



City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

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To: Auburn Planning Board
From: Megan Norwood, Planning Coordinator
Re: Comprehensive Plan Committee Appointments
Date: September 10, 2024

The City Council approved funding to draft an updated Comprehensive Plan for the City in the FY 25 Budget. Staff is already working on a draft RFP for consultant services and that will be ready in early September. The City Council adopted an order to allow the committee selection process to begin while the RFP for services is completed and then allow for work on the plan to start this fall.

Comprehensive Plan Committee Membership

- The mayor (voting member)
- Up to two city councilors, appointed by the City Council (voting members)
- Up to two members of the Planning Board, nominated by the Planning Board and appointed by the City Council (voting members)
- Up to 10 residents of Auburn, who are not a member of the City Council or Planning Board, including at least one resident residing in each Ward, nominated by the Appointment Committee and appointed by the City Council (voting members)
- Up to two residents of the State of Maine who have expertise in municipal comprehensive or master planning and/or land use regulation, nominated jointly by the Mayor and City Manager and appointed by the City Council (voting if an Auburn resident, non-voting if not an Auburn resident)
- The city manager (non-voting)
- The assistant city manager (non-voting)

Comprehensive Plan Committee Schedule

- Nominations for members of the Comprehensive Plan Committee shall be forwarded to the City Council within 35 days of the enactment of this order.
- The Comprehensive Plan Committee shall meet within 30 days of the enactment of the order confirming nominated members to the Comprehensive Plan Committee.
- The Comprehensive Plan Committee shall elect, from their voting membership, a chairperson and a vice-chairperson at their first meeting.
- The Comprehensive Plan Committee shall submit a draft comprehensive plan to the Planning Board for their review within 12 months of the Committee's first meeting.
- The Planning Board shall review the draft comprehensive plan and submit their recommendations regarding the draft plan to the City Council within 65 days of receipt of the draft plan from the Comprehensive Plan Committee.

Comprehensive Plan Committee Charge

- Shall prepare a comprehensive plan and implementation strategies in compliance with 30-A MRSA Chapter 187, Subchapter 2.

- Shall review the current zoning district regulations and zoning maps and prepare recommendations for revised zoning district regulations and maps.
- Shall review all relevant local municipal information related to the comprehensive planning process including but not limited to maps, data, capital plans, city services, inventories, and analysis.

Directive to City Manager

- The city manager shall provide staff support and meeting facilities to the Comprehensive Plan Committee.
- The city manager shall provide subject matter experts from the city staff to assist the Comprehensive Plan Committee with the preparation of the comprehensive plan.
- The city manager shall develop a request for proposal to secure the services of a comprehensive planning consultant to assist the Comprehensive Plan Committee with the preparation of the comprehensive plan.
- The city manager shall create a proposal review committee to review the responses from the consultants to the RFP, and to select a successful proposer, which includes an equal number of city staff and members of the Comprehensive Plan Committee.

II. PLANNING BOARD ACTION/STAFF RECOMMENDATIONS:

The Planning Board should make an appointment recommendation to City Council for two members to join the Comprehensive Plan Committee.

Megan Norwood

Signed