

# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Clerk



## Council Meeting Agenda Packet

May 5, 2008

This packet contains the City Council Agenda and supporting documents. The items in this packet are bookmarked in Adobe Acrobat .pdf format. You may need to click on the Bookmark tab on the left to open the Bookmark window. If you do not see a Bookmark tab on the left, you may need to select the Show/Hide Navigation Pane button in your icon toolbar above or update your version of the Adobe Reader. You can download the free Adobe Reader application at [www.adobe.com](http://www.adobe.com).



# City Council Meeting and Workshop May 5, 2008

## Agenda

**5:00 p.m. Dinner**

**5:30 p.m. Workshop**

Joint Meeting with Lewiston City Council to review and discuss joint budgets

**7:00 p.m. City Council Meeting**

**Pledge of Allegiance**

\* **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.

## Minutes

\*050508-00 Minutes of April 28, 2008 Council Meetings

## Reports

### Mayor

Recognizing Police Department Promotions to the rank of Corporal:  
Patrol Officer Donald Gosselin; K-9 Officer Kristopher Bouchard;  
School Resource Officer Laurie Woodhead; and Officer Steve Gosselin

### City Councilors

- **Michael Farrell:** Water Dist., L/A Jt. City Council Planning, Audit and Procurement
- **Bob Hayes:** Railroad, Library, Audit and Procurement
- **Dan Herrick:** MMWAC, Auburn Housing
- **Bruce Bickford:** A-L Airport, ABDC, L/A Joint City Council Planning, AVCOG
- **Ray Berube:** LAEGC, Planning Board, L/A Joint City/School
- **Bob Mennealy:** Sewer District, University of Maine L-A,
- **Ron Potvin:** School Committee, 9-1-1, LATC, L/A Joint City/School

### City Manager

## Communications and Recognitions

**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

## Unfinished Business

## New Business

050508-01 Resolve – Approval of 2008-09 Action Plan for the Community Development Block Grant and HOME Investment Partnership Programs (Public Hearing and action thereon)

- 050508-02 Public Hearing and action on Liquor License application for Prospect Hill Golf Club , LLC  
d/b/a Prospect Hill Golf Course, 694 South Main Street
- 050508-03 Appointments to the Joint Lewiston-Auburn Downtown Master Plan Committee
- 050508-04 Set date for Special City Council Meeting (May 12)

**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

## **Future Agenda/Workshop Items**

## **ADJOURNMENT**

-----

**Executives Sessions:** 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. Those applicable to municipal government are:

1. Discussion of personnel issues
2. Discussion or consideration of the condition, acquisition, or the use of real or personal property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency.
3. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators.
4. Consultations between a body or agency and its attorney
5. Discussion 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.
6. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes
7. Consultations between municipal officers and a code enforcement officer relating to enforcement matter pending in District Court.

**CITY OF AUBURN  
APRIL 28, 2008  
CITY COUNCIL MEETING**

**PRESENT**

Mayor John T. Jenkins, Councilors Michael J. Farrell, Robert P. Hayes, Daniel R. Herrick, Bruce A. Bickford, Raymond C. Berube, Ronald W. Potvin and Robert C. Mennealy, Acting City Manager Laurie Smith, Finance Director Denise Brown and City Clerk Mary Lou Magno. There were 33 people in the audience.

Mayor Jenkins called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn Hall with a salute to the flag.

**CONSENT AGENDA**

Councilor Bickford moved to accept, approve and place on file the items marked with an asterisk. Seconded by Councilor Mennealy. Vote: 7 Yeas.

**\*MINUTES OF APRIL 3<sup>RD</sup> AND & 7<sup>TH</sup>, 2008 COUNCIL MEETINGS**

Approved under consent agenda.

**REPORTS OF THE MAYOR**

**BUSINESS APPRECIATION PROGRAM**

Zapizza Market & Eatery – John Beatrice  
Bert's Awesome Stuff – Chris Hayden and Bruce Little  
Safe Handling, Inc. – Ford Reiche

**REPORTS OF CITY COUNCILORS**

Councilors reported on their respective Council Committee Assignments.

**REPORTS OF THE CITY MANAGER**

**FINANCE REPORT – MONTH OF MARCH**

Councilor Berube moved to accept and place on file the Finance Report for the month of March as prepared and presented by Denise Brown, Finance Director. Seconded by Councilor Bickford. Vote: 7 Yeas.

**COMMUNICATIONS AND RECOGNITIONS**

**COMMUNICATION FROM KIWANIS CLUB RE: WAIVE FEE FOR VICTUALERS  
LICENSE – PANCAKE BREAKFAST**

Approved under consent agenda.

**OPEN SESSION**

Richard Burton, Maine Animal Damage Control; Andy Titus, 45 Carson Street; and Dominic Casavant, 158 Valview Drive.

**CLOSED OPEN SESSION**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**1. RESOLVE – AMENDMENT TO THE SCHOOL FUND BALANCE POLICY**

Councilor Potvin moved for passage of the resolve. Seconded by Councilor Herrick.

Laurie Smith, Acting City Manager, answered Councilors questions.

Vote: 6 Yeas, with Councilor Hayes voting Nay.

**2. RESOLVE – APPROVING SCHOOL BUDGET FOR FISCAL YEAR 2008-2009**

Councilor Potvin moved for passage of the resolve. Seconded by Councilor Berube. Vote: 7 Yeas.

**3. RESOLVE – 2008-2009 ANNUAL BUDGET**

Councilor Bickford moved for passage of the resolve. Seconded by Councilor Berube.

Laurie Smith, Acting City Manager, answered Councilors questions.

Vote: 6 Yeas, with Councilor Hayes voting Nay.

**4. SIGN WARRANT FOR MAY 6<sup>TH</sup> SPECIAL MUNICIPAL ELECTION – SCHOOL BUDGET VALIDATION REFERENDUM**

Councilors will sign the warrant for the May 6<sup>th</sup> Special Municipal Election.

**5. RESOLVE – APPOINTMENT OF DEPUTY REGISTRAR OF VOTERS**

Councilor Farrell moved for passage of the resolve. Seconded by Councilor Berube. Vote: 7 Yeas

**6. APPOINTMENTS**

Councilor Berube moved to approve the following appointments:

Alternate Member to Mid Maine Waste Action Corporation – City Manager

Cable TV Advisory Board – Walter Crites until April 2011

Zoning Board of Appeals – Noella Potvin until April 2011

Recreation Advisory Board – Roger Laroche, Daniel Poisson, Philip Savignano, Paul  
Douglass, Steve Myers and Dennis Cormier until February 2010

Seconded by Councilor Hayes. Vote: 6 Yeas with Councilor Potvin abstaining.

**OPEN SESSION**

No one spoke

**OPEN SESSION CLOSED**

**FUTURE AGENDA/WORKSHOP ITEMS**

Hire professional negotiator

List of unfinished projects – ID # for projects

Access tax bills on line

Economic Development Initiative – Vacant School Buildings  
Progress Report – Service Centers

**ADJOURNMENT – 8:40 P.M.**

Councilor Mennealy moved to adjourn. Seconded by Councilor Berube. Vote: 7 Yeas.

**A TRUE RECORD**

**ATTEST:** \_\_\_\_\_  
**CITY CLERK**

# City Council

## Agenda Information Sheet

---

**Council Meeting Date 5/5/08**

**Agenda Item No. 1**

---

**SUBJECT:**

**RESOLVE – APPROVAL OF 2008-09 ACTION PLAN OF THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAMS**

---

**INFORMATION:**

The 2008-09 Action Plan includes goals, strategies and proposed accomplishments for the Community Development Program. The Community Development Block Grant budget includes a new grant allocation of \$624,963, \$301,200 in anticipated program income, \$157,018 in prior year funds, and \$1,122,583 in leveraged funds. The HOME Investment Partnerships Program budget (to be shared with Lewiston) includes a new grant allocation of \$555,385, \$36,560 in program income and \$581,244 in prior year funds. HOME funds will leverage \$5,781,277.

---

**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends approval of the resolve.

---

**REQUESTED ACTION:**

Motion for passage of the resolve.

---

**VOTE:**

# City of Auburn

---

City Council, Auburn, Maine

Date: May 5, 2008

**TITLE: RESOLVE - APPROVAL OF THE 2008-09 ACTION PLAN OF THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAM**

Be it Resolved by the Auburn City Council that the 2008-09 Action Plan be adopted as recommended by Community Development staff. A copy of the plan is attached to and made a part of this resolve.

Motion for acceptance:

Seconded by:

Vote:

Action by the City Council:

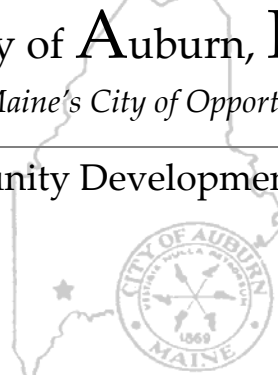
Date:

Attest:

City Clerk



City of Auburn, Maine  
"Maine's City of Opportunity"  
Community Development Program



TO: Laurie Smith, Interim City Manager  
FROM: Reine Mynahan, Community Development Administrator  
RE: 2008-09 Action Plan  
DATE: April 29, 2008

Submitted with this memo is the 2008-09 Action Plan of the Community Development Program. The Action Plan is scheduled for City Council adoption on May 5th. The document will then be submitted to the Department of Housing and Urban Development prior to the May 15th deadline.

**Public Hearing**—Prior to adoption, a public hearing is required to allow for citizen input.

**Consolidated Plan**—In 2005 the City Council adopted a 5-year Consolidated Plan. The development of a Consolidated Plan involves researching the conditions that affect the living environment of Auburn's low income residents, particularly housing and market conditions, and establishing a strategic plan which identifies goals, specific objectives, and benchmarks for measuring progress. Setting priorities was the responsibility of the Citizens Advisory Committee, a group of 18 persons. The 2008-09 Action Plan includes goals and objectives for the fourth year of the Consolidated Plan.

**Action Plan**—Within the 2008-09 Action Plan are two separate budgets, Community Development Block Grant and HOME Investment Partnerships Program. The Action Plan incorporates many of the objectives and strategies that were identified in the Consolidated Plan. These include financial incentives/funding to accomplish the following:

- Create home ownership opportunities;

- Improve the quality of owner-occupied and rental housing units;
- Increase the supply of affordable rental housing;
- Increase access to rental housing for homeless population;
- Improve pedestrian travel routes in target areas;
- Encourage redevelopment of target areas;
- Create jobs for low-income persons;
- Increase participation for persons with physical disabilities; and
- Increase access to public services.

I have estimated that 86% of the project expenditures under the Community Development Block Grant Program and 100% of the HOME Investment Partnerships Program will benefit persons/households who are of low- and moderate income.

