



Planning & Code Enforcement

2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
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PLANNING & CODE ENFORCEMENT

WESTBROOK PLANNING BOARD TUESDAY, APRIL 20, 2021, 7:00 P.M.

Performing Arts Center
Westbrook Middle School
471 Stroudwater Street, Westbrook

Enter Building from Street side (Performing Art Center Entrance)
Masks are required to enter building as well as proper physical distancing.

AGENDA

1. Call to Order
2. Approval of Minutes

NEW BUSINESS

3. **2020.21 – Site Plan Amendment – 84 Warren Ave – Atlantic Transport Systems:** The applicant is proposing a +/- 37,500 sf expansion to an existing building to include a maintenance garage, additional loading bays and an expanded parking area located on units H & G of the approved Fairlane 500 Industrial Drive Commercial Condominium. Tax Map: 047 Lot: 005 Units: H&G Zone: Gateway Commercial, Industrial Park District Use: Service Business

WORKSHOP

4. **2021.11 – Site Plan, Subdivision – 21 Saco Street - Storage Realty Corporation:** The applicant is proposing a mixed-use development with first floor commercial and 29 units on the second, third and fourth floors. Tax Map: 028 Lot: 075 and 077 Zone: City Center District, Residential Growth Area 1 Use: Dwelling, Multiple-Family
5. **2021.12 - Site Plan, Subdivision, Conditional Use – 216 Lincoln Street – WORG, LLC:** The applicant is requesting to present a master plan of the Lincoln Street residential development consisting of a mix of single-family, two-family and multifamily dwellings on an existing 91-acre site. The project proposes approximately 63 acres to be preserved in its natural state as open space or as on-site recreational amenities, 4 miles of sidewalk and trails internal to the site and a sidewalk on Lincoln Street. Tax Map: 037 Lot: 001 Tax Map: 010 Lot: 002 Zone: Residential Growth Area 1, Lincoln Street Overlay District Use: Dwelling, Single-Family; Dwelling, Two-Family; Dwelling, Multiple-Family
6. **Planner's Business:** Discussion on Planning Board Appointments related to Wards & Ch. 7 Art I



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PLANNING & CODE ENFORCEMENT

DATE: April 15, 2021

TO: Planning Board
FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Assoc. City Planner
Cc: Plan Review Team

RE: April 20, 2021 Planning Board Meeting

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1. **2020.21 – Site Plan Amendment – 84 Warren Ave – Atlantic Transport Systems**
 2. **2021.11 – Site Plan, Subdivision – 21 Saco Street – Storage Realty Corporation**
 3. **2021.12 – Site Plan, Subdivision, Conditional Use – 216 Lincoln Street – WORG, LLC**
 4. **Planner’s Business – Discussion on Planning Board Appointments related to Wards & Ch. 7 Art I**
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1. **2020.21 – Site Plan Amendment – 84 Warren Ave – Atlantic Transport Systems**

PUBLIC HEARING

Tax Map: 047 Lot: 005 Units: H & G
Zone: Gateway Commercial, Industrial Park District
Use: Service Business

Project Description:

The applicant is proposing a +/- 37,500 sf expansion to an existing building to include a maintenance garage, additional loading bays and an expanded parking area located on units H & G of the approved Fairlane 500 Industrial Drive Commercial Condominium.

Project History:

June 15, 2020 – Neighborhood Meeting
June 16, 2020 – Planning Board Workshop
April 20, 2021 – Public Hearing

Staff Comments:

1. Hydrant must be relocated and operational before work commencing on building expansion.
2. Solid waste – loading bay for cardboard. Office waste hauled to eco Maine in daily pickup. Trash collection may not be stored outside/uncontained. Any future use of a dumpster must be fully enclosed.
3. Update parking space label & plan note – 20 spaces provided on southerly stretch; 65 total spaces provided, 55 standard and
4. Signage – Due to the number of businesses within the complex, better delineation of the driveway is required to deter public from unintentionally entering business sites.

