City Council Meeting and Workshop
April 4, 2016
Agenda

5:30 P.M. Joint Workshop – City Council and School Committee

A. School Budget Presentation – Katy Grondin and Jude Cyr (60 minutes).

6:30 P.M. Workshop – City Council

B. Executive Session regarding a personnel matter, pursuant to 1 M.R.S.A §405 (6)(A)-(30 minutes).

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

Pledge of Allegiance

I. Consent Items – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. Order 19-04042016*

Setting the date for the School Budget Validation Referendum Election for June 14, 2016.

2. Order 20-04042016*

Approving the time to open the polls at 7:00 A.M. for the June 14, 2016 Election.

II. Minutes

- March 21, 2016 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Community Development Block Grant (CDBG) Budget presentation – Reine Mynahan

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

1. Ordinance 04-03212016

Adopting the ordinance regarding parking standards for junk cars. Public hearing and second reading.

VI. New Business

Hearing on the appeal of the denial of a business license for Indeego Spa (owner Lanli Liu) pursuant Chapter 14 Section 14-39 (a). Executive Session pursuant to 1 M.R.S.A. §405 (6)(G).

2. Order 21-04042016

Approving the issuance of a Special Amusement and Liquor license to Firehouse Grill located at 47 Broad Street. Public Hearing.

VII. Executive Session

- Executive Session regarding a real estate matter (Auburn Intermodal/Port of Auburn), pursuant to 1 M.R.S.A §405 (6)(C) with possible action to follow.

VIII. Reports

1. Mayors Report

2. City Councilors' Reports

3. City Manager's Report

IX. 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*.

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 4/4/2016

Author: Sue Clements-Dallaire

Subject: FY17 School Budget Presentation

Information: The City Council and School Committee will discuss the proposed School Budget for FY17.

Advantages:

Disadvantages:

City Budgetary Impacts:

Staff Recommended Action: Discussion

Previous Meetings and History: 3/14/2016 Joint Workshop (CIP)

Attachments: None

City Council Information Sheet

City of Auburn

Council Meeting Date: 04/04/2016

Subject: Executive Session

Information: Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 4/4/2016 **Order** 19-04042016*

Author: Sue Clements-Dallaire, City Clerk

Subject: Setting June 14, 2016 as the date for the Special School Budget Validation Referendum Election

Information:
Title M.R.S.A. 20-A, Section 2307 requires Municipalities to conduct a School Budget Validation Referendum Election each year.

Advantages: There is a cost savings by holding the School Budget election at the same time as the State Election. There is also better voter turnout by holding both elections at the same time.

Disadvantages: Not necessarily a disadvantage, but if the School Budget Referendum fails, the next election would likely be held at the end of July and failure to approve by July 1 allows operation using the latest budget approved by the City Council until a budget receives final approval.

City Budgetary Impacts: There is a cost savings of approximately $1,500 by holding this election on the same date as the State Election.

Staff Recommended Action: Recommend passage of this order.

Previous Meetings and History: N/A

Attachments: Order 19-04042016

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four

Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 19-04042016

ORDERED, that the City Council hereby sets the date for the School Budget Validation Referendum Election to be Tuesday, June 14, 2016, in conjunction with the State Primary Election.

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 04/04/2016 **Order** 20-04042016*

Author: Sue Clements-Dallaire, City Clerk

Subject: Setting the time for opening the polls for the June 14, 2016 Election

Information:
State law requires the Municipal Officers to set the time to open the polls for each election. The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. It is recommended that the polls open at 7:00 A.M. in Auburn for the June 14, 2016 Election.

§626. Polling times

The following provisions apply to polling times at any election.

1. Opening time flexible. The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. The municipal officers of each municipality shall determine the time of opening the polls within these limits. The municipal clerk shall notify the Secretary of State of the poll opening times at least 30 days before each election conducted under this Title.

Advantages: Opening the polls at 7:00 A.M. is consistent with past practice in Auburn and it allows additional time in the morning for people to have an opportunity to vote.

Disadvantages: It is a long day for City Clerk staff and Election Workers who are working the full day.

City Budgetary Impacts: Minimal – the cost for Election workers to start one hour early (under $100).

Staff Recommended Action: Recommend passage of this order.

Previous Meetings and History: N/A

Attachments:
Title 21-A Sec. 626
Order 20-04042016

Maine Revised Statutes

Title 21-A: ELECTIONS

Chapter 9: CONDUCT OF ELECTIONS

§626. POLLING TIMES

The following provisions apply to polling times at any election. [1985, c. 161, §6 (NEW).]

1. **Opening time flexible.** The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. The municipal officers of each municipality shall determine the time of opening the polls within these limits. The municipal clerk shall notify the Secretary of State of the poll opening times at least 30 days before each election conducted under this Title.

[2011, c. 342, §18 (AMD) .]

2. **Closing time fixed.** The polls must be closed at 8 p.m. on election day, except in municipalities of population less than 100 which may close the polls after all registered voters have voted.

A. The warden shall give all voters present at the voting place at closing time the opportunity to vote. Any person who arrives at the voting place after the time for closing the polls has passed may not vote. [1985, c. 161, §6 (NEW).]

[1985, c. 161, §6 (NEW); 1985, c. 277, (AMD) .]

3. **Polling times in election notice.** The municipal clerk shall state the times of opening and closing the polls in the notice of the election.

[1997, c. 436, §89 (AMD) .]

SECTION HISTORY
1985, c. 161, §6 (NEW). 1985, c. 277, (AMD). 1985, c. 580, (AMD).
1997, c. 436, §§88,89 (AMD). 2011, c. 342, §18 (AMD).

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James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four

Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 20-04042016

ORDERED, that the City Council hereby sets the time for opening the polls for the June 14, 2016 Election to be 7:00 AM.

Mayor LaBonté called the meeting to order at 7:05 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items

1. Order 17-03212016*

Amending Order 14-03072016 which was previously adopted at the 3/7/2016 City Council meeting to reflect the corrected term expiration date for the re-appointment of Robert Bowyer (Planning Board) to 1/1/2019 (previously adopted as 10/1/2019 in error).

2. Order 18-03212016*

Confirming Chief Crowell's appointment of Randall Burnham as Constable without firearm for the Auburn Police Department.

Motion was made by Councilor Burns and seconded by Councilor Walker to accept the consent items as presented. Passage 7-0.

II. Minutes

- March 7, 2016 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Gilbert to accept the minutes of the March 7, 2016 Regular Council Meeting as presented. Passage 7-0.

III. Communications, Presentations and Recognitions

The Mayor provided recognition to the St. Dominic's Academy Girls Hockey Team for winning the State Championship.

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.*

No one from the public spoke.

V. Unfinished Business - None

VI. New Business

1. Resolve 03-03212016

Supporting staffs pursuit of the SAFER (Staffing for Adequate Fire and Emergency Response) Grant.

Motion was made by Councilor Titus and seconded by Councilor Burns supporting staffs pursuit of the SAFER (Staffing for Adequate Fire and Emergency Response) Grant.

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Titus opposed).

3. **Ordinance 04-03212016**

Amending the ordinance regarding parking standards for junk cars. Public hearing and first reading.

Motion was made by Councilor Burns and seconded by Councilor Walker to amend the ordinance regarding parking standards for junk cars as presented.

Public hearing – Joe Gray, Sopers Mill Road, commented that some residents in outlying areas have unregistered, uninspected vehicles that are used as plow trucks or for personal use on their own property and will never be placed on the road. He said that he has a truck on his property that has a refrigerated rear end that he leaves parked in his yard. The truck doesn't move but he uses the refrigeration portion as a cool room. He added that it is serving a good purpose and not doing any harm and went on to question "why would you want to take that away?" He stated that these changes target certain people.

Passage 5-2 (Councilors Walker and Titus opposed). A roll call vote was taken.

VII. **Executive Session** - None

VIII. **Reports**

Mayor's Report – The Mayor reported that he had an opportunity to sit with the management team and staff from Planning and Development, Public Services and the Maine Department of Transportation, to talk about a number of infrastructure projects. They discussed the New Auburn redevelopment efforts, and the Lown Bridge investment the State plans to make and other ways the State might be able to invest with us to implement those neighborhood recommendations. There are good ideas on the table to bring more State money to Auburn. There was significant discussion about Miracle Enterprises and the infrastructure needs on Minot Avenue. He added that staff did an excellent job laying out the case and securing MDOT's quick response to doing what we need to do to pursue State construction money and federal resources. He wanted to publicly give kudos to staff for their work in moving these things forward.

City Councilors' Reports

Councilor Burns – reported on the last meeting of the Council Committee (Community and Economic Development) which was held on March 17th. He stated that they covered a lot of ground, and will be bringing forth four items to move forward to the Council at large. They discussed a proposal from Derek Boulanger putting out an RFP for a solarized power project for Auburn to pool their resources to get discounted solar panels for residential use with the City acting as the facilitator of that process, they went over the draft of the CDBG budget and they opted to move the draft forward to the entire Council for a workshop. They also voted to move forward on the Adaptive Re-Use Ordinance that has been proposed which allows for the re-use of using historical

buildings, and finally, they discussed the on the ongoing issue for the Transportation Center sewer system. There was also a lengthy discussion with John Holden (President of LAEGC) to discuss their draft marketing plan and the relationship between Council and LAEGC.

Councilor Walker – reported that on March 24th all Neighborhood Watch groups will be meeting at Sherwood Heights School at 6:30PM, on March 29th the United New Auburn Association will be meeting at Rolly's Diner at 6:00 PM. He added that the Council Committee he is on (Transportation and Environment) is moving forward and making progress with the 9-1-1 mission that they've taken on. They are meeting with the County Sheriff. They will be meeting again on the 24th of March at 4:00 PM at Auburn Hall.

Councilor Gilbert - no report

Councilor Titus - no report

Councilor Stone – reported on the Community and Economic Development Council Committee discussion with John Holden regarding LAEGC. He has been getting phone calls, emails, and requests for meetings from many people. He said it was a productive discussion which can be seen on the Great Falls TV website and anyone interested in seeing the discussion should tune in. He said there was a very in depth marketing plan presented by Mr. Holden but the one thing he did not hear was any mention on what LAEGC commits to do in terms of adding dollars to Auburn's taxable valuation. He said in the future, if we are to continue with LAEGC we've got to have some sort of a written commitment from them to generate real taxable dollars.

Councilor Pross – also reported on the discussion with John Holden regarding LAEGC. He also encouraged members of the Community interested in the topic to go to the Great Falls TV website to review the recording of the March 17th meeting. He commented that LAEGC is acting as the agent, by contract, with the Auburn Business Development Corporation with regard to the management of the Industrial Park and has been doing so since the Industrial Park was initially acquired. He said it appears they are wearing two hats; one is working for ABDC and the other for the taxpayers of Auburn to promote economic development. He went on to say that we've lost tax revenues and the City of Auburn has suffered as a result of LAEGC's failure to record a sub division development plan for the Industrial Park (from 2006 to date). Lots are being marketed in that sub-division without a recorded subdivision plan. He added that it calls into question not only state law which prevents marketing a subdivision without a recorded subdivision plan, but it has also cost the taxpayers of Auburn who have taken a large portion of the liability of funding the development over the years for not having those lots individually assessed. He said it raises the question; who the Growth Council is working for in this case - the taxpayers of Auburn or the Auburn Business Development Corporation?

He also provided a School Committee update. At the last School Committee meeting they spent a lot of time talking about the proposed budget scenarios, the Superintendents budget which would be a 4.8% increase from the previous year, they looked at what that

would look like if they stuck to the CPIU and what it would mean in the budget. It would be a reduction of 1.5 million dollars and it would be taking a huge step backwards. That doesn't take into account the revenue they would be losing from the State side for not meeting the State Essential Program and Services (EPS) requirements. They also looked at a budget meeting the EPS which would be an increase of 3% on the school side which would allow them to continue to draw down the State funds they are relying on for revenues. He also sits on the Finance Committee of the School Department and they've been looking closely at cost drivers and ways to gain efficiencies in the future.

Councilor Young – reported on the Transportation and Environmental Council Committee. They were able to move forward on the Woodlot Management Ordinance proposal which will be placed on a future Council agenda. The Committee was not ready to make a recommendation on the Solid Waste and Recycling contract item yet. The Recreation and Special Events Committee item was crossed off the list. The Council Committee has decided to continue with the current ordinance that is in place rather than trying to re-invent the wheel. The Summer Street extension reconstruction project is shovel ready has already been approved by council. There was an update on Route 4 and were told they are still waiting for bids to go out.