**Budget Changes**—The 2008-09 budget that was presented to the City Council in March included construction of a parking lot on Academy Street. The 2008-09 Action Plan redirects all but \$15,000 of the parking lot budget to complete two sidewalks on Roak and School Street, and augments the budgets for the Rehabilitation, Economic Stimulus and Commercial Loan Programs.

# TABLE OF CONTENTS

## CITY OF AUBURN 2008-09 ACTION PLAN

	<b>PAGE</b>
<b>DEVELOPMENT OF ACTION PLAN AND CITIZEN PARTICIPATION</b>	<b>1</b>
<b>GEOGRAPHIC AREAS</b>	<b>2</b>
<b>BASIS FOR ASSIGNING PRIORITY</b>	<b>3</b>
<b>Housing Priorities</b>	<b>3</b>
<b>Community Development Priorities</b>	<b>5</b>
<b>LEAD AGENCY</b>	<b>5</b>
<b>PAST PERFORMANCE</b>	<b>6</b>
<b>2008-09 ACTION PLAN</b>	<b>7</b>
<b>HOME Investment Partnerships Program</b>	<b>7</b>
<b>HOME Budget</b>	<b>8</b>
<b>Auburn/Lewiston Housing Goals</b>	<b>9</b>
<b>Homebuyer Assistance Goals</b>	<b>9</b>
<b>Rehabilitation Goals</b>	<b>9</b>
<b>Rental Housing Development Goals</b>	<b>9</b>
<b>Tenant-Based Rental Assistance Goals</b>	<b>10</b>
<b>Administration</b>	<b>11</b>
<b>Match Requirement</b>	<b>11</b>
<b>Recapture</b>	<b>12</b>
<b>CHDO Reserve</b>	<b>12</b>
<b>Community Development Block Grant Program</b>	<b>13</b>
<b>CDBG Budget</b>	<b>14</b>
<b>Providing Decent Housing</b>	<b>15</b>
<b>Homebuyer Assistance Goals</b>	<b>15</b>
<b>Rehabilitation Goals</b>	<b>15</b>
<b>Lead Goals</b>	<b>16</b>
<b>Fair Housing Goals</b>	<b>17</b>
<b>Public Housing Goals</b>	<b>17</b>
<b>Homeless Goals</b>	<b>17</b>
<b>Barriers to Affordable Housing Goals</b>	<b>18</b>
<b>Antipoverty Strategy Goals</b>	<b>19</b>

<b>Creating Suitable Living Environments</b>	<b>19</b>
<b>Creating Economic Opportunities</b>	<b>20</b>
<b>ADMINISTRATION</b>	<b>21</b>
<b>CONTINGENCY</b>	<b>21</b>
<b>HUD CAPS</b>	<b>21</b>
<b>LEAD-BASED PAINT HAZARDS</b>	<b>22</b>
<b>BENEFIT TO LOW- AND MODERATE INCOME PERSONS</b>	<b>22</b>
<b>OBSTACLES TO MEETING UNDERSERVED NEEDS</b>	<b>23</b>
<b>CONTINUM OF CARE</b>	<b>24</b>
<b>COORDINATION STRUCTURE TO CARRY OUT     ANNUAL PLAN</b>	<b>24</b>
<b>PUBLIC HOUSING RESIDENT INITIATIVES</b>	<b>26</b>
<b>MONITORING PLAN</b>	<b>26</b>
<b>Consolidated Plan</b>	<b>26</b>
<b>Community Development Program</b>	<b>27</b>
<b>HOME Program</b>	<b>28</b>
<b>TIMELINESS</b>	<b>29</b>
<b>OTHER ACTIONS TO FOSTER AND MAINTAIN AFFORDABLE HOUSING AND REMOVAL OF BARRIERS TO AFFORDABLE HOUSING</b>	<b>30</b>
<b>APPENDIX A</b>	
<b>Form 424</b>	
<b>APPENDIX B</b>	
<b>Certifications</b>	
<b>APPENDIX C</b>	
<b>Funding Sources</b>	
<b>APPENDIX D</b>	
<b>Target Area Maps</b>	
<b>APPENDIX E</b>	
<b>Meeting Record</b>	

# 2008-09 ACTION PLAN AUBURN, MAINE

## **DEVELOPMENT OF ACTION PLAN AND CITIZEN PARTICIPATION**

The planning process for the 2008-09 Action Plan of the City of Auburn's Consolidated Plan started with scheduling activities and deadlines for completing the process to submit to the Department of Housing and Urban Development.

- On December 20, 2007 the City of Auburn released a Request for Proposals for the fiscal year 2008-09. Proposals were due January 31, 2008.
- A public notice was published in the Sun-Journal-Sunday on March 5, 2008 announcing a budget review meeting on March 19, 2008.
- On March 10, 2008 and April 10, 2008, Community Development staff met with the Auburn City Council to review the proposed budget. Annual objectives were established for the year.
- A public meeting including the Citizen's Advisory Committee (CAC) was held on March 19, 2008 to review the proposed Annual Plan and budget (minutes are attached).
- A notice of Action Plan availability was published in the Sun-Journal-Sunday on March 28, 2008. A hard copy of the draft Action Plan was available at no cost and was posted to the City's web site. The 30-day comment period expired April 30, 2008.
- A notice of public hearing and proposed use of funds was published in the Sun-Journal on April 16, 2008. The notice included a description of proposed activities included some minor changes to the budget from what had been proposed at the beginning of the comment period. Prior to adoption of the 2008-09 Annual Plan, the City Council held a public hearing. The Action Plan was adopted on May 5, 2008.

The Community Development Program has solid citizen involvement throughout the year by encouraging participation in administering the various programs and special projects. Commercial, Rehabilitation, Demolition, Down Payment Assistance, Homebuyer and Homeowner Rehabilitation loans are reviewed and approved by a 9-member committee consisting of three bankers and Auburn residents, two of which are low-income persons. Economic Stimulus loans are reviewed and approved by a 12-member committee consisting of 5 members of the Auburn Business Development Corp. and 5 from Lewiston Development

Corp. including 2 co-terminus members from the Community Development Departments of Auburn and Lewiston.

Other initiatives undertaken by Community Development staff also involve citizen participation. For the last decade Auburn participated in the Lewiston-Auburn Alliance for Services to the Homeless made up of 30+ members from public service agencies, and the Lead Hazards Prevention Committee made up of 10 members representing various governmental and quasi-governmental organizations. Another committee, the Fair Housing Advisory Group consisting of a HUD Community Builder, a representative of State of Maine Human Rights Commission, representative of mental health provider, immigrant community, realtor, legal aid association, Auburn Housing Authority, tenant, and bankers, was formed to assist with the analysis of impediments to fair housing in Auburn. This past year two additional committees worked on implementing strategies of the Consolidated Plan. These include an 8-member Security Deposit Committee working on administering a security deposit program and 7-member Public Policy Committee working on a 10-Year Plan to End Homelessness.

The Action Plan has been presented to the State Planning Office of the State of Maine for compliance with Federal Executive Order 12372, Intergovernmental Review. The review was initiated on March 11, 2008 and the process concluded on April 4, 2008.

## **GEOGRAPHIC AREAS**

In 1988 Auburn completed a Blight Study. The study included an evaluation of the conditions contributing to blight in Auburn. This study was primarily of the housing conditions within and surrounding the existing areas that had previously been targeted to receive Community Development funds. In 1994 Auburn completed the Urban Conditions Study. Although housing was included in this study, the study focused on the living environment that contributed to blight in neighborhoods. The Urban Conditions Study redefined the targeted neighborhoods based on the analysis of factors that contribute to blight. The neighborhoods are: Downtown, Union Street, New Auburn, Sandy Beach, and Manley Road Target Areas. A map of these areas are attached. These are the locations where Auburn will invest the majority of its Community Development and HOME Investment Partnerships funds, especially for public improvements, housing rehabilitation, homebuyer and commercial assistance.

The Consolidated Plan describes the distribution of deteriorated areas, and makes correlation between these areas and the high percentage of low-income persons living within these boundaries. These are the areas with the greatest need for public investment. Public improvements in this Action Plan for the Downtown Target Area are sidewalk improvements/elimination of architectural barriers, and parking lot construction. The improvements planned for the New Auburn Target Area are a master planning effort, and sidewalks/removal of architectural barriers. Public improvements in Union Street Gully will be sidewalks/elimination of architectural barriers.

The emphasis for Auburn's Rehabilitation Program is to concentrate funds in 3 of the 5 target areas. The majority of the rehabilitation dollars will be spent in the Downtown, New Auburn, and Union Street target areas. Auburn has four housing programs that are available on

a city-wide basis. The Spot Rehab, Energy, Accessible Housing and Lead Programs provide loans based on income.

Auburn offers a number of programs available to assist households become home owners of which three are available city-wide and one which is limited to target areas:

1. Recaptured funds from the Good Neighbor Program are used to provide a grant to new homeowners for start-up costs such as utility and moving expenses (city-wide).
2. Down Payment Assistance Program assists with down payment and closing costs for households with income under 80% of median income to purchase a home.
3. The Homebuyer Assistance Program reduces the cost of housing for low-income households. Households who have credit issues that must be addressed prior to purchasing a home will have lease option. This program will be available in the Downtown, New Auburn and Union Street neighborhoods as well as in other parts of the City.

Auburn's Economic Stimulus Loan Program is available on a citywide basis. The program focuses on creating new jobs, primarily for low-income persons.

The Commercial Loan Program is available in three target areas, Downtown, New Auburn and Union Street.

The Demolition Loan Program is available citywide for removal of buildings that have deteriorated to a level where they must be demolished.

Social services are available throughout the City.

## **BASIS FOR ASSIGNING PRIORITY**

In 2005 the Citizens Advisory Committee (CAC) established priorities during their final meeting of the strategic planning sessions organized as part of the Consolidated Plan. During the participation process, the CAC reviewed demographic data on Auburn, considered data on needs for renters and owners, issues of fair housing, barriers to affordable housing, lead hazards for owners and renters, and special needs populations. Staff provided recommendations, and the CAC recommended changes. The CAC, by consensus, set the following priorities.

The right column indicates projects or programs that are being undertaken, encouraged, or sponsored in the 2008-09 program year.

