



City Council Workshop & Meeting  
Agenda  
Tuesday, September 2, 2025  
Auburn Hall, Council Chambers

**There will be no 5:30 PM Workshop.**

**7:00 PM Meeting**

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

- 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** – August 18, 2025 Regular Council Meeting

**III. Communications, Presentations and Recognitions**

- Recognizing Auburn resident Richard Morhauser's 100<sup>th</sup> birthday (9/1/25)

**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 05-08182025** – Amending Chapter 12, "Housing", to add Article V, "Vacant and Abandoned Buildings". *Amended and passed first reading August 18, 2025. Second reading/public hearing. ROLL CALL VOTE. Passage requires majority vote.*
- 2) **ORDINANCE 06-08182025** – Adopting a 180 day moratorium on needle exchange services in the City of Auburn effective August 1, 2025. *Passed first reading August 18, 2025. Second reading/public hearing. ROLL CALL VOTE. Passage requires majority vote.*

**VI. New Business**

- 3) **ORDER 81-09022025** – Amending the City's Master Fee Schedule, Appendix A, regarding Vacant and Abandoned Buildings. *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) (D) for labor negotiations with the Police Command. *Requires 3/5 majority vote to enter Executive Session. No action to follow.*

X. Adjournment

**IN COUNCIL MEETING AUGUST 18, 2025, VOL 38 PAGE 41**

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. All Councilors were present. Student Representatives were absent.

**I. Consent Items**

- 1) ORDER 70-08182025\* – Appointing Jennifer Eugley to the Homelessness Committee, representing an organization providing respite services in the city, for a term that expires 08/31/2028.
- 2) ORDER 71-08182025\* – Appointing Rebecca Austin to the Homelessness Committee, representing an organization providing shelter services in the city, for a term that expires 08/31/2028.
- 3) ORDER 72-08182025\* – Appointing Dawn Comeau to the Homelessness Committee, representing an organization providing housing services in the city, for a term that expires 08/31/2028.
- 4) ORDER 73-08182025\* – Appointing Thomas Lee Hibbert to the Homelessness Committee, representing an organization providing addiction services in the city, for a term that expires 08/31/2028.
- 5) ORDER 74-08182025\* - Appointing Angela Blier to the Homelessness Committee, representing an organization providing mental health services in the city, for a term that expires 08/31/2027.
- 6) ORDER 75-08182025\* - Appointing Rev. George Sabin Sheats to the Homelessness Committee, representing an organization providing veteran services in the city, for a term that expires 08/31/2027.
- 7) ORDER 76-08182025\* - Appointing Cecilia Natale to the Homelessness Committee, representing an organization providing health care services in the city, for a term that expires 08/31/2027.
- 8) ORDER 77-08182025\* - Appointing David Bilodeau to the Homelessness Committee, as a resident member, for a term that expires 08/31/2026.
- 9) ORDER 78-08182025\* - Appointing Bill Lowenstein to the Homelessness Committee, as a resident member, for a term that expires 08/31/2026.
- 10) ORDER 79-08182025\* - Appointing Timothy Cowan to the Homelessness Committee as city councilor representative.
- 11) ORDER 80-08182025 – Casting Auburn’s ballot for the MMA Executive Committee (Vice President & three committee seats). Passage requires majority vote.

## **IN COUNCIL MEETING AUGUST 18, 2025, VOL 38 PAGE 42**

Motion for passage by Councilor Walker, seconded by Councilor Wesiner. Motion passed 7-0.

### **II. Minutes** – August 4, 2025, Regular Council Meeting

Councilor Whiting stated that Charles Soule is a resident of Lewiston.

Councilor Cowan moved to approve the minutes as corrected; seconded by Councilor Walker, passed 7-0.

### **III. Communications, Presentations and Recognitions**

- Mayor Harmon recognized Volunteer of the Season, Kayla Thoits of the Recreation Department. Ms. Thoits was presented an award to recognize her contributions to the community.

### **IV. Open Session**

None.

### **V. Unfinished Business**

1) ORDINANCE 04-08042025 – Amending Chapter 14, “Business Licenses and Permits”, Sec. 14-658(e) to remove “Application and license fees”. Passed first reading August 4, 2025. Second reading/public hearing. ROLL CALL VOTE. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Weisner. Mayor Harmon opened the item for public hearing. There was no comment.

Motion passed 7-0 on a roll call vote.

### **VI. New Business**

1) ORDINANCE 05 -08182025 – Amending Chapter 12, “Housing”, to add Article V, “Vacant and Abandoned Buildings”. First reading. ROLL CALL VOTE. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Cowan.

There was no comment on this item.

Councilor Gerry moved to amend ORDINANCE 05-08182025 with the suggested two non-substantive grammatical corrections as read by the Mayor. Seconded by Councilor Walker.

Motion to amend passed 7-0.

Motion passed 7-0 on roll call vote, as amended.

2) ORDINANCE 06-08182025 – Adopting a 180 day moratorium on needle exchange services in the City of Auburn effective August 1, 2025. First reading; may consider a vote to dispense the requirement of a second reading. ROLL CALL VOTE. Passage requires majority vote.

