



PLANNING BOARD AGENDA
June 16, 2026 – 6:00 p.m.
City Council Chambers, 60 Court Street

1. ROLL CALL

2. MINUTES: Acceptance of the May 12, 2026 meeting minutes.

3. OLD BUSINESS

- A. CONTINUED PUBLIC HEARING SITE PLAN/SPECIAL EXCEPTION REVIEW: Limitless Towing, 276 Riverside Drive (PID 202-006). Application submitted by Erica Flagg to operate a towing and recovery business. The property is located in the General Business (GB) district and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception. This item is continued from the April 14, 2026 meeting.

4. OTHER BUSINESS

- A. Planning Board vote to approve the findings written in the notice of decision letter for Bear Self Storage and Auto Sales Facility from the May 12 meeting.
- B. Continued discussion from May 28 of LD-1829/2173 overview of regulations and proposed ordinance changes.
- C. Planning Board Training: How to Review Applications. Staff will provide guidance for the Planning Board on reviewing application materials.

5. PUBLIC COMMENT

6. MISCELLANEOUS

7. PLANNING BOARD ITEMS FOR DISCUSSION

8. ADJOURNMENT



City of Auburn, Maine

Office of Planning & Permitting
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

PLANNING BOARD MINUTES May 12, 2026

1. ROLL CALL:

Ed Bearor (Chair), Riley Bergeron, Chelsea Eaton, Bob Hayes, Maureen Hopkins, Bilal Hussein, Kathy Shaw, and Andrea Westbye

Absent: Tim DeRoche

Staff members present: Sam Peikes (Planning Coordinator)

Ed Bearor elevated Chelsea Eaton and Kathy Shaw to full voting members on alternating agenda items. Kathy Shaw will vote on 3A and 4A and Chelsea will vote on 3B and 4B.

2. MINUTES: Acceptance of the April 14, 2026 meeting minutes.

Motion made by Bilal Hussein and seconded by Bob Hayes to approve the April 14, 2026 minutes with amendments. Vote 7-0 Motion Carries

3. OLD BUSINESS

A. CONTINUED PUBLIC HEARING FINAL SITE PLAN/SUBDIVISION REVIEW: Hampshire Commons Apartments, 143 Hampshire Street (PID 250-311, 250-310, 250-309) - Application by Gorrill Palmer on behalf of Auburn Residential Development Corp to construct a 32-unit housing first residential development. The property is located in the Traditional Downtown Neighborhood (T-4.2) district and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review, Division 3 – Special Exception and Division 4 – Subdivision. This item is continued from the April 14, 2026 meeting.

Sam gave a staff report stating this is a resubmission for final plan approval and that it received preliminary approval at the April 14, 2026 meeting with conditions. Since that meeting, they have addressed those conditions and responded to the conditions of approval under special exception.

Marty Sidlowski of Auburn Housing Authority re-introduced the team and gave a brief history of AHA.

Steve Boucher of Gorrill Palmer gave an overview of the project and reviewed the survey, existing conditions plan, land transfer recording plan, site layout and utility plan, ground drainage and erosion control plan, and landscape plan.

Virginie Stanley of Invivid Architecture reviewed the architecture and floor plans.

The public hearing was opened.

Stephen Beale of 575 Johnson Road – pointed out there is a technical detail that needs to be clarified. He said on the presentation the applicant is identified as Auburn Housing Authority, however the agenda indicates that Auburn Residential Development Corporation is the applicant.

Amanda Bartlett of Developer’s Collaborative confirmed the Auburn Residential Development Corporation is the correct applicant. She explained it acts as an intermediary for the Auburn Housing Authority during development, after which ownership will officially transfer at closing to the permanent owner, Hampshire Commons LP.

Mike Thurston Chairman of Auburn Housing Authority Board – stated that chronic homelessness is driven by untreated physical and mental health conditions that ultimately cost far more than providing stable housing and support. He emphasized that with voucher-supported units and appropriate services, the community can end homelessness rather than merely manage it.

The public hearing was closed.

Motion made by Riley Bergeron and seconded by Bob Hayes to approve the final plan for Hampshire Commons Apartments located at 143 Hampshire Street (PID 250-311, 250-310, 250-309) in the Traditional Downtown Neighborhood (T-4.2) district pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review, Division 3 – Special Exception and Division 4 – Subdivision. Vote 7-0 Motion Carries

- B. CONTINUED PUBLIC HEARING FINAL SITE
PLAN/SUBDIVISIONREVIEW: Wahan Oaks Subdivision, 146 Manley Road (PID 198-037 & 198-038). Application by Trillium Engineering Group on behalf of Homes for All, LLC for a proposed 14 lot single-family subdivision. The property is located in the Traditional Neighborhood Development district (T-4.2B) and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 4- Subdivision Review. This item is continued from the December 9, 2025 meeting.

Sam gave a staff report stating this subdivision received preliminary approval at the December 9 meeting with conditions. Since that meeting, they have provided a stormwater plan, are filing a permit by rule for wetland, have a sewer and water capacity letter, and location of wetland disturbance areas. They are opting to pay the fee in lieu of providing open space that will go to the Recreation Department and will be used toward improvements to Mt. Apatite trail improvements. Sam recommends this item be tabled to the June meeting due to it not being complete and missing information on exterior lighting, sidewalk design details, building design details, landscaping details, information regarding how the proposal meets the intent of the form based code, and documentation stating that they're proposing frontage off of a private road that's not accepted.

Kyle Berwick of Trillium Engineering Group answered questions from the Board.

The Board unanimously agreed the application is not complete.

Motion made by Riley Bergeron and seconded by Bob Hayes to table the final site plan subdivision review for Wahan Oaks Subdivision to the June 16th meeting. Vote 7-0 Motion Carries

4. NEW BUSINESS

- A. PUBLIC HEARING SITE PLAN/SPECIAL EXCEPTION REVIEW: Bear Self Storage & Auto Facility, 864, 868, 878 and 900 Center Street and 1193 Turner Street (PIDs 301-017-002, 301-018, 301-019, 301-017 and 300-009) – Application by Wright Pierce on behalf of Bear Holdings, LLC and Bear, LLC to construct a 9,000 square foot auto sales/service building with paved vehicle display areas and gravel areas for rental of storage containers. The property is located in the General Business (GB) district and Suburban Residence (SR) district and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception.

Sam gave a staff report stating this is a resubmission of an application that the Planning Board approved August 13, 2024 with conditions but construction was never started and they did not come back to request an extension so the approval has expired. She said the applicant has responded to stormwater comments and made updates to satisfy that condition and they are requesting a waiver from providing a traffic impact analysis. She said staff would like to confirm if they have met with assessing to combine the four lots and recorded it as one lot as requested on the last plan. (3 are in GB and 1 in SR).

Jan Wiegman of Wright Pierce gave an overview of the project, reviewed the site and grading plans, said they are requesting a waiver for the traffic study, and explained there are two applicants because 4 lots are owned by Bear Holdings LLC and one is owned by Bear LLC.

The Board discussed that the proposed storage facility violates Suburban Residential zone regulations and because it is located on a separate lot from the auto dealership, it fails to qualify as an accessory use. The Board also noted ongoing community concerns regarding conex boxes, which are prohibited in this zone and that the proof of financial capacity is insufficient.

The public hearing was opened.

There were no comments.

The public hearing was closed.

Motion by Ed Bearor and seconded by Maureen Hopkins to deny the application for Bear Self Storage and Auto Sales Facility as being proposed due to the proposal being for uses that are not permitted in the zone for which the applicant seeks approval. Vote 7-0 Motion Carries

- B. PUBLIC HEARING SITE PLAN/SPECIAL EXCEPTION REVIEW: Town Farm Recovery Options – 249 Merrow Road (PID 186-012) - Application by Zack Cameron to change the use of the residential property at 249 Merrow Road to an outpatient recovery facility. The property is located in the Industrial (I) district and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception.

Sam gave a staff report stating that the application is a change of use and that all proposed changes will be on the interior of the building. She also said the applicant is requesting a waiver from providing a boundary survey and that the last survey is old but none of the property lines are changing.

After it was pointed out there is no proof of financial capacity, Sam explained the project is being self-funded.

Zack Cameron gave a brief overview of the project and indicated he can get something signed regarding financial capacity by the person who is going to be the owner/operator tomorrow and send it to Sam.

It was noted that the applicant must demonstrate they are not located within 2000 ft from any property that is occupied by a church, school, family day care home, small day care facility, day care center, or public park or playground.

The public hearing was opened.

There were no comments.

The public hearing was closed.

Motion by Ed Bearor and seconded by Maureen Hopkins that the application for Town Farm Recovery Options is incomplete and to postpone it until the June 16th meeting. Vote 7-0 Motion Carries

5. **OTHER BUSINESS:** Introduction to LD-1829 “An Act to Build Housing for Maine Families and Attract Workers to Maine Businesses by Amending the Laws Governing Housing Density”. Staff will introduce the new state law and discuss potential changes to Chapter 60 zoning.

Sam explained LD 1829 stating that the new law is requiring multiple dwelling units per lot and changing density and minimum lot size requirements. She said the City is working on ordinance updates to Chapter 60 and is requesting additional meetings to review the proposed changes, get the Board’s input, and receive public comment. A Meeting was scheduled for Thursday, May 28.

6. **PUBLIC COMMENT: None**

7. **MISCELLANEOUS:**

Maureen expressed concerns about the way waivers are treated more like variances to specific standards in the ordinance and requested staff let the Board know if they are doing it correctly and if there will be some revisions made to the ordinance.

Bilal gave an update on the Comprehensive Plan.

8. **PLANNING BOARD ITEMS FOR DISCUSSION**

9. **ADJOURNMENT**

Motion by Kathy Shaw and seconded by Riley Bergeron to adjourn at 8:07 p.m. Vote 7-0 Motion Carries

Auburn Planning Board meetings can be viewed live on the City of Auburn YouTube channel (<https://www.youtube.com/c/CityofAuburnMaine>), and on Great Falls Television (Spectrum Cable Channel 11). Following live broadcasts, Planning Board meetings are rebroadcast at 7:00AM, noon, and 7:00PM on Tuesdays on GFTV and are available anyt

PLANNING BOARD MINUTES May 28, 2026 – 6:00 p.m.

