

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Scott C. Wrenn, Chairman
Sara Rufli, Vice Chairman
Daniel S. Carpenter
Steven Chambers

BOARD OF SELECTMEN POLICY

Section 300

Motor Vehicle Class I & II Application Policy

- I. Application Packets – Application Packets are available at the Selectmen’s Office.
- II. Prospective applicants shall provide complete copies of the original application to the Board of Selectmen’s Office.
- III. The prospective applicant shall submit 8 copies of a 36” by 24” plan entitled “Preliminary Parking Program” at a 1’ to 40’ inch scale to the Board of Selectmen’s Office with the application.

The Plan shall include:

- Layout of the Building
 - Area for Car Display
 - Area for Customer Parking
 - Area for Employees
 - Area for Handicap Parking
 - Fire Lanes
- IV. Preliminary plans shall be submitted 30 days prior to the scheduling of a public hearing.
 - V. Preliminary plans will be submitted to the Development Coordinating Group (DCG), who shall meet with the applicant within 17 days of submittal.
 - VI. The DCG shall make recommendations and revisions to the plan and submit them to the applicant within 7 days of the meeting.
 - VII. The applicant shall then submit to the Board of Selectmen 7 plans entitled “Revised Parking Program”. The plans shall be signed by the Town Planner as having been approved by the DCG with any appropriate comments. Plans must be submitted within 7 days prior to the scheduled public hearing.

VIII. Upon approval of the Parking Program the applicant shall provide 3 plans entitled "Final Parking Program". The plan shall be signed and dated by the applicant, Town Planner for the DCG and Chairman of the Board of Selectmen. The Program shall include all designations as previously discussed along with any other conditions. The owner shall keep a plan of the program and attach to his license for public display.

The Code Enforcement Officer and Town Planner shall also receive a copy of the program.

IX. Pursuant to the authority of the Law, the Board of Selectmen may notify, suspend, revoke, or cancel a licensee's license. It shall be the policy of the Board of Selectmen that, prior to taking any action to modify, suspend, revoke, or cancel a license, 48 hours notice shall be provided to the license holder of a hearing before the Board of Selectmen.

After notice and hearing and upon finding by the Board that the license authority is in violation of a statute, by-law, regulation, or any condition upon the license, the Board of Selectmen may impose the following penalties:

A.) If the licensee has been found in violation of any statutes, by-laws, regulations, or conditions upon the license, one time, but not more than one time in the two (2) years preceding the date of the violation, then the licensee shall have its license suspended for a period of 24 hours to be served on a Monday through Thursday.

B.) If the licensee has been found in violation of any statutes, by-laws, regulations, or conditions upon the license two (2) times, but not more than two (2) times in the two (2) years preceding the date of the violation, then the licensee shall have its license suspended for two (2) 24-hour periods to be served on a Friday or Saturday, but not necessarily consecutively.

C.) If a licensee has been found in violation of any statutes, by-laws, regulations, or conditions upon the license three (3) times or more in the two (2) years preceding the date of the violation, then the licensee may have its license revoked.

Accepted as written –

February 27, 2012