



City Council Workshop & Meeting
Agenda
July 7, 2025
Auburn Hall, Council Chambers

5:30 PM Workshop

- Update on the Community Resource Center at 121 Mill St
- Tribou Field and Land Lab
- **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (E) for a legal matter.
- **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (D) for Labor Negotiations with Police Command. *No action to follow.*
- **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (C) for an economic development matter. *No action to follow.*

7:00 PM Meeting

Pledge of Allegiance & Roll Call - *Roll call votes will begin with Councilor Weisner*

- I. **Consent Items** – *All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Passage of items on the Consent Agenda requires majority vote.*
- II. **Minutes** – June 16, 2025 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Welcome to Summer Interns – Mubarak Abdulahi, Safiya Mohamed, Abdi Adow
 - Nomination petitions available from the City Clerk's office starting today, 7/7; must be returned by August 21.
 - Communication: Septic Inspections for Tier II - Copy of Notice
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
 - 1) **ORDINANCE 02-06162025** – Amending Chapter 2, "Administration", of the City's Code of Ordinances, to create a permanent Homelessness Committee. *Amended and passed first reading June 16, 2025. Public hearing/second reading. ROLL CALL VOTE. Passage requires majority vote.*

VI. New Business

- 1) **ORDINANCE 03-07072025** – Amending Chapter 60, “Zoning”, of the City’s Code of Ordinances, pursuant to Sec. 60-307, Dimensional regulations, in the General Business (GB) and Multifamily Suburban (MFS) Zoning Districts. *First reading. ROLL CALL VOTE. Passage requires majority vote.*
- 2) **ORDER 59-07072025** – Approving the use of 67 Kittyhawk Ave as a temporary Fire Station for the City of Auburn. *Passage requires majority vote.*
- 3) **ORDER 60-07072025** – Adopting revenue changes to the City’s Master Fee Schedule (APPENDIX A). *Passage requires majority vote.*
- 4) **ORDER 61-07072025** - Action regarding Maine Waste to Energy Board Representative (Mid-Maine Waste Action Corporation). *Passage requires majority vote.*

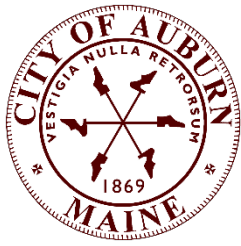
VII. Reports

- a. **Mayor’s Report**
- b. **City Councilors’ Reports**
- c. **Student Representative Report**
- d. **City Manager Report**

VIII. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.

IX. Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) for City Manager’s evaluation. *No action to follow.*

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 7, 2025

Author: Denis D'Auteuil, Assistant City Manager

Subject: Tribou Field and the Land Lab

Information:

City staff will provide an update on the current partnership between the City and Evergreen Outdoor Education and the recent discussions regarding the East Auburn Community School property.

Evergreen Outdoor Education currently owns the property that Tribou Field sits on adjacent to East Auburn Community School. The City and Evergreen have partnered to allow the City use of Tribou Field for youth sports activities and Evergreen Outdoor Education is seeking to expand on the current partnership with the City of Auburn by gaining access to the East Auburn School property with plans to expand outdoor learning opportunities for the entire community. Evergreen is committed to restoring the "Land Lab" at East Auburn Community School. Gaining usage rights to the adjacent city owned 8-acre parcel behind the school would allow Evergreen to double the length of the current trail system from a 0.75-mile loop to a 1.5-mile trail, integrating outdoor classroom spaces that will directly support the revitalized Land Lab. This collaborative effort will not only bring back a valuable educational resource for Auburn students but also create a publicly accessible green space for all district schools, homeschool groups, community members, and other organizations to enjoy and utilize for self-guided learning.

City Budgetary Impacts:

Staff Recommended Action:

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature: Philip Crowell, Jr.

Attachments:

WHITMAN
ALAN H

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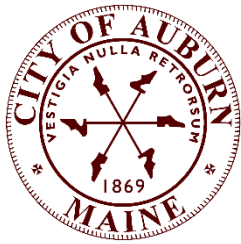
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PETER G

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City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: July 7, 2025

Subject: Executive Session

Information: Executive Session pursuant to 1 M.R.S.A. Section 405(6) (E) for a legal matter.

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

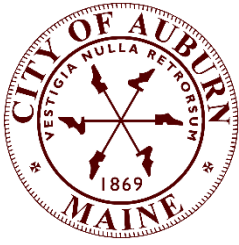
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: July 7, 2025

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

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

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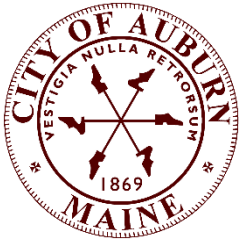
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IN COUNCIL WORKSHOP & MEETING JUNE 16, 2025 VOL 38 PAGE 30

Mayor Harmon called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Gerry and Councilor Cowan were absent (excused). An Executive Session pursuant to Title 1 MRSA Section 405(6)(E) to discuss a legal matter was held at the 5:30PM workshop.

I. Consent Items

1) **ORDER 53-06162025** - Confirming Chief Moen's appointment of John Konczal, Cody Taylor, Dominic Chasse, Cyintama Kenny Micomyiza, and Trevin Ritchie as Constables with firearm for the Auburn Police Department.

Councilor Platz moved for passage, seconded by Councilor Walker. Motion passed 5-0.

II. Minutes – June 2, 2025 Regular Council Meeting

Councilor Walker moved to accept the minutes, seconded by Councilor Platz. Motion passed 4-0 (Councilor Weisner abstained).

III. Communications, Presentations and Recognitions

- Recognizing Student Representative Anaya Egge

Mayor Harmon presented Student Representative Egge with a certificate and award.

- Recognizing YMCA Director & CEO Steve Wallace

Mayor Harmon congratulated Steve Wallace in absentia and presented a Key to the City to be given to Mr. Wallace.

- Communication: Official Election Results – FY26 School Budget Validation Referendum
- Communication: Nomination petitions available from the City Clerk's office starting 7/7
- Communication: Notice of Resignation – G. Muzela, Auburn Sewerage Board of Trustees

IV. Open Session

Eric Santos, resident, spoke on building a skatepark in the City of Auburn

V. Unfinished Business

VI. New Business

1) **ORDER 54-06162025** - CDBG/HOME Consortium Action Plan for Program Year 2025. Public hearing. Passage requires majority vote.

Mayor Harmon opened this item for public hearing. There was no comment.

Councilor Platz moved for passage, seconded by Councilor Walker. Motion passed 5-0.

2) **ORDER 55-06162025** - Authorizing the City Manager to sign the Auburn-Lewiston Consortium Mutual Cooperation Agreement to renew the Consortium under the HOME Investment Partnerships Program valid for a three year period. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Whiting. Motion passed 5-0.

IN COUNCIL WORKSHOP & MEETING JUNE 16, 2025 VOL 38 PAGE 31

3) **ORDER 56-06162025** – Submitting District 5 and District 6 ballots to the Androscoggin County Commission for the 2026/27/28 Budget Committee. Passage requires majority vote.

Councilor Weisner moved for passage, seconded by Councilor Platz. There was no public comment.

Motion passed 5-0.

4) **ORDER 57-06162025** – Authorizing the City Manager to execute the Collective Bargaining Agreement with the Auburn Firefighters Association, Local 797, International Association of Firefighters, AFL-CIO effective 07/01/2025. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Milks. There was no public comment.

Motion passed 5-0.

5) **ORDER 58 -06162025** – Waiving the \$60 temporary food license fee for the Age Friendly Community Committee to hold concessions during the Community Concerts events held weekly June 18 through August 20, 2025 in Festival Plaza. Passage requires majority vote.

Councilor Milks moved for passage, seconded by Councilor Weisner. There was no public comment.

Motion passed 5-0.

6) **ORDINANCE 02-06162025** – Amending Chapter 2, “Administration”, of the City’s Code of Ordinances, to create a permanent Homelessness Committee. 1st reading. ROLL CALL VOTE. Passage requires majority vote.

Councilor Whiting moved for passage, seconded by Councilor Platz. There was no public comment.

Councilor Platz asked if there would be carry-over from the existing ad-hoc committee; Mayor Harmon responded there would not be, this would be a new committee.

Councilor Wesiner moved to amend Sec. 2 of the proposed ordinance to add an additional member under Section 2 specifically as a veteran represented on this committee. Seconded by Councilor Walker. Motion passed 5-0.

Motion passed 5-0, as amended on a roll call vote.

VII. Reports

a. Mayor’s Report – Mayor Harmon attended the rebuilding of housing along Mount Auburn. Mayor Harmon and Councilor Walker attended the Auburn Adult Education graduation. Attended the Ocean State Job Lots ribbon cutting on Center Street. Attended the second planning meeting of the Airport Master Plan.

b. City Councilors’ Reports – Councilor Whiting welcomed Ocean State Job Lots and congratulated Steve Wallace. Councilor Walker noted the Age Friendly Committee will be operating concessions during the Concert Series events. UNAA will be hosting the School Superintendent. Neighborhood Watch meeting upcoming. Councilor Platz gave updates on the school department; recognizing retiring members. Congratulated everyone who worked to get the school budget passed. The Finance Committee of the school department met and shared that Lily is the new events coordinator on the school side and booking several large scale events to generate revenue for the school. Shared an update on the planning committee exploring moving 6th grade to the middle school.

IN COUNCIL WORKSHOP & MEETING JUNE 16, 2025 VOL 38 PAGE 32

c. Student Representative Report – Anaya Egge thanked everyone for welcoming her to the position and noted she has learned a lot about the community and the process of local government. Mr. Abdullahi congratulated Anaya; wished everyone a good summer.

d. City Manager Report – Noted that residents have received a postcard on the Comp Plan process; please take the survey. Thanked the Council for supporting attending the Gettysburg Leadership training, thanked the team for support while away.

VIII. Open Session

IX. Executive Session

Executive Session pursuant to Title 1 MRSA Section 405(6)(D) for labor negotiations with the Police Department. *No action to follow.*

Motion to enter at 7:35PM (Walker, Platz). Motion passed 5-0.

Executive Session pursuant to Title 1 MRSA Section 405(6)(C) for a real estate matter. *No action to follow.*

X. Adjournment

Councilor Platz moved to adjourn at 8:04PM, seconded by Councilor Weisner. Motion passed 5-0.

A TRUE COPY ATTEST

Emily F. Carrington, City Clerk



City of Auburn, Maine

Office of Planning & Permitting

David Hediger, Director

60 Court Street | Auburn, Maine 04210 www.auburnmaine.gov | 207.333.6601

July 1, 2025

Subject: Five-Year Septic Inspection Program

Dear Lake Auburn Watershed Resident,

The City of Auburn and the Lake Auburn Watershed Protection Commission (LAWPC) are committed to protecting Lake Auburn, the primary public water supply for residents of Auburn and Lewiston. As part of this ongoing effort, the City Council adopted an update to Auburn's subsurface wastewater ordinance (Chapter 60, Article XII, Division 4, Sec. 60-952(a)(2)(e)) on July 15, 2024, establishing a septic inspection program implemented in spring 2025. The program requires property owners to ensure that septic systems within the watershed are functioning properly and not contributing to water quality concerns. Regular inspections help safeguard Lake Auburn from contamination caused by aging or malfunctioning systems, protect public health, maintain water quality, and prevent costly system failures.

A map detailing the inspection schedule and affected areas is attached to this letter. **Inspections must be conducted once during each five-year period.** Designated areas will be assessed annually. However, **if a property is sold, an inspection is required at the time of sale.** You are receiving this letter because your septic system is located within the **Year 2** area of the watershed.

