



**City Council Workshop & Meeting
February 3, 2020
Agenda**

City Council Workshop

5:00 P.M. Auburn Hall Tour

5:30 P.M.

- A. Back Lots – Eric Cousens (10 minutes)
- B. Solar Zoning – Michael Chammings (10 minutes)
- C. Hotel Road/Merrow Road – Michael Chammings (10 minutes)
- D. Agricultural Committee – Holly Lasagna and Eric Cousens (10 minutes)
- E. Presentation – Department Orientation
 - i. Human Resource Department – Chris Mumau
 - ii. Information Technology (IT) Department – Paul Fraser
 - iii. Health & Social Services Department – Holli Olivier

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Lasagna

Pledge of Allegiance

- I. Consent Items** - None
- II. Minutes** - January 27, 2020 Regular Council Meeting
- III. Communications, Presentations and Recognitions**
 - Presentation – Pedestrian Safety Mitigation Plan (Eric Cousens, Deputy Director of Economic and Community Development and Patrick Adams, Maine Department of Transportation)
 - Presentation -Strategic Plan (City Manager Peter Crichton and Asst. City Manager Phil Crowell)
 - Presentation - Tax Increment Financing (TIF) (Michael Chammings, Economic & Community Development Director)
- IV. Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

V. Unfinished Business - None

VI. New Business

1. Order 23-02032020

Authorizing the sale of the Tax Acquired Property at 53 Stevens Mill Road, PID# 208-042.

2. Order 24-02032020

Authorizing the sale of the Tax Acquired Property at 301 Stevens Mill Road, PID# 217-048.

3. Order 25-02032020

Appointing Andrew Titus to serve on the Auburn Water District Board of Trustees with a term expiration of 3/1/2024.

4. Order 26-02032020

Appointing Shawn MacDonald to serve on the Auburn Sewer District Board of Trustees with a term expiration of 3/1/2024.

5. Resolve 01-02032020

Supporting the formation of the Mayor's Ad-hoc Committee charged with reviewing boards, committees, and commissions of the City.

VII. Reports

- **Mayor's Report**
- **City Councilors' Reports**
- **City Manager Report**

VIII. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

IX. Executive Session

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 03, 2020

Author: Megan Norwood, City Planner II

Subject: Back Lots

Information: The Economic and Community Development Department has been fielding inquiries from Property Owners exploring opportunities to create additional developable lots on their property. The ordinance does not currently allow for “back lots” because the way the ordinance reads, no more than one principal building can be erected on any lot in residential zoning districts (except for multifamily buildings in the multifamily zoning districts). The standards also require a certain amount of frontage on a street. Many parcels cannot be split and also achieve the necessary frontage for 2 lots (see attached examples).

City Budgetary Impacts: None.

Staff Recommended Action: Consider opportunities for back lots in the City, what districts seem the most applicable? What sort of standards should the Planning Board consider in terms of the access roads, size of the “back lots,” uses/types of structures? For example, should “back lots” only be limited to single-family residential uses? What about businesses if allowed in the underlying district?

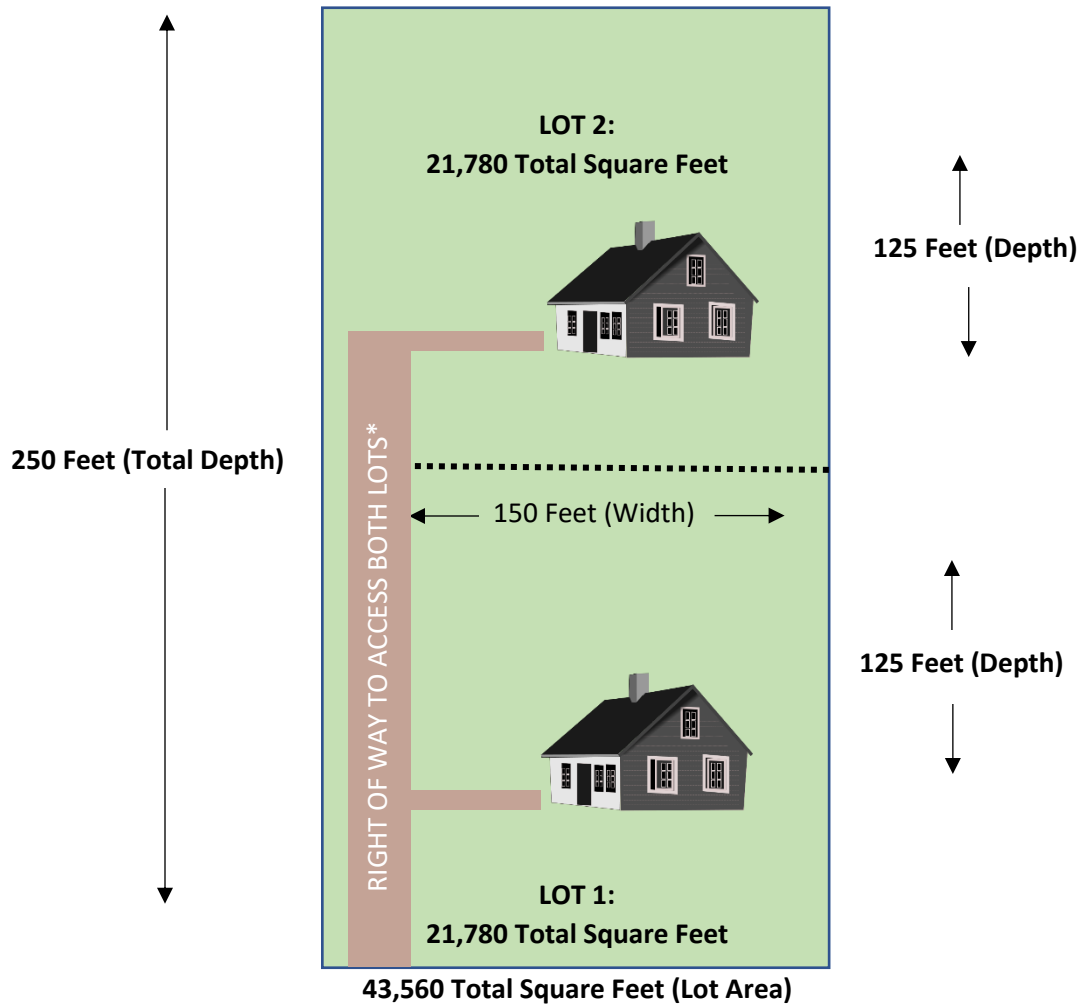
Previous Meetings and History: None.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments: Suburban Residential Zoning District Back Lot Examples



Suburban Residential Zoning District BACK LOT Example

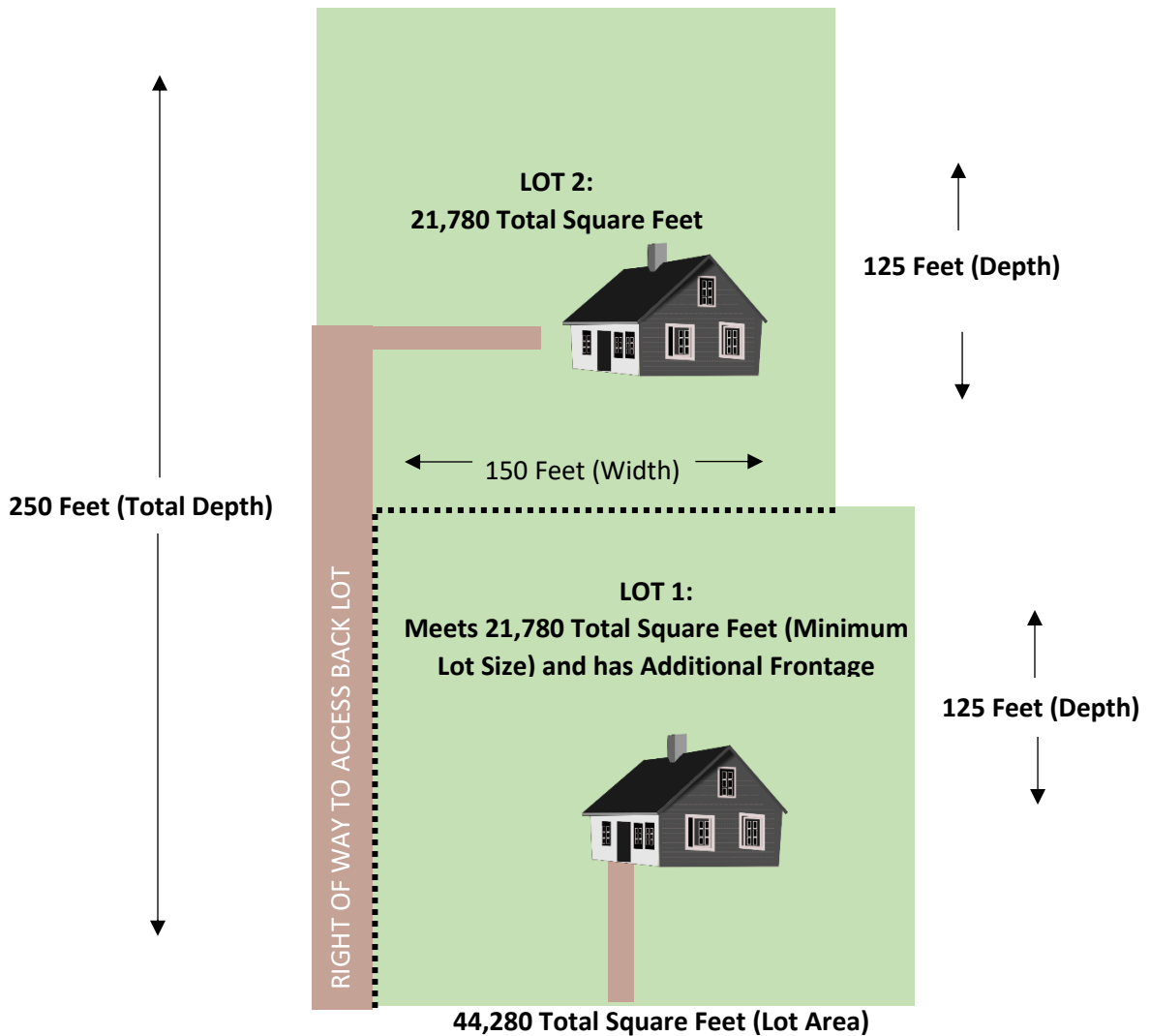
No lot shall be created and/or no building shall be erected on a lot containing less than **21,780 square feet** and measuring less than **150 feet in width** and **125 feet in depth**.

Setbacks would still apply:

Front & Rear – 25 Feet

Side – 15 Feet

**Note: The Right of Way does not necessarily have to be shared.*



Suburban Residential Zoning District BACK LOT Example

No lot shall be created and/or no building shall be erected on a lot containing less than **21,780 square feet** and measuring less than **150 feet in width** and **125 feet in depth**.

Setbacks would still apply:

Front & Rear – 25 Feet

Side – 15 Feet



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 03, 2020

Author: Megan Norwood, City Planner II

Subject: Solar Energy Generating System Ordinance for Industrial Zone Recommendation by Planning Board

Information: The Economic and Community Development Department has been fielding inquiries from Developers exploring opportunities for commercial solar installation projects in the City. The way the ordinance is currently written, the only Zoning District that would allow these installations would be the Industrial District using the umbrella of *“Electric Generating Plants”* coupled with *“uses similar to those in this section and not elsewhere named in the following subsections, provided that the use will not be noxious.”* The Ordinance does not currently have any performance standards regulating commercial solar installation projects.

The Planning Board deliberated and created the attached ordinance to regulate ground-mounted and dual-use Solar Energy Generating Systems greater than one acre in total land area which is defined as the total area of the parcel(s) physically occupied by the Solar Energy Generating System installation.

The ordinance includes the creation of a new article (XVIII) under Chapter 60 for Solar Energy Generating Systems. Once adopted, the Administrative Procedures Section and Approval Standards under the proposed Article XVIII can be amended to accommodate other Zoning Districts as the framework for the ordinance will already exist. The Planning Board would like further direction from the City Council on how to proceed with allowing ground-mounted/dual use Solar projects greater than 1 acre in other Zoning Districts with applicable performance standards.

City Budgetary Impacts: None.

Staff Recommended Action: Staff recommends the City Council approve the Planning Boards recommendation to:

- (1) Add to #22 under Sec. 60-578(a) Permitted Uses in the Industrial District: Public utilities uses, such as electric substations, storage of material and trucks, repair facilities, offices and electric generating plants including ground-mounted and dual use Solar Energy Generating Systems less than one acre in total land area as defined in Sec. 60-1425 in accordance with applicable FAA regulations if within the Airport Overlay Zone.
- (2) Add #37 under Sec. 60-578(b) Special Exception Uses in the Industrial District: Ground-Mounted and Dual-Use Solar Energy Generating Systems Greater than one acre in total land area as defined in Sec. 60-1425.
- (3) Adopt the proposed Article XVIII under Chapter 60: Solar Energy Generating Systems.

Provide feedback to the Planning Board on other potential Zoning Districts for Solar Energy Generating Systems.

Previous Meetings and History:

- September 16, 2019 City Council Workshop;
 - October 8, 2019 Planning Board Discussion Item;
 - November 12, 2019 Planning Board Public Hearing & Discussion Item;
 - December 10, 2019 Planning Board Public Hearing & Discussion Item;
 - January 14, 2020 Planning Board Public Hearing and Formal Recommendation Made to City Council.
-

City Manager Comments:

I concur with the recommendation. Signature:



Attachments: Planning Board Recommendation, Recommended Ordinance Changes, January 2020 Staff Report from the Planning Department to the Planning Board



PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Levesque and Honorable Members of the Auburn City Council
From: Auburn Planning Board
Re: Planning Board Recommended Language on the Creation of Chapter 60, Article XVIII – Solar Energy Generating Systems
Date: January 14, 2020

- A. **PUBLIC HEARING AND DELIBERATION** – The proposed creation of a Solar Energy Generating Systems ordinance is the result of an influx in large scale solar projects proposed in the City’s Industrial District. The Industrial District currently permits solar projects under “electric generating plants” but the ordinance does not have specific standards to regulate the use. Any proposed solar energy projects would be reviewed using the Special Exception Standards in the Ordinance.

The City Council workshopped this item at the September 16, 2019 meeting and requested the Planning Board create an ordinance for Solar Energy Generating Systems in the Industrial District. The Planning Board held the first meeting to discuss the ordinance on October 8, 2019. At the October meeting, Staff presented examples of Performance Standards commonly used for solar projects in other communities and gathered a list of the types of standards the Planning Board finds to be most applicable for the City. Staff provided the first draft of the ordinance at the November 12, 2019 meeting. The Planning Board reviewed and did not feel they had enough information to make a comprehensive decision, so the discussion was tabled to the December meeting where there was more time to discuss. At the December 10, 2019 meeting, the Planning Board held a public hearing and had lengthy discussion about what the final draft of the ordinance should look like and ultimately voted to make a favorable recommendation to the City Council on its adoption at the January 14, 2020 Planning Board meeting.

- B. **PLANNING BOARD RECOMMENDATIONS** – The primary intent of the proposed ordinance is to regulate large scale “commercial” solar projects that are not accessory to a home/business on the subject property. Under Sec. 60-578(a) permitted uses for the Industrial District, ground-mounted and dual use Solar Energy Generating Systems less than one acre in surface area defined as “*the total airspace over the ground, footprint of accessways and any appurtenant structures associated with the ‘Solar Energy Generating System’*” are permitted without Planning Board approval (#22). Special Exception review by the Planning Board is triggered when a project encompasses one-acre or more in surface area (as defined above) (#37 under Sec. 60-578(b)).

The Planning Board reviewed figures presented by Staff in the attached Staff Report to come up with the one-acre threshold for Special Exception Review. The rough figures of course vary depending on the type of land proposed for the solar development and the energy usage of individual homes. However, one nearly perfect acre could theoretically produce about 1/10 of a MW and power about 20 homes (assuming they are not large energy consumers). The one-acre threshold is based on the total land area of the system defined as the “*total area of the parcel(s) physically occupied by the Solar Energy Generating System installation.*” If a parcel is 5 acres, but the land area proposed to be used by the Solar Energy Generating System less than one acre, it would not be required to be reviewed as a Special Exception by the Planning Board.

