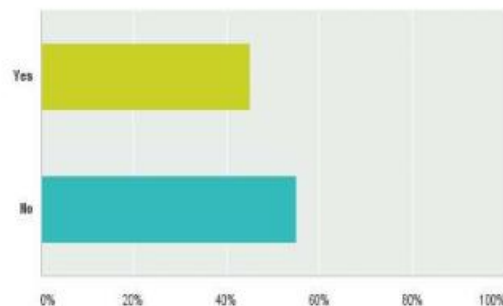
### POTENTIAL FOLLOW UP QUESTIONS:

- When did you go before the Planning Board?
- What were the delays that you experienced?
- What was the nature of the approval that you were seeking?
- what are your specific reservations about returning to the Planning Board?

### ORDINANCES AND DESIGN GUIDELINES:

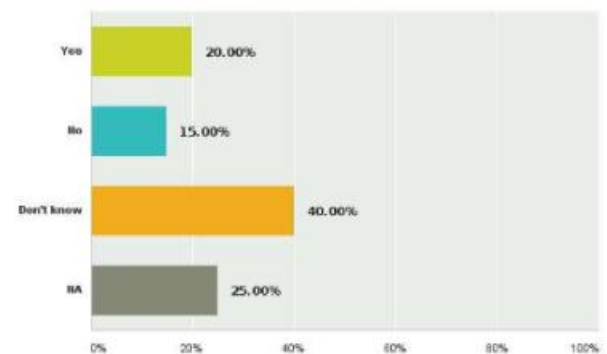
**Q17 Do you have any experience with Raymond's Ordinances or Zoning Regulations?**

Answered: 29 Skipped: 1



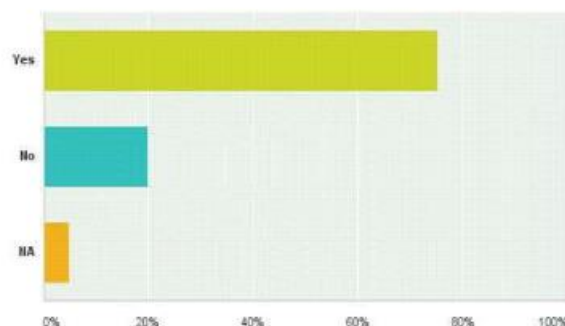
**Q19 Do you feel the current zoning/regulations, as they apply to your location, need to be revised?**

Answered: 20 Skipped: 1



**Q31 Does your business/property have adequate parking for customers and employees?**

Answered: 28 Skipped: 1



Out of the four (4) respondents stating that they had Zoning issues that they felt needed to be revised, three (3) of them were in-the Commercial District. Most issues that individuals reported were related to parking standards (3), particularly the setback requirement from the MDOT right of way and/or the parking density requirement per 1,000 square feet, which they felt was higher than surrounding towns. All of the respondents indicating that they did not have adequate parking were in the Commercial District.

### POTENTIAL FOLLOW UP QUESTIONS:

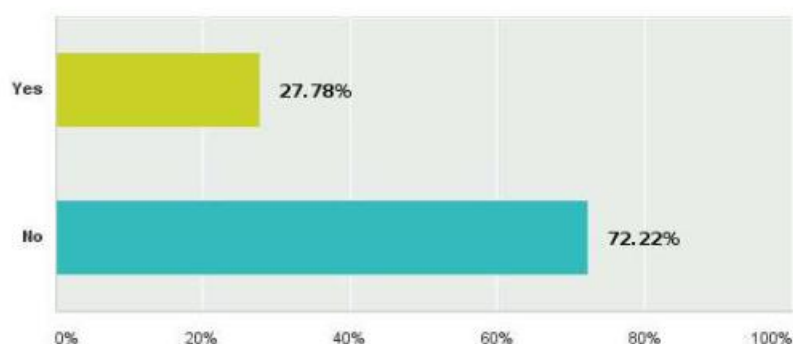
- Is your parking adequate for your usage?
- Is your parking adequate to Town Zoning standards?
- Have you / could you lose parking due to the setback to the MDOT ROW?

## Economic Development Task Force Final Report

to Change the Reviewing Authority from the Planning Board to the Code Officer).

**Q28 Do you have any experience with Raymond's Design Guidelines?**

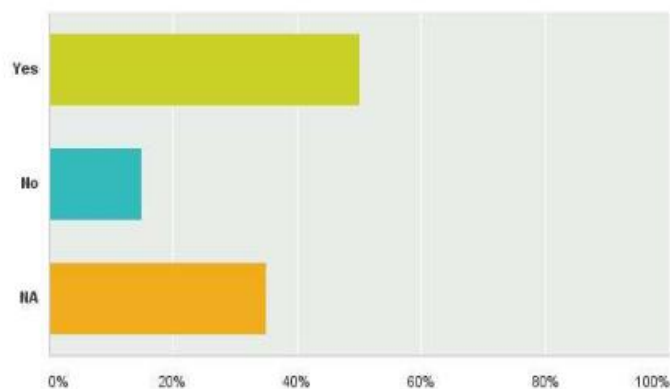
Answered: 18 Skipped: 3



It appears that most respondents are not familiar with the Design Guidelines. All five (5) of the respondents who indicated that they were are in the Commercial District but there are still 13 others in that district whom answered "No" or left the question blank.

**ADDITIONAL INFORMATION:****Q32 Does your business/property have adequate pedestrian access (ex. Sidewalks, shoulders, crosswalks)?**

Answered: 20 Skipped: 1

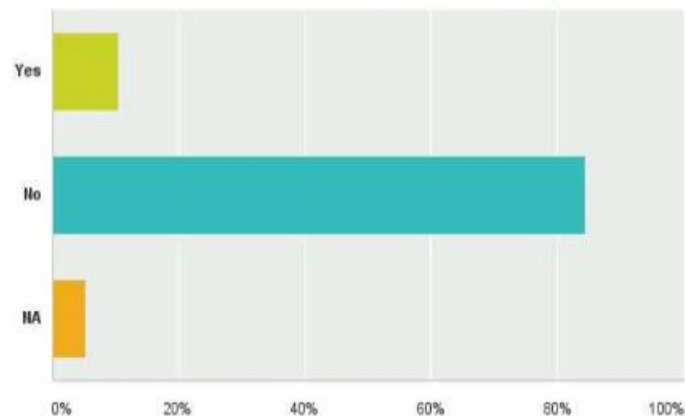


All of the respondents indicating that they did not have adequate pedestrian access were outside of the Commercial District.

## Economic Development Task Force Final Report

**Q33 Are there any major street issues (ex. Potholes, deterioration, hazards) that affect your business?**

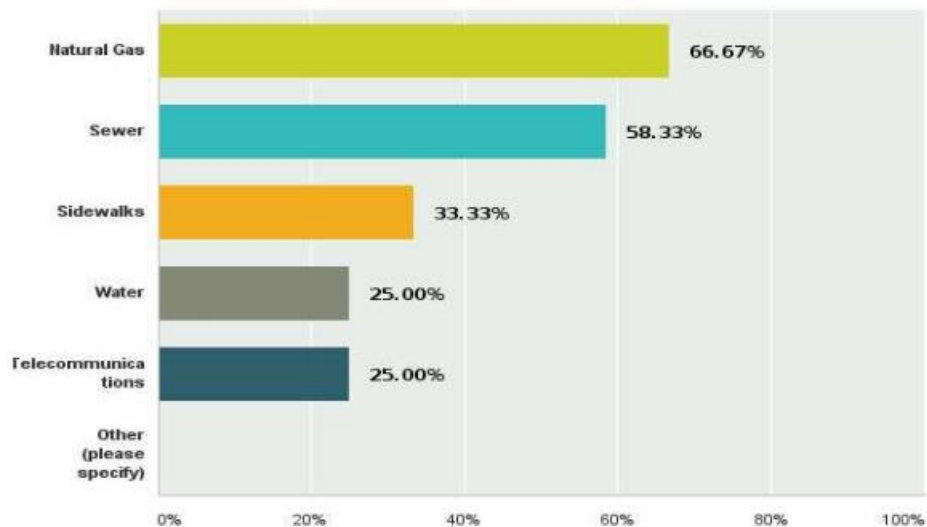
Answered: 19 Skipped: 2



The issues reported regarding street conditions were speeding along Plains Road; drainage issues on Meadow Road (121); and flooding on Main Street (Town portion).

**Q34 Would your business benefit from the expansion or creation of any of these existing or potential public utilities? (check all that apply)**

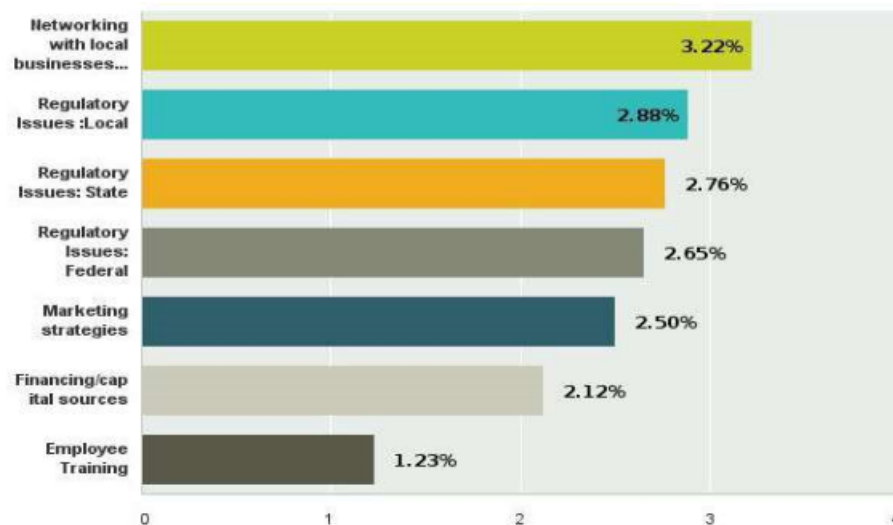
Answered: 12 Skipped: 9



## Economic Development Task Force Final Report

**Q35 Please indicate to what extent your business or operations would benefit from outside assistance or information in the following areas: (1= not very interested; 5= very interested)**

Answered: 19 Skipped: 2



Answer Options	1	2	3	4	5	NA	Average	Skipped
Employee Training	11	1	1	0	0	6	1.23	2
Marketing Strategies	8	0	6	1	3	1	2.50	2
Reg. Issues: Local	5	2	5	0	5	2	2.88	2
Reg. Issues: State	7	0	5	0	5	2	2.76	2
Reg. Issues: Federal	8	0	4	0	5	2	2.65	2
Financing / Capital Sources	8	2	5	1	1	1	2.12	3
Networking	4	2	4	2	6	1	3.22	1

**Q36. Looking back at the topics discussed, are there any suggestions you have for Raymond to improve current business retention or future economic development?**

1. For large acreage, seasonal businesses (summer camps) which use any few municipal services (no school etc.), preserve much open spaces, hire local help, and heavily support local businesses taxing at a high rate would be deadly to such businesses and detrimental to the attractive rural character of the town
2. preservation of open space and access to bodies of water. Disaster management plan within community
3. I like having my business in Raymond, great location, no major issues with the town.
4. Personally, the biggest reason for being in Raymond is that it is a great place to live and raise a family.



## Economic Development Task Force Final Report

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RAYMOND TOO MUCH or you will lose people who choose to live in this unique town.

5. I feel like the town wants to pick and choose only the socially accepted and visually attractive. There's not enough regard building the commercial zone at some cost. They have to realize that no matter how built up the business district becomes and with whatever types of businesses, the recreation areas and rural areas where people live can remain unchanged and the tax base can benefit. Also, more people can be employed.

6. Give some tax break to get more businesses in initially. Giving a reason to move their business to Raymond. Rent reduction or tax reduction for the first year or 2 if they agree to stay in Raymond for a certain amount of time.

7. locating the town office and post office to Main Street where it should be..... in the "village" The senior citizens and all residents would be able to access it easier and out of town visitors would access it easier.

8. Limited restrictions, let businesses grow and don't try to make this town something it's not

9. Raymond needs an Economic Development officer (most important). That person should be dedicated to bringing businesses into Raymond. There should be TIF/grant monies or tax breaks available for business owners for startup or to rehabilitate along the Commercial District. Raymond also needs to come up with an identity to help bring people to Raymond.

10. It's hard to put everything into a box. Overall our experience was very good. Because every situation is different "Town Employees" need to be empowered to make changes when common sense deems it appropriate

11. Raymond could benefit from an Economic Development Professional on staff. We really need to get some more manufacturing or industry of some kind here to expand the tax base and attract employees/new residents who would make Raymond a thriving business district again.

12. Making sure that Raymond is a desirable place to live is the best way to keep and improve the business climate. Adding services for adults and seniors and building a sense of community would be most important to my business. And a bank, with Key Bank closing, it will be more challenging to do business in Raymond, particularly in the summer.



## Economic Development Task Force Final Report

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### **FOLLOW UP REGARDING LANDLORD / DEVELOPER ISSUES:**

*Q1: Have you had any interest in any of your properties that did not work out? If so, why?*

R1: Most of the interest has been coming from those who are start up businesses and either had financial limitations or lacked capital.

R2: Yes, a medical facility has Shown interest and waiting on answer. Sounded like they were trying to get their finances in order.

R3: Had a pool hall interested but turned away because was not the right fit for Raymond.

*Q2: What are some of the limitations mentioned by potential tenants (building / Zoning... etc. )?*

R1: None because our development is new and up to current code.

R2: None that I am aware of

R3: Utilities: not having a sewer system limits the tenants.

*Q3: Do you find that there are certain town policies or Ordinances that are deterring potential tenants?*

R1: Do not believe so. I deal mostly with relocations within Town.