## **HOUSING PRIORITIES**

<b><u>CDBG/HOME</u></b>	<b><u>Basis for Selection</u></b>	<b><u>In 2008-09</u></b>
<b><u>Household Type</u></b>	<b><u>Priority</u></b>	<b><u>Action Plan</u></b>
	<b><u>and/or Justification</u></b>	

HOUSING PROBLEMS/RENTERS AND OWNERS/ALL INCOMES

Elderly	High	Census Data/All Elderly Households	X
Small	High	Census Data/All Small Households	X
Large	High	Census Data/All Large Households	X
All Other	High	Census Data/All Other Households	X

**CDBG/HOME Household Type Priority Basis for Selection and/or Justification In 2007-08 Action Plan**

RENTAL HOUSING DEVELOPMENT/0-80% OF MEDIAN INCOME

Elderly	Medium	AHA Waiting List/Public Housing/3-6 month wait	X
Small	High	AHA Waiting List/Project Based Program/1+ year wait	X
Large	Low	AHA Waiting List/Project Based Program/1 month wait	X
All Other	High	Persons not Disabled or Elderly/Not eligible for rental assistance/affordability	X
Physical Disability	High	Accessible Housing Survey/Housing Choice	X
Homeless	High	Lewiston-Auburn 2005 Point-in-time Survey/LASH Recommendation	X

HOMEBUYER ASSISTANCE/50-80% OF MEDIAN INCOME

Elderly	Low	50-80% of Median Income Renters/Census Data and Elderly Preference	X
Small	High	50-80% of Median Income Renters/Census Data, Affordability and Lack of Inventory	X
Large	High	50-80% of Median Income Renters/Census Data, Affordability and Lack of Inventory	X
All Other	High	50-80% of Median Income Renters/Census Data, Affordability and Lack of Inventory	X

TENANT ASSISTANCE/0-50% OF MEDIAN INCOME

Homeless	High	Lewiston-Auburn 2005 Point-in-Time Survey/LAASH Recommendation	X
----------	------	--	---



LEAD BASED PAINT HAZARDS/0-80% OF MEDIAN INCOME

Elderly	Low	Census Data/Built before 1980 and housing problems/ Low Risk of Poisoning	X
Small	High	Census Data/Built before 1980 and housing problems/ High Risk of Poisoning	X
Large	High	Census Data/Built before 1980 and housing problems/ High Risk of Poisoning	X
All Other	Low	Census Data/Built before 1980 and housing problems/ Low Risk of Poisoning	X

**CDBG/HOME Basis for Selection** **In 2007-08**  
**Household Type Priority** **Action Plan**  
and/or Justification

**HOUSING SPECIAL NEEDS NON-HOMELESS/ALL INCOMES**

Elderly	Medium	Non-Homeless Special Needs Table	
Frail Elderly	Medium	Non-Homeless Special Needs Table	
Mental Illness	Medium	Non-Homeless Special Needs Table	
Physical Disability	Medium	Non-Homeless Special Needs Table	
Drug/Alcohol	Medium	Non-Homeless Special Needs Table	
HIV/AIDS	Low	Non-Homeless Special Needs Table	
Public Housing	Low	Non-Homeless Special Needs Table	

**COMMUNITY DEVELOPMENT PRIORITIES**

The City Manager, Economic Development Director, and Community Development Administrator considered the condition of infrastructure, public improvements, and economic opportunities for the City of Auburn in setting priorities for this five-year period. Priorities for the Community Development Strategy are as follows.

The right column indicates projects or programs that are being undertaken, encouraged, or sponsored in the 2008-09 program year.

ACTIVITY	PRIORITY	AREA	IN 2008-09 ACTION PLAN
Parks Recreation Facilities	High	Downtown, Union Street	
Parking Facilities	High	Downtown	X
Water/Sewer	High	Downtown	

Improvements			
Street Improvements	High	Downtown	
Sidewalk Improvements	High	Downtown, New Auburn and Union Street	X
Tree Planting	High	Downtown, New Auburn and Union Street	
Clearance and Demolition	High	Auburn	
Public Services	High or Low depending upon the service offered	Auburn	X
Relocation	High	Auburn	
Economic Development Assistance to For-Profit Businesses	High	Union Street, Downtown and New Auburn	X

## **LEAD AGENCY**

The Community Development office is responsible for organizing the Action Plan process. Community Development staff organized the citizen participation efforts, assured that deadlines were met, held public meeting to present the Action Plan to the CAC and the public, and presented the Action Plan to the City Council.

Auburn and Lewiston have now formed a consortium whereby the communities are eligible for additional resources to be used specifically for housing to assist low-income households. Auburn is the lead agency for HOME funds. Both communities, however, are responsible for setting their own priorities, and selecting their own projects and programs. This Action Plan includes HOME priorities for both cities.

## **PAST PERFORMANCE**

Separate goals were established for the Community Development and the HOME Investment Partnerships Programs. The most recent evaluation of the programs' performance was reported in the FY2006 Consolidated Annual Performance and Evaluation Report (CAPER). The report describes accomplishments in greater detail. A summary is as follows:

### **HOUSING—HOME INVESTMENT PARTNERSHIPS PROGRAM**

#### **AUBURN**

- Homebuyer Assistance goals are on schedule (to achieve the goals identified in the Consolidated Plan).
- Homeowner rehabilitation goals are substantially ahead of schedule.

- Development of rental housing is progressing—funds have been committed, but no closings have occurred.
- Security Deposit Program was initially funded with HOME funds in FY2007—assistance is under way.
- Rental housing for homeless persons (supportive housing) is progressing as expected.

### **LEWISTON**

- Homebuyer Assistance goals are on schedule.
- Homeowner rehabilitation program has not progressed.
- Development of rental housing is progressing—funds have been committed, but no closings have occurred.
- Security Deposit Program was initially funded with HOME funds in FY2007—assistance is under way.
- Rental housing for homeless persons (supportive housing) is progressing as expected.

### **HOUSING—COMMUNITY DEVELOPMENT BLOCK GRANT**

- Individual Development Accounts is behind schedule.
- Rehabilitation goals are on schedule.

### **LIVING ENVIRONMENT**

Progress on meeting goals to improve sidewalks, open space and parking are progressing on schedule:

- 4,700 lf of sidewalks on Newbury Street
- 1,500 lf of sidewalks on Laurel Avenue
- 1,000 lf of sidewalks on Drummond Street
- Riverpark/open space and parking for Downtown Residents/businesses
- New Auburn Parking Lot/parking for Boys & Girls Club
- Acquisition of 15 Academy Street to expand parking in Downtown
- expanded social services to 8 sub-recipients

There are several projects that have not progressed. These include

- eliminating architectural barriers/elevator at Great Falls Cultural Arts Center
- master plan for redevelopment of New Auburn
- Lewiston-Auburn Transit Committee/bus purchase and
- Boys & Girls Club/heating system

### **ECONOMIC OPPORTUNITIES**

No goals were identified in the 2006-07 Action Plan.

## **2008-09 ACTION PLAN**

The 2008-09 Action Plan is the fourth year of a five-year Consolidated Plan developed by staff with assistance of community residents. The Action Plan is based on the priorities for allocating investment geographically, and basis for assigning priority as expressed in the Consolidated Plan.

## **HOME INVESTMENT PARTNERSHIPS PROGRAM**

The cities of Auburn and Lewiston have formed a consortium to become eligible to receive HOME funds. This brings additional resources to the communities to assist in creating affordable rental housing, encouraging homeownership, assisting homeowners with repairs, and helping the homeless to become renters.

The 2008-09 Action Plan includes goals and objectives for the coming year that will be funded from \$1,173,190.75 HOME resources for activities and administrative costs in both Auburn and Lewiston. This will leverage \$5,781,277 in other resources.

2008-09 HOME Funds	\$555,385.00
2008-09 Program Income (Auburn)	15,500.00
2008-09 Program Income (Lewiston)	21,060.84
<b>Prior Year Funds (Auburn)</b>	<b>466,810.00</b>
Prior Year Funds (Lewiston)	114,434.91
Leveraged Funds	<u>5,781,277.00</u>
<b>Total</b>	<b>\$ 6,954,467.75</b>

**Reprogrammed Funds** – During FY2007 there were several program amendments that involved re-allocating funds. These are as follows:

<b><u>Project Activity</u></b>	<b><u>Amount</u></b>
Homeowner Rehabilitation (Auburn)	\$2,000
Homebuyer Program (Lewiston)	2,000
CHDO Operating (Lewiston)	25,000
<b>Total</b>	<b>\$29,000</b>

These funds were transferred to two activities: Security Deposit Program (\$4,000) and Rental Housing—Lewiston (\$25,000).

The activities and associated budgets are as follows:

### 2008-09 Annual HOME Budget

	AUBURN 2007-08 Prior Year Funds	AUBURN 2008-09 HOME Allocation	AUBURN 2008-09 Program Income	LEWISTON  2007-08 Prior Year Funds	LEWISTON 2008-09 HOME Allocation	LEWISTON 2008-09 Program Income	Leveraged Funds Both Cities	2008-09 Budget Total
<b>ADMINISTRATION</b>								
Program Administration		33,000.00			16,661.55			49,661.55
Housing Projects Administration		26,400.00						26,400.00
Goods & Services		7,500.00						7,500.00
<b>AFFORDABLE HOUSING</b>								
Homebuyer Assistance*	33,851	100,000.00	5,000	46,093.56		1,906.44	747,404	934,255.00
Home Owner Rehabilitation *	32,959	71,900.20	10,500	68,172.28		1,827.72	0	185,359.20
Rental Housing Development *		40,000.00		169.07	159,923.25	17,326.68	1,087,095	1,304,514
Rental Housing Development Commitments	400,000				80,000		3,946,778	4,426,778
Tenant-Based Rental Assistance		10,000.00			10,000.00			20,000.00
<b>TOTAL EXPENDITURES</b>	\$466,810	288,800.20	\$15,500	114,434.91	266,584.80	21,060.84	5,781,277	6,954,467.75

*\* Lewiston's project delivery costs are included within the budget for the activity (homebuyer assistance, home owner rehabilitation and rental housing).*

The following describes the programs and efforts that Auburn will undertake to achieve its housing goals using HOME funds.

## ***OBJECTIVES***

The objective for all HOME assisted activities shall be **decent affordable housing**.

## ***GOALS, ACTIVITY AND OUTCOMES***

**HOMEBUYER ASSISTANCE GOAL: Create homeownership opportunities.**

Homebuyer assistance to promote home ownership will be available in target areas as well as in

outlying parts of Auburn and Lewiston. Both Cities offer credit counseling, and purchase subsidy, and down payment/closing cost assistance. The program provides amortized loans for a 30 or 40 year period, depending upon need. Loans are available to households whose income is less than 80% of median to purchase homes.

**AUBURN:** \$138,851.00

**LEWISTON:** \$48,000.00

**Strategy/Affordability:** Offer financial incentives to make housing affordable based on household income. Estimated percentage of funds to be spent in target areas: 75%

**Proposed Accomplishments:** **AUBURN**—6 households

**LEWISTON**—3 households

**REHABILITATION GOAL: Improve the quality of owner-occupied housing.** Assist with renovations to owner-occupied units to eliminate substandard housing conditions, improve or update long-term maintenance of residential buildings, make homes lead-safe, decrease the consumption of energy resources thereby lowering the housing cost burden, and assist with temporary or permanently displaced tenants. Provide loans to rehabilitate owner units of single and multi-unit residential buildings. Other units within the multi-unit structure will be assisted with Community Development Block Grant funds.

