



City of Auburn, Maine  
Office of Planning & Permitting  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

**TO:** Peter Crichton, City Manager  
**FROM:** Eric J. Cousens, Deputy Director of Economic and Community Development  
**DATE:** 7/10/18  
**SUBJECT:** Board of Appeals

The following memo is intended to outline the structure, responsibilities and desired skills of the Zoning Board of Appeals (ZBA) Members. It is required that the City Council appoint a Board consisting of 7 members and 2 alternates. The ZBA is an important board that gives citizens and businesses access to a citizen board to review staff decisions in certain circumstances that are causing hardship.

#### Duties of the Board-

The Board of Appeals shall have jurisdiction over:

1. Interpretation of provisions of the zoning chapter called into question;
2. Administrative appeals from decisions or lack thereof of the building inspector or code enforcement officer in regard to an application for a permit under the zoning chapter; and
3. The granting of variances from the requirements of the zoning chapter would cause undue hardship.

#### Responsibilities of Members

1. To attend meetings regularly or notify the Chairman or City Planner in advance of absence. (Two consecutive meetings missed which are unexcused may result in loss of appointment.)
2. To adequately review information and prepare for all meetings.
3. To understand the zoning ordinance, be familiar with the comprehensive plan, building codes and code enforcement.
4. Understand how to apply and make sound, legal decisions on interpreting zoning regulations, building code and code enforcement and the granting of variances as allowed by State and local laws.
5. Commit to constructive discussion and active listening to other board members and the public.
6. To treat other board members and the public with respect.

#### City of Auburn Board of Appeals Member

**Position Title:** Board of Appeals Member

**Selection:** Appointments made by City Council

**Term:** 3 Years from date of appointment unless filling an unexpired term for a former member. There is a 3-term limit on how long a member can serve.

**Accountable to:** Auburn City Council

**Time Commitment**

Board of Appeals meetings are held as necessary in the City Council Chambers at Auburn Hall on an as-needed basis. Meetings normally take 1-3 hours. Members are expected to receive training on Board of Appeals procedures, law and decision making. Members should also take some time to review and understand the zoning ordinance and comprehensive plan as well as review application materials for meetings. Meetings may be held two months in a row but are not usually needed more than a few times per year, sometimes less.

**Qualifications**

Potential Board of Appeals Members should have general interest in the community and development of the City. Members should also have a strong sense of fairness and the ability to take a broad view of the needs of the community as a whole and not be driven by a potential personal gain. Above all, potential members need to possess the time to attend a limited number of meetings when called and have a willingness to be an engaged and active member.

**Desired Skill Sets/Backgrounds**

1. Resident of Auburn
2. Local Business People
3. Engineers or Surveyors
4. Attorneys
5. Neighborhood Advocate
6. Land Use/Planning or Design Professionals
7. Realtor or Banking
8. Mixed Ward representation