



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			

Background Information

Requested Action	
City Manager and/or Finance Review	
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

meeting all the public hearing notice and application submittal requirements. In no case shall a complete application take longer than 60 days to be placed on the Planning Board agenda.

6.4.5.3 The applicant shall, at least 20 days before the scheduled public hearing, submit 12 copies of the application including all maps and attachments.

6.4.5.4 Within 35 days of the public hearing or within another time as may be mutually agreed to by the Board and the applicant, the Planning Board shall make a decision on the application. The Planning Board may extend the review time period for the following: to conduct a site visit, to re-schedule a site visit to another time due to snow cover, for the processing of a performance guarantee, to request additional materials or to have additional reviews or studies conducted.

6.4.5.5 The Code Enforcement Officer shall issue a permit upon approval of the application by the Planning Board.

6.4.6 Site Plan Review

This section shall apply to all activities that require Site Plan Review.

6.4.6.1 An applicant for site plan review may request an informal sketch plan meeting with the Planning Board prior to submitting a formal application. The applicant requesting an informal meeting shall inform the Code Enforcement Officer at least 14 days prior to a scheduled meeting of the Planning Board and ask to be placed on the Board's agenda. The Code Enforcement Officer shall place the request on the Board's agenda for consideration. If the Planning Board agenda is extensive, the Code Enforcement Officer may schedule the sketch plan consideration for the following regularly scheduled meeting of the Planning Board. The applicant shall provide written notice of the Planning Board meeting at which the sketch plan will be discussed to property owners in accordance with **6.4.7.5**. The applicant shall not be required to meet any submission requirements for the sketch plan meeting.

~~**6.4.6.2** Following the neighborhood meeting, an application for Site Plan Review shall follow the procedures for Planning Board Review (see 6.4.5).~~

6.4.7 Public Hearing Requirements

6.4.7.1 The Planning Board shall hold a public hearing on all Planning Board and Site Plan Review applications to receive public comment and information concerning the application.

6.4.7.2 The Planning Board shall hold a public hearing within 60 days after the determination that the application is complete.

6.4.7.3 The applicant shall be responsible for making all the public hearing notices.

6.4.7.4 A notice of the public hearing shall be published in a newspaper having general circulation in the municipality. The notice shall be published 1 time, not more than 14 days before and not less than 7 days before the public hearing. The notice shall state the purpose of the hearing and