To assist homeowners in meeting these requirements, LAWPC has adopted a financial and technical assistance program designed to help eligible homeowners comply with the ordinance. The program offers:

- Guidance on septic system inspections and maintenance
- Financial assistance for inspections for those who comply voluntarily
- Technical support to help ensure compliance with updated wastewater regulations

To meet the requirements of this ordinance, please submit a completed septic inspection by **July 1, 2026**, to the City of Auburn's Plumbing Inspector via:

- Email: kbeaudoin@auburnmaine.gov
- Mail: 60 Court Street, Auburn, ME 04210
- Online: <https://ci-auburn-me.smartgovcommunity.com/Public/Home>

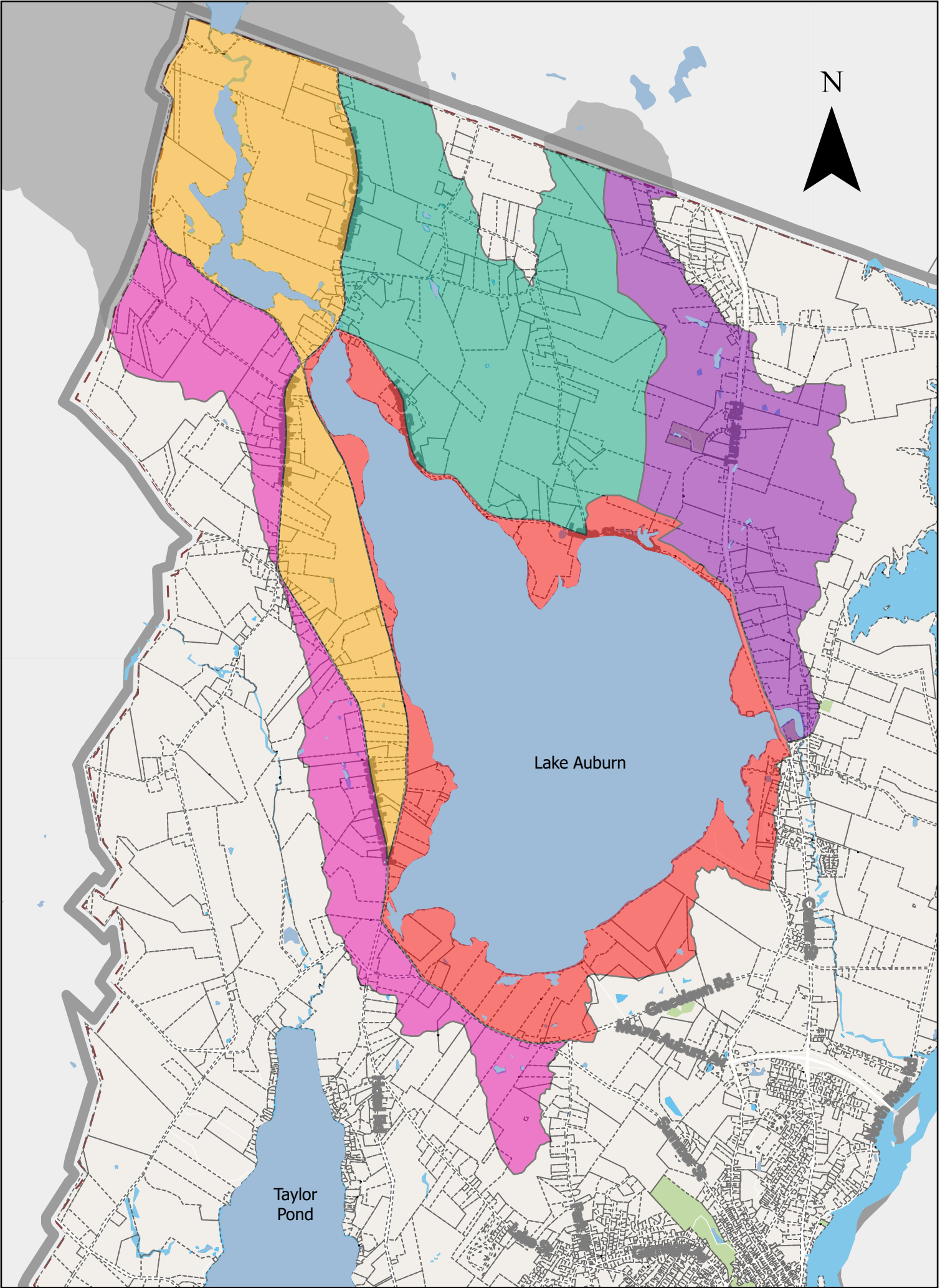
If you have any questions about the septic inspection program or septic system permitting, please visit <https://www.auburnmaine.gov/pages/government/floodplain-info-> or call 207-333-6601 ext. 1133.

You can also expect to receive additional information from LAWPC about their Septic Inspection Program. You may learn more at <https://lakeauburnwater.org>

Thank you for your cooperation.

David Hediger, Planning Director

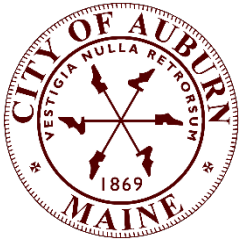
Lake Auburn Watershed Overlay District Septic System Inspection Map



Septic Inspection Areas by Year

- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Remaining Area





**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 7, 2025

ORDINANCE 02-06162025

Author: Mayor's Ad-Hoc Committee on Homelessness

Subject: Ordinance amendment to create a permanent committee on homelessness

Information: The proposed ordinance establishes a permanent homelessness committee as recommended by the Mayor's Ad Hoc Committee on Homelessness.

At the June 16, 2025 meeting, the ordinance was amended to include an additional member, a veteran services provider, and conforms the counts based on adding the additional member.

This item is in order for second reading/public hearing and final passage. Following passage and enactment, the City Clerk will post for applications on the City's website.

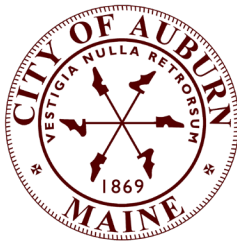
City Budgetary Impacts: N/A

Staff Recommended Action: N/A

Previous Meetings and History: June 16, 2025 (First reading).

City Manager Comments: *Philip Crowell Jr.*

Attachments:



City Council Ordinance

IN CITY COUNCIL

Be it ordained by the Auburn City Council, that Chapter 2, "Administration", of the City's Code of Ordinances is hereby amended as follows:

ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES

DIVISION 9. – HOMELESSNESS COMMITTEE

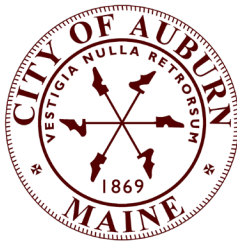
Sec. 2-842.11. – Established, membership.

There shall be a homeless committee, which shall be composed of the following ~~14~~15 members:

1. A city councilor, nominated by the mayor and appointed by the city council.
2. ~~Nine~~ Ten members to be nominated by the appointment committee and appointed by the city council.
 - a. A representative of an organization providing respite services in the city.
 - b. A representative of an organization providing shelter services in the city.
 - c. A representative of an organization providing housing services in the city.
 - d. A representative of an organization providing addiction services in the city.
 - e. A representative of an organization providing mental health services in the city.
 - f. A representative of an organization providing veteran services in the city.
 - f.g. A representative of an organization providing health care services to the homeless.
 - g.h. A resident of the city with homeless lived experience.
 - h.i. Two residents of the city.
3. Members ex officio.
 - a. City public health manager.
 - b. School Department homeless liaison.
 - c. Police chief, or a management level officer designated by the chief.
 - d. Fire chief, or a management level officer designated by the chief.

Sec. 2-842.12 - Term of Members.

All appointed members of the homelessness committee, other than the city councilor who shall serve coterminous with their term of office, shall serve staggered three-year terms from the date of their appointment and thereafter until their successors are appointed. At the time the initial appointments are made, the city council shall assign each member to a term with



City Council Ordinance

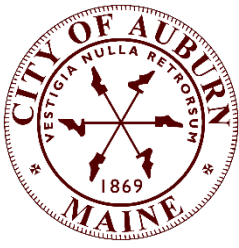
~~two~~ **three** members appointed to a one-year term; three to a two-year term; and ~~three~~ **four** to a three-year term.

Sec. 2-842.13 - Officers; rules of procedure; vacancies.

The homelessness committee shall elect a chair, a vice-chair, secretary, and such other officers as it may require. The committee shall develop such rules to govern its meetings and operations as it deems advisable. Minutes shall be kept of all meetings. Minutes and agendas will be made public through the city's website. Upon the death, incapacity, or removal from the city of any member, or if any member shall be absent without excuse for three consecutive meetings, the secretary of the board shall advise the city council that a vacancy exists and request the appointment of a replacement.

Sec. 2-842.14 – Duties.

The purpose of the homelessness committee shall be to advance the city's commitment to reducing homelessness by serving as a research, advisory, and advocacy group on homelessness within the city.



**City of Auburn
City Council Information Sheet**

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ORDINANCE 03-07072025

Author: David Hediger, Director of Planning

Subject: Amendments to Chapter 60, "Zoning", Sec. 60-307, Dimensional regulations

Information: This item considers a zoning ordinance amendment to revise the density requirements in the General Business (GB) and Multifamily Suburban (MFS) districts. The density of both districts is currently regulated by Sec. 60-307.

On May 19, 2025, the City Council voted unanimously to refer a proposed amendment to Chapter 60, "Zoning," to the Planning Board.

The proposed ordinance would establish a single maximum density of 17 units per acre for developments that include a mix of one-family detached, two-family, and/or multifamily dwellings. This approach is less restrictive than the current ordinance and offers developers greater flexibility in housing types, while maintaining the same overall lot density.

The City continues to experience strong interest in residential development, particularly for larger multifamily structures. Developers have also shown interest in projects that combine various housing types—such as one-family, two-family, and multifamily units—within a single development.

However, current zoning in the GB and MFS districts makes it more difficult to include one- and two-family dwellings, as the ordinance imposes more restrictive density limits on these housing types. This lack of flexibility has created a barrier to mixed-housing developments that better align with current market demand.

The existing ordinance applies graduated density limits based on housing type:

- One-family: 4 units per acre
- Two-family: 6 units per acre
- Multifamily: 17 units per acre

The proposed amendment would replace these with a single maximum density of 17 units per acre for developments that include a mix of housing types. This would allow more flexibility in design without increasing the total density.

Additional proposed changes include updates to terminology to ensure consistency with existing zoning language (e.g., using "dwelling" instead of "housing").

Density standards for developments that include only one housing type would remain unchanged.

On June 10, 2025, the Planning Board voted unanimously to forward the amendment to the City Council with non-substantive modifications, including the following:

- Add the words “and/or” between the existing words “detached,” and “two-family” in the first line of Sec. 307(1)d.
- Add the word “all” between the existing words “that” and “the” in the first line of Sec. 307(3)d.
- Change the colon to a period at the end of the revised sentence now comprising all of Sec. 307 (2).
- Insert a comma after the word “lot” in the second line of Sec. 307(3)c.
- Change the case of the letter “A” from lower to upper at the beginning of the word “Article” in the second line of Sec. 307(5), and to make the same case change at the beginning of the word “Chapter” in the same line.

The above-referenced changes are noted on the July 7, 2025, version of the proposed amendment to Sec. 60-307.

This amendment provides greater flexibility, encourages more efficient land use, and simplifies mixed-housing development.

City Budgetary Impacts: None anticipated.

Staff Recommended Action: Hold first reading to approve a proposed amendment to Chapter 60, “Zoning”, Sec. 60-307 as recommended by the Planning Board.

Previous Meetings and History: City Council referred to Planning Board on May 19, 2025. Planning Board held a public hearing on June 10, 2025.

