



**City Council Workshop & Meeting  
September 17, 2018  
Agenda**

**5:30 P.M. Workshop**

- A. Comprehensive Plan Discussion – Peter Crichton (30 minutes)
- B. Executive Session – Contemplated Litigation, pursuant to 1 M.R.S.A. §405(6)(E)

**7:00 P.M. City Council Meeting** - Roll call votes will begin with Councilor Fournier

**Appointing a Mayor Pro Tempore**

**Pledge of Allegiance**

- 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.
  - 1. **Order 75-09172018\***  
Designating Assistant City Manager, Phillip Crowell as the official voting delegate to the Maine Municipal Association Annual Business Meeting to be held on October 3, 2018.
- II. **Minutes** - September 10, 2018 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**  
Communication – Board of Assessment Review Update (Karen Scammon)
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business** - None
- VI. **New Business**
  - 1. **Order 76-09172018**  
Approving the Liquor License Mike’s Runway Diner located at 80 Airport Drive, Auburn, Maine. Public hearing.
  - 2. **Order 77-09172018**

Amending Order 122-12182017 previously adopted by the City Council on 12/18/2017 regarding the discontinuance of Troy Street.

***A brief presentation will be made by Eric Cousens prior to the Council vote on this item.***

3. **Order 78-09172018**  
Authorizing the City Manager to sign the Minot Avenue Credit Enhancement Agreement assignment.
4. **Resolve 11-09172018**  
Supporting the Mayor's Ad Hoc Committee on Agriculture and Resource Protection (MAG-ARP).
5. **Order 79-09172018**  
Appointing a City Councilor to serve on the Mayor's Ad Hoc Committee on Agriculture and Resource Protection (MAG-ARP).
6. **Resolve 12-09172018**  
Supporting the Creation of the Strategic Plan and to allow the City Manager to move forward with the strategic planning process.
- VII. **Reports**
  - a. **Mayor's Report**
  - b. **City Councilors' Reports**
  - c. **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 which is *not on this agenda*.
- IX. **Executive Session** – None.
- X. **Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 17, 2018

**Author:** Peter Crichton, City Manager

**Subject:** Comp Plan Update Workshop

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**Information:** At the previous City Council Meeting, it was requested that an update be provided on the Comprehensive Plan. This presentation will highlight some of the items that have not yet been acted upon.

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**City Budgetary Impacts:** There is no fiscal impact.

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**Staff Recommended Action:** There is no specific action required.

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**Previous Meetings and History:** Annual City Council Retreat/City Council Meeting on August 6, 2018/City Council Meeting on August 20, 2018/ City Council Workshop on September 10, 2018

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**City Manager Comments:**

I concur with this recommendation.

Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

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**Attachments:**

Power Point Presentation

# COMPREHENSIVE PLAN IMPLEMENTATION UPDATE

STRATEGIES NOT YET IN PROGRESS



AUBURN'S COMPREHENSIVE PLAN  
ESTABLISHED 207 STRATEGIES

**Ongoing**  
**Short-Term**  
**Long-Term**

**Ongoing** | **Short-Term** | **Long-Term**

## **Sub-Categories:**

- **Land Use Ordinance Amendments**
- **Studies & Planning**
- **Capital Projects & Investments**
- **Other**

## **Note**

**Some items are “undone” due to change in situation, lack of funding, low prioritization, etc.**

## **Also**

**Some items exist solely to meet grant/funding requirements**

Short & Long-Term strategies  
not yet in progress

# LAND USE ORDINANCE AMENDMENTS

- **Lake Auburn** – review/revise LAO District septic requirements
- **Lake Auburn/Taylor Pond** – update Phosphorous Control Ord.
- **Taylor Pond** – revise sewer connection requirements
- **Lake Auburn** – require septic insp/repair upon property transfer
- **Water supply** – update stormwater management requirements including Phosphorous Control Ordinance
- **Aquifer protection** – map and protect significant aquifers

# LAND USE ORDINANCE AMENDMENTS

- **Historic** – create site design standards for non-historic buildings in or adjacent to the historic district
- **Archeological** – update archeological resource standards and submission requirements
- **Recreation/Open Space** – review recreation and open standards for residential developments
- **Housing** – revise provisions for mobile home parks
- **Housing** – assure that codes allow owners to improve properties in older neighborhoods

# LAND USE ORDINANCE AMENDMENTS

- **Transportation** – update public and private road standards
- **Transportation** – require new developments with a large number of employees to provide facilities for transportation demand management where feasible
- **Transportation** – revise access mgmt provisions along major roads
- **Transportation** – update public and private road standards

# STUDIES & PLANNING

- **Emergency Services** – conduct feasibility study of public safety services and facilities including regional considerations
- **Economic Development** – develop a labor-to-business marketing plan
- **Economic Development** – develop a skilled labor force education plan



# STUDIES & PLANNING

- **Housing** – develop program to allow transition of urban single family neighborhoods
- **Schools** – develop a child-centered facility plan
- **Water supply** – develop water conservation plan
- **Stormwater** – develop watershed management plans for impaired water bodies

# STUDIES & PLANNING

- **Historic** – develop City Historic Resources List
- **Archeological** – develop City Archeological Resource List
- **Transportation** – develop program to work with large employers to explore transportation demand management
- **Transportation** – develop standards for appropriate development along Riverside Drive

# STUDIES & PLANNING

- **Transportation** – assess the potential for expansion of passenger rail service
- **Transportation** – assess improvements to the Washington SB/Rodman intersection
- **Transportation** – establish streetscape and site design criteria for the major road corridors

# CAPITAL PROJECTS & INVESTMENTS

- **Transportation** – promote rail industry growth
- **Transportation** – improve Center Street/Turner Street traffic management
- **Transportation** – improve pedestrian and bicycle access along the Route 4 corridor
- **Transportation** – expand fixed-route bus service and other transit service as necessary

# CAPITAL PROJECTS & INVESTMENTS

- **Transportation** – redesign the Pleasant Street/Turner Street connection
- **Recreation** – continue to provide public access to Taylor Pond
- **Sewers** – use bonding or other strategies to extend sewers to New Auburn industrial areas

## OTHER

- **Lake Auburn** – designate “Responsible Management Entity” for septic system maintenance
- **Municipal services** – hire a grants coordinator
- **Schools** – improve the quality of the City’s school system
- **Taylor Pond** – control invasive species
- **Habitat** – establish voluntary protection-advisory program

## OTHER

- **Habitat** – create a wildlife corridor improvement program
- **Habitat** – require documentation of forestry practices
- **Habitat** – establish community education program
- **Androscoggin River** – develop land/trail mgmt plans

# One Vision. One Plan. One Voice.

## GROWTH

Develop & Grow Our City

## QUALITY

Enhance our Quality of Life

## INVESTMENT

Invest in our Future





City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** September 17, 2018

**Subject:** Executive Session

**Information:** Contemplated litigation, pursuant to 1 M.R.S.A. Section 405(6) (E).

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

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

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

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

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

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

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

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

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

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

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



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 17, 2018

**Order:** 75-09172018

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Designating Phillip Crowell as the official voting delegate to the MMA Annual Business meeting

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**Information:** The Maine Municipal Association will hold its Annual Business Meeting in conjunction with the MMA Annual Convention on Wednesday, October 3, 2018. The MMA Bylaws entitle each member community to 1 voting representative. The Municipal officers may designate their municipalities voting representative and alternate.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Recommend passage. A motion designating Assistant City Manager, Phillip Crowell as the official voting delegate to the Maine Municipal Association Annual Business Meeting to be held on October 3, 2018.

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cuddeback".

**Attachments:** MMA memo, Annual Meeting proposed agenda, and Order

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Maine Municipal  
Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

## MEMORANDUM

**TO:** Key Municipal Officials of MMA Member Cities, Towns and Plantations

**FROM:** Stephen W. Gove, Executive Director

**DATE:** September 4, 2018

**SUBJECT:** Voting Credentials for MMA Annual Business Meeting

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The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 3, 2018, at 1:45 p.m. in the Cumberland Room at the Augusta Civic Center.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached the Proposed Agenda for the MMA Annual Business Meeting for your reference. The current MMA Bylaws as adopted in 2013 will be available at the MMA Annual Business Meeting or may be viewed on the MMA website at:

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>.

Please note that the MMA Executive Committee is not putting forth any proposed amendments to the MMA bylaws for this year. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Delegate Credential Form and return to our office by **Tuesday, October 2, 2018** or bring it with you to the MMA Annual Business Meeting. We have provided a self-addressed, self-stamped envelope for your convenience.

We look forward to seeing you at this year's 82<sup>nd</sup> MMA Annual Convention at the Augusta Civic Center. We have a great line up of speakers, workshops and networking opportunities at this year's convention. If you have any questions on this information, please contact Rebecca Lambert at 1-800-452-8786 or 623-8428 ext. 2307.