- a. Provide stop and driveway signage at both Warren Ave and Chabot Street ends of Fairlane 500 Drive. Intersection of Warren Ave and Fairlane 500 driveway may need additional paint to designate centerline and edge of driveway.
 - b. Better delineation required to indicate the left curve of Fairlane 500 Drive when approaching the ATS site (as entering from Warren Ave). Potential for providing a ‘curve ahead’ sign prior to the gravel wetland? Look to project engineers for other options to achieve this.
5. ATS site entrance
- a. Stop sign/bar is located approximately 10 feet from the edge of driveway. Is there a reason this is so far removed? Concern this will impede site distances when existing ATS site and recommend pushing stop bar and sign closer to driveway.
 - b. Concern the corner is too tight to maneuver a right turn from the site onto Fairlane 500 Drive - May need to widen the exit lane
6. Stormwater/Gravel Wetland
- a. Concern noted with alignment of spillway as water is directed around the edge of berm from the OCS. Funds from performance guarantee will be held throughout construction to ensure edge of berm does not erode.
 - b. Proposed species of plantings (New England Erosion Control/Restoration Mix) is not appropriate for standing water. Provide wetland plant selection for use in areas of full saturation.
7. Cost estimate edits (Cost estimates are reflective of City costs in the event the City is required to complete any unfinished work and not necessarily indicative of the cost of any individual contractor. Please edit the provided cost estimate sheet as stated below as these are reflective of current bid pricing.)
- a. Water main - \$150
 - b. Utility trench & conduit wiring - \$50/each
 - c. Catch basin - \$3,500
 - d. Subbase gravel - \$50
 - e. Base/Finish gravel - \$40

Motion

That the Site Plan amendment application for Atlantic Transport Systems for a +/- 37,500 sf expansion to an existing building located at 84 Warren Ave, Units H & G Tax Map: 047 Lot: 005 Zone: Gateway Commercial and Industrial Park District is **(approved with conditions/ denied)** and the following findings of fact, conclusions and conditions as stated on pages **2 through 5** of this Staff Memo dated April 15, 2021 are adopted in support of that approval.

Site Plan – Finding of Fact

Standard	Finding
Utilization of the site	The site is currently fully developed without a clearly defined vehicle/truck parking area. This results in unorganized parking that exceeds the site’s stabilized cover. The proposed design improves existing site layout and improves the stormwater management to support the increase in impervious cover. Plan meets the intent of the ordinance.
Handicap Access	Site provides for ADA parking spaces located throughout the site at locations appropriate for each building in compliance with ADA standards.
Appearance Assessment	Site ingress/egress is enhanced via landscaping, lighting and signage to further differentiate the business site with the driveway. A photometrics plan has been provided to demonstrate adequate site lighting throughout the ATS site. Directional and regulatory signage is shown on the site plan. Any new or additional commercial signage will require a sign permit from Code Enforcement. Criteria 1-5 have been met.

	Criteria 6 is not applicable as the site is not located within the Village Review Overlay Zone.
Landscape Plan	A landscape plan has been provided showing enhanced landscaping at the site entrance from Fairlane 500 Drive.
Odors	No adverse impact known or anticipated.
Noise	The proposed project is an expansion of an existing permitted use within the Gateway Commercial District. No adverse or increased impact is known or anticipated.
Technical and Financial Capacity	The applicant has provided a letter from Evergreen Credit Union dated January 29, 2021 to demonstrate financial capacity. The applicant has retained the services of St Germain which demonstrates technical capacity.
Solid Waste	Waste removal will be privately hauled to eco Maine for daily pickup. Trash collection may not be stored outside/uncontained. Any future use of a dumpster must be fully enclosed.
Historic, Archaeological and Botanical Resources or Unique Features	None known
Hazardous Matter	None known
Vibrations	No adverse impact known or anticipated
Parking & Loading Design and Site Circulation	The projects provides for adequate off-street parking that is excess of Ordinance requirements. Truck parking has been provided on the westerly side of the site, separated from standard vehicle traffic and parking which demonstrates an improvement on the existing conditions.
Adequacy of Road System	Adequate
Vehicular Access	Access to the condo complex is existing via Warren Ave on the northerly side and Chabot Street on the southerly side of the site. Access to the business site is via the existing Fairlane 500 driveway and has been defined through signage and landscaping.
Pedestrian and Other Modes of Transportation	Adequate. Employee parking is located at the southeast corner of the site at a location that is not in conflict with other forms of thru or truck traffic.
Utility Capacity	Water and electric services are available at the site. Underground power to the project is shown on the plans in accordance with Ordinance requirements. An ability to serve letter from PWD dated January 21, 2021 has been provided as part of the application.
Stormwater Management, Groundwater Pollution	Stormwater quality and quantity is provided on site via a roof dripline, gravel wetland and FocalPoint system. The application has received preliminary approval by the delegated review for the amendment to the site's
Erosion and sedimentation Control	Adequate erosion control measures are shown on the plan for project construction.

