

**Town of Auburn  
Planning Board  
Auburn Town Hall  
Tuesday, July 13, 2010  
7:00 p.m.  
Minutes**

**Members Present:** David DeLollis, David Doherty, Ronald Brooks, and Paul Kosky.

**Members Absent:** James Rothera

**Also Present:** Adam Burney, Town Planner; and Stacy McGann, Recording Secretary.

Mr. DeLollis called the meeting to order at 7:00 p.m. and stated that the meeting will be recorded.

**I. Amendment to the Town of Auburn Planning Board Subdivision Rules and Regulations, Discussion**

Planning Board members were provided with a draft copy of the revised Subdivision Rules and Regulations prepared by the Town Planner. Mr. Burney reported that the the Subdivision Rules and Regulations were last updated in 2003. Language in the amended version has been written by Mr. Burney or is used in various towns. The Planning Board applauded Mr. Burney's efforts and preparation of the document. Mr. Burney stated that he would notify the Planning Board about areas that involve major change.

The Planning Board first began with the Preamble: Purpose followed by Section 1.0: Authority, and 2.1: Definitions. Mr. DeLollis requested clarification to Abutter: The owner or their successor in interest of land directly adjacent to a proposed development *within 300'*.

The next section 2.2: Fees includes 2.2.1 In General, 2.2.2. Application/Filing Fee, 2.2.3 Review Fees, 2.2.3.1 Waivers, 2.2.3.2 Consultant Review, 2.2.3.2.1 Purpose, 2.2.3.2.2 Expenditure and Refunds, 2.2.3.2.3 Appeal of Consultant Selection, 2.2.3.2.4 Deposit Amount, 2.2.4 Plan Revisions, 2.2.5 Inspection Fee Deposit, 2.2.6 Advertising Fee, 2.2.7 Lot Releases. There was discussion about the minimum fee associated with filing of a plan and review fees. Also discussed was fees charged in comparison to those of other towns. Per the request of the Board, Mr. Burney will provide a comparative table based on the average representative area fees. Mr. Brooks suggested a clause that would allow the Planning Board the ability to adjust fees as warranted. Mr. Burney noted that the amounts he has provided are based on recommendations from other area towns.

The Board reviewed section 2.3: Failure to Pay including 2.3.1 Application Fees, 2.3.2 Review Fees, and 2.3.3 Inspection Fees. Mr. Brooks requested that Town Counsel review the language to ensure that it is suitable.

Also reviewed were section 2.4 Compliance with These Rules and Regulations and Waivers, 2.5 Compliance with Zoning Bylaw, and 2.6 Issuance of Building Permits.

The next section reviewed was 3.0: Procedure for the Submittal and Approval of Plans, 3.1 Approval Not Required Plans, 3.1.1 Plan Submission, 3.1.1.1 Filing, 3.1.1.2 Town Clerk, 3.1.2 Plan Sheets, 3.1.3 Contents 3.1.4 Board Action, 3.1.5 Compliance with Zoning, and 3.1.6 Failure of the Board to Act. Mr. Burney will include in section 3.1.4 the date that the Planning Board adopted the subdivision control law. Discussion ensued about widths for traveled surfaces and situations in which road improvements are necessary. There was concern about how to judge between “minor and major” roadways and defining based on the number of lots. Mr. Kosky commented that his concern with larger subdivisions is the impact to the school system. Mr. DeLollis read aloud from section 3.4.1.2 of the existing Subdivision Rules and Regulations. The Planning Board agreed to retain this section and disregard the amended sections as proposed.

## II. Minutes

- *June 22, 2010*

Mr. Doherty made a motion to accept the minutes of the June 22, 2010 meeting as submitted.

Mr. Kosky seconded the motion.

**Vote 4-0 in favor.**

- *June 30, 2010*

Mr. Doherty made a motion to accept the minutes of the June 30, 2010 meeting as submitted.

Mr. Kosky seconded the motion.

**Vote 4-0 in favor.**

## III. Purchase Order

The Planning Board received the purchase order for the Peer Review Consultant (Mark Hutchins) regarding Star Tower Company.

Mr. Doherty made a motion to approve.

Mr. Kosky seconded the motion.

