

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • APRIL 4, 2023

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/89576268873>
Phone 646-558-8656 / Meeting ID: 89576268873

7:00 PM

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA 5 MINS

1. Minutes from the Executive Session on March 21, 2023
2. Minutes from the Town Council Meeting on March 21, 2023
3. Minutes from the Executive Session on March 27, 2023

V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON) 10 MINS

Comments are intended for information sharing, not discussion. Comments in excess of three minutes are welcome at the end of the agenda prior to adjournment. Call 646-558-8656 / Meeting ID: 815 3196 0312

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PUBLIC HEARINGS 7:20PM

1. First Reading and Public Hearing - To Review proposed changes to the Zoning Ordinance (Chapter 402) with regards to Self-Storage Facilities and approve a Second Reading and Public Hearing on April 18, 2023. Proposed changes include: adding an ordinance section on self-storage facility standards, editing the self-storage definition, updating Table 402.5.3 regarding zoning district uses, adding design standards, and adding language referencing self-storage. **20 MINS**

Proposed motion:

Proposed motion:

Ordered, the Gray Town Council approves a Second Reading and Public Hearing on April 18, 2023 to review and approve proposed changes to the Zoning Ordinance (Chapter 402) with regards to Self-Storage Facilities.

- 2. First Reading and Public Hearing - To Review proposed changes to the Zoning Ordinance (Chapter 402) with regards to Accessory Dwelling Units and approve a Second Reading and Public Hearing on April 18, 2023. Proposed changes include: editing references to comply with state law, updating Table 402.5.3 regarding zoning district uses, adding references regarding exemption from Parking Requirements, adding reference to home occupation use within an ADU, updating the definition of Accessory Apartments, and updating the Accessory Apartments section. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves a Second Reading and Public Hearing on April 18, 2023 to review and approve proposed changes to the Zoning Ordinance (Chapter 402) with regards to Accessory Dwelling Units.

- 3. First Reading and Public Hearing - To Review a proposed non-substantive change to the Zoning Ordinance (Chapter 402) and the Shoreland Zoning Ordinance (Chapter 403) which which would replace the term "marijuana" with the term "cannabis" in all instances, in accordance with State law, LD 1957 (PL 2022, Ch. 669, §5). **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves a Second Reading and Public Hearing on April 18, 2023 to review and approve a proposed non-substantive change to the Zoning Ordinance (Chapter 402) and the Shoreland Zoning Ordinance (Chapter 403) which would replace the term "marijuana" with the term "cannabis."

VIII. ACTION ITEMS 8:00PM

- 1. To Review and Act Upon Approving the Appointment of Anthony Grabarz as a regular member of the Zoning Board of Appeals with a term expiring August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Anthony Grabarz as a regular member of the Zoning Board of Appeals with a term expiring August 31, 2025.

- 2. To Review and Act Upon Approving the Appointment of Mary Sweeney Underwood as a regular member of the Community Television Advisory Committee with a term expiring August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Mary Sweeney Underwood as a regular member of

the Community Television Advisory Committee with a term expiring August 31, 2025.

IX. REPORT FROM THE COUNCIL CHAIR 10 MINS - 8:10PM

X. REPORT FROM THE TOWN MANAGER 10 MINS

XI. COMMITTEE REPORTS 10 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. ADJOURNMENT 8:45PM

** The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • March 21, 2023

Council Workshop
Meeting



5:30 PM

ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Krista Chappell	Vice Chair	Present
Michael Curtis	Council Member	Absent
Dan Maguire	Council Member	Present
Martin Meaney	Council Member	Present

EXECUTIVE SESSION

The Gray Town Council will enter Executive Session under MRS Title 1 Chapter 13 Section 405 (6)(a) to consult with the Town Attorney on personnel matters.

Motion: The Gray Town Council will enter Executive Session under MRS Title 1 Chapter 13 Section 405 (6)(a) for personnel matters at 5:31 PM.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Martin Meaney, Dan Maguire
ABSENT:	Michael Curtis

The Executive Session ended at 7:00 PM, No further action was taken.

XIII. ADJOURNMENT

The workshop was Adjourned at 7:00 PM.

-nrr

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • March 21, 2023

Council Regular
Meeting



Town Council Chambers
24 Main Street, Gray, ME 04039

7:00 PM

<https://us06web.zoom.us/j/88986083219>

Phone 646-558-8656 / Meeting ID: 88986083219

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.

II. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Krista Chappell	Vice Chair	Present
Michael Curtis	Council Member	Absent
Dan Maguire	Council Member	Present
Martin Meaney	Council Member	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA

IV.1 -Minutes from the Town Council Meeting on March 7, 2023

IV.2 - ZBA fee changes

Motion: Ordered, the Gray Town Council removed the minutes from the Town Council Meeting on March 7, 2023 from the Consent Agenda and approves the Consent Agenda.

RESULT:	PASSED 4-0
MOVER:	Krista Chappell
SECONDER:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Dan Maguire, Martin Meaney

Motion: Ordered, the Gray Town Council approves the minutes from Town Council Meeting March 7, 2023

RESULT:	PASSED 4-0
MOVER:	Krista Chappell
SECONDER:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Dan Maguire, Martin Meaney

Councilor Maguire noted that there was an error. The Gray Food Bank was not looking for a “second location,” just a new location.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON)

The Public Comment period was opened at 7:07pm. There was no public comment. The Public Comment period was closed at 7:07pm.

VI. ADJUSTMENTS TO THE AGENDA

None

VII. PRESENTATIONS

VII.1 Updated budget recommendations - Nathaniel Rudy, Town Manager

The Town Manager proposed changes to the initial budget request from Department Heads in the Town Manager Budget, which will be included in the March 23rd Council Workshop packet. The Town Manager provided a table of changes to the Council. Council Chair Carder discussed the process for reviewing the budget. Councilor Maguire and Chair Carder discussed the need for road improvement and the budget for that, Councilor Maguire noted the importance of this to avoid failing roads. Mo Russo, the Director of the Building and Grounds Department, provided a memo about the possibility of The Town acquiring sign-making equipment so his Staff could build the “Welcome to Gray” signs rather than purchase them because this would potentially save

money. Councilor Chappell a raised a concern because it could require skills, training, software, and Staff time that is limited. Councilor Maguire is also concerned about the Staff time and capacity; he would also like to see an example of the quality this would produce.

VIII. ACTION ITEMS

VIII.1 To Review and Approve the Revaluation Request for Proposals.

Town Assessor Lauren Asselin presented recommended changes to the Request for Proposals for Municipal Revaluation, which extends the timeline for deliverables.

The Gray Town Council says that this makes sense and agrees with the changes within the Reevaluation Request for Proposal.

VIII.2 To Review and Approve the Appointment of Britt Barton as Town Clerk.

RESULT:	PASSED 4-0
MOVER:	Martin Meaney
SECONDER:	Krista Chappell
AYES:	Sandra Carder, Krista Chappell, Dan Maguire, Martin Meaney

Britt Barton introduced herself, she has lived in the Gray/New Gloucester area for ten years.

VIII.3 To Review and Approve the Libby Hill Trails Maintenance Agreement.

RESULT:	PASSED 4-0
MOVER:	Krista Chappell
SECONDER:	Dan Maguire
AYES:	Sandra Carder, Krista Chappell, Dan Maguire, Martin Meaney

The Council Chair Carder presented the updated Maintenance Agreement.

IX. REPORT FROM THE COUNCIL CHAIR

-Lacy Antonson & Lisa Lehne-Gilmore have proposed Saturday May 20th or Sunday May 21st for a “Spring Fest” which is the Volunteer event previously discussed. Council could push out notifications seeking nominations for the Volunteer Awards this week, include the info in the April Newsletter with an April 24th deadline. Council would select recipients at the May 2nd Workshop in Executive Session. Lacy & Lisa will work with Staff to figure out the logistics and planning. Council can discuss further at an upcoming April Workshop when they ask them back for the Comp Plan Coordinator phase 2 discussion.

-Councilor Maguire has identified LD 214 which is pending before the Legislature and would exempt Municipalities under 10,000 in population from the LD2003 housing mandates. This was raised in the Joint Leaders meeting last week as New Gloucester has asked their Town Manager to submit a letter of support for the bill. Bill Kerbin, New Gloucester Town Manager pointed out that if passed there would be fewer than 20 Municipalities required to comply so the bill's future was uncertain. Councilor Maguire would like us to consider asking the Town Manager Nate Rudy to submit a letter of support. Councilor Maguire feel that this timeline is aggressive and believes Council could do a better job with more time. Councilor Maguire mentioned there is another legislative bill to have Municipalities buy one unit per every 10,000 residents to house unhoused people.

-Doug Webster, Community Development Director, asked if Staff should work on an ADU ordinance change and The Council agreed and said yes, please keep going ahead with that.

-The Joint Leaders meeting was held on Thurs March 16th and included:

Legislative priorities – the Town Manager will follow up with Senator Pierce regarding the 50% reimbursement for commercial solar arrays. Bill Kerbin raised the LD214 as mentioned. MSAD-15 Board Chair Sam Pfeifle also identified a bill pending which would force schools to start Middle School and High School at 8:30am flipping Elementary schools to the earlier time. The School has many concerns with this: safety of the youngest kids waiting for busses in the dark, impact to daycare costs with those same students arriving home earlier, impact to sports programming which is already challenging with the short daylight hours.

Budget – Council Chair Carder shared the draft material provided by Sam Pfeifle. They will fine tune the figures on March 29th with a straw poll in April. Council will discuss that material at Thursday's Workshop. New Gloucester is preparing to vote on their two budget proposals.

Childcare – Sam Pfeifle will follow up with Superintendent Craig King on the contact who may be available to assist with analysis of options. Recreation Director Anthony Dahms was willing to help with that effort.

They finished by sharing other misc. updates and the next meeting will be in June after the election so a new Chair will take over.

-A reminder the next budget workshop is this Thursday 23rd at 4:00pm. Council will be looking to make final changes so an updated set of documents can be provided on Mon 27th - which is the final budget workshop staring at 4:00pm. Council Chair Carder added a short Executive Session to the beginning of that workshop.

-Council Chair Carder sent out a Microsoft Forms poll for possible April Workshop dates and the most people could attend Tuesday, April 11th at 5:00pm and Monday, April 24th at 6:00pm. Council will use those Workshops to start catching up on the items held during budget season.

X. REPORT FROM THE TOWN MANAGER

The Town Manager asked the Council if they had any questions about his written report. Councilor Chappell asked if the library's reciprocal, in-person borrowing with other towns would be promoted by the Town, to make residents aware of this new program. The Town Manager said yes it will be promoted. Councilor Chappell mentioned concern with the report from the Department of Building and Grounds because they stated that they do not have enough time to get their work done, but they have not requested funds in the budget for more staff. The Town Manager noted that the proposed new Light Equipment Operator position would be shared with the Buildings and Grounds Department in the summer season.

XI. COMMITTEE REPORTS

Councilor Meaney:

- WBF meets March 22nd at 2:00pm.
- ZBA meets March 22nd at 7:00pm to discuss three variances.
- Finance Committee meets March 23rd at 2:30pm.
- Planning Board Workshop met March 9th with Avesta Housing. Next meeting is April 13th at 7:00pm.