**MAINE MUNICIPAL ASSOCIATION  
VOTING DELEGATE CREDENTIALS**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)  
\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)  
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,  
Wednesday, October 3, 2018, 1:45 p.m., at the Augusta Civic Center, Augusta, Maine.

***The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.***

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Or Signed by a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Tuesday, October 2, 2018** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

**MMA Annual Business Meeting  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: 207-626-3358**

**Maine Municipal Association  
Annual Business Meeting  
Wednesday, October 3, 2018  
1:45 – 2:45 p.m.  
Augusta Civic Center, Augusta, Maine  
Cumberland Room**

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**PROPOSED AGENDA**

1. **Introductions and Welcoming Remarks** – MMA President Linda C. Cohen  
(Mayor, City of South Portland)
2. **Approval of 2017 MMA Annual Business Meeting Minutes** – Linda Cohen
3. **Introduction of New Executive Committee Members** – Linda Cohen
4. **MMA President's Report** – Linda Cohen
5. **Executive Director's Report** – Stephen Gove, MMA Executive Director
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 75-09172018

**Ordered,** that the City Council hereby designates Assistant City Manager, Phillip Crowell as the official voting delegate to the Maine Municipal Association Annual Business Meeting to be held on October 3, 2018.

## IN COUNCIL REGULAR MEETING SEPTEMBER 10, 2018 VOL. 35 PAGE 165

Mayor Levesque called the meeting to order at 7:05 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 65-09102018\***  
Setting the time to open the polls for the November 6, 2018 election to be 7:00 AM.
2. **Order 66-09102018\***  
Appointing Assistant City Manager Phillip Crowell, Jr. as Auburn's alternate member of the Maine Municipal Association's Legislative Policy Committee.
3. **Order 67-09102018\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for M & P Auto located at 227 Merrow Road.
4. **Order 68-09102018\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Randy's Auto Parts located at 899 Broad Street.
5. **Order 69-09102018\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC located at 522 Washington St. N.
6. **Order 70-09102018\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Isadore T. Miller Co., a Division of Schnitzer NE located at 78 & 80 Hotel Road.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage of the six consent items. Passage 7-0.

### II. Minutes - August 20, 2018 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Fournier to approve the minutes of the August 20, 2018 Regular Council meeting. Passage 7-0.

### III. Communications, Presentations and Recognitions

Communication – Jordan Tate, Chair of the Conservation Commission and Evan Cyr, Chair of the Planning Board provided the Council with an update of items they have been working on and answered questions from the Council.

### IV. Open Session

Olga Dolgicer, owner of the Munroe Inn, Pleasant Street expressed concerns she has had over the last 5 years regarding issues she has run into when trying to do renovations at the Inn and a rental building she owns that shares the same lot. She stated that she has been asked to install a sprinkler system and in doing so, it would create a hardship and loss of



income because her third floor tenant would have to move out while the system was being installed.

Catherine Betsch Raynor, local business owner and friend of Olga Dolgicer. She spoke to support her friend Olga and also commented on her own experience stating that she had to move her business from Auburn to Lewiston due to local regulations.

Allison Langis, business owner (LA Appraisals) and a resident of Auburn. She is also a friend of Olga Dolgicer and was here to support her. She said she also has knowledge in terms of appraising real estate. She said from her perspective, she feels that the Inn and the 3-unit building should be treated as separate buildings.

Bill Sylvester, 1128 Riverside Drive, commented on the Ag Study Committee that he served on. He also commented on the Mayor's Ad Hoc committee (MAG-ARP) that was discussed during the workshop. He said that he likes the idea of that committee noting that he has filled out an application to serve on it as well.

Evan Cyr, 435 W Auburn Road, talked about traffic and speeding issues in the Broad Street area. He has seen speed limit signs but wanted to know what else is planned to curb the inappropriate use of those roads.

**V. Unfinished Business - None**

**VI. New Business**

**1. Order 71-09102018**

Amending orders 26-03052018 and 27-03052018 previously adopted by the City Council on 03-05-2018 by striking the provision language "and that the property be held for 1 year to sell for a house to be built on it".

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public comment- no one from the public spoke. Passage 7-0.

**2. Order 72-09102018**

Authorizing the sale of Tax Acquired/City Owned Property at 12 Patton Road, Parcel ID 211-023.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke. Passage 7-0.

**3. Order 73-09102018**

Authorizing the sale of Tax Acquired/City Owned Property at 26 Washington Street North, Parcel ID 220-091.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.



Public comment - no one from the public spoke. Passage 7-0.

**4. Order 74-09102018**

Authorizing the sale of Tax Acquired/City Owned Property at 131 Washington Street South, Parcel ID 220-164.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public comment - no one from the public spoke. Passage 7-0.

**VII. Reports**

**Mayor Levesque** – reported on the Greek Festival, Poutine Festival, the Mayoral sash he was wearing, and his upcoming trip to China.

**Councilor Young** – announced that the Androscoggin Historical Society will be holding an open house at the West Auburn School House on September 22<sup>nd</sup> from 1:30-3:30. He also reported on the most recent Great Falls TV Advisory Board meeting, and an open house that Pioneer Plastics will be holding on Saturday, although he is not sure if it is open to public.

**Councilor Lasagna** – reported on the School Committee meeting that was held last Wednesday where they held a straw poll vote where residents voted positively in favor of the location of the new high school. The next School Building Committee meeting is scheduled for Sept. 26th at 6:00 PM at Auburn Hall. Community input is welcome.

**Councilor Hayes** – reported that the planes at the Airport are going to be leaving. One is crated and ready for shipment, the second is being painted. Thursday is the grand re-opening of the Airport Café (Mike's Diner) so if anyone wants to see the plane, that would be a good time to do it.

**Councilor Titus** – reported that the County budget season will begin on the September 12<sup>th</sup> and should be complete by mid October. He said he will keep the council updated. He also reported that the Marijuana work group has started up again. The next meeting is scheduled for October 2nd. He also reported on the most recent Sewer and Water Department meetings he attended.

**Councilor Fournier** – reported on the last school committee meeting. She noted that the Task Force Committee will be starting up again on September 13<sup>th</sup>. Earlier that day they will review the parent survey comments. She commented on the Staff Grading Procedures that can be found on the School Department's website and she encouraged parents to go on line and to check it out. She said the next School Committee meeting is to be September 19<sup>th</sup> at 7:00 PM. The next Auburn Public Library meeting is scheduled for September 18<sup>th</sup>. The 128<sup>th</sup> Annual Meeting of Corporators will be held at the Auburn Public Library on September 27<sup>th</sup> at 5:30 PM in the Grand Reading Room. She also reported that there are 3,600 students enrolled in Auburn Schools with 500 staff members, and all teacher positions are all filled. She also added that the High School Referendum Election is to be held in June of 2019.



**Councilor Walker** – reported that the next Age Friendly meeting is scheduled on 9/18/2018. The Neighborhood Watch Groups will all be meeting at Pettengill Park on 9/29/2018 at the Hasty Community Center. Members of the Police Department will be there from 8:00 AM until 12:00 PM and from 12:00 PM until 2:00 PM, they will be serving hot dogs to anyone who would like to attend.

**City Manager Report** – reported that tomorrow at 8:00 AM a ceremony will be held at Central Fire recognizing the victims of 9/11. He also reported that the Twin City Thunder hockely team will be playing this Friday at the Norway Savings Bank Arena and he gave recognition to everyone who has been working on this event and working at the arena to move it forward. The Police Department’s Citizen’s Police Academy starts next week. It’s a 10 week program. More information can be found on the City’s website. He reported on the street light request project adding that we’ve received 68 requests that will be reviewed and he will report back on the findings. He also confirmed that the School Building Committee meeting is 9/26/18 at 6:00 PM.

**Finance Director, Jill Eastman** – June 2018 and July 2018 Monthly Finance Reports

Motion was made by Councilor Fournier and seconded by Councilor Lasagna to accept and place on file the June 2018 Monthly Finance Report. Passage 7-0.

Motion was made by Councilor Lasagna and seconded by Councilor Walker to accept and place on file the July 2018 Monthly Finance Report. Passage 7-0.

**VIII. Open Session** - No one from the public spoke.

**IX. Executive Session**

**Discussion regarding personnel matters, pursuant to 1 M.R.S.A. §405(6)(A).**

Motion was made by Councilor Walker and seconded by Councilor Fournier to enter into Executive Session. Passage 7-0, time in 8:43 PM.

Council was declared out of Executive Session at 8:56 PM.

**Discussion regarding personnel matters, pursuant to 1 M.R.S.A. §405(6)(A).**

Motion was made by Councilor Titus and seconded by Councilor Lasagna to enter into Executive Session. Passage 4-0 (Councilors Gerry, Walker, and Young were not in the room for the vote), time in 8:57 PM.

Council was declared out of Executive Session at 9:27 PM.

**Discussion regarding economic development (Airport Land Lease), pursuant to 1 M.R.S.A. §405(6)(C).**

Motion was made by Councilor Lasagna and seconded by Councilor Gerry to enter into Executive Session. Passage 5-0 (Councilors Fournier and Walker were not in the room for the vote), time in 9:28 PM.