**AUBURN:** \$115,359

**LEWISTON:** \$70,000

**Strategy/Affordability and Accessibility:** Offer financial incentives to encourage rehabilitation of owner-occupied residential buildings. Loans will be interest-free and amortized up to 30 years. Estimated Percentage in Target Areas: 75%

**Proposed Accomplishments:** **AUBURN**—Rehabilitate 6 owner units

**LEWISTON**—Rehabilitate 5 owner units

**RENTAL HOUSING DEVELOPMENT GOAL: Increase the supply of affordable rental housing units.** Provide a set-aside reserved for non-profits and for-profits for development of rental housing.

**AUBURN:** \$440,000

**LEWISTON:** \$177,419

**Strategy/Affordability:** Offer financial incentives to encourage housing developers to acquire, renovate or construct rental housing. Estimated percentage of funds to be spent in target areas: 100%

**Proposed Accomplishments:** **AUBURN**—24 affordable housing units

(7 of which are supportive housing/homeless)

**LEWISTON**— 25 affordable housing units

(5 of which are supportive housing/homeless)

**Progress:**

Auburn committed \$320,000 of HOME funds to Auburn Housing Development Corporation, a HOME CHDO, for 17 HOME units of rental housing at 80 Mill Street in October 2006. AHDC applied for a Low Income Housing Tax Credits and received an allocation last fall on their second attempt. The project is anticipated to be under construction within the coming year.

Auburn is now working a non-profit housing developer, Tedford Housing, to develop a supportive housing project for homeless persons. This project is in the very early stages of project development. This project will be jointed funded by Auburn and Lewiston.

In February 2008 Auburn and Lewiston each committed \$80,000 of HOME funds to Tedford Housing to build 8-10 units of supportive housing for homeless persons. The project will be located in Lewiston. The developer was awarded a \$880,620 grant from MaineHousing and is seeking additional funds from Federal Home Loan Bank. The project is expected to be under construction in April, 2009.

Lewiston closed on a \$360,000 HOME loan to Lewiston Auburn Community Housing LLC, a HOME CHDO, to build rental housing at 250 Bates Street in 2005, 11 of which will be HOME units. The project is currently under construction.

Lewiston committed \$200,000 to L/A Italian Properties, LLC for 15 HOME units of rental housing. The project is currently under construction.

**TENANT-BASED RENTAL ASSISTANCE: Increase access to rental housing for homeless population.** According to Lewiston-Auburn Alliance for Services to the Homeless (LAASH), people who are homeless or at risk of homelessness have many challenges in securing housing. The membership agreed on a housing first approach to alleviate homelessness in the Lewiston-Auburn area. Housing first is based on two principles: 1) place homeless people in housing as quickly as possible and 2) once in housing, provide services to prevent recurrence. As a result of a strategic planning session, LAASH determined that a security deposit program would be an effective way of meeting the first part of the housing first principle—getting people housed as quickly as possible. A Security Deposit Loan Program was created to assist persons/families who are homeless gain access to housing.

In the initial year of this program, assistance was provided by securing local grants. In the past year demand has grown considerably. HOME funds are now used to cover security deposits for tenants who receive a rental voucher from Auburn or Lewiston Housing Authority. The housing authority verifies income and performs housing inspections. Requests from applicants who do not receive a rental voucher will be funded with resources obtained from writing private grants.

A committee of 8 LAASH members created guidelines and have many written requests for foundation grants. The Auburn Community Development manages the portfolio.

**AUBURN:** \$10,000  
**LEWISTON:** \$10,000

**Strategy/Accessibility:** Offer loans to homeless or at-risk of homeless for security deposits. Loans will be interest-free and amortized up to 2 years. Estimated percentage of funds to be spent in target areas: 90%

**Proposed Accomplishments:** **AUBURN AND LEWISTON**—40 renters

## *ADMINISTRATION*

*Program and Housing Administration: Salaries and fringe benefit costs for administration of HOME Program and delivery costs for program/project implementation.*

*AUBURN: \$59,400*

*LEWISTON: \$16,661.55 \**

*\* Lewiston's program/project delivery costs are included within the budget for the activity (homebuyer assistance, home owner rehabilitation, rental housing, and tenant-based rental assistance).*

*Goods & Services: Marketing, copying and printing, credit counseling, legal services, and other administrative costs for HOME activities.*

*AUBURN: \$7,500*

## **MATCH REQUIREMENT**

Auburn and Lewiston each have responsibility to meet their respective match requirements.

The Consortium anticipates \$880,620 in State of Maine bond funds as match from the rental housing project for supportive housing. Funding sources have not yet been identified for other rental projects.

Many of the homebuyer projects will include match funds from state mortgage revenue bonds for projects financed through Maine Housing. There will be no match for home owner rehabilitation projects.

Currently, the Auburn Consortium has excess match of \$878,554.13.



## **RECAPTURE**

There will be a 5, 10, or 15-year recapture provision (or greater, for some rental projects) for homebuyer and rental projects, depending on the maximum amount of HOME funds invested in each project. A mortgage shall remain in place during the affordability period or until the debt is repaid. Subordinations will generally not be allowed.

There will be no recapture provision for the Homeowner Rehabilitation Program or tenant-based rental assistance.

## **CHDO RESERVE**

Auburn Housing Development Corporation (AHDC) is a CHDO that is Auburn's partner in Auburn's Homebuyer Program. The 2008-09 CHDO reserve for the Auburn Consortium will be satisfied with homebuyer projects funded through this partnership.

## COMMUNITY DEVELOPMENT BLOCK GRANT

The Action Plan includes goals for the coming year that will be funded from \$1,083,181 in Community Development resources for activities and administrative costs. This will leverage \$1,122,583 from other resources.

2008-09 Community Development Block Grant	\$624,963
2008-09 Anticipated Program Income	301,200
2007-08 Prior Year Funds	157,018
<b>Leveraged Funds</b>	<b><u>1,122,583</u></b>
<b>Total</b>	<b>\$2,205,764</b>

### **Amendments to 2007-08 Program**

During FY2007 there were several program amendments that involved effectively transferring funds from various activities. Three cancelled activities were Great Falls Elevator and Academy Street Parking Lot Design. The reprogrammed funds were as follows:

<b><u>Project Activity</u></b>	<b><u>Amount</u></b>
Economic Stimulus Loan Program	\$85,000
Great Falls Elevator	25,000
Academy Street Parking Lot Design	30,000
Downtown Sidewalks	40,000
<b>Total</b>	<b>\$180,000</b>

These funds were transferred to two activities: Rehabilitation Loan Program (\$100,000) and Cook & Fifth Street sidewalks (\$40,000), Demolition Loan Pool (\$25,000), and Hampshire Street Demolition (\$15,000).

The 2008-09 budget includes further changes from last year's budget which require cancellation of activities where funds are being de-obligated and reprogrammed to new activities. These include:

<b><u>Project Activity</u></b>	<b><u>Amount</u></b>
Individual Development Accounts	\$22,000
Economic Stimulus	44,054
Down Payment Assistance Loan Program	5,388
Commercial	5,972
Drummond Street Playground	3,237
Demolition	500
Community Artisans Guild	4,250
Fair Housing	2,500
Contingency	3,556
<b>Total</b>	<b>\$91,457</b>

The new activities and associated costs for the 2007-08 Community Development budget are as follows:

### 2008-09 Annual Community Development Block Grant Budget

	2007-08 Year-End Balance Carry Over/ Reprogrammed Funds	2008-09 CDBG Allocation	2008-09 Program Income	Leveraged Funds	2008-09 Budget Total
<b>ADMINISTRATION/PLANNING</b>					
Program Administration		104,000	37,000		141,000
Housing Projects Administration		74,100			74,100
Goods & Services		34,000			34,000
Lewiston-Auburn Alliance for Services to the Homeless 10-Year Plan		10,000			10,000
<b>ECONOMIC DEVELOPMENT</b>					
Economic Stimulus Loan Program	43,300		6,700	150,000	200,000
Commercial Loan Program	10,000		40,000	12,500	62,500
<b>AFFORDABLE HOUSING</b>					
Rehabilitation Loan Program	75,000	57,500	217,500 *	30,000	380,000
Lead Testing and Clearance	5,355				5,355
Good Neighborhood Start-up	6,906	6,500			13,406
<b>PUBLIC IMPROVEMENTS</b>					
Academy Street Parking Lot Improvements	15,000				15,000
Sidewalk Improvements	1,457	200,543			202,000
<b>CAPITAL/EQUIPMENT PURCHASE</b>					
LATC Bus Purchase		13,000		810,000	823,000
<b>PUBLIC SERVICES</b>					
Androscoggin Head Start		8,698		26,094	34,792
Recreation Scholarships		21,000			21,000
Literacy Volunteers		8,685			8,685
CCI Homebuyer Education		5,000		72,325	77,325
Boys & Girls Club		20,000		20,000	40,000
Abused Women's Advocacy		10,000			10,000
Advocates for Children at Washburn		7,500		1,664	9,164
Auburn School Project Read 180		25,510			25,510
Contingency for Cost Overruns		18,927			18,927
<b>TOTAL</b>	157,018	624,963	301,200	1,122,583	2,205,764

\* Program income for Rehabilitation and Down Payment Assistance are combined and allocated to Rehabilitation

## PROVIDING DECENT HOUSING

The following describes the programs and efforts that Auburn will undertake to achieve its housing goals.

### **HOMEBUYER ASSISTANCE GOALS: Create homeownership opportunities.**

**Strategy/Accessibility:** Offer grants to assist low-income households with moving and re-establishment costs when purchasing a home. The Good Neighbor Program provides a grant to cover moving and re-establishment costs when a low-income person purchases a home in Auburn. The Community Development office circulates a newsletter to Auburn Housing Authority tenants to promote home ownership. Approximately 75% of the funds will be spent in target areas. (\$13,406)

**Proposed Accomplishments:** Assist 13 households, all of which will be low income households.

### **REHABILITATION GOALS: Improve quality of owner-occupied and rental units.**

Assist with renovations to owner occupied and rental units to eliminate substandard housing conditions, improve or update long-term maintenance of residential buildings, make homes lead-safe, assist property owners with emergency housing repairs, decrease the consumption of energy resources and lower the housing cost burden for low-income homeowners, expand the housing stock that is available to persons with physical disabilities by removing the barriers that prevent persons from visiting or occupying a housing unit, and assists with temporary or permanently displaced tenants. (\$350,000)

**Strategy/Affordability or Accessibility: Offer financial incentives to encourage rehabilitation of owner-occupied and investor owned residential buildings.**

**Proposed Accomplishments:** Rehabilitate 10 owner and 30 renter units. Estimated percentage of funds to be spent in target areas: 75%

Within the Rehabilitation Program, there are six sub-programs with different objectives.

