

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

TO: Clinton Deschene, City Manager
FROM: Eric J. Cousens, Director of Planning and Permitting
DATE: 1/9/14
SUBJECT: Planning Board

The following memo is intended to outline the structure, responsibilities and desired skills of Planning Board Members. It is required that the City Council appoint a Board consisting of 7 members and recommended that the Council also appoint 2 alternates.

Duties of the Board

1. To prepare and recommend to the City Council, a comprehensive plan.
2. To prepare and recommend to the City Council changes and amendments to the comprehensive plan as necessary.
3. To aid and assist the City Council and departments and agencies of the City in implementing general plans and in planning, developing and completing specific planning related projects.
4. To hear, review and approve or deny applications for subdivision approval as provided in Chapter 60 of the ordinances of the City of Auburn.
5. To hear, review and offer it's recommendations to the City Council on applications for zoning changes and amendments to, or revisions of, the zoning ordinance and to initiate recommendations for zoning changes, or revisions of, the zoning ordinance as necessary.
6. To review and offer it's recommendations to the City Council on public planning related projects.
7. To offer it's recommendations to the City Council with regard to the compatibility of the City Manager's proposed capital improvements program with the comprehensive plan.
8. To make such investigations, maps and reports, and recommendations in conjunction therewith, relating to the planning and development of the City as it deems desirable.

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 and be familiar with the comprehensive plan.
4. Commit to constructive discussion and active listening to other board members and the public.
5. To treat other board members and the public with respect.
6. To consult and offer advice to the City Council on potential problem areas or concerns for planning related issues.
7. To suggest policies to the City Planner and the City Council and to serve as a liason for members of the public for planning related issues.

City of Auburn Planning Board Member

Position Title: Planning Board Member

Selection: Appointments made by City Council

Term: 3 Years from date of appointment unless filling an unexpired term for a former member.

Accountable to: Auburn City Council

Time Commitment

Planning Board meetings are generally held on the second Tuesday of each month at 6:00PM in the City Council Chambers at Auburn Hall. Meetings normally take 1-3 hours. Various special committee meetings may be held throughout the year and workshops are generally held on the fourth Tuesday of the month as needed. Members also need to take some time to understand the zoning ordinance and comprehensive plan as well as review materials for individual meetings or requests.

Qualifications

Potential Board Members should have general interest in the planning and development of the City. Members should also have 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 1-2 meetings per month and a willingness to be an engaged and active member.

Desired Skill Sets/Backgrounds

1. Residents
2. Local Business People
3. Engineers or Surveyors
4. Realtors or Banking Professionals
5. Attorneys
6. Economic Development Professionals
7. Land Use/Planning/Design Professionals
8. Agricultural user/owner of land
9. Diversity of overall membership
10. Mixed Ward representation