City Manager Report – he called Eric Cousens up to provide an update on the Downtown Transportation Center Sewer issues. While installing the water line last fall, they found that they cannot connect into the Esplanade's line as they originally thought because of issues with that line. Another option was a continuation of the line to another manhole closer to the Hilton but there is a 24 inch water main owned by the City of Lewiston which is directly in that path. They looked at gravity flow to Turner Street and found that they would have to go approximately 19 feet deep to achieve gravity flow. After doing some test borings they found that there is ledge which would be very cost prohibitive. The Planning Department has been working with the Sewer District to come up with a pump solution. Three options were discussed. One is a pump system that would serve the future development-the Transportation Center and mainly two other lots in the development, another is a pump station which is much smaller and would be privately owned by the Transportation Center and serves only the Transportation Center, and the 3rd option would be to install a pump station serving only the Transportation Center so a septic system might be an option, however the City would be spending funds on something that does not serve the rest of the development. The pump station that would be publicly owned and taken over by the Sewer District would be able to service the larger development but they would charge the city a fee of $50,000 on top of the construction cost to accept that pump station. A policy was set several years ago by the Sewer Board not to accept any new pump stations, however and exception was made a few years ago with the Town of Poland who was charged a $50,000 fee, so precedence has been set in order to accept a new pump station. The Sewerage District is here to serve the sewer customers in the City of Auburn and staff will be asking them to reconsider that and treat Auburn differently.

Finance Director, Jill Eastman – February 2016 Monthly Finance Report

Motion was made by Councilor Stone and seconded by Councilor Pross to accept and place on file the February 2016 monthly finance report. Passage 7-0.

IX. 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.*

Joe Gray, Sopers Mill Road wanted to thank the Councilors for bringing to light the LAEGC issues discussed earlier. He also commented on the schools needing money, yet Council keeps growing government on the City side. He added that they have to stop the spending. He commented on the SAFER grant, stating it is not just $22,000 for equipment. He asked if anyone has read the SAFER agreement noting that there were so many questions that still had to be answered. He asked if the Summer Street extension project could be held off for another year. He also commented on Code Enforcement stating that Council keeps giving Code Enforcement more authority. He said he knows of at least 4 different people who have tried starting or expanding their businesses and Code Enforcement is stopping them by not allowing them to do certain things. He said he has contacted city staff and administration but he has no patients and wants to "see it ended now".

X. Adjournment

Motion was made by Councilor Burns and seconded by Councilor Walker to adjourn. All were in favor, the meeting adjourned at 8:09 PM.

A True Copy.

ATTEST Susan Clements-Dallaire
Susan Clements-Dallaire, City Clerk

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: April 4, 2016

Author: Reine Mynahan, Community Development Director

Subject: FFY2016 Annual Action Plan

Information: Attached is the Community Development Program budget for FFY2016. This is Auburn's 42nd year of receiving Community Development Block Grant funds, and 15th year for the HOME consortium whereby the grant is shared with the City of Lewiston. The proposed budget for FFY2016 is $1,181,768 for Community Development Block Grant and $815,249 for HOME Investment Partnerships Program funds. The Community Development allocation has been reduced by $9,495 since last year, and the HOME allocation is lower by $5,558. This budget will implement the second year of strategies and outcomes of the 2015-19 Consolidated Plan.

The Citizen's Advisory Committee met on March 30th to review the proposed budget and provide comments. The meeting record, including their suggestions and budget recommendations, is incorporated in the budget package.

A public hearing should be held on May 2nd.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:

Funding for activities is similar to last year's budget with the exception of a higher allocation for the Small Business and Commercial Loan Programs, and a reduced amount for home weatherization. Funds are reserved for a sidewalk improvement project at a location that has not yet been determined. The community garden budget is mostly for maintenance at the Webster Street garden to replenish materials/supplies and the remainder to cover the cost of a garden coordinator. The garden committee is working on a proposal to open a second garden the summer of 2018.

Social Services come under the Consolidated Plan's anti-poverty strategy, s**upport people in their efforts to transition out of poverty.** The direction of this strategy is "helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life" or "to help adults to successfully provide for themselves and their families through education and development of employment skills". A Request for Proposals was issued in December requesting a response to these strategies. A subcommittee of the Citizens Advisory Committee reviewed the proposals that were submitted and recommended funding the levels that are incorporated in this budget.

HOME INVESTMENT PARTNERSHIPS PROGRAM:

The HOME grant includes funding for all four eligible activities, homebuyer, homeowner rehab, tenant based rental assistance as well as a new rental housing program.

Last spring the City Council voted to commit $250,000 to Auburn Housing Development Corporation for a housing development at 62 Spring Street. Other funding needed to build this project has not yet been secured. Until all funding sources for the project are committed and we have completed our due diligence, we cannot technically "commit" these funds with HUD. As a result we will not meet one of the program regulations, to commitment HOME funds within 24 months of award. In the meantime, we must find interim projects to which

we can commit these funds. We intend to purchase and rehabilitate two properties. Once the rehabilitation effort is complete, the buildings will be sold to income qualified homebuyers, and the funds from these sales will be returned to fulfill the commitment to the Spring Street property. Attached is an Amendment to the Commitment Letter that allows the City to utilize these funds on a substitute project and return them at a later date. Consideration for this amendment to the commitment letter will be a separate order for City Council action on May 16.

The budget includes a new program, Staying Home, a rental assistance program that attempts to lower the student school transfer rate. The program will assist tenants who are at risk of eviction to stay in their apartments so that students can remain in their current school.

SCHEDULE FOR COMPLETION OF ANNUAL ACTION PLAN:

The submission deadline for the Annual Action Plan is 45 days prior to the beginning of the new program year. With the new committee review process, this initial review was delayed. This year's Annual Action Plan will be submitted late in order to meet the federally prescribed citizen participation requirements. A letter explaining the circumstances has been submitted to the U. S. Department of Housing and Urban Development.

Listed below are critical dates for this year's submission.

Public Notice/Action Plan Availability/30 day Comment Period Begins	April 8
Public Hearing/City Council	May 2
Comment Period Ends	May 9
Adoption by City Council	May 16
Submission to HUD	May 25

Advantages: Supports the 2015-19 Consolidated Plan strategies and anticipated outputs

Disadvantages: none

City Budgetary Impacts: Funding covers the majority of the Planning Department's code enforcement position that was formerly funded through the General Fund.

Staff Recommended Action: Guidance on Annual Action Plan and budget.

Previous Meetings and History: Budget review by the Economic and Community Development Committee.

Attachments: FFY2016 Annual Action Plan/Budget
Amendment to Commitment Letter

INTRODUCTION:

Community Development Block Grant Program

The Federal government enacted the Housing and Community Development Act that created the Community Development Program in 1974. This Act eliminated a number of competitive federal grant programs and consolidated them into one, Community Development Block Grant Program. The City of Auburn was fortunate to be designated as an entitlement community. The designation is accomplished by formula that takes into consideration factors such as growth lag, extent of housing overcrowding, poverty, unemployment, etc.

The primary objective of the Community Development Block Grant Program is "to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations."

The City must use their funds on activities that either benefit low- and moderate-income families or aid in the prevention or elimination of blight. The city must ensure that 70% of expenditures are for the benefit of low-and moderate-income households.

A variety of activities are allowed. These include rehabilitation and preservation, economic development, planning and program administration, acquisition, public facilities and improvements, clearance, public services, relocation, and homeownership activities.

Since 1974, the City received $27,386,107 in grant funds from the Department of Housing and Urban Development. These funds, together with $16.5 million in program income, have been spent on eligible activities to deliver programs, services and improvements to the community.

Target Areas

Activities that do not meet a low-and moderate-income benefit must meet the other national objective, elimination of blight. To qualify under the blight objective, the City must meet the definition of blight under State law. Areas must be defined that exhibit physical signs of blight, and documentation must be maintained on the boundaries of the areas and conditions which qualified the area. The last study to identify these areas was done in 2010. The study describes the locations where building conditions require investment and improvement. The five areas that have been targeted for funding under this national objective are: Downtown, New Auburn, Union Street, Sandy Beach, and Hotel Road. The emphasis of the Consolidated Plan, however, is improving the inner city neighborhoods.

Programs/Projects

1. **Economic Opportunity**: Encourage commercial redevelopment and create employment opportunities for low- and moderate-income persons (Small Business Loan Program and Commercial Loan Program).
2. **Rehabilitation:** Maintain and upgrade the quality of housing, particularly in target areas, increase curb appeal, eliminate serious housing problems, increase/stabilize the tax base, provide an economic stimulus for local contractors and suppliers, eliminate lead hazards, and prevent properties from becoming blighting influences in the more densely populated neighborhoods (Residential Rehab Loan Program, Spot Rehab Loan Program, and Community Concepts Inc. Weatherization).
3. **Public Improvements:** Improve the quality of existing public facilities and improvements and increase access to open space (Community Gardens and sidewalk improvements).
4. **Public Services:** Anti-poverty programs to increase job skills and readiness/generally carried out by non-profits (Androscoggin Head Start & Child Care, family services; Literacy Volunteers of America/Androscoggin, literacy tutoring; Auburn Police Work with ME job opportunities for youth; Community Concepts/Bridges out of Poverty, job opportunities for adults; Auburn Recreation, Recreation Scholarships; Homeless prevention programs Safe Voices and Tedford Housing, case management services.
5. **Code Enforcement:** Address deteriorating buildings by initiating inspections and addressing violations in Downtown, New Auburn and Union Street Target Areas.
6. **Administration:** Implement the Consolidated Plan, tracking benchmarks, and reporting on progress; prepare Annual Plan and budget, facilitate citizen participation, coordinate activities with funder, Department of Housing and Urban Development, monitor performance and project files; financial analysis, project management; review financial reports and control expenditures; monitor non-profit sub-recipient agencies; and manage $5 million loan portfolio.

Home Investment Partnerships Program

The HOME Investment Partnerships Program was created by the Federal government in 1990. Since the City does not have the required population to qualify for the HOME Program as an entitlement community, HOME funds were available in this community through Maine Housing. In 2001, the Cities of Auburn and Lewiston requested leave of Maine Housing's HOME Program so that we could structure our own program. We created the Auburn-Lewiston Consortium in 2002. Through a series of steps we became eligible for our own allocation of HOME funds.

The objective of the HOME Investment Partnerships Program is to "strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing with primary attention to rental housing, for very low-income and low-income families."

There are four types of activities that HOME funds can be used for: rehabilitation and preservation, homeownership, development of rental housing, and tenant based rental assistance. 100% of these funds must benefit low-income families. The City has participated in all four of these activities and currently operates three programs funded with HOME program dollars.

Since 2002 the Consortium receives over $7.4 million dollars from Department of Housing and Urban Development of which Auburn received $3,844,652 and Lewiston received $3,549,753. As the lead agency, Auburn retains 3% of the grant for its administrative oversight, and the remaining funds are divided evenly.

Programs/Projects

1. **Rehabilitation:** Maintain and upgrade the quality of housing, particularly in target areas, increase curb appeal, eliminate serious housing problems, increase/ stabilize the tax base, provide an economic stimulus for local contractors and suppliers, eliminates lead hazards, and prevent properties from becoming blighting influences in the more densely populated neighborhoods. Properties must meet Auburn's Housing Standards.
2. **Home Buyer:** Makes home ownership affordable to low income households and increase owner occupancy in target areas. Properties must meet Auburn's Housing Standards.
3. **Rental:** Assist owners or sponsors to develop new affordable rental housing. Rental units must meet the new construction code adopted by the City.
4. **Tenant-Based Rental Assistance:** Help homeless or at-risk persons become housed in modest rental units through security deposit assistance and rental assistance. Properties must meet HUD's Housing Quality Standards.
5. **Administration:** Same as Community Development Program plus lead Auburn Consortium; encourage private/public partnerships; monitor housing projects (both Auburn and Lewiston); and manage $2 million loan portfolio.

Lead Hazard Reduction Program

This federal program provides a grant to eliminate the hazards caused by lead-based paint.

Lead Projects

1. **Rehabilitation:** Eliminate the hazards from lead-based paint.
2. **Lead Testing:** Screen children for elevated lead blood levels.
3. **Education:** Train landlords, tenants, and homeowners on the dangers of lead poisoning and what they can do to minimize risks.

MISSION:

To make Auburn a better place to live. This is done by providing high quality projects, programs and services to meet the needs to low-and moderate-income residents.

CONSOLIDATED PLAN:

The City is required to adopt a Consolidated Plan, a 5-year strategic plan for the Community Development Program. The Consolidated Plan process is built upon community development initiatives that are planned from the bottom up and community driven. As such, the process relies on empowering local residents. This helps to give them a voice in the future of their neighborhoods. The engagement of citizens is accomplished through the implementation of a Citizen Participation Plan.

