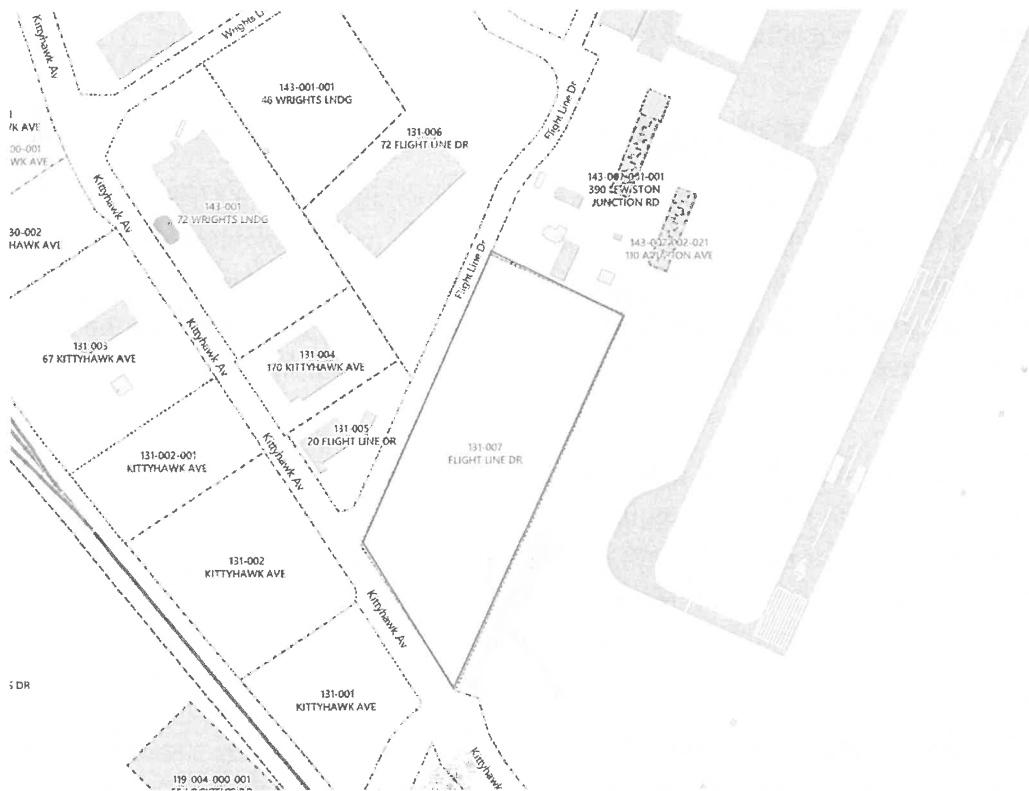


To: Auburn Planning Board

From: David Hediger, Director of Planning

Re: 45 Flightline Drive: UPS Temporary Overflow Parking Lot: The Planning Board will hold a PUBLIC HEARING, review, and act on a Site Plan Review and Special Exception application submitted by Wentworth Partners & Associates on behalf of United Parcel Service (UPS) to establish a temporary gravel overflow parking. The site is located at 45 Flightline Drive (Parcel ID 131-007) within the Industrial zoning district and is subject to Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception.

Date: August 14, 2025



PROPOSAL

Wentworth Partners & Associates has submitted a Site Plan Review application for the addition of an off-street accessory parking lot at 45 Flightline Drive, identified as Tax Map Lot 131-007, within the Industrial zoning district.

The proposal includes the construction of a 36,293-square-foot temporary gravel parking lot on property owned by the Auburn–Lewiston Municipal Airport. The lot is intended to serve as overflow parking for UPS, which operates on an adjacent parcel. UPS currently utilizes a 38,032-square-foot parking area on the same airport-owned property; however, that area is slated

for redevelopment into a new T-Hangar facility approved by the Planning Board in October 2024. The proposed lot will provide continued parking capacity to support UPS's seasonal operations. This application seeks a two-year temporary use for this parking area. This timeframe will allow UPS time to investigate, engineer, design, and permit improvements to the facility located across the street.

ZONING CONSIDERATIONS

The site is located in the Industrial Zoning District. The proposed use of off-street parking, accessory to a permitted use whether or not located on the same lot, is permitted in this district as a Special Exception pursuant to Sec. 60-578 – Use Regulations. As the proposal involves no new structures on the lot, the dimensional standards set forth in Sec. 60-579 – Dimensional Regulations are not applicable in this case.

PARKING & ACCESS MANAGEMENT STANDARDS

The lot is currently being used as an off-site accessory parking area for UPS operations but has been approved for redevelopment into a T-Hangar facility, as authorized by the Planning Board in October 2024. To accommodate the resulting loss of parking capacity, the applicant proposes a new temporary gravel lot to the south of the existing area. The proposed location on the site will be on an undeveloped filled area with sparse, low vegetation (mostly weeds) and underbrush.

Due to the temporary and seasonal nature of the proposal, the applicant is requesting relief from certain paving, curb, and landscape requirements typically required for permanent parking facilities pursuant to Section 60-607(17). While the Ordinance typically requires paved surfacing, painted delineation, and stormwater infrastructure for facilities with more than five parking spaces [Sec. 60-607(12)], the Planning Board may consider a waiver or relaxation of these requirements based on the limited duration and function of the use.

The lot is proposed to be surfaced with 1" minus crusher dust, providing a stable but pervious surface suitable for temporary use. The proposed access drive is shown at 20 feet in width, consistent with the minimum requirement for safe vehicle ingress and egress under Section 60-607(4). A new curb cut is proposed on Flightline Drive to serve the new parking area, and the existing curb cut to the current gravel lot is proposed to be closed during the construction of the T-Hangar. This adjustment improves internal circulation and reduces potential conflict points on the roadway. The applicant has noted that no striping, curb stops, or paved travel lanes are proposed, given the temporary status of the lot.

Sight distances for the proposed driveway exceed 300 feet in each direction along Flightline Drive, meeting or exceeding the requirements of Section 60-798 based on the posted speed limit of 30 mph.

The proposed parking area is off-site but accessory to the UPS facility, which is located directly across the street. Under Section 60-578(b)(9), such off-street accessory parking is a Special Exception use in the Industrial (IND) zone when not located on the same parcel as the principal use.

Staff find that the proposed parking and access configuration supports the temporary operational needs of the applicant while minimizing long-term impacts on infrastructure, abutters, and the environment. Any approval by the Board should reference the relaxation of off-street parking and loading standards pursuant to Section 60-607(17). The Board may also want to consider a condition limiting the use to the defined temporary period of two years.

Related to the use of this site, the Auburn–Lewiston Municipal Airport has requested that, at the conclusion of UPS’s temporary use, the lot continue its pattern of use for the past 20 years: a construction material laydown area, material storage area, and contractor parking area. This use began in 2007 with the construction of Taxiway A along Runway 4-22 and has continued since that time. Staff have advised the Airport that the use of this area by the Airport for construction material laydown, material storage area access, and contractor parking area accessory to airport operations is allowed pursuant to Sec. 60-578 of the Code of Ordinances as an accessory use, without the need for Planning Board approval as a Special Exception. Any stormwater-associated improvements will be required to be maintained by the Airport. Any permanent use, such as future buildings in support of the Airport Master Plan, a non-aeronautical commercial use, or permanent parking, would need to be permitted through the prescribed process first through the FAA and then through State and City regulation.

The project does not trigger a Traffic Movement Permit under MDOT regulations, as it will not generate more than 100 peak-hour trips.

Pedestrian access is adequate for the current use, and no sidewalk or crosswalk improvements are proposed due to the internal nature of the renovation and limited public access. The purpose of this proposal is to improve the convenience and safety of vehicle and pedestrian movement in relation to the adjacent UPS distribution center located immediately across the street.

WETLANDS / STORMWATER

Due to the relatively small scope and temporary nature of the development, stormwater quality treatment will be achieved through natural infiltration and sheet-flow into existing vegetated buffers along the southern edge of the property. The applicant has indicated that the development does not increase direct runoff discharge from the parcel, nor does it alter contributing drainage area boundaries. Public Service/Engineering has been working with the applicant to address some remaining items related to stormwater.

It appears that there has been some historic use of the site for stockpiling fill and material, laydown yard for construction, and as a haul route for other airport construction projects. This

may be factored into the stormwater design. However, the City has requested additional information from the applicant. Staff recommend, as a condition of approval, that prior to any permits or site activity associated with the construction of this temporary parking lot, stormwater management be resolved to the City's satisfaction.

No wetlands or protected resources are affected. The project is designed to maintain pre-development hydrology to the maximum extent practicable.

OTHER PERTINENT ITEMS

The property is located within the Airport Industrial Airpark and is therefore subject to the Protective Covenants established for that subdivision. The applicant has acknowledged these covenants in their narrative and confirmed that the proposed temporary use complies with all applicable standards.

Any signage associated with this project must comply with the more restrictive of the Airpark covenants or City zoning standards under Sec. 60-637 – General Sign Regulations. At this time, no new signage is proposed.

The applicant proposes to install new utility poles with mounted LED area lights to illuminate the temporary gravel parking lot during periods of use. According to the narrative and plan set, lighting will consist of E-Conolight LED fixtures mounted on 8" arms and will be shielded and deflected away from the airport runways.

The applicant is requesting waivers from certain design and construction standards typically required for permanent parking facilities under the Auburn Zoning Ordinance. Specifically, the applicant seeks relief from requirements related to paved surfacing, striping, curbing, and stormwater infrastructure as outlined in Section 60-607 – Off-Street Parking and Loading Standards. Given the temporary nature of the proposed gravel overflow lot and its function as a seasonal accessory to the primary UPS facility, the applicant has proposed a compacted gravel surface without pavement or delineated parking stalls. In accordance with Section 60-607(17), the Planning Board may waive or modify parking requirements when it finds that such waivers are consistent with the intent of the ordinance and will not compromise public safety, environmental protection, or orderly site function. Staff support the requested waivers, subject to the temporary use of the area.

The airport development is subject to an MDEP Site Location of Development Act permit (issued in 1980 with several revisions). In 2018, an application to DEP noted the site consisted of 665 developed acres, of which 63 were impervious. The City has been reviewing projects at the airport under delegated review, as recently as September 2024 for two hangar projects. Staff have confirmed that an amended Site Law permit is necessary and that the City can continue to

review this project under its delegated review authority, recognizing the airport exceeds the delegated threshold.

DEPARTMENT REVIEW

The following departments have reviewed the proposal with no additional comments or concerns: Police; Auburn Water and Sewer; Fire Department/Code Enforcement.

As noted above, Public Service/Engineering is working with the applicant to address some remaining items related to stormwater. Staff recommend, as a condition of approval, that prior to any permits or site activity associated with the construction of this temporary parking lot, stormwater management be resolved to the City's satisfaction.

PLANNING BOARD ACTION

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

A. Site Plan Review – Section 60-1277

1. Does the site plan protect adjacent areas against detrimental or offensive uses on the site by providing adequate surface water drainage, buffers against artificial and reflected light, sight, sound, dust, and vibration, and by preserving light and air?
2. Is the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas adequately addressed?
3. Are the proposed methods of waste disposal adequately addressed?
4. Does the site plan provide adequate protection of environmental features on the site and adjacent areas?

B. Special Exception – Section 60-1336

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 planned major public or semi-public 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 adjoining and neighboring properties.
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 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 required for the project are presently available or can be made available without disrupting the City's master development plan.

Section 60-1304.(2) – A written denial of the application shall be issued upon a finding that:

- a) The provisions for vehicular loading, unloading, and parking and for vehicular and pedestrian circulation on the site and onto adjacent public streets will create hazards to safety.
- b) The bulk, location, or operation of proposed buildings and structures will be detrimental to and adversely affect the use and values of existing development in the neighborhood or the health or safety of persons residing or working therein.
- c) The provisions for on-site landscaping are inadequate to screen neighboring properties from unsightly features of the development.
- d) The site plan does not adequately provide for soil and drainage problems which the development may give rise to, in accordance with Section 60-1301(14).
- e) The provisions for exterior lighting create safety hazards for motorists traveling on adjacent streets, are inadequate for the safety of occupants or users of the site, or will create a nuisance affecting adjacent properties.
- f) The proposed development will unduly burden off-site sewer, drainage, or water systems.
- g) The proposed development will create a fire hazard by failing to provide adequate access to the site, or to buildings on the site, for emergency vehicles.
- h) The proposed development violates provisions of the zoning regulations applicable to the site or other applicable laws, regulations, or ordinances.
- i) The proposed development will unduly impact the ability to provide municipal services.

STAFF RECOMMENDATIONS

Staff recommend that the Planning Board find that the Site Plan for the proposed development meets the requirements of Sec. 60-1277 and further that the application meets the requirements of the Special Exception Law, Sec. 60-1336, and APPROVE the project application.

Conditions of Approval:

1. No development activity shall occur until any bonding or inspection fees are determined by the Auburn Engineering Department.
 2. A blasting permit shall be obtained in advance of blasting from the City of Auburn, Planning, Permitting, and Code Department.
 3. Prior to any permits or site activity associated with the construction of the temporary parking lot, stormwater management shall be resolved to the City's satisfaction.
 4. Given the temporary use of the site as off-street parking, accessory to a permitted use pursuant to Sec. 60-578, the Planning Board acknowledges the relaxation of Off-Street Parking and Loading requirements of Chapter 60, Article V, pursuant to Section 60-607(17).
 - Related to this, the Board may also consider a condition limiting the use to the defined temporary period of two years.
 5. The use of this area by the Airport for construction material laydown, material storage area access, and contractor parking area accessory to airport operations is allowed pursuant to Sec. 60-578 of the Code of Ordinances as an accessory use. Any stormwater-associated improvements will be required to be maintained by the Airport. Any permanent use, such as future buildings in support of the Airport Master Plan, a non-aeronautical commercial use, or permanent parking, would need to be permitted through the prescribed process first through the FAA and then through State and City regulation.
-

Suggested Motion:

I make a motion that the proposal meets the requirements of Sections 60-1277 and 60-1336 and approve the Site Plan by Wentworth Partners & Associates, on behalf of United Parcel Service (UPS), for the construction of a temporary gravel overflow parking lot and associated site improvements at 45 Flightline Drive (Parcel ID 131-007) as off-street parking, accessory to a permitted use whether or not located on the same lot pursuant to Sec. 60-578. The proposed project has met the standards pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception, with the following conditions:

1. No development activity until any bonding or inspection fees are determined by the Auburn Engineering Department.
2. Blasting permit in advance of blasting from the City of Auburn, Planning, Permitting, and Code Department.

3. Prior to any permits or site activity associated with the construction of the temporary parking lot, stormwater management shall be resolved to the City's satisfaction.
4. Given the temporary use of the site as off-street parking, accessory to a permitted use pursuant to Sec. 60-578, the Planning Board acknowledges the relaxation of Off-Street Parking and Loading requirements of Chapter 60, Article V, pursuant to Section 60-607(17).
5. The use of this area by the Airport for construction material laydown, material storage area access, and contractor parking area accessory to airport operations is allowed pursuant to Sec. 60-578 of the Code of Ordinances as an accessory use. Any stormwater-associated improvements will be required to be maintained by the Airport. Any permanent use, such as future buildings in support of the Airport Master Plan, a non-aeronautical commercial use, or permanent parking, would need to be permitted through the prescribed process first through the FAA and then through State and City regulation.



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Original: June 6, 2025
Revised: July 31, 2025

Natalie Thomsen
Planning Coordinator
City of Auburn, Maine
600 Court Street
Auburn, ME 04210

Re: **Application for Site Plan Review**
Temporary Overflow Parking Lot
45 Flightline Drive
Auburn, ME 04210

Dear **Ms. Thomsen**,

Pursuant to a visit at the Site on Monday, April 7, 2025, any subsequent information gathered from the Site since April 7, 2025, our conference call on Monday, June 2, 2025 and any follow up electronic correspondence since, Wentworth Partners & Associates Inc. submits the following application for Site Plan Review. It is a pleasure to have the opportunity to submit this application on behalf of our client, United Parcel Services (UPS), for the above referenced project. This application is based on present understanding of the project scope of services as well as our knowledge and past experience with similar projects.

This application is seeking a special exception for a temporary use gravel lot on an Industrial Zoned Parcel at the municipal airport. This is to replace an existing gravel parking lot being replaced by a new hanger structure and taxiways by the airport. This application is temporary in nature to give the developer, UPS, time to develop, permit, and construct a master site plan on their own Parcels located on Flightline Drive, Aviation Road, and Wright's Landing Road.

The project can be best defined as the relocation of an existing gravel overflow parking lot to make way for new development at the airport. As you are aware, the Auburn-Lewiston Municipal Airport has submitted plans for a new hanger structure on the same property. The location of the proposed hanger structure will require the relocation of the existing overflow parking lot developed and used by UPS during high-volume shipping times. High-volume shipping requires more temporary employees for loading, unloading, and delivery services which are performed at or from the UPS facility located on Flightline Drive. The need for the overflow parking area isn't just for the logistics of having enough parking but also for the safety of pedestrian and vehicle traffic around the facility during the high-volume times. This proposal is for the relocation of the existing parking lot southerly on the same lot prior to the construction start of the new hanger¹.

¹Reference project drawings "Construct New T-Hanger and Taxilane" , as issued by Fennick McCredie Architecture, on May 23, 2025 as the Conformed/Contract Set.

The use of Parcel 131-007 meets the requirements of the Zoning Ordinances. This Parcel is approximately 424,275 square feet (9.74 acres). The existing gravel area on Parcel 131-007 will become the location of the new T-hanger and taxiways. Hence, the existing gravel lot, with a low-permeability base area of 38,032 square feet, will be replaced by the hanger structure and paved taxiways, with no permeability of approximately 54,582 square feet. Now comes this submittal requesting the development of a replacement gravel parking lot, with a low-permeability of 36,293 square feet. Hence, the present condition (existing gravel lot) uses approximately 9% of the lot coverage whereas the proposed condition, including the hanger development and replacement gravel lot will cover approximately 21% of the Industrial Zoned Parcel.

This proposed project has a very limited scope of work. As mentioned above, the project simply consists of a relocation of gravel area on the same property. The relocation proposed would require the development of a gravel (1" minus crusher dust) parking area and 20-foot-wide access drive. The proposed location on the site will be on an undeveloped fill area with sparse, low vegetation (mostly weeds) and underbrush. Work will be limited to leveling and/or slightly pitching the proposed area for drainage, placing a gravel base for strength and then placing the finish crusher dust for stability (freeze/thaw). The contractor would then be responsible for installing utility poles for parking lot lighting during times of use. With this limited scope of work there were very limited requirements of the Ordinances that applied.

With your assistance we were only able to identify four Articles within Chapter 60 – Zoning of the Code of Ordinances for the City of Auburn, Maine with application. These Articles, including Divisions, Sections, and sub-Sections are described below.

ARTICLE IV – DISTRICT REGULATIONS

DIVISION 15 – INDUSTRIAL DISTRICT

Use Regulations Section 578 – Use Regulations:

(b) Special exception uses. The following uses are permitted as special exceptions after approval by the planning board in accordance with division 3 of article XVI of this chapter; upon determination that such a use will not unduly disturb or harmfully influence other uses in the areas adjoining:

(9) Off-street parking accessory, to a permitted use whether or not located on the same lot.