**Energy:** The Energy Program assists property owners of rental housing and owner-occupants to substantially reduce the demand for energy resources. This program is available throughout the city.

**Spot Rehab:** The Spot Rehab Program assists owner-occupants to eliminate conditions detrimental to public health and safety. This program is also available throughout the city.

**Residential Rehabilitation:** The Residential Rehab Program assists property owners of rental housing and owner-occupants to eliminate substandard housing conditions and improve or update long-term maintenance items. The program is available in target areas and outside the target areas if the owner's income is less than 80% of median.

**Lead:** The Lead Program assists property owners to eliminate hazards in units of lead-poisoned children. The program is available throughout the City.

**Accessible Housing:** The Accessible Housing Program assists property owners to make improvements to properties that prevent persons with physical disabilities from visiting or occupying a housing unit. The program is available in target areas and outside target areas if the owner's income is less than 80% of median.

**Historic Preservation:** The Historic Preservation Program assists property owners of historic structures to make building improvements. The program is available in target areas to properties that are listed in Auburn's Historic Downtown Final Report.

Various types of loans are available, depending on income and whether or not the property is in a target area. Auburn offers two types of assistance: 1) deferred loans for households with income less than 65% of median income which requires no payment until the owner's income increases above 65% of median; and 2) amortized loans. Auburn also offers grants to cover the cost of sewer assessments for persons under 80% of median income.

**Relocation:** Community Development staff will work with tenants who are displaced by Community Development funded projects. Relocation expenses for displaced tenants will be taken from the Rehab Program account.

## **LEAD GOALS:**

### **Strategy/Accessibility: *To promote lead awareness and education***

1. Community Development staff will apply jointly with Lewiston for a \$50,000 Maine Lead Poisoning Prevention Fund grant for outreach and education. These grant objectives will be to 1) increase blood lead level screening rates, and 2) increase lead assessments of inner city properties. These will be accomplished by training volunteers to go door to door to educate and identify at risk children, provide in home education and capillary (finger prick) blood screening for children ages 0-72 months, and to offer swipe test assessments to landlords for vacant units or prior to undertaking pre-rent up improvements.
2. Community Development staff will attend Androscoggin Rental Housing Association meetings, participate in the Strategic Plan of the Maine Childhood Lead Poisoning Prevention Program, and distribute information regarding lead safe work practices to homeowners and landlords involved in Auburn rehabilitation and home ownership programs.
3. Community Development staff will work with the Maine Department of Environmental Protection (MDEP) to promote MDEP provided lead smart renovator classes to Auburn home ownership and rehabilitation program participants.

4. Community Development staff will apply jointly with Lewiston to secure funding from the Department of Housing and Urban Development for a Lead Hazard Control grant. This grant would eliminate lead hazards in 63 rental units.
5. Provide for risk assessments and testing of residential structures improved through the use of Community Development and HOME funds (\$5,355).

**FAIR HOUSING GOALS:**

**Strategy/Accessibility:** *To increase tenant awareness of fair housing issues and complaint procedures.* The Cities of Auburn and Lewiston will present a Fair Housing seminar for tenants, and include topics that focus on issues identified in their respective Analysis of the Impediments to Fair Housing, such as discrimination based on source of income, mental health, and those for whom English is a second language. Other topics would include the laws regarding reasonable accommodations and modifications, and how to file a complaint.

**Strategy/Accessibility:** *To improve communication barriers resulting from limited English proficiency.* The City will combine efforts with the Auburn Housing Authority to provide a DVD which will describe a variety of City and Auburn Housing Authority programs (Health and Social Services, Library, Parks and Recreation, Police, Fire, and Literacy) and how to access those programs. The DVD will be in Somali and Bantu languages. This activity has been initiated, and some scripts have been developed. The remaining activities are to secure a focus group to insure the message is understandable and useful, and to produce the DVD.

The City also recognizes there is a lack of accessible housing options for low- and moderate-income persons who have physical disabilities. The City will require that each project utilizing HOME rental housing dollars include in their development to create units that meet ADA standards.

**PUBLIC HOUSING GOALS:**

**Public Housing goals are to be accomplished by Auburn Housing Authority and reported in the Auburn Housing Authority performance report.**

HOMELESS GOALS: *To reduce fragmentation and improve access to services and housing for persons who are homeless or at-risk*

- 1. Continue participation on the LAASH collaboration of homeless service providers by attending monthly meetings and participation on sub-committees.**
- 2. Work on creating a 10-Year Plan to End Homeless (\$10,000).**
- 3. Utilize HOME Investment Partnerships Program funds for supportive housing projects for homeless persons. The Consortium is currently working on one project in Lewiston that will provide between 8 and 10 rental units specifically for homeless families, and an additional 6 units in Auburn (\$160,000/Lewiston project and \$40,000/Auburn project).**
4. Provide security deposits for homeless or near-homeless persons/families (\$20,000).

#### **BARRIERS TO AFFORDABLE HOUSING GOALS:**

In its 2005-09 Consolidated Plan, the City identified a number of barriers to affordable housing with corresponding goals for Community Development Staff. Affordable housing goals include:

- 1. *Create a formal process that requires all unused municipal and school buildings, vacant, and tax acquired property to go through a review process for re-use or rehabilitation as affordable housing.*** Community Development staff is currently working with a committee to re-write the policy regarding the Acquisition and Disposition of Tax Acquired Property for the City of Auburn. The revised policy will stipulate that a Community Development staff will sit on the review committee, and that one of the review criteria will be to consider if a tax-acquired property presents an opportunity for affordable housing development. The policy is expected to be adopted by the City Council within the next few months.
- 2. *Allow a greater density bonus for developments that include a given percentage of homes as affordable or that execute agreements to contribute to an affordable housing fund, and***
- 3. *Waive “recreational impact fees” for affordable housing developments.***

The City of Auburn is undertaking a strategic planning effort to revise its Comprehensive Plan. Community Development staff sits on the Comprehensive Plan Committee. In 2007, Community Development staff presented a case for affordable housing to the Auburn Comprehensive Plan Committee and recommended their consideration of 1) greater density bonus for developments that include a percentage of homes/units as affordable, and 2) waiver of recreational impact fees for affordable housing

developments. Staff will continue to participate in the Comprehensive Plan process to encourage discussion of affordable housing and means to promote it.

4. ***Investigate a Rehabilitation Code with flexible standards for the repair or rehabilitation of existing structures***—for the past year the Community Development office has been encouraging that the Planning and Permitting Department to adopt a rehabilitation code. They have initiated the process of reviewing the International Existing Building Code and anticipate adopting the code within the next six months.

## **ANTIPOVERTY GOALS:**

Auburn has adopted three antipoverty strategies in its Consolidated Plan.

**Internet-Based Resource Guide:** *Create a single point of access website for all social services involving poverty programs.* Since this strategy was developed in the spring of 2005, United Way has released its 211 telephone-assistance line to access services along with an internet-based social services guide. The Citizens Advisory Committee members have determined that this service serves the same purpose as they intended, and this strategy will not be pursued.

**Credit Counseling:** *Provide public service dollars to assist families to improve their credit, learn how to manage money, and learn how to save.*

Auburn will provide one-on-one pre-purchase and post-purchase counseling to families who are customers of the City's home ownership programs. The purpose will be to improve the management of their budget, establish savings for maintenance and improvements, and if necessary improve their credit.

The cities of Auburn and Lewiston will provide a free credit counseling day in which low income families will be instructed on how to pull their credit report on line. Then they will be able to speak, one-on-one, with a credit counselor about how to resolve any outstanding credit issues and improve their credit scores. Partners will include local lenders, credit counseling agencies, and the State Office of Consumer Credit Regulation.

**Family Investment Initiative:** *Participate in the development and play a financial role in the implementation of the Family Investment Initiative.* This initiative has not progressed and will not be pursued.

## **CREATING SUITABLE LIVING ENVIRONMENTS**

The urban environment is comprised of numerous factors that impact the health, safety, welfare, and quality of life of Auburn's residents. In 1993 the Auburn conditions were



inventoried and analyzed by Auburn's consultant, and the Urban Conditions Study report finalized in 1994. The study identified and evaluated characteristics that describe Auburn's urban environment. The study examined components or characteristics that define the condition of physical environment: access, circulation and parking, environmental influences, land use factors, open space, recreation, aesthetics and appearance, handicap accessibility of public facilities and improvements, roads and infrastructure, and housing and building stock. When these characteristics have eroded to the point of compromising public health, safety and welfare, or have contributed to economic decline in neighborhoods, or that result in threats to public safety, then characteristics have reached the point where a blighting influence has occurred. The Urban Conditions Study resulted in redefining target areas (see Map of Target Areas).

Many of the goals to improve the living environment are achieved through public improvements and public services. Approximately 100% of the funds will be spent in target areas, except for public services.

**1. Improve pedestrian travel route in Union Street, New Auburn and Downtown Target Areas/Sustainability.** Estimated percentage of funds to be spent in target areas: 100%

These are older neighborhoods with deteriorated sidewalks. Under this Action Plan, sidewalk improvements will be undertaken on both sides of Roak Street from Second to Seventh Street (2,200 lf) and one side on School Street from Union to Goff Street (475 lf). (\$202,000)

**2. Encourage redevelopment of Target Areas/Sustainability.** Estimated percentage of funds to be spent in target areas: 100%

The Downtown Target area is a densely populated neighborhood with inadequate parking facilities. Funds will be used to provide a gravel base for a parking lot on Academy Street, and the remaining improvements will be completed in the future. (\$15,000)

**5. Increase access to public services/Accessibility.**

- a. Lewiston-Auburn Transit Committee/purchase two buses for public transportation; (\$13,000)
- b. Androscoggin Head Start/social service advocate for families enrolled in head start and licensed child care programs; (\$8,698)
- c. Auburn Recreation Department/scholarships for extremely-low and very-low income households to participate in recreation programs; (\$21,000)
- d. Literacy Volunteers of America of Lewiston-Auburn/one-on-one tutoring for reading and writing to increase adult and family literacy; (\$8,685)
- e. Community Concepts, Inc./home buyer education for persons who wish to purchase a home; (\$5,000)
- f. Boys & Girls Club/improvements to waterproof exterior brick to prevent further water damage to the building; (\$20,000)

- g. Abused Women's Advocacy Project/social services for victims of domestic violence; (\$10,000)
- h. Advocates for Children/social services, support and community links for families of children attending Washburn School; (\$7,500) and
- i. Auburn School Department/purchase Read 180 for struggling readers at Washburn Elementary School; (\$25,510)

## CREATING ECONOMIC OPPORTUNITIES

Since 1970, there have been continual changes in Auburn's industrial structure as employment in the shoe, leather and related industries continued to decline. Employment in retail and the service sector have increased while jobs in manufacturing have decreased. This change has eliminated many good paying jobs for unskilled workers. Once jobs are eliminated, workers cannot get similar work at similar pay. Many workers in the labor force now work at unskilled jobs that do not pay well and have no benefits.

