



City Council Workshop & Meeting
Agenda
August 4, 2025
Auburn Hall, Council Chambers

5:30 PM Workshop

- Housing Study – Glen Holmes, Business & Community Development Director
- Vacant Properties Ordinance
- PAL Update – Playground + Parking Lot

7:00 PM Meeting

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

- 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** – July 21, 2025 Regular Council Meeting

III. **Communications, Presentations and Recognitions**

- Notice of Denial - Business License Application (MV Auburn dba Marijuanaville, 65 Washington St N)
- Proclamation – National Night Out

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**

VI. **New Business**

- 1) **ORDER 67-08042025** – Waiving the Temporary Food License Fee (\$60) for Age Friendly Community Committee Lobster Feed fundraiser event occurring on August 9, 2025. *Passage requires majority vote.*

- 2) **ORDER 68-08042025** - Amending the City's Master Fee Schedule (APPENDIX A). *Passage requires majority vote.*
- 3) **ORDINANCE 04-08042025** – Amending Chapter 14, “Business Licenses and Permits”, Sec. 14-658(e) to remove “Application and license fees”. *First reading. ROLL CALL VOTE. Passage requires majority vote.*

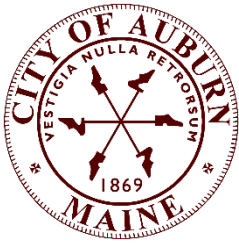
VII. Reports

- 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.
Possible action to follow.

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 4, 2025

Author: Glen E. Holmes, Director of Business & Community Development

Subject: Housing Study

Information: The Mayor's Ad Hoc Committee on Housing held its inaugural meeting on February 8, 2024, and has since been working to develop a report that will guide the City's future housing planning efforts across all housing types.

To ensure a comprehensive and data-driven approach, the Committee determined that engaging an experienced consultant would be the most effective way to compile relevant local data and produce a report tailored specifically to Auburn's needs. Given the recent completion of a statewide housing study, the Committee selected the same firm—HR&A Advisors—to build upon that foundation. HR&A's familiarity with Maine's housing data, combined with their capacity to collaborate with City staff, made them a strong partner for this effort.

In addition to producing the report, HR&A has worked with the City to develop an online portal where community members can view key findings and provide feedback.

The report and project team will be formally introduced by Committee Co-Chairs, Ward One City Councilor Richard S. Whiting and the Honorable former State Senator Ned Claxton.

City Budgetary Impacts: ARPA funds were used to fund the study so no direct budgetary impact.

Staff Recommended Action: Provide feedback for the Committee to consider and finalize.

Previous Meetings and History: NONE

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell Jr.

Attachments: The Study

Housing Need in Auburn, Maine

City of Auburn Housing Study

August 2025

Agenda

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Introduction

HR&A Advisors, Inc. (HR&A) helps create more equitable, resilient, and dynamic communities.

HR&A is an **industry-leading economic development, real estate, and public policy consulting firm** with offices in New York, Washington, DC, Los Angeles, San Francisco, Dallas, Atlanta, and Raleigh.

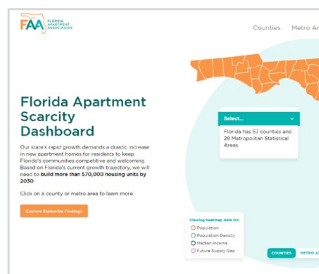
We bring decades of experience analyzing housing markets and developing strategies for cities, counties and states across the country.



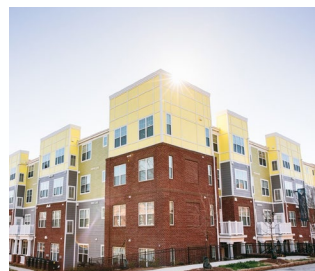
HR&A's **Housing Affordability Practice** addresses housing affordability issues at three mutually reinforcing levels.

HOUSING PLANS & DASHBOARDS

Creating data-driven housing assessments and strategies based on local needs and priorities



Florida Apartment
Scarcity Dashboard



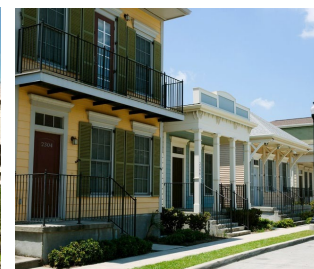
Maine Housing
Production Strategy

HOUSING POLICIES & PROGRAMS

Designing, launching, and operating policies that align community goals with housing market conditions



Charlotte Housing
Affordability
Calculator



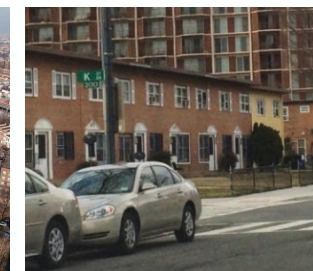
New Orleans
Incentives Strategy

HOUSING FUNDS & TRANSACTIONS

Designing, implementing and underwriting loan products and funds for the development and preservation of housing



New York Housing
Authority RFP
Response



District of Columbia
Housing Authority
Greenleaf
Redevelopment

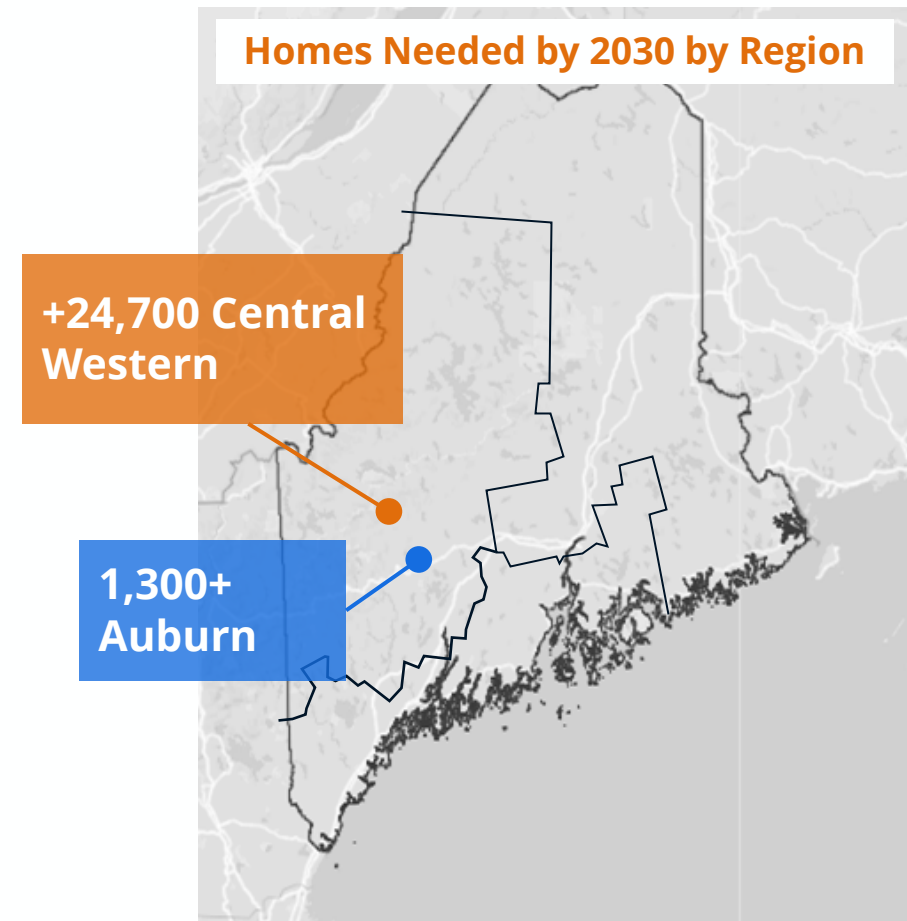
Auburn's Housing Need

HOUSING PRODUCTION GOALS

In response to the growing housing shortage, the State of Maine published statewide and regional housing production goals as directed by LD 2003. Utilizing these production goals as a baseline, HR&A found that Auburn needs to increase its housing stock by 11% to support and sustain its population and economy.

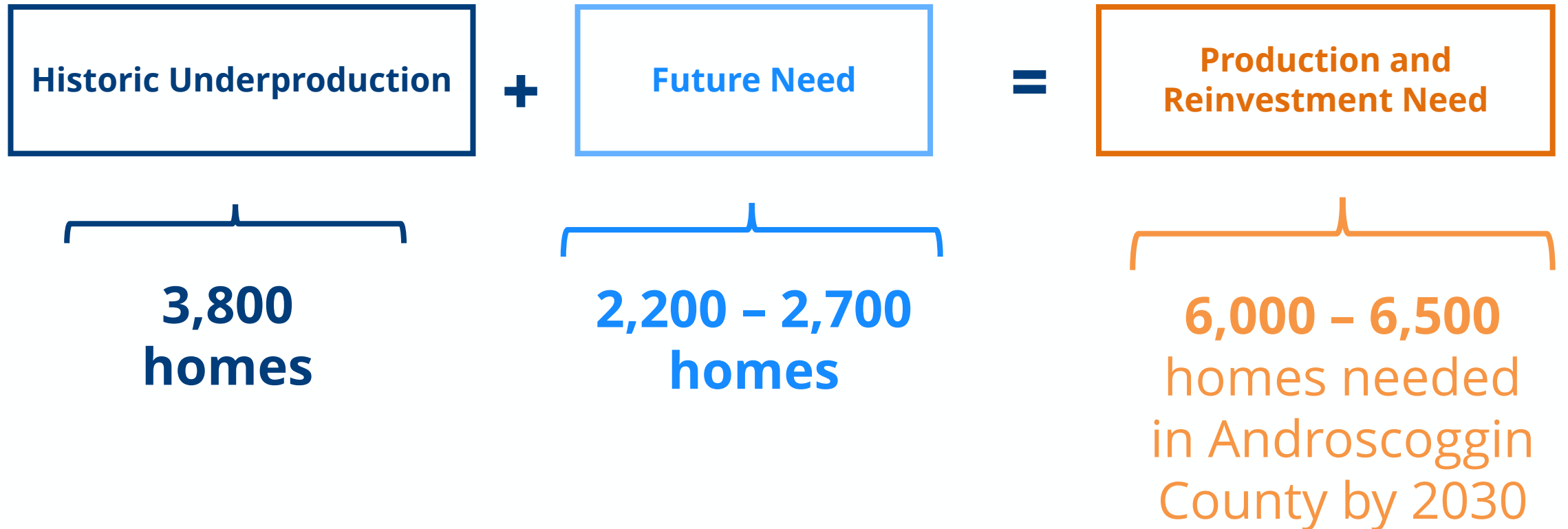
Auburn needs 1,300+ additional homes by 2030 to meet historic underproduction and future housing demand.