FY2015-19 CONSOLIDATED PLAN:

The Consolidated Plan process is directed by the Department of Housing and Urban Development. The approach attempts to look at problems and resources so that people and government can work together. A committee of 16 residents studied the conditions, established strategies for the 5-year period, and determined performance benchmarks for measuring progress. These strategies are intended to be the driver for Community Development and HOME activities. High priority goals are support people in their efforts to transition out of poverty; prevent deterioration of housing stock; promote jobs and development; make neighborhood streets safer and more walk-able; prevent homelessness; increase owner occupancy; and improve parks and establish community gardens, and increase housing construction. Low priority goal is support fair housing.

ANNUAL ACTION PLAN:

Preparation of the annual budget involves a similar process to establishing a Consolidated Plan. The proposed action plan is reviewed by a citizen's group with recommendations forwarded to the City Council. The schedule for this year's Annual Action Plan is as follows:

ACTIVITY	
Economic and Community Development Committee Budget Review	March 17
CAC Meeting Budget Review/Recommendation	March 30
Workshop with City Council	April 4
Public Notice - AP Availability & Comment Period Begins	April 8
Public Hearing with City Council	May 2
Comment Period Ends	May 9
Adoption by City Council	May 16
Submission Deadline	May 25

STAFFING

Community Development and HOME budget supports 3 full-time professional positions, .5 administrative support, and 1 full-time professional code enforcement position.

BUDGET DRIVERS:

1. **Federal Regulations:** The federal regulations of the Community Development and HOME Programs mandate specific processes that must be followed for funded activities. These additional layers add administrative time to the implementation of the activity. Some of the requirements are: Environmental Review procedures; compliance with Davis-Bacon/Labor Standards; compliance with Uniform Relocation Act; Housing Standards; CHDO requirements; acquisition mandates; Section 3 job requirements; documenting compliance with national objectives; income verification; documenting jobs/economic development projects; documenting for social service contracts; compliance with Lead-Based Paint regulations; debarred contractors; Intergovernmental Review requirements; and Fair Housing/affirmative action requirements.

2. **Funding:** In the past few years, Federal allocations have dropped. The Community Development budget has decreased from $624,963 in 2008 to $511,800 in 2016, and the HOME budget went from $555,385 to $321,639. We continue to share a $3.4 million Lead Hazard Control Grant with the City of Lewiston.

3. **Salaries:** Staffing levels will increase slightly again this year with the retirement of the Community Development Director and in lieu funding a portion of a replacement position and the Economic Development Director.

4. **Monitoring:** All programs/projects with outside agencies will have two party agreements and require extensive monitoring. This includes social service agencies and projects under the HOME Program, including those of the City of Lewiston.

GOALS AND OBJECTIVES:

The 2015-19 Consolidated Plan will establish the data to measure success of the policies and programs of the Community Development Program.

2015-19 Consolidated Plan Strategies and Outcomes
Auburn
9 Month Accomplishments

Activity:	5 Year Objectives	Year 1	Year 2	Year 3	Year 4	Year 5	Ongoing Total	Percentage of Goal Met
a. Support People in their Efforts to Transition out of Poverty	1,000 persons	151						16%
b. Prevent Deterioration of Housing Stock	90 homeowner housing units	13						15%
c. Prevent Deterioration of Housing Stock	100 Homeowner and Rental Housing made Lead Safe	15						15%
d. Prevent Deterioration of Housing Stock	40 rental units visible exterior improvements	10						25%
e. Prevent Deterioration of Housing Stock	500 target area buildings inspected by Code Enforcement	49						10%
	125 health and safety violations corrected/private	12						10%
	funds 45 corrected with public funds	0						0%
f. Promote Jobs and Development	20 businesses assisted	0						0%
g. Make Neighborhood Streets Safer and More Walkable	3,000 linear feet of repaved sidewalks	0						0%
h. Prevent Homelessness	200 homeless assisted with case management	48						24%
i. Prevent Homelessness	125 homeless or at risk assisted with security deposits	28						23%
j. Increase Owner Occupancy	25 renters assisted to purchase a home	0						0%
k. Improve Parks	2 city parks/1 upgraded and	1						100%
	1 new	0						0%
l. Support Community Gardens	3 community gardens	1						33%
m. Support Construction of Affordable Housing Units	60 new affordable rental units	0						0%
n. Support Fair Housing	4 landlord	0						0%
	4 tenant workshops	0						0%
	4 poster fairs	1						25%

March 17, 2016

Community Development Block Grant Funds: The proposed budget for FFY2016 is $1,181,768 from the following sources of Community Development funds:

New Community Development Grant	$511,800
Anticipated Program Income	240,223
Carry Over Funds	379,745
Reprogrammed Funds	50,000

Auburn HOME Funds: The proposed budget for FFY2016 is $815,249 from the following sources of HOME funds:

New HOME Grant	$167,252
Regular Program Income	56,985
Income from 62 sale of Harvard Street	75.000
Income from sale of 2 other properties	150,000
Carry Over Funds	116,012
Reprogrammed Funds	250,000

Full descriptions of the budgets are in the text following this introduction.

TENTATIVE SCHEDULE FOR ADOPTION
2016 ACTION PLAN/BUDGET

Economic and Community Development Committee Budget Review	March 17
Citizens Advisory Committee Review	March 30
City Council Budget Review	April 4
30-day Comment Period	April 8
Public Hearing/Adoption by City Council	May 2
End of Comment Period	May 9
Adoption of 2016 Action Plan	May 16
Deadline Submission to HUD	May 25

AUBURN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Program Objective: Development of Viable Urban Communities

- Provide decent housing
- Suitable living environment
- Expand economic opportunities

Eligible Activities

- Acquisition
- Relocation
- Demolition
- Public improvements
- Rehabilitation—commercial and residential
- Public services
- Homeownership assistance
- Lead-based paint reduction
- Fair housing activities
- Planning

70% of expenditures must benefit low-income households

MEETING RECORD
CITITZENS ADVISORY COMMITTEE
SUBCOMMITTEE FOR PUBLIC SERVICES

FEBRUARY 10, 2016

CAC Attendance: Belinda Gerry, Rick Whiting, Larry Pelletier, Mitch Thomas

Staff: Reine Mynahan

After conducting interviews, the committee made decisions, by concensus, to recommend the following grant levels for agencies who responded to the Request for Proposals dated December 17, 2015.

ANTI-POVERTY STRATEGY

AGENCY	CATEGORY	AMOUNT
City of Auburn Recreation Scholarships	Scholarships	$15,000
City of Auburn Work with Me	Salaries	$25,836
	Clothing	3,000
	Cab Fares	300
	Stipends	10,864
	Total	$40,000
Androscoggin Head Start and Child Care	Salaries	$9,000
Community Concepts, Inc. Bridges out of Poverty	Salaries	$2,000
	Training	300
	Supplies	500
	Printing/Postage	100
	Food	240
	Stipends	2,000
	Child Care	2,400
	Consultant	3,200
	Printing	260
	Total	$11,000
Literacy Volunteers of	Salaries	$8,635

HOMELESS STRATEGY

AGENCY	CATEGORY	AMOUNT
Tedford Housing Support Services	Salaries	$7,000
Safe Voices Support Services for Victims of Domestic Violence	Salaries	$11,000

Respectfully Submitted,

Reine Mynahan
Community Development Director

City of Auburn
Community Development Block Grant Program
Fiscal Year 2016

		FY2015 Budget As Amended	Proposed FY 2016 Budget
Planning and Administration			
General Administration		$100,000	$130,000
Project Delivery Costs/Housing		$80,000	$93,000
Goods and Services		$28,200	$12,100
Support Fair Housing and Increase Housing Choice			
Fair Housing		$2,000	$2,000
	Sub Total	**$210,200**	**$237,100**
Promote Jobs and Development			
Small Business/Commercial Loan Program		$90,000	$200,000
	Sub Total	**$90,000**	**$200,000**
Prevent Deterioration of Housing Stock			
Rehabilitation Loan Program		$247,666	$250,743
Lead Testing/Clearance/Training		$5,000	$7,790
Community Concepts Weatherization		$24,900	$16,500
Code Enforcement		$81,000	$50,000
	Sub Total	**$358,566**	**$325,033**
Improve Parks and Establish Community Gardens			
New Auburn River Trail		$35,000	$0
Union Street Equipment		$35,800	$0
Community Garden		$20,000	$5,950
	Sub Total	**$90,800**	**$5,950**
Make Neighborhood Streets Safer and More Walkable			
Sidewalk Project		$189,636	$312,050
	Sub Total	**$189,636**	**$312,050**
Support People in their Efforts to Transition Out of Poverty			
Androscoggin Head Start/Family Advocacy		$8,500	$9,000
Auburn Recreation Department & Scholarships		$15,500	$15,000
Literacy Volunteers of Androscoggin County/Adult Literacy		$8,635	$8,635
PAL/Youth Diversion		$10,200	$0
Auburn Police Department/Work with ME		$33,750	$40,000
Community Concepts/Bridges out of Poverty		$9,115	$11,000
Prevent Homelessness			
Safe Voices / Social Services		$11,000	$11,000
Tedford Housing & Support Services for Homeless		$7,000	$7,000
	Sub Total	**$103,700**	**$101,635**
	Total Budget	**$1,042,902**	**$1,181,768**

FFY2016 COMMUNITY DEVELOPMENT BUDGET DESCRIPTIONS

STRATEGY: SUPPORT FAIR HOUSING AND INCREASE HOUSING CHOICE

Conduct workshops for both landlords and tenants about the rights and responsibilities of each party and the avenues for redress in the event of a problem; sponsor fair housing poster contest in schools.

1. Fair Housing
Proposed Budget: $2,000

Description: Implementation of the Fair Housing strategies identified in the Analysis of Impediments to Fair Housing Choice report.

The Cities of Auburn and Lewiston will be undertaking fair housing activities to raise awareness of Fair Housing Laws. Based on the Analysis of Impediments to Fair Housing Choice Report completed in 2013 the Cities have identified the following activities to be undertaken on an annual basis: 1) a series of landlord and tenant workshops; 2) school outreach - poster contest for middle school with winners being selected for a fair housing calendar; 3) distribution of basic information on tenant housing rights; 4) identify obstacles to Sharia lending and inform New Mainers of housing opportunities. All activities will be done in collaboration with the Cities of Auburn and Lewiston's Community Development Departments and the Auburn and Lewiston Housing Authorities.

Anticipated Outputs: 1 tenant training
1 landlord training
1 poster contest

STRATEGY: PROMOTE JOBS AND DEVELOPMENT

Assist small businesses to start up, succeed and grow through

- *Loans and grants to upgrade and adapt buildings in target areas; and*
- *Loans to support job creation for low-income people anywhere in the City.*

2. Economic Development Programs
Proposed Budget: $200,000

Small Business Loan Program
Description: Funds will be used to provide low-interest loans to small businesses or to business start-ups. Funds can be used for working capital, equipment or inventory purchase, or building improvements. The program will help to create jobs in the community, primarily benefiting low- and moderate-income persons.

Commercial Rehabilitation Loan Program
Description: Funds will be used to provide loans to businesses for building renovations in the Union Street, Downtown, and New Auburn Target Areas. This program helps to create or retain jobs and eliminating blighting influences by providing businesses with a source of low interest financing and grants to encourage commercial development.

Anticipated Outputs: 4 Commercial loans
4 Small Business loans

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households;*
- *Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. **Rehabilitation Loan Program**
Proposed Budget: $250,743

Description: Funds will be used to provide loans under the Rehabilitation Loan Program to upgrade residential buildings, increase curb appeal, address code violations, weatherize homes, and to provide a loan match to the Lead Hazard Reduction Grant. The Rehabilitation Program helps to maintain and upgrade the quality of housing, particularly in targeted areas and assists low-income property owners and investors to address housing problems. The program also helps to increase or stabilize the tax base, provides an economic stimulus for contractors and suppliers, eliminates lead hazards, and prevents properties from becoming blighting influences in the more densely populated neighborhoods.

Anticipated Outputs: 8 units with health and safety repairs
15 units with whole house/curb appeal improvements
10 units with lead paint problems eliminated
9 units repaired of code enforcement

4. **Lead Testing and Clearance**
Proposed Budget: $7,790

Description: Funds will be used to cover the cost of performing lead clearances in buildings that have been rehabilitated with federal funds. These funds will be used only for projects where there are no Lead Grant funds involved. All rehabilitation projects must now comply with strict lead requirements to reduce the hazards caused by lead-based paint. One of the requirements imposed by Title X is that a property that is rehabilitated with federal funds must be lead safe that is documented through a clearance test. These funds pay for the contractor to take samples and have the sample analyzed by a certified lab.