Council was declared out of Executive Session at 9:41 PM.

- X. Adjournment** - Motion was made by Councilor Fournier and seconded by Councilor Walker to adjourn. Council voted unanimously in favor, and the meeting adjourned at 9:42 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 17, 2018      **Order:** 76-09172018

**Author:** Kelsey Earle, License Specialist

**Subject:** Liquor License request for Mike's Runway Diner

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**Information:** Mike's Runway Diner, an existing business, located at 80 Airport Drive, applied for a Liquor License. Police, Fire, and Code have completed the necessary inspections and have granted approval.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Public hearing and recommend passage. Motion to approve Order xx-09172018 a request for a liquor license for Mike's Runway Diner located at 80 Airport Drive.

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

A handwritten signature in blue ink that reads "Peter J. Caulton".

I concur with the recommendation. Signature:

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**Attachments:**

- Application
- Public Notice
- Order





CITY OF AUBURN  
BUSINESS LICENSE APPLICATION

Business Name: Mike's Runway Diner

Office of the City Clerk  
60 Court St, Auburn, ME 04210  
207.333.6600  
[www.auburnmaine.gov](http://www.auburnmaine.gov)  
Kelsey Earle - License Specialist- [kearle@auburnmaine.gov](mailto:kearle@auburnmaine.gov)  
**Please Note:** All real estate and personal property taxes related to the business must be current before a license can be issued.

NEW     RENEWAL Expires: \_\_\_\_\_

Please check the boxes for all licenses you are applying for:

There is a late fee of \$25.00 for renewals that are 30-45 days late, \$50.00 for more than 46 days late, and \$100.00 for reoccurring

**Food Service Establishments:**

**Other Business Licenses Applying for:**

\*FSE Mobile Food distribution Unit.....  
*Not to be located less than 200 ft from nearest food service establishment. Please include a letter from property owner authorizing use of location.*

- 3 Month    \$100
- 6 Month    \$125
- 12 Month    \$150

\*FSE Serving Malt, Vinous & Spirituous Liquor (FSE Class I)..... Sq ft:    Fee:

- 1-2999    \$500
- 3000-5999    \$600
- 6000+    \$700

Public hearing required for new license- \$100 fee  
Background check must also be included.

\*FSE Serving Malt and/or Vinous.....

- Sq ft:    Fee:
- 1-2999    \$300
- 3000-5999    \$400
- 6000+    \$500

Public hearing required for new license- \$100 fee  
Background check must also be included.

\*FSE with Sit Down (On/Off), no Alcohol.....

- Sq ft:    Fee:
- 1-2999    \$150
- 3000-5999    \$200
- 6000+    \$250

\*Bottle Club/BYOB.....

- Sq ft:    Fee:
- 1-2999    \$150
- 3000-5999    \$200
- 6000+    \$250

Public hearing required for new license- \$100 fee  
Background check must also be included.

\*Temp FSE (Per event max 7days) \$60

\*All above licenses: include copy of floor plan, menu/draft menu, certified food handler certificate and a copy of all State licenses applicable.

FSE Off Premise/Retailer-Malt Liquor/Table Wine.....

- Sq ft:    Fee:
- 1-2999    \$150
- 3000-5999    \$200
- 6000+    \$250

FSE Prepackaged Only

- Sq ft:    Fee:
- 1-2999    \$150
- 3000-5999    \$200
- 6000+    \$250

\*Special Amusement ..... \$125

Public hearing required for new license- \$100 fee

Please fill out supplemental questionnaire (pg 4).

\*Pawnshop/Pawn Broker ..... \$100

\*Secondhand Dealer ..... \$85

\*Massage Establishment/Therapist ..... \$150

State license #: \_\_\_\_\_

Massage: Please also include 2 copies of a passport size photograph taken within 30 days of application date (annually), copy of current State license and copy of government issued identification.

\*Tattoo Artist ..... \$150

\*Above licenses: Each applicant for a license shall provide a copy of a criminal background check (to include all present and former names) dated not more than 3 days prior to submission of application. You can do it yourself on-line here: <http://www5.informe.org/online/pcr/>

Bowling Alley (fee per lane) ..... \$85

# of lanes: \_\_\_\_\_

Roller Skating Rink.....

Partial Kitchen: \$60

Full kitchen: \$120

Coin-Op Devices (fee per device).....

\$50 per device up to 10 devices/\$30 per device 10 or more

# of devices: \_\_\_\_\_

(Please provide list of devices)

Motion Picture Theater (fee per screen)..... \$50

# of screens: \_\_\_\_\_

Juke Box (each)..... \$30

# of boxes: \_\_\_\_\_

Lodging House..... # of rooms: \_\_\_\_\_

10 rms or less: \$75

More than 10: \$150

Pool Hall (fee per table)..... \$50

# of tables: \_\_\_\_\_

Seating: \_\_\_\_\_ Occupancy load: \_\_\_\_\_

LICENSING FEE(S) TOTAL DUE: \$ 250

\$150  
Credit  
from  
FSE on/off

NAME OF BUSINESS: Mike's Runway Diner BUSINESS ADDRESS: 80 Airport Dr Auburn, ME 04210  
 BUSINESS MAILING ADDRESS: 80 Airport Dr Auburn, ME 04210  
 OWNER'S NAME (LOCAL/ONSITE): Heather Greenlaw DOB: 9-25-73 PHONE: 772-925-4610  
 OWNER'S ADDRESS: 65 Richmond Rd Michfield, ME 04350 MAILING ADDRESS: same  
 PREFERRED EMAIL: mikesrunwaydiner@yahoo.com  
 MANAGER'S NAME: Heather Greenlaw PHONE #: 772-925-4610 DOB: 9/25/73  
 PREFERRED CONTACT NAME: Heather Greenlaw PHONE #: 772-925-4610  
 EMAIL ADDRESS: michgreen@live.com  
 DESCRIPTION OF BUSINESS: diner - 29 seats

TYPE OF PREVIOUS BUSINESS AT ADDRESS (IF KNOWN): Restaurant

FORM OF BUSINESS ORGANIZATION:  Corporation  Partnership  Sole Proprietorship  LLC  Other

(If a corporation, must include a copy of corporate papers for new licenses)

If a Corporation, Partnership or LLC, complete the following information of each owner (additional names may be listed on an attached sheet):

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title

OWNER OF BUILDING/UNIT: Auburn Lewiston Airport PHONE # 207-782-3051  
 OWNER'S ADDRESS: 80 Airport Dr Auburn, ME 04210

HOURS OF OPERATION: Mon: 6<sup>30</sup>am - 2<sup>30</sup>pm Tues: 6<sup>30</sup>am - 2<sup>30</sup>pm Wed: 6<sup>30</sup>am - 2<sup>30</sup>pm Thurs: 6<sup>30</sup>am - 2<sup>30</sup>pm  
 Fri: 6<sup>30</sup>am - 2<sup>30</sup>pm Sat: 7A-2P Sun: 8A-2P

Has applicant(s) and/or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years?  Yes  No (If yes, complete the following)

Name: \_\_\_\_\_ Date of conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

Include additional pages if needed.

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.



**Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials**  
*Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.*

There is a 14 day review period after receipt of a **completed** application. Incomplete applications will not be reviewed for approval and will be returned for completion. A business must not operate until approved by the required departments. Final approval and issuance of license will be from the City Clerk's Office.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

\*\*\*READ CAREFULLY BEFORE SIGNING\*\*\*

I, Heather Greenlaw (Print name) Owner/Operator of the business, hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

Applicant Signature: Heather Greenlaw Date: 8/30/18

**FOR OFFICE USE ONLY**

**REPORT OF INSPECTING OFFICERS:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	FIRE INSPECTOR _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CODE ENFORCEMENT OFFICER _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	POLICE _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	FINANCE _____

**Comments:**

Application date: <u>AUG 30 2018</u>	License issued on: _____
Fees paid: License fee(s) <u>150</u> <sup>(150 credit)</sup>	Public hearing fee <u>100</u> Background fee _____ Late fee _____
Total amount paid = \$ <u>250 CA</u>	



**MAINE STATE BUREAU OF IDENTIFICATION  
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42  
AUGUSTA, ME 04333  
(207) 624-7240 (VOICE)**

**HEATHER D GREENLAW I  
65 RICHMOND RD  
LITCHFIELD, ME 04350**

**Transaction Response #: MIQ99D705048**

## **Criminal History Record**

### **Introduction**

**This criminal history record was produced in response to the following request ( Produced on 2018-08-30 ) :**

**Inquiries Name(s) HEATHER D SMITH I (1973-09-25)**

**NO MATCH WAS FOUND FOR YOUR REQUEST.**





MAINE STATE BUREAU OF IDENTIFICATION  
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42  
AUGUSTA, ME 04333  
(207) 624-7240 (VOICE)

