



**Council Economic and Community Development Committee
Agenda
Auburn Hall – Council Chambers – 5:30 PM June 16, 2016**

1. Call to Order

2. Minutes of previous meetings

- a. Approve May 19, 2016 meeting minutes.

3. Agenda items listed for review

- a. Councilor request to consider a rezoning to resolve a zoning violation and preserve property value in a unique situation at 1863 Pownal Road (Attached). (20 Minutes)
- b. Job Description for additional C&ED Department Position. Councilor Pross may be proposing a budget amendment and we could use committee input. (10 Minutes)

4. Staff updates

- a. Adaptive Re-Use Ordinance (10 Minutes)
- b. Updates on other initiatives/projects not on the agenda, as well as, any new

5. Next meeting agenda setting

- a. Establish the agenda for the next meeting. (10 Minutes)



Council Economic and Community Development Committee

Agenda

St. Louis Church, 32 Dunn Street – First Floor – 5:30 PM May 19, 2016

Meeting Minutes

Committee: Councilors Jim Pross and Grady Burns.

Others Present: Councilor Leroy Walker, Michael Chammings – Economic and Community Development Director, Doug Greene – City Planner.

Councilor Grady Burns called the meeting to order at 5:35.

Minutes from Previous Meeting:

Councilor Pross motioned to approve the minutes from the April 21, 2016 meeting, seconded by Councilor Burns, all in favor.

3A - Northern Borders Regional Commission Grant Opportunity to fund phase 1 of the New Auburn Riverway Project.

City Planner Doug Greene gave a presentation on the New Auburn Riverway Project and advised the committee that there is a grant opportunity to help pay for phase one of the project.

Councilor Pross motioned to support the grant application and to bring it to the full council, seconded by Councilor Burns, all in favor.

ADJOURNMENT

A motion was made by Councilor Pross and seconded by Councilor Burns to adjourn at 5:55, All in favor.

6:00 PM start of the New Auburn Riverway – Greenway Project Public Meeting to review draft plans and phasing strategy.



City Council Workshop Agenda Item Request Form

City of Auburn

Requesting Councilor's Name:

Leroy Walker- Councilor Ward 5

Second Councilor Name:

Cristine M. Gilbert

Policy: Change in zoning for City owned property- 1863 Pownal Road

Summary of Issue:

This property has been a zoning problem for years and is costing the City of Auburn a significant amount of loss tax revenue due to a mistake made in dividing lots. We have the opportunity to fix the problem. I think City staff has avoided settling the matter in a reasonable way. As the Council it's time to settle the matter in Auburn's favor.

The Property at 1863 Pownal Road was created in or about 2010 when it was divided from a 67 acre parcel into two lots: the house lot on an 8.1 acre lot and a 58 acre vacant field and woods lot. Both lots are in the AG/RP zone requiring a minimum lot size of 10 acres. When the City permitted the division, the property at 1863 Pownal Road was left with 1.9 acres less than required. The penalty for this violation is Chapter 60, Sec. 60-40-Reduction of Dimensional Regulations. "No building permit or other municipal permit or license shall be issued to any of the land so transferred or to the land retained until all of such land or lots in conformance with all dimensional requirements." Attempts to correct the violation through the purchase of the needed land from the two contiguous property owners have been unsuccessful. If the zoning issue is not resolved it will be difficult to secure a mortgage and insurance and to do the renovations that are necessary to bring this 1900's house and property back to its former beauty. It needs to be put back on the tax roll and so the non-conforming lot issue needs resolution.

Recommended Action for Consideration: Request the Planning Board to review and make a recommendation on a proposal to amend the Zoning Map in the vicinity of Pownal Road and Jordan School Road, specifically, 1863 Pownal Road, Parcel ID # 021-001, from Agricultural/Resource Protection to Low Density Country Residence (with 3 acre minimum lot size). This is a tax acquired property now owned by the City of Auburn.

There are 4 solutions to this issue, but I think #4 rezoning is the best answer:

1. Have the City issue a "No Action Letter" as a condition of sale.
2. The City, as the current property owner, request that Jenis Holding Company convey back a 1.1 acre lot to make both properties conforming. Sec.60-40 also penalizes any development of the Jenis lot unless the 1863 Pownal Road lot is made conforming. Conveying a strip of land 57.05' by 840' (47,922sf) along the length of the rear line dividing the two properties is suggested.
3. Purchase 1.1 acres from John F. Murphy Homes at 1805 Pownal Road.
4. Have the City initiate a rezoning to Low Density Country Residence District to include this lot and the two lots across Pownal Road. This action would make all three lots conforming.