R2: The Zoning for my commercial property in the residential Zone prohibits me from having multiple tenants Without going to the ZBA.

R3: Design guidelines making it so that any renovations opens the potential for having to bring the entire property up to the Town standards,

*Q4: Do you know of anyone who was interested in your property but ended up locating somewhere else?*

R1: No.

R2: Not yet. Did lose a tenant because my area is not advertised as well. Relocated to another spot on Route 302.

R3: No.

*Q5: Are there any policies or incentives that the Town could create/administer that you would benefit from?*

R1: Do not think it would make a difference to my location because I have small office spaces and most incentives are for large manufacturing facilities.

R2: TIF Grants, tat breaks, advertising of businesses (low cost), highlighting vacancies and administering open houses.

R3: Being a business friendly town. Finding a balance to continue to offer quality of life and education, but the town is making good strides. The town could welcome new business by being flexible with town policies, promote a year round market, and expanding the market to fit demographics.

*Q6: Are there any incentives that you offer a start up business?*

R1: Work with rental pricing.

R2: Would like to offer space for nonprofit recreational activities but cannot while still trying to make tax payments.

# Economic Development Task Force Final Report

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## Attachment 5: “Best Practices” Checklist

Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>

### Best Practices for Promoting a Business-Friendly Climate A Self-Evaluation

#### KEY:

- + Has service formally in place
- \* Service provided informally
- / In the Works
- Does not have service

#### Planning: The community has...

- (-) Adopted an economic development plan with vision, goals, strategies, and metrics
- (-) Adopted a comprehensive plan that identifies future commercial growth areas
- (-) Identified targeted industry clusters for business attraction, expansion, and investment
- (-) Pre-permitted sites for industrial and commercial development
- (+) Appointed a citizen committee to pursue economic development policies, programs and projects
- (-) Adopted policies for granting a Tax Increment Financing (TIF) district
- (-) Developed a working relationships with K-12 schools, community college and university
- (+) Developed a partnership with neighboring towns to pursue regional economic opportunities
- (/) Developed a local and/or regional branding and marketing presence

#### Communications with Applicants:

- (\*) The community has designated a Single Point of Contact (SPOC) to consult with businesses
- (\*) SPOC maintains listing sheets with available commercial properties for lease or sale
- (\*) SPOC can direct businesses to resources, such as counseling, financing, and training
- (\*) SPOC can describe available utilities, including water, sewer, 3-phase power, gas, broadband
- (\*) SPOC can interpret technical guidance from department heads, boards, and consultants
- (\*) Other municipal staff are cross-trained to assist the SPOC
- (/) There is written guidance on the permitting process
- (+ /) There is a checklist of submittable requirements for applications
- (/) There is a flow chart of the site plan approval process
- (+) Forms, permits, notices, and agendas are available on the community's website

#### Technical Review: Municipal staff will...

- (+) Host a pre-application meeting to discuss preliminary concepts and designs
- (+) Convene a Project Technical Review Team to review applications
- (+) Obtain third party consulting assistance when necessary
- (+) Coordinate concurrent reviews by multiple boards
- (+) Schedule combined public hearings for multiple boards
- (+) Ensure volunteers receive adequate training and preparation to carry out their board duties

#### Standardizing the Permitting Process: The community has...

- (-) Adopted predictable impact fees
- (+) Outlined objective criteria to approve conditional zoning, special permits, waivers, etc.
- (+) Minimized the use of contract zones with by-right zoning
- (+) Adopted clear site plan approval standards
- (+) Delegated minor decisions to staff
- (+) Created a two-tier assessment process to review small v. large-scale projects of the same nature
- (/) Created an electronic filing process for applicants
- (+ /) Developed an electronic system to track the status of permits and applications

# Economic Development Task Force Final Report

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## Attachment 6: Detail on Raymond's Business Practices and Policies Pages 26-62

Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>

### Town of Raymond: Commercial District

#### Table of Contents

<b>ZONING MAP.....</b>	<b>27</b>
<b>COMMERCIAL DEVELOPMENT AREAS</b>	
Commercial District.....	28
Village Residential.....	29
Residential District.....	30
Rural Residential District.....	31
Shoreland Zoning Districts.....	32
<b>INDUSTRIAL DEVELOPMENT AREAS.....</b>	<b>33.</b>
<b>ORDINANCE REQUIREMENTS</b>	
OFF STREET PARKING.....	35
SIGNAGE.....	36
HOME OCCUPATION STANDARDS.....	46
<b>MUNICIPAL DEVELOPMENT REVIEW PROCEDURES AND STANDARDS</b>	
SITE PLAN REVIEW.....	46.
STAFF SITE PLAN REVIEW.....	50
MINOR SITE PLAN REVIEW.....	53
MAJOR SITE PLAN REVIEW.....	54
SUBMISSION REQUIREMENTS.....	57
DESIGN GUIDELINES:	
<a href="http://www.raymondmaine.org/boards-committees/cpic/design-guidelines">http://www.raymondmaine.org/boards-committees/cpic/design-guidelines</a>	
TOWN ORDINANCES:	
<a href="http://www.raymondmaine.org/town-office/code-enforcement/town-ordinances-0">http://www.raymondmaine.org/town-office/code-enforcement/town-ordinances-0</a>	



## Economic Development Task Force Final Report

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### COMMERCIAL AREAS

The Town of Raymond's Commercial District runs along Route 302 abutting the Windham townline. This area is suitable for nonresidential development. However, there are other districts with Raymond that have the potential for commercial development. The specific standards and requirements for allowable uses within these zoning districts are found within Article 4 of the Town's Land Use Ordinances.

### COMMERCIAL DEVELOPMENT AREAS

#### Commercial District

The Commercial District is intended to serve as the downtown of Raymond and to provide general retail, wholesale, service, and business facilities in an area convenient to the residents of the Town. This district should efficiently utilize space and resources and provide for connectivity among and between businesses in a manner that looks and functions as a linear village with lively year-round business and inviting and safe pedestrian spaces and walkways. Route 302, the roadway through this commercial village, is intended to function as a transportation corridor that moves traffic safely and efficiently through the region while also serving as a safe and easy-to-navigate local link between the various sections of the commercial village. Site design, landscaping, screening, building placement, and building design in this district should result in a visually pleasing and cohesive village-like atmosphere.

#### 1. Permitted Uses:

- a. Retail businesses and service establishments, including warehousing and wholesale distribution related thereto;
- b. Recreational facilities such as racquetball or tennis centers but excluding amusement parks as defined herein;
- c. Auto repair facilities excluding auto body repair;
- d. Business and professional offices;
- e. Restaurants and drive in stands;
- f. Hotels, motels, and inns;
- g. Mixed-use buildings provided the upper floor contains only commercial uses. The upper floors may contain dwelling units or commercial uses.

#### 2. Conditional Uses: Outdoor sales and service.

#### 3. Space and Bulk Regulations - The following space and bulk regulations are established as minimum standards for mixed use and commercial buildings:

- a. There shall be no minimum lot area except that the lot shall meet the provisions of Maine Revised Statute Title 12, Chapter 423-A: MINIMUM LOT SIZE;
- b. There shall be no minimum street frontage;
- 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

## Economic Development Task Force Final Report

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shall be no side street setback.

- d. Where a lot in this district abuts a residential district, the commercial use shall provide and maintain a twenty-five (25) foot landscaped buffer strip and visual screening from the abutting residential district boundary. Existing commercial uses shall meet this requirement by June 1, 1990. New commercial uses shall meet this requirement within nine (9) months for the first commercial use of the lot;  
*[Adopted 5/21/88]*
- e. There shall be no minimum side yard setback;
- f. There shall be no minimum rear yard setback;
- g. The maximum building height shall be two and one-half (2.5) stories except that the maximum building height shall be three (3) stories for buildings which are located on the eastern side of Route 302.
- 4. Off-Street Parking
- 5. Signs

### Village Residential

Provides housing in a compact residential area. The areas encompassed in this district are to be of an urban nature with neighborhood shopping services and facilities to be provided within the district. The district is established to combine the convenience of urban life with the physical amenities of rural environment.

- 1. Permitted Uses
  - a. Schools
  - b. Churches
  - c. Public buildings and facilities
  - d. Agriculture excepting commercial poultry and piggery operations
  - e. Professional building
  - f. Nursing homes
  - g. Boarding homes
  - h. Bed and breakfast inn not to exceed five (5) rentable rooms
  - i. Elderly Housing
- 2. Conditional Uses
  - a. General store and neighborhood grocery store not to exceed one thousand (1,000) square feet of retail space including storage
  - b. Public utilities and communications facilities
  - c. Antique shops
  - d. Home occupations that conform to the requirements of Article 9, Section B. A home occupation which conforms to Article 9, Section B, and which is specifically permitted by Article 12 of this Ordinance shall be considered a permitted use.
- 3. Space and Bulk Regulations - The following space and bulk regulations are minimum requirements:



## Economic Development Task Force Final Report

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- a. The minimum lot area shall be forty thousand (40,000) square feet.
- b. The minimum lot frontage shall be one hundred (100) feet.
- c. The minimum building setbacks shall be as follows:
  - 1) Front - 25 feet
  - 2) Side - 10 feet
  - 3) Rear - 20 feet

The minimum front setback in those village areas where buildings have traditionally been sited closer to the road may be reduced to the average setback of existing principal buildings located within 500 feet and which front on the same road.

- d. The maximum building height shall be two and one half (2.5) stories except for barns.
- 4. Off-street Parking
- 5. Signs
- 6. Wireless communication facilities

### Residential District

The Town of Raymond has historically been a rural Town. It is the intent of this Ordinance to protect and preserve appropriate areas of Town from urban sprawl by designating uses and standards that are appropriate to a rural character.

- 1. Permitted Uses
  - a. Church
  - b. Public buildings and facilities
  - c. Agriculture including commercial poultry and piggery operations that conform to Article 9 of this Ordinance.
  - d. Home occupations that conform to the requirements of Article 9, Section B. A home occupation which conforms to Article 9, Section B and which is specifically permitted by Article 12 of this Ordinance shall be considered a permitted use.
  - e. Bed and breakfast inn not to exceed five (5) rental rooms and not to serve alcohol.
  - f. Boarding homes not to exceed five (5) rentable rooms excluding family living space.
  - g. Public utility and communication facilities.
- 2. Conditional Uses
  - a. Cemeteries
  - b. Mineral extraction that conforms to Article 9, Section E of this Ordinance.
  - c. Public and quasi-public recreation buildings and facilities
  - d. Neighborhood grocery store not to exceed one thousand (1,000) square feet of retail space including storage.
  - e. Contractors, not having more than five (5) vehicles and pieces of equipment that are not screened from view from the surrounding property and street. When a piece of equipment is

## Economic Development Task Force Final Report

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located on a trailer or truck, the combination shall be considered a vehicle and an additional piece of equipment. *[Adopted 5/21/88]*

3. Space and Bulk Regulations - The following space and bulk regulations are minimum requirements subject to modification under Article 8, Section B:
  - a. The minimum lot area shall be three (3) acres;
  - b. The minimum lot frontage shall be two hundred twenty five (225) feet;
  - c. The minimum building setbacks shall be as follows:
    - 1) Front - 40 feet
    - 2) Side - 20 feet
    - 3) Rear - 20 feet
  - d. The maximum building height shall be two and one-half (2.5) stories except for barns and poultry houses.
4. Off-Street Parking
5. Signs
6. Wireless Communication Facilities

### Rural Residential District

The Town of Raymond recognizes that certain areas of Town will experience residential growth due to rapid population growth in the region. It is the intent of this Ordinance to allow these uses while maintaining the basic rural orientation of the community.

1. Permitted Uses
  - a. Church.
  - b. Schools.
  - c. Public buildings and facilities.
  - d. Agriculture excluding commercial poultry and piggery operations.
  - e. Home occupations that conform to the requirements of Article 9, Section B. A home occupation which conforms to Article 9, Section B and which is specifically permitted by Article 12 of this Ordinance shall be considered a permitted use.
  - f. Bed and breakfast inn not to exceed five (5) rentable rooms and not to serve alcohol.
  - g. Boarding home not to exceed five (5) rentable rooms excluding family living space.
  - h. Public utility and communication facilities.
2. Conditional Uses
  - a. Nursing home.
  - b. Neighborhood Grocery Store not to exceed one thousand (1,000) square feet of retail space including storage.
  - c. Cemeteries.
  - d. Funeral parlors.