Mayor Harmon commented that there are currently no needle exchange services operating in the City nor are there any applications; this moratorium gives time for the City to develop regulations. To make effective upon passage of first reading, a motion would need to be made to waive the second reading.

Councilor Weisner moved for passage, seconded by Councilor Cowan.

This item was opened for comment. There was no comment on this item.

Councilor Whiting moved to dispense the requirement of second reading, seconded by Councilor Cowan. Motion requires unanimous vote of all Councilors present. Vote was 6-1 (Gerry). Motion fails. This reading will serve as first reading.

Motion passed 7-0 on a roll call vote.

## **VII. Reports**

**a. Mayor's Report** – Thanked city staff who participated in National Night Out and the Blues, Brews and Cruise event held on August 16.

**b. City Councilors' Reports** – Councilor Cowan recognized the effort for National Night Out. Councilor Weisner recognized all involved for National Night Out; Blues & Brews event and congratulated all on a great balloon launch for this past Balloon Festival. Councilor Walker recognized the success of the Balloon Festival, thanked all who helped with the Age Friendly concessions booth. Councilor Platz gave a brief update on the School Department; announced Mark Thibideau as the new principal of Washburn Elementary.

**c. Student Representative Report** – None.

**d. City Manager Report** – Recognized all of the city staff who were involved with successful and well attended events at National Night Out, Blues, Brews & Cruise.

## **VIII. Open Session**

Rick Nadeau, Eastman Lane – inquired about the process for purchasing city-owned property on Eastman Lane; the Mayor and City Manager responded.

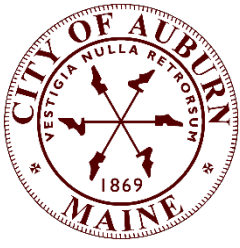
**IX. Executive Session** pursuant to Title 1 Section 405 (6)(C) regarding an economic development matter. *No action to follow.* Councilor Walker moved to enter Executive Session, seconded by Councilor Cowan. Motion passed 7-0 at 7:23pm. Council declared out of Executive Session at 7:34pm.

**X. Adjournment**

Councilor Walker moved to adjourn, seconded by Councilor Wesiner. Motion passed 7-0. Council adjourned at 7:34pm.

**A TRUE COPY ATTEST**

Emily F. Carrington, City Clerk



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** Septemeber 2, 2025

**ORDINANCE 05-08182025**

**Author:** Eric J. Cousens, Director of Public Services

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**Subject:** Vacant Buildings Ordinance Second Reading

**Background:** The City Council and staff have discussed the need to promote responsible management of vacant buildings to provide a safe neighborhood for residents, safeguard property values, expedite building repairs, and to provide for prompt contact with owners or managers by police, fire, and code when issues or emergencies develop. The draft ordinance is intended to give staff a new tool to achieve those goals. The Council provided feedback to staff on previous drafts, and we updated the draft to address Council and legal comments for the workshop on August 4th.

**Information:** A non-substatative amendment has been suggested to remove the words "consent to" in Section 12-281(A) and replacing with the words "arrange for" and striking in their entirety the third and fourth sentences. This language was inadvertently carried forward from Section 12-279(C) causing redundant and ambiguous requirements. Removing this language in Section 12-281(A) does not remove the requirement for consent to inspect nor does it remove the warning that if consent isn't provided that the city may seek court authorization to inspect. Staff recommends addressing the needed changes.

**Redlined Changes**

- A. At the time of application for a vacant building registration permit, the responsible party for a vacant building or abandoned building shall ~~consent to~~arrange for an inspection of the building with the director of the city planning, permitting, and code department, or their designee. The inspection shall determine whether the building is considered vacant or abandoned as defined in this article, whether the building is determined to be a high impact building, and shall determine compliance with any applicable building, fire prevention, life safety codes, and ordinance requirements. ~~If such consent is not provided, the city may seek court authorization to enter the premises. The city may seek full recovery of costs incurred, inclusive of attorney's fees, in obtaining such court authorization.~~

**City Budgetary Impacts:** Staff Time and a new way to recover the costs of staff time driven by vacant buildings.

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**Staff Recommended Action:** Hold Public Hearing and vote to approve Second Reading.

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**Previous Meetings and History:** Budget discussions over the past few months and May 19, 2025, and June 02, 2025, Council Workshop and August 4, 2025 Council workshop. Passed first reading with amendments August 18, 2025.

**City Manager Comments:**

Signature:

**Attachments:** Draft Vacant Buildings Ordinance with Legal Edits, City Council Ordinance



**ORDINANCE 05-08182025**

# City Council Ordinance

## IN CITY COUNCIL

**Be it ordained** by the Auburn City Council, that Chapter 12, "Housing", of the City's Code of Ordinances is hereby amended as shown on the attached.

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**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



## **Chapter 12, ARTICLE V**

### **Vacant and Abandoned Buildings**

#### **Sec. 12-275 - Purpose.**

This article is intended to prevent or mitigate dangers to public health, safety, and welfare, to promote responsible management, provide a safe neighborhood for residents, safeguard property values, expedite building repairs, and provide for prompt contact with a responsible party for the building by police, fire, and code enforcement officers when issues or emergencies develop.