Anticipated Outputs: 25 lead tests

5. **Community Concepts, Inc. Weatherization**
Proposed Budget: $16,500

Description: Funds will be used to weatherize homes and pay for a portion of the program salary expense. This weatherization program includes wall, ceiling and basement insulation, caulking windows and doors, etc. An assessment is done to determine payback and only improvements which have a reasonable payback are undertaken. This program leverages an amount that is greater than our CDBG investment through a Department of Energy grant. These funds would not come to our community without the CDBG match.

Anticipated Outputs: 4 units weatherized

6. **Code Enforcement**
Proposed Budget: $50,000

Description: Funds will be used to cover salary costs for a Code Enforcement officer of the City of Auburn. Code enforcement efforts will be directed in three target areas, Downtown, New Auburn and Union Street. The focus of the code enforcement effort is to control vacant and dangerous buildings, nuisance complaints, and to expand code enforcement efforts to improve the overall condition of the housing stock. This will include coordinating building improvements, some of which will come through the City's Rehabilitation Program.

Anticipated Outputs: 100 buildings inspected
25 buildings with health/safety violations repaired/private funds
9 buildings with health and safety violations repaired/public funds

STRATEGY: IMPROVE PARKS AND ESTABLISH COMMUNITY GARDENS

- *Enhance physical infrastructure of key in-town parks;*
- *Improve lighting at Union Street;*
- *Extend the Riverwalk into New Auburn;*
- *Improve walkways to and from parks;*
- *Provide opportunities for growing fresh healthy foods by establishing community gardens in the Downtown, Union Street and New Auburn target areas.*

7. **Community Gardens**
Proposed Budget: $5,950

Description: Funds will be used to support the vegetable garden on Webster Street for the 2017 garden season. This garden season begins in April of next year. Community gardens encourage people to improve their health, stretch their food dollars, learn about growing vegetables, and provide a place where neighbors can meet to engage in a positive way. The budget will be used for replacing compost, purchasing seeds and seedlings, and salary for the garden coordinator. The garden coordinator will be supervised by St. Mary's Nutrition Center at their cost. During the coming year, there will be planning for a second garden in the New Auburn area, the construction of which will be included in the FFY2017 CDBG budget.

Anticipated Output: support one community garden

STRATEGY: MAKE NEIGHBORHOOD STREETS SAFER AND MORE WALKABLE

Provide infrastructure funds on a 50% match of City Capital improvement funds for lighting, sidewalks, landscaping improvements in target areas.

8. **Sidewalk Project**
Proposed Budget: $312,050

Description: This activity will improve sidewalks in the New Auburn area. Community Development staff will work with the City's Engineering Department to conduct neighborhood meetings to determine where the sidewalk improvement funds should be spent. 50% of the project funding will come from the City's Capital Improvement Plan.

Anticipated Output: 2,000 linear feet of improved streetcapes.

STRATEGY: SUPPORT PEOPLE IN THEIR EFFORTS TO TRANSITION OUT OF POVERTY

Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult live.

- *Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school*
- *Create youth apprenticeship opportunities with local businesses*

Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training.

9. **Androscoggin Head Start and Child Care**
   Life & Job Skills at Extended Care Program
   Request: $13,000
   Proposed Budget: $9,000

   Project Description: Funds would provide social services for families enrolled in head start at Webster School. Services are available to economically disadvantaged children whose parents are working or in job training. These services assist families in meeting their basic needs, provide parent training, provide information and referrals, develop a strategy to maintain or attain economic independence, and provide crisis intervention. These services facilitate families' efforts to maintain or obtain financial independence from assistance and help children achieve school readiness.

   Anticipated Output: 15 Auburn families

10. **Literacy Volunteers of America/Androscoggin**
    Literacy Services for Adults & Families
    Request: $8,635
    Proposed Budget: $8,635

    Project Description: Funds will be used to help recruit, train and support volunteers to provide tutoring to illiterate adults and families. The Adult Literacy Program provides one-on-one tutoring for reading, writing, and basic math for adults and families in Androscoggin County who are at the lowest two literacy levels. They also offer one-on-one tutoring for English speakers of other languages. The focus is to help adults with low literacy skills and immigrants gain critical reading, writing, and math skills that will help with employability. 90% of their students' primary goal is to obtain a job, pass a job-related test, or participate in career training.

    Anticipated Output: 100 Auburn residents

11. **Auburn Police Department**
Work with Me
Request: $58,011
Proposed Budget: $40,000

Description: Auburn Police Department will work with Auburn School Department, the Career Center, and local business owners/tradesmen to provide soft skills and job specific skills to 50 at-risk and homeless youth between the ages 15-19. Students will be assisted to find internships. Funds will be used to cover the program coordinator's salary, cab fares, student/mentor stipends, and purchase students work clothes.

Anticipated Output: 50 Auburn youth

12. **Community Concepts, Inc.**
Request: $15,000
Proposed Budget: $11,000

Description: Pilot program for Bridges out of Poverty. Introduce the Bridges concepts by teaching the "Getting Ahead in a Just Getting by World" to 5 Auburn residents, provide 6 months of case management, and train and support community members as mentors for participants. This request is for half of the funding for 10 persons, half of which will come from the City of Lewiston.

This is a pilot project to work with persons seeking General Assistance from Auburn's Social Services office to instruct on life skills such as budgeting, goal planning, and controlling negative responses. Community Concepts will conduct the training consisting of 16 sessions. The training seeks to change how people think, moving away from the "immediate now" to the "immediate future" on issues such as budgeting, paying rent, employment, and dealing with emotions. Funds will pay for salaries, training and supplies, food, student stipends, and child care.

Anticipated Output: 5 Auburn persons

13. **Auburn Recreation Department**
Recreation Scholarships
Request: $20,000
Proposed Budget: $15,000

Description: Support families who are involved in education or working by providing summer day care for their children. Families will be required to enroll in an education or training program for their children in order to qualify. Funds will pay for grants to 30 children. Funds will pay for scholarships, approximately $430 per child.

Anticipated Output: 30 children

PREVENT HOMELESSNESS

- *Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.*
- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" approaches.*

15. Safe Voices
Request: $12,000
Proposed Budget: $11,000

Project Description: Funds will be used to pay the shelter worker salaries to provide services to families experiencing domestic violence and homelessness to develop skills for self-sufficiency. The shelter serves women and children who are victims of domestic violence. The 17-bed shelter is open 24 hours, 365 days each year with day and evening staff. Their clients are usually forced to leave behind most of their possessions and many lose their jobs when they come to the shelter. The ongoing case management services and connections to community resources helps them to increase their income and non-cash benefits for overall housing stability which helps to prevent the reoccurrence of homelessness. The shelter advocate will assist the family by developing self-sufficiency skills, connect them with resources such as work ready training and job skills.

Anticipated Output: 65 Auburn women and children

16. Tedford Housing
Request: $7,000
Proposed Budget: $7,000

Description: Funds will be used to pay for case management services for a supportive housing project in Auburn. Tedford Housing operates a permanent supportive housing for formerly homeless single adults. Services will help these individuals to improve quality of life and remain living independently. Without these services, many formerly homeless families fail to maintain housing. Tenants tend to have been homeless two or more times for an extended period of time. They typically have a disability and have frequent physical health challenges. Each person will be evaluated and have a plan of care. Additionally, the plan will identify opportunities to move towards a volunteering activity, academic courses or training.

Anticipated Output: 6 formerly chronically homeless persons

City of Auburn
HOME Investment Partnerships Program
Fiscal Year 2016

		FY2015 Budget	Director's Proposed FY2016 Budget
PROGRAM ADMINISTRATION			
General Administration	$	26,000	$ 24,000
Project Delivery Costs	$	25,000	$ 30,000
Goods and Services	$	2,500	$ 2,500
Sub Total	**$**	**53,500**	**$ 56,500**
INCREASE OWNER OCCUPANCY			
Homebuyer Assistance	$	50,000	$ 75,000
Special Project/132 Hampshire/62 Harvard Street	$	132,881	
Special Project/Purchase 2 single family dwellings			$ 225,000
PREVENT DETERIORATION OF HOUSING STOCK			
Homeowner Rehabilitation	$	80,000	$ 118,749
PREVENT HOMELESSNESS			
Security Deposits	$	18,750	$ 15,000
Staying Home Rental Assistance (new program)			$ 75,000
SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS			
62 Spring Street Rental Set-Aside/Budget	$	175,000	$ 25,000
62 Spring Street Rental Set-Aside/Sale of 132 Hampshire	$	75,000	
62 Spring Street Rental Set-Aside/Sale of 62 Harvard			$ 75,000
62 Spring Street Rental Set-Aside/Sale of 2 new properties			$ 150,000
Sub Total	**$**	**531,631**	**$ 758,749**
TOTAL BUDGET	**$**	**585,131**	**$ 815,249**

HOME INVESTMENT PARTNERSHIPS PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Objective: Housing

- Expand supply of decent, safe, sanitary and affordable housing
- Strengthen public-private partnerships
- Development of rental housing

Eligible Activities

- Rehabilitation of owner-occupied housing
- Rental housing development
- Homebuyer assistance
- Tenant-based rental assistance

100% of these funds must be spent on housing activities that benefit low-income households

FFY2016 BUDGET DESCRIPTIONS

STRATEGY: INCREASE OWNER OCCUPANCY

- *Make it easier for renters to become homeowners;*
- *Financial help for down payments and financial counseling for low-moderate income renter households seeking to purchase a first home in Auburn;*
- *Find alternative mortgage financing for New Americans and other residents to be able to move up to homeownership, and work with Auburn Housing Authority to identify potential owners.*

1. **Homebuyer Assistance**
   Proposed Budget: $75,000
   Project Description: Funds will be used to provide a 2 to 1 grant for down payment assistance and an interest-free amortized loan to make home purchase affordable for income eligible applicants.

   Anticipated Output: 5 households assisted to purchase a home

2. **Special Project/Homebuyer**
   Proposed Budget: $225,000

PROJECT DESCRIPTION: Funds will be used to purchase two single family buildings, renovate the structures, and sell to income-eligible homebuyers. The buildings to be acquired have not yet been identified.

Anticipated Output: 2 households assisted to purchase a home

STRATEGY: PREVENT DETERIORTION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households;*
- *Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. **Homeowner Rehabilitation**
PROPOSED BUDGET: $118,749
PROJECT DESCRIPTION: Funds will be used to provide interest-free amortized loans for housing improvements of owner-occupied income-eligible households.

Anticipated outcome: 5 households assisted with whole house/curb appeal improvements

STRATEGY: PREVENT HOMELESSNESS

- *Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.*
- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" approaches.*

4. **Tenant Based Rental Assistance/Security Deposit Program**
Proposed Budget: $15,000
Project Description: Funds will be used to provide interest-free loans to pay the security deposit for income eligible households who are homeless or at risk of homeless and will receive a housing voucher from Auburn Housing Authority.

Anticipated Outcome: 25 households

5. **Tenant Based Rental Assistance/Staying Home Rental Assistance Program**
Proposed Budget: $75,000
Project Description: Funds will be used to provide rental subsidies to income qualified renters who have been identified by the Auburn School Department at risk of homelessness due to housing affordability issues. Tenants will contribute a fixed percent of their income towards the rent. The subsidy payment will not exceed 12 months. Participants will be encouraged to apply for the Section 8 Voucher Program and participate in the Bridges Out of Poverty Program.

Anticipated Outcome: 16 households

STRATEGY: SUPPORT NEW HOUSING CONSTRUCTION

Provide financial assistance to developers of high-quality affordable mixed income housing in the target areas of Auburn.

6. **Development of Rental Housing**
Proposed Budget: $250,000

Project Description: Funds are committed to the development of the 62 Spring Street project, site of the former Dillingham Funeral Home. Funds will be used to pay for the construction of 2 units which will remain subject to HOME restrictions for 30 years. The $8.6 million project will produce a total of 31 low income housing units, 8 market rate units, and 2,388 sq. ft. of commercial space.

