



Conservation Commission Agenda

Meeting Date: October 20, 2015, 6:00 PM

- I.** Approve Minutes of September 23, 2015 meeting

- II.** Sub Committee Reports
 - a. Parks Committee
 - b. LACFB Update

- III.** Open for Public Comments

- IV.** Election of Remaining Commission Positions
 - a. Secretary
 - b. Treasurer
 - c. Forest Board Members – any new Candidates?

- V.** Old Business Items
 - a. Ordinance Language Revisions
 - b. Commission Request Form
 - c. Policies and Procedures
 - d. Status of Project Canopy and TD Bank Grant Applications

- VI.** New Business Items
 - a. Review of Section 4 – Power and Duties & Establish priorities

- VII.** Other

- VIII.** Adjourn



Conservation Commission Meeting Minutes

City of Auburn

Conservation Commission Meeting Date:
September 23, 2015, 6:00 pm

The regular meeting of the Auburn conservation Commission was held on Wednesday September 23, 2015, at 6:00 PM, and was held at the City's offices in Auburn City Hall.

Members Present: Pete Preble
Nichole White-Matson
Jordan Tate
Maurice Keene
Bob Sipe
Tizz Crowley

Members Absent: Ben Fletcher

City Representatives: Dan Goyette
Anthony Beaulieu

Minutes

While no formal minutes were developed for the July 21, 2015 meeting, Denis D'Auteuil did provide a summary of the meeting in an email to all of the Conservation Commission members. The summary of the July 21st meeting was reviewed. This summary will be placed into the meeting minutes files.

Joint Meeting with the Forest Board

A joint meeting was held on August 20, 2015 with the Auburn Conservation Commission and the Lewiston Auburn Community forest Board. Minutes of this meeting will be developed by the Forest Board.

Open Session

No members of the public were present at the meeting.

Election of Officers

Action on this item was tabled to the October meeting once the ordinance revisions have been adopted by the council and issues with City resources to assist the Conservation Commission are worked out.

Old Business

Conservation Definitions – As part of the suggested modifications to the Conservation Commission ordinance, a definition of conservation will be inserted into the ordinance language. Suggestions for this were received from Maurice Keene and Nichole White-Matson and will be compiled by the Chair as part of the ordinance revision suggestions.

Ordinance Language Revisions – Several suggested modifications were reviewed by the commission at the meeting. These suggested revisions will be compiled by the Chair and distributed via email to the group for review.

Lewiston Auburn Community Forest Board (LACFB) – Two applications were brought forward to the Commission for appointment to the LACFB. Tizz Crowley made a motion to accept the nominations of Dave Griswold and Charles Lafean to the LACFB. Bob Sipe seconded and the motion passed.

By-Laws – action on this item was moved to the October meeting.

Request Form – action on this item was moved to the October meeting.

Parks Subcommittee – Tizz Crowley and Bob Sipe volunteered to get this subcommittee formed and open the subcommittee to the public for additional representation. This subcommittee will organize meetings and report back to the Commission on progress.

New Business

Section 4 of Ordinance – this topic will be discussed at a future meeting to establish the priorities of the Commission once the ordinance revisions have been acted on by the City Council.

Project Canopy Tree Inventory – Pete Preble reviewed the proposed project to apply for a grant through the Maine Forest Service to conduct a tree inventory in conjunction with City Staff and the LACFB. Pete also noted a letter from the LACFB has been received in support of the project. Dan Goyette will lead the efforts associated with applying for the grant and noted that an additional grant is being sought through TD Bank for tree planting. Maurice Keene moved to fully support the Project Canopy inventory along with the tree planting grant through TD Bank. The motion was seconded by Tizz Crowley and the motion passed. The Chair will prepare a letter to the staff noting support of the Conservation Commission for the proposed projects.

Public Woodlot Ordinance – Bob Sipe distributed some comments on the Public Woodlot Ordinance and the Chair will forward those to the LACFB for recommended updates and suggested revisions.

Adjourn

On the motion by Jordan Tate and second the Tony Beaulieu the meeting adjourned at 7:38 pm.