## Economic Development Task Force Final Report

- e. Medical arts buildings.
  - f. Mineral extraction that conforms to Article 9, Section E of this Ordinance.
  - g. Public and quasi-public recreation buildings and facilities.
  - h. Contractors, not having more than five (5) vehicles and pieces of equipment that are not screened from view from the surrounding property and street. When a piece of equipment is located on a trailer or truck, the combination shall be considered a vehicle and an additional piece of equipment.
3. Space and Bulk Regulations - The following space and bulk regulations are minimum requirements subject to modification under Article 13, Section B:
- a. The minimum lot area shall be two (2) acres.
  - b. The minimum lot frontage shall be two hundred twenty five (225) feet;
  - c. The minimum building setbacks shall be as follows:
    - 1) Front - 30 feet
    - 2) Side - 20 feet
    - 3) Rear - 20 feet
4. The maximum building height shall be two and one-half (2.5) stories except for barns.
5. Off-Street Parking
6. Signs

### Shoreland Zoning Districts

- RP - Resource Protection
- SP – Stream Protection
- LR/R-1 - Limited Residential/Recreational I
- LR/R-2 - Limited Residential/Recreational II

#### LAND USES\*

(\*TABLE 1 “LAND USES IN THE SHORELAND ZONE” )

	RP	SP	LRR1 LRR2
Non-intensive recreational uses not requiring structures such as hunting, fishing and hiking	yes	yes	yes
Motorized vehicular traffic on existing roads and trails	yes	yes	yes
Forest management activities except for timber harvesting	yes	yes	yes
Fire prevention activities	yes	yes	yes
Wildlife management practices	yes	yes	yes
Soil and water conservation practices	yes	yes	yes
Mineral exploration*	yes <sup>2</sup>	no	yes
Mineral extraction including sand and gravel	CEO <sup>3</sup>	no	CEO
Surveying and resource analysis	yes	yes	yes
Emergency operations	yes	yes	yes
Agriculture*	PB	yes	yes
Aquaculture	PB	PB	PB
Principal structures and uses:	.	.	.
a. Small non-residential facilities for education, scientific, or nature	PB	PB	CEO

## Economic Development Task Force Final Report

interpretation purposes			
b. Municipal [Adopted 3/18/00]	no	no	PB
c. Elderly Housing [Added 5/21/05]	no	no	yes
Structure accessory to allowed uses	PB	PB	CEO
Piers, docks, wharves, bridges and other structures and uses extending over or below the normal high water line or within a wetland:	.	.	.
a. Temporary	CEO <sup>7</sup>	CEO	CEO <sup>7</sup>
b. Permanent	PB	PB	PB
Home occupations**	no	no	yes
Essential services	PB <sup>4</sup>	PB <sup>4</sup>	PB
Service drops, as defined, to allowed uses	yes	yes	yes
Public and private recreational areas involving minimal structural development	PB	PB	PB
Personal campsites	CEO	CEO	CEO
Campgrounds	no <sup>5</sup>	no	PB
Parking facilities	no <sup>5</sup>	no	PB
Marinas	no	PB	PB
Signs*	yes	yes	yes
Uses similar to allowed uses	CEO	CEO	CEO
Uses similar to uses requiring a CEO permit	CEO	CEO	CEO
Uses similar to uses requiring a PB permit	PB	PB	P

\* There may be additional performance standards in Article 9 of the Raymond Land Use Ordinance beyond those in Section 15 of these shoreland zoning provisions.

\*\* Home occupations are those land uses that conform with the requirements of Article 9. A home occupation that conforms to Article 9 and that is specifically permitted by Article 11 of the Raymond Land Use Ordinance shall be considered a permitted use in the Limited Residential/Recreation I and II Districts. All other home occupations not specifically listed in the definitions of home occupations in Article 12 of the Raymond Land Use Ordinance shall be considered conditional uses that must conform to the standards set forth in Article 9, Section B of the Raymond Land Use Ordinance and that must be reviewed and approved by the Appeals Board.

1. [Reserved, Deleted 6/7/12]
2. Requires permit from the Code Enforcement Officer if more than 100 square feet of surface area, in total, is disturbed.
3. In RP not permitted in areas so designated because of wildlife value.
4. See further restrictions in Section 15, Subsection M.2.
5. Except for Panther Run's floodplain, in which case a permit is required from the Planning Board.
6. Except to provide for permitted uses within the district, or where no reasonable alternative route or location is available outside the RP area, in which case a permit is required from the Planning Board.
7. Excluding bridges and other crossings not involving earthwork, in which case no permit is required.

### INDUSTRIAL DEVELOPMENT AREAS

The Industrial (I) District designates areas with Town for the following uses and requirements:

#### 1. Permitted Uses:

- a. Any industrial structure or use, as defined in this Ordinance, which meets all of the following criteria:
  - 1) Primary aspects of the industrial process are carried on within the structure;
  - 2) The noise level of the industrial process does not exceed 50 decibels at any property line; and
  - 3) There are no land, water or air waste discharges or emissions other than sanitary facilities, which met the requirements of the State's wastewater disposal rules.

## Economic Development Task Force Final Report

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- b. Warehousing and outdoor storage;
  - c. Distribution and transportation;
  - d. Research laboratories;
  - e. Retail facilities and services accessory to principal uses.
2. Conditional Uses:
- a. Automobile graveyards, automobile recycling businesses and junkyards conforming with Title 30-A, Sections 3751 – 3760 and all state or local regulations;
  - b. Public utility facilities.
3. Location - An industrial district may be created for any land within the Town, except within the Shoreland District, upon application to the Planning Board by an applicant for a specific industrial use thereof upon a showing by the applicant to the satisfaction of the Planning Board under the procedures set forth in this Article 4, Section G., that the proposed industrial use and its location satisfy the requirement set forth below. Following a review of the application, the Planning Board shall recommend to the Town Meeting whether or not the proposed industrial district and use should be approved.
- a. The proposed use will not result in undue water, noise, or air pollution.
  - b. The proposed location consists of soil types, which are suitable to the construction, and industrial use proposed and will not be subjected to unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result.
  - c. The proposed location and use will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed.
  - d. The proposed use will be compatible with the existing uses of any improved land abutting the proposed location and with any identifiable predominant character of surrounding improved lands;
  - e. The proposed location and use meets all of the requirements and procedures for site plan review set forth in Article 10 of this Ordinance.
4. Procedure for Creation – Industrial Districts are subject to review by the Planning Board and Town Meeting approval process.
5. Minimum Standards - There shall be no minimum lot area or minimum street frontage required in any industrial district. Setbacks, provision for visual screening and maximum building heights shall be as provided in the Commercial District, and the minimum standards established under Article 9 of the Ordinance shall be applicable, unless the Planning Board recommends more restrictive or additional requirements in order to assure compliance with the conditions set forth in Section 3, above.
6. Change in Use - Following the creation of any industrial district, the use of such district shall not

## Economic Development Task Force Final Report

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be changed until the applicant, for any change in use, shall apply therefore to the Planning Board and the Planning Board shall find that the proposed change is consistent with the provisions and requirements of this Article 9, Section G., with such reasonable conditions as the Planning Board may impose in order to assure compliance with the requirements set forth in Section 3, above. Consistent with this requirement, the Planning Board may permit a change in use to any Principal Use permitted in the Commercial District, excepting one-family dwellings.

7. Where a lot in this district abuts a residential district, the industrial/commercial use shall provide and maintain a fifty (50) foot landscaped buffer strip and visual screening from the abutting residential district boundary. Existing industrial/commercial uses shall meet this requirement by June 1, 1990. New industrial/commercial uses shall meet this requirement within nine (9) months of the first industrial/commercial use of the lot.
- 

### **ORDINANCE REQUIREMENTS**

#### **OFF STREET PARKING (ARTICLE 9.C)**

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]*
  - a. Two (2) spaces per dwelling unit.
  - b. One (1) space for each sleeping room in a tourist home, boarding or lodging house, motel or hotel.
  - c. One (1) space for each tent or recreational vehicle site in a campground.
  - d. One (1) space for each two (2) beds in a hospital or sanitarium.
  - e. One (1) space for each four (4) beds in other institutions devoted to the board, care, or treatment of persons.
  - f. 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]*
  - g. 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.
  - h. One (1) space for each 1.2 employees based on the highest expected average occupancy for

## Economic Development Task Force Final Report

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all types of commercial, industrial, or other permitted uses. *[Amended 06/02/09]*

- i. 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]*
6. No off-street parking facility 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. The reviewing authority may require a peer review of the parking analysis. *[Adopted 06/02/09]*

### SIGNAGE (ARTICLE 9.L)

#### 1. Definitions Specific to Sign Regulation

**Alteration** - A non-structural change or minor repair that does not involve replacing or reconfiguring the sign board or sign space, or the system used to affix the sign to the ground or to a structure. Change of color, lettering, logo, design or message constitutes alteration of a sign.

## Economic Development Task Force Final Report

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**Fixed sign** – A sign that is affixed in a permanent or semi-permanent manner to a sign post or sign mounting system in the ground or to a building or other structure.

**Free Standing Sign** - A fixed sign supported by one or more uprights or braces permanently affixed into the ground.

**Identification Sign** - A sign indicating the location of, or direction to, a separate function performed within one portion of that building. Examples of identification signs are: "entrance", "exit", "auditorium", etc. Identification signs do not name or advertise the activity conducted within or without the premises.

**Portable sign** - A sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure.

**Off-premise Sign** - A sign which advertises goods and services not rendered on the premises on which the sign is located.

**Reader board** - A sign or portion of a sign on which the copy periodically changes or can be changed by manual, electronic or mechanical means.

**Replacement** - A structural change to a sign such as a change to the braces, uprights, poles, or any portion of the system used to affix the sign to the ground or to a structure, or a change or reconfiguring of the sign board or sign space. A change of color, lettering, logo, design or message not involving structural change does not constitute a replacement.

**Sandwich board** - A sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure, and that is displayed only while the business associated with the sign is open, and which contains copy set out in chalk, paint or print form which is easily changed but which is not removable lettering such as is typically found on reader boards. A sandwich board may be hung from a fixed sign or a structure, so long as they are not permanently or semi-permanently affixed.

**Temporary advertising feature** – An object displayed outdoors that is associated with commercial products or services or is intended to advertise, or draw attention to commercial products or services, and which may include models or replicas of products, inflatable devices, assemblages of flags, balloons or banners, and similar features or displays.

**Temporary sign** - A sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure and that is, displayed for a temporary or limited timeframe.

**Temporary commercial sign** – A temporary sign that is associated with commercial products or services or is intended to advertise, or draw attention to commercial products or services.

## 2. Sign Permits

## Economic Development Task Force Final Report

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Except as otherwise herein provided, no person shall install, erect, or place a new sign or modify, move, replace, or make alterations to any sign, without first applying for and obtaining from the appropriate reviewing authority as set out in subsection 2.a below, a sign permit. Applications shall be on forms prescribed and provided by the Code Enforcement Officer setting forth such information as set out in subsection 2.b below and any other information that may be required by the reviewing authority for a complete understanding of the proposed work.

Applications shall be submitted to the Code Enforcement Officer, accompanied by the required fee as specified in the Schedule of Fees established by the Board of Selectmen. For Temporary Commercial Signs and Temporary Advertising Features the fee will be a refundable deposit to be forfeited to the Town if the applicant fails to remove the sign or advertising feature upon expiration of the permit.

Applications to install, erect, or place a new sign or modify, move, replace, or make alterations to any sign that is part of a project that is required to receive Site Plan review shall be made part of the application for Site Plan review. Sign applications that are part of a Site Plan application, and that have paid a Site Plan review fee, shall not be required to pay a sign application fee except for fees for Temporary Commercial Signs and Temporary Advertising Features, if any.

### a. Reviewing Authority

Except for temporary signs or temporary advertising features, Planning Board approval and permit under the provisions of this section shall be required for the installation or replacement of any sign that is part of a project subject to major or minor site plan review, or for any other sign application referred to the Planning Board by the Code Enforcement Officer.

Code Enforcement Officer permit approval under the provisions of this section shall be required for installation or replacement of all signs not subject to Planning Board review. Prior to permitting any sign that is proposed for a site that ever received site plan approval from the Planning Board or any new or replacement signs located within the Commercial District, the Code Enforcement Officer shall consult with the Town Planner. The Code Enforcement Officer may require that any sign application be reviewed for approval by the Planning Board if, in the opinion of the Code Officer, the staff review process is unable to adequately resolve all relevant issues raised by the sign application review process.

### b. Application Information

Applications shall include a signage plan which contains information on the location and design of the proposed sign or alteration. The plans shall show the design, size, location, color, materials, contents and type of lighting for each proposed sign.

Unless, waived by the Reviewing Authority, applications proposing installation or alteration of a fixed sign in the Commercial District shall be prepared by a design professional experienced in commercial signage.

## Economic Development Task Force Final Report

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### 3. Exceptions

Permits are not required for:

- a. Political signs
- b. Trespass signs allowed under subsection 9.e
- c. Temporary real estate signs allowed under subsection 8.c
- d. Temporary development or construction site signs allowed under subsection 8.d
- e. Temporary signs giving notice allowed under subsection 8.a
- f. Identification signs
- g. Name signs not exceeding one (1) square foot in area identifying occupants of the premises where such sign is located
- h. Signs erected and maintained for public safety and welfare or pursuant to and in discharge of any governmental function, or required by law, ordinance or governmental regulations
- i. Bulletin boards, reader boards or similar signs in connection with any church, museum, library, school or similar public structure
- j. Sandwich boards allowed under subsection 8.f
- k. Flags and banners allowed under subsection 8.e
- l. Changes to the content of established reader boards
- m. Signs that are located and displayed inside a building, whether visible outside of the building through a window or door.

### 4. Maintenance and Conformance of Signs

No sign shall be erected or altered except in conformity with the provisions herein. The sign must be kept clean, neatly painted and free from all hazards such as, but not limited to, faulty wiring and loose fastenings, and must be maintained at all times in such safe condition so as not to be detrimental to the public health or safety or detrimental to physical appearance or scenic or natural beauty of the community, or constitute a distraction or obstruction that may contribute to traffic accidents.

### 5. General Safety Standards for Signs

No sign, whether new or existing shall be permitted in a location that causes a sight, traffic, health or welfare hazard, or results in a nuisance due to illumination, placement, display, or manner of construction.

### 6. Motor Vehicle Signs

Signs on motor vehicles are not subject to the regulations of this Section unless they have the effect of circumventing restrictions or limitations imposed by this Section. A sign on a motor vehicle will be presumed to have the effect of circumventing the restrictions or limitations of this Section if the motor vehicle is parked or stored in a location visible from a public way and one or more of the following circumstances exists:



## Economic Development Task Force Final Report

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- a. the motor vehicle is unregistered;
- b. the motor vehicle is uninspected;
- c. the sign is larger in any dimension than or extends beyond any surface of the motor vehicle to which it is attached;
- d. the motor vehicle is parked or stored continuously in the same location;
- e. the motor vehicle is parked or stored in an area not designed, designated or commonly used for parking;
- f. the motor vehicle is regularly parked or stored in a front yard, as defined in this ordinance, or in the public right of way adjacent to the front yard when there is parking available in a side or rear yard; or
- g. the motor vehicle is regularly parked or stored in a location where a sign would not be permitted under this ordinance.