HEATHER D GREENLAW I  
65 RICHMOND RD  
LITCHFIELD, ME 04350

Transaction Response #: MIQ99D705051

## Criminal History Record

### Introduction

This criminal history record was produced in response to the following request  
( Produced on 2018-08-30 ) :

Inquiries Name(s) HEATHER D GOLIGHTLY I (1973-09-25)

**NO MATCH WAS FOUND FOR YOUR REQUEST.**



MAINE STATE BUREAU OF IDENTIFICATION  
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42  
AUGUSTA, ME 04333  
(207) 624-7240 (VOICE)

HEATHER D GREENLAW I  
65 RICHMOND RD  
LITCHFIELD, ME 04350

Transaction Response #: MIQ99D705045

## Criminal History Record

### Introduction

This criminal history record was produced in response to the following request  
( Produced on 2018-08-30 ) :

Inquiries Name(s) HEATHER D GREENLAW I (1973-09-25)

**NO MATCH WAS FOUND FOR YOUR REQUEST.**

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
**8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008**  
**10 WATER STREET, HALLOWELL, ME 04347**  
**TEL: (207) 624-7220 FAX: (207) 287-3434**  
**EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

PRESENT LICENSE EXPIRES \_\_\_\_\_

NEW application:  Yes  No

If business is NEW or under new ownership, indicate starting date: 8-1-18

Requested inspection date: \_\_\_\_\_ Business hours: 6:30am-2:30pm

INDICATE TYPE OF PRIVILEGE:  MALT  VINOUS  SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)        |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)                 | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V)       |
| <input type="checkbox"/> CLUB w/o Catering (Class V)               | <input type="checkbox"/> CLUB with CATERING (Class I)     | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV)                         | <input type="checkbox"/> QUALIFIED CATERING               | <input type="checkbox"/> OTHER: _____                    |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name:		Business Name (D/B/A)	
		Mike's Runway Diner	
APPLICANT(S) –(Sole Proprietor)		DOB:	
Heather Greenlaw		9-25-73	
DOB:		Physical Location:	
		80 Airport Drive	
Address		City/Town State	
65 Richmond RD		Auburn ME 04210	
City/Town State Zip Code		Mailing Address	
Litchfield ME 04350		80 Airport Dr	
Telephone Number Fax Number		City/Town State Zip Code	
772-925-4610		Auburn ME 04350	
Federal I.D. #		Business Telephone Number Fax Number	
149-62-1996		207-440-8387	
Email Address:		Seller Certificate #:	
Please Print mikesrunwaydiner@yahoocom		or Sales Tax #: 1192751	
Website:			

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: NO

2. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_

3. Is applicant a corporation, limited liability company or limited partnership? YES  NO   
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you own or have any interest in any another Maine Liquor License?  Yes  No  
 If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business	Physical Location	City / Town



5. Do you permit dancing or entertainment on the licensed premises? YES  NO

6. If manager is to be employed, give name: \_\_\_\_\_

7. Business records are located at: 80 Airport Dr Auburn, ME 04210

8. Is/are applicant(s) citizens of the United States? YES  NO

9. Is/are applicant(s) residents of the State of Maine? YES  NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
HEATHER GREENLAW	9/25/73	Neptune, N.J.
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Litchfield, ME 04350		
Vero Beach, FL 32968		

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

12. Will any law enforcement official benefit directly in your license, if issued?

Yes  No  If Yes, give name: \_\_\_\_\_

13. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

14. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner:  
Auburn Lewiston Airport - 80 Airport Dr Auburn, ME 04321

15. Describe in detail the premises to be licensed: (On Premise Diagram Required) small 29 seat diner.

16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES  NO  Applied for: \_\_\_\_\_

17. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? approximately 1 mile  
Which of the above is nearest? church - Kingdom Hall

18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_



The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Auburn, ME 04210 on August 30, 20 18.  
Town/City, State Date

Heather Greenlaw  
 Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

\_\_\_\_\_  
 Signature of Applicant or Corporate Officer(s)

Heather Greenlaw  
 Print Name

\_\_\_\_\_  
 Print Name

**FEE SCHEDULE**

<b>FILING FEE: (must be included on all applications)</b> .....	\$ 10.00
<b>Class I</b> Spirituous, Vinous and Malt .....	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
<b>Class II</b> Spirituous Only .....	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b> Vinous Only .....	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b> Malt Liquor Only .....	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
CLASS V: Clubs without catering privileges.	
<b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge .....	\$2,200.00
CLASS X: Class A Lounge	
<b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.



This application must be completed and signed by the Town or City and mailed to:  
 Bureau of Alcoholic Beverages and Lottery Operations  
 Division of Liquor Licensing and Enforcement  
 8 State House Station, Augusta, ME 04333-0008 (Regular address)  
 10 Water Street, Hallowell, ME 04347 (Overnight address)  
 Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:       Municipal Officers       County Commissioners      of the  
 City    Town    Plantation    Unincorporated Place   of: \_\_\_\_\_, Maine

\_\_\_\_\_  
 \_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]



D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c.45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]  
[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c.730, §27 (AMD) .]  
[1995, c.140, §6 (AMD) .]

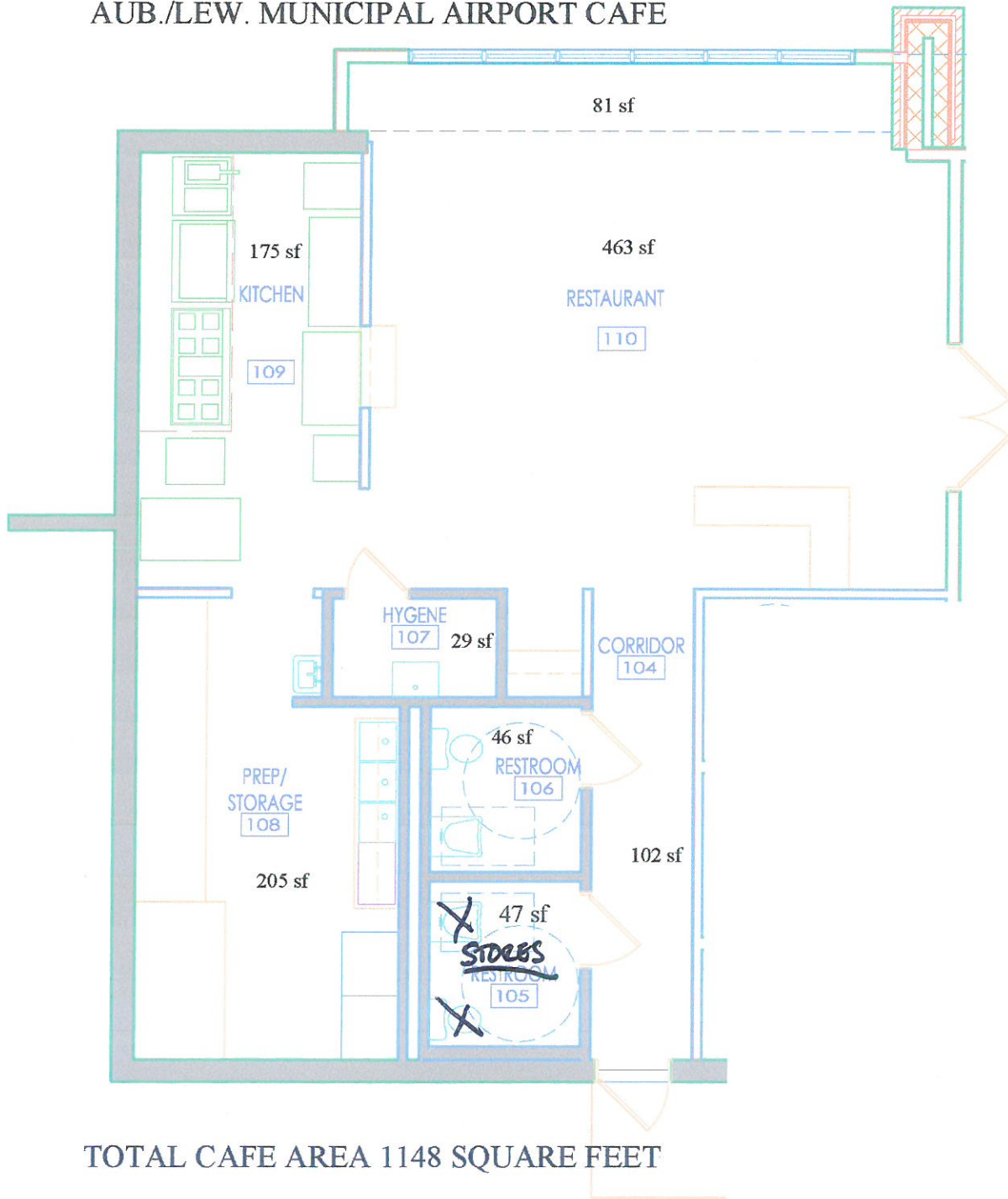
**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

AUB./LEW. MUNICIPAL AIRPORT CAFE



TOTAL CAFE AREA 1148 SQUARE FEET



*Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347 (overnight)  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)*



**ON PREMISE DIAGRAM**  
**(Facility Drawing/ Floor Plan)**

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.

