



# City of Auburn, Maine

Office of Permitting & Code Enforcement

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## Meeting Minutes - Draft

### Comprehensive Planning Committee

Thursday April 24, 2025 at 6:PM

### Council Chambers Second Floor Auburn Hall

#### 1. **ROLL CALL:** Committee Members, City Staff and Consultants

John Cleveland, Rex Rhodes, Jane Costlow, Denis Bergeron, Tim Cowan, Jeff Harmon, Dana Staples, Paul Jacques, Rick Whiting, Virginia Keel, Kelly Butler, Becky Conrad.

Absent: Bruce Rioux, Matt Duvall, Adam Lee, Heidi Bertels and Riley Bergeron

Staff Members Present: Natalie Thomsen, Phil Crowell and David Hediger

Consultant Members Present: Keri Ouellette and Alison Tobey

#### 2. **MINUTES:** Minutes from March 25, 2025

**Motion to Approve:** Dana Staples      **Second:** Paul Jacques      **Vote:** 10-0-2  
(Jane Costlow and Denis Bergeron abstain as they were absent for the March 25, 2025 meeting)      **Motion Carries**

#### 3. **PUBLIC COMMENT:** No Public Present

#### 4. **COMP. PLAN SURVEY:** Feedback from Committee members

Berry Dunn consultants share with Committee the draft for the public survey. There was some discussion about the wording of several questions to provide more clarity in the responses, but overall the Committee is in accordance with the survey questions. Berry Dunn will make a few edits to the wording of questions based on the feedback and plans to go live with the public survey on May 1<sup>st</sup>.

#### 5. **STUDENT ENGAGEMENT:** Feedback from Committee members

Berry Dunn shares questions designed to engage students. One version is designed for High school aged students and the other is designed for younger students. Discussion on engaging students in the survey process, including methods like sticky notes, student

council involvement, and a photo contest. The aim is to gather input from students before the school year ends. They further discussed whether to engage students from Central Maine Community College in the survey process, considering their presence in Auburn.

#### **6. COMMUNITY ENGAGEMENT:** Discussion with Committee members

The Consultants and Committee discussed the community survey and engagement plan, including timelines for activities in May. Marketing strategies include social media, Sun Journal, flyers, QR codes, and postcards.

#### **7. COMMUNITY PINPOINT WEBSITE:** Operational - Overview of the website

The Community Pinpoint website has been operational for under a month, with 166 unique visitors and 12 contributors. This site will evolve over the course of the planning process to share information and gather feedback along the way.

#### **8. SUBCOMMITTEES:** Committee members' preferences

The meeting focused on forming subcommittees for the comprehensive plan, divided into three groups: people and city services, natural environment, and built environment. Members volunteered for these subcommittees, with some expressing preferences for specific areas. Committee members ask for further clarification on the specific roles and responsibilities of the subcommittees and how they will contribute to the comprehensive plan. The consultant explains that during the review of the inventory chapters, these subcommittees will provide feedback on these topics as well as when it's time to hold focus groups.

##### **Subcommittee Groups:**

**People and City Services:** Tim Cowan, Virginia Keel, Kelly Butler, (Adam Lee 2<sup>nd</sup>)

**Natural Environment:** Heidi Bertels, Rex Rhodes, Jane Costlow, Becky Conrad (Matt Duvall 2<sup>nd</sup>)

**Built Environment:** Dana Staples, Paul Jacques, Denis Bergeron, Rick Whiting, (Adam Lee 1<sup>st</sup>) (Matt Duvall 1<sup>st</sup>)

#### **9. SHAREPOINT SITE FOR DOCUMENTS:** For use by Committee members (Planning Staff)

A SharePoint site has been set up for committee members to access documents related to the comprehensive plan. Members can view but not edit original documents. Questions about the site or documents should be directed to David or Jill for IT support.

**10. NEXT MEETING DATE:** May 27 2025 – Confirm date with committee members.

The June meeting will be moved from June 24<sup>th</sup> to June 17<sup>th</sup> due to a conflict with booking the room.

**11. ADJOURMENT**

**Motion to Adjourn:** Tim Cowan

**Second:** Dana Staples

**Vote:** Unanimously In favor

**Meeting Adjourned**

**1:05:18**