The presumption that a motor vehicle has the effect of circumventing this Section may be rebutted by evidence that the motor vehicle is parked or stored in a particular location for reasonable business or personal purposes not related to advertising, identifying, displaying, directing, or attracting attention to an object, person, institution, organization, business, product, service, event or location.

### 7. Decoration and Ornamentation

Decoration or ornamentation of buildings, structures or other features of a site, including wall murals, are not subject to the regulations of this Section unless they have the effect of circumventing the restrictions or limitations imposed by this Section. Decoration or ornamentation will be presumed to have the effect of circumventing the restrictions or limitations of this Section if one or more of the following circumstances exists:

- a. The decoration or ornamentation depicts any product or service offered to customers of a business located on the property (for example, painting an ice cream cone on the wall of an ice cream stand);
- b. The decoration or ornamentation depicts some component or aspect of the name of a business located on the property, (for example, displaying a statue of a dolphin on a restaurant named "The Dolphin"); or
- c. The decoration or ornamentation imitates or replicates any logo or symbol used to advertise or identify a business located on the property.

The presumption that any decoration or ornamentation has the effect of circumventing this Section may be rebutted by evidence that the decoration or ornamentation exists for some reasonable business or personal purpose not related to advertising, identifying or attracting attention to the products or services offered on the premises. Nothing in this paragraph prevents temporary decoration of buildings or structures or temporary displays on a site during holiday seasons when such decoration and display are customary.

### 8. Temporary Signs & Temporary Advertising Features

The following temporary signs are allowed and shall conform to these standards and other municipal, state or federal ordinances, statutes or regulations:

## Economic Development Task Force Final Report

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### a. Temporary Signs Giving Notice

Signs of a temporary nature such as advertisements of charitable functions, notices of meetings and other non-commercial signs of a similar nature, are permitted for a period not to exceed twenty-one (21) days and shall be removed by the person(s) who posted the signs within forty-eight (48) hours after fulfilling its function. Temporary signs specified in this section shall not be attached or painted to fences, trees, or other natural features, utility poles, or the like and shall not be placed in a position that will obstruct or impair vision or traffic or in any manner create a hazard or disturbance to the health and welfare of the general public.

### b. Temporary Political Signs

Temporary political signs may be placed in any district, except in a floodplain, are not subject to lot line setbacks, and may be placed in a public right of way or on public property but not within 150 feet of an intersection or in such locations as will create a safety hazard. Political signs may not be placed within a right-of-way or elsewhere prior to six (6) weeks before the election, primary or referendum to which they relate and must be removed by the candidate or political committee not later than one week after Election Day. The maximum size of temporary political signs shall be 4 feet by 4 feet.

### c. Temporary Real Estate Signs

One temporary real estate sign attached to a building or free standing may be erected advertising the sale, lease or rental of the premises upon which the sign is located. This sign shall be located on the property that is advertised for sale. Temporary real estate signs shall be removed from the premises within thirty (30) days after the property is sold or leased.

### d. Temporary Development or Construction Site Sign

One temporary development or construction sign, attached to a building or free standing, may be erected provided such sign shall be limited to a general identification of the project and shall be removed within thirty (30) days after completion of the project.

### e. Banners & Flags

A banner or flag, the dimensions of which do not exceed twenty-four square feet and on which there is only the word "open" and no other lettering or numbering, may be displayed by any retail business or service establishment (except home occupations) during the hours such business is open for customers and shall not be counted toward calculating the maximum number of signs or the maximum gross display area of signs on the property. This subparagraph does not prohibit or restrict displays of the United States Flag or the State of Maine Flag.

## Economic Development Task Force Final Report

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### f. Sandwich Boards

One temporary sandwich board is allowed for each business provided it meets the requirements of this section. Sandwich boards shall not exceed three (3) feet in height or a total of nine (9) square feet per side in size. Sandwich boards shall not be counted toward calculating the maximum number of signs or the maximum gross display area of signs on the property. Sandwich boards may not include any source of illumination. Sandwich boards are allowed to be displayed outside only during the hours of operation of the business. Sandwich boards are not subject to lot line setbacks, and may be placed in the portion of a public right of way abutting the property containing the business as long as they are not placed in a travel way or on a public sidewalk and do not create a hazard.

### g. Temporary Commercial Signs

One temporary sign for commercial purposes (including but not limited to advertising or announcing a new or relocated business) up to thirty-two (32) square feet of total façade area but no more than sixteen (16) square feet per side, shall be permitted in any district in connection with a legally permissible business conducted on the premises.

Temporary signs are allowed in addition to any sign permitted by this section. The area of the temporary sign shall not count toward the maximum sign area allowed for an individual property.

A temporary commercial sign is not subject to lot line setbacks but shall be located within the boundaries of the property on which the business is located. A temporary commercial sign shall not be placed in a travel way or on a public sidewalk and shall not create a hazard for pedestrians or vehicles.

Temporary commercial signs shall not be installed or displayed on the same property or on adjoining properties under the control of a single person or entity for more than four (4) thirty (30) day periods per calendar year, and such periods must be non-consecutive. In order to be considered non-consecutive, there shall be at least a fifteen (15) day interval between display periods. When more than one business is located on the same property or on adjoining properties under the control of a single person or entity, the limitations of this paragraph shall apply separately to each business.

The Code Enforcement Office shall issue permits for temporary commercial signs ("temporary sign permit") for each non-consecutive thirty (30) day period which set out the expiration date of the permit. Temporary signs shall be removed on or before the expiration date set out in the temporary sign permit.

In addition to being subject to penalties and other sanctions for violations of this Ordinance, any business that allows a temporary sign to remain in place more than the thirty (30) consecutive days allowed by this section will forfeit the permit deposit to the town.

## Economic Development Task Force Final Report

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### h. Temporary Advertising Features

One temporary advertising feature shall be permitted in any district in connection with a legally permissible business conducted on the premises.

Temporary advertising features are allowed in addition to any sign permitted by this section. The area of the temporary advertising feature shall not count toward the maximum sign area allowed for an individual property.

A temporary advertising feature shall be located so that it does not create a hazard for pedestrians or vehicles. A temporary advertising feature shall not be placed in a travel way or on a public sidewalk.

Temporary advertising features shall not be installed or displayed, on the same property or properties under the control of a single person or entity, more than four (4) non-consecutive ten (10) day periods per calendar year. In order to be considered non-consecutive, there shall be at least a fifteen (15) day interval between display periods.

The Code Enforcement Office shall issue permits for temporary advertising features ("temporary advertising feature permit") for each non-consecutive 10 day period, which set out the expiration date of the permit. Temporary advertising features shall be removed on or before the expiration date set out in the temporary advertising feature permit.

Any business that allows a temporary advertising feature to remain in place more than the ten (10) consecutive days allowed by this section will forfeit the permit deposit to the town.

### 9. Regulations Applicable to All Signs

#### a. Off-premises signs

Off-premises signs are prohibited. All signs shall be located on the property containing the business to which the sign relates, subject to the provisions of subsection 11 below.

#### b. Reader Boards

Reader boards attached to permanent signage are allowed so long as they do not occupy more than 50% of the area of the sign. Reader boards shall contain no more than four (4) lines of text and the lettering on the Reader board shall not be less than 6" in height. The area of the Reader board shall be counted toward calculating the maximum gross display area of signs on the property. A reader board may contain an electronic message sign, and may include a time and/or temperature display so long as the time and/or temperature display complies with the requirements for time and/or temperature signs in subsection 9.c below. A reader board must also comply with the requirements for changeable signs under 23 M.R.S.A. § 1914(11-A), as amended from time to time.

## Economic Development Task Force Final Report

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### c. Time and/or Temperature signs

Time and/or Temperature Signs are allowed, and any sign otherwise permitted may include a time and temperature sign, provided that a time and/or temperature sign not be established within 2,500 feet of another time and temperature sign. A time and/or temperature sign shall be limited to 10 square feet in area and may not be located more than 10 feet above grade. The area of the time and/or temperature sign shall be counted toward calculating the maximum gross display area of signs on the property. The electronic display of a time and/or temperature sign shall not change more often than one time per minute. A time and/or temperature sign shall also comply with the requirements for changeable signs under 23 M.R.S.A. § 1914(11-A), as amended from time to time.

### d. Illumination & Animation

Sign illumination, if any, shall be a non-flashing light. Animated display or flashing signs are prohibited.

### e. Trespass signs

Signs relating to trespassing and hunting shall be permitted without restriction as to number provided that no such sign shall exceed two (2) square feet in area.

### f. Roof mounted signs

Signs shall not be mounted to, nor placed upon the roof of any building.

### g. Street numbers

Any premise which utilizes an advertising sign or other sign identifying the premises to the traveling public must display its street numbers on at least one of the permanent signs permitted under this Section in a location visible from the nearest street. The characters of the street number shall be at least 6 inches high. The street number shall not be counted as part of the gross display area of the sign unless characters larger than 6 inches high are used for the street number and/or the street name, in which case the area which exceeds that which would be covered using 6 inch characters shall be counted as part of the gross display area. The street number must be displayed on all permanent signs erected, repaired, altered (including change in message) or replaced after June 2, 2009 unless another permanent sign on the same premises already displays the street address in compliance with this paragraph.

## 10. Specific Standards

- a. The following provisions shall govern the use of signs in the Resource Protection, Stream Protection, Limited Residential-Recreation I, Limited Residential-Recreation II, Village Residential I, Village Residential II, Rural and Rural Residential districts, and any other residentially-zoned districts.
  - 1) Signs related to goods and services lawfully sold on the premises are allowed, but

## Economic Development Task Force Final Report

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shall not exceed six (6) square feet in area, and shall not exceed two (2) signs per premises except as otherwise allowed pursuant subparagraph (4) below.

- 2) Residential users may display a single sign not over three (3) square feet in area relating to the sale, rental, or lease of the premises.
- 3) No sign shall extend higher than twenty (20) feet above the ground.
- 4) Signs advertising approved commercial uses in the residential zones fronting on Route 302, will be allowed to the maximum size and number allowed in the commercial zone.

b. The following provisions shall govern the use of signs in the Commercial District.

- 1) Signs permitted in this district include free standing signs and signs attached to a building or structure, identifying uses of goods sold or services rendered on the premises. Signs attached to a building may project out from the façade of the building but may not be mounted to the roof of the building. Signs may be single or double-faced.
- 2) The maximum display area of permanent signs in this district shall be an amount equal to one (1) square foot of area for every foot of street frontage to a maximum of two hundred eighty eight (288) square feet for each premise.
- 3) Detached signs may extend to a maximum height of twenty (20) feet above the level of the ground upon which they are erected.
- 4) Signs attached to a building may extend a maximum of ten (10) feet above the level of the eaves of roofs.
- 5) Signs shall be located only in the front yard or along the front property line in cases where the commercial lot abuts a lot in a residential district. Any sign within ten (10) feet of the property line shall have the bottom of the sign not less than six (6) feet above the level of the adjacent traveled surface.
- 6) No sign shall be more than four (4) feet above the peak of the roof and no sign shall protrude out from the building more than twelve (12) inches.
- 7) No sign shall be more than 12 feet by 12 feet and not to exceed 288 square feet in size including the two sides of a freestanding sign.
- 8) Signs attached to buildings shall not exceed 4 feet by 8 feet.

c. The following provisions shall govern the use of signs in the Industrial District.

- 1) Signs permitted in this district include free standing signs and signs attached to a building or structure, identifying uses or articles produced or services rendered on the

## Economic Development Task Force Final Report

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premises. Signs attached to a building may project out from the façade of the building but may not be mounted to the roof of the building. In cases where the industrial lot abuts a lot in a residential district, the sign shall be constructed in a manner such that it will be oriented in a direction other than toward the residential district.

- 2) Signs will be allowed to the maximum size allowed in the commercial zone but will be at the discretion of the Reviewing Authority to meet the standards of the area located.

### HOME OCCUPATION STANDARDS (ARTICLE 9.B)

1. The Home Occupation shall be carried on wholly within the dwelling or accessory structure.
  2. The Home Occupation shall be carried on primarily by a member or members of the family residing in the dwelling unit. Not more than two (2) persons who are not family members residing in the dwelling unit, shall be employed.
  3. There shall be no exterior display, no exterior sign except as expressly permitted by District regulations of this Ordinance, no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building.
  4. Objectionable conditions such as noise, vibration, smoke, dust, electrical disturbance, odors, heat, glare or activity at unreasonable hours, shall not be permitted.
  5. In addition to the off-street parking provided to meet the normal requirements of the dwelling, adequate off- street parking shall be provided for the vehicles of each employee and the vehicles of the maximum number of users the home occupation may attract during peak operation hours.
  6. The home occupation shall not utilize more than twenty (20) percent of the total floor area of the dwelling unit. The basement floor area shall be excluded in the calculation of the twenty (20) percent.
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### MUNICIPAL DEVELOPMENT REVIEW PROCEDURES AND STANDARDS

#### SITE PLAN REVIEW (Article 10)

##### A. Purpose

1. The purpose of Site Plan Review is to ensure that the design and layout of commercial, retail, industrial or institutional uses or multi-family residential development will constitute suitable development and will not result in a detriment to the Town of Raymond or to the environment.
2. The purpose and objectives of site development requirements and the site design review procedure for uses other than single-family and duplex dwellings are to:
  - a. Encourage originality, flexibility and innovation in site planning and development,

## Economic Development Task Force Final Report

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including the architecture, landscaping and graphic design of the development;

- b. Discourage monotonous, drab, unsightly, dreary and inharmonious developments;
- c. Conserve the Town's natural beauty and visual character and charm by insuring that structures, signs, and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic quality of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs, and other improvements;
- d. Protect and enhance the Town's appeal to its residents and visitors and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business, commercial, and industrial properties;
- e. Stabilize and improve property values and prevent blighted areas and, thus, increase tax revenues;
- f. Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and, thus, decrease the cost of governmental services;
- g. Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change, and improvement;
- h. Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the Town's favorable environment; and, thus, to promote and protect the health, welfare, and safety of the Town.