Central Western Maine needs +24,700 additional homes to create broader housing availability for all residents and to attract and retain workers.



MAINE'S HOUSING DEMAND

The calculated production goals considered historic underproduction (homes needed for a functioning housing and labor market) and future need for projected population growth for each county.



MAINE'S HOUSING DEMAND BY COUNTY

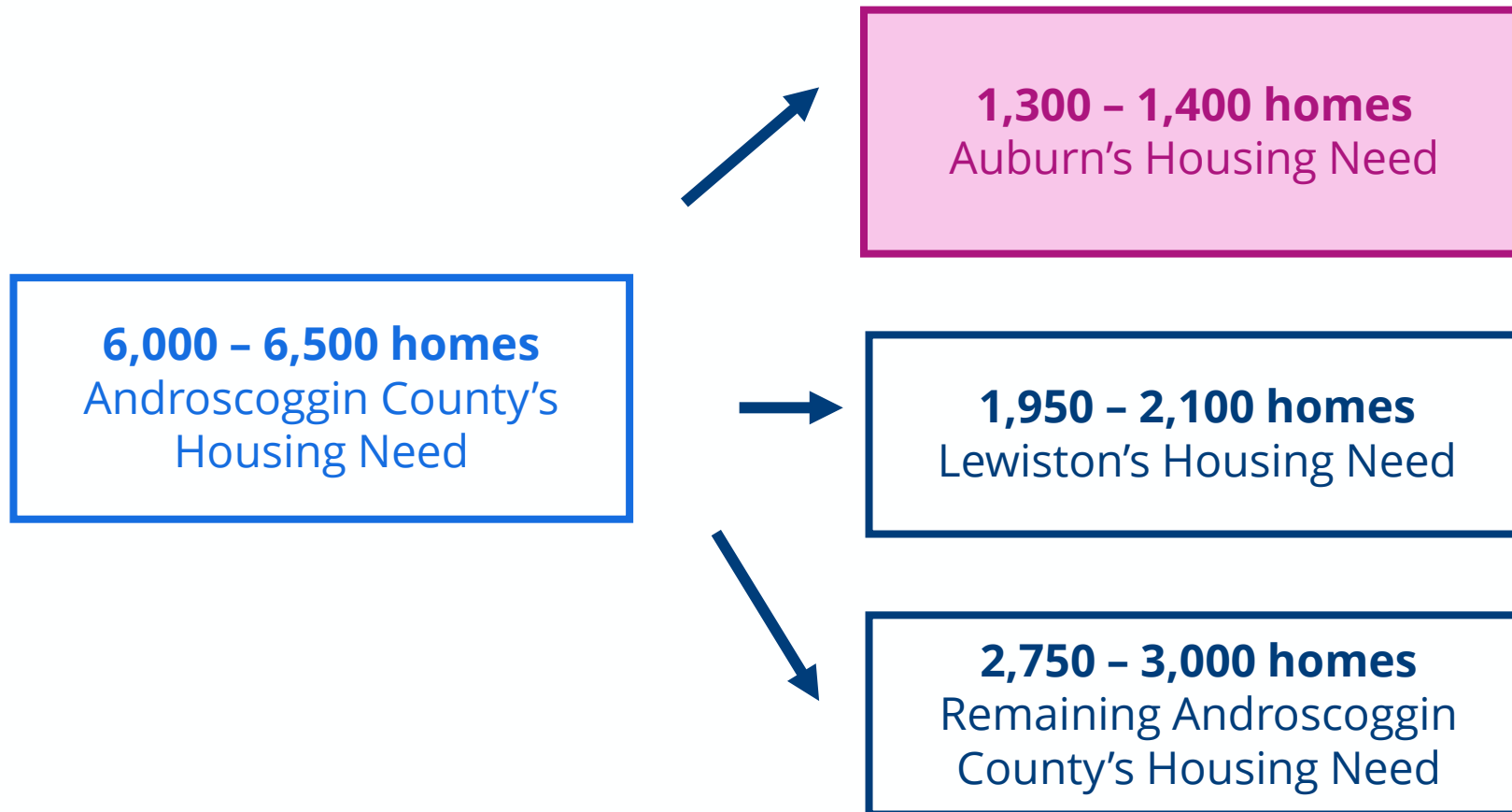
The State of Maine estimates 6,500 homes are needed in Androscoggin County by 2030 to address historic underproduction and meet expected future growth.

- Between 2021 – 2023, **1,050 homes** were built in Androscoggin County.
- The State of Maine's 2023 Housing Production Needs Study recommends that Androscoggin County **ramp up housing production by 20% in 2025** and continue increasing production by 5% every year until 2030 to meet these production targets.

County	Historic Underproduction	Future Need Low	Future Need High	Total (Historic Underproduction + Future Need High)
<i>Androscoggin</i>	3,800	2,200	2,700	6,500
<i>Cumberland</i>	10,200	7,200	8,600	18,800
<i>Sagadahoc</i>	1,100	770	950	2,050
<i>Franklin</i>	900	820	1,000	1,900
<i>Kennebec</i>	4,600	4,500	5,100	9,700
<i>Oxford</i>	1,700	1,900	2,300	4,000

KEY FINDINGS: HOUSING ALLOCATION FOR AUBURN

Between 2024 and 2030, Auburn needs to add 1,300 – 1,400 homes, an 11% increase in the housing stock.



Housing Demanded

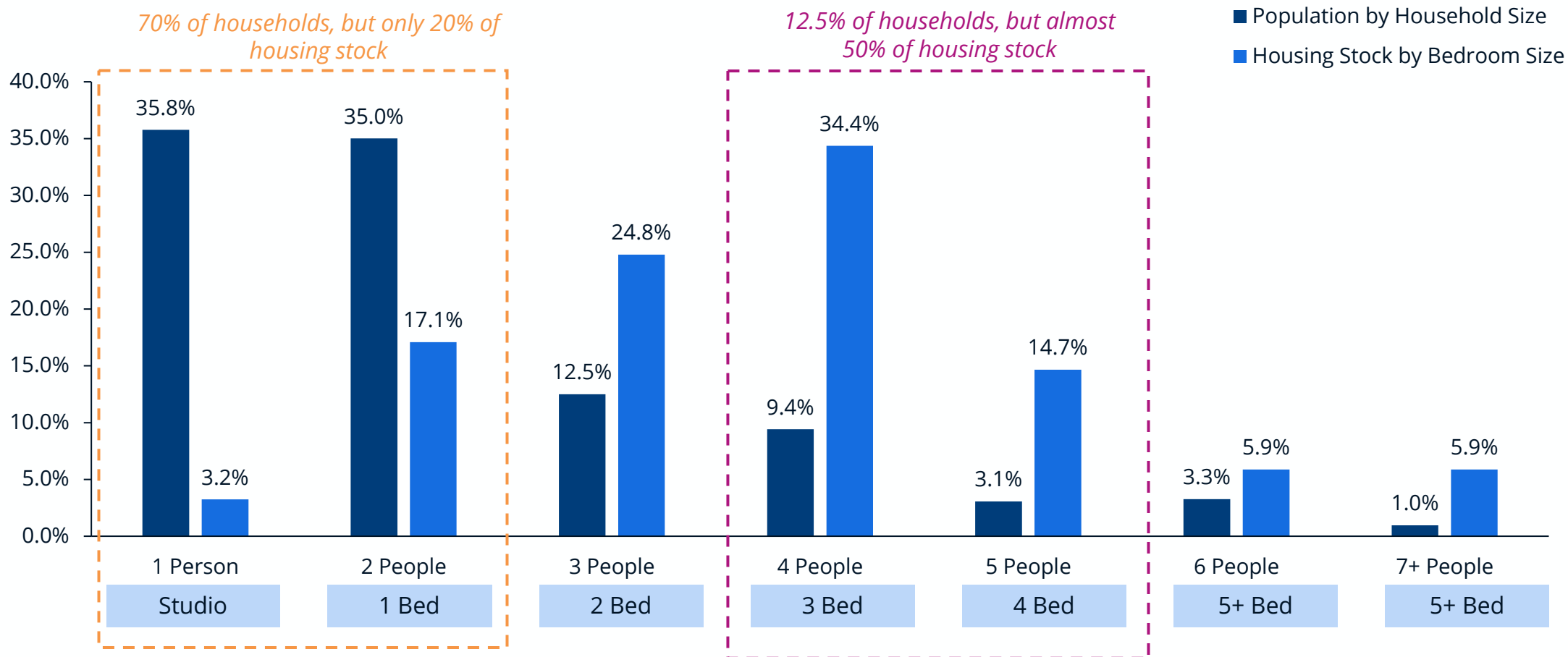
HOUSING DEMAND: KEY TAKEAWAYS

1	There is a mismatch between the size of households and the housing stock, suggesting the need for more one- and two-bedroom-sized home.	70% of households 1-2 persons Households	vs.	20% of homes Studio and 1-Bedroom Homes
2	The recent increase in young adults and seniors indicates need for diverse housing options, such as ADUs, smaller for-sale homes, as well as family-sized rentals.	+ 770 18 – 24-year-olds	+	+ 880 65+ population
3	The modest income of households suggests Auburn needs lower-cost housing types such as for-sale homes between \$200,000 - \$250,000.	~\$280,000 Home Price Affordable to Household Earning Median Income		
4	Homeownership is becoming increasingly expensive and less attainable as the gap closes between what the median household can afford and median home prices.	47 homes (5.6%) Recently Sold Homes Affordable for Average Renter		
5	Lower-income households are facing a shortage of affordable rental units and need additional housing options.	79% \$20K - \$35K Renter Households Cost-Burdened		