Conclusions

1. The proposed site plan **will not** result in undue water or air pollution.
2. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
3. The proposed site plan **will not** cause an unreasonable burden on an existing water supply.

4. The proposed site plan **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
5. The proposed site plan **will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed site plan **will** provide for adequate sewage waste disposal.
7. The proposed site plan **will not** cause an unreasonable burden on the municipality's ability to dispose of solid waste.
8. The proposed site plan **will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed site plan **conforms** with a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
10. The developer **has** adequate financial and technical capacity to meet standards of this section.
11. The proposed site plan **is not** situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B M.R.S.A.
12. The proposed site plan **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The proposed site **is not** situated entirely or partially within a floodplain.
14. All freshwater wetlands **have** been shown on the site plan.
15. Any river, stream, or brook within or abutting the site plan **has** been identified on any maps submitted as part of the application.
16. The proposed site plan **will** provide for adequate storm water management.
17. The proposed plan **will not** negatively impact the ability of the City to provide public safety services.

Conditions:

1. Approval is dependent upon, and limited to, the proposals and plans contained in the application dated March 11, 2021 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the City Planner or the Planning Board.
2. Consistent with Section 504.3, the Code Enforcement Officer shall not issue any permits until a site plan has been approved by the Planning Board and a Mylar signed by the Planning Board. *The signed Subdivision Plan must be recorded within 90 days of Planning Board approval or the approval shall be null and void.*
3. Prior to any site disturbance or building permits being issued for the project:
 - a. All Staff comments must be addressed.
 - b. A pre-construction meeting must be held with City Staff and the site work contractor. Contact the Planning Office to coordinate.
 - c. Review of building elevations to be consistent with submitted documentation or testimony.
 - d. The applicant shall provide the digital data as required by Section 504.5.B.12 and 13. – verification with GIS coordinator.
 - e. An inspection fee shall be made payable to the City of Westbrook for inspection of site improvements made by the Code Enforcement Officer and/or other appropriate City staff. Inspection fee shall be 2% of the total amount of performance guarantee.
 - f. The applicant shall file a performance guarantee with the City of Westbrook. The amount of the guarantee shall be agreed upon in advance with the City of Westbrook and shall be of an amount to ensure completion of all on- and off-site improvements necessary to support the proposed project.
 - g. Copy of approved Maine DEP permit provided to the Planning Office

4. Prior to Occupancy Permit issuance:
 - a. A site inspection of the required improvements by the City to ensure public health & safety is addressed and compliance with the approval. (This includes all paving, striping, sidewalks, directional signage etc.)
 - b. All site improvements must be installed unless a performance guarantee amount is held for the full amount of any remaining improvements.
 - c. Hydrant to be operational.
5. Prior to release of the performance guarantee:
 - a. The site will be in compliance with the approved plan and as-built plan provided in City approved format for the GIS system, as well as all other conditions being addressed.
6. Best management practices shall be adhered to during all ground disturbance operations.
7. The applicant shall comply with the requirements of local and state authorities for life and safety requirements.
8. The applicant shall comply with Chapter 37, the local Post Construction Stormwater Management Ordinance. A copy of the maintenance log for the previous year for the stormwater treatment features associated with this project needs to be provided to the Planning Office in accordance with Chapter 37 requirements.

2. 2021.11 – Site Plan, Subdivision – 21 Saco Street – Storage Realty Corporation

WORKSHOP

Tax Map: 028 Lot: 075 AND 077
Zone: City Center District, Residential Growth Area 1
Use: Dwelling, Multiple-Family, Commercial Use - TBD

Project Description:

The applicant is proposing a mixed-use development with first floor commercial and 29 units on the second, third and fourth floors.

