



**City Council Workshop & Meeting  
Agenda  
Monday, July 18, 2022  
Auburn Hall, Council Chambers**

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

- A. Public Safety Building – Brian Wood
- B. Proposal to move City Council meetings from Monday to Tuesday nights – Phil Crowell

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

**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 96-07182022\***  
Casting a vote to appoint City Manager, Phillip L. Crowell, Jr. to serve on the Maine Municipal Association's Executive Committee for a three-year term.
- 2. **Order 97-07182022\***  
Appointing City Manager, Phillip L. Crowell, Jr. to serve on the Maine Municipal Association's 2022-2024 Legislative Policy Committee.
- 3. **Order 98-07182022\***  
Accepting the transfer of the Smith & Wesson M&P 9mm to the Auburn Police Department (Unified Criminal Court Docket No. CR-22-654).
- 4. **Order 99-07182022\***  
Casting votes for Larry Pelletier and Leroy Walker to represent County Commission District 6 on the Androscoggin County Budget Committee.
- 5. **Order 100-07182022\***  
Casting votes for Phil Crowell and Gordon Bell to represent County Commission District 5 on the Androscoggin County Budget Committee.

## **II. Minutes**

- June 27, 2022, Regular Council Meeting

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

- Auburn Police Department Swearing in Ceremony
  - Sergeant Steven Gosselin, promoted to Lieutenant
  - Sergeant Jason Moore, promoted to Lieutenant
  - Sergeant Eric Audette, promoted to Lieutenant
- City of Auburn Certified Member of the AARP Network of Age-Friendly States & Communities
- Communication from Petitioner's Committee for the repeal of Ordinance 11-03212022
- Presentation – Assessing Valuation Adjustments/Declared Ratio and 2022 Mil Rate (Karen Scammon and Joe St. Peter)
- Council Communications (about and to the community)

## **IV. Open Session – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.***

## **V. Unfinished Business**

### **1. Ordinance 17-06272022**

Re-adopting the ward maps and descriptions that were adopted on 3/17/2014. Second reading.

### **2. Order 83-06062022**

Allocating \$300,000.00 of ARPA Funding to create a two-year pilot program called “Project Support You – Auburn”.

### **3. Ordinance 16-06062022**

Approving the zoning amendment for 278 Poland Road. First reading (a public hearing was held on 6/6/2022 and the item was postponed to July 18, 2022).

### **4. Order 93-062762022**

Directing the City Manager to move forward with the bid process for the upgrades and/or replacements of HVAC systems in our city-owned facilities that have been identified as the four priority initiatives (\$1,600,000.00 to be funded either with ARPA funds or bond to be determined).

## **VI. New Business**

### **1. Order 101-07182022**

Adopting the CDBG/HOME Program Year 2022 Annual Action Plan. Public hearing.

### **2. Order 102-07182022**



Authorizing the City Manager to negotiate and execute the purchase of 121 Mill Street, Auburn, Maine, parcel ID 221-041.

**3. Order 103-07182022**

Approving the liquor license for The Cheesy Skillet. Public hearing.

**4. Order 104-07182022**

Authorizing the City Manager to execute a purchase and sale agreement for the Lake Auburn Community Center.

**5. Ordinance 18-07182022**

Extending the moratorium on public safety, detention, and correctional facilities. Public hearing and first reading.

**6. Ordinance 19-07182022**

Creating a new Formed Base Code District Traditional Neighborhood Development District (T-4.2B). Public hearing and first reading.

**7. Order 105-07182022**

Authorizing the Mayor to sign and submit Certifications and Assurances by the Chief Executive of the Applicant Government document to be submitted with the 2022 Edward Byrne Justice Assistance Grant application.

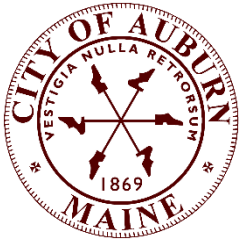
**VII. Open Session - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda***

**VIII. Reports (from sub-committees to Council)**

- a. Mayor's Report
- b. City Councilors' Reports
- c. City Manager Report

**IX. Executive Session - None**

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Author:** Brian Wood, Assistant City Manager

**Subject:** Public Safety Facilities Presentation

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**Information:**

The City of Auburn temporarily relocated the Auburn Police Department to City Hall in 2011 after extensive mold and flooding deemed the police station unusable. This relocation of the Police Department in addition to a needs and safety assessment of all three Auburn Fire Department location has resulted in a comprehensive facilities review that started in 2017. This review led to a determination that current facilities were inadequate to meet the modern safety standards and functional needs of the public safety departments. Since 2019 staff has worked with consultants and subject matter experts to conduct assessments, land review and preliminary designs to understand what options would best address current and future needs of the public safety departments. These finding and options will be presented to City Council.

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**City Budgetary Impacts:** TBD

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**Staff Recommended Action:** Discussion

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**Previous Meetings and History:** 6/6/2022 and 6/27/2022 Workshop discussion

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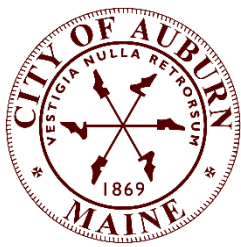
**City Manager Comments:**

I concur with the recommendation. Signature:



**Attachments:**

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**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

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

**Subject:** Proposal to change the Regular City Council meetings from Monday to Tuesday nights

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**Information:** In 2022, 7 holidays fell on a Monday and the Council meetings had to be moved to another date. In 2023 there will be 6 holidays that fall on a Monday Council meeting night, and in 2024 there will be 5.

Staff is proposing to move the meetings from the first and third Monday of the month to the first and third Tuesday of the month.

In 2023, there is one holiday (4<sup>th</sup> of July), and the November 7<sup>th</sup> Election that will fall on the first Tuesday of those months.

In 2024, the only conflict will be the November 5<sup>th</sup> election.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Discussion, with first reading and public hearing to be held on August 1, 2022 and second reading on August 15, 2022.

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

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**City Manager Comments:**

I concur with the recommendation.

Signature:

**Attachments:**

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## Sec. 2-58. Time and place of regular meetings.

The dates and time of the regular meetings of the city council shall be the first and third ~~Mondays~~ Tuesdays of each calendar month at 7:00 p.m. If a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following Tuesday at the same time and place unless the city council shall, at the meeting held ~~next~~ prior to the meeting falling on the holiday or the night before the holiday, ~~fix~~ determine ~~an different~~ alternate meeting date. The place of such meetings shall be the city council chamber in the city building, hereby designated to be the regular meeting place, unless the council designates another meeting place. All meetings of the city council shall be open to the public and may be continued to another location.

(Code 1967, § 1-3.7; Ord. of 1-12-1998; Ord. No. 01-01042016, 1-4-2016; Ord. No. 01-01032022, 1-18-2022)



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 96-07182022

**Author:** Rita Beaudry, Grant Manager

**Subject:** Maine Municipal Association – Executive Committee

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**Information:** Any elected or appointed municipal official holding office in any Maine Municipal Association (MMA) member community is eligible to serve on the Executive Committee.

**MMA Nomination Process:** Each year, member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2023 Proposed Slate of Nominees to member municipalities.

The official MMA ballot is being presented for City Council vote. The deadline to cast a ballot for MMA's Annual Election for Vice President and Executive Committee Members is Friday, August 19, 2022. The ballot must be signed by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Cast the voting ballot for the Election of MMA Vice President and Executive Committee Members as presented on the ballot.

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**Previous Meetings and History:** August 2, 2021

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**City Manager Comments:**

I concur with the recommendation.

Signature:

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**Attachments:**

- Official Ballot - MMA Executive Committee – to be signed by each or a majority of City Council members.



**MAINE MUNICIPAL ASSOCIATION**  
**VOTING BALLOT**

**Election of MMA Vice President and Executive Committee Members**

*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 19, 2022*

**VICE-PRESIDENT - 1 YEAR TERM**

**Vote for One**

**Proposed by MMA Nominating Committee:**

**Diane Hines, Town Manager, Town of Ludlow & Reed Plantation**

☐

**EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM**

**Vote for Three**

**Proposed by MMA Nominating Committee:**

**Ivan McPike, Mayor, Town of Hampden**

☐

**'Phillip Crowell, City Manager, City of Auburn**

☐

**Anthony Ward, Town Manager, Town of Casco**

☐

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot 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:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers** **Current # of Municipal Officers:** \_\_\_\_\_

<b>Print Names:</b>	<b>Signatures:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Return To:**  
**MMA Annual Election**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**  
**FAX: (207) 626-3358**  
**Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)**

**MAINE MUNICIPAL ASSOCIATION  
BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2023 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT  
(1-Year Term)**

**DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)**

**Professional & Municipal Experience:**

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

**Other Experience, Committees and Affiliations:**

- Member, MMA Executive Committee (2020 - current)
- Member, MMA Property & Casualty Pool Board of Directors (2020 - current)
- Member, MMA Workers Compensation Fund Board of Trustees, (2020 – current)
- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

**Education:**

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)

**MMA EXECUTIVE COMMITTEE MEMBERS**  
**(3-Year Terms)**

**IVAN MCPIKE (MAYOR, TOWN OF HAMPDEN)**

**Professional & Municipal Experience:**

- Council, Town of Hampden (2015 – current); Mayor (2017 – current)
- Self Employed Owner, Maine Salt Co., Hampden, (retired in 2010)

**Other Experience, Committees and Affiliations:**

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- President, Downtown Bangor Association
- President, Greater Bangor Chamber of Commerce
- Member, Board of Directors, Bangor YMCA
- Member, Board of Directors, RSU 22 (2015 – current)
- Member, Board of Directors, EMCC Foundation Committee
- Member, Board of Friends of Maine Hockey
- Advisor to Fund Raising Committee, St. Joseph Hospital
- Sargent at Arms and Board Member, Bangor Breakfast Rotary Club, 20 years
- Mason, Past Master Mystic Lodge 66 of Hampden
- Life Member, Anah Shriners of Bangor

**Education:**

- Hampden Academy, Graduate (1966)
- Bachelor of Accounting, University of Maine

**Awards and Certifications:**

- Paul Harris Fellow Award
- Jaycees Outstanding Young Man Award for the State of Maine

**PHILLIP CROWELL (CITY MANAGER, CITY OF AUBURN)**

**Professional & Municipal Experience:**

- City Manager, City of Auburn (2020 – present)
- Assistant City Manager, City of Auburn (2018 – 2020)
- Chief of Police, City of Auburn (2006 – 2018)
- Acting City Manager, City of Auburn (October 2011 – January 2012)
- Acting Assistant City Manager, City of Auburn (2010 – 2011)
- Interim Director, Lewiston-Auburn 911 (2009 – 2010)
- Deputy Chief of Police, Auburn Police Department (2000 – 2006)
- Detective, Criminal Investigation Division, Auburn Police Department (1998 – 2000)
- School Resource Officer, Criminal Investigation Division, Auburn Police Department (1996 – 1998)
- Patrol Officer, Patrol Division, Auburn Police Department (1993 – 1996)
- U. S. Army, Military Police Officer (1986 – 1992)



**Other Experience, Committees and Affiliations:**

- President, Executive Committee, Androscoggin Valley Council of Government
- Vice President, Executive Committee, Maine Service Centers Coalition
- Executive Committee, Lewiston-Auburn Metro Chamber of Commerce
- Member, Board of Directors, Androscoggin Home Healthcare and Hospice
- Member, Board of Directors, Promise Early Education
- Member, International City/Council Management Association
- Member, Maine Town, City and County Management Association
- Member, Federal Bureau of Investigation's National Academy Association
- Retired Member, International Association of Chiefs of Police
- Retired Member and Past President, Maine Chiefs of Police Association

**Education:**

- Bachelor of Science, Administration of Justice, University of Maine Augusta (2006)
- FBI Academy, Quantico, VA, University of Virginia (2004)
- A.S. Criminal Justice, University of Maine Augusta (1998)

**Awards and Certifications:**

- Certified City Manager, Maine Town, City and County Management Association (2021)
- Maine Chiefs of Police, Chief of the Year Award (2018)
- Juvenile Justice Reform & Collaboration, IACP Law Enforcement Leadership Institute (2014)
- International Association of Chiefs of Police, Civil Rights Award
- Androscoggin County Chamber, Public Service Leadership Award (2011)
- Maine Association of Area Agencies on Aging, Excellence in Aging Award (2010)
- Federal Bureau of Investigation, National Academy (2004)
- Assessor Certification, Commission on Accreditation for Law Enforcement Agencies (2004)
- Babson College, Wellesley, MA, New England Institute of Law Enforcement Management (2004)
- National Exchange Club, 1999 Officer of the Year
- Elks Lodge, Investigator of the Year 1999
- Maine Criminal Justice Academy, Professional Award (1994)
- U.S. Army, Southwest Asia Service Medal with (2) Bronze Service Stars
- U.S. Army, Saudi Arabian Medal for the Liberation of Kuwait
- U.S. Army, Kuwaiti Medal for the Liberation of Kuwait

**ANTHONY WARD (TOWN MANAGER, TOWN OF CASCO)****Professional & Municipal Experience:**

- Town Manager/Road Commissioner, Town of Casco (2021 – present)
- Town Manager/Road Commissioner, Town of Sabattus (2015 – 2021)
- Chief of Police, Town of Sabattus (2011 - 2015)
- Internal Affairs Lieutenant/Chief of Police Adjutant, Portland Police Department (2009 – 2011)
- Detective Lieutenant, Portland Police Department (2007 – 2009)
- Internal Affairs Lieutenant, Portland Police Department (2006 – 2007)
- Community Affairs Lieutenant, Portland Police Department (2003 – 2006)
- Patrol Lieutenant, Portland Police Department (2000 – 2003)
- Various positions within the Portland Police Department (1985 – 2000)

**Other Experience, Committees and Affiliations:**

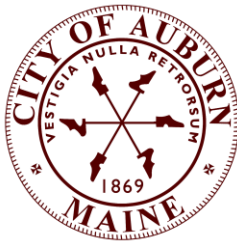
- Member, Maine Municipal Association Legislative Policy Committee (2018 – 2021)
- Member, Maine Town City and County Management Association (2016 – present)
- Member, Androscoggin Transportation Resource Center (2015 – 2021)
- Vice President, Board of Directors, Soccer for State of Maine (2009 – 2017)
- Member, Board of Directors, Maine Chief of Police Association (2013 – 2015)
- Chair, Community Economic Development Committee, Town of Gray (2012 – 2015)
- Chair, Lisbon Communication Committee 2015
- Advisory Board, Kaplan University, Criminal Justice Program (2013)
- Advisory Board, Southern Maine Community College – Criminal Justice Program (2012)
- Patriot Soccer Club, Gray ME (2002 – 2013)

**Education:**

- Master of Public Policy and Management, Policy and Financial Management, University of Southern Maine/Muskie School of Public Policy, Portland, Maine
- Bachelor of Science, Applied Technical Leadership, University of Southern Maine, Gorham, ME
- A.S. Law Enforcement Technology, Southern Maine Vocational Technical Institution, South Portland, ME

**Awards and Certifications:**

- International County/City Managers Association (2015)
- Maine Town & City Management Association (2015)
- Executive Certification by Maine Criminal Justice Academy (2011)
- International Association Chief of Police (2011)
- Maine Chief of Police (2011)



**ORDER 96-07182022**

# City Council Order

## IN CITY COUNCIL

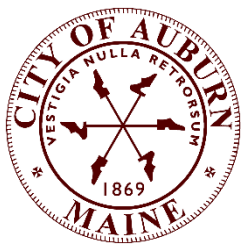
**ORDERED**, that the City Council hereby cast the voting ballot for the Election of MMA Vice President and Executive Committee Members as presented on the ballot.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 97-07182022

**Author:** Rita Beaudry, Grant Manager

**Subject:** Maine Municipal Association – Legislative Policy Committee

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**Information:** Any elected or appointed municipal official holding office in any Maine Municipal Association (MMA) member community is eligible to serve on the Legislative Policy Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and other municipalities in their Senate District.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPS is “to define municipal interests and to maximize those interest through effective participation in the legislative process.” Operating something like a town meeting, the LPS establishes MMA’s public policy positions on all matters of direct and statewide municipal interest for representation in the State House.

MMA’s strength as a municipal advocate depends on the active help of a dedicated LPC membership. MMA is seeking nominations from its members to serve on MMA’s 2022-2024 Legislative Policy Committee. Senate District 20 is comprised of Auburn, Durham, New Gloucester, and Poland. Auburn appoints 1 LPC Member.

The official MMA ballot for District 20 is being presented for City Council vote.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** City Council vote for City Manager Phil Crowell to serve on MMA’s 2022-2024 Legislative Policy Committee.

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**Previous Meetings and History:** June 6, 2022

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**City Manager Comments:**

I concur with the recommendation.

Signature:

**Attachments:**

- Official Ballot - MMA Legislative Policy Committee – to be signed by each City Council member.

## OFFICIAL BALLOT – District 20

Maine Municipal Association's Legislative Policy Committee  
July 1, 2022 – June 30, 2024

**VOTE FOR ONE:** *(Auburn appoints one member)*


☐

Matthew Garside, Town Manager, Town of Poland

☐

Phillip Crowel, Jr., City Manager, City of Auburn

☐

\_\_\_\_\_ (name) \_\_\_\_\_ (position) \_\_\_\_\_ (municipality) (  write in)

**Candidate Profiles Are On Reverse Side**

MUNICIPALITY: \_\_\_\_\_ DATE: \_\_\_\_\_



BY SELECTMEN/COUNCILORS:

\_\_\_\_\_ signature

\_\_\_\_\_ print name

\_\_\_\_\_ signature

\_\_\_\_\_ print name

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\_\_\_\_\_ print name

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\_\_\_\_\_ print name

**Return by 5:00 p.m., August 11, 2022 to:**

Laura Ellis, Maine Municipal Association  
lellis@memun.org  
Fax: 624-0129

**LPC Senate District 20** *(Auburn appoints one member)*

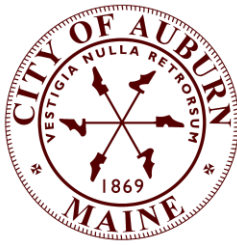
Auburn  
Durham

New Gloucester  
Poland

**Candidate Profile:**

Matthew Garside has served as Manager in the Town of Poland for more than six years. Prior to that he served as CEO of an oil and gas firm and was a Captain in the U.S. Navy. Matthew would like to serve on the LPC because he believes strongly that presenting a united consensus on municipal issues serves everyone's interest and that the reasoned, well thought out approach to lobbying the Legislature is a good model and it should be continued.

Phillip Crowell, Jr. has served as City Manager in Auburn for the past two years. Prior to that he served as Assistant City Manager for two years and Police Chief for twelve years. Phil has served on the LPC since 2018 and would like to continue his service because he believes that home-based advocacy efforts make the LPC successful. Past commitments were honored in the last session and the core areas were protected. He hopes to continue doing his part to protect local governance in the coming session.



**ORDER 97-07182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby officially votes to appoint City Manager Phillip L. Crowell, Jr. to serve on the Maine Municipal Association's 2022-2024 Legislative Policy Committee.

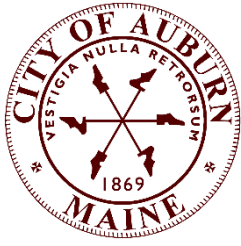
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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** July 18, 2022

**Order:** 98-07182022

**Author:** Jason D. Moen, Chief of Police

**Subject:** Transfer of Forfeiture Assets – Kale Dodge

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**Information:**

In March of 2022, Auburn Police Department Officer Robinson conducted a traffic stop of Kale Dodge. While speaking with Dodge, Dodge told Officer Robinson he had a firearm just inside his door along with a few knives and a baseball bat. Officer Robinson asked if he could retrieve the firearm and Dodge allowed him to. During the stop Officer Avery and Officer Dyer arrived to assist. During the encounter Officer Avery noticed bags of raw marijuana behind the driver's seat, in plain view. Dodge could not tell them how much marijuana he had. To the officers, it appeared to be a large amount. The marijuana ended up weighing nearly two pounds. As a result of the investigation Dodge was arrested for t17A-1103 Trafficking Marijuana Class C. . During the course of the investigation a Smith & Wesson M&P 9mm bearing serial# MM50597 was seized as evidence in the case.

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**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer Smith & Wesson M&P 9mm to the Auburn Police Department.

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**Staff Recommended Action:** Vote to accept the transfer of Smith & Wesson M&P 9mm

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**Previous Meetings and History:** None

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**City Manager Comments:**

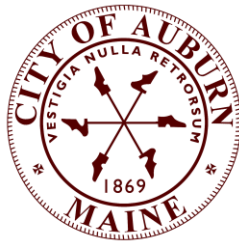
I concur with the recommendation.

Signature:

**Attachments:**

\*None





**ORDER 98-07182022**

# City Council Order

## IN CITY COUNCIL

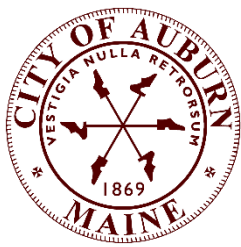
**ORDERED**, that the City Council hereby accepts the transfer of Smith & Wesson M&P 9mm to the Auburn Police Department (Unified Criminal Court Docket No. CR-22-654).

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Orders:** 99-07182022 and 100-07182022

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

**Subject:** Electing Members to Serve on the Androscoggin County Budget Committee for Budget Years 2023/2024/2025

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**Information:** County Commissioners held the Budget Caucus to nominate Budget Committee members for budget years 2023/2024/2025. Municipal officers shall vote, as a board, for two budget committee members whose names appear on the ballot for County Commission Districts 5 and 6. Municipal officers must vote for at least one candidate who is a municipal official. The ballot must be returned to the County Commissioners by August 1, 2022.

There are three candidates on the District 6 ballot: Leroy Walker and Larry Pelletier (Auburn), Jane Pentheny (Poland)

There are two candidates on the District 5 ballot: Phil Crowell and Gordon Bell (Auburn)

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**City Budgetary Impacts:** Auburn representation during budget discussions.

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**Staff Recommended Action:** Recommend passage of orders as presented voting for Leroy Walker and Larry Pelletier for District 6, and Phil Crowell and Gordon Bell for District 5.

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**Previous Meetings and History:** Members are elected once every three years

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

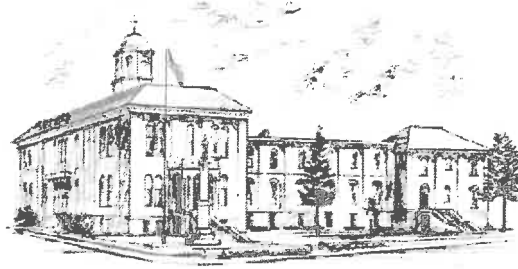
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**Attachments:** Letter from County Commissioners, ballots, Orders

# ANDROSCOGGIN COUNTY

## COMMISSIONERS

Sally Christner, Chair  
Terri Kelly, Vice-Chair  
John Michael, Commissioner  
Brian Ames, Commissioner  
Roland Poirier, Commissioner  
Garrett Mason, Commissioner  
Edouard Plourde, Commissioner



## COUNTY ADMINISTRATOR

Androscoggin County  
2 Turner Street  
Auburn, ME 04210  
Tel. No. (207) 753-2500  
Fax No. (207) 782-5367

June 24, 2022

To: Municipal Officers of Androscoggin County  
From: Office of County Commissioners

Greetings:

As required in the Androscoggin County Charter, we have held a caucus to nominate Budget Committee members. Please see the attached ballot for your district. The charter also states, "The municipal officers shall vote, as a board, for two (2) Budget Committee members from the candidates on the ballot. The municipal officers must vote for at least one (1) candidate who is a municipal official. After voting, the municipal officers shall return the ballot to the Board by a certain date."

**Please return the ballots by August 1, 2022.**

OFFICIAL BALLOT- Revised due to Title 21-A, Maine  
Apportionment of Districts

Mark the box with an X.

- ☐ Phil Crowell, Auburn City Manager (Municipal Official)
- ☐ Gordon Bell, Auburn Resident

VOTED AT MEETING OF \_\_\_\_\_, 2022

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

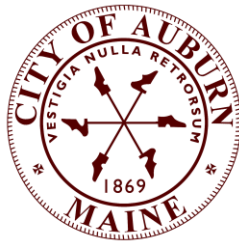
\_\_\_\_\_, Councilor

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**ORDER 99-07182022**

# City Council Order

## IN CITY COUNCIL

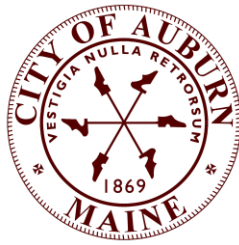
**ORDERED**, that the City Council hereby casts their votes for Leroy Walker and Larry Pelletier to serve on the Androscoggin County Budget Committee, representing County Commission District 6 for budget years 2023/2024/2025.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 100-07182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby casts their votes for Phil Crowell and Gordon Bell to serve on the Androscoggin County Budget Committee, representing County Commission District 5 for budget years 2023/2024/2025.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager

Mayor Levesque called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

**Pledge of Allegiance**

**I. Consent Items - None**

**II. Minutes - June 6, 2022, Regular Council Meeting**

Motion was made by Councilor Staples and seconded by Councilor Walker to approve the minutes of the June 6, 2022, Regular City council meeting.

Passage 7-0.

**III. Communications, Presentations and Recognitions**

Council Communications (about and to the community)

Councilor Gerry provided an update on the Community Garden on Newbury Street.

Mayor Levesque announced two Community Conversations that are scheduled. The first is scheduled for July 12, 2022 at Walton School at 5:30 pm and the second is at Fairview School on July 13, 2022.

**IV. Open Session**

Scott Berry, 179 Davis Avenue spoke regarding the recent zoning amendment in the Lake Auburn Watershed area and the septic system discussions that took place. He stated that he has posted information on his Facebook page on how a septic system functions.

Jim Lynch, 80 Shepley Street, stated that he has concerns about the recent zone changes in residential neighborhoods.

**V. Unfinished Business**

**VI. New Business**

**1. Order 89-06272022**

Amending Order 68-06062022, previously adopted by the Auburn City Council on June 6, 2022, regarding the first Council meeting in July.

Motion was made by Councilor Staples and seconded by Councilor Whiting for passage.

Public comment – No one from the public spoke.

Passage 7-0.

**2. Order 90-06272022**



Approving the Mass Gathering request for the Liberty Festival scheduled for Monday, July 4, 2022. Public hearing.

Motion was made by Councilor Gerry and seconded by Councilor Milks for passage.

Public hearing – No one from the public spoke.

Passage 7-0.

**3. Order 91-06272022**

Authorizing the City Clerk to waive the \$60 business licensing fee (Temporary Food Service License) as requested by Auburn resident, Beth Woodhead who would like to sell whoopie pies to raise funds for Auburn School Department's Odyssey of the Mind.

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

Public comment – No one from the public spoke.

Passage 7-0.

**4. Order 92-06272022**

Adopting the HOME consortium agreement.

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

Public comment – No one from the public spoke

Passage 6-0-1 (Councilor Whiting abstained because he is an officer of the Auburn Housing Development Corporation).

**5. Order 93-06272022**

Allocating \$1,600,000.00 of American Rescue Plan Act (ARPA) funds for the upgrades and/or replacements of HVAC systems in our city-owned facilities.

Motion was made by Councilor Gerry and seconded by Councilor Whiting for passage.

Public comment – Andy Titus, 24 Rubelite Lane asked if the HVAC system upgrade is part of the 5-year Capital Improvement Plan.

Motion was made by Councilor Hawes and seconded by Councilor Morin to amend by approving this with ARPA funds today to get this moving and replace the ARPA money with bond money at a later date.

After further discussion, both Councilor Hawes and Morin withdrew the motion.

Motion was made by Councilor Whiting and seconded by Councilor Morin to amend to direct the City Manager to move forward with the bid process for the HVAC systems that have been identified as the four priority initiatives.

It will be determined at a later date how we will allocate the funds.

Passage 7-0.

**6. Order 94-06272022**

Amending Order 137-12062021, previously adopted by the Auburn City Council on December 6, 2021.

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

Public comment – Susan Brown Dillingham Hill Road stated that she was unclear about what this item was about.

Passage 7-0.

**7. Order 95-06272022**

Allocating \$100,000.00 of American Rescue Plan Act (ARPA) funds for the OpBox and Kayak Rental Kiosk.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Gerry and seconded by Councilor Hawes to amend by adding another \$100,000 to purchase additional OpBoxes.

Passage 7-0.

Passage of Order 95-06272022 as amended 7-0.

**8. Ordinance 17-06272022**

Re-adopting the ward maps and descriptions that were adopted on 3/17/2014 using the 2020 census block references. Public hearing and first reading.

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

Public hearing – No one from the public spoke.

Passage 7-0. A roll call vote was taken.

**VII. Open Session**

Jim Lynch, Shepley Street stated that the OpBoxes sound great, adding that students at ELHS have been working on building little houses and this would be a good student project for the kids and the community, and it would cost less.

Susan Brown, Dillingham Hill Road, spoke regarding the neighborhood zone change that has taken place recently and how it affects people's quality of life.

Maureen O'Brien, 42 Winter Street wanted to discuss the \$10,000 that was allocated to cover PR for the lake issue. The Mayor clarified that this was not a City item, but rather an Auburn Water District item.

**VIII. Reports (from sub-committees to Council)**

**Mayor Levesque** reminded everyone that the Liberty Festival will be held on the 4<sup>th</sup> of July.

**Councilor Whiting** stated that he attended World Refugee celebration on Monday where he saw Governor Mills and met Dr. Shah.

**Councilor Walker** provided information on how to pick up and dispose of pet waste. He announced that on Tuesday, the United New Auburn Association will meet at Rolly's Diner at 6:00 pm, Glen Holmes is the guest speaker. Thursday, the Neighborhood Watch group will be meeting at the Sixth Street Congregation Church at 6:00 pm and he invited the public to attend stating that you do not have to be a resident of New Auburn. All are welcome.

**Councilor Staples** stated that he attended the Planning Board meeting last Tuesday. He encouraged people to attend the Community Conversation meetings that are coming up on the 12<sup>th</sup> and 13<sup>th</sup> of the month adding that he is looking forward to hearing more public input. There is a neighborhood meeting at the Senior Center at 6:00 pm on Wednesday the 29<sup>th</sup> of the month. Last, he stated that there is another Planning Board meeting scheduled for tomorrow night.

**Manager Crowell** reported that we are wrapping up the fiscal year on Thursday, and union contract negotiations are underway.

**Jill Eastman, Finance Director** – May 2022 Final Monthly Report

Motion was made by Councilor Walker and seconded by Councilor Milks to accept and place on file the May 2022 final monthly report.

Passage 7-0.

**IX. Executive Session**

**Economic development, pursuant to 1 M.R.S.A. §405(6)(C).**

Motion was made by Councilor Walker and seconded by Councilor Staples to enter into executive session (economic development) pursuant to 1 M.R.S.A. §405(6)(C).

Passage 7-0, time 8:18 pm.

Council was declared out of executive session at 8:40 pm

**Personnel matter (City Manager's performance review), pursuant to 1 M.R.S.A. §405(6)(A).**

Motion was made by Councilor Morin and seconded by Councilor Walker to enter into executive session (personnel matter – City Manager’s performance review) pursuant to 1 M.R.S.A. §405(6)(A).

Passage 7-0, time 8:40 pm.

Council was declared out of executive session at 9:10 pm

**VIII. Adjournment** – Motion was made by Councilor Hawes and seconded by Councilor Milks to adjourn. Unanimously approved and the meeting adjourned at 9:10 pm.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*  
Susan Clements-Dallaire, City Clerk



THIS IS TO CERTIFY THAT THE

## City of Auburn, Maine

has created an action plan for becoming more age-friendly under the criteria established by AARP and has been renewed as a member of

## The AARP Network of Age-Friendly States and Communities

THIS CERTIFICATION IS VALID UNTIL

June 27, 2025

A handwritten signature in black ink, appearing to read 'Nancy A. LeMond', is written over a horizontal line. The signature is fluid and cursive.

***Nancy A. LeMond, Chief Advocacy and Engagement Officer***  
COMMUNITY, STATE AND NATIONAL AFFAIRS, AARP | WASHINGTON, D.C.

The AARP Network of Age-Friendly States and Communities,  
a program of the AARP Livable Communities initiative,  
is an independent affiliate of the World Health Organization Global Network  
for Age-Friendly Cities and Communities.®



**Age-Friendly Communities  
Are Livable for  
People of All Ages**  
[aarp.org/livable](http://aarp.org/livable)

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# Citizens for Sensible Growth

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July 6, 2022

Susan Clements-Dallaire  
City Clerk  
City of Auburn  
60 Court St.  
Auburn, ME 04210

Dear Susan:

On behalf of the Citizens for Sensible Growth I am submitting, pursuant to Section 9.3 of the City Charter, our petition to Repeal Ordinance 11-03212022.

Citizens for Sensible Growth has previously filed an affidavit, attached, creating a petitioner's committee pursuant to Section 9.2 of the City Charter.

Our submission consists of 119 petition forms having 2,437 signatures. I would note that we have attached a secondary Circulator's Affidavit to all but one of the petition forms. This was done as we noticed, after the circulators had completed the affidavit included on the petition form, that the original affidavit did not clearly certify that the circulator was a resident of Auburn. To ensure that the circulators had fully met the requirements of the City Charter, Section 9.5 C, a secondary affidavit with the language "that I am a resident of Auburn, Maine;" added to the certification section was attached to each petition form and sworn to by the circulator. We were unable to have a secondary affidavit notarized for the petition form circulated by Julianna Hayes as she is visiting Australia for an extended period.

We understand that pursuant to Section 9.4 of the City Charter that you will review our petitions for sufficiency within twenty days. If sufficient you will

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transmit a certificate of sufficiency to the City Council. If found insufficient you will notify us of the details of the insufficiency via certified mail so that we might, pursuant to Section 9.4 A of the City Charter, cure the insufficiency.

We look forward to the results of your review.

Sincerely,

A handwritten signature in black ink that reads "John Cleveland". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

John Cleveland  
Member, Petitioner's Committee



Kristin M. Collins  
kcollins@preti.com  
207.791.3292

July 6, 2022

Auburn City Council  
City of Auburn  
60 Court Street  
Auburn, ME 04210

**RE: Ordinance 11-03212022 Referendum and T-4.2B Zoning Map Amendment**

Dear Council Members:

My client, Citizens for Sensible Growth, has submitted a valid referendum petition to repeal Ordinance 11-03212022 (“the Ordinance”). With the filing of this referendum petition, the Ordinance will be suspended until the Petition is deemed insufficient or withdrawn, the Ordinance is repealed, or 30 days after the election on the referendum. *See* Auburn, Me., Charter, § 9.5. This suspension is intended to protect the City’s voters from ordinances with which they disagree while they are attempting to review or repeal them. During this period of suspension, the Ordinance may not be applied to pending applications.

Until the referendum is voted upon, it would be a violation of the City Charter to enact a duplicative ordinance or modification of the subject ordinance with the intent or effect to circumvent this process. The public’s right to approve or disapprove of legislation through the initiative and referendum processes is absolute, and the Council cannot act, directly or indirectly, to frustrate that right. *See Farris ex rel. Dorsky v. Goss*, 143 Me. 227, 232, 60 A.2d 908 (Me. 1947).

Despite numerous procedural irregularities, the City Council enacted the Ordinance on March 28, 2022. The Ordinance relocates 1,687.41 acres from the City’s Urban Residential Area to the Traditional Neighborhood Development District (T-4.2). Because the City Council and Planning Board failed to engage the public as required prior to such a sweeping zoning amendment, and because the Ordinance would have a significant effect on the City, Citizens for Sensible Growth began circulating the petition to repeal the Ordinance. The City Council and Planning Board have recently considered an amendment that would relocate the same 1,687.41 acres from the City’s Urban Residential Area to the “new” Traditional Neighborhood Development District (T-4.2B). There are no substantive differences between T-4.2 and T-4.2B. The sole effect of the amendment would be to duplicate the Ordinance and frustrate the purpose of the Petition. As such, it must be tabled until the referendum election is held.

All of the City’s actions in regard to the Ordinance and Amendment have been rushed and undertaken without providing sufficient time for the City Council, Planning Board, or Auburn residents to provide input and feedback related to their impact on the City. On behalf of



PRETI FLAHERTY

July 6, 2022

Page 2

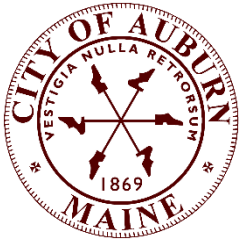
Citizens for Sensible Growth, I urge the City Council to give the voters an unfettered opportunity to be heard on these issues.

Sincerely

A handwritten signature in black ink, appearing to read "K M Collins", with a long horizontal flourish extending to the right.

Kristin M. Collins

cc: Phillip L. Crowell, Jr., City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Author:** Karen Scammon

**Subject:** Valuation adjustments

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**Information:** The City Assessor and Deputy Assessor will present a Power Point presentation on valuation adjustments/Declared ratio and 2022 mil rate.

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**City Budgetary Impacts:** N/A

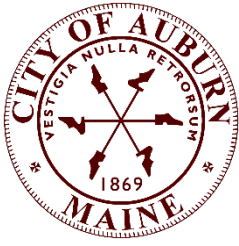
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**Staff Recommended Action:** Presentation

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**Previous Meetings and History:** None

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**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Ordinance:** 17-06272022

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

**Subject:** Re-districting

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**Information:** Title 30-A §2503 (2) states that “the Municipal Legislative body must enact the reapportionment ordinance within 12 months after the Legislature has reapportioned the House and Senate districts”. Those were adopted by the 130<sup>th</sup> Legislature and signed into law by the Governor on 9/29/21.

Title 30-A §2503 (1)(B) also states “each district must contain as nearly as possible the same number of inhabitants as determined according to the latest Federal Decennial Census, but districts may not differ in number of inhabitants by more than 10% of the inhabitants in the smallest district created”.

Below are the numbers taken from the 2020 census and broken down by districts.

Ward	Target Population	Actual Population	Variance
1	4,812.2	5,040	+227.8
2	4,812.2	4,665	-147.2
3	4,812.2	5,023	+210.8
4	4,812.2	4,615	-197.2
5	4,812.2	4,718	-94.2
	24,061	24,061	

The variance between the lowest (W4) and highest (W1) populated districts is 425 or 9%.

We are proposing re-adopting the ward maps and descriptions but will have to replace references to the 2010 census block numbers with the 2020 census block numbers in the written descriptions.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Staff recommends re-adopting the current Ward lines.

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**Previous Meetings and History:** Every 10 years following the census. This was presented at the 6/6/2022 Council workshop, public hearing and passage of first reading was held on 6/27/2022.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** 30-A Sec. 2503, maps and descriptions.