MISMATCH OF HOUSEHOLD SIZE AND BEDROOM SIZE

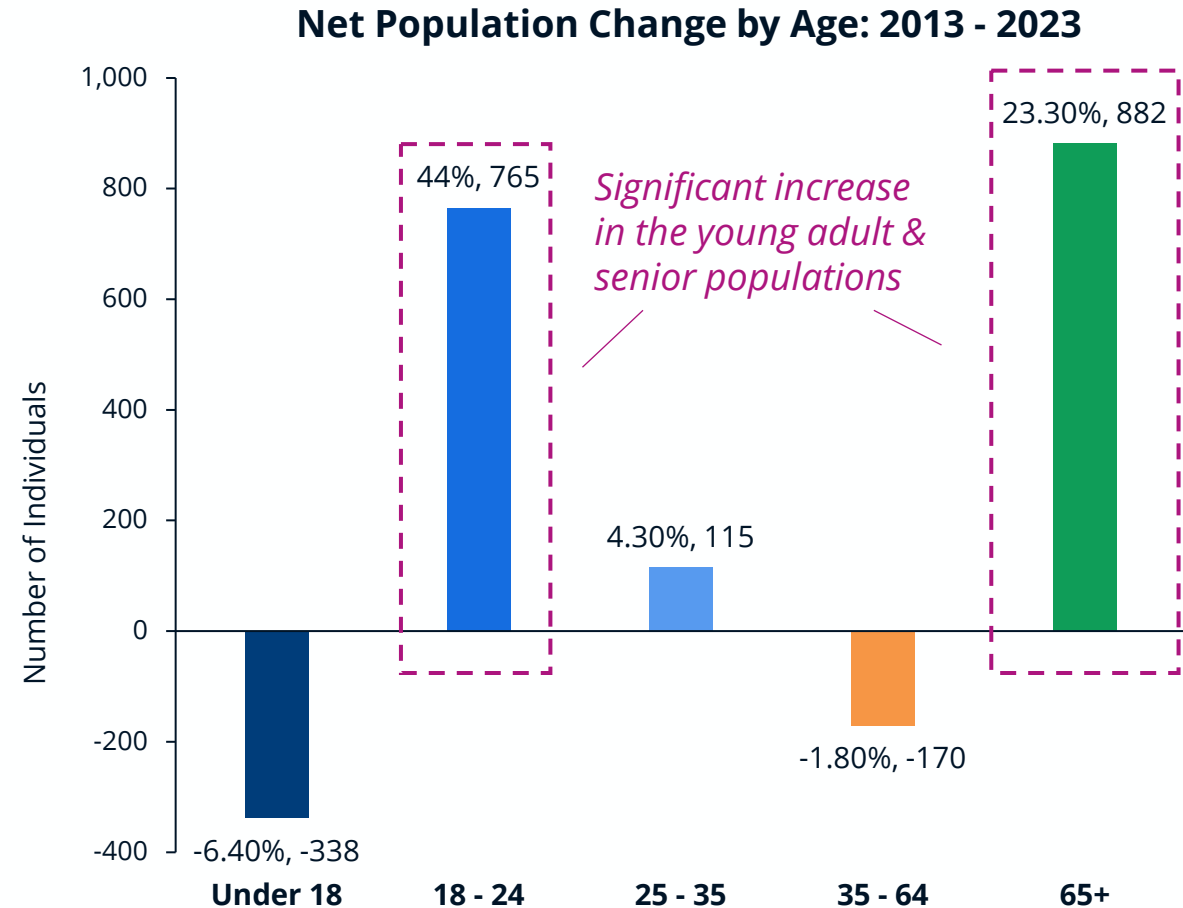
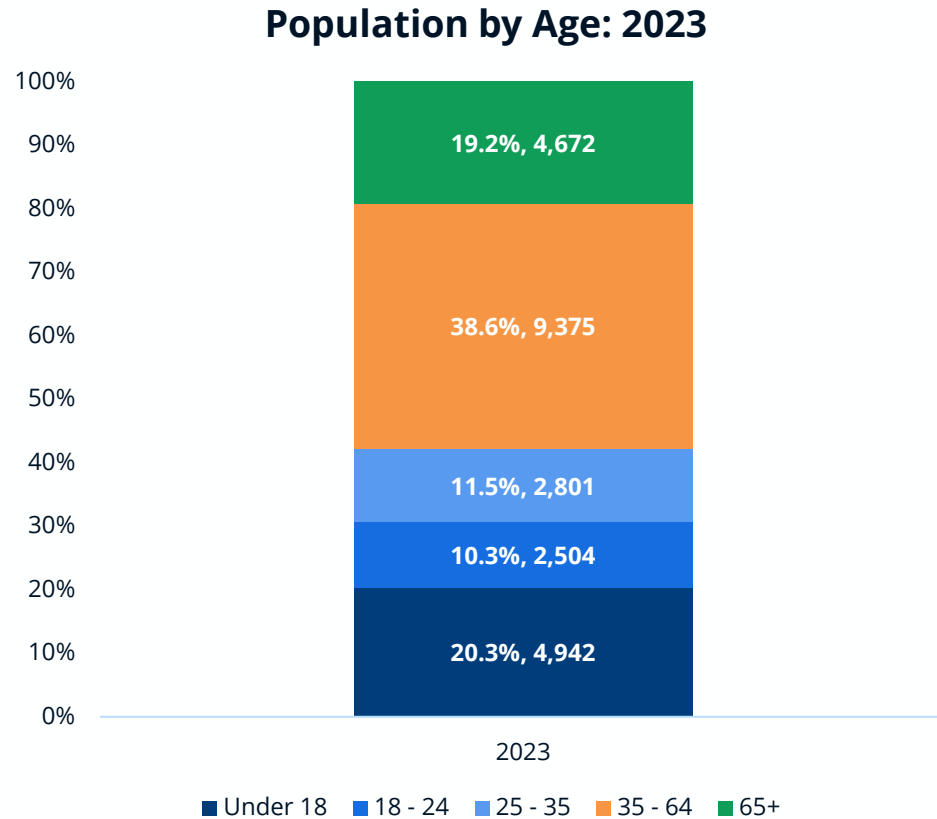
Over 70% of households are 1-2 persons, yet only 20% of the housing stock is studios or 1-bedrooms.

Population by Household Size Compared to Housing Stock by Bedroom Size: 2023




CHANGES IN AGE DEMOGRAPHICS

An increase in the young adult (44%) and senior (23%) populations in Auburn over the past decade suggests a need for more diverse housing options.



WHAT RESIDENTS COULD AFFORD

In 2023, median rent in Auburn was \$983. Two common occupations in Auburn, home health aides and fast-food workers, do not earn enough to afford median rent.

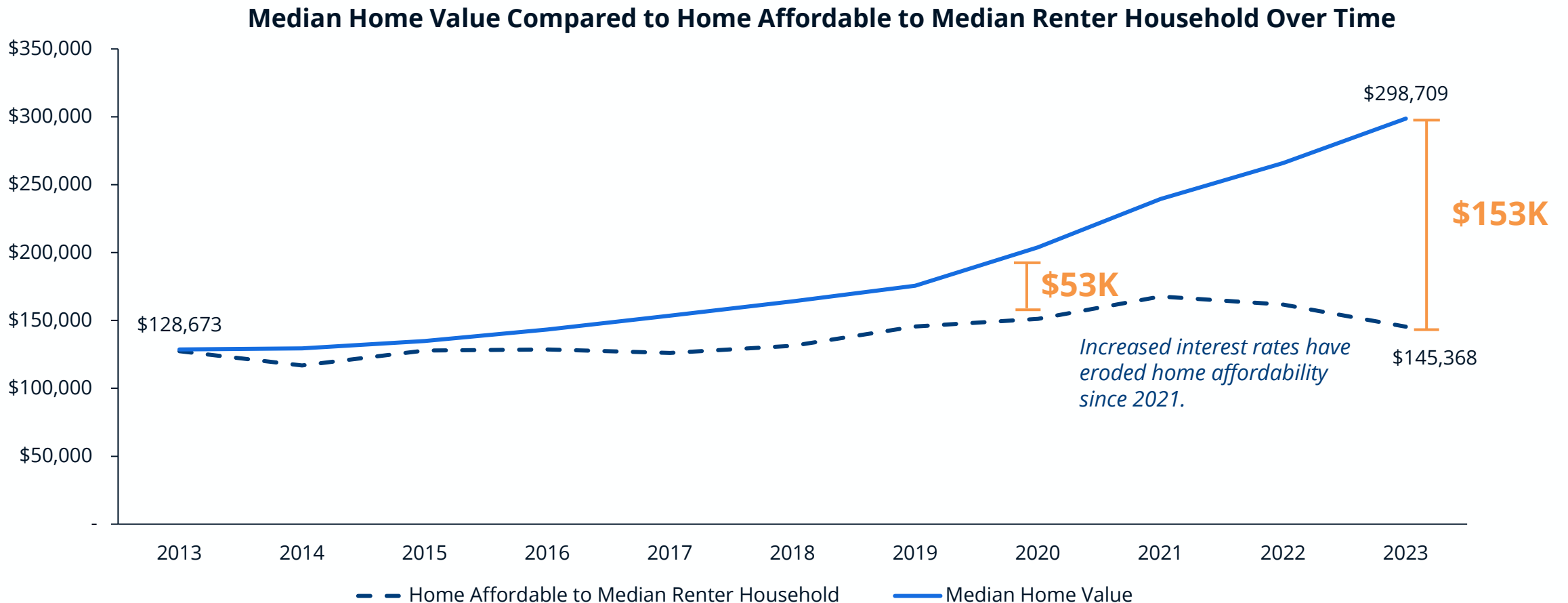


Example Households	Fast Food Worker + Graduate Student	Home Health Aide + 1 Kid	Retail Salesperson + Stocker + 2 Kids	Nurse	Teacher + Accountant + 1 Kid
Income	\$33,550	\$37,390	\$76,410	\$82,860	\$124,940
Rent Affordable	\$840	\$935	\$1,910	\$2,070	\$3,120
Maximum Supportable Home Price	\$103,700	\$117,320	\$255,750	\$278,630	\$427,920

Household cannot afford median rent

INCREASING HOME PRICES

The gap between median home value and what the median renter can afford has grown over the past decade, from ~\$1,000 to ~\$153,000.

