

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

PLANNING BOARD WORKSHOP NOTES

To: Auburn Planning Board

From: Douglas M. Greene, AICP, RLA
City Planner

Re: March 27, 2014 Workshop Notes

Date: March 28, 2014

In Attendance: Evan Cyr, Robert Gagnon, Chairman Robert Bowyer, Mia Poliquin Pross, Dan Philbrick, Marc Tardif, Ken Bellefleur, Doug Greene.

Chairman Bob Bowyer (BB) started the work session by suggesting the Planning Board approach tonight's work focusing on the Planning Board Code of Ordinance and then coordinating that draft with the 2002 By-Laws that Doug Greene (DG) had provided. Before the workshop started, DG had passed out a newly edited PB Code of Ordinance from the Chairman.

The first edit in the Chair's draft dealt with additional language specific to Associate Members. Evan Cyr (EC) suggested an addition to Sec. 2-466, which addedseven "regular and two associate" members.....

The PB had consensus to change BB.'s recommendation for one year terms in (e) to three year terms. Section (e) would also become (c) and letters b through d would change accordingly.

The discussion jumped to Sec. 2-472 Workshop or Informational Meetings. There was varying opinions on what a workshop was, notice or actions taken during work sessions, could there be public input at workshops? After more discussion, a consensus was reached that the existing language was acceptable and that the Board should call for workshops or informational meeting as necessary.

The PB then discussed BB's suggested language regarding student advisory representatives. Suggestions were made to remove language referring to specific schools and to rearrange the wording slightly. There also was some discussion on whether this addition would be better off just put in the Policies and Procedures, whether other communities had student reps. and whether the City Council needed to take action on this point. DG said he would check to see if Lewiston or any other Maine community did this.

Mia Poliquin Pross (MPP) suggested that the PB start at the beginning of the document and methodically review it so as not to miss something. That being said, MPP asked about Sec. 466.

(a) where Planning Board members couldn't serve if they had been appointed by the Council to other decision making groups such as boards, agencies, panels or commissions. DG said those groups had fiduciary and decision making powers as opposed to committees that made recommendations.

DG asked the group who they thought should represent the Planning Board in City Council actions that involved the PB? The group said the Chair and 2 or 3 other members, along with the staff.

The group then moved to Sec. 467- Chairperson and vice chairperson. Bob Gagnon (BG) suggested adding a sentence, "*If no Chairperson and Vice Chairperson is present, the attending members will vote for an Acting Chair.*"

BB brought up Sec. 268 and that "City Planner" should be replaced by the "Director of Planning and Permitting".

A lengthy discussion ensued about Sec. 469 Quorum and necessary vote; in particular, the last sentence in (a). It was agreed that the sentence "*If the requisite votes are not present the matter shall be tabled*" should be stricken as is redundant and undoable.

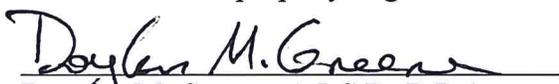
It also was agreed to add a provision to the By-Laws regarding tabling or postponement when agreed upon by an applicant. DG said he would also look into any policy or regulation regarding the time frame for a denied application to come back before the Planning Board.

The Board discussed the issue of clarity on its decisions. DG said he had discussed this with the Chair and felt strongly that the motions by the PB should be clear and final as possible. If that meant taking more time during the meeting, then it was worth it. He said the staff would work to develop final motions that included motions, findings and conditions. DG said he would work on displaying the text of motions on the overhead screen and make final edits for the Board and applicant to see. The Board suggested DG use a wireless keyboard during the meeting

Another discussion on Sec. 2-472 Record and decision, focused on letter (c), with the wording of "*shall mail notice of any decision of the board to the applicant any designated interested parties within five business days.*" After much discussion, it was agreed that the confusion centered an omission of the word "or". It was agreed to change the sentence to read "*shall mail notice of any decision of the board to the applicant or any designated interested parties within five business days.*" DG said he would check to make sure that was the intent of that section.

The Board discussed Sec. 2-474 Appeals, as to if there should be set number of days for an appeal. DG said he would research that.

DG said he would make the revisions that the Board had agreed upon and would send the revised draft Planning Board Code of Ordinance along with workshop meeting notes to the Board as soon as was possible. The Board could then use that draft to work on the By-Law to ensure both documents were properly aligned.


Douglas M. Greene, A.I.C.P., R.L.A.
City Planner