A large, empty rectangular box with a thin black border, intended for the applicant to draw and label their facility drawing or floor plan.

**CITY OF AUBURN  
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, September 17, 2018 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liquor License application for:

**Mike's Runway Diner  
80 Airport Drive, Auburn, Maine**

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

**IN CITY COUNCIL**

**ORDER 76-09172018**

ORDERED, that the City Council hereby approves the Liquor License Mike's Runway Diner located at 80 Airport Drive, Auburn, Maine.



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** 09/17/2018

**Order:** 77-09172018

**Author:** Michael Chamings, Director of Economic and Community Development and Eric J. Cousens, Deputy Director of Economic and Community Development

**Subject:** Troy Street Discontinuance (Amendment to Order 122-12182017 to describe easement location and relocate easement eastward)

---

**Information:** City Council Order 122-12182017 set in motion the discontinuance of Troy Street and maintained an easement for public vehicular and pedestrian passage. The order established damages to abutters at \$0.00. As noted in the attached "2017 Discontinuance Concept Plan and Steps to Relocate Driveway (Easement Open to Public 2-way)", the public right-of-way needed to be moved eastward to allow for the parking shown in the approved site plan. At the time of Order 122-12182017 we did not have a specific legal description of the retained easement area but recognized and the retained public right-of-way conflicted with the site plan and would need to be adjusted. The developer has now provided the description and exhibits needed and is requesting an amended Order to make this adjustment.

This discontinuance has not become effective yet because it has not been triggered by the developer as they approach the start of construction, nor has it been recorded.

The proposed amended discontinuance allows public right-of-way along a travel lane that is shifted eastward approximately 6-9 feet, partially on Troy Street and partially on former railroad land that is part of this project. The amended discontinuance would become effective only when the City Manager confirms that the easement and public right-of-way is acceptable, the developer has provided written notice that the start of construction is expected occur within 90 days, and the discontinuance has been recorded.

The section of Troy Street adjacent to Library Avenue would include the same retained public easement, along with an easement granted by the developer across a portion of the former railroad land, that would ensure a continuous travel way from Library Avenue to Hampshire Street. This amendment to the order and description exhibit will align with the parking and easement plans that were presented to the Council during the Troy Street discontinuance process.

The amendment is a two-Council meeting process; the first meeting to adopt the order of discontinuance and the second meeting to hold a public hearing and have a final Council vote.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Vote to approve the order, authorize the City Manager to accept the easement as prepared in the attached documents and schedule the public hearing for an October Council Meeting.

---



**Previous Meetings and History:** The City Council acted on November 13, 2017 to have Staff proceed with the process of a Discontinuance of a Section of Troy Street and then on December 11, 2017 the discontinuance was discussed at a Council workshop as part of a Troy Street Development presentation. The City Council held a public hearing and 1st reading at their December 18, 2017 meeting. The Planning Board unanimously approved the development at their December 19, 2017 meeting. The City Council Approved the discontinuance of Troy Street at their January 8th, 2018 meeting.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Calkins".

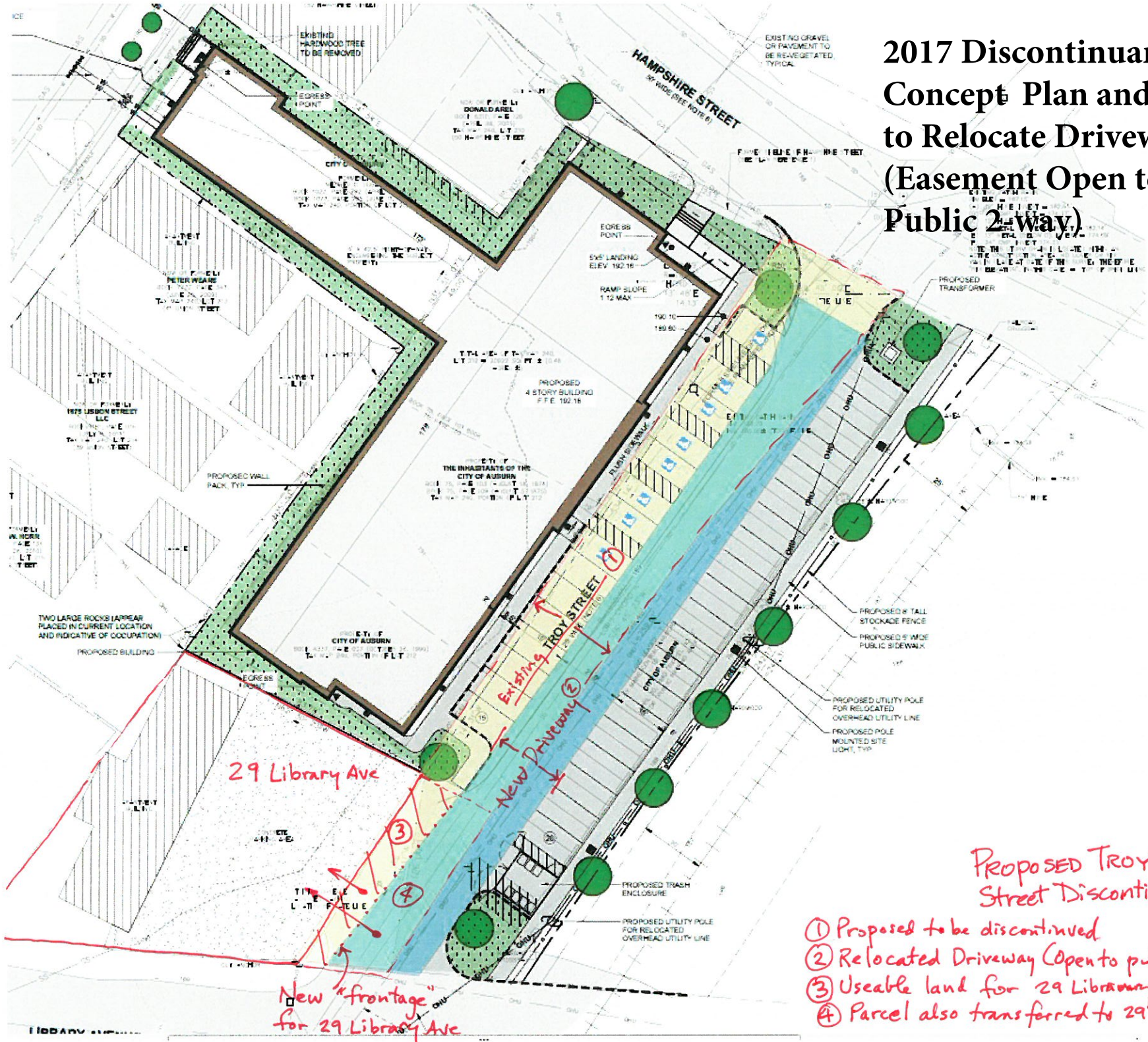
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**Attachments:**

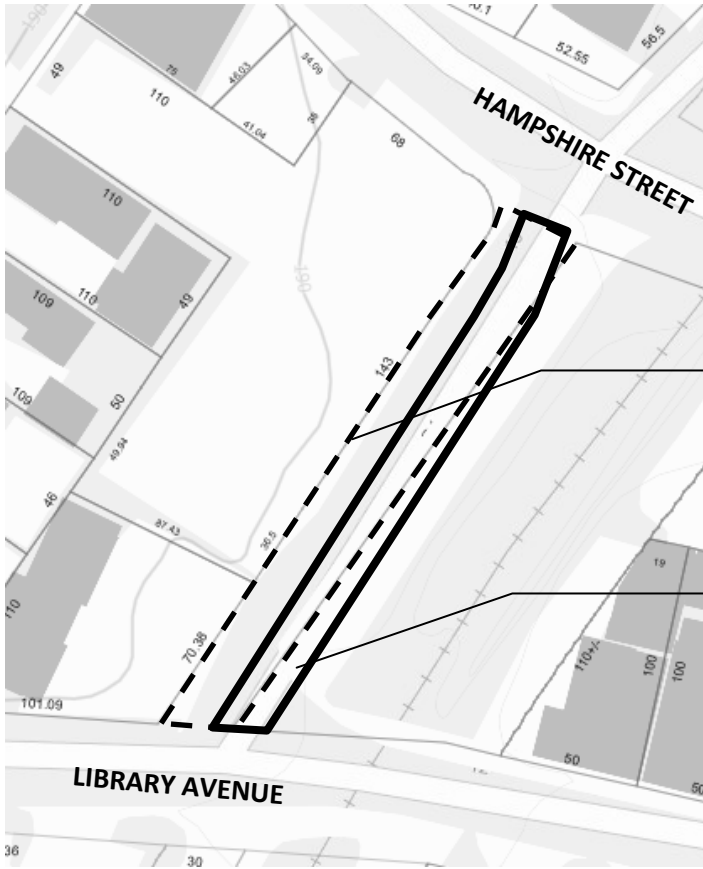
City Council Order  
Easement for right of way  
Easement Exhibit A  
Proposed easement plan