1. ROLL CALL

Ed Bearor (Chair), Chelsea Eaton, Maureen Hopkins, Kathy Shaw, and Andrea Westbye

Absent: Riley Bergeron, Tim DeRoche, Bob Hayes, and Bilal Hussein.

Staff members present: DeCarlo Brown (Planning Director) and Sam Peikies (Planning Coordinator) (arrived at 6:30 p.m).

Ed introduced DeCarlo Brown, the Planning Director.

DeCarlo gave brief overview of his background and outlined his responsibilities in his role with the Planning Board.

2. NEW BUSINESS

- A. PUBLIC HEARING: L.D. 1829/2173 “An Act to Build Housing for Maine Families and Attract Workers to Maine Businesses by Amending the Laws Governing Housing Density”. Staff presented proposed ordinance changes to Chapter 60 Zoning to increase housing density.

DeCarlo gave an overview of land use changes LD 1829 and LD 2173 stating that State law made changes to the lot size and density standards based on location and availability of public water and sewer. He explained there are 19 requirements and each requirement from the state results in several changes at the local level. He reviewed the steps the Board will need to take to update the ordinance, how the Comprehensive Plan affects the changes, and the timeline. A workshop was scheduled for after the regular June 16th Planning Board meeting.

3. ADJOURNMENT

The meeting adjourned at 7:32 p.m.



City of Auburn, Maine

Office of Planning & Permitting

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Auburn, Maine 04210 207.333.6601

To: Auburn Planning Board

From: Sam Peikes, Planning Coordinator

Re: PUBLIC HEARING SITE PLAN/SPECIAL EXCEPTION STAFF MEMO: Limitless Towing, 276 Riverside Drive (PID 202-006). Application submitted by Erica Flagg for operation of a towing and recovery business. The property is located in the General Business (GB) and Shoreland Overlay (SLO) districts and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception. This item is continued from the April 14, 2026 Planning Board meeting.

Date: June 9, 2026

PROPOSAL OVERVIEW

Eric Flagg, the applicant has submitted an application for a towing and recovery business located at 276 Riverside Drive (PID 202-006) in the General Business (GB) district. The applicant currently leases the property from Gagne & Son supply store. The property has an existing single-story building. No building expansions are proposed. The applicant intends to locate vehicles at the impound lot behind the building. All abandoned vehicles will be removed to Audet Automotive & Salvage in Norridgewock. The property will also be used to store commercial equipment for L&L Timber. The property will be fully screened and gated with a fence. Security lighting surrounding the building will be provided as well.

The application was last brought to the Planning Board for the April 14, 2026 meeting. At that meeting the Board voted to table the application to a date certain for the applicant to provide an updated site plan. Since that meeting the applicant has provided an updated site plan showing the locations of lighting, screening, the proposed sign and dumpster, an updated boundary survey and lighting spec sheets.



SITE PLAN/SPECIAL EXCEPTION REVIEW STANDARDS

The following findings of fact relevant to the project are summarized below:

- **Utilities:** The existing building has a service water connection but no public sewer. The applicant has been in contact with the Auburn Sewer and Water District regarding available public sewer and water capacity. The existing building was used for cold storage and has not had a public sewer connection. Staff recommend that the applicant shall not begin operating until a sewer connection to the building is established. Staff also recommend the applicant provide a letter of capacity to serve the project from the Auburn Sewer and Water District pursuant to Sec. 60-1301(21).
- **Stormwater Management:** The proposed towing business is located in the Shoreland Overlay (SLO) district. Runoff from the site drains towards Riverside Drive and no new impervious area will be added. In accordance with Sec. 60-992(d) “the total footprint area of all structures, parking lots and other non-vegetated surfaces within the SLO district in general development areas that do not flow to great ponds shall not exceed 70% lot coverage.” The existing building and gravel areas exceed the 70% lot coverage. Staff can reasonably infer that the excess lot coverage predated the ordinance, making the lot legally nonconforming. The proposed towing business will not add any new impervious area to the property and existing drainage patterns will remain the same. Parts of the site drain towards the Androscoggin River and parts drain towards Riverside Drive.
- **Landscaping:** Landscaping for the property will consist of a 7 by 7-foot wood panel fence and gate for screening of the property. The locations of the fence and gate are shown on the updated site plan dated May, 2026. Since the fence is acting as a screening and buffer, it will need to be maintained for a continuous year-round screen.
- **Open and Unbuilt Spaces:** In accordance with Sec. 60-500, outdoor storage and display areas shall occupy no more than 20% of the lot area. Storage areas shall be screened from abutting residential districts or uses and from the street by an evergreen tree line planted in staggered rows no more than ten feet apart or by solid fence not less than six feet in height. The proposed development will a 7 by 7-foot tall wood panel solid fence to screen the storage areas. The applicant will need to ensure that the impound vehicle areas for tow yard storage will not occupy more than 20% of the lot area.
- **Exterior Lighting:** The proposed development will include overhead security lighting on the building. Locations of lighting are shown on the updated site plan dated May, 2026. The applicant has provided updated cut sheets of the proposed lighting. Lighting types for the building will be fully cutoff and wall mounted designed to minimize off-site glare and light trespass. The applicant should clarify the proposed hours of illumination and whether the fixtures will be motion activated or manually operated.
- **Solid Waste Disposal:** All solid waste material will be disposed of in the fully enclosed and screened dumpster. The dumpster location and pad is shown on the updated site plan dated May, 2026. Adequate provisions have been made for on-site solid waste disposal.
- **Signs:** A 8 by 15 foot non illuminated sign with the business name will be added to the front of the building. The sign location is shown on the site plan dated May, 2026. An image of the sign type was provided with the previous April submission. In accordance with Sec. 60-638(c)(2), wall signs and roof signs are permitted provided that the aggregate area of the sign shall not exceed 15% of the area of the wall on or over which the sign is located. The applicant will need to provide a calculation of the front wall area

and a calculation of the sign area and confirm the sign does not exceed the 15% requirement. The applicant will need to obtain a sign permit as part of all other permitting measures prior to continuing operation.

- Protection of Environmental Features and Natural Resources: The proposed development is not anticipated to adversely impact natural resources, scenic areas or historic sites.
- Noise, Vibration, Odors and Air Pollution: The proposed development is not anticipated to exceed noise standards or generate vibration, odors or air pollution. In the cover memo from the April meeting, the applicant states that they will provide oil absorbent pads underneath vehicles in the event of fluid leaks.

PLANNING BOARD ACTION

The proposed project requires review and findings for approval under Sections 60-1277 and 60-1336:

Site Plan Review – Section 60-1277

In considering a site plan, the planning board shall make findings that the development has made provisions for:

- (1) Protection of adjacent areas against detrimental or offensive uses on the site by provision of adequate surface water drainage, buffers against artificial and reflected light, sight, sound, dust and vibration; and preservation of light and air;
- (2) Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas;
- (3) Adequacy of the methods of disposal for wastes; and
- (4) Protection of environment features on the site and in adjacent areas.

Special Exception – Sec 60-1336

As conditions prerequisite to the granting of any special exceptions, the board shall require evidence of the following:

- (1) That the special exception sought fulfills the specific requirements, if any, set forth in the zoning ordinance relative to such exception.
- (2) That the special exception sought will neither create nor aggravate a traffic hazard, a fire hazard or any other safety hazard.
- (3) That the special exception sought will not block or hamper the master development plan pattern of highway circulation or of planned major public or semipublic land acquisition.
- (4) That the exception sought will not alter the essential characteristics of the neighborhood and will not tend to depreciate the value of property adjoining and neighboring the property under application.
- (5) That reasonable provisions have been made for adequate land space, lot width, lot area, stormwater management in accordance with section 60-1301(14), green space, driveway layout, road access, off-street parking, landscaping, building separation, sewage disposal, water supply, fire safety, and where applicable, a plan or contract for perpetual maintenance of all the common green space and clustered off-street parking areas to ensure all such areas will be maintained in a satisfactory manner.
- (6) That the standards imposed are, in all cases, at least as stringent as those elsewhere imposed by the city building code and by the provisions of this chapter.

- (7) That essential city services which will be required for the project are presently available or can be made available without disrupting the city's master development plan.

STAFF RECOMMENDATION:

Staff recommend that the Planning Board table the application pending the outstanding items to be addressed below.

SUGGESTED MOTION:

I make a motion to continue the application for Limitless Towing located at 276 Riverside Drive, PID 202-006 in the General Business (GB) District pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception for the following items to be addressed:

- A sewer connection to the building is established and a letter of capacity is provided from the Auburn Sewer and Water District.
- Demonstration that the storage areas will occupy no more than 20% of the lot.
- The hours of illumination for the lighting is determined.
- Demonstration that the proposed sign does not exceed 15% of the wall area.



Stoneybrook
Land Use, Inc.

4846 Sun City Center Blvd., #300
Sun City Center, FL 33573-6281
(207) 513-6123

May 19, 2026

Ms. Sam Peikes
Planning Coordinator
City of Auburn
60 Court Street
Auburn, ME 04210

RE: Limitless Towing - L&L Timber
276 Riverside Drive

Dear Ms. Peikes:

On behalf of Lukeus and Erica Flagg, I am pleased to submit this letter and attachments to support their previous application for the use of the property located at 276 Riverside Drive. The parcel is located in the General Business District (GB) and is shown on the City GIS system as Parcel ID 202-006.

The Flaggs are currently leasing (lease previously submitted) the property from CCBRE, LLC. The property is shown as the "Proposed Lot" on a plan entitled "Lot Division Plan", prepared for Gagne & Son Concrete Block, Inc., and prepared by Sebago Technics with revised date through April 16, 2025 (copy attached). The parcel contains 68,681 square feet (1.58 acres) and has 271.91' of frontage on Riverside Drive. The parcel also has about 280' of frontage on the Androscoggin River.