Anticipated Outcome: 2 HOME units

AMENDMENT TO COMMITMENT LETTER

THIS AMENDMENT TO COMMITMENT LETTER dated this ____ day of May 2016 by and between the CITY OF AUBURN, a Maine body corporate and politic with a place of business and mailing address of 60 Court Street, Auburn, Maine 04240 (the "City") and AUBURN HOUSING DEVELOPMENT CORPORATION, a Maine nonprofit corporation with a place of business in Auburn, Maine and mailing address of P.O. Box 3037, Auburn, Maine 04212-3037 ("Borrower")

WITNESSETH:

WHEREAS, the commitment letter from the City to Borrower dated September 30, 2015 for financing in an amount up to $250,000 (the "Commitment") expires on or about July 31, 2016; and

WHEREAS, AHDC has not obtained the additional financing necessary to commence construction of the project known as 62 Spring Street;

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The expiration date of the Commitment as set forth at Page 11 of the Commitment is hereby extended to July 31, 2017, subject to the following conditions: (a) At the City's sole discretion, disbursement of loan proceeds may be changed from $125,000 at 50% Project completion and $125,000 at 100% completion to $250,000 at 100% Project completion in order to allow for the City's revolving fund to be replenished with the funds necessary to make the disbursement, and (b) the construction of improvements shall be commenced by October 2017 and shall be completed by September 30, 2018.

2. The Commitment as modified hereby remains in full force and effect and the parties ratify and affirm their obligations to one another thereunder.

IN WITNESS WHEREOF, the parties have caused this Amendment to Commitment letter to be executed by their duly authorized representatives as of the day and year set forth above.

WITNESS:

_____

CITY OF AUBURN

By:_____
Reine Mynahan, Community Development Director

AUBURN HOUSING DEVELOPMENT CORPORATION, Borrower

_____

By:_____
Richard S. Whiting, its Secretary

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: April 4, 2016 **Ordinance 04-03212016**

Author: Eric Cousens, Deputy Director, Economic Development and Planning

Subject: Text Amendment to Zoning Ordinance Regarding Junk Cars

Information: The Planning and Development Office worked with the Office of Community Development on a series of City Code and Zoning Ordinance text amendments related to issues of property maintenance. This specific text amendment addresses junk cars. The proposed amendment to the zoning ordinance would eliminate the ambiguous wording of "inoperable" and "unlicensed" terms and replace them with "uninspected" and "unregistered", which is easier to verify and consistent with the State automobile-graveyard law. The change will help the enforcement process. The goal of this text amendment is to improve the appearance of neighborhoods by removing junk vehicles and help to create a more attractive and desirable place to live.

Advantages: Adopting the proposed text amendment will make it easier for Code Enforcement officers to enforce junk cars regulations by removing ambiguous language that could be challenged. Removing junk cars will help improve the appearance of individual properties, the surrounding neighborhoods and Auburn in general.

Disadvantages: Removing unsightly junk cars may be perceived by violators as government intrusion on individual property rights.

City Budgetary Impacts: No direct budgetary impacts. Removing junk cars may actually slightly improve property values over time.

Staff Recommended Action: The Staff and Planning Board recommend approval of the text amendment.

Previous Meetings and History: This text amendment and other proposed code violation changes were presented to the City Council at a February 8, 2016 workshop. The Planning Board held a public hearing on March 8, 2016. Passage of first reading on 3/21/2016.

Attachments:

1. Planning Board Report on the Text Amendment from their March 8, 2016 meeting and public hearing.
2. Draft Text Amendment
3. Draft Ordinance 04-03212016

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

To: Mayor LaBonte and Auburn City Council

From: Douglas M. Greene, AICP, RLA; City Planner

Date: March 17, 2016

RE: Planning Board Report on a Text Amendment to Article V (Parking) Relating to Junk Vehicles

---

The Planning Board is required to review and make recommendations to the City Council on text amendments to the Auburn Zoning Ordinance. At their March 8, 2016 meeting, a public hearing was held to present changes to Article V, Parking, that proposed changes to off-street parking standards of the zoning ordinances relating to controlling "junk" vehicles on residential properties. The proposed amendments to the zoning ordinance would eliminate the ambiguous wording of "inoperable" and "unlicensed" terms and replace them with "uninspected" and "unregistered", which is easier to verify and consistent with the State automobile-graveyard law.

BACKGROUND:
The Planning and Development Office worked with the Office of Community Development on a series of City Code and Zoning Ordinance text amendments related to issues of property maintenance. The goal of this text amendment is to improve the appearance of neighborhoods by removing junk vehicles and thereby, create a more attractive and desirable place to live. The changes would also help to improve the enforcement process.

MARCH 8th MEETING SUMMARY:
The Staff presented the text amendment to the Planning Board on March 8, 2016. There were no questions from the Planning Board. The public hearing portion of the agenda item was opened and no one from the public was present or commented. The Planning Board voted unanimously 7-0 to forward a favorable recommendation of the text amendment to the City Council.

RECOMMENDATION TO CITY COUNCIL:
The Auburn Planning Board recommends the City Council adopt the proposed text amendment to Article V, Parking, Section 60-607, General provisions and Design Standards as shown in the attached draft.

C: Eric Cousens, Deputy Director, Planning and Development
` File

Sec. 60-607. - General provisions and design standards.

Development of the parking and loading spaces required by this section is subject to the following general provisions and design standards:

(1) There shall be provided, at the time of erection of any main building or structure or development of a site in its permitted use, the minimum number of off-street parking and loading spaces specified in the following subsections, within or without a structure. In calculating the spaces, any fractions shall be rounded to the nearest whole number.

(2) Each individual parking space shall consist of an effective area of nine feet by 18 feet in dimension and shall be accessible to a public way, except for residential uses in Multifamily Urban Districts (MFU) containing five or more dwelling units. Such uses may develop tandem parking spaces but shall be limited to not more than two vehicles in depth.

(3) Loading spaces shall have the following dimensions:

a. Buildings having a gross floor area of 10,000 square feet or less: 25-foot length, 20-foot width;

b. Buildings having a gross floor area of greater than 10,000 square feet: 50-foot length, ten-foot width. Each loading space shall have a vertical clearance of at least 14 feet. Required loading spaces shall not be counted as meeting part of the parking space requirements.

(4) Interior driveways and ingress and egress points serving parking areas shall be at least 20 feet in width to allow safe and expeditious movement of vehicles. Ingress and egress points shall be separated wherever possible and so signed. Ingress and egress points for one-way vehicular movement only, may be reduced to not less than 14 feet for angle parking areas or 12 feet for perpendicular parking areas.

(5) The required parking and/or loading spaces shall be provided on the same lot as the principal use, building or structure they are required to serve. For buildings other than dwellings, parking spaces may be located not more than 300 feet there from should practical difficulties prevent their provision on the same lot.

(6) No required parking area or driveways servicing same shall be used for the sale, repair, dismantling or servicing of any vehicle, equipment, material, supplies or merchandise.

(7) ~~In~~ On any residential ~~district~~property or in any residential district, outdoor off-street parking may include the parking or storage of not more than one ~~inoperable~~ unregistered or uninspected motor vehicle per lot. If ~~also unlicensed~~ a vehicle is both unregistered and uninspected, the vehicle must be stored within a building.

(8) In any residential district, off-street parking may include not more than one commercial vehicle per lot.

(9) In any residential district, no portion of the front yard space, other than the driveway, shall be utilized for off-street parking.

(10) Any parking or loading space serving a business or industrial use which abuts the side or rear lot line of a lot in a residential district or use shall be screened from said lot by a tight evergreen shrub hedge or similar landscaping, a fence, a solid wall or a combination of two or more of the foregoing. The screen landscaping, wall or fence shall be at least six feet high and may be extended no closer than 15 feet from the street line.

(11) Exterior lighting provided in any parking or loading area shall be arranged and shielded so that it is deflected away from adjacent properties used for residential purposes and from any public highway.

(12) All uses containing over five parking and/or loading spaces shall either contain such spaces within structures or be subject to the following requirements:

a. All access drives, parking, loading and service spaces shall be graded and surfaced with a solid paving material that is impermeable to water and so as to be dust free and properly drained. Materials which satisfy this criteria include but are not limited to: bituminous pavement, concrete, geotextiles and brick or cobblestone or other paving block provided that it is mortared.

b. Parking and loading spaces shall be suitably marked by painted lines or other appropriate markings.

c. A substantial bumper of concrete, masonry, steel or heavy timber or a curb of similar material or an earthen berm shall be placed at the head of each parking or loading stall that abuts a structure, rear or side setback or property line, sidewalk, street right-of-way, or landscaped area to prevent vehicles from rolling into such areas.

d. Where, in nonresidential districts, parking is planned to occupy a portion of the required front yard area, parking shall not be placed nearer than ten feet from the street right-of-way line. The area between the parking area and the street right-of-way line shall be landscaped.

(13) Parking and loading spaces shall be so arranged as not to require backing of vehicles onto any public street. No loading platforms or receiving doors shall be located on the street side of any retail store or other commercial building unless such platforms or receiving doors be located not less than 60 feet from the sideline of any street right-of-way lines.

(14) No portion of any entrance or exit driveway serving a residential use or building shall be closer than 50 feet from the nearest public street intersection unless prevented by dimensional or physical difficulties. No portion of any entrance or exit driveway serving a commercial or industrial use of building shall be closer than 100 feet from the nearest public street intersection unless prevented by dimensional or physical difficulties.

(15) On lots where one entrance and exit driveway or curb-cut is constructed, the curb-cut shall not exceed 32 feet in width. Where two or more driveways or curb-cuts are constructed, the curb cuts shall not exceed 20 feet in width. For automotive service stations, the curb cut widths may be increased to 32 feet for each driveway or access, but shall not exceed two driveways. These widths may be increased up to a maximum of 44 feet on arterial roads if required by the city engineering department or the state department of transportation.

(16) A parking lot cluster containing more than 80 stalls shall contain landscaped areas within the perimeter of the overall lot, in the form of landscaped perimeter and islands.

(17) For those developments subject to site plan review (division 2 of article XVI of this chapter) the relaxation of the requirements of this section shall be reviewed by the planning board.

(18) Required off-street parking in the Auburn Downtown Action Plan for Tomorrow area for lots which cannot provide their own parking because of location, lot size or existing development may be substituted by parking facilities which, in the public's interest may be provided for by the municipality or private parking resources. No such public or private off-street parking shall be considered as a substitute unless located within 1,000 feet of the principal building or use as measured along lines of public access.

(19) In calculating the required number of off-street parking spaces, the gross leasable area shall be used.

(Ord. of 9-21-2009, § 4.1A)

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four

Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE **04-03212016**

Be it ordained by the Auburn City Council, that the Auburn Zoning Ordinance, Article V, Parking, Section 60-607, General Provisions and Design Standards be amended as shown on the attached draft dated March 17, 2016.

Sec. 60-607. - General provisions and design standards.

Development of the parking and loading spaces required by this section is subject to the following general provisions and design standards:

(1) There shall be provided, at the time of erection of any main building or structure or development of a site in its permitted use, the minimum number of off-street parking and loading spaces specified in the following subsections, within or without a structure. In calculating the spaces, any fractions shall be rounded to the nearest whole number.

(2) Each individual parking space shall consist of an effective area of nine feet by 18 feet in dimension and shall be accessible to a public way, except for residential uses in Multifamily Urban Districts (MFU) containing five or more dwelling units. Such uses may develop tandem parking spaces but shall be limited to not more than two vehicles in depth.

(3) Loading spaces shall have the following dimensions:

a. Buildings having a gross floor area of 10,000 square feet or less: 25-foot length, 20-foot width;

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(5) The required parking and/or loading spaces shall be provided on the same lot as the principal use, building or structure they are required to serve. For buildings other than dwellings, parking spaces may be located not more than 300 feet there from should practical difficulties prevent their provision on the same lot.

(6) No required parking area or driveways servicing same shall be used for the sale, repair, dismantling or servicing of any vehicle, equipment, material, supplies or merchandise.

(7) ~~In~~ On any residential ~~district~~property or in any residential district, outdoor off-street parking may include the parking or storage of not more than one ~~inoperable~~ unregistered or uninspected motor vehicle per lot. If ~~also unlicensed~~ a vehicle is both unregistered and uninspected, the vehicle must be stored within a building.

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(9) In any residential district, no portion of the front yard space, other than the driveway, shall be utilized for off-street parking.

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b. Parking and loading spaces shall be suitably marked by painted lines or other appropriate markings.

c. A substantial bumper of concrete, masonry, steel or heavy timber or a curb of similar material or an earthen berm shall be placed at the head of each parking or loading stall that abuts a structure, rear or side setback or property line, sidewalk, street right-of-way, or landscaped area to prevent vehicles from rolling into such areas.

d. Where, in nonresidential districts, parking is planned to occupy a portion of the required front yard area, parking shall not be placed nearer than ten feet from the street right-of-way line. The area between the parking area and the street right-of-way line shall be landscaped.