Respectfully submitted,

Pete Preble, Chair Auburn Conservation Commission

CITY OF AUBURN
CONSERVATION COMMISSION

Section 1. - Commission established.

A conservation commission is hereby established pursuant to 30-A M.R.S.A. §§ 3261-3263 to consist of seven (7) members and two (2) associate members appointed by the city council, all of whom shall be residents of the city. The terms of office shall be three (3) years except that initial appointments after the date of adoption of this Ordinance shall be such that the terms of no more than three (3) members shall expire in any single year. For that purpose, the city council shall initially appoint three members for terms of one year, two members for terms of two years, and two members for terms of three years, such that the terms of approximately one-third of the members shall expire each year. There shall be one (1) ~~ex-officio~~ advisory (non-voting) member of the board consisting of the City Manager or his/her designee.

Section 2. - Purpose.

The purpose of the conservation commission shall be to serve as a research, advisory and advocacy group on environmental and conservation issues relating to the city. Conservation for the purposes of this commission is defined as: "The improvement and protection of natural resources in a thoughtful, wise, fact based manner, seeking to their highest economic and social benefits on a continuing long term basis of the management of the City's natural resources to prevent exploitation, destruction or neglect.

Section 3. - Qualifications.

All members of the commission shall be selected upon the basis of their knowledge of or interest in conservation, environmental science or related fields.

Section 4. - Powers and duties.

The commission:

- (a) Shall keep records of its meetings and activities and ~~make present~~ an annual report to the city council within 30 days after the end of the City's fiscal year;
- (b) ~~Shall~~ May conduct research, in conjunction with the planning board, into local land areas, which ~~shall~~ may be initiated by majority votes of both the commission and the planning board;
- (c) Shall seek to coordinate the activities of conservation bodies organized for similar purposes;

- (d) Shall keep an index of all open areas within the city [in coordination with the City GIS staff](#), whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the city council or to any Board

of the city or to any body politic or public agency of the state a program for the better protection, development or use of such open areas, which may include the acquisition of conservation easements;

(e) May advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary, if municipal appropriations provide financial resources to do so;

(f) Shall assist staff in the preparation of park and trail plans, the identification of new sites to be added to the park system, recommendations on designation of open space areas, and grant assistance;

(g) Shall assist with coordinate applications for grants from the Federal or State governments, or private sources, to improve conservation assets for the city including parks, trail and the community forest.

(h) Shall undertake any other conservation or environmental activity referred to it by the city council.

(i) May recommend to the city council the acceptance of gifts in the municipality's name for any of the commission's purposes.

~~(j) Shall develop a plan for and provide advice to city staff and agencies regarding the management of the community forest including the anticipated impact of proposed development;~~

~~(k) Shall raise community awareness regarding the importance of the community forest;~~

~~(l) May raise funds to establish a community forest trust fund;~~

(m) Shall adopt by-laws to govern the internal affairs of the commission; and

(n) May perform such other functions as are permitted by this Code.

(o) Provide advisory opinions and recommendations to the City Council on matters before the Conservation Commission.

~~(p)~~ (p) Encourage the citizens of Auburn to participate in the conservation of our natural resources through reducing impacts to resources, reusing and protecting natural features, and recycling products to the extent practicable.

Section 5. - Officers, meetings and records.

(a) The members shall annually elect from their membership a chairperson, treasurer, a vice- chairperson and a secretary. ~~Officers shall serve two year terms.~~

(b) All meetings of the commission shall be open to the public, and notice, ~~if required by law~~, should be provided to the public about such meetings.

- (c) Minutes shall be kept of all meetings.