#### **Sec. 12-276 - Definitions.**

For the purpose of interpreting this article, the following terms, phrases, words, and their derivations shall have the following meanings. All references to section 60-2 refer to Chapter 60, Section 60-2 of this Code of Ordinances.

Abandoned building means:

- A. A building that is unoccupied and which is under a current notice of default of a mortgage; under a current notice of sale by order of a trustee in bankruptcy; pending a tax assessor's lien sale; any property that has been the subject of a mortgagee's foreclosure sale; and any property transferred under a deed in lieu of foreclosure/sale; and/or
- B. A building that meets one or more of the conditions cited in 14 MRS §6326(2), as the same may be amended from time to time, for establishing abandonment by statute.

Accessory dwelling unit has the same meaning as in section 60-2.

Accessory structure or building has the same meaning as in section 60-2.

Building has the same meaning as in section 60-2.

Dwelling, multifamily has the same meaning as in section 60-2.

Dwelling, one-family has the same meaning as in section 60-2.

Dwelling, single family attached has the same meaning as in section 60-2.

Dwelling, two-family has the same meaning as in section 60-2.

Emergency action plan means an individualized plan developed for a specific vacant building or abandoned building, or group of such buildings if located on one parcel, which, in the judgment of the fire chief and/or police chief, poses a hazard and an elevated risk to surrounding property or to public safety, health, or welfare, that is used to facilitate an appropriate emergency response by the fire and/or police department.

High impact building means a vacant building or abandoned building that exceeds 50,000 square feet of floor area and which, in the judgment of the fire and/or police chief, requires an emergency action plan because of a heightened risk to public health, safety, or welfare as set forth in writing by the fire and/or police chief.

Responsible party means any person, agent, holder of an unrecorded contract for deed, a mortgagee or vendee in possession, a mortgagor or vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other

person, firm or corporation with control or possession of the premises, or other legal entity having a legal or equitable interest in a vacant building, including but not limited to the beneficiary of a trust, and the holder of a life estate.

Seasonal dwelling has the same meaning as the term “Dwelling, seasonal” in section 60-2.

Unoccupied means lacking habitual presence of natural persons who have a legal or equitable right to be on the premises, or at which substantially all lawfully permitted uses have ceased except for secure accessory structures or buildings not intended for human occupancy.

Vacant building means a building that has remained unoccupied for a continuous period of 60 or more days.

### **Sec. 12-277 - Applicability.**

- A. The provisions of this article apply to any vacant building or abandoned building located within the city except for those buildings exempted pursuant to Subsection B.
- B. The provisions of this article do not apply to:
  - (1) A vacant building that is the primary residence of any member of the United States Armed Forces while on active duty, provided the building is not an abandoned building.
  - (2) A seasonal dwelling that is not an abandoned building.
  - (3) A one-family dwelling, which is not a seasonal dwelling and is not an abandoned building, which the owner regularly occupies for at least 20 weeks per year.
  - (4) Any building, that is not a vacant building or abandoned building, that is actively under construction when such construction precludes the intended use of the building. Such exemption from the provisions of this article shall apply only during the term of the building permit or until an occupancy certificate is issued on that same building permit.
  - (5) Any vacant building, which is not an abandoned building, that is actively being marketed for sale. Such exemption shall not apply if the building was required to be registered as a vacant building the first time that it was offered for sale. Such exemption shall expire 180 days after the building is offered for sale.

### **Sec. 12-278 - Registration Required.**

- A. The responsible party for a vacant building or abandoned building must obtain a vacant building registration permit for the period during which the building is vacant or abandoned.
- B. When a building becomes a vacant building or abandoned building as defined in Section 12-276, the responsible party for the building must obtain a vacant building registration permit and pay the fee required by Section 12-280 within 10 days of the building becoming a vacant building or abandoned building.
- C. Vacant building registration permit issuance.
  - (1) The director of the city planning, permitting, and code department, or their designee, shall issue a vacant building registration permit upon being satisfied that the building has been inspected and is in compliance with the vacant building and/or abandoned building standards set forth in this article.
  - (2) A vacant building registration permit is valid for six months from the date of issuance.
  - (3) A vacant building registration permit for a currently registered vacant building or abandoned building is nontransferable upon the sale or transfer of the building unless an application for transfer of the permit has been made to the director of the city planning, permitting, and code department, or their designee, within 10 days prior to the sale or transfer of the building, by the new responsible party. All

permit transfers shall be subject to all conditions and obligations imposed by this article and any previous permits unless expressly exempted therefrom.

- D. After the vacant building registration permit is issued, the director of the city planning, permitting, and code department, or their designee, shall add the property to a vacant property registry maintained by the city which shall be made available for public inspection.
- E. The vacant building registration permit must be affixed adjacent to the primary entrance of the vacant building or abandoned building in a location visible to police, fire, or code enforcement officers.
- F. Upon the expiration of a vacant building registration permit, if the building is still vacant or abandoned, the responsible party must arrange for an inspection of the building and premises with the director of the city planning, permitting, and code department, or their designee, and renew the permit within 10 days of its expiration. All permit renewals shall be subject to all conditions and obligations imposed by this article and any previous permits unless expressly exempted therefrom.