A. Our application is based on this special exception use for an off-street off-site parking area. See Article XVI below.

ARTICLE V – OFF STREET PARKING AND LOADING

DIVISION – STANDARDS

Standards, Section 607 – General Provisions and Design Standards:

Development of the parking and loading spaces required by this section is subject to the following general provisions and design standards:

(1) There shall be provided, at the time of erection of any main building or structure or development of a site in its permitted use, the minimum number of off-street parking and loading spaces specified in the following subsections, within or without a structure. In calculating the spaces, any fractions shall be rounded to the nearest whole number.

A. Due to the temporary nature of this application, as well as the continued industrial use of the lot, the applicant is seeking relaxation of this requirement. This application is for the relocation of an existing seasonal, overflow parking area while the client develops a comprehensive plan on their privately owned lots across the street.

(2) *Each individual parking space shall consist of an effective area of nine feet by 18 feet in dimension and shall be accessible to a public way, except for residential uses in Multifamily Urban Districts (MFU) containing five or more dwelling units. Such uses may develop tandem parking spaces but shall be limited to not more than two vehicles in depth.*

A. No exception taken.

(3) *Loading spaces shall have the following dimensions:*

a. Buildings having a gross floor area of 10,000 square feet or less: 25-foot length, 20-foot width;
b. Buildings having a gross floor area of greater than 10,000 square feet: 50-foot length, ten-foot width. Each loading space shall have a vertical clearance of at least 14 feet. Required loading spaces shall not be counted as meeting part of the parking space requirements.

A. This section is not applicable to this application.

(4) *Interior driveways and ingress and egress points serving parking areas shall be at least 20 feet in width to allow safe and expeditious movement of vehicles. Ingress and egress points shall be separated wherever possible and so signed. Ingress and egress points for one-way vehicular movement only, may be reduced to not less than 14 feet for angle parking areas or 12 feet for perpendicular parking areas.*

A. Due to the temporary nature of this application, as well as the continued industrial use of the lot, the applicant is seeking relaxation of this requirement. This application is for the relocation of an existing seasonal, overflow parking area while the client develops a comprehensive plan on their privately owned lots across the street.

(5) *The required parking and/or loading spaces shall be provided on the same lot as the principal use, building or structure they are required to serve. For buildings other than dwellings, parking spaces may be located not more than 300 feet there from should practical difficulties prevent their provision on the same lot.*

A. This section is not applicable to this application.

(6) *No required parking area or driveways servicing the same shall be used for the sale, repair, dismantling or servicing of any vehicle, equipment, material, supplies or merchandise.*

A. This section is not applicable to this application.

(7) *On any residential property or in any residential district, outdoor off-street parking may include the parking or storage of not more than one unregistered or uninspected motor vehicle per lot. If a vehicle is both unregistered and uninspected, the vehicle must be stored within a building.*

A. This section is not applicable to this application.

(8) *In any residential district, off-street parking may include not more than one commercial vehicle per lot.*

A. This section is not applicable to this application.

(9) In any residential district, no portion of the front yard space, other than the driveway, shall be utilized for off-street parking.

A. This section is not applicable to this application

(10) Any parking or loading space serving a business or industrial use which abuts the side or rear lot line of a lot in a residential district or use shall be screened from said lot by a tight evergreen shrub hedge or similar landscaping, a fence, a solid wall or a combination of two or more of the foregoing. The screen landscaping, wall or fence shall be at least six feet high and may be extended no closer than 15 feet from the street line.

A. This section is not applicable to this application.

(11) Exterior lighting provided in any parking or loading area shall be arranged and shielded so that it is deflected away from adjacent properties used for residential purposes and from any public highway.

A. This section is not applicable to this application. The proposed lighting plan is shielded and deflected away from the airport runways.

(12) All uses containing over five parking and/or loading spaces shall either contain such spaces within structures or be subject to the following requirements:

a. All access drives, parking, loading and service spaces shall be graded and surfaced with a solid paving material that is impermeable to water and so as to be dust free and properly drained. Materials which satisfy these criteria include but are not limited to: bituminous pavement, concrete, geotextiles and brick or cobblestone or other paving block provided that it is mortared.

b. Parking and loading spaces shall be suitably marked by painted lines or other appropriate markings.

c. A substantial bumper of concrete, masonry, steel or heavy timber or a curb of similar material or an earthen berm shall be placed at the head of each parking or loading stall that abuts a structure, rear or side setback or property line, sidewalk, street right-of-way, or landscaped area to prevent vehicles from rolling into such areas.

d. Where, in nonresidential districts, parking is planned to occupy a portion of the required front yard area, parking shall not be placed nearer than ten feet from the street right-of-way line. The area between the parking area and the street right-of-way line shall be landscaped.

A. Due to the temporary nature of this application, as well as the continued industrial use of the lot, the applicant is seeking relaxation of this requirement. This application is for the relocation of an existing seasonal, overflow parking area while the client develops a comprehensive plan on their privately owned lots across the street.

(13) Parking and loading spaces shall be so arranged as not to require backing of vehicles onto any public street. No loading platforms or receiving doors shall be located on the street side of any retail store or other commercial building unless such platforms or receiving doors be located not less than 60 feet from the sideline of any street right-of-way lines.

A. No exceptions taken.

(14) No portion of any entrance or exit driveway serving a residential use or building shall be closer than 50 feet from the nearest public street intersection unless prevented by dimensional or physical difficulties. No portion of any entrance or exit driveway serving a commercial or industrial use of building shall be closer than 100 feet from the nearest public street intersection unless prevented by dimensional or physical difficulties.

A. No exceptions taken.

(15) On lots where one entrance and exit driveway or curb-cut is constructed, the curb-cut shall not exceed 32 feet in width. Where two or more driveways or curb-cuts are constructed, the curb cuts shall not exceed 20 feet in width. For automotive service stations, the curb cut widths may be increased to 32 feet for each driveway or access, but shall not exceed two driveways. These widths may be increased up to a maximum of 44 feet on arterial roads if required by the city engineering department or the state department of transportation.

A. No exceptions taken.

(16) A parking lot cluster containing more than 80 stalls shall contain landscaped areas within the perimeter of the overall lot, in the form of landscaped perimeter and islands.

A. Due to the temporary nature of this application, as well as the continued industrial use of the lot, the applicant is seeking relaxation of this requirement. This application is for the relocation of an existing seasonal, overflow parking area while the client develops a comprehensive plan on their privately owned lots across the street.

(17) For those developments subject to site plan review (division 2 of article XVI of this chapter) the relaxation of the requirements of this section shall be reviewed by the planning board.

A. Due to the temporary nature of this application, we are humbly requesting relaxation of numerous requirements of this Article V – Parking of Chapter 60. This application is for the relocation of an existing seasonal, gravel overflow parking area while the client develops a comprehensive plan on their privately owned lots across the street. The applicant feels that the installation of pavement or curb, etc. would be a tremendous waste of resources and money in the development of this proposal but also a terrible environmental burden for removal, disposal, and/or recapture of each product.

(18) Required off-street parking in the Form Based Code areas for lots which cannot provide their own parking because of location, lot size or existing development may be substituted by parking facilities which, in the public's interest may be provided for by the municipality or private parking resources. No such public or private off-street parking shall be considered as a substitute unless located within 1,000 feet of the principal building or use as measured along lines of public access.

A. This section is not applicable to this application.

(19) In calculating the required number of off-street parking spaces, the gross leasable area shall be used.

A. This section is not applicable to this application.

ARTICLE X – ACCESS MANAGEMENT STANDARDS

DIVISION 2 – STANDARDS

Standards, Section 60-798 – Safe Sight Distance:

Driveways and other accesses for all developments, including individual residences, subdivisions and commercial and other nonresidential developments shall be located to meet a minimum sight distance measured in each direction along the arterial or collector while maintaining adequate distances from adjacent driveways and intersections. For the purpose of the sight distance standard, the following provisions shall apply:

(1) The sight distance shall be based on the posted speed limit. For those developments requiring planning board review and/or the submission of a traffic impact study, the developer shall provide an analysis of the sight distance for both the posted speed limit and the 85th percentile speed, either one of which the board may require the plan to be designed to.

A. According the Maine DOT Public Map Viewer the posted road speed for Flightline Drive is 30 miles per hour.

(2) Measurements shall be from the driver's seat of a vehicle that is ten feet behind the curb (or edge of shoulder) line with the height of the eye 3½ feet above the pavement and the height of the object 4¼ feet.

A. OK

(3) Where truck traffic from a development onto a roadway is expected to be significant, increase the sight distance by 50 percent. Height of eye shall be six feet with the height of the object no more than 4¼ feet.

A. OK

(4) For low and medium volume driveways and intersection road placement, the unobstructed sight distance shall be according to the following schedule:

<i>Highway Speed (mph)</i>	<i>Minimum Sight Distance (in feet)</i>
20	200
25	250
30	300
35	350
40	400
45	450
50	500
55	550

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- A. This proposal relocates the existing parking lot entry approximately 175 feet southerly along Flightline Drive to the proposed entry location. The new driveway entry still meets the requirements of this ordinance with an unobstructed sight distance from the intersection with Kittyhawk Avenue to said entrance of over 300 feet when traveling northerly and over 500 feet when traveling southerly along Flightline Drive.

ARTICLE XVI – ADMINISTRATION AND ENFORCEMENT

DIVISION 2 – SITE PLAN REVIEW

Site Plan Review, Section 60-1277 - Objective:

1. *Does the site plan protect 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?*

B. This proposal is essentially is a relocation of an existing gravel parking approximately 500 feet southerly in order to accommodate the proposed T-hanger project already approved by the Planning Board. The new location is a generally level area of fill. No additional or reduced detrimental or offensive uses on the site are anticipated or proposed.
2. *Is the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas adequately addressed?*

A. The purpose of this proposal is for the convenience and safety of vehicle and pedestrian movement in relation to the adjacent UPS distribution center location immediately across the street. The overflow parking accommodates seasonal and temporary workforce parking needs during high volume shipping timeframes within a given year.
3. *Are the proposed methods of disposal for wastes adequately addressed?*

A. No waste is anticipated with this proposal.
4. *Does the site plan provide adequate protection of environment features on the site and adjacent areas?*

A. The proposed Site Plan provides the same level of environmental considerations as the existing conditions. There are no significant changes to surface flow, air quality, noise, and/or dust. There is no development of trash, garbage, wastewater or debris.

DIVISION 3 – SPECIAL EXCEPTION

Special Exception, Section 60-1336. - 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.*

A. This application is seeking a special exception to the requirements of the Zoning Ordinance because it is a temporary use submittal to allow time for the development of a much more comprehensive design and solution for the UPS facility across the street.
2. *That the special exception sought will neither create nor aggravate a traffic hazard, a fire hazard or any other safety hazard.*

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- A. This proposed simply relocates the existing overflow parking area approximately 500 feet southerly in order to accommodate the new T-Hanger construction already approved by this Board.
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.*
- A. This application seeks special exception to relocate the existing gravel parking southerly because of the airport's continued development of the master plan. Therefore, it can be stated that this proposal will, in no way, stand in the way of any future development.
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.*
- A. This application seeks to relocate the existing gravel parking area approximately 500 feet southerly. Therefore, there would be no anticipated changes to the essential characteristics of the industrial neighborhood or depreciation of value of properties adjoining and neighboring the property.
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.*
- A. This application seeks to relocate an existing gravel parking area with a smaller gravel lot to be used for the same purpose. Because this application seeks approval for a temporary use no provisions with this proposal are intended to create, expand, or develop permanent changes to the lot or adjacent areas.
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.*
- A. This application is seeking special exception from the Planning Board from meeting all the requirements of Chapter 60 because of the temporary manner of this proposal.
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.*
- A. This application seeks no additional city services beyond those services already provided to Flightline Drive. This application requires no water, wastewater, fire protection, and/or solid waste disposal.

ADDITIONAL INFORMATION REQUEST

ADDITIONAL INFORMATION RESPONSES

As you are aware, Wentworth Partners & Associates [Consultant] submitted the application for Site Law review on June 6, 2025 in hopes of making the regularly scheduled Planning Board agenda for July. Late afternoon on Wednesday, June 18, 2025 we received the following request seeking additional information for submittal acceptance, with a deadline of 10:00 am Monday morning, June 23, 2025, to hold a place on the Planning Board agenda for July. Thursday, June 19, 2025 was a federal holiday. This left one business day for the Consultant to be able to respond to the request for additional information.

Presently, this application is now looking for audience with the Planning Board for the evening of ~~August 12, 2025~~, August 19, 2025. Submittal deadline is Friday, August 1, 2025.

Below please find our response to the additionally requested information.

1. *Stormwater Management Plan*

- *A complete stormwater analysis is required, including documentation of previously approved +built, and proposed pervious/impervious areas, drainage flow, and BMPs.*
 - *This is critical, as the project is linked to both the Airport and Air Park Site Law permits, each exceeding 10 acres. As such, amendments to both permits and delegated review approval from DEP are required. We cannot proceed with requesting delegated review without a full stormwater plan.*
 - *Even if runoff is minimal, we need to know where the stormwater is going and how it is treated.*
- A. This application does not require amendments to either Site Law Permit or any previous revisions to the original DEP permits. The original Site Law permits, and all known amendments to said permits, clearly indicate the use of this area as a lay down yard for other work around the airport and industrial park. The original Site Law permit includes the fill for this portion of the lot during the construction of runway upgrades and extension. The bureaucratic process for this has already been satisfied. No work being proposed in this application triggers enough changes from the initial environmental assumptions or conditions of the original and revised Site Law permits to be considered for unnecessary bureaucratic review or, more importantly, wasted cost and time.
- B. See Stormwater Management Section below.

2. *Temporary Use Details*

- *Please provide a formal statement on:*
 - *The anticipated duration of the temporary lot's use.*
 - *The restoration or abandonment plan once UPS consolidates operations elsewhere.*
- A. This application is seeking a two-year temporary use for this parking area. This timeframe will allow the UPS [Applicant/User] time to investigate, engineer, design, and permit improvements to the facility located across the street. These improvements include, but are not limit to, increased parking areas, safer internal traffic flow, increased stormwater management, and new buffers and landscaping adjacent to Aviation Avenue and Wright's Landing Road. The increased parking at the UPS facility will replace the need for continued use of this seasonal parking lot.
- B. The applicant will turn the Site back over to the owner. On August 1, 2025, Mr. Jonathan P. LaBonte C.M., Director for the City of Auburn Intermodal Facility and Director of the Auburn-Lewiston Municipal Airport [Owner] sent the following electronic correspondence to Ms. Natalie Thomsen, Planning Coordinator for the City of Auburn;

Hello Natalie,

With respect to the use of the lot at the conclusion of UPS' temporary use, the Airport would likely continue its use over the last 20 years as a construction material laydown and material storage area.

Any permanent use, such as future buildings in support of the Airport Master Plan, would be permitted through prescribed process first through FAA and then State and City regulation.

*Thank you,
Jonathan*

In his correspondence Mr. LaBonte is referring to the continued use of this area as the construction laydown area as originally permitted through the FAA, State of Maine, and City of Auburn Site Law process.

3. *Right, Title & Interest*

- *Please submit the lease agreement or other legal documentation confirming UPS's authority to use the property for the proposed purpose. Jonathan did say "The Airport Board of Directors has authorized the execution of a short term non-aeronautical lease for the UPS seasonal overflow parking lot. The lease will be executed once the final plans have been approved so they can be incorporated into the document." But we will need RTI before you can receive approval.*

A. See attached documentation.

4. *Surface Material*

- *Gravel is noted, but staff recommends addressing erosion and stabilization. Alternatives such as reclaim should be evaluated and BMPs specified in your plan. Engineering is still recommending that the parking lot be paved, and gravel will only be allowed at the discretion of the Planning Board.*

A. This application is seeking to replace an existing gravel parking lot on the same property with a two-year temporary seasonal use parking area. Erosion and stabilization are addressed on the Construction Plans sheets C000 and C100 as well as with the specific material callout. Furthermore, the use of any petroleum-based materials for this application completely contradicts the intentions of part 2 above.

5. *Encroachment Controls*

- *Include curb stops, wheel blocks, or fencing to clearly define the footprint and prevent unpermitted expansion, based on past issues at the site.*

A. This application is seeking create a defined parking area for UPS's seasonal employees during high-volume shipping dates. The proposed parking area is located on a previously permitted land fill area designated for construction material laydown and construction material storage for various construction projects throughout the airport and industrial park. No formal layout, spacing, or parking designation is proposed. Similar to the existing gravel lot, no formal curb stops, wheel blocks, or fencing is proposed.

The Engineer-of-Record has not been informed of any specific past issue(s).

6. *Fencing Details*

- *A fence is noted "by others." Please clarify:*
 - *Who is installing it?*
 - *When will it be installed?*
 - *Is it temporary or permanent?*

A. The fencing shown on the permitting drawings is part of the previously approved Tee Hanger project with construction proposed to begin this fall or is the existing fencing separating this lot from the airstrip proper. Both are permanent as part of their respective previously approved permitting.

7. *Lighting*

- *Please confirm whether any lighting is proposed. If so, a basic lighting plan must be provided.*
-

A. A basic lighting plan is part of this submittal, specifying the light fixture and spacing.

8. *Landscaping*

- *If no landscaping is proposed, simply state that in writing with a brief rationale (e.g., temporary use, airport constraints).*

A. This application is seeking a two-year temporary seasonal use for this parking area. No landscaping or permanent features are proposed with this application.

9. *Construction Practices*

- *While a full schedule isn't required, please provide a short narrative confirming the use of construction BMPs and erosion/sedimentation controls.*

A. The proposed construction for this project would take two weeks. Installation of the sedimentation control, removal of vegetation, rough grading, material hauling and finish grades would take up the first week. Setting utility poles, installing overhead conductors, and lights would take to the second week.

The site contractor shall install all sedimentation controls as per the Construction Drawings sheets C000 and C100. No further work shall be permitted until the sedimentation control has been approved by the authorized city official or the Engineer-of-Record.

The site contractor shall use either water or Calcium Chloride for dust mitigation during construction. If Calcium Chloride is used, the contractor would be required to follow the MaineDOT, Best Management Practices for Erosion and Sedimentation Control, which notes the application rates and procedures based on the specific products. This is critical because the excessive use of calcium chloride can impact soil quality. If water is used the contractor shall have a water source (truck, trailer, truck tank, etc.) on-site for dust control. The required limitations with water as the method is that excessive watering can produce sediment-laden runoff and a potential off-site discharge, so the use of water should not result in turbid runoff.

The contractor shall comply with 29 CMR 1926 OSHA Construction Industry Regulations for all applicable construction services needed to complete the scope of work.

STORMWATER MANAGEMENT NARRATIVE

Development of the Site

The proposed development includes construction of a 36,293 square foot crushed stone (crusher dust) parking area intended to serve as a temporary overflow lot. In addition to the parking surface, the project involves installation of new overhead utility poles and lighting.

Surface Waters On or Abutting the Site

There are no mapped surface waters (streams, rivers, wetlands, or water bodies) located on or directly abutting the proposed development area.

Downstream Water Bodies

Groundwater ultimately drains to a tributary of Moose Brook, which lies downgradient of the site. No direct discharge to open watercourses occurs on-site.