Project History

April 14, 2021 – Neighborhood Meeting
April 20, 2021 – Planning Board Workshop

Staff Comments:

1. Noticing Fees: \$116.96
2. Open Space Requirements: 2,700 or \$4,525 fee-in-lieu
3. Provide planning board application signed by property owner or agent letter authorizing GP to sign on their behalf.
4. Standard boundary survey required with final submission.
5. Provide landscaping plan with final submission
6. Verify parking required/provided and state on plan
7. Will need clarity on proposes uses of commercial space with submission of final application.
8. Construction in Main St. limited to 9a – 3p. Lane closures may require nighttime work.
9. FD comments
 - a. Fire alarm & sprinkler system required with building permit
 - b. Provide a 5” storz connection to building
 - c. Provide exterior access to sprinkler room
 - d. Final location of knox box to be reviewed by FD
10. Turning template on plan to demonstrate adequate emergency access.
11. More information needed on site lighting – Provide photometric plan with final submission
12. Coordinate with CMP on Ability-to-Serve
13. Work with Public Services on rerouting of storm and sewer lines and development of new 30-foot easements to convey to City. Show easement area on plan. Water and electric lines may need rerouting as no other utilities are permitted within sewer or SD easements.
14. Solid waste and recycling to be provided internal to the building
15. Provide traffic statement with final submission
16. Provide stormwater quality, where feasible
17. Site requires 2 additional ADA parking spaces.
18. Clarity needed on project addressing - Saco St vs named driveway. If requesting named driveway, provide three potential driveway names for review by E-911 Coordinator
19. Internal mailroom subject to approval by USPS.
20. Provide low level landscaping along property line of 28/76
21. 27 Saco driveway shared/crosses property line. Will this remain or will the project reloam the portion that is located on the 028/075 parcel?
22. 27 Saco fence and possibly shed crosses property line – Is this being removed/relocated?
23. Provide documentation of neighborhood meeting (attendance sheet and minutes)

Board Action:

1. Provide feedback to applicant & a virtual Site walk can be provided during the meeting.

3. 2021.12 – Site Plan, Subdivision, Conditional Use – 216 Lincoln Street – WORG, LLC

WORKSHOP

Tax Map: 037 Lot: 001

Tax Map 010 Lot: 002

Zone: Residential Growth Area 1, Lincoln Street Overlay District

Use: Dwelling, Single-Family; Dwelling, Two-Family; Dwelling, Multiple-Family

Project Description:

The applicant is requesting to present a master plan of the Lincoln Street residential development consisting of a mix of single-family, two-family and multifamily dwellings on an existing 91-acre site. The project proposes approximately 63 acres to be preserved in its natural state with the majority of that area to be used as open space or as on-site recreational amenities, including 4 miles of sidewalk and trails internal to the site and a sidewalk along Lincoln Street to Bridge St.

This project will be phased due to the size of the development. Incorporated into those phases will be the phasing of the site improvement components as well.

The applicant has provided this concept plan to receive feedback on WORG's overall intent to address the general Lincoln Street Overlay ordinance requirements in advance of submitting for the Phase I portion of this project, which is proposed to be the house lots with the public road, the northern duplexes, the single-family houses on Lincoln and the interior roads to the Westbrook Housing project. The Westbrook Housing project will be a separate phase unto itself.

Staff find the concept plan to be in keeping with the intent of the ordinance and incorporated elements that were also discussed in the City Council phase of the ordinance development, such as the changing of the multifamily structures along Lincoln St to single-family to be more in keeping with the adjacent neighborhood.

The applicant is working with PRLT on addressing the public access requirement per the Overlay as well as the Open Space requirement for Subdivision review, which both parties find to be a very important element to this project and for the community. Since the initial submission for this Master Plan review, the applicant has been working with PRLT and the City on revisions to the proposed open space plan which increase the area of donation to PRLT. This new plan will be displayed on the night of the meeting for public viewing and comment.

Items such as traffic, utilities, landscaping, architecture, etc, will be part of each Phase submission, so there is limited information to comment on at this time. The main focus of staff's comments were on site access, connections, emergency access, and general compliance with the Overlay's intent.