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

1. Except for single-family dwellings, duplex dwellings, accessory uses to single-family or duplex dwellings, maintenance of an existing building or facility, or interior renovations to an existing building or facility which do not change the use(s) or increase the amount of parking required under Article 9, Section C, no building permit shall be issued for a new building, a new facility, an exterior renovation to an existing building or facility, any alteration to or addition of impervious areas, or any substantial change to the use of an existing building or facility until the plans, drawings, sketches, and other documents required under this section have been reviewed and approved in accordance with the Site Plan Review provisions set out in this section below.
2. Site Plan Reviews shall be classified by the Town Planner as follows:
  - a. Staff Review. A site plan application shall be classified as a **Staff Site Plan Review** so long as, in any two year period:
    - 1) any new building or any additions to existing buildings proposed by the application do not exceed 2400 square feet of new Gross Floor Area, and
    - 2) any exterior building renovation proposed by the application do not exceed 1200 square feet of building surface area, and



## Economic Development Task Force Final Report

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- 3) any additional or altered impervious surface proposed by the application does not exceed, separately or in combination, 2400 square feet.

- b. 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:

- 1) 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
- 2) any exterior building renovation proposed by the application do not exceed 2400 square feet of building surface area, and
- 3) any additional or altered impervious surface proposed by the application does not exceed, separately or in combination, 4800 square feet .

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

3. The applicant may reclassify an application from a staff site plan review to a minor site plan review, and may request a hearing by the Planning Board, even if the amount of area proposed to be developed or renovated is under the threshold that would trigger Planning Board review, and even if staff has been in the process of reviewing the application. However, in order to do so, the applicant shall provide all submission materials required for a minor site plan review as set out in section C.3.b below.
4. The staff may require that any Site Plan application be reviewed by the Planning Board as a minor site plan review, even if the amount of area proposed to be developed or renovated is under the threshold that would trigger Planning Board review, if the staff review process is unable to adequately resolve all relevant issues raised by the site plan review process.
5. The Planning Board may, by majority vote, reclassify a minor site plan item on the agenda to a major site plan if the Board determines that there is credible conflicting technical information regarding the approval criteria, that the subject matter of the application is of significant public interest or that the application has generated a high level of interest in the immediate vicinity of the site.
6. Construction, site development, and landscaping shall be carried out in substantial accord with the plans, drawings, sketches, and other documents approved by the Board, unless altered with Board approval. Nothing in this Subsection shall be construed to prevent ordinary repair, maintenance, and replacement of any part of the building or landscaping which does not involve a substantial change from the purpose and objectives of this Ordinance.

### C. Administration *[Amended 06/02/09]*

1. The following procedure and requirements shall apply to all applications for site plan review:
  - a. Pre-application staff meeting required in the Commercial District.  
All applicants intending to file a site plan review application for property located in the Commercial district shall, prior to filing an application, meet with town planning and code

## Economic Development Task Force Final Report

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staff (or any other staff deemed to be necessary by the town for providing input on a proposal) to informally discuss the proposed project, the town's design guidelines, and site plan review criteria. The purpose of the meeting shall be to exchange information, to seek to identify issues in advance of detailed project design, and to discuss potential alternatives.

b. Planning Board pre-application meeting – optional.

Prior to formal application, an applicant may request an informal review of the site plan by the Planning Board to discuss the proposed project and the site plan review criteria, to determine its compliance with Town regulations, and to identify significant issues which will require additional analysis. This option is available to all applicants regardless of the classification of the Site Plan as described above. Such a request shall be in writing and 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.

c. 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.

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.

d. Design Guidelines.

The Town of Raymond Design Guidelines ("Design Guidelines") shall be reviewed and considered by all applicants proposing a site plan project located anywhere in the Commercial District. The Design Guidelines shall be considered by the Planning Board and the Staff when evaluating any site plan project located anywhere in the Commercial District.

The Design Guidelines are not ordinance requirements but are intended to assist applicants in designing projects which will comply with the ordinance requirements. Relevant portions of the Design Guidelines shall be considered, along with other relevant materials, by the Planning Board and the Staff, as guidance in determining whether an application meets the site plan Criteria and Standards in section E and the site plan Performance Standards of section F.

e. Peer review process

The town may require a peer review process for site plan applications as set out in sections C.2, C.3 and C.4 below. A peer review process may require that an expert consultant or consultants review one or more submissions of an application and report as to compliance or noncompliance with this Ordinance, including adherence to Design Guidelines, and advise of procedures or submissions which will result in compliance.

## Economic Development Task Force Final Report

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The consultant 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 escrow account. 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.

f. Timely action.

Within one hundred (100) days of the receipt of a completed application, the reviewing authority shall act to approve or disapprove the Site Plan as submitted or amended.

g. Public hearings and notification.

Prior to taking final action on any Site Plan Review application, the Planning Board will hold a hearing to afford the public the opportunity to comment on the application. Notice of the date, time, and place of such hearing shall be published in a newspaper of local circulation at least seven (7) days prior to the hearing. Further notice shall be sent by mail to property owners abutting the proposed project at least seven (7) days prior to the hearing.

Site Plan applications that are classified as a Staff Site Plan Review, shall not be required to receive a public hearing unless the application is heard and decided by the Planning Board. However, the Town shall give notification of the nature of applications that are classified as a Staff Site Plan Review, and the time and manner in which to review or comment on the application, by mail to the owners of all abutting property within fourteen (14) days of the date upon which the application is received and at least seven (7) days in advance of any final action on the application.

h. Approval part of Building Permit applications.

One copy of the approved site plan shall be included in the application for a building permit.

i. Communication with Historic Preservation Commission.

An owner or his authorized agent shall submit information on the location of the development to the State Historic Preservation Officer (Maine Historic Preservation Commission, 55 Capitol Street, State House Station 55, Augusta, Maine 04333) with a request that the reviewing authority be notified of any comments. The applicant shall submit to the reviewing authority proof of such notification, including a copy of the letter to the State Historic Preservation Officer.

j. Expiration of approval.

Site plan approval shall expire and be void if the activity approved is not commenced within 12 months, and completed within two (2) years after the date of approval unless the reviewing authority, at the time of approval, establishes a different commencement and completion schedule but in no case will such period exceed five (5) years. Upon application for an extension of the approval received before approval expires, an extension of up to two (2) years may be granted by the reviewing authority.

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

## Economic Development Task Force Final Report

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### a. Review process.

Staff Site Plan Review shall be conducted at a meeting attended by the Town Planner and the Codes 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 Department 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 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 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 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.

### b. Submission requirements.

Applications classified as Staff Site Plan Review developments shall be required to submit application materials in accordance with the requirements in section D below except as follows. The following items listed in Section D.1 shall not be required unless the staff reviewers deem any of those items reasonable and necessary to insure that the requirements of the Ordinance are met and the staff reviewers specifically request those items:

- (b.) Narrative descriptions explaining how the submissions and the proposed plans meet all submission requirements and ordinance provisions that pertain to the applicant’s project.
- (c. 6.) A surveyed topographic map of the site showing existing and proposed contours at no more than two (2) foot intervals;
- (c.7.) Location of watercourses, wetlands, marshes, surface water, rock outcroppings, wooded areas, single trees;
- (c.9.) Locations of water mains, sewer mains, wells, fire hydrants, culverts, drains, pipe sizes, grades and direction of flow;
- (c.10.) Existing soil conditions and soil suitability test results for septic waste disposal;
- (c.12.) Proposed traffic circulation and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours;
- (c.14.) A storm water management plan;

## Economic Development Task Force Final Report

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- (c.17.) Existing and proposed planting, fences and walks, including all landscaping and screening;
- (c.23.) Description and plan of a "phase development concept" detailing the areas and sequence of phasing;
- (c.25.) Information on the amount and types of waste to be generated or materials to be stored, used, transported, or applied and the precautions, safeguards or methods that will be used to minimize the potential for groundwater contamination;
- (c.26.) Location of existing trails used for hiking, walking, bicycling, snowmobiling, and horseback riding, as well as any portion of any Town- designated greenbelt, which occurs on the property.

The staff reviewers may require the applicant to submit additional studies or reports which it deems reasonable and necessary to insure that the requirements of the Ordinance are met. The costs of all such studies or reports shall be borne by the applicant.

### C. Review criteria

For applications classified as Staff Site Plan Review developments, only the portions of the lot or lots being proposed for development, or portions of any lot or lots under the common ownership or control of the applicant which will, or is likely to, experience a substantial change of use in conjunction with the proposed development, shall be required to meet the site plan Criteria and Standards in section E and the site plan Performance Standards of section F.

For purposes of this subsection, "substantial change of use" shall mean a change in the use of the site that is likely to result in a substantial alteration of the existing traffic or parking patterns, timing, or intensity from the current use of the site, or which would result in a change in the amount or timing of activity on the site that might affect, noise, lighting, waste disposal, delivery times, water usage, or sewage disposal, or an increase in the amount of parking required under Article 9, Section C.

### d. Planning Board pre-application meeting.

Prior to formal application for Staff Site Plan Review, an applicant may participate in an informal pre-application meeting with the Planning Board as set out in section C.1.b above.

In the event that issues arise in the course of the Staff Site Plan Review process that have not been resolved after consideration at two regularly scheduled Plan Review meetings, the staff reviewers may recommend an informal meeting with the Planning Board to discuss the proposed project, the unresolved issues, and the site plan review criteria to determine the application's compliance with Town regulations and to attempt to resolve the issues. The applicant may accept this recommendation in which case the applicant shall make a request in writing and 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.

If the applicant does not accept this recommendation, the staff reviewers may make the

## Economic Development Task Force Final Report

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recommendation to the Planning Board at its next regular meeting. If the Planning Board accepts the recommendation to conduct an informal meeting with the applicant, then the applicant shall make a request in writing and 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.

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 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**:

a. Review process.

Applications classified as Minor Site Plan Review developments shall be reviewed by the Planning Board. Completed and timely submitted applications classified as Minor Site Plan Review developments shall be reviewed and acted on at the next regularly scheduled Planning Board meeting following the submission deadline.

b. Submission requirements.

Applications classified as Minor Site Plan Review developments shall be required to submit application materials in accordance with the requirements in section D below except as follows. The following items shall not be required unless the Planning Board deem any of those items reasonable and necessary to insure that the requirements of the Ordinance are met and the Planning Board specifically request those items:

- (c. 6.) A surveyed topographic map of the site showing existing and proposed contours at no more than two (2) foot intervals;
- (c.12.) Proposed traffic circulation and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours;
- (c.14.) A storm water management plan;
- (c.26.) Location of existing trails used for hiking, walking, bicycling, snowmobiling, and horseback riding, as well as any portion of any Town- designated greenbelt, which occurs on the property.

The Planning Board may require the applicant to submit additional studies or reports which it deems reasonable and necessary to insure that the requirements of the Ordinance are met. The costs of all such studies or reports shall be borne by the applicant.

c. Review criteria.

For applications classified as Minor Site Plan Review developments, only the portions of the lot or lots being proposed for development, or portions of any lot or lots under the common ownership or control of the applicant which will, or is likely to, experience a substantial change of use in conjunction with the proposed development, shall be required to meet the

## Economic Development Task Force Final Report

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site plan Criteria and Standards in section E and the site plan Performance Standards of section F.

For purposes of this subsection, “substantial change of use” shall mean a change in the use of the site that is likely to result in a substantial alteration of the existing traffic or parking patterns, timing, or intensity from the current use of the site, or which would result in a change in the amount or timing of activity on the site that might affect, noise, lighting, waste disposal, delivery times, water usage, or sewage disposal, or an increase in the amount of parking required under Article 9, Section C.

d. Planning Board pre-application meeting.

Prior to formal application for Minor Site Plan Review, an applicant may participate in an informal pre-application meeting with the Planning Board as set out in section C.1.b above.

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 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 planning (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 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**:

8. Review process

Applications classified as Major Site Plan Review developments shall be reviewed by the Planning Board. Completed and timely submitted applications classified as Major Site Plan Review developments shall be reviewed and acted on at the next regularly scheduled Planning Board meeting following the submission deadline.

9. Submission requirements.

All submission required in Section D below shall be required unless specifically waived by the Planning Board.

The Planning Board may require the applicant to submit additional studies or reports which it deems reasonable and necessary to insure that the requirements of the Ordinance are met. The costs of all such studies or reports shall be borne by the applicant.

10. Review criteria.

For applications classified as Major Site Plan Review developments, the entire lot or lots being proposed for development, or any lot or lots under the common ownership or control of the applicant which will, or is likely to, experience a substantial change of use in conjunction with the proposed development, shall be required to meet the site plan Criteria and Standards in section E and the site plan Performance Standards of section F.

## Economic Development Task Force Final Report

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For purposes of this subsection, “substantial change of use” shall mean a change in the use of the site that is likely to result in a substantial alteration of the existing traffic or parking patterns, timing, or intensity from the current use of the site, or which would result in a change in the amount or timing of activity on the site that might affect, noise, lighting, waste disposal, delivery times, water usage, or sewage disposal.