General Topography

The existing topography is made up of material fill from the development of the airfield and airport structures. This fill is part of the original Site Law permitting. The grades relatively flat with gentle slopes trending south and southwest into a vegetated ravine (area not filled). The fill material have sparse vegetation and mostly exposed sand/gravel mix. Refer to Sheet EC100 and C100 for grading and flow direction.

Flooding History

There is no known history of flooding on the proposed project site (fill area), and the proposed

construction lies outside of mapped FEMA floodplains.

Alterations to Natural Drainage Patterns

Post-development drainage patterns are generally consistent with pre-development conditions. Minor grading associated with the parking lot and utility installation will direct runoff toward existing flow paths, as illustrated on Sheet C100.

Alterations to Land Cover

The project introduces approximately 36,293 square feet of new semi-pervious surface in the form of crushed stone. This material allows limited infiltration but is treated conservatively as impervious in runoff calculations to ensure compliance with stormwater standards.

Modeling Assumptions

Stormwater modeling conservatively treats the crushed stone area as impervious. Curve Numbers and Time of Concentration are derived from NRCS TR-55 methodology. Design storms include the 2-, 10-, and 25-year 24-hour storm events per Maine DEP Chapter 500 standards.

Water Quality Control

Due to the relatively small scope and temporary nature of the development, stormwater quality treatment will be achieved through natural infiltration and sheet flow into existing vegetated buffers along the southern edge of the property.

Pre-Development Flow Rates

Description	Runoff Flow Rates (cfs)		
	2-year Rainfall	10-year Rainfall	25-year Rainfall
POI	0.038	0.061	0.074

Post-Development Flow Rates

Description	Runoff Flow Rates (cfs)		
	2-year Rainfall	10-year Rainfall	25-year Rainfall
POI	0.086	0.139	0.169

Pre-Dev. vs Post-Dev. Flow Rates

Description	Runoff Flow Rates (cfs)		
	2-year Rainfall	10-year Rainfall	25-year Rainfall
POI	0.048	0.078	0.095

Water Quality Treatment

No structural BMPs are proposed. The crushed stone surface provides moderate filtering capability. The project will not generate concentrated discharges or require treatment BMPs per Maine DEP Chapter 500 thresholds.

Offset Credits

No offset credits are being claimed for this project.

Compensation Fees

No compensation fees are proposed or required.

Development Impacts

The development does not increase direct runoff discharge from the parcel, nor does it alter contributing drainage area boundaries. No wetlands or protected resources are affected. The project is designed to maintain pre-development hydrology to the maximum extent practicable.

IN CLOSING

This application is seeking a special exception for a temporary use gravel lot on an Industrial Zoned Parcel at the municipal airport. This is to replace an existing gravel parking lot, currently used as the UPS seasonal overflow lot, that is now being replaced by a new hanger structure and taxiways by the airport. This application is temporary in nature to give the developer, UPS, time to develop, permit, and construct a master site plan on their own Parcels located on Flightline Drive, Aviation Road, and Wright's Landing Road.

I would like to thank you again for your tremendous help with this application. Wentworth Partners & Associates, Inc. looks forward to working with you, Mr. Hediger, and the Planning Board to see this project to fruition. Should you have any questions or comments please do not hesitate to contact me directly.

Very truly yours,

WENTWORTH PARTNERS & ASSOCIATES

Steven C. Govoni

Steven C. Govoni, P.E. M.ASCE
President



WENTWORTH
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A Gold Standard Company
www.wpa-design.com

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Building B, Suite 203
Amesbury, MA 01913
978.792.5945

31 Commercial Street
PO Box 2285
Skowhegan, ME 04976
207.858.8010

Rational Method

Pre-Development Q_o

2 Year

Runoff Coefficient, C 0.390 HEC-HMS Technical Reference Manual <https://www.hec.usace.army.mil/confluence/hmsdocs/hmstrm/cn-tables>
Rainfall intensity, i 0.116 in/hr NOAA Atlas 14 Point Precipitation Frequency Estimates: ME https://hdsc.nws.noaa.gov/pfds/pfds_map_cont.html?bkmrk=me
Drainage Area, A 0.833 acres Proposed Area
Flow Rate, Q 0.038 ft³/s Maine Stormwater Best Management Practices Manual

10 Year

Runoff Coefficient, C 0.390 HEC-HMS Technical Reference Manual <https://www.hec.usace.army.mil/confluence/hmsdocs/hmstrm/cn-tables>
Rainfall intensity, i 0.187 in/hr NOAA Atlas 14 Point Precipitation Frequency Estimates: ME https://hdsc.nws.noaa.gov/pfds/pfds_map_cont.html?bkmrk=me
Drainage Area, A 0.833 acres Proposed Area
Flow Rate, Q 0.061 ft³/s Maine Stormwater Best Management Practices Manual

25 Year

Runoff Coefficient, C 0.390 HEC-HMS Technical Reference Manual <https://www.hec.usace.army.mil/confluence/hmsdocs/hmstrm/cn-tables>
Rainfall intensity, i 0.228 in/hr NOAA Atlas 14 Point Precipitation Frequency Estimates: ME https://hdsc.nws.noaa.gov/pfds/pfds_map_cont.html?bkmrk=me
Drainage Area, A 0.833 acres Proposed Area
Flow Rate, Q 0.074 ft³/s Maine Stormwater Best Management Practices Manual

Post Development Qu

2 Year

Runoff Coefficient, C 0.890 HEC-HMS Technical Reference Manual <https://www.hec.usace.army.mil/confluence/hmsdocs/hmstrm/cn-tables>
Rainfall intensity, i 0.116 in/hr NOAA Atlas 14 Point Precipitation Frequency Estimates: ME https://hdsc.nws.noaa.gov/pfds/pfds_map_cont.html?bkmrk=me
Drainage Area, A 0.833 acres Proposed Lot Size
Flow Rate, Q 0.086 ft³/s Maine Stormwater Best Management Practices Manual

10 Year

Runoff Coefficient, C 0.890 HEC-HMS Technical Reference Manual <https://www.hec.usace.army.mil/confluence/hmsdocs/hmstrm/cn-tables>
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Drainage Area, A 0.833 acres Proposed Lot Size
Flow Rate, Q 0.139 ft³/s Maine Stormwater Best Management Practices Manual

25 Year

Runoff Coefficient, C 0.890 HEC-HMS Technical Reference Manual <https://www.hec.usace.army.mil/confluence/hmsdocs/hmstrm/cn-tables>
Rainfall intensity, i 0.228 in/hr NOAA Atlas 14 Point Precipitation Frequency Estimates: ME https://hdsc.nws.noaa.gov/pfds/pfds_map_cont.html?bkmrk=me
Drainage Area, A 0.833 acres Proposed Lot Size
Flow Rate, Q 0.169 ft³/s Maine Stormwater Best Management Practices Manual



WENTWORTH

PARTNERS & ASSOCIATES

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Amesbury, MA 01913

978.792.5945

31 Commercial Street
PO Box 2285
Skowhegan, ME 04976

207.858.8010

Description	Runoff Flow Rates (cfs)		
	2 year Rainfall	10 year Rainfall	25 year Rainfall
POI	0.038	0.061	0.074

Description	Runoff Flow Rates (cfs)		
	2 year Rainfall	10 year Rainfall	25 year Rainfall
POI	0.086	0.139	0.169

Description	Runoff Flow Rates (cfs)		
	2 year Rainfall	10 year Rainfall	25 year Rainfall
POI	0.048	0.078	0.095



City of Auburn, Maine

Office of Planning & Permitting

Eric J. Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Development Review Application

PROJECT NAME: OVERFLOW PARKING LOT

PROPOSED DEVELOPMENT ADDRESS: 45 FLIGHTLINE DRIVE, AUBURN, ME

PARCEL ID #: 131 - 007

REVIEW TYPE: Site Plan ☐ Site Plan Amendment ☒
Subdivision ☐ Subdivision Amendment ☐

PROJECT DESCRIPTION: DEVELOPMENT OF A TEMPORARY PARKING LOT TO REPLACE AN EXISTING LOT, BEING DEVELOPED BY THE AIRPORT.

CONTACT INFORMATION:

Applicant WENTWORTH
Name: U.P.S.
Address: 72 FLIGHTLINE DRIVE
City / State: AUBURN, ME
Zip Code: 04210
Work #: 888 742 5877
Cell #:
Fax #:
Home #:
Email:

Property Owner CITY OF AUBURN
Name: MUNICIPAL RIDERS
Address: 60 COURT STREET
City / State: AUBURN, ME
Zip Code: 04210
Work #: 207.333.6601 x 1154
Cell #:
Fax #:
Home #:
Email: ediger@auburnmaine.gov

Project Representative

Name: STEVEN C. GORONI
Address: 31 COMMERCIAL STREET
City / State: BROOKFIELD, ME
Zip Code: 04916
Work #: 207.858.8010
Cell #: 207.399.8900
Fax #:
Home #:
Email: sgoroni@upn-design.com

Other professional representatives for the project (surveyors, engineers, etc.)

Name:
Address:
City / State:
Zip Code:
Work #:
Cell #:
Fax #:
Home #:
Email:

PROJECT DATA

The following information is required where applicable, in order complete the application

IMPERVIOUS SURFACE AREA/RATIO

Existing Total Impervious Area
Proposed Total Paved Area
Proposed Total Impervious Area
Proposed Impervious Net Change
Impervious surface ratio existing
Impervious surface ratio proposed

38,032 sq. ft.
54,580 sq. ft. ← HANOVER PROJECT
36,243 sq. ft.
52,843 sq. ft. ← HANOVER PROJECT
9 % of lot area
21 % of lot area

BUILDING AREA/LOT

COVERAGE

Existing Building Footprint
Proposed Building Footprint
Proposed Building Footprint Net change
Existing Total Building Floor Area
Proposed Total Building Floor Area
Proposed Building Floor Area Net Change
New Building
Building Area/Lot coverage existing
Building Area/Lot coverage proposed

0 sq. ft.
12,185 sq. ft. ← HANOVER
12,185 sq. ft.
0 sq. ft.
12,185 sq. ft.
12,185 sq. ft.
735 (yes or no) ← HANOVER PROJECT
0 % of lot area
3 % of lot area

ZONING

Existing
Proposed, if applicable

INDUST
INDUST

LAND USE

Existing
Proposed

TEMP PARKING
TEMP PARKING / HANOVER

RESIDENTIAL, IF APPLICABLE

Existing Number of Residential Units
Proposed Number of Residential Units
Subdivision, Proposed Number of Lots

/

PARKING SPACES

Existing Number of Parking Spaces
Proposed Number of Parking Spaces
Number of Handicapped Parking Spaces
Proposed Total Parking Spaces

APPROX 80 ← THESE ARE BEING
APPROX 80 REPLACED
80

ESTIMATED COST OF PROJECT:

DELEGATED REVIEW AUTHORITY CHECKLIST

SITE LOCATION OF DEVELOPMENT AND STORMWATER MANAGEMENT

Existing Impervious Area _____ sq. ft.
Proposed Disturbed Area _____ sq. ft.
Proposed Impervious Area _____ sq. ft.

1. If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with MDEP.
2. If the proposed impervious area is greater than one acre including any impervious area created since 11/16/05, then the applicant shall apply for a MDEP Stormwater Management Permit, Chapter 500, with the City.
3. If total impervious area (including structures, pavement, etc) is greater than 3 acres since 1971 but less than 7 acres, then the applicant shall apply for a Site Location of Development Permit with the City. If more than 7 acres then the application shall be made to MDEP unless determined otherwise.
4. If the development is a subdivision of more than 20 acres but less than 100 acres then the applicant shall apply for a Site Location of Development Permit with the City. If more than 100 acres then the application shall be made to MDEP unless determined otherwise.

TRAFFIC ESTIMATE

Total traffic estimated in the peak hour-existing
(Since July 1, 1997)

_____ passenger car equivalents (PCE)

Total traffic estimated in the peak hour-proposed (Since July 1, 1997) _____ passenger car equivalents (PCE)
If the proposed increase in traffic exceeds 100 one-way trips in the peak hour then a traffic movement permit will be required.

Zoning Summary

1. Property is located in the _____ zoning district.
2. Parcel Area: _____ acres / _____ square feet(sf).

Regulations

Required/Allowed

Provided

Min Lot Area	/	
Street Frontage	/	
Min Front Yard	/	
Min Rear Yard	/	
Min Side Yard	/	
Max. Building Height	/	
Use Designation	/	
Parking Requirement	/	
Total Parking:	/	
Overlay zoning districts (if any):	/	
Urban impaired stream watershed?	/	

1 space/ per _____ square feet of floor area

YES/NO If yes, watershed name _____

DEVELOPMENT REVIEW APPLICATION SUBMISSION

Submissions shall include fifteen (15) complete packets containing the following materials:

1. 5 Full size plans and 10 smaller (no larger than 11" x 17") plans containing the information found in the attached sample plan checklist.
2. Application form that is completed and signed by the property owner or designated representative.
(NOTE: All applications will be reviewed by staff and any incomplete application will not be accepted until all deficiencies are corrected.
3. Cover letter stating the nature of the project.
4. All written submittals including evidence of right, title and interest.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.

Refer to the application checklist for a detailed list of submittal requirements.

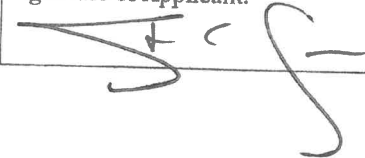
To view the City of Auburn Zoning Ordinance, go to:

www.auburnmaine.gov under City Departments / Planning, Permitting & Code / Subdivisions / Land Use / Zoning Ordinance

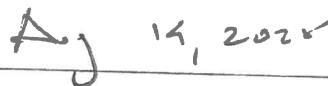
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the City's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for development review only; a Performance Guarantee, Inspection Fee, Building Permit Application and other associated fees and permits will be required prior to construction.

Signature of Applicant:



Date:





City of Auburn, Maine

Office of Planning & Permitting

Eric J. Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Development Review Checklist

The following information is required where applicable to be submitted for an application to be complete

PROJECT NAME: Tom Dugan's PARKING LOT
 PROPOSED DEVELOPMENT ADDRESS: 45 FLYING DUCK DRIVE
 PARCEL #: 131 - 007

Required Information		Check when Submitted		Applicable Ordinance
		Applicant	Staff	
Site Plan				
	Owner's Names/ Address	✓		
	Names of Development	✓		
	Professionally Prepared Plan	✓		
	Tax Map or Street/Parcel Number	✓		
	Zoning of Property	✓		
	Distance to Property Lines	N/A		
	Boundaries of Abutting land	N/A		
	Show Setbacks, Yards and Buffers	✓		
	Airport Area of Influence	YES		
	Parking Space Calcs	N/A		
	Drive Openings/Locations	✓		
	Subdivision Restrictions	N/A		
	Proposed Use	✓		
	PB/BOA/Other Restrictions	✓		
	Fire Department Review	UNK		
	Open Space/Lot Coverage	✓		

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Applicable Ordinance</i>
		<i>Applicant</i>	<i>Staff</i>	
Landscape Plan				
	Greenspace Requirements	✓		
	Setbacks to Parking	✓		
	Buffer Requirements	N/A		
	Street Tree Requirements	N/A		
	Screened Dumpsters	N/A		
	Additional Design Guidelines	N/A		
	Planting Schedule	N/D		
Stormwater & Erosion Control Plan				
	Compliance w/ chapter 500	✓		
	Show Existing Surface Drainage	✓		
	Direction of Flow	✓		
	Location of Catch Basins, etc.	N/A		
	Drainage Calculations	✓		
	Erosion Control Measures	✓		
	Maine Construction General Permit	N/A		
	Bonding and Inspection Fees	N/A		
	Post-Construction Stormwater Plan	N/A		
	Inspection/monitoring requirements	N/R		
Lighting Plan				
	Full cut-off fixtures	✓		
	Meets Parking Lot Requirements	N/A		
Traffic Information				
	Access Management	N/A		
	Signage	N/A		
	PCF - Trips in Peak Hour	N/A		

Required Information		Check when Submitted		Applicable Ordinance
	Vehicular Movements	✓		
	Safety Concerns	N/A		
	Pedestrian Circulation	N/A		
	Police Traffic	N/A		
	Engineering Traffic	N/A		
Utility Plan		Applicant	Staff	
	Water	N/A		
	Adequacy of Water Supply	N/A		
	Water main extension agreement	N/A		
	Sewer	N/A		
	Available city capacity	N/A		
	Electric	✓		
	Natural Gas	N/A		
	Cable/Phone	N/A		
Natural Resources		Applicant	Staff	
	Shoreland Zone	NO		
	Flood Plain	NO		
	Wetlands or Streams	NO		
	Urban Impaired Stream	NO		
	Phosphorus Check	NO		
	Aquifer/Groundwater Protection	N/A		
	Applicable State Permits	N/A		
	Lake Auburn Watershed	NO		
	Taylor Pond Watershed	NO		
Right, Title or Interest		Applicant	Staff	
	Verify	✓		
	Document Existing Easements, Covenants, etc.	✓		

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Applicable Ordinance</i>
		<i>Applicant</i>	<i>Staff</i>	
Technical & Financial Capacity				
	Cost Est./Financial Capacity	✓		
	Performance Guarantee	✓		
State Subdivision Law		<i>Applicant</i>	<i>Staff</i>	
	Verify/Check	N/A		
	Covenants/Deed Restrictions	✓		
	Offers of Conveyance to City	NO		
	Association Documents	N/A		
	Location of Proposed Streets & Sidewalks	N/A		
	Proposed Lot Lines, etc.	N/A		
	Data to Determine Lots, etc.	N/A		
	Subdivision Lots/Blocks	N/A		
	Specified Dedication of Land	N/A		
Additional Subdivision Standards		<i>Applicant</i>	<i>Staff</i>	
	Mobile Home Parks	NO		
	PUD	NO		
A JPEG or PDF of the proposed site plan		<i>Applicant</i>	<i>Staff</i>	
		✓		
Final sets of the approved plans shall be submitted digitally to the City, on a CD or DVD, in AutoCAD format R 14 or greater, along with PDF images of the plans for archiving				



Auburn Lewiston Municipal Airport - Board of Directors - Meeting Minutes

March 12, 2025 5:30 P.M.

Administrative Conference Room 80 Airport Drive, Auburn, Maine

Call to Order at 5:32 PM

Present: M. Blais, M. Garside, W. Poulin, T. Roy, L. Allen, B. Weisner, D. Chittim

Motion to take Communications out of order made by D. Chittim, seconded by M. Garside, Motion passed unanimously.

I. Consent Items

II. Minutes

1. January 8, 2025 Meeting – *Motion to accept by M. Garside, seconded by B. Weisner. Motions passed unanimously.*

III. Financial Report – Treasurer

1. FY 2025 YTD Financials – *No action, reports will be reviewed at May meeting.*
2. Fuel Sales Year over Year Comparisons/Off Peak Season Comparisons

IV. Communications –

1. Presentation from McFarland Johnson on CDS Hangar Project by J. Gorham and M. O'Brien

V. Public Comment – *Members of the public are invited to speak to the Board of Directors about any issue directly related to airport business.*

Motion to close public comment was made by P. Crowell, seconded by T. Roy, motion failed with a 4-4 vote.

