



City of Auburn, Maine

Office of Planning & Permitting

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PLANNING BOARD MEETING MINUTES

October 8th, 2024 – 6:00 p.m.

City Council Chambers, 60 Court Street

1. **ROLL CALL:** Amanda Guerrette (elevated to full member), Dave Trask, Paul Jacques (Acting Chair), Bob Hayes, Riley Bergeron, Darren Finnegan.

Absent: Stacey LeBlanc (Chair), Tim DeRoche and newly appointed, Maureen Hopkins (Associate member).

2. **MINUTES:** Review September 10th 2024 meeting minutes. All meetings are available live and after airing on YouTube <https://www.youtube.com/c/CityofAuburnMaine>

Motion to Approve: Dave Trask

Second: Bob Hayes

Vote: 6-0

Motion Carries

3. **APPOINTMENT TO SUSTAINABILITY AND NATURAL RESOURCE MANAGEMENT BOARD (SNRB):** Planning Board Chair to appoint Planning Board Member to SNRB.

Staff explains that the purpose of the board is to improve the communication between the community, Planning Board and Council to support sustainability efforts within the City. There are 6 members, and the term is a 3-year term. Meetings occur on average 4 times a year. Bob Hayes expresses interest in serving on the Board.

Vote to Appoint Bob Hayes to the Sustainability and Natural Resource Management Board: 6-0

4. **APPOINTMENT TO MAYOR'S AD-HOC ON BONA FIDE AGRICULTURAL, RECREATIONAL, AND NATURAL RESOURCES LAND USE COMMITTEE:** Planning Board Chair to appointment Planning Board Member to Committee.

Staff explains that this board was established with the goal of defining what a bona fide Farm or Land Use plan would contain to meet the city ordinance requirements for the Agricultural and Resource Protection Zone. Dave Trask expresses interest in serving on this committee.

Vote to Appoint Dave Trask to the Ad-Hoc on Bona Fide Agricultural, Recreational and Natural Resources Land Use Committee: 6-0

5. **PUBLIC HEARING/SITE PLAN REVIEW:** Fielding Properties, LLC is applying for a Site Plan approval for the phased construction of four 6,544 square foot 1-story hangars (gross 26,176 square feet) utilities, parking, stormwater management features and other associated improvements

6. **PUBLIC HEARING/SPECIAL EXCEPTION:** CEP Holdings, LLC is applying for a Site Plan approval to construct four multifamily residential buildings consisting of six units each for a total of 24 residential units and two additional 3,000 square foot single story self-storage buildings, paved drive aisles, sidewalks and parking at 1315 Minot Ave, also City Assessor's Parcel I.D. 205-012. The proposed project should be considered pursuant to Chapter 60, Article XVI Division 2 – Site Plan Review, Division 3 – Special Exception, and Article IV, Division 13 – Minot Ave (General Business II) District.

Staff Report given by Meghan McGlaughlin. Staff worked with applicant to improve the parking and traffic movement on the site plan and applicant is willing to provide an in-lieu fee to go towards sidewalk development in the future. Paul Jacques mentioned that this property abuts Mount Apatite and asked the developer if there was a possibility to connect access from this property to the park. The developer expressed that he thought the wetlands might inhibit connectivity, but if there was a high point that could be used for access, he would be open to creating a path to access the park.

Motion to Open Public Comment: Bob Hayes **Second:** Amanda Guerrette **Vote:** 6-0

No Public Comment

Motion to Close Public Comment: Dave Trask **Second:** Amanda Guerrette **Vote:** 6-0

Planning Board discusses trail options and sidewalks on this lot. Bob Hayes inquires where the funds come from for these sidewalks. John Blais explains that the City is pursuing various grant funding opportunities to support these efforts and fees like this in-lieu fee, will go towards the matching funds amount required by the grant programs. The fee proposed in this development plan would be earmarked for improvements and developments related to this area and with the intention of using them for pedestrian improvements.

Riley Bergeron makes a motion that the proposal meets the requirements of Sections 60-1277, 60-1336 and 60-771 and approve the Site Plan to construct four multifamily residential buildings consisting of six units each for a total of 24 residential units and two additional 3,000 square foot single story self-storage buildings **for occupants of the development**, paved drive aisles, sidewalks and parking at 1315 Minot Ave, also City Assessor's Parcel I.D. 205-012. The proposed project should be considered pursuant to Chapter 60, Article XVI Division 2 – Site Plan Review, Division 3 – Special Exception, and Article IV, Division 13 – Minot Ave (General Business II) District.