11. Planning Board pre-application meeting.

Prior to formal application for major review, an applicant shall participate in an informal pre-application meeting with the Planning Board to discuss the proposed project and the site plan review criteria, to determine its compliance with Town regulations, and to identify significant issues which will require additional analysis. The applicant shall make a request in writing and 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.

12. Peer review.

Peer review process is required for applications classified as Major Site Plan Review developments unless the Planning Board 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 is sufficiently complex that it requires the expertise of a peer reviewer.

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.

5. The Planning Board shall require the owner or the owner’s authorized agent to deposit 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.

6. Performance Guarantees.

- a. The developer shall, in an amount set by the Town Manager, file with the Town, prior to the issuance of Final Approval, a performance guarantee in the form of a certified check payable to the Town of Raymond, a performance bond running to the Town of Raymond, an irrevocable letter of credit to cover the full cost of required improvements or some other form of surety that is acceptable to the Town Manager. For the purposes of this section, required improvement shall mean all public and private roads, all drainage structures and ditches, all erosion control measures, all utilities, all landscaping and all recreation facilities. Any such bond shall be satisfactory to the Town Manager and the municipal attorney as to form, sufficiency, manner of execution and surety.



## Economic Development Task Force Final Report

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- b. At the discretion of the Town Manager, the developer may be allowed to submit individual bonds for each phase of a project's development. If this option is chosen, prior to submission of each individual bond, the developer shall submit to the Town a written statement detailing completion dates for all roads and other public improvements planned for that phase.
- c. A period of one (1) year (or such period as the Town Manager may determine appropriate, not to exceed three (3) years) shall be set forth in the bond time within which required improvements must be completed.
- d. Inspection of Required Improvements:
  - 1) At least fifteen (15) days prior to commencing construction of required improvements, the developer shall notify in writing the Code Enforcement Officer of the time when the developer proposes to commence construction of such improvements so that the Town Manager can cause inspection to be made to assure that all specifications and requirements shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Board. Inspection shall be made of all required public improvements as defined above;
  - 2) At least five (5) days prior to commencing construction of required improvements, the developer shall pay an inspection fee equal to the estimated cost of inspection by an engineer appointed by the Town, payable by check to the Town of Raymond, stating the purpose of the fee. No building permits shall be issued on the project and no work begun until the inspection fee has been paid;
  - 3) If the inspector shall find, upon inspection of the improvement performed before the expiration date of the performance bond, that any of the required improvements have not been constructed in accordance with plans and specifications filed by the developer, the inspector shall so report to the Town Manager, Road Commissioner and Building Inspector. The Town Manager shall then notify the developer and, if necessary, the bonding company or bank, and take all necessary steps to preserve the municipality's rights under the bond or letter of credit. No plan shall be approved by the Board as long as the developer is in default on a previously approved Plan;
  - 4) If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the inspector that unforeseen conditions make it necessary or preferable to modify the location or design of any required improvement, the inspector may, upon approval of the Town Manager, authorize modifications, provided these modifications are within the spirit and intent of the Board's approval and do not extend to the waiver or substantial alteration of the function of any improvements required by the Board. The inspector shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Planning Board;

## Economic Development Task Force Final Report

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- 5) Upon completion and final inspection of all required improvements, any funds remaining in a project's inspection fee account, after all inspection fees have been paid, shall be returned to the subdivider;
  - 6) The applicant shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until acceptance of said improvements by the legislative body.
- e. The performance guarantee shall not be released by the Town Manager until:
- 1) The inspecting engineer has completed a final inspection of the project and has submitted a written report stating that all required public improvements as defined above have been completed in accordance with approved plans and specifications;
  - 2) The Town Manager and Code Enforcement Officer have examined the site, have reviewed the inspecting engineer's report and concur with the inspecting engineer's findings.
  - 3) Performance guarantees collected on phased work segments shall be released in the same manner as outlined above, upon the completion of each phase.

### D. Submission Requirements

1. When the owner of the property or the owner's authorized agent makes formal application for Site Plan Review, the application shall contain at least the following exhibits and information except to the extent any of these submission requirements are modified by the provisions of Section C.2.b pertaining to Staff Site Plan Review and Section C.3.b pertaining to Minor Site Plan Review above: *[Amended 06/02/09]*

- a. A fully executed and signed application for Site Plan Review;
- b. A narrative description explaining how the submissions and the proposed plans meet all submission requirements and ordinance provisions that pertain to the applicant's project. *[Adopted 06/02/09]*

For any project located in the Commercial District, the applicant shall also submit a narrative which explains how the submissions and the proposed plans comport with the Raymond Design Guidelines, and where the submissions and the proposed plans do not comport with the Raymond Design Guidelines, the reasons why the applicant is proposing an alternative design. *[Adopted 06/02/09]*

- c. Fifteen (15) copies of a Site Plan 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: *[Amended 06/02/09]*
  - 1) Name of owner and developer; and interest of the applicant if other than the owner or developer;

## Economic Development Task Force Final Report

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- 2) Name of development, scale and meridian arrow, with specific definition of representation, date of plan and legend;
- 3) Names and addresses of all owners of record of all adjacent property as they appear on Assessor's records;
- 4) Current zoning boundaries and one hundred (100) year flood plain boundaries including surrounding areas to a distance of three hundred (300) feet from the perimeter of the site;
- 5) Easements; rights-of-way, existing, planned or proposed; or other reservations adjacent to or intersecting the property;
- 6) A surveyed topographic map of the site showing existing and proposed contours at no more than two (2) foot intervals;  
*[Amended 3/20/99]*
- 7) Location of watercourses, wetlands, marshes, surface water, rock outcroppings, wooded areas, single trees with a diameter of ten (10) inches measured three (3) feet from the base of the trunk;
- 8) Location of buildings existing on the tract to be developed and on adjacent tracts within a distance of one hundred (100) feet from the property line, indicating whether existing buildings on the tract are to be retained, modified or removed;
- 9) Locations of water mains, sewer mains, wells, fire hydrants, culverts, drains, pipe sizes, grades and direction of flow, existing within two hundred (200) feet of the subject property;
- 10) Existing soil conditions and soil suitability test results for septic waste disposal. The Planning Board also may require submission of a high intensity soils map;
- 11) Locations of proposed buildings and uses thereof;
- 12) Proposed traffic circulation system including streets, parking lots, driveways and other access and egress facilities, curb lines, sidewalk lines, and existing streets, including the projected traffic flow patterns into and upon the site for both vehicles and pedestrians and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours;
- 13) Location of existing and proposed public utility lines indicating whether proposed lines will be placed underground;
- 14) A storm water management plan, prepared by a registered professional engineer, shall be designed so that the post-development storm water runoff does not exceed the pre-development storm water runoff for the 24-hour duration, 2-, 10-, and 25-year frequency storm events. The storm water plan shall be prepared in accordance with

## Economic Development Task Force Final Report

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*“Stormwater Management for Maine: Volume III BMP’s Technical Design Manual”*, latest edition, prepared by the Maine Department of Environmental Protection, which is incorporated herein by reference and made a part thereof. The storm water plan shall include the following information for the pre- and post-development conditions: drainage area boundaries, hydrologic soils groups, ground cover type, time of concentration flow paths, modeling methodology, calculations, and background data. The Board may require review and endorsement of the stormwater plan and calculations by the Cumberland County Soil and Water Conservation District or some other third party qualified to conduct such review, the cost of which shall be borne by the Applicant. *[Amended 12/2/08]*

Projects subject to Site Plan Review shall include the following: *[Adopted 12/02/08]*

- a) Phosphorus export calculations based on “Phosphorus Control in Lake Watersheds: A Technical Guide to Evaluating New Development (latest edition), issued by Maine DEP. or,
- b) Any project which requires a Stormwater Permit from the State of Maine DEP shall submit A Stormwater Management Plan designed in accordance with Section 4 of the State of Maine Chapter 500 Stormwater Regulations, Stormwater Standards (June 6, 2006, and as amended). *[Adopted 12/02/08]*

For Minor Developments and Minor Modifications, subject to CEO review only, the Stormwater Management Plan must demonstrate conformance with the Storm Water Quality and Phosphorus Control provisions (point system) described in Article 9, section U.5 of this ordinance.

- 15) Location and design of proposed off-street parking and loading areas indicating number and size of stalls;
- 16) Proposed location and direction of, and time of use of outdoor lighting;
- 17) Existing and proposed planting, fences and walks, including all landscaping and screening, and indicating existing trees to be retained and areas to be left undisturbed including design features intended to integrate the proposed new development into the existing landscape to enhance aesthetic assets and to screen objectionable features from neighbors;
- 18) Location, size, design, and manner of illumination of signs;
- 19) Disposal of sewage, trash, solid waste, oily waste, hazardous waste or radioactive waste showing disposal facilities, receptacles or areas;
- 20) Perimeter boundaries of the site giving complete descriptive lot data by bearings, distances, and radii of curves including the name and seal of the registered land surveyor who prepared the plan;

## Economic Development Task Force Final Report

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- 21) Description and plan of capacity and location of means of sewage disposal and evidence of soil suitability for such disposal (test pit locations shall be shown on the plans) approved by a registered engineer or soils scientist;
- 22) A statement of the amount of area of land involved in the site, the percentage of the site proposed to be covered by buildings, the total number of dwelling units proposed, the number of dwelling units proposed per acre, the area proposed to be devoted to open space, the area proposed to be paved for parking, driveways, loading space and sidewalks, the total number of parking spaces required by this Article 10, Section F.1 for the uses proposed, the number of employees expected per shift, and the total floor area of proposed commercial or industrial uses;
- 23) Description and plan of a "phase development concept" detailing the areas and sequence of phasing;
- 24) A notarized statement by the developer explaining how the developer intends to comply with the performance guarantee requirement of Article 10, Section C.3.a; *[Amended 3/20/99]*
- 25) When a proposed use is over a State-designated sand and gravel aquifer, information on the amount and types of waste to be generated or materials to be stored, used, transported, or applied on an annual basis, and the precautions, safeguards or methods that will be used to minimize the potential for groundwater contamination;
- 26) Location of existing trails used for hiking, walking, bicycling, snowmobiling, and horseback riding, as well as any portion of any Town- designated greenbelt, which occurs on the property.
- 27) An erosion and sedimentation control plan shall be prepared in accordance with the "*Maine Erosion and Sediment Control: Best Management Practices*", latest revision, prepared by the Maine Department of Environmental Protection, which is incorporated herein by reference and made a part thereof. The plan shall be prepared either by a professional civil engineer or by a Certified Professional in Erosion and Sediment Control (CPESC). At a minimum, the following items shall be discussed and provided: *[Amended 12/2/08]*
  - a) The name, address, and telephone number of the applicant.
  - b) The name, address, and telephone number of the person responsible for implementing the plan.
  - c) A vicinity map showing the location of water bodies that may be affected by erosion and sedimentation from the project.
  - d) Existing and proposed drainage patterns, including drainage channels that drain to surrounding water bodies.
  - e) A sequence of work that outlines how the project will be constructed and specifically addressing how soil disturbance will be minimized during the construction process.
  - f) Clear definition of the limits of work and any buffer areas that will remain undisturbed and an indication of how these areas will be protected during

## Economic Development Task Force Final Report

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construction.

- g) Description of temporary and permanent erosion control practices that will be used.
- h) Identification of the locations of the temporary and permanent erosion control practices.
- i) Identification of how, where and when collected sediment will be disposed.
- j) Dust control measures.
- k) Inspection and maintenance procedures, including schedule and frequency.
- l) Description of when and how temporary and permanent erosion and sedimentation control practices, as applicable, will be removed.

The Board may require the review and endorsement of this plan by the Cumberland County Soil and Water Conservation District at the applicant's expense.

2. Upon request, the Planning Board may waive the necessity of providing any of the foregoing planning information that is not relevant to the proposed development.

# Economic Development Task Force Final Report

## Attachment 7: Comprehensive Plan Implementation Strategy Matrix

Pages 62-67

(Note: Green/blue highlighting indicates items that directly affect the Commercial District.)