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(15) On lots where one entrance and exit driveway or curb-cut is constructed, the curb-cut shall not exceed 32 feet in width. Where two or more driveways or curb-cuts are constructed, the curb cuts shall not exceed 20 feet in width. For automotive service stations, the curb cut widths may be increased to 32 feet for each driveway or access, but shall not exceed two driveways. These widths may be increased up to a maximum of 44 feet on arterial roads if required by the city engineering department or the state department of transportation.

(16) A parking lot cluster containing more than 80 stalls shall contain landscaped areas within the perimeter of the overall lot, in the form of landscaped perimeter and islands.

(17) For those developments subject to site plan review (division 2 of article XVI of this chapter) the relaxation of the requirements of this section shall be reviewed by the planning board.

(18) Required off-street parking in the Auburn Downtown Action Plan for Tomorrow area for lots which cannot provide their own parking because of location, lot size or existing development may be substituted by parking facilities which, in the public's interest may be provided for by the municipality or private parking resources. No such public or private off-street parking shall be considered as a substitute unless located within 1,000 feet of the principal building or use as measured along lines of public access.

(19) In calculating the required number of off-street parking spaces, the gross leasable area shall be used.

(Ord. of 9-21-2009, § 4.1A)

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 4/4/2016

Author: Sue Clements-Dallaire

Subject: Hearing on the appeal of the denial of a business license for Indeego Spa (owner Lanli Liu) pursuant Chapter 14 Section 14-39 (a). Executive Session pursuant to 1 M.R.S.A. §405 (6)(G).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

Neil S. Shankman, Esquire
Rebecca V. Brochu, Esquire
Aubrey A. Russell, Esquire
Rita M. Farry, Esquire
Jeanne C. Sund, Esquire

Shankman & Associates LEGAL CENTER

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Fax: 786-5612

305 Main Street
Yarmouth, ME 04096
(207) 846-7760
Fax: 846-0632

FEB 29 2016

February 24, 2016

City Clerk's Office
City of Auburn
60 Court Street
Suite 150
Auburn, ME 04210

Re: Lanli Liu

Dear Sir or Madam:

As you already know, a letter dated January 27, 2016 was sent to Ms. Liu, denying her license application for Indeego Spa at 405 Center Street in Auburn. This letter is to request an appeal of said denial.

Please provide me with all documentation supporting the denial of Ms. Liu's application as your earliest convenience.

Thank you for your attention in this matter. Do not hesitate to contact me any questions or concerns.

Sincerely,

Jeanne C. Sund
Attorney at Law

c: Ms. Lanli Liu

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk

March 28, 2016

Lanli Liu
Indeego Spa
121 Morris St 2T-L
Morristown, NJ 07960

Dear Ms. Liu,

On February 29, 2016, I received a written notice of appeal for the denial of the business license application for Indeego Spa which was dated January 27, 2016. This letter is to confirm that a hearing on the appeal has been scheduled before the Auburn City Council on Monday, April 4, 2016 at 7:00 P.M., or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, Auburn, Maine.

At the hearing, you will have the opportunity to present relevant information that you wish the City Council to consider in connection with your appeal. In order for the City Council to approve an application previously denied, the Auburn City Charter requires an affirmative vote of five or more members of the Council.

Please feel free to contact us at the phone number listed below with any questions or concerns you may have.

Sincerely,

Susan Clements-Dallaire

Susan Clements-Dallaire
City Clerk

cc: Daniel C. Stockford, City Attorney (via email)
Jeanne C. Sund, Counsel to Applicant (via email)

60 Court Street • Suite 150 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6623 Fax
www.auburnmaine.gov

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: April 04, 2016 **Order** 21-04042016

Author: Alison F. Pepin

Subject: Liquor License and Special Amusement Request for Firehouse Grill, LLC., D/B/A Firehouse Grille

Information: Firehouse Grill, LLC., D/B/A Firehouse Grill located at 47 Broad Street has changed ownership. The new owners are applying for a Liquor License, Class XI-Spirituous, Vinous, and Malt Restaurant/Lounge and a Special Amusement Permit. Police, Fire, and Code have completed the necessary inspections and have all granted approval.

Advantages: Will continue to attract additional patrons, both local and out of town and helps to promote Auburn as a business friendly community and a nice place to visit.

Disadvantages: The potential for disorderly conduct.

City Budgetary Impacts: None

Staff Recommended Action: Public hearing and recommend passage.

Previous Meetings and History: N/A

Attachments:

- Applications
- Background check
- Public Notice
- Order 21-04042016

Police: OK 03/24
Fire: OK 03/28
Code: OK 03/28
Tax: OK 03/23

CITY OF AUBURN
FOOD LICENSE APPLICATION

New _____ Renewal _____ Change ✓

Application date 3/17/16 Planned opening date 4/7/16 Expiration date _____

License applied for **Food Service Establishment (FSE) – Class I**

List changes from last license _____

Business Hours of operation 11Am to 1Am Sq Footage 1,500 +/-
Fee $ 500.00 (Based on square footage and type of service)

✓ Fee $500.00 (1-2999 square feet)
__ Fee $600.00 (3000-5999 square feet)
__ Fee $700.00 (6000-up)

Please attach a copy of the following: Floor Plan/facility diagram, menu or draft menu, certified food handler certificate with date of certification, and a copy of all state licenses applicable to this application or date of application.

ALL QUESTIONS MUST BE ANSWERED IN FULL
(Use back of application if necessary)

* * * * * * * * * * *

BUSINESS	APPLICANT
Business name Firehouse Grill LLC	Owner's name Kevin Pacheco
Business address 47 Broad St	Maiden name/ A/K/A none
City Auburn State Me Zip 04243	Date of birth 2/19/79
Mailing address 743 Sabattus St Suite 2	Home address 27 Pondridge Dr
City Lewiston State Me Zip 04240	City Lewiston State Me Zip 04240
Business phone 207 376-4959	Mailing Address 743 Sabattus St Suite 2
Email Firehouseryan@gmail.com	City Lewiston State Me Zip 04240

Please indicate address to mail license: (Business) / Applicant Home phone 207 576 5359

* * * * * * * * * * *

Is applicant a corporation or LLC in the State of Maine? (Yes) ✓ No _____
(If answer is "Yes", complete Supplementary Questionnaire for Corporate Applicants)

60 Court Street • Suite 150 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6623 Fax
www.auburnmaine.gov

List all residences, including all places of business, within the last 5 years:

Address 577 Empire Rd City Poland State Me How long _____

Address 65 Simplicity City Poland State Me How long 3-5 yrs

Address _____ City _____ State _____ How long _____

Has applicant(s) ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? Yes_____ No ✓ (If yes, complete the following)

Name_____ Date of conviction_____

Offense_____ Location_____

Disposition_____

If manager is to be employed, complete the following:

Ryan Caron 78 Old Greene Rd Lewiston - 212-1000 5/15/75

Name Home address Phone Date of birth

Has manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 year? Yes _____ No ✓ (If yes, complete the following)

Name _____ Date of conviction _____

Disposition _____ Location _____

Does applicant(s) own the premises? Yes_____ No_____ (If "No", give name and address of owner)

Name_____ Address_____

Phone Number _____ Email _____

* * * * * * * * * *

Food Service Establishment, Seating 55-57 Occupancy load _____

Criminal record and/or revocation of driver's license (include driving violations) during the last 5 years:

Date	Charge	Court	Disposition

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

60 Court Street • Suite 150 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6623 Fax
www.auburnmaine.gov

Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials *Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.* Please allow at least 3 weeks for this process.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

****READ CAREFULLY BEFORE SIGNING****

I hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto.

Signature of Applicant

4/11/16
Date

IF A CORPORATION, MUST FILE A COPY OF CORPORATE PAPERS

ADDITIONAL COMMENTS OR CONDITIONS

Expedite ASAP!

STAFF USE ONLY
DO NOT COMPLETE BELOW THIS LINE

RECOMMENDATION

60 Court Street • Suite 150 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6623 Fax
www.auburnmaine.gov

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES, AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: Firehouse Grill LLC
   Business D/B/A Name: Firehouse Grille LLC
2. Date of Incorporation: 3/11/16
3. State in which you are incorporated: ME
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percent of stock owned:

Name	*Print Clearly* Address Previous 5 years	Birth Date	% of Stock	Title
Kevin Pacheco		2/19/79	90	member
Ryan Caron	78 old Greene Rd Lew, ME	5-15-55	10	member

6. What is the amount of authorized stock? 100 Outstanding Stock? 0
7. Is any principal officer of the corporation a law enforcement official? Yes ☐ No ☑
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of the United States? Yes ☐ No ☑
9. If YES, please complete the following: Name: _____

   Date of Conviction: _____ Offense: _____

   Location: _____ Disposition: _____

   Dated at: _____ On: _____
   City/Town Date

[signature] 3/16/16
Signature of Duly Authorized Officer Date

Kevin Pacheco
Print Name of Duly Authorized Officer

RV 4/2011

60 Court Street • Suite 150 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6623 Fax
www.auburnmaine.gov

60 Court Street
Auburn, Maine 04210
Tel: (207) 333-6601 ext. 1158
Fax: (207) 333-6625

RECEIPT

BILL TO:
Kevin Pacheco
Firehouse Grill, LLC

Receipt Number: TRC-008481-18-03-2016

Date: 03/18/2016

	Amount
PRIMARY FEES	
Invoice Number: 7973	
Class I Spirituous, Vinous and Malt	$500.00

PAYMENTS RECEIVED

Date	Payment Method	Check Number	Amount Received
03/18/2016	Check	2182	$500.00
	Total Payment		**$500.00**
	Change Due		$0.00

60 Court Street
Auburn, Maine 04210
Tel: (207) 333-6601 ext. 1158
Fax: (207) 333-6625

RECEIPT

BILL TO:
Kevin Pacheco
Firehouse Grill, LLC

Receipt Number: TRC-008482-18-03-2016

Date: 03/18/2016

	Amount
PRIMARY FEES	
Invoice Number: 7973	
Hearing Ad	$100.00

PAYMENTS RECEIVED

Date	Payment Method	Check Number	Amount Received
03/18/2016	Check	2180	$100.00
	Total Payment		**$100.00**
	Change Due		$0.00

BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, ME 04333-0008

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	

PRESENT LICENSE EXPIRES N/A #7818- October 2014

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

- ☒ RESTAURANT (Class I,II,III,IV)
- ☐ HOTEL-OPTINONAL FOOD (Class I-A)
- ☐ CLASS A LOUNGE (Class X)
- ☐ CLUB (Class V)
- ☐ TAVERN (Class IV)
- ☒ RESTAURANT/LOUNGE (Class XI)
- ☐ HOTEL (Class I,II,III,IV)
- ☐ CLUB-ON PREMISE CATERING (Class I)
- ☐ GOLF CLUB (Class I,II,III,IV)
- ☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.)	2. Business Name (D/B/A)
Firehouse Grill LLC DOB:	Firehouse Grille LLC
Kevin Pacheco DOB: 2/19/79	47 Broad St
Ryan Caron DOB: 5/15/75	Location (Street Address) Auburn Me 04243
Address 743 Sabattus St Suite 2	City/Town State Zip Code
Lewiston, Me 04240	Mailing Address
City/Town State Zip Code	City/Town State Zip Code
Telephone Number 207 212-1000 Fax Number	Business Telephone Number 207 376-4959 Fax Number
Federal I.D. # 81-1780223	Seller Certificate # 1164593

EMAIL ADDRESS: ~~kpacheco@DDPFS.NET~~ firehouseryan@gmail.com

3. If premises is a hotel, indicate number of rooms available for transient guests: n/a

4. State amount of gross income from period of last license: ROOMS $ n/a FOOD $ 300,000 LIQUOR $ 236,000

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ✓ NO

7. If manager is to be employed, give name: Ryan Caron

8. If business is NEW or under new ownership, indicate starting date: 4/1/16

Requested inspection date: 4/1/16 Business hours: 11:00 AM - 1:00 AM

9. Business records are located at: 47 Broad St Auburn, Me 04243 - ONSITE

10. Is/are applicants(s) citizens of the United States? YES ✓ NO

11. Is/are applicant(s) residents of the State of Maine? YES ✓ NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Kevin Pacheco	2-19-1979	New Bedford, MA
Ryan Caron	5-15-1975	Lewiston, Me

Residence address on all of the above for previous 5 years (Limit answer to city & state

Kevin Pacheco 65 Simplicity way Poland, me, 577 Empire Rd Poland, Me, 27 Partridge,

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other then minor traffic violations, of any State of the United States? YES ✓ NO (see Attached records) K.P. R.C.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly in your license, if issued?
Yes No ✓ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO ✓

16. Does/do applicant(s) own the premises? Yes ✓ No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) _____

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ✓ NO Applied for: _____

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1.2M Which of the above is nearest? Walton School

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO ✓

If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pe taining to the business, for which this liquor license is requested, and also such books, records and returns during the year in whic any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information c this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up t $2,000 or both."