- No development activity until any bonding or inspection fees is determined by the Auburn Engineering Department.
- A \$70,000 in-lieu fee for future sidewalks and/or trails as determined by City staff shall be paid by the first Certificate of Occupancy.

Second: Bob Hayes

Discussion: Bob Hayes asks about the self-storage building on the plan and whether it is intended for tenants and occupants of the units or open to public. The developer clarifies that it is intended for occupants, but it is not exclusive to tenants only.

Bob Hayes makes a motion to amend the original motion to add the language “for occupants of the development” to the self-storage buildings.

Second: Riley Bergeron **Vote on Amendment:** 6-0 **Vote on Original Motion:** 6-0
Motion Carries

0:55:04

- 7. PUBLIC HEARING/SITE PLAN REVIEW:** The Auburn-Lewiston Municipal Airport is applying for Site Plan approval for the construction of three new t-hangars, apron pavement and the associated taxi line on Flightline Drive, also City Assessor’s Parcel I.D. 131/143-007. The proposed project should be considered pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review, Division 3 – Special Exception, Division 15 Industrial District and Delegated review for Site Location of Development Act.

Staff Report presented by John Blais. Dave Trask inquires about the “archeological sensitive area” on the plan. Sidney Seeney, the developer, added that the entire area was surveyed and that particular area was the only portion identified as being sensitive and requiring additional resources during development.

Motion to Open Public Comment: Riley Bergeron **Second:** Bob Hayes **Vote:** 6-0

No Public Comment

Motion to Close Public Comment: Dave Trask **Second:** Amanda Guerrette **Vote:** 6-0

Amanda Guerrette makes a motion to approve the waiver request of the dimensional requirements under Section 60-579(g) numbers 4 & 5.

Second: Bob Hayes **Vote:** 6-0

Motion Carries

Amanda Guerrette makes a motion that the proposal meets the requirements of Sections 60-1277, 60-1336 and 60-771 and approve the Site Plan by Fielding Properties, LLC for the phased construction of four 6,544 square foot 1-story hangars (gross 26,176 square feet) utilities, parking, stormwater management features and other associated improvements on Flightline Drive and Aviation Avenue, also City Assessor’s Parcel I.D. 143-007. Phase I activities include the construction of Hangar 1 and part of the associated taxiway, apron and extension of utilities by the applicant for personal use. The proposed project should be considered pursuant to Chapter 60, Article XVI, Division 2- Site Plan Review, Division 3 – Special Exception, Division 15 Industrial District and Delegated review for Site Location of Development Act with the following conditions:

- A. *No development activity until any bonding or inspection fees is determined by the Auburn Engineering Department.*
- B. *Provide updated plans that meet the Auburn Water and Sewer District requirements.*
- C. *Provide sewer and water easements to the satisfaction of the Auburn Water and Sewer District.*

D. *An Erosion and sedimentation control plan demarcating sensitive areas with temporary fencing and an exclusion area for construction equipment shall be submitted when the design is approved by the City.*

Second: Bob Hayes

Amanda Guerrette makes a motion to Amend the original motion to correct the typo that indicates there are four 6,544 square foot 1-story hangars and change that to three 6,544 square foot 1-story hangars.

Second: Dave Trask **Vote on Amendment:** 6-0 **Vote on original motion:** 6-0

Motion Carries

1:10:22

8. PUBLIC HEARING/RECOMMENDATION TO CITY COUNCIL TEXT AMENDMENT:

Review possible text change proposal under Chapter 60, Article VII, Sec. 60-666. Uses of- Manufactured housing, trailers, office trailers to allow shipping containers, Conex boxes, railroad cars and tractor trailer bodies for storage. With recommendation to hold a Public Hearing and proposed text change to City Council. This amendment is pursuant to Chapter 60, Article XVII Division 2-Amendment to the Zoning Ordinance or Zoning Map.

Staff Report presented by Megan McGlaughlin. Bob Hayes asks if these storage containers are being limited to commercial and industrial properties or would they be allowed in a residential property. John Blais clarifies that if they are being used in residential areas, there are restrictions to where they can be placed and how they need to be altered or finished to blend in with the surrounding environment.

There was further discussion about the approved uses of Conex boxes to be used only as storage rather than a residential dwelling unit.

Motion to Open Public Comment: Amanda Guerrette Second: Dave Trask Vote: 6-0

No Public Comment

Motion to Close Public Comment: Amanda Guerrette Second: Dave Trask Vote: 6-0

Riley Bergeron makes a motion to put forth a favorable recommendation to the City Council for the text changes to Chapter 60, Article VII, Sec. 60-666, Uses of Manufactured housing, trailers, office trailers to allow shipping containers, Conex boxes, railroad cars and tractor trailer bodies for storage.