Section 6. – Committees

- (a) Establishment: The chairperson may appoint special committees for purposes and terms approved by the Conservation Commission.
- (b) Lewiston-Auburn Community Forest Board: The Lewiston-Auburn Community Forest Board will be a standing subcommittee of the Auburn Conservation Commission. The purpose of the Community Forest Board is to plan for and provide advice to city staff and the conservation commission regarding the management of the community forest. The Conservation Commission shall designate ~~two members to serve~~ a conservation commission member to serve as a liason ~~to~~ the Lewiston-Auburn Community Forest Board. The Conservation Commission shall appoint four (4) Auburn citizens to the Lewiston-Auburn Community Forest Board. Applicants for the LACFB shall be presented to the Conservation Commission through the City's volunteer application process. The Lewiston-Auburn Community Forest Board shall develop and implement a Community Forest Program that enhances, preserves, protects, and maintains the community Forest. Primary activities are to:

- Advocate for the community forest;
- Develop a plan for and provide advice on the management of the public sector portion of the community forest;
- Educate the communities about the community forest and how to care for it;
- Raise funds, including grants, and establish a Community Forest Trust;
- Develop and advise on policy changes for approval by the City Councils;
- Advise and consult on community forest issues and projects
- Communicate and coordinate with City staff, Planning Boards, and other community programs to avoid duplications of efforts and to combine resources to meet goals.
- Shall develop a plan for and provide advice to city staff and agencies regarding the management of the community forest including the anticipated impact of proposed development;
- Shall raise community awareness regarding the importance of the community forest;
- May raise funds to establish a community forest trust fund;
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Section 7. - Limits of authority.

Nothing contained within this section shall supersede the provisions of the Charter or contrary provisions of the Code. No powers and duties which may be exercised by conservation commissions under state statute which are not explicitly provided in this article may be exercised by the commission created herein.



Conservation Commission Request Form

City of Auburn

Conservation Commission Meeting Date:

Author:

Subject:

Information:

Advantages:

Disadvantages:

City Budgetary Impacts:

Staff Recommended Action:

History:

Attachments:

City Manager or Assistant City Manager signature: _____ Date: _____

CITY OF AUBURN
CONSERVATION COMMISSION
POLICIES AND PROCEDURES
~~BY LAWS~~

ARTICLE I. Objectives

The objectives and purpose of the Conservation Commission of the City of Auburn, Maine, are those set forth in the Auburn City Charter, those powers and duties delegated to the Conservation Commission by the City Council in **Chapter _____** of the Auburn City Ordinances and those objectives and powers set forth in Maine Revised Statutes.

ARTICLE II. Conservation Commission ~~Makeup~~ Membership

~~A.~~ (a) The membership and composition of the Conservation Commission shall be defined in the City of Auburn Code of Ordinances under **Chapter Article , Division , Section .**

~~(b)~~ B. Rules regarding the appointment of Conservation Commission members shall be defined in the City of Auburn Code of Ordinances **under Chapter __, Article , Division , Section .** ~~In addition, Planning Board members shall serve for no more than three consecutive terms.~~

~~(c)~~C. Attendance at all Conservation Commission meetings (Public Hearings and Workshops) shall not drop below 50% within a 12 month period. If attendance does drop below this level, the Conservation Commission Chair notify the member and the City Clerk the seat is vacate remove ~~that Commission~~~~that Commission~~ member. Three consecutive absences automatically terminate the term and the Chair will notify the City Clerk of the vacancy.

~~(d)~~D. ~~If a situation~~s occurs that does not allow a ~~Commission~~~~a Commission~~ member to attend a meeting, a call or ~~email to~~~~email to~~ the Assistant City Manager's office is required.
~~in order to be considered for an excused absence.~~

~~(e)~~E. The Conservation Commission Chair may forward a recommendation to the City Council to remove a ~~single Commission~~~~single Commission~~ member for cause at any time given that such action is taken under the consensus of the Conservation Commission.

ARTICLE III. Officers and Their Duties

~~(a)~~A. The Officers and their Duties of the Conservation Commission shall be defined in the City of Auburn Code of Ordinances under ~~Chapter , Article , Division , Section.~~

~~(b)~~B. The Chair shall preside at all meetings and hearings of the Conservation Commission and shall have the duties normally conferred by parliamentary usage as written in "Roberts Rules of Order."

~~(c)~~C. The Chair shall have the privilege of discussing all matters before ~~the Commission~~the Commission and to vote thereon.

ARTICLE IV. Election of Officers

~~(a)~~A. Officers shall be nominated from the floor and elected at the regular _____ meeting. Election of Officers is to be listed as an agenda item.