The Planning Board recommends the City Council adopt the proposed ordinance as attached. The ordinance includes the creation of a new article (XVIII) under Chapter 60 for Solar Energy Generating Systems. Once adopted, the Administrative Procedures Section and Approval Standards under the proposed Article XVIII can be amended to accommodate other Zoning Districts as the framework for the ordinance will already exist. Below are some highlights of the proposed ordinance:

The proposed ordinance does not apply to the following Solar Energy Generating Systems:

- Solar Energy Generating Systems for Municipal Use;
- Building Integrated and Roof-Mounted Solar Energy Generating Systems which are permitted by right in all Zoning Districts in accordance with applicable FAA regulations if within the Airport Overlay Zone;
- Non-structural maintenance, like-kind repair or reconstruction of equipment, provided that it does not constitute an expansion of a Solar Energy Generating System. Expansion being a change in the land area of the system or its associated equipment as defined under Sec. 60-45(a). Sec. 60-45(a) does not allow projects requiring Site Plan review to be expanded, extended or enlarged to occupy additional land greater than 10% of the original area of one-half acre, whichever is less.
- Ground-mounted Solar Energy Generating Systems intended to satisfy the electricity needs of the principal use of the lot provided the Owner/Operator completes FAA requirements if within the Airport Overlay Zone.

The Planning Board recognizes a potential pitfall with the “by-right” installations and those that are less than one-acre in terms of impacts to the airport. There is still the possibility for glare impacts, as there would be today if a homeowner installed solar panels on their roof. Often, the airport does not receive the necessary analyses when solar panels are sited in the Airport Overlay, potentially because the regulations are not clearly spelled out in an Ordinance. The Planning Board recommends including the language in the bullets above as a reminder in the Ordinance about the FAA regulations. However, the board recommends the City Council direct the City Manager to ask Staff to include checking with the Airport as part of the review procedures for these types of projects.

Planning Board review is not required for the replacement and repair of equipment or physical modifications to an existing and permitted Solar Energy Generating System under the proposed ordinance as long as equipment repair/physical modifications do not alter the total land area of the system and its equipment. The ordinance language recommended by the Planning Board includes a reference to the Special Exception language for project expansions that require additional Planning Board approval: An expansion, extension or enlargement to occupy additional land area greater than 10% of the original area or one-half acre, whichever is less.

The Ordinance also contains a proposed Sec. 60-1430(b) which requires the “permitted by right” installations not listed as exempt (i.e. the replacement/repair or physical modifications to an existing system) to be reviewed by Planning, Code Enforcement, Fire, Auburn/Lewiston Municipal Airport and a representative of the Lewiston-Auburn 911 Committee.

The bulk of the ordinance are the Performance Standards under Sec. 60-1430(a) which pertain to the following:

- Setback Requirements
- Lot Coverage
- Height Regulations
- Technical and Safety Considerations
- Maintenance Requirements
- Glare Mitigation
- Visual Impact Considerations
- Lighting Requirements
- Maintaining Permeability of the Ground
- Operation and Maintenance Plan Requirement
- Compliance with NFPA

Please see the attached Staff Report for a breakdown of these sections and a review of the types of standards used in solar ordinances in other communities.



City of Auburn, Maine

Office of Economic & Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

Lastly, the ordinance contains an important section regarding abandonment and decommissioning and the requirement for a Performance Guarantee should the Owner/Operator walk away from the project.

OVERALL RECOMMENDATIONS:

The Planning Board recommends the City Council adopt the proposed changes to ordinance:

- (1) Add to #22 under Sec. 60-578(a) Permitted Uses in the Industrial District: Public utilities uses, such as electric substations, storage of material and trucks, repair facilities, offices and electric generating plants including ground-mounted and dual use Solar Energy Generating Systems less than one acre in total land area as defined in Sec. 60-1425 in accordance with applicable FAA regulations if within the Airport Overlay Zone.
- (2) Add #37 under Sec. 60-578(b) Special Exception Uses in the Industrial District: Ground-Mounted and Dual-Use Solar Energy Generating Systems Greater than one acre in total land area as defined in Sec. 60-1425.
- (3) Adopt the proposed Article XVIII under Chapter 60: Solar Energy Generating Systems.

Evan Cyr
Chair, Auburn Planning Board

Cc: Evan Cyr, Chair Auburn Planning Board
File



City of Auburn, Maine

Office Economic and Community Development
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Auburn, Maine 04210
207.333.6601

To: Auburn Planning Board
From: Megan Norwood, City Planner II
Re: Solar Energy Generating Systems: Review Draft Ordinance
Date: January 14, 2020

I. ORDINANCE OVERVIEW & UPDATES – At the December meeting the Planning Board discussed the draft Solar Energy Generating Systems Ordinance and posed several questions for Staff to research, answer (*or in some instances pose a follow-up question for clarification from the board*) and ultimately incorporate into the latest draft. Amendments to the draft are in red, underlined track changes. There are also 4 attachments to this Staff Report. These are tables Staff prepared for the Planning Board to more effectively compare the language in other communities on various solar standards (Attachment #1: Height Standards, Attachment #2: Buffering Standards, Attachment #3: Lot Coverage Standards Attachment #4: Performance Bond Requirements).

The questions below are organized based on the order they appear in the draft ordinance to make the review process easier for the Planning Board. Staff recommends the Planning Board review this Staff Report with the draft ordinance while keeping in mind the following overarching questions and suggestions:

- Does the Planning Board feel that the ordinance fits in with the rest of the Zoning Ordinance (Chapter 60)?
- Does the Planning Board feel that the ordinance achieves what it is intended to: To continue to allow “commercial” solar developments in the Industrial District while laying out reasonable standards for the use?
- Read through the ordinance through the eyes of the public, solar developers, a member of the Planning Board and Staff trying to implement the ordinance.
 - Does it make sense?
 - What questions would you have if you were new to the City as a Planning Board member, Staff, Developer or the Public and you picked up the ordinance and were trying to decipher what the rules are with no insight into the drafting process?
 - Are the standards clear and unambiguous?
 - Are the items that are left to the Planning Board to decide reasonable? For example, items that say, “as approved by the Planning Board.” (namely the visual impacts and accessway sections).
 - Are there items that should be left up to the Planning Board to decide but are not? Perhaps the regulations as drafted are too stringent and there should be some leeway?
 - What about from a Staff perspective? If an Applicant dropped off a proposal for a Solar Project and Staff had to decide the type of review process it required and what the standards are for that, are they clear? What questions would you have as a Staff person?
 - Would you feel your property is adequately protected from adverse impacts as an abutter or member of the public?

Questions from the Planning Board at the December Meeting

1. **Sec. 60-1425. – Definitions. The PB was seeking additional information on what sort of height restrictions should be in place for ground-mounted panels and what impacts this could/should have on buffering requirements.** The proposed draft under Sec. 60-1425. – defines total height of a solar energy system as “*the total vertical distance as measured from the average elevation of the*

finished grade adjacent to the fixed base of the support structure, to the highest part of the system.”
Attachment # 1 are examples of height restrictions imposed by other communities.

Most of the communities researched in Massachusetts cap ground mounted solar projects at 15 feet in height and have separate standards for appurtenant structures. For example, Canton Massachusetts requires equipment shelters, storage facilities, transformers, and substations to be architecturally compatible with each other and they are subject to *reasonable regulations* concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements. This allows the Planning Board the flexibility to determine what a *reasonable regulation* would be in terms of space and bulk requirements which can be a good or a bad thing. Does the Planning Board want that type of flexibility or would the Planning Board rather have standards spelled out directly in the ordinance that the Board can point to?

A lot of ordinances are also silent on height requirements while others regulate both the height of ground-mounted installations and the height of roof mounted installations. The average height of a ground mounted solar panel varies based on the type of model used. Staff spoke to Revision Energy who does a lot of work in Maine and the average height of their installations are 3 feet off the ground and up to 12 feet tall. Due to the amount of snow in Maine, using an estimate from a Maine-based company is a good figure to base an ordinance on. Most solar companies estimate 5-7 feet in height for their panels so 12 feet is a conservative figure.

The Industrial District allows buildings to be 75 feet in height, except in the airport approach zone where Federal Aviation Administration height regulations apply. Staff believes the Planning Board should be more restrictive when it comes to the height limit for solar installations, whether it is 15 feet which is commonly used or 30 feet which is a little more lenient. Staff proposes the following draft language based on research of other communities:

Sec. 60-1425(3) Height Regulations: The total height of the Solar Energy Generating System and all appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations shall not exceed thirty (30) feet.

This language limits the height of Solar Energy Generating Systems as well as appurtenant structures (equipment shelters, storage facilities, transformers and substations) associated with them to 30 feet. Without this standard, the ordinance would prevail and could allow solar projects to be 75 feet in height.

2. **The Planning Board was fortunate enough to have the Airport Manager present at the meeting in December. The Board asked Staff to discuss the comments from the Airport Manager and include language in the draft to address applicable FAA regulations and glare analyses.** The Airport Manager thinks solar projects are compatible uses with the airport. However, wants there to be clear standards in the ordinance so that Owners and Operators understand applicable FAA regulations for both by-right (rooftop/accessory ground mounted uses) and larger solar projects regulated by the Planning Board under Special Exception. Staff recommends including the following in the draft ordinance to address the concerns by the Auburn Lewiston Airport:

Under Sec. 60-1427. – Applicability. (b) This section shall apply to all Solar Energy Generating Systems except the following: (b) Building Integrated and Roof-Mounted Solar Energy Generating Systems which are permitted by right in all Zoning Districts in accordance with applicable FAA regulations if within the Airport Overlay Zone.

Under Sec. 60-1427. – Applicability. (d) This section shall apply to all Solar Energy Generating Systems except the following: Ground-Mounted Solar Energy Generating Systems intended to satisfy the electricity needs of the principal use of the lot provided the Owner or Operator completes FAA requirements if within the Airport Overlay Zone.

Under Sec. 60-1426. – Application Requirements. (6) All parcels within a 2 nautical mile radius of the Auburn Lewiston Municipal Airport, as measured based on the runway centerline closest to the location in question, shall submit a Solar Glare Hazard Analysis Tool (SGHAT) report, outlining solar panel glare and ocular impacts, for each point of measurement approved by the Airport Manager at the time of application to the Planning Board.

3. **Sec. 60-1427. – Applicability. The Planning Board wanted “expansion” defined as it pertains to “an expansion of a Solar Energy Generating System” under the exemptions.** Many other communities have defined “expansion” as being a change in the land area or location of the system and its associated equipment. A change in the land area could be expanding the Solar Energy System to occupy an area not currently used or simply the construction of a new access road. This definition would also require someone moving the solar project around on the site, but not actually expanding the project to come back for Planning Board review so it is twofold in what “changes” would trigger Special Exception review. However, should the public be notified if a project is amended and proposed to occupy an area not originally proposed at the Planning Board meeting? Staff proposes the following draft language based on research of other communities:

Sec. 60-1427(c): This section shall apply to all Solar Energy Generating Systems except the following: (c) Non-Structural maintenance, like-kind repair or reconstruction of equipment, provided that it does not constitute an expansion of a Solar Energy Generating System. *For the purposes of this section, expansion of a Solar Energy Generating System means a change in the land area or location of the system and its associated equipment.*

4. **Sec. 60-1430 (a)(1) The PB wanted to know what language already exists for buffering of Solar projects and if the buffer requirement should be altered based on the height of the panels and associated equipment. The Planning Board wondered if a buffer should even be necessary unless a project is proposed adjacent to a residence.** The buffering language is currently included under “yard requirements” of the draft ordinance. It is the same language that is used under the landscaping provisions for the Industrial District for projects on lots that abut the side or rear lot lines in residential and nonresidential districts/uses. Attachment #2 to the Staff Report are some examples of buffering requirements for other communities.

Several ordinances require the Solar Energy Generating Systems to be located *at least* 50 feet from a property line. Some mention side/rear property lines while others mention front property lines. The current setbacks for the Industrial District are Rear (50Ft), Side (35Ft) and Front (35Ft). It is the opinion of Staff that setback requirements for solar installations should not be **more** stringent than the setback requirements for a structure in the Industrial District and propose the following draft language for the Planning Board to review:

Sec. 60-1430(a)(1)(a): The setbacks for Solar Energy Generating System installations, including appurtenant structures and parking areas, shall be subject to the dimensional regulations under Sec. 60-579(3)(a)(b)(c).

The setback area referenced by Sec. 60-579(3)(a)(b)(c) above are the setback requirements of the Industrial District.

In addition, Sec. 60-1430(a)(7) of the proposed ordinance addresses visual impacts associated with solar projects. A lot of communities use the same boiler plate language for a visual impact section. However, Belfast incorporated specific screening measures such as preserving natural vegetation, planting new vegetation, fencing, etc. as examples that Staff thought might be important for the PB to consider.

Westerly, RI also included specific choices for buffering such as: A 50-foot wooded buffer, 25-foot partial landscape screen, 10-foot full landscape screen, or fencing with design and materials appropriate to the surrounding and natural built environment.

Does the Planning Board want to leave this section vague enough to allow the Board the flexibility to choose what types of buffering the board “deems appropriate,” on a case-by-case basis or would the PB like there to be specific types of buffering available for choose from explicitly listed in the ordinance

language? Visual impacts vary greatly depending on the type, magnitude and location of the proposed project. Staff recommends the Planning Board leave this section vague enough to review on a case-by-case basis with the following language:

Sec. 60-1430(a)(8) Visual Impact. An applicant shall make reasonable efforts, as determined by the Planning Board, to minimize visual impacts associated with the installation of a Solar Energy Generating System. The Board shall consider the size, location and topography of the site, the characteristics of the surrounding property and the amount of type of development on said properties in determining the amount and type of screening and buffering that it deems appropriate. Screening measures shall include but are not limited to the following: Preserving natural vegetation, planting new vegetation,

In addition, some communities regulate buffering based on the height of the solar panels. Attachment #2 has language from Belfast where they are proposing to do this. All small and medium projects over 16 feet in height have a 20-35-foot setback difference than those less than 16 feet in height. If the Planning Board is in favor of the 30-foot height limit and following the same setbacks as required in the Industrial District, the ordinance would not necessarily need a setback that is based on project height because buildings in the Industrial District could be up to 75 feet in height and solar installations would be capped at 30 feet.

5. ***Sec. 60-1430(a)(1)(b): Yard Requirements. The Planning Board was inquiring about the status of Portland’s Ordinance and if it required State review?***

Portland’s ordinance was adopted in November of 2016. Staff reached out to Portland but has not heard back at the time of writing this Staff Report regarding the review process for the ordinance. However, York recently went through the process of creating an ordinance for Solar projects and as part of that process, they coordinated with DEP regarding how they review solar installations within shoreland zones. Like York, Staff recommends including the following language in the Staff Report to address any projects in the Shoreland Zone as there are parcels in the Industrial Zone that are also in the Shoreland Zone (Hotel Road area):

Sec. 60-1430(a)(1)(b) Yard Requirements: All Solar Energy Generating System installations shall be regulated by the dimensional setback regulations, stipulated in Article XII, Division 5, Shoreland Overlay District, or a prescribed in other sections of this ordinance.

6. ***Sec. 60-1430 (a)(2) The Planning Board wanted more information on how DEP reviews impervious area for solar projects.*** Staff discussed this with DEP in December and they consider “impervious area” for solar projects to be the access row and pipes, not the panel surface. DEP also said that if the Owner/Operator does not mow the area underneath the panels more than 2 times per

year, they consider it to be a “meadow buffer” and therefore, look at solar installations as “self-treating” projects.