Councilor Maguire:

- FYI Maine Alliance of Road Associations has a bill in the legislature, LD461, to clarify and define some terms used in statutes, for example public easement vs. private way, to define words like "paving," and it requires Municipalities to maintain a list of roads that have at least four houses. This would be helpful to settle issues with road associations.

Councilor Chappell:

- Resiliency Committee moved meeting to Thursday March 23rd at 5:00pm.
- OAC met March 9th and discussed ADUs, self-storage, and setbacks for multi-family homes.
- GPCOG Executive Committee met March 21st at 12:00 and went over climate action work, discussed advocacy priorities, and the five year strategic plan. They also discussed the Executive Director's performance evaluation. The GPCOG general assembly is Thursday May 25th.

Chair Carder:

- DMS met March 20th and discussed curriculum material, and went over the steps for their projected opening on June 10th, their next Meeting is April 10th at 5:00pm.
- Open Space meets on April 5th at 6:00pm.
- Recreation meets April 3rd at 6:00pm.

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Meaney: None

Councilor Maguire: None.

Councilor Chappell: Meeting with Kyle on April 8th for training on Microsoft Teams.

Chair Carder: Received an email from Sharon Young checking the status of a mooring ordinance and mooring officer. The Council discussed if they should move this from the future list to the current. It was decided that the Council will leave this for the next Council to consider.

-It was discussed to move the July meeting date to the third Tuesday of July to avoid conflict with the Fourth of July Holiday when Staff may be taking off for personal time.

-Gerald Foster of Deer Acres was wondering if Deer Acres will be included in the road items of the budget schedule. Council Chair Carder advised him that Deer Acres will not be discussed specifically.

-A resident who lives near Mayberry Road asked about a crosswalk being put on North Raymond Rd. and having the sidewalk extended. They were advised that this may be part of a future large village project and to get involved when that time comes.

-Rewild Maine Organization is a good fit for the Gray Library.

XIII. ADJOURNMENT

Motion to Adjourn at 8:30 PM

RESULT:	PASSED 4-0
MOVER:	Martin Meaney
SECONDER:	Krista Chappell
AYES:	Sandra Carder, Krista Chappell, Dan Maguire, Martin Meaney

-C_Z

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • March 27, 2023

Council Workshop
Meeting



4:00 PM

ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Krista Chappell	Vice Chair	Present
Michael Curtis	Council Member	Excused
Dan Maguire	Council Member	Present
Martin Meaney	Council Member	Present

EXECUTIVE SESSION

The Gray Town Council will enter Executive Session under MRS Title 1 Chapter 13 Section 405 (6)(a) for personnel matters.

Motion: The Gray Town Council will enter Executive Session under MRS Title 1 Chapter 13 Section 405 (6)(a) for personnel matters at 4:01 PM.

RESULT:	PASSED 3-0-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Sandra Carder, Martin Meaney, Dan Maguire
ABSENT:	Michael Curtis, Krista Chappell

Councilor Chappell was waiting in a separate meeting room for the Executive Session to begin.

The Executive Session ended at 4:48 PM, No further action was taken.

XIII. ADJOURNMENT

The workshop was Adjourned at 7:30 PM after other workshop items were discussed.

-nrr

MEMO

Monday, March 27, 2023

TO: Gray Town Council
Nate Rudy, Town Manager

FROM: Community Development staff

RE: Updated Zoning Ordinance amendments for self-storage facilities

Introduction

Per the discussion at the March 14, 2023 Town Council Workshop, please find below the proposed revised amendments to the Zoning Ordinance (Chapter 402) regarding self-storage facilities. In addition to allowing new facilities only in the Light Manufacturing Overlay District (LMOD), there are a host of new performance standards in a new section, 402.8.11.

Background

This proposal was originally drafted with input from the Ordinance Advisory Committee and the Town Council. The Town Council held first reading at the Oct. 18, 2022 meeting and the Planning Board hosted a statutory public hearing at their meeting on Nov. 10, 2022 to solicit input.

Several members of the public took part in the public hearings and the council asked staff to consider that input to update the ordinance language before holding a second reading on the proposed changes.

The updated draft herein reflects input gathered at the Oct. 18, 2022 council meeting and Nov. 10, 2022 Planning Board meeting; council workshops on Nov. 1, 2022 and March 14, 2023; the Ordinance Advisory Committee at their Dec. 15, 2022 meeting; and from members of the public at the public hearings.

Timeline

The town currently has a moratorium on self-storage developments in effect. The self-storage moratorium was originally adopted at the February 15, 2022 council meeting. It was extended at the May 17, 2022 meeting, with an expiry of Dec. 31, 2022. The council again extended the moratorium by 180 days, by unanimous vote on Nov. 15, 2022. Expiry is now June 30, 2023.

To have the ordinance updates effective prior to the expiry of the moratorium, the council is presenting the first read of this amended ordinance at the April 4 council meeting followed by the statutory public hearing at the Planning Board meeting on April 13 and second reading/approval at the April 18 council meeting.

Proposed Zoning Ordinance Amendment #1:

Proposed Amendment to the self-storage definition in the Zoning Ordinance, Definitions 402.2.2:

Self-Storage Facility: One or more structures containing separate storage spaces of varying size, leased or rented on an individual basis, inclusive of those that are climate-controlled, -with limited outdoor storage on the same site as the indoor storage structure(s), all subject to the performance standards herein. All self-storage facilities are subject to performance and design standards. Self-storage shall not include any principal or accessory uses related to medical marijuana cultivation facilities, medical marijuana registered dispensaries, adult use marijuana establishments, marijuana food establishments, marijuana extraction, or the manufacturing of marijuana concentrate or marijuana products as defined herein, unless expressly authorized herein.

Proposed Zoning Ordinance Amendment #2:

As shown on the attached excerpt from the uses table in the Zoning Ordinance (Table 402.5.3), *remove* Self-Storage Facilities as a conditionally permitted use from the following zoning districts: Business Development-1, Business Development-2, Commercial, and Business Transition-1.

Proposed Zoning Ordinance Amendment #3:

Also as shown on the attached excerpt from the uses table in the Zoning Ordinance (Table 402.5.3), add Self-Storage Facilities as a conditionally permitted use in the Light Manufacturing Overlay District.

Per prior Town Council input, staff anticipates subsequent discussions regarding SSF as an integral part of the new zoning, including where it should/should not be permitted.

Proposed Zoning Ordinance Amendment #4:

Add Design Standards for Self-Storage Facilities -- -(Please see attached)

Proposed Zoning Ordinance Amendment #5:

Addition of language to 402.6.5 referencing self-storage ordinance

402.6.5 Non-Conformance with the Requirements of this Zoning Ordinance

A. Continuation, Maintenance, & Replacement of Non-Conforming Structures and Uses

1. Continuanace, Enlargement, Reconstruction: Any legally existing non-conforming use or non-conforming structure may continue to exist but may not be extended, reconstructed, enlarged, or structurally altered except as specified below.

2. Transfer of Ownership: Non-conforming structures, non-conforming lots of record, and non-conforming uses may be transferred, and the new owner may continue the non-conforming use or continue to use the non-conforming structure or lot, subject to the provisions of this ordinance.

3. Restoration or Replacement: This ordinance allows the normal upkeep and maintenance of non-conforming uses and structures; repairs, renovations, or modernizations which do not involve expansion of the non-conforming use or structure; and such other changes in a non-conforming use or structure as Federal, State, or local building and safety codes may require. Any non-conforming use or structure which is hereafter damaged or destroyed by fire or any cause other than the willful act of the owner or his agent, may be restored or reconstructed within one (1) year of the date of said damage or destruction, provided that:

a. The nonconforming dimensions of any restored or reconstructed structure shall not exceed the non-conforming dimensions of the structure it replaces;

b. Any non-conforming structure shall not be enlarged except in conformity with this ordinance and the Maine State Subsurface Wastewater Disposal Rules; and

c. Any non-conforming use shall not be expanded in area.

d. Nothing in this section shall prevent the repair/replacement of a Self-Storage Facility as established in 402.8.11 entitled "Self-Storage Facility Standards."

B. Nothing in this section shall prevent the demolition of the remains of any building so damaged or destroyed.

C. Discontinuance of Non-Conforming Uses

D. Resumption Prohibited: A lot, building or structure in or on which a non-conforming use is discontinued for a period exceeding one year, or which is superseded by a conforming use, may not again be devoted to a non-conforming use, even if the owner has not intended to abandon the use. A non-conforming use of land which is accessory to a non-conforming use of a building shall be discontinued at the same time the non-conforming use of the building is discontinued.

E. Discontinuance of the use of a legally existing non-conforming structure shall not constitute abandonment of the structure. Conforming use of the structure may be commenced at any time.

F. Expansions & Changes Involving Non-Conforming Uses

1. A Structure Non-Conforming as to Use: A building or structure, non-conforming as to use, shall not be enlarged unless the non-conforming use is terminated or approved by the Planning Board under the Conditional Use criteria of Article 9. A non-conforming use of part of a building or structure shall not be extended throughout other parts of the building or structure unless those parts of the building or structure were manifestly arranged or designed for such use prior to the adoption of this ordinance, or

of any amendment making such use non-conforming or is approved by the Planning Board under the Conditional Use criteria of Article 9.

2. Change of Use: A legally existing non-conforming use may be changed to another non-conforming use provided that the proposed use is equally or more appropriate to the district than the existing non-conforming use, and the impact on adjacent properties is less adverse than the impact of the former use as determined by the Planning Board under the Conditional Use criteria. The determination of appropriateness shall require written findings on the probable changes in traffic (volume and type), parking, noise, potential for litter, wastes or by-products, fumes, odors, or other nuisances likely to result from such change of use. The Conditional Use criteria in Article 9 of this ordinance shall apply to such requests to establish new non-conforming uses.

3. Use of Land: A non-conforming use of land may not be extended into any part of the remainder of a lot of land.

4. Expansion of a Self-Storage Facility is permitted as specified in 402.8.11 entitled “Self-Storage Facility Standards.”

Proposed Zoning Ordinance Amendment #6:

New Section: 402.8.11: Self-storage facility standards:

A. Purpose: The purpose of these standards for Self-Storage is to maximize the use and value of commercial uses for road frontage properties and minimize adverse aesthetic impacts of self-storage facilities on abutting and neighboring properties.

B. Applicability

1. In addition to applicable review standards established in Article 10 (Site Plan Review), all self-storage facilities proposed after the adoption of these standards (March 1, 2023) are required to comply with requirements in this section and the associated design standards. This includes any self-storage facility that was previously approved but did not meet the Time Limit on Approval requirements of the zoning ordinance, and is thus considered a new application.
2. Expansion: Any self-storage facility that is proposed to be expanded, after the adoption of these standards shall be required to obtain Planning Board approval and shall be subject to all practically achievable self-storage performance standards and design standards as determined by the Planning Board for the expanded portion of the development and associated infrastructure. No expansion or additional buildings will be permitted within the 300’ setback from the edge of a road or right-of-way (ROW), whichever is greater, that is either publicly owned or has a public easement for winter maintenance.
3. Repairs/Replacement/Rebuilding: The Code Enforcement Officer shall have the authority to issue building permit(s) for the repair, replacement or rebuilding of one or more building(s)

in a Self-Storage Facility for the same size, height and location as the original structure(s). Such repair, replacement or rebuilding shall be subject to all practically achievable self-storage performance standards and design standards, as determined by the Code Enforcement Officer in consultation with the Town Planner.