### **Sec. 12-279 - Application for vacant building registration permit.**

The responsible party for a vacant building or abandoned building shall apply for a vacant building registration permit and after the issuance of a vacant building registration permit shall ensure that all required information is kept up to date.

- A. A permit application shall be made to the director of the city planning, permitting, and code department, or their designee, on a form furnished by the director for such purposes, and shall, at a minimum, include the following information:
  - (1) Name, mailing address, and e-mail address of the responsible party, and the telephone number which provides immediate 24x7x365 access to the responsible party for the building. If the responsible party is not an individual, the name of the individual designated as the point of contact for the responsible party must be provided.
  - (2) Name, mailing address, telephone number, and e-mail address of the individual designated by the responsible party for the building as the authorized agent for receiving notices of code violations and for receiving process in any court proceeding or administrative enforcement proceeding in connection with the enforcement of this article or code violation regarding the vacant building or abandoned building.
  - (3) The name, mailing address, telephone number of any bank, lender, lien holder, or other party with an interest in the property, as the term "party in interest" is defined in 14 MRS §6321.
  - (4) The street address of the building, and city parcel identification number for the property on which the building sits.
- B. The application shall include a statement of intent which shall include information as to the date of vacancy, expected duration of vacancy, the plan for the provision of regular maintenance during the vacancy to ensure compliance with all applicable code requirements, and a plan and timeline for the lawful occupancy, and, if applicable, rehabilitation, removal, or demolition of the building.
- C. The applicant shall provide written consent for the city police, fire and code enforcement officers to have immediate access to the premises, including to the vacant building or abandoned building and the land upon which it stands, and permitting inspection of the vacant building or abandoned building without prior notification, and without a warrant being required, when a city police, fire or code enforcement officer has reason to believe that circumstances exist which create an imminent danger to the public health, safety, or welfare. If such consent is not provided, the city may seek court authorization to enter the premises. The city may seek full recovery of costs incurred, inclusive of attorney's fees, in obtaining such court authorization.

- D. The application shall include a list of people authorized to be present in the building, along with a statement that any person not listed shall be considered a trespasser. The responsible party shall notify the director of the city planning, permitting, and code department, or their designee, immediately upon any change in the list of authorized persons.
- E. If the name of any party required in the application changes, or if the mailing address, telephone number, or e-mail address for any party changes or is no longer valid, the responsible party must notify the director of the city planning, permitting, and code department, or their designee, of the changes in writing within 10 days of such change.

## **Sec. 12-280 - Fees.**

Fees for vacant building registration permits are as shown in Appendix A Fees and Charges. Fees shall be calculated as follows:

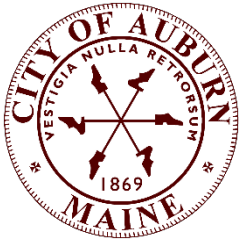
- A. For abandoned buildings, and for buildings under the control of banks or other financial institutions. A base fee for up to 50,000 square feet in floor area shall be charged. For each additional 10,000 square feet, or portion thereof, of floor area more than 50,000 square feet an additional fee of 50% of the base fee shall be charged.
- B. For commercial buildings, buildings comprised of more than two single family attached dwelling units, and multifamily dwellings, along with any accessory dwelling units associated with such dwellings, which are not under the control of a bank or other financial institution. A base fee for up to 50,000 square feet in floor area shall be charged. For each additional 10,000 square feet, or portion thereof, of floor area more than 50,000 square feet an additional fee of 50% of the base fee shall be charged.
- C. For one-family dwellings, buildings comprised of two single family attached dwelling units, and two-family dwellings, along with any accessory dwelling units associated with such dwellings, which are owner occupied, and which are not under the control of a bank or other financial institution. A base fee shall be charged.
- D. For one-family dwellings, buildings comprised of two single family attached dwelling units, and two-family dwellings, along with any accessory dwelling units associated with such dwellings, which are not owner occupied, and not under the control of a bank or other financial institution. A fee which is twice the base fee specified in Subsection C shall be charged.
- E. A one-family dwelling, which is not a seasonal dwelling, which the owner is not currently occupying but for which the owner can demonstrate, in written form, a contractual or other similar arrangement to maintain the property, is exempt from the fee shown in Subsection C. Such exemption shall only apply during the term of the contract or other similar arrangement.
- F. For vacant buildings or abandoned buildings that are designated as high impact buildings, an additional one-time fee equal to the base fee for the building type shall be charged.
- G. No permit shall be issued prior to payment of the permit or renewal fee.
- H. If a responsible party has been issued a building permit for renovations, demolition, or repairs, and is performing the permitted work in good faith during the active permit period, no fee will be required during the period that the permitted work is being performed.
- I. A registration fee escalates at a rate of two times the prior permit fee for each permit renewal while the building continues as vacant regardless of the party responsible. Such an escalated registration fee shall cover the increased cost of inspection and protection services of the City's fire, police, and code enforcement personnel during such permit renewal period. However, no permit fee shall exceed 16 times the original applicable fee for the building type.