The goal to improve economic opportunities for low-income persons is achieved through economic development programs.

**Strategy/Accessibility:** Offer loan programs with financial incentives to encourage business development and creation of jobs.

**Proposed Accomplishments:** Improve 1 building and create 4 jobs.

**Economic Stimulus:** This program provides access to capitol for businesses that want to expand or relocate in Auburn when jobs will be created for low-income persons. Funds are available throughout the City and can be used for site purchase, site development, construction, working capital, machinery, and equipment. Community Development loans cannot exceed 25% of the loan package. Auburn also offers loans to small businesses when the job goal will be met within 6 months. (\$50,000)

**Commercial Loan Program:** Estimated percentage of funds to be spent in target areas: 100%. This program provides access to capitol for businesses who want to make improvements to buildings in target areas while creating jobs for low-income households, or eliminating blight. In the past several years, the demand has been low. Any funds that haven't been committed by December 2007 will be re-allocated through a program amendment to other activities. All of the funds will be spent in target areas. (\$50,000)

## ADMINISTRATION

**Rehabilitation Administration:** Salaries and fringe benefits to cover the operating cost to administer Auburn's rehabilitation program. (\$74,100)

*General Management: Goods, services, salaries and fringe benefits for administration of the Community Development Program. (\$175,000)*

*10-Year Plan/Consulting Services: Professional services for researching, facilitation, and writing report to develop a 10-Year Plan to End Homelessness (\$10,000)*

## **CONTINGENCY**

Funds will be used to cover cost overruns for currently funded projects. (\$18,927)

## **HUD CAPS**

### **PROGRAM ADMINISTRATION CAP**

**CDBG:** The 2008-09 Action Plan includes \$185,000 to cover the costs for staff and other administrative costs for overall program management, coordination, monitoring, reporting, evaluation of the Community Development Program. This amount represents 19.97% of the new grant and anticipated program income.

**HOME:** The 2008-09 Action Plan includes \$57,162 for Auburn and Lewiston to cover the staffing costs for overall program management, coordination, monitoring, reporting, and evaluation of the Home Investment Partnerships Program. This amount represents 9.66% of the new grant and anticipated program income.

### **PUBLIC SERVICES CAP**

The 2008-09 Action Plan includes \$110,393 for public services. This amount represents 12.25% of the 2008-09 CDBG grant and program income for year 2007-08 (through March 2008).

## **LEAD-BASED PAINT HAZARDS**

The 2008-09 Action Plan includes lead goals for both rehabilitation and lead awareness. Due to the loss of the Lead Hazard Control Grant, there will be no lead screening or case management of children who are lead poisoned and no rehabilitation undertaken with the implicit objective of correcting lead hazards.

**Rehabilitation:** The City will not undertake rehabilitation with lead as the primary objective. The focus of the Home Owner Rehab and Residential Rehabilitation Programs are to eliminate substandard housing/correct code violations. Through these programs the Community Development office anticipates that, as a part of the greater rehabilitation project, many units will be improved to make homes lead safe. The City anticipates 20 units will be improved in this manner. The Cities of Auburn and Lewiston will again this year apply for a Lead Hazard Control Grant.

**Lead Awareness:** The Cities of Auburn and Lewiston jointly support a Lead Awareness and Education Partnership. This includes members of neighborhood groups, local college, health care providers, Auburn and Lewiston Housing Authority, schools, and city staff. The partnership expects to provide information about lead awareness and screening through the media, brochures, and by participating in health fairs and parenting conferences/workshops. In addition, lead smart renovation training will continue with the expectation of adding new local contractors to the Department of Environmental Protection lead smart renovators list.

## **BENEFIT TO LOW- AND MODERATE INCOME PERSONS**

The 2008-09 Action Plan includes Community Development resources of \$805,154 that is allocated towards specific program activities. These activities have been evaluated to determine project/program eligibility for either a low- and moderate income or slums/blight benefit as follows:

<u>ACTIVITY</u>	<u>DOLLARS LOW-MOD</u>	<u>DOLLARS SLUMS-BLIGHT</u>
Economic Stimulus Program	\$ 50,000	
Commercial Loan Program	50,000	
Rehab Loans	245,000	\$105,000
Lead Testing & Clearance	5,355	
Good Neighbor Start Up	13,406	
Sidewalk Improvements	202,000	
Academy Street Parking	15,000	
LATC Bus Purchase	13,000	
Androscoggin Head Start	8,698	
Recreation Scholarships	21,000	
Literacy Volunteers	8,685	
CCI Homebuyer Education	5,000	
Boys & Girls Club	20,000	
Abused Women's Advocacy Project	10,000	
Advocates for Children	7,500	
Washburn Elementary School Read 180	<u>25,510</u>	_____
Total	\$ 700,154	\$105,000

The evaluation resulted in a low-income benefit of 86.96 benefit and 13.04% of funding will address strategies under the slums/blight objective.

## **OBSTACLES TO MEETING UNDERSERVED NEEDS**

The obstacles to meeting underserved needs are financial resources and staff capacity to undertake new activities.

Since the early years of the Community Development Program, Auburn utilized its Community Development resources to accomplish public improvements and facilities, rehabilitation, homeownership assistance, and economic development. With substantial cuts in other Federal spending for domestic programs, there has been a greater reliance upon the Community Development Program to provide funding for documented needs than can be supported by the program. In the last decade Auburn expanded its activities to provide public services in the community. Community Development staff pursued federal HOME Investment Partnerships Program funds as a resource to continue efforts to meet its housing strategy.

Auburn has four full time employees who are involved in implementing the Community Development and HOME Programs. This staff supports activities such as economic development, rehabilitation, homebuyer assistance, lead awareness, public services, homeless coordination, public facilities and improvements, participation/support to Lewiston-Auburn Alliance for Services to the Homeless, Fair Housing Committee, monitoring and administration. Furthermore, Auburn is the lead agency for the HOME grant. Given the broad array of responsibilities, there is limited staff time to seek and prepare grant applications for additional resources to undertake high priority needs. This past year, Community Development staff prepared four grant applications for the Security Deposit Program and has secured and administered a Brownfield grant. In FY2008-09, staff will prepare grant proposals seeking federal Brownfield and Lead Hazard Control funds, state Lead Poisoning Prevention funds, and additional foundation grants for Security Deposits.

## **CONTINUUM OF CARE**

Auburn's Consolidated Plan did not identify emergency shelter and transitional housing needs for homeless individuals and families as a high priority. Auburn is covered under the Balance of State for continuum of care.

The goal in Auburn's Consolidated Plan is to reduce fragmentation and improve coordination of homeless services. Work on this goal is achieved through sponsorship and support to the Lewiston-Auburn Alliance for Services to the Homeless (LAASH), a group of social service providers and residents who focus on local homeless issues. LAASH meets monthly and is currently working on continuum issues, and provides a forum for educating its members. LAASH has established its first meeting in September as a time to establish an annual work plan. The group has adopted by-laws to formalize its role and commitment to the community.

Within the Balance of State homeless continuum, there is a need for more permanent affordable housing. Auburn is working with local housing developers to create affordable supportive housing for the homeless families.

Auburn's Consolidated Plan does identify helping homeless persons make the transition to permanent housing as a high priority and addressing the special needs of persons who are chronically homeless. This Action Plan includes HOME funding for security deposits for households who are homeless or at risk of homelessness, CDBG funds to cover salary costs for a case manager for the shelter operated by Abused Women's Advocacy Project, HOME funds for development of supportive housing, and CDBG funds for consulting services to develop a 10-Year Plan to End Homelessness.

## **COORDINATION--STRUCTURE TO CARRY OUT ANNUAL PLAN**

The Action Plan describes strategies to carry out various objectives. Many of the strategies involve a collaboration of non-profit organizations, housing developers, Auburn Housing Authority/Auburn Housing Development Corporation, and Community Development staff.

Community Development staff will coordinate the activities described in the City's strategies. Community Development staff consists of four persons. The positions are Community Development Administrator, Community Development Coordinator, Rehabilitation Coordinator, and Administrative Assistant. The Community Development Administrator and Community Development Coordinator will share the implementation of the activities with the exception of housing rehabilitation which will be done by the Rehab Coordinator. The Administrative Assistant is involved in implementation of the Security Deposit Program.

Community Development staff is committed to establishing and maintaining relationships with organizations and institutions in an attempt to broaden and strengthen the institutional structure. Auburn will continue to look for opportunities to collaborate with local government, non-profit organizations, and private sector including:

- private lenders, Maine Housing, and Community Concepts, Inc. – to improve financing resources for home ownership and rehabilitation;
- Auburn Housing Development Corporation, a newly formed CHDO -- partner in Auburn's Homebuyer Program that involve lease-purchasers;
- private lenders, Androscoggin Valley Council of Governments and Lewiston-Auburn Economic Growth Council – to improve financing resources for commercial and industrial clients;

- non-profit developers and CHDO's – to provide and/or develop affordable housing and support services needed by Auburn residents;
- Auburn Housing Authority/Auburn Housing Development Corporation and Maine State Housing Authority – to address the housing needs of Auburn's low income renter households and to increase home ownership opportunities for low-income tenants;
- Lewiston-Auburn Alliance for Services to the Homeless and Maine State Housing Authority – for better coordination and advocacy for services needed by the homeless, and to encourage supportive housing for the homeless;
- Auburn Social Services, Department of Environmental Protection, Maine Childhood Lead Poisoning Prevention Program – to deliver a comprehensive lead awareness education and screening program;
- Citizen's Advisory Committee – to establish priorities and review progress on achieving Consolidated Plan/Action Plan goals; and
- Fair Housing Committee--to implement fair housing strategies.

Auburn is the lead agency in the HOME Consortium, and thus is responsible for submission of the Consolidated Plan/Annual Action Plans and CAPER. The City of Auburn is responsible for allocating, committing and controlling projects for half the funds, and the City of Lewiston is responsible for the other half. The Cities are working collaboratively to respond to requirements of the HOME regulations, create compatible program designs, create documentation, manage CHDO reservation, and meet commitment and project completion requirements.

## **PUBLIC HOUSING RESIDENT INITIATIVES**

(to be undertaken and reported by Auburn Housing Authority)

Auburn Housing Authority has stated the following strategic goals for the 2005-2009 Fiscal Years:

- To expand the supply of assisted housing by applying for additional rental vouchers, reducing public housing vacancies, leveraging private or other public funds to create additional housing opportunities, and acquiring or building units or developments.
- To improve the quality of assisted housing by improving public housing management, improving voucher management, increasing customer satisfaction, and renovating/modernizing public housing units.

