

Auburn Planning Board Meeting Minutes February 9, 2021 (Virtual Meeting)

1. ROLL CALL:

Regular Members present: Mathieu Duvall – Presiding, Evan Cyr, Dana Staples, Darren Finnegan, Stacey LeBlanc and Stephen Martelli

Regular Members absent: Dan Carroll

Associate and other Members present: Riley Bergeron

Associate and other Members absent: Vacancy

Also present representing City staff: Megan Norwood, City Planner II and Eric Cousens, Director of Planning & Permitting

Chairperson Duvall called the meeting to order at 6:00 pm and asked for a roll call. After roll call, Chairperson Duvall stated that Riley Bergeron's Board member status would be elevated to full membership status for the remainder of this meeting.

2. MINUTES: Approval request of the January 12, 2021 meeting minutes.

A motion was made by Dana Staples and seconded by Stephen Martelli to approve the January 12, 2021 meeting minutes as presented. Chairperson Duvall said his last name was misspelled on the last page of the minutes. After a vote of 7-0-0, the motion passed as amended.

Chairperson Duvall stated that item #3 on the agenda would be moved to after item #10.

4. FEEDBACK: 5-Year Capital Improvement Plan

Chairperson Duvall reminded Board members that the City Manager had asked for any feedback before March 1st. Evan Cyr suggested that the City Manager place language where he thought appropriate, to use some of the CIP funds to help implement the recommendations from the Comprehensive Plan Committee. Dana Staples suggested using some of the funds towards Covid plan recovery. Chairperson Duvall restated that the Board had until March 1st so members could send additional suggestions to Eric or Megan before then.

(8:00 on YouTube Recording)

5. ZONING MAP AMENDMENT/PUBLIC HEARING: Proposed re-zoning of a portion of the following parcels on Trapp Road: PID 057-003, PID 057-003-001, 057-002, and 057-001 from Rural Residential to Agriculture/Resource Protection, pursuant to Chapter 60, Article XVII Amendments, of the City of Auburn Ordinances.

Megan went over the staff report and she and Eric answered questions from the Board members.

Open Public Input

A motion was made by Evan Cyr and seconded by Dana Staples to open the public input part of the hearing. After a vote of 7-0-0, the motion carried.

No Comments

Close Public Input

A motion was made by Dana Staples and seconded by Evan Cyr to close the Public Input part of the hearing. After a vote of 7-0-0, the motion carried.

(55:00 on YouTube Recording)

After a lengthy discussion, the following motion was made:

A motion was made by Dana Staples and seconded by Riley Bergeron to recommend to City Council to rezone portions of the following parcels on Trapp Road from Rural Residential to Agriculture/Resource Protection, pursuant to Chapter 60, Article XVII Amendments, of the City of Auburn Ordinances: PID 057-003, PID 057-003-001, PID 057-002, and PID 057-001.

Evan Cyr said he will reluctantly vote in favor of this and commented that this is a bigger issue that needs to be rectified. Several Board members agreed with Mr. Cyr. Chairperson Duvall said he was not in favor of approving this because of the point that the Board is just identifying who wins versus who does not.

After a vote of 6-1-0, the motion carried. Chairperson Duvall voted against the motion.

Chairperson Duvall said he wanted to initiate a brief discussion about how to best notify the City Council about the issues with item #5 on the agenda. Evan Cyr said he would be in favor of sending the findings of fact and explaining that the discussion was not an easy one and that several Board members felt there was a different solution that would be better, and our intent is to look into that.

- 6. ZONING MAP AMENDMENT/PUBLIC HEARING: Proposed expansion of the form-based code zoning district T-4.2 Traditional Downtown Neighborhood, to replace the current zoning in a small portion of the Urban Residential district in the Court/Lake Street neighborhood and the Multifamily Urban/Neighborhood Business District in the area encompassing Lake Auburn Ave to Union Street and Lake Street to Whitney Street as shown on the referenced map, pursuant to Chapter 60, Article XVII Amendments, of the City of Auburn Ordinances**

Megan presented the staff report and answered questions from Board members.

Open Public Input

A motion was made by Evan Cyr and seconded by Riley Bergeron to open the public input part of the hearing. After a vote of 7-0-0, the motion carried.

(1:15:15 on YouTube Recording)

Heidi and Evan Peer, owners of 358 Court Street stated that this would help them a lot because without the proposed change, they could only build an 18 ft wide home on their lot.

Maureen O'Brien of 42 Winter Street said she had quite a few concerns. Her biggest fear is the speed that this might proceed. She is worried that the timeline of when this goes to the City Council for consideration won't give the residents in this neighborhood enough time to understand what some of these the changes are and how it's going to affect this neighborhood potentially. She would like to see more community input and involvement before it proceeds.

Close Public Input

A motion was made by Dana Staples and seconded by Stephen Martelli to close the Public Input part of the hearing. After a vote of 7-0-0, the motion carried.

Evan Cyr asked Eric and Megan if either could explain the process and list the opportunities the public had to learn information about this project and what opportunity they had to provide their input to the City Council.