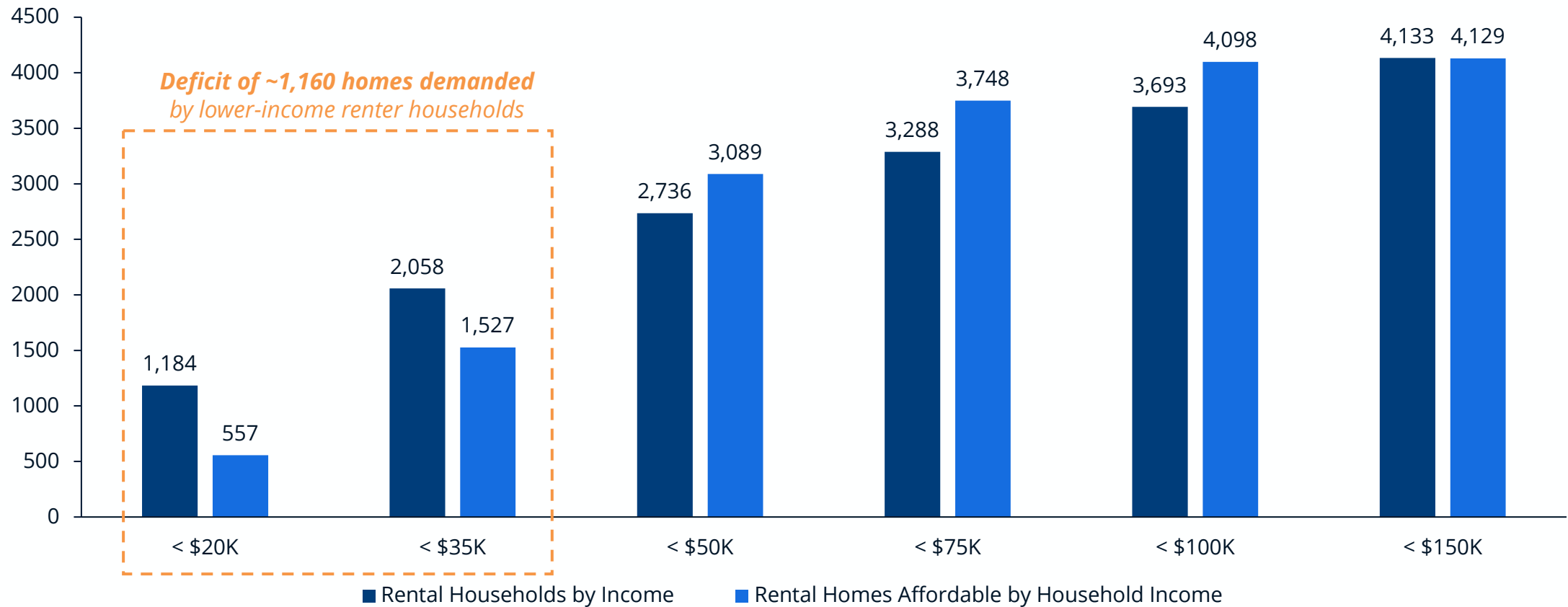


Source: American Community Survey 5 Year Estimates, Zillow Home Value Index.

RENTAL HOUSING

Auburn lacks enough rental housing for the lowest-income renter households.

Demand and Supply of Rental Housing by Household Income: 2023



Source: American Community Survey 5 Year Estimates.

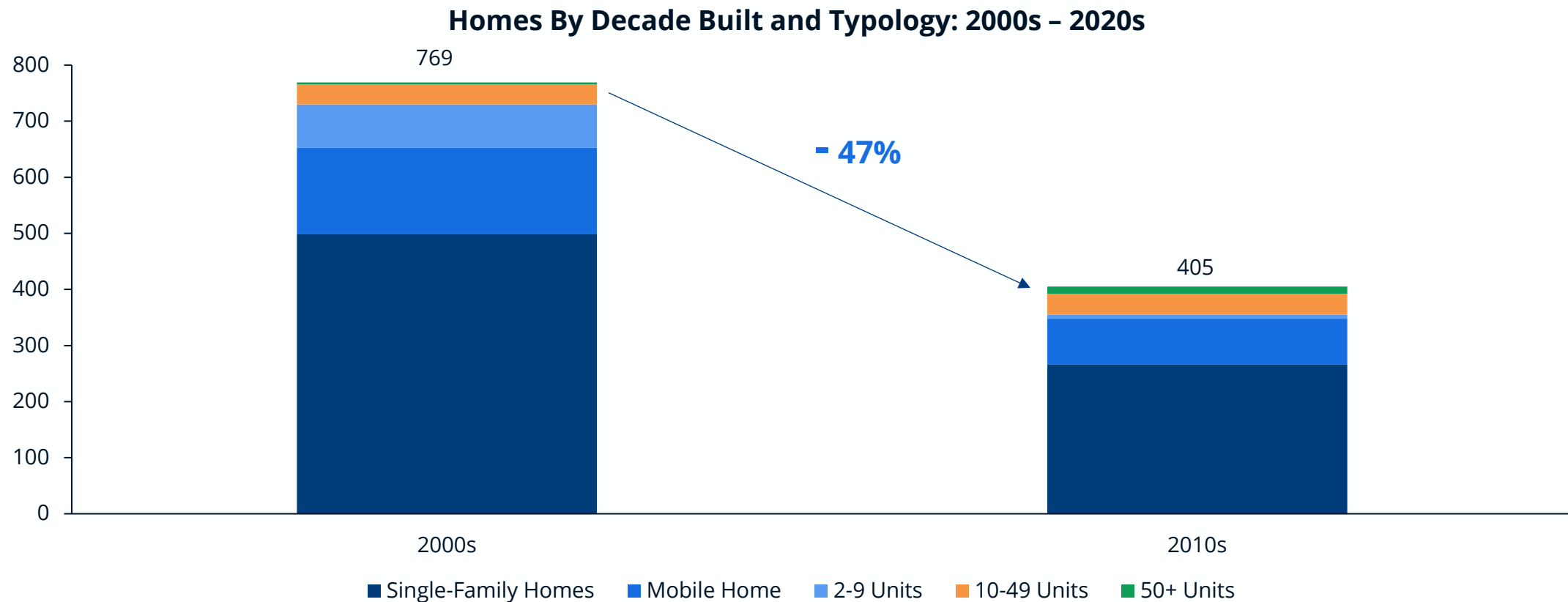
Housing Supply

HOUSING SUPPLY: KEY TAKEAWAYS

- 1** Auburn's annual rate of new construction has slowed over the past 25 years.
76 homes → **40 homes**
Annually 2000s Annually 2010s
- 2** Auburn is not building enough homes to meet the needs of residents. The current pace of production puts Auburn on track for 720 homes, short of the 1,300+ goal.
720 homes On track to build vs. **+1,300 homes** Goal
- 3** The homes that are built, including market-rate apartments, are only affordable to those with the highest incomes.
\$102,000
Income required to afford the median price of new homes
- 4** Existing homes are typically more affordable than new construction. Prices of existing homes will continue to rise however, if more homes are not built.
\$275,000
Median price of existing for-sale homes

HOMES BY YEAR BUILT

Auburn's pace of home production decreased by 47% between the 2000s and 2010s.

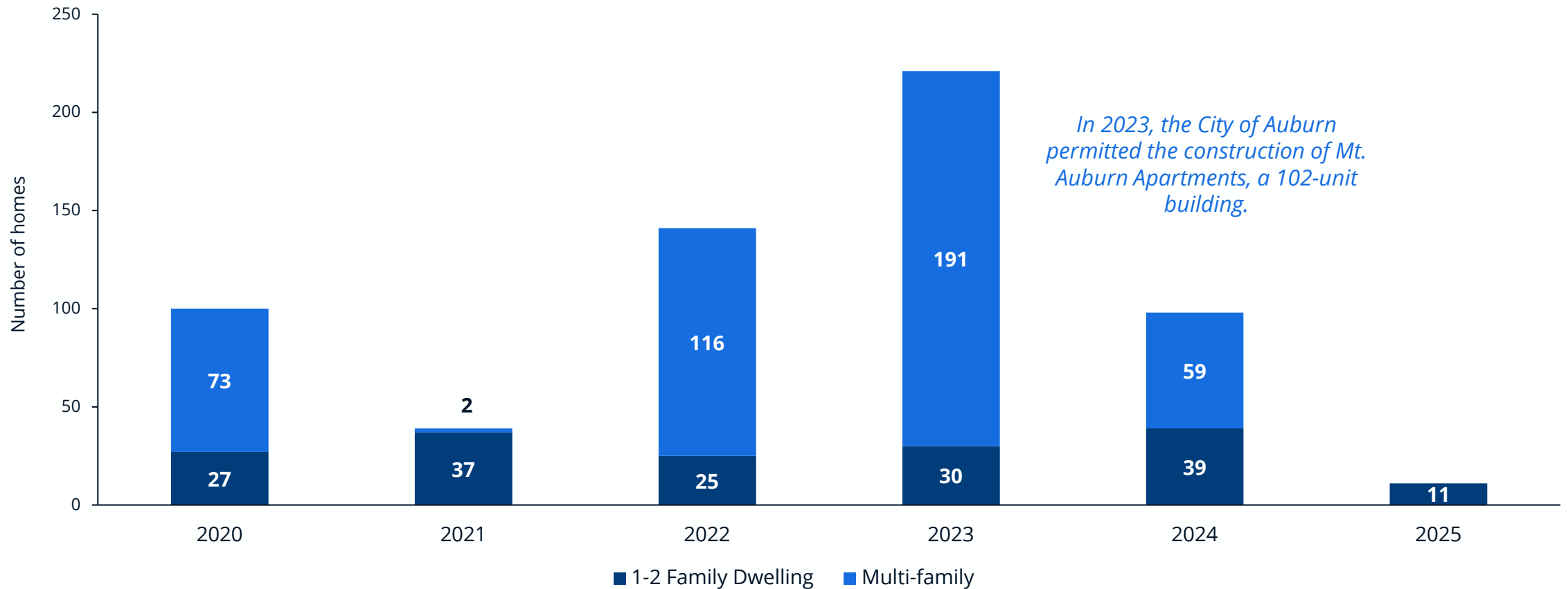


Source: American Community Survey 5 Year Estimates.

ANNUAL PERMITTING

Between 2020 and 2024, ~600 homes were permitted in Auburn, averaging ~120 homes per year.

Permitted Homes by Building Typology: 2020 - January 2025



Source: City of Auburn. 83% of 169 1-2 Family Dwellings occupied and 63% of Multifamily homes occupied between 2020 and January 2025.