Additional motion to end public comment made by M. Blais, seconded by D. Chittim, motion carried unanimously.

VI. Old Business - None

VII. New Business –

1. Order Authorizing the Airport Director to negotiate and execute a lease agreement with UPS for interim parking on Airport property on Flight Line Drive – *Motion by P. Crowell, seconded by M. Blais. Motion carried 7-0-1 with M. Blais Abstaining*
2. Order Authorizing the Airport Director to submit an updated banking resolution to Androscoggin Bank and TD Bank. *Motion by D. Chittim, seconded by M. Garside, motion carried unanimously.*

VIII. Reports

- 1. Airport Director Report**
 - FY2026 Budget Update and Discussion
- 2. Board of Directors Reports – *The Board of Directors requested, without motion, a draft policy for Board meeting public comment.***

IX. Executive Sessions –

- 1. Pursuant to MRSA 405(6) c – Real estate negotiations (Christian Hill) – *Motion by P. Crowell, seconded by M. Garside, motion carried unanimously.***
- 2. Pursuant to MRSA 405(6) c – Real estate negotiations (Box Hangar Development) – *Motion by P. Crowell, seconded by M. Blais, motion carried unanimously. Upon existing executive sessions, a motion was made by M. Garside and seconded by D. Chittim to:***
 - i. Authorize the Airport Director to Negotiate and Execute an Amended Joint Development Agreement with Fielding Properties to cost share in the Box Hangar Development Site Work;*
 - ii. Authorize the encumbrance of \$360,000 from the Airport Land Fund to supplement the Sponsor contribution to the construction;*
 - iii. Direct the Airport Director to request that the City of Auburn establish an omnibus Tax Increment Financing District at the Airport to encompass the Box Hangar Development Sites and the T-Hangar Development Sites*
 - iv. Direct the Airport Director to develop and bring to the Airport Board for approval an impact fee policy to be used to repay the Land Fund and promote the remaining three box hangar sites for development*

The Motion carried 7-0-1 with M. Blais abstaining
- 3. Pursuant to MRSA 405(6) c – Real estate negotiations (LifeFlight of Maine) *Motion by D. Chittim, seconded by B. Weisner, motion carried unanimously***
- 4. Pursuant to MRSA 405(6) a – Personnel Discussion – *Motion by P. Crowell, seconded by W. Poulin, motion carried unanimously.***

X. Adjournment at 8:45 PM (Next Board Meeting, May 14th, 2025)

Executive Session: On occasion, the Board of Directors discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Director must make a motion in public. The motion must be recorded. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable are:

- A. Discussion of personnel issues
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation

OVERFLOW PARKING LOT

45 FLIGHTLINE DRIVE
AUBURN, ME 04210

SHEET INDEX	
SHT. NO.	DESCRIPTION
G001	TITLE SHEET
EC100	EXISTING CONDITIONS PARTIAL SITE PLAN
D100	DEMO SITE PLAN
C000	GENERAL NOTES & SPECIFICATIONS
C100	PARTIAL SITE PLAN & DETAILS

PERMITTING TEAM	
CLIENT:	LAITH ABU HAJJA BASE SUPERVISOR UPS BUILDINGS & SYSTEMS ENGINEERING
APPLICANT:	MARC BLAIS PRESIDENT MARC BLAIS GENERAL CONTRACTOR, INC. 1993 LISBON STREET LEWISTON, ME 04240
AGENT:	WENTWORTH PARTNERS & ASSOCIATES, INC. 31 COMMERCIAL STREET SKOWHEGAN, ME 04876

MUNICIPAL INFORMATION	
OWNER:	CITY OF AUBURN CITY OF LEWISTON JONATHAN P. LABONTE, C.M. 80 AIRPORT DRIVE AUBURN, ME 04210
LOT DESIGNATION:	PARCEL ID 131-007
LOT SIZE:	9.74 ACRES (RECORDED)
PRIMARY ZONING:	INDUSTRIAL
OVERLAY ZONING:	NONE

PROJECT INFORMATION	
APPLICABLE CODES:	CODE OF ORDINANCES CITY OF AUBURN, MAINE
	CHAPTER 60 - ZONING ARTICLE IV DIVISION 15 - INDUSTRIAL DISTRICT ARTICLE V - OFF-STREET PARKING AND LOADING SEC. 60-607 - GENERAL PROVISIONS AND STANDARDS
DESIGN	ARTICLE X - ACCESS MANAGEMENT STANDARDS ARTICLE XVI - ADMINISTRATION AND ENFORCEMENT DIV. 2 - SITE PLAN REVIEW SUBDIVISION L - IN GENERAL SEC. 60-1277 - OBJECTIVE DIV. 3 - SPECIAL EXCEPTION SEC. 60-1137 - PROCEDURES



MUNICIPAL APPROVAL	
PERMITTING APPROVAL	
CHAIRMAN	
VICE CHAIRMAN	
SECRETARY	
MEMBER	
MEMBER	
MEMBER	
MEMBER	
MEMBER	
DIRECTOR OF PLANNING	



WENTWORTH
PARTNERS & ASSOCIATES
ESTABLISHED 1988
31 COMMERCIAL STREET
SKOWHEGAN, ME 04876
V: 207.888.8010
www.wpa-design.com
A Gold Standard Company

ENGINEER'S CERTIFICATION



31 JUL 25

PROJECT NO:	049-25
DRAWN BY:	JJC
CHECKED BY:	SCG

SUBMITTALS		
REV.	DATE	DESCRIPTION
0	31 JUL 25	ISSUED FOR CONSTRUCTION
C	05 JUN 25	ISSUED FOR PERMITTING
B	27 MAY 25	ISSUED FOR REVIEW
A	22 MAY 25	ISSUED FOR REVIEW

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PROJECT TYPE

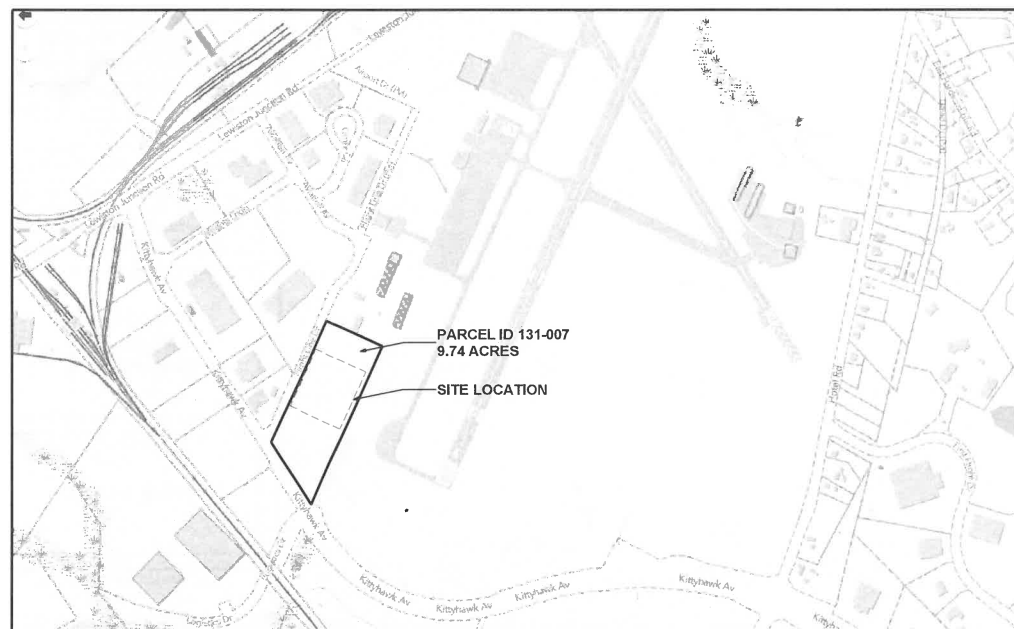
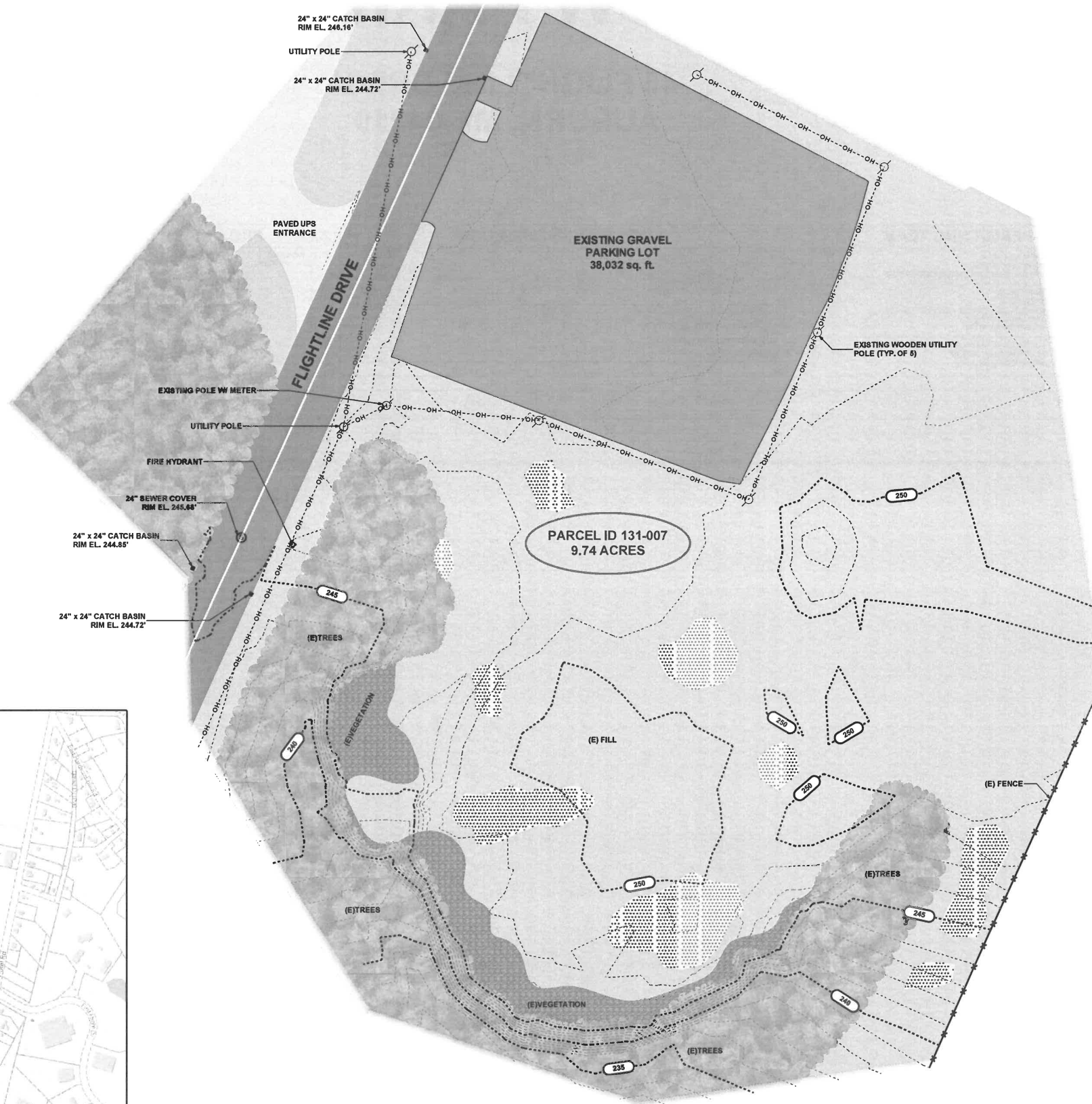
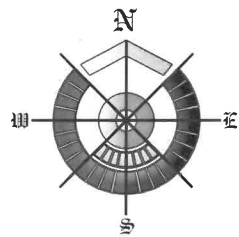
**TEMPORARY
OVERFLOW
PARKING LOT**

SHEET TITLE

TITLE SHEET

SHEET NUMBER

G001



LOT LOCATION MAP

PROJECT

OVERFLOW
PARKING LOT

45 FLIGHTLINE DRIVE
AUBURN, ME 04210

CLIENT

BUILDINGS & SYSTEMS
ENGINEERING



LAITH ABU HAILA
BASE SUPERVISOR
UPS BUILDINGS & SYSTEMS
ENGINEERING

CONTRACTOR

MARC BLAIS
PRESIDENT
MARC BLAIS GENERAL
CONTRACTOR, INC.

1993 LISBON STREET
LEWISTON, ME 04240



WENTWORTH
PARTNERS & ASSOCIATES

31 COMMERCIAL STREET
SHEWHEGAN, ME 04976
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ENGINEER'S CERTIFICATION



PROJECT NO: 049-25

DRAWN BY: JJC

CHECKED BY: SCG

SUBMITTALS

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PROJECT TYPE

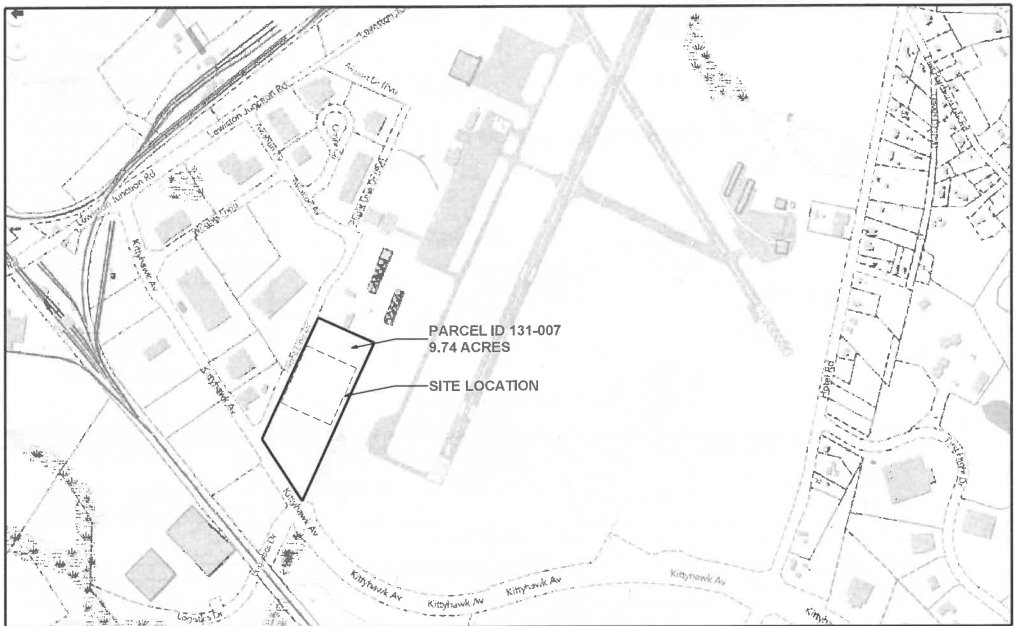
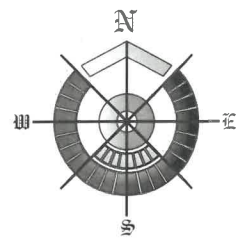
TEMPORARY
OVERFLOW
PARKING LOT

SHEET TITLE

EXISTING CONDITIONS
PARTIAL SITE PLAN

SHEET NUMBER

EC100



LOT LOCATION MAP

DEMO SITE PLAN 1
SCALE: 1" = 30'

PROJECT

OVERFLOW PARKING LOT

45 FLIGHTLINE DRIVE
AUBURN, ME 04210

CLIENT

BUILDINGS & SYSTEMS ENGINEERING

LAITH ABU HAIJA
BASE SUPERVISOR
UPS BUILDINGS & SYSTEMS ENGINEERING

CONTRACTOR

MARC BLAIS
PRESIDENT
MARC BLAIS GENERAL CONTRACTOR, INC.

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LEWISTON, ME 04240

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A Gold Standard Company

ENGINEER'S CERTIFICATION

STATE OF MAINE
STEVEN C. GOVONI
No. 13428
LICENSED PROFESSIONAL ENGINEER

31 JUL 25

PROJECT NO: 049-25

DRAWN BY: JJC

CHECKED BY: SCG

SUBMITTALS

REV.	DATE	DESCRIPTION
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PROJECT TYPE

TEMPORARY OVERFLOW PARKING LOT

SHEET TITLE

DEMO SITE PLAN

SHEET NUMBER

D100

GENERAL NOTES:

- GEN-1. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE MAINE STATE BUILDING & ENERGY CODE (MUBEC) AND THE CITY OF AUBURN BY-LAWS AND ZONING ORDINANCES.
- GEN-2. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD PRIOR TO COMMENCING WORK. WHERE DIMENSIONS AND ELEVATIONS OF EXISTING CONSTRUCTION COULD AFFECT THE NEW CONSTRUCTION, IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAKE FIELD MEASUREMENTS IN TIME FOR THEIR INCORPORATION IN THE SHOP DRAWINGS. THE ENGINEER SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES THAT MAY EXIST.
- GEN-3. ALTERNATE DETAILS MAY BE APPROVED IF SUCH DETAILS ARE SUBMITTED TO THE ENGINEER FOR REVIEW AND ACCEPTANCE IS GRANTED. HOWEVER, THE ENGINEER SHALL BE THE SOLE JUDGE OF ACCEPTABILITY AND THE CONTRACTOR'S BID SHALL ANTICIPATE THE USE OF THOSE SPECIFIC DETAILS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL RETAIN A MAINE LICENSED CIVIL ENGINEER TO BE RESPONSIBLE FOR THE DESIGN OF ANY ALTERNATE DETAILS WHICH HE PROPOSES.
- GEN-4. WORK NOT INDICATED ON A PART OF THE DRAWINGS BUT REASONABLY IMPLIED TO BE SIMILAR TO THAT SHOWN AT CORRESPONDING PLACES, SHALL BE INCLUDED IN THE CONTRACTOR'S WORK.
- GEN-5. THE CONTRACTOR SHALL BE COMPLETELY RESPONSIBLE FOR THE SAFETY OF ANY STRUCTURES, PROPERTY, WORKERS, OR GENERAL PUBLIC, AS AFFECTED BY THE CONSTRUCTION OF THIS PROJECT.
- GEN-6. ALL CONTRACTORS ARE REQUIRED TO EXAMINE THE DRAWINGS AND SPECIFICATIONS CAREFULLY, VISIT THE SITE AND FULLY INFORM THEMSELVES AS TO ALL EXISTING CONDITIONS AND LIMITATIONS, PRIOR TO AGREEING TO PERFORM THE WORK. FAILURE TO VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH THE EXISTING CONDITIONS AND LIMITATIONS WILL IN NO WAY RELIEVE THE CONTRACTOR FROM FURNISHING ANY MATERIALS OR PERFORMING ANY WORK IN ACCORDANCE WITH DRAWINGS AND SPECIFICATIONS WITH ADDITIONAL COST TO THE OWNER.
- GEN-7. EXISTING CONDITIONS SHOWN IN THESE DOCUMENTS WERE TAKEN FROM A LIMITED FIELD SURVEY. ANY DEVIATION FROM THESE DRAWINGS SHALL BE DOCUMENTED AND SUBMITTED TO STRUCTURAL ENGINEER FOR REVIEW, STRUCTURAL CONSIDERATION AND POSSIBLE REDESIGN, AND REINFORCING AS REQUIRED.