Comment: Ask the City Clerk what month we're in the schedule.

~~(b)~~B. If more than one member is nominated for the same position, then the Commission shall vote by private ballot.

~~(c)~~C. A candidate receiving a majority vote of the membership of the Conservation Commission present at the meeting shall be declared elected and shall serve one year or until ~~a~~ successor shall take office.

~~(d)D.~~ Vacancies in offices shall be filled at the first possible regular meeting after the occurrence of the vacancy in the manner described in the previous Sections of this Article.

ARTICLE V. ~~Conservation Commission Submissions~~Agenda

Procedure

~~A. Complete~~

~~(a)~~ In order to be placed on the Conservation Commission agenda, ~~...~~

Comment- this section in my draft is incomplete as of 2015.07.20an

ARTICLE VI. Meetings

~~(a)A.~~ Date of Meeting

~~Regular M~~Regular Mmeetings will be held on the third Tuesday of each month at 6:00 p.m. at the Auburn City Building provided that the Commission ~~by~~ resolution may vote to hold its meeting on any other day in the month, or at any other place, or at any other time of day or upon confirmation of a majority of the Commission members. ~~the Department of Planning and Permitting Services may schedule a meeting for a different day, or place or time.~~

(b)B. Quorum and Voting

_____The basis for meeting a quorum, as well as taking action by voting, shall be defined in the City of Auburn Code of Ordinances under Chapter __, Article __, Division __ Section __. In addition, a tie vote shall be considered final action by the Commission shall be deemed ~~denied~~failed if ~~the Commission's~~the Commission's final action results in a tie vote. Voting shall be by roll call where requested by any member except on unanimous vote. A record of the roll call vote shall be kept as part of the record.

(c)C. Special Meetings

_____Special meetings may be called by the Chair or by four members of the Commission. The notice of such a meeting shall specify the purposes for which it is called and no other business shall be considered except by unanimous consent if all Commission members are present. The Staff Secretary shall notify all members of the Commission at least two (2) days in advance of such special meeting.

(d)D. No New Business

_____No new agenda items will begin after 9:00 p.m. except with the unanimous consent of all Commission Members present.

(e)E. Postponement Due to Time

_____ If during the course of a Conservation Commission meeting it becomes apparent that the Commission will not reach certain agenda items, ~~the Commission~~the Commission, prior to or after the 9:00 p.m. cut-off may postpone items or portions of items to the next scheduled meeting of ~~the Commission~~the Commission by majority vote of members present at the meeting.

~~(f)~~F. Associate Members

_____ If seven regular Conservation Commission Members are not present, then the Associate Commission Members will take the place of the absent members for voting purposes in an alternating manner. The participating Associate Member(s) will have full voting privileges.

The voting Associate member shall be done in Alphabetical order, starting with the next Associate member in line that did not vote in the last occasion.

The voting Associate member's name shall be noted in the minutes.

ARTICLE VII. Order of Business

~~(a)~~A. The normal order of business for the Commission shall be as follows:

1.~~A.~~ Roll Call

2B. Approval of Minutes

3C. Public Hearings

4D. Old Business

5E. New Business

6. Public Comment ←

7F. Miscellaneous

8G. Adjournment

~~(b)~~B. Changing the Order of Business

The normal order of business may be altered by consent of the Commission.

ARTICLE VIII. Public Hearings

A. Additional Public Hearing

In addition to those required by law, the Commission may, at its discretion, hold public hearings when it decides that such hearings will be in the public interest.

~~(b.)~~ B. Public Notice ←

_____ The City shall publish in a newspaper, 2 public notices, the first at least 12 days before the hearing and the second notice at least 7 days before the hearing. Each notice shall state the time, date, place and general information on the subject to be heard.

Comment- check planning board rules to see what was "C"- now absent.

D. Additional Notification

The ~~Planning Office~~ City Clerk's office shall post all available application materials on the City web site by the Friday prior to the public hearing. In addition, notice may be sent by requests from ~~Send legal notice to abutters,~~ neighbors within a reasonable distance (greater than minimum required by law), ~~to~~ identified community/neighborhood groups, ~~to~~ City Councilors, city departments boards or committees, ~~other~~ interested citizens or public agencies that might be interested or /affected.