Also here: <http://www.raymondmaine.org/boards-committees/economic-development-task-force/report>

### POLICIES/STRATEGIES ACTION MATRIX

	Strategy	Priority	Action Taken
1	c. Undertake a revaluation to ensure fair share taxation	High	Completed
2	b. Adopt access management standards for Routes 302, 85 and 121	High	Completed
3	c. Require shared driveways and parking lots for commercial uses	High	Completed
4	a. Maintain buffer strip requirements around water bodies	High	Completed
5	c. Maintain erosion and phosphorus standards around water bodies	High	Completed
6	d. Prepare a 10-year road improvement program	High	Done
7	a. Implement a growth cap in the Town's rural areas	High	Done
8	b. Reduce VR-I lot size requirement to 1 acre and 100 feet of frontage	High	Done
9	c. Maintain the existing boundaries of the Commercial District	High	Done
10	d. Eliminate the VR-II District; allocate land to Rural Residential, VRI	High	Done
11	e. Change LRR1 from 2 to 3 acres except for open space subdivisions	High	Done
12	f. Change RR from 2 to 3 acres except for open space subdivisions	High	Done
13	g. Change Rural from 3 to 5 acres except for open space subdivisions	High	Done
14	b. Allow denser development in the Commercial District	High	Done
15	a. Create an open space plan for prioritization of open space purchases	High	Done
16	a. Allow accessory apartments	High	Done
17	f. Allow mobile home parks in new VRI (currently zoned VR-II)	High	Done
18	e. Develop additional standards for Route 302 commercial development	High	Done
19	a. Maintain Resource Protection District around 2-acre wetlands	High	Done
20	b. Continue Resource Protection District for waterfowl, deer habitats	High	Done
21	a. Encourage low impact businesses in the Commercial District	High	Done
22	c. Use TIF revenues to facilitate growth in Commercial, Ind. Districts	High	Done
23	b. Continue to allow light industry in the Industrial District	High	Done
24	c. Maintain road standards	High	Done
25	a. Maintain local standards for curb cuts and driveway openings	High	Done
26	a. Work with the County to establish a regional dispatch center	High	Done
27	a. Continue curb side pickup of recyclable materials	High	Done
28	a. Use Budget/Finance Committee for advice on Town needs	High	Done
29	h. Allow sale of one lot in any district at 2003 requirements	High	Done

## Economic Development Task Force Final Report

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	Strategy	Priority	Action Taken
30	a. Concentrate commercial development in Commercial District	High	Done
31	c. Exclude commercial development elsewhere along Route 302	High	Done
32	a. Evaluate the need for additional code enforcement assistance	High	Done
33	a. Integrate the Town's digital maps into development reviews	High	Ongoing
34	c. Increase police coverage	High	Ongoing
35	a. Evaluate sharing of resources between departments and the school	High	Ongoing
36	e. Inform property owners of importance of protecting water quality	High	Ongoing
37	f. Encourage citizen based water quality monitoring efforts	High	Ongoing
38	i. Continue to inspect motorboats for invasive aquatic plants	High	Ongoing
39	j. Continue efforts to control/eliminate aquatic plants in all Town lakes	High	Ongoing
40	a. Maintain requirement for hydrogeologic assessment	High	Ongoing
41	a. Encourage CC to continue work on regional watershed projects	High	Ongoing
42	b. Work with surrounding towns on water quality protection	High	Ongoing
43	b. Continue to provide money for the open space fund	High	Ongoing
44	c. Target land purchases to protect large tracts of connected open space	High	Ongoing
45	b. Work at the regional and state level on tax reduction	High	Ongoing
46	b. Maintain capital improvement program for facilities and equipment	High	Ongoing
47	e. Accept private roads in growth areas when built to town standards	High	Ongoing
48	f. Do not accept private roads in rural areas of town	High	Ongoing
49	c. Maintain signs and fire lane signs for all roads	High	Ongoing
50	b. Evaluate public safety needs, recommend appropriate action	High	Ongoing
51	e. Encourage contributions to police, fire and rescue services	High	Ongoing
52	b. Work with recreation organizations to provide quality services	High	Ongoing
53	c. Continue collection and disposal of household hazardous waste	High	Ongoing
54	a. Work with summer camps to allow public use in the off-season	High	Ongoing
55	b. Work towards full use of school recreation facilities	High	Ongoing
56	a. Support the Raymond Recreation Association's recreation programs	High	Ongoing
57	a. Do not actively pursue change to existing government structure	High	Ongoing
58	a. Continue to support agencies that serve elderly residents	High	Ongoing
59	b. Take advantage of financial incentives for regional cooperation	High	Ongoing
60	a. Continue and update 5-year capital improvement program	High	Ongoing
61	j. Monitor growth in growth and rural areas	High	Ongoing
62	a. Encourage open space subdivisions	High	Ongoing
63	b. Ensure that Town has sufficient staff to enforce local ordinances	High	Ongoing



## Economic Development Task Force Final Report

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	Strategy	Priority	Action Taken
64	b. Maintain timber harvesting standards in Town ordinances	High	Action pending
65	a. Establish reserve funds, where appropriate, for large capital expenses	High	Partially completed
66	d. Encourage responsible use of motorized recreational vehicles	High	Partially completed
67	a. Maintain the local land acquisition fund for open space	High	Partially completed
68	i. Tax land to extent allowed by law to preserve open space	High	Partially completed
69	a. Repeal the industrial floating zone	High	Not completed
70	d. Support LRDC's efforts to expand tax base in Comm., Ind. Districts	High	Not completed
71	d. Support the efforts of the Lake Region Development Council	High	Not completed
72	d. Continue to use Lake Region Bulky Waste facility	High	Not completed
73	b. Continue to publish a Town newsletter	High	Not completed
74	e. Establish an affordable housing committee	High	None
75	b. Establish and maintain a town facility land acquisition fund	High	None
76	c. Require 10% affordable housing in new developments	High	None
77	b. Investigate performance standards for larger scale home occupations	High	None
78	b. Provide Town funds to Raymond/Casco Historical Society	High	None
79	d. Develop erosion and phosphorus standards for all lots	Medium	Completed
80	b. Adopt regulations to encourage trail preservation in new development	Medium	Done
81	b. Explore options for increasing Town support for recreation programs	Medium	Done
82	a. Investigate successful tax reduction programs in similar communities	Medium	Ongoing
83	d. Pursue watercraft speed, safety, and noise enforcement	Medium	Ongoing
84	a. Identify land areas for expansion of municipal services, facilities	Medium	Ongoing
85	c. Evaluate options for Town hall and public works facility	Medium	Ongoing
86	a. Provide information to landowners on preservation techniques	Medium	Ongoing
87	a. Provide information to landowners on land preservation techniques	Medium	Ongoing
88	a. Maintain sufficient Town staff to maintain Town roads	Medium	Ongoing
89	a. Use State accident records to prioritize road improvements	Medium	Ongoing
90	b. Work with other agencies on solutions to traffic problems	Medium	Ongoing
91	b. Work with the State on establishing new park and ride lots	Medium	Ongoing
92	f. Periodically evaluate public safety salary and benefit competitiveness	Medium	Ongoing
93	a. Work with Library Club to provide quality library services	Medium	Ongoing
94	b. Continue to publicize the importance of recycling	Medium	Ongoing

## Economic Development Task Force Final Report

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	Strategy	Priority	Action Taken
95	a. Improve existing lake access; investigate additional access	Medium	Ongoing
96	b. Continue to evaluate recreation needs on an ongoing basis	Medium	Ongoing
97	a. Continue workshops on board and committee activities, plans	Medium	Ongoing
98	c. Continue to increase citizen awareness of local land use issues	Medium	Ongoing
99	a. Develop criteria for identifying significant views	Medium	Partially completed
100	h. Update the Shoreland Zoning Ordinance using State guidelines	Medium	Partially completed
101	b. Undertake an inventory of scenic views	Medium	Partially completed
102	a. Adopt aquifer protection standards for sand and gravel aquifers	Medium	Partially completed
103	c. Educate residents about Town's historic landmarks	Medium	Partially completed
104	b. Encourage private groups to educate residents	Medium	Partially completed
105	c. Encourage bike paths in new subdivisions	Medium	Partially completed
106	a. Investigate the impact fee experience of other towns	Medium	Not completed
107	c. Adopt additional performance standards for industry	Medium	None
108	b. Research applicability of housing rehabilitation grants	Medium	None
109	c. Preserve scenic views from roads and other public places	Medium	None
110	b. Develop and support an impact fee program if feasible for Town	Medium	None
111	e. Work to establish a regional hazardous waste collection site	Medium	None
112	a. Require developers to notify State about development's location	Low	Completed
113	c. Work towards live broadcast of board, committee meetings	Low	Completed
114	b. Create mechanisms for Town to receive charitable contributions	Low	Done
115	a. Develop options and a plan for use of the former Town dump	Low	Done
116	a. Revise ordinances to minimize development impact on habitat	Low	Done
117	c. Publicize liability exemption for public use of private property	Low	Done
118	a. Establish a process for identifying other natural resources	Low	Done
119	a. Encourage the State to provide shoulders on 85 and 121 for bikes	Low	Done
120	a. Encourage public transit opportunities in the Lake Region	Low	Ongoing
121	d. Work to create innovative solutions to improve traffic conditions	Low	Ongoing
122	b. Support continued bike use of snowmobile and pedestrian trails	Low	Ongoing
123	b. Develop a document on municipal roles and responsibilities	Low	Partially completed
124	c. Provide landowner incentives to set aside land for public recreation	Low	Partially completed
125	a. Encourage participation in historic marker program	Low	Partially completed
126	a. Encourage cluster housing to preserve prime agricultural land	Low	Partially completed
127	a. Encourage private inter-community trails	Low	Partially completed

## Economic Development Task Force Final Report

	Strategy	Priority	Action Taken
128	d. Provide information on affordable housing programs at Town office	Low	None
129	b. Require that septic systems be checked and pumped every 5 years	Low	None
130	a. Address regional enforcement of local waterway use	Low	None
131	g. Consider waste disposal services for boat owners	Low	None

2/11/2010

### Comprehensive Plan Implementation Committee (Final Report)

The Townspeople of Raymond voted to adopt the Comprehensive Plan at a special town meeting in October 2004 and the Board of Selectmen appointed a committee the next month in order to begin the process of implementing the plan. And so the Comprehensive Plan Committee (CPIC) got right to work.

Eight specific goals were identified in the plan. The first was to enhance Raymond's historic and archaeological resources, village character, and traditional architecture. The second to protect significant natural resources. The third to encourage and promote affordable, decent housing opportunities for all citizens. Next, to allow for a limited amount of new commercial and industrial growth. The fifth goal was to strive for a safe transportation system that meets the needs of both residents and non-residents. The next two goals were to provide for an adequate level of community services and facilities to meet the needs of the citizens, and to provide of a responsible system of municipal revenue collection and expenditures that provide an appropriate level of town services. And last, but not least, maintain the rural character of Raymond.

These seemingly simple goals have been dissected into policies and strategies, which were put into a matrix breaking down the key areas of responsibility and priority. Using this matrix as a guide, CPIC has addressed those issues deemed highest priority first.

The Town of Raymond was experiencing tremendous growth during the time the Comprehensive Plan was being formed, and that was a concern of the Townspeople. As a result, the Residential Growth Management Ordinance was passed at the next town meeting, as well as changes to lot sizes, and an accessory apartment ordinance. With the passage of these ordinances, the Town of Raymond can grow at a manageable rate and has gained more opportunities for affordable housing.

The next two years CPIC's primary focus was on the commercial district. The plan stated that the district remain within its current boundaries, but allowed for enhancement and greater density. Several ordinance changes relating to bulk and space, setbacks, height requirements, usage, and lot size were enthusiastically endorsed at Town Meeting 2009. These enhancements will position business and property owners well for future new or redevelopment and increase the Town of Raymond's economic base. A very important component of these changes were the production of the Design Guidelines that are complementary and inseparable from the associated ordinances.

## Economic Development Task Force Final Report

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From the very beginning of the implementation process, CPIC discovered that working with the current ordinances was confusing and somewhat difficult. So, a request was made for funds that would allow for a complete review and revamp. That work has been largely accomplished, but remains ongoing. The end result will be updated and “user friendly” ordinances.

CPIC also discovered that revisions to the official zoning map were necessary in order to reflect zoning changes passed in 2005. There remains a bit left regarding shoreland districting, specifically the Stream Protection District. When finalized, the map will be consistent with Raymond’s ordinances.

CPIC has, at this time, completed a full and thorough review of the Comprehensive Plan and has completed the implementation of the highest priorities and actionable items. The matrix has been revised and updated to reflect any ongoing or possible actionable items with their recommendations. This is only a brief outline of the work that has been going on for the last five years.

CPIC has not been alone in this endeavor. Every board and committee has been involved making this primarily a volunteer effort. I have been privileged to work with a group of people who are dedicated and focused, and who share a common love of community and commitment. I believe I can speak for CPIC in expressing tremendous gratitude to our contract planner, Hugh Coxe, whose expertise has been invaluable through the whole process.

With that, CPIC respectfully requests that it be discharged of its duties.

Yours truly,  
Christine O. McClellan CPIC Chair

(Note: Green/blue highlighting indicates items that directly affect the Commercial District.)

**List of Bids for Auditing Services - March 21, 2014**

	Year 1	Year 2	Year 3
1. RHR Smith, Buxton	\$6,200	\$6,200	\$6,200
2. Ron Beaulieu, Portland	\$8,000	\$8,000	\$8,000
3. Roy \$ Associates, Bangor	\$8,000	\$8,160	\$8,323
4. Smith & Associates, Yarmouth	\$6,775	\$6,775	\$6,775

**TOWN OF RAYMOND  
WARRANT FOR THE ELECTION OF OFFICERS & REFERENDUM**

Tuesday, June 10, 2014

To: Nathan White, Resident of Raymond, or Town Constable 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 Jordan-Small Middle School gymnasium in said Town on Tuesday the tenth day of June A.D. 2014 at 7:00 am then and there to act on the following articles:

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

ARTICLE 2 To elect all necessary Town Officers and vote on RSU #14 Referendum by secret ballot and conduct State Primary Election.

The polls for voting on Article 1 will open at 7:00 AM and close at 8:00 PM.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person who is not registered as a voter. A person who is not registered as a voter may not vote in any election.

Given under our hands this    day of May A.D. 2014.

\_\_\_\_\_ Joseph Bruno

\_\_\_\_\_ Samuel Gifford

\_\_\_\_\_ Michael Reynolds

\_\_\_\_\_ Lawrence Taylor

\_\_\_\_\_ Teresa Sadak

SELECTMEN OF RAYMOND

Dear Danielle & Louise,

Thank you for communicating to me this morning.

Last night the School Board voted to approve the “Warrant To Call Regional School Unit No. 14 Budget Meeting” for May 28, 2014. Windham resident, Michael Duffy, will post them as directed by the statute.

The School Board will take action on the “Warrant and Notice of Election Calling Regional Unit No. 14 Budget Validation Referendum” at its’ meeting on May 21, 2014. We will assure that the warrant is delivered by May 22, 2014. As we understand things, the selectmen and council members must also sign the warrant and post it at least 7 days prior to the June 10<sup>th</sup> election for them to be valid. Regrettably, I am not able to send the Warrant and Notice of Election – Budget Validation Referendum today as I do not have it from the School Board yet. It is our understanding that a complicating factor is that under 20-A MRS § 1486 (3)(D) absentee ballots received by the municipal clerk may not be processed or counted unless received on or after the day after the conclusion of the RSU budget meeting on May 28 (i.e. May 29) under 20-A MRS § 1486 (3)(E) all envelopes containing absentee ballots received before the day after the conclusion of the regional school unit budget or after the close of the polls, must be marked “rejected” by the municipal clerk.