Dated at: 743 Sabattus St Lewiston, Me (Town/City, State) on _____ (Date), 20 16

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Kevin Pacheco
Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners i unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituous, Vinous and Malt **CLASS I:** Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	$ 900.00
Class I-A	Spirituous, Vinous and Malt, Optional Food (Hotels Only) **CLASS I-A:** Hotels only that do not serve three meals a day.	$1,100.00
Class II	Spirituous Only **CLASS II:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	$ 550.00
Class III	Vinous Only **CLASS III:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	$ 220.00
Class IV	Malt Liquor Only **CLASS IV:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	$ 220.00
Class V	Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) **CLASS V:** Clubs without catering privileges.	$ 495.00
Class X	Spirituous, Vinous and Malt – Class A Lounge **CLASS X:** Class A Lounge	$2,200.00
Class XI	Spirituous, Vinous and Malt – Restaurant Lounge **CLASS XI:** Restaurant/Lounge; and OTB.	$1,500.00

FILING FEE.....$ 10.00

UNORGANIZED TERRITORIES $10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganize territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine.** This application must be completed and maile to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Statio Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

State of Maine
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement

For Office Use Only:

License #: _____

Date Filed: _____

Supplemental Information Required for Business Entities Who Are Licensees

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:

   Firehouse Grill LLC

2. Other business name for your entity (DBA), if any:

   Firehouse Grille LLC

3. Date of filing with the Secretary of State: 4/11/16

4. State in which you are formed: MAINE

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: n/a

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Kevin Pachero	65 Simpson Lane Poland, Me 577 Empire Rd Poland, Me	2/19/79	90%
	27 Pondridge Dr Lewiston, Me		
Ryan Caron	780 Old Greene Rd Lewiston, Me	5-15-75	10%

7. Is any principal person involved with the entity a law enforcement official?

   Yes ☐ No ☒

8. If Yes to Question 7, please provide the name and law enforcement agency:

   _____

Name: _____ Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

R.C. ☒ Yes ☐ No ☒

10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

(See Attached records)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

_____

Signature:

_____
Signature of Duly Authorized Person

4/11/16
Date

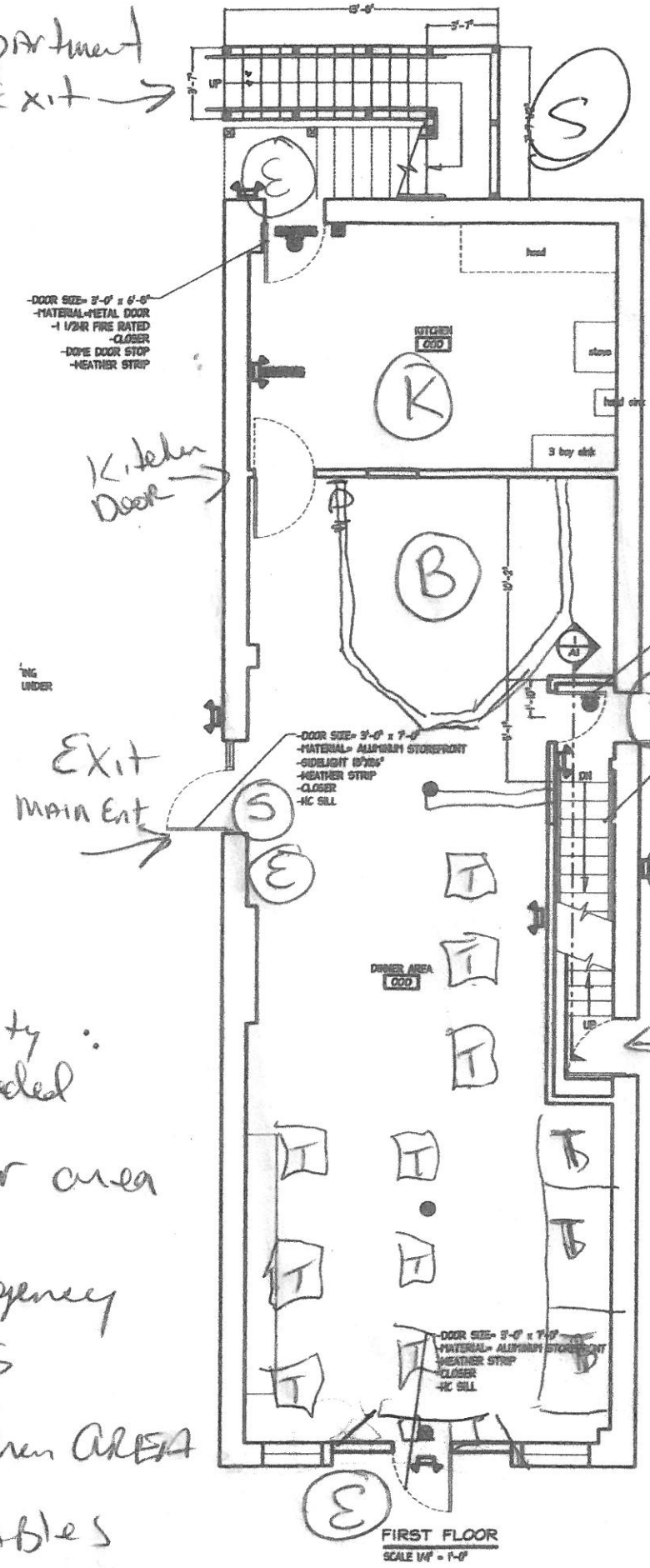
Kevin Pacheco
Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To:

Bureau of Alcoholic Beverages and Lottery
Operations Division of Liquor Licensing Enforcement
8 State House Station Augusta, Me 04333-0008
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

Apartment Exit →



Fine House Grille
47 Broad St
Auburn, ME 04210
207-376-4959

Attn: John Ray

(S) = Security when needed

(B) = Bar area

(E) = Emergency Exits

(K) = Kitchen AREA

(T) = TABLES

S = Smoking AREA

MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE)

RYAN P CARON
78 OLD GREENE RD.
LEWISTON, ME 04240

Transaction Response #: MIQ99C797213

Criminal History Record

Introduction

This criminal history record was produced in response to the following request (Produced on 2016-03-15) :

Inquiries Name(s) RYAN P CARON (1975-05-15)

The information in this criminal history record is provided subject to the following caveats:

Important! When a criminal history record and juvenile crime information record check is processed by the State Bureau of Identification using personal identifiers such as name and date of birth, it is possible that the record supplied belongs to another person with the same or essentially similar name and date of birth. Confirmation that convictions relate to person whose record has been requested requires fingerprint comparison. If the information contained in this response will be used to disqualify an applicant for employment, housing, credit, or other benefits or programs, the person making the eligibility determination using this record should provide the applicant with an opportunity to complete or contest the accuracy of the criminal history information in the response. An individual may request amendment or correction of criminal history record information by a criminal justice agency pursuant to 16 M.R.S. section 709.

**THIS RESPONSE IS BEING PRODUCED FOR YOUR REQUEST SENT: 2016-03-15

This record, effective September 1, 2000, contains information relating to persons arrested as fugitives from justice, 15 M.R.S section 201.4 or arrested or charged with Maine crimes. It does not include former crimes no longer classified as criminal, or Class D and E crimes in Title 12 or Title 29-A, former Title 29, unless the crime is alcohol-related or drug-related 25 M.R.S. section 1541.4-A.A. For information regarding excluded Marine Resources crimes in Title 12, contact the Department of Marine Resources. For information regarding excluded Inland Fisheries and Wildlife crimes in Title 12, contact the Department of Inland Fisheries and Wildlife. For information relating to excluded crimes in Title 29-A former Title 29, contact the Secretary of State, Motor Vehicle Division. A list of former crimes is available from this Bureau.

THE FOLLOWING ATN(S) ARE UNSUPPORTED BY FINGERPRINTS IN STATE BUREAU OF IDENTIFICATION FILES: (411411A).

Identification

Subject Name/or potential Alias Name(s)

CARON, RYAN
CARON, RYAN P

Subject Description (date information provided listed in parentheses)

State ID Number
ME0094975

DOC Number
Unknown/NA

Sex
Male

Race
White

Skin Tone
Unknown/NA

Height
602 (2014-08-09)
602

Weight
236 (2014-08-09)
236

Date of Birth
1975-05-15

Hair Color
Brown (2014-08-09)
Brown

Eye Color
Blue (2014-08-09)
Blue

Scars, Marks, and Tattoos
Unknown/NA

Place of Birth

Citizenship

ME	US (2014-08-09)

Residence

Residence as of	2014-11-21
Address	78 OLD GREENE RD LEWISTON, ME 04240
Residence as of	2014-08-09
Address	78 OLD GREENE RD LEWISTON, ME 04240 US
Residence as of	2005-10-04
Address	3 COTTAGE RD LEWISTON, ME

Caution Information

Firearms Disqualified	C - Cleared

Criminal History

Cycle 001

ATN/Tracking Number	411411A
Earliest Event Date	2000-05-14

Arrest/Charge	(Cycle 001)
Arrest/Charge Date	2000-05-14
Arresting/Charging Agency	AUBURN PD; ME0010100
Subject Name(s)	CARON, RYAN
Arrest Type	Adult

Charge 1

Charge Number 411411A 001

Charge Tracking Number 411411A

Agency AUBURN PD; ME0010100

Offense Date 2000-05-14

Charge Description DISORDERLY CONDUCT (Charge Class E)

Statute 17-A MRSA SUBSECTION 501(1)(A)

State Sequence Code 706

Severity Misdemeanor

Prosecutor Disposition No data supplied

Court Disposition (Cycle 001)

Court Case Number 2000-01938

Court Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Charge 1

Charge Number 411411A 001

Charge Tracking Number 411411A

Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Offense Date 2000-05-14

Charge Description DISORDERLY CONDUCT (Charge Class E)

Statute 17-A MRSA SUBSECTION 501(1)(A)

State Sequence Code 706

Severity Misdemeanor

Disposition 2000-07-06; GUILTY

Sentencing (Cycle 001)

Sentencing Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Court Case Number 2000-01938

Charge Number 411411A 001

Charge Sequence Number 1

Charge Tracking Number 411411A

Sentence 2000-07-06: FINED $100.00

Corrections No data supplied

Cycle 002

ATN/Tracking Number 095821B

Earliest Event Date 2014-08-09

Arrest/Charge (Cycle 002)

Arrest/Charge Date 2014-08-09

Arresting/Charging Agency OLD ORCHARD BEACH PD; ME0160300

Subject Name(s) CARON, RYAN P

Arrest Type Adult

Charge 1

Charge Number 095821B 001

Charge Tracking Number 095821B

Charge Case Number 14-71766

Agency OLD ORCHARD BEACH PD; ME0160300

Offense Date 2014-08-09

Charge Description DISORDERLY CONDUCT, FIGHTING (Charge Class E)

Statute 17-A MRSA SUBSECTION 501-A(1)(A)(3)

State Sequence Code 11253

Severity Misdemeanor

Prosecutor Disposition (Cycle 002)

Prosecutor Agency DISTRICT ATTORNEY'S OFFICE ALFRED; ME016013A

Charge 1

Charge Number 095821B 001

Charge Tracking Number 095821B

Offense Date 2014-08-09

Charge Description DISORDERLY CONDUCT, FIGHTING (Charge Class E)

Statute 17-A MRSA SUBSECTION 501-A(1)(A)(3)

State Sequence Code 11253

Severity Misdemeanor

Prosecutor Record Modified/Updated ADDED

Court Disposition (Cycle 002)

Court Case Number BIDDCCR201401857

Court Agency 10TH DISTRICT COURT BIDDEFORD; ME016025J

Charge 1

Charge Number 095821B 001

Charge Tracking Number 095821B

Agency 10TH DISTRICT COURT BIDDEFORD; ME016025J

Offense Date 2014-08-09

Charge Description DISORDERLY CONDUCT, FIGHTING (Charge Class E)

Statute 17-A MRSA SUBSECTION 501-A(1)(A)(3)

State Sequence Code 11253

Severity Misdemeanor

Disposition 2014-10-27; GUILTY

Sentencing (Cycle 002)