Project History

April 8, 2021 – Neighborhood Meeting (15 members of the public attended)

April 20, 2021 – Planning Board Workshop

Staff Comments

1. Noticing fees due: \$229.84
2. Maximum distance between hydrant locations is 800-feet. 8" water mains required to serve hydrants.
3. Current proposal is to provide a reduced width of pavement of the gated access drives between the duplex and multi-family units with expanded gravel shoulders to allow for emergency vehicle access. Concern this will become a maintenance issue during winter months. Additional stabilization measures may be required along edges of pavement.
4. The rear unit within the 12-unit quad does not have sufficient emergency access and will require either a stabilized surface along the northerly or westerly side of the quad or consider relocating the unit.

5. Horseshoe configuration of 4-unit structures. Explore options to increase connectivity for emergency vehicles.
 - a. Possibility of connecting back into the Lincoln/Mayberry intersection with crash bar access
 - b. Possibility to provide a connection road from the last parking pod to travel behind the community building connect with the first parking lot.
6. Knox boxes required on all gates
7. Extend the dead end following the single-family condominiums to connect to Lincoln Street for. Lincoln street connection can be gated so as to be for emergency vehicles only.
8. Wayfinding/Directional and Street signage will be required throughout the complex. Show appropriate locations for signage on final plan
9. Ability to serve letters for water & sewer required with final submission. Sewer will need to be extended down Lincoln Street to service the complex.
10. Area along Presumpscot may need invasive species removal. Low impact species removal required so as to not disturb areas within the Shoreland Overlay Zone.
11. Upgrades to Mayberry and Lincoln to manage traffic will be determined during site/subdivision review
12. Adequate lighting provided throughout project. Site/Subdivision review to include photometrics plan. Refer to City Standards for lighting on the public street
13. Street Trees – two street trees per lot required along public street. Trees to be placed within the right of way.
14. Each spur of the driveway and the public street will require individual names which will be used for emergency identification and addressing. Driveway/Street names required on plan – provide potential names as soon as able for E-911 review.
15. One side of driveway/street should be signed as no parking. Staff recommend the no parking side coincide with the fire hydrants.
16. Evaluation of crosswalk at intersection of Bridge and Lincoln Street by a traffic engineer to determine if any additional measures are needed.
17. Project to include installation of public sidewalk to connect with existing infrastructure on Bridge Street
18. Provide a wastewater demand model with complete application to assess Lincoln and Bridge Street sewer main
19. Hammerhead and final duplex lot. Extend ROW to allow for snow storage. Consider extending the road to widen the building envelope and allow for more space between roadway and structure.
20. Potential for a formalized school bus stop at/around Mayberry-Lincoln intersection
21. Solid waste management. Single-family and duplex lots are eligible for public collection. All condo associations required private waste management. Any dumpsters on site to be fully enclosed per Ordinance requirements.
22. There is an existing deeded drainage easement from Rivermeadow condos that crosses the 216 Lincoln parcel. Final site design will need to accommodate on backside of the single-family condos adjacent to Lincoln Street
23. Mail Delivery to be approved by USPS. Possibility for PO boxes in community room?

Board Action:

1. Provide feedback to applicant on the Master Plan.
2. No vote is necessary for a Master Plan review.

4. **Planner's Business - Discussion on Planning Board Appointments related to Wards & Chapter 7 Art I**

Staff Comments:

Over the past 5 years, Staff has been reviewing the ordinance section as it relates to the appointments on Planning Board members. When the Planning Board was established in 1951, there was a ward set up and a phasing of term years for that initial Board. The wording in this section of the ordinance has not been altered substantively since its initial set up in 1951 and should be upgraded to the present practice of staggering terms.

The philosophy of a Planning Board's role is to operate not on behalf of a section of a City, but rather on behalf of the whole City. It should not matter what ward a PB member resides in because they are not elected officials, but rather appointed for the task of upholding the Code of Ordinances that the Council approves.

We have researched 27 communities in the area and Statewide to review their PB appointment process. The results of the survey confirmed staff's thoughts on the appointment process, where Planning Board are not a warded board within any community we reached out to. (In some communities in the area, even their Councils are unwarded.)

Staff has reached out to the administration on this issue as well as the Planning Board Chair to discuss the proposal for the Council to amend the Planning Board section to eliminate the warding requirement. The ZBA Board is an unwarded Board currently, which is in line with the thought process that it should not matter what ward you represent when you hear a ZBA appeal.