STAGED CONSTRUCTION:

PART 1 - PROTECTING THE NATURAL RESOURCE AREAS

- CONTRACTOR SHALL ESTABLISH LIMITS OF WORK NECESSARY TO COMPLETE ALL WORK.
- CONTRACTOR SHALL INSTALL SEDIMENTATION BARRIER FOR ALL WORK, INCLUDING MOBILIZATION, WITHIN 25' OF A PROTECTED RESOURCE AREA, INCLUDING BUT NOT LIMITED, A GREAT POND RESOURCE AREA, A STREAM RESOURCE AREA, and/or ANY WETLAND RESOURCE AREA.
- CONTRACTOR SHALL INSTALL EROSION CONTROL INCLUDING FLOATING SILT FENCE 10' DOWNSTREAM OF ALL LIMITS OF WORK ALONG STREAM.

PART 2 - CUTTING & GRUBBING ALONG ROAD SWALE & EQUIPMENT ACCESS AREAS.

- CONTRACTOR SHALL REMOVE THE MINIMUM AMOUNT OF VEGETATION ALONG ANY NEEDED EQUIPMENT ACCESS AREAS. SPECIAL CARE SHALL BE APPLIED NOT TO DAMAGE THE ROOT SYSTEMS OF LARGER TREES LOCATED OUTSIDE OF THE CLEARING ZONE.
- CONTRACTOR SHALL REMOVE ALL ORGANIC DEBRIS, INCLUDING STUMPS, TO A PROPER DISPOSAL AREA.

PART 3 - ISOLATE STREAM RESOURCE AREA

- CONTRACTOR SHALL INSTALL SAND BAG/SHEETING BARRIER TO ISOLATE STREAM FROM CONSTRUCTION ZONE. CONTRACTOR SHALL CARRY BARRIER LINE FROM A PRE-DETERMINED UPSTREAM LOCATION TO A PRE-DETERMINED DOWNSTREAM LOCATION ALONG THE SHORELINE ON EITHER SIDE OF WORK ZONE.

PART 4 - EXCAVATION

- EXCAVATION SHALL BE LIMITED TO ONLY THOSE AREAS NEEDED TO COMPLETE THE PROJECT. ALL STRUCTURALLY SUITABLE SOILS SHALL BE MOVED TO DESIGNATED MOBILIZATION AREA FOR REUSE AS FILL. ALL NON-SUITABLE AND/OR ORGANIC SOILS SHALL BE MOVED TO DESIGNATED MOBILIZATION AREA FOR SCREENING AND REUSE AS TOPSOIL.
- CONTRACTOR SHALL EXCAVATE EXISTING MATERIALS FROM SCOPE OF WORK AREA.

PART 5 - SHORING STABILITY & DEWATERING

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION MEANS & METHODS. STABILIZATION AND SHORING OF THE EXCAVATION AREAS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- DEWATERING OF THE EXCAVATION SHALL BE MAINTAINED THROUGHOUT THE EXCAVATION, MATERIAL PLACEMENT AND CURING PROCESS.
- CONTRACTOR SHALL SEPARATE SEDIMENT AND SUSPENDED SOLIDS UP TO 250 MICRONS IN DIAMETER FROM DISCHARGE WATER THROUGH FILTERING SYSTEM. DISCHARGE WATER SHALL BE RELEASED BELOW WORK AREA SO AS NOT TO DAMAGE OR SCOUR NEW WORK.

EROSION CONTROL NOTES:

- ERC-1. THE EROSION CONTROL BARRIERS DEPICTED FOR THE SITE PLANS ARE MINIMUM STANDARDS NECESSARY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING ADDITIONAL EROSION CONTROL MEASURES AS NECESSARY TO ENSURE SEDIMENT ISN'T TRANSPORTED OFF SITE.
- ERC-2. PRIOR TO THE ONSET OF CONSTRUCTION, THE CONTRACTOR SHALL INSTALL EROSION CONTROL BARRIERS AS SHOWN AS THE FIRST ORDER OF WORK.
- ERC-3. CONTRACTOR SHALL INSTALL INLET PROTECTION AROUND ALL EXISTING AND PROPOSED CATCHBASIN INLETS WITHIN THE WORK LIMITS. THE CONTRACTOR SHALL INSPECT THE INLET PROTECTION AFTER STORM EVENTS AND MAINTAIN FOR THE DURATION OF THE PROJECT UNTIL PAVEMENT HAS BEEN INSTALLED.
- ERC-4. INSPECT INLET PROTECTION AND ANY SILT FENCES WEEKLY AND AFTER EACH RAIN STORM OF 0.5 INCHES OR GREATER. REPAIR/MODIFY PROTECTION AS NECESSARY TO MAXIMIZE EFFICIENCY OF FILTER. REPLACE ALL FILTERS WHEN SEDIMENT IS 1/3 THE FILTER HEIGHT.
- ERC-5. ALL DISTURBED AREAS NOT TO BE PAVED OR OTHERWISE TREATED SHALL RECEIVE 4" LOAN, SEED, FERTILIZER AND MULCH.
- ERC-6. CONTRACTOR SHALL BE RESPONSIBLE TO CONTROL DUST AND WIND EROSION THROUGHOUT THE CONSTRUCTION PERIOD. DUST CONTROL MEASURES SHALL INCLUDE, BUT NOT LIMITED TO, CLEANING THE SITE AND SPRINKLING WATER.
- ERC-7. THE CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF ALL TEMPORARY EROSION CONTROL DEVICES UPON COMPLETION OF CONSTRUCTION.
- ERC-8. ALL CATCH BASIN SUMPS AND PIPING SHALL BE THOROUGHLY CLEANED TO REMOVE ALL SEDIMENT AND DEBRIS AFTER THE PROJECT HAS BEEN COMPLETED AND ANY PLANTED VEGETATION (I.E. GRASS, WETLAND MIX, ETC.) HAS INITIATED.
- ERC-9. TEMPORARY SOIL STOCKPILES SHALL BE SURROUNDED BY SILT FENCE AND SHALL BE STABILIZED BY TEMPORARY EROSION CONTROL SEEDING IF NECESSARY. STOCKPILE AREAS TO BE LOCATED AS FAR AS POSSIBLE FROM AND EDGE OF WETLAND.
- ERC-10. ANY CONCRETE WASHOUT SHALL BE DONE IN DESIGNATED AREAS, AND ONLY THE MINIMUM WASHOUT OF CHUTE SHALL BE PERMITTED. THE CONTRACTOR SHALL DESIGNATE A WASHOUT AREA OR INSTALL A TEMPORARY SEDIMENT BASIN TO CAPTURE CONCRETE WASHOUT.

CONSTRUCTION NOTES:

SUBGRADE PREPARATION

- SGD-1. SUBGRADE PREPARATION SHOULD BE IN ACCORDANCE WITH MaineDOT ENGINEER'S RECOMMENDATIONS.

SGD-2.

ALL TOPSOIL, PAVEMENTS, DEBRIS, FROZEN SOILS, LOOSE OR DISTURBED SOILS, and/or NON-SUITABLE SOILS SHALL BE REMOVED FROM AREAS RECEIVING NEW CONSTRUCTION.

SGD-3.

THE SUBGRADE BENEATH THE PROPOSED WORK ZONE SHALL BE COMPACTED WITH AT LEAST FOUR COMPLETE PASSES OF A 15-TON VIBRATORY DRUM ROLLER IN DIRECTIONS PERPENDICULAR TO THE PREVIOUS PASS. SILTY SUBGRADES WHICH ARE SATURATED OR ARE OBSERVED TO PUMP AND WEAVE DURING ROLLING SHALL BE ROLLED STATICALLY.

SGD-4.

ANY UNSTABLE AREAS IDENTIFIED SHOULD BE UNDERCUT AT LEAST TWELVE INCHES, OR TO COMPETENT SOIL, AND REPLACED WITH ACCEPTABLE, COMPACTED STRUCTURAL FILL, CRUSHED STONE, OR COMMON FILL. THE DEPTH OF THE UNDERCUTTING AND TYPE OF BACKFILL MATERIAL SHALL BE SELECTED WITH CONSIDERATION OF PROPOSED USE (I.E. ROADBED, BUILDING FOOTING, ETC.) AND SOIL AND WEATHER CONDITIONS ENCOUNTERED DURING CONSTRUCTION.

BACKFILL AND COMPACTION

- BFC-1. STRUCTURAL FILL SHALL BE USED FOR ENGINEERING FILLS WITHIN STRUCTURE'S FOOTPRINT, BEARING & STABILITY ZONES. STRUCTURAL FILL SHALL COMPLY WITH THE FOLLOWING GRADATION:

MDOT STANDARD SPECIFICATION 703.06, TYPE C	
SIEVE SIZE	% PASSING
3" (75mm)	100
1 1/4" (6.3mm)	25-70
NO. 40 (425mm)	0-30
NO. 200 (75 mm)	0-5

BFC-2.

SUB-BASE COURSE FILL SHALL BE USED FOR ENGINEERING FILLS BELOW THE ROADWAY, PARKING, and/or ACCESS WAY BEARING & STABILITY ZONES. SUBBASE COURSE FILL SHALL COMPLY WITH THE FOLLOWING GRADATION:

MDOT STANDARD SPECIFICATION 703.06, TYPE B	
SIEVE SIZE	% PASSING
3" (75mm)	100
1 1/2" (12.7mm)	20-70
NO. 40 (425mm)	0-30
NO. 200 (75 mm)	0-7

BFC-3.

BASE COURSE FILL SHALL BE USED FOR ENGINEERING FILLS BELOW THE ROADWAY, PARKING, and/or ACCESS WAY BEARING & STABILITY ZONES. BASE COURSE FILL SHALL COMPLY WITH THE FOLLOWING GRADATION:

MDOT STANDARD SPECIFICATION 703.06, TYPE A	
SIEVE SIZE	% PASSING
3" (75mm)	100
1 1/4" (6.3mm)	30-55
1 1/2" (12.7mm)	45-70
NO. 40 (425mm)	0-20
NO. 200 (75 mm)	0-5

BFC-4.

COMMON FILL SHALL BE USED FOR ENGINEERING FILLS OUTSIDE OF THE ROADWAY, PARKING, and/or ACCESS WAY BEARING & STABILITY ZONES. COMMON FILL SHALL COMPLY WITH THE FOLLOWING GRADATION:

MDOT STANDARD SPECIFICATION 703.06, TYPE A	
SIEVE SIZE	% PASSING
3" (75mm)	95
NO. 40 (425mm)	10-30
NO. 200 (75 mm)	0-15

BFC-5.

ALL GRANULAR FILLS SHALL BE PLACED IN 12 INCH MAXIMUM LOOSE LIFTS AND COMPACTED TO A MINIMUM 95% OF THE MATERIAL'S MAXIMUM DRY DENSITY, AS DETERMINED BY ASTM D 1557 (MODIFIED PROCTOR TEST) AND FIELD DENSITY TESTING (ASTM D 2922 or EQUIVALENT) IN PAVED AREAS or BELOW STRUCTURES; COMPACTION TO A MINIMUM OF 90% OF THE MATERIAL'S MAXIMUM DRY DENSITY IN NON-STRUCTURAL, LANDSCAPED AREAS IS ACCEPTABLE. LIFT THICKNESS SHALL BE A MAXIMUM 6 INCH LOOSE LIFT WHEN COMPACTED USING HAND-GUIDED EQUIPMENT.

BFC-6.

WHERE SUBGRADE BECOME SATURATED, UNSTABLE, and/or DIFFICULT TO COMPACT, CRUSHED STONE SHALL BE PLACED AND COMPACTED IN LIEU OF STRUCTURAL FILL. CRUSHED STONE, WHEN USED, SHALL BE WRAPPED IN A GEOTEXTILE FILTER FABRIC SUCH AS MARIFI 140n or EQUIVALENT.

BFC-7.

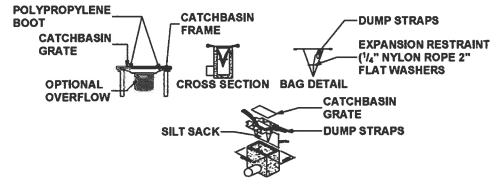
BEDDING PLACED BELOW UTILITIES SHALL BE IN ACCORDANCE WITH UTILITY AND MANUFACTURER REQUIREMENTS. IN GENERAL, UTILITIES MAY BE SUPPORTED DIRECTLY ON A MINIMUM 6 INCH THICK LAYER OF COMPACTED STRUCTURAL FILL, CRUSHED STONE, or OTHER SUITABLE PIPE BEDDING MATERIAL. FILL PLACED AS BACKFILL FOR UTILITY TRENCHES OR EXCAVATIONS SHALL MEET THE MINIMUM REQUIREMENTS OF COMMON FILL.

BFC-8.

MATERIALS USED AS STRUCTURAL FILL, AGGREGATE SUB-BASE AND BASE, and/or COMMON FILL SHALL MEET THE REQUIREMENTS ABOVE. MATERIALS IMPORTED TO THE SITE TO MEET THOSE REQUIREMENTS SHALL HAVE REPRESENTATIVE SAMPLES SUBMITTED FOR TESTING TO COMPARE THEIR GRADATION CHARACTERISTICS TO THE PROJECT SPECIFICATIONS AS WELL AS TO ESTABLISH THEIR OPTIMUM WATER CONTENTS AND MAXIMUM DRY DENSITIES (ASTM D 1557). USE OF FILLS ASSUMES THAT THE MOISTURE CONTENT OF THE MATERIAL(S) WILL BE STRICTLY CONTROLLED IN ORDER TO ALLOW FOR PROPER PLACEMENT AND COMPACTION.

BFC-9.

RE-USE OF EXISTING SOILS or NATIVE ON-SITE BORROW SOILS IS PERMITTED SO LONG AS THOSE SOILS MEET THE GRADATION REQUIREMENTS IDENTIFIED ABOVE AND PROVIDED THAT THEY ARE FREE FROM DELETERIOUS MATERIALS AND CAN BE ADEQUATELY COMPACTED. SATURATED SILTY and/or CLAY SOILS ARE NOT ACCEPTABLE. REPRESENTATIVE SAMPLES OF RE-USE or NATIVE SOILS SHALL BE SUBMITTED FOR TESTING TO COMPARE THEIR GRADATION CHARACTERISTICS TO THE PROJECT SPECIFICATIONS AS WELL AS TO ESTABLISH THEIR OPTIMUM WATER CONTENTS AND MAXIMUM DRY DENSITIES (ASTM D 1557).



HIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE THE INLET DRAINS SHEET, OVERLAND AND CONCENTRATED FLOWS (NOT GREATER THAN 1 CFS). THE METHOD CAN MAINTAIN FLAT AREA TO STEEP SLOPES. INLET CAPACITY WILL DECREASE WITH THIS METHOD AND CONTRACTOR SHALL EXPECT FLOODING TO OCCUR DURING HIGH FLOW EVENTS.

INSPECTION SCHEDULE SHALL COMPLY WITH THE 2022 EPA CONSTRUCTION GENERAL PERMIT

MAINTENANCE SHALL OCCUR WHEN NECESSARY SILT SACKS SHALL BE CLEANED ONCE THE BAG IS FILLED HALF WAY WITH DEBRIS. CONTRACTOR SHALL REMOVE SILT SACK AND PLACE NEW UNIT. DO NOT EMPTY SILT SACK CONTENTS INTO THE CATCHBASIN.

CATCH BASIN W/ SILT SACK INLET PROTECTION

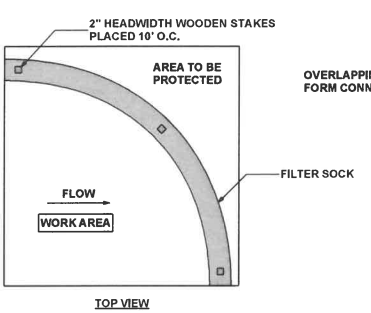
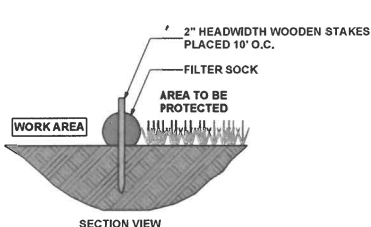
CONTAMINATION PREVENTION:

PREVENTING DIRECT WATER CONTAMINATION

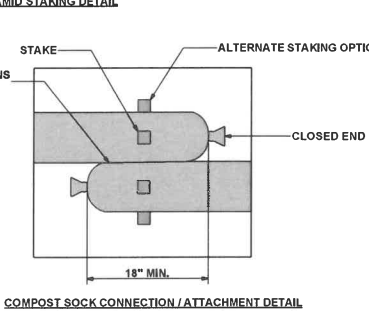
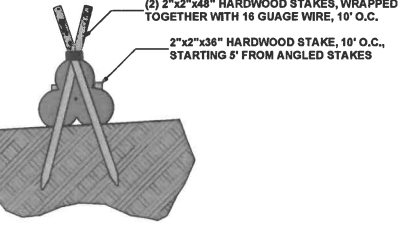
- WCP-1. REFUELING CONSTRUCTION EQUIPMENT OUTSIDE 100 YEAR FLOODPLAIN, OR AT LEAST 200 FEET FROM ALL WATER BODIES (WHICHEVER DISTANCE IS GREATER), AND PROTECTING THE REFUELING AREA WITH SECONDARY CONTAINMENT.
- WCP-2. STORING HAZARDOUS MATERIALS, FUEL, LUBRICATING OILS, OR OTHER CHEMICALS OUTSIDE OF THE 100 YEAR FLOODPLAIN, OR AT LEAST 200 FEET FROM ALL WATER BODIES (WHICHEVER DISTANCE IS GREATER) AT AN UPLAND MOBILIZATION AREA.
- WCP-3. INSPECTING AND MAINTAINING EQUIPMENT DAILY TO PREVENT THE CONTAMINATION OF SURFACE WATERS FROM LEAKING FUELS, LUBRICANTS, HYDRAULIC FLUIDS OR OTHER TOXIC MATERIALS.
- WCP-4. KEEPING EQUIPMENT OUT OF STREAMS BY OPERATING FROM THE BANKS IN A FASHION THAT MINIMIZES DISTURBANCE TO WOODY VEGETATION.
- WCP-5. CLEANING AND CHECKING EQUIPMENT FOR LEAKS OF HYDRAULIC FLUIDS, COOLING SYSTEM LIQUIDS, AND FUEL BEFORE FORDING ANY STREAM.
- WCP-6. WET CONCRETE NOT CONTACTING WATER ENTERING OR FLOWING IN THE RIVER.
- WCP-7. NOT USING FERTILIZERS AND PESTICIDES NEAR STREAMS OR WETLANDS.
- WCP-8. HAVING LINES CROSS STREAMS PERPENDICULARLY TO STREAM FLOW.
- WCP-9. MAINTAINING AND OPERATING SEWER LINES ACROSS STREAMS AT ALL TIMES TO PREVENT DISCHARGE TO LAND OR SURFACE WATERS.
- WCP-10. USING AERIAL CROSSINGS (ELEVATED SUFFICIENTLY TO REDUCE THE RISK OF FLOOD DAMAGE) OR DIRECTIONAL BORING UNDER THE STREAM TO AVOID IMPACTS TO THE STREAM AT THE POINT OF CROSSING.