- a. Along this same thought, **the Planning Board wanted to spend more time reviewing the lot coverage requirement. For example, how do Portland and other communities review lot coverage for solar installations?** The language in the draft currently exempts solar installations from lot coverage requirements of the Industrial District. **Attachment #3** includes examples for the Planning Board to consider when it comes to lot coverage for solar energy systems. There are several communities that do not mention lot coverage in their solar ordinances. Staff thought the best example is a combination of the Belfast, Dekalb County, Illinois and Delaware ordinances highlighted in **Attachment #3** and proposes the following draft language:

Sec. 60-1430. – Approval. (2) Lot Coverage. The paved, mounting block, or otherwise impervious areas of sites on which ground mounted solar energy systems are installed shall comply with the lot coverage standards as defined in section 60-579(2). For the purposes of this section, photovoltaic cells, panels, arrays, and inverters shall not be considered impervious areas provided the soil underneath the collector is not compacted and remains vegetated.

The reason for this recommendation is that it remains consistent with how DEP is reviewing these projects. It is also important, whichever option the PB chooses to pursue, that the board ensures the standard is measurable and reasonably straight forward for Staff, the board and Applicant to understand and implement when reviewing proposals. The references Sec. 60-579(2) are the lot coverage standards for the Industrial District which allows for up to 40% lot coverage. Only counting the mounting blocks, access roads and other structures associated with the solar project should not approach this amount and seems reasonable.

7. **Under the proposed Sec. 60-1430. – Approval(a)(5): Maintenance – The PB wanted this section to say that proper maintenance of the system means that it is operating as designed and intended.** As proposed, the Owner or Operator of the Solar Energy Generating System is required to maintain the facility in good condition, the maintenance section also includes types of maintenance (i.e. repairing damaged panels) and site access provisions. The latest draft also adds in the italicized language below:

The other ordinances that Staff reviewed for “maintenance” requirements included similar language to what is in the proposed draft.

Sec. 60-1430(a)(5) Maintenance. The Owner or Operator of the Solar Energy Generating System shall maintain the facility in good condition. *Proper maintenance of the facility means that it is operating as designed and approved.* Maintenance shall include, but not be limited to, painting, structural repairs, *repairing damaged panels* and integrity of security measures. *The Solar Energy Generating System must be properly maintained and kept free from all hazards, including, but not limited to, faulty wiring, loose fastenings, being in an unsafe condition or detrimental to public health, safety or general welfare.* Site access shall be maintained to a level acceptable by the local Fire Prevention Officer *for emergency response.* The owner or operator shall be responsible for the cost of maintaining the Solar Energy Generating System and any access road(s), unless accepted as a public way.

8. **Sec. 60-1430(a)(10) – Approval. The Planning Board wanted to know what materials should be required for the road network, the board did not want impervious road materials internal to the development itself.** Research into *several* other communities revealed that none regulate the specific types of materials used for access networks within solar projects. The communities in Maine, Massachusetts and Rhode Island are all subject to stormwater permits as promulgated by the Clean Water Act yet none require pervious materials for the road networks. Several communities do require the area under and around the solar panels to be pervious and that the soils not be compacted.

In speaking with different solar companies, traffic is not a concern with these types of projects because there is very minimal traffic after the system is functioning. It is usually one small vehicle every month to perform maintenance on the system, everything else, maintenance related, is handled remotely. There is an added cost associated with pervious road materials and most solar companies propose to use gravel accessways, some accessways already exist as old skid roads like the project proposed on Lewiston Junction Road.

The Planning Board could require “the use of permeable surfaces as approved by the Planning Board” which would give the Planning Board some leeway into the type of material proposed based on the project. If the Planning Board is set on requiring pervious materials for the road network, Staff has included the following draft language in the ordinance that achieves this:

Sec. 60-1430(a)(10) In unbuilt areas, where possible, Solar Energy Generating System installations shall maintain the permeability of the ground. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Solar Energy Generating System or as otherwise prescribed by applicable laws, regulations and bylaws/ordinances. *Any internal accessways shall consist of permeable surfaces as approved by the Planning Board.*

9. **Under the Proposed Sec. 60-1431. – Abandonment or Decommissioning. The Planning Board wanted there to be a requirement for a bond in place for removal of the solar project. This bond should include a contingency for the unpredictable cost of removal in the future. The Planning Board also wanted “abandonment” to be defined differently.** Staff discussed a standard like this with a solar company interested in doing a project in the City and their recommendation was that the requirements for the bond subtract out the cost of materials on site, for example, copper piping which is salvageable. Staff could not find examples where communities have included salvage materials in abandonment provisions. **Attachment #4** is a comparison among communities on how they handle abandonment of solar projects and the requirements for performance bonds. Each community alters the percentage they require for a Performance Bond and leaves the decision on the adequacy of the amount up to either the Planning Board, Public Works Director or Code Officer.

The Wireless Telecommunications ordinance for the City requires an estimated cost of construction and removal of a facility to be prepared by a professional engineer registered in the State of Maine and evidence from the Owner/Operator of financial capacity to construct and operate the facility. It also requires a letter of commitment from a financial institution agreeing to provide an irrevocable letter of

credit sufficient to cover the cost of removal of the facility. Using this language and the language in other communities specific to solar projects, Staff proposes the following draft language:

Sec. 60-1431(a)(3) Financial Surety: Before the start of construction, the Owner or Operator of a solar energy system shall provide a form of surety, either through escrow account, performance bond or letter of credit from a creditable financial institution, in an amount sufficient to cover the cost of decommissioning in the event the City determines the solar energy system to be abandoned in accordance with Sec. 60-1431(a)(2) above. The financial guarantee shall include a provision granting and guaranteeing the City the authority to access the funds and property and perform the decommissioning should the facility be abandoned and the owner or operator fails to meet their obligations to remove the solar energy system. This amount shall be based upon a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer, and submitted to the Planning Board at the time of application. The amount shall include a mechanism for calculating increasing removal costs due to inflation.

Bridgewater, Massachusetts requires the Owner or Operator to physically remove the installation within a specified timeframe of discontinuance, as proposed in the draft ordinance and standard among communities. However, they further say that the Owner or Operator must notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. In Auburn's case, this could be the Economic and Community Development Department. Bridgewater also provides a bulleted list of what decommissioning should consist of. Staff recommends including the following language which will address the Planning Board concerns about defining abandonment:

The "Abandonment" definition under Sec. 60-1425 was also amended to say, "the date at which *any part* of a Solar Energy Generating System has been out of service for a continuous period of 12 months."

Doing the math, a solar project could technically be out of service for 12 months, be classified as "abandoned" and then have 6 months to decommission which seems like an ample amount of time before the City uses the performance bond to do the work.

Sec. 60-1431. – Abandonment or Decommissioning.

(a) *Abandonment and Removal of Ground Mounted and Dual Use Solar Energy Systems.*

1. The Owner or Operator shall, at their expense, complete the removal of the solar energy system within 6 months of the end of the useful life of the solar energy system or within 6 months of the date of abandonment *as defined in Sec. 60-1425. The Owner or Operator shall notify the Economic and Community Development Department by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:*
 - a. *Physical removal of all ground-mounted Solar Energy Generating Systems including solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.*
 - b. *Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.*
 - c. *Stabilization or re-vegetation of the site as necessary to minimize erosion. The Economic and Community Development Department, in conformance with applicable regulations, may allow the Owner or Operator to leave existing landscaping or specifically designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.*

10. **The Planning Board wanted there to be a clear definition as to what the 1-acre threshold should include. Should it include panels, equipment, AND access roads? Should it be inclusive of required setbacks and buffers? What about the area underneath the panels/bases, should that be included? Or just the square footage of the actual panels? The Board recommended the 1-acre threshold also be grounded on a technical basis.** Depending on the type of module used, each panel is roughly 3' x 6'. Staff has spoken to a few different solar companies interested in doing an installation in the City and each one presents different figures in terms of how many MW of solar energy can be generated per acre and how many homes that powers.

The reason for this being that each site is different in terms of topography, sun exposure and the angle needed for the solar panels, other site constraints such as wetlands and soils, space for the road network and access in between panels, buffering/fencing, and appurtenant equipment. The figures we have received:

Comparable: EXAMPLE 1: 1MW is 200-250 homes and 3-4 acres & **EXAMPLE 2:** 2MW is 10 acres
Low Acreage Requirement: EXAMPLE 3: 5MW is 700-1,000 homes and 7-10 acres
High Acreage Requirement: EXAMPLE 4: 5MW is 45 acres
ACTUAL PROPOSED SOLAR FARM on Lewiston Junction Road: 14.6MW and 137 acres with 36,072 panels

The first and second examples are comparable and would seem to require the *least* amount of space per MW. The first example averaging about 4 acres per MW and the second about 5 acres per MW.

The third example does not require a lot of land area with about 2 acres per MW.

The fourth example requires a lot of land area with about 9 acres per MW.

An application was recently submitted for a Solar Farm off Lewiston Junction Road. The project is split between Auburn and Poland and is proposed to occupy 137 acres for the 14.6MW project. BD Solar Auburn is proposing to install 36,072 panels on the parcel. Doing the math, that is about 263 panels per acre and 9 acres per MW. This equals 2,367 panels on 9 acres and will generate 1MW of power for 200 homes. Of course, the 200 homes per MW threshold is a conservative assumption and varies largely upon the energy use of individual homes.

The Planning Board is tasked with determining a reasonable threshold to trigger Planning Board review for Solar Projects and what that acreage figure should include. At the last meeting, some Board members suggested the easiest measurement might be *just* the face of the solar panels. With each panel measuring roughly 3 x 6, theoretically there may be up to 1,500 panels on one acre (43,560SF/18SF and subtracting out some space between the panels, etc.) This is also assuming a perfect site with no topographical constraints, perfect sun exposure, space for access roads and a low amount of required equipment. Using the math for the proposed BD Solar Auburn project, one acre could theoretically produce about 1/10 of a MW and power about 20 homes (assuming the homes are not large energy consumers).

All of the solar companies Staff has met with so far are proposing to occupy, at a minimum 10-acre sites. The question for the Planning Board is, using this information/math: ***Does a 1-acre threshold make sense if the intent is to regulate large-scale “commercial solar projects?”*** The table below summarizes the research Staff conducted of other communities. For larger scale projects, which is where the majority of the “commercial projects” would fall, most communities are bringing them under a more stringent review process once they hit between 1 – 4 acres. Also noteworthy is that several communities regulate solar projects based on their rated nameplate capacity and amount of electricity generated. Rated nameplate capacity is the *maximum* amount of electric power production for the solar project.

As discussed with the Board last month, the original draft language incorporated electricity generation as well as a square footage/acreage threshold. However, the overarching objective of the Planning Board is to regulate land uses so should the Planning Board be concerned with *how much electricity* the project is going to generate other than to use that figure as a technical basis to solidify the acreage threshold?


Staff reached out to the other communities for their input on this and the comments back were that there really is no clear understanding as to what should require Planning Board review for solar projects. Belfast did have concerns about the amount of acreage covered in relation to rated nameplate capacity as the technology continues to develop and we see improved electrical production out of the same amount of space.

The easiest way to measure the land area of a solar project would be to use the total size of the parcel occupied. However, this would also bring a lot of projects before the Planning Board and may be prohibitive to companies interested in pursuing smaller projects in the City. As discussed below, quite a few communities use “surface area” or “physical size” for the acreage threshold. This could be defined as the “*total airspace projected over the ground, footprint of accessways and any appurtenant structures associated with the Solar Energy Generating System.*” The definition would be different from the “lot coverage” definition proposed in the draft ordinance which is consistent with DEP standards for impervious area. However, by including the square footage of only the impervious areas (mounting posts, access roads, equipment, etc.), many large scale projects could fall under the less than an acre permitted by right category and the ordinance would not achieve its intended purpose of regulating the “*large-scale commercial solar projects.*” Included in the draft is that definition for surface area under Sec. 60-1425 Definitions. The Industrial District Permitted Uses and Special Exception Uses were also updated by adding the following:

Sec. 60-578 – Use Regulations (a)

Permitted uses. Public utility uses, such as electric substations, storage of material and trucks, repair facilities, offices and electric generating plants *including ground-mounted and dual use Solar Energy Generating Systems less than one acre in surface area as defined in Sec. 60-1425.*

Sec. 60-578 – Use Regulations (b) Special exception uses. *Ground-Mounted and Dual-Use Solar Energy Generating Systems Greater than one acre in surface area as defined in Sec. 60-1425.*

Ground Mounted Solar Installations & Threshold for Review: A Community Survey			
	Small Scale	Medium Scale	Large Scale
Agawam, MA	1,750SF of surface area of less. Less than 10kW DC Rated Nameplate Capacity	More than 1,750SF of surface area but less than 1 acre. 10-250kW DC Rated Nameplate Capacity	More than 1 Acre of Surface Area 250kW DC Rated Nameplate Capacity
Belfast, ME	Physical Size Based on Total Airspace Projected Over the Ground less than 20,000SF and generated nameplate capacity of 125kw or less.	Physical Size Based on Total Airspace Projected Over the Ground Equal to or Greater than 20,000SW but less than 4 Acres and generated nameplate capacity of 125kw to 1MW	Physical Size Based on Total Airspace Projected Over the Ground Equal to or Greater than 4 Acres and generated nameplate capacity of 1MW or greater
Bridgewater, MA	Review Required for all Small/Medium Scale Located on a Parcel of Land that Contains the Required Min. Lot Size & Large Scale on a Parcel that Contains a Minimum of 5 acres.		
Canton, MA	Any installation with 250kW or larger of rated nameplate capacity		
Dekalb, IL	Single ground, roof or bldg. integrated Solar System is permitted as an Accessory Use in all districts where there is a principal structure. Solar gardens ⁱ (up to 20 acres) require a Special Use permit whether accessory or principal use. Solar Farms ⁱⁱ in certain districts require Special Use permit		
Middleborough, MA	Town is split into two "SOLAR Districts," one requires Special Use permit for large scale installations and the other does not. <i>Large-scale installation</i> is defined as: A solar powered Photovoltaic system that is structurally mounted on the ground (not roof mounted) and has a nameplate capacity of 50kW or greater. <i>Nameplate Capacity</i> defined as the maximum rated output of the electric power production of the photovoltaic system stated in Kilowatts Direct Current (kWDC)		
Portland, ME	20kW or less & < 1,000SF Physical Size ⁱⁱⁱ	20-250kW & 1,001-9,999SF Physical Size ³	Over 250kW & 10,000SF or Greater Physical Size ³
Thorndike, ME	(Accessory) 1,750SF or less of surface area (equivalent to a rated nameplate capacity of about 10kW DC or less)	More than 1,750SF but less than 40,000SF of surface area (equivalent to a rated nameplate capacity of 10-250kW DC)	More than 40,000SF of surface area (equivalent to a rated nameplate capacity of 250kW DC or greater)
Westerly, RI	Review required for all solar installations except accessory installations which are incidental and subordinate to the principal use(s) of the parcel and generate no more than 125% of the energy necessary to support the principal use of the parcel.		
York, ME	1,750SF or less of surface area measured by the total surface area of the solar collector at a maximum tile that occupies a given space.	1,750SF – 40,000SF of surface area measured by the total surface area of the solar collector at a maximum tile that occupies a given space. 	More than 40,000SF of surface area measured by the total surface area of the solar collector at a maximum tile that occupies a given space.

II. STAFF RECOMMENDATIONS –

Staff recommends the Planning Board review this Staff Report and the draft ordinance side by side while keeping in mind the overarching questions prefaced at the beginning of the Staff Report.


There are ten items Staff has made recommendations on based on research of other communities and direction given by the Planning Board at the December meeting as to what this ordinance should entail.