# 2017 Discontinuance Concept Plan and Steps to Relocate Driveway (Easement Open to Public 2-way)

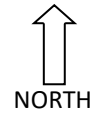
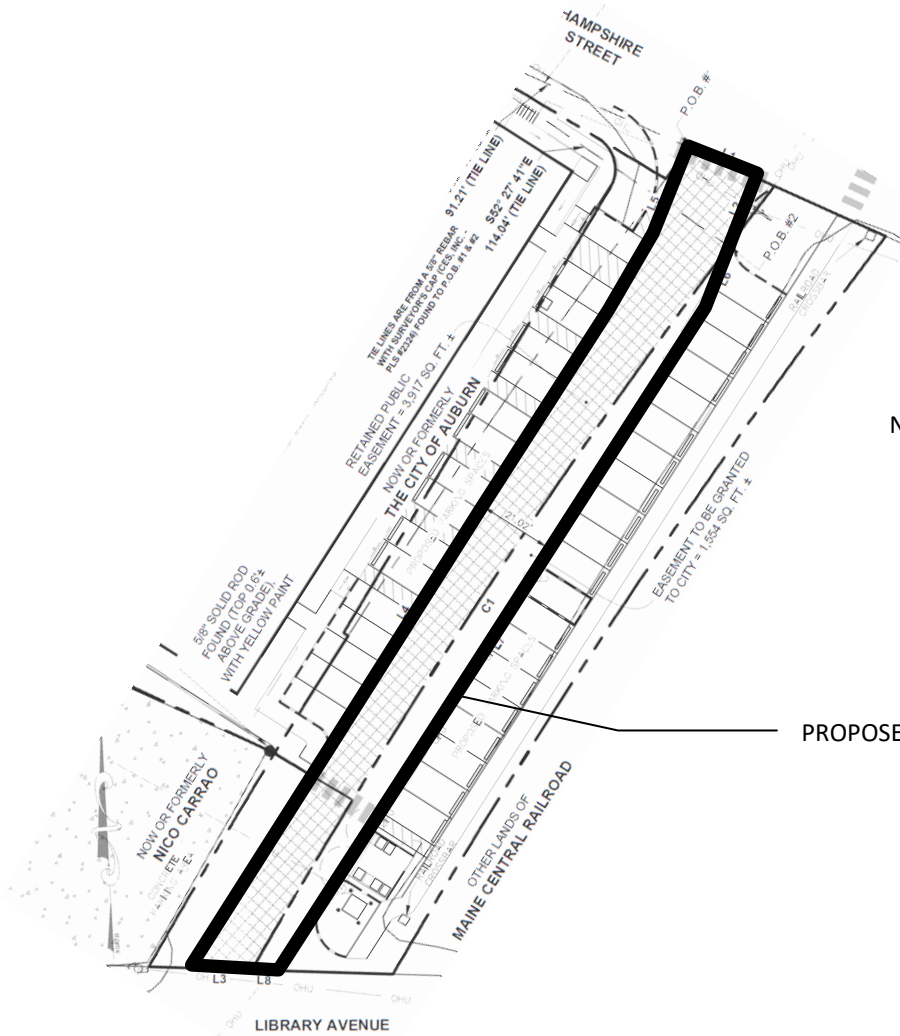


- Proposed Troy Street Discontinuance**
- ① Proposed to be discontinued
  - ② Relocated Driveway (Open to public 2-way)
  - ③ Useable land for 29 Library Ave
  - ④ Parcel also transferred to 29 Library Ave



RIGHT-OF-WAY FROM ORIGINAL COUNCIL ORDER  
(CONFLICTS WITH SITE PLAN PARKING)  
(DASHED LINES)

PROPOSED RIGHT-OF-WAY IN AMENDED  
DISCONTINUANCE (SOLID LINES)



PROPOSED AMENDED RIGHT-OF-WAY



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 77-09172018

ORDERED, that City Council Order 122-12182017 as previously adopted, is hereby amended by the following, an intention of such amendment being to retain a public easement over only a portion of discontinued Troy Street and terminate the public easement over the remainder of discontinued Troy Street and to provide for an alternative means of vehicular and pedestrian passage:

“ORDERED, that the City Council hereby Orders the Discontinuance of Troy Street as a City Way for a distance of approximately 250 feet beginning at the intersection of Hampshire Street and Troy Street. Troy Street is approximately 30 feet wide and begins at the southern side of the intersection of Hampshire Street and Troy Street, whence it runs approximately 250 feet in a generally southerly direction to the northerly intersection of Library Avenue and Troy Street as depicted on the attached map. The City retains a public easement only in that portion of the discontinued Troy Street consisting of approximately 3,917 square feet labelled “Retained Public Easement” on the attached Exhibit Depicting Proposed Location of Public Easement prepared by CES, Inc. (the “Easement Plan”). No public easement is retained in other portions of the discontinued Troy Street and any public easement previously retained over such other portions is hereby discontinued.

The legal description of the area of the “Retained Public Easement” area as shown on the Easement Plan is as follows:

BEGINNING at a point on the southwesterly sideline of Hampshire Street and being located as follows:

- 1) 275 feet, more or less, southeasterly of the intersection of Hampshire Street and Union Street,
- 2) S 62°41’12” E, a distance of 91.21 feet, from a 5/8” rebar with surveyor’s cap (CES, Inc. – PLS #2324) found on the southwesterly sideline of Hampshire Street;

THENCE, S 62°41’12” E, along the southwesterly sideline of Hampshire Street, a distance of 21.02 feet;

THENCE, S 27°18’48” W, a distance of 20.24 feet, to the former southeasterly sideline of Troy Street;



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

THENCE, southwesterly, along the formerly southeasterly sideline of Troy Street and along a non-tangential curve to the left with a radius of 1,950.85 feet and an arc length of 238.84 feet, to the northerly sideline of Library Avenue, said curve being further defined by a long chord that bears S 36°27'05" W and measures a distance of 238.69 feet;

THENCE, N 85°13'54" W, along the northerly sideline of Library Avenue, a distance of 17.60 feet;

THENCE, N 35°38'06" E, a distance 229.01 feet;

THENCE, N 27°18'48" E, a distance of 36.05 feet, to the POINT OF BEGINNING.

Bearings refer to Grid North, Maine West Zone (1802) – Reference Frame: NAD 83 (2011) (EPOCH: 2010.000).

The above description encompasses an area of 3,917 sq. ft., more or less.

The discontinuance will become effective upon (i) receiving written notice from the Buyer (The Szanton Company or an affiliate) when it has reasonable confidence that the closing at which Buyer acquires the discontinued Troy Street from the City will occur within 90 days and (ii) the receipt by the City of an executed easement in recordable form allowing for pedestrian and vehicular passage over the land of the Buyer consisting of approximately 1,554 square feet labelled "Easement to be Granted to City" on the Easement Plan on such terms and conditions as are reasonably acceptable to the City Manager, said easement to be recorded upon the conveyance to the Buyer by the City at such closing."

NOTE: There are two attachments to this Order: (1) the map that was originally attached to the City Council Order 122-12182017 adopted in December 2017 and (2) the new Exhibit Depicting Proposed Location of Public Easement prepared by CES Inc.

**SOURCE PLAN:**

- "ALTA/NSPS LAND TITLE SURVEY - PROPERTY OF CITY OF AUBURN FOR MAINE WORKFORCE HOUSING - UNION, HAMPSHIRE, AND TROY STREETS, AUBURN, ANDROSCOGGIN COUNTY, MAINE", BY CES, INC. AND DATED JANUARY 10, 2018.