4. Outdoor storage is not permitted as a standalone use and must be integral to a self-storage facility and comply with all standards established in this section and in Article 10.
5. Any outdoor storage, including if added to an existing facility, must comply with all outdoor storage standards as specified in this section and as required in Article 10.

C. Minimum Setbacks

1. Any portion of any element of a self-storage facility must be at least three-hundred (300) feet from the edge of a road or right-of-way (ROW), whichever is greater, that is either publicly owned or has a public easement for winter maintenance. No component of a self-storage facility other than one access/driveway may be located within this three-hundred (300) foot setback. All other components of any self-storage facility must respect this minimum three-hundred (300) foot setback specifically including all fill extensions, buildings, outdoor storage areas, drainage ditches, stormwater infrastructure, and perimeter buffer as specified in section “F” entitled “Perimeter Buffer Requirements.”
2. A perimeter buffer in accordance with standards specified below in section “F” below entitled “Perimeter Buffer Requirements,” is required around the entirety of the facility. Stormwater infrastructure is specifically prohibited from this buffer.
3. Any outdoor storage shall be located at least one-hundred (100) feet from any property line and shall be subject to additional standards as detailed in this section.
4. Neither the Zoning Board of Appeals nor the Planning Board shall have the authority to reduce any of the minimum setbacks established above in this section “C” entitled “Minimum Setbacks” except for the perimeter buffer as established in this subsection “F,” entitled “Perimeter Buffer Requirements.”

D. Building Requirements

1. One-story self-storage building standards:
 - a. Maximum length: two-hundred (200) feet
 - b. Maximum width: forty (40) feet.
 - c. Maximum height: twenty-five (25) feet.
2. Two-story self-storage building standards:
 - a. Maximum footprint of any one structure: seventy-five hundred (7,500) square feet
 - b. Maximum height: thirty (30) feet

3. Minimum separation between buildings/minimum drive aisle width: twenty-five (25) feet
4. All buildings/structures utilized for self-storage purposes that face the perimeter buffer shall be completely enclosed with permanent sides/siding. In no event shall such buildings/structures have one or more open sides. Seasonal installation and/or removal of temporary sides, such as fabric or similar, shall not be permitted and shall not be considered permanent sides/siding.
5. All buildings/structures shall comply with Town of Gray Design Standards for self-storage facilities (attached). The applicant shall submit scaled color renderings of all proposed buildings/structures as part of the submittal and the planning board will review these as an integral part of their review. The Planning Board shall have the authority to interpret the design standards and require changes consistent with the purpose and intent of the design standards and these performance standards.
6. Buildings existing as of March 1, 2023 shall be eligible for re-use as a self-storage facility subject to all of the following standards:
 - a. The building for re-use must have a footprint no greater than ten thousand (10,000) square feet and be located on the same parcel or a directly abutting parcel containing a self-storage facility existing as of March 1, 2023, and
 - b. The building for re-use must be within one-hundred-and-fifty (150) feet, irrespective of any property line, of a building in a self-storage facility existing as of March 1, 2023, as measured from building to building, and
 - c. Any building proposed for re-use shall require Planning Board review and approval. The Planning Board shall have the authority to require non-structural changes to the building in accordance with design standards as practicable, and
 - d. Any increases in the volume and/or footprint of a building for re-use, including overhangs, shall require Planning Board review and approval. Such increases shall conform to design standards, as practicable, and
 - e. In no event shall any increase in volume and/or footprint of a building for re-use purposes be extended to utilize or occupy any additional frontage on a road or right-of-way that is either publicly owned or has a public easement for winter maintenance, other than the portion of frontage occupied by the building that existed as of March 1, 2023, and
 - f. Increases in volume and/or footprint of a building for re-use, including overhangs that extend towards/closer to a road or right-of-way that is either publicly owned or has a public easement for winter maintenance, shall not be allowed unless the entirety of the building, including the increased volume and/or footprint of the building is at least three hundred (300) feet from the edge of the road or right-of-way, whichever is greater.

E. General Standards

1. Review and approval by the Planning Board is required for any new self-storage facility. The Planning Board shall review the proposed development under Site Plan Review, as applicable, and shall ensure that the performance standards in this section are met.

2. The size of the portion of the parcel utilized for the self-storage facility use must be a minimum of eighty thousand (80,000) sq. ft. Any portion of the parcel located less than three-hundred (300) feet setback from the road/ROW as required herein shall not be utilized for determining if this eighty thousand (80,000) sq. ft. minimum parcel size standard is met.
3. The maximum combined footprint of any developed portion of a self-storage facility consisting of buildings, accessways, and outdoor storage shall not exceed three (3) acres/130,680 sq. ft. (approximately a 350' x 350' area). Calculation of this maximum combined footprint developed portion shall include all buildings, outdoor storage areas, all stormwater infrastructure, fill extensions, all vehicular accessways, all non-vegetated areas, and similar such areas that are not in their natural state. This calculation shall not include the perimeter buffer and/or buffer areas complying with standards herein.
4. All standards for the self-storage facility, excluding the perimeter buffer, as detailed below herein, must be met and maintained on a parcel owned in fee by one (1) owner/party/entity. In no event shall the ownership of one or more buildings be transferred to separate parties/entities.
5. In the event that two or more self-storage areas are proposed in the same development, each of which contains a maximum of three (3) acres of a combined developed footprint as required above, each two (2) such areas shall be required to be separated by the perimeter buffer requirement as detailed in this section.
6. In the event that the developed portion of a self-storage facility in excess of three (3) acres is proposed, the Planning Board shall require appropriately placed buffers within the parcel to separate the developed areas to the maximum extent practically feasible given site conditions. Such site-internal buffers separating two (2) developed self-storage facilities that contain a maximum developed portion of three (3) acres, per above, shall be a minimum depth of fifty (50) feet and shall conform to the perimeter buffer requirements below. As determined by the Planning Board, limited portions of such internal fifty (50)-foot buffers may contain stormwater infrastructure provided that the aesthetic separation between the two areas is maximized.
7. No maintenance and/or repair work of any type shall be allowed on any vehicle and/or equipment that contains any type of fluid that potentially contaminates soil and/or groundwater if leaked. The operator of the facility shall be required to disclose this information to all parties utilizing the self-storage facility and report any instances of fluid leaks to Gray Public Safety.
8. All self-storage facilities shall be gated with security provisions sufficient to ensure access to the site only by patrons, owners, and those persons needing to access for operations and/or maintenance.
9. The entire perimeter, except the gated entry, of all self-storage facilities areas shall have a sufficient fence, as determined by the Planning Board as part of their review, to

discourage/prevent access. Fence details shall be shown on planning board submittals. Chain-link fencing is not permissible in areas of the site that are visible from the road.

10. One office area to provide administrative services solely serving the self-storage facility may be permitted provided that the cumulative area devoted to this use does not exceed two hundred (200) square feet. In the event that such space is part of a facility, a minimum of two (2) dedicated parking spaces shall be required that do not block access to any accessway or self-storage unit(s).

11. In addition to applicable lighting requirements established in Article 10, Site Plan Review, all self-storage facilities shall be required to comply with standards in the USA Pattern Lighting Code in the International Dark Sky Association Outdoor Lighting Code Handbook version 1.14.2002 dated December 2000/September 2002 or subsequent update. The Planning Board shall review compliance with such standards, with peer review as necessary at applicant expense, as an integral part of reviewing a proposed facility.

12. In no event shall any repair, replacement or reconstruction of a building in self-storage use utilize or occupy any additional frontage on a road or right-of-way that is either publicly owned or has a public easement for winter maintenance, other than the portion of frontage occupied by the building that existed as of March 1, 2023.

F. Perimeter Buffer Requirements

1. The entirety of the perimeter buffer shall consist of dense, mature, natural vegetation meeting and maintaining standards as established in this section.

2. Any of the following site components shall not be located or considered part of the minimum perimeter buffer: driveways, buildings, parking areas, fencing, vehicular accessways, outdoor storage areas, retaining walls, fill extensions for vehicular accessways and/or buildings, drainage ditches, stormwater infrastructure.

3. Only one vehicular accessway shall be allowed in this perimeter buffer unless the planning board determines that through-traffic is necessary to allow a second accessway. Multiple accessways through the buffer are specifically prohibited. The width of any such accessway through the perimeter buffer shall be limited to the practical functionality necessary as determined by the planning board.

4. In the event that applicable standards for the perimeter buffer are met and maintained via an easement, all applicable perimeter buffer standards shall be included in the description of easement language, as determined by the Code Enforcement Officer with input from the Planner, that is recorded at the Registry of Deeds prior to the issuance of a building permit for the project. A condition of approval memorializing this requirement shall be part of the Planning Board approval.

5. The full depth of the perimeter buffer shall consist of dense mature natural vegetation as determined by the Planning Board. In order for the Planning Board to determine the

specifications for the dense mature natural vegetation, the Board shall require applying the point system standards as the minimum standards for any 25 foot by 50 foot for the first one-hundred (100) feet established for a “Shoreland Buffer Strip” contained in Section 15 of the Gray Shoreland Zoning Ordinance (Chapter 403) entitled “Clearing or Removal of Vegetation for Development Activities other than Timber Harvesting” be met and maintained. In accordance with the purpose of maintaining the perimeter buffer, all standards for the “Shoreland Buffer Strip” in Section 15 of Chapter 403 that allow for the removal of vegetation, pruning of branches on the lower one-third of a tree, clearing of vegetation for development, and existing cleared openings shall not be applicable for this Section 402.8.11, Self-Storage Facility Standards.

6. In the event that existing conditions do not meet the requirements of this section at the time the application is before the Planning Board, the Board shall have the authority to require the applicant to plant native species trees (predominantly evergreens) and other appropriate native vegetation to establish a buffer meeting standards established in this section within a reasonable time period as determined by the Planning Board. Ideally, a sufficient buffer should be achieved within five (5) years.
7. In order to ensure that the perimeter buffer meets and maintains standards, the Planning Board shall have the authority for a peer review, at the applicant’s expense, and shall also have the authority to require that the applicant post a sufficient financial performance bond for any necessary replanting per Section 402.10.17 in accordance with professionally accepted practices such as an eighty (80) percent survival rate for a five (5) year period.
8. The Planning Board shall be authorized to require additional buffering and screening, including additional plantings, to maximize the density of the mature natural vegetation, emphasizing the use of evergreen species, for any portion of a proposed self-storage facility located within one or more viewshed(s) from a public road, including roads that have a public easement for winter maintenance. The Planning Board shall have the authority to require the applicant to submit photographs of existing conditions from various vantages and accurate renderings of the anticipated proposed buffer at periodic time intervals, including at maturity.
9. The Planning Board will have the authority to reduce the depth or alter the nature of the vegetated perimeter buffer, except as it applies to outdoor storage as established below, taking into consideration the following:
 - a. Self-storage buildings that do not exceed 20 (twenty) feet in height and existing buildings converted to self-storage use may be permitted to use solid fencing (no chain link) with a reduced depth vegetated buffer, to meet the perimeter buffer requirements.
 - b. For self-storage buildings located in a Commercial/Industrial zoning district, that do not abut any properties outside of a Commercial/Industrial zoning district, the Planning Board will have the authority to approve a reduced buffer.