## §2503. Reapportionment

**1. Adoption by ordinance.** Districts established for the purpose of electing, from each district, an equal number of municipal officers may be adjusted, by ordinance, by the municipal legislative body subject to the following conditions.

A. Each district must be formed of compact, contiguous territory. Its boundary lines may follow the center lines of streets. [PL 1987, c. 737, Pt. C, §2 and Pt (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Each district must contain as nearly as possible the same number of inhabitants as determined according to the latest Federal Decennial Census, but districts may not differ in number of inhabitants by more than 10% of the inhabitants in the smallest district created. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The ordinance must include a map and a description of the districts. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. The ordinance takes effect on the 30th day after adoption by the legislative body. The new districts and boundaries, as of the effective date, supersede previous districts and boundaries for the purposes of the next regular municipal election, including nominations. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**2. Failure to enact ordinance.** The municipal legislative body must enact the reapportionment ordinance within 12 months after the Legislature has reapportioned the House and Senate districts pursuant to the Constitution of Maine, Article IV, Part First, Section 3 and Article IV, Part Second, Section 2 or after a court decision finalizing the reapportionment of districts. The ordinance must be enacted at least 90 days before a regular municipal election occurring within that 12-month period or the previous reapportionment ordinance applies to that election. If the legislative body fails to enact an ordinance within the 12-month period or at least 90 days before a regular election occurring after the 12-month period, all municipal officers to be elected must be elected at large and serve until their terms expire. Such at-large elections continue until the legislative body enacts an ordinance in accordance with subsection 1 at least 90 days before a regular municipal election.

[PL 2001, c. 537, §1 (AMD); PL 2001, c. 537, §2 (AFF).]

**3. Referendum.** Except when the municipal legislative body is the town meeting, the voters of the municipality may require the municipal legislative body to reconsider any ordinance adopted under subsection 1. If the legislative body does not repeal an ordinance so reconsidered, the voters may approve or reject it at a municipal election.

A. Any 5 voters may commence referendum proceedings by filing an affidavit with the municipal clerk stating:

- (1) They will constitute the petitioners' committee;
- (2) They will be responsible for circulating the petition and filing it in proper form;
- (3) Their names and addresses;
- (4) The address to which all notices to the committee are to be sent; and
- (5) The ordinance sought to be reconsidered.

Promptly after the affidavit of the petitioners' committee is filed, the clerk shall issue the appropriate petition blanks to the petitioners' committee. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Petitions under this subsection must meet the following requirements.

- (1) Petitions must be signed by a number of voters of the municipality equal to at least 15% of the total number of voters in the municipality at the last presidential election.
- (2) All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature must be executed in ink or indelible pencil and must be followed by the address of the person signing. While being circulated, petitions must have the full text of the ordinance sought to be reconsidered contained in or attached to the petition.
- (3) When filed, each paper of a petition must have an affidavit, executed by the circulator of the petition, attached to it stating:
  - (a) That the circulator personally circulated the paper;
  - (b) The number of signatures on the paper;
  - (c) That all the signatures were signed in the circulator's presence;
  - (d) That the circulator believes them to be the genuine signatures of the persons whose names they purport to be; and
  - (e) That each signer had an opportunity before signing to read the full text of the ordinance sought to be reconsidered.
- (4) Petitions must be filed within 30 days after the municipal legislative body adopts the ordinance sought to be reconsidered. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The following procedure shall be followed after the petition is filed with the municipal clerk.

- (1) Within 20 days after the petition is filed, the municipal clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars which render it defective. The clerk shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within 2 days after receiving the copy of the clerk's certificate and files a supplementary petition upon additional papers within 10 days after receiving a copy of the certificate. This supplementary petition must comply with the requirements of paragraph B, subparagraphs (2) and (3). Within 5 days after it is filed, the clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of that certificate to the petitioners' committee by registered mail as in the case of an original petition. If a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend the petition or request review under subparagraph (2), within the time required, the clerk shall promptly present the clerk's certificate to the municipal legislative body and the certificate is then a final determination as to the sufficiency of the petition.
- (2) If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee, within 2 days after receiving the copy of the certificate, may file a request that it be reviewed by the municipal legislative body. The legislative body shall review the certificate at its next meeting following the filing of the committee's request and approve or disapprove it. This determination is then final as to the sufficiency of the petition.

(3) A final determination as to the sufficiency of a petition is subject to court review. A final determination of insufficiency, even if sustained upon court review, does not prejudice the filing of a new petition for the same purpose. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. When a petition is filed with the clerk under this subsection, the ordinance sought to be reconsidered is suspended from taking effect. This suspension ends when:

- (1) There is a final determination of insufficiency of the petition;
- (2) The petitioners' committee withdraws the petition;
- (3) The council repeals the ordinance; or
- (4) Thirty days have elapsed after a vote of the municipality on the ordinance. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. The following procedure shall be followed if a petition is determined to be sufficient.

(1) When a petition has been finally determined sufficient, the municipal legislative body shall promptly reconsider the referred ordinance by voting its repeal. If the legislative body fails to repeal the referred ordinance within 30 days after the date the petition was finally determined sufficient, it shall submit the referred ordinance to the voters of the municipality.

(2) The vote of the municipality on a referred ordinance shall be held at least 30 days and not more than one year after the municipal legislative body's final vote on the ordinance. If no regular municipal election is to be held within this period, the legislative body shall provide for a special election; otherwise the vote shall be held at the same time as a regular election occurring within this period, except that the legislative body, in its discretion, may provide for a special election at an earlier date within the prescribed period. Copies of the referred ordinance shall be made available at the polls.

(3) The form of the ballot for the repeal of the ordinance shall be substantially as follows:

"Shall the ordinance entitled '.....' be repealed?

YES / / NO / /"

(The voters shall indicate their choice by a cross or check mark placed in the appropriate box opposite the words YES or NO.)

(4) A petition may be withdrawn at any time before the 15th day prior to the day scheduled for a vote of the municipality. The petitioners' committee must file with the municipal clerk a request for withdrawal signed by at least 4 members of the petitioners' committee. Upon filing this request, the petition has no further effect and all proceedings on the petition shall be terminated. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

F. If a majority of the voters who vote on a referred ordinance vote for its repeal, it is considered repealed upon certification of the election results. [PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. A, §16 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]  
[PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. A, §16 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**4. Exception.** This section does not apply to municipalities whose charters specify different methods of reapportionment.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

## SECTION HISTORY

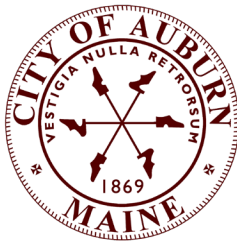
PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§A116,C8,10 (AMD). PL 1989, c. 104, §§A116,C10 (AMD). PL 2001, c. 537, §1 (AMD). PL 2001, c. 537, §2 (AFF).

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# City Council Ordinance

## IN CITY COUNCIL

### Chapter 1, Sec. 2-2 Ward Boundaries

**Be it ordained, that the Code of Ordinances, Chapter 1, Sec. 2-2 Ward Boundaries and attached Ward maps are adopted as attached:**

Sec. 2-2. Ward boundaries.

(a) *Ward 1.* The boundaries of ward 1 shall be as follows:

Beginning at the southeast corner of census Block 4004 of Tract 010200 in the Androscoggin River; then southwest along the boundary of Block 4004 and then Block 4000 of Tract 010200 until it intersects with Turner Street; then northeasterly along the centerline of Turner Street until it intersects with Parker Street; then southwest along the centerline of Parker Street to the intersection of Summer Street; then northwest along the centerline of Summer Street to the intersection of Youngs Corner Road; northwesterly, southwesterly, and westerly along the centerline of Youngs Corner Road to the intersection of Jackson Hill Road; westerly and northwesterly along the centerline of Jackson Hill Road to the Auburn/Minot municipal boundary; then northerly along the Auburn/Minot municipal boundary to the intersection with the Auburn/Turner municipal boundary; then southeasterly along the Auburn/Turner municipal boundary to the Androscoggin River and the Auburn/Greene municipal boundary; then southerly along the Androscoggin River and the Auburn/Greene and Auburn/Lewiston municipal boundaries to the point of beginning.

(b) *Ward 2.* The boundaries of ward 2 shall be as follows:

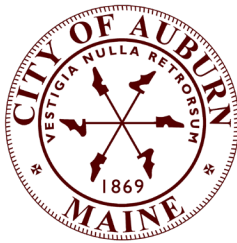
Beginning at the intersection of Parker Street and Summer Street northwest along the centerline of Summer Street to the intersection of Youngs Corner Road; then northwesterly, southwesterly, and westerly along the centerline of Youngs Corner Road to the Jackson Hill Road; then westerly and northwesterly along the centerline of Jackson Hill Road to the Auburn/Minot municipal boundary; then southerly along the Auburn/Minot municipal boundary to the centerline of Garfield Road; then southeasterly along the centerline of Garfield Road to the intersection of Sunrise Lane; then westerly and northwesterly along the centerline Sunrise Lane to the northeasterly terminus of Sunrise Lane; then northeasterly, southeasterly and southwesterly along the boundary of Block 3008 of Tract 010800; then westerly and southerly along the boundary of Block 3009 of Tract 010800 and Block 3010 of Tract 010800 and Block 3012 of Tract 010800 to the intersection of Kendall Road; then westerly along the centerline of Kendall Road to the Intersection of Stevens Mill Road; then Southerly along the centerline of Stevens Mill Road to the intersection with Minot Avenue; then easterly along the Centerline of Minot Ave to the Southeast corner of Block 2010 of Tract 010400; then northwesterly along the boundary of Block 2010 of Tract 010400 to the intersection with Court Street then northeasterly along the centerline of Court Street to the intersection of Russell Avenue; then southeasterly along the centerline of Russell Avenue to the intersection of Goodrich Avenue; Then northeasterly along Goodrich Avenue to the intersection with Hillside Avenue; then southeasterly along the centerline of Hillside Avenue to the intersection of Merrill Street; then northeasterly along the centerline of Merrill Street. to the intersection of Western Avenue; then northwesterly along Western Avenue to the Intersection of Auburn Heights; then northeasterly and northwesterly along the centerline of Auburn Heights to the intersection of Harris Street; then northwesterly along the

**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





## City Council Ordinance

centerline of Harris Street to the intersection of Court Street; then westerly on Court street to the intersection of James Street; then northerly along the centerline of James Street to the intersection of Grant Street; then easterly along the centerline of Grant Street to the intersection of Goff Street; then northerly along the centerline of Goff Street to the intersection of Pine Street; then easterly along the centerline of Pine Street to the intersection of Willow Street; then northeasterly along the centerline of Willow Street to the intersection of Webster Street; then southeasterly along the centerline of Webster Street to the intersection of Chestnut Street; then northeasterly along the centerline of Chestnut Street to the intersection of Parker Street; then northeasterly along the centerline of Parker Street to the point of beginning.

(c) *Ward 3.* The boundaries of ward 3 shall be as follows:

Beginning at the intersection of Parker Street and Turner Street southeasterly and southerly along the centerline of Turner to the intersection of Pleasant Street; then southerly along the centerline of Pleasant Street to the intersection of Court Street; then westerly along the centerline of Court Street to the intersection of Minot Avenue; then southerly and southwesterly along the centerline of Minot Avenue to the intersection of Poland Road; then southwesterly along the centerline of Poland Road to the intersection of Rodman Road; then northwesterly along the centerline of Rodman Road to the intersection of Manley Road; then Southwesterly along the centerline of Manley Road to the intersection of Hotel Road; then southwesterly along the centerline of Hotel Road to the intersection of Block 1006 of Tract 010700; then westerly along Block 1006 of Tract 010700 to the Auburn/Poland municipal boundary; then westerly and northwesterly to the intersection of Garfield Road; then southeasterly along the centerline of Garfield Road to the intersection of Sunrise Lane; then westerly and northwesterly along the centerline Sunrise Lane to the easterly terminus of Sunrise Lane; then northeasterly, southeasterly and southwesterly along the boundary of Block 3009 of Tract 010800; then westerly and southerly along the boundary of Block 3014 of Tract 010800 and Block 2006 of Tract 010800 to the intersection of Kendall Road; then westerly along the centerline of Kendall Road to the Intersection of Stevens Mill Road; then Southerly along the centerline of Stevens Mill Road to the intersection of Minot Avenue; then easterly along the Centerline of Minot Ave to the southeast corner of Block 2010 of Tract 010400; then northwesterly along the boundary of Block 2010 of Tract 010400 to the intersection with Court Street then northeasterly along the centerline of Court Street to the intersection of Russell Avenue; then southeasterly along the centerline of Russell Avenue to the intersection of Goodrich Avenue; Then northeasterly along Goodrich Avenue to the intersection with Hillside Avenue; then southeasterly along the centerline of Hillside Avenue to the intersection of Merrill Street; then Northeasterly along the centerline of Merrill Street to the intersection of Western Avenue; then northwesterly along Western Avenue to the Intersection of Auburn Heights; then northeasterly and northwesterly along the centerline of Auburn Heights to the intersection of Harris Street; then northwesterly along the centerline of Harris Street to the intersection of Court Street; then westerly on Court street to the intersection of James Street; then northerly along the centerline of James Street to the intersection of Grant Street; then easterly along the centerline of Grant Street to the intersection of Goff Street; then northerly along the centerline of Goff Street to the intersection of Pine Street; then easterly along the centerline of Pine Street to the intersection of Willow Street; then northeasterly along the centerline of Willow Street to the intersection of Webster Street; then southeasterly along the centerline of Webster Street to the intersection of Chestnut Street; then northeasterly along the centerline of Chestnut Street to the intersection of Parker Street; then northeasterly along the centerline of Parker Street to the point of beginning.



## City Council Ordinance

(d) *Ward 4.* The boundaries of ward 4 shall be as follows:

Beginning at the Androscoggin River at the northeast corner of Block 1000 of Tract 010100 westerly along the northern boundary of Block 1000 of Tract 010100 to the intersection of Block 1001 of 010100; then westerly along the boundary of Block 1001 of Tract 010100 to the intersection of Turner Street; then southerly along Turner Street to the intersection of Pleasant Street; then southerly along the centerline of Pleasant Street to the intersection of Court Street; then westerly along the centerline of Court Street to the intersection of Minot Avenue; then southerly and southwesterly along the centerline of Minot Avenue to the intersection of Poland Road; then southwesterly along the centerline of Poland Road to the intersection of Rodman Road; then northwesterly along the centerline of Rodman Road to the intersection of Manley Road; then Southwesterly along the centerline of Manley road to the intersection of Hotel Road; then southwesterly along the centerline of Hotel Road to the intersection of Block 1008 of Tract 010700; then westerly along Block 1008 of Tract 010700 to the Auburn/Poland municipal boundary; then southwesterly along the Auburn/Poland municipal boundary to the Auburn/New Gloucester municipal boundary; then southeasterly along the Auburn/New Gloucester municipal boundary to Trapp Road; then easterly and northeasterly along the centerline of Trapp Road to the intersection of Pownal Road; then northerly along the centerline of Pownal Road to the intersection of Danville Corner Road; then northwesterly and westerly along the centerline of Danville Corner Road to the intersection of Block 2025 of Tract 010700; then northwesterly along the boundary of Block 2025 of Tract 010700 to the intersection of Hackett Road; then northwesterly along the centerline of Hackett Road to the intersection of the southwest corner of Block 2002 of Tract 010700; then north and northeasterly along the boundary of Block 2002 of Tract 010700 to the intersection of the northwesterly corner of Block 2000 of Tract 010700; then northeasterly along the boundary of Block 2000 of Tract 010700; then northeasterly along the thread of the Little Androscoggin River to its confluence with the Androscoggin River and the Auburn/Lewiston municipal boundary; then northerly along the Androscoggin River and the Auburn/Lewiston municipal boundary to the point of beginning.

(e) *Ward 5.* The boundaries of ward 5 shall be as follows:

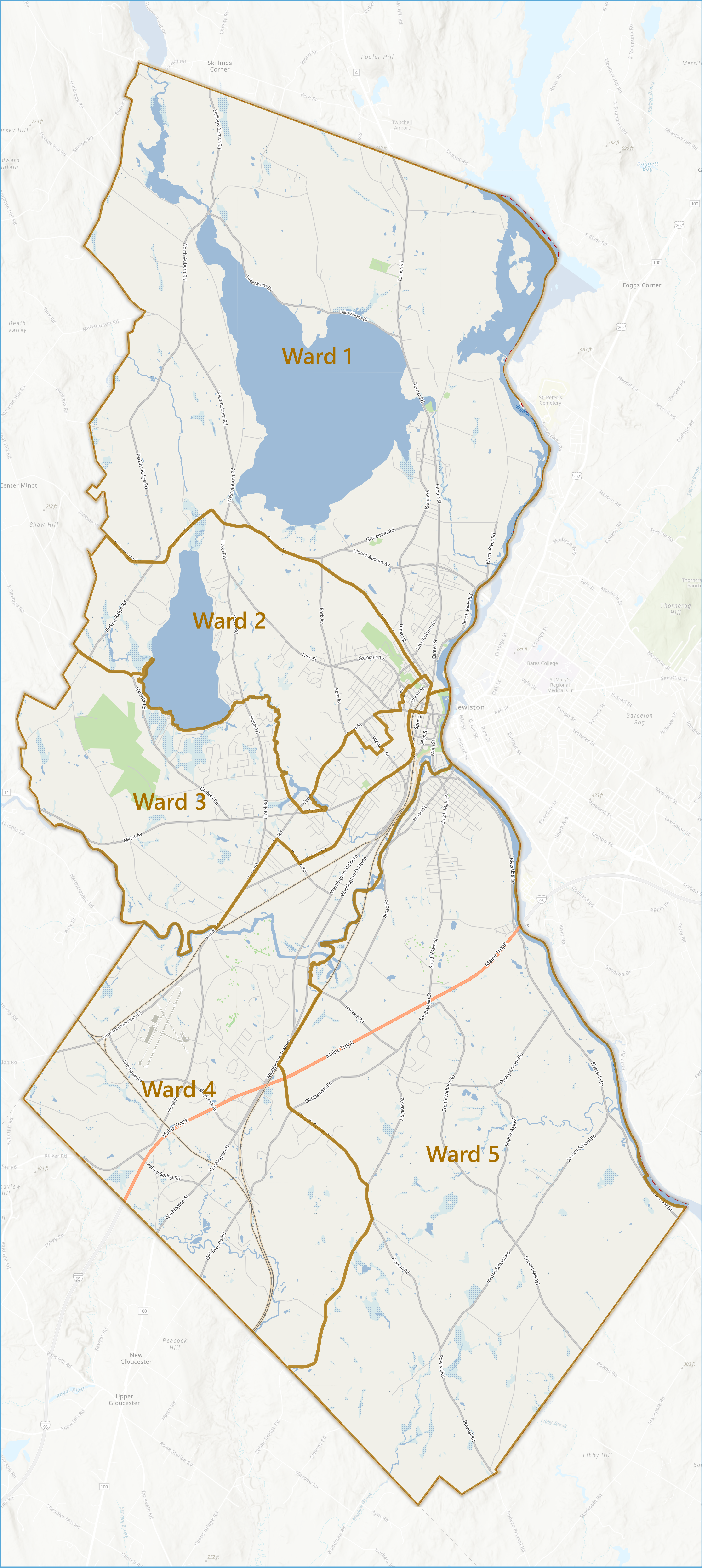
Beginning at the confluence of the Androscoggin River and the Little Androscoggin River on the Auburn/Lewiston municipal boundary; then southerly along the Androscoggin River and the Auburn/Lewiston municipal boundary to the intersection of the Auburn/Durham municipal boundary; then southwesterly, northwesterly, and southwesterly along the Auburn/Durham municipal boundary to the Auburn/New Gloucester municipal boundary, then northwesterly along the Auburn/New Gloucester municipal boundary to the intersection of Trapp Road; then easterly and northeasterly along the centerline of Trapp Road to the intersection of Pownal Road; then northerly along the centerline of Pownal Road to the intersection of Danville Corner Road; then northwesterly and northerly along the centerline of Danville Corner Road to the intersection of Block 2025 of Tract 010700; then northwesterly along the boundary of Block 2025 of Tract 010700 to the intersection of Hackett Road; then northwesterly along the centerline of Hackett Road to the intersection of the southwest corner or Block 2002 of Tract 010700; then north and northeasterly along the boundary of Block 2002 of Tract 010700 to the intersection of the northwesterly corner of Block 2000 of Tract 010700; then northeasterly along the boundary of Block 2000 of Tract 010700; then northeasterly along the thread of the Little Androscoggin River to its confluence with the Androscoggin River to the point of beginning.





City of Auburn  
60 Court St  
Auburn, ME 04210

# Auburn Wards



Ward Lines Updated 2014.  
Verified using Census 2020 Data.  
No Changes required.



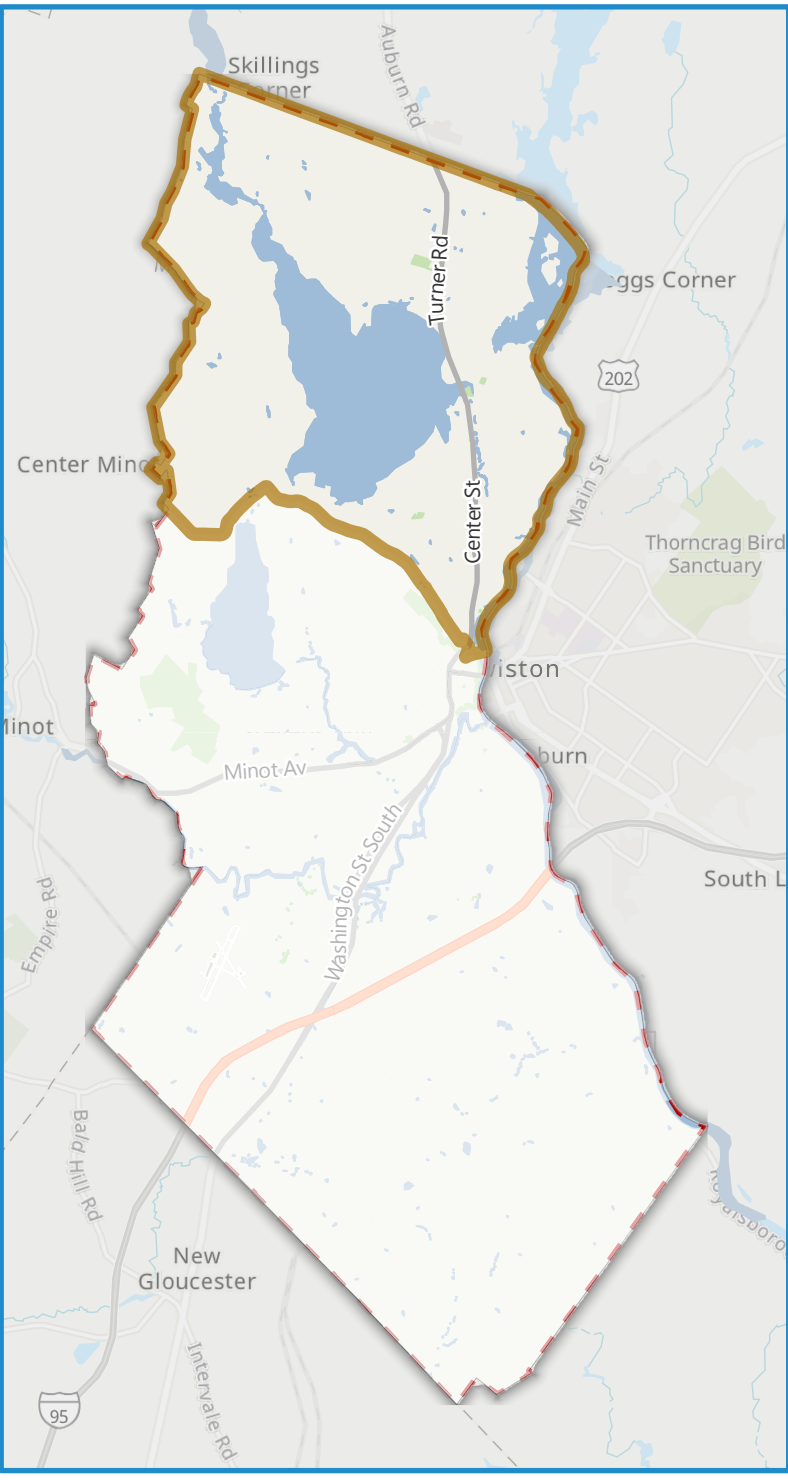


# Ward 1



City of Auburn  
60 Court St  
Auburn, ME 04210

Ward Lines Updated 2014.  
Verified using Census 2020 Data.  
No Changes required.



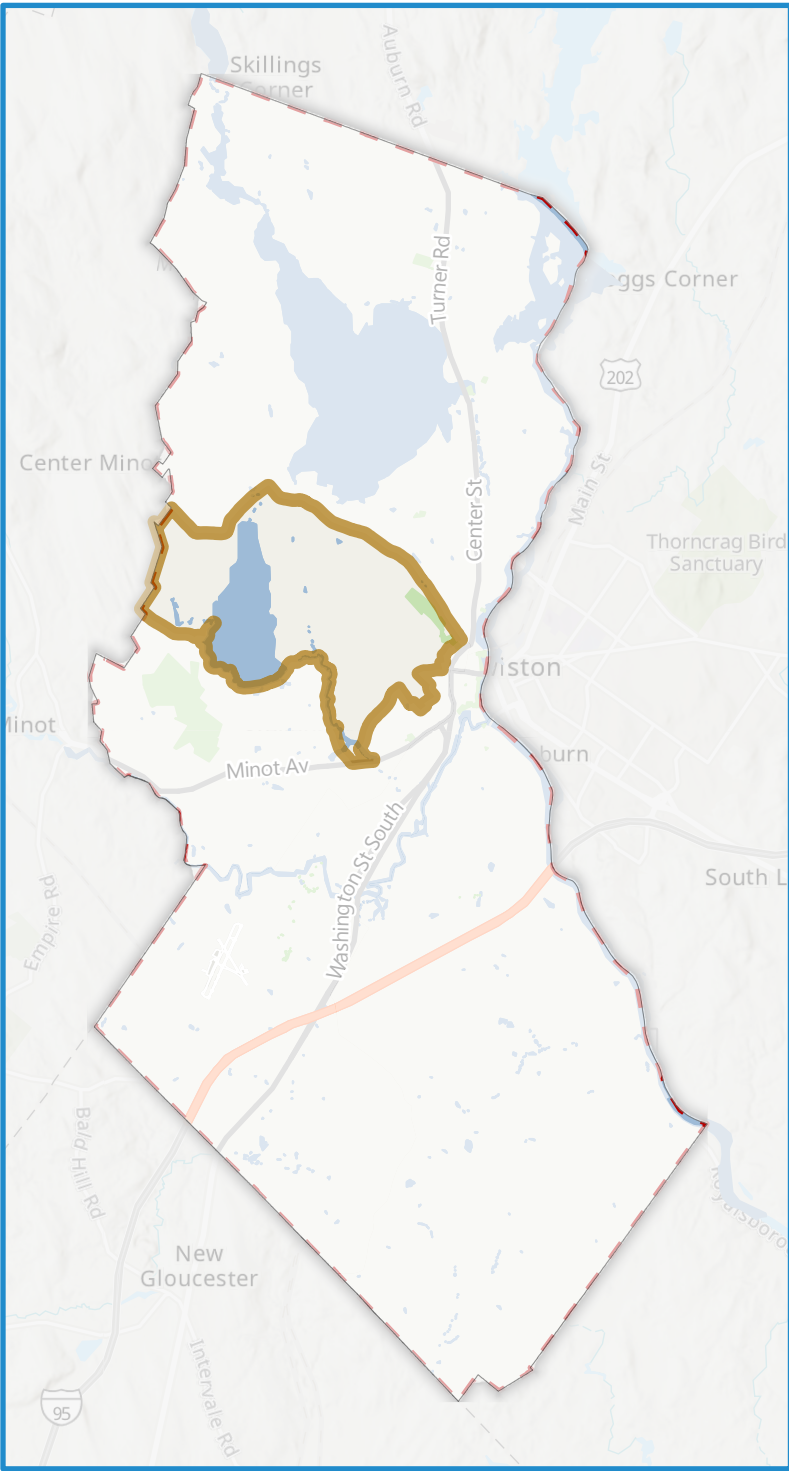
Ward Location





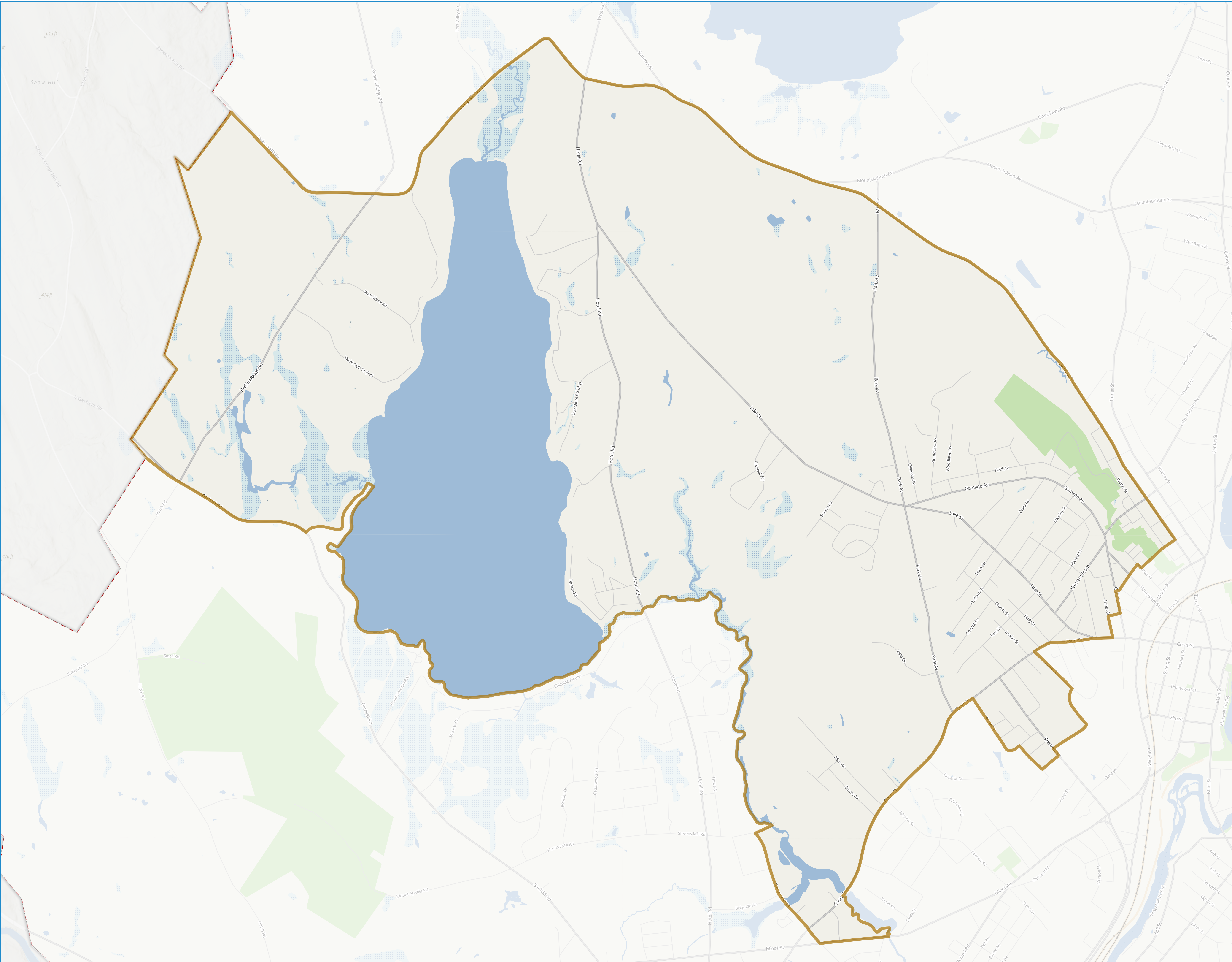
City of Auburn  
60 Court St  
Auburn, ME 04210

# Ward 2



Ward Location

Ward Lines Updated 2014.  
Verified using Census 2020 Data.  
No Changes required.

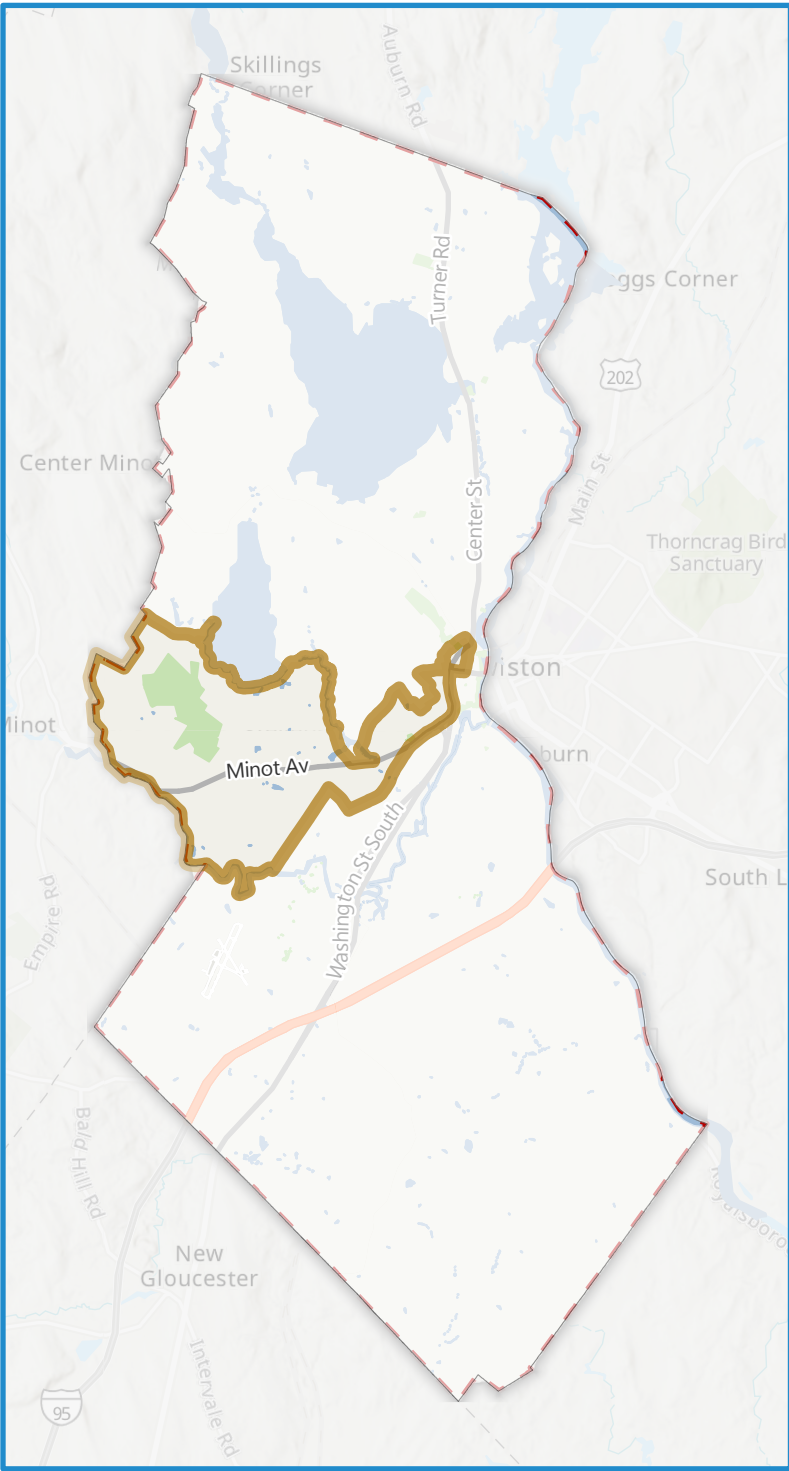






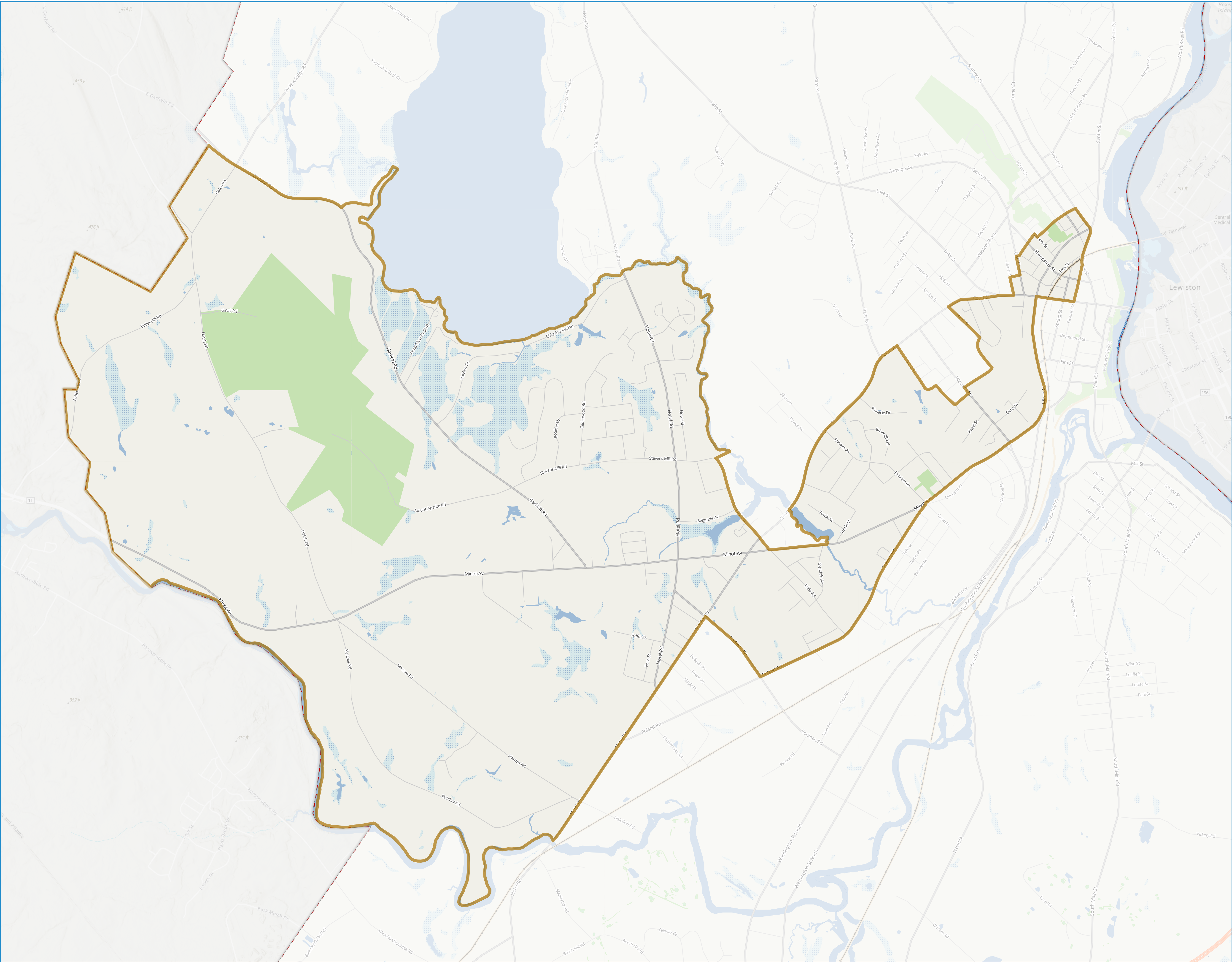
City of Auburn  
60 Court St  
Auburn, ME 04210

# Ward 3



Ward Location

Ward Lines Updated 2014.  
Verified using Census 2020 Data.  
No Changes required.