- To increase assisted housing choices by conducting outreach efforts to potential voucher landlords and increasing voucher payment standards.
- To provide an improved living environment by implementing housing security improvements and designating developments for particular resident groups.
- To promote self-sufficiency and asset development of assisted households by increasing the number and percentage of employed persons in assisted families, providing supportive services to improve assistance recipient's employability, and providing supportive services to increase independence for the elderly or families with disabilities.
- To ensure equal opportunity and further fair housing by undertaking measures to provide suitable living environments to families living in assisted housing and to ensure access to assisted housing regardless of race, color, religion, national origin, sex, sexual orientation, familial status, and disability.

## **MONITORING PLAN**

### ***CONSOLIDATED PLAN***

The Community Development office is responsible for monitoring progress made with Consolidated Plan strategies, accomplishments, and for monitoring sub-recipients.

During the preparation of the annual Action Plan, five-year strategies of the Consolidated Plan are reviewed to determine which strategies will be completed. Specific strategies including numerical goals are incorporated into each annual plan.

The Consolidated Annual Performance and Evaluation Report (CAPER) is one of the tools used for evaluating progress. Each year, an assessment is made comparing the proposed accomplishments to actual accomplishments. The results are demonstrated in graphs. The Citizen's Advisory Committee reviews the CAPER prior to submission to HUD. Their comments are incorporated into the report.

The Community Development Administrator performs monthly monitoring of files for the various loan programs and sub-recipient reports as data is entered into IDIS. The office relies heavily on checklists as a way of assuring that staff follows program guidelines and regulatory requirements.



## ***COMMUNITY DEVELOPMENT PROGRAM***

### **Minority and Women Owned Businesses**

The Community Development office maintains a list of minority and women-owned businesses. The list is used to announce to businesses a request professional services or advertisement for bids for public improvement projects.

To assemble the solicitation list, Community Development staff obtains the current certified disadvantaged and women business enterprises lists from Maine Department of Transportation. The contractor/professional is asked to respond to a letter in order to be included on Auburn's solicitation list. When seeking bids for construction projects or professional services proposals, all companies who responded are sent an Invitation to Bid or a Request for Proposals notice. The last update was completed in January 2004. An update of this minority list will be undertaken in 2008.

Construction contracts include a Section 3 Clause. The successful bidder is required to submit an affirmative action plan for compliance with Section 3. For construction contracts in excess of \$100,000, the contractor is required to post job openings at Auburn Housing Authority public housing sites and consider low-income applicants. Auburn completes HUD-60002, Economic Opportunities for Low- and Very-Low Income Persons in Connection with Assisted Projects.

### **Sub-recipient Monitoring**

The Community Development Department is responsible for monitoring sub-recipients. Each sub-recipient is required to enter into an agreement that identifies periodic reporting requirements and various grant conditions.

**Desk Monitoring:** Community Development staff performs desk monitoring on an ongoing basis. The reporting system is designed to reduce risk of inadequate documentation or to screen for the possibility of an ineligible activity. Where grant funds are used to cover the cost of salaries, sub-recipients are required to maintain signed time sheets. Reports of accomplishments are reviewed prior to authorizing payment of grant funds. Accomplishments are entered into IDIS each time funds are drawn.

*On-Site Monitoring: Community Development staff performs on-site monitoring on a staggered schedule so that sub-recipients will be monitored every three years.*

In the last several years, due to severe work overload caused by new HOME Investment Partnerships Program and Lead Hazard Control Grant funds, monitoring of sub-grantees was delayed. In FY2007, all sub-recipients were monitored. Staff conducted a thorough evaluation to determine if sub-recipients were meeting a national objective and complying with other federal regulations.

Having recently completed a review of all sub-recipients, there will be no monitoring of Community Development sub-recipients in this Action Plan. Beginning in FY 2009-10, staff will re-initiate monitoring as follows (unless the grant agreement is not renewed by Auburn):

**Monitoring in 2009-10**  
Community Concepts, Inc.  
Recreation Scholarships  
Auburn School

**Monitoring in 2010-11**  
Advocates for Children  
Androscoggin Head Start and Child Care

**Monitoring 2011-12**  
Literacy Volunteers  
Abused Women's Advocacy Project  
Boys & Girls Club

Monitoring will conclude with a report to the respective organization with a listing of corrective actions, if any.

## ***HOME***

***Approach***—As lead agency, Auburn will monitor both Auburn and Lewiston HOME projects and programs. Through its written agreement Auburn will assist to develop a project implementation system that will reduce the risk of having ineligible projects, non-compliance with uniform administrative requirements, adequacy of written agreements with sub-recipients and sub-grantees, environmental clearance, labor standards, equal opportunity, and general adequacy of documentation. New programs will be monitored only once for file completeness.

**Homebuyer** projects will be monitored every three years beginning one year after home purchase. Monitoring will consist of only principal occupancy. The complete portfolio of Auburn and Lewiston homebuyer projects was monitored in FY2007-08.

**Homeowner Rehabilitation** projects will not be monitored.

**Rental** development projects will be monitored every two years, one year after project completion and occupancy. Monitoring involves inspecting leases, rental fees, and condition of the units. Monitoring will conclude in a report with a listing of corrective actions, if needed. Monitoring of rental development projects is now underway.

**Tenant-Based Rental Assistance/Security Deposit Program** will not be monitored.

**Desk Monitoring:** Community Development staff performs desk monitoring on an ongoing basis and begins during the pre-development phase. The reporting system is designed to reduce risk of inadequate documentation or to screen for the possibility of an issue leading to an ineligible activity.

**On-Site Monitoring:** Community Development staff will gather information from a variety of sources. Staff will use the checklists provided from “Monitoring HOME: Ensuring Program Compliance” handbook. Monitoring will include the following steps, whenever applicable to the particular monitoring:

1. Conduct an initial meeting with the program director and explain the purpose of monitoring and the schedule for the review;
2. Interview members of the organization’s staff to gather information about activities and performance;
3. Review additional materials to obtain more detailed information about the project;
4. Examine a sampling of files to confirm the existence of required documentation and to verify the accuracy of reports sent to Auburn;
5. Visit the program site to confirm information contained in program files; interview residents, if appropriate;
6. Conduct a site visit to inspect a sampling of housing units for compliance with local code and housing quality standards;
7. Conduct an exit conference and discuss preliminary conclusions of the review and discuss any follow-up actions necessary;
8. Record the results of the review, provide a copy to Lewiston, and place in the HOME monitoring file;
9. Follow-up with intervention and correction actions, if needed.

**Auburn Projects:** In 2008-09 Community Development staff will perform monitoring on any new homebuyer projects that closed after January, 2008. These will be monitored for principal residence. There will be no monitoring of rental projects since there are none.

**Lewiston Projects:** In 2008-09 Community Development staff will perform monitoring of any new homebuyer projects that closed after January, 2008. The only rental projects that may be monitored in 2008-09 are projects that were not completed in FY2007-08.

## **TIMELINESS**

For the past several years, the Auburn Community Development Program has experienced difficulties in maintaining the 1.5 maximum Community Development funds in its letter of credit. Auburn has followed a specific course of action to address its timeliness issues.

1) Various loan programs are scrutinized as part of the budget preparation to prevent over-accumulation of funds. Auburn considers past performance and trends, and will allocate only the amount that can be spent in a 12-month period. Loan programs will be re-capitalized annually based on prior year experience and anticipated projects. Also, a review of progress will be made mid-year to determine a program's progress, and funds may be reallocated through a program amendment if there is no demonstrated commitment for specific projects. This budgeting mechanism has resulted in an amendment to de-obligate and transfer funds from the Commercial and Economic Stimulus Loan Programs, and to transfer funds into the Rehabilitation Program.

2) Auburn's budgeting for public improvement projects involves a process whereby planning for project design is budgeted in the first year, and the cost for improvements is budgeted in subsequent years. This leads to projects that are ready for construction by the time a substantial commitment is made to the project. Furthermore, with a number of changes in Engineering Department staffing, the challenges of moving projects forward has improved considerably in the last year.

Auburn will continue to evaluate each activity to determine the potential for promptness of project expenditures. This year, there are no timeliness concerns. The ratio of unspent funds to the current grant allocation was 98.6% in April 2008.

## **OTHER ACTIONS**

### **FOSTER AND MAINTAIN AFFORDABLE HOUSING REMOVAL OF BARRIERS TO AFFORDABLE HOUSING**

Actions to foster and maintain affordable housing are described in several sections of the 2008-09 Action Plan. Pages 9-11 define the strategies that Auburn and Lewiston will

undertake to achieve affordable housing goals using HOME funds and pages 15-20 identify strategies using Community Development funds. These include programs to:

- **Increase homeownership opportunities**—Down Payment Assistance, Good Neighbor Start-up and Homebuyer Programs. One of the greatest barriers to affordable housing is inadequate income to cover debt service. Another impediment to affordable housing is that people are not able to take advantage of available programs because of poor credit. The Homebuyer Program was created to close the gap in housing affordability by providing subsidies that reduce monthly payments for housing. The program also helps people who have impediments to obtaining financing to purchase a home by providing credit counseling.

The Cities of Auburn and Lewiston will work on providing support for homeowners who have purchased a home through the Homebuyer Program. Participants will be offered further training that will enhance their ability to maintain and afford their homes. Topics may include insurance, home improvements, home maintenance, fire safety, budgeting and credit counseling, landscaping, and building materials.

Community Development staff currently provides one-on-one pre-purchase budgeting and credit counseling. In FY2008-09 home buyers who participate in Community Development Programs will receive post-purchase counseling with the goal of improving their ability to manage their resources, addressing the financial demands of maintenance, and developing a home maintenance reserve.

- **Improve quality of owner-occupied and rental housing**—Homeowner Rehabilitation, Spot Rehab, Energy, Accessible Housing, Residential Rehabilitation, Lead, and Historic Preservation. These programs will assist property owners to reduce the demand for energy resources, eliminate conditions detrimental to public health and safety, eliminate substandard housing conditions and improve or update long-term maintenance items, eliminate hazards caused by lead-based paint, and eliminate physical barriers that prevent persons with physical disabilities from visiting or occupying a housing unit. Housing is made affordable by creating guidelines that take into consideration the applicant's income and family size when determining subsidy needs. Some loans are made affordable by deferring the payment of principal until some future date. Others are made affordable through low or no-interest rates and extended repayment terms. Furthermore, Auburn's programs stipulate that the monthly rent for a vacant unit will not exceed Fair Market Rent and rents occupied by low- and moderate-income households will be capped at current rent levels for one year after completion of the project. Another affordable housing initiative will be to re-apply for a Lead Hazard Control Grant from the U. S. Department of Housing and Urban Development.
- **Increase supply of affordable rental housing**—Both Auburn and Lewiston are currently working with developers on affordable rental housing projects. One that both communities have worked jointly on for several years is housing dedicated to the homeless to be located in Lewiston.