- c. The Planning Board shall have the authority to reduce only the depth of those portions of the proposed Self Storage Facility perimeter buffer that directly abut property owned by the Maine Turnpike Authority, provided that the intent of this ordinance and applicable standards, specifically including but not limited to buffering, are met and maintained.

- d. In considering whether to approve a perimeter buffer reduction/alteration, the Planning Board should consider the treatment of the area. Within areas that are densely developed when the application for the Self-Storage Facility is submitted, a buffer with dense plantings, fencing, or changes in grade may be a minimum of twenty-five (25) feet in width. A buffer with moderate levels of planting should be thirty (30) to forty (40) feet in width. In suburban and rural settings, the width of the vegetated buffer should be a minimum of twenty-five (25) feet. Areas adjacent to service, loading, or storage areas should be screened by dense planting, berms, fencing, or a combination thereof with a width of a minimum of fifty (50) feet. In no case shall any portion of the perimeter buffer be less than twenty-five (25) feet in width.

- e. The Planning Board, when considering reductions to the depth of the perimeter buffer, shall have the authority to adjust buffer requirements as herein at different depths for each of the different buffer areas (front, side, rear) as well as different depths along one or more such buffers, taking into account existing conditions, the essential character and proximity of other uses on adjacent properties along the perimeter buffer.

G. Outdoor Self-Storage Standards

1. If an outdoor storage area is located adjacent to the perimeter of the facility abutting a property line(s), the minimum depth of the perimeter buffer, in accordance with standards specified below in this section, must be seventy-five (75) feet.

2. All outdoor storage areas that are storing any vehicles and/or equipment that use or contain any type of petroleum-based fluid, or any fluid that potentially contaminates soil if leaked, shall be impervious with pavement or concrete. Stormwater sheet-flow from such areas shall be directed in water-tight drainage piping to oil/water separators in accordance with professionally accepted practices. Stormwater discharge from the separators shall be daylighted to a readily accessible location that allows for the soil adjacent to stormwater daylighting to be tested in the event of leaks from such vehicles and/or equipment.

3. As part of the Planning Board's review, with input from qualified consultants at applicants' expense, the Board shall determine an appropriate stormwater maintenance schedule including periodic testing of soil at the stormwater daylight location and/or where the stormwater from the outdoor storage is absorbed into the ground.

4. As part of the final approval of the project, the Planning Board shall impose a condition of approval that requires the owner and/or operator (as appropriate) of the facility to submit an annual report containing information that summarizes the condition of the stormwater measures, testing results, and any corrective measures that have been completed for the previous year to verify that the stormwater from the outdoor storage is not contaminating the soil and/or adversely affecting groundwater in the vicinity of the facility. This report should be due by January 31st of each year.

5. The maximum cumulative footprint of all area(s) utilized for outdoor self-storage shall not exceed twenty-five (25) percent of the developed portion of the self-storage facility consisting of buildings, accessways, etc. Based on the three (3) acre maximum footprint of the developed portion of the facility specified in "E" in this section entitled "General Standards," the maximum size of an outdoor storage area is .75 of an acre/32,670 sq. ft.

		RRA	LD *	MD	BD-1	BD-2	C	VC *	VCP *	BT-1 *	BT-2 *	WH-1 *	WH-2 *	LMOD
1.	Personal Services				C	C	C	C	C	C				
2.	Planned Unit Development ‡				C	C	C	C	C	C				
3.	Places for Public Assembly, Indoor and Outdoor	C	C		C	C		P	P					
4.	Private Assembly				C	C	C	C	C					
5.	Private Landing Strips for Personal Aircraft ‡	C			C	C								
6.	Public Utilities	C	C	C	C	C	C	C	C	C	C	C	C	
7.	Redemption Center						C			C			P	
8.	Registered Caregiver*				C	C	C	C						
9.	Registered Caregiver Cultivation Area*				C	C	C	C						
10.	Repair Service				P	P	C	P	P		C		C	
11.	Research Facility				C	C		C	C					
12.	Residential Open Space Subdivisions	P	P	P										
13.	Restaurant				P	P	C	P	P	C	C			
14.	Retail Trade				P	P	C	P	P	C	C		C	
15.	School	P	P	P		C	C	C	C	C	C		C	
16.	Self-Storage Facility				Ⓞ	Ⓞ	Ⓞ			Ⓞ				Ⓞ
17.	Single-Family Dwelling	P	P	P	P	P	P	P	P	P	P	P	P	
18.	Similar Uses	C	C	C	C	C	C	C	C	C	C	C	C	
19.	Tavern					C	C	C	C					
20.	Trucking Terminal				C	C								
21.	Two-Family Dwelling	P	P	P	P	P	P	P	P	P	P		P	
22.	Warehousing				P	P								P/C
23.	Wholesale Trade				C	C		P	P					
24.														

Town of Gray Design Standards for self-storage facilities

Use- specific performance standards to become: 402.8.11

These design standards apply to all self-storage facilities, as defined in the Town of Gray Land Use Ordinance.

PURPOSE:

The Town has set these standards in response to increased interest in development of self-storage facilities, both within the Town and in surrounding towns. This use has historically seen the installation of multiple long, single-story metal buildings, which can be visually monotonous and unattractive, detracting from the community's desired image. Variations in roofline elements and façade treatments are proposed herein to break up the scale of such buildings and add visual interest.

These standards seek to promote an aesthetically pleasing appearance for self-storage facilities, in the interest of retaining Gray's rural character, and protecting property values within the town and specifically within the districts in which the self-storage use is conditionally permitted.

Photographs and captions included herein are meant to provide visualizations of the intended design effect.

APPLICABILITY:

These standards apply to all developments defined as "self-storage" use per the Gray Zoning Ordinance, presented to town staff, Staff Review Committee or Planning Board as of the effective date of these standards, and are meant to supplement the existing standards of the Gray Zoning Ordinance.

DESIGN ELEMENTS:

The architectural design elements outlined below are options that can be combined to meet the stated purpose of improving the appearance of self-storage facilities, particularly by breaking up long, monotonous facades.

Materials: The Town recognizes that many self-storage facilities are metal buildings with metal roofs. For complementary architectural design elements to such buildings, such as the façade treatments listed below, a traditional Northern New England appearance is preferred, such as brick, clapboard and shingles. Contemporary materials with similar appearance, such as veneers, composites, vinyl and dyed concrete can be used to achieve this end on all or part of metal buildings.

Roofs: Pitched roofs are required, with a minimal pitch of at least 5/12. Buildings with projecting rooflines should be designed to create strong patterns of shade and shadow.

Façade treatments: Blank, unadorned or unscreened walls facing public roads, residential neighborhoods, or the front or side of abutting properties should be avoided. In addition to landscape buffering, façade treatments such as those listed below should be added to provide depth and visual interest on extended walls.

- wall plane projections and recesses,
- roof elevation variations,
- Faux windows, with or without shutters
- Decorative lighting
- Exterior artwork (i.e., building murals)
- canopies
- variations in siding materials and orientations, such as patterns or a combination of vertical and horizontal siding
- wainscoting
- awnings
- decorative dormers



Clockwise from top: Brick façade; pitched roof with appropriate colors and stone wainscoting; decorative canopy; faux windows with stone brick façade; overhang canopy; dormer.

Buffering: The reviewing authority shall have the ability to require buffering and screening of self-storage facility building(s) sufficient to minimize the impact on abutting properties and any publicly maintained road from which the development is visible.

These buffers/screens can include, but are not limited to: plantings, hedges, fencing, berms, walling, and combinations thereof.

New plantings must be tolerant species of sufficient height and blend with existing vegetation, which should also be retained as buffering whenever possible. Long term, plantings must be maintained or replaced to continue to serve as buffers. Fencing should be in colors compatible with the building and with the rural image of the town.

Colors: Building colors should be compatible with surrounding properties, to include earth tones and neutral colors, compatible with traditional New England construction. Roof colors shall be those commonly found on residential buildings, including but not limited to brown, black, gray and green, and shall be of a dark hue.

Lighting: All building and site lighting must be directed downward to minimize light pollution. Lights should be aimed and shielded to avoid any light directed onto the road, sidewalks or abutting properties. Lights should be directed only onto the building or the site. Light fixtures should be considered to highlight design elements as well as illuminate entry points and improve site security.

Solar Panels: Fixed solar panels that are flush-mounted to the roof and/or walls are permitted, provided that they do not significantly change the orientation/appearance of the roofline and the necessary permits are obtained. Panels that are installed at a different orientation than the roof plane, or installed/angled to be more than 8 (eight) inches above the roof plane require Planning Board review and approval with the intent of maximizing compliance with design standards.

ADMINISTRATIVE PROCEDURE:

The Planning Board shall administer these standards as part of the site plan review process for a self-storage development, per Article 10 of the Gray Zoning Ordinance. Appeals of the Planning Board's decisions are to be made according to the provisions of site plan review, 402.10.17.

MEMO

Monday, March 27, 2023

TO: Gray Town Council
Nate Rudy, Town Manager

FROM: Planning Staff

RE: Amendments to Zoning ordinance to comply with 30-A 4364-B “Accessory Dwelling Units”

Introduction

The Town Council will hold a first reading and public hearing of the amendments herein at their regular meeting on April 4, 2023. The Town Council provided input on the draft language at their workshop on March 14, 2023, and those changes are now incorporated. The related changes to the subdivision ordinance, as discussed at that March 14 workshop, are not included in this set of amendments, pending further discussion. The maximum square footage of an ADU is now proposed at 800 square feet, reflecting the workshop discussion to increase the existing cap of 660 square feet but also retain the accessory nature of these units.

The amendments bring the Accessory Dwelling Unit provisions of the Gray Zoning Ordinance into compliance with LD2003 “An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions,” which became chaptered law in April 2022. Several elements of the law become effective as of July 1, 2023. As with all municipalities in Maine, this law requires updates to those sections of our Town ordinance that reference housing density, affordable housing, and accessory dwelling units.

At this time, we are presenting only the changes related specifically to the section of the law that address accessory dwelling units, *30-A MRSA Section 4364-B*. Compliance requires updates to the following land use regulations in the Town of Gray:

Proposed Zoning Ordinance Amendment #1:

Clerical edit to update all references to “Accessory Apartment” throughout the Zoning Ordinance to “Accessory Dwelling Unit” to comply with the language of *30-A MRSA Section 4364-B*.