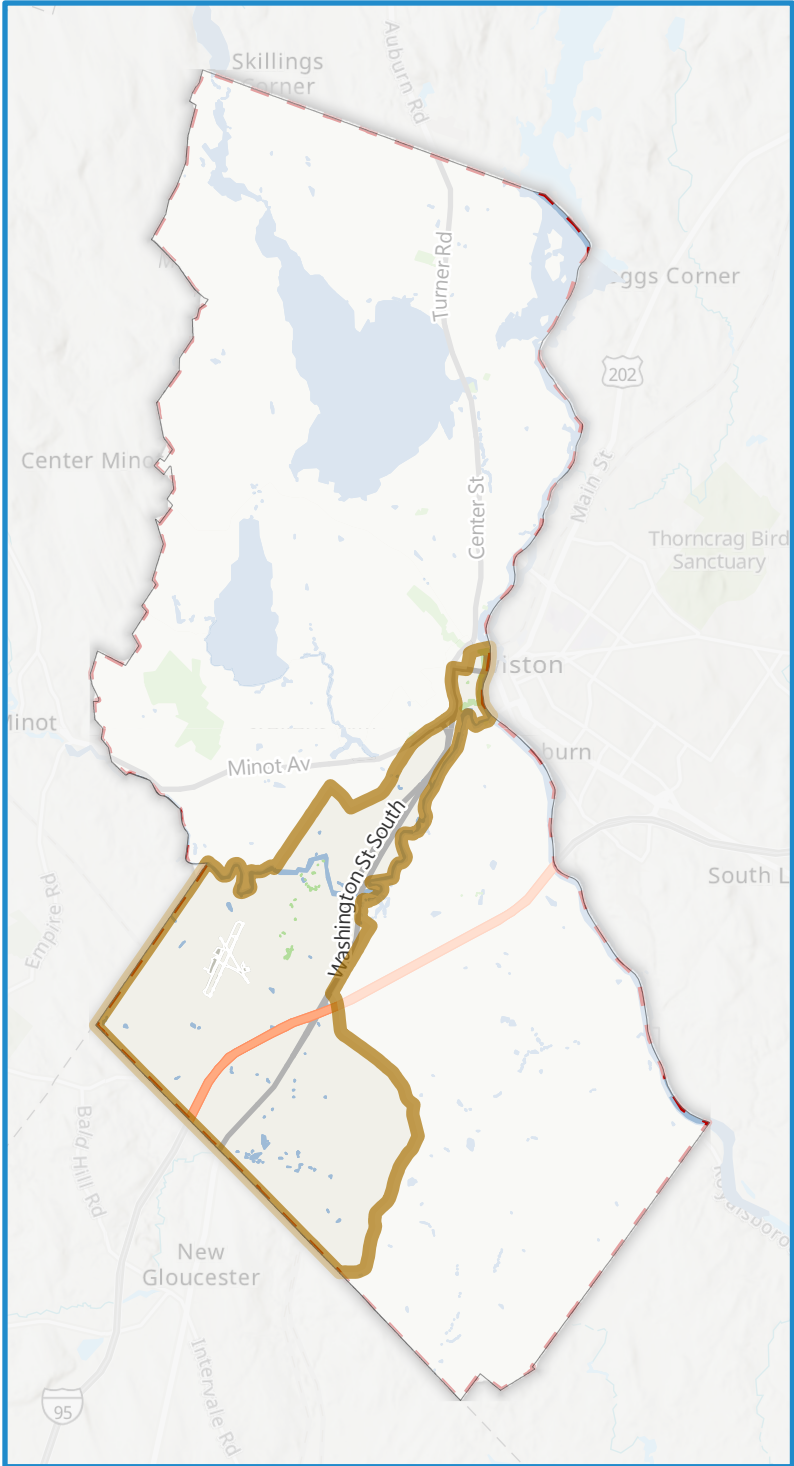
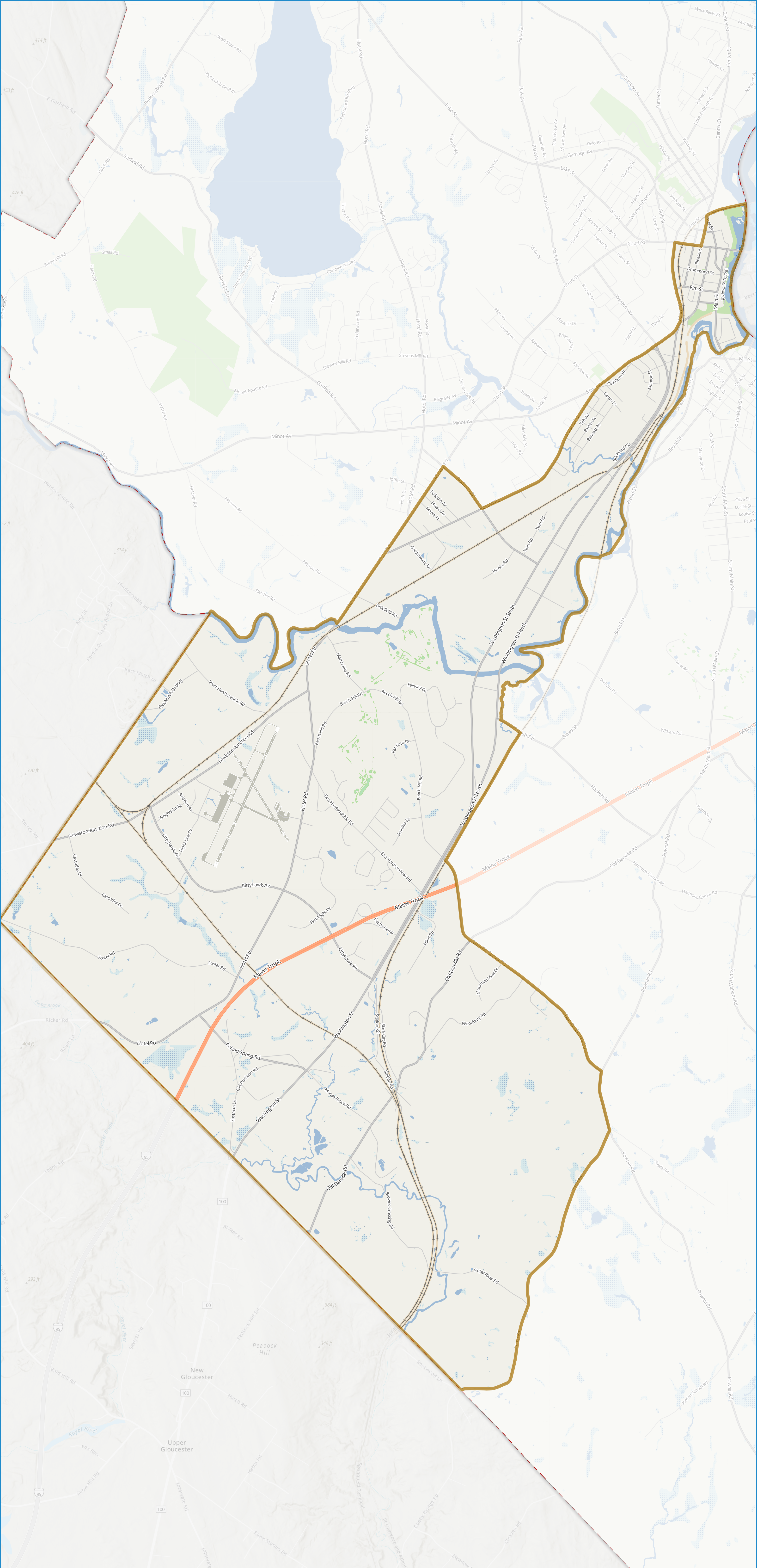






City of Auburn  
60 Court St  
Auburn, ME 04210

# Ward 4



Ward Location

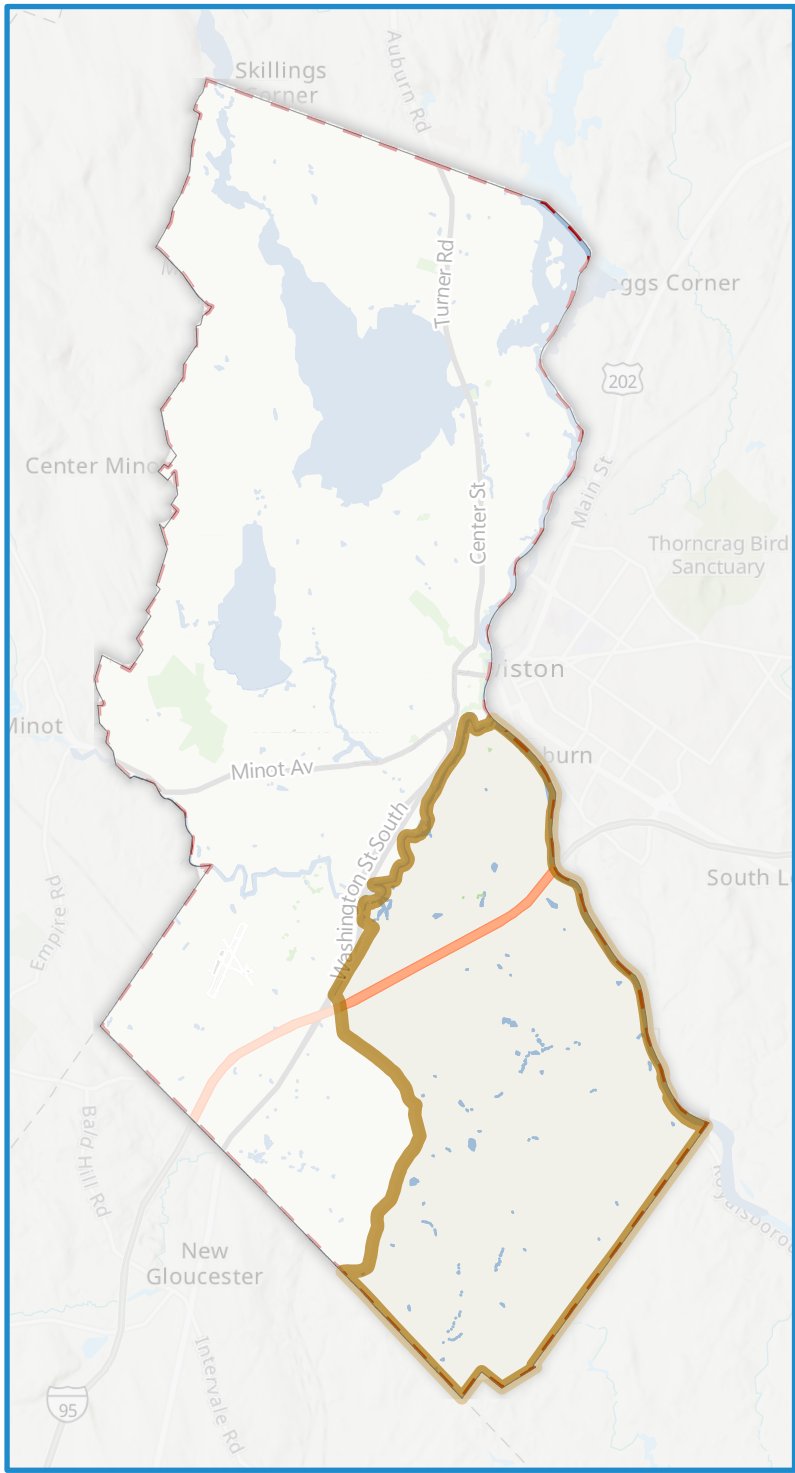
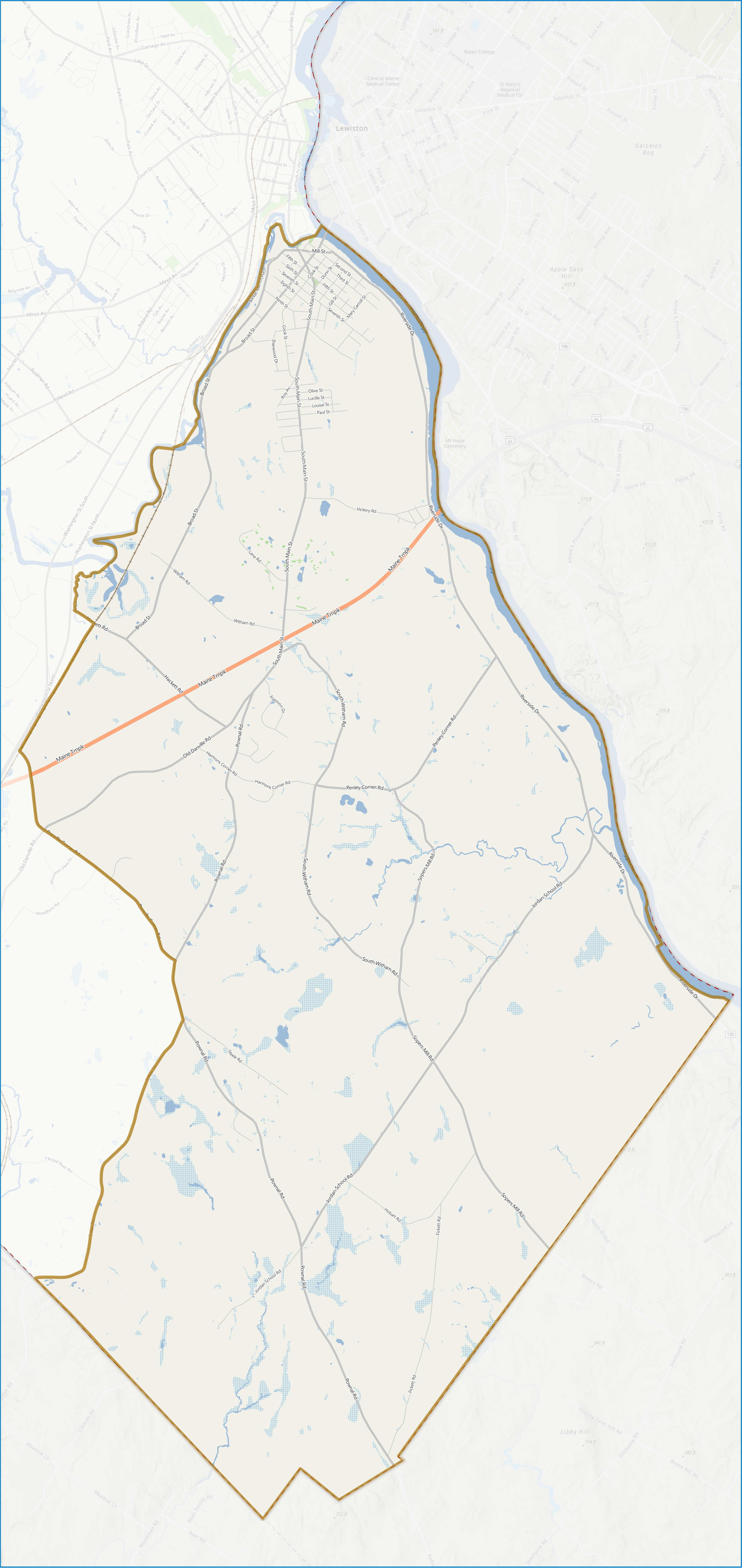
Ward Lines Updated 2014.  
Verified using Census 2020 Data.  
No Changes required.





City of Auburn  
60 Court St  
Auburn, ME 04210

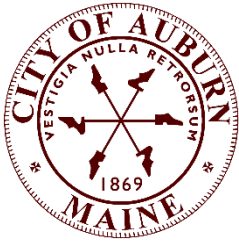
# Ward 5



Ward Location

Ward Lines Updated 2014.  
Verified using Census 2020 Data.  
No Changes required.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 83-06062022

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

**Subject:** Project Support You - Auburn

---

**Information:** This is a request to allocate \$300,000 in ARPA funds. Please see attached PowerPoint which outlines the "Project Support You-Auburn" program being proposed by Public Health along with supporting data showing the need for this program submitted by our police and fire departments. The program will address the needs of community members experiencing homelessness and housing instability, poor mental health, substance use disorders, and instability while supporting our first responders who are currently on the front lines encountering these complex issues in our community every day.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Staff is requesting that this item is postponed until the meeting of August 1, 2022.

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**Previous Meetings and History:** Originally presented at a City Council workshop on 3/21/2022. Order 83-06062022 was added to the June 6, 2022 council agenda. The order was tabled to allow for additional information to be included in the packet.

---

**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

---

**Attachments:** PowerPoint overview of the program  
Job Description of a similar position to be funded

# PSY Co-Responder Program

---

Public Health



# Project Support You - Auburn

---

We are here to request a total of \$300,000 in ARPA funds for a two-year pilot of "Project Support You - Auburn," (PSY Auburn)

The program design is based on best practices from other programs used nationally to better meet the needs of individuals struggling with homelessness, mental illness, substance misuse, and access to care while reducing the number of calls for service our police and paramedic teams respond to from frequent system utilizers through diversion to longer term, sustainable, and appropriate support services.



# Program Description

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PSY is a “boots on the ground” service that would employ a TCMHS employee to be shared between AFD and APD to respond **with** our first responder teams in real time.

The PSY worker will follow-up on needs identified by AFD and APD that would benefit individuals utilizing services and in need of community supports.



# Maine Shared CHNA

The Maine Shared Community Health Needs Assessment (MSCHNA) report data for 2021 have been compiled, and the data on the state's interactive portal is now available.

The interactive portal can be accessed here:

<https://www.maine.gov/dhhs/mecdc/phdata/MaineCHNA/maine-interactive-health-data.shtml>



# Social Determinants of Health

Indicator	Androscoggin	Maine
Individuals living in poverty	<b>2015-2019</b> <b>11.8%</b>	2019 10.9%
Children living in poverty	<b>2019</b> <b>15.3%</b>	2019 13.8%
Median household income	<b>2015-2019</b> <b>\$53,509</b>	2019 \$58,924
Households that spend more than 50% of income towards housing	<b>2015-2019</b> <b>10.9%</b>	2015-2019 12.0%



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Social Determinants of Health

Indicator	Androscoggin	Maine
Housing insecure (high school students)	<b>2019</b> <b>4.4%</b>	2019 3.3%
Adverse childhood experiences (high school students reporting at least four out of nine ACEs)	<b>2019</b> <b>22.5%</b>	2019 21.3%
Children eligible for free or reduced lunch	<b>2021</b> <b>60.9%</b>	2021 38.2%



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Mental Health

Indicator	Androscoggin	Maine
Depression, current symptoms (adults)	<b>2015-2017</b> <b>11.2%</b>	2017 9.6%
Anxiety, lifetime	<b>2015-2017</b> <b>26.3%</b>	2017 21.8%
Ratio of population to psychiatrists	<b>2019</b> <b>19,079.0</b>	2019 12,985.0



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022



# Mental Health - Youth

Indicator	Androscoggin	Maine
Sad/hopeless for two weeks in a row (high school students)	<b>2019</b> <b>34.1%</b>	2019 32.1%
Seriously considered suicide (high school students)	<b>2019</b> <b>18.7%</b>	2019 16.4%



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Outcomes – Mental Health

Indicator	Androscoggin	Maine
Mental health emergency department rate per 10,000 population	<b>2016-2018</b> <b>278.8</b>	2018 170.6
Suicide deaths per 100,000 population	<b>2015-2019</b> <b>18.9</b>	2019 19.4



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Substance Use

Indicator	Androscoggin	Maine
Chronic heavy drinking (adults)	<b>2015-2017</b> <b>6.5%</b>	2017 8.9%
Past-30-day alcohol use (high school students)	<b>2019</b> <b>18.2%</b>	2019 22.9%
Binge drinking (high school students)	<b>2019</b> <b>6.2%</b>	2019 8.2%
Past-30-day marijuana use (adults)	<b>2017</b> <b>15.9%</b>	2017 16.3%
Past-30-day marijuana use (high school students)	<b>2019</b> <b>21.5%</b>	2019 22.1%



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Substance Use

Indicator	Androscoggin	Maine
Past-30-day misuse of prescription drugs (high school students)	<b>2019</b> <b>5.5%</b>	2019 5.0%
Past-30-day misuse of prescription drugs (middle school students)	<b>2019</b> <b>4.1%</b>	2019 3.0%



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Outcomes - Substance Use

Indicator	Androscoggin	Maine
Drug-induced deaths per 100,000 population	<b>2015-2019</b> <b>28.4</b>	2019 31.3
Alcohol-induced deaths per 100,000 population	<b>2016</b> <b>20.1</b>	2019 11.3
Overdose deaths per 100,000 population	<b>2020</b> <b>47.9</b>	2020 37.3



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Outcomes - Substance Use

Indicator	Androscoggin	Maine
"Overdose emergency medical service responses per 10,000 population"	<b>2020</b> <b>108.1</b>	2020 76.7
"Opiate poisoning emergency department rate per 10,000 population"	<b>2016-2018</b> <b>9.7</b>	2018 8.6
"Opiate poisoning hospitalizations per 10,000 population (ICD-10)"	<b>2016-2018</b> <b>1.5</b>	2018 1.2



Source: Maine Interactive Health Data: [Maine Interactive Health Data](#) | [MeCDC](#) | [Maine DHHS](#), accessed 2/1/2022

# Fatal Overdoses in Androscoggin County

<b>2009</b>	17
<b>2010</b>	15
<b>2011</b>	12
<b>2012</b>	17
<b>2013</b>	14
<b>2014</b>	27
<b>2015</b>	27
<b>2016</b>	35
<b>2017</b>	24
<b>2018</b>	34
<b>2019</b>	33
<b>2020</b>	52
<b>2021</b>	68*

## 2009 - Q1 2021

Percent of population	8.06%
% of total fatal overdoses	9.34%
Total incidents per 1,000 people	2.89

## 2009 - Q1 2021 by age group

0-20	2.13%
21-30	15.85%
31-40	26.83%
41-50	26.22%
51-60	22.26%
60+	6.71%

\*Notes: 2021 total only includes data through November, and contains both suspected and confirmed overdoses. The data is still being confirmed through toxicology.

Data from Maine Drug Data Hub: [www.mainedrugdata.org](http://www.mainedrugdata.org) was provided by Daniel Soucier Ph.D., Research Associate at the Margaret Chase Smith Policy Center at the request of Catherine Ryder, CEO at TCMHS.



# Housing insecure youth

---

For the 2021-2022 school year, as of February 6, 2022, Auburn School Department's McKinney-Vento liaison had identified **58 confirmed students eligible for McKinney-Vento services** and another 22 students that were yet to be confirmed eligible.

The McKinney-Vento Act under federal law ensures homeless youth have access to educational stability and offers resource assistance such as transportation to and from school.





# Chief Chase

"Our role as an EMS organization is not only to respond to medical emergencies, but to participate in the overall improvement of the health of our community. Substance use disorders and overdose deaths are quickly become the paramount public health issue. As an organization, and as a City, we need to find additional ways to address this growing public health crisis. This includes dedicating staff and resources with the specialized training needed to support those struggling with substance use disorders."

**Robert Chase**

**Fire Chief, City of Auburn**



# 2020 Operational Impacts: Auburn Fire Department High System Users

## Operational Impacts of Auburn Fire Department High System Users

Address	Total Responses	Transports	Time in Hours Dedicated to Specific Patient*	Ambulance Mileage Incurred*	Notes
CASE 1	34	30	19.6	128	Repeat indication of ETOH use
CASE 2	29	28	14.2	103	Repeat Non-Emergent Complaints
CASE 3	29	27	17.5	95	Repeat Requests for Detox via EMS
CASE 4	20	20	12.3	76	Repeat Behavioral Health Requests
CASE 5	16	0	5.1	X	Repeat Requests for Lift Assists
CASE 6	16	10	5.3	41	Repeat Tox/Behavioral Health
<b>Total Impact</b>	<b>144</b>	<b>115</b>	<b>74</b>	<b>443</b>	

\*Approximate Values



2020 data provided by Chief Chase on 11/3/2021 to Jennifer Edwards

## 2020 AFD Runs by Provider Impression – CFS that may benefit from PSY

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Adult - No findings or Complaints (Z00.00)	274	35.63%
Behavioral - Psychiatric Episode (R45.89)	131	17.04%
Behavioral - Anxiety (F41.1)	91	11.83%
Tox - Alcohol use - with intoxication (F10.92)	87	11.31%
Tox - Overdose/Drug Ingestion (Non Opioid) (itICD.047)	36	4.68%
Tox - Opioid use - with Coma (F11.92)	35	4.55%
Child - No findings or Complaints (Z00.129)	31	4.03%
Behavioral - Suicide attempt (T14.91)	28	3.64%
Tox - Alcohol use (F10.9)	19	2.47%
Tox - Alcohol Use - withdrawal (F10.239)	16	2.08%
Tox - Opioid use - without Coma (F11.9)	10	1.30%
Behavioral - Excited Delirium (R41.0)	4	0.52%
Tox - Cannabis use (F12.9)	3	0.39%
Tox - Psychoactive substance related disorders (F19)	1	0.13%
Tox - Psychoactive substance use (F19.9)	1	0.13%
Tox - Stimulant related disorder (F15)	1	0.13%
Tox - Tricyclic antidepressants Overdose (T43.014)	1	0.13%
<b>Total:</b>	<b>769</b>	<b>Total: 100.00%</b>



# Chief Moen

**“Our substance abuse disorder rates are growing. APD is responding to more and more overdose incidents. Dedicated staff to address this growing epidemic is vital to the safety of our City.”**

**Jason D. Moen**

**Chief of Police, Auburn Police Department**



# APD Data

Year	POL-PCF Medical/Mental	Psychiatric Problem	Psychiatric Problem - Alpha Ov	Total
<input checked="" type="checkbox"/> 2017	60	17	5	82
<input checked="" type="checkbox"/> 2018	485	132	20	637
<input checked="" type="checkbox"/> 2019	553	115		668
<input checked="" type="checkbox"/> 2020	474	141		615
<input type="checkbox"/> 2021	364	146		510
January	28	14		42
February	22	11		33
March	38	15		53
April	26	13		39
May	38	7		45
June	38	18		56
July	37	16		53
August	43	12		55
September	38	17		55
October	55	23		78
November	1			1
<b>Total</b>	<b>1936</b>	<b>551</b>	<b>25</b>	<b>2512</b>

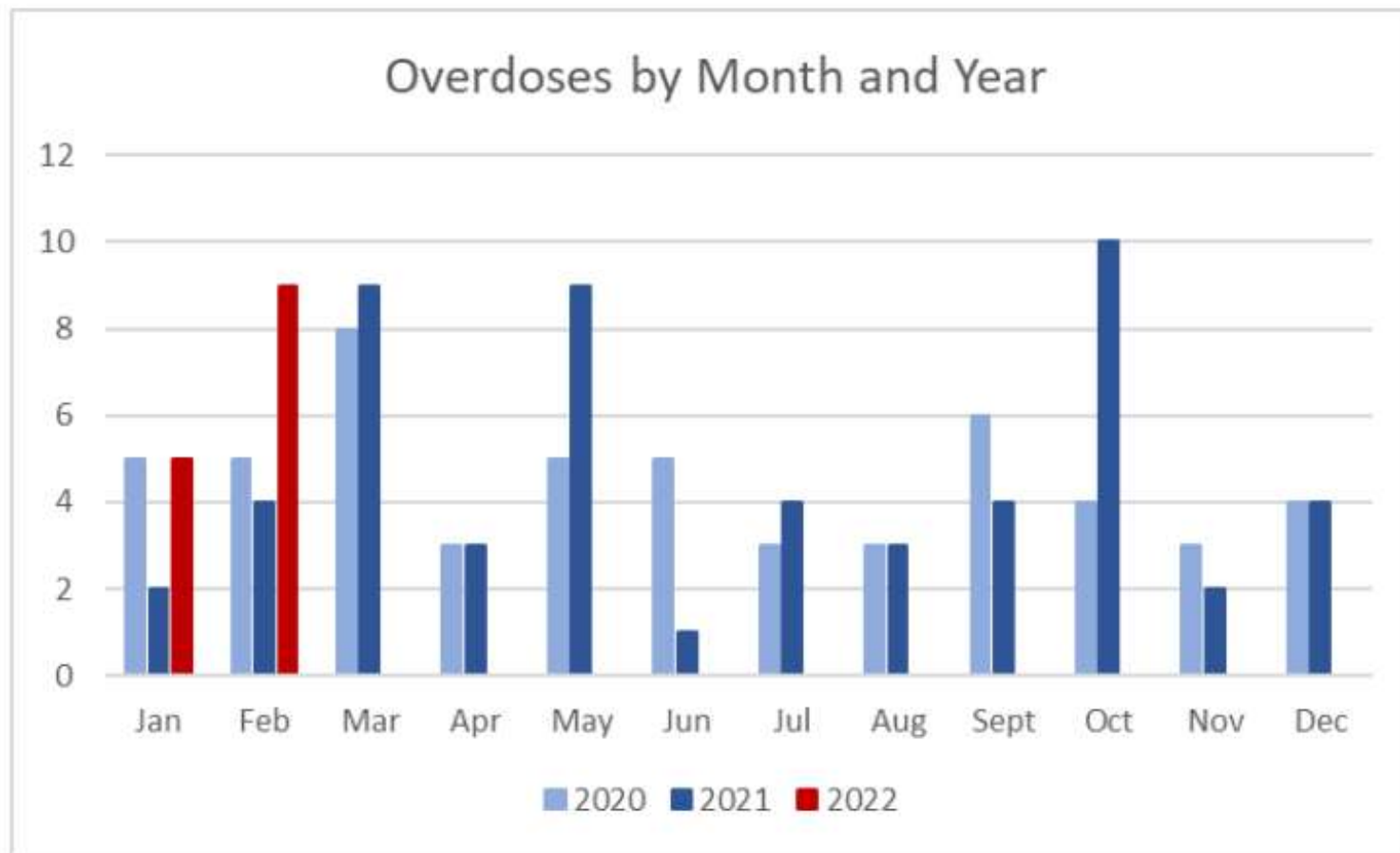
# APD OD Data: 2020-2021

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In 2021, Auburn PD responded to 55 overdoses at 51 calls for service; there were 54 overdoses in 2020.

- Seven of these 55 overdoses are known to have resulted in a death.
- 28 doses of Narcan were administered directly by Auburn PD to 24 victims at 22 calls for service.

# Feb. 2022 APD Data



*Count of Overdoses, by month and year*

*Source: APD Overdose Report – February 2022, provided by Lt. Harrington of APD*

# Currently...

---

- APD officers have been carrying Narcan since 2018
- APD's participation in Androscoggin County's Drug Take Back days dates back to 2010.
- The med drop box offers a safe place to drop off unused medications in the Auburn police department lobby, which can help prevent prescription drug misuse



# Homelessness Crisis Protocol

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This program would also come at a critical time for APD, as they work to comply with the new Homelessness Crisis Protocol provided by the Attorney General to meet requirements of 17-A M.R.S. §18 [PL 2021, c. 393, §1].

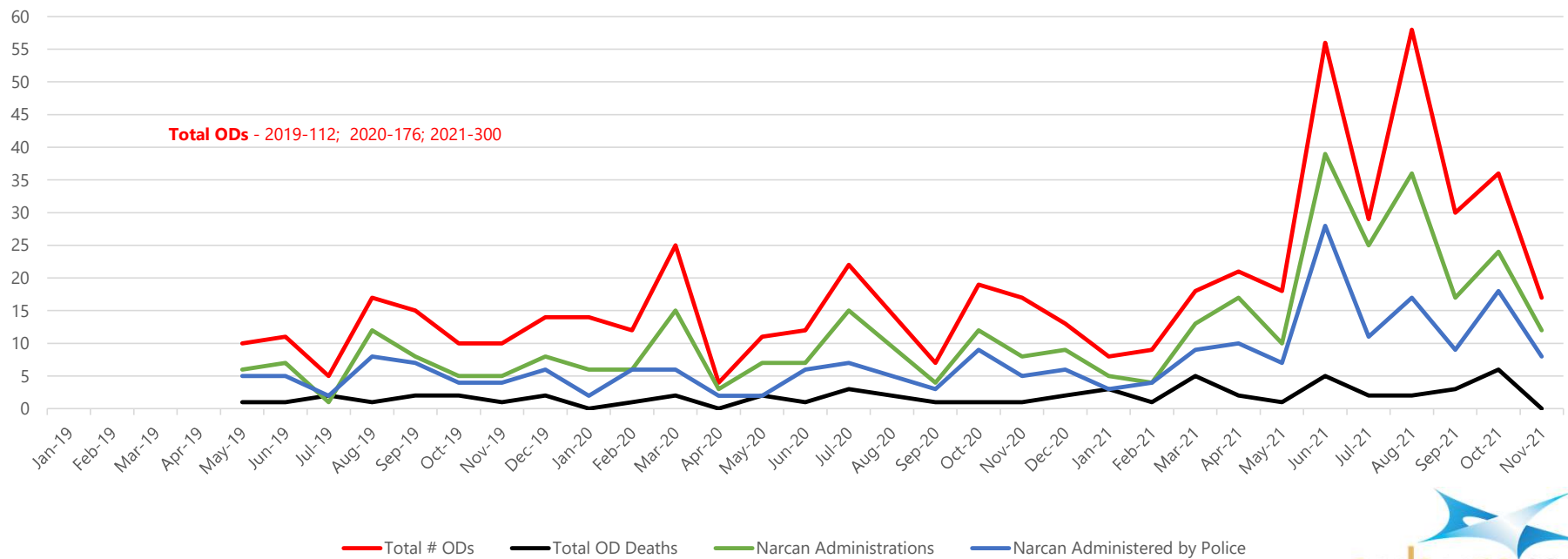
Our officers regularly respond to calls from community members concerned about unhoused individuals in our community, living on the streets, tenting on private or public property, and looking for a place to stay warm during the cold winter months when the limited shelters available in Lewiston and Auburn are full.

Link to statute: [Title 17-A, §18: Homelessness crisis protocol \(mainelegislature.org\)](https://www.mainelegislature.org/legis/statutes/17-A/17-A%2018.html)



# TCMHS Options/PSY Data


OPTIONS/PSY Overdose Report  
2019-2021



# PSY success in Lewiston

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Since 2018, the Lewiston Police Department has successfully employed this model – embedding mental health professionals from Tri-County Mental Health Services (TCMHS) within the police department to respond with and follow-up on needs in the community.

**PSY-Auburn** would be customized to meet the needs of Auburn, with a TCMHS PSY worker being shared between the Auburn Police Department and the Auburn Fire Department and working in close collaboration with the Public Health Manager. The PSY worker would remain an employee of TCMHS, and thus the program would also benefit from all the resources and programming of TCMHS.  [auburnmaine.gov](http://auburnmaine.gov)

# Serving those who served...

According to SAMHSA's 2019 National Survey on Drug Use and Health in Veteran Adults:

- 3.9 Million (adult) Veterans had a mental illness and/or a substance use disorder (SUD), up 6.5% over 2018
- Of these, 2.3% (481K) struggled with both
- 1 in 4 struggled with illicit drug use
- 4 in 5 struggled with alcohol use
- 1 in 13 struggled with both
- Of those struggling with a mental illness, SAMHSA reported 1 in 4 had a severe mental illness.

Data Source: 2019 National Survey on Drug Use and Health: Veteran Adults. Published in September 2020 by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services, pg. 4. Accessed 3/11/2022:  
<https://www.samhsa.gov/data/sites/default/files/reports/rpt31103/2019NSDUH-Veteran/Veterans%202019%20NSDUH.pdf>



# Project Support You provides connection.

“Abby is pregnant, homeless, and using heroin daily. As a result of a call from a soup kitchen volunteer, TCMHS staff reach out to Abby to help connect her to medical care and emergency shelter housing. After repeated attempts to get her into residential treatment initially fails, TCMHS staff continue assertive contacts with her over ensuing weeks until Abby successfully agrees to detox treatment.”

*Success story provided in Catherine Ryder's support letter for PSY-Auburn.*



# Project Support You provides hope.

“Mary lived in a family that has experienced intergenerational trauma. She grew up in a home with an alcoholic father and began experimenting with substances in her early teens, leading to serious use as she moves through her teens into her 20s. Estranged from her family, Mary’s substance misuse leads to repeated involvement with law enforcement, homelessness, and interactions with child protective services. In an effort to regain custody of her child, she enters a community program where she receives supports and job training. Despite her best efforts, exacerbated by the trauma experienced due to losing custody of her child, she relapses, becomes homeless again, and is arrested. TCMHS staff intervene to help her to access treatment, healthcare, job training, and housing. With their help, she restarts her path to recovery.”

*Success story provided in Catherine Ryder’s support letter for PSY-Auburn.*



# Treatment works, but it takes resources.

"It is vital to remember, always, that treatment works and recovery is possible. Just as we would not give up hope or fail to help someone with diabetes, cancer or heart disease, the same is true for those who live with mental illness or a substance use disorder. We can and must bring all resources available to bear, and create them when they are not, to help those in need. Every life is worth saving."

**Catherine R. Ryder, LCPC, ACS**

**Chief Executive Officer, Tri-County Mental Health Services**

*Quote taken from Catherine Ryder's support letter for PSY-Auburn.*



# Budget:

DESCRIPTION:	YEAR 1	YEAR 2	TOTAL
<b>Tri-County Mental Health Services 1.4 FTE</b>	98,000	98,000	196,000
<b>Software, data analysis, and administrative support.</b>	50,000	50,000	100,000
<b>Misc. Program Supplies/Expenses</b>	2,000	2,000	4,000
<b>Total</b>	150,000	150,000	300,000

The \$98,000/year amount pays for a full-time position – including PTO and holidays. It provides some on-call for nights, weekends, and PTO time. It also pays for supervision, a laptop, encrypted phone, travel, and 20% overhead for Tri-County Mental Health Services.