A major issue with the Warding requirement from a Board functionality is the transition of Alternate Members to Full Members. As Full members leave, the process should be that the senior most Alternate should be allowed to transition as a Full member, thereby rewarding their service as an alternate and providing for the ability for growth of our Board. What has actually occurred when we have had an openings on our Planning Board, we first have to look at the wards of all the current members, see if we can shift people to different Seats to address the warding requirements, and if the alternates are not the correct ward where a vacancy has occurred, we have had to bring in new members to fill the "ward" seat and hop over those veteran alternates. We have actually lost Alternate members because of this practice of being overlooked to fill a Full Member seat because of the warding process.

We feel it is time to address this matter which is consistent with every municipality we have contacted in the region, and true to the intent of what a Planning Board really is, which is a Board that collectively looks out for the Entire City on all applications.

In reviewing these sections, we will also be proposing term limits on both the ZBA Chair and the PB Chair duration. The premise of this change is to further the growth of all the Planning Board members to take a more active role on the Board over their duration on the Board. This will help with more members being educated in running meeting, motions, etc. We see this as a way to evolve the Board over time, and if a member happens to be a really good Chair, there is nothing to say they can't return to the position in the future, but it allows others an opportunity for growth.

We are also proposing altering the duration of the term from 5 years to 3 year in keeping with our other Boards and commissions, such as ZBA and Rec & Con.

Additionally, the setting of agendas and public hearing dates is a staff function, in consultation with the Chair, so the statement that the Chair sets the Public Hearings has been stricken as this is not our current process.

Below are the text amendments.

Ordinance Amendment proposal:

Chapter 7 - Art I Planning Board

7-1 – Created; Composition; qualification of members.

Pursuant to 30-A M.R.S.A. § 3001, there is hereby created a Planning Board, which shall consist of seven members who must be residents and registered voters of the City of Westbrook. A municipal officer shall not be a member of the Board.

7-2 Appointment and tenure of members; municipal officers ineligible.

“The seven members and two alternate members of the Planning Board shall be appointed by the Mayor, subject to the approval of the City Council. one from each of the City's five wards, and two from the City at large. The initial members from the City's five wards shall be appointed for terms of one, two, three, four and five years, and the initial members from the City at large shall be appointed for terms of three and five years. Thereafter, all subsequent appointments, Except to fill vacancies, terms shall be for a term of five three years and until a successor is appointed. Appointments shall be staggered to retain a majority of the Board, thus no more than 3 members should expire per year. Additionally, the Mayor shall appoint two alternate members to the Planning Board, with terms of five years. A municipal officer shall not be a member of the Board.

7-4 Vacancy:

A vacancy shall occur upon the resignation or death of any member of the Planning Board, or when a member ceases to be a resident of his respective ward for ward members, or a resident of the City for members at large, or when a member fails to attend four consecutive regular and special meetings, or who fails to attend at least 75% of all meetings during the preceding twelve-month period. When a vacancy occurs, the Chair of the Board shall immediately so advise the Mayor and Council, in writing. City Staff will notify the administration of all vacancies. The Board may recommend to the Mayor and Council that the attendance provision be waived for cause, in which case no vacancy will then exist until the Council disapproves the recommendation.

7-6 Election of Officers:

Upon the appointment of the members to the Planning Board, they shall meet and elect a Chair and a Vice Chair and such other officers as they may deem advisable to serve for a period of one year and until a successor is elected, and they may succeed themselves in office if so elected for a period not to exceed 3 consecutive one year terms.

7-12 Interrelation of the City Council & Board

The Planning Board shall be an advisory body to the City Council, and Chapter 335, Land Use, of the City Code shall not be revised or amended until the Board has made a careful investigation of all proposed revisions or amendments in conjunction with the City's Comprehensive Plan. When the Council directs the Planning Board, in writing, to study and report back on proposed revisions or amendments to ordinances, the Board shall make its official report to the City Council within 60 days unless a longer period of time has been granted by the Council. The failure of the Board to issue its report within the allotted time span shall be deemed to be a negative report. Any proposed revisions or amendments to Chapter 335, Land Use, of the City Code which have been approved or disapproved by the Board may be enacted only by a majority (four votes) of all the members of the Council. The Chair of the Planning Board will schedule any required public hearings.

Staff has discussed these items with the Chair and we wanted to have a discussion with the Board prior to submission of this document to the City Council.