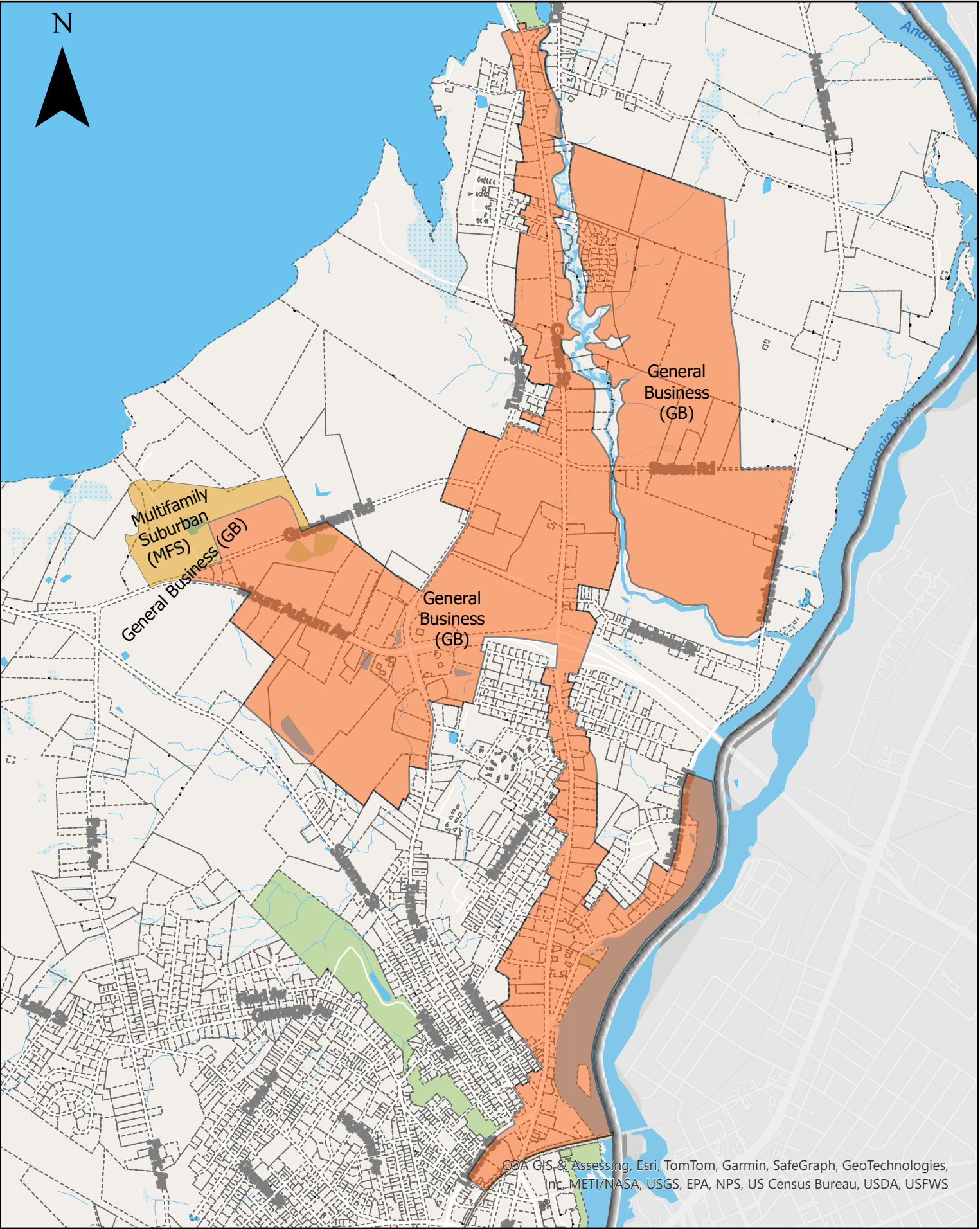
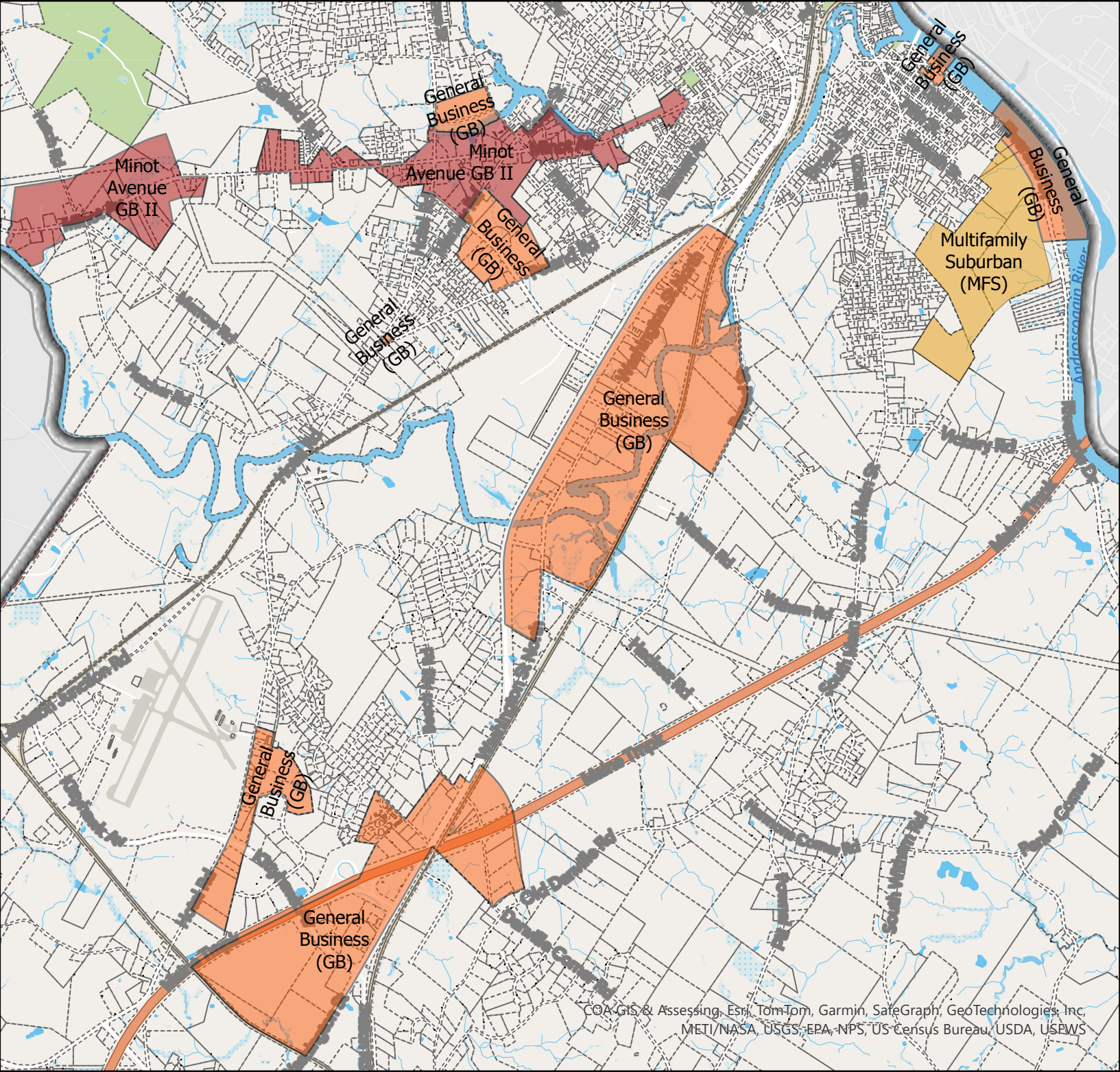
City Manager Comments: I concur with the recommendation. Signature: *Philip Crowell Jr.*

Attachments: Map of impacted districts; initial proposed amendment dated 5/13/25; Planning Board Staff Report; ORDINANCE-03 (with proposed amendment from Planning Board)

Proposed Density Change Areas

Zoning Districts

- GB - General Business
- GB II - General Business II
- MFS - Multi-Family Suburban



5/13/25

Amendment to Chapter 60, Article IV, Division 7, Sec. 60-307. Dimensional Regulations, as it relates to the General Business and Multifamily Suburban Districts

Sec. 60-307. Dimensional regulations.

All structures in this district, except as noted, shall be subject to the following dimensional regulations.

- (1) *Minimum lot area, width and depth.* For each ~~building erected~~lot, ~~there shall be provided~~the minimum required lot ~~areas~~area, width, and depth as followsis:
 - a. ~~Building housing one family~~One Family Detached Dwellings: 10,000 square feet minimum lot area, not less than 100 feet width, and 100 feet in depth.
 - b. ~~Buildings housing two families~~Two Family Dwellings: 12,000 square feet minimum lot area, not less than 100 feet width, and 100 feet in depth.
 - c. Multifamily ~~buildings~~Dwellings: 10,000 square feet minimum lot area for the first dwelling unit and 2,000 square feet minimum lot area for each additional dwelling unit. No lot shall be less than 100 feet width and 100 feet in depth. ~~More than one principal building per lot is allowed.~~
 - d. For a lot containing a mixture of one family detached, two family, and/or multifamily dwellings, the entire lot shall be subject to a minimum lot area requirement of 10,000 square feet for the first dwelling unit and an additional 2,000 square feet for each additional dwelling unit.
- (2) *Density.* ~~The following~~A maximum ~~densities~~density of 17 dwelling units per acre shall apply to any residential development with two or more dwelling units on a single lot, regardless of building configuration or according to housing type:

One family	<u>4 units per acre</u>
Two family	<u>6 units per acre</u>
Multifamily	<u>17 units per acre</u>

~~Not less than 50 percent of the net acreage shall be devoted to green area. Green space shall be deemed to include patios, whether paved or not, pedestrian walks, and landscaping within parking lots, but no off-street parking spaces, driveways, or common roads. For townhouse projects, the green area of individual lots may be counted toward the 50 percent green space requirement of the project. Net acreage shall include all land contained within the project except dedicated streets or street rights-of-way shown on the city's adopted master development plan or proposed to be so included within a reasonable period of time.~~

- (3) *Yard requirements.*
 - a. *Rear.* There shall be behind every building a rear yard having a minimum depth of 25 feet or 25 percent of the average depth of lot, whichever is less.
 - b. *Side.* There shall be a minimum distance of five feet between any building and the side property line plus the side yard setback shall be increased one foot for every five feet or part thereof increase in street frontage over 50 feet to a maximum of 15 feet for side yard setback.
 - c. *Front.* There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.

- d. *Principal buildings.* More than one principal building may be erected on a lot, provided that the buildings meet all yard setback requirements and are separated by a distance equivalent to the height of the higher building or 30 feet, whichever is greater.
 - e. *Green space.* Not less than 50 percent of the net acreage of each lot shall be devoted to green space. For the purposes of this section, green space shall include patios, whether paved or not, pedestrian walks, and landscaping within parking lots, but shall not include wetlands, buffer areas, off-street parking spaces, driveways, or common roads. Net acreage shall include all land contained within each lot except dedicated streets or street rights-of-way shown on the city's adopted master development plan or proposed to be included within a reasonable period of time.
- (4) *Height.* The height of all structures shall be limited to 2½ stories or 35 feet, except as follows:
- a. Multifamily buildings shall have a maximum height of 45 feet from grade.
 - b. A church, ~~or~~ temple, or windmill may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) *Off-street parking.* Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in article V of this chapter.