Sentencing Agency 10TH DISTRICT COURT BIDDEFORD; ME016025J

Court Case Number BIDDCCR201401857

Charge Number 095821B 001

Charge Sequence Number 1

Charge Tracking Number 095821B

Sentence 2014-10-27: FINED $300.00

Corrections No data supplied

Index of Agencies

Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Agency Telephone	207-795-4800
Address	PO BOX 1345 LEWISTON, ME 04243

Agency	10TH DISTRICT COURT BIDDEFORD; ME016025J
Agency Telephone	207-283-1147
Address	25 ADAMS STREET BIDDEFORD, ME 04005

Agency	AUBURN PD; ME0010100
Agency Telephone	207-333-6650
Address	60 COURT ST AUBURN, ME 04210

Agency	DISTRICT ATTORNEY'S OFFICE ALFRED; ME016013A
Agency Telephone	207-324-8001
Address	PO BOX 399 ALFRED, ME 04002

Agency	OLD ORCHARD BEACH PD; ME0160300
Agency Telephone	207-934-4911
Address	136 SACO AVE OLD ORCHARD BEACH, ME 04064

MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE)

RYAN P CARON
78 OLD GREENE RD.
LEWISTON, ME 04240

Transaction Response #: MIQ99C797222

Criminal History Record

Introduction

This criminal history record was produced in response to the following request (Produced on 2016-03-15) :

Inquiries Name(s) KEVIN PACHECO (1979-02-19)

The information in this criminal history record is provided subject to the following caveats:

Important! When a criminal history record and juvenile crime information record check is processed by the State Bureau of Identification using personal identifiers such as name and date of birth, it is possible that the record supplied belongs to another person with the same or essentially similar name and date of birth. Confirmation that convictions relate to person whose record has been requested requires fingerprint comparison. If the information contained in this response will be used to disqualify an applicant for employment, housing, credit, or other benefits or programs, the person making the eligibility determination using this record should provide the applicant with an opportunity to complete or contest the accuracy of the criminal history information in the response. An individual may request amendment or correction of criminal history record information by a criminal justice agency pursuant to 16 M.R.S. section 709.

**THIS RESPONSE IS BEING PRODUCED FOR YOUR REQUEST SENT: 2016-03-15

This record, effective September 1, 2000, contains information relating to persons arrested as fugitives from justice, 15 M.R.S section 201.4 or arrested or charged with Maine crimes. It does not include former crimes no longer classified as criminal, or Class D and E crimes in Title 12 or Title 29-A, former Title 29, unless the crime is alcohol-related or drug-related 25 M.R.S. section 1541.4-A.A. For information regarding excluded Marine Resources crimes in Title 12, contact the Department of Marine Resources. For information regarding excluded Inland Fisheries and Wildlife crimes in Title 12, contact the Department of Inland Fisheries and Wildlife. For information relating to excluded crimes in Title 29-A former Title 29, contact the Secretary of State, Motor Vehicle Division. A list of former crimes is available from this Bureau.

THE FOLLOWING ATN(S) ARE UNSUPPORTED BY FINGERPRINTS IN STATE BUREAU OF IDENTIFICATION FILES: (279670A, 279669A, 279671A).

Identification

Subject Name/or potential Alias Name(s)

PACHECO, KEVIN

Subject Description (date information provided listed in parentheses)

State ID Number	DOC Number	
MEA015075	Unknown/NA	
Sex	**Race**	**Skin Tone**
Male	White	Unknown/NA
Height	**Weight**	**Date of Birth**
508 (2004-05-15)	168 (2004-05-15)	1979-02-19
Hair Color	**Eye Color**	
Brown (2004-05-15)	Hazel (2004-05-15)	

Scars, Marks, and Tattoos

Code	Description, Comments, and Images
TAT UR ARM	UNKNOWN

Place of Birth	Citizenship

MA	US (2004-05-15)

Residence

Residence as of	2004-07-09
Address	9 SCRIBNER BLVD LEWISTON, ME
Residence as of	2004-07-09
Address	59 EUSTIS STREET, 1ST FLOOR LEWISTON, ME
Residence as of	2004-07-09
Address	9 SCHRIBNER ROAD LEWISTON, ME
Residence as of	2004-05-15
Address	3 ST JEAN BAPTISTE AVENUE LEWISTON, ME 04240

Caution Information

Firearms Disqualified	C - Cleared

Criminal History

Cycle 001

ATN/Tracking Number	279669A
Earliest Event Date	1997-07-17

Arrest/Charge	(Cycle 001)
Arrest/Charge Date	1997-07-17
Arresting/Charging Agency	LEWISTON PD; ME0010200
Subject Name(s)	PACHECO, KEVIN
Arrest Type	Adult

Charge 1

Charge Number 279669A 001

Charge Tracking Number 279669A

Charge Case Number 97-24970

Agency LEWISTON PD; ME0010200

Offense Date 1997-07-17

Charge Description ASSAULT (Charge Class D)

Statute 17-A MRSA SUBSECTION 207

State Sequence Code 5064

Severity Misdemeanor

Prosecutor Disposition No data supplied

Court Disposition (Cycle 001)

Court Case Number 97-04878

Court Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Charge 1

Charge Number 279669A 001

Charge Tracking Number 279669A

Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Offense Date 1997-07-17

Charge Description ASSAULT (Charge Class D)

Statute 17-A MRSA SUBSECTION 207

State Sequence Code 5064

Severity Misdemeanor

Disposition 1998-04-30; GUILTY

Sentencing (Cycle 001)

Sentencing Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Court Case Number 97-04878

Charge Number 279669A 001

Charge Sequence Number 1

Charge Tracking Number 279669A

Sentence 1998-04-30: INCARCERATED 30 days JAIL, SUSPENDED
1998-04-30: PROBATION 9 months
1998-04-30: RESTITUTION $130.00

Corrections No data supplied

Cycle 002

ATN/Tracking Number 279670A

Earliest Event Date 2000-06-13

Arrest/Charge (Cycle 002)

Arrest/Charge Date 2000-06-13

Arresting/Charging Agency LEWISTON PD; ME0010200

Subject Name(s) PACHECO, KEVIN

Arrest Type Adult

Charge 1

Charge Number 279670A 001
Charge Tracking Number 279670A
Charge Case Number ME00-17401
Agency LEWISTON PD; ME0010200
Offense Date 2000-06-13
Charge Description DISORDERLY CONDUCT (Charge Class E)
Statute 17-A MRSA SUBSECTION 501(1)(A)
State Sequence Code 706
Severity Misdemeanor

Prosecutor Disposition No data supplied

Court Disposition (Cycle 002)

Court Case Number 2000-03369

Court Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Charge 1

Charge Number 279670A 001

Charge Tracking Number 279670A

Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Offense Date 2000-06-13

Charge Description DISORDERLY CONDUCT (Charge Class E)

Statute 17-A MRSA SUBSECTION 501(1)(A)

State Sequence Code 706

Severity Misdemeanor

Disposition 2000-08-16; GUILTY

Sentencing (Cycle 002)

Sentencing Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Court Case Number 2000-03369

Charge Number 279670A 001

Charge Sequence Number 1

Charge Tracking Number 279670A

Sentence 2000-08-16: FINED $100.00

Corrections No data supplied

Cycle 003

ATN/Tracking Number 279671A

Earliest Event Date 2002-04-28

Arrest No data supplied

Prosecutor Disposition No data supplied

Court Disposition (Cycle 003)

Court Case Number LEWDCCR200202643

Court Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Charge 1

Charge Number 279671A 001

Charge Tracking Number 279671A

Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Charge Description THEFT BY UNAUTHORIZED TAKING OR TRANSFER (Charge Class E)

Statute 17-A MRSA SUBSECTION 353(1)

State Sequence Code 8315

Severity Misdemeanor

Disposition 2002-07-03; GUILTY

Sentencing (Cycle 003)

Sentencing Agency 8TH DISTRICT COURT LEWISTON; ME001025J

Court Case Number LEWDCCR200202643

Charge Number 279671A 001

Charge Sequence Number 1

Charge Tracking Number 279671A

Sentence 2002-07-03: FINED $100.00

Corrections No data supplied

Cycle 004

ATN/Tracking Number 260216A

Earliest Event Date 2004-05-15

Arrest/Charge (Cycle 004)

Arrest/Charge Date 2004-05-15

Arresting/Charging Agency AUBURN PD; ME0010100

Subject Name(s) PACHECO, KEVIN

Arrest Type Adult

Charge 1

Charge Number 260216A 001

Charge Tracking Number 260216A

Charge Case Number 0410619

Agency AUBURN PD; ME0010100

Offense Date 2004-05-15

Charge Description OPERATING UNDER THE INFLUENCE (Charge Class D)

Statute 29-A MRSA SUBSECTION 2411(1)

State Sequence Code 7670

Severity Misdemeanor

Prosecutor Disposition No data supplied

Court Disposition (Cycle 004)

Court Case Number CR 2004-00563

Court Agency SUPERIOR COURT AUBURN; ME001015J

Charge 1

Charge Number 260216A 001

Charge Tracking Number 260216A

Agency SUPERIOR COURT AUBURN; ME001015J

Offense Date 2004-05-15

Charge Description OPERATING UNDER THE INFLUENCE (Charge Class D)

Statute 29-A MRSA SUBSECTION 2411(1)

State Sequence Code 7670

Severity Misdemeanor

Disposition 2004-05-15; GUILTY

Sentencing (Cycle 004)

Sentencing Agency SUPERIOR COURT AUBURN; ME001015J

Court Case Number CR 2004-00563

Charge Number 260216A 001

Charge Sequence Number 1

Charge Tracking Number 260216A

Sentence 2004-05-15: FINED $500.00

Corrections	No data supplied

Index of Agencies

Agency	SUPERIOR COURT AUBURN; ME001015J
Agency Telephone	207-784-5450
Address	PO BOX 3660 AUBURN, ME 04210

Agency	8TH DISTRICT COURT LEWISTON; ME001025J
Agency Telephone	207-795-4800
Address	PO BOX 1345 LEWISTON, ME 04243

Agency	AUBURN PD; ME0010100
Agency Telephone	207-333-6650
Address	60 COURT ST AUBURN, ME 04210

Agency	LEWISTON PD; ME0010200
Agency Telephone	207-513-3137
Address	171 PARK STREET LEWISTON, ME 04240

CITY OF AUBURN
PUBLIC HEARING

A public hearing will be held on Monday, April 04, 2016 at 7:00 p.m. or as soon as possible thereafter in the Council Chambers of Auburn Hall to consider the following Liquor License and Special Amusement Permit Application:

Firehouse Grill, LLC
d/b/a Firehouse Grill
47 Broad Street, Auburn, Maine

All persons may appear to show cause, if any they may have, why these licenses should not be granted.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four

Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 21-04042016

ORDERED, that the City Council hereby approves the Liquor License, Class XI Spirituous, Vinous, and Malt Restaurant/Lounge and Special Amusement Permit for Firehouse Grill, LLC., D/B/A Firehouse Grille located at 47 Broad Street.

City Council Information Sheet

City of Auburn

Council Meeting Date: 04/04/2016

Subject: Executive Session

Information: Discussion regarding an real estate matter, pursuant to 1 M.R.S.A. Section 405(6)(C).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

CITY OF AUBURN, MAINE
Flea Market/Craft Fair/Swap Meet/Bazaars
License Application
One Day Event

Application date _____ Date & Time of Event_____

Event and/or Location_____

☐ $50.00 Up to 25 tables
☐ $100.00 Over 25 tables

ALL QUESTIONS MUST BE ANSWERED IN FULL

BUSINESS	APPLICANT
Business name_____	Full name_____
Business address_____	Maiden name A/K/A_____
City _____State _____Zip_____	Date of birth_____
Mailing address_____	Home address_____
City _____State _____Zip_____	City _____State _____Zip_____
Business phone_____	Home phone_____
Cell phone _____	Driver's Lic.# & State_____

Has applicant(s) ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? Yes_☐_ No_☐_ (If yes, complete the following)

Name_____ Date of conviction_____

Offense_____ Location_____

60 Court Street • Suite 150 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6623 Fax
www.auburnmaine.gov

Disposition_____

Does applicant(s) own the premises? Yes_☐_ No_☐_ (If "No", give name and address of owner)

Name_____Address_____

THE OMISSION OF FACTS OR ANY MISPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials *Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.* Please allow at least 3 weeks for this process.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY
******READ CAREFULLY BEFORE SIGNING******

I hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto.

_____ _____
Signature of Applicant Date

STAFF USE ONLY
DO NOT COMPLETE BELOW THIS LINE

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