



**City of Auburn, Maine**  
Office of Planning & Permitting  
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## **PLANNING BOARD MINUTES**

### **July 30, 2026**

#### **1. ROLL CALL**

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

Absent: Riley Bergeron

Staff members present: DeCarlo Brown (Planning Director) and Sam Peikes (Planning Coordinator)

#### **2. MINUTES:** Acceptance of the June 16, 2026 meeting minutes.

**Motion made by Tim DeRoche and seconded by Bob Hayes to approve the June 16, 2026 minutes. Vote 4-0-2 (Maureen and Bilal abstained) Motion Carries**

#### **3. NEW BUSINESS**

- A. SITE PLAN AMENDMENT/SPECIAL EXCEPTION:** Tambrands, Inc. (Procter & Gamble), 2879 Hotel Road (PID 120-001) - Application submitted by Harriman Associates to expand the existing Procter & Gamble Tambrands factory to construct two new warehouses and expand existing paved access drives. The property is located in the Industrial (I) district and will be reviewed under Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception

Sam gave a staff report stating that the application is being reviewed as an amended site plan under Sec 60-45(a) which states any expansions to previously approved plans that are greater than 10% or ½ acre of the existing land area are required to go back to the Planning Board for approval. The use is classified as “manufacture of cosmetics, toiletries and pharmaceuticals” which is permitted as a special exception in the Industrial zone. Staff have deemed the application complete. She said the applicant is proposing to move the driveway location and submitted a handout showing the site distance requirement will be met.

David Latham from Harriman Associates reviewed the site plans. He said that Procter and Gamble is proposing two new warehouses and that the one on the north side of the building is going to interrupt the existing truck route. They are proposing a new route around the building

for site access off Kittyhawk Road. He said the new one is further from the intersection, traffic will be easier, and it meets site distance requirements.

Danielle Brown of Procter and Gamble indicated that they have trailer parking on site they use to store product. She said they also have off site storage and they are trying to eliminate the logistics behind shipping raw material and finished goods to and from off-site storage facility.

The public hearing was opened.

There was no public comments.

The public hearing was closed.

When asked about the traffic study waiver requested, David explained that they would have to outsource the study which would add unnecessary cost and they did not think a full traffic study was warranted because the proposed warehouses will not increase staffing or daily vehicle count and traffic conditions are expected to improve rather than worsen. Sam said the City Engineer does not feel the project warranted a new traffic study and he approved the waiver request.

Ed Bearor elevated Kathy Shaw to fulling voting member.

**Motion made by Tim DeRoche and seconded by Ed Bearor to approve the application from Harriman Associates on behalf of Tambrands Inc. (Procter & Gamble) to expand the existing development located at 2879 Hotel Road, City Assessor's PID 120-001 in the Industrial (I) district pursuant to Chapter 60, Article XVI, Division 2 – Site Plan Review and Division 3 – Special Exception with the following conditions:**

- 1. The applicant shall file the FAA Form 7460-1 at least 45 days prior to the start of construction as recommended by the Transportation Director in relation to the airport area of influence.**
- 2. The applicant shall provide the performance bond required for stormwater improvements prior to the start of construction.**
- 3. The applicant shall provide the approved Maine Construction General Permit and the NRPA wetlands permit prior to the start of construction.**

**Vote 7-0 Motion Carries**

**Motion made by Maureen Hopkins and seconded by Bob Hayes to approve the Findings of Fact for Procter and Gamble. Vote 7-0. Motion Carries**

- B. CHAPTER 60 ZONING AMENDMENT:** Discussion of an amendment to Sec. 60-145(b)(1)b. to strike the limit to four persons employed at a sawmill.

DeCarlo gave a staff report explaining that a prospective applicant is interested in starting a wood pellet business and that under the definitions it is classified as a sawmill. Under those standards there is a limit of only 4 employees for any sawmill. He explained that limiting the

number of employees in the ordinance doesn't relate to how the land is used, especially as modern operations rely more on machinery than people. He added that the four-person cap mostly holds back mid-sized businesses and recommends removing the limit to support growth consistent with the zone's intent.

It was pointed out that slaughterhouses have a limit of 15 employees and it was suggested that restriction should be eliminated too.

**Motion made by Tim DeRoche and seconded by Bob Hayes to schedule a public hearing for the amendment of Chapter 60 Section 145, Agriculture and Resource Protection Use Regulations on August 27, 2026 at 6 p.m. Vote 7-0 Motion Carries.**

- C. **LAKE AUBURN WATERSHED REPORT:** Staff present building permit data in the Lake Auburn Watershed for the last year.

DeCarlo gave a report stating a maximum of three dwelling units per calendar year are permitted in the Lake Auburn Watershed Overlay District. He said since January 2025, two dwellings have been permitted. Of those two, one dwelling was constructed in 2025. The second permit was issued in 2026 but the construction has not been completed. In his opinion, limiting the number of dwelling units has not had an adverse impact on the water for the entire city. Two other dwellings were constructed on parcels that are partially within the Lake Auburn Watershed however, the dwelling is not located within the watershed.

Ed requested to see a presentation by an expert regarding nutrient loading into the Lake Auburn Watershed and impacts on water quality.

#### **4. PUBLIC COMMENT – Taken out of order**

Stephen Beale of 575 Johnson Road – spoke in favor of the amendments to Sec 60-145 stating that the 4-person limit is no longer relevant due to machinery. He also explained that the annual permit limit was set so the Watershed Protection Commission could monitor water quality and quickly address any issues that might arise from new development. He said Lake Auburn is one of the limited number of places where surface bodies of water lakes are a permitted source of public drinking water without a very expensive filtration plant.

John Cleveland of 183 Davis Avenue – introduced himself as the Chair of the Comprehensive Plan Committee. He said the Board should receive the draft comprehensive plan next month for review and comments and emphasized the importance of reviewing it. He said the Committee conducted extensive public outreach to ensure the plan reflects community input and long-term goals. The plan includes updated land-use categories—distinct from zoning—that will guide future zoning adjustments and ensure legal consistency. It also features a detailed Policies and Actions section outlining clear objectives and specific action items, making the plan a practical, adaptable working document for the Council and administration.

## **5. OLD/CONTINUED BUSINESS**

### **A. PRESENTATION:** LD1829/2173 discussion of proposed ordinance changes and tradeoffs.

DeCarlo gave a presentation on the trade-offs in land use and the environmental, physical, and social risks to think about when making changes to the ordinance.

### **B. PRESENTATION:** Planning Board Training: How to Review Applications. Staff will provide guidance for the Planning Board on reviewing application materials.

Sam gave a presentation on how to review applications. She gave an overview of current ordinance requirements and how to locate local codes, other review standards that may be applicable for approval (stormwater, traffic, off-street parking and loading, access management, and environmental performance), findings of fact and conclusions of law needed for PB decisions, and how to navigate application materials.

## **6. MISCELLANEOUS**

Ed reviewed the list of special meetings proposed for comprehensive plan and ordinance change review and confirmed there would be a quorum at all meetings.

## **7. PLANNING BOARD ITEMS FOR DISCUSSION: None**

## **8. ADJOURNMENT**

**Motion by Andea Westbye and seconded by Bilal Hussein to adjourn at 8:57 p.m. Vote 7-0**  
**Motion Carries**

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