(Ord. of 9-21-2009, § 3.44C; Ord. No. 11-03012021, §§ 24, 59, 3-15-2021; Ord. No. 19-05032021, 5-17-2021)



To: Auburn Planning Board

From: Natalie Thomsen, Planning Coordinator

Date: June 10, 2025

Re: Proposed Zoning Text Amendment – General Business (GB) and Multi-Family Suburban (MFS)
District Density Standards

Overview:

At the direction of the Auburn City Council, the Planning Board is being asked to consider a zoning text amendment to Section 60-307 of the City's zoning ordinance, which governs dimensional regulations for the General Business (GB) and Multi-Family Suburban (MFS) districts. This order was formally referred by the Council on May 19, 2025.

The proposed amendment updates the density calculation for residential developments in these zones to promote housing variety and encourage mixed-type developments that align with market demand. Currently, the ordinance regulates density based on housing type—one-family, two-family, or multifamily—limiting flexibility in design and creating barriers to integrated development. The revision introduces a unified density cap of **17 units per acre** for any development composed of two or more dwelling units, regardless of unit type.

This change supports the city's broader goals of housing diversity, efficient land use, and simplified ordinance administration. It also maintains a 50% green space requirement and does not alter dimensional requirements for lots containing only a single housing type.

Supporting Documents:

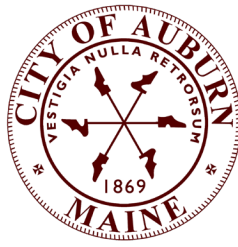
- City Council Order to initiate the amendment
- Proposed text amendment to Sec. 60-307
- Informational summary sheet
- Map identifying impacted GB and MFS districts

Staff Recommendation:

Staff recommends the Planning Board hold a public hearing on the proposed amendment and vote to forward the amendment to the City Council with a recommendation for adoption.

Suggested Motion:

"I move that the Planning Board forward the proposed amendments to Section 60-307 of the Zoning Ordinance, as it relates to density standards in the General Business and Multi-Family Suburban districts, to the City Council with a recommendation for adoption."



City Council Ordinance

IN CITY COUNCIL

Be it ordained by the Auburn City Council, that Chapter 60, "Zoning", of the City's Code of Ordinances is hereby amended as follows:

Sec. 60-307. Dimensional regulations.

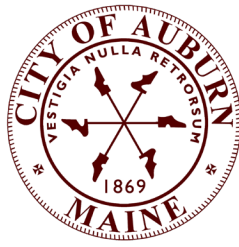
All structures in this district, except as noted, shall be subject to the following dimensional regulations.

- (1) Minimum lot area, width and depth. For each building erected on a lot, there shall be provided the minimum required lot area, width, and depth as follows:
- a. Building housing one family One Family Detached Dwellings: 10,000 square feet minimum lot area, not less than 100 feet width, and 100 feet in depth.
 - b. Buildings housing two families Two Family Dwellings: 12,000 square feet minimum lot area, not less than 100 feet width, and 100 feet in depth.
 - c. Multifamily buildings Dwellings: 10,000 square feet minimum lot area for the first dwelling unit and 2,000 square feet minimum lot area for each additional dwelling unit. No lot shall be less than 100 feet width and 100 feet in depth. More than one principal building per lot is allowed.
 - d. For a lot containing a mixture of one family detached, two family, and/or multifamily dwellings, the entire lot shall be subject to a minimum lot area requirement of 10,000 square feet for the first dwelling unit and an additional 2,000 square feet for each additional dwelling unit.
- (2) Density. The following A maximum densities density of 17 dwelling units per acre shall apply to any residential development with two or more dwelling units on a single lot, regardless of building configuration or according to housing type:

One-family	4 units per acre
Two-family	6 units per acre
Multifamily	17 units per acre

~~Not less than 50 percent of the net acreage shall be devoted to green area. Green space shall be deemed to include patios, whether paved or not, pedestrian walks, and landscaping within parking lots, but no off-street parking spaces, driveways, or common roads. For townhouse projects, the green area of individual lots may be counted toward the 50 percent green space requirement of the project. Net acreage shall include all land contained within the project except dedicated streets or street rights-of-way shown on the city's adopted master development plan or proposed to be so included within a reasonable period of time.~~

- (3) Yard requirements.
- a. Rear. There shall be behind every building a rear yard having a minimum depth of 25 feet or 25 percent of the average depth of lot, whichever is less.
 - b. Side. There shall be a minimum distance of five feet between any building and the side property line plus the side yard setback shall be increased one foot for every five feet or part thereof increase in street frontage over 50 feet to a maximum of 15 feet for side yard setback.
 - c. Front. There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.



City Council Ordinance

d. *Principal buildings.* More than one principal building may be erected on a lot, provided that the buildings meet all yard setback requirements and are separated by a distance equivalent to the height of the higher building or 30 feet, whichever is greater.

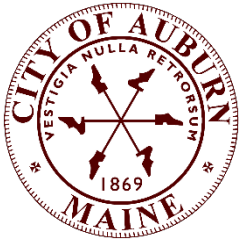
e. *Green space.* Not less than 50 percent of the net acreage of each lot shall be devoted to green space. For the purposes of this section, green space shall include patios, whether paved or not, pedestrian walks, and landscaping within parking lots, but shall not include wetlands, buffer areas, off-street parking spaces, driveways, or common roads. Net acreage shall include all land contained within each lot except dedicated streets or street rights-of-way shown on the city's adopted master development plan or proposed to be included within a reasonable period of time.

(4) *Height.* The height of all structures shall be limited to 2½ stories or 35 feet, except as follows:

- a. Multifamily buildings shall have a maximum height of 45 feet from grade.
- b. A church, ~~or~~ temple, or windmill may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.

(5) *Off-street parking.* Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in article V of this chapter.

(Ord. of 9-21-2009, § 3.44C; Ord. No. 11-03012021, §§ 24, 59, 3-15-2021; Ord. No. 19-05032021, 5-17-2021)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 7, 2025

ORDER 59-07072025

Author: Chief Robert Chase

Subject: Use of 67 Kittyhawk as a temporary Fire Station.

Information:

City Ordinance allows for public safety service or services in the Industrial (ID) Zoning District if they provide a community impact and needs analysis with review and approval from City Council or its designee.

The attached letter provides the impact and needs analysis for the use of 67 Kittyhawk ave as a temporary fire station during the construction of the Public Safety Buiding.

City Budgetary Impacts: N/A

Staff Recommended Action: Approval of impacts and needs analysis

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

Community Impact and Needs Analysis
Narrative for Special Exception and Site Plan Criteria
ORDER



Auburn Fire Department

Robert Chase | Fire Chief

550 Minot Avenue | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6633

6/26/2025

RE: **Community Impact and Needs analysis- Temporary Fire Department Sub-station at 67 Kittyhawk Avenue.**

Mayor Harmon and City Council members,

City Ordinance allows for public safety service or services in the Industrial (ID) Zoning District if they provide a community impact and needs analysis with review and approval from City Council or its designee. This letter is intended to supplement the Planning Board required information for Site Plan Review to address the impacts and need for the facility.

67 Kittyhawk is located in the ID Zoning District. The impacts of facility at 67 Kittyhawk are temporary and minimal. The Site was previously used as a trucking and distribution facility by Superior Carriers. Superior Carriers was an interstate trucking firm that carried a variety of raw materials and products to commercial and industrial customers in Maine. No changes are proposed to the site and we anticipate the use to start in late 2025 or early 2026 and continue through 2028.

No site changes are proposed except for the addition of a gasoline fuel tank adjacent to the existing diesel fuel tank. Attached is a copy of the Site Plan Review criteria compliance list shared with the Planning Board and some supplemental information is provided below. The site will continue to provide for:

- (1) **Protection of adjacent areas against detrimental or offensive uses on the site by provision of adequate surface water drainage, buffers against artificial and reflected light, sight, sound, dust and vibration; and preservation of light and air;**

Response: The site layout addressed these concerns with the approval of the site in 1995 and will continue as it was constructed. The nearest residential neighbors is approximately 3,000 feet from the structure and more than 2,800 feet from the parcel.

- (2) **Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas;**

Response: The site was designed to safely handle the movements of large trucks and can easily accommodate fire vehicles. The site provides good access to public roads.

(3) Adequacy of the methods of disposal for wastes

Response: Public water and sewer is available and adequate to meet the facility needs. Dumpsters are provided onsite for solid waste disposal.

(4) Protection of environment features on the site and in adjacent areas.

Response: The site layout addressed these concerns with the approval of the site in 1995 and will continue as it was constructed.

The Auburn Fire Department has three staffed fire stations that are manned 24 hours a day, 7 days a week. There are 64 full-time firefighters/EMTs/Paramedics who respond to over 6,000 fire, EMS and emergency calls annually. There are six administrative personnel whose offices are located at Central Station on Minot Avenue. The operations at Central Station are critical to emergency response and must be operated continuously to ensure that residents have access to emergency medical response, rescue and fire protection.

In 2020, the City of Auburn Public Safety Team, Woodard and Curran, Simons Architects and Colby Company Engineering completed a facilities assessment for Police, Fire and 911 dispatch center. The assessment included site visits to all locations, interviews with staff, and a space needs program analysis with the goal of identifying deficiencies and providing recommendations for long-term solutions.

Each of the Fire Stations were found to be well maintained and in good physical condition but due to age (1952-1974) and the evolution of public safety services over the last 50 years, these facilities do not support current programs and staffing. Several deficiencies were identified at all fire stations, including life safety, diversity accommodation, lack of adequate space for additional beds, offices, fitness area, and equipment storage. They also lack health and safety systems which have become standard to reduce firefighter cancers.

The Police Department moved to City Hall approximately 17 years ago as a temporary 5-year solution until a new APD headquarters could be built. City Hall was not designed to accommodate Police operations and presents many challenges for the department, including but not limited to, undersized locker rooms and restrooms, lack of a secure sallyport, accessible evidence storage, and office space.

The team reviewed several sites for the potential construction of a new facility, and it was determined that the location of Central Fire is the best option for a Public Safety Campus due to its geographic location, size, and existing infrastructure. Combining Police and Fire into one campus allows for shared resources such as common public entry, lobby, training and fitness rooms, an emergency operations center, utilities, and parking.

Conceptual design and cost analysis were completed on various construction approaches. It was determined that the logistical challenges of maintaining Fire Department operations on an active construction site would be troublesome and costly. The design of the public safety building would also be negatively impacted if the building had to be built in multiple phases to maintain operations at the site.

The optimal approach is to temporarily move fire department operations out of the 550 Minot Ave location. This will allow the design team to design an efficient, purpose-built public safety building that will meet the needs of the community for the next 50 years. This approach will also significantly reduce the coordination and logistical aspects of the project, reducing construction costs. However, this approach will require the temporary relocation of the Fire Department operations from the 550 Minot Ave site. There is not sufficient operational space in the other two fire stations to accommodate the response resources currently operating at the 550 Minot Ave. location.

The City of Auburn has purchased the property at 67 Kittyhawk Avenue. This property formerly housed Superior Carriers trucking. The facilities include 5 drive through garage bays, and an attached office space. This building can be efficiently renovated to support the fire department administrative staff. Additionally, the building will house one response apparatus (tower truck) with a staff of three firefighters. Loose equipment that is important for fire department operations will also be stored at this location.

In preparation for the start of construction of the new public safety building at 550 Minot Ave, equipment and staff will begin relocating to 67 Kittyhawk between March and July of 2026. Construction of the public safety facility is expected to take 18-24 months. Therefore, the use of 67 Kittyhawk as a temporary Fire station is anticipated to conclude by July of 2028.

We are excited for the improvements in Fire Department operations and safety associated with the new public safety building. Thank you for your consideration in supporting the use of 67 Kittyhawk Ave as a temporary fire station, to enable the construction of the Public Safety Building while ensuring that residents continue to have access to emergency medical response, rescue and fire protection.