ANNUAL PERMITTING

If Auburn continues to build at this pace, it will be short of the 1,300 homes goal.

720

**homes built before the
end of 2030 at current
permitting pace**

580

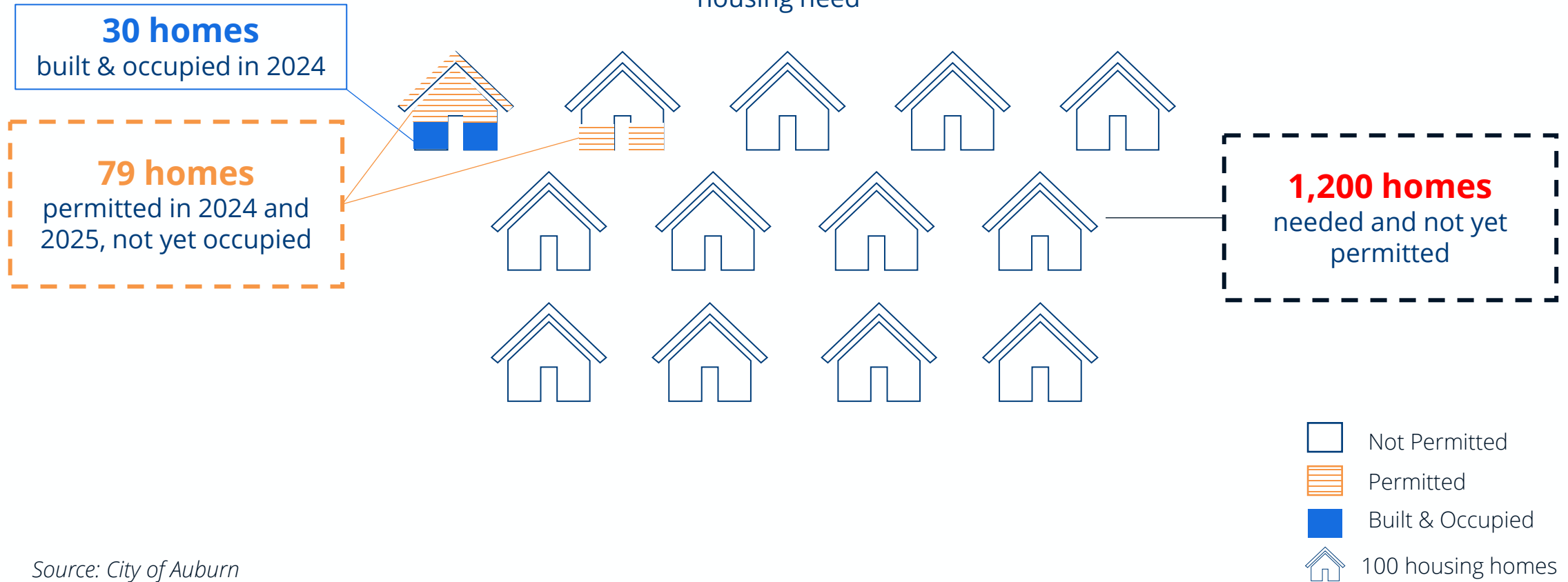
**homes short of the
1,300+ homes goal**

CURRENT PRODUCTION

To meet existing and future housing demand, Auburn would need to permit and build an additional 1,200 homes in the next 5 years.

1,300+ Homes

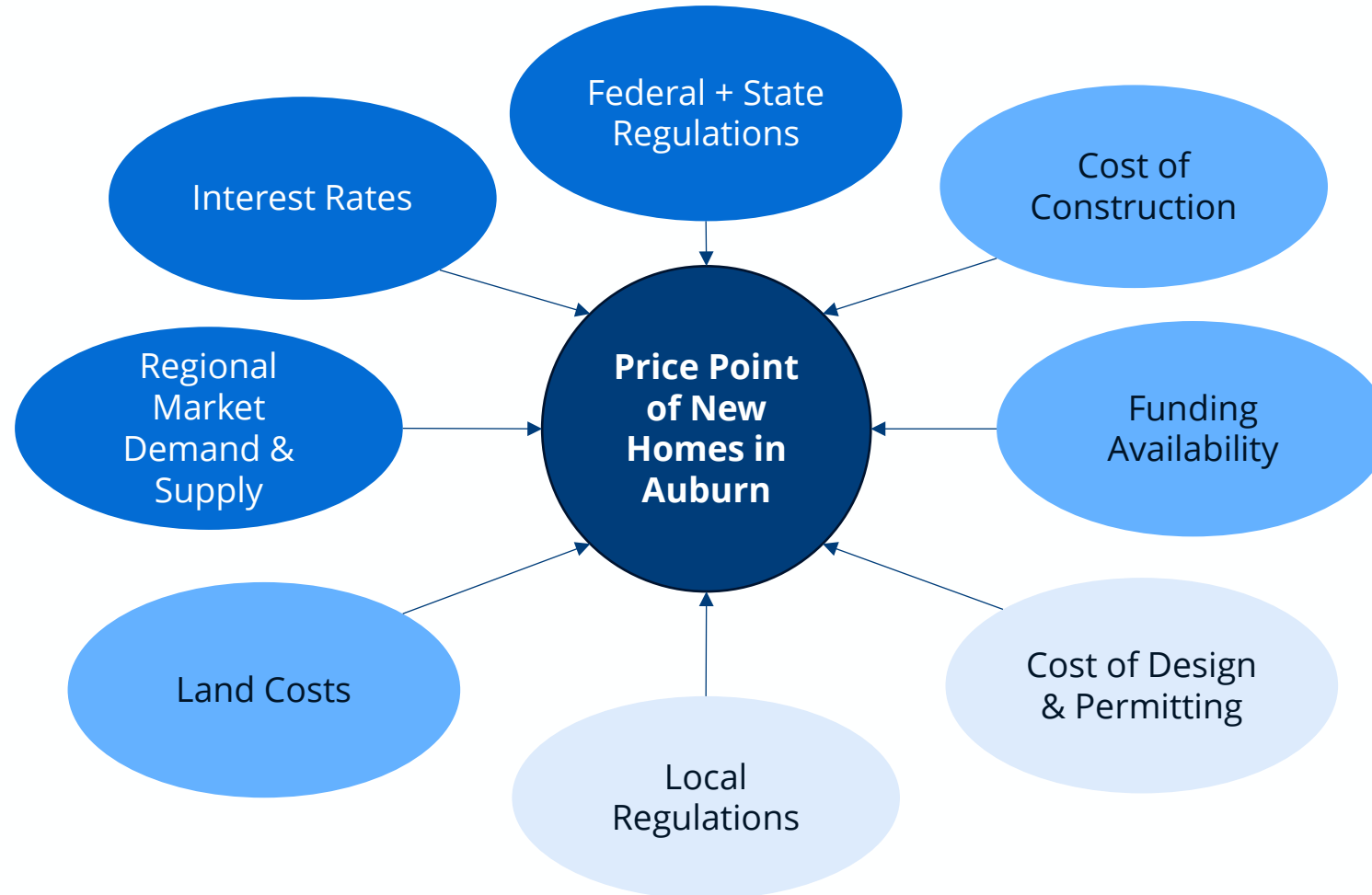
needed to meet current underproduction and future housing need



Next Steps

MEETING HOUSING GOALS

The number of homes produced and the price of those homes is directly influenced by demand side factors and supply side factors.



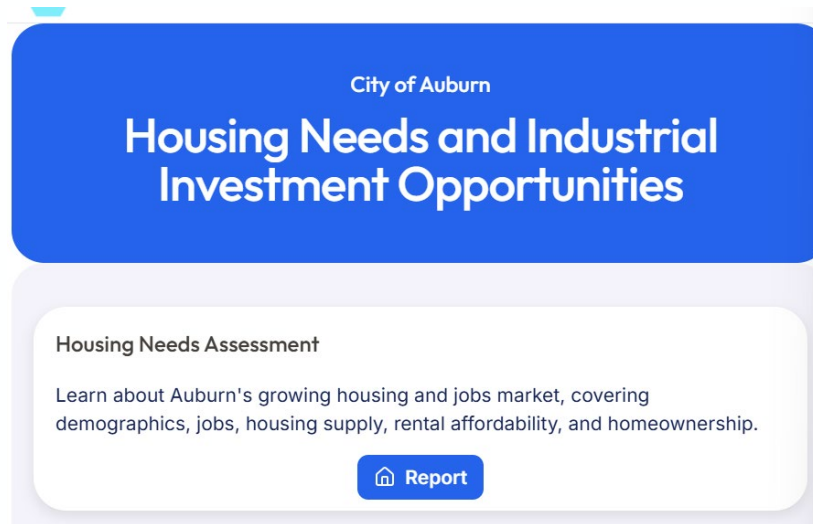
City has no control

City has some influence

City has control

NEXT STEPS

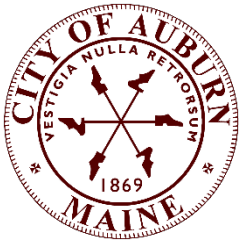
Auburn will be rolling out the housing study, which includes an online platform and full report.



Learn more about Auburn's Housing Market through the following interactive report: Auburn.hralabs.com



In addition, the city is evaluating opportunities to increase housing production needs.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: August 4, 2025

Author: Eric J. Cousens, Director of Public Services

Subject: Draft Vacant Buildings Ordinance Workshop

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 have updated the draft to address Council and legal comments.

Information: This draft ordinance has been updated to include the following changes.

- Updated fee structure and a cap on maximum fees.
- Vacant building definition has been changed to include a consecutive day requirement consistent with the 60-day notification time frame.
- Permit fee increases are based on consecutive permits rather than subsequent.
- Inspection standards were adjusted to provide a distinction between abandoned and vacant. By changing the inspection requirement, this allows an abandoned building to become a vacant building subject to a lower fee amount.
- Address legal concerns

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

Staff Recommended Action: Discuss and provide feedback for future action.

Previous Meetings and History: Budget discussions over the past few months and May 19, 2025, and June 02, 2025, Council Workshop City Council workshop

City Manager Comments:

Signature:

Attachments: Draft Vacant Buildings Ordinance with Legal Edits

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 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 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 to 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.
- 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 to meet one or more building, fire prevention, 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, 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 or firefighters 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.

