



City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

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To: Auburn Planning Board
From: Megan Norwood, City Planner
Re: Proposed Amendment Article XVI, Division 4, Subdivision to Remove the Mylar Requirement, Reduce the Required Number of Submission Copies and Correct Staff References
Date: March 25, 2021

I. PROPOSAL: The Registry of Deeds has recently updated their requirements for plans to be recorded and no longer requires Mylars. Staff recommends updating the sections of the ordinance that reference Mylars to be consistent with the new requirements of the registry. In addition, the ordinance requires 20 paper copies of materials. We distribute paper copies as follows:

- 9 Planning Board Members
- 3 Planning Staff
- Any Remaining Staff Desiring Paper Copies, most review electronic copies

To avoid wasting a large amount of paper for extra copies that aren't used, Staff recommends reducing the number of required copies from 20 to 15.

Lastly, Chapter 60 references "Planning Staff" in several different ways. For consistency, Staff recommends the ordinance language state "Director of Planning and Permitting or their Designee." Staff is still working on identifying all of these references in the ordinance and will make a list of all the applicable sections that should be amended.

II. DEPARTMENT REVIEW:

- Police - No Comments
- Auburn Water and Sewer – No Comments
- Fire Department/Code Enforcement – No Comments
- Engineering – No Comments
- Public Services - No Comments
- Airport – No Comments
- 911 - No Comments

III. PLANNING BOARD ACTION/STAFF SUGGESTIONS: Staff suggests the Planning Board offer a recommendation to the City Council to amend the number of required submission copies for Site Plan/Special Exception/Subdivision Review to 15 copies, remove all references to Mylars and consistently reference "Planning Staff" as the Director of Planning and Permitting or their Designee" throughout the ordinance.