Regards,

A handwritten signature in black ink, appearing to read "Robert Chase", written over a horizontal line.

Robert Chase
Fire Chief, City of Auburn

67 Kittyhawk Avenue – Fire Department Temporary Relocation

Narrative for Special Exception and Site Plan Criteria – Auburn Maine

The City of Auburn is seeking a special exception at 67 Kittyhawk Avenue for the use of a Temporary Fire Station in the Industrial District. The Fire Department needs a space to run operations out of during the construction of the New Public Safety project that will replace their current Central Station on Minot Ave. The site has been deemed acceptable by the Fire Chief to meet their needs with little to no changes. There is minimal work being done internally of the building to meet the needs of the Fire Department.

A. Site Plan Review, Section 60-1277:

1. Does the site plan protect adjacent areas against detrimental or offensive uses on the site by provision of adequate surface water drainage, buffers against artificial and reflected light, sight, sound, dust and vibration; and preservation of light and air?

The current facility is being used by a truck shipping company which has multiple semi-trucks entering and leaving the facility each day. The overall day to day activity on the site will decrease.

2. Is the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas adequately addressed?

The public parking is located on the front of the building and the employee parking is located behind the gates. This adequately meets vehicular and pedestrian movement for a Fire Station. The separation of the public parking from the apparatus movement is a major component for times when an emergency call comes through.

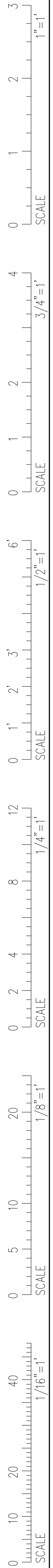
3. Are the proposed methods of disposal for wastes adequately addressed?

Yes, there are two existing dumpsters for waste on site.

4. Does the site plan provide adequate protection of environment features on the site and adjacent areas?

There are no changes to the site for the protection of environment features.

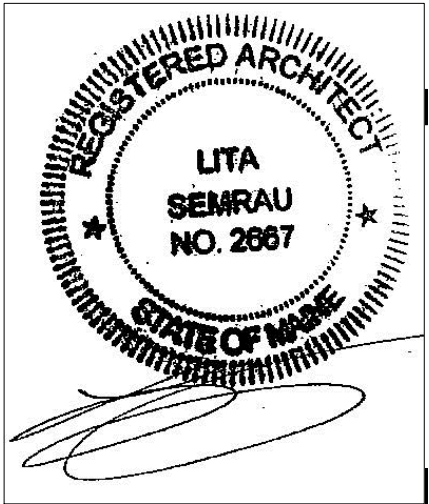
IF THIS SHEET IS NOT 24 X 36 IT IS A REDUCED SCALE PRINT - SCALE ACCORDINGLY



1 SITE PLAN
0 50' SCALE: 1" = 50'-0"



65 NEWBURY STREET
PORTLAND, ME 04101
207.761.9000
fax: 207.761.2010



AUBURN
KITTYHAWK
AUBURN , MAINE

Date Issued 6/10/2025

Project Number 24418

Scale

SHEET NAME

SITE PLAN

Drawn By

CR

Checked By

LAS

A0.1



ORDER 59-07072025

City Council Order

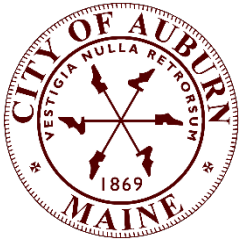
IN CITY COUNCIL

ORDERED, that 67 Kittyhawk Avenue be utilized as a temporary Fire Station for the City of Auburn Fire Department during the construction of the Public Safety Building on Minot Avenue.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 7, 2025

ORDER 60-07072025

Author: Emily F. Carrington, City Clerk

Subject: Amending "APPENDIX A" – Master Fee Schedule to reflect FY26 revenue changes

Information: The Mayor's ad-hoc City Fee Review Committee met with department heads to review fees throughout the FY26 budget planning process. In that review, several key areas were identified for amendment, specific to Code/Planning/Permitting fees and Recreation fees. The FY26 Appropriation and Revenue Resolve, as passed by the City Council May 19 2025, adopted increases in revenues based on these changes. Amending the City's Master Fee Schedule, also known as "APPENDIX A", reflects these changes and sets the fees for the City. These fees are effective July 1, 2025, or as stated.

In addition, the formatting of the fee schedule has been adjusted for readability, cannabis (marijuana) establishment fees have been included, and relevant attachments where additional referenced fee schedules have been adopted are attached and/or linked.

The City's Master Fee Schedule (Appendix A) can be found on the City's website (under "Charter & Ordinances") and/or at the City Clerk's office.

City Budgetary Impacts: Changes the listed fees to match the adopted FY26 revenue projections

Staff Recommended Action: Motion for passage. Only one reading is required, as APPENDIX A has been removed from the City's Code of Ordinances (effective March 2024).

Previous Meetings and History: City Fee Review Committee meetings (August 2024-March 2025), Budget workshops & meetings (March-April 2025), approval of the FY26 Appropriation & Revenue Resolve (May 19, 2025). The last revision of the City's Master Fee Schedule (APPENDIX A) was September 16, 2024.

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Appendix A (redlined with Planning/Permitting & Code edits)
ORDER adopting the revised Appendix A with changes and attachments.

Appendix A FEES AND CHARGES¹

Administrative

Notary fee 10.00
Copy fee, per page (8.5 x 11 black and white) 0.10

Animals

Dog license fees:
Unaltered dog—annually 11.00
Spayed/neutered dog—annually 6.00
Late fee after January 31 25.00
Impoundment fee—each 50.00
Additional per day for boarding fee TBD
Dangerous dog registration fee—annually 100.00

Buildings and Building Regulations

Building permit—single-family ~~and two-family~~:
New construction, additions and mobile homes 25.00 ~~+ \$.30~~
~~per square foot~~
Accessory structure 25.00 ~~+ \$.10 per square foot~~
Renovation < \$4,000.00 ~~25.00~~ \$30.00
Renovation > \$4,000.00 \$25.00 base + ~~5.00~~ ~~+ \$.30~~ per ~~square~~
~~foot~~ ~~\$1,000.00~~ value Building permit—multi-family:
~~New construction and additions 30.00 base + 0.30 per sf~~
~~Renovations 30.00 base + 5.00 per \$1,000.00 value~~

¹Editor's note(s)—Ord. No. 35-10182021, adopted November 1, 2021, repealed app. A and enacted a new app. A as set out herein and later amended. Former app. A pertained to similar subject matter and derived from an Ord. adopted May 2, 2011; Ord. No. 12052011-04, adopted December 5, 2011; Ord. No. 02-03052012, adopted March 19, 2012; Ord. No. 58-07152013, adopted July 15, 2013; Ord. No. 12-06152015, adopted July 6, 2015; Ord. No. 13-06152015, adopted July 6, 2015; Ord. No. 02-02222016, adopted March 7, 2016; Ord. No. 01-02242020, adopted March 2, 2020; Ord. No. 07-10192020, adopted November 2, 2020; Ord. No. 17-03012021, adopted March 15, 2021.

Editor's note(s)—All fees in this schedule that are calculated per a unit of time, distance, or other measurement shall be construed to include any portion of such unit. The acronym "TBD" as used herein means "to be determined" and denotes an amount that has not yet been determined by the city council or that may have been determined but not yet included in a supplement to this schedule. The acronym "NA" as used herein means "not applicable" and indicates a fee that is not associated with a particular code section but with the

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

code chapter contents generally.

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Building permit—commercial and multi-family:

*New construction for agricultural building for the storage of crops, housing of livestock are excluded from the building permit fees. This exclusion does not apply to marijuana.

New construction 30.00 base + 0.35 per sf (per floor)

Renovation 30.00 base + 7.00 per \$1,000.00 value

Foundation only 30.00 base + 5.00 per \$1,000.00 value

~~New construction of agricultural buildings for the storage of crops or housing of livestock, excluding marijuana 25.00 base + 0.07 per sf~~

Building permit—swimming pools:

*This includes electrical inspection.

Above ground and in-ground pools 50.00

Building permit—other:

Fences 25.00

..... (6 ft or higher)

Underground storage tanks 50.00

..... (first tank) +

..... 15.00 (additional tanks)

Moving building 100.00

Driveways 25.00

Change of use 40.00

Certificate of occupancy Included in permit

..... (\$260.00 penalty)

Signs 25.00 base + 0.50 per sf

Banners, for seven-day period not to exceed 14 days 250.00

Demolition:

Interior demolition not in conjunction with a construction project 50.00

< 5,000 sf 50.00

> 5,000 sf 250.00

Related fee:

The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Plumbing fees:

~~Internal plumbing:~~

~~Per fixture (subject to minimum below) 9.00~~

~~Minimum 36.00~~

Internal Plumbing and

Subsurface ~~W~~wastewater ~~TBD~~

Disposal System Permits –

Maine Department of Health

and Human Services Fee

Schedule adopted 01/30/2024

and as may be amended,

payable to the City of Auburn

~~Nonengineered systems 150.00~~

~~Field only 100.00~~

~~Treatment tank only (non-engineered) 75.00~~

~~Engineered system 300.00~~

~~Treatment tank only (engineered) 120.00~~

~~Holding tank 150.00~~

~~Other system components 50.00~~

~~Separate laundry disposal field 50.00~~

~~Seasonal conversion 75.00~~

~~Variance 50.00~~

~~Primitive system (including 1 alt wc) 150.00~~

~~Alternative toilet only 75.00~~

Electrical inspections:

Minimum ~~TBD~~ \$50.00

after first inspection

Residential

~~32.00~~ \$45.00

Commercial \$55.00 ~~42.00~~

Single and multifamily dwellings—per unit (includes service/openings)—each ~~58.00~~

\$60.00

All temporary services ~~30.00~~ \$40.00

As AMENDED 9-16-2024

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Services—~~single phase~~—panel and meter:

~~Base fee—up to 100 amps (includes cable hookup)12.00~~

~~Plus per each additional 100 amps or fraction7.00~~

~~Plus per each additional meter7.00~~

~~Plus subpanels—up to 100 amps7.00~~

~~Plus subpanels—each additional 100 amps or fraction10.00~~

Services—three phase—panels:

~~Base fee—up to 100 amps (includes cable hookup)30.00~~

~~Plus per each additional 100 amps or fraction7.00~~

~~Plus per each additional meter7.00~~

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

~~Plus—subpanels, up to 100 amps10.00~~

~~1 and 3 Phase up to 800 Amperes \$75.00(State Fee)~~

~~1 and 3 Phase over 800 Amperes \$75.00 + \$10 for each 100 Amperes over 800~~

Plus-subpanels—each additional 100 amps or fraction\$10.00

Wiring openings (total outlets, lights and switches—120 volt):

~~1—20 openings15.00~~

~~21 to 50 openings20.00~~

~~51+ openings0.50\$.50 per opening~~

~~.....per opening~~

Appliances in new locations—120 volts—compactors, dishwashers, disposals, air conditioners, etc.5.00

Appliances in new locations—240 ~~voltsTBD~~volts\$10.00

Ranges, ovens, water heaters, dryers, air conditioners, etc.10.00

Domestic heat:

Electric—per kilowatt3.00

Gas, oil, central air, other12.00

Manufactured dwellings—per unit (includes service
equipment)~~42.00~~\$45.00

Circuses, carnivals, fairs, festivals, etc.75.00 flat fee

Transformers, generators and UPS (battery backup)25.00 flat fee

Alarm system (copper or fiber):