PROTECTING THE FLOODPLAIN AND STREAMSIDE FOREST
STREAMSIDE FORESTS PROVIDE TRAVEL CORRIDORS AND HABITAT FOR WILDLIFE AND PROTECT WATER QUALITY BY STABILIZING STREAM BANKS AND FILTERING STORMWATER RUNOFF. DEVELOPMENT IN THE FLOODPLAIN INCREASES THE POTENTIAL FOR FLOODING ADJACENT AND DOWNSTREAM PROPERTIES AND INTERFERES WITH NATURAL HYDROLOGICAL PROCESSES. FLOODPLAIN FILL ALTERS THE VOLUME OF WATER THE FLOODPLAIN WILL HOLD, THUS ALTERING THE EXTENT OF THE FLOODPLAIN. THIS WILL: (1) LEAD TO A FLOODPLAIN THAT CONTAINS PROPERTY AND FACILITIES PREVIOUSLY NOT IN THE FLOODPLAIN, (2) CAUSE FLOODING IN NEW AREAS, AND (3) HAVE NEGATIVE IMPACTS ON FISH AND WILDLIFE RESOURCES. IN ORDER TO PROTECT THESE IMPORTANT AND SENSITIVE STREAM-SIDE AREAS, THEREFORE:

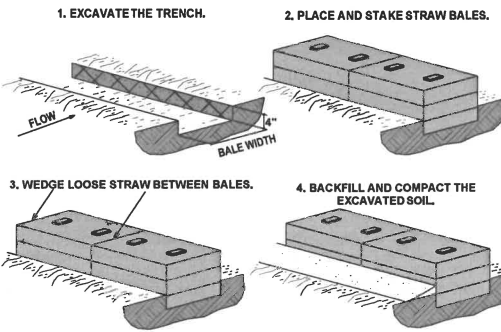
- WCP-11. CONTRACTOR SHALL LIMIT ACTIVITIES IN THE FLOODPLAIN TO THOSE ABSOLUTELY NECESSARY FOR CONSTRUCTION.
- WCP-12. CONTRACTOR SHALL MAINTAIN RIPARIAN VEGETATION TO THE MAXIMUM EXTENT POSSIBLE, ESPECIALLY LARGE TREES.
- WCP-13. IF RIPARIAN AREAS ARE DISTURBED, CONTRACTOR SHALL REVEGETATE THOSE AREAS WITH NATIVE SPECIES AS SOON AS POSSIBLE.
- WCP-14. CONTRACTOR SHALL LOCATE AREAS USED FOR BORROW OR CONSTRUCTION BY PRODUCTS AWAY FROM WETLANDS AND OUT OF THE 100-YEAR FLOOD PLAIN.
- WCP-15. CONTRACTOR SHALL MAINTAIN FORESTED WETLAND / STREAM BUFFERS (A MINIMUM OF 100 FEET WIDE ON PERENNIAL STREAMS AND 50 FEET WIDE ON INTERMITTENT STREAMS; 200 AND 100 FEET, RESPECTIVELY, IN WATERSHEDS THAT ARE HOME TO FEDERALLY THREATENED OR ENDANGERED AQUATIC SPECIES) THROUGHOUT THE PROJECT AREA.



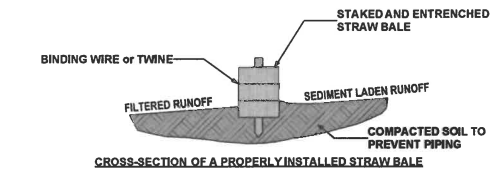
FILTER SOCK DETAILS
NOT TO SCALE
C000



COMPOST SOCK CONNECTION / ATTACHMENT DETAIL
NOT TO SCALE
C000

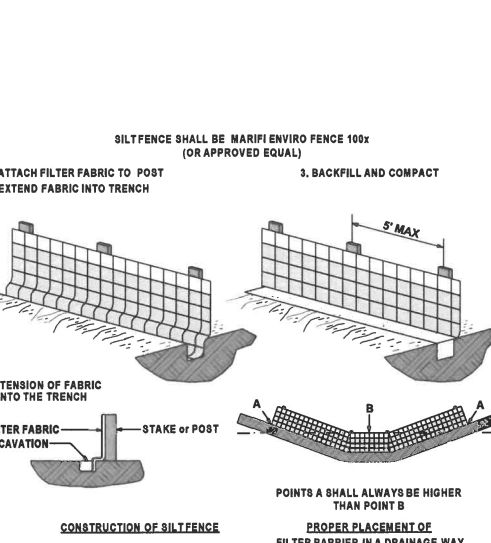


CONSTRUCTION OF A STRAW BALE FILTER BARRIER



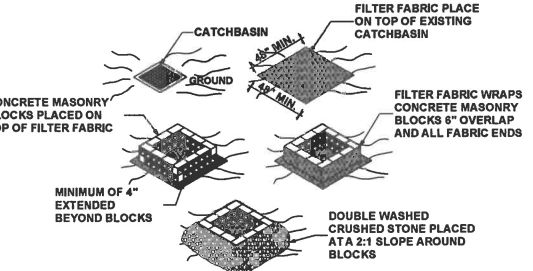
STRAW BALE INSTALLATION DETAILS

NOT TO SCALE
C000



SILT FENCE INSTALLATION DETAILS

NOT TO SCALE
C000

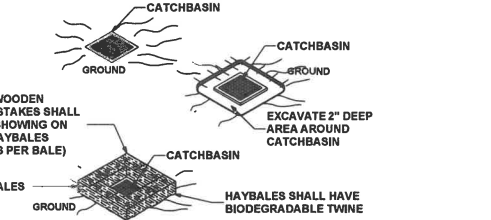


THIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE HEAVY FLOWS ARE ANTICIPATED AND OVERFLOW CAPACITY IS NECESSARY TO PREVENT EXCESSIVE PONDING.

INSPECTION SCHEDULE SHALL COMPLY WITH THE 2008 EPA CONSTRUCTION GENERAL PERMIT

MAINTENANCE SHALL OCCUR WHEN NECESSARY FILTER FABRIC SHALL BE SWEEPED CLEAN WHEN NEEDED AND GRAVEL SHALL BE REPLACED WHEN A NOTICEABLE AMOUNT OF FINES HAVE COLLECTED IN BETWEEN THE CRUSHED GRAVEL.

CATCH BASIN W/ BLOCK AND GRAVEL INLET PROTECTION



INSPECTION SCHEDULE SHALL COMPLY WITH THE 2022 EPA CONSTRUCTION GENERAL PERMIT THIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE THE INLET DRAINS, A RELATIVELY FLAT AREA (SLOPE NO GREATER THAN 5%) WHERE THE INLET ACCEPTS SHEET OR OVERLAND FLOWS (NOT GREATER THAN 1 CFS). THIS METHOD SHOULD NOT APPLY TO AN INLET ACCEPTING CONCENTRATED FLOW. HAYBALES SHOULD BE MADE FROM REGIONALLY FARMED HAY TO REDUCE THE POSSIBILITY OF INVASIVE SPECIES. WHEN POSSIBLE, STRAW BALES SHOULD BE USED.

HAYBALES SHOULD ONLY BE USED WHEN APPROVED BY THE LOCAL TOWN or CITY. HAYBALES ARE ALLOWED FOR PROJECTS THAT HAVE A DURATION OF LESS THAN THREE MONTHS.

MAINTENANCE SHALL OCCUR WHEN NECESSARY. HAYBALES ARE HIGHLY IMPERVIOUS AND THE CONTRACTOR SHOULD EXPECT PONDING IN THE AREA. HAYBALES SHOULD BE REPLACED EVERY 1 TO 3 MONTHS DEPENDING ON CONDITIONS.

CATCH BASIN W/ HAYBALES INLET PROTECTION

CATCH BASIN W/ HAYBALES INLET PROTECTION

NOT TO SCALE
C000

PROJECT

OVERFLOW PARKING LOT

45 FLIGHTLINE DRIVE
AUBURN, ME 04210

CLIENT



LAITH ABU HAJJA
BASE SUPERVISOR
UPS BUILDINGS & SYSTEMS
ENGINEERING

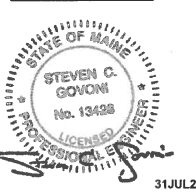
CONTRACTOR

MARC BLAIS
PRESIDENT
MARC BLAIS GENERAL
CONTRACTOR, INC.

1993 LISBON STREET
LEWISTON, ME 04240



ENGINEER'S CERTIFICATION



PROJECT NO: 049-25

DRAWN BY: JJC

CHECKED BY: SCG

SUBMITTALS

REV.	DATE	DESCRIPTION
0	31 JUL 25	ISSUED FOR CONSTRUCTION
C	05 JUN 25	ISSUED FOR PERMITTING
B	27 MAY 25	ISSUED FOR REVIEW
A	22 MAY 25	ISSUED FOR REVIEW

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PROJECT TYPE

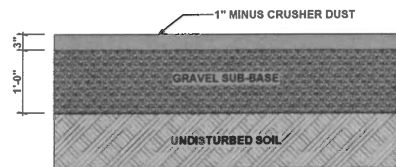
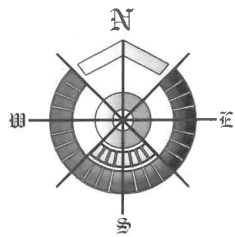
TEMPORARY OVERFLOW PARKING LOT

SHEET TITLE

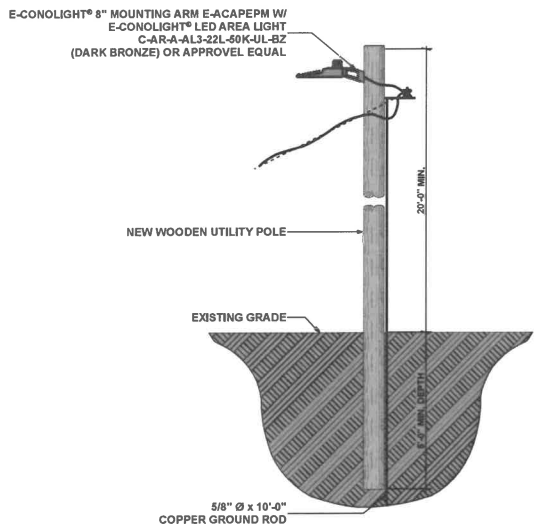
GENERAL NOTES & SPECIFICATIONS

SHEET NUMBER

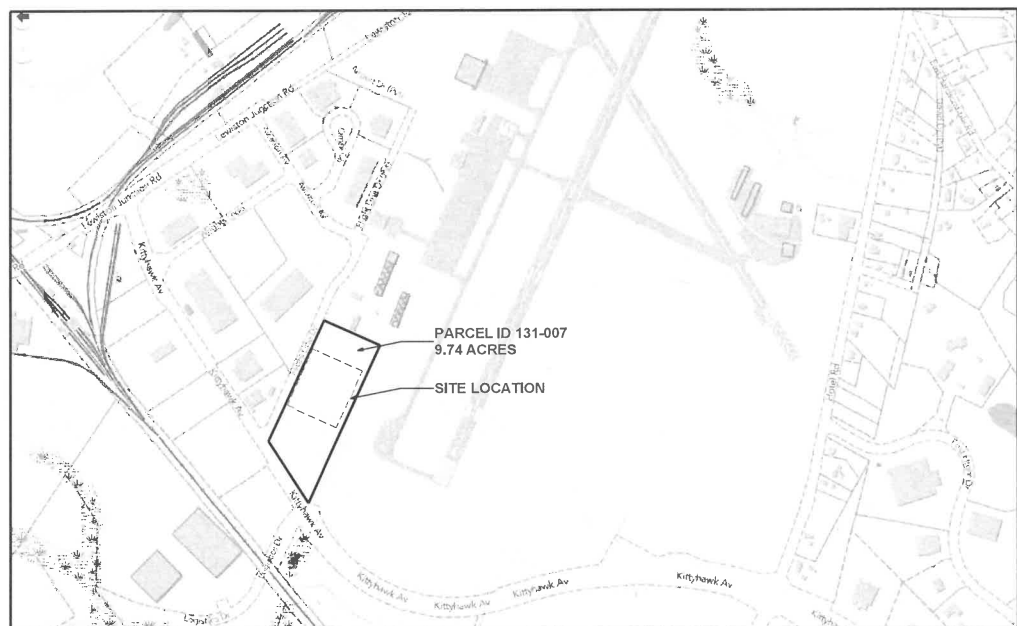
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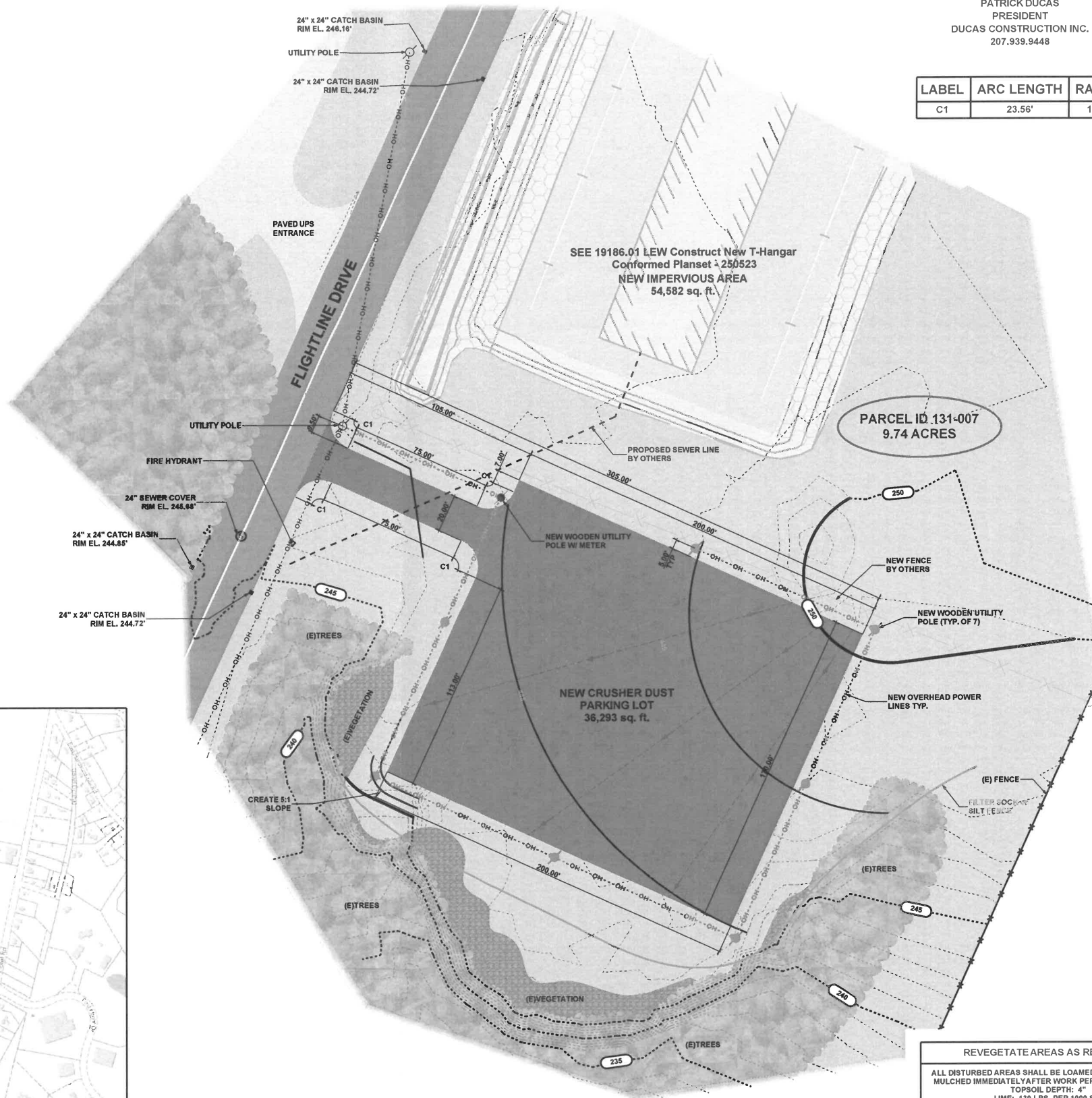
PARKING LOT DETAIL 2
SCALE: 3/4" = 1'-0" C100



WOODEN UTILITY POLE DETAIL 3
SCALE: 3/8" = 1'-0" C100



LOT LOCATION MAP



PROPOSED SITE PLAN 1
SCALE: 1" = 30' C100

CONTRACTOR SHALL COORDINATE ALL WORK WITH:
JONATHAN P. LABONTE
TRANSPORTATION SYSTEMS DIRECTOR
207.333.6601 EXT. 1070
AND
PATRICK DUCAS
PRESIDENT
DUCAS CONSTRUCTION INC.
207.939.9448

LABEL	ARC LENGTH	RADIUS
C1	23.56'	15'-0"

PARCEL ID 131-007
9.74 ACRES

REVEGETATE AREAS AS REQUIRED
ALL DISTURBED AREAS SHALL BE LOAMED AND SEEDED AND
MULCHED IMMEDIATELY AFTER WORK PER THE FOLLOWING:
TOPSOIL DEPTH: 4"
LIME: 130 LBS. PER 1000 S.F.
10-0-10 FERTILIZER: 12 LBS. PER 1000 S.F.
SEED (NON-LAWN AREAS): 1.25 LBS. PER 1000 S.F.
88% TALL FESCUE
40% CREEPING RED FESCUE
5% RED TOP MULCH:
MULCH: 3 BALES PER 1000 S.F.

PROJECT

OVERFLOW PARKING LOT

45 FLIGHTLINE DRIVE
AUBURN, ME 04210

CLIENT



LAITH ABU HAJJA
BASE SUPERVISOR
UPS BUILDINGS & SYSTEMS
ENGINEERING

CONTRACTOR

MARC BLAIS
PRESIDENT
MARC BLAIS GENERAL
CONTRACTOR, INC.

1993 LISBON STREET
LEWISTON, ME 04240



ENGINEER'S CERTIFICATION



PROJECT NO: 049-25

DRAWN BY: JJC

CHECKED BY: SCG

SUBMITTALS

REV.	DATE	DESCRIPTION
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AUTHORIZED REGULATORY AND ADMINISTRATIVE
FUNCTIONS IS SPECIFICALLY ALLOWED.

PROJECT TYPE

TEMPORARY OVERFLOW PARKING LOT

SHEET TITLE

PARTIAL SITE PLAN & DETAILS

SHEET NUMBER

C100

To: Auburn Planning Board

From: David Hediger, Director of Planning

Re: The Planning Board will hold a PUBLIC HEARING, review, and act on a Site Plan Review and Special Exception application submitted by Melissa St. Pierre to operate a yoga studio at 170 Main Street, within the Downtown Traditional Center (T-5.1) zoning district pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception.

Date: August 13, 2025



.....

PROPOSAL

Honeybee Healing Hive Yoga Studio has submitted an application for a Special Exception Use to operate a yoga studio at 170 Main Street, within the Downtown Traditional Center (T-5.1) zoning district. The proposed use is categorized under “Halls, Private Clubs, and Indoor Amusement,” which is listed as a Special Exception under the zoning ordinance. This is an existing building, and any renovations will be internal. The applicant is seeking Planning Board review due to the change in use.