Proposed Zoning Ordinance Amendment #2:

Update the Table of Permitted Uses and Conditional Permitted Uses, 402.5.3 (See attached)

Proposed Zoning Ordinance Amendment #3:

Add a reference in 402.6.9 – Parking Requirements, to reference the exception for ADUs, as per below:

402.6.9 Parking Requirements

All uses of land and development of property shall be provided with parking and loading facilities meeting the standards of Section 402.10.11 B under Site Plan Review. [In accordance with Title 30-A Section 4364-B](#)

“Accessory Dwelling Units,” Subsection 4.C, an Accessory Dwelling Unit (ADU), is not subject to any additional parking requirements, as established in 402.10.11 B in this ordinance, beyond the parking requirements of the single-family dwelling unit of the lot upon which the ADU is located.

Proposed Zoning Ordinance Amendment #4:

Move the reference to home occupation use within an ADU, currently in 402.7.9 A, to the Home Occupations section, 402.7.2 as per below:

402.7.2 Home Occupations

A. Intent and Purpose

B. Home Occupations when managed conscientiously and with respect for the neighborhood in which they are situated can offer benefits to both the proprietors and the community, and a productive alternative to the formally structured traditional workplace. Consequently, it is the intent and purpose of this Ordinance to produce liberal, flexible standards for the establishment and maintenance of home occupations, while simultaneously providing the town with a mechanism in which to monitor and regulate their use.

C. Home Occupation Requirements:

1. A home occupation shall conform to the following requirements:
2. The home occupation shall be carried on primarily within the principal structure or accessory structures.
3. The home occupation shall be carried on by a member or members of the family residing in the dwelling unit. One employee, who is not part of the family residing in the dwelling unit, shall be permitted. Chapter 402 Gray Zoning Ordinance
4. The home occupation is clearly incidental and secondary to the use of the dwelling unit for residential purposes.
5. There shall be no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building, except such signs as are permitted.
6. There shall be no more than two (2) commercial vehicles kept outside the garage overnight.
7. Objectionable conditions such as noise, vibration, smoke, dust, electrical disturbance, hazardous materials, odors, heat, or glare shall not be generated.
8. Hours of operation shall be reasonable and normal for residential areas.
9. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in the neighborhood.
10. 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 vehicle of each employee and the vehicles of the maximum number of users the home occupation may attract during peak operation hours.

11. No more than fifty (50%) percent of the floor area of a residence and an accessory building shall be used for a home occupation.
12. Retail sales are limited to the sale of products or goods produced, fabricated or substantially altered on the premises as a result of the home occupation. This may include products that are not fabricated on the premises as defined above, but which are customarily incidental to the product created by the home occupation.
13. Retail businesses such as restaurants, new or used car sales, auto repair garages, auto body shops, and auto service stations shall not be considered home occupations.
14. The size and number of signs used in connection with a home occupation shall be determined by the sign ordinance.
15. One Home Occupation use may be conducted, as otherwise allowed under the Ordinance, as an accessory use to either an Accessory Dwelling Unit or an existing single-family dwelling, but not both. Solely for the purposes of this paragraph, In-Home offices are not considered a Home Occupation.

Proposed Zoning Ordinance Amendment #5:

Update the definition of Accessory Apartments, as below:

Definitions 402.2.2

Accessory Dwelling Unit ~~Accessory Apartment~~: A subordinate residential use that requires a permit issued by approval from the Code Enforcement Officer that conforms to the performance standards in this Ordinance. ~~including being owner-occupied, a maximum of 660 sq. ft., and is incorporated within a single-family dwelling.~~ An accessory ~~apartment~~dwelling unit shall not be considered a separate dwelling unit when calculating lot area per dwelling unit for this Ordinance. All accessory dwelling units, but must comply with all other applicable requirements of law including, but not limited to, building codes, life safety, and ~~the State Minimum Lot Size statute and~~ the State of Maine Subsurface Wastewater Disposal Rule.

Proposed Zoning Ordinance Amendment #6:

Amend 402.10.11 Table 3 regarding parking for ADUs (See attached)

Proposed Zoning Ordinance Amendment #7:

Update 402.7.9 Accessory Apartments. (See attached)

-End-

TABLE 402.5.3 TABLE OF PERMITTED USES AND CONDITIONAL PERMITTED USES

	RRA	LD *	MD	BD-1	BD-2	C	VC *	VCP *	BT-1 *	BT-2 *	WH-1 *	WH-2 *	LMOD	CSES OD
1 Accessory Dwelling Unit Apartment ‡	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P	P/C		
2 Accessory Uses and Structures	P	P	P	P	P	P	P	P	P	P	P	P		
3 Adult Business*						C								
4 Agritourism Center*	C													
5 Agritourism Facility*	C													
6 Animal Husbandry	P	P		C	C	C				C		C		
7 Auto Body Shop				C	C	C								
8 Auto Repair Garage						C								
9 Auto Service Station				C	C									
1 Bed and Breakfast ‡	C	C	C	P	P	P	P	P	P	C		C		
1 Building Trades Occupations – 1	P	P	P	P	P	P	P	P	P	P	C	P		
1 Campground ‡	C	C												
1 Cemetery	P					C								
1 Church	P	P	P	P	P		C	C		C		C		
1 Commercial Recreation - Indoor or Outdoor	C	C		C	C	C	C	C	C	C		C		
1 Community Living Arrangement	P	P	P	P	P	P	P	P	P	P	P	P		
1 Construction Services				P	P					C		C		
1 Day Care Facility for Five (5) or fewer clients.	P	P	P	P	P	P	P	P	P	P		P		
1 Day Care Facility for Six (6) or more	C	C	C	C	C	C			C	C		C		
2 Drive Through and Drive in Facility					C	C			C	C		C		

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		RRA	LD*	MD	BD-1	BD-2	C	VC*	VCP*	BT-1*	BT-2*	WH-1*	WH-2*	LMOD	CSES OD	
2	Expansion of Nonconforming Uses	C	C	C	C	C	C	C	C	C	C	C	C			
2	Farm Stand ‡	P	P	P	P	P	P	P	P	P	P		P			
2	Farmers' Market ++	P	P	P	P	P	P	P	P	P	P		P			
2	Flea Market, Open Air Market ‡	C	C	C	C		C	P	P							
2	Garage Sale	P	P	P	P	P	P	P	P	P	P	P	P			
2	General Agriculture	P		P	P	P	P				C		C			
2	Headquarters for a Contracting Business	C	C	C	P	P					C		C			
2	Heliport	C	C		C	C										
2	Home Occupation ‡	P	P	P	P	P	P	P	P	P	P	C	P			
3	Hotel and Motel				C	C	C			C						
3	In-Home Offices‡	P	P	P	P	P	P	P	P	P	P	P	P			
3	Kennels	C	C				C						C			
3	Light Manufacturing				P	P								P/C		
3	Manufacturing and Processing				C	C										
3	Mechanical Repair Garages	C			P	P	C									
3	Medium and Large-scale Solar Energy Systems														C	
3	Medical Facility	C	C	C		C	C	C	C	C						
3	Mineral Excavation	P	P	P	P	P	P									
3	Mineral Exploration	C			P	P		P	P		P	P	P			
4	Mobile Vendor	P	P	P	P	P	P	P	P	P						
4	Motel (< 11 rooms)	C	C			C										
4	Multi-family Development			C	C	C	C	C	C	C						

4	Municipal Uses	C	C		C	C	C	C	C	C	C		C		
4	Nursing and Convalescent Home	C	C	C	C	C	C			C					
4	Office			C	P	P	P	P	P	C	C		C		

++ Subject to performance standards in Article 7

402.10.11

TABLE 3 – MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
Residential	
Dwelling: Single Family, Duplex	2 per dwelling unit
Multifamily:	
Studio	1.25 per dwelling unit
One Bedroom	1.5 per dwelling unit
Two or More Bedrooms	2 per dwelling unit
Accessory/In Law Dwelling Unit	1 per dwelling unit
Hotel/Motel	1.25 per guest room, plus 10 per 1000 sq. ft. restaurant/lounge, plus 30 per 1000 sq. ft. meeting/banquet room.
Senior Citizen Housing, Independent Living	0.6 per dwelling unit
Senior Citizen Housing, Assisted Living	0.4 per dwelling unit
Boarding Homes for Sheltered Care and Nursing Homes	1 per room
Rooming House:	
Single-Occupancy Unit	1 per dwelling unit
Double-Occupancy Unit	2 per dwelling unit
Employees	1 per employee
Visitors	As needed
Day Care, Facility (any type)	.35 per client of licensed capacity plus staff
Hospital/Medical Center	0.4 per employee, plus 1 per 3 beds, plus 1 per 5 average daily outpatient visits, plus 1 per 4 medical staff, plus 1 per student/faculty/staff
Retail/Service	
Retail Sales (not in shopping center)	3.5 per 1000 sq. ft. of gross floor area (GFA)
Supermarket (Freestanding)	4.5 per 1000 sq. ft. of GFA
Discount Superstore/Clubs	3.5 per 1000 sq. ft. of GFA
Home Improvement Superstore	2.5 per 1000 sq. ft. of GFA
Other Heavy/Hard Goods (Furniture, Appliances, Buildings Materials, etc.)	3.0 per 1000 sq. ft. of GFA
Shopping Centers	4.0 per 1000 sq. ft. of GFA,
Service Business, Personal	
Beauty Shops/Barber Shops	2 per treatment station, but not less than 4.3 per 1000 sq. ft. customer service area.
Coin-Operated Laundry/Dry Cleaning Services	3.5 per 1000 sq. ft. of GFA
Other	3.5 per 1000 sq. ft. of GFA

Fitness Center/Health Club	1 per 3 persons of permitted capacity
Retail Sales, Automobile Sales	2.7 per 1000 sq. ft. of interior sales area GFA, plus 1.5 per 1000 sq. ft. of interior area
Automobile Repair Services, Major or Minor	4 per service bay
Convenience Store	.25 per pump plus 1 per employee plus 4 per 1000 sq. ft.
Food and Beverage	
Restaurant	1 per 3 seats
Office and Business Services	
Business and Professional Office	4.5 per 1000 sq. ft. of GFA
Service Business, Commercial	4 per 1000 sq. ft. of GFA
Medical Office Building	5.5 per 1000 sq. ft. of GFA
Bank	5.5 per 1000 sq. ft. of GFA
Industry, Heavy	2 per 1000 sq. ft. of GFA
Industry, Light	1.5 per 1000 sq. ft.
Warehouse	0.7 per 1000 sq. ft. of GFA
Other Retail, Commercial or Business	4 per 1000 sq. ft. of GFA
Education	
Preschool/Nursery Schools	.35 per student plus 1 per employee
Elementary and Middle Schools	Per parking study specific to institution
High Schools	Per parking study specific to institution
College and University	Per parking study specific to institution
Cultural/Recreational/Entertainment	
Convention Center	0.25 per person of permitted capacity
Library	4.5 per 1000 sq. ft. of GFA
Place of Worship	1 for every 3 seats
Theater	1 for every 3 seats

402.7.9 Accessory ~~Apartments~~ Dwelling Units

A. General Standards:

~~1. Accessory Apartments shall only be located within a single-family dwelling (SFD) or a structure permanently attached to the SFD by common walls and a permanent roof meeting the aesthetic standards below in Section 402.7.9.C.~~

1. For any lot located fully or partially in a Shoreland Zoning district, Accessory Dwelling Units must independently comply with all Shoreland Zoning requirements.