E. Policies and Procedures Manual

The Staff shall make Conservation Commission's Policies and Procedures Manual available to ~~applicant~~ member of the Publics during the application process and to interested parties on the City's website.

~~_____ In addition to the legal notice, create and send an explanation, in English, of the proposal and its potential effects. Advise recipients more information will be available, shortly before the hearing, on the City of Auburn/Planning Board web site that will have staff analysis, relevant documents or data submitted by applicant and PB's Policies And Procedures for conduct of public hearing~~

F. Preparation for the Public Hearing

~~_____ All the information, plans, reports and the like that may be presented or used at the public hearing shall be presented to the Planning Office no later than end of day the Wednesday before the Conservation Commission meeting and shall be made available to the public by the close of business on the Friday preceding the hearing. The objective is to provide time for the staff, the Commission and the public to have a reasonable time period to review and analyze all the material. No last minute information, plan, report or the like may be submitted on the day of or at the public hearing unless approved by the Conservation Commission. or at the public It will not be admitted in the hearing or considered because it has not been available to be reviewed by the staff, the Board or the public.~~

The staff shall post all meeting materials including the agenda, draft minutes, the staff report, and all application materials, on the City of Auburn ~~Conservation Commission~~ web site by the close of business on the Friday preceding the hearing. ~~The staff may also, at the same time, post material submitted by the petitioner/applicant, such as a summary of the proposal or~~

The next section of revisions are from staff



any accompanying documentation. The staff shall include the title and a brief description of all the documentation submitted by the petitioner/applicant and indicate it is. ~~Applications~~ All materials shall be available for inspection in the offices of the ~~Planning and Development~~ _____ Department during business hours.

Similarly, if members of the public have prepared written material or reports about a ~~an agenda item petition or application~~ in a compatible electronic ~~format, they should coordinate with the staff may submit it in order for it to~~ be included in the meeting material to be posted.

~~If the applicant or members of the public have written material to be posted, they should coordinate with the staff and submit the material in a compatible electronic format.~~

These Policies and Procedures will be posted on the City's web-site so ~~that~~ ~~the applicant/petitioner and~~ the public will be aware how the hearing will be conducted.

G. Conduct of ~~at~~ the Public Hearing _____

1. Status of ~~Commission~~ of Commission Members:

Any ~~regular Commission~~ regular Commission member may want to recuse him/her self from acting on the ~~application/petition~~ agenda item because of a conflict of interest or personal reason. Any member who does shall surrender his/her seat and either leave the chamber or sit in the back of the room. Such member shall not communicate with other members of the

Commission who are acting on an ~~application/petition agenda item~~ and shall not address ~~the Commission~~ if they are a party at interest who is potentially affected by ~~the application/petition agenda item~~.

In the case where a member does not have a conflict of interest, as defined by (Maine Revised Statutes, Title 1, Chapter 25 and M.R.S.A. Section 2605, Chapter 30-A, Conflict of Interest; and Auburn Code of Ordinances-, Chapter 2, Administration, Article III, Officers and Employees, Division 2, Ethics and Conflicts of Interest) but believes he/she may have the appearance of a conflict, the member shall state the situation and the remaining regular members of the Commission shall vote whether they believe a conflict does exist and the member should sit or not.

One Associate member shall be selected to hear and act upon the ~~application/petition agenda item~~ for each regular member who is absent or recuses him/her self. Sitting in a public hearing shall be alternated between the two Associate members.

In the case where a hearing is continued to a subsequent meeting and all of the members who sat on the original hearing are not present, a regular member who was absent at the earlier hearing may sit on the continued meeting provided he/she certifies that he/she has familiarized themselves with the testimony and proceedings of the previous hearing.