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**Classification:** Non-Exempt**Grade Level:** Non-Exempt 7**Reports To:** Chief Executive Officer or Manager**Department:** Substance Use Disorder  
Services

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**GENERAL SUMMARY:**

The Co-Responder provides OUD/SUD overdose response, screening, behavioral health crisis de-escalation, assessment, screening, referral to community treatment services and resources, system navigation, short-term SUD and behavioral health interventions, and aid in completion of the State's Medicaid program application for uninsured population, in collaboration with local law enforcement.

**ESSENTIAL JOB FUNCTIONS:**

- Demonstrates commitment to the mission of the agency with a strong understanding and respect for the goals of agency activities.
- Responds to SUD/ODU-related emergency calls along with law enforcement, or other first responder agencies, prioritizing nonfatal overdose calls and the highest needs requests for support, as able.
- Responds to behavioral and mental health related emergency calls along with law enforcement, or other first responder agencies, prioritizing competing demands through triage, when possible.
- Coordinates with a Recovery Coach, Peer, or Patient Navigator, as available, to provide post-overdose response and support to overdose survivors within seventy-two (72) hours after a non-fatal overdose event, to include: provision of information around Harm Reduction, treatment, and recovery support services that are available.
- Coordinates with community resources and client treatment team, as available, to provide post response and support. Provision of information around community resources, services, supports and other options for services that are available.
- Conducts ASAM level of care Assessments as appropriate.
- Gathers all Releases of Information as required by law to remain in compliance with HIPAA guidelines, including CFR 42 Part 2.
- Participates in technical assistance sessions which will be provided by the Maine Medical Association and informed by the Behavioral Health Response unit within the Portland Police Department.

**ESSENTIAL JOB FUNCTIONS (continued):**

- Provides anti-stigma and SUD informational sessions.
- Provides system navigation assistance to individuals in need of necessary support services.
- Provides referrals to appropriate community-based treatment and recovery services.
- Conducts follow up visits to clients who present in frequent need to establish, build and maintain relationship and rapport with a supportive, ongoing presence.
- Completes and sends in CradleME referrals for any pre-natal or post-partum women that presents as an individual in need.
- Provides linkage to syringe service programs and other Harm Reduction sites as available and facilitates connectivity to a Federally Qualified Health Center (FQHC) or other provider site that can provide human immunodeficiency virus (HIV) and Hepatitis testing.
- Provides Naloxone kits and Naloxone administration training in the specific type of Naloxone being provided to the individual and/or affected others during the post-overdose follow-up.
- Provides Fentanyl test strips, training and education to clients as prevention.
- Determines if the individual is a Person in Crisis and coordinates response with Crisis Intervention Workers.
- Works in collaboration with the law enforcement agencies in their catchment area to utilize Overdose Detection Mapping Application Program (ODMAP) and be signed up to receive overdose alerts for notification of incidents occurring during off-hours and provides follow-up with the individual in need during normal working hours.
- Provides linkage to further long-term Peer and/or Recovery Coach services for individuals in need that are assessed as having a SUD.
- Supports linkage to affordable housing and referral to programs that can support and assist people experiencing homelessness.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Communicates effectively both verbally and in writing, establishes positive public relations and interacts effectively with a diverse array of professionals and clients.
- Maintains appropriate boundaries and displays respect and courtesy to all internal and external customers.
- Participates in training to maintain or enhance job skills, including undergoing law enforcement orientation and training, as necessary.
- Demonstrates patience, caring, compassion, and sensitivity toward clients.
- Completes and submits required documentation in a timely manner and according to policies and procedures.
- Adheres to the agency's Organizational Standards for Performance (see attached).
- Maintains compliance with documentation in medical record in a timely manner by completing all required documentation on time and filing additional documentation, as necessary
- Adheres to the agency's Risk and Safety Management Programs.
- Ensures that confidentiality is maintained at all times in accordance with federal, state, and agency standards.
- Functions in a cost-effective manner with regard to the utilization of time, supplies and other agency resources.
- Attends meetings and supervisions as required and necessary for the position.
- Promotes and fosters effective relations, both inside and outside of the agency.
- May perform other related duties as required.

**ADDENDUM:**

**OPTIONS/Substance Use Co-Responder**

- Funded by Maine Grant for Androscoggin county; primary role of overdose/substance use response.

**ADDENDUM (continued):**

**Co-Responder**

- Funded by the City of Lewiston; primary role of mental health support response.

**Project Support You Co-Responder Lead Role**

- Support, coach and mentor onboarding staff of the PSY and OPTIONS programs as well as the Peer Navigator role
- Provide resources, encourage networking, make introductions to key colleagues and clients of these programs.
- Support staff in documentation and reporting, checking to ensure accuracy and timeliness.
- Support mandatory training with PD, Agency, State and others as appropriate.
- Co-facilitate group supervision with management.

**POSITION REQUIREMENTS:**

Duties require knowledge of Substance Use Disorders and Dual Diagnosis treatment services equivalent to completion of a Bachelor's degree or equivalent combination of education and experience.

Must be willing and eligible to pursue and obtain minimum of CADC certification within first year of employment. Must possess a valid State of Maine driver's license.

**COMPETENCIES:**

Detail-oriented with good organizational and time management skills

Ability to manage multiple priorities and tasks, and consistently meet deadlines.

Ability to demonstrate good problem solving and critical thinking skills.

Ability to work effectively on a multi-disciplinary team.

Ability to assess situations for personal and client safety.

Ability to respond effectively in crisis situations.

Proficient with the use of a computer and job-specific software applications

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Normal office environment, not subject to extremes in temperature, noise, odors, etc.; may also be subjected to unpredictable environments with extremes in temperature, noise, odors, weather conditions, etc.

Regular use of computer keyboards, telephone and operating office machines, requiring eye-hand coordination and finger dexterity.

Must be willing to abide by policies and procedures of Police Department and follow directive of co-responding officer, wear flack jacket and put safety at forefront at all times.

**WORKING CONDITIONS/PHYSICAL DEMANDS (continued):**

Occasional lifting and carrying of supplies, files, documents, records, etc.

May be asked to operate a motor vehicle in all types of weather.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.*

<b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b>
--

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

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



# TRI-COUNTY MENTAL HEALTH SERVICES

## Organizational Standards of Performance

### **STANDARD #1: Organizational Perspective**

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All employees demonstrate an understanding of how individual job performance and continuous quality improvement advances the Tri-County Mental Health Services mission.

#### **Expectation:**

- Understanding the connection between the agency's mission, continuous quality improvement and personal performance.
- Demonstrating a philosophy and work ethic that are consistent with agency's vision, mission and guiding principles.
- Perform duties in accordance with applicable regulations, laws and agency policy and procedures.

### **STANDARD #2: Professional, Ethical and Respectful Behavior**

---

All employees act in a manner that demonstrates a commitment to professional ethical and respectful behavior.

#### **Expectation:**

- Interactions are guided by Trauma Informed practices and principles and are respectful, professional.
- Kind and courteous behavior that promotes positive interactions and engagement.
- Engage in direct communication and problem solving.
- Criticizing the agency and/or other employees to others (i.e. the "rumor mill") is actively discouraged. Continuously making an effort to squelch rumors and other disrespectful behaviors.
- Confidential information, whether received in the course of work or received inappropriately, is not shared with others.
- All employees know and understand the code of ethics of their respective professions

### **STANDARD #3: Confidentiality**

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All employees act in a manner that demonstrates an understanding of confidentiality.

#### **Expectation:**

- All employees can identify and discuss the parameters of confidentiality
- Confidential information, whether received in the course of work or inadvertently, is not shared with others
- All employees share a responsibility for safeguarding confidential information

### **STANDARD #4: Teamwork**

---

All employees participate in an environment where success is created by working together collaboratively.

#### **Expectation:**

- Building collaborative relationships, both internally and externally.
- Accepting and using constructive feedback from both peers and supervisors.
- Collaborating to improve services and processes, and solve problems.
- Sharing responsibility and accountability for team goals.

**STANDARD #5: Skill and Ability**

---

All employees take advantage of training and educational opportunities to enhance skills, productivity, and quality of work.

**Expectation:**

- Seeking assistance and support when necessary.
- Accepting guidance from supervisor and implements decisions made with supervisor.
- Actively seeking training opportunities, through supervision and other sources, to enhance ability to perform all aspects of position.

**STANDARD #6: Knowledge of Community**

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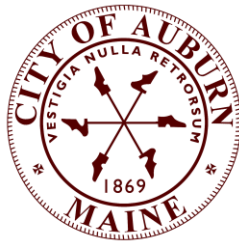
All employees use knowledge of current community needs to work effectively with community groups.

**Expectation:**

- Building and maintaining positive relationships with the community.
- Articulating and explaining accurately the full range of agency services and resources.
- Presenting the agency to the community in a positive, proactive and appropriate manner.
- Uses client and community feedback to improve service delivery.

*Created Jun-02; Last revised Sept-09; June 2014*





**ORDER 83-06062022**

# City Council Order

## IN CITY COUNCIL

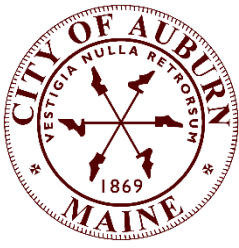
**ORDERED**, the City of Auburn allocates Three Hundred Thousand Dollars (\$300,000) of ARPA Funding to create a two-year pilot program, “Project Support You – Auburn,” ensuring conformance with the ARPA Rules and Guidance.

---

**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



## City of Auburn City Council Information Sheet

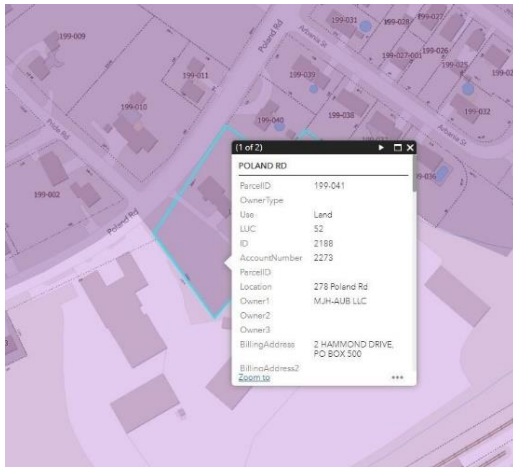
**Council Workshop or Meeting Date:** July 18, 2022

**Ordinance:** 16-06062022

**Author:** Katherine Cook, Planning Coordinator

**Subject:** First reading of zone change request from Hammond Lumber, 278 Poland Road

---



**Information:** Hammond Lumber Company (owner) is requesting a zone change of the 1.75 +/- acre parcel at 278 Poland Road (PID 199-041). The request is to change this parcel from Suburban Residential (SR) zoning to Industrial (ID) zoning. The Parcel is already owned by Hammond Lumber and is surrounded by ID zoning and SR zoning. A recommendation for Hammond Lumber's request is pursuant to ARTICLE XVII DIVISION 2, SEC.1445-1448. The Planning Board reviewed this request brought forth by a petition with the information and the recommendations noted in the staff report.

The Planning Board reviewed this proposal, held a Public Hearing and recommended that City Council reject Hammond Lumber's requested zone change on 1.75 acres +/- at 278 Poland Rd (PID 199-041) from Suburban Residential (SR) zone to Industrial (ID) zoning noting that the owner will address curb cut reductions and would be required to create a buffer that meets ordinance requirements and provides buffering to the neighborhood if a site plan review is requested for proposed parking. Their motion is included in the packet.

Their recommendation was based on discussion between the applicants, the Planning Board, and members of the public and specified in the May 10<sup>th</sup> Planning Board Meeting minutes and on the YouTube Recording for this meeting. The City Council tabled this item at the June 6, 2022 Meeting to be reconsidered at the July 18 meeting to allow the business to meet with neighbors and address concerns related to buffering and vehicles and any other neighborhood concerns. It is unusual to address buffering as part of a zone change and this is usually addressed during a later site plan review, however, the business met with staff and neighbors to better understand concerns (meeting minutes attached). The business provided an improved buffering plan that they are committed to implementing as part of site plan review if they are allowed to move forward. Staff and the Planning Board can make buffering and road frontage improvements a requirement as part of that process if the zoning moves forward.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** Hold the first reading and hold a public hearing for the zone change at 278 Poland Road, Parcel I.D. 199-041 from Suburban Residential (SR) District to Industrial (ID) District. Vote on First reading.

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**Previous Meetings and History:** May 10<sup>th</sup> 2022 Planning Board, June 6<sup>th</sup> CC meeting, Neighborhood meeting, June 30, 2022.

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:** Planning Board Memo, May 10<sup>th</sup>, 2022, Hammond Lumber Staff Report, May 10<sup>th</sup>, Application from Hammond Lumber, Hammond Lumber site plan, Buffer Plan, public site walk through minutes, public meetings sign in sheet.

## **City of Auburn Zone Change Request**

For:

### **Hammond Lumber**

282 Poland Road  
Auburn, Maine 04210

Applicant:

Hammond Lumber Company  
282 Poland Road,  
Auburn, ME 04210

Prepared by:

Sebago Technics, Inc.  
75 John Roberts Road, Suite 4A  
South Portland, Maine 04106

April 2022



April 08, 2022

City of Auburn  
Planning Board  
60 Court Street  
Auburn, Maine 04210

**Zone Change Request**  
**278 Poland Road, Auburn ME 04210**

Dear Planning Staff,

On behalf of Hammond Lumber Company, we are pleased to submit the following documentation for a zone change request to the City of Auburn. The requested zone change is for an approximately 1.75-acre parcel located at 278 Poland Road and identified by the City of Auburn as lot 199-041., and is within the City's Suburban Residential (SR) Zone and borders Auburn's Industrial (ID) Zone. The property was previously developed for residential use and consisted of a single-family house and barn. Hammond Lumber purchased the land, and in 2019, the buildings on the parcel were demolished and removed from the property. Hammond Lumber is now requesting the zone change of this property from the SR Zone to the ID Zone to allow the expansion of their development onto this parcel.

The subject parcel is located along the frontage of the Hammond Lumber site on Poland Road and abuts the entire front face of Hammond's primary and largest warehouse building. Adjacent residential development is located north across Poland Road and downhill to the east. There is an existing tree line along the eastern boundary of the property that extends from Poland Road to the rear of the Hammond Lumber development. The remaining area of the parcel is open lawn that is surrounded on three sides by Poland Road and Hammond Lumber's access drive and buildings.

With the aforementioned factors in mind, a zone change of lot 199-041 from Suburban Residential to Industrial will not pose any adverse effects to the Poland Road community or to the city as a whole. A zone change will allow Hammond Lumber to utilize this area to its full potential by incorporating it into their existing development. The additional frontage will give Hammond Lumber the ability to create a more visually pleasing entrance along Poland Road that better matches the other industrial and commercial properties in the area. To assist with your review of this request, we have included the proposed design for how Hammond Lumber intends to utilize this site if the zone change is approved.

We hope the attached application and materials we have provided are sufficient information for the City of Auburn to allow Hammond Lumber Company's zone change request. The goal of Hammond Lumber Company is to obtain the zone change first, and then proceed with an application to the City of Auburn for improvements to the front façade of the existing retail building, a new parking lot with associated stormwater treatment, and much needed improvements to the frontage along Poland Road. Should you have any questions, or need additional information, please call James Seymour, PE at Sebago Technics, Inc. at 207-200-2083.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink, reading "James R. Seymour". The signature is fluid and cursive, with the first name "James" and last name "Seymour" clearly legible.

James R. Seymour, P.E.  
Sr. Project Manager

**Materials Enclosed:**

- Rezoning Petition & Signatures
- City Zoning Maps with Subject Parcel Identified
- 500' Abutters List
- Full Size Plans
  - Existing Conditions Plan
  - Preliminary Site Plan



## REZONING PETITION

We, the undersigned registered voters of the City of Auburn, do herein petition the City of Auburn to amend the Suburban Residential (SR) zoning portion of the zoning map on (PID 199-041) to allow for a zone change of SR to ID to support Industrial opportunities in an otherwise residential zoned neighborhood along Poland Road. The property has been owned by Hammond Lumber for a number of years. As the ID district is the adjacent use the current owner would like to have the zoning match their existing/adjacent property as they will be absorbing the property into their larger existing parcel. The abutting lot in common is currently zoned Industrial Development and is owned in common by Hammond Lumber Company entity. The home on the parcel located in the SR was demolished in 2019 and today it is an empty parcel. As the City is currently undergoing a zoning reorganization, this is a great time to include this adjacent parcel (PID 199-041) as part of the ID zone to match existing zone of the current owner (Hammond Lumber)

One of the primary tests of a zone change is its conformance with the Comprehensive Plan. The proposed Future Land Use Plan as part of the 2021 Comprehensive Plan update process has this area zoned as Industrial. The lot is outside the floodplain.

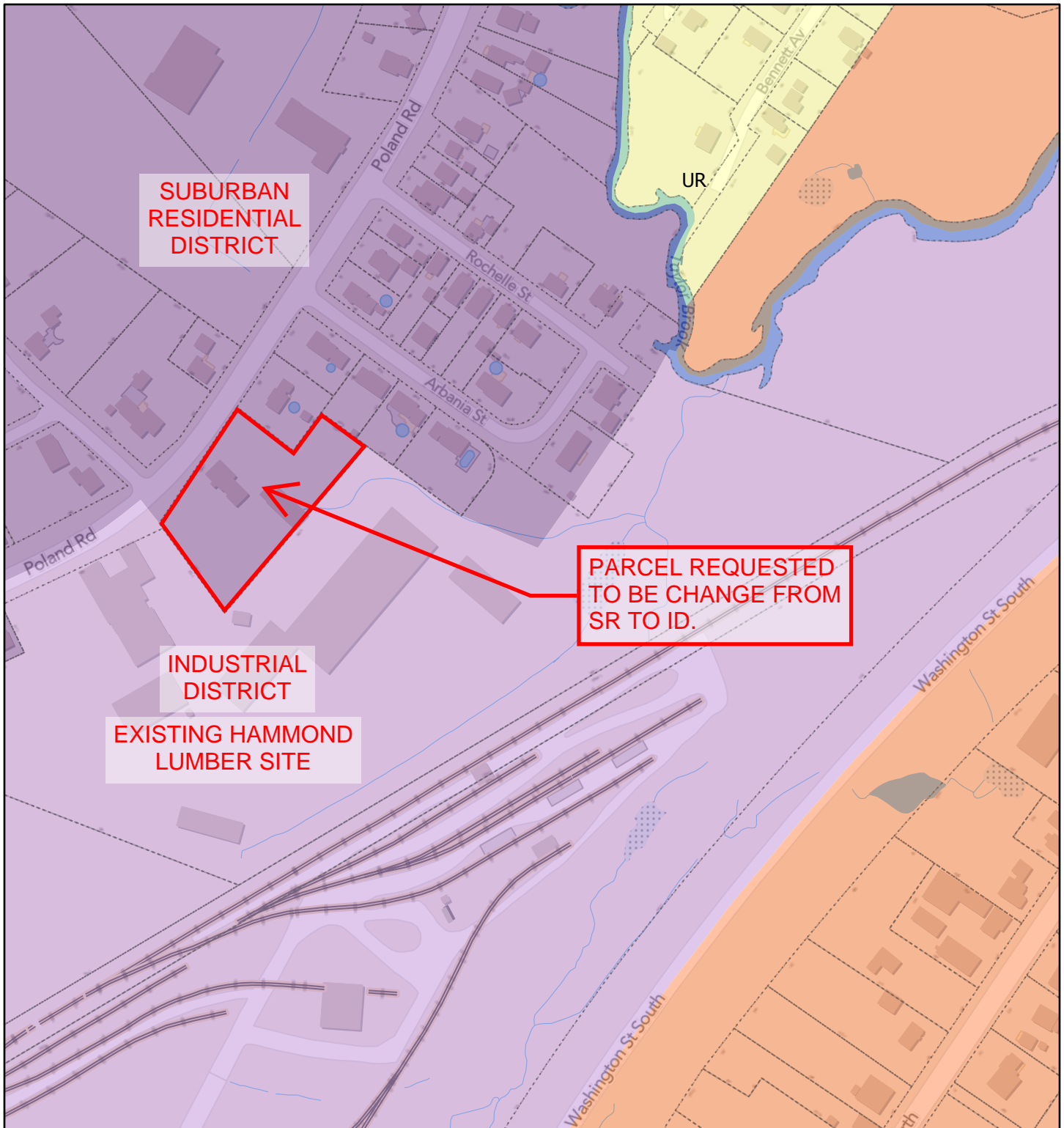
Print Name	City of Auburn Legal Address	Signature
Pamela J Haskell-Drum	387 Court St Apt 2	Pamela J Haskell-Drum
Timothy J. McDonough	211 Fairway Dr	Timothy J. McDonough
David E Schenk II	37 norther avenue Heights APT 25	David Schenk II
Brett Hackett	155 Fletcher Rd	Brett Hackett
Kevin Hackett	155 Fletcher Rd.	Kevin Hackett
MICHAEL BURRETT	1067 HOTEL RD	Michael Burritt
JIM TIMBERLAKE	75 BRIARCLIFF	James P. Timberlake
Joe DeLong	1480 Pownall Rd	Joe DeLong
Patrick Warden	100 Vickery Rd	Patrick Warden
ROBERT TURBEON	67 Maple Pt AUB	Robert Turbeon
Fredrick D. McCann	64 W. than Rd	Fredrick D. McCann
Susanne Macomber	45 Jefferson St	Susanne Macomber
Brooke Peters	120 Madison St	Brooke Peters
Dolores Pulk	78 Madison St. Aub	Dolores Pulk
Jerome Smith	10 fairview ct. Aub	Jerome Smith
Chris Hubbell	117 Bennett Ave Aub	Chris Hubbell
Michael Lemay	50 Broadview Ave	Michael Lemay
Gary LaPrell	45 Arbania St.	Gary LaPrell
Michael Turgeon	38 Zear Street	Michael Turgeon
Daniel LePage	14 Holly St	Daniel LePage
Zachery Bisbee	37 Third St Auburn ME	Zachery Bisbee
Cody McAllister	60 Maudslayi View Drive Aub	Cody McAllister

<del>Peter Fardak</del>	747 mint <del>er</del> Ave	Peter Fardak
Ronald GAGNE	230 HOTKIRK	Ronald Gagne
John Caultz	37 Broadway Ave	John A. Caultz
Nicholas Nolan	1889 Riverside Drive	Nicholas Nolan
PB FINE	174 WYMAN RD	PB FINE
LOD JONES	86 PEECHILL RD	PAUL A. TARDON
Daniel R Herrick	470 Hath Rd	Daniel R Herrick

Note \* Twenty-five (25) registered Auburn voters' signatures are required on the petition (it is suggested that you get at least 35-40 signatures in case some signatures cannot be read or they are disqualified for some other reason).



# ID zone and SR zoning Map



3/9/2022, 9:53:19 AM

2020 Parcels

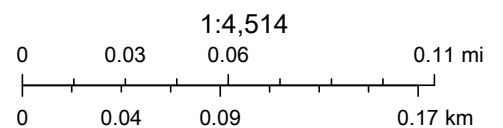
Zoning

GB - General Business

ID - Industrial

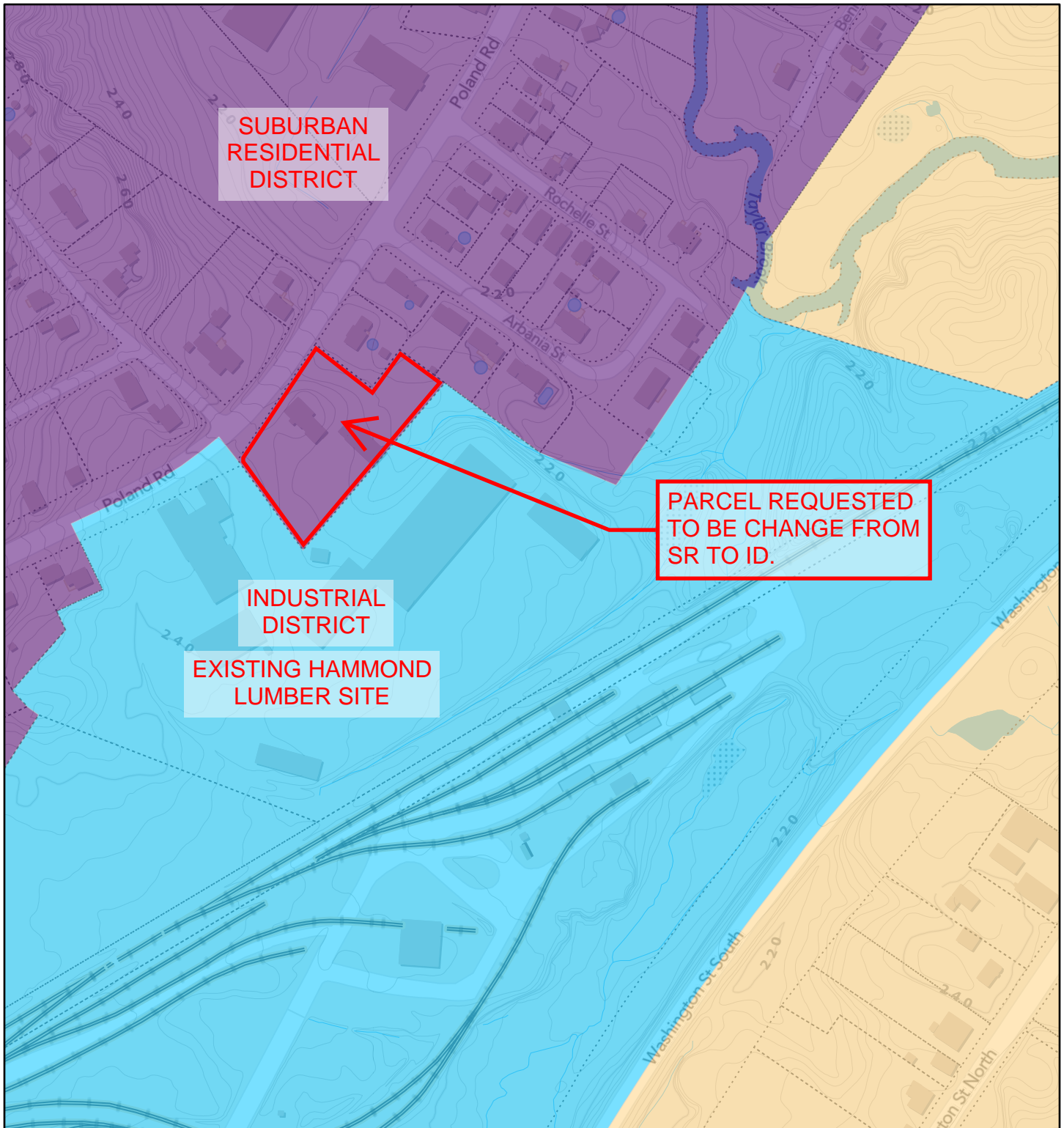
SR - Suburban Residential

UR - Urban Residential



Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA

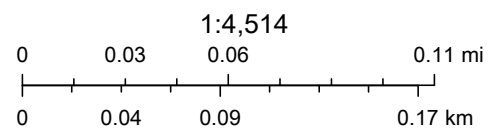
# Zoning map of SR and ID Zones



3/9/2022, 9:51:03 AM

Future Land Use \_ 2021 Update

- Traditional Neighborhood Development District
- Industrial Development District
- Commercial Form-Based Code Gateway Development District (Washington Street)



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City of Auburn

The City of Auburn makes no warranty, representation, or guaranty as to the sequence, accuracy, timeliness, or completeness of any of the information provided. The reader should not rely on the

199-039 NYBERG MICHAEL R, NYBERG ANN E, 3 ARBANIA ST AUBURN, ME 04210	199-023 SANDS GREGORY J, SANDS PATRICK J, WHITING BRENDA M C/O 408 BRIGHTON HILL ROAD MINOT, ME 04258	199-002 MANCHESTER KATIE, MANCHESTER CATHLEEN, 148 SPILLER ROAD RAYMOND, ME 04071
199-004 WILLIAMS PHILIP J, WILLIAMS PAMELA J, 175 PRIDE ROAD AUBURN, ME 04210	199-013 BECKET ACADEMY INC, NH ROUTE 10, PO BOX 325 ORFORD, NH 03777	199-021 GAGNON MONIQUE M, HINKLEY BRETT M, 12 ROCHELLE STREET AUBURN, ME 04210
199-010 ALLEN TIMOTHY J, PO BOX 1613 AUBURN, ME 04211	199-028 COYNE JULIE B, 9 ROCHELLE ST AUBURN, ME 04210	199-046 LEWISTON AUBURN RAILROAD COMPA, C/O JERRY BERUBE 415 LISBON ST LEWISTON, ME 04240
199-003 LANDRY PATSY ANN, LANDRY JOHN A, 25 CARLTON ST AUBURN, ME 04210	199-044 CLIFFORD MARGARITA, C/O PAULA BOLDUC, 279 PLEASANT ST MECHANIC FALLS, ME 04256	199-030 LANE CAROL, LANE ROBERTA, 240 POLAND RD AUBURN, ME 04210
199-034 LAPRELL GARY, LAPRELL TINA, 45 ARBANIA STREET AUBURN, ME 04210	199-024 KEOUGH FRANCIS K, KEOUGH ANN M, 23 ROCHELLE STREET AUBURN, ME 04210	199-033 BEAN TREVOR A, , 27 ROCHELLE STREET AUBURN, ME 04210
199-026 BILODEAU JUDY ANN, , 17 ROCHELLE ST AUBURN, ME 04210	199-020 GROETZINGER ALYSSA N, , 228 POLAND ROAD AUBURN, ME 04210	199-040 LAWRENCE SUZANNE M, , 266 POLAND ROAD AUBURN, ME 04210
198-090 CALLANAN EZEKIEL L, CALLANAN NICHOLAS J, 339 POLAND ROAD AUBURN, ME 04210	199-005 ROMANO GEORGE F JR, PAITON-ROMANO SHARON A, 169 PRIDE RD AUBURN, ME 04240	199-038 DERIENZO JOSEPH P, DERIENZO JESSICA, 11 ARBANIA ST AUBURN, ME 04210
199-027-001 PULSIFER JACOB, , 14 ARBANIA STREET AUBURN, ME 04210	199-025 HOGAN JAN M, , 21 ROCHELLE ST AUBURN, ME 04210	199-037 GORDON DAWN M, GORDON LARRY L, 17 ARBANIA STREET AUBURN, ME 04210
199-008 DIXON CHARLENE M, , 160 PRIDE ROAD AUBURN, ME 04210	199-042 MJH AUB LLC, , PO BOX 500 BELGRADE, ME 04917	199-022 MURPHY JOHN F HOMES INC, , 800 CENTER ST AUBURN, ME 04210
198-084 LANDRY JOHN A, LANDRY PATSY A, 31 CARLTON ST AUBURN, ME 04210	199-001 SNELL DOUGLAS E, , 321 POLAND ROAD AUBURN, ME 04210	199-011 TEVES JAMIE BLUE, TEVES CAROLINE ALEXANDRA, 269 POLAND RD AUBURN, ME 04210

198-098  
INDUSTRIAL CONNECTIONS AND SOL, ,  
305 Gregson Drive  
Cary, NC 27511

199-031  
VACHON DANIEL, ,  
4 ARBANIA STREET  
AUBURN, ME 04210

199-043  
ST PIERRE JEFFREY A, ST PIERRE ASHLEY L,  
328 POLAND RD  
AUBURN, ME 04210

199-041  
MJH-AUB LLC, ,  
2 HAMMOND DRIVE, PO BOX 500  
BELGRADE, ME 04917

199-019  
LAUSIER ELMER A, LAUSIER KIMBERLY,  
226 POLAND ROAD  
AUBURN, ME 04210

199-036  
RUSSELL JAY H, RUSSELL TINA M,  
27 ARBANIA ST  
AUBURN, ME 04210

199-029  
MOGAVERO STEPHEN, ,  
236 POLAND RD  
AUBURN, ME 04210

199-012  
BECKETT ACADEMY INC, ,  
NH ROUTE 10, PO BOX 325  
ORFORD, NH 03777

199-009  
PACKARD TAMMY, ,  
174 PRIDE RD  
AUBURN, ME 04210

199-032  
LANE CAROL F, LANE ROBERTA C,  
30 ARBANIA ST  
AUBURN, ME 04210

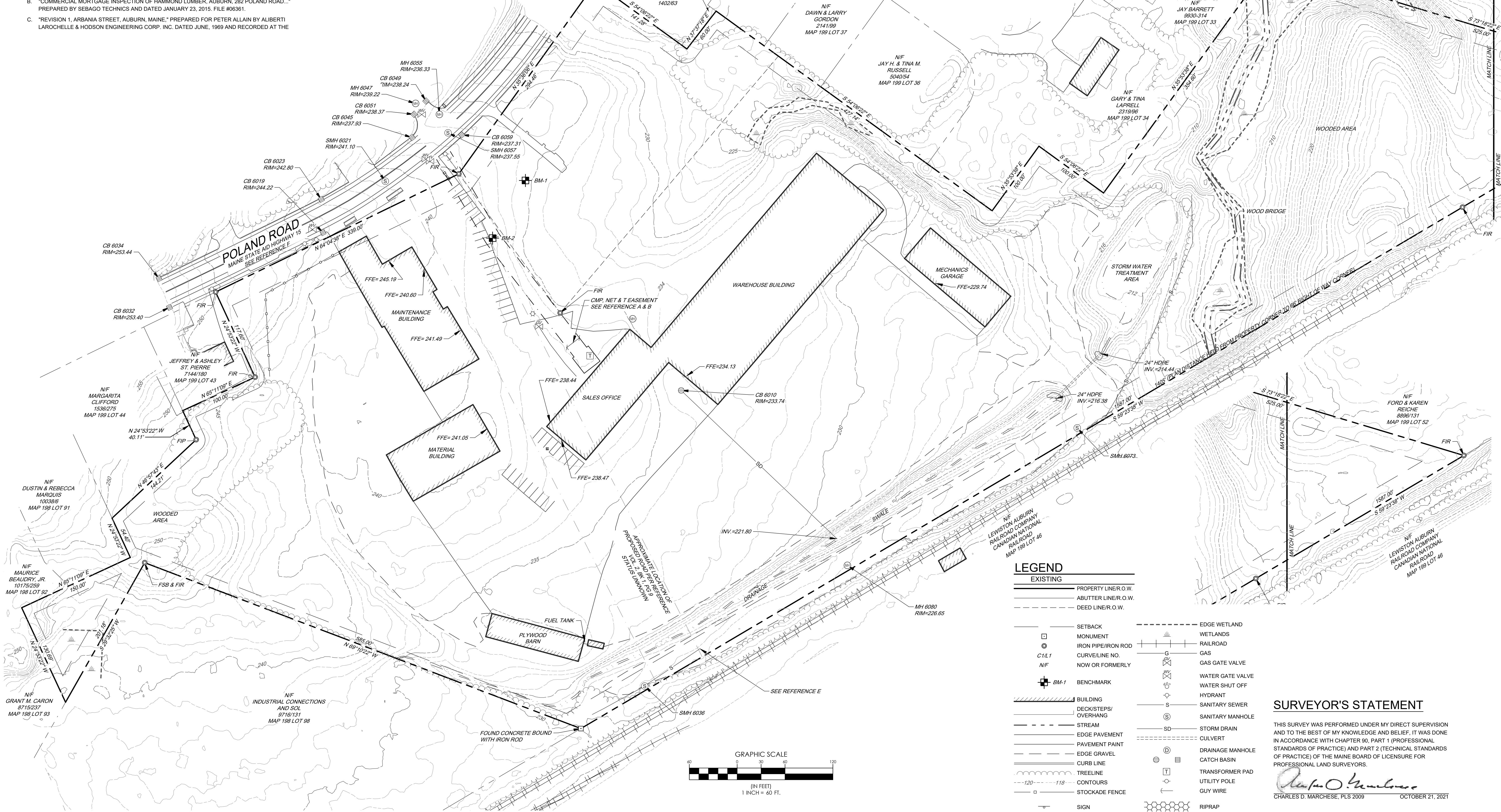
199-027  
CEPRANO PETER, CEPRANO DEBRA,  
120 BIRCH LANE  
WALES, ME 04280



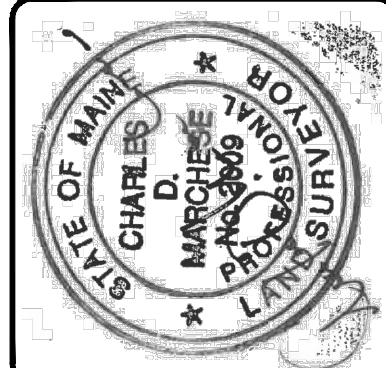
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- TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON A FIELD SURVEY PERFORMED BY SEBAGO TECHINCS, INC. IN SEPTEMBER OF 2021. TRADITIONAL SURVEY MEANS AND METHODS SUPPLEMENTED WITH AERO-GEOMATIC/LAS BASED PHOTOGRAMMETRY & LIDAR WERE EMPLOYED IN THE COLLECTION OF THIS TOPOGRAPHIC INFORMATION.
- PLAN REFERENCES:
  - "BOUNDARY PLAN OF HAMMOND LUMBER PARCEL, 282 POLAND ROAD, AUBURN, ME FOR HAMMOND LUMBER CO. ROUTE 27, BOX 500 BELGRADE, ME 04917," PREPARED BY SEBAGO TECHINCS, INC. DATED DECEMBER 1, 2006 AND LAST REVISED ON JANUARY 11, 2007. FILE #06361.
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- ACRD IN PLAN BOOK 21, PAGE 3.
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- PLAN ORIENTATION IS MAGNETIC NORTH 1988 AS NOTED ON PLAN REF. 7A.
- BENCHMARK:  
BM-1 SPIKE IN GROUND ELEVATION: 235.35 (NAVD88)  
BM-2 ALUM. NAIL IN UP #21 ELEVATION: 239.06 (NAVD88)
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- THE LOCUS PROPERTY MAY BE SUBJECT TO EASEMENTS RETAINED BY CENTRAL MAINE POWER COMPANY IN QUIT-CLAIM DEED DATED SEPTEMBER 11, 1950 AND RECORDED AT THE ACRD IN BOOK 666, PAGE 451.



LOCATION MAP



REV.	BY	DATE	STATUS
A	CDM	10-21-2021	ISSUED FOR CLIENT REVIEW

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHINCS, INC. ANY ALTERATIONS AUTHORIZED OR OTHERWISE SHALL BE AT THE USER'S RISK AND WITHOUT LIABILITY TO SEBAGO TECHINCS, INC.