## **Sec. 12-281 - Vacant building inspection.**

- A. At the time of application for a vacant building registration permit, the responsible party for a vacant building or abandoned building shall consent to an inspection of the building with the director of the city planning, permitting, and code department, or their designee. The inspection shall determine whether the building is considered vacant or abandoned as defined in this article, whether the building is determined to be a high impact building, and shall determine compliance with any applicable building, fire prevention, and life safety codes, and ordinance requirements. If such consent is not provided, the city may seek court authorization to enter the premises. The city may seek full recovery of costs incurred, inclusive of attorney's fees, in obtaining such court authorization.
- B. After a vacant building or abandoned building has been inspected and if the director of the city planning, permitting, and code department, or their designee has determined that the vacant building or abandoned building is a high impact building, the director, or their designee, shall notify the responsible party of this determination and require the submission of an emergency action plan. Such an emergency action plan shall be drafted in cooperation with the fire and/or police chief, or their designee. The sufficiency of the emergency action plan shall be determined by the fire and/or police chief, or their designee.
- C. After a vacant building or abandoned building has been inspected and if the director of the city planning, permitting, and code department, or their designee has determined that the vacant building or abandoned building does not meet one or more building, fire prevention or life safety codes, and/or ordinance requirements, the director, or their designee, shall issue an order for any work needed to:
  - (1) Adequately protect the building and property from:
    - (a) Intrusion by trespassers.
    - (b) Deterioration by weather.
  - (2) Bring the building and property into compliance with all applicable building, fire prevention and life safety codes, and ordinance requirements.
  - (3) Ensure that allowing the building to remain:
    - (a) Will not be detrimental to the public health, safety, and welfare.
    - (b) Will not unreasonably interfere with the reasonable and lawful use and enjoyment of other premises within the neighborhood.
    - (c) Will not pose an extraordinary hazard to police officers, firefighters or code enforcement personnel entering the premises in times of emergency.
- D. When issuing orders under Subsection C, the director of the city planning, permitting, and code department, or their designee, shall specify the time for completion of the work. The order will act as an interim vacant building registration permit, the duration of which will be for the time set forth in the order. No interim registration permit shall be effective for a period of more than 90 days.
- E. All work done pursuant to this article must be done in compliance with the applicable building, fire prevention, and life safety codes, and within ordinance requirements.

## **Sec. 12-282 - Violations and penalties**

Any person or entity who is found to be in violation of any provision or requirement of this article shall be subject to a civil penalty, including the City's attorney's fees and other remedies as set forth in 30-A MRS §4452, as the same may be amended from time to time. Each violation of a separate provision or requirement, and each day of such violation, shall constitute a separate offense.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 2, 2025

**ORDINANCE 06-08182025**

**Author:** Phil Crowell, City Manager

**Subject:** Moratorium on Needle Exchange Services

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**Information:**

The purpose of this proposed moratorium is to temporarily halt the establishment, expansion, or operation of needle exchange services in Auburn while City staff and the Council undertake a comprehensive review of policy options. The moratorium is intended to protect public health, safety, and welfare while the City evaluates best practices, legal considerations, and potential impacts on the community.

Several Maine municipalities have adopted varying approaches to regulating or permitting needle exchange programs. These approaches differ in scope, operational oversight, public health partnerships, and integration with other harm reduction services.

At present, Auburn does not have a specific ordinance regulating these services. Without a temporary pause, there is a risk that a program could be initiated before the City has had the opportunity to fully consider how such services should be structured, regulated, or integrated into our public health framework.

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**City Budgetary Impacts:** Minimal direct cost. Staff time will be required to conduct research, engage stakeholders, legal review, and prepare workshop materials.

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**Staff Recommended Action:** Staff recommends adoption of the proposed moratorium order to ensure the City has adequate time to evaluate regulatory options and make an informed, deliberate policy decision that best serves the health and well-being of Auburn residents. **Passed first reading on August 18, 2025.**

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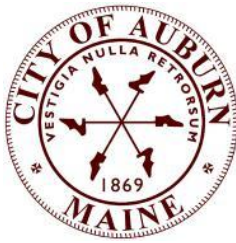
**Previous Meetings and History:** NA

**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**



# City Council Ordinance

## IN CITY COUNCIL

**BE IT ORDAINED**, that THE CITY OF AUBURN adopts a Moratorium Ordinance on Needle Exchange Services as follows:

**WHEREAS**, pursuant to the Auburn City Charter, the Code of Ordinances, and the provisions of Maine law at 30-A M.R.S. §4356, the City Council has the authority to enact moratoria to protect the public health, safety, and welfare of the residents of Auburn; and

**WHEREAS**, the City Council finds that the establishment, expansion, or operation of needle exchange services within the City of Auburn have significant public health, safety, and community impacts that require careful study and possible amendment of existing ordinances; and