2. Except as established above in this section for lots partially or fully in the Shoreland Zoning District, Accessory Dwelling Units shall be permitted in all zoning districts where [housing single-family housing](#) is permitted, on the same lot as a single-family dwelling, constructed only:

- Within an existing single-family dwelling unit on the lot;
- Attached to, or sharing a wall with, a single-family dwelling unit;
- As a new structure on a lot for the primary purpose of creating an Accessory Dwelling Unit;
- [Within an existing detached accessory structure on the same lot as a single-family dwelling](#)

23. Accessory ~~Apartments~~ Dwelling Units are specifically prohibited in, on, or within any of the following:

- ~~a. any detached accessory structure such as a separate garage;~~
- ~~b. any structure or parcel located in the Shoreland Zone;~~
- ea. any [duplex two-family](#) or multi-family dwelling;
- ~~d. any SFD located on a back lot that utilizes a right-of-way less than fifty (50) feet wide;~~
- ~~e. any individually owned lot in a Cluster/Open Space subdivision that contains less than 75% of the minimum lot size for the zoning district in which the property is located;~~
- ~~f. any lot that contains less than 75% of the minimum lot size for the zoning district in which the property is located, existing non-conforming lots of record;~~
- gb. any lot that contains one or more principal commercial use(s) either on the parcel or in any structure located on such lot; or
- ~~h. any lot than contains less than 20,000 square feet.~~
- c. any lot that does not have a single-family dwelling as its principal use

34. Only one (1) ~~accessory apartment~~ Accessory Dwelling Unit is allowed per lot, and only on a lot ~~that on which~~ the CEO has determined the primary use to be a ~~SFD~~ [single-family dwelling](#).

~~5. 4. Accessory Apartments are permitted uses, on lots which meet the minimum required lot area and street frontage for the zoning district in which the lot is located. For lots in Cluster/Open Space subdivisions with commonly owned area, only the lot that is individually owned may be used for the purposes of this determination; fractional ownership of Open Space or other land may not be counted for this purpose.~~

~~5. Accessory Apartments are conditionally allowed, subject to Planning Board approval, on lawfully existing non-conforming lots of record provided that the lot size is at least 75% of the minimum lot size for the zoning district in which the lot is located. For example, a lot in a zoning district that requires 80,000 square feet for the minimum lot size must contain at least 60,000 sq. ft. For lots in Cluster/Open Space subdivisions with commonly owned area, only the lot that is individually owned shall be used for the purposes of this determination; fractional ownership of Open Space or other land may not be counted for this purpose.~~

~~6. The minimum square footage of finished living area for Accessory Dwelling Units is one-hundred-and-ninety (190) square feet. The maximum square footage of finished living area for any Accessory Dwelling Unit accessory apartments is six-hundred-and-sixty (660) eight-hundred (800) square feet and shall not exceed the footprint of the primary residence. The Zoning Board of Appeals shall not have the authority to increase this maximum finished living area by variance or otherwise.~~

~~7. Although an existing single-family dwelling may be expanded or utilized for the purposes of creating an Accessory Dwelling Units~~Accessory Apartment~~, no portion of an Accessory Dwelling Units ~~Accessory Apartment~~ shall be located within minimum lot line setbacks, including non-conforming structures of record.~~

~~8. In addition to any off-street parking required for the SFD, there must be at least one year-round off-street parking space for use by the Accessory Apartment occupant(s). There must also be sufficient space on the site for vehicular turn-arounds without having to back out onto the street.~~

~~9. One Home Occupation use may be conducted, as otherwise allowed under the Ordinance, as an accessory use to either an Accessory Apartment or an existing SFD, but not both. Solely for the purposes of this paragraph 9, In-Home offices are not considered a Home Occupation.~~

~~10. Accessory Dwelling Units ~~Accessory Apartments~~ must comply with applicable building and fire safety codes, and the State of Maine subsurface wastewater disposal (SSWD) rules....~~

~~11. Accessory Dwelling Units ~~Accessory Apartments~~ must have shared common utilities, such as water and wastewater disposal, electricity, etc. with the single-family dwelling, except as required by applicable codes.~~

~~11. Accessory Dwelling Units must be allowed on a lot regardless of whether the lot conforms to existing current dimensional requirements as established in this ordinance. Any new structure constructed on the lot to be an Accessory Dwelling Unit must meet the current applicable dimensional requirements for a structure.~~

12. Accessory Dwelling Units are intended to be accessed via the existing driveway and curb cut for the principal single-family dwelling, and must meet the standards established in the Street Ordinance, Chapter 400.

B. Ownership Standards:

1. Ownership of the existing ~~SFD-single-family dwelling~~ and the Accessory Dwelling Unit ~~Accessory Apartment~~ must be held by the same person(s).
2. Either the existing ~~single-family dwellingSFD~~ or the Accessory Dwelling Unit ~~Accessory Apartment~~ must be owner-occupied. "Owner-occupied" means that either the existing ~~single-family dwellingSFD~~ or the Accessory Dwelling Unit ~~Accessory Apartment~~ must be occupied by a person(s) who has a legal ownership and bears risk of decline in value of the property and who receives any payment from the lease or rental of the property.

C. Aesthetics:

1. Accessory Dwelling Units ~~Accessory Apartments~~ shall retain and respect the existing streetscape, character of the neighborhood, and preserve the single-family dwellingSFD appearance, architectural style, and character of the dwelling.
 2. Any exterior modifications to the single-family dwellingSFD associated with the construction or installation of ~~the-an Accessory Dwelling Unit~~ ~~Accessory Apartment~~ must be consistent with architectural style and character of the single-family dwellingSFD in terms of exterior materials, roof pitch/form, and window type/spacing.
 3. Any exterior alteration of the single-family dwellingSFD associated with the construction or installation of an Accessory Dwelling Unit must preserve the formal, front entrance of the building in order to maintain the single-family dwellingSFD appearance and architectural style of the building, as determined by the Code Enforcement Officer with input from the Town Planner as appropriate.
 4. Exterior stairs more than five (5) feet above final finished grade shall be enclosed and are restricted to the rear and sides of the accessory dwelling unit or the single-family dwelling in which it is located or to which it is attached SFD wherever practicable provided that that they are integrated into and consistent with the architecture of the building.
 - ~~5. Accessory Apartments shall have a full common wall with the principal dwelling.~~
56. In the event that the Code Enforcement Officer and the applicant for the Accessory Dwelling Unit ~~Accessory Apartment~~ cannot agree on the aesthetic standards contained in this Section 402.7.9.C, the applicant may appeal to the Planning Board within thirty (30) days of the CEO's written decision.

D. Wastewater Disposal:

1. An Accessory Dwelling Unit ~~Accessory Apartment~~ may be served by one of the following subsurface wastewater disposal (SSWD) systems that maintain standards established in the Maine Subsurface Wastewater Disposal Rule:

(a) an existing SSWD system,

(b) an upgraded SSWD system, or

(c) a new SSWD system, designed by a licensed site evaluator, all as otherwise allowed by law.

2. In all cases, the SSWD system serving the Accessory Dwelling Unit ~~Accessory Apartment~~ must meet First Time System criteria as established in the Maine SSWD Rules. Utilizing Replacement System or Expanded System criteria per 10-144 CMR 241 is prohibited.

3. If an existing SSWD system is proposed to serve the Accessory Dwelling Unit ~~Accessory Apartment~~ without being upgraded, as may be allowed in the Maine SSWD Rule, the LPI shall require the applicant to submit sufficient documentation from a Maine licensed site evaluator showing the SSWD system meets First Time System criteria.

4. If a new SSWD system is proposed to serve the Accessory Dwelling Unit ~~Accessory Apartment~~, the local plumbing inspector (LPI) shall have the authority to require the design be recorded at the CCRD if it does not need to be installed as may be allowed in the Maine SSWD Rules.

5. The owner of the Accessory Dwelling Unit must provide written verification that the unit is connected to adequate wastewater services prior to receiving a Certificate of Occupancy. Written verification must include the following:

a. If an Accessory Dwelling Unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector, based on sufficient information provided to the LPI by the applicant or their consultant, pursuant to 30-A M.R.S. § 4221. Plans for a subsurface wastewater disposal system must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. ch. 241, Subsurface Wastewater Disposal Rule; 19-100 Chapter 5 page 10

E. Potable Water Supply Standards

1. The owner of the Accessory Dwelling Unit must provide written verification that the unit is connected to adequate potable water services prior to receiving a Certificate of Occupancy. Written verification must include the following:

b. a. If an Accessory Dwelling Unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the

unit, proof of payment for the connection and the volume and supply of water required for the unit; and

2-b. If an Accessory Dwelling Unit is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. ch. 10, section 10.25(J), Land Use Districts and Standards. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

EF. Discontinuance:

1. If any of the applicable ordinance standards are no longer being met, use of the Accessory Dwelling Unit ~~Accessory Apartment~~ must be discontinued, and the single-family dwelling ~~SFD~~ must revert to single-family use by removing the eating and cooking facilities/equipment support system(s) from the Accessory Dwelling Unit ~~Accessory Apartment~~ as established in the definition of "Dwelling Unit" contained in the version of the International Residential Building Code most recently in effect.

MEMO

March 27, 2023

TO: Town Council
Town Manager Nate Rudy

FROM: Community Development staff

RE: Updating all references to “marijuana” to use the term “cannabis” in the Zoning Ordinance, Chapter 402 and the Shoreland Zoning Ordinance, Chapter 403, in compliance with LD 1957 (PL 2022, Ch. 669, § 5)

This is a **non-substantive, clerical change** to the Zoning Ordinance, Chapter 402 and Shoreland Zoning Ordinance, Chapter 403, that results from LD 1957 (PL 2022, Ch. 669, § 5), which was passed by the Legislature in 2022 and states that, “Wherever in the Maine Revised Statutes the word ‘marijuana’ appears, it is amended to read ‘cannabis’...”

Per our town attorney, “LD 1957 did not change the definition of ‘cannabis’ or any other definition found in State law pertaining to medical or adult-use cannabis or cannabis products. Given this, the Town adopting a parallel change to its own ordinances would not affect existing definitions, or the effect of its existing regulations on cannabis or cannabis businesses. It would, instead, mirror state law and merely swap one word for another.”

As this is a non-substantive change, our attorney has advised that a hearing before the Planning Board is not required, but the town charter requires the town council to hold a first and second reading of any change to the land use ordinance.

Suggested motion:

Move to approve amending the Town of Gray Zoning Ordinance Chapter 402 and Town of Gray Shoreland Zoning Ordinance Chapter 403 to replace all references to “marijuana” with the term “cannabis.”

Submission #144

[View](#)

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Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
September 16, 2022 - 11:33am
2603:7080:4707:ea46:bc8f:8de0:c22d:952c

Application Date: September 16, 2022

Contact Details

First/Middle Name: Anthony
Last Name: Grabarz
Street/PO Box: 1 Oliver road
City, State, Zip: 04039
Phone Number: 2074159772
Email Address: anthony.grabarz@yahoo.com

Employment

Occupation: Sales and cultivation
Present Employer: Dirigible enterprise
Employer Phone Number: +1 (207) 747-9192

Are you a Gray resident? Yes

Select the board/committee on which you would like to serve
Zoning Board of Appeals

Reason for selecting this particular board/committee?
I was told there was a need for board members.