2. Staff Report:

A member of the staff shall present the report prepared by the staff or any other relevant information. Commission members may ask questions and seek clarification of the ~~application/petition~~agenda item, potential impacts of the ~~development~~agenda item, if approved, provisions of ~~the any~~ Zoning Ordinance or of other applicable regulations and laws. It is not appropriate, at this time, for Commission members to comment on the merits of the ~~application/petition~~agenda item and whether it should be approved or not. Those comments should be reserved until after the presentation by the ~~applicant~~member of the Public and testimony given by the public. The Staff Report will also contain draft motions and findings for either approval or disapproval.

3. ~~—~~ Presentation by the Petitioner/~~Applicant~~Member of the Public-

~~—~~ After the presentation of the staff report and questions about it from ~~the Commission~~the Commission, the ~~applicant~~member of the Public shall make the case for approval of the ~~agenda item application or~~ petition and any analysis of the potential impacts of the proposed ~~development~~recommendation. The ~~applicant~~member of the Public shall be prepared to respond to questions from ~~the Commission~~the Commission or the staff.

~~In the case of a petition to amend the Zoning Ordinance or the Zoning Map, everyone should be aware that the potential impacts are not limited to the property of the petitioner but would be applicable to all properties in the city in the same zoning district classification. Similarly everyone should be aware~~

~~that approval of the petition does not limit the extent of development to a specific proposal described by the petitioner. A change of zoning district designation, or the text of the Zoning Ordinance, entitles the petitioner, or all property owners in the same zoning district classification elsewhere in the city to the full development potential described for that zoning district classification. Other uses or a more intensive development, different than a petitioner's specific proposal, may be authorized in that zoning district classification.~~

4. Public Participation and Comments by the Public:

A public hearing is an open meeting as described in (M.R.S.A., Title 1, Section 403 and Auburn Code of Ordinances-, Chapter 2 – Administration, Article V, [Commissions](#), Commissions and Committees, Divisions 4, Planning [Commission](#)). -The public is entitled to listen to the proceedings. The public is invited to participate in the proceedings at times designated herein. An open meeting does not mean the public is allowed to participate in an ongoing dialogue with ~~the Commission~~the Commission or the staff throughout the meeting. Any person may speak; it is not limited to ~~nearby neighbors or to~~ residents of Auburn. Any person who speaks may support, or oppose the ~~application/petition~~ agenda item or ask questions of the staff, ~~the Commission~~the Commission or the ~~applicant~~ member of the Public.

The ~~applicant~~member of the Public, any member of the public, or any public official addressing ~~the Commission~~the Commission shall use the microphones in the chamber. They shall first give their name and address and if representing and speaking in behalf of another party shall so state. All public hearings are recorded to be available for the record. If a person does not use the microphone their comments may not be recorded.

Any member of the public or any public official addressing the Commission shall be limited in speaking to ~~five~~10 minutes. At the Chair's discretion, an additional ~~five~~10 minutes may be granted. A speaker should not repeat, at length, arguments or points made by previous speakers. They should briefly state their agreement or support for those positions. Reading of prepared speeches is not encouraged - but the information may be provided in writing and become part of the meeting materials. The Commission welcomes submittal of prepared written statements that will be included in the record.

This part of the hearing is not intended to be a debate, dialogue or rebuttal between the speaker and the Commission or staff. Primarily the Commission will listen to the testimony but may ask questions of the speaker for clarification of his/her position.

Speakers will be recognized in the order in which they come forward. The hearing is not arranged to hear all of the proponents and then all of the opponents, or vice versa.

It is not the practice of the Commission to take a poll of those in favor and those opposed. The number of people with a particular position is not a factor; the strength of their arguments is what matters.

In the interests of an orderly public hearing all persons speaking shall seek recognition from the chair and shall not speak directly ~~to Commission to~~ Commission members, staff or other members of the public except as the Chair may direct. Commission members and staff shall also seek recognition from the chair before speaking to other persons.

The objective of the hearing is to hear testimony. There will be time for dialogue and debate on the merits of the ~~application/petition agenda item~~ by the Conservation Commission later. After all persons who want to speak have done so, the Commission will move to close the public comment part of the hearing. After that motion discussion will be limited to Commission members and staff.

