

# Auburn Planning Board Meeting Minutes

## September 9, 2014

### Roll Call

**Full Members present:** Mia Poliquin Pross, Evan Cyr, Emily Mottram, Robert Bowyer Presiding, Dan Philbrick, Marc Tardif and Kenneth Bellefleur.

**Associate Members present:** Elaine Wickman and Nathan Hamlyn

**Also present representing City staff:** Douglas Greene, City Planner.

Chairperson Bowyer called the meeting to order at 6:00 pm. He stated the action on the meeting minutes would be deferred to the end of the Public Hearing.

### Public Hearings:

**Harriman Architects and Engineers, an agent for Mechanic Savings Bank, is seeking approval of a Special Exception and Site Plan Review for a new Branch Bank Building and vehicular area improvements at 100 Minot Avenue (PID # 230-067); pursuant to Chapter 60- Section 499, (b), (17) Special Exception and Chapter 60- Section 1277 Site Plan Review, of the City of Auburn Ordinances.**

Chairperson Bowyer explained the procedure that is followed for public hearings.

Douglas Greene went over the staff report and presented slides via PowerPoint.

(14:24 on DVD)

The applicants, Frank Crabtree, Civil Engineer from Harriman Associates, Rick Vail President & CEO of Mechanic Savings Bank and Katie Wetherby, Architectural Designer from Harriman Associates introduced themselves and answered questions from the Board members.

There was a long discussion amongst the applicants, Board members and City staff about the revised landscaping plan, traffic flow and traffic study, parking, left or right turn only movements, distance to the train tracks and other travelling scenarios.

### Open Public Input

No comments.

(47:31 on DVD)

A motion was made by Evan Cyr and seconded by Emily Mottram to close the public input part of the meeting. After a vote of 7-0-0, the motion carried.

Douglas elaborated on the waiver requests. He mentioned that waiver #3 was dropped as it was found to not be necessary. He then completed going over the remainder of the staff report.

(53:40 on DVD)

Emily Mottram asked about the Water & Sewer District's final decision regarding the water hook-up. Mr. Crabtree answered it's as it is shown on the drawing. He explained the original building's water and sewer hook-up is grandfathered so it can stay as is but the new building will be required to have its own connection. He then pointed to where the new hook-up would be located on the plans.

A motion was made by Ken Bellefleur and seconded by Marc Tardif to approve the Special Exception and Site Plan for a new Branch Bank Building and vehicular area improvements at 100 Minot Avenue (PID # 230-067); pursuant to Chapter 60- Section 499, (b), (17) Special Exception and Chapter 60- Section 1277 Site Plan Review, of the City of Auburn Ordinances along with the waiver request numbers 1, 2 and 4 and with the condition that prior to construction activity, the developer shall establish a bonding and inspection fee with the Department of Engineering.

After a vote of 7-0-0, the motion carried.

(57:06 on DVD)

**Minutes**

A request to approve the July 8, 2014 and August 12, 2014 meeting minutes was made by staff.

Chairperson Bowyer mentioned that on the July 8, 2014 minutes there was a conflict between the beginning of the minutes and the end of the minutes relating to the Planning Board vacancies and a clarification was in order.

A motion was made by Dan Philbrick and seconded by Evan Cyr to approve the July 8, 2014 meeting minutes with requested clarification. After a vote of 7-0-0, the motion carried.

A motion was made by Mia Poliquin Pross and seconded by Ken Bellefleur to approve the August 12, 2014 meeting minutes as submitted. After a vote of 7-0-0, the motion carried.

(1:00:57 on DVD)

**OLD BUSINESS:**

**Continued discussion of revised Planning Board By-Laws and Procedures.**

The Board members briefly discussed the section of the City Ordinance relating to the Planning Board and made recommendations to send to the City Council. It was decided that City Staff would prepare a cleaned up document incorporating all the suggestions for Board members to vote on at their next meeting.

(1:16:20 on DVD)

The Board members went over the By-Laws which they prefer be known as Policies and Procedures. A lengthy discussion ensued as they worked off the document of proposed revisions to the Policies and Procedures which had been provided by Evan Cyr.+

(02:40:00 on DVD)

**MISC. BUSINESS:**

Douglas mentioned there were no applications to review next month. He said Alan Manoian could not make it to this meeting but requested any feedback from Board members regarding the Form Based Code draft that had been supplied to each member.

Douglas mentioned the Agricultural District Study and said there's been a lot of interest and spoke about the Planning Board possibly being the host group for a study strategy coming up in the near future. He explained the proposed process to give the Board members a heads-up on the idea and said more information would be forthcoming.

**ADJOURNMENT**

A motion was made by Emily Mottram and seconded by Mia Poliquin Pross to adjourn. After a vote of 7-0-0, the motion carried. Meeting was adjourned at 8:50 pm.