What kind of contribution and benefit can you bring to the Town of Gray?

I am born and raised local (portland/gray. I hope to be a part of the community by applying past experience to provide a level headed member.

What talents and skills would you bring to this position?

I am great at look at situations from multiple angles and providing pros and cons for each perspective.

What do you feel is the responsibility of the Board/Committee you have chosen?

Discussing zoning of the gray community.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

VFW Auxiliary member

Will your schedule allow you to attend meetings on a regular basis? Yes

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? No

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

How did you hear about this volunteer opportunity?

Social Media

[Previous submission](#) Next submission



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only
Date Received: _____
Received by: _____

CONTACT INFORMATION

Name	Mary Sweeney Underwood	E-Mail Address	mary@sweeneyridge.com
Street Address	10 Beehive Dr #2	City/State/Zip	04039
Phone Number	207 482-0499	Work Phone	_____
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Special Ed Teacher like long Maine Business Owner - metal manufacturing
Employer	Sweeney Ridge Designs - Retired
Employer Phone	

BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input checked="" type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee (currently on)
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Resiliency Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

I have been involved for 2 1/2 years in community activities and see a great need for more ways to let those in Gray know what is happening.
 Interest in training volunteers in this area including students.
 Currently working with Kyle, Randy Visser in video taping for the Gray TV Channel.

SPECIAL SKILLS OR QUALIFICATIONS

What kind of contribution and benefit can you bring to the Town of Gray?

Commitment, ease with speaking in public, able to interact with people with differing views.

What talents and skills would you bring to this position?

Verbal, enthusiastic, polite, ability to see project through, work well with others, rarely miss meetings.

What do you feel is the responsibility of the Board and/or Committee you have chosen?

Work to have this resource become a readily used tool by the public to help Gray welcome new people, show activities and groups to the greater Community

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

Gray - Recreation Committee
Past - Hospice, School Board member, several Chambers of Commerces, 'Made in Maine' member for 25+ years.

Will your schedule allow you to attend meetings on a regular basis?

YES NO

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?

YES NO

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

I started the Nordic Walking Program for Seniors which has had great success but I did find informing the public of this has been difficult. I have developed working relationships with businesses, non profits, town gov't, schools, churches in Gray. Love Gray.

ACKNOWLEDGEMENTS / SIGNATURE

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date

3/22/23

Signature

Mary Sweeney Underwood



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
nrudy@graymaine.org
(207) 657-3339

March 30, 2023

Town Manager (TM) Report to Town Council (3/17/2023 – 3/30/2023):

- 3/17: TM attended Volunteer Maine Commission meeting remotely.
- 3/23: TM attended the Maine Municipal Association (MMA) Legislative Policy Committee (LPC) meeting in Augusta.

Upcoming:

- Planning Assistant Claire Zimmerman is preparing Council minutes.
- TM assisting Human Resources Director with agenda packets for Council meetings and workshops.
- Town staff will observe the Patriot's Day holiday.

Other activities:

- TM coordinating with Finance Director and Department Heads on presentation of Town budget.
- TM coordinating between the Principle Group, Council, the GPCOG, Gorrill-Palmer, and Town staff on matters related to zoning and ordinances to implement the 2020 Comprehensive Plan, as well as Gray Village planning, Main Street planning, and the Yarmouth Road construction projects.
- The Town Hall offices will open to the public at 11 AM on Thursdays, to provide office staff with time to complete administrative tasks. We will experiment with this model to see how it helps with productivity and efficiency in Town functions. This schedule is subject to change in the future, and Gray citizens are welcome to please contact me with any questions or concerns.



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

OFFICE OF THE TOWN CLERK

Britt L Barton
Town Clerk
townclerk@graymaine.org
(207) 657-3339 ex 104

MEMORANDUM

To: Town Council

From: Britt Barton, Town Clerk

Re: Application for Catering License for:

Birchwood Brewing
19 Portland Road, Gray Maine 04039

After reviewing Tammy Munson's recommendation for approval to consider the recent renewal application as an upgrade to the current license, as there are no additional approvals needed from the code enforcement office to include catering.

Inspections have been completed by both Tammy Munson and the Fire department; both have signed off on license renewal in late January of 2023.

Recent application has been approved within 30 days.

I have approved to upgrade their current license to support off premise catering.



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

CODE ENFORCEMENT OFFICE

Tammy Munson, Lead Code Enforcement Officer
ceo@graymaine.org

MEMORANDUM

To: Britt Barton, Town Clerk

From: Tammy Munson, Lead Code Enforcement Officer

Re: Application for a Catering License for:
Birchwood Brewing
19 Portland Road, Gray Maine 04039

After reviewing Chapter 106 License and Permit Issuance Ordinance and Chapter 207 Special Amusement Ordinance of the Town of Gray, it has been determined that no additional approvals from my office are required for an upgraded license to include catering.

Inspections of the premises were recently conducted by the Fire Department and myself and we both signed off on their license renewal in late January of 2023.

I would consider this an upgrade to their current license and recommend approval.



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): Birchwood Brewing LLC	Business Name (D/B/A): Birchwood Brewing
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 19 C Portland Road, Gray, Me 04039
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: P.O. Box 1194, Gray, Me 04049
Mailing address, if different from DBA address:	Email Address: stacy@birchwoodbrewing.com
Telephone # Fax #: 207-650-0122	Business Telephone # Fax #: 207-657-4593
Federal Tax Identification Number: 82-2440774	Maine Seller Certificate # or Sales Tax #: 1192583
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? New Expected Start date: _____

Renewal Expiration Date: 03/02/2023
UPGRADE CURRENT (3/17/23)

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: 193913.10 Beer, Wine or Spirits: 518092.93 Guest Rooms: _____

Figures are from Feb 2022 - Jan 2023

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X) *cater ma OFFPREMISE*
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) Auxiliary Mobile Cart
- Tavern (Class IV) Other: Class III & Class IV: (UPGRADE TO CLASS X)
3/17/23
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

189 Shaker Road, Gray, Me 04039

6. Is the licensee/applicant(s) citizens of the United States? Yes No
7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

- Yes No
- Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Andrew Sanborn	08/28/1985	Portland, Me
Wesley Hewey	09/10/1977	Portland, Me
Stacy Strattard	08/08/1961	Portland, Me

Residence address on all the above for previous 5 years

Name	Address:	
Andrew Sanborn		Poland, Me
Name	Address:	
Wesley Hewey		Gray, Me
Name	Address:	
Stacy Strattard		Gray, Me
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

B & N Properties, PO Box 98, Gray, Me 04039

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Area is a 55 seat taproom, Brewery manufacturing and canning section is seperate

Diagram has detail of complete layout

We have patio for outside seating

20. 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?

Name: Gray Congregational Church

Distance: 4/10th OF MILE

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 12/12/22


Signature of Duly Authorized Person

Signature of Duly Authorized Person

Stacy Strattard
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person


Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: 3/27/2023

Who is approving this application? Municipal Officers of Gray
 County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Britt L Barton - Town Clerk
	on authority of the
	Gray Town Council

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

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 licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. 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.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<u>Class of License</u>	<u>Type of liquor/Establishments included</u>	<u>Fee</u>
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; <u>Clubs with catering privileges</u> ; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

includes catering?

Class A Restaurant => Full course MEALS

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

Please see Attached Diagram

Birchwood Brewing, LLC

P.O. Box 1194

Gray, Maine 04039

birchwoodbrewingllc@gmail.com

RE: Manufacturing Diagram Legend for Facility

1. Entrances
2. Coolers
3. Storage
4. Restrooms
5. Register
6. Area of Manufacturing: Malt Beverage
7. Area of retail Sales/ on Premise Consumption
8. Warehouse
9. Outside area
10. Area of Manufacturing: Hard Cider
11. Food Prep area
12. Canning



Bureau of Alcoholic Beverages
 Division of Liquor Licensing & Enforcement
 8 State House Station

Augusta, ME 04333-0008

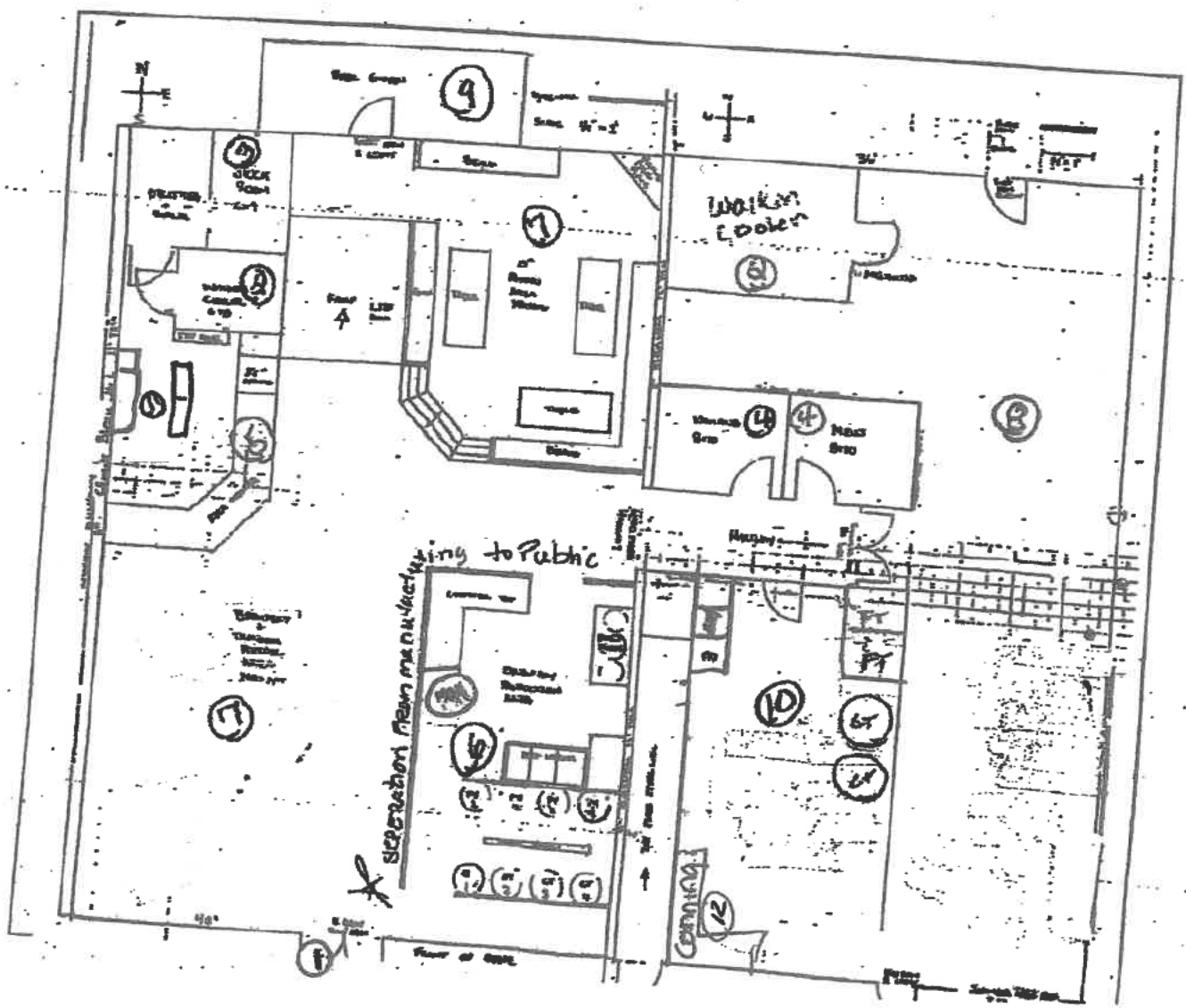
Tel: (207) 624-7220 Fax: (207) 287-3434

MAINELIQUOR@MAINE.GOV

Manufacturing Diagram
 (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: • Entrances • Office area • Malt/Wine Coolers • Storage areas • Display Cases & Shelves • Restroom • Register • Area of Manufacturing • Area of retail sales • Area for on premise consumption • Outside area/decks • All other areas that you are requesting approval.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Birchwod Brewing LLC
2. Doing Business As, if any: Birchwood Brewing
3. Date of filing with Secretary of State: 03/15/2019 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Andrew Sanborn	Poland	08/25/1985	Owner/membe	33.3330
Wesley Hewey	Gray	09/11/1977	Owner/membe	33.3330
Stacy Strattard	Gray	08/08/1961	Owner/membe	33.3330