There is an existing concrete block building which includes 6,000 square feet. This space was previously used by Gagne to manufacture concrete structures. This building is surrounded by an existing gravel storage yard. The Flaggs plan to renovate the building interior by constructing a small office and bathroom facilities. The exterior will be painted and windows and doors replaced, as necessary.

May 19, 2026
Ms. Sam Peikes
RE: 276 Riverside Drive
Page 2

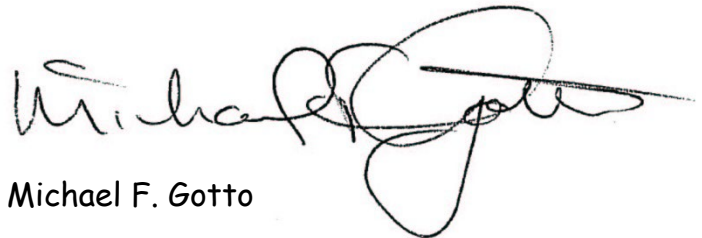
The Flaggs plan to operate two businesses on this property - Limitless Towing and L&L Timber. Limitless Towing has vehicle towing contracts with the Lewiston and Auburn Police Departments, the Maine State Police and the Androscoggin Sheriff's office. L&L Timber has multiple commercial snow plowing contracts. They also have 18-wheelers, floboy trailers, dump trucks, trailers, loaders and skid steer. During the Summer months, this equipment is used to support local paving and site construction projects.

I have attached a GIS graphic that we prepared showing the existing site conditions. This graphic was prepared from the Sebago survey plan and City GIS contour information. I also conducted an on-site inspection to identify any current site changes. On this graphic, we have shown the tow vehicle parking area with proposed fencing and the L&L Timber parking areas for the construction equipment. Proposed wall lights are shown at the building corners, and we have attached information on the light fixtures that are proposed to be used.

We hope you find that this information will address the remaining questions that the Planning Board had when they last discussed this project in April. Please do not hesitate to call if you have any questions about the information provided or if you need additional information to complete your review of this project.

Respectfully yours,

STONEBROOK LAND USE, INC.

A handwritten signature in black ink, appearing to read "Michael F. Gotto". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael F. Gotto

cc: Lukeus & Erica Flagg

GENERAL NOTES:

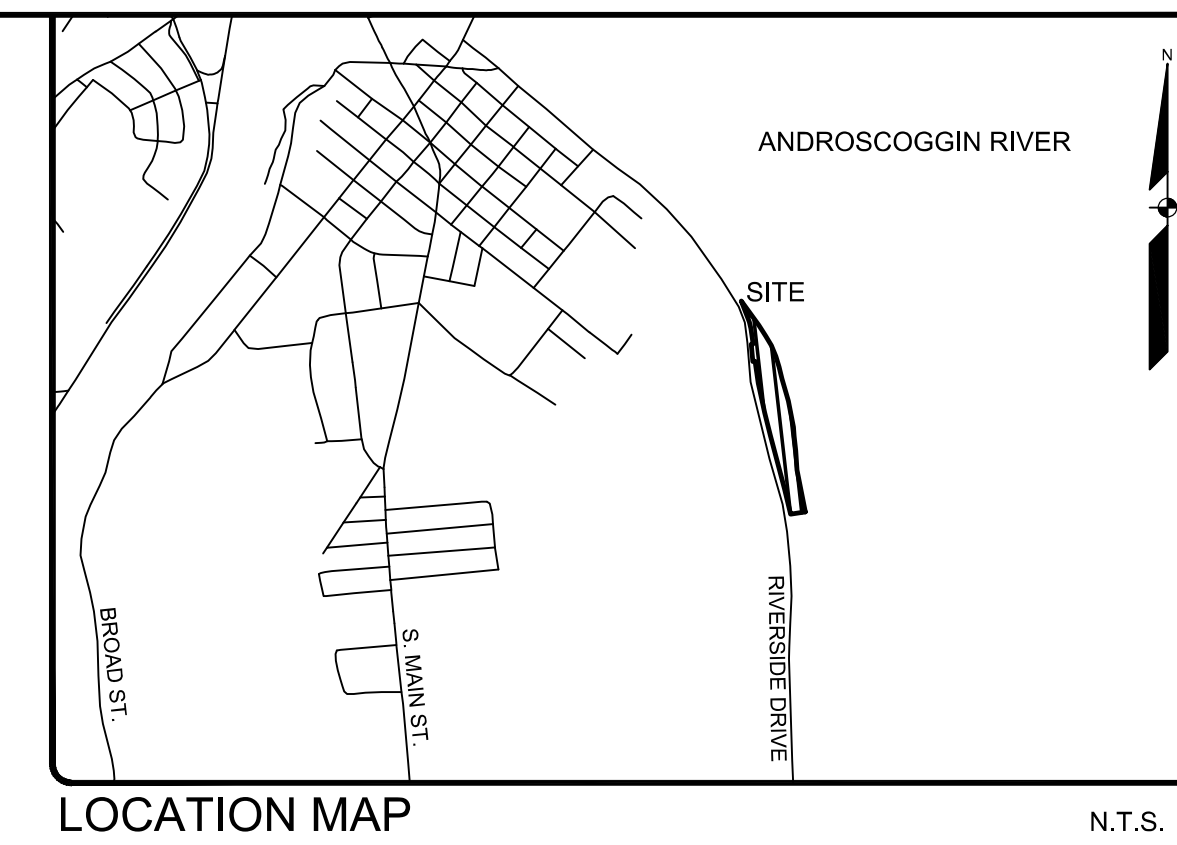
- THE RECORD OWNER OF THE PARCEL IS GCBRE, LLC BY DEED DATED MARCH 26, 2021 AND RECORDED AT THE ANDROSCOGGIN COUNTY REGISTRY OF DEEDS (ACRD) IN BOOK 10692, PAGE 31.
- THE PROPERTY IS SHOWN AS LOT 6 ON THE CITY OF AUBURN TAX MAP 202 AND IS LOCATED IN THE GENERAL BUSINESS DISTRICT.
- TOTAL AREA OF PARCEL IS APPROXIMATELY 5.95 ACRES.
- BOUNDARY INFORMATION SHOWN HEREON IS BASED UPON FIELD WORK PERFORMED BY SEBAGO TECHNICS, INC. IN 2008 & MARCH OF 2025
- PLAN REFERENCES:
 - "MAINE STATE HIGHWAY COMMISSION RIGHT OF WAY MAP, STATE AID HIGHWAY NO. 4, AUBURN MAINE, ANDROSCOGGIN COUNTY, FEDERAL AID PROJECT NO. S-0150(2)' S.H.C. FILE NO. 1-87 SHEET 1, DATED JANUARY, 1967.
 - "MAINE STATE HIGHWAY COMMISSION RIGHT OF WAY MAP, STATE AID HIGHWAY NO. 4, AUBURN MAINE, ANDROSCOGGIN COUNTY, FEDERAL AID PROJECT NO. S-0150(2)' S.H.C. FILE NO. 1-71 SHEETS 4-5, RECORDED AT THE (ACRD) IN PLAN BOOK 18, PAGES 48-49.
 - PLAN OF LAND IN AUBURN MAINE BELONGING TO HEIRS OF JOHN W. FARWELL, RECORDED AT THE (ACRD) IN PLAN BOOK 4, PAGES 138-140.
 - COMMERCIAL MORTGAGE LOAN INSPECTION OF GAGNE & SON CONCRETE BLOCK, INC., DATED THROUGH MARCH 23, 2021, BY SEBAGO TECHNICS, INC.
- EASEMENT/ENCUMBRANCES:
 - BEING PARCEL 1 IN DEED BOOK 10692 PAGE 31 IS SUBJECT TO THE FOLLOWING EASEMENTS: TO CENTRAL MAINE POWER IN DEED BOOK 1620, PAGE 173. TO SOCONY VACUUM OIL COMPANY, INC. DEED BOOK 612 PAGE 13. THIS EASEMENT IS NOT ON, OR DOES NOT AFFECT THE SUBJECT PARCEL. NOTICE OF LAYOUT AND TAKING BY THE STATE OF MAINE IN DEED BOOK 922 PAGE 310.
 - BEING PARCEL 3 IN DEED BOOK 10692 PAGE 31 IS SUBJECT TO THE FOLLOWING EASEMENTS: TO CENTRAL MAINE POWER IN DEED BOOK 1036 PAGE 181. TO CENTRAL MAINE POWER IN DEED BOOK 2308 PAGE 191. THIS EASEMENT IS NOT ON, OR DOES NOT AFFECT THE SUBJECT PARCEL. TO SOCONY VACUUM OIL COMPANY, INC. DEED BOOK 612 PAGE 13. THIS EASEMENT IS NOT ON, OR DOES NOT AFFECT THE SUBJECT PARCEL.
 - SUBJECT TO DRAINAGE EASEMENTS AS SHOWN ON PLAN REF. 5B.
- BASIS OF BEARING IS GRID NORTH, MAINE STATE PLANE COORDINATE SYSTEM, WEST ZONE 1802-AND-3, GEOID19 IN U.S. SURVEY FEET. ELEVATIONS DEPICTED HEREON ARE NAVD83, BASED ON DUAL FREQUENCY GNSS OBSERVATIONS.
- UTILITY INFORMATION DEPICTED HEREON, UNLESS OTHERWISE NOTED, IS OF QUALITY LEVEL D PER AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) STANDARD C/ASCE 38-02. UTILITIES DEPICTED HEREON MAY NOT NECESSARILY REPRESENT ALL EXISTING UTILITIES. CONTRACTORS AND/OR DESIGNERS NEED TO CONTACT DIG-SAFE SYSTEMS, INC. (1-888-DIG-SAFE) AND FIELD VERIFY EXISTING UTILITIES WITHIN THE PROJECT AREA PRIOR TO CONSTRUCTION AND/OR EXCAVATION.
- THE LOCUS PROPERTY AS DEPICTED HEREON DOES FALL WITHIN A SPECIAL FLOOD HAZARD AREA AS DELINEATED ON THE FLOOD INSURANCE RATE MAP FOR AUBURN, MAINE, ANDROSCOGGIN COUNTY, PANEL NUMBER 230103329E, HAVING AN EFFECTIVE DATE OF JULY 9, 2013. THE LOCUS FALLS WITHIN AN AREA IDENTIFIED AS ZONE AE, AREAS OF BASE FLOOD ELEVATIONS DETERMINED.
- SPACE AND BULK CRITERIA FOR THE GENERAL BUSINESS DISTRICT ARE AS FOLLOWS:

MINIMUM LOT SIZE:	10,000 SF
MINIMUM STREET FRONTAGE:	100 FEET
MINIMUM FRONT YARD:	25 FEET
MINIMUM SIDE YARD:	25 FEET
MINIMUM REAR YARD:	35% OF DEPTH, 35 FEET MAX
MAXIMUM BUILDING HEIGHT:	45 FEET
MAXIMUM BUILDING COVERAGE:	60%

* SEE ORDINANCE FOR MORE PARTICULAR INFORMATION.