1. The Planning Board should be more restrictive than the Industrial District when it comes to height limitations for solar installations which is 75 feet. Staff proposes capping the height of solar installations at 30 feet.
2. The Planning Board should incorporate language based on the FAA regulations and glare concerns posed by the Airport Manager. Staff recommends incorporating language under exemptions to address “by-right” installations and also under the application requirements for Special Exception, ensuring the Planning Board has a copy of the SGHAT report required by the Airport and knows it has been completed at the time of project review.
3. Staff proposes defining expansion of a Solar Energy Generating System as a change in the land area or location of the system and its associated equipment.
4. The Planning Board should not be more stringent in terms of setback requirements than the requirements for structures in the Industrial District. Staff recommends the setback requirements be the same as for structures in the Industrial District and that “Visual Impact” standards be included in the draft to give the Planning Board leeway to review solar installations on a case-by-case basis.
5. Staff recommends including language to ensure solar installations comply with applicable Shoreland Zoning regulations as there are properties in the Industrial District that are within the Shoreland Zone. This clears up any ambiguity associated with whether a solar panel is a “structure” in the Shoreland Zone.
6. Staff recommends keeping the lot coverage definition consistent with how DEP is reviewing impervious coverage associated with solar projects and using the same 40% lot coverage restriction as imposed by the Industrial District which should be easily attainable if it only includes the mounting posts, access roads and appurtenant structures associated with solar installations.
7. Staff recommends additional language under the Maintenance section to incorporate safety measures as well as ensure the facility is operating as designed and intended.
8. The Planning Board will have to decide the type of material that should be required for the internal road network. As discussed, communities do not include standards for road materials in their ordinances. If the Planning Board does want to require pervious surfaces, Staff recommends adding language in the draft ordinance that says “the use of permeable surfaces as approved by the Planning Board” which would give the Planning Board some leeway into the type of material used based on the size/scope and amount of access was proposed for the project.
9. Staff recommends including language that requires a performance bond for the City to decommission the facility if it is to be abandoned. The draft language requires the amount to be submitted before construction and for it to be based on an estimate prepared by a Qualified

Engineer and submitted to the Planning Board for review. The draft language also includes provisions for what “decommissioning” should entail, in the event a facility is “half-decommissioned” or only the salvageable parts that have value are removed.

10. Staff recommends basing the 1-acre threshold for requiring Planning Board review off of the “surface area” of the panels which is defined as the total airspace projected over the ground, footprint of accessways and any appurtenant structures associated with the Solar Energy Generating System. The definition is different from the “lot coverage” definition. However, by using only the “lot coverage” definition, many large-scale projects could fall under the “less than an acre” permitted by right category because the calculation would only include mounting posts, access roads, appurtenant equipment, etc. as opposed to the actual surface area of the panels.

As the Planning Board is aware, there are several large-scale solar projects pending. The Planning Board may see one in February that will not be subject to this new ordinance. Ideally at this meeting the Planning Board will make any changes decided during deliberations to this proposed draft and formulate a recommendation to the City Council.



Megan Norwood
City Planner II

ⁱ Solar Garden is defined as a commercial solar-electric (photovoltaic) array, of no more than 20 acres in size, that provides retail electric power (or a financial proxy for retail power) to multiple households or businesses residing in or located off-site from the location of the solar energy system. A county solar garden may be either an accessory use, when a part of an existing or a proposed subdivision or a special use if it is a stand-alone garden.

ⁱⁱ A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST), or other conversion technology, for the primary purpose of wholesale sales of generated electricity. A solar farm is the principal land use for the parcel on which it is located.

ⁱⁱⁱ Portland defines “physical size” as: The size of the system will be based on the physical size of the panels based on total airspace occupied over the ground, or the grid area for ground mounted arrays. It should be noted that the physical size as defined here is different from the area that would be the basis for calculating the impervious surface associated with the system.

DIVISION 15. – INDUSTRIAL DISTRICT

Sec. 60-578. - Use regulations.

- (a) *Permitted uses.* The following uses are permitted, provided that the use proposed will not be noxious, offensive or detrimental to the neighborhood or to the city by reason of danger of fire or explosion; pollution of waterways or groundwater; vibration; emission of corrosive, toxic or unhealthy fumes, gas, smoke, soot, obnoxious dust, disagreeable odors, offensive noises or other objectionable characteristics:
- (1) Farming of field crops, row crops, orchards and truck gardens.
 - (2) Plant and tree nurseries, wholesale nurseries, landscape services and greenhouses; on-premises sales permitted.
 - (3) Farm dwellings on premises actively farmed.
 - (4) Financial institutions.
 - (5) Office buildings.
 - (6) Post offices.
 - (7) Telephone exchanges or telephone business offices.
 - (8) Public transportation passenger stations.
 - (9) Churches or temples.
 - (10) Municipal uses buildings.
 - (11) Airports.
 - (12) Wholesale businesses, warehouses, trucking terminals and similar nonprocessing storage and distribution uses, except bulk storage of chemicals, petroleum products and other flammable, explosive or noxious material.
 - (13) Manufacture, compounding, processing or packaging of foods and food products, except uses approved by resolution of the city council allowing review and recommendation of the planning board in the same manner as a special exception.
 - (14) Manufacture, compounding or assembling of articles using the following prepared materials: bone or shell, cellophane, fur, glass, leather, plastics, precious or semi-precious metals or stones, rubber textiles or cloth products, tobacco, or wood, bark or wood products.
 - (15) Manufacture of ceramic products, brick and cinder blocks.
 - (16) Manufacture or assembling from prepared material of the following: musical instruments, clocks or watches, toys or novelties, electrical devices, light sheet metal products, office equipment.
 - (17) Building material sales yard and contractor's equipment storage yard and plant.
 - (18) Research, experimental or testing laboratories.
 - (19) Lumber yard, including planning, milling and other processing.
 - (20) Ice manufacturing and storage plant.
 - (21) Beverage bottling plants.
 - (22) Public utilities uses, such as electric substations, storage of material and trucks, repair facilities, offices and electric generating plants including ground-mounted and dual use Solar Energy Generating Systems less than one acre in total land area as defined in Sec. 60-1425 in accordance with applicable FAA regulations if within the Airport Overlay Zone.
 - (23) Accessory uses and buildings, including but not limited to:
 - a. Retail sales of products manufactured on premises.
 - b. Dwellings used as living quarters for caretakers or watchmen and their families.
 - c. Storage boxes or space trailers as defined in section 60-666(12) used for the storage of nonhazardous material by the commercial or industrial use which occupies the property.

- (24) Training schools.
 - (25) Uses similar to those in this subsection (a) and not elsewhere named in the following subsections, provided that the use will not be noxious.
 - (26) Any new or existing building proposed as a complex of three or more business and/or offices provided that they are approved by the planning board as a subdivision under division 4 of article XVI of this chapter.
 - (27) Adult use and medical marijuana cultivation, manufacturing and testing facilities subject to the requirements of chapter 11, article 14 of the City of Auburn Ordinances.
 - (28) Adult use and medical marijuana stores subject to the requirements of chapter 11, article 14 of the City of Auburn Ordinances, provided that the store is located on the same parcel of land as a marijuana cultivation facility or marijuana manufacturing facility.
- (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:
- (1) Uses similar to those found in subsection (a) of this section and not elsewhere named in the following subsection; that in the determination of the municipal officer charged with enforcement do not meet the requirements subsection (a) of this section.
 - (2) Automobile filling stations.
 - (3) Automobile and marine repair and service stations, automobile and marine paint and body repair shops.
 - (4) Restaurants and diners, including drive-in and carry-out restaurants.
 - (5) Retail food stores.
 - (6) Microwave, radio, radar, television or radio-telephone transmitting or broadcasting towers, including studios or offices for such transmitting or broadcasting, provided that:
 - a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of surrounding residents, building occupants, land uses and properties.
 - b. In no case shall such tower be located less than 1½ times its height from the nearest property line.
 - (7) Motels and hotels.
 - (8) Automobile scrap yards.
 - (9) Off-street parking accessory, to a permitted use whether or not located on the same lot.
 - (10) Outdoor advertising.
 - (11) Junkyard.
 - (12) Airplane manufacture or assembly.
 - (13) Alcohol, methanol, or ethanol manufacture.
 - (14) Automobile or automotive manufacture or assembly.
 - (15) Brewery or distillery.
 - (16) Manufacture, or bulk storage of chemicals, petroleum products and other flammable, explosive or noxious materials.
 - (17) Machinery and machine tool manufacture.
 - (18) Metal fabrication plant.
 - (19) Municipal incinerator or sewage treatment plant.
 - (20) Manufacture of cosmetics, toiletries and pharmaceuticals.
 - (21) Asphalt batching plant.

- (22) Grain processing and storage.
- (23) Concrete or cement products manufacture.
- (24) Coal distillation and derivation of coal products.
- (25) Iron or steel foundry.
- (26) Meat products manufacture.
- (27) Packinghouse, including meat and poultry canning and curing, processing or freezing.
- (28) Plastic and pyroxylin manufacture.
- (29) Uses similar to the uses of this section and not elsewhere named in the following subsections.
- (30) Accessory uses building and structures, including but not limited to:
 - a. Retail sales of products manufactured on the premises and products accessory to the industry.
 - b. A single dwelling unit for security personnel. Such dwelling unit shall be located in the principal building.
- (31) Hospital.
- (32) Automobile and marine sales lots and agencies.
- (33) Child day care centers over 5,000 square feet (building area).
- (34) Outpatient addiction treatment clinics.
- (35) Any new building of 10,000 square feet or more or any existing building which proposes a use permitted under subsection (a) of this section which will occupy an area of 10,000 square feet or more.
- (36) Adaptive reuse of structures of community significance.
- (37) Ground-Mounted and Dual-Use Solar Energy Generating Systems Greater than one acre in total land area as defined in Sec. 60-1425.

Chapter 60, Article XVIII Solar Energy Generating Systems.

Sec. 60-1425. – Definitions

Abandonment: The date at which any part of a Solar Energy Generating System has been out of service for a continuous period of 12 months.

Airport Overlay Zone: The area that lays within a 2 nautical mile radius of the centerline of the nearest runway of the Auburn Lewiston Airport.

Dual-Use Systems: Solar energy systems where photo-voltaic panels are attached to structures or buildings without any impact on the primary use (E.g. photo-voltaic panels on structures cantilevered over parked cars or benches; solar panels located on a piece of infrastructure such as a sign or light).

Ground mounted Solar Energy Generating System (also known as free-standing solar energy systems): A solar energy system that is structurally mounted to the ground. The panels may be stationary or revolving and of any size.

Operations and Maintenance Plan: A plan outlining the operations and maintenance of a solar energy system, to include safety measures and procedures for maintenance.

Roof Mounted and Building integrated solar energy generating systems: A solar energy system in which solar panels are mounted on top of the roof of a structure either as a flush-mounted system or as modules fixed to frames which can be tilted toward the south at an optimal angle. The definition also includes a solar energy system that is an integral part of a principal or accessory building and include, but are not

limited to, photovoltaic or hot water systems that are contained within roofing materials, windows, walls, skylights and awnings.

Solar Access: Space open to the sun and clear of overhangs or shade, including orientation of streets and lots to the sun, so as to permit the use of active and/or passive Solar Energy Generating Systems on individual properties.

Solar Energy Generating System: A complete assembly consisting of one or more solar collectors and associated mounting hardware or equipment, intended to provide for the collection, storage and distribution of solar energy for heating or cooling, electricity generation, or solar/thermal hot water systems, these may be ground-mounted, dual-use, roof-mounted and building-integrated systems.

Surface Area: The total airspace projected over the ground, footprint of accessways and any appurtenant structures associated with the Solar Energy Generating System.

Total height of solar energy system: The total vertical distance as measured from the average elevation of the finished grade adjacent to the fixed base of the support structure, to the highest part of the system.

Total Land Area of the System: The total area of a parcel(s) physically occupied by the Solar Energy Generating System installation.

Total rated capacity: The maximum rated output of electrical power production of the photovoltaic system in watts of Direct Current (DC).

Sec. 60-1426. – Purpose.

The purpose of this section is to allow for the construction and operation of private and public Solar Energy Generating Systems designed to produce energy for use on site or off site, by establishing appropriate standards to ensure safe, effective and efficient use of solar energy systems compatible with surrounding uses.

Sec. 60-1427. – Applicability.

This section shall apply to all Solar Energy Generating Systems except the following:

- a. Solar Energy Generating Systems for municipal use.
- b. Building Integrated and Roof-Mounted Solar Energy Generating Systems which are permitted by right in all Zoning Districts in accordance with applicable FAA regulations if within the Airport Overlay Zone.
- c. Non-structural maintenance, like-kind repair or reconstruction of equipment, provided that it does not constitute an expansion of a Solar Energy Generating System. For the purposes of this section, expansion of a Solar Energy Generating System means a change in the total land area of the system or its associated equipment.
- d. Ground-Mounted Solar Energy Generating Systems intended to satisfy the electricity needs of the principal use of the lot provided the Owner or Operator completes FAA requirements if within the Airport Overlay Zone.

Sec. 60-1428. – Administrative Procedures.

- (a) The installation of ground-mounted and dual-use Solar Energy Generating Systems or devices occupying greater than 1 acre in total land area shall be permitted by special exception in the Industrial District after approval by the Planning Board in accordance with the provisions of Division 3 of Article XVI of this chapter as well as the supplemental provisions described in these regulations.

- (b) Unless subject to the provisions of subsection (a) of this section or listed as an exempt activity in Sec. 60-1427, any other Solar Energy Generating Systems, including the replacement and repair of equipment, physical modifications to an existing and permitted Solar Energy Generating Systems provided they do not alter the total land area of the system and its associated equipment as defined under Sec. 60-45(a) shall be permitted by right in the Industrial District and subject to review and approval in accordance with Sec. 60-1430(b).

Sec. 60-1429. – Application Requirements.

- (a) *Solar Energy Generating Systems permitted by special exception.* In addition to the submission requirements of site plan review, an application for a Solar Energy Generating Systems permitted as a special exception shall contain the following information:
- (1) All Solar Energy Generating Systems permitted by Special Exception shall be subject to the Special Exception and Site Plan Review procedures specified in Article XVI, Divisions 2 and 3 of this chapter.
 - (2) A narrative describing the proposed Solar Energy Generating System, including an overview of the project; the project location; the total rated capacity of the solar energy system; dimensions of all components and respective manufacturers; and a description of associated facilities and how the system and associated facilities comply with the standards of this ordinance.
 - (3) An accurate scaled site plan of the subject property showing the planned location of the proposed Solar Energy Generating System and all associated facilities; property lines, adjoining streets and access; topographic contour lines; existing and proposed buildings; fencing; structures; potential shade from nearby trees and structures; vegetation; driveways, parking and curb cuts on the subject property; specifications for all proposed electrical cabling/transmission lines, accessor equipment and landscaping, including the tallest finished height of the solar collectors and name, address, phone number and signature of the project proponent, as well as co-proponents or property owners, if any, the names, contact information and signature of any agents representing the project proponent. The site plan shall show any proposed off-site modifications to provide grid connections, access the installation, or to maintain the proposed solar energy system.
 - (4) Information on any connections to the grid including evidence of meeting the local electric utility's transmission and distribution interconnection requirements (this may be a condition of approval if a copy of the application for interconnection with the electric utility provider is submitted).
 - (5) Documentation that the solar generation equipment has been approved under the UL certification program and that the system complies with all applicable local, state and federal codes/regulations with the standards regarding signal interference. Electrical component and connection information shall be in sufficient detail to allow for a determination that it meets Maine electrical codes.
 - (6) All parcels within a 2 nautical mile radius of the Auburn Lewiston Municipal Airport, as measured based on the runway centerline closest to the location in question, shall submit a Solar Glare Hazard Analysis Tool (SGHAT) report, outlining solar panel glare and ocular impacts, for each point of measurement approved by the Airport Manager at the time of application to the Planning Board.

Sec. 60-1430. – Approval.