**WHEREAS**, the City's current ordinances do not specifically address needle exchange services and are inadequate to prevent serious public harm from establishment, expansion or operation of needle exchange services within the City; and

**WHEREAS**, the City Council finds that a temporary moratorium is necessary to allow sufficient time for municipal staff, the Planning Board, and the City Council to review, evaluate, and, if necessary, amend the City's ordinances governing needle exchange services; and

**WHEREAS**, in the judgment of the City Council, the foregoing findings constitute a necessity within the meaning of 30-A M.R.S. § 4356;

**NOW, THEREFORE, the Auburn City Council hereby ordains that the following Moratorium Ordinance be, and is, enacted:**

- 1. Moratorium Imposed.** No person or entity shall establish, expand, or operate a needle exchange service within the City of Auburn. For purposes of this Moratorium Ordinance, the term "needle exchange service" shall include any sterile hypodermic syringe and needle exchange program authorized and certified by the Maine Center for Disease Control and Prevention under state law (22 M.R.S § 1341) and associated state rules (10-144 C.M.R. ch. 252).

**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

**2. Applicability.** This moratorium applies to all proposals for needle exchange services, as well as any expansions or material modifications to existing operations. Notwithstanding 1 M.R.S. § 302 or any other law to the contrary, and regardless of the Effective Date, this Moratorium Ordinance shall govern and apply to all proceedings, licenses, and applications for a needle exchange service that were or are pending before the City Clerk, Code Enforcement Officer, or the Planning Board on or at any time after July 31, 2025, and, to the extent allowed by 30-A M.R.S. § 3007(6), shall nullify the issuance of any final approval of the City Clerk, Code Enforcement Officer, or the Planning Board made on or at any time after July 31, 2025 that authorizes the establishment, expansion or operation of a needle exchange service (the "Date of Applicability").

**3. Duration.** This Moratorium Ordinance shall become effective immediately upon its final passage by the City Council ("Effective Date") and shall remain in effect for a period of 180 days from its effective date, unless extended, modified, or repealed by the City Council.

**4. Purpose.** The purpose of this moratorium is to allow the City sufficient time to study the potential impacts of needle exchange services and to consider and adopt appropriate amendments to the City's ordinances.

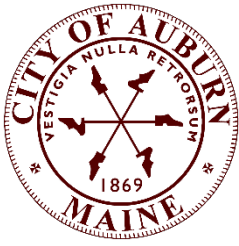
**5. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance.

**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: September 2, 2025**

**ORDER 81-09022025**

**Author:** Eric J. Cousens, Director of Public Services

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**Subject:** Amendment to Appendix A Fees - Vacant Buildings Registration Fee Adoption

**Background:** The City Council and staff have discussed the need to promote responsible management of vacant buildings to provide a safe neighborhood for residents, safeguard property values, expedite building repairs, and to provide for prompt contact with owners or managers by police, fire, and code when issues or emergencies develop. The draft ordinance' first reading was approved at the last Council meeting, and second reading is proposed for a vote tonight.

**Information:** This proposal has been discussed as part of the ordinance review and must be adopted by a separate vote of the Council to be included in Appendix A. Appendix A provides a single location for City fees to be consolidated and easy to find.

**City Budgetary Impacts:** Staff Time and a new way to recover the costs of staff time driven by vacant buildings.

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**Staff Recommended Action:** Vote to approve the amendment to Appendix A to include fees for Vacant Building Registrations.

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**Previous Meetings and History:** Budget discussions over the past few months and May 19, 2025, and June 02, 2025, Council Workshop and August 4, 2025, Council workshop, August 18, 2025 Council Meeting.

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**City Manager Comments:**

Signature:

**Attachments:** Appendix A with proposed amendments.

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## 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

<b>Dog license fees, annually:</b>	
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

<b>Building permit - single family and two-family:</b>	
New construction, additions and mobile homes	\$25.00 + \$0.15 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
<b>Building permit - commercial and multi-family:</b>	*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
<b>Building permit - swimming pools</b>	*Includes electrical inspection
Above ground and in-ground pools	\$50.00
<b>Building permit - other</b>	
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

<b><u>Vacant and Abandoned Buildings:</u></b>	<i>See: Chapter 12, Article V</i>
<u>Abandoned buildings and buildings under the control of banks or other financial institutions</u>	<u>\$400 base fee, for up to 50,000 sq ft in floor area</u>  <u>For each additional 10,000 sq ft = additional fee of 50% (\$200) of the base fee</u>
<u>Commercial buildings, buildings comprised of more than two single family attached dwelling units, and multifamily dwellings, along with any accessory dwelling units associated with such dwellings, which are not under the control of a bank or other financial institution</u>	<u>\$200 base fee, for up to 50,000 sq ft in floor area</u>  <u>For each additional 10,000 sq ft = additional fee of 50% (\$100) of the base fee</u>
<u>One-family dwellings, buildings comprised of two single family attached dwelling units, and two-family dwellings, along with any accessory dwelling units associated with such dwellings, which are owner occupied, and which are not under the control of a bank or other financial institution</u>	<u>\$100 base fee</u>  <u>*A one-family dwelling, which is not a seasonal dwelling, which the owner is not currently occupying but for which the owner can demonstrate, in written form, a contractual or other similar arrangement to maintain the property, is exempt from the fee. Such exemption shall only apply during the term of the contract or other similar arrangement.</u>
<u>One-family dwellings, buildings comprised of two single family attached dwelling units, and two-family dwellings, along with any accessory dwelling units associated with such dwellings, which are not owner occupied, and not under the control of a bank or other financial institution</u>	<u>\$200 base fee</u>
<u>For vacant buildings or abandoned buildings that are designated as high impact buildings</u>	<u>Additional one-time fee equal to the base fee for the building type</u>