- **Encourage public housing resident involvement in management and home ownership**—Auburn Housing Authority has three resident commissioners on its Board of Commissioners. Board meetings are held in different housing developments to provide greater opportunity for resident involvement. This year, for example, meetings have been held at 5 different locations. Auburn Housing Authority generally holds meetings in the larger developments prior to adoption of major policies affecting residents to seek their input in advance of board decisions. Auburn Housing Authority also holds annual plan meetings that are open to the public. Monthly board meeting agendas are posted at each development. They encourage residents to seek home ownership opportunities and continue to match down payment savings up to \$30 per month for interested residents. They also maintain the option of sponsoring Section 8 home ownership as a reasonable accommodation for eligible individuals.

# APPENDIX E

## MEETING RECORD

### Citizen's Advisory Committee Meeting March 19, 2008

**Citizen's Advisory Committee in Attendance:** Diane Whiting, Nellane Coriveau, Claire Rousseau, Jonathan LaBonte, Noella Rocheleau, Rick Whiting, Traverse Fournier and Sharon Philbrook-Bergeron.

**City Staff:** Reine Mynahan

#### **Discussion:**

Reine reviewed the proposed levels of funding for the Community Development and HOME Programs for the coming year, the goals established for the 2005-09 Consolidated Plan, and program initiatives and goals for the coming year.

Reine explained each activity in the 2008 proposed budget for Community Development and HOME funds. There was general discussion about each activity. Questions and comments are as follows:

1. Is this a good time to encourage low-income people to buy homes when price increases create a challenge? **Response:** Our programs are established with debt to income ratios that limit the amount of monthly payment and overall debt that our clients can have. We also look very carefully at energy consumption and incorporate improvements into a rehabilitation loan package. **Comment from CAC:** There is a good mix in the budget between rental housing and homeownership.
2. Any efforts to convert rental properties to condominiums? **Response:** Auburn Housing Authority created a cooperative-type ownership with a rental property about 10 years ago. We haven't done anything since then. **Comment from CAC:** Some people don't want to do the hard work of owning a home.
3. What's happening with Great Falls School? **Response:** The City is working with Community Little Theater to undertake a feasibility study for development as a cultural facility. **Comment from CAC:** There are legal limitations on what can be done with the building/unsure if the recent Maine court decision (Augusta with flatiron building) will apply to the restrictions placed on this building.
4. Has the City considered its parking policy and alternatives to parking lots? Would Academy Street be better used for other downtown development? **Response:** This comment will be forwarded to the Planning Department.
5. **Comment from CAC:** Narrowing of the streets in New Auburn with esplanades has been an improvement aesthetically and slows traffic in the neighborhood.

6. **Comment from CAC:** City should consider a sidewalk strategy that includes various funding sources based on sidewalk location, such as applying for state funds for sidewalks that leads to schools (Safe Routes to Schools).
7. **Comment from CAC:** (Read 180 Program) There is a tremendous amount of instability at Washburn School. Only about 30% of the students who started the school year finish the year in this school. The unusually high rate of movement is very difficult for students. Read 180 is a good program.
8. With respect to rental development using HOME funds, will Low Income Housing Tax Credit projects be taxable? **Comment from CAC Member Rick Whiting:** The Vincent project will pay taxes.
9. **Comment from CAC:** Would like to see more outreach/marketing of the Commercial Loan Program, especially in New Auburn. **Response:** Staff will meet with the businesses in New Auburn to explain how this program can work for them. Jonathan volunteered to assist with this effort.
10. **Comment from CAC:** Projects such as the one at the corner of Main and Court Street (American Holdings) dramatically change a downtown and are good for the community/prestige. They spur good growth and are positive for the downtown.
11. Is there more we could do to help existing small businesses? **Response:** Staff will research to see if we can amend the Commercial Loan Program to make projects eligible in other ways than the current criteria of creating jobs or addressing blight.
12. **Comment from CAC:** We should investigate opportunities to implement a façade grant in downtown and New Auburn to improve the visible condition of some of the buildings. **Response:** The Community Development philosophy has always been to give loans, not grants—even to the low-income residents. The idea of giving grants is prevalent in the Small Cities program funded by the State where there is no staff to manage the loan portfolio.
13. Discussion about potential new energy grant from the federal government: Reine explained the legislation has passed, but was unsure if the President’s 2009 budget included a funding allocation. If there is funding, Auburn will qualify under the exception criteria.
14. **Comment from CAC:** Would like to see more walking paths connecting the Downtown to New Auburn, and generally more loops where people can walk.
15. **Comment from CAC:** Lots of people in the community have great memories about sledding on Brans Hill. Brans Hill would be a great acquisition for the City. It would be of significance for the neighborhood and for recreational/open space. **Opposing CAC Comment:** Expression of opposition to acquiring a piece of real estate such as Brans Hill, given the high tax rate in Auburn, that could produce income for the community. It would be better to allow development to occur and increase tax revenue. **Response:** Such a project would not be eligible for Community Development funds. This comment will be referred to the City’s Comprehensive Plan Committee and Parks and Recreation Department.



# City Council

## Agenda Information Sheet

---

**Council Meeting Date** 5/5/2008

**Agenda Item No.** 2

---

**SUBJECT:**

**PUBLIC HEARING – LIQUOR LICENSE APPLICATION – PROSPECT HILL GOLF CLUB, LLC D/B/A PROPSECT HILL GOLF COURSE, 694 SO MAIN STREET, AUBURN**

---

**INFORMATION:**

Prospect Hill Golf Course, 694 South Main Street, has recently changed ownership. This request is for approval of a liquor license application. All appropriate departments have approved this application.

Don Sheldon will be present at the Council Meeting to answer any questions that Councilors may have.

---

**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends approval of the application.

---

**REQUESTED ACTION:**

Motion for approval of the application.

---

**VOTE:**

# City Council

## Agenda Information Sheet

---

**Council Meeting Date** 5/5/2008

**Agenda Item No.** 3

---

**SUBJECT:**

**APPOINTMENTS – L/A JOINT DOWNTOWN MASTER PLAN COMMITTEE**

---

**INFORMATION:**

Mayor Jenkins is recommending that the following persons be appointed to the L/A Joint Downtown Master Plan Committee:  
Roger Blais, Deana Chapman, Holly Mireault, John Cleveland, Sheryl Banden, Natalie Raye, Richard Whiting, and Jonathan Labonte.

---

**STAFF COMMENTS/RECOMMENDATION:**

---

**REQUESTED ACTION:**

---

**VOTE:**

# Cities of Lewiston and Auburn

---

City Councils, Lewiston and Auburn, Maine

Date: August 7, 2007

## **RESOLVE – ESTABLISH A POLICY FOR THE CREATION OF A JOINT LEWISTON-AUBURN DOWNTOWN MASTER PLAN**

This agreement is made and entered into as of this 25th day of September, 2007 by and between the Cities of Lewiston and Auburn, both political subdivisions of the State of Maine, in accordance with Chapter 115 of Title 30-A of the Maine Revised Statutes.

WHEREAS, Auburn and Lewiston have been recognized as statewide leaders in downtown development projects and are committed to pursuing economic development collaboratively in order to increase our ability to attract and maintain investment in our communities;

WHEREAS, the report Charting Maine's Future, developed by the Brookings Institution, recognizes that the quality of place in Maine's downtowns will be our competitive advantage in the 21st century economy if revitalized through focused land use planning and public investment;

WHEREAS, Lewiston and Auburn are unique among Maine communities in the current level of cooperative efforts and both Cities desire to explore the potential for increased cooperative efforts to more efficiently deliver services and public amenities;

WHEREAS, Auburn and Lewiston desire to set forth a uniform plan for the continued orderly development of downtown Lewiston-Auburn and both Cities currently have downtown development planning strategies that were created independently of each other;

WHEREAS, the City Councils of Auburn and Lewiston believe that the cooperation in creating a formal Joint Downtown Master Plan, intended to be a component of each

Cities' Comprehensive Plan, will benefit residents of both Cities by guiding future land use decisions and public and private infrastructure investments, promoting residency in our downtowns and attracting economic development in an orderly and collaborative manner;

IT IS HEREBY RESOLVED, that the Cities of Lewiston and Auburn commit to pursuing a Joint Downtown Master Plan to guide future land use decisions and public infrastructure investments, through the process defined herein.

1. A Downtown Planning Advisory Committee (DPAC) will be established to guide the process for developing a Joint Downtown Master Plan. The DPAC shall consist of up to fifteen (15) members, which shall include five (5) members of the public appointed from each city by the Mayor in consultation with their respective City Council. Five (5) additional members shall be appointed jointly by both Mayors in the normal manner for such appointments. The committee shall appoint two co-chairs, one from each City. Those appointed shall represent diverse interests of residents of downtown, those conducting business downtown, and those who might seek entertainment or recreation in the downtown. At least two (2) of the five (5) members of the public appointed from Auburn shall be chosen from the Comprehensive Planning Committee for consistency with that planning process and the group shall function as a subcommittee of the Comprehensive Planning Committee.
2. Auburn staff in cooperation with Lewiston staff has incorporated an alternate item in the RFP for consultant services for the Auburn Comprehensive Plan to use the same consultant for the creation of the Joint Downtown Master Plan.
3. The parameters for a downtown master plan shall contain at a minimum, an analysis of market conditions and regional competitive advantages, zoning and land use, recreational and cultural assets, transportation including bicycle/pedestrian, public transit, and automobile parking and infrastructure and public amenities.
4. Both Cities staff will work to define preliminary geographic limits of Downtown Lewiston-Auburn, recognizing that the process of developing the plan with the DPAC will likely lead to an alteration of those boundaries based on data analysis and public input.
5. The initial charge of DPAC shall be to determine the scope and resources needed for creating the Joint Downtown Master Plan. Funding for the plan shall be shared by both cities and shall be subject to each City's respective approval process prior to the authorization of any funds.

6. The intent of this plan is to be a more detailed component of each City's Comprehensive Plan focusing on the downtown area. The plan will need a Planning Board review and recommendation prior to action on acceptance of the plan by each City Council.

August 7, 2007 - Councilor Peters moved to table until the Joint City Council Meeting in September. Seconded by Councilor Bickford. Vote: 7 Yeas.

September 25, 2007 – Councilor Gleason moved to remove this item from the table. Seconded by Councilor Mennealy. Vote: 7 Yeas

Motion for acceptance: Eric Samson

Seconded by: Ellen Peters

Vote: 7 Yeas

Action by City Council: Passed

Date: September 25, 2007

Attest:

Auburn City Clerk