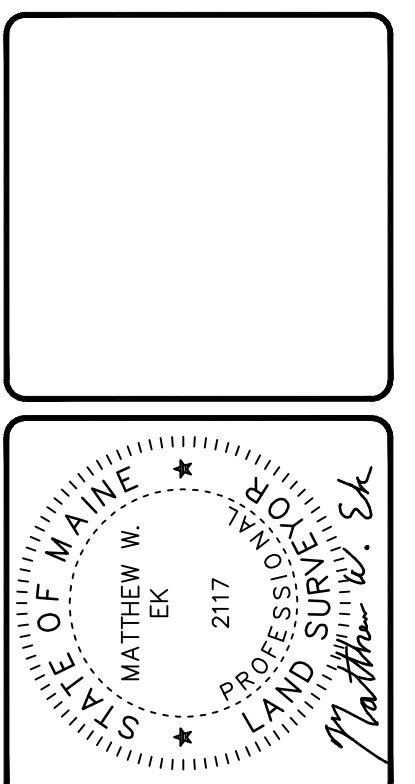
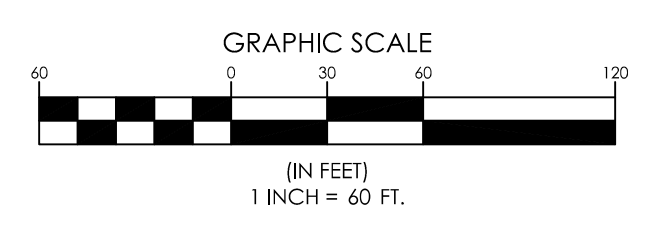
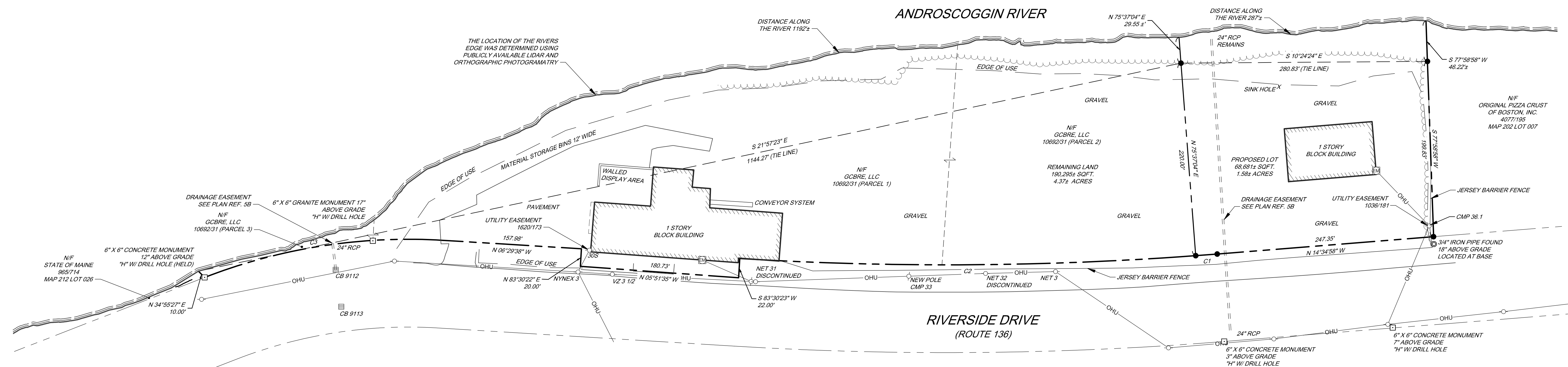
LEGEND

EXISTING	DESCRIPTION	PROPOSED
---	PROPERTY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	DEED LINE/R.O.W.	---
---	TIE LINE	---
⊕	MONUMENT	●
⊕	IRON PIPE/ROD	●
C1/L1	CURVE LINE NO.	●
N/F	NOW OR FORMERLY	●
▬▬▬▬	BUILDING	▬▬▬▬
▬▬▬▬	DECK/STEPS/ OVERHANG	▬▬▬▬
▬▬▬▬	JERSEY BARRIER FENCE	▬▬▬▬
▬▬▬▬	EDGE OF WATER	▬▬▬▬
▬▬▬▬	TREELINE	▬▬▬▬
▬▬▬▬	CULVERT	▬▬▬▬
⊕	CATCH BASIN	⊕
OHU	OVERHEAD UTILITY	OHU
⊕	ELECTRIC METER	⊕
⊕	UTILITY POLE	⊕
←	GUY WIRE	←



PROPERTY CURVE TABLE

CURVE	LENGTH	RADIUS	CRD BEARING	CRD LENGTH
C1	24.58'	3856.53'	N 14°24'01" W	24.58'
C2	519.90'	3856.53'	N 10°21'21" W	519.91'
C3	277.02'	642.71'	N 18°50'29" W	274.88'



REV.	BY	DATE	STATUS
B	SRM	4/16/25	FOR CLIENT REVIEW
A	SRM	3/25/25	FOR CLIENT REVIEW

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

SEBAGO TECHNICS
 SERAGOTECHNICS.COM
 75 John Roberts Rd, Suite 4A
 South Portland, ME 04106
 207-260-2100
 South Portland, Bridgton, Sanford and Bath

LOT DIVISION PLAN
 OF: **GAGNE & SON CONCRETE BLOCK, INC.**
 276 RIVERSIDE DRIVE
 AUBURN, ME
 FOR: **DWIGHT L. ALLISON III**
 68 OLD BEACH ROAD
 RYE, NH 03870

RECORD OWNER:
 GCBRE, LLC
 28 OLD ROUTE 27 ROAD
 BELGRADE, ME 04917-3708

DESIGNED	-
DRAWN	SRM / JMC
CHECKED	MWE
DATE	3/5/25
SCALE	1" = 60'
PROJECT	08534-06

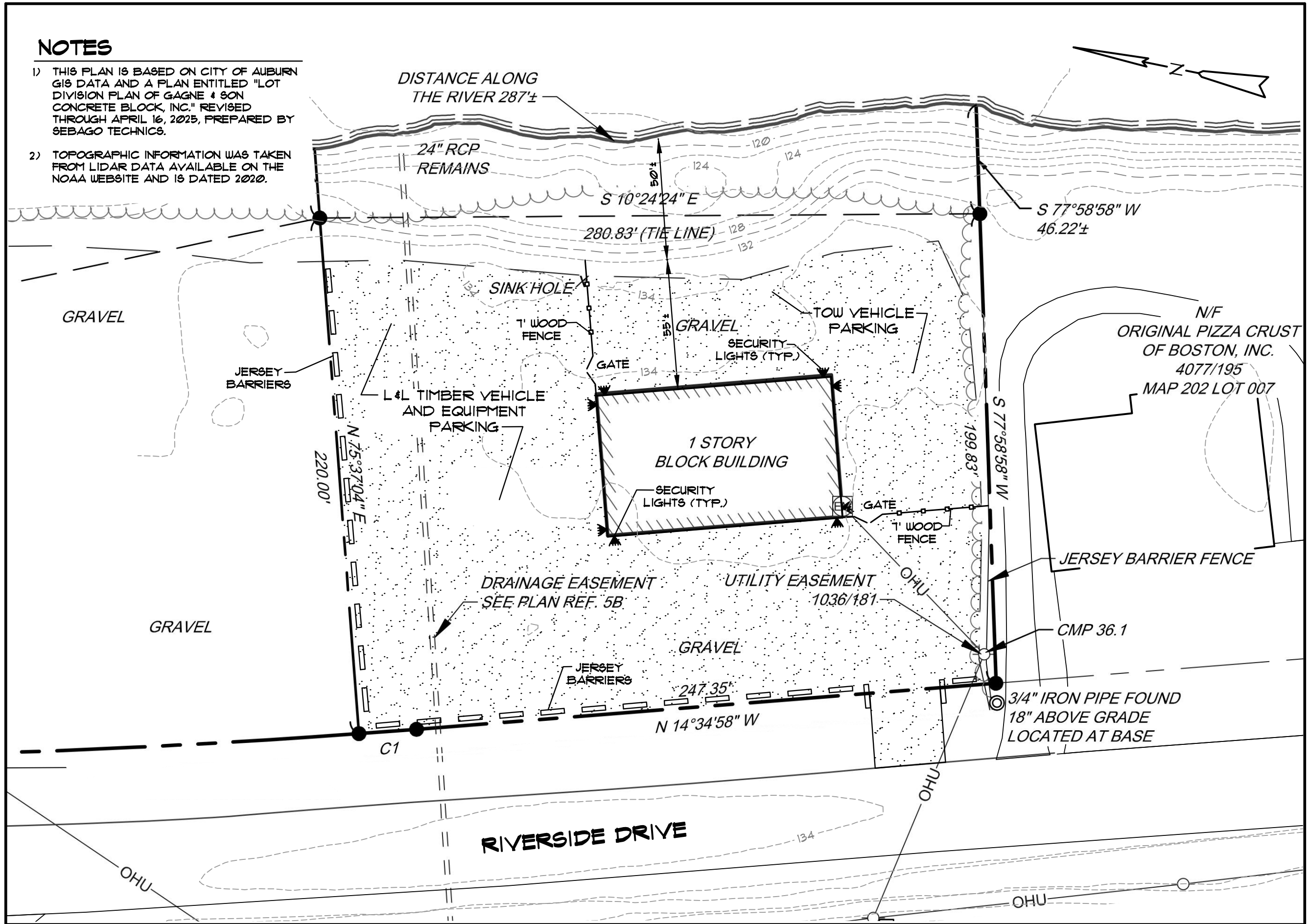
SHEET 1 OF 1

F:\Projects\08534-06\DWG\Survey\08534-06 BD.dwg - 1/22/2025 11:17 AM - MATTHEW EK

08534-06 BD.dwg - TAB:MWE

NOTES

- 1) THIS PLAN IS BASED ON CITY OF AUBURN GIS DATA AND A PLAN ENTITLED "LOT DIVISION PLAN OF GAGNE & SON CONCRETE BLOCK, INC." REVISED THROUGH APRIL 16, 2025, PREPARED BY SEBAGO TECHNICS.
- 2) TOPOGRAPHIC INFORMATION WAS TAKEN FROM LIDAR DATA AVAILABLE ON THE NOAA WEBSITE AND IS DATED 2020.