- (a) *Solar Energy Generating Systems permitted by special exception.* The planning board is authorized to retain experts at the applicant's expense to evaluate technical information or conduct studies that it finds necessary in order to determine whether these standards will be met. In addition to the criteria in sections 60-1277 and 60-1336, the planning board shall consider the following standards:
- (1) *Yard requirements.*
 - (a) The setbacks for Solar Energy Generating System installations, including appurtenant structures and parking areas, shall be subject to the dimensional regulations under Sec. 60-579(3)(a)(b)(c).
 - (b) All Solar Energy Generating System installations shall be regulated by the dimensional setback regulations, stipulated in Article XII, Division 5, Shoreland Overlay District, or a prescribed in other sections of this ordinance.
 - (2) *Lot Coverage.* The paved, mounting block, or otherwise impervious areas of sites on which ground mounted solar energy systems are installed shall comply with the lot coverage standards as defined in section 60-579(2). For the purposes of this section, photovoltaic cells, panels, arrays, and inverters shall not be considered impervious areas provided the soil underneath the collector is not compacted and remains vegetated.
 - (3) *Height Regulations.* The total height of the Solar Energy Generating System and all appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations shall not exceed thirty (30) feet.
 - (4) *Technical and Safety.* A copy of the As-Built Site Plan for the Solar Energy Generating System shall be provided to the local Fire Prevention Officer. All means of shutting down the Solar Energy Generating System shall be clearly marked.
 - (5) *Maintenance.* The Owner or Operator of the Solar Energy Generating System shall maintain the facility in good condition. Proper maintenance of the facility means that it is operating as designed and approved. Maintenance shall include, but not be limited to, painting, structural repairs, repairing damaged panels and integrity of security measures. The Solar Energy Generating System must be properly maintained and kept free from all hazards, including, but not limited to, faulty wiring, loose fastenings, being in an unsafe condition or detrimental to public health, safety or general welfare. Site access shall be maintained to a level acceptable by the local Fire Prevention Officer for emergency response. The owner or operator shall be responsible for the cost of maintaining the Solar Energy Generating System and any access road(s), unless accepted as a public way.
 - (6) *Glare.* Solar panels are designed to absorb (not reflect) sunlight and are generally less reflective than other varnished or glass exterior materials. However, solar panel placement should minimize or negate any solar glare impacting nearby properties or roadways, without unduly impacting the functionality or efficiency of the solar energy system. Parcels located within a 2 nautical mile radius of the Auburn Lewiston Municipal Airport, as measured based on the runway centerline closest to the location in question shall comply with Sec. 60-1429(a)(6).
 - (7) *Visual Impact.* An Applicant shall make reasonable efforts, as determined by the Planning Board, to minimize visual impacts associated with the installation of a Solar Energy Generating System. The Board shall consider the size, location and topography of the site, the characteristics of the surrounding property and the amount and type of development on said properties in determining the amount and type of screening and buffering that it deems appropriate.
 - (8) *Lighting.* Ground-mounted Solar Energy Generating System lighting shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be

reasonably shielded from abutting properties. Where feasible, lighting of the solar energy system shall be directed downward and shall incorporate full cutoff fixtures to reduce light pollution.

- (9) Where possible, in unbuilt areas, Solar Energy Generating System installations shall maintain the permeability of the ground. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Solar Energy Generating System or as otherwise prescribed by applicable laws, regulations and bylaws/ordinances.
 - (10) *Operation & Maintenance Plan.* The Owner or Operator shall submit a plan for the operation and maintenance of ground-mounted and dual-use solar energy systems, which shall include measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.
 - (11) All Solar Energy Generating System installations shall be installed in compliance with the photovoltaic systems standards of the latest edition of the National Fire Protection Association (NFPA) 1, Fire Prevention Code. All wiring shall be installed in compliance with the photovoltaic systems standards identified in the latest edition of the National Electrical Code (NFPA 70).
- (b) *Solar Energy Generating Systems permitted by right.* An application for a Solar Energy Generating System permitted by right shall require review and approval by the following departments: Planning, Engineering, Fire, Code Enforcement, Auburn Lewiston Municipal Airport and a representative of Lewiston-Auburn 911 committee.

Sec. 60-1431. – Abandonment or Decommissioning.

- (a) *Abandonment and Removal of Ground Mounted and Dual Use Solar Energy Systems.*
 1. The Owner or Operator shall, at their expense, complete the removal of the solar energy system within 6 months of the end of the useful life of the solar energy system or within 6 months of the date of abandonment as defined in Sec. 60-1425. The Owner or Operator shall notify the Economic and Community Development Department by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - a. Physical removal of all ground-mounted Solar Energy Generating Systems including solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
 - b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - c. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Economic and Community Development Department, in conformance with applicable regulations, may allow the Owner or Operator to leave existing landscaping or specifically designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.
 2. The City shall revoke any approvals and/or pursue removal of the solar energy system at the Owner or Operator's expense in the following circumstances:
 - a. The solar energy system is not installed and functioning within 12-months from the date of approval under this ordinance; or
 - b. The solar energy system is at any time left in an unsafe condition in respect to federal, state or local safety standards (as determined by the City); or
 - c. The solar energy system has not been brought back to a safe condition/operation or removed from the site within the required timeframe; or

- d. The solar energy system is defective or abandoned and has not been removed from the site within required timeframe.

3. *Financial Surety.* Before the start of construction, the Owner or Operator of a solar energy system shall provide a form of surety, either through escrow account, performance bond or letter of credit from a creditable financial institution, in an amount sufficient to cover the cost of decommissioning in the event the City determines the solar energy system to be abandoned in accordance with Sec. 60-1431(a)(2) above. The financial guarantee shall include a provision granting and guaranteeing the City the authority to access the funds and property and perform the decommissioning should the facility be abandoned and the owner or operator fails to meet their obligations to remove the solar energy system. This amount shall be based upon a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer, and submitted to the Planning Board at the time of application. The amount shall include a mechanism for calculating increasing removal costs due to inflation.

4. If the Owner or Operator of the Solar Energy Generating System fails to remove the installation in accordance with requirements of this section within 6 months of abandonment of the end of the useful life or date of abandonment, the City retains the right to use the performance guarantee and all other available means to cause an abandoned, hazardous or decommissioned Solar Energy Generating System to be removed.

Sec. 60-1432. – Appeals.

- (a) An appeal from a decision of the planning board on a Solar Energy Generating System permitted by special exception shall be in accordance with the provisions of Division 5 of Article XVI of this chapter.
- (b) An appeal from a decision of the staff review committee on a Solar Energy Generating System permitted by right shall be to the board of appeals. The board of appeals is authorized to retain experts at the applicant's expense to evaluate technical information or conduct studies that the board of appeals determines may be necessary in order to render a decision on the appeal.

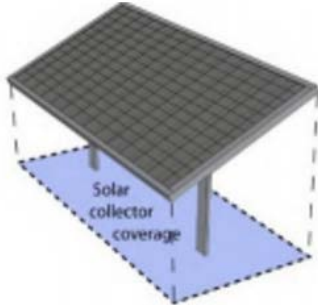
ATTACHMENT 1: Height Standards

	Belfast (In Process)	Westerly, RI (Mar. 2019)	York (Nov. 2018)	Agawam, MA (Apr. 2018)	Canton, MA (Apr. 2017)
What are the Height Standards?	<p>Exempts roof mounted systems from the building height requirement in all Zoning Districts and Shoreland Zoning Districts</p> <p>Regulates height based on setback from property line. A ground mounted system that is setback at least 50 feet from any property line cannot exceed 16 feet in height when oriented at maximum tilt.</p> <p>A ground mounted system that is setback at least 50 feet or more from any property line may be a maximum of 30 feet in height when oriented at maximum tilt.</p>	<p>For roof mounted systems, they must be on flat and minimally sloped roofs, solar devices shall be set back from the edge and/or behind architectural features and determined to have no adverse impact.</p> <p>For ground-mounted systems they cannot exceed 12 feet in height...as applicable to the highest point of the solar installation including the top of any support structure or panel. The Zoning Board may allow heights exceeding 12 feet as a special use permit.</p>	<p>Building integrated and roof mounted systems cannot exceed the maximum allowed building height or peak of the roof, whichever is greater, in the district they are proposed to be located. For non-residential uses, roof mounted solar energy systems are considered comparable to a building appurtenance and, for purposes of height measurement, shall be consistent with other building mounted mechanical devices or similar building appurtenances as determined by the CEO or PB.</p> <p>Small-scale ground mounted in residential districts shall not exceed 12 feet in height when oriented at minimum tilt to the vertical.</p> <p>Ground mounted in all other districts shall conform to the building/structure height requirement of the zoning district(s) in which they are permitted in.</p>	<p>Roof mounted solar energy systems cannot project beyond three feet above the peak of the roof and shall not be more than three feet above the roof surface to which they are attached.</p> <p>The height of a small-scale energy system shall not exceed 15 feet.</p>	<p>No structure can be constructed that exceeds 12 feet in maximum height for a large-scale (250kW or larger) ground mounted solar installation.</p>

ATTACHMENT 2: Buffering Standards

	Belfast, ME (In Process)	York, ME (Nov. 2018)	Agawam, MA (Apr. 2018)	Thorndike, ME (Mar. 2016)	Portland, ME (Nov. 2016)																										
<p>What is the Buffering/Setback Standard?</p>	<p>Setbacks depend on the size of the project:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Front Setback</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>30 Ft</td> </tr> <tr> <td>Medium</td> <td>50 Ft.</td> </tr> <tr> <td>Large</td> <td>50 Ft.</td> </tr> </tbody> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Side</th> <th>Rear</th> </tr> </thead> <tbody> <tr> <td>Small: Less than 16Ft. in Height</td> <td>15 Ft.</td> <td>15 Ft.</td> </tr> <tr> <td>Small: Greater than 16Ft. in Height</td> <td>50 Ft.</td> <td>50 Ft.</td> </tr> <tr> <td>Medium: Less than 16Ft. in Height</td> <td>30 Ft.</td> <td>30 Ft.</td> </tr> <tr> <td>Medium: Greater than 16Ft. in Height</td> <td>50 Ft.</td> <td>50 Ft.</td> </tr> <tr> <td>Large</td> <td>50 Ft.</td> <td>50 Ft.</td> </tr> </tbody> </table> <p><u>Shoreland</u>: Must comply with minimum structure setback of Shoreland Zone.</p> <p>Visual Impact Standards give the PB some leeway to review buffering for solar projects on a case-by-case basis by establishing buffering/screening measures in relation to specific site attributes.</p>	Front Setback		Small	30 Ft	Medium	50 Ft.	Large	50 Ft.		Side	Rear	Small: Less than 16Ft. in Height	15 Ft.	15 Ft.	Small: Greater than 16Ft. in Height	50 Ft.	50 Ft.	Medium: Less than 16Ft. in Height	30 Ft.	30 Ft.	Medium: Greater than 16Ft. in Height	50 Ft.	50 Ft.	Large	50 Ft.	50 Ft.	<p>Requires all solar installations to meet the setbacks of the Shoreland Zone. Solar installations are allowed in front yards of residential districts unless they are 50 feet from the front property line.</p> <p>Ordinance also includes visual impact standards.</p>	<p>Requires large-scale solar energy systems, including appurtenant structures and parking areas, to be at least 75 feet from any property boundary. However, the required setback areas are not included in the calculation of the size of the large-scale solar energy system installation.</p> <p>Small-scale are only allowed in rear or side yards.</p> <p>Roof mounted cannot extend beyond the perimeter of the building.</p> <p>Also include visual impact mitigation standards, land clearing standards that limit the amount of clearing of natural vegetation to that necessary for construction, operation and maintenance of the solar project and preservation of tree standards that require installations to be designed and constructed to preserve and maintain the health and root systems of significant trees on public property 75 years and older or with a diameter of 36 inches or greater.</p>	<p>Requires a 50-foot setback for side and rear property lines and must meet the front setback requirements for structures.</p>	<p>Setback depends on the size of the project.</p> <p>Medium – Located in side or rear yards, wherever possible, setback 50 feet from certain residential zones, located away and screened from public ways and nearby residential/institutional uses to the extent possible.</p> <p>Large – Located in side or rear yards, wherever possible, setback 75 feet from certain residential zones. Screened from public ways and nearby residential/institutional uses to the extent possible. Layout and fencing to be integrated with the landscape to the extent possible, screen from abutters and minimize impact on significant scenic views to the extent possible. Prohibited within the 75 ft. setback from high water mark in shoreland zone and meet other shoreland zone requirements.</p>
Front Setback																															
Small	30 Ft																														
Medium	50 Ft.																														
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	Side	Rear																													
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Large	50 Ft.	50 Ft.																													

ATTACHMENT 3: Lot Coverage Standards

	Belfast (In Process)	York (Nov. 2018)	Dekalb County, IL (Mar. 2018)	Portland, ME (Nov. 2016)	Delaware Valley Regional Planning Commission (Feb. 2015)
<p>What are the Lot Coverage Standards?</p>	<p>A solar energy system (in combination with other uses on a property), regardless of its size, has to comply with lot coverage standards that apply to a respective Zoning or Shoreland Zoning District.</p> <p>Only the paved, mounting block, or otherwise impervious areas of sites on which a ground-mounted solar energy system is installed shall be counted in the lot coverage calculation.</p>	<p>For any size solar energy systems, lot coverage and surface are square footage (or solar collector coverage/horizontal projected area) is calculated by measuring the total surface area of the solar collector at maximum tilt to the vertical that occupies a given space or mounting surface (See Figure 1).</p>  <p style="text-align: center;">Figure 1</p>	<p>Roof or building mounted solar energy systems, excluding building-integrated systems, have to allow for adequate roof access for fire-fighting purposes to the south-facing or flat roof upon which the panels are mounted. Ground-mounted private solar energy systems are be exempt from impervious surface calculations if the soil under the collector is not compacted and maintained in vegetation. Foundations, gravel, or compacted soils are considered impervious.</p>	<p>The only mention in the Solar Energy ordinance is that the physical size definition is different from the area that would be the basis for calculating the impervious surface associated with the system. The physical size definition being the physical size of the panels based on total airspace occupied over the ground, or the grid area for ground mounted arrays. Impervious surface is defined as “any surface which does not absorb rain and includes all buildings, roads, sidewalks, parking areas, and any areas paved with bricks, concrete or asphalt.</p>	<p>This organization put out a report for communities in Delaware that establishes a framework for developing solar energy ordinances. They have 3 recommendations:</p> <p><u>Option 1:</u> The most permissive option which refers to ground-mounted solar as “pervious coverage” as long as pervious conditions are maintained underneath the photovoltaic cells, panels and arrays.</p> <p><u>Option 2:</u> The most restrictive option which refers to the total horizontal projection area of all ground mounted and freestanding solar collectors, including solar photovoltaic cells, panels, arrays and inverters as impervious coverage.</p> <p><u>Option 3:</u> An option for communities who want to classify the system as partially but not fully impervious. For example, if the total horizontal projection of a solar energy system is 100 square feet, only XX square feet will count towards the impervious coverage standard.</p>