**SEBAGO**  
TECHINCS

WWW.SEAGOTECHINCS.COM

75 John Roberts Rd.  
Suite 4A  
South Portland, ME 04106  
Tel. 207-200-2100

EXISTING CONDITIONS PLAN

OF:

**HAMMOND LUMBER COMPANY**

AUBURN, ME

FOR RECORD OWNER:

**MJH-AUB LLC**

2 HAMMOND DRIVE, P.O. BOX 500  
BELGRADE, ME 04917

DESIGNED	-
DRAWN	KAH/TS/L
CHECKED	CDM/TS/L
DATE	10/15/2021
SCALE	1" = 60'
PROJECT	06361

SHEET 1 OF 1







## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

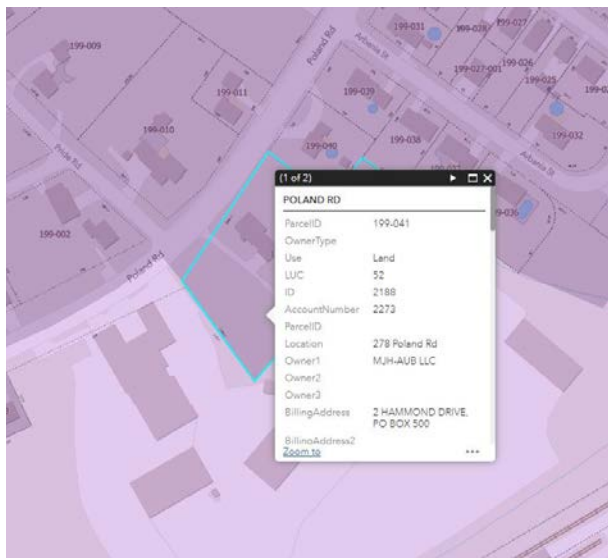
To: Auburn Planning Board

From: Katherine Cook, Planning Coordinator

Re: Zone Change Request for Hammond Lumber, 278 Poland Road

Date: May 10, 2022

**PROPOSAL #1: PETITION/ ZONE CHANGE REQUEST:** Hammond Lumber Company (owner) is requesting a zone change of the 1.75+/- acre parcel at 278 Poland Road (PID 199-041). The request is to change this parcel from Suburban Residential (SR) zoning to Industrial (ID) zoning. The Parcel is already owned by Hammond Lumber and is surrounded by ID zoning and SR zoning. A recommendation for Hammond Lumber's request is pursuant to ARTICLE XVII DIVISION 2, Sec-1445-1448.



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) This change was initiated

by petition.

One of the primary tests of a zone change is its conformance with the Comprehensive Plan. The proposed Future Land Use Plan (FLUP) as part of the 2021 Comprehensive Plan update process has this area has a suggested zone as Suburban Residential but given the immediate proximity of ID on two sides and long-standing lumber companies ownership (61+/- years) in the immediate area this would be an enhancement to the growing lumber and construction industry in the community. Access to building materials in the community is a major asset to meeting economic and housing goals of the Comprehensive Plan.

The FLUP is not a zoning map. It is intended to show, in a general sense, the desired pattern of future land use and development (*Ref. City of Auburn Comprehensive Plan, Chapter 2, pg. 87*)

**I. PLANNING BOARD ACTION/STAFF SUGGESTIONS:** Staff suggests the Planning Board make a recommendation to City Council to amend zoning map amendment to PID: 199-041 from Suburban Residential to Industrial to support a business in an otherwise commercially zoned neighborhood. Although review of a site plan will be required later it is worth noting that site impacts will be addressed in that process, including:

- 1.) The owner will address curb cut reductions if a site plan review submission is requested for proposed parking areas.
- 2.) The owner would be required to create a buffer that meets ordinance requirements and provides buffering to the neighborhood if a site plan review is requested for proposed parking.

## **II. SUGGESTED FINDINGS AND REASONS:**

1. The applicant submitted a rezoning petition with required signatures, City Zoning maps with Parcels identified, 500' abutters list, and plans which met the standards and the required materials to make the Zone change on April 8, 2022 thus meeting the time frame and submission standards (Sec. 60-1446).
2. The property in question is owned by Hammond Lumber and abuts its property already in the ID zoning district on two sides. Approximately the second half of the parcel abuts the suburban residential zone. The change would not affect the character of the neighborhood and would not impede public health, safety, convenience, and welfare (Sec. 60-1447).
3. The proposal can be implemented without detriment to city resources.
4. The proposal meets the general future land use plan pattern of development and is consistent with the current comprehensive plan.

## **III. DEPARTMENT REVIEW:**

- Police - No Comments
- Auburn Water and Sewer – No Comments
- Fire Department/Code Enforcement – No Comments
- Engineering – No Comments
- Public Services - No Comments
- Airport – No Comments
- 911 - No Comments

***Suggested Motion:*** I make a motion to recommend that the City Council approve Hammond Lumber's requested Zone change on 1.75 acres +/- at 278 Poland Road (PID 199-041) from Suburban Residential (SR) Zone to Industrial (ID) Zone noting that the owner will address curb cut reductions and would be required to create a buffer that meets ordinance requirements and provides buffering to the neighborhood if a site plan review is requested for proposed parking.





## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine

04210 [www.auburnmaine.gov](http://www.auburnmaine.gov) |

207.333.6601

Proposal from the May 10<sup>th</sup> Planning Board staff report now before council:

Proposal: Hammond Lumber Company (owner) is requesting a zone change of the 1.75+/- acre parcel at 278 Poland Road (PID 199-041). The request is to change this parcel from Suburban Residential (SR) zoning to Industrial (ID) zoning. The Parcel is already owned by Hammond Lumber and is surrounded by ID zoning and SB zoning. Approval for Hammond Lumber's request is pursuant to ARTICLE XVII DIVISION 2, Sec-1445-1448.

***Suggested Motion:***

On May 10<sup>th</sup>, 2022, the City of Auburn Planning Board made the following recommendations:

**“I move to recommend that City Council not rezone the property as it would be an encroachment of industrial area into residential neighborhoods.”**

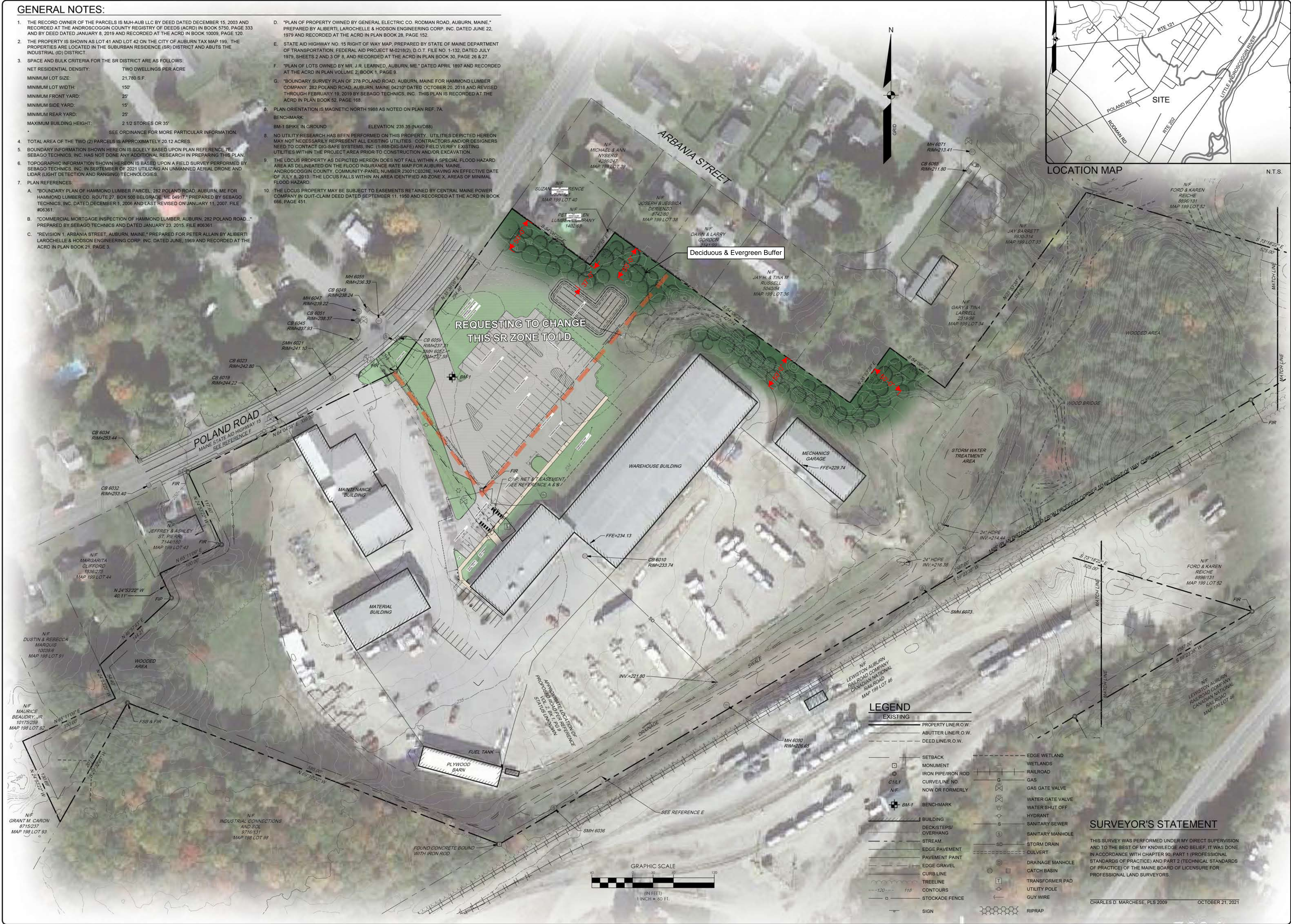
(Motion from Mathieu Duvall, Second from Stacey LeBlanc)

Motion to NOT rezone the area to ID passes 5-2.



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CHARLES D. MARCHESE, PLS 2009

STATE OF MAINE  
CHARLES D. MARCHESE  
PLS 2009  
MAINE SURVEYOR

REV.	BY	DATE	STATUS
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TECHINCS

WWW.SEBAGOTECHINCS.COM  
75 John Roberts Rd.  
Suite 4A  
South Portland, ME 04106  
Tel. 207-200-2100

EXISTING CONDITIONS PLAN  
OF:  
HAMMOND LUMBER COMPANY  
278 & 282 POLAND ROAD  
AUBURN, ME  
FOR RECORD OWNER:  
MJH-AUB LLC  
2 HAMMOND DRIVE, P.O. BOX 500  
BELGRADE, ME 04917

DESIGNED	-
DRAWN	KAH/TS/L
CHECKED	CDM/TS/L
DATE	10/15/2021
SCALE	1" = 60'
PROJECT	06361

SHEET 1 OF 1

06361EC.dwg, TAB EC



Hammond Lumber Public Site Walk  
June 30<sup>th</sup>, 2022  
Zone Change Application

Meeting Minutes:

5:00 PM      **Begin Site Walk**

Attendees gathered at the front of the site. A sign-in sheet passed around for attendees to write their name and address.

5:05 PM      A formal introduction and project overview was given by Jim Seymour of Sebago Technics, Inc. Following the introduction, the floor was opened to questions from the public.

5:07 PM      **Begin Open Discussion:**

Member of public asked: What time will truck operations/employees start in the morning?

Steve Pray of Hammond Lumber responded:

- Approximately 5-6 employees start 6AM
- Truck drivers arrive 6:30AM
- Try to end work day by 5:00PM, usually open no later than 6:00PM
- Block/close Poland Road entrance after hours
- Signs to prevent overnight parking in front of the site are currently being made and will be installed once ready

Member of the public (17 Arbania St.) asked: What is the impact to the trees (pointed to rear of site)?

- Clarified that the proposed zone change and proposed work in front of site would not impact trees in rear of site.
- Proposed work will explore new buffering in front of site if it proceeds to site plan review process.

5:10 PM      Member of the public raised concern about truck access improvements and trucks blocking Poland Road

- Site plan will allow separation of trucks and commuter vehicles to improve access

Member of the public asked: Will the new entrance be blocked after hours?

- Yes, entrance will be blocked by a gate after hours

Member of the public asked: What percent of business is retail?

- Approximately 30% retail, 70% contractor

Member of the public asked: What will new parking be for?

- New parking will be for customers and employees to allow segregation of commuter vehicles and loading/trucking operations to improve safety and functionality.

Member of public asked about plantings/buffering on opposite side of the site on Poland Road

- Comment acknowledged, not related to zone change or proposed improvements but can be explored

5:15 PM

Member of public asked about snow storage, and raised concerns of basements flooding since trees by Poland Road were cleared.

- Jim Seymour of Sebago Technics explained snow storage and the proposed soil filter BMP for stormwater treatment/control.
- New runoff will be controlled on site by BMP and additional plantings for buffering will be installed where previous trees were cut.

Member of the public asked about buffering

- A combination of trees and fencing can be explored in any areas requiring buffering

Members of the public raised concerns of deer in the area and concerns of deer getting trapped/dying in the soil filter (BMP)

- Clarified that the soil filter will be dry (typically dry 24 hours after storm)
- Soil filter only 3 feet deep and new plantings can be installed for buffering and to provide more cover for deer than what currently exists

5:20 PM

Member of the public asked about redoing the front façade of the warehouse

- Old warehouse buildings are difficult to refinish but the applicant is exploring façade and entrance options to improve overall appearance of site

Member of the public raised concern about lighting

- Lighting will meet ordinance requirements and any requirements as requested by planning board (photometric plans typical for site plans) if the zone change is approved

5:25 PM Member of the public asked: How will you keep people from living in the parking lot?

Steve Pray responded:

- Entrances will be closed after hours
- There will be no access to the site after hours
- It is private property and anyone refusing to leave will have police called on them and be charged with trespassing

Member of the public asked about tax changes resulting from the zone change

Eric Cousens representing the City of Auburn responded:

- Taxes typically more in Industrial Zone vs. Residential Zones

Member of the public asked why parking is so far away and so large?

- Sidewalk will be located along front of parking lot, employees will occupy spaces furthest away
- Large parking lot required for capacity of all employees and customers
- Desire to remove parking in lay down areas behind warehouse for improved flow and safety
- Nothing is finalized, site plan review process still required if zone change is approved

5:30 PM Member of the public expressed desire for tree buffering to be added first.

- Comment acknowledged, can be explored if zone change is approved

Member of the public asked how Hammond Lumber can be trusted to plant buffers

- Any required buffering will be installed in accordance with the applicable approvals

- Will be enforced by the city under the site plan approval process if zone change is approved and project is allowed to move forward

Member of the public asked for overview of Zone change and site plan process

- Eric Cousens provided overview of zone change process and site plan application process

5:35 PM Member of the public asked what happened to imaginary road going through the site and what happens to ownership?

- Potentially a paper street and never built
- Meeting attendee with knowledge of land history (Tim Allen, family owned previously all land of Arbania Street subdivision) clarified there was a trolley easement which may have been what was seen. Mentioned sewer easement also possible. Mentioned if there were any roads they may have been proposed, and do not exist, therefore not applicable.

Member of the public asked if city council takes into account their comments/input

- Yes, meeting minutes will be provided with notes of tonight's meeting

Member of the public commented they are worried the City will mess up again and referenced Auburn Concrete site and summarized disapproval of their operation. Gravel falling in Poland Road from trucks and loud operations.

- Comment acknowledged

5:40 PM Member of the public asked: Where will people park after hours when gates are closed? (to view streetside or internal displays)

- Customers typically don't stop by after hours, and Hammond Lumber doesn't anticipate many customers coming to view any new potential staging/displays after hours

Member asked about hours and why not open on weekends

- Minimal locations open on Saturdays, closed on weekends for general employee health/longevity/happiness

Member of the public asked if the zone change will be very beneficial to Hammond Lumber and/or increase sales

- It will allow for a more attractive site, safer circulation and access through the site, and better functioning overall.
- Unknown change in sales, potential for more retail attraction

5:45 PM Member of the public expressed concerns that Hammond Lumber has made slow changes over last 30 years and won't stop.

- Comment acknowledged, changes necessary for business expansion/improvements
- Willing to accept input and suggestions to be good neighbor

Member of the public said the "no overnight parking" rule can't be enforced in the industrial zone.

- No parking signs are being made for the front of the site to prevent overnight parking
- Can explore working with police department to enforce no parking on Poland Road

5:50 PM Member of the public asked: Was there a specific intent when Hammond Lumber purchase the residential lot?

- No specific plan at time of purchase
- Land is directly in front of Hammond Lumber and opportunity presented itself to acquire the property (first refusal)

Member of the public asked: What is the timeline for this process? What happens if zone change is denied?

- Final approval/disapproval of zone change anticipated in August
- Full site plan review process will begin if zone change approved
- If no approval of zone change then no moving forward with current site plan concept

Member of the public asked if there will be improvements to buffering in rear of site

- The current focus is on the front of the property and the zone change
- If allowed to move forward with site plan process city can enforce new buffering standards
- Hammond Lumber is willing to explore additional buffering in rear of site (both fencing and landscaping). Additional buffering could

potentially be provided if stripping/cut from proposed front parking lot were to be placed in rear by existing detention pond

5:55 PM Member of the public expressed desire for Hammond Lumber to be overall better neighbor

- Comment acknowledged

Member of the public asked when city council will look at this

- Next meeting where city council will review this zone change request is July 18th

6:00 PM: **Meeting Concluded**



# MEETING SIGN-IN

06361

## Hammond Lumber Public Site Walk

Date/Time of Meeting: June 30, 2022, 5:00 PM

Location: 290 Poland Road Auburn, ME 04210

Developer / consultants team members in Attendance	
Name	Address
1. James Seymour P.E.	75 John Roberts rd. South Portland
2.. Steve Pray	290 Poland Road Auburn 04210
3.	
4.	
5.	
6.	
Members of the Public in Attendance	
1.. Kerry Fontaine	135 Harbourside Rd Aub
2. Suzanne Lawrence	266 Poland Rd.
3. Eric Cousens	City of Auburn 60 Court St.
4. Mike Nyberg	5 Arbanis St
5. Caroline Teves	269 Poland Rd.
6. DOUG SUELL	321 Poland Rd
7. Dawn Gordon	17 Arbanis St
8. Timothy Allen	194 P.R. Rd.
9.	
10	
11.	
12.	
13.	
14	
15.	

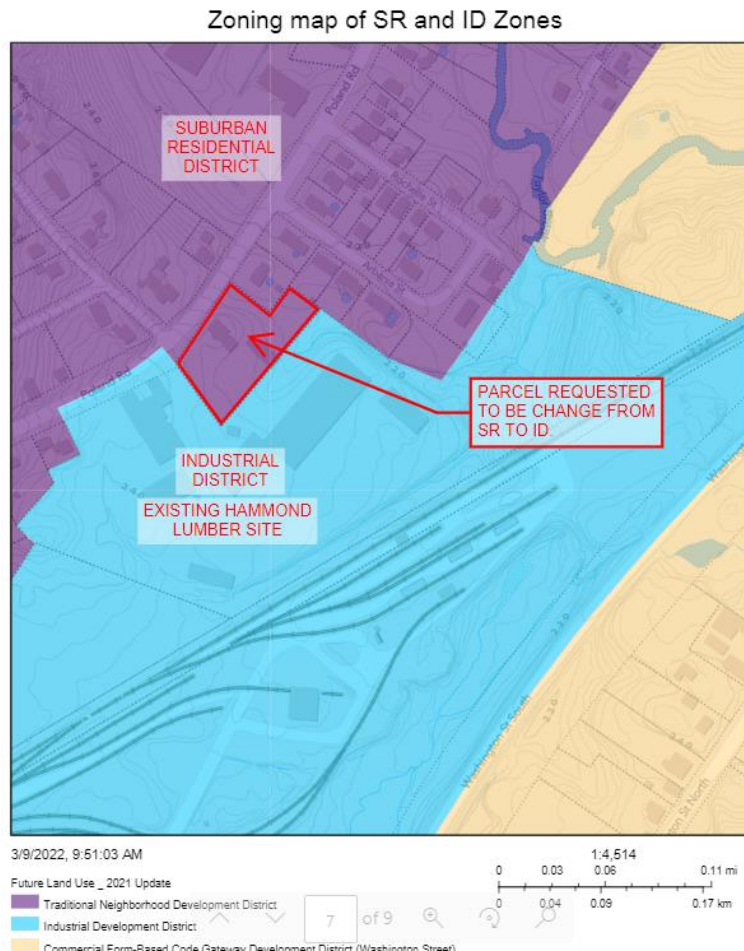


# City Council Ordinance

## IN CITY COUNCIL

**Amendment to the Zoning Map to include the areas along Poland Road totaling approximately 1.75 +/- acres to be changed from Suburban Residential to Industrial shown on Auburn Tax Map as (PID 199-041)**

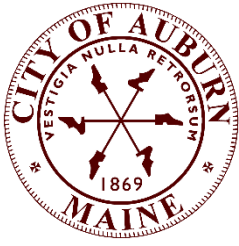
**Be it ordained,** that the Auburn City Council approve the first reading of an amendment to the Zoning Map to include the areas along Poland Road totaling approximately 1.75 +/- acres to be changed from Suburban Residential to Industrial shown on Auburn Tax Map as (PID 199-041) as shown in the petition and below.



**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 93-06272022

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

**Subject:** HVAC SYSTEMS

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**Information:** During the 6/27/2022 City Council meeting, Order 93-06272022 Allocating \$1,600,000.00 of American Rescue Plan Act (ARPA) funds for the upgrades and/or replacements of HVAC systems in our city-owned facilities was presented by the City Council. After much discussion, and amendment was made to direct the City Manager to move forward with the bid process for the HVAC systems that have been identified as the four priority initiatives and it would be determined at a later date how we would allocate the funds. The amendment passed 7-0, however the order as amended was not voted on.

Below is from the minutes of the meeting:

***Order 93-06272022***

*Allocating \$1,600,000.00 of American Rescue Plan Act (ARPA) funds for the upgrades and/or replacements of HVAC systems in our city-owned facilities.*

*Motion was made by Councilor Gerry and seconded by Councilor Whiting for passage.*

*Public comment – Andy Titus, 24 Rubelite Lane asked if the HVAC system upgrade is part of the 5-year Capital Improvement Plan.*

*Motion was made by Councilor Hawes and seconded by Councilor Morin to amend by approving this with ARPA funds today to get this moving and replace the ARPA money with bond money at a later date.*

*After further discussion, both Councilor Hawes and Morin withdrew the motion.*

*Motion was made by Councilor Whiting and seconded by Councilor Morin to amend to direct the City Manager to move forward with the bid process for the HVAC systems that have been identified as the four priority initiatives.*

*It will be determined at a later date how we will allocate the funds.*

*Passage 7-0.*

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Vote on Order 93-06272022 as it was amended on 6/27/2022.

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**Previous Meetings and History:** Workshop presentation June 6, 2022, and more information noted above.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**



**ORDER 93-06272022**

# City Council Order

## IN CITY COUNCIL

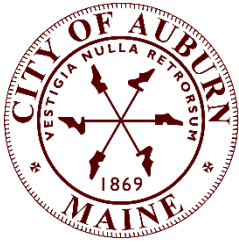
**ORDERED**, that the Auburn City Council ~~allocate \$1,600,000.00 of American Rescue Plan Act ((ARPA) funds for the~~ directs the City Manager to move forward with the bid process for the upgrades and/or replacements of HVAC systems in our city-owned facilities that have been identified as the four priority initiatives and the \$1,600,000.00 to be funded either with ARPA funds or a bond will be determined at a later date.

---

**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 101-07182022

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

**Subject:** CDBG/HOME Action Plan for Program Year 2022

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**Information:**

Each year the Community Development office presents the Annual Action Plan, detailing the use of Auburn's CDBG funds & the Auburn-Lewiston Consortium's HOME funds. This plan is designed to address community needs as detailed in the 5 year Consolidated Plan which was adopted in 2020.

This plan includes a new Citizen Participation Plan. During PY21 there was a consistent problem achieving the required quorum of appointed members to conduct business. Three separate meetings of the Citizens Advisory Committee (CAC) failed to achieve a quorum and one failed to have any members presents. Community development staff worked with HUD to develop a new, more compliant Citizen Participation Plan that relies on broad based community surveys and consultation with community service providers. This new outreach process, which includes translated surveys in 5 languages and incorporated additional outreach and community listening sessions, was utilized for the development of this plan.

---

**City Budgetary Impacts:**

Auburn's annual CDBG allocation is \$539,980, with an additional \$889,247 of unspent allocations from previous years and an expectation of \$132,000 in program income. The Auburn-Lewiston HOME Consortium annual allocation is \$514,791, with an additional \$1,642,344 of unspent allocations from previous years and an expectation of \$56,000 in program income. Auburn's share of the consortium dollars is \$1,550,254. These federal grant dollars cover staff salary/benefits as well as program activities for the Business and Community Development program.

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**Staff Recommended Action:**

Vote to adopt the 2022 CDBG & HOME Action Plan and appendices as presented.

---

**Previous Meetings and History:**

Public Hearing May 2, 2022

CAC Meeting June 17<sup>th</sup>, 2022

Public Comment Period June 1 - July 18<sup>th</sup>, 2022

Listening session – LA Landlord Association January 25, 2022

Listening session- New Auburn Neighborhood Watch April 28, 2022

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

PY22 CDBG & HOME Action Plan & Draft Citizen Participation Plan  
Current Citizen Participation Plan as amended in 2021



# Community Development Block Grant & Auburn-Lewiston HOME Consortium

## ACTION PLAN | Program Year 2022

*City of Auburn Business & Community  
Development Department*



**auburnmaine**



## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

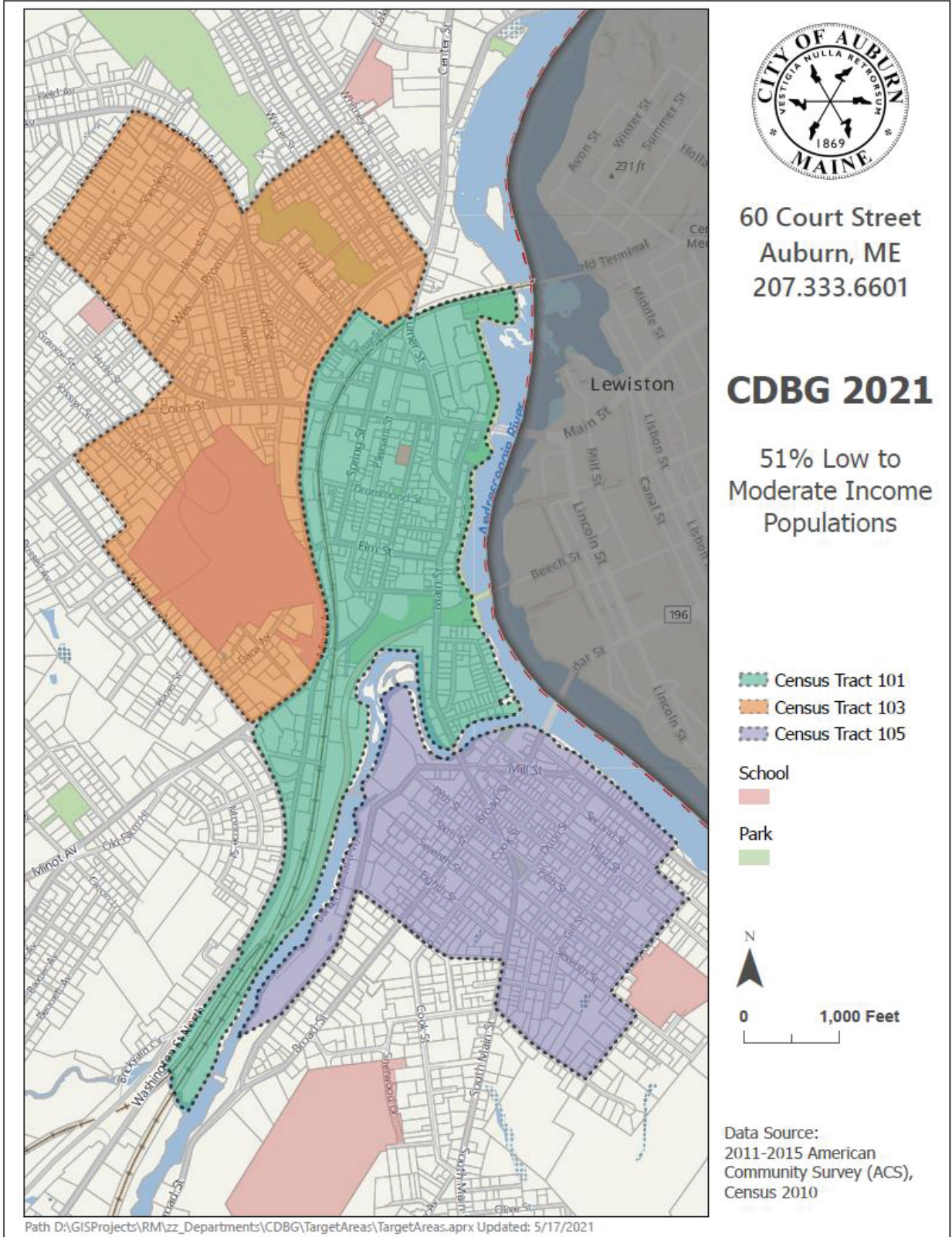
#### **1. Introduction**

The City of Auburn is submitting its PY22 Action Plan with the U. S. Department of Housing and Urban Development (HUD). The national purpose of the Community Development Block Grant (CDBG) program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for persons of low and moderate income. The national purpose of the HOME Investment Partnership (HOME) program is to create affordable housing for low-income households.

The City of Auburn has adopted the 2020-2024 Consolidated Plan (PLAN) for the CDBG program and the HOME program which includes both the City of Auburn and Lewiston. The PLAN identifies many community challenges and unmet needs, establishes priorities, and describes how these federal resources will address unmet needs. The PLAN also establishes goals, objectives, and performance benchmarks for measuring progress. These are used as a framework for determining prioritization of requests and the development of individual program guidelines while establishing conditions of support and recipient expectations.

CDBG funds are targeted to areas of the community in which there is a high proportion of low- and moderate-income people as well as for housing improvement programs throughout the jurisdiction which serve this target population. The uses of funds are limited to housing improvements, elimination of blight, infrastructure improvements, job creation, and providing of essential social services. So long as the national test is met, there is an amount of flexibility in the use of the funds, although CDBG funded social service spending is capped at 15% of the annual allocation.

This Action Plan describes the third-year budget and proposed activities to be carried out while advancing the goals and objectives set forth in the PLAN. Identified within this plan are 11,965 households in Auburn & Lewiston (47%) which qualify as being under 80% HUD Area Median Family Income (HAMFI). This means nearly half of households in Auburn & Lewiston are considered Low-moderate income and qualify for assistance under the CDBG or HOME programs. Additionally, the Comprehensive Housing Affordability Strategy (CHAS) contained within the Consolidated plan demonstrates that 54% of the households identified as Low- to Moderate income have at least 1 child under the age of 6 years.



## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

### **GOALS OF THE 2020-2024 CONSOLIDATED PLAN**

The Auburn Community Development Office (ACDO) intends to work towards measurable outcomes established when the 2020-2024 Consolidated Plan was adopted. This plan established the 4 goals and outcome expectations indicated below:

#### **Goal 1: Provide Safe & Affordable Housing**

- 100 Rental Units Rehabilitated
- 50 Homeowner Units Rehabilitated
- 125 Tenant Based Rental Assistance

#### **Goal 2: Improve Infrastructure & Reduce Blight**

- 3,000 Persons Assisted

#### **Goal 3: Promote Economic Opportunities**

- 10 Jobs Created/Retained
- 10 Businesses Assisted

#### **Goal 4: Provide Essential Services**

- 500 Persons Assisted

## **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

**Federal oversight:** U.S. Department of Housing & Urban Development (HUD) oversees all funds invested into the cities through their respective Community Development Offices. In response to a recent city audit and on-going monitoring conducted by HUD, compliance reviews and substantial corrective actions have been carried out during PY21 for both cities of the consortium. Within this process all new

policies, program guidelines and standard operating procedure manuals were developed. In concert with HUD staff, programs were discontinued or substantially rebuilt as to be compliant with federal regulations, and an all-new staff has been brought in and trained to oversee and ensure compliance of these programs. Additional monitoring and corrective actions will continue through PY22 as the ACDO continues to improve processes redevelopment and compliance measures. Because of this extensive process there were a limited number of new projects begun in PY21.

As ACDO worked with HUD staff to correct previous year's financial and project reporting data it was necessary to conduct extensive internal quality control checks to re-qualify projects already under way. A limited number of projects which had already begun or had been completed prior to PY21 have now been deemed to be out of compliance with HUD requirements. For cases which cannot be brought into compliance the City of Auburn will be seeking to complete a Voluntary Grant Reduction (VGR) from the PY23 allocation. This process requires ACDO staff to revise previous year's impact numbers contained within the Consolidated Annual Performance Evaluation Report (CAPER) by removing projects which were deemed non-compliant with HUD requirements. The result is a reduction in not only PY21 impact metrics but in the PY20 & PY19 previously reported performance reports.

**Citizen Participation:** This plan includes a revision of the Citizen Participation Plan. During PY21 there was a consistent problem attracting new committee members and achieving the required quorum of appointed members to conduct business. Three separate meetings of the Citizens Advisory Committee (CAC) failed to achieve a quorum and one failed to have any members presents. In response to the difficulties in public meetings caused by Covid-19 precautions and the lack of committee participation the ACDO took new efforts to solicit input from a wider breadth of the Auburn and Lewiston communities.

The ACDO piloted a new, annual survey for housing matters. This survey, now set in policy to be conducted annually prior to the development of the Annual Action or Consolidated plans, will be more effective and equitable at influencing and informing programmatic decisions while also better accommodating a more diverse population who, for language, time, resources, and comfort levels may otherwise not have been included under the previous citizen participation model. By simultaneously using traditional methods of direct outreach through local service hubs as well as modern technology and social media to appeals to people at their homes or on their mobile devices greater accessibility and inclusiveness was achieved in the development of this plan.

This revision will allow for programmatic efficiencies to be made in the determination of community needs assessments from a broader participation base. It serves to better inform staff by providing quantifiable data points which are otherwise not available from the state or national surveys traditionally utilized and aids the department in more rapidly developing programmatic improvement based on concrete and measurable needs assessments which were not readily available.

#### **4. Summary of Citizen Participation Process and consultation process**



## Summary from citizen participation section of plan.

The Action Plan for the city of Auburn and the Auburn-Lewison Consortium is due to be released each year by March according to the included draft citizen Participation Plan and relevant HUD guidelines. In March of 2022 HUD released CPD Notice 22-05, which suspended this process and related requirements until the formula-based allocations are published by HUD. These allocations, due to various approval delays at the federal level, were not made available to the city of Auburn until May 16, 2022. The ACDO will hold the final Public Hearing and approval of the draft Action Plan on July 18th.

Prior to the development of this Action Plan a community needs survey was circulated in 5 languages. This survey method utilized digital as well as paper surveys which were distributed at key service points within the city including food pantries, youth centers, head start service providers and municipal offices. The result was over 362 households including over 1,000 residents being received. This information, along with direct consultation efforts with area service provider partners helped craft the plan as presented.

The Citizen Advisory Committee, at their meeting on December 21, 2021, agreed that prioritization of the following four national objectives will be used to distribute Public Service Grant allocations: Senior Services (05A), Youth Services (05D), Battered & Abused Spouses (05G) and Other (05Z) to be used for the support of Auburn's community garden and food security programs.

The consultation process also entailed direct correspondence with dozens of area service providers. By educating them on the specifics of the qualified population as defined by HUD in CPD notice 21-10 this outreach further solicited quantifiable or anecdotal narratives which may serve to highlight unmet needs they regularly encounter. Additional meetings were held with members of a new regional homelessness service provider coalition and the MaineHousing HUB Coordinator housed within Lewiston Housing Authority. The information contained within these letters and discussed at these gatherings highlighted the lack of unreliable data to effectively quantify the size and needs of the at-risk community as defined.

Adoption of the CDGB and HOME Action Plans and budgets require a 30-day public comment period. This plan was made available for further public input on June 1, 2022. This is concluded with a Workshop with the City Council and a final Public Hearing. The Public Notice for these hearings as well as the solicitation of public input was run in the Sun Journal, was posted on the city's website and social media accounts to solicit the maximum input possible. The Action Plan & supplemental information were available on the City's website.

## 5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments received will be summarized here.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

Comments responses will be summarized here.

## **7. Summary**

### **STRATEGY #1: PROVIDE SAFE & AFFORDABLE HOUSING**

**Description:** Auburn's Funds from the CDBG program will be used to provide matching funds to leverage the city's Lead Hazard Control program. This will greatly increase community impact by focusing on reducing the amount of hazardous housing units occupied by children and low-to-moderate income families. Additional new unit development projects will begin utilizing previous-year HOME funds. These units are not expected to be completed within the current project year but will be included in production goals in the subsequent 2 Action Plans.

**Anticipated Outcomes:** 25 Rental Units Rehabilitated, 10 Homeowner Units Rehabilitated, 1 Rental Unit Created, 3 Homeowner Housing Units Created, 30 Tenant-households Rental Assistance, 5 Homebuyers assisted

### **STRATEGY #2: IMPROVE INFRASTRUCTURE & REDUCE BLIGHT**

**Description:** Funds will be used to address blight remediation, continue the Neighborhood Challenge grant program as well as continue the development of publicly owned infrastructure and amenities within targeted neighborhoods. Additional focus will be placed on addressing distressed buildings and code violations.

**Anticipated Outcomes:** 1,000 Persons Assisted.

### **STRATEGY #3: PROMOTE JOBS AND ECONOMIC OPPORTUNITY**

Business Loans will be provided to businesses city wide, with a focus on promoting entrepreneurship through the development of the Auburn Incubator Kitchen & Learning Center, a facility located at Pettengill road. This programming is supplemented by funds previously approved within the CDBG-CV budget.