REVISIONS:

Stoneybrook
Land Use, Inc.
9172 SW 52nd Place Road
Ocala, FL 34481

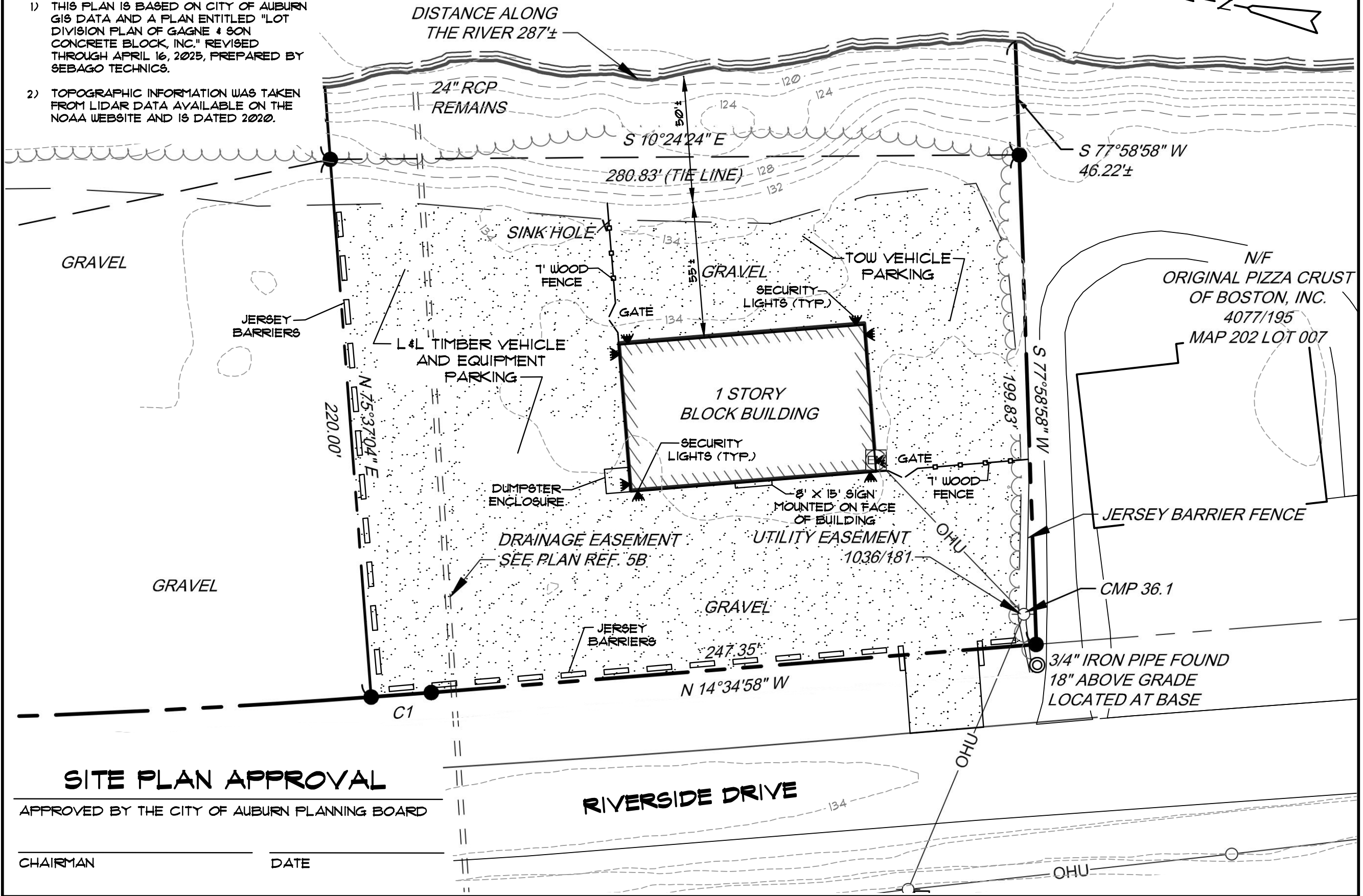
GIS GRAPHIC
276 RIVERSIDE DRIVE
PREPARED FOR
LIMITLESS TOWING

DATE	PROJECT
MAY 2026	26-003
DRAWN BY	SCALE
BRJ	1" = 40'
FILE: 26-003 GIS	

SHEET 1

NOTES

- 1) THIS PLAN IS BASED ON CITY OF AUBURN GIS DATA AND A PLAN ENTITLED "LOT DIVISION PLAN OF GAGNE & SON CONCRETE BLOCK, INC." REVISED THROUGH APRIL 16, 2025, PREPARED BY SEBAGO TECHNICS.
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REVISIONS:

5/26/26

Stoneybrook
Land Use, Inc.
9172 SW 52nd Place Road
Ocala, FL 34481

GIS GRAPHIC
276 RIVERSIDE DRIVE
PREPARED FOR
LIMITLESS TOWING

SITE PLAN APPROVAL

APPROVED BY THE CITY OF AUBURN PLANNING BOARD

CHAIRMAN

DATE

DATE	PROJECT
MAY 2026	26-003
DRAWN BY	SCALE
BRJ	1" = 40'
FILE: 26-003 GIS	

SHEET 1



WPA G2 SERIES SELECTABLE FULL-CUT WALL PACK

Client: _____
 Project: _____
 Type: _____
 Quantity: _____

CONSTRUCTION

Decorative die-cast aluminum housing and door. Rugged design protects internal components and provides excellent thermal management.
 Door assembly hinges to side, cast aluminum housing with three 1/2" conduit entries (on top and 2 sides), for surface conduit.

OPTICS

Full cut-off distribution conform to dark sky requirement - individual acrylic LED optics provide IES Type IV distribution.
 CCT selectable light engine available with 3000K ~ 5000K (80CRI).



ELECTRICAL

80+ CRI Lumileds LED.
 WPA-G2-70 output selectable available with 28W / 42W / 56W / 70W.
 WPA-G2-125 output selectable available with 50W / 75W / 100W / 125W.
 -40°C up to 45°C (-40°F up to 113°F) maximum operating temperature.
 >54,000 hr LED at L70.
 Driver operates at 120-277V input, 50/60Hz, <20% THD, 0.9 power factor.
 Optional 10kV surge protector.
 Optional 347V / 480V Driver.
 Optional Self-Diagnostic emergency back up.

SENSORS (OPTIONAL)

SENSOR-820 Integral PIR on/off/dimming/photosensing.
 SENSOR-823 Integral PIR on/off/dimming/photosensing.
 SENSOR-BLE-619 Integral PIR ALS Control bluetooth/on/off/dimming/photosensing.
 CONTROL-LVFA AVI-ON Bluetooth Mesh Controller.

MOUNTING

Wall mount over electrical box or via surface conduit.

STANDARD FINISH

Corrosion resistant Dark Bronze powder coating finish.

CUSTOM FINISH

Corrosion resistant Black, Graphite Metallic, Gray, Silver, and White, or custom RAL#

SHIPPING DATA

Product	Measurement	Weight
WPA-G2-70	16"L x 9"W x 10"H	8 lb
WPA-G2-125	16"L x 9"W x 10"H	8 lb

CERTIFICATION

Wet Location Listed.
 Meets Buy America Act requirements.
 IDA compliant: with 3000K color temperature selection.
 Title 24 compliant; see local ordinance for qualification information.
 All luminaires are built to UL1598 standards and bear appropriate cULus labels.
 DLC® Premium (DesignLights Consortium Qualified) listed.

WARRANTY

5 year warranty, see Limited Warranty for additional information.