Megan explained that the City Council recommended that the Planning Board review this. This is the 2nd step where the Planning board reviews and makes a recommendation, either in favor of the proposed zone change or not in favor. Either way a recommendation goes to the City Council. The City Council will have a workshop, a first hearing and a 2nd hearing, all are at 3 separate meetings. Usually, the 2nd reading is when they will hold the public hearing, and this is when the abutter notices will be mailed out again and a legal notice will be posted in the Sun-Journal. Residents can write to their City Councilor to voice their opinions at any time in this process.

(1:38:20 on YouTube Recording)

After a lengthy discussion, the following motion was made:

A motion was made by Evan Cyr and seconded by Dana Staples to forward a positive recommendation to the City Council to expand the form-based code zoning district T-4.2 Traditional Downtown Neighborhood, to replace the current zoning in a small portion of the Urban Residential district in the Court/Lake Street neighborhood and the Multifamily Urban/Neighborhood Business District in the area encompassing Lake Auburn Ave to Union Street and Lake Street to Whitney Street as shown on the referenced map, pursuant to Chapter 60, Article XVII Amendments, of the City of Auburn Ordinances. After a vote of 7-0-0, the motion carried.

7. WORKSHOP: Discuss Amending Section 60-34 of the Auburn Code of Ordinances, Buildings per Lot to allow secondary dwelling units where two-family homes are permitted.

Megan explained the proposal and answered multiple questions from the Board. She said she would provide a map showing where these secondary dwelling units would be allowed in the City

(1:54:30 on YouTube Recording)

8. WORKSHOP: Discuss the Following Ordinance Amendments

- a) **Discuss Correction of Improperly Referenced Ordinance Items, Spelling, Capitalization and Word Placement Errors and Consider Revising Ordinance Provisions Discussed during Project Reviews.**

Megan gave examples of areas that needed to be corrected in the Ordinance. She explained that any correction in Chapter 60 must go before the Planning Board for approval before the change can be made.

- b) **Discuss Amending Section 60-607(15) of the Auburn Code of Ordinances, Required Curb-Cut Widths Based on Number of Driveways.**

Megan explained the workshop item and asked Board members if they wanted to add some language which would direct them to specifically look at and review this or if they prefer to continue to grant waivers for these and just leave it as is. She answered questions from Board members and after a discussion, said she would bring examples of projects that the Board had heard at previous meetings and had granted waivers for curb cuts.

(2:24:30 on YouTube Recording)

9. REVIEW/DISCUSSION: Planning Board Policies and Procedures

- a) **Roberts Rules of Order: Codifying Motions in the Policies & Procedures**

Chairperson Duvall thanked Evan Cyr for producing a “cheat-sheet” which listed the types of motions the Board may make and when they should be made. He asked Board members for their feedback and asked if they wanted to adopt the document. Board members said they found the document very informative and a suggestion was made that this be reviewed by a municipal attorney before it was adopted.

10. PUBLIC COMMENT: No members of the public spoke.

3. Elect Chair/Vice Chair (This item was moved to this spot on the Agenda)

Chairperson Duvall asked Board members for nominations and after hearing none, he offered to serve as Chair for another year. All members voted to accept Chairperson Duvall as Chairperson for another year.

Chairperson asked Board members for nominations or self-nominations for Vice Chair.

Evan Cyr nominated Stacey LeBlanc as Vice Chair and she declined the nomination.

Evan Cyr nominated Riley Bergeron as Vice Chair. Mr. Bergeron stated he was an associate member but has acted as a full member since he has been on the Board. After a brief discussion, Mr. Bergeron accepted the nomination and all members, except Mr. Bergeron, voted to accept him as Vice Chair.

(2:36:00 on YouTube Recording)

11. PLANNING BOARD ITEMS FOR DISCUSSION:

a) Comprehensive Plan Update:

Dana Staples gave a brief update of what had transpired at the Comp Plan meetings and what they would be going over at their next scheduled meeting.

Evan Cyr asked what constitutes zoning amendment requests from the City Council? He asked because he was concerned about possible future litigation if the Board did not follow the process correctly. He said he would like to see a clear vote taken from City Council members which states whether or not they want to send a certain request to the Planning Board. Chairperson Duvall agreed that a vote from the City Council would be great and should be detailed in the staff report when it comes to the Planning Board.

Chairperson Duvall mentioned that at their last meeting, they went over attendance rules for Board members and said he wanted clarification as to when the clock started to count Board member absences. Riley Bergeron said he feels the clock starting should line up with when the Board made the decision for that to be the rule. Several Board members agreed with Mr. Bergeron.

Board members also discussed the process of how and when to notify the Board member with the attendance issue.

12. MISCELLANEOUS: Upcoming Items for March:

Megan mentioned there was a solar project 1054 North River Road coming before the Board in March and a building renovation to create 5 additional apartment units at 386 Minot Avenue also coming before the Board.

(2:59:30 on YouTube Recording)

13. ADJOURNMENT:

A motion was made by Evan Cyr and seconded by Stephen Martelli to adjourn. After a vote of 7-0-0, the motion passed.