Fire, burglar—base fee18.00

Plus—per outlet over first 10 outlets0.50

Other low voltage system (computer, phone, cable, satellite dish, sound, closed circuit television, etc.)—base
fee18.00

Plus—per outlet over 10 outlets0.50

Motors:

< 25 HP12.00

~~Plus—for each 5 HP or fraction thereof over 25-~~

~~HP2.00>25 \$20.00~~

Signs (one time fee):

Portable, mobile, permanent—each sign_

~~\$30.0025.00-~~

Emergency lighting battery pack unit—each7.00

Water, sewer, gas or wall pump—each10.00

As AMENDED 9-16-2024

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

State business licensing inspections—each40.00

Annual industrial electrical permit—does not include new structures or additions250.00

Fire alarm box connection—annually:

DET electronic units400.00

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Appendix A FEES AND CHARGES

Mechanical box connections425.00

Belated electrical permit fee—within one calendar year:

First offense100.00

Second offense_
200.00

Third offense_400.00

Fourth
offense800.00

Fifth and subsequent offenses—each1,600.00

Inspections and department call outs after normal business hours-minimum (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician)150.00

Notice of intent to sell, transfer or rent property subject to order:

Violation of section 12-199:

Not less than50.00

Not more than100.00

Businesses and Business Regulations

Lodginghouse, Boardinghouses, rooming houses, hotels, motels, etc.—annually100.00
..... flat fee

Outpatient addiction treatment clinic—annually200.00

Closeout sales (30-A M.R.S.A. § 3781)—maximum of one per business up to 60 days20.00

Massage licenses—annually:

Establishment (more than one therapist)—annually150.00

Therapist—annually, plus cost of background check)150.00

Solicitation permit (issued by police department)0.00 each

Mobile or itinerant vendor permit (door-to-door sales):

One year100.00

Mobile food distribution unit (roving diner):

Twelve months100.00

Vendor use of city property (each three-month period)50.00

Peddlers:

Per event75.00

30-day permit100.00

Agricultural barn sales—each (maximum of one three-day permit per month between the months of April and October)15.00

As AMENDED 9-16-2024

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Garage sales—each (maximum of two three-day permits within six months):

On-line issuance 0.00

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Appendix A FEES AND CHARGES

In office issuance0.00

Secondhand dealer license—annually100.00

Pawnbroker license—annually plus actual cost of advertising hearing100.00

Junkyard/automobile graveyard (no on-line license)—annually plus actual cost of advertising hearing:100.00

Taxicabs:

Taxicab business license—annually100.00

Call-out inspection fee (establishment requested outside normal hours)—each, plus inspector's overtime hourly rate100.00

Re-inspection fee100.00

Flea market, craft fairs, swap meets, and bazaars:

One day event0.00

..... application only

Three months0.00

..... application only

Alcohol beverage establishments:

Class A lounge (liquor)—annually (plus actual cost of advertising hearing)

1,300.00 flat fee

Tavern license—annually:

250.00 flat fee

Liquor service approval (off-premises catering)—per event10.00

Food service establishments (plus actual cost of advertising hearing):

Class I (liquor—beer, wine and spirits, and mixed drinks)—annually500.00

..... flat fee

Class III/IV (liquor—beer and wine)—annually400.00

..... flat fee

Class IV (liquor—beer)—annually400.00

..... flat fee

Class on or off premises (no liquor)—annually200.00

..... flat fee

Bottle club/BYOB—annually200.00

..... flat fee

Temporary food service establishment—per event—maximum of 30 days60.00

Off premises retailer—annually200.00

..... flat fee

Adult amusement devices—each device annually1,100.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Beano/bingo (EnerGov—no online license)No fee

Carnival, circus, or other traveling amusement—per day150.00

Roller skating rinks—annually:

With partial or full kitchen90.00

Dances and dancehalls—per event35.00

Mass gathering permit application fee—determined for each event (EnerGov—no on-line license)N/A

Tattoo (background check required):

Tattoo artist license fee—annually100.00

Tattoo exhibitions or shows—per event250.00

Race trackN/A

Special amusement (background check required)—annually plus cost of advertising hearing125.00

Game of chance (EnerGov—no on-line license):

Six months10.00

Up to three-year blanket approval20.00

Relicensing upon late renewal by any existing licensed business: 30—

45 days late50.00

More than 45 days late100.00

Reoccurring 200.00

Emergency Management and Services

Security (alarm) system permit:

Issuance30.00

Environment

Fill permit—original issuance:

Up to 7,000 square feet of fill area25.00

7,001 to 22,500 square feet of fill area35.00

Over 22,500 square feet of fill area50.00

Fill permit renewal—annually—if not delinquent0.00

Fire Prevention and Protection

Fire department services:

Reports—per copy10.00

Research—per hour (1 hour minimum)20.00

Old hose—per foot1.00

Coverage of a fire/EMS event—per person-per hour50.00 plus apparatus rate

Accident or fire photos—each—unless otherwise determined by fire chief10.00

Photos printed outside of agency—each—plus actual costs20.00

Environmental reviews—each20.00

Fireworks standby—per hour200.00

Training burns resulting in demolition2,500.00

Fire investigations—per hour100.00

Hazard material incidents:

Cost of response—see apparatus costs—plus cost of materials and supplies used.

Illegal/unauthorized burning response—per hour250.00

Out of control burn response:

Cost of response—see apparatus costs.

Vehicle accidents—per hour250.00

Extrication of patients from vehicle300.00

Spill control and clean-up100.00

Salvage calls—residential:

Labor—per hour150.00

Sump pump—each—per hour50.00

Salvage calls—commercial—per hour500.00

False alarms—received in one calendar year:

Second100.00

Increase in first alarm fee for each subsequent alarm100.00

Fireworks:

Use or possession with intent to use in the city:

First offense (plus costs):

Not less than200.00

Not more than400.00

Second and subsequent offenses (plus costs):

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Not less than 300.00 per violation

Not more than 600.00 per violation

Sale or possession with intent to sell in the city:

First offense (plus costs):

Not less than 500.00

Second and subsequent offenses (plus costs):

Not less than 1,000.00 per violation

Apparatus rates: includes normal crew assignment Engine—
per hour 250.00

Aerial device—per hour 350.00

Rescue—per hour 150.00

Boat—per hour 150.00

Command unit 100.00

Forestry/brush truck 150.00

Solid Waste

Solid waste fees shall be as determined annually by the city council based on prior years' financial information.

Streets, Sidewalks and Other Public Places

Display of goods permit—each 0.00

Excavation/Street Opening Permits—per square foot* :

Newly constructed, reconstructed or repaved street 6.00

Paved streets 5.00

Gravel streets and shoulders 3.00

Construction areas (streets scheduled for full-depth construction) 5.00

* *Applicability Date:* Notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, the amendments to this Appendix A evidenced by Ordinance 05-06052023, when enacted, shall govern any proposed excavation/street opening for which an application has not been submitted to and finally acted upon by the City prior to June 5, 2023.

Sidewalk openings—per square foot:

Concrete, brick, bituminous 1.50

Other openings:

1.00 for all other materials

Entrance permit—each 20.00

Private property N/C

Inspection of improvements in developments:

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Appendix A FEES AND CHARGES

Streets to be accepted by city—as percentage of estimated costs of required public improvements2%

Private streets—as percentage of estimated costs of required public-type improvements2%

Special exceptions—the greater of:

Minimum200.00

Percentage of public type improvements2%

Traffic and Vehicles

Parade or procession permit—each0.00

Parking in city owned parking lot and mechanics row parking garage—monthly45.00

Zoning

Zoning text amendments:

~~Base fee—e~~Each application ~~400.00~~\$1,000.00

~~Additional for~~Includes required advertising—~~each-~~
~~application 300.00~~ Zoning map amendments:

~~Base fee—each application 400.00~~

~~Additional for required advertising—each application 300.00~~

Zoning board—appeals, interpretation, variance, conditional use permit, etc.:

~~Base fee—e~~Each application ~~150.00~~\$350.00

~~Additional for~~Includes required advertising—~~each-~~
~~application200.00~~

Site plan review:

Minor projects—interdepartmental/staff review—each application200.00

Major projects and subdivision of existing structures—planning board review/special exceptions:

~~Base fee—e~~Each application~~500.00~~\$1,000

~~Additional for~~Includes required
advertising~~200.00-~~

Site plan amendment:

Minor projects—staff approved amendments—each100.00

Major projects—planning board approved—amendments:

Base fee-each application~~100.00~~\$500

~~Additional for~~Includes required
advertising~~200.00~~

Subdivision review—new lots and structures:

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

First three lots ~~750.00~~ \$1,000.00

Includes required advertising

Each additional lot over three 100.00

Delegated review (in addition to site plan or subdivision fees when required)—includes one or all areas (stormwater, TMP, site law, etc.) ~~75~~ 25% of the fee that would be charged by the state department of environmental

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

protection and state department of transportation for the same permits based on state adopted fee schedules at the time of application.

Zoning conformance/rebuild letter—

each ~~50.00~~ \$75

-Independent professional review fees ~~TBD~~

(Pass Through Actual Cost)

Engineering inspection fees TBD

Required advertising (unless otherwise specifically provided above) 100.00

Other General Information:

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.
- All first time applications must be made in person, unless otherwise specifically stated herein.
- All on-line licenses will receive a 10% discount unless otherwise indicated herein.
- No on-line renewal of liquor licenses, special amusement licenses, or tattoo or massage licenses is permitted.

Fee refund, reimbursement & waiver policy:

Residential construction. A veteran/widow/widower of a veteran or contractor on behalf of a veteran/widow/widower of a veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily units, up to 3 unit structures. This does not apply to state plumbing fees administered by the city.

Commercial construction. A veteran owned business* or subcontractor hired by a veteran owned business* will be entitled to a 50% fee reduction/reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state plumbing fees administered by the city.

* Veterans honorably discharged from federal service, must present DD-214 to economic, and community development office for fees to be waived.

** Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a veteran.

Building permit fee reimbursement policy: In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting for the reimbursement within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.

Floodplain Overlay District: A non-refundable application fee of \$50.00 for all minor development and \$100.00 for all new construction or substantial improvements shall be paid to the city. (Sec. 60-895).

Zoning text or map amendment requests: In the event that the applicant for a zoning text or map amendment does not receive approval, the base fees may be reimbursed. The applicant must submit a request to the city clerk within 30 days of the date of the denial. The city council shall consider the request within 30 days at a regular city council meeting and may approve by majority vote to authorize the reimbursement. The additional cost for required advertising is not reimbursable.

Business licenses: The city council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting. (Sec. 14-31)

In case an application is disapproved, the city clerk or designee shall then notify the applicant in writing of such denial and shall refund the fee paid in. The city clerk or designee shall also notify the city council of such action at the next regularly scheduled meeting of the city council. (Sec. 14-38)

Mass gatherings and events: An appeal for waiver of fees or surety bond may be made in writing to the city council. The city council may waive the permit fee or surety bond, when it determines that such waiver will not compromise the purpose or enforcement of this article. (Sec. 14-261).