ATTACHMENT 4: Performance Bond

	Belfast (In Process)	Westerly, RI (Mar. 2019)	Middleborough, MA (Apr. 2018)	Agawam, MA (Apr. 2018)	Bridgewater, MA (Apr. 2014)
<p>What is the Requirement for a Performance Bond?</p>	<p>At the time of PB review of a Site Plan application and permit, the applicant is required to identify how it will provide a performance guarantee payable to the benefit of the City of Belfast...for all costs associated with the removal of an approved solar energy system that has been abandoned. The performance guarantee is required to be equal to 150% of the estimated cost of removal. The performance guarantee can be in the form of a performance bond, surety bond, letter of credit, parent holding company guarantee, escrow account established with the City, or other form of financial assistance as may be acceptable to the City as determined by the PB and legal counsel. The financial guarantee shall include a provision granting and guaranteeing the City the authority to access the funds and property and perform the decommissioning if the facility is abandoned and the owner or operator fails to meet their obligations to remove the solar energy system. The applicant shall provide the City the identified performance guarantee prior to the issuance of a building permit by the CEO for the solar energy system. The owner or operator shall also be responsible for notifying the City in writing if the performance guarantee is revoked, and in such cases, shall provide the City a replacement guarantee that is found acceptable by legal counsel for the City within 90- days, or the owner/operators permit to operate the system shall be revoked.</p>	<p>At the time of development plan approval of a ground-mounted solar energy system the PB shall require a financial guarantee for the decommissioning and removal of the system and consider the projected life of the system and inflation. Prior to construction, the applicant shall post a bond or cash security with the Finance Director sufficient to cover the cost of removal and restoration of the site. The amount of said bond or security shall be reviewed and approved by DPW. The terms of payment and process of release shall be consistent with those established by the Town's Subdivision regulations for the release of a Performance Guarantee. Release shall not occur until the system is fully removed from the site.</p>	<p>The owner/operator of large scale ground mounted solar projects is required to provide a form of surety, either through interest bearing escrow account, bond or otherwise, to cover the cost of removal in the event the installation is not removed as required in an amount and form determined satisfactory to Building Commissioner prior to building permit issuance, but in no event to exceed more than 125% of the cost of removal and compliance with the additional requirements set forth in the ordinance. Such surety can be divided into two phases: One to cover the 1-year construction period and permanent surety to replace it. The form of surety may be varied from time to time with the approval of the Building Commissioner. The owner/operator needs to submit a fully inclusive estimate for the costs associated with removal by the Town, prepared by a qualified engineer. The amount may include a mechanism for calculating increases removal costs due to inflation. Surety will not be required for municipally or state-owned facilities.</p>	<p>The project proponent shall provide a form of surety, either through escrow account, bond or line of credit from a creditable financial institution, in an amount sufficient to cover the cost of removal in the event the Town deems the solar project to be abandoned and must remove the installation and remediate the landscape. The amount and form of the surety shall be determined to be reasonable by the PB, but in no event shall exceed more than 110% the cost of removal...such surety is not required for municipally owned or state-owned facilities. The project proppant shall submit a fully inclusive estimate of the costs associated with removal prepared by a qualified engineer. The amount shall include a mechanism for calculating the increased removal costs due to inflation.</p>	<p>Owners/Operators are required to provide a form of surety, either through and escrow account, bond or otherwise, to cover the cost of removal in the event the Town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the PB, but in no event to exceed more than 125% of the cost of removal...Such surety will not be required for municipally or state-owned facilities. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increasing removal costs due to inflation.</p>



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 03, 2020

Author: Megan Norwood, City Planner II

Subject: Hotel/Merrow Road Intersection

Information: The City Council received a recommendation from the Planning Board at the January 6, 2020 Council meeting as a communications item. The Planning Board, in their review of a proposed expansion of FutureGuard on Merrow Road, heard concerns by several Abutters about the volume of traffic at the intersection of Merrow and Hotel Roads. The Planning Board recommended the City conduct a review of both the Road Infrastructure Plan and surrounding Land Use Plan for Hotel and Merrow Roads to ensure the roads and their intersections, are properly designed to handle current and possible future increases in commercial traffic volumes due to development. The Planning Board also recommended the review consider the possible use of a traffic signal at the intersection of Merrow and Hotel roads to increase the safety of the intersection. The Engineering Division is currently reviewing road improvement plans for the area and the Economic and Community Development Department has potential funding opportunities for improvements.

City Budgetary Impacts: None at this time.

Staff Recommended Action: Advise Staff on how to move forward with examining the Hotel and Merrow Road intersection.

Previous Meetings and History: 1/6/2020 Communication Item on the City Council Agenda

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cuddeback".

Attachments: Planning Board Recommendation to the City Council
Merrow and Hotel Roads preliminary design and estimates



PLANNING BOARD RECOMENDATION to the CITY COUNCIL

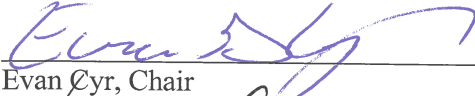
To: Mayor Levesque and Honorable Members of the Auburn City Council
From: Auburn Planning Board
Re: Recommendation to Review the Road Infrastructure Plan for Hotel and Merrow Roads
Date: October 10, 2019

During its meeting held on October 08, 2019, the Auburn Planning Board heard from residents concerned about the volume of traffic at the intersection of Merrow Rd. and Hotel Rd. in Auburn. The Planning Board agreed that traffic volumes are high for this intersection, which poses safety concerns. The Board received information from City staff indicating that the average daily trips (ADT) for this section of Hotel Rd. exceeds 10,000 trips, a number that is higher than more improved roads like Washington Avenue with an ADT of 8,000. The Board also discussed that both Hotel Rd. and Merrow Rd. are likely to see a rise in ADT numbers as commercial development in the area continues.

Based on the potential for increased traffic at this intersection, the lack of a current traffic study for the intersection, concerns from residents and additional concerns regarding safety from the Board itself, the Board makes the following recommendation:

PLANNING BOARD RECOMMENDATION

The City should conduct a review of both the Road Infrastructure Plan and surrounding Land Use Plan for Hotel and Merrow Roads to ensure that these roads, and their intersections, are properly designed to handle current and possible future increases in commercial traffic volumes due to development. Further, it is recommended that this review consider the possible use of a traffic light at the intersection of Merrow and Hotel roads to increase the safety of that intersection.



Evan Cyr, Chair

Stephen Martelli



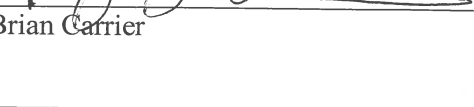
Katie Boss



Samuel Scogin



Daniel Carroll

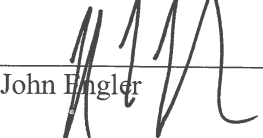


Brian Carrier



Mathieu Duvall

Kyle Pepin



John Engler

Merrow Road Hotel Road Intersection Improvement Project

1/28/2020					
Bid Item	Description	Unit	Bid Qty	Unit Cost	Total
202.20	Remove Bituminous Concrete Surface	SY	2,000	\$1.00	\$2,000.00
202.201	Sawcut Pavement	LF	220	\$2.00	\$440.00
202.203	Pavement Butt Joints	SY	60	\$13.00	\$780.00
203.20	Common Excavation	CY	1,900	\$12.00	\$22,800.00
203.24	Common Borrow	TON	200	\$15.00	\$3,000.00
304.09	Aggregate Base Course – Type A	TON	300	\$21.00	\$6,300.00
304.10	Aggregate Subbase Course – Gravel Type D	TON	1,610	\$19.00	\$30,590.00
403.21	Hot Mix Asphalt, ALL	TON	580	\$92.00	\$53,360.00
409.15	Bituminous Tack Coat. Applied	GAL	120	\$6.00	\$720.00
603.169	15" Culvert Pipe Option III	LF	120	\$50.00	\$6,000.00
604.252	Catch Basin Type A5-C	EA	4	\$4,000.00	\$16,000.00
605.09	6" HDPE Underdrain Type B	LF	360	\$30.00	\$10,800.00
605.12	15" HDPE Underdrain Type C	LF	400	\$55.00	\$22,000.00
606.10	Adjust Mailbox	EA	2	\$150.00	\$300.00
609.11	Slipform Vertical Curb - Concrete	LF	750	\$15.00	\$11,250.00
615.08	Loam & Seed	SY	300	\$8.50	\$2,550.00
627.733	Double Yellow Pavement Marking Line	LF	400	\$0.40	\$160.00
627.734	White Single Pavement Marking Line	LF	1,200	\$0.30	\$360.00
627.75	White Pavement Markings	SF	693	\$2.00	\$1,386.00
652.39	Maintenance of Traffic Control	LS	1	\$12,000.00	\$12,000.00
659.10	Mobilization	LS	1	\$15,000.00	\$15,000.00
					\$217,796.00
				Contingency 15%	\$32,669.40
				TOTAL	\$250,465.40

Box cut roadway and build back up with 18" D-Gravel, 3" A Gravel, 5" HMA. New approach will be 5' shoulders with three 11' lanes. Concrete curbing and drainage proposed for the upgrades. New striping for separated right and left turn lanes.



City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: February 3, 2020

Author: Susan Clements-Dallaire, City Clerk

Subject: Agricultural Committee Ordinance

Information: The City Council adopted an ordinance for an Agricultural Committee in December 2019. We are currently seeking applications to serve on the Committee. The deadline to submit applications to the City Clerk is Friday, February 28, 2020. Applications will be reviewed by the Appointment Committee will meet in March to make their nominations, which will then go before the full Council, tentatively at the March 16, 2020 Council Meeting.

Terms will be as follows:

- 4/1/2021 - 1 members
- 4/1/2022 – 3 members
- 4/1/2023 – 3 members

Section 2-485.2 – Committee established

An Agriculture Committee is hereby established to consist of nine members, of whom seven members shall be appointed by the City Council and shall be residents of the city with highest priority given to selecting members who are actively engaged in agriculture or forestry. At least one member shall have professional experience in an area directly related to forestry and at least one shall have direct professional experience in an area related to agriculture. The other nonvoting members shall be residents or landowners. The seven regular members appointed by the City Council shall appoint up to two nonvoting members.

The terms of office shall be three years except that initial appointments after the date of adoption of the ordinance from which this division derives shall be such that the terms of no more than three members shall expire in any single year. For that purpose, the City Council shall initially appoint one member for terms of one year, three members for terms of two years, and three members for terms of three years, such that the terms of approximately one-third of the members shall expire each year. Subsequent appointments shall be for a term of three years.

Section 2-485.3 – Qualifications

All members of the Committee shall be selected upon the basis of their active involvement, interests, skill or expertise in agriculture, forestry, food system economics, public policy or related fields. All voting members shall be residents of the City.

City Budgetary Impacts: None

Staff Recommended Action: Review and encourage people to apply for these positions.

Previous Meetings and History: Adopted at the 12/9/2019 City Council Meeting

City Manager Comments:

I concur with the recommendation. Signature:



Attachments: Copy of the adopted Ordinance

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 14-12022019

Be it Ordained, that the Auburn City Council hereby adopts the proposed amendment to Chapter 2, Article V, Boards, Commissions and Committees to add Division 8, Agriculture Committee .

Division 8. – Agriculture Committee
Section 2-485.1 – Purpose

The purpose of the Agriculture Committee shall be to proactively build a stronger food, agricultural, and resource economy in Auburn and to address the ongoing needs of protecting and promoting farms, farmland, forestry businesses, woodlots, local agriculture economy and local forestry economy.

Section 2-485.2 – Committee established

An Agriculture Committee is hereby established to consist of nine members, of whom seven members shall be appointed by the City Council and shall be residents of the city with highest priority given to selecting members who are actively engaged in agriculture or forestry. At least one member shall have professional experience in an area directly related to forestry and at least one shall have direct professional experience in an area related to agriculture. The other nonvoting members shall be residents or landowners. The seven regular members appointed by the City Council shall appoint up to two nonvoting members.

The terms of office shall be three years except that initial appointments after the date of adoption of the ordinance from which this division derives shall be such that the terms of no more than three members shall expire in any single year. For that purpose, the City Council shall initially appoint one members for terms of one year, three members for terms of two years, and three members for terms of three years, such that the terms of approximately one-third of the members shall expire each year. Subsequent appointments shall be for a term of three years.

Section 2-485.3 – Qualifications

All members of the Committee shall be selected upon the basis of their active involvement, interests, skill or expertise in agriculture, forestry, food system economics, public policy or related fields. All voting members shall be residents of the City.

Section 2-485.4 – Powers and Duties

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

The Committee shall:

1. Make recommendations to the Planning Board and City Council and consult with the Conservation Commission regarding the ongoing needs of protecting and promoting farms, forestry businesses, farmland, woodlots and building a stronger food, agricultural and resource economy in Auburn.
2. Promote opportunities for farm financing and farm, forestry or natural resource business development proposals, conservation and preservation of agricultural lands and encourage the marketing of Auburn's agricultural and forestry products;
3. Seek to coordinate the activities of local, State and regional organizations of similar purposes and collaborate to assist with education of the community regarding food systems, agriculture and forestry;
4. Research methods, best practices and successful policies that other communities are using to strengthen and support agriculture and forestry and share information and ideas with community leaders.
5. Periodically review the Auburn Comprehensive Plan, ordinances and land use trends that relate to agriculture and forestry in order to identify potential barriers and opportunities to modify Auburn's policies and ordinances to better support agriculture and forestry.
6. Support broad public participation in changes to municipal policies and ordinances that affect agriculture and forestry and provide opportunities for public input as changes are proposed.
7. Review applications for a Voluntary Municipal Farm Support Program and perform related duties as requested by the Auburn City Council.
8. Keep records of its meetings and activities and make an annual report to the city council;
9. Undertake any other agricultural or forestry related activity referred to it by the city council;
10. Adopt by-laws to govern the internal affairs of the Committee including meeting frequency;
11. May perform such other functions as are permitted by this Code.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

12. Should any project in the City require the submission of a farm plan, the committee shall review the farm plan and provide a recommendation to the Planning Board within 60 days.

Section 2-485.5—Officers, meetings and records.

1. The members shall elect from their membership a chairperson, a vice-chairperson and a secretary. Officers shall serve two-year terms.
2. All meetings of the Committee shall be open to the public, and notice, shall be provided to the public about such meetings.
3. The Committee may request that testimony provided during public hearings in front of the Committee be provided under oath.
4. Minutes shall be kept of all meetings.

Section 2-485.6 – Committees

The Committee may vote to create subcommittees and appoint members of such subcommittees to work on specific projects.

Section 2-485.7 – Quorum and necessary vote

As to any matter requiring a public hearing, no business shall be transacted by the Committee without a quorum, consisting of at least half of the voting members of the committee. If less than a quorum is present, the hearing shall be rescheduled, and the members and other interested parties shall be notified of the rescheduling.

**Passage of first reading as amended on 12-2-2019 7-0.
Passage of second reading as amended on 12-9-2019
6-0-1 (Councilor Walker abstained).**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 3, 2020

Author: Sue Clements-Dallaire, City Clerk

Subject: Department Orientation

Information: The following Departments will provide an overview to Council on their respective departments.

- Human Resource Department
 - Information Technology (IT) Department
 - Health & Social Services Department
-

City Budgetary Impacts: None

Staff Recommended Action: Department head will provide overview, Council may ask questions

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Caulton".

Attachments:

IN COUNCIL REGULAR MEETING JANUARY 27, 2020 VOL. 36 PAGE 6

Mayor Levesque called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

Pledge of Allegiance

I. Consent Items

1. Order 09-01272020*

Setting the time for opening the polls for 2020 Elections (7:00 AM).

Motion was made by Councilor Lasagna and seconded by Councilor Gerry for passage.

Passage 7-0.

II. Minutes - January 6, 2020 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor MacLeod to approve the minutes of the January 6, 2020 Regular Council Meeting.

Passage 7-0.

III. Communications, Presentations and Recognitions

- Communication - Michael Malloy and Peter Crichton went over the Legal Services Report
- Presentation – Economic and Community Development staff provided Council with an overview of the Economic and Community Development Department
- Communication – Mayor Levesque announced 4 of his appointments to the Citizens Advisory Committee. There are still several positions left to fill on that committee.
- Communication – Mayor Levesque went over his proposal to form an Ad hoc Committee to Review Boards, Committees, and Commissions
- Mayor and Council Communications:
 - Mayor Levesque – Winter Fest, the Council Retreat, Bangor Savings Bank grand opening, and his recent trip to Washington D.C.
 - Councilor Boss – Auburn Library Board meeting
 - Councilor Walker – Waste to Energy meeting
 - Councilor Carrier – School Committee meeting
 - Councilor Milks – none at this time
 - Councilor MacLeod – LATC (Lewiston Auburn Transit Committee), Great Falls TV is looking for committee members
 - Councilor Lasagna – none at this time
 - Councilor Gerry – Age Friendly Community event

IV. Open Session

- Laurier P. Morrisette, Auburn resident spoke.
- Andy Titus, 24 Rubellite Lane commented on agricultural zone permit fees that were discussed during the workshop.

V. **Unfinished Business** - None

VI. **New Business**

1. **Order 10-01272020**

Authorizing the sale of tax acquired property: Gammon Avenue, Parcel ID 249-093.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0

2. **Order 11-01272020**

Authorizing the sale of tax acquired property: 16 Newbury Street, Parcel ID 231-035.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

The Mayor asked that the minutes reflect that it is sliver of land. Order 11-01272020 that was presented states:

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at 16 Newbury Street, Parcel ID 231-035, 609.6 square foot piece as indicated on presented map, for \$1,000 as indicated in request letter.