~~Public Comment: After presentation by the application/petition and questions from the Board and planning staff, the public is invited to speak. Any person may speak; it is not limited to nearby neighbors or to residents of Auburn. All people who speak are required to use the microphones provided and give their name and address.~~

~~Any person who speaks may support, or oppose, the application/petition or ask questions of the staff, the Board or the applicant~~

This part of the hearing is not intended to be a debate, dialogue or rebuttal between the speaker and the Board or staff. Primarily the Board will listen to the testimony but may ask questions of the speaker for clarification of his/her position.

Speakers are requested to not restate, at length, points made by previous speakers. They should refer to them briefly to underscore those points.

Speakers will be recognized in the order in which they come forward. The hearing is not arranged to hear all of the proponents and then all of the opponents, or vice versa.

It is not the practice of the Board to take a poll of those in favor and those opposed. The number of people with a particular position is not a factor; the strength of their arguments is what matters.

After all persons who want to speak have done so, the Board will move to close the public comment part of the hearing. After that motion discussion will be limited to Board members and staff.

5. Discussion, Action by the Commission:

___ After the presentation by the ~~applicant~~member of the Public and public comment, the Chair will call for a general discussion among the Commission to gauge their perspective on the ~~application/petition~~agenda item. Members may, through the chair, direct a question to the ~~applicant~~member of the Public for clarification. Also, members may think the ~~application/petition~~agenda item might be acceptable if subjected to certain

limiting conditions. Through the chair, the member may ask the ~~applicant~~member of the Public whether such condition is acceptable.

After general discussion, if it appears there is a consensus, a motion will be in order. After a motion is made and seconded, there will be discussion on the specific motion. Other members may suggest amendment to the original motion and ask the maker of the motion if it is acceptable.

Following parliamentary procedure the Commission will decide, by vote, whether to approve, with or without conditions, disapprove or defer action on the ~~application/petition~~agenda item. The vote of the Commission on the motion constitutes the decision of the Commission and for determining the timing of subsequent actions, such as appeals.

After the vote is taken and the decision made, the Chair shall announce that the ~~applicant~~member of the Public will receive written record of the decision within 5 working days of the decision, which shall also be posted on the City's website.

~~Written Decision After approval of a motion duly made and seconded, a written decision needs to be drafted. Given the complexity of some applications and the likelihood that the Board may want to attach limiting conditions, it would be challenging to produce a written decision instantaneously. The staff will prepare the draft of a written decision, incorporating the intent of the motion approved by the Board. The draft of the decision will then be circulated to members of the Board for their review. If the draft is considered acceptable~~

by the members, the written decision will then be filed. If one or more members does not agree with the language of the draft prepared by the staff, they shall submit alternative language, that shall then be circulated to the Board for their additional review.

This procedure for subsequent review of the draft of a written decision is necessary because the alternative would be to schedule a review of the draft at the next scheduled meeting of the Board. That could result a delay of a month or more and would be unfair to all concerned.

~~(End of Chairman's Bowyer's Policies and Procedures)~~

ARTICLE IX. Jurisdiction and Duties

~~(a)~~A. The jurisdiction and duties of the Conservation Commission shall be defined in the City of Auburn Code of Ordinances under [Chapter 2, Article V, Division 4, Section 2-475](#).

Should we use this space to define "how" we are going to complete some of the tasks outlined in the ordinance?

ARTICLE IX. Amendments

These ~~By-Laws~~Policies and Procedures may be amended by a majority vote of the membership of the Conservation Commission present, to include both Regular and Associate members of the Commission, provided that a quorum, consisting of ~~four~~ five members is met. An affirmative vote by at least ~~four~~ five members shall be necessary to authorize any action to amend the By-Laws. ~~at least three affirmative votes are required to amend these By-Laws. Any amendments must be submitted prior to the meeting.~~

The Conservation Commission will review these Policies and Procedures every two years at its annual meeting in _____.

* Disclaimer: These Policies and Procedures are for the benefit of the Auburn Conservation Commission, ~~applicant member of the Public~~s seeking Conservation Commission action, and the general public. Any conflict between the Auburn Conservation Commission's Policies and Procedures and State or Local laws shall be superseded by State or Local law.