## 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
<b>Demolition:</b>	
Interior demolition, not in conjunction with a construction project	\$50.00
< 5,000 square feet	\$50.00
> 5,000 square feet	\$250.00
<b>Belated fee (“after the fact”)</b>	The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.
<b>Plumbing fees:</b>	
Internal plumbing and Subsurface Wastewater Disposal System Permits	See <a href="#">Maine Department of Health and Human Services Fee Schedule (adopted 01/30/2024 and as may be amended)</a> , payable to the City of Auburn
<b>Electrical inspections:</b>	
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
<b>Electrical services - panel and meter:</b>	
1 and 3 Phase up to 800 Amperes	\$75.00 (State Fee)
1 and 3 Phase over 8000 Amperes	\$75.00 + \$10 for each 100 Amperes over 800
Plus-subpanels – each additional 100 amps or fraction	\$10.00
<b>Wiring openings (total outlets, lights and switches - 120 volt)</b>	\$0.50 per opening

# CITY OF AUBURN, MAINE

## APPENDIX A - FEES AND CHARGES - MASTER FEE SCHEDULE

<b>Appliances in new locations - 120 volts</b> (compactors, dishwashers, disposals, air conditioners, etc)	\$5.00
<b>Appliances in new locations - 240 volts</b> (ranges, ovens, water heaters, dryers, air conditioners, etc)	\$10.00
<b>Domestic heat:</b>	
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
<b>Alarm system (copper or fiber):</b>	
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
<b>Motors</b>	
< 25 HP	\$12.00
> 25 HP	\$20.00
<b>Signs</b>	<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
<b>State business licensing inspections</b>	\$40.00 each
<b>Industrial electrical permit, annual</b> (does not include new structures or additions)	\$250.00
<b>Fire alarm box connection:</b>	
DET electronic units (annually)	\$400.00

## CITY OF AUBURN, MAINE

### APPENDIX A - FEES AND CHARGES - MASTER FEE SCHEDULE

Mechanical box connections	\$425.00
<b>Belated electrical permit fee, within 1 calendar year</b>	
First offense	\$100.00
Second offense	\$200.00
Third offense	\$400.00
Fourth offense	\$800.00
Fifth and subsequent offenses	\$1,600.00 each
<b>Inspections and department call outs after normal business hours-minimum</b> (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician)	\$150.00
<b>Notice of intent to sell, transfer or rent property subject to order; violation of Sec. 12-199:</b>	
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
<b>Massage licenses, annually:</b>	
Establishment (more than one therapist)	\$150.00
Therapist	\$150.00 + cost of background check
Solicitation permit (issued by Police Department)	\$0.00
<b>Mobile or itinerant vendor (door-to-door sales):</b>	

# 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
<b>Peddlers:</b>	
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
<b>Taxicabs:</b>	
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
<b>Flea market, craft fairs, swap meets, bazaars:</b>	
One day event to 3 months	\$0.00 – application only
<b>Alcoholic Beverage Establishments, annually:</b>	
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
<b>Food Service Establishments, annually:</b>	
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
<b>Games of Chance:</b>	
Six months	\$10.00
Up to 3 Year Blanket Approval	\$20.00
<b>Adult Use Cannabis (Marijuana)</b>	
Application Fee	\$525.00
Retail Store	\$5,250.00
FSE On/Off Pre-packaged foods	\$210.00
Tier I Cultivation: up to 500 SF of mature plant canopy	\$1,050.00
Tier II Cultivation: 501-2,000 SF of mature plant canopy	\$1,575.00
Tier III Cultivation: 2,001-7,000 SF of mature plant canopy	\$2,625.00
Tier IV Cultivation: greater than 7,000 SF of mature plant canopy	\$5,250.00
Manufacturing Facility	\$2,625.00
Testing Facility	\$2,625.00
Nursery: cultivation of not more than 1,000 SF of plant canopy	\$1,050.00
<b>Medical Cannabis (Marijuana)</b>	
Application Fee	\$525.00
Retail Store	\$5,250.00
FSE On/Off Pre-packaged foods	\$210.00
Cultivation Facility	\$1,050.00
Manufacturing Facility	\$2,625.00
Testing Facility	\$2,625.00
Dispensary (total of allowed uses)	\$5,500
<b>Late renewal fee by any existing business</b>	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

