Date: March 12, 2024
To: Auburn Planning Board
From: The City of Auburn Office of Planning & Permitting
Re: **Staff Report on Workshop on Ordinance Amendment Process**

I. **Workshop:** Ordinance Amendment Process and 30-day response after Public Hearing.

II. **Background:** This workshop is related to the upcoming agenda item on the text amendment and applicability date of ordinance #12-11202023. On February 12th, 2024, the Planning Board held a public hearing on the text amendment proposed to delay applicability of Ordinance #26-11202023. During their discussion, the Planning Board requested more information from the City Council on their reasoning behind the proposed addition of Sec. 60-1383 (delayed applicability date). The majority of the Planning Board chose to table their recommendation on whether to recommend a delayed applicability date to allow the Planning Board a chance to consider the City Council's reasoning for initiating the text amendment. After discussion about the possibility of postponing the item until March, the Board voted that April 9th allows sufficient time for the information they requested to be provided and for public notice of the discussion. Chapter 60, Article XVII Division 4- Planning Board Recommendation Sec. 60-1496 states, however, that "*the planning board shall, within 30 days of the conclusion of the public hearing, report in wring the results of the hearing and recommendations of the board on the amendment to the city council.*" The Planning Board report and recommendation on the text amendment regarding the delayed applicability date of ordinance #12-11202023 must delivered to Council in March rather than April, as the planning board requested, to make the deadline. Please see Memo from Jenson Baird for more details.

III. **Planning Board Recommended Action:** Review ordinance amendment processes memo and ask questions.