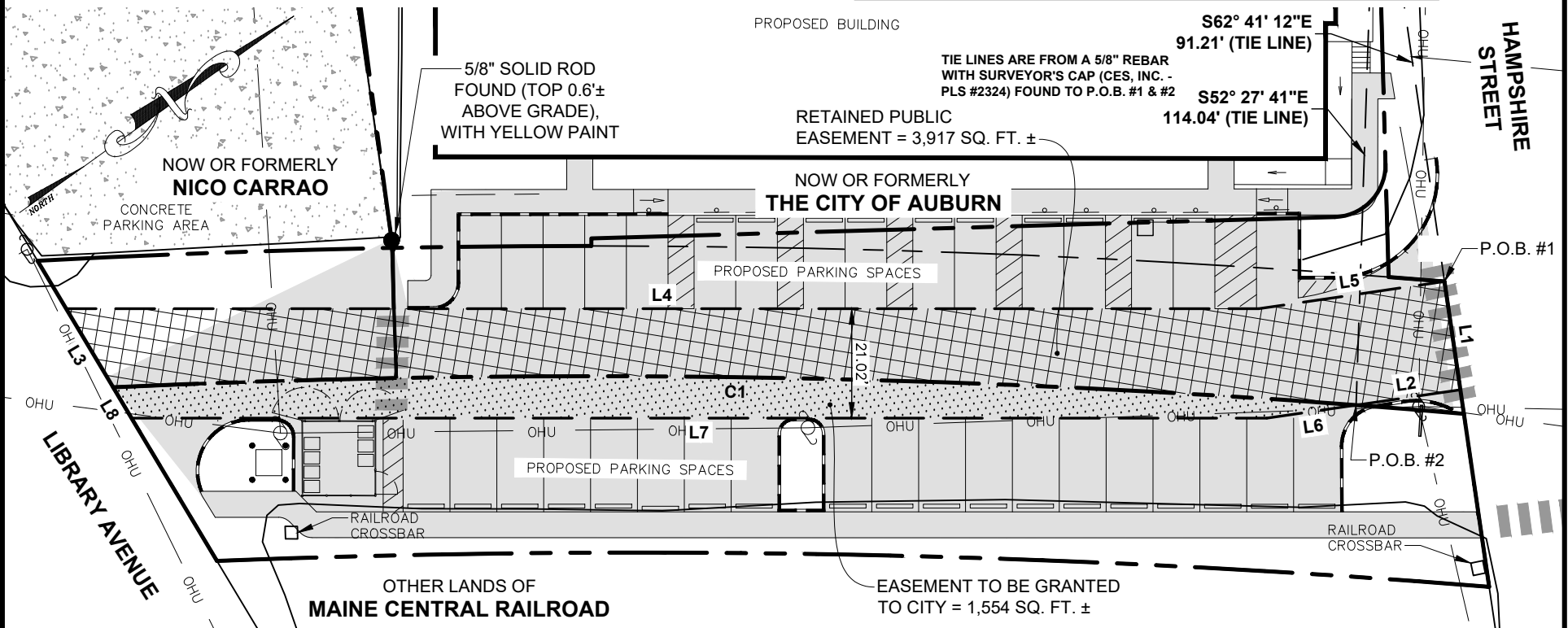
**NOTES:**

- THIS EXHIBIT WAS PREPARED TO SUPPORT DESCRIPTIONS OF THE PROPOSED EASEMENT AREAS. ALL EXISTING BOUNDARIES DEPICTED HEREON ARE BASED ON INFORMATION DEPICTED ON THE ABOVE SOURCE PLAN.
- BEARINGS REFER TO GRID NORTH, MAINE WEST ZONE (1802) - REFERENCE FRAME: NAD 83 (2011) (EPOCH: 2010.000)

Line Table		
Line #	Direction	Length
L1	S62° 41' 12"E	21.02'
L2	S27° 18' 48"W	20.24'
L3	N85° 13' 54"W	17.60'
L4	N35° 38' 06"E	229.01'
L5	N27° 18' 48"E	36.05'
L6	S27° 18' 48"W	17.32'

Line Table		
Line #	Direction	Length
L7	S35° 38' 06"W	218.00'
L8	N85° 13' 54"W	6.88'

Curve Table				
Curve #	Length	Radius	Long Chord Direction	Long Chord Distance
C1	238.84'	1950.85'	S36° 27' 05"W	238.69'



PROJECT TITLE: **MAINE WORKFORCE HOUSING  
HAMPSHIRE STREET, AUBURN MAINE**

DWG: **DRAFT**

BY: **JWB**  
DATE: **9/10/2018**

SHEET TITLE: **EXHIBIT DEPICTING PROPOSED  
LOCATION OF PUBLIC EASEMENT**

JN: **12299.001**  
SCALE: **1" = 30'**

REV:   
REV DATE:



**EASEMENT FOR RIGHT OF WAY**

KNOW ALL BY THESE PRESENTS, that \_\_\_\_\_, a Maine [type of entity] (the "Grantor"), grants to the CITY OF AUBURN, MAINE (the "Grantee"), whose mailing address is \_\_\_\_\_, the following described rights and easements encumbering a portion of the property of the Grantor located in the vicinity of Hampshire Street and Library Avenue, the City of Auburn, County of Androscoggin and State of Maine as more particularly described on Exhibit A attached hereto, hereinafter referred to as the "Easement Area."

The perpetual non-exclusive right to utilize the Easement Area exclusively for the purposes of pedestrian and vehicular access in the same manner and to the same extent as is provided by the public easement retained by the City of Auburn over an immediately adjacent portion of Troy Street discontinued pursuant to City of Auburn Council Order # \_\_\_\_\_ adopted \_\_\_\_\_, 2018. **[Also insert reference to the order of discontinuance to be recorded in the Registry by the City Clerk.]**

Reserving to the Grantor the use and enjoyment of the Easement Area for all purposes as are not inconsistent with, and shall not materially interfere with, the use of the Easement Area by the Grantees for the purposes above-mentioned.

The rights and easement conveyed herein and the terms and conditions hereof shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, \_\_\_\_\_, has caused this Easement for Right of Way to be executed as of the \_\_\_ day of \_\_\_\_\_, 2018.

[GRANTOR ENTITY]

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_

Name:

Title:

authorized

hereunto duly

STATE OF MAINE

County of \_\_\_\_\_, ss. \_\_\_\_\_, 2018

Personally appeared the above-named \_\_\_\_\_,  
\_\_\_\_\_ of \_\_\_\_\_, and acknowledged the  
foregoing instrument to be his free act and deed in his said capacities and the free act and deed of  
said \_\_\_\_\_.

Before me,

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print name

My Commission Expires:\_\_\_\_\_

## EXHIBIT A

The Easement Area is the following described area of land in the City of Auburn, County of Androscoggin, State of Maine:

BEGINNING at a point on the former southeasterly sideline of Troy Street and being located as follows:

- 1) 300 feet, more or less, southeasterly of the intersection of Hampshire Street and Union Street,
- 2) S 52°27'41" E, a distance of 114.04 feet, from a 5/8" rebar with surveyor's cap (CES, Inc. – PLS #2324) found on the southwesterly sideline of Hampshire Street;

THENCE, S 27°18'48" W, a distance of 17.32 feet;

THENCE, S 35°38'06" W, a distance of 218.00 feet, to the northerly sideline of Library Avenue;

THENCE, N 85°13'54" W, along the northerly sideline of Library Avenue, a distance of 6.88 feet, to the formerly southeasterly sideline of Troy Street;

THENCE, northeasterly, along the formerly southeasterly sideline of Troy Street and along a non-tangential curve to the right with a radius of 1,950.85 feet and an arc length of 238.84 feet, to the POINT OF BEGINNING, said curve being further defined by a long chord that bears N 36°27'05" E and measures a distance of 238.69 feet.

Bearings refer to Grid North, Maine West Zone (1802) – Reference Fame: NAD 83 (2011) (EPOCH: 2010.000).

The above description encompasses an area of 1,554 sq. ft., more or less.

For Grantor's source of title, reference is made to a Release Deed from Maine Central Railroad Company to Grantor dated \_\_\_\_\_ and recorded in the Androscoggin County Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_.





**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** 09/17/2018

**Order:** 78-09172018

**Author:** Michael Chamings, Director of Economic and Community Development

**Subject:** Credit Enhancement Agreement Assignment Consent

---

**Information:** The 477 Minot Avenue project is getting ready to close and start construction. The City needs to consent to the assignment of the CEA from Developers Collaborative Predevelopment LLC to the project ownership entity, 477 Minot LP (Kevin Bunker is signing this as both Assignor and Assignee). This does not change any terms associated with the CEA.

---

**City Budgetary Impacts:** None

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**Staff Recommended Action:** Vote to approve the order to acknowledge and consent to this reassignment.

---

**Previous Meetings and History:**

Council Executive Session, May 15<sup>th</sup>, 2017

Council Workshop, June 5<sup>th</sup>, 2017

Council Meeting, June 19<sup>th</sup>, 2017

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cuddeback".

**Attachments:**

City Council Order  
Acknowledgement and Consent of the City of Auburn  
Assignment and Assumption of Credit Enhancement Agreement (CEA)

**ACKNOWLEDGMENT AND CONSENT OF THE CITY OF AUBURN**

The CITY OF AUBURN, a Maine body corporate and politic (the "City"), hereby acknowledges receiving notice of the assignment by Developers Collaborative Predevelopment LLC ("DCP") of that certain Credit Enhancement Agreement dated February 7, 2018 (the "CEA") between the City and DCP to 477 Minot LP, a Maine limited partnership (the "Partnership"), hereby consents to the assignment of the CEA by DCP to the Partnership and agrees to look solely to the Partnership for performance of the terms of the CEA.

IN WITNESS WHEREOF, the City of Auburn has caused this Consent to be executed by \_\_\_\_\_, its \_\_\_\_\_ thereunto duly authorized as of the \_\_\_\_ day of September, 2018.