If may be necessary to work out a procedure whereby untimely absentee ballots for the RSU referendum can be rejected, without rejecting the absentee ballots for the State election being held the same date.

Regards,  
Cindy Kennie

**Cindy Kennie**

Executive Assistant to the Superintendent

BYLAWS AND POLICIES  
OF THE  
BOARD OF SELECTMEN  
TOWN OF RAYMOND, MAINE

Page 92 of 135

Adopted January 18, 2005

Amended June 15, 2010

December 14, 2010

April 5, 2011

January 8, 2013

April 2, 2013

### Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board of Selectmen (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards. The Selectmen are referred to State of Maine Statutes and Maine Municipal Association "Officers Handbook" for explanation of the many roles and responsibilities of the office.

### Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A parliamentarian may be elected by the Board of Selectmen.

### Section 3. Officers and their Duties

Officers of the Board shall consist of a Chairman and a Vice Chairman to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chairman shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Selectman. All members of the Board of Selectmen are required to vote. The office of Chairman shall be limited to 2 consecutive 1-year terms requiring and at the minimum a term of 1 year between each 2-year period. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs.

In the absence of the Chairman, the Vice Chairman shall preside and shall have the same authority. If the Chairman and the Vice Chairman are absent the most senior Selectman, based on uninterrupted years of service, shall preside as Chairman pro-tem. If there is more than one senior member, the Chairman pro-tem shall be chosen by the affirmative vote of a majority of attending membership. The temporary Chairman is to have and exercise any and all authority conferred upon the permanent Chairman. The Town Manager and/or Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law. The people's right to know law shall be upheld [M.R.S.A. Title 1, Chapter 13].



In accordance with M.R.S.A., Title 30-A § 2635, “the Board of Selectmen shall exercise all administrative and executive powers of the Town except as provided in this subchapter. The Board of Selectmen shall deal with administrative services solely through the town manager and shall not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the Board of Selectmen from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or and matter relating to the welfare of the Town.”

Quorum: A majority of the Board constitutes a quorum. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

#### Section 4. Chairman Privileges

The Chairman may move, second, declare by unanimous consent, subject to the following limitations. As it is the function of the Chairman to preserve order and provide a fair hearing, the Chairman shall reserve the right to speak first and last on any subject before the Board. If the Chairman wants to actively participate in the debate in any other manner, he/she should stand down and call another member to take the chair with the majority consent of the other members of the Board present. The Chairman should not resume the chair until the pending question is disposed of.

#### Section 5. Seating Arrangement

Members shall occupy the respective seats in the Board chamber assigned to them by the Chairman, but any two or more members may exchange seats by joining in a written notice to the Chairman to that effect.

#### Section 6. Attendance

No Selectman shall be excused from attendance at a Board meeting without notification to the Chairman prior to the meeting. Attendance is expected except when a Board member notifies the Chairman prior to the meeting

#### Section 7. Meetings

Regular meetings of the Board shall be at the discretion of the Chairman. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member at least twenty-four hours in advance, whenever possible, and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law by the Town Manager or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e. site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. The order of business at regular meetings shall be as follows:

1. Call to order
2. Minutes of the previous meeting
3. New business
4. Old (unfinished) business

### Section 8. Special Meetings

All meetings other than regularly scheduled meetings shall be considered a Special meeting. Every reasonable effort must be made to notify all Selectmen in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chairman may call a Special Meeting at any time.
2. The Chairman shall call a Special Meeting if requested by a quorum of Selectmen.
3. A Special Meeting may be called by the Vice Chairman if the Chairman may not be reached by normal methods.

### Section 9. Meetings to Execute Documents

If logistics require Selectmen to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

### Section 10. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA § 405 and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process. The motion must carry by at least 3/5 of the members present. No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chairman shall determine the public and staff allowed to attend in the executive session. All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board. No official action shall be finally approved at an executive session. Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

### Section 11. Public to Address Board

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chairman shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once

Page 95 of 135

the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Raymond to address the Board regarding this particular agenda item. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments. The speakers will be asked not to be repetitious of comments already made to the Selectmen in the interests of the most efficient use of time. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member. After listening to any input from the public present, the Chairman will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Selectmen.

No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Raymond organization. Complaints will be referred to the town manager for investigation. If unresolved the issue will be brought to the Board of Selectmen. Complaints regarding the town manager must be brought to the Chairman of the Board of Selectmen for investigation and resolution; and to the full Board of Selectmen if unresolved by the Chairman.

Persons attending Selectmen meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Board. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Selectmen or while attending the Selectmen meeting shall be removed from the room by a law enforcement officer if so directed by the Chairman.

## Section 12. Workshop Sessions

Workshop sessions may be scheduled by the Chairman for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chairman, relating to the subject of the workshop session. No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

## Section 13. Agenda Items

All agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chairman as soon as possible. The first draft agenda will normally be available through public posting one week in advance of the Board of Selectmen meeting

## Section 14. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chairman, provided, however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

#### Section 16. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its attending membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote. Conflict issues shall follow established State Law. Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown. Those present, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

#### Section 17. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

#### Section 18. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

#### Section 19. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

#### Section 20. Right of Appeal

Any member may appeal to the Board from a ruling of the Chairman. If the appeal is seconded, the member making the appeal may briefly state his reason for it, and the Chairman may briefly explain his ruling. There

shall be no debate on the appeal, and no other Selectmen/person shall participate in the discussion. The Chairman shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote in favor, the ruling of the Chairman is sustained; otherwise, it is overruled.

## Section 21. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Chairman/Town Manager shall designate staff or a Board member to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is the DVD recording. [Accepted 8/17/2010] The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting
3. Selectmen present
4. Town staff present
5. Members of the public addressing the Selectmen
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

Free lending copies of the DVD recorded approved minutes will be available to the public at the Town Office and other designated places.

## Section 22. Standing Committees, Special Committees, Board Liaison

- a. Standing Committees shall be established by the Board on the recommendation of the Chairman at a regular or special Board meeting.
- b. The Chairman shall appoint Selectmen, as appropriate, to all standing committees, but two or more members may exchange assignments by joining in a written request to the Chairman to that effect and acted upon at a regular or special Board meeting.
- c. The Chairman shall appoint members to special committees and boards except as otherwise established by Board action.
- d. Committee meetings: All committee meetings will be called by the chairperson of the respective committee with the consent of the regular members. The Chairman of the Board or his Selectman designee is an ex-officio member of all standing committees.
- e. Standing Committee action shall be referred to the next regular meeting of the Board, except that as an emergency measure the Selectman may take action at any regular or special Selectmen meeting.
- f. Actions approved by Standing Committees shall be forwarded to the full Board as affirmative motion without need of a second.

## Section 23. Administration Function and Compensation of Members

### 1. Compensation

Unless otherwise determined by Town Meeting action, the compensation for Selectmen shall be \$100 per month for holding office and serving as a member of the Board.

Each Selectman may be reimbursed for documented expenses such as mileage, tolls, meals, telephone expense and other costs encountered while providing service to the Town in their administrative or executive function. All expense requests are subject to Board approval by accounts payable warrant order.

### 2. Functions of the Board

1. All letters of correspondence written by one member of the Board who is representing the Board shall be pre-approved by the Selectmen at a regular meeting of the Board.

2. While in the office maintaining daily activities, one member of the Board may not take action or make any decision, but merely serve in an advisory capacity to bring information back to the other Board members during the regular meeting of the Board.

3. While in office, all Board members are to maintain dignity and respect for all other members of the Board.

4. Correspondence for the Board shall be reviewed by the Board at the regular or special meeting and said correspondence is not available to the public until it has been noted at a regular or special Board meeting.

5. If a Board Member asks for information and the Chairman denies it, because of cost and the research is going to take up too much Town employee time, it can be brought forward as an agenda item and will be voted on by the Selectmen. [12/13/2010]

## Section 24. Public Comment Periods

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused himself or herself in order to assert or protect his or her personal interests or property rights.

Attest:

Louise H. Lester  
Town Clerk



## ANNUAL BUDGET/TOWN WARRANT

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

## GREETINGS:

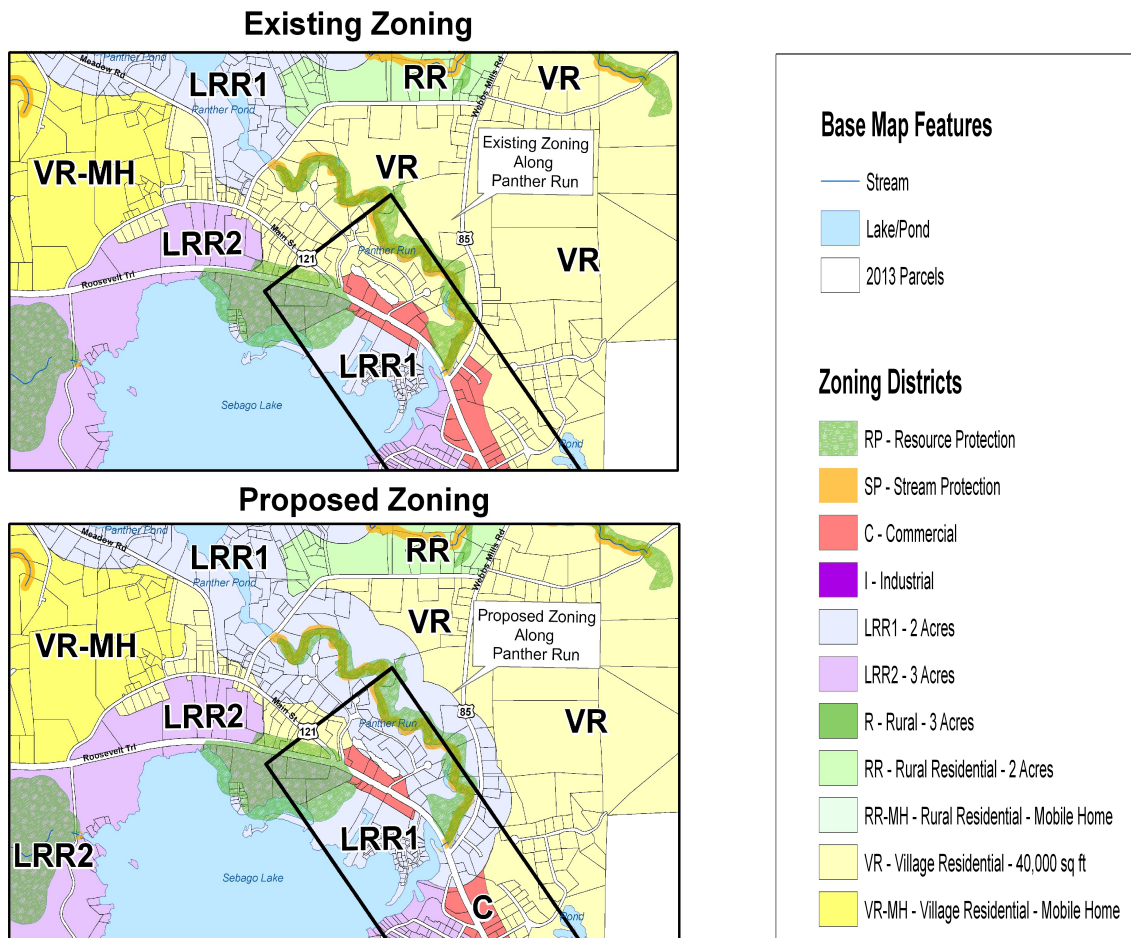
In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Jordan-Small Middle School gymnasium, in said Town of Raymond on Tuesday, June 3, 2014 at 7:00 P.M., then and there to act on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



**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	<del>13</del> 14
60	18
90 (perpendicular parking)	<del>25</del> 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% of 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 ~~pParking 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 ~~pParking 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 of 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 lessen 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.

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***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 are more than 500 square feet but do not exceed 2400 square feet of new Gross Floor Area, and
  - b. any exterior building renovation proposed by the application do not exceed 1200-2400 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~~ 10,000 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.

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e. Peer review process

The ~~T~~town may require a third party peer review process for site plan applications as set ~~forth~~ 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 Codes 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 Ddepartment 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.

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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 planning (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 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 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.

~~G. 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.

EG. 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 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.~~

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

~~DE. 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.~~

~~EF. 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**

**V. Public Boat Launch Facility and Associated Parking Areas**

2. Access from shore shall be developed on soils appropriate for such use and constructed so as to control erosion.
3. The Public Boat Launching Facility shall be located so as to minimize adverse effects on fisheries.
4. 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.
5. 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).

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 aAreas 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 pParking aAreas 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) 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 1<sup>st</sup> half to be due October 31, 2014 and 2<sup>nd</sup> 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	\$ <u>1,800</u>
Infrastructure – Hydrants	\$ <u>5,650</u>
Waterline Extension Bond Payment	\$ <u>64,064</u>
Route 302 Bond Payment	\$ <u>43,845</u>

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

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.	\$ <u>2,500</u>
Contract Services	\$ <u>6,898</u>
Raymond Rattlers Snowmobile	\$ <u>1,600</u>
Raymond Baseball/Softball	\$ <u>1,000</u>
Agawam mowing/soccer	\$ <u>2,000</u>

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

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

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

Given under our hands this 13<sup>th</sup> day of May AD 2014.

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Sam Gifford, Chairman

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Lawrence Taylor, Vice Chair

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Joseph Bruno, Parliamentarian

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Michael Reynolds

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Teresa Sadak