Existing Policy References (Comp. Plan, etc): Copies attached: Auburn Maine Code of Ordinances- Sec. 60-146 Dimensional Regulations, Auburn Maine Code of Ordinances- Sec. 60-1445 zoning amendments purpose, Auburn Maine Code of Ordinances- Sec. 60-40 Reduction in dimensional regulations, Auburn Parcel Inquiry for 1863 Pownal Road,



Auburn Parcel Inquiry

City of Auburn Website MapAuburn Home Page

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AGRICULTURE/
RESOURCE PROTECTION

LOW DENSITY
~~RESIDENCE~~
COUNTRY 3 ACRES or more

1863
POWINAL RD.

COUNTRY RESIDENCE

Total - \$ 413,800

Total - \$ 216,000 Building V.

600ft

44.000 - 70.232 Degrees

ZONING AMENDMENTS

Sec. 60-1445. - Purpose.

Amendments to the zoning ordinance, including the zoning map, may be initiated by the planning board on its own initiative or upon request by the city council or by a petition signed by not less than 25 registered voters of the city.

(Ord. of 9-21-2009, § 8.1A)

Sec. 60-40. - Reduction in dimensional regulations.

No lot (except as allowed by the planning board at the time of final approval of a subdivision or development plan) shall be reduced, subdivided, conveyed, divided or otherwise transferred that violates, or creates a lot that violates, any minimum dimensional regulation of this chapter. No building permit or other municipal permit or license shall be issued to any of the land so transferred or to the land retained until all of such land or lots are in conformance with all dimensional regulations. If a serious health or safety issue with the property should arise, the director of planning and permitting services shall determine if a permit should be issued to correct the problem. This provision shall not allow further nonconformity to occur in order to achieve the corrective action necessary. Any land taken by eminent domain or conveyed for a public purpose shall not be deemed in violation of this provision. Any setback or lot that is reduced below the minimum dimensional requirements as a result of land taken by eminent domain or conveyed for a public purpose shall not be deemed nonconforming. Setbacks for the enlargement of any existing building located on such a lot shall be referenced to the property line as it was located prior to the eminent domain action or the conveyance for a public purpose.

(Ord. of 9-21-2009, § 3.1H)

Job Description

JOB TITLE: Special Projects Manager/ Grant Administrator
GRADE: 6
DEPARTMENT: Economic and Community Development
REPORTS TO: Economic and Community Development Director
SUPERVISES: N/A
BARGAINING UNIT: Non-Union
FLSA STATUS: Exempt
REVISED: 6/13/16

Job Summary

Under the direction of the Economic and Community Development Director, the Special Projects Manager/ Grant Administrator organizes, coordinates and implements a commercial property inventory program for the Marketing of the City.

Performs research, planning, analysis, training and communications tasks necessary to develop and administer the City's community and economic development programs.

Writes, prepares, administers, audits and closes out grant applications and awards.

Provides Board and Committee Support, collects and prepares documents and agendas for presentation and public outreach.

Acts as a Legislative and Agency Liaison to keep State, Quasi (MTA) and Federal officials up to date on various projects and advocate for outcomes that benefit the City.

Provides Web Site updates and conducts public outreach.

The Special Projects Manager/ Grant Administrator must be flexible and be prepared to take on tasks that are outside the job description when required by the City.