Passage 7-0

3. **Order 12-01272020**

Authorizing the sale of tax acquired property: 97 Riverside Drive, Parcel ID 221-143.

Motion was made by Councilor Gerry and seconded by Councilor Milks for passage.

Public comment – no one from the public spoke.

Passage 7-0

4. **Order 13-01272020**

Re-appointing Mathieu Duvall as full member of the Planning Board with a term expiration of 1/1/2023.

Motion was made by Councilor Lasagna seconded by Councilor Boss to enter into executive session to discuss a personnel matter.

Motion failed 4-3 (Councilors Milks, Carrier, and Walker opposed), passage requires a 3/5 vote.

Motion was made by Councilor Boss and seconded by Councilor Carrier for passage of Order 13-01272020.

Public comment – no one from the public spoke.

Passage 6-0-1 (Councilor Gerry abstained).

5. Order 14-01272020

Re-appointing John Engler as full member of the Planning Board with a term expiration of 1/1/2023.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 6-0-1 (Councilor Gerry abstained).

6. Order 15-01272020

Appointing Matthew Leonard as full member of the Planning Board with a term expiration of 1/1/2023.

Motion was made by Councilor Walker and seconded by Councilor Carrier for passage.

Public comment – no one from the public spoke.

Motion failed 4-3 (Councilors Gerry, Lasagna, MacLeod, and Boss opposed).

7. Order 16-01272020

Appointing Laurel Libby as full member of the Planning Board with a term expiration of 1/1/2023.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Motion failed 4-3 (Councilors Gerry, Lasagna, MacLeod, and Boss opposed).

8. Order 17-01272020

Appointing Andrew Paradis as associate member of the Planning Board with a term expiration of 1/1/2023.

Motion was made by Councilor Boss and seconded by Councilor Carrier for passage.

Public comment – no one from the public spoke.

Passage 6-0-1 (Councilor Gerry abstained).

9. Order 18-01272020

Appointing Riley Bergeron as associate member of the Planning Board with a term expiration of 1/1/2023.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 6-0-1 (Councilor Gerry abstained).

10. Order 19-01272020

Appointing Andrew Titus to the Auburn Sewer District Board of Trustees with a term expiration of 3/1/2022.

Motion was made by Councilor Milks and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0

11. Order 20-01272020

Re-appointing Patricia Madore to the LA 911 Committee with a term expiration of 1/1/2022.

Motion was made by Councilor MacLeod and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0

12. Order 21-01272020

Appointing Susan Patneau to the Age Friendly Community Committee with a term expiration of 6/1/2022.

Motion was made by Councilor Gerry and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0

13. Order 22-01272020

Authorizing the City Manager to sign a Memorandum of Understanding (MOU) for the State of Maine Bicentennial Parade.

Motion was made by Councilor Lasagna and seconded by Councilor Boss for passage.

Public comment – no one from the public spoke.

Passage 7-0

VII. Reports

Mayor Levesque – no report

Councilor Gerry – explained why she voted the way she did on the Board and Committee appointments.

Councilor Lasagna – reported on the Recycling Committee meeting, the ELHS Building Committee will be meeting on January 28th, and she asked for a workshop to discuss the Ag Committee at the February 3rd meeting.

Councilor Macleod – reported on LATC during Communications

Councilor Milks – reported on the Water District meeting

Councilor Carrier – no report

Councilor Walker – the United New Auburn Association will be meeting at Rolly's Diner on Tuesday at 6:00 pm, and the New Auburn Neighborhood Watch Group will be meeting on Thursday at the Sixth Street Congregational Church, the Age Friendly Committee will be holding a Valentine's Day lunch at the Senior Community Center on February 14th, and he said asked the City Manager to invite the PUC (Maine Public Utilities Commission) here to discuss how water charges are assessed.

Councilor Boss- no report

City Manager – the FY 21 budget process is underway, he announced that the Legislative Policy Committee will be meeting this week, he spoke about establishing a Student Internship program, they are also considering implementing Student Council Reps (to be discussed at a future workshop), and he spoke about Solar Power and holding a joint workshop with the School Committee scheduled for February 5th at 6pm.

The Mayor announced that he would like to host a joint meeting with the School Committee on February 5th from 6:00 – 7:00 PM.

Jill Eastman, Finance Director – December 2019 Monthly Finance Report

Motion was made by Councilor Lasagna and seconded by Councilor Walker for to accept and place on file the December 2019 monthly finance report.

Passage 7-0

VIII. Open Session

Mathew Leonard, 169 Davis Avenue commented on action taken by the Council on the board and committee appointments, and tax acquired properties.

Leroy Walker, 41 Broad Street, commented on action taken by the Council on board and committee appointments.

IX. Executive Session – to discuss a legal matter, pursuant to 1 M.R.S.A. Sec. 405(6)(E)

Motion was made by Councilor Carrier and seconded by Councilor Milks to enter into executive session.

Passage 7-0, time in 8:56 PM.

Council was declared out of Executive Session at 9:34 PM.

Executive Session – to discuss a personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A)

Motion was made by Councilor Carrier and seconded by Councilor Boss to enter into executive session.

Passage 6-0 (Councilor Walker not present), time in 9:35 PM.

Council was declared out of Executive Session at 10:02 PM.

X. Adjournment

Motion was made by Councilor Boss and seconded by Councilor Milks to adjourn. All were in favor, the meeting adjourned at 10:02 PM.

A TRUE COPY

ATTEST

Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 3, 2020

Author: Peter Crichton

Subject: Strategic Plan Update and Discussion

Information: This workshop continues a series of updates by the City Manager and Assistant City Manager to the City Council and Mayor on work that city departments are doing that is related to the Strategic Plan.

City Budgetary Impacts: None.

Staff Recommended Action: No specific action at this time.

Previous Meetings and History: Workshops on January 13th and January 27th on Strategic Plan

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 3, 2020

Author: Michael Chammings, Director of Economic and Community Development

Subject: Presentation – Tax Increment Financing (TIF)

Information:

Tax Increment Financing (TIF) is one of the most important and impactful tools the City has in its control to attract new and expand existing businesses.

The Department of Economic & Community Development will be conducting a Power point presentation overviewing Tax Increment Financing (TIF) including the use of Credit Enhancement Agreements (CEAs).

In attendance will be:

Michael Chammings, Director of Economic and Community Development
Eric Cousens, Deputy Director of Economic and Community Development
Brett Sawyer, Economic Development Specialist

City Budgetary Impacts: N/A

Staff Recommended Action: Enjoy the presentation.

Previous Meetings and History: January 27, 2020 (Brief overview).

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Calkins".

Attachments:



City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: February 03, 2020

Orders: 23-02032020 & 24-02032020

Author: Kelsey Earle, Executive Assistant to the City Manager

Subject: Disposition of Tax Acquired and City Owned Property

Information:

Previously presented properties for Council decision:

The Tax Acquired Committee recommended two (2) properties for disposition with a combined total \$17,629 in property taxes and CDBG balances owed to the City.

Newly presented properties:

None.

Whenever possible, we work with taxpayers to get properties back in their possession. Over the last two years, of the thirty-seven (37) properties the City no longer has possession of, twenty-two (22) of those were returned to previous owners.

City Budgetary Impacts: There is no negative impact to the city budget for the potential sale of tax acquired properties. The known positive impacts of selling tax acquired properties are recouping taxes owed, associated fees, and getting the property back on the tax roll.

Staff Recommended Action: Staff recommends the following for the two (2) presented properties:

To dispose of the following properties by sealed bid:

1. 53 Stevens Mill Road PID# 208-042
 2. 301 Stevens Mill Road PID# 217-048
-

Previous Meetings and History: January 27, 2020 Workshop.

City Manager Comments: I concur with the recommendation. Signature:

Attachments:

Memorandum Dated January 23, 2020 – Disposition of Tax Acquired Property
Tax Acquired Committee Recommendation Form for each property
Tax Statements for each property
Property Review Form for each property
Orders: 23-02032020 & 24-02032020



City of Auburn, Maine

Office of the City Manager
60 Court Street | Auburn, Maine 04210
207.333.6601 | www.auburnmaine.gov

MEMORANDUM

TO: Mayor Levesque and Honorable Members of the Auburn City Council

CC: Peter Crichton, City Manager and Jill Eastman, Finance Director

FROM: Kelsey Earle, Executive Assistant to the City Manager

RE: Disposition of Tax Acquired and City Owned Property

DATE: January 23, 2020

The list of properties the City automatically acquires from unpaid taxes was largely unreviewed, leaving several to simply sit in our possession. Over the last two years, the Tax Acquired Committee has addressed Fifty-Two (52) properties. Thirty-Seven (37) of those having been returned to the tax roll as of today's date. A monthly meeting of the committee continues to make progress on existing parcels and addressing any newly tax acquired properties.

Enclosed you will find the supporting documentation on two (2) tax acquired properties that the Tax Acquired Property Committee has newly recommended for disposition. The two (2) properties have a combined total of \$17,629 in property taxes and CDBG balances owed to the City. Following below are brief summaries of each property being presented to Council for disposition:

53 Stevens Mill Road (PID #208-042) - The total balance due is \$8,403. Property is 0.4 acres with a small ranch style building. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. The committee recommends selling by sealed bid.

301 Stevens Mill Road (PID #217-048) - The total balance due is \$9,226. Property is 3.71 acres with a cape style home. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. The committee recommends selling by sealed bid.



City of Auburn, Maine

Office of the City Manager

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Section 3.5 Committee Action/Recommendations. The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

PARCEL ID:	208-042	Location:	53 Stevens Mill Road	
Acreage	0.40	Zone:		
Current Assessed Land Value:	\$31,500	Current Assessed Building Value:	\$65,800	
Total Land & Bldg. Value:	\$99,800	Minimum Bid:	\$15,000	

Retain for public use		Sell the property	x	Waive foreclosure	
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Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	x	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

Notes: The committee recommends selling by sealed bid.



City of Auburn, Maine

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Tax Acquired Property Review Form

ADDRESS: 53 Stevens Mill Road

PID#: 208-042

DESCRIPTION: This property contains 0.400 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1944 , having WOOD SHING exterior and ASPHALT SH roof cover, with 1 unit(s), 3 total room(s), 1 total bedroom(s), 1 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

BALANCE DUE: \$8,403

1. Is the property either unfit or unnecessary for City use?

Yes.

2. Does the City wish to retain ownership for municipal purposes?

No.

3. Is the property adjacent to publicly owned land?

No.

4. Are there buildings on the property that should be demolished?

No.

5. Are there environmental liabilities or hazards present on the site?

No.

6. Does the property have investment or marketable value?

Yes, single-family.



City of Auburn, Maine

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7. Are there uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?

Suburban Residential Zone.

8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

No.

OTHER CONCERNS:

NOTES:

01/21/2020 09:13
4924nbosse

CITY OF AUBURN
Real Estate Tax Statement

P 1
txtaxstm

PARCEL: 208-042-000-000

LOCATION: 53 STEVENS MILL RD

OWNER:

AUBURN CITY OF
LEBLOND CARLENE A, PARTY IN PO
28 RESEVOIR AVE
LEWISTON ME 04240

STATUS:

SQUARE FEET	0
LAND VALUATION	31,500
BUILDING VALUATION	68,300
EXEMPTIONS	0
TAXABLE VALUATION	99,800
INTEREST PER DIEM	1.28

LEGAL DESCRIPTION:

DEED DATE: 05/11/2005 BOOK/PAGE: 6333-124

INT DATE: 01/21/2020

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2019	RE-R	2993				
1	2019 REAL		1,185.13	1,185.13	32.99	1,218.12
			1,185.13	1,185.13	32.99	1,218.12
2	2019 REAL		1,185.12	1,185.12	.00	1,185.12
			1,185.12	1,185.12	.00	1,185.12
			2,370.25	2,370.25	32.99	2,403.24
2018	LIEN	30				
1	RETAX TL		2,363.26	2,363.26	93.36	2,456.62
	CERTMA		6.80	6.80	.00	6.80
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		89.06	89.06	.00	89.06
			2,513.12	2,513.12	93.36	2,606.48
2017	LIEN	238				
1	RETAX TL		2,294.40	2,294.40	248.61	2,543.01
	DMD TL		3.00	3.00	.00	3.00
	CERTMA		6.67	6.67	.00	6.67
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		87.78	87.78	.00	87.78
			2,442.85	2,442.85	248.61	2,691.46
2016	LIEN	126				
1	RETAX TL		2,230.53	682.85	18.20	701.05
	CERTMA		6.56	.00	.00	PAID
	DMD TL		3.00	.00	.00	PAID
	LNCHG TL		51.00	.00	.00	PAID
	INTTL		88.76	.00	.00	PAID
			2,379.85	682.85	18.20	701.05
GRAND TOTALS			9,706.07	8,009.07	393.16	8,402.23

Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 208-042 Account Number 208042000
Prior Parcel ID --
Property Owner LEBLOND CARLENE A, PARTY IN POSSE Property Location 53 STEVENS MILL RD
Mailing Address 28 RESEVOIR AVE Property Use SINGLEFAMILY
Most Recent Sale Date 5/11/2005
City LEWISTON Legal Reference 6333-124
Grantor LEBLOND,CARLENE A
Mailing State ME Zip 04240 Sale Price 0
ParcelZoning Land Area 0.400 acres

Current Property Assessment

Card 1 Value Building Value 65,800 Xtra Features Value 2,500 Land Value 31,500 Total Value 99,800

Building Description

Building Style RAN	Foundation Type SLAB	Flooring Type N/A
# of Living Units 1	Frame Type WOOD	Basement Floor N/A
Year Built 1944	Roof Structure GABLE	Heating Type MONITOR
Building Grade AVERAGE	Roof Cover ASPHALT SH	Heating Fuel GAS
Building Condition Avg-Good	Siding WOOD SHING	Air Conditioning 0%
Finished Area (SF) 864	Interior Walls DRYWALL	# of Bsmt Garages 0
Number Rooms 3	# of Bedrooms 1	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 1

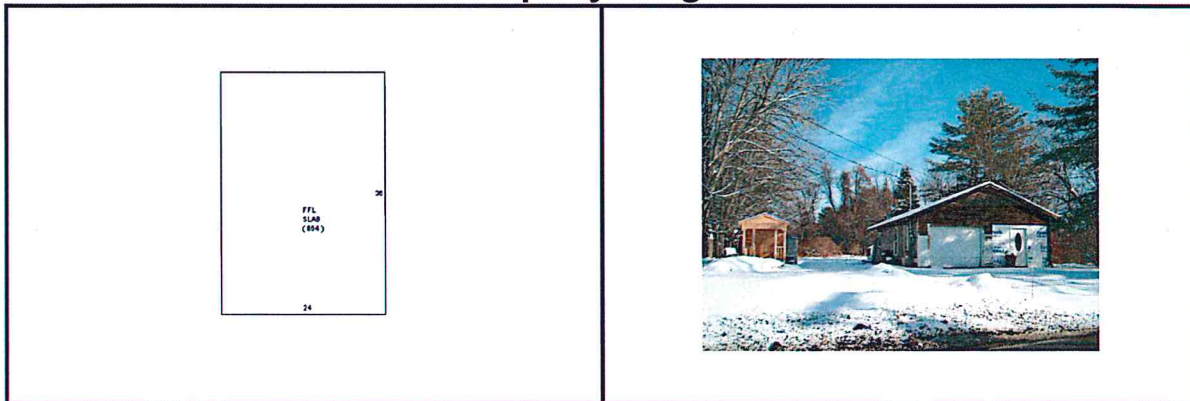
Legal Description

Fire 1/23/2010

Narrative Description of Property

This property contains 0.400 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1944 , having WOOD SHING exterior and ASPHALT SH roof cover, with 1 unit(s), 3 room(s), 1 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



City of Auburn, Maine

Office of the City Manager

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Section 3.5 Committee Action/Recommendations. The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

PARCEL ID:	217-048	Location:	301 Stevens Mill Road	
Acreage	3.71	Zone:		
Current Assessed Land Value:	\$43,600	Current Assessed Building Value:	\$56,800	
Total Land & Bldg. Value:	\$101,200	Minimum Bid:	\$15,000	

Retain for public use		Sell the property	x	Waive foreclosure	
-----------------------	--	-------------------	---	-------------------	--

Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	x	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

Notes: The committee recommends selling by sealed bid.