ZONING CONSIDERATIONS

The subject property is located in the Downtown Traditional Center (T-5.1) zoning district, which falls under the Form-Based Code. The proposed use is permitted as a Special Exception under Chapter 60, Article IV, Division 14, Section 60-554 of the Zoning Ordinance.

A private club is defined under Section 60-2 as any building or rooms that serve as a meeting place for an incorporated or unincorporated association for civic, social, cultural, religious, literary, political, recreational, or similar activities, operated for the benefit of its members and not open to the general public. The studio will offer traditional yoga classes and occasional themed workshops (e.g., stress management, at-home practice techniques), with a typical schedule of one to two classes daily, including weekends. Class sizes are expected to accommodate up to 12 participants.

The applicant is not required to provide any off-street parking, as per Sec. 60-608 – Parking Requirements. Although no parking is required by ordinance, the applicant has adequate street parking outside the building on Main Street and will utilize the existing city parking.

DEPARTMENT REVIEW

The following departments have reviewed the proposal with no additional comments or concerns: Police; Auburn Water and Sewer; Fire Department/Code Enforcement; Public Services/Engineering; Airport.

PLANNING BOARD ACTION

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

Site Plan Review, Section 60-1277: 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 environmental features on the site and in adjacent areas.

Special Exception, Section 60-1336: 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 semi-public 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 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 required for the project are presently available or can be made available without disrupting the city's master development plan.

STAFF RECOMMENDATIONS

It is worth noting that staff discussed whether the proposed use fits the category of “Halls, Private Clubs, and Indoor Amusement” or “Personal Service,” the latter defined as “the furnishing of labor, time, and effort by a person as an independent contractor not involving the delivery of a specific end product.” Ideally, the ordinance would provide additional details or examples of what may be considered a personal service, or possibly include a definition for fitness, recreation, instructional uses, or indoor amusement/recreation.

Staff has no concerns with the proposal; however, in the interest of thorough review and to provide for formal determination, we have brought it to the Planning Board for consideration under the “Halls, Private Clubs, and Indoor Amusement” category.

Staff recommend that the Planning Board find that the Site Plan for the proposed development meets the requirements of Sec. 60-1277, and further that the application meets the requirements of Special Exception Law, Sec. 60-1336, and APPROVE the project application.

Suggested Motion:

I make a motion that the proposal meets the requirements of Sections 60-1277 and 60-1336 and Honeybee Healing Hive Yoga for the property located at 170 Main Street (Tax Map: 241-024), within the Downtown Traditional Center (T-5.1) zoning district. The proposed project has met the standards pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception.



City of Auburn, Maine

Office of Planning & Permitting

Eric J. Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Development Review Application

PROJECT NAME: Honeybee Healing Hive Yoga
PROPOSED DEVELOPMENT ADDRESS: 170 Main St., Auburn, ME 04210
PARCEL ID #: 241-024

REVIEW TYPE: Site Plan ☐ Site Plan Amendment ☐
Subdivision ☐ Subdivision Amendment ☐

PROJECT DESCRIPTION: Re-zone the space to be a yoga studio

CONTACT INFORMATION:

Applicant

Name: Melissa St. Pierre
Address: 16 Constellation Dr.
City / State: Auburn, ME
Zip Code: 04210
Work #:
Cell #: 856-655-2510
Fax #:
Home #:
Email:

melstpierre111@gmail.com

Property Owner

Name: Auburn Housing Authority
Address: P.O. Box 3037
City / State: Auburn, ME
Zip Code: 04210
Work #: 207-784-7351
Cell #:
Fax #:
Home #:
Email:

Project Representative

Name: Melissa St. Pierre
Address: Same as above
City / State:
Zip Code:
Work #:
Cell #:
Fax #:
Home #:
Email:

Other professional representatives for the project (surveyors, engineers, etc.)

Name:
Address:
City / State:
Zip Code:
Work #:
Cell #:
Fax #:
Home #:
Email:

PROJECT DATA

The following information is required where applicable, in order complete the application

IMPERVIOUS SURFACE AREA/RATIO

Existing Total Impervious Area	18,730	sq. ft.
Proposed Total Paved Area	no change	sq. ft.
Proposed Total Impervious Area	0	sq. ft.
Proposed Impervious Net Change	0	sq. ft.
Impervious surface ratio existing	100	% of lot area
Impervious surface ratio proposed	0	% of lot area

BUILDING AREA/LOT

COVERAGE

Existing Building Footprint	18,730	sq. ft.
Proposed Building Footprint	no change	sq. ft.
Proposed Building Footprint Net change	0	sq. ft.
Existing Total Building Floor Area	no change	sq. ft.
Proposed Total Building Floor Area	0	sq. ft.
Proposed Building Floor Area Net Change	no	(yes or no)
New Building	no new build.	% of lot area
Building Area/Lot coverage existing		% of lot area
Building Area/Lot coverage proposed		% of lot area

ZONING

Existing
Proposed, if applicable

Mixed use / residential
Mixed use / residential

LAND USE

Existing
Proposed

Mixed use / residential
same

RESIDENTIAL, IF APPLICABLE

Existing Number of Residential Units
Proposed Number of Residential Units
Subdivision, Proposed Number of Lots

n/a

PARKING SPACES

Existing Number of Parking Spaces
Proposed Number of Parking Spaces
Number of Handicapped Parking Spaces
Proposed Total Parking Spaces

Street + lot parking
public parking
public parking

ESTIMATED COST OF PROJECT:

DELEGATED REVIEW AUTHORITY CHECKLIST

SITE LOCATION OF DEVELOPMENT AND STORMWATER MANAGEMENT

Existing Impervious Area	598	sq. ft.
Proposed Disturbed Area	0	sq. ft.
Proposed Impervious Area	0	sq. ft.

1. If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with MDEP.
2. If the proposed impervious area is greater than one acre including any impervious area created since 11/16/05, then the applicant shall apply for a MDEP Stormwater Management Permit, Chapter 500, with the City.
3. If total impervious area (including structures, pavement, etc) is greater than 3 acres since 1971 but less than 7 acres, then the applicant shall apply for a Site Location of Development Permit with the City. If more than 7 acres then the application shall be made to MDEP unless determined otherwise.
4. If the development is a subdivision of more than 20 acres but less than 100 acres then the applicant shall apply for a Site Location of Development Permit with the City. If more than 100 acres then the application shall be made to MDEP unless determined otherwise.

TRAFFIC ESTIMATE

Total traffic estimated in the peak hour-existing
(Since July 1, 1997)

2-1 passenger car equivalents (PCE)

Total traffic estimated in the peak hour-proposed (Since July 1, 1997)

8 passenger car equivalents (PCE)

If the proposed increase in traffic exceeds 100 one-way trips in the peak hour then a traffic movement permit will be required



City of Auburn, Maine

Office of Planning & Permitting

Eric J. Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Development Review Checklist

The following information is required where applicable to be submitted for an application to be complete

PROJECT NAME: Honeybee Healing Hive Yoga
PROPOSED DEVELOPMENT ADDRESS: 170 Main St, Auburn, ME 04210
PARCEL #: 241-024

Required Information		Check when Submitted		Applicable Ordinance
		Applicant	Staff	
Site Plan				
	Owner's Names/Address			
	Names of Development			
	Professionally Prepared Plan			
	Tax Map or Street/Parcel Number			
	Zoning of Property			
	Distance to Property Lines			
	Boundaries of Abutting land			
	Show Setbacks, Yards and Buffers			
	Airport Area of Influence			
	Parking Space Calcs			
	Drive Openings/Locations			
	Subdivision Restrictions			
	Proposed Use			
	PB/BOA/Other Restrictions			
	Fire Department Review			
	Open Space/Lot Coverage			

Zoning Summary

1. Property is located in the T-5.1 zoning district.
2. Parcel Area: _____ acres / _____ square feet(sf).

Regulations	Required/Allowed	Provided
Min Lot Area	_____	/
Street Frontage	_____	/
Min Front Yard	_____	/
Min Rear Yard	_____	/
Min Side Yard	_____	/
Max. Building Height	_____	/
Use Designation	_____	/
Parking Requirement	1 space/ per _____	square feet of floor area
Total Parking:	_____	/
Overlay zoning districts (if any):	_____	/
Urban impaired stream watershed?	YES/NO If yes, watershed name _____	

DEVELOPMENT REVIEW APPLICATION SUBMISSION

Submissions shall include fifteen (15) complete packets containing the following materials:

1. 5 Full size plans and 10 smaller (no larger than 11" x 17") plans containing the information found in the attached sample plan checklist.
2. Application form that is completed and signed by the property owner or designated representative.
(NOTE: All applications will be reviewed by staff and any incomplete application will not be accepted until all deficiencies are corrected.
3. Cover letter stating the nature of the project.
4. All written submittals including evidence of right, title and interest.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.

Refer to the application checklist for a detailed list of submittal requirements.

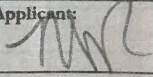
To view the City of Auburn Zoning Ordinance, go to:

www.auburnmaine.gov under City Departments / Planning, Permitting & Code / Subdivisions / Land Use / Zoning Ordinance

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the City's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for development review only; a Performance Guarantee, Inspection Fee, Building Permit Application and other associated fees and permits will be required prior to construction.

Signature of Applicant:



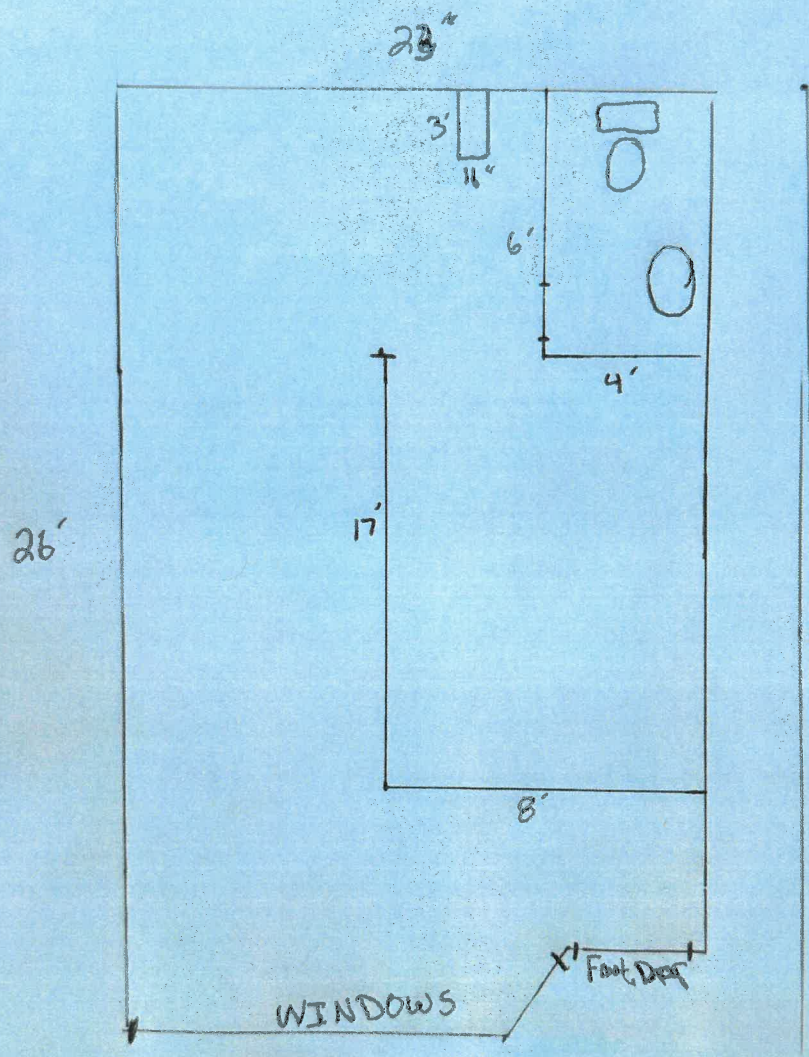
Date:

6-30-25

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Applicable Ordinance</i>
		<i>Applicant</i>	<i>Staff</i>	
Landscape Plan <i>n/A</i>				
	Greenspace Requirements			
	Setbacks to Parking			
	Buffer Requirements			
	Street Tree Requirements			
	Screened Dumpsters			
	Additional Design Guidelines			
	Planting Schedule			
Stormwater & Erosion Control Plan <i>n/A</i>		<i>Applicant</i>	<i>Staff</i>	
	Compliance w/ chapter 500			
	Show Existing Surface Drainage			
	Direction of Flow			
	Location of Catch Basins, etc.			
	Drainage Calculations			
	Erosion Control Measures			
	Maine Construction General Permit			
	Bonding and Inspection Fees			
	Post-Construction Stormwater Plan			
	Inspection/monitoring requirements			
Lighting Plan <i>n/A</i>		<i>Applicant</i>	<i>Staff</i>	
	Full cut-off fixtures			
	Meets Parking Lot Requirements			
Traffic Information		<i>Applicant</i>	<i>Staff</i>	
	Access Management			
	Signage			
	PCE - Trips in Peak Hour			

Required Information		Check when Submitted		Applicable Ordinance
	Vehicular Movements			
	Safety Concerns			
	Pedestrian Circulation			
	Police Traffic			
	Engineering Traffic			
Utility Plan <i>n/a</i>		<i>Applicant</i>	<i>Staff</i>	
	Water			
	Adequacy of Water Supply			
	Water main extension agreement			
	Sewer			
	Available city capacity			
	Electric			
	Natural Gas			
	Cable/Phone			
Natural Resources <i>n/a</i>		<i>Applicant</i>	<i>Staff</i>	
	Shoreland Zone			
	Flood Plain			
	Wetlands or Streams			
	Urban Impaired Stream			
	Phosphorus Check			
	Aquifer/Groundwater Protection			
	Applicable State Permits			
	Lake Auburn Watershed			
	Taylor Pond Watershed			
Right, Title or Interest		<i>Applicant</i>	<i>Staff</i>	
	Verify			
	Document Existing Easements, Covenants, etc.			

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Applicable Ordinance</i>
Technical & Financial Capacity <i>n/a</i>		<i>Applicant</i>	<i>Staff</i>	
	Cost Est./Financial Capacity			
	Performance Guarantee			
State Subdivision Law <i>n/a</i>		<i>Applicant</i>	<i>Staff</i>	
	Verify/Check			
	Covenants/Deed Restrictions			
	Offers of Conveyance to City			
	Association Documents			
	Location of Proposed Streets & Sidewalks			
	Proposed Lot Lines, etc.			
	Data to Determine Lots, etc.			
	Subdivision Lots/Blocks			
	Specified Dedication of Land			
Additional Subdivision Standards <i>n/a</i>		<i>Applicant</i>	<i>Staff</i>	
	Mobile Home Parks			
	PUD			
A JPEG or PDF of the proposed site plan		<i>Applicant</i>	<i>Staff</i>	
Final sets of the approved plans shall be submitted digitally to the City, on a CD or DVD, in AutoCAD format R 14 or greater, along with PDF images of the plans for archiving				



main st.

Natalie Thomsen

From: Melissa St. Pierre <melstpierre111@gmail.com>
Sent: Friday, July 18, 2025 8:59 AM
To: Natalie Thomsen
Subject: [External]Re: [External]Re: [External]Re: [External]Re: [External]Re: [External]Leasing space for yoga studio

Good morning,

Of course!! Here is the info:

Narrative: This project is to open a traditional yoga studio that will offer a variety of yoga classes and occasional yoga-focused workshops (ie, yoga for stress management, how to build an at home practice). The goal is 1-2 classes each day: one in the morning and one in the evening, including weekends. The hours of operation will be sporadic based on classes rather than set hours, although I might use the space at times as a quiet office location to do work. I estimate that the space can hold up to around 12 yogis at one time.

Special Exception, Section 60-1336. - 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.
 - a) Yes, the exception fulfills the requirements laid out.
2. That the special exception sought will neither create nor aggravate a traffic hazard, a fire hazard or any other safety hazard.
 - a) The exception will not disrupt nor create a traffic or any other safety hazard. There is ample parking available in the municipal lot across the street as well as street parking for the anticipated numbers of patrons. The project received no concerns from Emergency Services with this proposed change of use.
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.
 - a) The exception will not block or hamper the master development in any way.
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.
 - a) The exception will not in any way alter the characteristics of the neighborhood nor depreciate the value of adjoining properties and will enhance the business district in this area.
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.
 - a) The building is already existing; nothing is being changed externally except for the addition of a sign. I will apply for a separate permit though Code Enforcement after approval is obtained.

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.
 - a) The building is already there; this is just an application for change of use.
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.
 - a) There is no anticipated change of demand for essential city services for this project.



City of Auburn, Maine

Office of Planning & Permitting

www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210 207.333.6601

To: Auburn Planning Board

From: David Hediger, Director of Planning

Re: A.R. Building Stetson Road Development, proposed modification and conceptual architecture

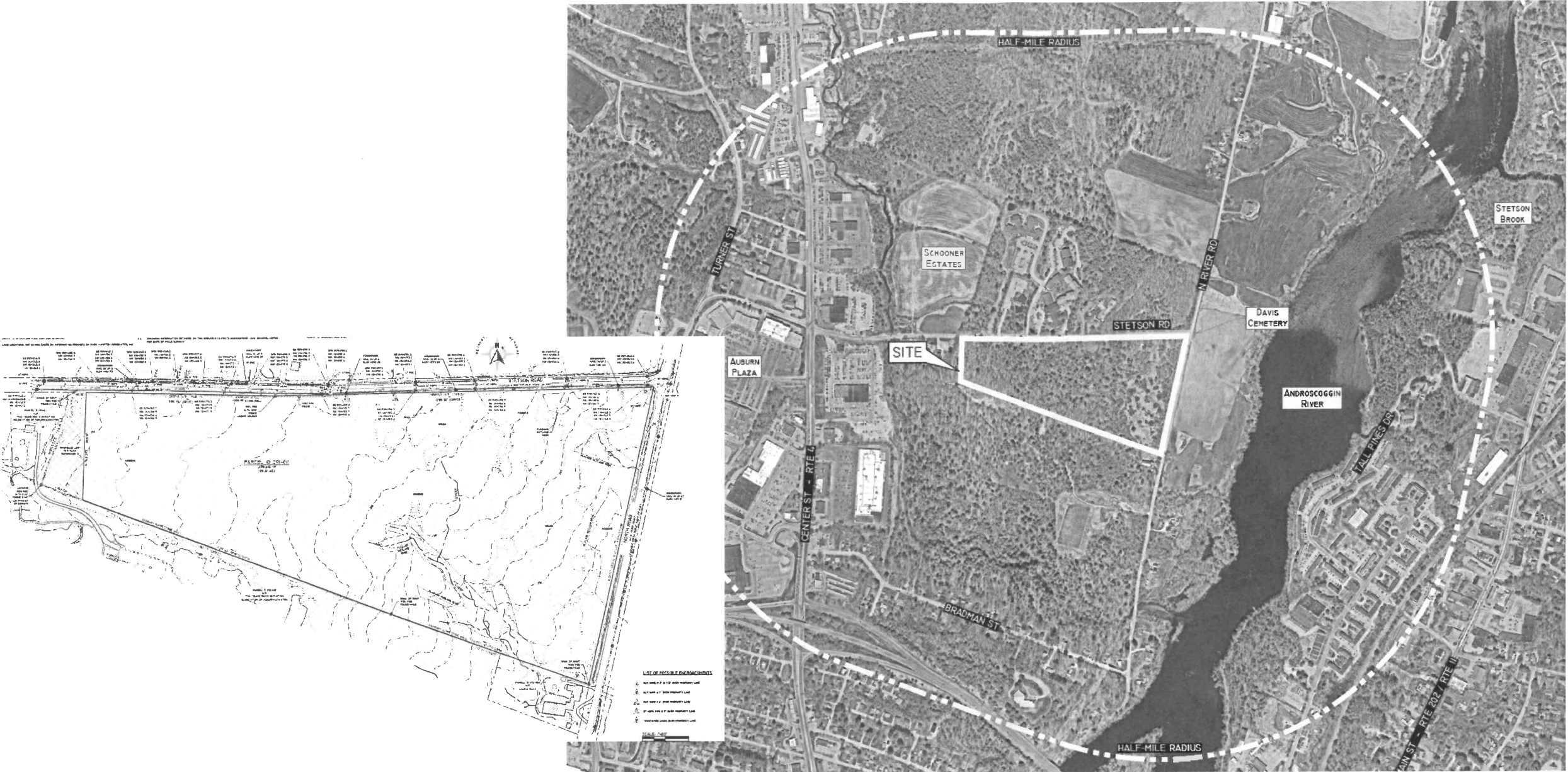
Date: August 14, 2025

Staff recently met with representatives from A.R. Building Co. regarding their Stetson Road Development to discuss modifications to the site plan and structures. Since the proposed changes do not increase the project's scope in terms of impervious area or the number of units, Sec. 60-45 allows staff to approve the changes. However, both staff and the applicant wanted to provide the Board with an update and offer an opportunity to share any thoughts or concerns.