Second: Dave Trask **Vote:** 5-1

1:36:00

9. PUBLIC HEARING/RECOMMENDATION TO CITY COUNCIL TEXT AMENDMENT:
Discuss amendments to Chapter 60, Article XII, Division 4, Lake Auburn Watershed Overlay District of the Auburn Code of Ordinances to more precisely identify the standards governing definitions, agriculture, pesticides, fertilizers, forestry, resource protection and erosion control in the Watershed Overlay District. This amendment is pursuant to Chapter 60, Article XVII Division 2-Amendment to the Zoning Ordinance or Zoning Map.

Staff Report presented by John Blais. The Board and staff seek clarification on the definition of clear-cutting. Staff adds that a licensed forester reviews any timber harvesting plans submitted. It's not a staff-level review process.

Motion to Open Public Comment: Dave Trask Second: Bob Hayes Vote: 6-0

Public Comment:

Steven Beal – 575 Johnson Rd – Mr. Beal explains that the delay in presenting these text changes to the Planning Board is a result in needing to receive Mainer Forest Service input and review of these text changes and that these changes are more restrictive than the State statues. The nature of these restrictions is designed to protect the watershed and therefore need to be more restrictive than a general state statute which covers all forest management in the State. The restrictions, however, do not impede the ability to run a successful forest management and harvest plan in the watershed.

Motion to Close Public Comment: Amanda Guerette **Second:** Dave Trask **Vote:** 6-0

Board and staff clarify several small text changes and edits.

Riley Bergeron makes a motion to forward a favorable recommendation to City Council to amend the text in Chapter 60, Article II General Provisions, Division 4 Lake Auburn Watershed Overlay District, Sec. 60-951, Sec.60-952 and Sec. 60-953. Chapter 60, Article XVII Division 2- Amendment to the Zoning Ordinance or Zoning Map.

Second: Amanda Guerette **Vote:** 6-0

2:07:17

10. PUBLIC HEARING/RECOMMENDATION TO CITY COUNCIL MAP AMENDMENT:
Consider adopting the Lake Auburn Watershed Overlay District Agricultural Buffer Setbacks Map. This map is for establishing a 250' setback to agricultural field tillage from natural resources and will be referred to in Chapter 60 Article XII Division 4 Lake Auburn Watershed Overlay District and will be considered in accordance with Chapter 60, Article XVII Division 2- Amendment to the Zoning Ordinance or Zoning Map.

Staff Report presented by John Blais. This resource map is slightly different from the watershed map in order to allow staff to review agricultural and forestry plans.

Motion to Open Public Comment: Amanda Guerette **Second:** Bob Hayes **Vote:** 6-0

No Public Comment

Motion to Close Public Comment: Dave Trask **Second:** Amanda Guerette **Vote:** 6-0

Riley Bergeron makes a motion to forward a favorable recommendation to City Council to adopt the Lake Auburn Watershed Overlay District, Agricultural Buffer Setbacks Map. This map is for establishing a 250' setback to agricultural field tillage from natural resources and will be referred to in Chapter 60 Article XII Division 4 Lake Auburn Watershed Overlay District and will be considered in accordance with Chapter 60, Article XVII Division 2- Amendment to the Zoning Ordinance or Zoning Map.

Second: Amanda Guerette **Vote:** 6-0

- 11. WORKSHOP:** LD 2003 text amendment directive from City Manager's office. Discuss the possible limitation of ADU size and decrease density in the AG/RP, LDCR, RR and UR to align with the minimum requirements of LD 2003.

Staff Report presented by Natalie Thomsen. The City is looking to define the square footage for an accessory dwelling unit. Setting a static number is a more equitable approach than basing size off the square footage of primary dwelling. The board and staff also discuss affordability and lot size/road frontage requirements.

Riley Bergeron suggests that the Public Hearing for this topic could look at density and ADU sizing as two separate items to allow for the public to weigh-in on both topics and allow the board to vote separately on these two topics since they are separate topics.

- 12. PUBLIC COMMENT:** No Public Comment

13. MISCELLANEOUS:

- a. Upcoming Agenda Items
 - i. LD 2003
 - ii. Elevator Evolution – 21 Markarlynn subdivision

14. ADJOURNMENT

Motion to Adjourn: Dave Trask **Second:** Amanda Guerette **Vote:** 6-0

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 anytime on our YouTube channel.