(Ownership in non-publicly traded companies must add up to 100%.)

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

TOWN OF GRAY

POSITION DESCRIPTION

POSITION TITLE: HEAD OF CIRCULATION – LIBRARY

DATE CREATED/ REVISED: 02/23/2015 / 5/18/2022 / 03/21/2023

Classification: Full Time

Narrative: The position oversees all aspects of the circulation of materials at the Gray Public Library, including supervision of Circulation Assistants. Ensures that users and visitors to the Gray Public Library have a high-quality and fulfilling experience. Ensures that regular tasks, including billing, shelving, shelf reading, and other collection maintenance are performed in a timely and professional manner. The position is responsible for assuring the Gray Public Library fulfills its circulation duties in the Minerva consortium.

Supervision: Receives supervision from Library Director, or Assistant Director in her/his absence. This position provides supervision to the Circulation Assistants.

Job Environment: Work is performed under typical office and library conditions; work environment is moderately quiet; occasionally required to work outside of the library's normal business hours.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all inclusive:

- Ensures that a welcoming and professional environment is presented to all visitors, users, and library stakeholders
- Provides direct public service at the circulation desk, including new patron registration, regular circulation activities, fine collection, complaint resolution, and policy explanation
- Oversees cash handling and prepares weekly deposit for all collected funds to be delivered to the Town of Gray
- Oversees all circulation activities and staff to ensure correct procedure and processes are being followed
- Performs collection development to provide traditional and new materials for the evolving needs of library users, and collection maintenance
- Ensures the physical collection of the Gray Public Library is accurately accounted for, is discoverable and approachable by the public, and in good working order
- Trains Circulation Assistants, as well as those who have direct work at the Circulation Desk, in best practices and philosophy for the service position
- Establishes work priorities and delegates duties to Circulation Assistants
- Performs reference and reader advisory
- Acts as the point person for patron policy disputes
- Works within the Minerva consortium to ensure that policies and procedures mandated by the collective are adhered to, resolves issues relating to Minerva lending, and acts as an advocate for the interests of the Gray Public Library at standard and special meetings
- Runs reports and notices relating to bills, inter-library requests, etc.
- Assists patrons with technical needs, including computer assistance, fax, and/ or copier assistance, etc.
- Produces daily workflow schedule for staff as needed.

- Works with patrons to resolve a variety of issues, including items being claims returned, items returned missing pieces, etc.
- Follows and ensures implementation of local and state-wide library policies

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma
 G.E.D/High School Equivalent
 Associate’s Degree
 Bachelor’s Degree
 Advanced Degree

Prior Experience Required:

2 years of work experience within a library setting, and at least 2 years of progressive management and/or supervisory experience

Prior Experience Preferred:

4 years of direct experience in this position. [Experience in the Minerva consortium.](#) [Experience with Sierra.](#)

Knowledge, Ability, Skills

- Ability to interpret instructions both in written and oral form
- Ability to apply principles of library system to solve practical problems and to respond to routine information requests
- Ability to resolve conflicts
- Ability to supervise and inspire employees
- Ability to provide high quality customer service
- Typing, filing, computer data-entry and general mathematical skills. [Comfort with PC computing.](#)
- Library clerical procedures and practices and general principles of library technical system preferred

Physical Requirements/Other

Light physical effort required in carrying and shelving books, and in performing other typical library functions. For complete list of physical requirements, please see *Functional Demands* sheet (attached).

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

Title/Department: Circulation Assistant: Gray Public Library

Shift Length	<input checked="" type="checkbox"/> <8 hrs <input type="checkbox"/> 8-12 hrs <input type="checkbox"/> >12 hrs <input type="checkbox"/> 24/7 operation <input type="checkbox"/> On call				
	<input checked="" type="checkbox"/> Days: <input type="checkbox"/> Nights <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Rotating				
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour/week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area	<input type="checkbox"/> between areas	<input type="checkbox"/> throughout facility		
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements					
For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear		<input type="checkbox"/> distinguish color		
<input checked="" type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions		<input checked="" type="checkbox"/> perform in fast-paced environment		
<input checked="" type="checkbox"/> speak	<input checked="" type="checkbox"/> work at a set pace/rate		<input checked="" type="checkbox"/> remember accurately		
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks		<input checked="" type="checkbox"/> work independently		
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions				
<input checked="" type="checkbox"/> other: alphabetizing and arranging					

POSITION DESCRIPTION TOWN OF GRAY MAINE

POSITION TITLE: ~~LIT ASSISTANT~~CAMP DIRECTOR DATE CREATED/ REVISED:
~~02/2803/08~~/2023

Classification: Summer/Seasonal Per Diem

Narrative: Leaders in Training is a 6-week program designed for youth entering 7th-9th grades. This program is a combination of a summer day camp and community engagement experience. The program will have community engagement and community service projects built ~~in to~~into the summer plan while also making time for recreational games and socializing. The ~~Assistant~~ Director will lead the participants in designing and planning portions of the projects in a group format. The LIT ~~Assistant~~Camp Director will oversee the day-to-day recreational activities of LIT participants and support staff for the Leaders in Training ~~Program~~program. This position works directly with the Recreation Staff and assists with the planning, coordination, conduct and supervision of all activities and operations of the Leaders in Training. This position is required to be on duty during the majority of the LIT schedule, as well as any scheduled trainings, meetings, and planning sessions.

Supervision: Supervision is provided to this position by Recreation Staff. This position assists with the supervision of LIT support staff.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Work with Recreation Staff in planning and preparing all summer routines, schedules, procedures, activities, trips, and projects for the LIT Program.
- Supervise daily activities and collaborate with LIT support staff to execute the program plan.
- Work with Recreation Staff in preparing and carrying out the staff orientation and training.
- Works in conjunction with Recreation Staff and other ~~camp~~ assistant directors as needed.
- Plans and coordinates activities such as arts and crafts, games, sports, community service, walking field trips, etc. including the coordination of group schedules and special activities.
- Assists with necessary records and reports preparation as requested.
- Enforces all regulations pertaining to health, safety of visitors, parents, and campers.
- Assists with overseeing all daily duties of staff.
- Responsible for the care and maintenance of equipment.
- Shares responsibility for continuous communication among summer staff and recreation staff.
- Assists with the coordination and implementation of all summer field trips.
- Supervision and enforcement of daily opening/closing procedures for staff and participants.
- Assist with staff meetings and staff evaluations.
- Maintain records as outlined in staff training.
- At end of season, assist with the evaluation/summary of the current season including, but not limited to- inventory of equipment and supplies, staff evaluations, camper evaluations and recommendations for following summer.
- Help create an atmosphere for developing good morale and well-being amongst all campers and staff.

- Utilizes the ~~when to work~~whentowork software program for staff schedules and any other communication apps necessary for staff communication.
- Must successfully complete all scheduled mandatory training and requirements (First Aid/CPR, Sexual Abuse training, Harassment etc.) before the first day of the Leaders in Training Program.

ADDITIONAL JOB FUNCTIONS

- Supervise campers and staff during water access.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Applicant must be 18 years of age or older and have at least 2 years of experience working with the age group of children eligible to participate in the Summer Programs (preferably in a classroom, coaching and/or camp setting).
- Previous experience in a responsible leadership position is preferred.
- Experience in coordinating, planning, organizing, and implementing activities for children is required.

Knowledge, Ability, Skills

- Ability to develop, implement and lead a variety of creative activities to staff members and LIT participants.
- Ability to establish and maintain an effective working relationship with LIT participants, parents, ~~fellow employees~~staff, and the general public at all times.
- Ability to coach LIT participants through projects that foster community engagement, communication, and teamwork.

Physical Requirements/Other

- Ability to work outdoors in summer heat.
- Ability to participate in summer activities and events ~~right~~ along with the staff and campers.
- Frequent standing, bending, sitting, walking, running, and lifting.
- Ability to lift ~~up to~~ 50 lbs.
- Must be available to work from June 20-August 18.
- The LIT ~~Program~~program is scheduled ~~July 10-August 18~~. The ~~Assistant~~ Director of the LIT ~~Program~~program should be available to work 40 hours per week between the hours of ~~7:00am and 5:45pm~~8:00AM-4:00PM. Please understand as ~~an assistant~~a director you may be called to work beyond your regular scheduled hours if Recreation Staff determine it is needed. Flexibility with the scheduling of this position will be based on preparation, staffing, and other camp variables. The qualified candidate will have the opportunity to work with Recreation Staff to determine work schedule.
- Must be available to meet several times prior to camp beginning (April-June) for planning purposes. Must be available June 20-24 times to be determined for mandatory staff training.
- Due to the LIT ~~Program~~program dynamics, time off must be discussed during the interview process and approved at the time of hire.

We reserve the right to adjust the summer schedule based on registration numbers.

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements, and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

Physical Requirements/Other:

Title/Department:			Summer Day LIT Camp Assistant Director		
Shift Length	<input type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening		<input type="checkbox"/> Rotating
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work outdoors in extreme/mild elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mousing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> see | <input checked="" type="checkbox"/> hear | <input type="checkbox"/> distinguish color |
| <input checked="" type="checkbox"/> work in diminished lighting | <input checked="" type="checkbox"/> make critical decisions | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak | <input checked="" type="checkbox"/> work at a set pace/rate | <input checked="" type="checkbox"/> remember accurately |
| <input checked="" type="checkbox"/> work under deadlines | <input checked="" type="checkbox"/> perform multiple tasks | <input checked="" type="checkbox"/> work independently |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions | |
| <input type="checkbox"/> other: | | |