WPA G2 SERIES SELECTABLE FULL-CUT WALL PACK

ORDER INFORMATION				EXAMPLE: WPA G2 70 MC FC DB UNVD		
Fixture	Series	Power & LM	CCT	Distribution	Finish	Input
	WPA-G2		MC	FC		
Accessories						
Options						

A SERIES

WPA-G2 Selectable Full Cutoff Wall Pack Generation 2

B POWER & LM

Code	Power	LM
70	Selectable 28W / 42W / 56W / 70W	4,400lm ~ 11,000lm
125	Selectable 50W / 75W / 100W / 125W	7,600lm ~ 19,000lm

C CCT

SC Selectable 3000K / 4000K / 5000K

D DISTRIBUTION

FC Full Cutoff

E FINISH

Standard

DB Dark Bronze

Custom Color

CC	BK	Black	GM	Graphite Metallic	GR	Gray
	SV	Silver	WH	White	RAL#	

F INPUT

UNVD	120-277V, 0-10V dimming
HVLD	347-480V, 0-10V dimming

G ACCESSORIES/OPTIONS

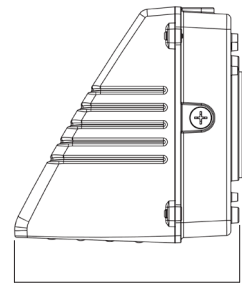
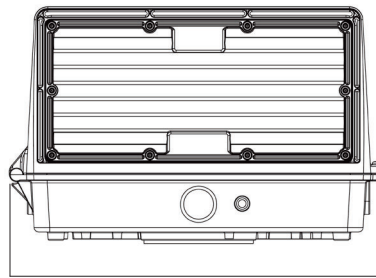
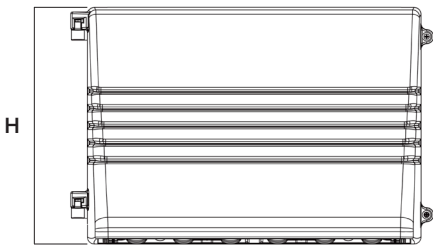
AIA	Assembled in America, compliant with BAA (COTS)
EMB-8W-B*	8W Emergency Battery 170VDC Forward Voltage
EMB-18W-B*	18W Integral Self-Diagnostic Emergency Battery, Operating Temp: 0°C ~ 50°C
EMB-18W-C-B*	18W Integral Self-Diagnostic Cold Weather Emergency Battery, Operating Temp -20°C ~ 50°C
REMOTE-RC100	Handheld Remote Commissioning Tool for SENSOR-823, 820 Series
SENSOR-820-M8-L3*	Integral PIR on/off/dimming/photosensing (120-480V)
SENSOR-823-D3*	Integral PIR on/off/dimming/photosensing (120-277V) / L3: up to 40FT, L4: up to 8FT
SENSOR-BLE-619-L3 / L4*	Integral PIR Bluetooth Daylight Sensor (ALS Control Mobile App) / L3: up to 40FT, L4: up to 8FT
SURGE-LSP4-U / H	10kV inline Surge Protection for Universal input / U: 120-277V, H: 480V input
CONTROL-LVFA*	AVI-ON Bluetooth Mesh Control System (12V DC Power by Driver)

*see page 5 for spec

WPA G2 SERIES SELECTABLE FULL-CUT WALL PACK

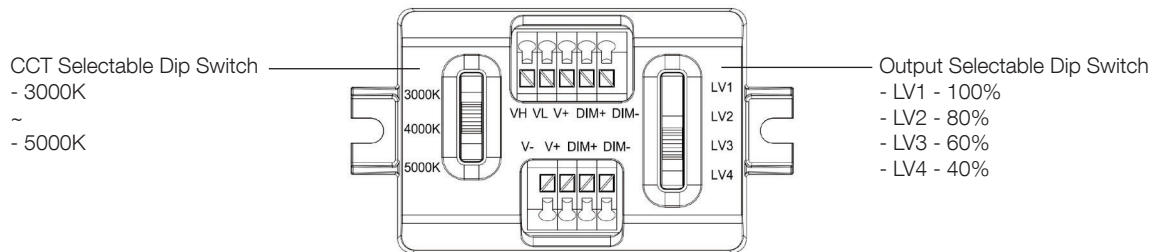
DIMENSIONS

Model	L	W	H
WPA-G2-70			
WPA-G2-125	14.2" (361mm)	8.7" (223mm)	9.2" (235mm)



L

W



Dip Switch located in back box



City of Auburn, Maine
Office of Planning & Permitting
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210 207.333.6601

June 9, 2026

Applicant/Property Owner:
Bear Holdings, LLC and Bear, LLC
878 Center Street
Auburn, ME 04210
Email: rraubeson50@aol.com

Agent:
Wright-Pierce
Jan Wiegman, P.E.
11 Bowdoin Mill Island, Suite 140
Topsham, ME 04086
Email: jan.wiegman@wright-pierce.com

Re: Findings and Notice of Decision Letter for Bear Self Storage and Auto Sales Facility

Dear Mr. Wiegman,

Pursuant to Section 60-1304.(2). Zoning, this letter is to notify you that the City of Auburn, Planning Board voted to deny the site plan and special exception application for Bear Self-Storage and Auto Sales Facility located at 864, 868, 878 and 900 Center Street, City Assessor's Parcel I.D. 301-017-002, 301-018, 301-019, 301-017 and 300-009 in the General Business (GB) and Suburban Residence (SR) districts. The application proposed the construction of a 9,000 square foot auto sales/service building with paved vehicle display areas and gravel areas for rental of storage containers. At the May 12, 2026 meeting, the Planning Board voted to deny the application in accordance with Sec. 60-1304(2.)h, which provides:

"The proposed development violates provisions of the zoning regulations applicable to the site or other applicable laws, regulations or ordinances."

The submitted materials illustrate a proposed use of self-storage within an area designated as Suburban Residence (SR) district. Self-storage is not listed as a permitted use in the Suburban Residence (SR) district pursuant to Sec. 60-255.

Sec. 60-33 Permitted uses provides:

"In the zoning districts specified in this article and in article XVII of this chapter, the designated buildings and alterations and extensions thereof and buildings accessory thereto and the designated uses of land, of buildings and of parts of land or buildings and the uses accessory thereto are permitted. Except as provided in this article, all other buildings and uses of land or of buildings are hereby expressly prohibited, except those already lawfully existing which by the operation of this provision would hereby become lawfully nonconforming."

The Planning Board finds that the proposed development violates provisions of the zoning regulations applicable to the site or other applicable laws, regulations or ordinances.

In accordance with Sec. 60-1381, the applicant may appeal the decision of the Planning Board. All appeals shall be taken to superior court in accordance with Rule 80b of the state rules of civil procedure. The appeal shall be filed within 30 days after the notice of decision has been sent. Please contact the Planning Department if you have any questions or need any assistance.

Sincerely,

Sam Peikes, Planning Coordinator

Date Approved

Chair, Planning Board



**Support for
density changes**

Goals for Today

1

Quick Review of
LD1829 and LD
2173

2

Discuss support
systems “if
nothing changes”

3

Discuss Blocks
(what is it, how is
it used, draft
ideas)

4

Discuss Street
Standards

5

Discuss Open
Space

State Requirements

	Growth Area Water & Sewer	Growth Area No Water or Sewer	Non-Growth Area Water & Sewer	Non-Growth Areas No Water/Sewer
Lot Size	5,000 sf	20,000	10,000	City Choice
Density	1,250 per unit for first 4. 5,000 each after	Title 12 Chapter 423-A no limit	10,000 per unit for first 2. City Choice after.	City Choice

Calculating the Requirement

- **Subdivision resets every 5 years**
- 43560 sq ft = Acre
- $43560/5000 = 8.72$
- Year 1 = 8 lots and 11 dwellings (4 per 5000 + 1 per 5000)
- Year 5 = 8 lots and 32 dwellings (first four + (each of the remaining 7 x 4 units))

New Requirements

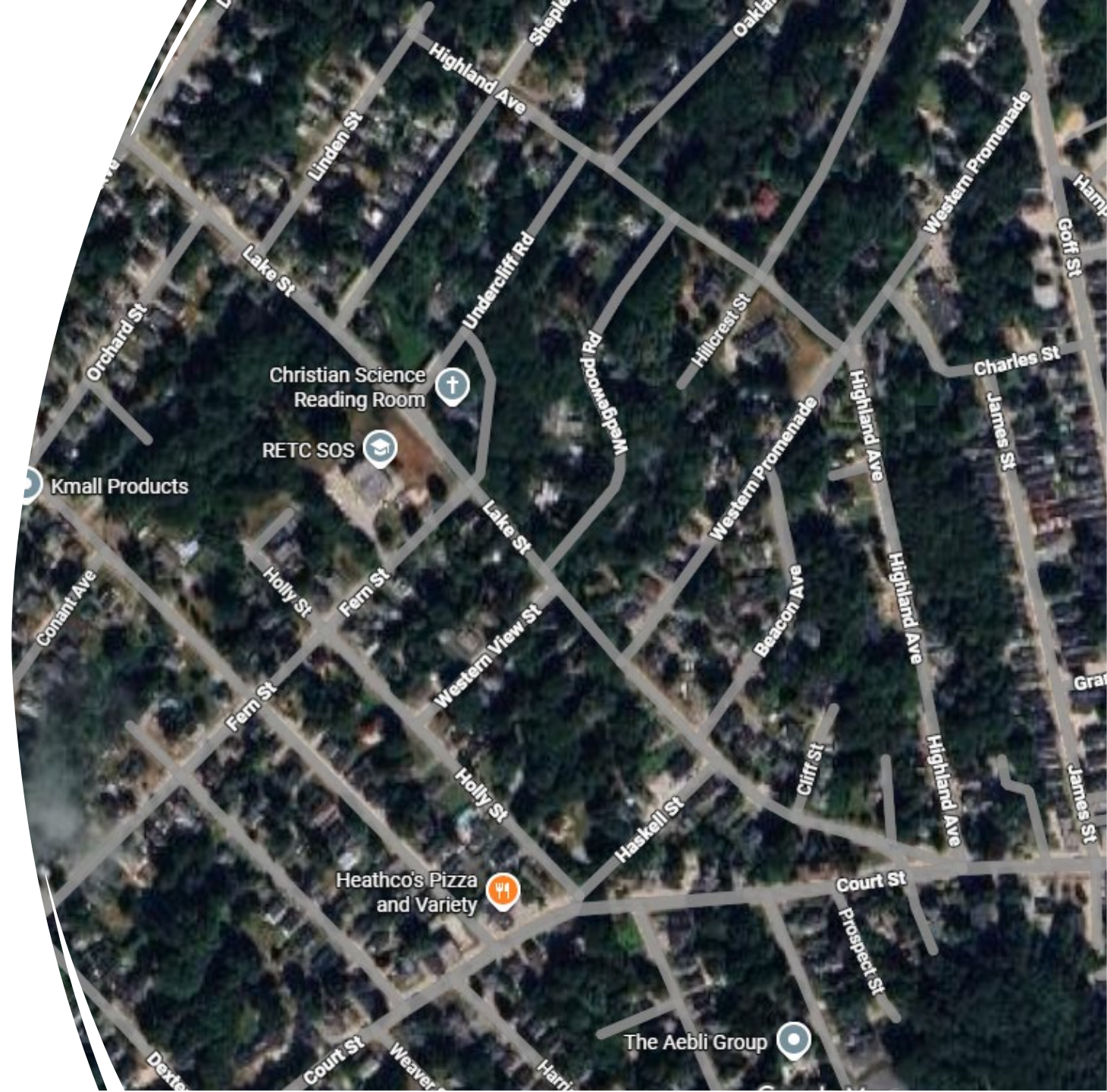
- No PB review on 4-plex
- No subdivision on 4-plex
- No additional restrictions for multifamily
- Areas allowing commercial must allow residential
- Eliminate dwelling unit cap on single lots (1 to 4)
- Utility capacity proof prior to building permit
- Sewer/Septic standards controlled by state standards
- 2.5 affordable density bonus
- 14 ft height bonus affordable housing