**Anticipated Outcomes:** 10 Business Loans

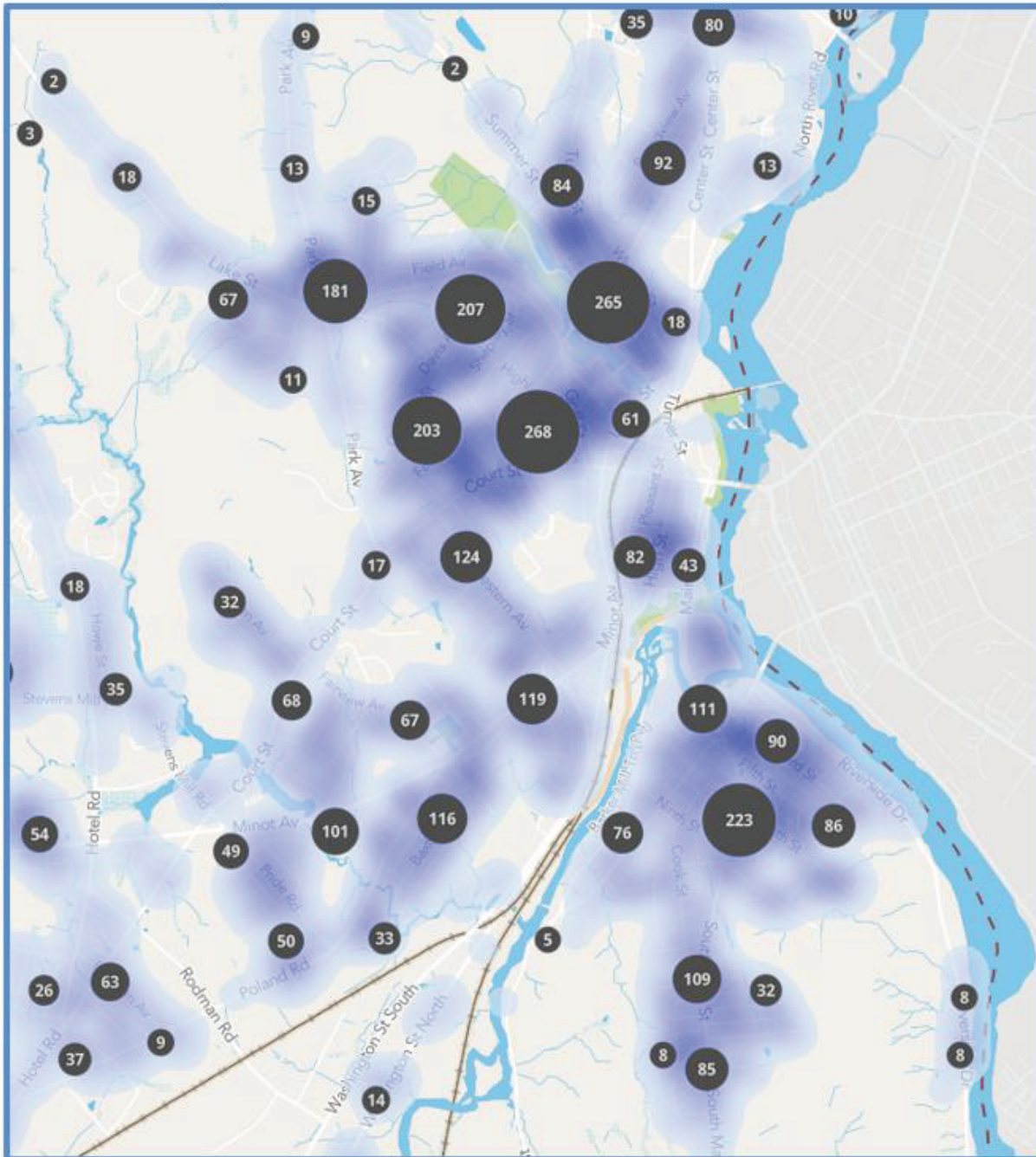
## **STRATEGY: PROVIDE ESSENTIAL SERVICES**

**Description:** The Citizen Advisory Committee recommended setting 4 qualified services as budgetary priorities. The committee agreed to focus the Public Service budgets on, in order of priority, Senior Services (05A), Youth Services (05D), Battered and abused Spouses (05G) and Other (05Z) which is reserved to support the City's community garden and food security programs.

**Anticipated Outcomes:** 500 Persons Assisted.

**Identified: Auburn Neighborhoods with high concentration  
of homes built prior to 1978.**

These homes have a potential for Lead Paint Hazards which causes negative health effects in children.





## PR-05 Lead & Responsible Agencies - 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		AUBURN	
CDBG Administrator	AUBURN	City of Auburn Business & Community Development	
HOPWA Administrator			
HOME Administrator	AUBURN	City of Auburn Business & Community Development	
HOPWA-C Administrator			

Table 1 – Responsible Agencies

### Narrative

In 2001, Auburn and Lewiston formed a consortium with Auburn as the lead agency to receive HOME Investment Partnerships Program funds. The consortium was formed to meet the funding threshold for HOME funds. Historically, ten percent of the current year allocations and program income combined can be set aside for administration of the HOME program. Auburn, serving as the program sponsor, utilizes 70% of these Admin funds to cover the overall administration of the program for the Consortium. Lewiston utilizes the remaining 30% for their administration costs. The balance of current year allocations is then divided evenly between both cities to provide programing. This agreement is set to be updated and re-approved within PY22. Any negotiated changes or updates to the agreement will be included within subsequent action plans.

The current consortium agreement includes provisions that each member city is responsible for conducting programs and required monitoring in compliance with HUD regulations. This agreement also outlines the responsibility of the City of Auburn, in its role as Representative Member, to step in and to manage and monitor another member's programs upon receipt of written notification of any member that may not be able to meet the standards established by HUD. At this time no notice has been given.

### Consolidated Plan Public Contact Information

Annual Action Plan  
2022

The PY22 Action Plan is the 3rd year of the 2020-24 Consolidated plan. Comments may be submitted at any time to the Auburn Community Development Office, 60 Court Street, Auburn, ME 04210, tel. 333-6601 or via e-mail at [CDBG@auburnmaine.gov](mailto:CDBG@auburnmaine.gov)

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

In addition to a public survey and meeting of the Auburn Citizens Advisory Committee the city of Auburn has been in continual dialogue with Maine State Housing, the Auburn Housing Authority, private developers, and community service providers in a concerted effort to develop new communications channels. These efforts are substantially focused on activities which address the needs of individuals who are homeless, at risk of homelessness or otherwise identified as a Qualified Population (QP) under the HOME-ARP program requirements.

This Annual Action plan can and should recognize the tandem development and submissions of the Annual Action plans and the HOME-ARP plan. The development of these two plans included direct outreach and solicitation of needs assessment data from organizations and partners as outlined below.

The city has also increased its direct consultation and resiliency planning with the local Emergency Management Agency, state, and local health agencies as well as first responders such as local Police, Fire and Sherriff departments. These partnerships are in a response to emergent climate changes, civil emergencies such as homelessness, food insecurity and substance/mental health concerns within the community.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The Maine State Housing Authority works with homeless service providers and other organizations toward a shared goal of preventing and eliminating homelessness in Maine. Collaborative efforts include the Continuum of Care (COC) a group of service providers serving a particular geographic area who work together to develop programs that address homelessness. Lewiston and Auburn are part of the Maine State Continuum of Care. This plan also includes the recent appointment of a Hub Coordinator housed within the Lewiston Housing Authority. This position will serve as a coordinated entry position for the COC services as well as a point for consolidating locally generated homelessness service data.

Locally, providers who address the continuum of homeless services for the area collaborate through the Lewiston-Auburn Alliance for Services to the Homeless (LAASH). LAASH works to improve access to services and housing for persons who are homeless or at risk of homelessness. This group shares information and strengthens cooperation among local agencies and homeless providers, identifies gaps in services, increases public awareness about homeless issues, and seeks funding to service the homeless and at-risk. The group meets monthly to focus on local homeless issues and provide a forum for educating its members. Auburn and Lewiston Community Development staff participate in LAASH,

and a consultation meeting with LAASH informed the needs and priorities of the Consolidated and Action Plans.

During consultation the ACDO identified that the traditional assessments and sources of data would not adequately demonstrate a modern GAP analysis for the identified Qualified Populations (QPs) for two specific reasons. First, traditional sources of data, such as the American Community Survey (ACS) or the Comprehensive Housing Affordability Strategy (CHAS) were most recently completed in 2019, prior to the onset of the Covid-19 pandemic. Second, the ongoing impact of the Covid-19 pandemic has negatively impacted more recent efforts to update this traditional data, including regional Point in Time (PIT) studies. Many of these annual studies have been put on hold altogether, or recent surveys have demonstrated detrimentally small respondent numbers.

Instead, the ACDO cultivated local data sources from other public housing providers, private and government health, mental health, and emergency service providers. By using data generated by the Auburn Fire Department's incident reporting system the ACDO confirmed officers had 198 separate encounters with homeless individuals from March 2020 to March 2022 with the second year containing 113 recorded encounters. This establishes a 34% increase from the previous year, a relation directly inverse to the trend demonstrated by state-level assessments. Of the 51 contacts with homeless individuals that the Auburn Fire Department serviced in the last 3 months, 87% if those involved substance abuse, Anxiety/psychiatric individuals, or those with exposure to the elements.

In order to combat the lack of recent, or post-covid data the ACDO employed tactics to collect meaningful and informative data regarding the size, demographic makeup and unmet needs of the local population. ACDO staff has reached out to local homeless service providers, community advocates, educational institutions, veterans' groups, community action programs, state agencies, domestic violence organizations, public housing authorities, and mental healthcare providers. This outreach included an appeal to these organizations to provide quantifiable data on hand or anecdotal narratives which may serve to highlight unmet needs they regularly encounter.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

On October 27th, 2021, Maine Housing and the CoC held a focus group to assess needs of homeless persons service providers and establish funding priorities. 59 persons were in attendance including homeless persons, and representing state, federal and local government staff, Senator King's office, housing providers, homeless shelters, interested citizens, mental health, health, nutrition, and substance abuse providers. The Auburn-Lewiston Consortium is not an ESG recipient, however there are multiple area homeless agencies that deal directly with the ESG program administered by Maine Housing.



The City of Auburn has integrated not only the Community Development Office but their General Assistance and Public Health Offices to combined efforts with groups like LAASH and its constituent parts. These three offices within Auburn have met with and continue to share resources and coordinate services and referrals with the HUB Coordinator. New positions created within the HOME-ARP plan will work in partnership with the HUB Coordinator to provide outreach and direct services to qualified populations of homeless and at-risk residents.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

In 2017 LAASH membership agreed that as a group, LAASH did not have the capacity to undertake the work and the expense of updating the 2009 10-year plan to end homelessness. LAASH members agreed to use the Statewide Homeless Council's updated plan as the on-going framework for advocacy and assessments. Unfortunately, before the creation of the HUB Coordinator position to be housed locally the data collection and service coordination provided under this fell short of expectations. Organizations initially bought into the HMIS system locally ceased to enter data and the local homelessness counts regularly under-reported the actual populations.

Statewide Homeless Council went through the process of updating their plan to end homeless in 2017, which served as a guide for LAASH members. The interaction with CoC service providers was revisited in June of 2021 during the Maine Homeless System Re-Design Initiative. This report detailed new funding priorities and access to care processes for all of the local service hubs which utilize ESG funds. This new effort is welcomed locally and ACDO staff have worked to dovetail the current Action Plan and HOME-ARP plan to fit within identified gaps in the continuum of care. Primarily, these gaps have been identified at the early intervention and crisis response phase of homelessness. By utilizing new funding sources, the ACDO will be able to establish itself as a consistent resource for the HUB Coordinator and the COC system.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	MAINE STATE HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted as data source for Point in Time reporting as well as continued coordination of the Continuum of Care. Consultation and coordination of activities is on-going. ACDO staff has consulted with the MSHA HUB Coordinator to ensure that plans being developed will be complimentary in nature.
2	<b>Agency/Group/Organization</b>	Maine Department of Labor
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. MDOL is a great resource for labor information that informs community leaders as they make decisions that affect the local economy. Consultations with MDOL regarding workforce development efforts within the city is ongoing.

3	<b>Agency/Group/Organization</b>	Veterans Inc
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey and participates in the LAASH group. It is anticipated that Veteran's Inc. will continue to participate in advocating for homelessness and other veteran concerns.
4	<b>Agency/Group/Organization</b>	Community Clinical Services
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. There is an opportunity to increase coordination with Community Clinical Services with other service providers serving the homeless.
5	<b>Agency/Group/Organization</b>	AUBURN HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Service-Fair Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. Auburn Housing will remain a partner in executing multiple activities anticipated in the consolidated plan, such as TBRA and Community Housing Development. Consultation and development activities with AHA are on-going.
6	<b>Agency/Group/Organization</b>	WESTERN MAINE COMMUNITY ACTION
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Employment Health Agency Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. Western Maine Community Action will continue to help area residents access available resources and programs. Workforce development programming in coordination with WMCA is on-going.
7	<b>Agency/Group/Organization</b>	LEWISTON-AUBURN TRANSIT COMMITTEE
	<b>Agency/Group/Organization Type</b>	Other government - Local Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Anti-poverty Strategy



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. The Transit Committee provides valuable insight to local transportation policies that may affect housing decisions. The city of Auburn is continuing to work directly with the LA transit committee on transportation design and optimization assessments.
8	<b>Agency/Group/Organization</b>	Seniors Plus
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. The creation of the Senior Center in Auburn that Seniors Plus will increase program coordination with the Rec Department. SeniorsPlus is an existing Public Service grant awardee and works regularly with city staff.
9	<b>Agency/Group/Organization</b>	SAFE VOICES
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. Safe Voices assists in carrying out homeless goals of the consolidated plan. They are one of the areas most active agencies for domestic violence victims. Safe Voices is an existing Public Service grant awardee and works regularly with city staff.

10	<b>Agency/Group/Organization</b>	COMMUNITY CREDIT UNION
	<b>Agency/Group/Organization Type</b>	Services-Education Business Leaders Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. The Community Credit Union has been making efforts in the community to provide banking services needed by low/mod households.
11	<b>Agency/Group/Organization</b>	RAISE-OP HOUSING COOPERATIVE
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. Raise-Op Coop has successful experience with the HOME and CDBG program and provides valuable insight to the housing market. City staff has met with Raise-op regarding the administration and founding of new, city constructed co-op housing options.
12	<b>Agency/Group/Organization</b>	LA Metro Chamber of Commerce
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Regional organization Business Leaders Business and Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey and community leaders regularly attend Chamber events. The Chamber provides valuable insight of the local economy and needs of area employers. City staff works regularly with the Chamber regarding workforce development activities.
13	<b>Agency/Group/Organization</b>	NEW BEGINNINGS, INC.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. New Beginnings is a local shelter servicing runaway and homeless youth.
14	<b>Agency/Group/Organization</b>	COMMUNITY CONCEPTS, INC.
	<b>Agency/Group/Organization Type</b>	Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development Lead-based Paint Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Concepts works regularly with staff from both Lewiston and Auburn. They provide many needed services to area low/mod households, including housing, transportation, health, employment, and others. CCI has provided essential information and community needs data including the Emergency Rental Assistance program and community needs assessments.
15	<b>Agency/Group/Organization</b>	John T. Gorman Center
	<b>Agency/Group/Organization Type</b>	Civic Leaders Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey. They have four priority areas: improving educational achievement for young children; promoting successful transitions to adulthood for vulnerable older youth; helping struggling parents support their families and enabling low-income seniors to age in place.
16	<b>Agency/Group/Organization</b>	Maine Center for Disease Control and Prevention
	<b>Agency/Group/Organization Type</b>	Health Agency Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through public services survey and is relied upon for public health data. The department is responsible for the State's lead paint response and makes regular referrals to the city in the case of Elevated Blood Lead Level (ebll) cases in children. The city meets quarterly with CDC staff in relation to the Lead Hazard Control grant.



17	<b>Agency/Group/Organization</b>	Androscoggin Valley Soil and Water Conservation District
	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Hazard Management
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Androscoggin Valley Soil and Water Conservation District goals are determined by using recommendations from partners, the Natural Resources Assessment, and our their internal review process. These tasks are broken down as follows; providing technical assistance, improving public relations, improving outreach and educational assistance improving funding opportunities
18	<b>Agency/Group/Organization</b>	Androscoggin Land Trust
	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Conservation
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Androscoggin Land Trust regularly works with community leaders with the conservation along the Androscoggin River. The strategic focus of the Androscoggin Land Trust includes conserving areas of ecological importance, working farms, and forests, and the promotion of outdoor experiences on and around the Androscoggin River Greenway. The ALT is also a managing member of the Auburn Community Gardens and meets regularly with city staff.

19	<b>Agency/Group/Organization</b>	COMMUNITY CONCEPTS FINANCE CORPORATION
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Regional organization Community Development Financial Institution
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CCFC is a CDFI providing financial educational resources and access to capital for regional families and businesses. Their program directors were consulted during the creation of this plan and they will be an ongoing partner in the development and delivery of improved program impacts. City staff makes regular referrals to CCFC financial coaching and Homebuyer educational classes as a requirement of o-going education for program participants.
20	<b>Agency/Group/Organization</b>	Androscoggin Valley Council of Governments
	<b>Agency/Group/Organization Type</b>	Services-Education Other government - Local Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	AVCOG is a regional council of government providing financial educational resources and access to capital for regional businesses. Their program directors were consulted during the creation of this plan and they will be an ongoing partner in the development and delivery of improved program impacts.

21	<b>Agency/Group/Organization</b>	Auburn Police Department
	<b>Agency/Group/Organization Type</b>	Services - Victims Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted with Chief of Police regarding homelessness activities and strategies. Auburn Police Department is a partner in the newly developed Homelessness outreach and crisis mitigation efforts carried out by Community Development staff.
22	<b>Agency/Group/Organization</b>	Auburn Fire Department
	<b>Agency/Group/Organization Type</b>	Services - Victims Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted Fire Chief regarding interactions and unmet needs of homeless population. Auburn Fire Department is a partner in the newly developed Homelessness outreach and crisis mitigation efforts carried out by Community Development staff.
23	<b>Agency/Group/Organization</b>	AUBURN SCHOOL DEPARTMENT
	<b>Agency/Group/Organization Type</b>	Services-Education Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultation with School Department and Adult Education staff regarding McKinney Vento services and transportation needs of students. Auburn School McKinney Vento liaison is a partner in the newly developed Homelessness outreach and crisis mitigation efforts carried out by Community Development staff.
24	<b>Agency/Group/Organization</b>	Lewiston-Auburn Alliance for Services to the Homeless (LAASH)
	<b>Agency/Group/Organization Type</b>	Regional organization Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Cities of Lewiston and Auburn participate as Members of LAASH and gather monthly to discuss service needs and coordinating responses.
25	<b>Agency/Group/Organization</b>	New Auburn Neighborhood Watch
	<b>Agency/Group/Organization Type</b>	Neighborhood Watch Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Local security
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Held multiple listening session with the Auburn Neighborhood watch group regarding affordable housing and homelessness services.



26	<b>Agency/Group/Organization</b>	Androscoggin Emergency Management Agency
	<b>Agency/Group/Organization Type</b>	Housing Services - Victims Agency - Managing Flood Prone Areas Agency - Emergency Management Other government - County Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The city consulted with the EMA Director in preparation of this Action Plan. The city reviews and participates in the development of the Natural Hazard Mitigation plan which focuses on community planning and preparedness involving environmental climate changes ( including flooding and storm impacts), community lifelines and housing.

**Identify any Agency Types not consulted and provide rationale for not consulting**

No agency types were intentionally not consulted.

## Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Maine State Housing Authority	The Cities of Auburn and Lewiston have formed a consortium to qualify for HOME Investment Partnerships Program funds whereby the grant is shared by both cities. The 3-year HOME Consortium plan includes a consultation process with Maine State Housing Authority for the recertification. Lewiston and Auburn Community Development staff both participate in the Lewiston-Auburn Alliance for Services to the Homeless (LAASH), which meets monthly. As part of the process to develop the 2020-2024 Consolidated Plan, the Auburn and Lewiston Community Development staff work closely on both the development and implementation of the plan. Both Lewiston and Auburn have continued the development of new, affordable rental units. Coordination of General Assistance and Public Health offices with the Coordinated entry system and emergency shelters.
Natural Hazard Mitigation Plan	Androscoggin EMA	This plan addresses the potential impacts of climate change and social emergencies utilizing the HAZUS method, a model for estimating the risk of damage from earthquakes, floods, solar flares, hurricanes, and other known hazards. This plan identifies a potential 866 households (1,225 individuals) which would need sheltering in response to flood impacts. Additionally, this plan estimates 2,323 individuals which would require emergency shelter options in response to a potential increase in hurricane damage.
Analysis of Impediments to Fair Housing Choice	Maine State Housing Authority	Published in October 2019, this plan recognizes similar impediments at the state level as are seen locally, including: Lack of Affordable Housing unit development, Racial and Ethnic barriers and zoning difficulties posed by NIMBYism efforts (discrimination by communities and neighbors).
Hope & Opportunity for ME	Coordinated Community Plan (CCP) Planning Committee	This HUD funded Youth Homelessness Demonstration Program (YHDP) is the result of a \$3.3 mil planning and Technical Assistance grant to assess and respond to the needs of homeless youth and young adults in Maine. Plan identifies additional partners including Department of Education, DHHS and identified coordinated entry positions. This initiative will not only increase the efficacy of data collection and analysis within the HMIS system but increases coordination between service provider partners.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Comprehensive Plan, 2021	City of Auburn	This plan focuses on established priorities which provide for the quality of life for not just the current, but future residents of Auburn. It outlines specific zoning and services to be equitably provided across the diverse types of neighborhoods, from rural to high-density urban and everything in between.
Strategic Plan, 2019	City of Auburn	The city Strategic Plan establishes 3 committees which oversee the implementation and progress being made as outlined within the city Comprehensive Plan.

**Table 3 – Other local / regional / federal planning efforts**

### Narrative

The City of Auburn has incorporated the General Assistance office as well as the Public Health officer into regular, weekly meetings with Community Development Staff. This new internal integration of service delivery provides a more holistic approach to the delivery of services.

Auburn and Lewiston are both comprehensively covered by broadband providers: Spectrum, Consolidated Communications, GWI, RedZone Wireless, and available satellite providers. Cost is often the major factor whether a household is connected or not, especially for the rural LMI households or those located further away from the public right of way. Many of the providers offer programs for qualifying low/mod households, including Spectrum and Consolidated Communications. Lewiston and Auburn are both served by multiple broadband providers, but increased competition typically benefits consumers.

The consortium is working regularly with the Androscoggin County Emergency Management Agency in the assessment and preparation of increased natural hazards such as floods, hurricanes, and civil emergencies. This type of resiliency planning is in response to a measured increase in climactic changes (as caused by climate change & solar flares) as well as civil needs including food insecurity, migration/immigration and housing stresses within Auburn and Lewiston. Lewiston and Auburn are located on the banks of the Androscoggin River. The potential for increased flooding in the 100-year floodplain may increase due to climate change. The most recent EMA flood impact analysis report indicates a potential 866 displaced households (1,225 individuals) estimated to need emergency shelters during a major flood event.

Many rural house lots in the area are supplied by personal wells that can run dry if a drought is experienced. The most recent severe drought recorded which received a formal disaster designation in 2020 and provided support to farms and low income homes through the US Department of Agriculture. Drought has been more regularly addressed through consultation with the City Water department or emergency

repair program for private wells. Risk mitigation by flooding from the Androscoggin river or its tributaries is continually monitored and responses are being developed with regular partnerships with AVCOG, Androscoggin Land Trust & the Androscoggin Valley Soil & Water Conservation.



## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

For this PY22 annual Action Plan further improvements to increase participation are incorporated. The addition of an annual, locally focused, and managed housing and community needs assessment within this revision will allow for greater programmatic efficiencies to be implemented based on sound data.

These changes include more pragmatic improvements which directly respond to the current needs of community residents. The primary need is to solicit greater participation in the identification of local community needs on an annual basis. By developing and refining a local survey program, which demonstrates more diversity while eliminating traditional (or Covid-19) barriers to participation, city staff will be better prepared to respond to new and rapidly changing needs of Auburn and Lewiston residents.

In response to the difficulties in public meetings caused by Covid-19 precautions and the lack of committee participation the Community Development staff took a combination of new and traditional efforts to better solicit input from a wider breadth of the Auburn community. By simultaneously using technology and social media to appeal to people at home or on their mobile devices in 5 different languages greater accessibility and inclusiveness was achieved in the development of this plan.

Still, traditional methods of paper surveys, disseminated through dozens of service provider partners and area non-profits allowed for the additional inclusion of input from community members with substandard access to and capabilities managing internet connectivity and fluency. This will remain an essential part of diversifying community engagement and outreach efforts to ensure that as the methods of operation modernize, no members are left behind.

Additionally, and in coordination with the development of the HOME-ARP plan Auburn and Lewiston staff reached out to multiple homeless service providers, first responders and educational institutions. This input was incorporated into the development of both plans.

In order to combat the lack of recent, or post-covid data the Community Development staff employed the following two tactics to collect meaningful and informative data regarding the size, demographic makeup and unmet needs of the local population. First, staff has reached out to local homeless service providers, community advocates, educational institutions, veterans' groups, community action programs, state agencies, domestic violence organizations, public housing authorities, and mental healthcare providers. This outreach included an overview of the qualified population as defined by HUD in CPD notice 21-10 as well as potential situations in which these populations may be encountered which they may not have considered in the past. This outreach concluded an appeal to these

organizations to provide quantifiable data on hand or anecdotal narratives which may serve to highlight unmet needs they struggle to respond to.

The second approach was to release a broad community survey focused specifically on the impact of Covid-19 on access to adequate housing and essential services. This survey was circulated in 5 languages. This survey method utilized digital as well as paper surveys which were distributed at key service points within the city including food pantries, youth centers, head start service providers and municipal offices. The result was over 362 households including over 1,000 residents being received.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Comment Period June 1 - June 30	Non-targeted/broad community	Solicitation of written feedback directed to CDBG@auburnMaine.gov. Plan posted on website, promoted on SM, city eblast list and advertised in newspaper.			
2	Public Hearing	Non-targeted/broad community	Public Hearing at City Council broadcast via Local Cable Access & City Youtube Channel on May 2, 2022	None received		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	Public Hearing notice published with a link to the Action plan and solicitation of written input directed to cdbg@AuburnMaine.gov ran in local newspaper			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			Annual Action Plan 2022	Numerical data developed through the community survey will be summarized within the GAP analysis below. A selection of narrative input received during the local survey is included below. This input, sourced from over 1,000 households across two surveys, was key to filling data gaps caused by the Covid-19 pandemic and demonstrates the changed landscape residents and service providers need to navigate and adapt to in order to better address the		33



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Printed Survey	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Swahili, Portuguese, Somali &amp; French</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Printed Survey distributed at Food Pantries, educational centers, public housing facilities and municipal offices.</p> <p>CDBG/HOME Community Survey soliciting input on housing, service and Covid-19 impacts on residents.</p>			



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting	Local Landlord Association	Staff presented to the Lewiston/Auburn Landlord association on January 25th.	Landlords need more funds available for unit rehabilitation . Concerns regarding the Fair Market Rent caps given prevailing rental rates. Good experiences with section 8 voucher programs relocation expenses during rehab prevents projects from starting.		

**Table 4 – Citizen Participation Outreach**

**Expected Resources**



## AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

### Introduction

Funding for the Community Development Program is derived from Community Development Block Grant and HOME Investment Partnerships Program allocations for both Auburn and Lewiston. These yearly allocations are supplemented by their respective program income derived from current loan principal paybacks expected within the program year and unspent funds carried over from prior years. Allocations are presented as expected to be indicated on our FY22 award letter from HUD and internal reports designating available program income and available. Prior year resources include unspent funds from both CDBG and HOME funds. Unspent CDBG funds from program year 2019, 2020 and 2021 are included. Unspent funds from the HOME program include program years 2015, 2016, 2017, 2018, 2019, 2020 and 2021 are included. These unspent funds are the result of previous year projects which may have been canceled as well as balances of funds initially set aside for TBRA, rehab or public service grants whose expenditures fell short of budget expectations. Within this Action Plan these funds are being allocated to new projects as indicated and within guidelines established by HUD.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	539,980	132,000	889,247	1,561,227	1,387,716	Expected amount available for the remainder of the Con Plan consists of the next two year annual allocations combined with the expected program income to be received during this period.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	514,791	56,000	1,642,343	2,213,134	1,051,500	Expected amount available for the remainder of the Con Plan consists of the next two year annual allocations combined with the expected program income to be received during this period.

Table 2 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

This workplan has taken a proactive approach to engaging with 3rd party community service providers. In an attempt to eliminate duplication of services, and increase the impact of each federal dollar, new programmatic partnerships are being crafted which will improve the community impact and public services offered within Auburn, creating a new level of accountability for program impact monitoring.

Community Development funds which leverage additional resources are primarily the public service activities and multi-unit rehab projects which require owner contributions. The addition of the Lead Hazard Reduction program will also utilize a portion of CDBG funds to cover match requirements for income qualifying owners. These funds effectively leverage private and state funded programs. Investor-owned properties require a 25% match. Housing programs which target owner-occupied low-income populations have no match requirements.

Federal HOME funds will leverage private resources primarily through rental development projects. Auburn and Lewiston each have a rental development projects planned and in construction. The city of Auburn is working on new unit development on a city owned property located on Fern St. The City of Lewiston is developing a project for the Choice Neighborhood development which will leverage private capital contribution. These funds will be added to the previous year match carry forward to satisfy the requirement.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Auburn is working with a to-be-determined developer to utilize 2 lots of publicly owned property for the development of multi-unit housing within the current project year. Additionally, Auburn's Economic Development Office has multiple city-owned properties currently under contract to sell to private commercial developers.

**Discussion**

Funding from prior year resources is notable within this budget, yet these numbers are not included in the amount expected for the remainder of the Con Plan. This number is the sum of new allocations and Program income for the next 2 program years.

If there is a reduction in the annual allocation from HUD or a shortfall in expected program income an equally proportionate reduction will be made to the budget. These reductions will come from the Affordable Housing budget.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<b>1</b>	Provide Safe and Affordable Housing	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs		Provide Safe and Affordable Housing	CDBG: \$608,055 HOME: \$654,043	Rental units constructed: 5 Household Housing Unit Rental units rehabilitated: 25 Household Housing Unit Homeowner Housing Added: 3 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted
<b>2</b>	Promote Economic Opportunities	2020	2024	Non-Housing Community Development		Promote Economic Opportunities	CDBG: \$50,000 HOME: \$0	Businesses assisted: 10 Businesses Assisted
<b>3</b>	Provide Essential Services	2020	2024	Homeless Non-Homeless Special Needs		Provide Essential Services	CDBG: \$100,000 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Improve Infrastructure and reduce blight	2020	2024	Non-Housing Community Development		Improve Public Infrastructure and remove blight	CDBG: \$660,000 HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted

Table 3 – Goals Summary

## Goal Descriptions

1	Goal Name	Provide Safe and Affordable Housing
	Goal Description	Rental units rehabilitated: 25 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted
2	Goal Name	Promote Economic Opportunities
	Goal Description	Businesses assisted: 10 Businesses Assisted
3	Goal Name	Provide Essential Services
	Goal Description	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
4	Goal Name	Improve Infrastructure and reduce blight
	Goal Description	Public service activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted



## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The following tables list the activities and programs which will be supported using HUD program funds during the 2022-23 program year. The objectives are to:

1. Provide Safe and Affordable Housing
2. Improve Public Infrastructure and Eliminate Blight
3. Promote Economic Opportunities
4. Provide Essential Services

The difference between the totals in the AP-35 & the AP-20 are due to administrative expenses.

#	Project Name
1	2022 Housing Rehab
2	2022 Housing Construction
3	2022 TBRA
4	2022 Homebuyer Assistance
5	2022 Economic Development
6	2022 Public Service
7	2022 Public Improvements
8	2022 Administration
9	2022 Lewiston Admin
10	2022 Lewiston Security Deposits
11	2022 Lewiston HOME Construction

**Table 4 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities for Auburn focus on improving the quality and safety of existing housing stock as directed by the city strategic plan. Increased attention is being given to seniors and households with children who are facing food insecurity. Most Public Services are being provided directly by city staff with allocations being based on historic service delivery and impact reports.

Lewiston priorities for HOME funds are based on the need to increase affordable housing units.

Obstacles for addressing underserved needs are focused on food insecurity and homelessness. These conditions are being addressed by both this annual action plan and the HOME-ARP plan to be released.

**AP-38 Project Summary**  
**Project Summary Information**

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1	<b>Project Name</b>	2022 Housing Rehab
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Safe and Affordable Housing
	<b>Needs Addressed</b>	Provide Safe and Affordable Housing
	<b>Funding</b>	CDBG: \$618,054 HOME: \$140,299
	<b>Description</b>	Rehabilitation of existing single and multi units.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 25 Rental Units Rehabilitated, 10 Homeowner Units Rehabilitated. Occupants will be qualified low-to-moderate income households if critical health and safety concerns identified in the residential unit including lead hazards or other code violations.
	<b>Location Description</b>	Within Auburn.
2	<b>Planned Activities</b>	\$500,000 in Critical Repair programs for addressing essential housing repairs and Code Violations.  \$150,000 in Grants provided to Low-to-moderate income residents enrolled within the Lead Hazard Control Program.  \$98,353 in funding for additional Lead testing, Rehab and program delivery services.
	<b>Project Name</b>	2022 Housing Construction
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Safe and Affordable Housing
	<b>Needs Addressed</b>	Provide Safe and Affordable Housing
	<b>Funding</b>	HOME: \$1,000,000
	<b>Description</b>	Creation of new residential housing units.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 1 Rental Unit Created, 3 Homeowner Housing Units Created on city owned property located on Fern St. Additional planning for subsequent rental unit development is to begin with CHDO or developer on TBD projects.
	<b>Location Description</b>	Within Auburn.



	<b>Planned Activities</b>	Creation of new 4-unit facility on city owned property on Fern St. This will entail 3 unit, owner-occupied co-op housing with 1 rental unit.  Additional projects are being identified with certified Community Housing Development Organization and/or private developers.
<b>3</b>	<b>Project Name</b>	2022 TBRA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Safe and Affordable Housing
	<b>Needs Addressed</b>	Provide Safe and Affordable Housing
	<b>Funding</b>	HOME: \$25,000
	<b>Description</b>	Tenant-based Rental Assistance in the form of Security Deposits for qualified Low-to-moderate income households.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 20 Tenant-households provided Security Deposits
	<b>Location Description</b>	Within Auburn.
	<b>Planned Activities</b>	Providing security deposits for qualified low-to-moderate income households.
<b>4</b>	<b>Project Name</b>	2022 Homebuyer Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Safe and Affordable Housing
	<b>Needs Addressed</b>	Provide Safe and Affordable Housing
	<b>Funding</b>	HOME: \$205,000
	<b>Description</b>	Down payment assistance for qualified low-to-moderate income residents.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 5 qualified low-to-moderate income homebuyers assisted with downpayment assistance.
	<b>Location Description</b>	Within Auburn.

	<b>Planned Activities</b>	Providing first-time homebuyer resources including education and down payment assistance for qualified low-to-moderate income households.
<b>5</b>	<b>Project Name</b>	2022 Economic Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Promote Economic Opportunities
	<b>Needs Addressed</b>	Promote Economic Opportunities
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Business Loans will be provided to businesses city wide, with a focus on promoting entrepreneurship through the development of the Auburn Incubator Kitchen & Learning Center, a facility located at Pettengill road. This programming is supplemented by funds previously approved within the CDBG-CV budget.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 10 Business Loans to qualified low-to-moderate income business owners
	<b>Location Description</b>	Within Auburn.
	<b>Planned Activities</b>	Providing working capital micro-loans to qualified low-to-moderate income entrepreneurs.
<b>6</b>	<b>Project Name</b>	2022 Public Service
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Essential Services
	<b>Needs Addressed</b>	Provide Essential Services
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	Public Service funds will be used to provide Senior Services (05A), Youth Services (05D), Battered and abused Spouses (05G) and Other (05Z) which is reserved to support the City's community gardens and food security programs.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 500 qualified lot-to-moderate income Persons Assisted

	<b>Location Description</b>	Within Auburn.
	<b>Planned Activities</b>	<p>\$62,000 of the Public Service Funds will be used to service the Grab-n-Go program operated out of the PAL Center. This food pantry and delivery service has assisted low-to-moderate income residents have reliable access to essential foods throughout the pandemic. This program currently supplies food from its Union St neighborhood location as well as offering delivery services to LMI and Senior living facilities including Roak Block, Barker Mills and Esplanade which are operated by the Auburn Housing Authority. Additional funding provided within this Action Plan will sustain the current 350 residents relying on regular food deliveries as well as allow the program to expand its capacity to another 80 residential units located within the Lake Auburn Town house facilities, another Auburn Housing operated residential facility. As part of these services Recreation/PAL center staff will be increasing support and coordination with the existing Community Garden programs.</p> <p>Additional \$20,000 funding support for summer recreation scholarships will be provided to not only allow for equitable access to experiential opportunities to LMI youth, but also serves as structured childcare for working parents during the summer months. This compound benefit has proven to provide the broadest demographically available services within the city's historic public service funding. Expanding on the positive, proven Public Services offered directly by the city of Auburn will increase the city's response to the prevailing nutritional and economic needs of its most historically and economically disadvantaged residents and neighborhoods.</p> <p>Lastly, Public Service financing of \$18,000 will continue for Safe Voices, who have effectively and proactively provided additional services and housing for domestic abuse victims and families throughout the pandemic. This funding decision is supported by the public service priorities established by the Citizen Advisory Committee.</p>
7	<b>Project Name</b>	2022 Public Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Improve Infrastructure and reduce blight
	<b>Needs Addressed</b>	Improve Public Infrastructure and remove blight
	<b>Funding</b>	CDBG: \$660,000

	<b>Description</b>	Funds will be used to address blight remediation, continue the Neighborhood Challenge grant program as well as continue the development of publicly owned infrastructure and amenities within targeted neighborhoods. Additional focus will be placed on addressing distressed buildings and code violations.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 1,000 Persons Assisted through improved public infrastructure and the removal of blight and health hazards.
	<b>Location Description</b>	Within 3 qualified low-to-moderate income census tracts (New Auburn, Downtown & Union St).
	<b>Planned Activities</b>	Funds will be used to address health and blight conditions including lead based paint on publicly owned buildings. Additional funds will be earmarked for the Neighborhood Challenge grant program that creates and improved public amenities within 3 qualified low-to-moderate income census tracts.  \$500,000 in Public Infrastructure projects \$35,000 in Neighborhood Challenge Grants \$125,000 in Spot/Blight remediation projects
8	<b>Project Name</b>	2022 Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$133,173 HOME: \$179,955
	<b>Description</b>	Personnel and administrative costs for delivering activities.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Administrative expenses for planning and delivering program activities. This includes 2 proposed planning grants, one HOME funded for Rental study and one CDBG funded Economic Development planning study.
9	<b>Project Name</b>	2022 Lewiston Admin
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$33,838
	<b>Description</b>	Administration Expenses for Lewiston HOME program.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administrative expenses for Lewiston HOME program.
10	<b>Project Name</b>	2022 Lewiston Security Deposits
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Safe and Affordable Housing
	<b>Needs Addressed</b>	Provide Safe and Affordable Housing
	<b>Funding</b>	HOME: \$15,000
	<b>Description</b>	Tenant-based Rental Assistance in the form of Security Deposits.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 10 Tenant-households provided Security Deposits
	<b>Location Description</b>	Within Lewiston
	<b>Planned Activities</b>	Providing security deposits for qualified low-to-moderate income households.
11	<b>Project Name</b>	2022 Lewiston HOME Construction
	<b>Target Area</b>	



	<b>Goals Supported</b>	Provide Safe and Affordable Housing
	<b>Needs Addressed</b>	Provide Safe and Affordable Housing
	<b>Funding</b>	HOME: \$614,042
	<b>Description</b>	Construction of new rental units.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b>Anticipated Outcomes:</b> 4 Rental Units Created. Additional planning for subsequent rental unit development is to begin with CHDO or developer on TBD projects.
	<b>Location Description</b>	Within Lewiston
	<b>Planned Activities</b>	Creation of new rental units within the Choice Neighborhood & Gauvreau Place projects.  Additional projects are being identified with certified Community Housing Development Organization and/or private developers.