(Ord. No. 35-10182021, 11-1-2021; Ord. No. 48-12062021, 12-20-2021; Ord. No. 04-02072022, 2-7-2022; Ord. No. 01-01032023, 1-17-2023; Ord. No. 05-06052023, 6-20-2023)



ORDER 60-07072025

City Council Order

IN CITY COUNCIL

ORDERED, that the City of Auburn hereby adopts the revised Master Fee Schedule (Fees and Charges – Appendix A), as shown on the attached.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

CITY OF AUBURN, MAINE**APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE****Administrative**

Notary fee	\$10.00
Copy fee, per page (8.5 x 11, black and white)	\$0.10
Freedom of Access Act/Public Records Information Requests	No charge for first two hours of research, then \$25.00/hour

Animals

Dog license fees, annually:	
Unaltered dog	\$11.00
Spayed/neutered dog	\$6.00
Late fee (after January 31)	\$25.00
Impoundment fee, each animal	\$50.00 + additional per day boarding fee
Dangerous dog, registration fee	\$100.00

Buildings and Building Regulations

Building permit – single family and two-family:	
New construction, additions and mobile homes	\$25.00 + \$0.30 per square foot
Accessory structure	\$25.00 + \$0.10 per square foot
Renovation < \$4,000.00	\$30.00
Renovation > \$4,000.00	\$25.00 base + \$0.30 per square foot
Building permit – commercial and multi-family:	*New construction for agricultural building for the storage of crops, housing of livestock are excluded from the building permit fees. This exclusion does not apply to marijuana (cannabis).
New construction	\$30.00 base + \$0.35 per square foot (per floor)
Renovation	\$30.00 base + \$7.00 per \$1,000 value
Foundation only	\$30.00 base + \$5.00 per \$1,000 value
Building permit – swimming pools	*Includes electrical inspection
Above ground and in-ground pools	\$50.00
Building permit - other	
Fences, 6 feet or higher	\$25.00
Underground storage tanks	\$50.00 first tank + \$15.00 additional tanks
Moving building	\$100.00

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Driveways	\$25.00
Change of use	\$40.00
Certificate of Occupancy, included in permit	\$260.00 penalty
Signs	\$25.00 base + \$0.50 per square foot
Banners, 7 days not to exceed 14 days	\$250.00
Demolition:	
Interior demolition, not in conjunction with a construction project	\$50.00
< 5,000 square feet	\$50.00
> 5,000 square feet	\$250.00
Belated fee (“after the fact”)	The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.
Plumbing fees:	
Internal plumbing and Subsurface Wastewater Disposal System Permits	See Maine Department of Health and Human Services Fee Schedule (adopted 01/30/2024 and as may be amended) , payable to the City of Auburn
Electrical inspections:	
Minimum, after first inspection	\$50.00
Residential	\$45.00
Commercial	\$55.00
Single and multifamily dwellings, per unit (includes service/openings), each	\$60.00
All temporary services	\$40.00
Electrical services – panel and meter:	
1 and 3 Phase up to 800 Amperes	\$75.00 (State Fee)
1 and 3 Phase over 800 Amperes	\$75.00 + \$10 for each 100 Amperes over 800
Plus-subpanels – each additional 100 amps or fraction	\$10.00
Wiring openings (total outlets, lights and switches – 120 volt)	\$0.50 per opening

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Appliances in new locations – 120 volts (compactors, dishwashers, disposals, air conditioners, etc)	\$5.00
Appliances in new locations – 240 volts (ranges, ovens, water heaters, dryers, air conditioners, etc)	\$10.00
Domestic heat:	
Electric, per kilowatt	\$3.00
Gas, oil, central air, other	\$12.00
Manufactured dwellings – per unit (includes service equipment)	\$45.00
Circuses, carnivals, fairs, festivals, etc	\$75.00 flat fee
Transformers, generators and UPS (battery back up)	\$25.00 flat fee
Alarm system (copper or fiber):	
Fire, burglar – base fee	\$18.00 base fee + \$0.50 per outlet over first 10 outlets
Other low voltage system (computer, phone, cable, satellite dish, sound, closed circuit television, etc)	\$18.00 base fee + \$0.50 per outlet over first 10 outlets
Motors	
< 25 HP	\$12.00
> 25 HP	\$20.00
Signs	<i>One time fee</i>
Portable, mobile, permanent	\$30.00, each sign
Emergency lighting battery pack unit	\$7.00 each
Water, sewer, gas, or wall pump	\$10.00 each
State business licensing inspections	\$40.00 each
Industrial electrical permit, annual (does not include new structures or additions)	\$250.00
Fire alarm box connection:	
DET electronic units (annually)	\$400.00

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Mechanical box connections	\$425.00
Belated electrical permit fee, within 1 calendar year	
First offense	\$100.00
Second offense	\$200.00
Third offense	\$400.00
Fourth offense	\$800.00
Fifth and subsequent offenses	\$1,600.00 each
Inspections and department call outs after normal business hours-minimum (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician)	\$150.00
Notice of intent to sell, transfer or rent property subject to order; violation of Sec. 12-199:	
Not less than	\$50.00
Not more than	\$100.00

Businesses and Business Regulations

Lodging Establishments (Lodginghouse, Boardinghouse, rooming houses, hotels, motels, etc), annually	\$100.00
Outpatient addiction treatment clinic, annually	\$200.00
Closeout sales (30-A M.R.S.A. § 3781)—maximum of one per business up to 60 days	\$20.00
Massage licenses, annually:	
Establishment (more than one therapist)	\$150.00
Therapist	\$150.00 + cost of background check
Solicitation permit (issued by Police Department)	\$0.00
Mobile or itinerant vendor (door-to-door sales):	

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

One year	\$100.00
Mobile food distribution unit (roving diner), annual	\$100.00
Vendor use of city-property (each 3 month period)	\$50.00
Peddlers:	
Per event	\$75.00
30-day Permit	\$100.00
Agricultural barn sales - (maximum of one three-day permit per month between the months of April and October), each	\$15.00
Garage/yard sales - (maximum of two three-day permits within six months), each	\$0.00
Secondhand dealer license, annually	\$100.00
Pawnbroker license, annually	\$100.00 + cost of legal ad
Junkyard/Automobile graveyard, annually	\$100.00 + cost of legal ad
Taxicabs:	
Taxicab business license, annual	\$100.00
Call-out inspection fee (requested outside normal hours), each	\$100.00 + inspector's overtime hourly rate
Re-inspection fee	\$100.00
Flea market, craft fairs, swap meets, bazaars:	
One day event to 3 months	\$0.00 – application only
Alcoholic Beverage Establishments, annually:	
Class A Lounge (Liquor), annually	\$1,300.00 + cost of legal ad
Tavern license, annually	\$250.00
Liquor service approval (off-premise catering), per event	\$10.00
Food Service Establishments, annually:	
Class I (liquor—beer, wine and spirits, and mixed drinks)	\$500.00 + cost of legal ad
Class III/IV (liquor—beer and wine)	\$400.00 + cost of legal ad
Class IV (liquor—beer)	\$400.00 + cost of legal ad
Class on or off premises (no liquor)	\$200.00 + cost of legal ad
Bottle Club/BYOB	\$200.00 + cost of legal ad
Temporary Food Service License, per event (maximum of 30 days)	\$60.00
Off premises retailer – beer + wine	\$200.00
Adult amusement devices, each annually	\$1,100.00
Beano/Bingo	\$0.00

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Carnival, circus, other traveling amusement – per day	\$150.00
Rollerskating rinks, with partial or full kitchen, annually	\$90.00
Dances and dance halls, per event	\$35.00
Tattoo Artist, annually	\$100.00 + cost of background check
Tattoo artist exhibitions or shows, per event	\$250.00
Special amusement	\$125.00 + cost of legal ad
Games of Chance:	
Six months	\$10.00
Up to 3 Year Blanket Approval	\$20.00
Adult Use Cannabis (Marijuana)	
Application Fee	\$500
Retail Store	\$5,000
FSE On/Off Pre-packaged foods	\$200.00
Tier I Cultivation: up to 500 SF of mature plant canopy	\$1,000
Tier II Cultivation: 501-2,000 SF of mature plant canopy	\$1,500
Tier III Cultivation: 2,001-7,000 SF of mature plant canopy	\$2,500
Tier IV Cultivation: greater than 7,000 SF of mature plant canopy	\$5,000
Manufacturing Facility	\$2,500
Testing Facility	\$2,500
Nursery: cultivation of not more than 1,000 SF of plant canopy	\$1,000
Medical Cannabis (Marijuana)	
Application Fee	\$500
Retail Store	\$5,000
FSE On/Off Pre-packaged foods	\$200.00
Cultivation Facility	\$1,000
Manufacturing Facility	\$2,500
Testing Facility	\$2,500
Dispensary, total of all allowed uses	\$5,000
Late renewal fee by any existing business	30-45 days late - \$50.00 > 45 days late - \$100.00 Reoccurring - \$200

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Emergency Management and Services

Security (Alarm) System Permit	
Issuance	\$30.00
EMS Transport Rates	As adopted by City Council, effective 1/1/25 (attached)

Environment

Fill permit, original issuance	
Up to 7,000 SF of fill area	\$25.00
7,001 to 22,500 SF of fill area	\$35.00
Over 22,500 SF of fill area	\$50.00
Fill permit, annually – if not delinquent	\$0.00

Fire Prevention and Protection

Reports, per copy	\$10.00
Research, per hour (1 hour minimum)	\$20.00
Old hose, per foot	\$1.00
Coverage of a fire/EMS event, per person, per hour	\$50.00 + apparatus rate
Accident or fire photos, each (unless otherwise determined by Fire Chief)	\$10.00
Photos printed outside of agency, each	\$20.00 + actual costs
Environmental reviews, each	\$20.00
Fireworks standby, per hour	\$200.00
Training burns resulting in demolition	\$2,500.00
Fire investigations, per hour	\$100.00
Hazard material incidents:	
Cost of response	See apparatus costs + cost of materials & supplies used
Illegal/unauthorized burning response, per hour	\$250.00
Out of control burn response:	
Cost of response	See apparatus costs
Vehicle accidents, per hour	\$250.00
Extrication of patients from vehicle	\$300.00
Spill control and clean up	\$100.00
Salvage calls – residential:	
Labor, per hour	\$150.00

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Sump pump, each, per hour	\$50.00
Salvage calls – commercial:	
Per hour	\$500.00
False alarms, received in one calendar year	
Second	\$100.00
Increase in alarm fee for each subsequent alarm	\$100.00
Fireworks, use or possession with intent to use in the City	
First offense	Not less than \$200.00, not more than \$400.00 (plus costs)
Second and subsequent offenses, per violation	Not less than \$300.00, not more than \$600.00 (plus costs)
Fireworks, sale or possession with intent to sell in the City	
First offense	Not less than \$500.00 (plus costs)
Second and subsequent offenses, per violation	Not less than \$1,000
Apparatus rates:	<i>Includes normal crew assignment</i>
Engine, per hour	\$250.00
Aerial device, per hour	\$350.00
Rescue, per hour	\$150.00
Boat, per hour	\$150.00
Command Unit	\$100.00
Forestry/Brush Truck	\$150.00

Recreation

Facility rentals	See attached rental prices, effective 7/1/25
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Solid Waste

Solid waste fees shall be as determined annually by the city council based on prior years' financial information.