The Board will recall the applicant received site plan approval in March of 2025, for a 160-unit multifamily project consisting of 50 residential buildings: 20 duplexes and 30 quadplexes. The applicant would like to modify the plan to include 20 duplexes and 20 six-unit buildings. The applicant feels this unit mix and adjustment to the architecture will better meet the housing needs in the area. The amended site plan will maintain the same unit count and similar street road network, while reducing impervious surfaces. Additionally, all the buildings are now proposed to be two stories. The amended site plan will still include the approved sidewalk work along Stetson and will address the condition of approval to establish adequate screening along Stetson Road between this project and Schooner Estates.

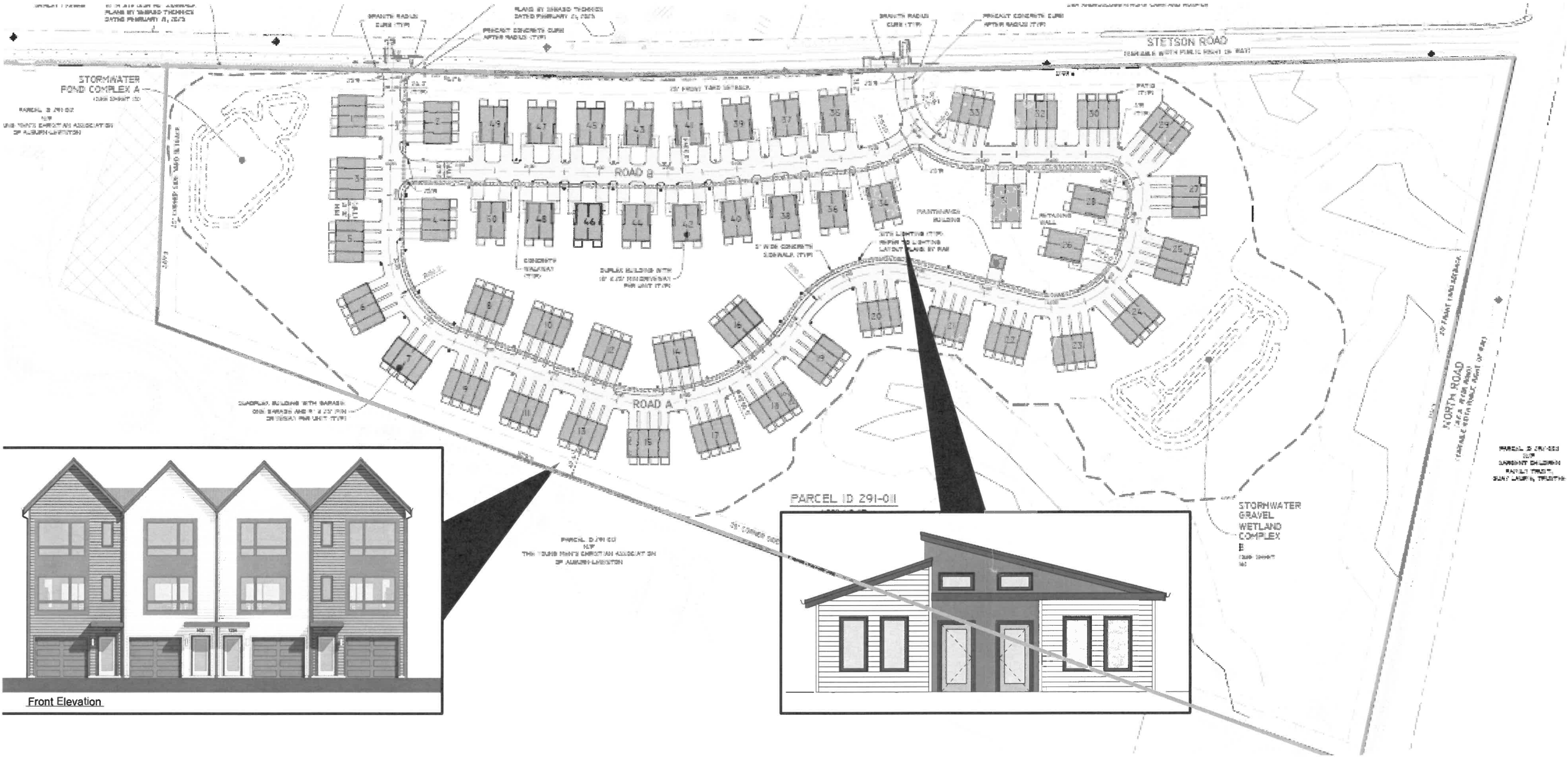
No action is required of the Board.

Site – Stetson and North River Road

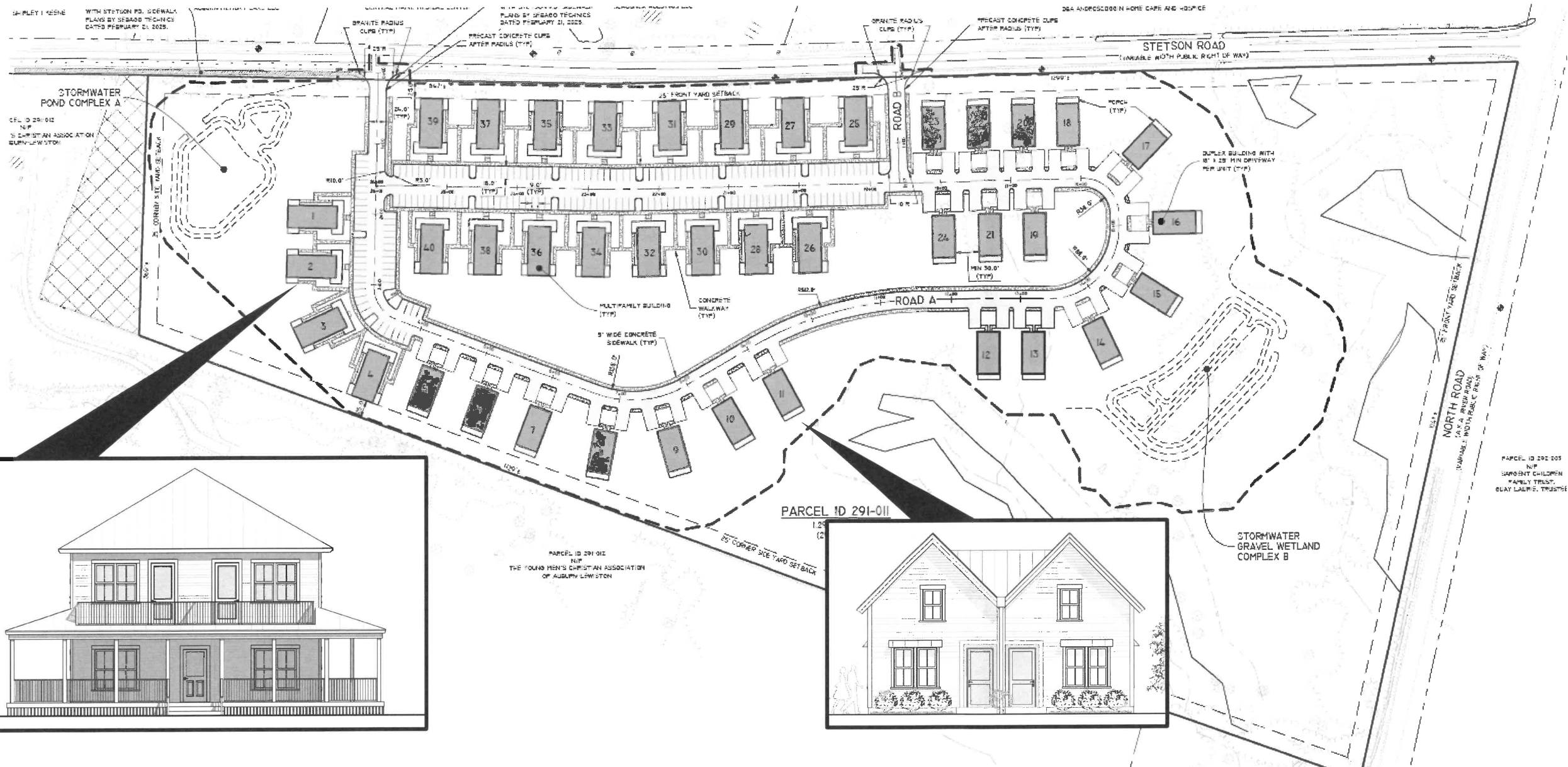


Approved Site Plan

- 160 Units
- 20 Duplexes (40 Units)
 - 30 Quadplexes (120 units)

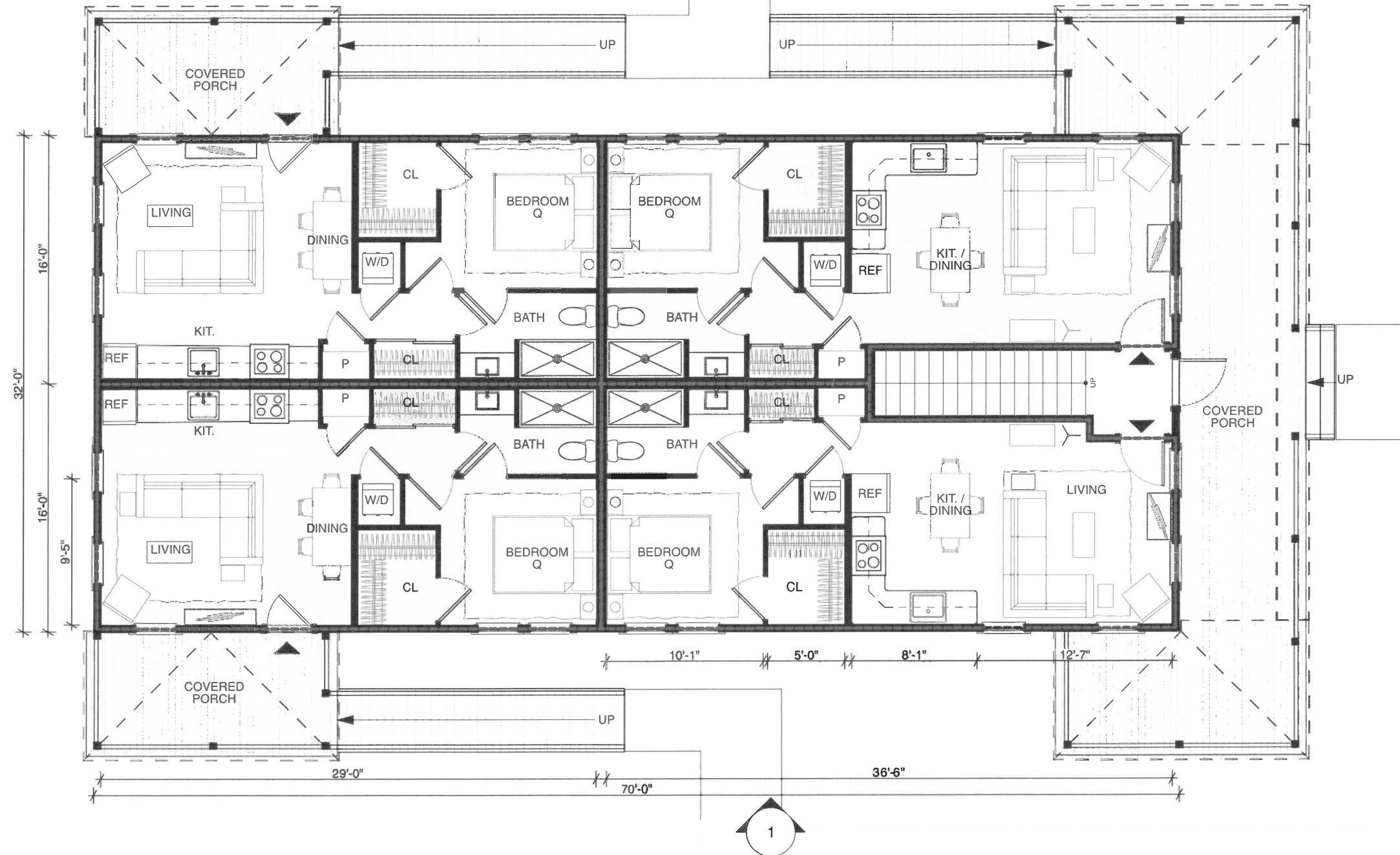


- 20 Six Units (120 units)



APPROXIMATE BUILDING
SEPARATION, DEPENDING
ON SITE PLAN

TO
ADJACENT
BUILDING



1ST FLOOR PLAN

INTERIOR OF SITE

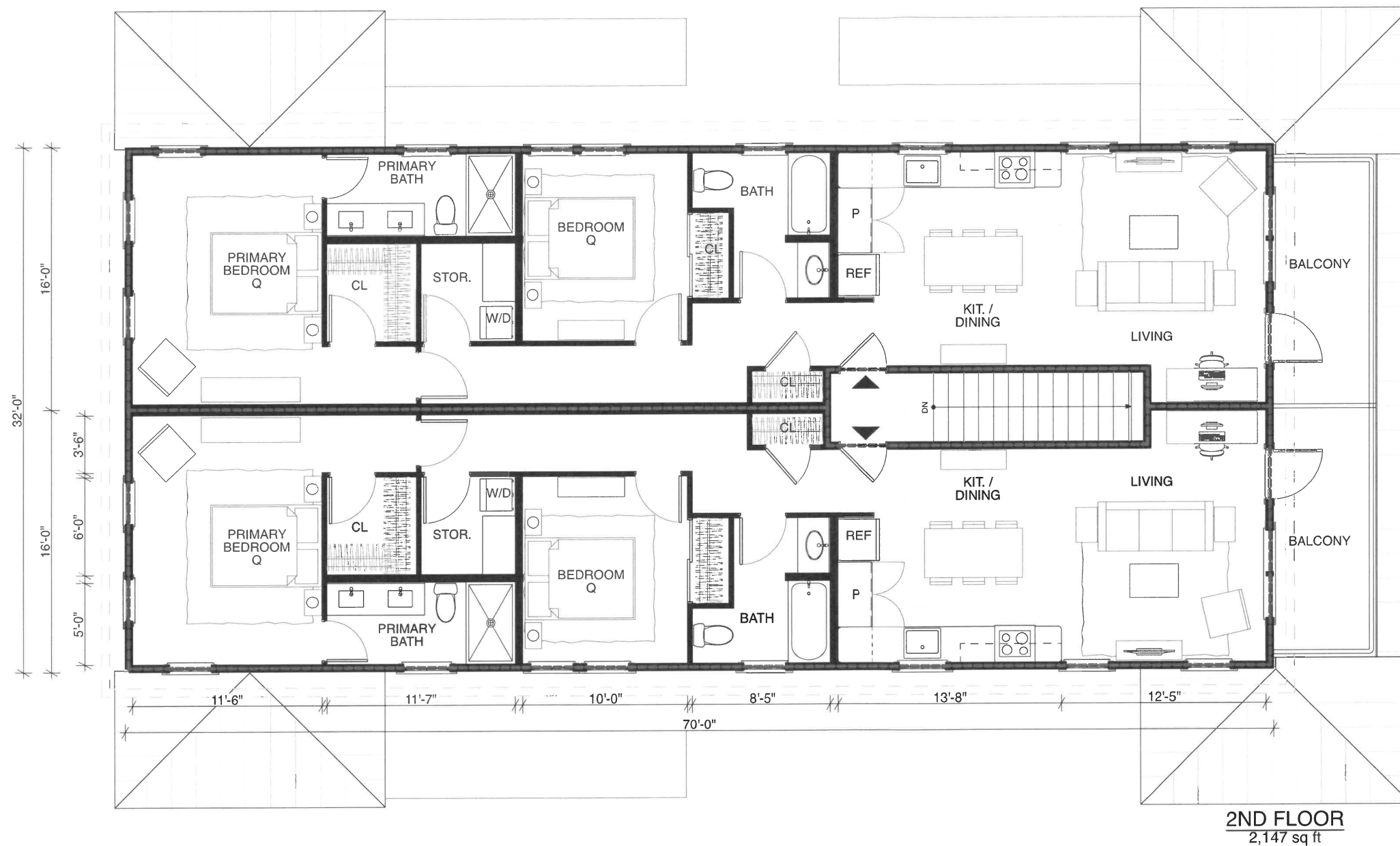
WOODHULL

93 HIGH ST
207 283 8777

PORTLAND, ME 04101
woodhullmaine.com

6-UNIT: FIRST FLOOR PLAN

STETSON ROAD - AUBURN
CONCEPT DESIGN 8/1/25



2ND FLOOR PLAN

WOODHULL

93 HIGH ST
207 283 8777

PORTLAND, ME 04101
woodhullmaine.com

6-UNIT: SECOND FLOOR PLAN

STETSON ROAD - AUBURN
CONCEPT DESIGN 8/1/25



FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION

WOODHULL

93 HIGH ST
207 283 8777

PORTLAND, ME 04101
woodhullmaine.com

6-UNIT: ELEVATIONS

STETSON ROAD - AUBURN
CONCEPT DESIGN 7/14/25

UNIT 2
2 BED / 2 BA
876 sq ft



1ST FLOOR PLAN

WOODHULL

93 HIGH ST
207 283 8777

PORTLAND, ME 04101
woodhullmaine.com

DUPLEX: FLOOR PLAN

STETSON ROAD - AUBURN
CONCEPT DESIGN 8/1/25



FRONT ELEVATION

REAR ELEVATION



SIDE ELEVATION

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DUPLEX: ELEVATIONS

STETSON ROAD - AUBURN
CONCEPT DESIGN 7/14/25