



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: Ordinance Amendment Discussion: Category Review
Date: March 09, 2021

- I. PROPOSAL:** At the February meeting, Staff presented a list of common zoning ordinances that come up during project review processes. The Planning Board asked Staff to group the ordinance amendments into smaller categories that could be handled at separate meetings. The City Council wants to have all of these amendments reviewed/approved by the end of the June. The Planning Board should schedule public hearings for the April and May meetings on the items below:
- **CATEGORY 1:** Lot Depth/Density Changes for Multifamily Suburban and Multifamily Urban Zoning Districts
 - Section 60-307(1)(e) (Multifamily Suburban) recommend reconsidering the 200 feet in depth for multifamily when it isn't required for a three-family or four-family. Three or more families is our definition for multifamily. Suggest removing 3 and 4-family references entirely and keep the minimum depth of 100 feet and utilize the minimum lot area to dictate the depth.
 - Section 60-307(2) recommend updating the density table reflecting the suggested change above to remove 3 and 4 family.
 - Section 60-335(1)(d) (Multifamily Urban) similar to above, recommend reconsidering the 100 feet in width when it is 50 feet for 1-3 family. Three or more families is our definition for multifamily. Suggest removing 3 and 4-family references entirely, keep the minimum width of 200 feet and utilize the minimum lot area to dictate width.
 - Section 6-335(2) recommend updating the density table reflecting the suggested change above to remove 3 and 4 family.
 - **CATEGORY 2:** Remove Downtown Enterprise District, fix General Business II reference and add language under Sec. 60-553 explaining the purpose of the Conservation/Open Space Form-Based Code District.
 - Recommend removing Division 10 entirely, Downtown Enterprise, as it does not exist anymore with the change to FBC. As part of this change, recommend placing Division 10 in "reserved" so as not to affect the numbering/references of other districts.
 - Section 60-525(b)(14) references permitted uses under the General Business section of the ordinance when this section is General Business II. To follow the other ordinances, it should reference section 60-525(a) instead of 60-499(a).
 - Section 60-553 currently reserved, recommend adding a conservation/open space FBC purpose because it is a small district but is not explained anywhere in the ordinance for Staff or Developers to interpret its meaning/purpose.
 - **CATEGORY 3:** Amend Section 60-668(b)(1) to match current FEMA regulations and discuss amending Sec. 60-992 lot depth for Shoreland Zone.
 - Section 60-668(b)(1) this section should require the lowest floor to be elevated 1 foot above the BFE (FEMA Guidelines).
 - Section 60-992(a) recommend changing the lot depth from 120 feet to 150 feet to allow some more flexibility with permitting. We run into this issue a lot where property owners have, say 121 feet in lot depth and aren't able to take advantage of the 50% of the lot depth measurement. Staff would have to notify the State on this change as it is to the Shoreland Zone ordinance.
 - **CATEGORY 4:** Amend the ordinance provisions under Subdivision that pertain to Mylars and required number of submission copies and correct Staff Member references throughout ordinance to state Director of Planning and Permitting or their Designee.

- Section 60-1300 recommend changing 20 copies to 15 copies as we never use the 20 copies. We distribute copies as follows: 9 Planning Board members, 3 Planning Staff members, and remaining Staff that would like paper copies, most review electronically.
- Section 60-1363(a)(1) recommend removing computer aided drafting disk and replace with “electronic copy.” Mylar copies are no longer required at the Registry of Deeds, recommend removing references to Mylar and update to only require 15 copies instead of 20.
- Section 60-1363(b)(1) under filing, remove references to Mylars.
- Section 60-1363(b)(2) with the update to remove Mylar, recommend updating text to require 6 sets of plans.
- Reference Correct Staff Member throughout Ordinance: DIRECTOR OF PLANNING & PERMITTING or their DESIGNEE

➤ **CATEGORY 5:** Discuss amending Sec. 60-1367: Recreation/Open Space Standards to specify that it applies only to single-family residential subdivisions.

- Section 60-1367 pertains to recreation/open space standards, updated to specify that it applies to single-family residential subdivisions.

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 RECOMMENDATIONS: Schedule public hearings on the above items. Categories 1, 2, and 4 seem to be easy adjustments that make sense to adopt but 3 and 5 may take additional time. Suggested schedule for hearings:

APRIL MEETING: Categories 1, 2, 3 and 4

MAY MEETING: Category 5