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

#### Environment

<b>Fill permit, original issuance</b>	
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
<b>Hazard material incidents:</b>	
Cost of response	See apparatus costs + cost of materials & supplies used
Illegal/unauthorized burning response, per hour	\$250.00
<b>Out of control burn response:</b>	
Cost of response	See apparatus costs
<b>Vehicle accidents, per hour</b>	\$250.00
Extrication of patients from vehicle	\$300.00
Spill control and clean up	\$100.00
<b>Salvage calls - residential:</b>	
Labor, per hour	\$150.00

## CITY OF AUBURN, MAINE

### APPENDIX A - FEES AND CHARGES - MASTER FEE SCHEDULE

Sump pump, each, per hour	\$50.00
<b>Salvage calls - commercial:</b>	
Per hour	\$500.00
<b>False alarms, received in one calendar year</b>	
Second	\$100.00
Increase in alarm fee for each subsequent alarm	\$100.00
<b>Fireworks, use or possession with intent to use in the City</b>	
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)
<b>Fireworks, sale or possession with intent to sell in the City</b>	
First offense	Not less than \$500.00 (plus costs)
Second and subsequent offenses, per violation	Not less than \$1,000
<b>Apparatus rates:</b>	<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

<b>Facility rentals</b>	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
<b>Excavation/Street Opening Permits, per square foot*:</b>	* <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
<b>Sidewalk openings, per square foot:</b>	
Concrete, brick, bituminous	
<b>Other openings - all other materials, per square foot:</b>	\$1.00
Entrance permit, each	\$20.00
Private property	\$0.00
<b>Inspection of improvements in developments:</b>	
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	Residential Parking: \$50.00 All Others: \$55.00

#### Zoning

<b>Zoning text amendments:</b>	
Each application	\$1,000 (includes required advertising)
<b>Zoning Board- Appeals, interpretation, variance, conditional use permit, etc:</b>	
Each application	\$350.00 (includes required advertising)
<b>Site Plan Review:</b>	
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)
<b>Site Plan Amendment:</b>	
Minor projects—staff approved amendments, each	\$100.00
Major projects—planning board approved—amendments, each application	\$500 base fee (includes required advertising)
<b>Subdivision review—new lots and structures:</b>	
First three lots	\$1,000
Each additional lot over three	\$100.00
<b>Delegated review</b> (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.
<b>Zoning Conformance/Rebuild Letter, each</b>	\$75.00
<b>Independent professional review fees</b>	Pass through actual cost
<b>Engineering inspection fees</b>	Pass through actual cost
<b>Required advertising (unless otherwise specifically provided above)</b>	\$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.
- **Vacant and Abandoned buildings.** No permit shall be issued prior to payment of the permit or renewal fee. If a responsible party has been issued a building permit for renovations, demolition, or repairs, and is performing the permitted work in good faith during the active permit period, no fee will be required during the period that the permitted work is being performed. A registration fee escalates at a rate of two times the prior permit fee for each permit renewal while the building continues as vacant regardless of the party responsible. Such an escalated registration fee shall cover the increased cost of inspection and protection services of the City's fire, police, and code enforcement personnel during such permit renewal period. However, no permit fee shall exceed 16 times the original applicable fee for the building type.

#### 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

## CITY OF AUBURN, MAINE

### APPENDIX A - FEES AND CHARGES - MASTER FEE SCHEDULE

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)

# UPDATED FACILITY RENTAL PRICES

**STARTING JULY 1<sup>ST</sup>, 2025**

## HASTY COMMUNITY CENTER

### Monday-Friday 8:00am-4:30pm

BASKETBALL COURT	<b>\$40 per hr</b>
RECREATION ROOM	<b>\$40 per hr</b>
CLASSROOM	<b>\$20 per hr</b>

### Weekdays after 5PM & Weekends

BASKETBALL COURT	<b>\$60 per hr</b>
RECREATION ROOM	<b>\$50 per hr</b>
CLASSROOM	<b>\$40 per hr</b>

### Birthday Party Rentals (Sat/Sun ONLY)

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

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)	<b>\$100 per hr</b>
BANQUET ROOM (MAX 200)	<b>\$200 per hr</b>
FULL HALL (MAX 300)	<b>\$250 per hr</b>

### Weekdays after 5PM & Weekends

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

### Special Event Rental Fees

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

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](mailto:subsurface.wastewater@maine.gov).



## INTERNAL PLUMBING PERMIT FEE SCHEDULE

<b>Minimum fee, includes up to 4 fixtures/hook-ups</b>	<b>\$40.00</b>	<b>\$10.00</b>
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 <b>not</b> apply)</i>	\$10.00	\$2.50



## Auburn Fire Department

550 Minot Avenue | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6633

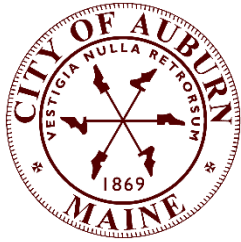
### **City of Auburn EMS Transport Rate Schedule effective January 1, 2025:**

<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:** September 2, 2025

**Subject:** Executive Session

**Information:** Executive Session pursuant to 1 M.R.S.A. Section 405(6) (D) for labor negotiations with the Police Command.

**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.