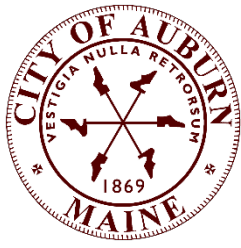
- E. All work done pursuant to this article must be done in compliance with the applicable building, fire prevention, and life safety codes, and within ordinance requirements.

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.

Notes For: Fee schedule for Appendix A

- A. For abandoned buildings, and for buildings under the control of banks or other financial institutions. A base fee (\$400) 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% (\$200) 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 (\$200) 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% (\$100) 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 (\$100) 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 (\$200) 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 (\$400 for Type A, \$200 for Type B) 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.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 4, 2025

Author: Rita Beaudry, Grant Manager

Subject: PAL CENTER – Parking Area & Playground

Information: Construction of the new PAL Center is almost complete. Demolition of the building at 7 Chestnut Street has been completed.

The next phase of the project will include the construction of a new parking lot and playground at the 7 Chestnut Street property. Residents have been inquiring about replacing the playground that was removed for the construction of the PAL Center. We have secured renderings of a proposed layout that will include a fenced-in playground area for child safety. We are awaiting project costs.

City Budgetary Impacts: None. The City Council has allocated funds in previous CIP budgets.

Staff Recommended Action: Review layout of parking area and playground.

Previous Meetings and History: None.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature: _____

Attachments:

- Photo of layout of the parking area and playground at 7 Chestnut Street
- Photos (3) of proposed playground.







IN COUNCIL WORKSHOP & MEETING JULY 21, 2025 VOL 38 PAGE 36

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.

I. Consent Items

1) ORDER 62-07212025* – Appointing Frank Pippin to the Age Friendly Community Committee for a term that expires June 1, 2028.

2) ORDER 63-07212025* – Appointing Brennan Edwards as Student Representative to City Council for a term that expires June 30, 2027.

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

II. Minutes – July 7, 2025 Regular Council Meeting

Councilor Walker moved for passage, seconded by Councilor Cowan. Motion passed 6-0-1 (Platz abstained due to absence at the meeting).

III. Communications, Presentations and Recognitions

- City Clerk Emily Carrington administered the Oath of Office to new Student Representative Brennan Edwards

- The Assessor's Office gave a brief presentation on Tax Commitment for FY26; the mil rate is \$22.88, a \$0.63 increase. Tax bills are projected to be sent in early August.

IV. Open Session

Maurice Galarneau, Auburn resident – spoke on Loring Avenue sidewalk

Mike Norton, Eastman Lane – spoke on pothole at Walmart and Lowes; the property owner is responsible for fixing this and the City has notified the property owner

V. Unfinished 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. Passed first reading on July 7, 2025. Second reading/public hearing. ROLL CALL VOTE. Passage requires majority vote.

Councilor Whiting moved for passage, seconded by Councilor Cowan.

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

Motion passed 7-0 on a roll call vote.

VI. New Business

1) ORDER 64-07212025 – Authorizing the City Manager to sell tax-acquired property at 145 Eastman Lane. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Gerry. Mayor Harmon opened this item for public comment.

The following spoke:

Quentin Chapman, Eastman Lane

Mike Norton, Eastman Lane

Councilor Milks moved to amend the ORDER to remove “affordable housing”. Mayor Harmon clarified that that order does not mention affordable housing. Councilor Milks withdrew the amendment.

The Council discussed the process for RFQ and the project details.

Motion passed 4-3 (Milks, Weisner, Walker opposed).

2) ORDER 65-07212025 – Action on tax abatement for 27 Beacon Street for 2023-2024 tax year. Passage requires majority vote.

Councilor Cowan moved for passage, seconded by Councilor Gerry.

Karen Scammon, Assessor, explained the reason for the abatement request.

Mayor Harmon opened the item for public comment. There was no comment.

Motion passed 7-0.

3) ORDER 66-07212025 – Adopting revised Fee Schedule (Appendix A). Passage requires majority vote.

Councilor Platz moved for passage, seconded by Councilor Whiting.

The following spoke:

Jason Levesque, Youngs Corner Road

Motion failed 3-4 (Gerry, Milks, Weisner, Walker).

VII. Reports

a. Mayor’s Report - Attended the ribbon cutting for Nutty Netties on Court St; gave an update on the Comp Plan – focus groups are being held over the next few weeks regarding the environment, services, and people.

b. City Councilors’ Reports - Councilor Whiting thanked Mount Auburn Apartments, the first building is leasing and the second building has quickly been rebuilt following the fire last year. Councilor Platz mentioned he ran in Emily’s Run on Sunday and thanked public works for helping on managing the route of the run.

c. Student Representative Report - Mubarik welcomed Brennan. Brennan thanked everyone for welcoming him to the Council, encouraged Councilors to speak to students directly.

d. City Manager Report - Mentioned a military fellowship through ICMA, participated in the program and had a deputy commander of a base shadow Auburn last week. August 5th will be the Police Department's National Night Out in Festival Plaza. A training exercise will be held at ELHS on 7/23 by Androscoggin HAZMAT unit. The Auburn Business and Community Development offices have relocated to 121 Mill St. Councilor Milks noted on August 2nd is the Matt Clossen memorial scholarship fundraiser at Lost Valley at 6PM to raise funds for an ELHS student.

e. May 2025 Finance Report – Kelsey Earle, Finance Director – Total revenues are on track with budgeted revenues; noted a School Department variance on expenditures.

Councilor Walker moved to accept the Finance Report, seconded by Councilor Milks. Motion passed 7-0.

VIII. Open Session

The City Manager clarified the property line of where the City property abuts Lowes property line; in response to the comment about a pothole at the earlier Open Session.

IX. Executive Session as scheduled was held at the end of the 5:30PM workshop. Motion by Councilor Platz to enter Executive Session pursuant to 1 MRSA Section 405 (6)(A) for evaluation of the City Manager. Seconded by Councilor Weisner. Motion passed 6-0. Entered Executive Session at 6:30PM and exited at 6:50PM.

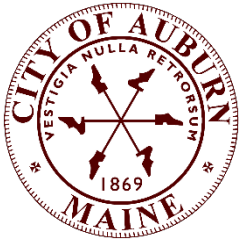
X. Adjournment

Motion to adjourn made by Councilor Platz, seconded by Councilor Weisner.

Motion passed 7-0. Council adjourned at 8:51pm.

A TRUE COPY ATTEST

Emily F. Carrington, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 4, 2025

Author: Emily F. Carrington, City Clerk

Subject: Notice of Denial - Business License Application (MV Auburn dba Marijuanaville, 65 Washington St N)

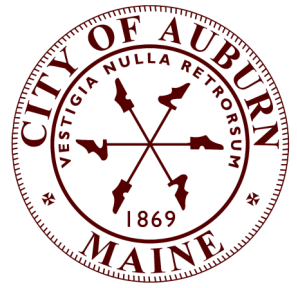
Information: Pursuant to Sec. 14-38 of the City's Code of Ordinances, the Clerk is hereby notifying the City Council of a recent denial of a business license application (a new proposed medical marijuana retail store to be located at 65 Washington St N). The reason for the denial is due to the fact the proposed business location is within 750 feet of the property line of a preexisting school (Sec. 14-659(a)(3)). The applicant was sent notice of the denial on July 30, 2025 and notified of the right to file an appeal within 30 days. Pursuant to Sec. 14-38, the license fee will be refunded to the applicant.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Philip Cravell Jr.*

Attachments: N/A



POLICE • COMMUNITY PARTNERSHIPS

MAYORAL PROCLAMATION

WHEREAS the Auburn Police Department is participating in a unique, nation-wide crime, drug and violence prevention block party entitled “National Night Out”; and

WHEREAS “National Night Out” provides a unique opportunity for the City of Auburn to join with thousands of other communities across the country in promoting strong police-community partnerships; and

WHEREAS the City Council, our residents, and our community partners play a vital role in assisting the Auburn Police Department’s crime prevention efforts; and

WHEREAS it is imperative that all citizens be aware of how they can help reduce crime, drug abuse and violence in Auburn; and

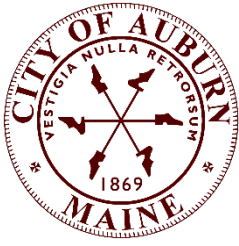
WHEREAS trust, cooperation, and connection are essential to a safe, caring and united community;

NOW, THEREFORE, I, Mayor Jeffrey D. Harmon, do hereby call upon all citizens of Auburn to stand with the Auburn Police Department and support their 21st annual “National Night Out” at Festival Plaza on Main Street on Tuesday, August 5, 2025.

FURTHER, LET IT BE RESOLVED THAT, I, Mayor Jeffrey D. Harmon, do hereby proclaim Tuesday, August 5, 2025 as “National Night Out” in the great City of Auburn.

Mayor Jeffrey D. Harmon

Signed on this date



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 4, 2025

ORDER 67-08042025

Author: Emily F. Carrington, City Clerk

Subject: Request to waive temporary FSE license fee (\$60) for Age Friendly Community Committee event

Information: The City's Age Friendly Community Committee is organizing a lobster feed fundraiser event to be held on August 9, 2025. As the event will include sale of food, a Temporary Food Service License fee is required by ordinance (Chapter 14). The Committee has applied for a waiver of the temporary food service license fee (\$60) as this event will be a fundraiser for the Committee.

Sec. 14-31. - Fees; waiver.

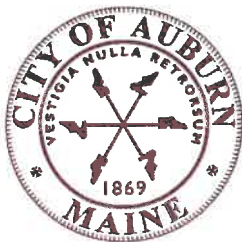
The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the city council. The city council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Philip Crowell Jr.*

Attachments: Waiver application, ORDER



City of Auburn
Office of the City Clerk
60 Court Street
Auburn, ME 04210
207-333-6601

Application for Waiver of License Fee for Non-Profit Organization

§14-31

Name of Organization: Age Friendly Community Committee

Organization Address: 60 Court St Auburn ME 04210

Mailing Address (if different from above): _____

Contact Phone Numbers: (207) 333-6601

Premises to be licensed: Auburn Senior Community Center, Pettingill Park

Federal or State tax exemption number: N/A (Attach certificate or proof of registered non-profit or charitable organization status)

Name and address of present officers:

Name	Address	Title
<u>Dorothy Walker</u>	<u>41 Broad St.</u>	<u>Chair</u>

[Signature]
Authorized Signature

Emily Cunningham
city clerk
Print Name and Title

7/22/25
Date

Municipal Use Only

Type of License: Temp FSE Amount Waived: \$60



City of Auburn, Maine (Official)

19h · 🌐

...