WITNESS:

CITY OF AUBURN

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

**ASSIGNMENT AND ASSUMPTION OF CREDIT ENHANCEMENT AGREEMENT**

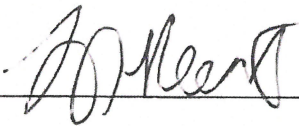
KNOW ALL PERSONS BY THESE PRESENTS, THAT DEVELOPERS COLLABORATIVE PREDEVELOPMENT LLC, a Maine limited liability company with a place of business in Portland, Maine ("Assignor"), FOR VALUE RECEIVED, does hereby GRANT, TRANSFER, ASSIGN AND DELIVER to 477 MINOT LP, a Maine limited partnership with a place of business in Portland, Maine ("Assignee"), all of the Assignor's right, title and interest in and to that certain Credit Enhancement Agreement between Assignor and the City of Auburn, a Maine body corporate and politic (the "City") dated February 7, 2018 (as it may be amended, modified, superseded or replaced from time to time the "Agreement").

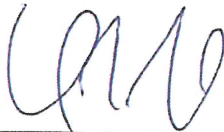
Assignee hereby assumes and agrees to be bound by the Agreement and to perform all of the obligations of the Developer thereunder.

IN WITNESS WHEREOF, Assignor and Assignee have caused this Assignment and Assumption to be executed by their duly authorized representatives as of the 5<sup>th</sup> day of September, 2018.

WITNESS:

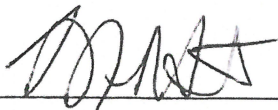
DEVELOPERS COLLABORATIVE  
PREDEVELOPMENT LLC, Assignor

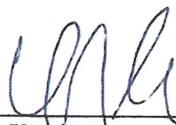
  
\_\_\_\_\_

By:   
\_\_\_\_\_ Kevin R. Bunker, its Manager

477 MINOT LP, Assignee

BY: 477 Minot GP LLC, its General  
Partner

  
\_\_\_\_\_

By:   
\_\_\_\_\_ Kevin R. Bunker, its Manager

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 78-09172018

ORDERED, that the City Council hereby authorizes the City Manager to sign the Acknowledgment and Consent to the reassignment of the existing Credit Enhancement Agreement between the City and Developers Collaborative Predevelopment LLC dated February 7, 2018 to 477 Minot LP.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 17, 2018

**Resolve:** 11-09172018

**Author:** Peter Crichton, City Manager

**Subject:** City Council Resolve in support of the Mayor's Ad-hoc Group on Agriculture and Natural Resource Protection

---

**Information:** This is the City Council's Resolve in support of the Mayor's Ad Hoc Committee on Agriculture and Natural Resource Protection. The purpose of the group is to address the income and minimum land usage requirements in Auburn's current Agriculture Resource Protection Zone.

---

**City Budgetary Impacts:** No fiscal impact.

---

**Staff Recommended Action:** Support the formation of the Mayor's Ad Hoc Committee.

---

**Previous Meetings and History:** Numerous meetings by the Ad Hoc Committee on the Agriculture Resource Protection Zone; Presentation of the Final Report to the City Council

---

**City Manager Comments:**

I concur with the recommendation.

Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

---

**Attachments:**

Council Resolve

Mayor's Memo of 8/22/18





# City of Auburn, Maine

## Office of the Mayor

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

---

To: City Council, Planning Board, Conservation Board  
From: Jason Levesque, Mayor of Auburn  
CC: City Manager, City Staff  
Date: 8/22/2018  
Re: Mayor's Ad Hoc Action Group on Agriculture and Resource Protection

---

Comments: I am pleased to announce the formation of the Mayor's Ad Hoc Action Group (Committee) on Agriculture and Resource Protection (MAG-ARP). The purpose of this group will be as follows:

"Craft draft ordinances addressing income and minimum land usage requirements in Auburn's current Agriculture Resource Protection Zone, for consideration and action by the Auburn City Council"

MAG-ARP will consist of Mayoral appointees as follows:

1. 1 City Councilor
2. 1 Planning Board member-nominated by Chair of the Planning Board
3. 1 Conservation Committee member-nominated by the Chair of the Conservation Committee
4. 2 Residents working in the Agriculture industry
5. 1 Resident/Landowner in current ARPZ
6. 1 Resident at Large
7. The Mayor or a designee acting as a non-voting Chair.

All resident applications must be received no later than September 12<sup>th</sup> by the Application Committee, who will review and provide recommendations for appointment. Application Committee should forward all applications and their recommendations/notes no later than September 23<sup>rd</sup>.

Conservation Commission and Planning Board Chairs should make their appointments no later than September 23<sup>rd</sup>.

I will announce the members of the Committee on or before September 30<sup>th</sup>.

The process will consist of approximately 4 public meetings over a 60 day period starting October 2<sup>nd</sup> with future meetings to TBD.

Upon completion of draft ordinances, they will be presented to both Conservation and Planning Boards for further review period which shall not exceed 2 meetings or 60 days at which time they shall forward their recommendations, notes, suggested edits etc... to MAG-ARP which will then present via workshop findings and draft ordinances to the City Council via a workshop presentation.

---

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## CITY COUNCIL

### RESOLVE 11-09172018

**Whereas** the Mayor has formed an Ad Hoc Committee to address specific recommendations set forth by the Agriculture and Resource Protection Zone Study of 2018.

**Whereas** the Ad Hoc Committee will have regularly scheduled meetings for a period not to exceed 90 days.

**Whereas** the Ad Hoc Committee will need to be supported by City Staff in order to accurately and efficiently bring forth proposed changes to ordinances to the City Council for deliberation and possible action, and be provided documents and reports relating to the AG Zone study done for the city, as well as information and reports gained from the recent AG Zone study committee.

**It is hereby ordered** that the City Manager delegate appropriate staff time and resources to the formation of the Mayors Ad Hoc committee, as well as the ongoing support of the committee once it has been formed, comparable to staff time and resources delegated to past Ad Hoc Committees for a period of time not to exceed 90 days.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 17, 2018

**Order:** 79-09172018

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Appointing a City Councilor to serve on the Mayor's Ad-hoc Group on Agriculture and Natural Resource Protection (MAG-ARP)

---

**Information:** The Mayor's Ad-hoc Group on Agriculture and Natural Resource Protection (MAG-ARP) will consist of Mayoral appointees as follows:

1. 1 City Councilor to be selected by the Council
2. 1 Planning Board member-nominated by Chair of the Planning Board
3. 1 Conservation Committee member- nominated by the Chair of the Conservation Committee
4. 2 Residents working in the Agriculture industry
5. 1 Resident/Landowner in current ARPZ
6. 1 Resident at Large
7. The Mayor or a designee acting as a non-voting Chair.

The City Council is to select 1 City Councilor to serve on this committee as outlined in the attached memo.

---

**City Budgetary Impacts:** No fiscal impact.

---

**Staff Recommended Action:** Appointing 1 Councilor to the Committee.

---

**Previous Meetings and History:** Numerous meetings by the Ad Hoc Committee on the Agriculture Resource Protection Zone; Presentation of the Final Report to the City Council.

---

**City Manager Comments:**

I concur with the recommendation.

Signature:

A handwritten signature in blue ink that reads "Peter J. Caulton".

**Attachments:**

Mayor's Memo of 8/22/18  
Order

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## CITY COUNCIL

### ORDER 79-09172018

**Ordered,** that the City Council hereby appoints Councilor \_\_\_\_\_ to serve on the Mayor's Ad Hoc Committee on Agriculture and resource Protection (MAG-ARP).



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 17, 2018

**Resolve:** 12-09172018

**Author:** Peter Crichton, City Manager

**Subject:** City Council Resolve in support of a Strategic Plan.

---

**Information:** This is the City Council's Resolve in support of creating a Strategic Plan and the strategic planning process presented at the last City Council meeting.

---

**City Budgetary Impacts:** Funding is included in the FY19 Budget.

---

**Staff Recommended Action:** Support the Resolve.

---

**Previous Meetings and History:** Annual City Council Retreat/City Council Meeting on August 6, 2018/City Council Meeting on August 20, 2018/ City Council Workshop on September 10, 2018

---

**City Manager Comments:**

I concur with the recommendation.

Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

**Attachments:**

Council Resolve



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### RESOLVE 12-09172018

**Whereas**, the City of Auburn has a Comprehensive Plan that is well underway;

**Whereas**, the City of Auburn remains committed to the progress and completion of the Comprehensive Plan;

**Whereas**, the City of Auburn is committed to safe, sustainable, and livable neighborhoods;

**Whereas**, we are a unique small city that offers a quality education and bold economic, recreation, and housing opportunities;

**Whereas**, the Comprehensive Plan states that it is the primary responsibility of the City Manager to implement the Plan;

**Whereas**, the Strategic Plan is a management tool for the implementation of the Plan and other challenges facing the City;

**Whereas**, the Council will vote on each committee, the charge for each committee, and receive a report back from each committee;

**Now, therefore, be it resolved** that the City Council supports the creation of a Strategic Plan;

**Be it further resolved** that the strategic planning process shall utilize three committees with Growth, Quality of Life, and Investment;

**And be it further resolved** that the City Manager shall move forward with the strategic planning process.