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Streets, Sidewalks and Other Public Places

Display of goods permit, each	\$0.00
Excavation/Street Opening Permits, per square foot*:	<i>* Applicability Date:</i> Notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, the amendments to this Appendix A evidenced by Ordinance 05-06052023, when enacted, shall govern any proposed excavation/street opening for which an application has not been submitted to and finally acted upon by the City prior to June 5, 2023.
Newly constructed, reconstructed or repaved street	\$6.00
Paved streets	\$5.00
Gravel streets and shoulders	\$3.00
Construction areas (streets scheduled for full-depth construction)	\$5.00
Sidewalk openings, per square foot:	
Concrete, brick, bituminous	
Other openings - all other materials, per square foot:	\$1.00
Entrance permit, each	\$20.00
Private property	\$0.00
Inspection of improvements in developments:	
Streets to be accepted by city - as percentage of estimated costs of required public improvements	2%
Private streets—as percentage of estimated costs of required public-type improvements	2%
Special exceptions—the greater of:	
Minimum	\$200.00
Percentage of public type improvements	2%

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Traffic and Vehicles

Parade or procession permit	\$0.00 – must complete Mass Gathering Permit Application
Parking in city owned parking lot and mechanics row parking garage, monthly	\$45.00

Zoning

Zoning text amendments:	
Each application	\$1,000 (includes required advertising)
Zoning Board – Appeals, interpretation, variance, conditional use permit, etc:	
Each application	\$350.00 (includes required advertising)
Site Plan Review:	
Minor projects—interdepartmental/staff review, each application	\$200.00
Major projects and subdivision of existing structures—planning board review/special exceptions, each application	\$1,000 (includes required advertising)
Site Plan Amendment:	
Minor projects—staff approved amendments, each	\$100.00
Major projects—planning board approved—amendments, each application	\$500 base fee (includes required advertising)
Subdivision review—new lots and structures:	
First three lots	\$1,000
Each additional lot over three	\$100.00
Delegated review (in addition to site plan or subdivision fees when required), includes one or all areas (stormwater, TMP, site law, etc.)	75% of the fee that would be charged by the State Department of Environmental Protection and State Department of Transportation for the same permits based on state adopted fee schedules at the time of application.
Zoning Conformance/Rebuild Letter, each	\$75.00
Independent professional review fees	Pass through actual cost
Engineering inspection fees	Pass through actual cost
Required advertising (unless otherwise specifically provided above)	\$100.00

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

Other General Information:

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.

Fee refund, reimbursement & waiver policy:

Residential construction. A veteran/widow/widower of a veteran or contractor on behalf of a veteran/widow/widower of a veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily units, up to 3 unit structures. This does not apply to state plumbing fees administered by the city.

Commercial construction. A veteran owned business* or subcontractor hired by a veteran owned business* will be entitled to a 50% fee reduction/reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state plumbing fees administered by the city.

* Veterans honorably discharged from federal service, must present DD-214 to economic, and community development office for fees to be waived.

** Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a veteran.

Building permit fee reimbursement policy: In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting

CITY OF AUBURN, MAINE

APPENDIX A – FEES AND CHARGES – MASTER FEE SCHEDULE

for the reimbursement within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.

Floodplain Overlay District: A non-refundable application fee of \$50.00 for all minor development and \$100.00 for all new construction or substantial improvements shall be paid to the city. (Sec. 60-895).

Zoning text or map amendment requests: In the event that the applicant for a zoning text or map amendment does not receive approval, the base fees may be reimbursed. The applicant must submit a request to the city clerk within 30 days of the date of the denial. The city council shall consider the request within 30 days at a regular city council meeting and may approve by majority vote to authorize the reimbursement. The additional cost for required advertising is not reimbursable.

Business licenses: The city council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting. (Sec. 14-31) In case an application is disapproved, the city clerk or designee shall then notify the applicant in writing of such denial and shall refund the fee paid in. The city clerk or designee shall also notify the city council of such action at the next regularly scheduled meeting of the city council. (Sec. 14-38)

Mass gatherings and events: An appeal for waiver of fees or surety bond may be made in writing to the city council. The city council may waive the permit fee or surety bond, when it determines that such waiver will not compromise the purpose or enforcement of this article. (Sec. 14-261).

(Ord. No. 35-10182021, 11-1-2021; Ord. No. 48-12062021, 12-20-2021; Ord. No. 04-02072022, 2-7-2022; Ord. No. 01-01032023, 1-17-2023; Ord. No. 05-06052023, 6-20-2023)

UPDATED FACILITY RENTAL PRICES

STARTING JULY 1ST, 2025

HASTY COMMUNITY CENTER

Monday–Friday 8:00am–4:30pm

BASKETBALL COURT	\$40 per hr
RECREATION ROOM	\$40 per hr
CLASSROOM	\$20 per hr

Weekdays after 5PM & Weekends

BASKETBALL COURT	\$60 per hr
RECREATION ROOM	\$50 per hr
CLASSROOM	\$40 per hr

Birthday Party Rentals (Sat/Sun ONLY)

BASKETBALL COURT & REC ROOM	\$100 per hr
BASKETBALL COURT & CLASSROOM	\$ 80 per hr
LARGE PARTY FEE (50+ People)	\$25 one time fee

All Birthday Party Rentals include free 30 min prep and 30 breakdown time

AUBURN SENIOR COMMUNITY CENTER

Monday–Friday 8:00am–4:30pm

MEETING ROOM (MAX 100)	\$100 per hr
BANQUET ROOM (MAX 200)	\$200 per hr
FULL HALL (MAX 300)	\$250 per hr

Weekdays after 5PM & Weekends

MEETING ROOM (MAX 100)	\$125 per hr
BANQUET ROOM (MAX 200)	\$225 per hr
FULL HALL (MAX 300)	\$275 per hr

Special Event Rental Fees

MAX CAPACITY (Staff)	Additional \$25 per hour
DAY BEFORE SET UP	\$50 one time fee
CLEAN UP FEE	\$50 one time fee

All Special Event Rentals include free 30 min prep and 30 breakdown time



Contact Us

207-333-6601 x2112

48 Pettengill Rd Auburn, ME 04210

SUBSURFACE WASTEWATER DISPOSAL SYSTEM PERMIT FEE SCHEDULE

Disposal System Components	Fee	State Share (25%)	DEP Surcharge
1.Complete Non-Engineered System (Includes 1 treatment tank + 1 disposal field + 1 pump)	\$250.00	\$62.50	\$15.00
2.Primitive / Limited System (graywater & alt toilet)	\$100.00	\$25.00	\$15.00
3.Alternative Toilet	\$50.00	\$12.50	NA
4.Non-Engineered Treatment Tank (Includes pre-treatment tanks and pump tanks of 750 gallons or greater)	\$150.00	\$37.50	NA
5.Holding Tank	\$100.00	\$25.00	\$15.00
6.Non-Engineered Disposal Field	\$150.00	\$37.50	NA
7.Gray Water System/ Separated Laundry System	\$35.00	\$8.75	\$15.00
8.Complete Engineered System**	\$200.00	\$50.00	NA
9.Engineered Treatment Tank (only)	\$80.00	\$20.00	NA
10.Engineered Disposal Field (only)	\$150.00	\$37.50	NA
11.Pre-Treatment (Pre-treatment components are charged as either treatment tanks or miscellaneous components)	NA	NA	NA
12.Miscellaneous Components	\$30.00	\$7.50	NA
First-Time System Variances (*State receives Fees for first time variances, <i>requiring State Approval</i> . The State does not receive fees for first time variances requiring only LPI approval)	\$20.00	\$5.00 *	NA
Replacement System Variances (No Fees go to the State)	NA	NA	NA
Seasonal Conversion Permit	\$50.00	\$12.50	NA

**Engineered Systems includes one disposal field + two tanks + pump. If two “pods” or a disposal field are more than 20 feet apart, they are charged like a separate engineered system. Additional tanks and disposal fields for an engineered system are charged with the engineered treatment tank or engineered disposal field fees. For more information, please contact subsurface.wastewater@maine.gov.

INTERNAL PLUMBING PERMIT FEE SCHEDULE

Minimum fee, includes up to 4 fixtures/hook-ups	\$40.00	\$10.00
Individual fixtures, <i>(minimum fee applies)</i>	\$10.00	\$2.50
Mobile or Modular Home – factory components & hook-up only	\$40.00	\$10.00
Hook up to public sewer <i>(minimum fee applies)</i>	\$10.00	\$2.50
Hook up to existing subsurface system <i>(minimum fee applies)</i>	\$10.00	\$2.50
Piping relocation with no new fixtures <i>(minimum fee applies)</i>	\$10.00	\$2.50
Permit transfer <i>(must be on it's own permit. Minimum fee does not apply)</i>	\$10.00	\$2.50



Auburn Fire Department

550 Minot Avenue | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6633

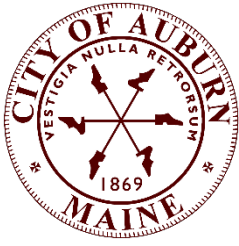
City of Auburn EMS Transport Rate Schedule effective January 1, 2025:

<u>SERVICE</u>	<u>ALL INCLUSIVE RATE</u>
Basic Life Support (A0429)	\$926
Advanced Life Support (A0427)	\$1155
Advanced Life Support Level 2 (A0433)	\$1680
Basic Life Support (Non-Emergency)	\$521
Advanced Life Support (Non-Emergency)	\$579
Specialty Care Transport (PIFT)	\$2940
Loaded Mile (A0425)	\$21 per mile
Paramedic Intercept	\$300
**On Scene	\$300

*On Scene: Calls in which EMS units respond, have patient contact and provide assessment and/or treatment, but the patient does not get transported.

** Lift Assists: EMS response to residential care facilities will be billed to the facility at the “On Scene” rate

- a) A residential care facility is defined as a facility that provides housing and services to residents who need care, supervision or assistance with activities of daily living.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 7, 2025

ORDER 61-07072025

Author: Phil Crowell, City Manager

Subject: Maine Waste to Energy Board Representative (Mid-Maine Waste Action Corporation)

Information:

In June of 1986, the City of Auburn created Mid-Maine Waste Action Corporation. With Auburn, there are now twelve participating municipalities. The appointment of the municipal representative for the City of Auburn is done by the mayor recommending a representative to the corporation and the Auburn City Council confirming the appointment.

With the exception of Maine Waste to Energy, all other interlocal agreements entered into with the City of Auburn outline the fiduciary authority being the city council with the city representative participating at the board level and the council ultimately approving the budget or capital expenditures.

The proposed order is drafted to provide a clear understanding that the Auburn City Council is ultimately responsible for the financial commitments, bylaw amendments, or other governance changes which could materially impact the City of Auburn. The city representative is required to present the matters which meet this requirement to the Auburn City Council for consideration or approval.

City Budgetary Impacts: N/A

Staff Recommended Action: Approve the order.

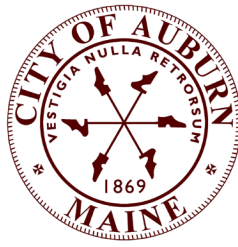
Previous Meetings and History: NA

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Order

IN CITY COUNCIL

DIRECTING REPRESENTATIVE TO MAINE WASTE TO ENERGY BOARD

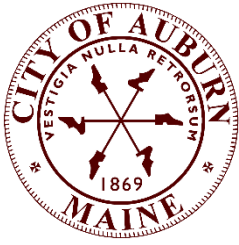
WHEREAS, the City of Auburn is a member of the Maine Waste to Energy Board (Mid-Maine Waste Corporation), and is represented by an appointed delegate from the Auburn City Council; and

WHEREAS, the Auburn City Council retains ultimate responsibility for oversight of the City's financial obligations and intergovernmental agreements; and

WHEREAS, the MWE Board may from time to time consider actions involving financial commitments, bylaw amendments, or other governance changes that could materially impact the City;

NOW, THEREFORE, BE IT ORDERED, by the City Council of Auburn as follows:

1. The City Council Representative to the Maine Waste to Energy Board is hereby prohibited from voting in favor of or otherwise authorizing any financial action, including but not limited to bond issuance, expenditures, or entering into contracts that bind the City financially, without prior approval by a majority vote of the City Council.
2. The Representative is further prohibited from voting in favor of or otherwise consenting to any changes to the MWE Board's bylaws or governance structure without prior authorization by the City Council.
3. The Representative shall report to the City Council in a timely manner regarding any proposed actions before the MWE Board that may require Council consideration or approval under this Order.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: July 7, 2025

Subject: Executive Session

Information: Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) for City Manager's evaluation.

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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