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

In Auburn, priority will be given to the Downtown (Census Tract # 101), The Union St Neighborhood (Census Tract # 103), and the New Auburn Area (Census Tract #105).

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 5 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The 2011-2015 American Community Census identified these 3 census tracts in Auburn where a majority of the households qualify as Low-To-Moderate Income levels. For this reason, these 3 tracts will be a focus of the city's affirmative marketing, outreach and translation services.

### **Discussion**

Recently compiled GIS heat map data has also highlighted these 3 census tracts containing a majority of the city's homes which are at high risk for containing lead paint hazards. Additional resources for outreach, education and abatement services will be provided to these designated census tracts and funded through the recently acquired Lead Hazard Control & Healthy Homes grant.

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

Annual Action plan targets providing TBRA to 35 homeless or near-homeless households in Auburn and Lewiston. Auburn's target for rehab of rental units is 25 units and rehab of 10 owner occupied homes. This will be accomplished by leveraging the Lead Hazard Control and Healthy Homes grant.

Auburn plans to develop 3 new owner occupied units and 1 rental unit at a single location on city owned property. Additional new unit development plans are currently underway and expect to have more HOME funded units to come online within subsequent Action Plans. Lewiston plans to develop 4 new HOME funded units.

Units funded with CDBG dollars must follow the city's Affordable Rent Standard. The definition of an affordable unit under this plan will be qualified as one that does not exceed HUD published Fair Market Rents (FMRs) for the current year. A unit is determined to fall within the FMR of a specific area by adding the contracted rent and the applicable utility allowance for the unit. For the purposes of CDBG funded projects, the sum of both numbers cannot exceed the FMR of a unit based on bedroom size as published by HUD annually. If the local housing authorities have adopted and been granted a community wide exception, then the affordable rent standard may increase to no more than 120% of the FMR for the local jurisdiction.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	8
Special-Needs	0
Total	8

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	8
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	8

Table 7 - One Year Goals for Affordable Housing by Support Type

## Discussion

The total one-year goals established above are for HOME funded production units only, and not indicative of the total Action Plan anticipated impacts as demonstrated more comprehensively on the AP-35.

Due in part to the Covid-19 pandemic, inflated construction costs and lack of contractors the new-unit development scheduled in the previous year were not carried out for projects within both cities. These plans will be carried over to this current action plan. Additional funding, as provided by the HOME-ARP allocation will add to the impact of services for rental assistance as well as the related services required to help families struggling with challenges other than scarcity of affordable units.

Additional steps will be made within this Action Plan to address a lack of racial equity in affordable housing programming as outlined referenced the city's 5-year Comprehensive Plan. This will be achieved by providing more direct outreach to residents within the Union St, Downtown and New Auburn census tracts. This outreach will be aided with new translated materials. These census tracts are qualified as being comprised of 51% or more low-to-moderate income households, as well as being the highest concentration of residential units having been built prior to 1978. Pre-78 homes have a higher potential for containing Lead-based paint hazards which cause negative health effects in children.

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

Auburn and Lewiston have added multiple large affordable housing projects in the past few years. According to statistics maintained by Maine Housing Authority 243 new affordable housing units have been created with MSHA funding (including Auburn & Lewiston Consortium funds) between 2019 and 2022. These buildings offer modern affordable amenities to public housing residents. Auburn Housing Authority has been transitioning to a voucher-based system allowing more aid to residents using privately owned units.

### **Actions planned during the next year to address the needs to public housing**

Auburn is partnering with Auburn Housing Authority and a to-be-determined 3rd party nonprofit to develop a co-op owned building on Fern St. Auburn Housing Authority is continuing its conversion into a voucher-based system which is intended to increase capacity. The city has a notable amount of previous year HOME funds to invest in new unit developments.

The city of Auburn has substantial market rate developments planned and/or permitted for construction within the next year. Some of these projects have faced local opposition at the planning board level. Three projects within three very different zones within the city have stirred controversy due to isolated neighborhood opposition but the city is still committed to develop new housing units to help alleviate the identified housing shortage and high rental rates that have been plaguing residents. The existence of NIMBYism and discrimination by communities and neighbors, as highlighted in MSHA's Analysis to the Impediments of Fair Housing Choice published in 2019, is not new but the Auburn administration and City Council has continued to demonstrate though their actions unified support for the development of new housing units within the city.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Auburn works with the Auburn Housing Authority and Community Concepts Finance Corporation to assist in the development of new homeowners through its homeownership program and related Homebuyer Education programs. Auburn has incorporated self-sustainability programs into its programs which provide free financial coaching and educational experiences as provided by a HUD certified housing or financial management counselor.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A



## **Discussion**

Both Lewiston and Auburn are focusing on supporting resident owned multi-unit facilities in order to promote home ownership. The city of Auburn as created an online fair housing resource center after Covid-19 forced the cancelation of the traditional joint landlord and tenant summit. This resource center provides opportunities for tenant's access new tools to address tenant topics of interest as well as other resources that assist tenants become homeowners. This online resource center can be found at <https://www.auburnmaine.gov/pages/neighborhood/housing-summit>

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

Auburn and Lewiston's homeless needs have historically been addressed through the Maine Balance of State Continuum of Care. Both Cities participate and sponsor the Lewiston-Auburn Alliance for Services to the Homeless (LAASH), a group of local homeless providers who gather monthly to address the gaps in services to the areas homeless. Additionally, the city of Auburn has integrated the Public Health & General Assistance Departments within the Business & Community Development Department. This re-alignment has led to direct integration of these overlapping service plans. The consultation process undertaken for this Annual Action Plan as well as the HOME-ARP plan has been guided by assistance from the Public Health Manager. Data regarding homeless and at-risk qualified populations has resulted in the development of a service-based plan under HOME-ARP which would see the creation and additional budgetary resources necessary to address the needs of this population. This plan has been developed in partnership with the HUB Coordinator located within Lewiston Housing Authority whose role is to better assess and coordinate homeless counts and resource development and delivery.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

This annual Action Plan has been developed in coordination with the Consortium HOME-ARP plan. The consultation processes engaged in the development of both of these plans is further described within the HOME-ARP plan but will be summarized below.

Prior to the development of the Home-ARP and the Auburn-Lewiston HOME Consortium Action Plan a comprehensive community needs survey was circulated in 5 languages. This survey method utilized digital as well as paper surveys which were distributed at key service points within the city including food pantries, youth centers, head start service providers and municipal offices. The result was over 362 households including over 1,000 residents being received. This information, along with consultation efforts with area service provider partners helped craft the plan as presented.

The consultation process entailed direct correspondence with dozens of area service providers. By educating them on the specifics of the qualified population as defined by HUD in CPD notice 21-10 this outreach further solicited quantifiable or anecdotal narratives which may serve to highlight unmet needs they regularly encounter. These letters included responses from the Chief of the Auburn Police Department, the Chief of the Auburn Fire Department, The McKinney-Vento Liaison of the Auburn School Department, the Assistant Director of Auburn Adult Education, as well as direct consultation with the developers of the Lewiston-Auburn Transitional Resource Center.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Auburn-Lewiston Home Consortium includes the entirety of both cities. Much of the data provided at the state level is by Androscoggin County or as the Lewiston-Auburn Metropolitan Statistical Area (which includes 12 surrounding municipalities). Both Auburn & Lewiston serve as a regional service HUB for the area meaning that even though HOME-ARP funds are designated for residents of the two cities, the needs of these cities is impacted by the spillover, or centralization of needs from the surrounding rural populations.

For example, data collected from the 2 emergency shelters operated at the Lewiston Ramada Inn or the Lewiston Armory clearly demonstrates this catch-basin effect. The combined totals of the two emergency shelters (whose numbers are not included in MSHA PIT counts) regularly operated at capacity. Of their total 213 individuals sheltered 60% claimed Lewiston as their residence, 20% claimed Auburn with the remaining 20% coming from outside of the consortium jurisdiction. The city of Auburn is working in consultation with the Lewiston-Auburn Transitional Recourse Center team and the regional HUB Coordinator on an expansion of services under the HOME-ARP program to better address the needs of this population.

Additionally, the city of Auburn has recently taken in 17 additional refugee families of various origins. These needs are being addressed through the city General Assistance office with wrap around services and coordination being provided by the city Public Health manager. This coordination includes private charities, educational facilities, and local hotel operators.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Auburn is developing a plan for implementing new services to be funded with Department of Housing & Urban Development (HUD) Home-ARP funds. These services are focused on responding to the needs of community members experiencing homelessness, who are at risk of homelessness or who are fleeing domestic/dating violence, sexual assault, or human trafficking. The definition of a Qualified Population (QP) to be assisted with these funds is further defined by HUD in their CDP Notice 21-10.

These services are being developed in response to quantifiable data collected by the Auburn Lewiston HOME Consortium in partnership with multiple city department, service providers and non-profits. This plan contains 2 key elements. The first is to provide funding for qualified services to include both **Tenant Based Rental Assistance (TBRA)**, which includes rental assistance, security deposits and utility deposits for qualified households, as well as **Direct Support Services (DSS)** to include McKinney-Vento Support

Services and Homelessness Prevention services as further outlined in CPD Notice 21-10.

The second key element will be one direct support service providers, housed in the Auburn Community Development Office, which will work proactively with the Public Health office and across various city departments including the Auburn School Department, Police Department and General Assistance Department to provide advocacy and support services to Auburn residents at their time of need.

The **Homeless Intervention Specialist (HIS)** will work across multiple city departments to build relationships with community members experiencing homelessness or at risk of homelessness to provide advocacy and support services and assist with connecting individuals to housing and support services in partnership with the regional HUB Coordinator. The Specialist will assist with identifying unsheltered homeless or at-risk neighbors through direct outreach with and referrals from the Auburn Police Department, Auburn Fire Department, Auburn School Department, Public Health Manager, and General Assistance Manager as needed. This may include meeting with individuals in encampments, shelters, warming locations, and other locations not meant for human habitation or those recently released from healthcare, mental health or correction facilities. The work schedule will include some evening and weekend hours where the Specialist will assess the needs of the individuals identified and facilitate placement into emergency or short-term housing as needed.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The General Assistance offices of both cities work proactively to prevent LMI families from becoming homeless. These efforts are not just based on the use of General Assistance funds but also the addition of wrap-around support services rooted in their proactive community roles. Similarly, the Auburn Public Health office continues to work with residential institutions to match needs with readily dwindling community housing and support resources. The Community Development Office is adding a new, Homelessness Intervention Specialist position with an additional McKinney-Vento style budget from the HOME-ARP allocation to provide additional services and resources to these at-risk qualified populations.

Additionally, the Maine COC has added a new HUB coordinator located at the Lewiston Housing Authority. This position will be the point of coordinated entry into the COC system, allowing the Community Development and Public Health teams to focus their efforts on crisis response and early intervention efforts.

In addition to the current homelessness crisis and the influx of more refugee families into a jurisdiction already coping with a housing shortage is the impending end of the current Emergency Rental Assistance program. This program, which locally administered by Community Concepts Inc, has serviced 1,118 non-duplicated households as of March 2022. With the scheduled closure of the Ramada Inn Emergency Homeless shelter and the end of the ERA program funding set to expire on June 30th, 2022, preparations for a dramatic in housing needs are being developed.

## **Discussion**

As noted above, Homelessness is not a place-based problem. Many who lack adequate, permeant housing are transitory in nature as they seek out new and ever-changing resources to meet their needs. Because of this, responses cannot be relegated to isolated neighborhoods or cities. The data compiled for this Action Plan reiterates the clear fact that this consortium is a catch-basin for homelessness and special needs for the region as a whole. To address this better assessments of causal events and cooperation between regional service providers is needed. A strong relationship with the State's Continuum of Care and the locally placed HUB Coordinator is necessary to more accurately quantify need and coordinate resources. These efforts will be optimized though a locally focused effort to measure and design systematic responses to the prevailing needs of the community.



## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

Private development of multi-unit housing projects is on the rise across Auburn. Projects which are in the permitting process or already under construction are climbing, as reported by the Auburn Planning & Permitting Department. There are a total of 102 new units in 3 different projects expected to come into service by the end of 2022. Another 423 new units are also in process to be completed by 2023, and 196 seeking approval for 2024. The large, and rapid increase in new unit development, coupled with Auburn Housing Authority's conversion to a voucher-based system will have a notable impact on addressing not just the over-all housing shortage, but will also make much needed headway in the alleviation of the shortage of affordable housing.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Auburn has continued its multi-year efforts to implement form-based zoning. This year an ambitious rezoning of the city's core residential area, totaling over 1,687 acres, is still ongoing. Conducted under the guidance of the city's Comprehensive Plan as updated in 2021, these changes to the land use code would allow for an increase density to as high as 16 units per acre. There is currently one new development waiting for these changes to take effect. This project, called Stable Ridge Apartments would construct 60 new units within a 5 building development located next to the Auburn Middle school.

City administration as well as elected leaders have not been seeking traditional governmental approaches to solution development. Instead of developing and implementing large-scale multi-unit construction subsidized by multiple layers of tax incentives, state and federal funds they have promoted a more equitable, and innovative small scale methods. These include the approval of Accessory Dwelling Units within city zoning which not only creates new housing stock, but also offers small-scale sustainable rental income for many more middle- and low-income residents who have an extra quarter-acre to spare. Some of these more innovative approaches have recently been highlighted in an article called "The YIMBYest City in America" (linked below), where the Mayor leans into the recent Not-in-my-back-yard exclusionism the city has faced. This same NIMBYism is also highlighted as an on-going concern within Maine State Housing Authority's 2019 Analysis of Impediments to Fair Housing Choice report.

YIMBY article: The YIMBYest City in America - Discourse ([discoursemagazine.com](https://discoursemagazine.com))

MSHA Analysis of Impediments to Fair Housing: 2019-analysis-of-impediments.pdf ([mainehousing.org](https://mainehousing.org))

## Discussion

These progressive zoning changes, as well as the proposed projects, have stirred substantial community conversations. Dozens of residents have spoken at multiple public hearings or printed letters to the editor in the local paper, both for and against these types of zoning changes and development proposals. Arguments against these developments call into question potential negative effects on the "traditionally single family residence neighborhoods" which would be impacted by these large zoning changes across the city. This type of "Zone Defense" has been reactionary to these proposed developments in nature and speak to the impediments raised by MSHA in their analysis of Impediments to Fair Housing Choice.

Still, the Mayor and city council maintains support for not just the needs for new housing units to relieve what the mayor has referred to as "incremental" solutions to this larger housing crisis. Recent reports on these developments can be seen here: <https://www.sunjournal.com/2022/03/27/legal-opinion-could-prompt-delay-in-auburn-rezoning-effort/>

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The Action Plan for the city of Auburn and the Auburn-Lewiston Consortium is due to be released each year by March in order to provide the required public comment period, be approved and funded by the beginning of the new project year. This process would traditionally allow for the city to release RFPs for Public Service grants based on the approved budget. In March of 2022 HUD released CPD Notice 22-05, which suspended this process and related requirements until the formula-based allocations are published by HUD. These allocations, due to various approval delays at the federal level, were not made available to the city until May 16, 2022. Because of this delay the city will not have enough time to complete the approval process before the beginning of the next project year. In order to avoid any further delays in public service delivery the city of Auburn has chosen to fund internal programs based on the prioritization established by the Citizen Advisory Committee, instead of seeking 3rd party non-profit service providers. These internal programs are experienced service delivery projects dandled in collaboration with Auburn Recreation Department and the PAL Center. One 3rd party organization focused on domestic violence and homeless services was awarded based on historic performance and preferences established by the Citizen Advisory Committee.

The city of Auburn and the Auburn-Lewiston Consortium have undergone substantial redesign and re-staffing in order to better meet the prevailing needs of the community. As with any substantial change effort growing pains within program planning and subrecipient funding expectations is expected, and steps have been taken to prepare for and respond to these concerns. Still, it is essential that the federal funds provided to the city to address these ever changing needs and be spent effectively and with the largest impact per dollar possible.

### **Actions planned to address obstacles to meeting underserved needs**

In a post-covid world the resources and needs of the at-risk community changed dramatically. During this time some types of programming and response systems proved their strength, reliability, and impact. These prevailing needs focused around food insecurity and at-home resources for home-bound or mobility-limited residents. Within this plan the primary allocation of Public Service Funds will be used to service the Grab-n-Go program operated out of the PAL Center. This food pantry and delivery service has assisted low-to-moderate income residents have reliable access to essential foods throughout the pandemic. This program currently supplies food from its Union St neighborhood location as well as offering delivery services to LMI and Senior living facilities including Roak Block, Barker Mills and Esplanade which are operated by the Auburn Housing Authority. Additional funding provided within this Action Plan will sustain the current 350 residents relying on regular food deliveries as well as allow the program to expand its capacity to another 80 residential units located within the Lake Auburn Town house facilities, another Auburn Housing operated residential facility.

Additional funding support for summer recreation scholarships will be provided to not only allow for

equitable access to experiential opportunities to LMI youth, but also serves as structured childcare for working parents during the summer months. This compound benefit has proven to provide the broadest demographically available services within the city's historic public service funding. Expanding on the positive, proven Public Services offered directly by the city of Auburn will increase the city's response to the prevailing nutritional and economic needs of its most historically and economically disadvantaged residents and neighborhoods.

Lastly, Public Service financing will continue for Safe Voices, who have effectively and proactively provided additional services and housing for domestic abuse victims and families throughout the pandemic. This funding decision is supported by the public service priorities established by the Citizen Advisory Committee.

### **Actions planned to foster and maintain affordable housing**

Primary activities within this Action Plan involve the development of new residential units offered and made affordable for Low-to-moderate income residents. These funds will be provided to Community Housing Development Organizations and private developers in exchange for those assisted units being offered solely to LMI residents at rates that are deemed affordable.

Additional programs will provide access to funding for emergency repairs to residential housing units as well as lead testing and abatement funding dedicated to improving the health and safety of homes with young children.

### **Actions planned to reduce lead-based paint hazards**

Both cities currently manage their own grants from the Office of Lead Hazard Control with which residential units containing children, or being marketed to families with children, can be tested for lead paint hazards. Where hazards are present, funds will be made available in the form of grants to mitigate and abate the presence of these lead paint hazards. The separate budget and work plan for the Lead Hazard Control grant established a goal of 110 units abated for lead hazards over the next 3 years. Included within this Action Plan are matching CDBG grants for LMI households to further increase the impact of the Lead Hazard Control grant funds.

### **Actions planned to reduce the number of poverty-level families**

Community Development staff is committed to establishing and maintaining relationships with organizations and institutions which broaden and strengthen the institutional structure. Auburn is increasing its efforts to develop workforce empowerment programming with the local Chamber of commerce, as well as focusing and providing educational opportunities for Section 3 businesses. These are businesses owned or staffed with primarily by Low-to-moderate income residents. These additional empowerment structures provide opportunities to poverty-level families to increase their experience and earnings and are funded in part through the Lead Hazard Control grant.

The city has also established a relationship with Community Concepts Finance Corporation, a certified HUD homeownership and finance counselor, which will provide free financial education sessions to families enrolled in the homebuyer or rehab programs. Leading with education services better prepared LMI residents to understand and prepare for the financial planning necessary to maintain their assets and improve their own financial situations.

### **Actions planned to develop institutional structure**

The city of Auburn has reorganized its internal structure to better meet the array of prevailing community needs. By integrating the Public Health, General Assistance and Community Development teams there is present a culture of collaboration and joint responding to emergency health, housing and refugee needs which can only be achieved through the removal of inter-department barriers and the establishment of a unified mission of service and crisis response. As new positions are added, such as the Lead Hazard Control team and the Housing Intervention team, service gaps within the department are being filled.

The Auburn-Lewiston Consortium is also in a new phase of development where the Community Development and General Assistance offices from each city are working more directly and collaboratively on planning and response initiatives. This is most prevalent around the development and coordination of responses funded under the HOME-ARP plan, where the shared needs and homelessness crisis's are not easily divisible between the two cities. This inter-city cooperation and data sharing removed duplicative services and increases the efficiency of service delivery and efficacy.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Auburn Community Development Department, the Auburn Housing Authority, the Lewiston-Auburn Alliance for Services to the Homeless, the Lewiston Community Development Department, the Lewiston Housing Authority, Community Concepts, Healthy Androscoggin, and other city departments, and local and regional nonprofit organizations coordinate closely in the planning and delivery of housing services. However, there are not enough resources among all of the partners to meet the identified needs. Waiting lists for services at the housing authorities are long. By leveraging private developers to construct more affordable units and engage with the Section 8 voucher program multiple agencies would be increasing efficiency and ability to better serve the 434 low-to-moderate income residents currently on the Section 8 wait list. By engaging with the new HUB Coordinator through a dedicated Housing Intervention Specialist position within the city these production efforts can be aided with wrap-around services necessary to move residents in need through a better organized structure with concrete benchmarks and measurable goals.

The Community Development Department has been involved in a local Green and Healthy Homes initiative in order to better coordinate housing improvements and bring new resources to



the community. The City of Auburn has received a Lead Hazard Control Grant with the assistance of Healthy Androscoggin and other service delivery partners within the community. This project entails substantial integration of multiple health agencies, non-profit service providers and state Center for Disease Control who can more efficiently share information, referrals and response services specifically for children with identified elevated blood-lead levels (eblls).

The city of Auburn is currently working on the development of a new multi-unit housing co-op in partnership with the Auburn Housing Authority. This project will utilize the assistance of additional non-profit technical assistance providers who specialize in co-op development and governance. This new model will not just create new multi-unit rentals but will create democratically governed buildings where residents become homeowners and have access to a greater opportunity to build generational wealth through homeownership.

## **Discussion**

The last year has provided substantial and dramatic changes locally, nationally and internationally. More prevalent today than in the last 50 years international conflicts and the crumbling of a globalized consumer economy has created new and unexpected challenges to Auburn and Lewiston residents. Grocery prices and fuel are increasing dramatically. Essential foods are becoming scarce given manufacturing and resource acquisition breakdowns on the other side of the world. Lumber prices and construction materials are becoming scarce and largely unaffordable to many. Our community is growing with the addition of new and welcomed members who have been driven from other parts of the world due to famine and conflict. Finally, inflation and un/under employment are making housing and necessary daily resources unattainable for average residents.

The worst part of all of these new and novel trials and tribulations, which we all have grown accustomed to hearing on the daily news, is that it begins to negatively affect our general world-view and essential optimism which we all need to grow, develop and prosper. This is, above all, where we need to focus the majority of our efforts, energies and collaborations. In the face of all these challenges the most important aspect of interdepartmental, institutional, and interpersonal development will be to not lose sight of this key element.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	75.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Auburn /Lewiston will not utilize other forms of investment beyond those in section 92.205

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The Auburn/Lewiston Consortium will use the Recapture method to recover HOME funds from projects that have not met the minimum required affordability periods. The proceeds from the repayment of the HOME Program assistance to the original first-time homebuyer will be utilized to assist other HOME Program eligible first-time homebuyers to obtain a home within the geographic area providing the property will be their principal residence.

To ensure that the Auburn Lewiston Consortium recovers all or a portion of the HOME Program funds from a homeowner if the housing is sold, transferred or foreclosed upon within the minimum federally-required affordability period, the following Recapture provisions will be made an express covenant of the borrower applicable to the loan:

If the mortgaged property is sold, refinanced, conveyed, assigned, leased or otherwise transferred or if a senior lender forecloses on any senior mortgage prior to the end of the minimum federally required affordability period as defined by 24CFR 92.254(a)(4), the Home Program loan assistance must be repaid to the City of Auburn on a net proceeds' basis according to the following mathematical formula:

Net Proceeds = (sales price minus municipal liens minus principal owed to senior lenders minus selling costs);

Homeowner Investment = (down payment plus principal paid on first mortgage, and any verifiable capital improvement investment made from date of purchase);

A/L Investment = (HOME Program Loan(s) assistance);

Total Investment = (homeowner investment plus City's investment)

Amount of Net Proceeds to be returned to the City = City's investment x net proceeds

Total investment

In the event of resale of a property where there is no direct subsidy to the buyer, the

Auburn/Lewiston Consortium employs a Resale Provision to preserve the full term of affordability and ensure the housing is retained for occupancy by low-income families. Specifically, the Resale Provision requires that if the owner sells, conveys or otherwise transfers his interest in the premises prior to expiration of the affordability period, such sale, conveyance, or transfer shall only be to an eligible, low-income purchaser. Other restrictions concerning notice of sale, maximum resale price and marketing of affordable unit(s) apply and are fully detailed in the Auburn/Lewiston's Resale Provision.

Auburn/Lewiston Consortium will not use the resale draft guidelines without consultation and approval from HUD.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Homebuyer and Homeowner Rehabilitation projects will be subject to recapture provisions of the HOME Program. The property must be occupied as a principal residence for the minimum periods of 5 years if HOME assistance is less than \$15,000, 10 years if HOME assistance is between \$15,000 and \$40,000, and 15 years if HOME assistance is over \$40,000. The recapture period shall commence when the building acquisition and/or rehabilitation are complete and a project completion certification has been issued for rehabilitation.

Transfer of Title. The City shall collect the net proceeds from the sale of the property up to the outstanding balance of the HOME assistance when the HOME Borrower relinquishes the property voluntarily or due to a foreclosure, bankruptcy, appointment of a receiver or liquidation, or assignment for the benefit of the HOME Borrower's creditors, or a financial hardship resulting in a short sale. In the event that the net proceeds are insufficient to repay the HOME loan(s), the City will then forgive part or all of the HOME loans(s).

Auburn will not use a Resale provision unless preapproved by HUD.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Home funds will not be used to refinance existing debt.





## Attachments

## Grantee Unique Appendices



### City of Auburn, Maine

#### Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

### Citizen Participation Plan

2020-2024

Adopted \_\_\_\_\_, 2022

The U.S. Department of Housing and Urban Development (HUD) has consolidated the planning, application, reporting and citizen participation processes of formula grant programs: Community Development Block Grants (CDBG), & Home Investment Partnerships (HOME). The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the formula block grant programs.

The city of Auburn (City) encourages citizens, especially those earning low and moderate incomes, to participate in the development of the City's Consolidated Housing and Community Development Plan ("Consolidated Plan"). This Citizen Participation Plan outlines the responsibilities of the City for obtaining citizen participation in the process of preparing, amending, and updating the Five-Year Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER).

#### Citizen Participation Statutory Requirements

Plan/Report	Frequency	Due Date	Comment Period	Public Hearings
Consolidated Plan	Every 5 years	May 15*	30 days	2
Annual Action Plan	Every Year	May 15*	30 days	2
Amendments to Consolidated Plan Annual Action Plan	As needed		30 days	1
Consolidated Annual Performance Evaluation Report (CAPER)	Every year	Sept. 30	15 days	1

\*Unless otherwise extended by HUD CPD Notice

#### Timeline of Annual Tasks, Submissions & Approvals

February	Public Hearing to solicit consolidated/Action plan input Complete Department Program Budget
March 1st	Revisit Needs assessment and prioritizations Draft Consolidated/ Action Plan
April 1st	Publish Consolidated/ Action Plan Public Notice for 30-day Comment Period
1 <sup>st</sup> Council Meeting in May	Public Hearing Approval of Budget & Action Plan
May 15th	Submission of: <ul style="list-style-type: none"> <li>• Consolidated/ Action Plan</li> <li>• Summary of Consultations</li> <li>• Summary of Citizen Participation/ Comments</li> <li>• Certifications &amp; 424s</li> </ul>
July 1st	Beginning of Fiscal Year
August 1st	Close out Previous year activities/ Budgets
September 15	Publish CAPER Public Hearing regarding CAPER
September 30th	Submit CAPER to HUD
December 1st	Release annual citizen participation survey Solicit unmet needs statements from area service providers

#### THE CONSOLIDATED PLAN AND THE ANNUAL ACTION PLAN

The Consolidated Plan examines the current housing situation, explores the housing and community development needs of the City, and sets priorities for spending HUD grant funds. The Annual Action Plan represents activities for years 2-5 of the Consolidated Plan. The City encourages inter-local government, public and private agency, and citizen participation in collaboratively identifying housing and community development needs. To provide varied opportunities for participation in the planning and preparation of the Consolidated Plan, the City will undertake the following actions:

##### Consultation

Prior to the development of the draft Consolidated Plan, the City will solicit information about housing and community development needs. This solicitation may take the form of one or more of the following:

1. Consultation with local public agencies which assist low-income persons and areas, including state and federal agencies, other local governments and regional councils of government.
2. Consultation with private agencies, including public and private housing developers, local not-for-profit service providers, local public housing authorities, homeless service providers, not for-profit housing developers, community action agencies, social service agencies and advocates.

3. Information collection at statewide affordable housing and homeless conferences, with established entities such as the Statewide Homeless Council and the Continuums of Care, MaineHousing and with professional associations.
4. Public Hearing to solicit input from the community.
5. Sharing of local data and plans with Auburn Housing Authority to be incorporated in the AHA public hearing process.

#### Participation of Citizens

The City encourages citizens to participate in the development of the Consolidated Plan, Annual Action plans and all annual performance evaluations and reports. The City will take whatever actions are appropriate to encourage the participation of all residents, including minorities, non-English speaking persons, persons with disabilities, low- and moderate income persons, particularly those persons living in areas designated by the City as a revitalization area, or in a slum and blight area where CDBG funds are proposed to be used, as well as residents of predominantly low- and moderate income neighborhoods as defined by the most recent HUD census data. This includes translation services upon request for any written plans or notices as well as the increased use of the development of new, quantitative ways to increase and broaden public participation beyond the attendance of Public Hearings as required by 24 CFR 91.105 A-2 (iv).

Citizen participation will be accomplished through the following means:

1. Citizen Survey
  - An online survey of housing needs and service priorities will be provided via the City's websites. The availability of the online survey will be communicated through email and social media. Partner organizations will be encouraged to notify low-income clients of its availability.
  - A paper survey corresponding to the online survey will be provided locally through jurisdiction-wide service providers. These surveys will be translated into a minimum of three additional languages to include French, Portuguese & Somali.
2. Public Hearings/Forums
  - Public hearings will be scheduled at times and locations that are convenient to potential and actual beneficiaries.
  - Sites will accommodate persons with mobility impairments by being held in locations which meet ADA requirements, and special communication accommodations will be arranged if requested prior to the hearing date.

To the greatest extent practicable, the City may employ electronic means of communication and consultation, to include e-committees, online discussion forums and blogs, videoconferencing, online surveys, or similar methods. Upon request the City will provide Technical Assistance to groups representative of low- to moderate income communities who need assistance in developing proposals for funding assistance under any program included within the Consolidated Plan.

#### Public Notice

Reasonable notice will be given to announce the availability of the draft Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report. Availability of the drafts Plan or Annual Action Plan will be announced on the City's website and Social media.



To encourage citizen comment and attendance at public hearings/forums, notices will be emailed via City's mass email list as well as posted in city facilities including the local Housing Authority, the city Library, Senior Center and other service organizations which predominantly serve Low- and moderate-income residents.

These notices will include links to the draft plans and reports, contain information on how to access translation services and notify residents how to receive paper copies of the full proposals. The draft plans published will include the following as required by 24 CFR 91.105 (b)(1):

- HUD-provided data available to the public as cross-referenced to the data on HUD's Website
- the amount of assistance the local government expects to receive (including grant funds and program income);
- the range of activities that may be undertaken;
- the estimated amount of funding that will benefit persons of low- and moderate-income;
- the local government's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the local government will make available (or require others to make available) to persons displaced, even if the local government expects no displacement to occur; and

#### Public Hearings

Public hearings will be held before the submission of the final Consolidated & Annual Action Plan. This will be part of the 30-day public comment period. The purpose of this public hearing will be to gather citizen input on the proposed plans prior to submission.

Citizens will be notified of the public hearings at least two weeks before they are held. Public hearings will be announced in at least one Maine newspaper, by email, and on the City websites.

#### CONSIDERATION OF PUBLIC COMMENTS

A public comment period of at least 30 days will be provided prior to the adoption of the Consolidated Plan or implementation of substantial amendments. City staff will prepare a summary of all comments received in writing, or orally at the public hearing. In cases where citizens' views are not accepted, the city will provide reasons for the decision.

#### CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTS

Before the City submits a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD, the proposed CAPER will be made available to those interested for a comment period of no less than 15 days. Citizens will be notified of the CAPER's availability by public notices as outlined above

The CAPER will be available on the City website during the 15-day public comment period. Hard copies will be provided upon request. Any comments from individuals or groups received verbally or in writing will be considered. A summary of the comments, and of the responses, will be included in the final CAPER.



#### **SUBSTANTIAL AMENDMENTS**

A substantial amendment is defined as a proposed change in allocation of funds after the official adoption of the Consolidated Plan that affects 10 percent or more of the City's annual allocation of CDBG & HOME funds. A substantial amendment may also be required to carry out an activity not previously described in the action plan.

Any changes in the distribution of funds caused by changes in federal funding allocations after the Consolidated Plan/Annual Action Plan's draft comment period has expired will not be considered a substantial amendment.

Substantial amendments to the approved Consolidated Plan will be made public by public notices as outlined above. The City will receive and consider comments delivered in writing or orally at a Public Hearing on substantial amendments to the Consolidated Plan for 30 days before implementing those amendments. Approved amendments and a summary of comments will be attached and uploaded to the plan being amended within the Integrated Disbursement Information System.

If a state of emergency is declared which requires reallocation of funds and/or receipt of disaster recovery funding, the City will follow any abbreviated notice and approval process as published within a HUD CPD notice.

#### **CITIZEN COMPLAINTS**

Citizens who have objections or complaints about the Community Development Programs may submit a written complaint to:

Community Development Department  
City of Auburn  
60 Court Street  
Auburn, ME 04210

The complaint should include the date, name, address, telephone number of the complainant, convenient hour to reach that person by telephone, nature of the complaint and location. The complaint may also be given orally. The person initiating the complaint will schedule a meeting with the Community Development Manager and a formal complaint will be formulated from the interview that will be signed by the complainant.

There will be a written response, within 15 days of receipt, to the complainant. The response will indicate the ultimate disposition of the complaint.

#### **PUBLIC ACCESS : Availability of Documents**

The final Consolidated Plan, any substantial amendments, and annual performance reports will be made available to the public on the city's website. Copies will be available in printed form or electronic means upon request.

#### Access to Records

The City will provide all interested parties with access to information and records related to the Citizen Participation Plan, Consolidated Plan, Action Plan and any amendments by posting it in a translatable form on the city website. Hard copies can be requested, and accommodations will be available to individuals with visual or hearing impairments. Records relating to these documents can be requested for the preceding five years. The public will be provided reasonable access to housing assistance records, subject to laws regarding privacy and obligations of confidentiality.

#### Accommodations

Arrangements will be made for non-English-speaking persons and persons with special needs for mobility, hearing and visual impairments, or the homebound. Please contact the Community Development Department in advance so that arrangements can be made to provide adequate communication assistance. Access to these accommodations can be attained by contacting the Community Development Office ahead of time at (207) 333-6601 or emailing [CDBG@auburnmaine.gov](mailto:CDBG@auburnmaine.gov).

# CITY OF AUBURN CITIZEN PARTICIPATION PLAN 2020-2024

Amended August 2021

## **1. INTRODUCTION**

The City of Auburn received an “entitlement” designation for Community Development Block Grant funds in 1974. These funds are used for a number of loan programs to promote housing and economic development. Funds are also used for public facilities and infrastructure, and for social services. In 2001, Auburn and Lewiston formed a consortium with Auburn as the lead agency to receive HOME Investment Partnerships Program funds. The consortium was formed to meet the funding threshold for HOME funds.

The Department of Housing and Urban Development (HUD) requires recipients of its grant funds to prepare formal plans as a condition of receiving federal funds. These plans are intended to encourage communities to allocate federal resources to address local needs and market conditions.

The City has developed a Consolidated Plan (ConPlan) which is a fact-based analysis of local housing needs that reflects the incidence and severity of housing problems among different segments of the population. The ConPlan articulates priorities for addressing the needs that have been documented and defines strategies and activities linked to these priorities. Community representatives and housing practitioners will have opportunities to help shape the development of priorities and strategies. The process is intended to assist with coordination among relevant agencies in both planning and implementation. The City works closely with Auburn Housing Authority (AHA) on housing matters.

Section 104(a) of the Housing and Community Development Act of 1974 requires that the City of Auburn follow a Citizen Participation Plan. In order to comply with HUD regulations, the Community Development Department has prepared the following plan which outlines the process through which citizens will be informed of and involved in the Community Development Program. The Community Development Program involves funding of both the Community Development Block Grant and HOME Investment Partnerships (HOME) Program.

The Citizen’s Participation Plan is an effort to create a collaborative process whereby citizens assist in developing a vision for community development housing actions. The City Council will consider both public comments and recommendations of the Citizen’s Advisory Committee (CAC) in making decisions to allocate Community Development and HOME resources.

To affirmatively encourage citizen participation, the following plan elements shall be implemented in the execution of the Community Development Program.

## **2. GOAL**

The goal of the Citizen Participation Plan is to provide Auburn citizens with an opportunity to participate in various processes of the Community Development Program. Citizen participation shall be conducted in an open manner with appropriate and timely dissemination of information pertinent to all plans and programs. The emphasis of this Citizen Participation Plan to involve persons who are most likely to be affected by and utilize the Community Development Program, especially persons of low income, persons with special needs, and persons living in target areas.