New Requirements continued

- ADUs not exempt from sprinklers
 - 1st ADU not counted toward density
 - ADU allowed on lot that has 3 unit
 - No occupancy req for ADUs
-
- Small Childcare facilities treated as single-family
 - Training req for Planning Board
 - Exemptions exist for certain areas including Lake Auburn Watershed

Blocks

- Blocks are a part of a scale:
- Site
- Block
- Neighborhood
- District
- City/Town
- Region



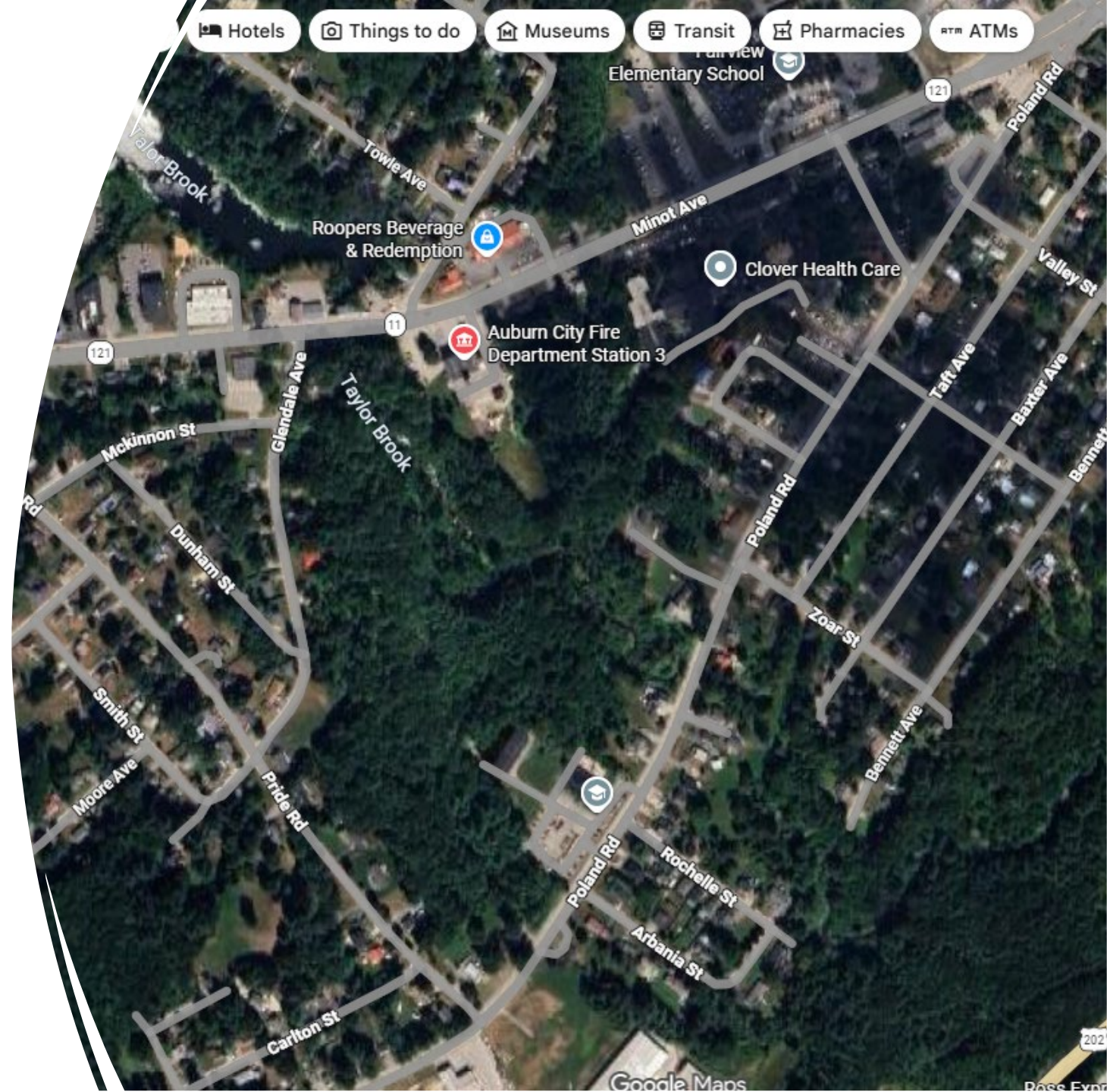
Why blocks are important

- They are the scale of walkability and connectivity
- They determine traffic flow
- They determine neighborhood structure
- Sets future possibilities



Where to find block regulations

- Traditional land use (pre-zoning)
- Euclidean zoning
- Form-based code (core portion)
- Does not currently exist in our ordinances



Choices to implement

- **Direct – Perimeter and Sides**
- Urban areas
- High density
- Plain language
- Perimeter less than 1600, side less than 500 ft
- Needs exceptions

- **Indirect – Connectivity Index**
- Suburban or rural
- Medium to low density
- Calculation (links/nodes)
- Connection index greater than 1.4
- No direct control over block size

Connectivity Index

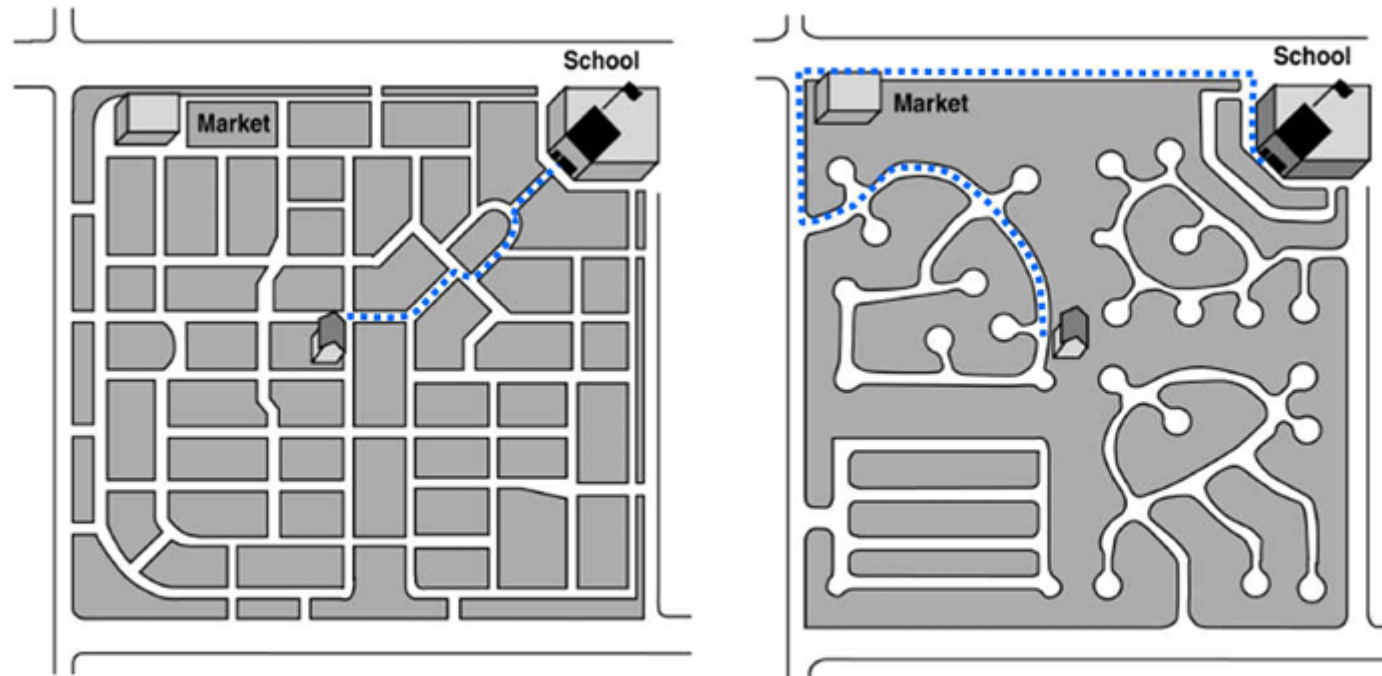


Figure 1: Shorter trip distance with connected network

How it works

- <https://transportation.ky.gov/Congestion-Toolbox/Documents/KYTC%20Street%20Connectivity%20Model%20Ordinance.pdf>