What could be more "summer" than this?! Auburn's Age-Friendly Community Committee is hosting a lobster feed! 🦞 Join them Saturday, August 9 at noon at the Auburn Senior Community Center in Pettengill Park. The meal is \$35 and includes a lobster, steamed clams, corn & potatoes. Space is limited - call Tina to order before August 1 (577-2704).

[Auburn Recreation Department](#)





ORDER 67-08042025

City Council Order

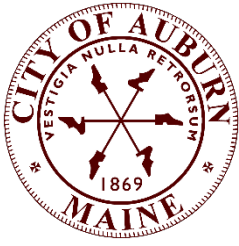
IN CITY COUNCIL

ORDERED, that the Temporary Food Service Establishment license fee (\$60) be waived for the Age Friendly Community Committee's lobster feed fundraiser event on August 9, 2025.

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: August 4, 2025

Order:68-08042025

Author: Eric J. Cousens, Director of Public Services

Subject: Amendments to Appendix A Fees

Information: Proposed for this agenda by Councilor Walker and Councilor Weisner. This amendment is proposed as a compromise to previous fee discussions to balance the anticipated revenues in the FY26 Budget with an amended fee schedule. The proposed changes lessen the impact on new home and addition permit fees by 50% as compared to previous proposals recently considered by the Council by reducing the fee from \$.30 per square foot of new construction to \$.15 per square foot and retains Auburn's position with the lowest permit fee out of comparison communities. The proposed changes also adjust the parking permit fees from a flat monthly permit fee of \$45 to a fee for local residential permit holders at \$50 and all other permit holders at \$55, monthly. That includes the option of parking in the city parking garage and adds the parking permit fees to the Appendix A Fees section for clarity as we try to put all city fees in one document. The other proposed fee change is a 10% increase in Marijuana Business Licensing fees, also included in Appendix A Fees and summarized in the attached document.

City Budgetary Impacts: Balance budgeted revenues with user fee changes that cover more of the cost of services associated with parking, licensing and construction permits.

Staff Recommended Action: Vote to approve fee amendments.

Previous Meetings and History: Budget Discussion for FY 26 and July 7 and 21 Council Meetings.

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

Attachments: Permit examples and fee comparisons to other communities, Amended Appendix A Fees, City Council order.



City of Auburn, Maine

Public Services

Eric Cousens, Executive Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Building Permit Fee Changes (Updated from Last review)

Example	Description	Auburn Prior Fee (2021)	Auburn Current Fee	Auburn Proposed Fee	Lewiston Example (2013)	Portland Example (2025)	Bangor Example
Single Family Home (small)	900 sf (\$300,000)	\$250.00	\$25.00	\$165.00	\$250.00	\$4,625.00	\$1,457.00
Single Family Home (Large)	3,000 sf (\$680,000)	\$775.00	\$25.00	\$480.00	\$775.00	\$10,325.00	\$4,858.00
Single Accessory Structure	600sf Detached Garage	\$67.00	\$25.00	\$85.00	\$67.00	\$1,625.00	\$923.00
Commercial	20,000 sf (\$500,000)	\$7,025.00	\$7,030.00	\$7,030.00	\$7,025.00	\$7,625.00	\$19,700.00
Multi-Family 12 Unit	13,000 sf	\$4,580.00	\$4,580.00	\$4,580.00	\$4,575.00	\$15,125.00	\$22,645.00

Note: Auburn Fees waived for Veteran homeowner and 50% off for Veteran owned investor/business.

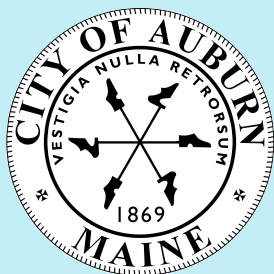
Proposed Plumbing Permit Fee - Adopt Updated State of Maine Minimums by reference to simplify fee schedule for plumbers and homeowners.

Proposed Electrical Permit Fee – Adopt State of Maine fees by reference to simplify fee schedule for electricians and homeowners.

Auburn will retain the lowest overall permitting fees of comparison communities

2024 PROPERTY TAX COMPARISON

Ranked by estimated tax bill



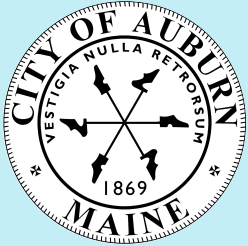
Auburn ranks **second lowest** for estimated tax bills among 8 Maine communities.



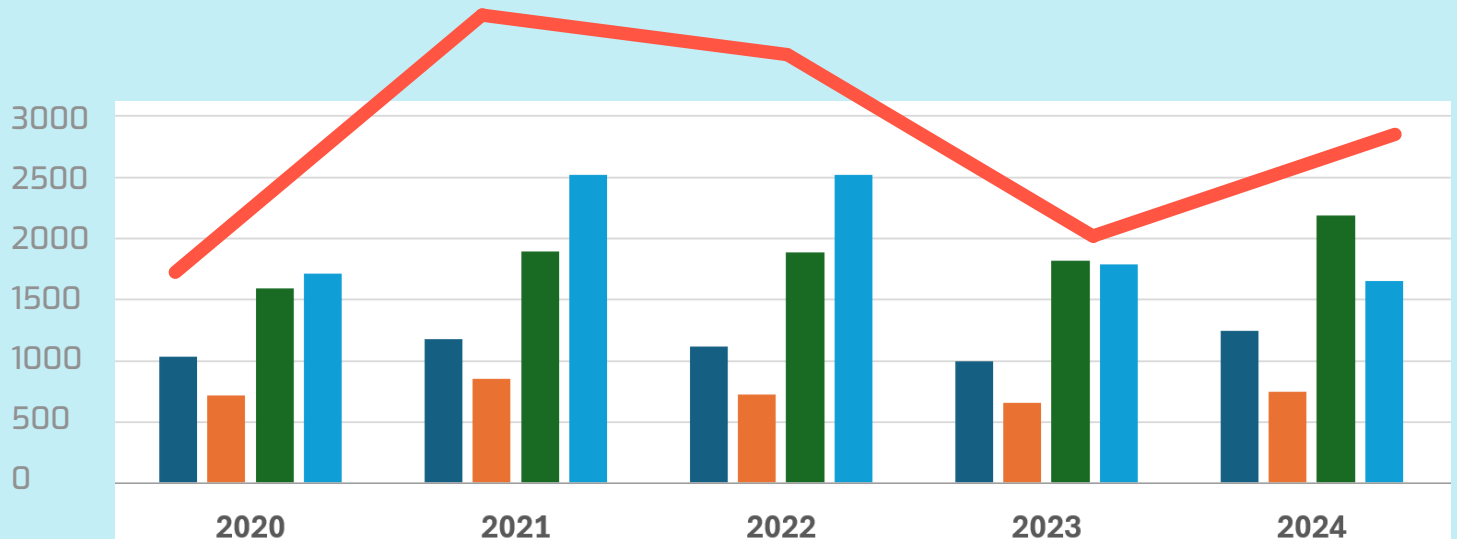
		AVG. HOME VALUE	HOMESTEAD EXEMPTION	TAXABLE VALUE	MIL RATE	EST. TAX BILL
1	Lewiston	\$348,900	\$18,750	\$330,150	\$31.77	\$10,489
2	Scarborough	\$668,256	\$25,000	\$643,256	\$15.97	\$10,273
3	Westbrook	\$511,250	\$25,000	\$486,250	\$16.68	\$8,111
4	Saco	\$525,399	\$25,000	\$500,399	\$14.75	\$7,381
5	So. Portland	\$517,460	\$25,000	\$492,460	\$14.14	\$6,963
6	Biddeford	\$510,886	\$25,000	\$485,886	\$14.22	\$6,909
7	AUBURN	\$318,969	\$23,250	\$295,719	\$22.25	\$6,580
8	Bangor	\$282,127	\$25,000	\$257,127	\$18.55	\$4,770

5-YEAR PERMIT COMPARISON

2020-2024

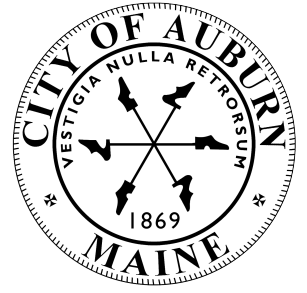


Auburn and comparison communities are following trends driven by material costs and increased demand for housing.



● AUBURN TOTAL PERMITS
● LEWISTON TOTAL PERMITS

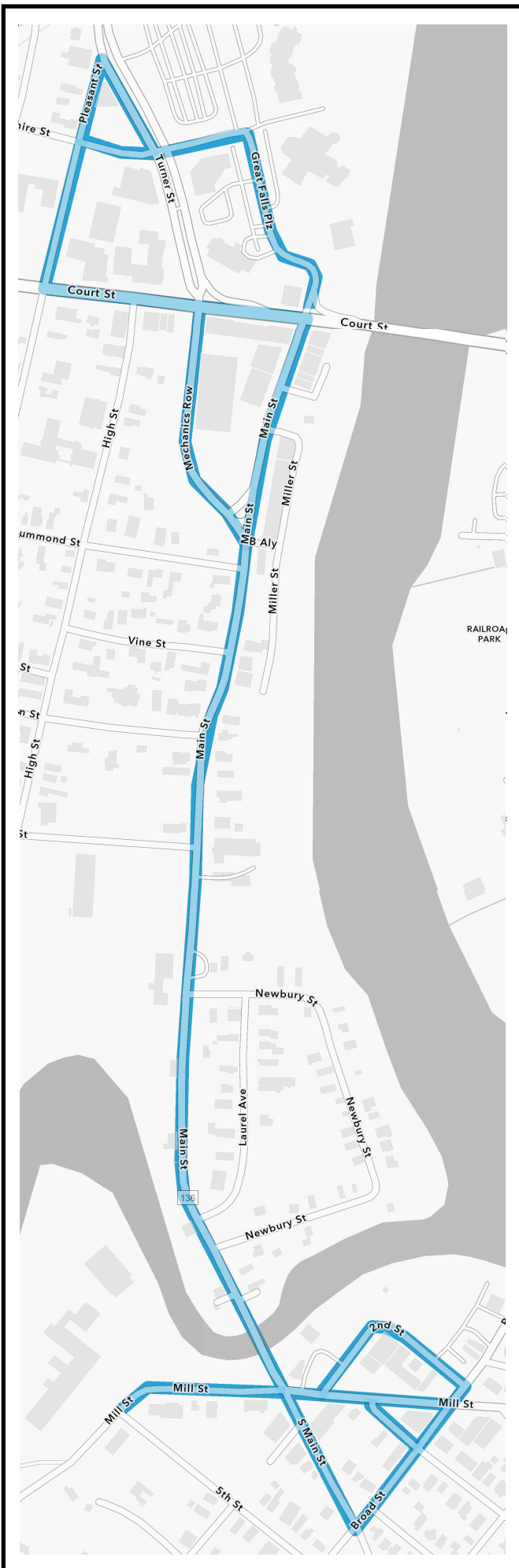
● SCARBOROUGH TOTAL PERMITS
● GPCOG BUILDING PERMITS