**Vote 4-0 in favor.**

- *Mr. DeLollis provided his signature.*

## IV. Mid-State Auto Group, Site Plan Approval, 810 Washington Street, Public Hearing

Applicant Mid-State Auto Group, Site Plan Approval under Section 3.2.6.3 of the Auburn Zoning Bylaws, to expand the auto showroom on property located at 810 Washington Street, Map 60, Parcel 13.

John Reil, Engineer and Raymond Butler, applicant were present.

Mr. Reil reviewed the proposed which includes a 935 sq. ft. addition for a three-vehicle showroom. There will be additional handicap bathrooms as well as a service write-up area. Four existing parking spaces have been relocated to the left hand side of the building.

Mr. Burney reported that the Town Engineer did not review the plans however there are no known drainage or Conservation Commission issues involved. The proposed is greater than 100' from wetlands. Mr. Reil explained that for safety reasons the shallow well will be eliminated and filled in.

Planning Board members were in agreement with the plan as submitted.

### **Public Comments**

Residents of 17 Appleton Road noted that Mr. Butler owns 15 Appleton Road and raised concern about removal of trees and landscaping issues. Issues regarding haybales and silt fence are related to Herb Chambers Site Plan Approval.

Mr. Kosky made a motion to send a letter to the Code Enforcement Officer/Building Inspector regarding unmet conditions at Herb Chambers specifically removal of haybales, silt fence and landscaping.

Mr. Brooks seconded the motion.

**Vote 4-0 in favor.**

Mr. Burney informed the neighbors that trees removed without authorization is a civil matter and therefore not under the jurisdiction of the Planning Board. The neighbors requested copies of the plan that was provided to the Board.

Mr. Kosky made a motion to close the Public Hearing.

Mr. Doherty seconded the motion.

**Vote 4-0 in favor.**

Mr. Doherty made a motion to grant Site Plan Approval with conditions to include standard construction hours and compliance with all relevant town committees/boards requirements.

Mr. Kosky seconded the motion.

**Vote 4-0 in favor.**

### **V. Atlas Distributing, Inc., Site Plan Approval, 44 Southbridge Street, Public Hearing**

Applicant Atlas Distributing, Inc., Site Plan Approval under Section 3.2.7.0 of the Auburn Zoning Bylaws, to expand the existing warehouse facility on property located at 44 Southbridge St., Map 6, Parcel 204.

The applicant was provided an opportunity to request a continuance as not all five Board members were in attendance. Mr. Burney explained that it will be necessary to return to the Planning Board because a Peer Review is necessary to address drainage concerns. The Peer Review could potentially be available for the next scheduled meeting. The applicant will need to provide a check for the Peer Review. Mr. Burney will contact Cullinan Engineering.

Mr. Burney suggested that the applicant meet with neighbors outside of the meeting and prior to the public hearing in order to be made aware of their concerns.

The applicant agreed that it makes most sense to continue to the next meeting since all Board members are not present and a Peer Review is necessary. Mr. Burney will provide the applicant with a request for continuance form to sign and an estimate for the Peer Review.

Mr. Kosky made a motion to continue the Public Hearing to July 27, 2010 at 7:45 p.m. Mr. Brooks seconded the motion.

**Vote 4-0 in favor.**

#### **VI. Signatures**

**22 Ashcroft Street:** Planning Board members reviewed and agreed with the decision as prepared. Mr. Burney will provide the Board with the signature sheet for the next meeting.

#### **VII. New Business**

The Planning Board received a signed petition from residents at 1 – 9 Bridle Path. The residents request that Emerson Builders, prior to the town accepting Bridle Path as a public way, connect the force manhole with the gravity manhole so that the sewage main from 9 Bridle Path to Prospect Street may empty into the gravity feed. Property owners are asking that the 2” sewer force main be turned to gravity main in order to extend the life of the grinder pumps. Mr. Burney explained that the Town Engineer’s concern is the 2” pipe as gravity main. The request is to schedule street acceptance for Fall town meeting. Information from John Stelmok and the Board of Selectmen is expected soon. After discussion, Board members agreed that this matter is between the residents and Mr. Stelmok.

#### **VIII. Adjournment**

Mr. Kosky made a motion to adjourn.

Mr. Doherty seconded the motion.

**Vote 4-0 in favor.**

The meeting adjourned at 8:11 p.m.

Respectfully submitted:

Stacy McGann

Recording Secretary