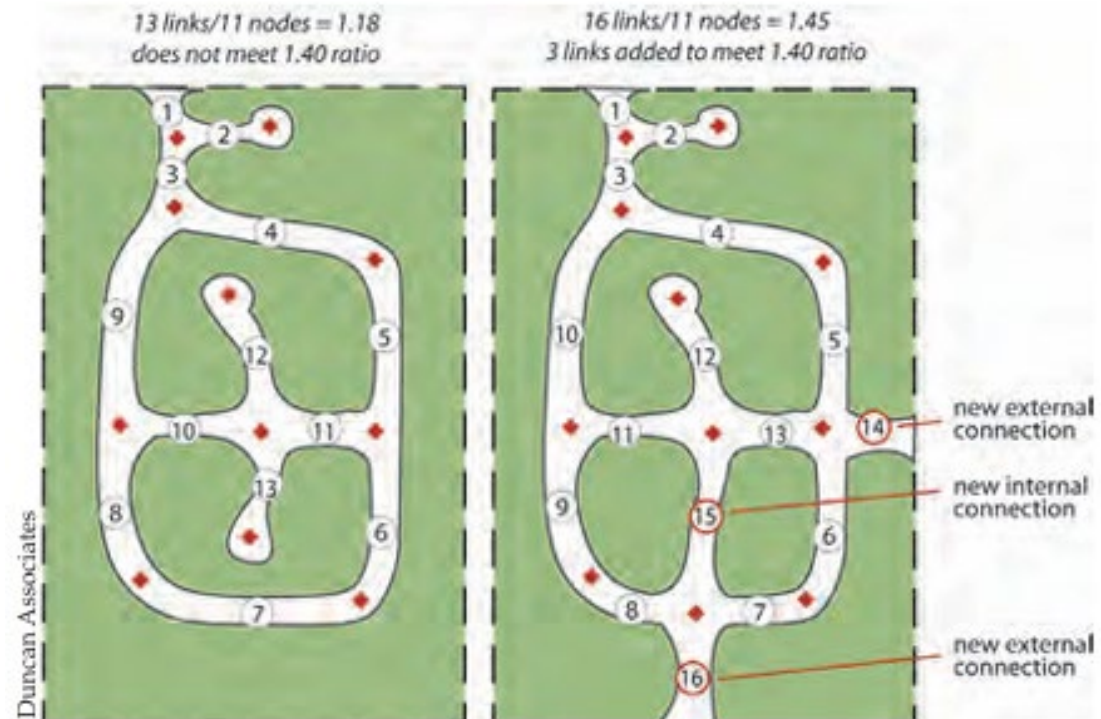


Figure 4.11.3. Connectivity indices are calculated by dividing the number of street links by the number of street nodes. Communities can require minimum connectivity indices for proposed developments.

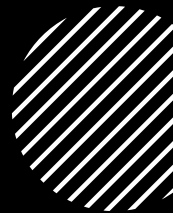
Street Standards

Define the travel experience for pedestrians, bikes, and cars





Things to know about streets



There is a difference between a road and a street.



A road's main goal is for the efficient travel of vehicles and utilities



A street's main goal is for the relationship between private and public spaces



Streets will now have to accommodate parking



Sidewalks and esplanades have to accommodate people, power, snow, and trash

What to do about streets

- Plan for the most intense
- Allow variation for good design
- <https://street-plans.com/androscoggin-transportation-resource-center-complete-streets-guide-lewiston-auburn-me/>
- <https://streetmix.net/-/3403513>



Proposed Changes

Current

- Waiver only for hardship
- Lanes include cul-de-sac
- Driveway can access road of 35mph

Proposed

- Waiver for hardship or safer for pedestrian
- Lane is one-way street
- Only streets access roads of 35 mph
- Continuous pedestrian network on and between sites
- Curb extensions and on street parking in Growth Area



Open Space Standards



Amenities to serve the
people who use
development

As density increases,
increased amenities
will be required to keep
same level of service



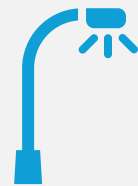
More than
just a place
to sleep



Access to nature



Access to recreation



Access to light and air

What are the provisions governing open spaces

Lot coverage

Setbacks

Open Space requirements for subdivision (recreation and conservation)

Roles of Open Space by context

Urban	Suburban	Rural
Coverage	Setbacks	Setbacks
Setbacks	Coverage	Independent Amenities (passive)
Consolidated communal amenities (active/passive)	Independent Amenities (active - no additional impact on urban)	Conservation
Connection	Conservation	Coverage

Requirements proposed to be included



Correct small
subdivision oversizing (1
acre up to 10 units)



Active recreation
requirement



Add location and
accessibility to open
space requirement



Add incentives for good
interactive design

Proposed Open Space Changes



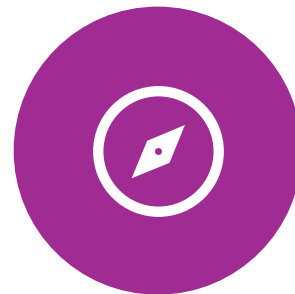
Open Space located within 800 ft of center and dwelling entrances



Accessible by pedestrian traffic and has frontage on a road



Remove ability of fee-in-lieu used on own project or directed activities by developer



Direction of how to account for trails

STEP 3

Questions I would like answers to:

1. Do you want to adopt just the state standard verbatim or alter for the Auburn Market?

Assumption:

More housing zones: UR, MFS, GBI, GB II, FBC

Less Housing zones: LDCR, RR, SR

Little to no housing zones: AG, ID

2. Do you want to rezone areas within and outside the Growth Area to match the criteria above?
3. Do you want lots on private roads? Frontage definition and subdivision standards.
4. Do you want to require newly approved properties with no public frontage to manage their own **trash pickup**?
5. Do you want to allow back lots? Frontage is required presently
6. Do you want to allow pocket neighborhoods? Frontage is an issue for fee simple lots.
7. Do you want just use the base standards or to simplify? Simplifying will allow more than what's required but will be easier to implement and review. 5 year rule for subdivision.
8. Dwellings are unlimited for farm labor through current practice. Do you want to codify this? In what form do you want to allow this type of development?
9. When placing multiple structures on lots do you want the new units to obey the setbacks of the zone from each other? Virtual lots or standard distance? MFS, GB I & II only work with a lot of space.
10. I have made the front lot line wider than the depth in some more rural zones to create space. Do you want this or do you want a base standard for all lots of that size. Ex 5,000 sf 50 ft width?
11. In what areas do you want multifamily buildings to look like single-family?

Planning Board Training: How to Review Applications

June 16, 2026

Agenda

- 1. Familiarity and overview of current ordinance requirements**
 - How to locate local codes
- 2. Findings of Fact & Conclusions of Law**
 - Information needed for PB decisions
- 3. Application package**
 - How to navigate application materials

Chapter 60 Zoning – Determining the Type of Review

- Article XVI Division 2 – Site Plan Review, Division 3 – Special Exception
 - Sec. 60-1278 – Applicability
 - (1) all uses permitted by special exception
 - (2) any other uses for which site plan review is required by any other provision contained in this or other ordinances
- Article XVI Division 4 – Subdivision Review
 - Sec. 60-2 – Definitions
 - *“Subdivision means a division of land as defined in 30-A M.R.S.A. § 4401”*
 - 3 lots within 5 yrs
 - 5 or more dwelling units within 5 yrs

Chapter 60 Zoning – Site Plan & Subdivision

- Article XVI Division 2 – Site Plan Review
 - Sec. 60-1277 Objectives for PB
 - Sec. 60-1301 Submission Requirements *Note additional submissions outside Chapter 60 for traffic impact analysis (Sec. 46-233) and stormwater (Sec. 46-209)
- Article XVI Division 3 – Special Exception
 - *Note all uses that are listed as special exception in their respective zoning district require site plan approval (see Sec. 60-1278)
 - Sec. 60-1336 Conditions for PB Approval
- Article XVI Division 4 – Subdivision Review
 - Sec. 60-1359 Criteria for PB Approval
 - Sec. 60-1360-1362 outlines procedures and process for preliminary and final subdivision

**Note Objectives/Conditions/Criteria for PB approval are all “Conclusions of Law”*

Chapter 60 Zoning – District Regulations

- Article IV – District Regulations
- Every development located in a zoning district (i.e. Ag, LDCR, RR, SR, GB, GB II, T-4.1, etc.)
- Different districts have different allowed uses, standards of review, dimensional regulations

Other Standards for Approval

- Depending on proposed use/proposed development other review standards may be applicable
- Chapter 46 Stormwater and Traffic standards
- Chapter 60, including, but not limited to Article V – Off-Street Parking and Loading, Article X – Access Management Standards, Article XIII Environmental Performance Standards

Steps to PB decision

- Complete application → public hearing → substantial review → decision
- **Based on our current ordinance as written**

Steps to PB decision

- Information that you receive in your packet addresses **submission requirements** pursuant to Sec. 60-1301 and where applicable Sec. 46-209, and Sec. 46-233 and other **relevant standards** found in Chapter 60

Findings of Fact & Conclusions of Law - Example

- Example: vehicular access
 - Potential evidence submitted: Applicant has provided a traffic study in compliance with Sec. 46-235 Traffic Impact Analysis and provides letter from Fire Chief
 - Staff Recommendation: Based on information provided from the applicant, staff believes this standard has been met.
 - Planning Board Decision: make a finding based on the evidence, yes, meets standard *Note in certain instances PB may request peer reviews
 - Conclusion: *That the special exception sought will neither **create** nor **aggravate** a **traffic hazard**, a **fire hazard** or any other **safety hazard** (Sec. 60-1336 (2))*

Application Package – Provided for PB to Review

Step 1: Staff memos

- Project **overview**/summary
- **Zoning district** requirements
- Project **history** (i.e. preliminary approval conditions, site plan amendment, etc.)
- Includes what staff believe to be **relevant** findings and review standards PB will be voting on with references to the **applicable section(s)**
- **Citations and page references** of where materials submitted by the applicant can be found

Application Package – Cont.

Step 2: Visuals – Site/Subdivision Plans

- Can include existing conditions, site plan, grading plan, utility plan, stormwater plan, details page, etc.
- Taking the written summary of information from staff and seeing is **visually**

Application Package – Cont.

Step 3: Written Materials

- Describes how plan set meets requirements of the ordinance
- Can include financial capacity letter, traffic study, stormwater report, property deed, waiver requests, etc.
- Taking the written summary of information from staff and reading through what is **relevant** to the PB **decision**

Questions/Comments

- Are there specific resources or tools people have found helpful when reviewing applications?
- Are there resources that we can offer or provide as staff?
- Other feedback/comments