City of Auburn, Maine

60 Court Street
Auburn, ME 04210
auburnmaine.gov
207.333.6601

DOWNTOWN RESIDENT PARKING PERMIT AREA





ORDER 68-08042025

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 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
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	\$50 50
Retail Store	\$5,0 500
FSE On/Off Pre-packaged foods	\$220 0.00
Tier I Cultivation: up to 500 SF of mature plant canopy	\$1,1 000
Tier II Cultivation: 501-2,000 SF of mature plant canopy	\$1,650 1,500
Tier III Cultivation: 2,001-7,000 SF of mature plant canopy	\$2,750 500
Tier IV Cultivation: greater than 7,000 SF of mature plant canopy	\$5,0 500
Manufacturing Facility	\$2,500 750
Testing Facility	\$2,750 500
Nursery: cultivation of not more than 1,000 SF of plant canopy	\$1,100 000
Medical Cannabis (Marijuana)	
Application Fee	\$50 00
Retail Store	\$5,0 500
FSE On/Off Pre-packaged foods	\$220 00.00
Cultivation Facility	\$1,1 000
Manufacturing Facility	\$2,750 2,500
Testing Facility	\$2,750 2,500
Dispensary (total of allowed uses)	\$5,500
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 <u>Downtown Resident Parking: \$50.00</u> <u>All Others: \$55.00</u>

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

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 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

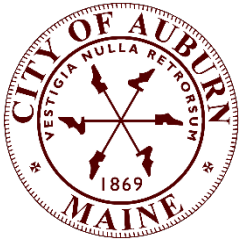
City of Auburn EMS Transport Rate Schedule effective January 1, 2025:

<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: August 4, 2025

Author: Emily F. Carrington, City Clerk

Subject: Removing marijuana (cannabis) license fees from Chapter 14

Information: Proposed for this agenda by Councilor Walker and Councilor Weisner. This amendment removes the existing license fees within Chapter 14 (Sec. 14-658) and references that fees be paid in accordance to the City's master fee schedule (APPENDIX A).

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Proposed ordinance amendment



ORDINANCE 04-08042025

City Council Ordinance

IN CITY COUNCIL

Be it ordained by the Auburn City Council, that Chapter 14, "Business Licenses and Permits", of the City's Code of Ordinances is hereby amended 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

Sec. 14-658. Application procedure.

- (a) *An application for a license must be made on a form provided by the city.*
- (b) *All applicants must be qualified according to the provisions of this ordinance. Applicants shall provide sufficient information to demonstrate that they meet all qualifications and standards established in this ordinance.*
- (c) *Application to establish a marijuana business.*
 - (1) If the applicant who wishes to operate a marijuana business is a single individual, this person must sign the application for a license. If the applicant who wishes to operate a marijuana business is more than one individual, each person who has an interest in the business must sign the application for a license as applicant. Each applicant must be qualified under the following section and each applicant shall be considered a licensee if a license is granted.
 - (2) The completed application for a marijuana business license shall contain the following information and shall be accompanied by the following documents:
 - a. If the applicant is an individual means the individual shall state their legal name and any aliases, and submit proof that they are at least 21 years of age.
 - b. If the applicant is a partnership. The partnership shall state its complete name, and the names of all partners, whether the partnership is general or limited, submit a copy of the partnership agreement, if any, and submit proof that all partners are at least 21 years of age.
 - c. If the applicant is a corporation. The corporation shall state its complete name, the date of its incorporation, evidence that the corporation is in good standing under State law, the names and capacity of all officers, directors and principal stockholders, the name of the registered corporate agent, the address of the registered office for service of process, and submit proof that all officers, directors and principal stockholders are at least 21 years of age.
 - d. If the applicant is a limited liability company (LLC). The LLC shall state its complete name, the date of its establishment, evidence that the LLC is in good standing under State law, the names and capacity of all members, a copy of its operating agreement, if any, the address of its registered office for service of process, and submit proof that all members are at least 21 years of age.
 - e. If the applicant intends to operate the marijuana business under a name other than that of the applicant, they must state the marijuana business' name and submit the required registration documents.
 - f. If the applicant, an officer, member or employee has been convicted of criminal activity under state and/or federal law, they must list the specified criminal activity involved, and the date, place, and jurisdiction of each conviction.
 - g. If the applicant has had a previous license under this ordinance or other similar marijuana business license applications in another town, city or state denied, suspended or revoked, they must list the name and location of the marijuana business for which the license was denied, suspended or revoked, as well as the date of the denial, suspension or revocation, and they must list whether the applicant has been a partner in a partnership or an officer, director, or principal stockholder of a corporation that is permitted/licensed under this ordinance, whose license has previously been denied, suspended or revoked, listing the name and location of the marijuana business for which the permit was denied, suspended, or revoked as well as the date of denial, suspension or revocation.

-
- h. If the applicant holds any other permits/licenses under this ordinance or other similar marijuana business license from another town, city, or state the applicant shall provide the names and locations of such other permitted/licensed businesses.
 - i. The type of marijuana business for which the applicant is seeking a license.
 - j. The location of the proposed marijuana business, including a legal description of the property, street address, and telephone number.
 - k. Sufficient documentation demonstrating possession or entitlement to possession of the proposed licensed premises of the marijuana business pursuant to a lease, rental agreement, purchase and sale agreement or other arrangement for possession of the premises or by virtue of ownership of the premises.
 - l. The applicant's mailing address and residential address.
 - m. Recent passport-style photograph(s) of the applicant(s).
 - n. The applicant's driver's license.
 - o. A sketch showing the configuration of the subject premises, including building footprint, interior layout with floorspace to be occupied by the business, and parking plan. The sketch must be drawn to scale with marked dimensions.
 - p. A copy of a city tax map depicting: The subject property lines and the property lines of other properties containing any existing marijuana businesses within 1,000 feet of the subject property; and the property lines of any public or preexisting private school within 750 feet of the subject property, measured in accordance with section 14-659.
 - q. Evidence of all state approvals or conditional approvals required to operate a marijuana business at the subject premises.
 - r. Evidence of all land use approvals or conditional land use approvals required to operate a marijuana business pursuant to this Code, including, but not limited to, a building permit, site plan approval, change of use permit or certificate of occupancy for the subject premises.
 - s. Evidence of all other local approvals or conditional approvals required to operate a marijuana business pursuant to the Code of Ordinances, including, but not limited to, food service establishment licenses.
- (3) All applications for a marijuana business license shall be kept confidential by the city.
 - (4) All applicants, including all individuals, officers, directors, managers, members, and partners, for any medical marijuana business license must be residents of the state, as defined in 22 M.R.S.A. § 2422.
 - (5) If an applicant is a person, the applicant must be a resident as that term is defined in the application. If the applicant is a corporation, partnership, or limited liability company, every officer, director, and managing partner must be a person who is a resident, and a majority of shares, partnership interests, and membership interests, or other equity interests must be held or owned by persons who are residents. This residency requirement does not apply to applicants for testing facility licenses.

(e) Application and license fees. All applications must be submitted with the applicable license fee(s) according to the city's fee schedule (APPENDIX A) before the city will issue a license.

Renewal applicants for adult use marijuana cultivation licenses may seek an increase to a higher tier if they comply with the requirements in this section.

Applicants for adult use marijuana cultivation licenses may not hold more than three such licenses or a total combined plant canopy in excess of 30,000 square feet.

~~Application and license fees.~~ All applications must be submitted with a \$500.00 fee. If an application is approved, the following license fees must be paid before the city will issue a license:

~~Marijuana store.~~ Annual operation license fee: \$5,000.00.

~~Marijuana manufacturing facility.~~ Annual operation license fee: \$2,500.00.

~~Marijuana testing facility.~~ Annual operation license fee: \$2,500.00.

~~Adult use marijuana cultivation:~~

~~Tier 1.~~ 0—500 square feet of plant canopy—Annual permit/licensing fee: \$1,000.00.

~~Tier 2.~~ 501—2,000 square feet of mature plant canopy—Annual license fee: \$1,500.00.

~~Tier 3.~~ 2,001—7,000 square feet of mature plant canopy—Annual license fee: \$2,500.00.

~~Tier 4.~~ Greater than 7,000 square feet of mature plant canopy—Annual license fee: \$5,000.00.

~~Medical marijuana cultivation.~~ Annual operation license fee: \$1,000.00.

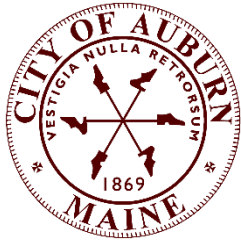
~~Adult use marijuana nursery cultivation.~~ Annual license fee: \$1,000.00 (Plant canopies of individual nursery cultivations are permanently capped at 1,000 square feet.)

~~Renewal applicants for adult use marijuana cultivation licenses may seek an increase to a higher tier if they comply with the requirements in this section.~~

~~Applicants for adult use marijuana cultivation licenses may not hold more than three such licenses or a total combined plant canopy in excess of 30,000 square feet.~~

(f) *Complete application.* In the event that the city clerk determines that a submitted application is not complete, the city clerk shall notify the applicant that the application is not complete and shall inform the applicant of the additional information required to process the application.

(Ord. No. 03-05202019, 6-3-2019; Ord. No. 08-11022020, 12-21-2020; Ord. No. 21-09182023, 12-4-2023)



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: August 4, 2025

Subject: Executive Session

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

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.