City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

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Tax Acquired Property Review Form

ADDRESS: 301 Stevens Mill Road

PID#: 217-048

DESCRIPTION: This property contains 3.710 acres of land mainly classified as SINGLEFAMILY with a(n) CAPE style building, built about 1870 , having CLAPBOARD exterior and ASPHALT SH roof cover, with 1 unit(s), 0 total room(s), 0 total bedroom(s), 1 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

BALANCE DUE: \$9,226

1. Is the property either unfit or unnecessary for City use?
Yes.

2. Does the City wish to retain ownership for municipal purposes?
No.

3. Is the property adjacent to publicly owned land?
No.

4. Are there buildings on the property that should be demolished?
No.

5. Are there environmental liabilities or hazards present on the site?
No.

6. Does the property have investment or marketable value?
Yes, single-family.



City of Auburn, Maine

Office of the City Manager

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7. Are there uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?

Suburban Residential Zone.

8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

No.

OTHER CONCERNS:

NOTES:

01/21/2020 09:14
4924nbosse

CITY OF AUBURN
Real Estate Tax Statement

P 1
txtaxstm

PARCEL: 217-048-000-000

LOCATION: 301 STEVENS MILL RD

OWNER:

AUBURN CITY OF
DELETESKY, DEVISEES OF, PARTY
C/O GLEN DELETETSKY, PR
PO BOX 1468

OGUNQUIT ME 03907

STATUS:

TOTAL ACRES	3.710
DEFERRED ACRES	.000
LAND VALUATION	43,600
BUILDING VALUATION	57,600
EXEMPTIONS	0
TAXABLE VALUATION	101,200
INTEREST PER DIEM	1.39

LEGAL DESCRIPTION:

DEED DATE: 05/01/1955 BOOK/PAGE: 723-595

INT DATE: 01/21/2020

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2019	RE-R	3883				
1	2019 REAL		1,201.75	1,201.75	33.45	1,235.20
			1,201.75	1,201.75	33.45	1,235.20
2	2019 REAL		1,201.75	1,201.75	.00	1,201.75
			1,201.75	1,201.75	.00	1,201.75
			2,403.50	2,403.50	33.45	2,436.95
2018	LIEN	122				
1	RETAX TL		2,396.42	2,396.42	94.67	2,491.09
	CERTMA		6.80	6.80	.00	6.80
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		90.31	90.31	.00	90.31
			2,547.53	2,547.53	94.67	2,642.20
2017	LIEN	120				
1	RETAX TL		2,326.59	2,326.59	252.10	2,578.69
	DMD TL		3.00	3.00	.00	3.00
	CERTMA		6.67	6.67	.00	6.67
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		89.02	89.02	.00	89.02
			2,476.28	2,476.28	252.10	2,728.38
2016	LIEN	158				
1	RETAX TL		1,130.91	1,130.91	201.49	1,332.40
	CERTMA		6.56	6.56	.00	6.56
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		25.38	25.38	.00	25.38
			1,216.85	1,216.85	201.49	1,418.34
GRAND TOTALS			8,644.16	8,644.16	581.71	9,225.87

Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 217-048	Account Number 217048000
Prior Parcel ID --	Property Location 301 STEVENS MILL RD
Property Owner DELETETSKY MILDRED L	Property Use SINGLEFAMILY
Mailing Address 71 SPRING ST	Most Recent Sale Date 5/1/1955
City AUBURN	Legal Reference 723-595
Mailing State ME Zip 04210	Grantor LYSETH, SUSIE V
ParcelZoning	Sale Price 0
	Land Area 3.710 acres

Current Property Assessment

Card 1 Value Building Value 56,800	Xtra Features Value 800	Land Value 43,600	Total Value 101,200
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Building Description

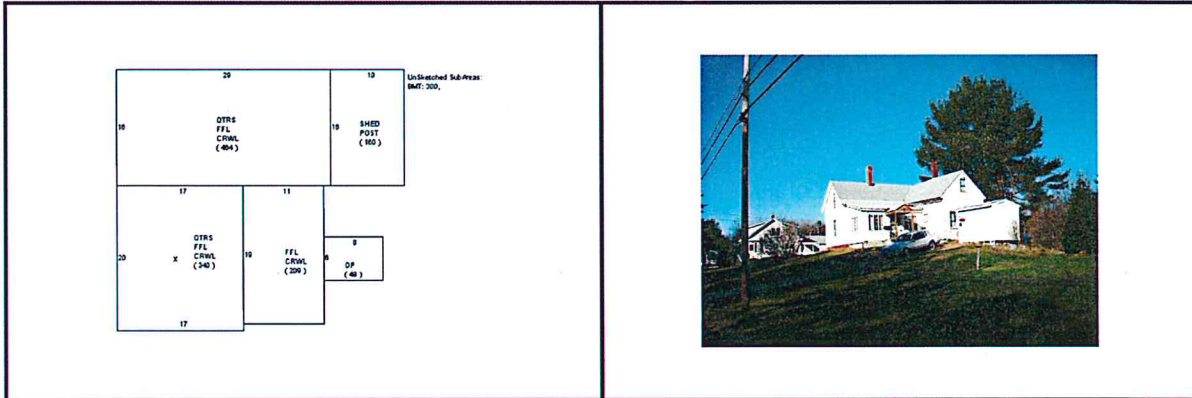
Building Style CAPE	Foundation Type BRICK	Flooring Type N/A
# of Living Units 1	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1870	Roof Structure GABLE	Heating Type FORCED H/W
Building Grade FAIR	Roof Cover ASPHALT SH	Heating Fuel OIL
Building Condition Fair-Avg	Siding CLAPBOARD	Air Conditioning 0%
Finished Area (SF) 1214	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 1

Legal Description

Narrative Description of Property

This property contains 3.710 acres of land mainly classified as SINGLEFAMILY with a(n) CAPE style building, built about 1870 , having CLAPBOARD exterior and ASPHALT SH roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 23-02032020

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at 53 Stevens Mill Road, Parcel ID 208-042 by sealed bid.

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 24-02032020

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at 301 Stevens Mill Road, Parcel ID 217-048 by sealed bid.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 3, 2020

Orders: 25-02032020 & 26-02032020

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on January 28, 2020 to review Auburn Sewer and Water District applications and make their nominations for those boards:

Auburn Sewer District Board of Trustees – Shawn MacDonald, with a 3/1/2024 term expiration.

Auburn Water District Board of Trustees – Andrew Titus, with a term expiration of 03/01/2024.

Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

City Budgetary Impacts: None

Staff Recommended Action: Motion to appoint members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on January 28, 2020 to make their recommendations.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

List of applicants

List of vacancies

Applications

Orders 25-02032020 and 26-02032020

VACANCIES

Sewer District Board of Trustees - 1 vacancy with a term expiration of 3/1/2024

Water District Board of Trustees – 1 vacancy with a term expiration of 3/1/2024

Board Committee Applications
January 28, 2020

Board or Committee	Ward	Last Name	First Name	Address
Sewer District Board of Trustees	2	MacDonald	Shawn	160 Lake Street
	2	McCarthy*	Heidi	87 Western Prom
Water District Board of Trustees	5	Drouin	Paula	177 Sopers Mill Road
	1	Strong	Sarah	33 Whitman Spring Road
	3	Titus	Andrew	24 Rubellite Lane

* Indicates this applicant is seeking re-appointment

** Indicates this person is an associate/alternate member seeking full member status

From: donotreply@auburnmaine.gov
To: [Susan Clements-Dallaire](#)
Subject: A New Form Has Been Submitted - Board/Committee Application
Date: Friday, January 24, 2020 4:38:08 PM

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 01/24/2020

First Name: Shawn

Middle Initial: L

Last Name: MacDonald

Residence Address: 160 Lake St

Ward: Ward 2

City: Auburn

Home Phone: 2072499202

Cell Phone: 2072993279

E-mail Address: shawn@americanconcrete.com

Current Occupation: Owner of American Concrete and Superior Concrete

Previous Occupation (if retired or no longer working):

Education and/or experience: 35 years in wastewater industry

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Sewer District

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I feel it is my civic duty to offer my knowledge in the sewer industry. As a business owner and taxpayer, I feel it is necessary to be fiscally responsible.

What do you hope to accomplish?: Besides my knowledge in the sewer industry, I have extensive experience in computer PLCs. Throughout my career, I have worked with design engineers. My successful companies are a testament to abilities to deal with customers, managers, accountants, and lawyers.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known):

How did you learn of this vacancy?: Through wife and Next Door app

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth

above. By typing your full name below, you are "signing" this electronic application.: Shawn L MacDonald

Date of Electronic Signature: 01/24/2020

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Tuesday, January 28, 2020 6:20 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 01/28/2020

First Name: Heidi

Middle Initial:

Last Name: McCarthy

Residence Address: 87 Western Prom

Ward: Ward 2

City: Auburn

Home Phone: 2079076730

Cell Phone: 2079076730

E-mail Address: mccarthyh13@yahoo.com

Current Occupation: Economic Development Specialist

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelors, Masters in Progress

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: Sewer District

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): Public service is a duty of all who reside in a community. I first became involved with the sewerage district in order to learn more about the overflows into the river and onto the riverwalk. Through my service on the board, I have gained knowledge about the complex and dynamic practices of sewer management. I would like to continue my service and bring to the position new perspectives gained both from my experiences as a landlord and my continuing education at the Muskie school.

What do you hope to accomplish?: I am interested in supporting the continued separation of stormwater from the sewer system through cost-effective and efficient means. I'm also interested in clarifying the roles of the trustees to be sure the sewerage board continues to execute its duties appropriately at all times.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Auburn Sewerage District

Have you previously served on a City or Community Board or Committee? If so, which one(s)? I have not served on any other City boards but volunteer extensively within the community..

Dates served (if known):

How did you learn of this vacancy?: This vacancy was created by the end of my current term.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Heidi McCarthy

Date of Electronic Signature: 1/28/2020

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Friday, December 27, 2019 3:12 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/27/2019

First Name: Andrew

Middle Initial: D

Last Name: Titus

Residence Address: 24 Rubellite Ln

Ward: Ward 3

City: Auburn

Home Phone: 2077847902

Cell Phone: 2076577117

E-mail Address: atitus2015@gmail.com

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Account manager Tire Industry

Education and/or experience: High School and 2 year Paralegal certificate.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): **Water District**

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I was the Mayors Rep for 4 years. I have a good working knowledge of Water operations.

What do you hope to accomplish?: Continue their good work of providing clean quality water to the Cities of Auburn, Lweiston and Poland.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Sewer and Water District. County Budget committee. City Council. Audit Committee.

Dates served (if known): 2015-2019

How did you learn of this vacancy?: There will be a vacancy in March. We will need to take applications before then to avoid a gap in service

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Andrew D Titus

Date of Electronic Signature: 12/17/19

From: donotreply@auburnmaine.gov
Sent: Thursday, December 19, 2019 11:41 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/19/2019

First Name: Sarah

Middle Initial:

Last Name: Strong

Residence Address: 33 Whitman Spring Rd

Ward: Ward 1

City: Auburn

Home Phone: 2077841610

Cell Phone: 2072409855

E-mail Address: sstrong@bates.edu

Current Occupation: retired

Previous Occupation (if retired or no longer working): Professor of Japanese Language & Literature

Education and/or experience: BA Oberlin College, MA University of Chicago, PhD University of Chicago

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): **Water District**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I would like to serve on the AWD Board of Trustees because I am aware of the importance of an adequate and reliable source of clean, safe water for the City, its fire department and the rate payers. I attended three meetings of the Board of Trustees, including a workshop presentation by Superintendent Sid Hazelton on Lake Auburn, in the fall of this year (2019). From this, I feel I have a general understanding of the AWD's work and the responsibilities of the Board of Trustees. I would like to contribute to the continued success of the AWD and its Board.

What do you hope to accomplish?: Earlier test drilling in Auburn showed that there is no available alternative source of potable water from wells should Lake Auburn fail as a source. One thing I would hope to accomplish is to support the

AWD's on-going collaboration with the LAWPC in protecting the quality of Lake Auburn's water. Data that indicates the rates for water in Auburn are among the lowest in the State. I want to see that continue, while supporting replacement of aged pipes, and ensuring high quality maintenance.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known):

How did you learn of this vacancy?: A board member told me that a vacancy is anticipated in the first quarter of 2020.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Sarah Mehlhop Strong

Date of Electronic Signature: Dec. 19, 2019

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 12/17/2019

Last name: Drouin First name: Paula Middle initial: L

Residence address: 177 Sopers Mill Rd Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 333-1032 Work phone: 732-0917 ext 27 Cell phone: 333-1032

Email address: Paula.drouin@rocketmail.com

Current occupation: Plant Supervisor at Lewiston-Auburn WPCA

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): Bachelors in Natural & Applied Science
masters in Biology

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input checked="" type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

Have you previously served on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? _____

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Paula Devin Date: 12/17/2019

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	DEC 17 2019
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

12/17/2019

To Whom It May Concern,

It is my understanding that there will be an opening on the Auburn Water District Board in the near future. I am writing to express interest in being considered for the position. I have been employed at the Lewiston-Auburn Water Pollution Control Authority (wastewater treatment facility servicing Lewiston, Auburn and surrounding communities) for 11 years. I am also an adjunct at the University of Southern Maine, where I teach a microbiology lab course. I would like to serve on this committee so that I can be a part of the decision-making process that ultimately protects Lake Auburn and our watershed.

I appreciate your consideration and am happy to answer any questions.

Kind Regards,

A handwritten signature in cursive script that reads "Paula Drouin".

Paula Drouin

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 25-02032020

ORDERED, that the City Council hereby appoints Andrew Titus to the Auburn Water District Board of Trustees with a term expiration of 03/01/2024.

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 26-02032020

ORDERED, that the City Council hereby appoints Shawn MacDonald to the Auburn Sewer District Board of Trustees with a term expiration of 03/01/2024.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: February 3, 2020

Resolve: 01-02032020

Author: Sue Clements-Dallaire, City Clerk

Subject: Mayor's Ad hoc Committee on Boards, Committees, and Commissions of the City

Information: The Mayor would like to establish an ad hoc committee to review all boards, committees, and commissions of the city in order to facilitate a more cohesive workflow, generating greater impact and efficient use of staff and volunteer time and effort. The target completion date is set for May 15th with a final report to be presented to Council no later than June 15th.

City Budgetary Impacts: None

Staff Recommended Action: Support the formation of this ad hoc committee

Previous Meetings and History: Discussed at the 1/27/2020 Council meeting during Communications.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cochran".

Attachments: None

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

RESOLVE 01-02032020

Resolution for Ad Hoc Committee on Boards, Commissions & Committees

Resolve, that the City Council hereby supports the establishment of an Ad Hoc Committee on Boards, Commissions and Committees; and,

Whereas, the purpose is to develop a modernization of Auburn's many boards, commissions and committees, to facilitate a more cohesive workflow, generating greater impact and efficient use of staff and volunteer time and effort; and,

Whereas, the Mayor will function as a facilitator, with two City Councilors chosen by Council, a representative from the Planning Board appointed by its Chair, and two staff members chosen by the City Manager to participate and support; and,

Whereas, the Ad Hoc Committee will meet as often as they deem necessary, with a target completion date of May 15th; and,

Whereas, the final report is to be presented to Council no later than June 15th; and,

Whereas, further Council action will be as determined by Council; and,

Now therefore, let it be resolved that the City Council of Auburn hereby supports the formation of an Ad Hoc Committee on Boards, Commissions and Committees.