Supervisory Responsibilities

None

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Establishes and supports a city-wide commercial property inventory program in coordination with IT;
- Works with neighborhood residents and downtown businesses to develop and implement a redevelopment plan for key properties;
- Serves on the City Plan Review Team and works closely with the City Planner with the focus on design and review of applications for the neighborhood target areas and downtown areas;
- Establishes incentive programs for reinvestment in the downtown and neighborhoods;
- Coordinates the business visitation program;
- Prepares marketing material for the City to advance the economic opportunities within the City, including information on financial assistance services such as grants, loans, interest rebates, and tax credits;
- Attends trade shows and community events to network with businesses and overall community;
- Acts as a liaison between community groups, business and City Staff, connecting resources with individuals;
- Acts as a Legislative and Agency Liaison to keep State, Quasi (MTA) and Federal officials up to date on various projects and advocate for outcomes that benefit the City;
- Provides education opportunities on Federal, State and local economic programs;
- Promotes partnerships among community members, city staff, government agencies, and private industry;
- Prepares and/or oversees preparation of legal documents that implement programs of projects of the department;
- Coordinates and/or develops support resources needed by local business;
- Develops media opportunities that highlight opportunities and successes in the downtown area and provides the logistical support needed for media events;
- Writes, prepares, administers, audits and closes out grant applications and awards;
- Makes presentations to community groups and programs;
- Develops inventory of available property with characteristics such as zoning, utilities, roads, and infrastructure;
- Prepares and/or edits newsletters, press releases, correspondence, reports, speeches, multi-media, and presentations for the Economic and Community Development Director, City Manager, Mayor and members of the City Council relative to economic development and community events;
- Works cooperatively and productively with co-workers, supervisors, representatives of the business community and the general public.
- Works in a safe manner, observes all safety rules, reports any observes safety hazards to the supervisor or Safety Coordinator.
- Other duties as required.

Recommended Minimum Qualifications

Training and Experience

- Bachelor's Degree in public administration, economics, communications or business-related field preferred; Masters desired.
- Minimum of 3 to 5 years of government experience, or any combination of education and related work experience.
- Experience in writing, preparing, administering, auditing and closing out grant applications and awards.
- Maine Drivers License and good driving record.

Knowledge, Skills and Ability

- Principles, methods, trends involved with the administration of public information, real estate transactions, economic development and community relations programs.
- Knowledge of TIF's.
- Communicate effectively with City staff, elected officials, the public and the media, including preparing/presenting press releases, informational materials, training programs, speeches and correspondence.
- Research, assist, and advise in a full range of community relations activities, including the use social media, of cable television and computer systems.
- Design and implement marketing campaigns to promote City services, programs, and special events, including the targeting of special population groups.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Manage interpersonal dynamics.
- Mediate; manage conflicts and issues; handle emotionally charged situations.
- Excellent oral and written communication skills
- Computer skills including Word, Excel, Spreadsheets, Power Point and Outlook
- Customer service skills.

Job Environment/Working Conditions/Physical Requirements

Standard office environment; outdoor environment to include visiting potential or partially developed property sites. Position requires sitting, standing, walking (sometimes on uneven or rocky ground), reaching, twisting, turning, bending, squatting, climbing stairs in the performance of daily activities; also requires grasping, repetitive hand movement, using computer keyboard, calculator and other office equipment. Position requires driving, good vision, hearing and speech. Work

environment may include business and industrial sites, construction sites at various levels of development, vacant lots, woodlands, wetlands and similar outdoors properties.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change.

DRAFT

Single Benefits

	50 K	55 K	60 K	65 K
Salary	\$ 50,000.00	\$ 55,000.00	\$ 60,000.00	\$ 65,000.00
Health Insurance	\$ 6,499.85	\$ 6,499.85	\$ 6,499.85	\$ 6,499.85
Retirement	\$ 4,750.00	\$ 5,225.00	\$ 5,700.00	\$ 6,175.00
FICA & Medicare	\$ 3,825.00	\$ 4,207.50	\$ 4,590.00	\$ 4,972.50
Cafeteria Plan	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
HRA	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Totals	\$ 66,524.85	\$ 72,382.35	\$ 78,239.85	\$ 84,097.35

Family Benefits

	50 K	55 K	60 K	65 K
Salary	\$ 50,000.00	\$ 55,000.00	\$ 60,000.00	\$ 65,000.00
Health Insurance	\$ 14,577.71	\$ 14,577.71	\$ 14,577.71	\$ 14,577.71
Retirement	\$ 4,750.00	\$ 5,225.00	\$ 5,700.00	\$ 6,175.00
FICA & Medicare	\$ 3,825.00	\$ 4,207.50	\$ 4,590.00	\$ 4,972.50
Cafeteria Plan	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
HRA	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Totals	\$ 75,102.71	\$ 80,960.21	\$ 86,817.71	\$ 92,675.21