## **3. OBJECTIVES**

The objectives of the Citizen Participation Plan are to:

Encourage citizen participation with emphasis on participation by persons who are of low income, special needs, and persons who live in or own property in a target area;

- Provide citizens with reasonable and timely access to local meetings, information, and records relating to the City's proposed and actual use of funds;
- Provide technical assistance to groups or representative of persons of low income that request such assistance in developing proposals with the level and type of assistance to be determined by the City;
- Obtain citizen views and answer questions at all stages of the Community Development process including development of needs, review of proposed activities and review of program performance;
- Provide for a timely written answer to complaints and grievances; and
- Provide for meeting the needs of non-English speaking residents and persons with special needs for accessibility or communication assistance at public meetings where a significant number of people are expected to participate.

## **4. PUBLIC PARTICIPATION**

### **A. NOTICES OF PUBLIC MEETINGS**

Public meetings are held to obtain views of citizens and public agencies with respect to the Community Development Program. Meeting notices will be published on the City's website.

At least 30 days before adoption by the City Council, a summary of the proposed Consolidated Plan and Annual Action Plan will be published on the City's web site to give citizens an opportunity to review and comment on the plan. The summary will describe the general contents of the Consolidated Plan. The public notice will indicate the location where copies can be examined or how to find it on the web site.

At least 15 days before submission a public notice will be placed in a local newspaper announcing the availability of the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides a review of program progress and performance of the Community Development Block Grant Program.

## **B. AVAILABILITY OF PUBLIC DOCUMENTS**

Documents will be available at the Community Development Department for perusal in an effort to provide readily accessible information to citizens. Historical records will be available for the previous five-year period. Documents that will be available are:

- Residential Anti-displacement;
- Relocation Assistance Plan and Affordable Rent Policy;
- Urban Conditions Study;
- Citizen Participation Plan;
- Community Development Block Grant Regulations;
- Environmental Review Records;
- Consolidated Annual Performance and Evaluation Report;
- Guidelines of various programs funded with Community Development and HOME Investment Partnerships Program funds; and
- Consolidated Plan and Annual Action Plans.

## **C. CITIZENS ADVISORY COMMITTEE**

The purpose of the Citizen's Advisory Committee is to assist in developing the Consolidated Plan and to monitor progress on achieving the goals and objectives of the plan. The committee will be made of a minimum of 11 Auburn residents, with a quorum being a majority of those currently appointed. The Committee will meet on a regular basis to track progress in accomplishing the goals of the Consolidated Plan. Community Development staff shall solicit members who will be representative of the following categories:

- At least one person of minority race or ethnic background;
- 3 representatives of community organizations, one of which represents the interests of homeless persons;
- A City Councilor;
- 4 persons from target areas including residents, landlords and small business owners. There will be a minimum of 1 each from the Downtown, Union Street and New Auburn Target Areas; and
- 2 representatives with a background in Real Estate or Finance.

The City Councilor member shall be appointed by the Council and their term shall coincide with their term in office. The other committee members shall be appointed by the Mayor and their term shall be three years, terms start on July 1st. The CAC membership shall elect a person amongst them to act as liaison with Community Development staff and to serve as spokesperson for the CAC to the City Council.

### **1) CAC Meetings:**

#### **a) Consolidated Plan**

The CAC will be involved in assisting with development of the 5-year Consolidated Plan by considering needs and resources, and prioritizing goals and objectives.



b) Annual Action Plan

In the subsequent four years, the CAC will review the annual Consolidated Annual Action Plan for conformance with the Consolidated Plan.

c) Consolidated Annual Performance and Evaluation Report (CAPER)

At the end of each program year, a performance report will be prepared. The CAC will meet after completion of the CAPER to consider progress in meeting the stated goals and objectives of the Consolidated Plan. The CAC will also review program performance, effectiveness, and evaluation.

d) The CAC may determine that other meetings are necessary to promote the goals of the Consolidated Plan. Establishing extra meetings will require a majority vote of the CAC.

**2) Consolidated Plan Considerations:**

During the study process, the CAC will consider data on housing needs and comments from focus groups to establish priorities. The CAC will consider the needs of extremely low-income, low-income, moderate-income, and middle income families; renters and owners; persons who are elderly, disabled, persons with HIV/AIDS and their families; single persons, large families, public housing residents, families on the public housing or section 8 tenant-based waiting list, and homeless; consider specific problems such as cost-burden, severe cost-burden, substandard housing and overcrowding.

**D. OTHER PUBLIC PARTICIPATION**

Community Development staff shall solicit input from citizens who may be affected by Community Development projects to give them an opportunity to express their views concerning problems, suggestions and alternatives to the proposed projects. A public notice will announce the availability of City documents and may include:

- amount of Community Development Block Grant funding to be received;
- eligible activities;
- general program requirements;
- previous years' use of funds;
- projected use of funds;
- time schedule for submitting the Consolidated Plan;
- amount of funds that will benefit very low, low, and low-moderate income persons; and plans to minimize displacement of persons and to assist persons.

## **E. CITY WEBSITE AND SOCIAL MEDIA NETWORKING**

The City of Auburn's website will provide up-to-date information on the Community Development and HOME Investment Partnerships Programs. Meeting notices, the draft and adopted Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, various adopted guidelines and policies, and the Citizen Participation Plan will be available.

In order to reach a broader more diverse audience, during the 5-year planning process the Community Development Department will also utilize an internet social networking site to provide important information on the Consolidated Plan and funding resources.

## **F. PUBLIC HEARINGS**

Public hearings shall be held by the City Council and shall serve as additional forums for citizens to convey their views on community development and housing needs, and to respond to proposed budget. At least 10 days prior to public hearings, a notice shall be placed in the newspaper announcing the public hearing. These public hearings will be conducted in the evenings and participation via zoom will be available. Recordings of these Public Hearings will be posted online for additional viewing accommodations. The City Council will consider comments or views of citizens received in writing or orally at the public hearing. Public hearing will be held at Auburn Hall, a location that accommodates persons with disabilities. Public hearing shall be held as follows:

- 1) Consolidated Plan** - A public hearing will be held prior to adoption of the Consolidated Plan. A draft Consolidated Plan will be available to the public 30 days prior to adoption. Copies will be available free of charge.
- 2) Consolidated Annual Action Plan** - A public hearing will be held prior to adoption of each Consolidated Annual Action Plan. A draft Annual Action Plan will be available 30 days prior to adoption. Copies will be available free of charge.
- 3) Amendments** - A public hearing will be held prior to adoption of any substantial amendments to the Consolidated Plan and Annual Action Plans. A substantial program amendment description will be available 30 days prior to adoption. Copies will be available free of charge.
- 4) Consolidated Annual Performance and Evaluation Report** - A public hearing will be held prior to submission of the Consolidated Annual Performance and Evaluation Report. The report will be available 15 days prior to submission. Copies will be available free of charge.

## **G. CONSIDERATION OF COMMENTS**

A summary of comments will be attached to the appropriate document and submitted to the City Council before an action is taken. The City Council shall consider comments of the CAC or others

prior to final adoption of the Consolidated Plan, Annual Action Plan, or Consolidated Annual Performance and Evaluation Report.

## **H. RESPONSE TO PROPOSALS/COMMENTS**

A staff member of the Community Development Department will respond to citizen comments or proposals. For every written proposal or comment, there will be a written response with reasons stated for whatever action the City has taken on the proposal. Oral proposals will receive oral responses, though they may be in writing.

## **5. SPECIAL CONSIDERATIONS**

### **A. ACCOMMODATIONS**

Arrangements will be made for non-English-speaking persons and persons with special needs for mobility, hearing and visual impairments, or the homebound. Please contact the Community Development Department in advance so that arrangements can be made to provide adequate communication assistance. Access to these accommodations can be attained by contacting the Community Development Office ahead of time at (207) 333-6601 or emailing [CDBG@auburnmaine.gov](mailto:CDBG@auburnmaine.gov).

### **B. TECHNICAL ASSISTANCE**

Staff will provide direct assistance to low-income persons or their representative when forming proposals for Community Development activities. The level and type of assistance will be determined by Community Development staff and may not necessarily include the provision of funds to any person, group, or agency.

Staff will provide direct assistance to low income persons in their effort to progress through the various program processes. For the Rehabilitation Program, assistance will include preparing a loan application, submitting financial information, providing advice for soliciting bids, or upon request securing bids for a property owner, comparing and evaluating bids for conformance to required work, assisting to schedule rehabilitation work, managing the escrow account, performing inspections to ensure quality work, acting as liaison between the contractor and property owner for complaints and resolving a variety of other problems. For the homebuyer programs, assistance will include preparing a loan application, submitting financial information, providing pre-qualification for housing affordability, credit counseling, and guiding the home purchase.

Staff will provide counseling to tenants who are in jeopardy of being displaced because of a federally funded project and provide relocation assistance to those who are being displaced. Tenants will be assisted when required to file relocation claim forms and to secure comparable housing that is decent, safe and sanitary.

Staff will make a credit counseling referral to low-income households to assist them becoming homeowners.

## **6. COMPLAINTS AND GRIEVANCES**

Citizens who have objections or complaints about the Community Development or HOME Programs may submit a written complaint to:

Community Development Department  
City of Auburn  
60 Court Street  
Auburn, ME 04210

The complaint should include the date, name, address, telephone number of the complainant, convenient hour to reach that person by telephone, nature of the complaint and location. The complaint may also be given orally. The person initiating the complaint will schedule a meeting with the Community Development Manager and a formal complaint will be formulated from the interview that will be signed by the complainant.

There will be a written response, within 15 days of receipt, to the complainant. The response will indicate the ultimate disposition of the complaint.

## **7. AMENDMENTS TO CONSOLIDATED PLAN**

Auburn will amend its Consolidated Plan in the following ways: whenever it makes one of the following decisions:

### **a) Minor Amendment**

A minor amendment will be approved by the City Manager. These include:

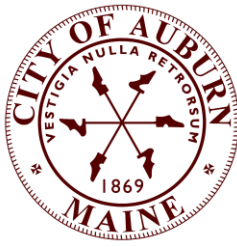
- Program Guideline updates
- Policy Changes
- Budget changes under 20% of planned projects

### **b) Substantial Amendment**

A substantial amendment must be authorized by the City Council and submitted to the U. S. Department of Housing and Urban Development. A public notice of the change will be published 30 days before adoption of an amendment by the City Council. An additional public hearing for a program amendment will be held in advance of a City Council vote.

A substantial amendment includes:

- to change a goal, priority, or activity of the Consolidated Plan;
- to carry out an activity using funds from any program covered by the Consolidated Plan (including program income) not previously covered in the Consolidated Annual Action Plan; or
- to change the purpose, scope, location, or beneficiaries of an activity included in the Consolidated Annual Action Plan.
- Change that exceeds 10% of the amount of annual Community Development or HOME Program budget



**ORDER 101-07182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that that City Council hereby adopts the Program Year 2022 Annual Action Plan with appendices as recommended by the Business & Community Development Office.

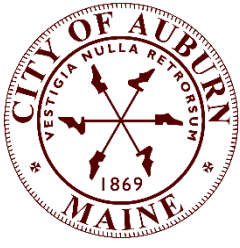
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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 102-07182022

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

**Subject:** Purchase of 121 Mill Street, Parcel ID 221-041

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**Information:** The property located at 121 Mill Street was identified as a potentially valuable resource for the city as it pertains to the Redevelopment plans in New Auburn. The parcel and building are uniquely situated in an area that offers opportunities for business relocation, recreational tourism, housing, services, community space and many others. After evaluating the possibilities and realizing how this property meets the foreseeable needs of the City it was clear the City needed to have site control for any of these future uses.

---

**City Budgetary Impacts:** None – acquisition is funded from current funds

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**Staff Recommended Action:** Approve the Order as presented.

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**Previous Meetings and History:** Executive sessions on 6/27/22 & 7/11/22

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:**

Property overview with photos

# Flex Office Space - For Lease

## 121 Mill St, Auburn, ME 04210

**PORTA & CO.**

COMMERCIAL REAL ESTATE

Listing ID: 30755368  
Status: Active  
Property Type: Office For Lease  
Office Type: Coworking, High-Tech  
Contiguous Space: 15,410 SF  
Total Available: 15,410 SF  
Gross Land Area: 4.58 SF  
Lease Rate: \$9 PSF (Annual)  
Base Monthly Rent: \$11,557  
Lease Type: NNN  
Nearest MSA: Lewiston-Auburn  
County: Androscoggin  
Loading: 1 Door  
Tax ID/APN: 01010\_221-041  
Zoning: GB  
Gross Building Area: 15,410 SF  
Property Visibility: Excellent  
Parking Type: Surface



### Overview/Comments

15,410± SF office space for lease  
4.58± AC site along Little Androscoggin River  
Full-service back up generator on site  
Building-mounted & street pylon signage available  
Located within an "Opportunity Zone" close to an abundance of residences and downtown amenities  
On site parking with 75+ spaces  
Lease Rate: \$9.00/SF NNN

#### More Information Online

<https://portacompany.catalyst.com/listing/30755368>

#### QR Code

Scan this image with your mobile device:



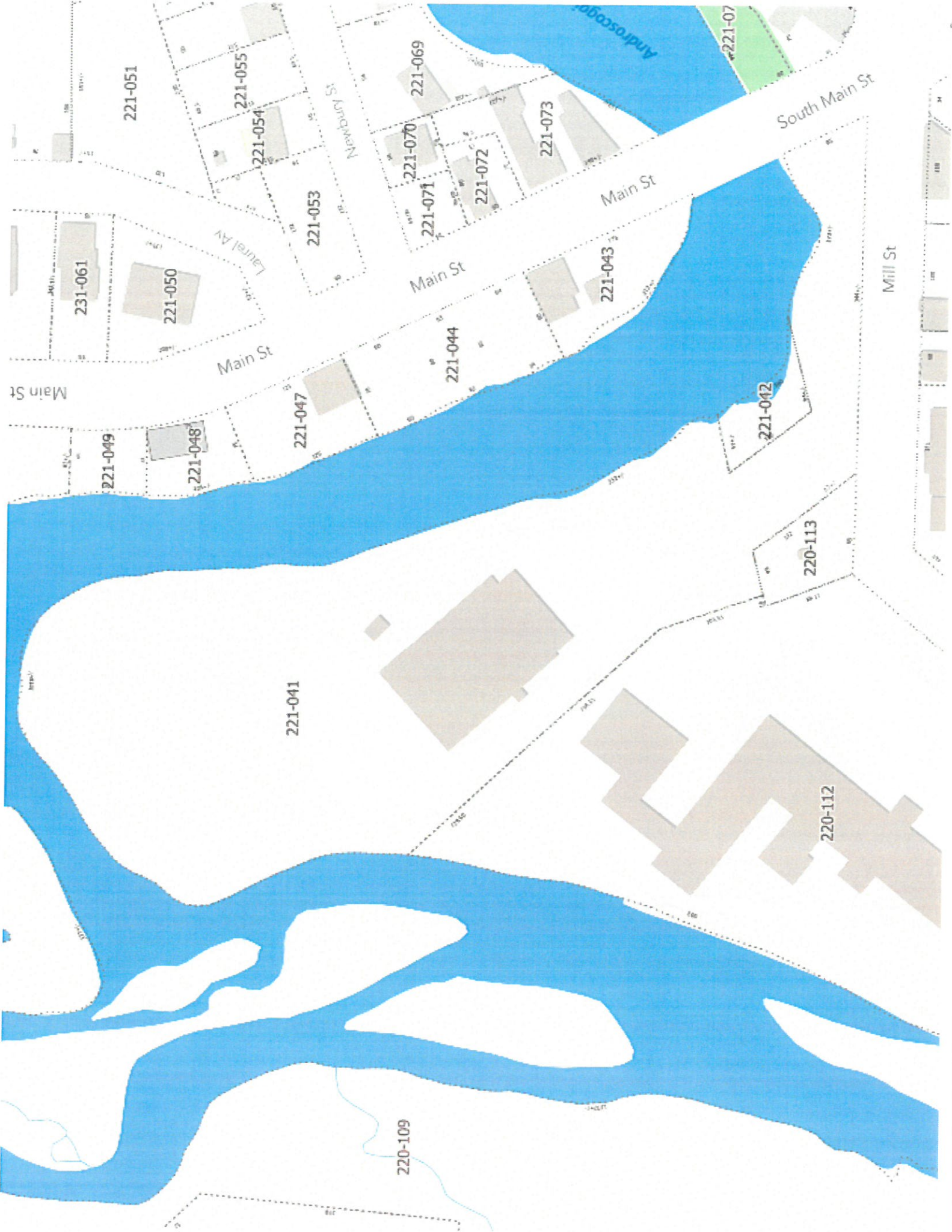
### Property Contacts



#### Timothy J. Millett

Porta & Company  
207-713-6995 [M]  
207-747-1515 [O]  
TMillett@portacompany.com

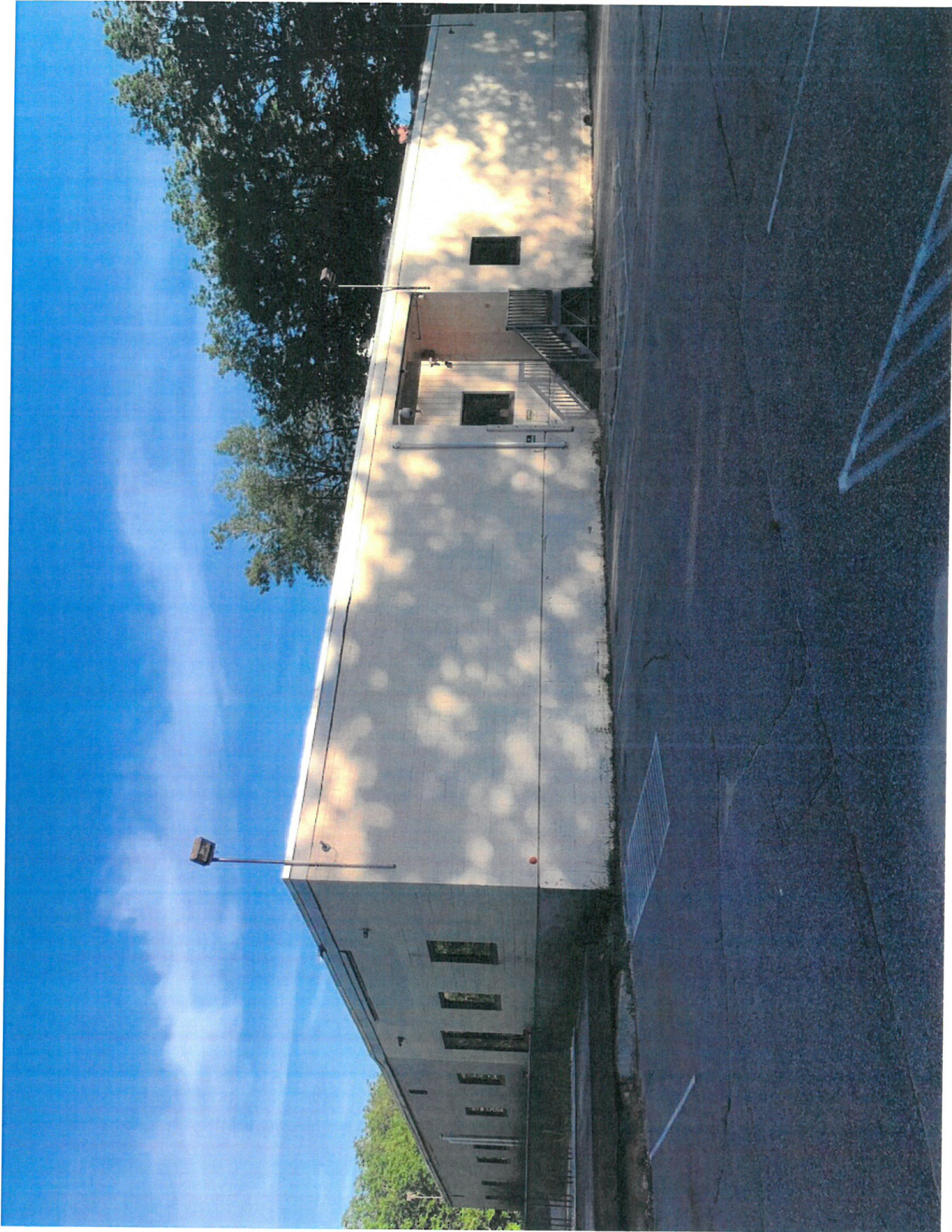








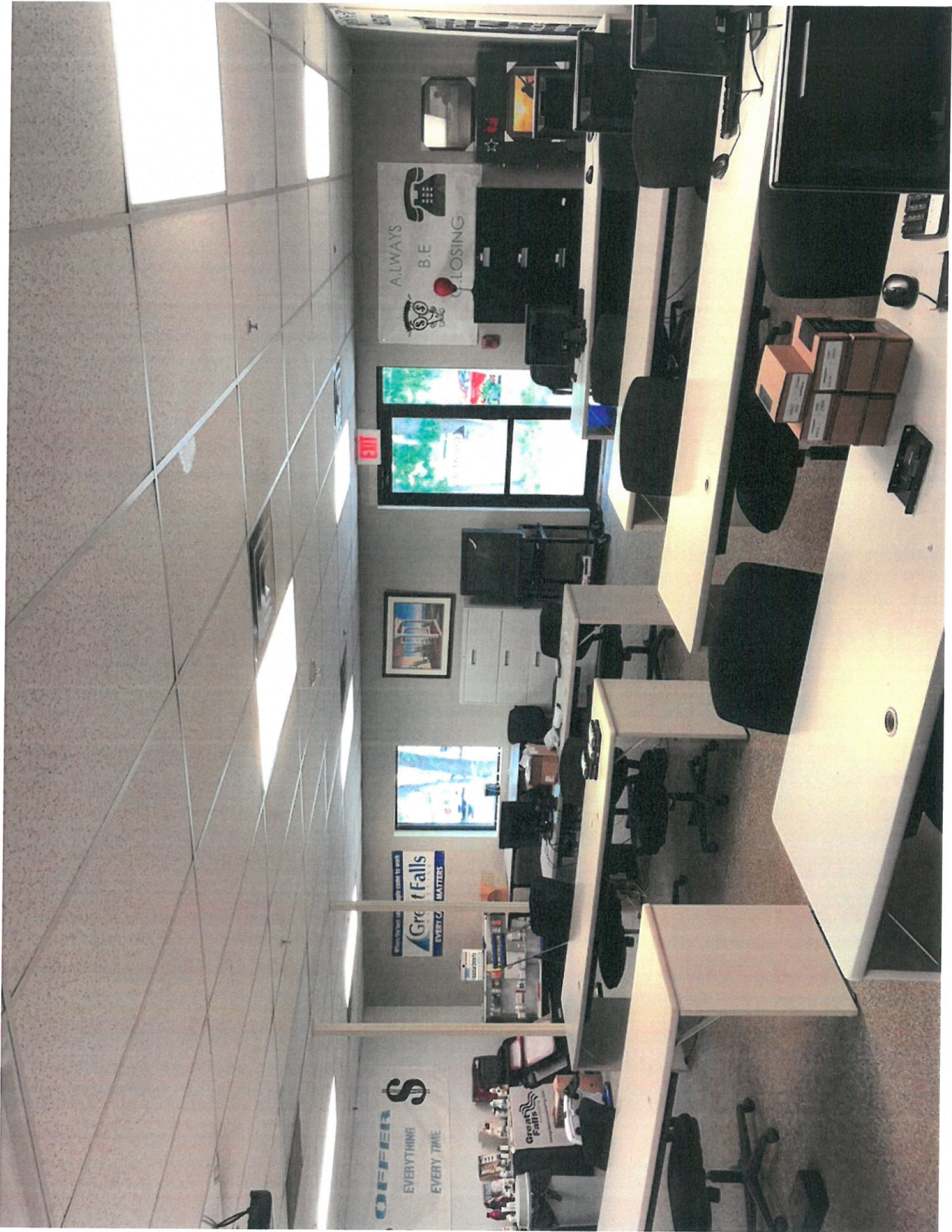




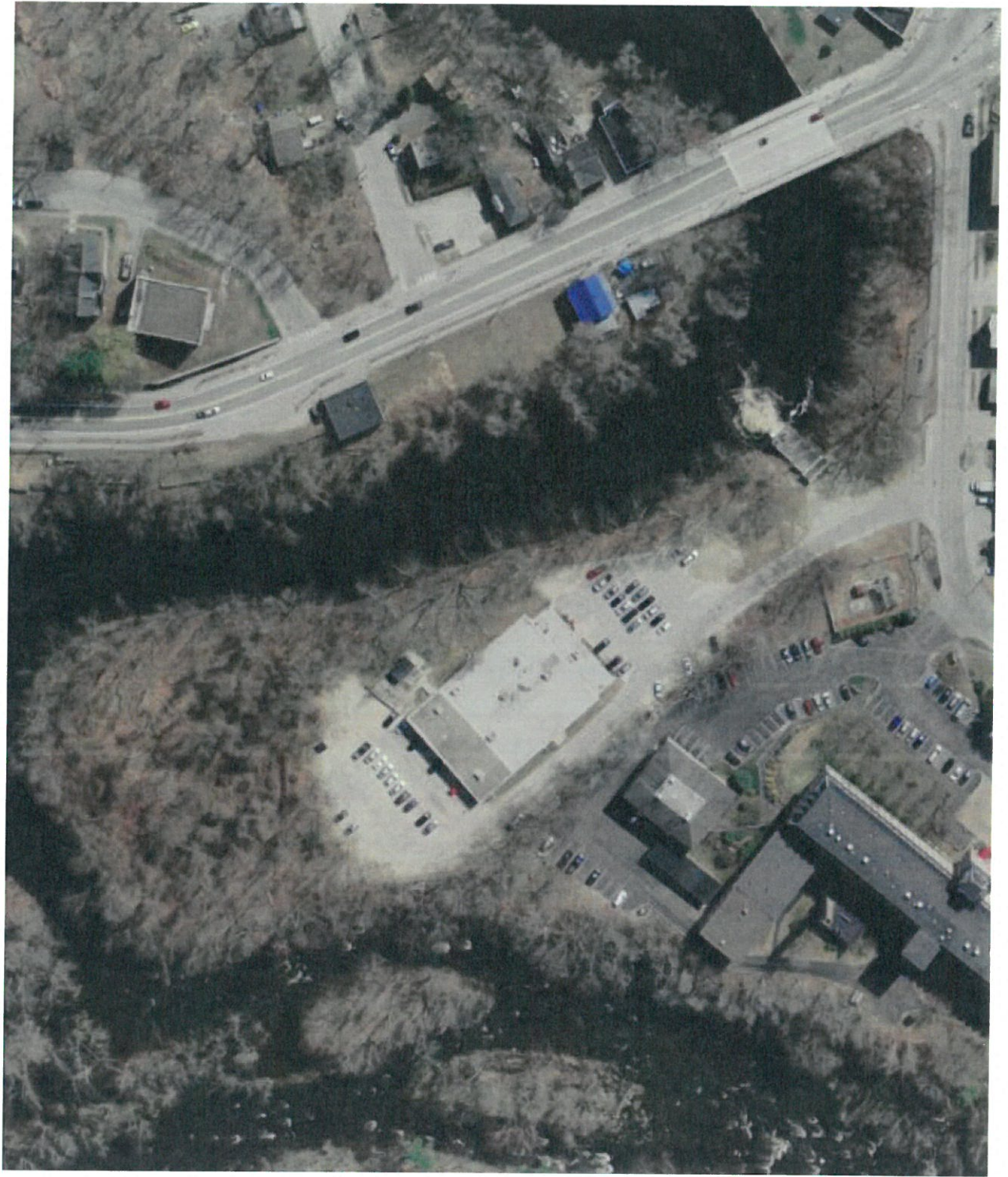














**ORDER 102-07182022**

# City Council Order

## IN CITY COUNCIL

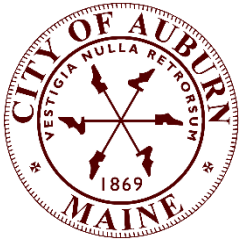
**ORDERED**, that the City Council hereby authorizes the City Manager to negotiate and execute the purchase of 121 Mill Street, Auburn Maine, 04210, Auburn Parcel ID 221-041.

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**Richard S. Whiting**, Ward One  
**Joseph R. Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan A. Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana N. Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 103-07182022

**Author:** Alison F. Pepin, Deputy Clerk

**Subject:** The Cheesy Skillet

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**Information:** The Cheesy Skillet, an existing business located at 80 Airport Drive applied for a Liquor License to serve beer and wine. Police, Fire, and Code have completed the necessary inspections and have granted approval. There are no outstanding taxes owed.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Public Hearing and recommend passage.

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

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

- Applications
- Public Notice
- Order





**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**

**TELEPHONE: (207) 624-7220**  
**FAX: (207) 287-3434**  
**EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)**

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- ☒ Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- ☒ Your application is signed and dated by a duly authorized person.
- ☐ The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- ☐ The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - ☐ The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - ☐ If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- ☐ For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- ☐ A diagram of the facility to be licensed must accompany all applications whether for a new license or the renewal of an existing license
- ☐ If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- ☐ Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor license must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

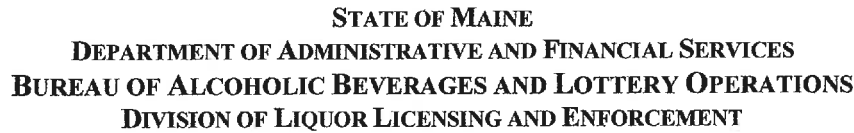
The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station  
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
19 Union Street, Suite 301-B  
Augusta, ME 04330



All Questions Must Be Answered Completely. Please print legibly.

**Section I: Licensee/Applicant(s) Information;  
Type of License and Status**

1. New license or renewal of existing license? ☒ New Expected Start date: \_\_\_\_\_  
☐ Renewal Expiration Date: \_\_\_\_\_

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: 46,000 Mon 8/11 Beer, Wine or Spirits: \_\_\_\_\_ Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer)      ☒ Wine      ☐ Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

80 Airport Drive Auburn Me

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☐ Yes ☒ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
The Cheesy Skillet		80 Airport Drive Auburn Me

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Danny D Carson Sr.	03/21/1961	Grand Isle Maine

Residence address on all the above for previous 5 years

Name	Address:
Danny D Carson Sr.	22 Blackmes St Auburn Me
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

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

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

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

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

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

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

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

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☐ Yes ☒ No

If No, please provide the name and address of the owner:

Auburn/Lewiston Airport Auburn Me.



18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Dining Room that sits 45 guests +

20. 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?

Name: Sehovahs

Distance: 1/2 mile

## Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: \_\_\_\_\_



Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

Danny D Carson Sr.

Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application? ☐ Municipal Officers of \_\_\_\_\_

☐ County Commissioners of \_\_\_\_\_ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§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.

**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.

**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.

**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.

**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;

**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;

**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;

**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;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**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

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.

**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. Repealed**

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.

**4. Repealed**

**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.

**Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

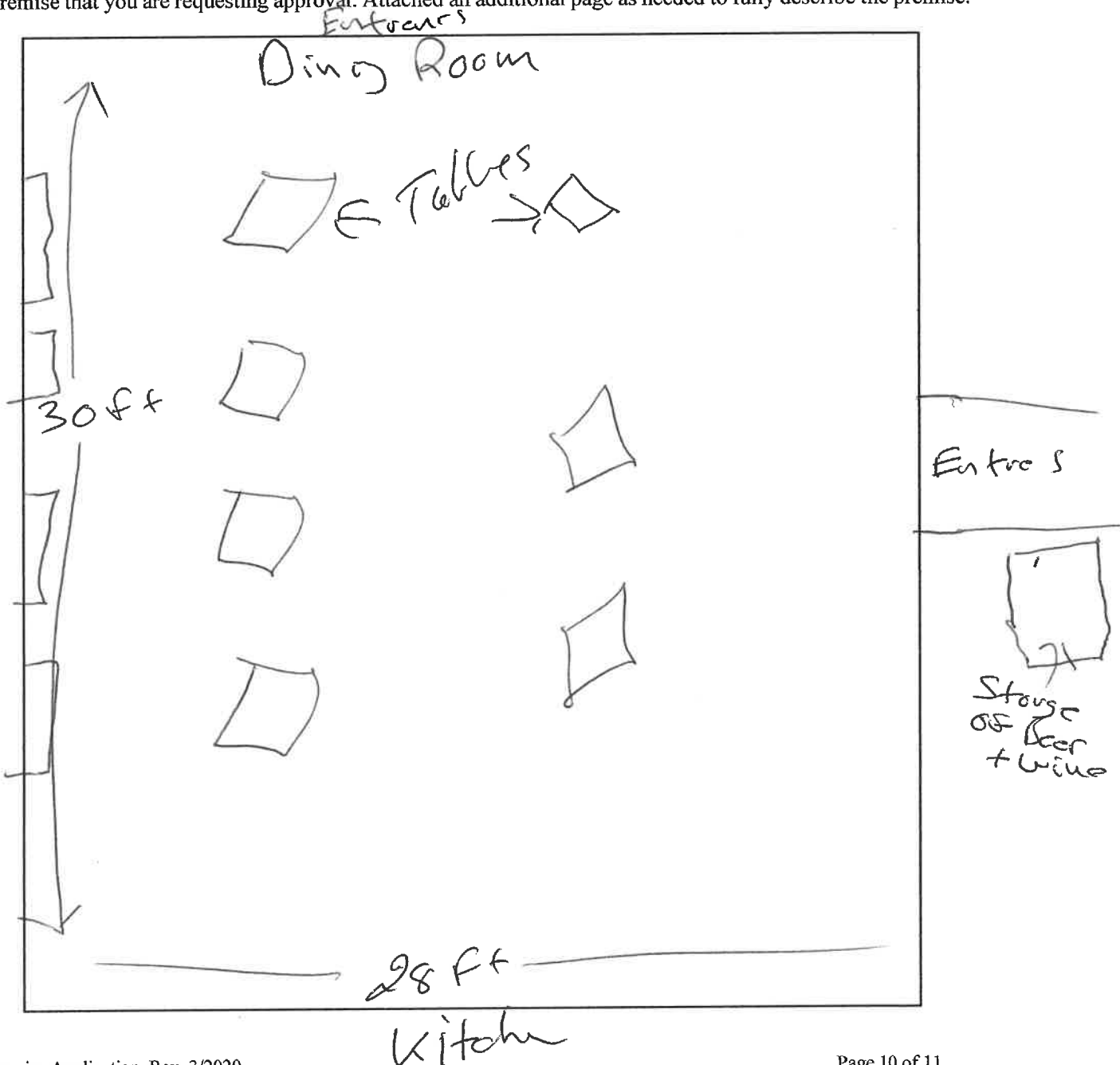
<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00



## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Danny D Carson
2. Doing Business As, if any: The Cheesy Skillet
3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Danny D Carson Sr	22 Blackman St	03/21/61	owner	100%

(Ownership in non-publicly traded companies must add up to 100%.)



**ORDER 103-07182022**

# City Council Order

## IN CITY COUNCIL

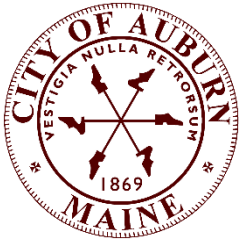
**ORDERED**, that the City Council hereby approves the Liquor License for The Cheesy Skillet located at 80 Airport Drive, Auburn, ME.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 104-07182022

**Author:** Brian Wood, Assistant City Manager

**Subject:** ARPA (American Rescue Plan Act) - Acquisition of the Lake Auburn Community Center Property

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**Information:** The City of Auburn was approached by the Lake Auburn Watershed Neighborhood Association to purchase the Lake Auburn Community Center. The purchasing of this parcel would be to ensure current and future generations have access to this public land, tree farm, trails, volleyball courts and other recreational activities. This partnership will also generate educational opportunities for youth, with specific emphasis on environmental sustainability.

The City of Auburn will partner with other organizations to ensure proper upkeep and maintenance of this 6.1.1-acre parcel. Current conservation easements will remain unchanged.

The purchase of this property is an allowable expenditure under ARPA's final rule – 2.22 - *Strong Healthy Communities: Neighborhood Features that Promote Health and Safety*.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** Vote to authorize the City Manager and/or his designee to execute the final purchase and sale agreement of the Lake Auburn Community Center and land associated with it.

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**Previous Meetings and History:**

Council Workshop – April 19, 2022, Council voted to allocate \$100,000 of ARPA funds to purchase the lake Auburn Community Center (Order 55-05022022). This order new order authorizes the City Manager and/or his designee to execute the final purchase and sale agreement of the Lake Auburn Community Center and land associated with it and to approve and/or assume all leases that may be associated with said purchase.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** None



**ORDER 104-07182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council authorizes the City Manager and/or his designee to execute the final purchase and sale agreement of the Lake Auburn Community Center and land associated with the Community Center, and to approve and/or assume all leases that may be associated with said purchase.

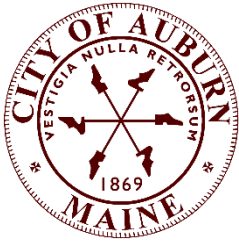
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**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Ordinance:** 18-07182022

**Author:** Eric J Cousens, Planning and Permitting Director

**Subject:** Public Safety, Detention, and Correctional Facility Moratorium

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**Information:** The Androscoggin County Commissioners have announced plans to acquire property within the City to be used as a new or additional location for offices of the Androscoggin County Sheriff's Department and as a new or additional location for the Androscoggin County Jail.

The City's current ordinances governing land use, zoning, site plan review and special exception review do not adequately or specifically address Public Safety Facilities, Detention Facilities or Correctional Facilities.

The development of new or additional Public Safety, Detention Facilities or Correctional Facilities could pose serious threats to the public health, safety and welfare of the residents and businesses abutting or in close proximity to such facilities without adequate provision for issues of public safety, health, land use compatibility, noise, visual degradation and environmental degradation.

A moratorium was adopted on March 7, 2022 on development proposals involving Public Safety Facilities, Detention Facilities, or Correctional Facilities at a site on which one currently does not exist, however staff has not been able to fully address this and is proposing the city council extends the moratorium, for another six months as allowed by State law.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Extend the moratorium for another six months.

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**Previous Meetings and History:** NA

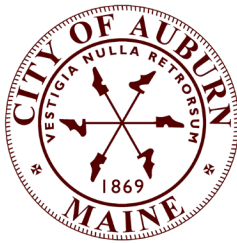
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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:** Proposed Moratorium



# City Council Ordinance

## CITY OF AUBURN

### **EXTENDING THE PUBLIC SAFETY, DETENTION AND CORRECTIONAL FACILITY MORATORIUM ORDINANCE**

**Be it Ordained**, that the City Council hereby extends the six-month moratorium below that was adopted on March 7, 2022 for another six months.

**THE CITY OF AUBURN** adopts a Public Safety, Detention, and Correctional Facility Moratorium Ordinance as follows:

**WHEREAS**, the Androscoggin County Commissioners have announced plans to acquire property within the City to be used as a new or additional location for offices of the Androscoggin County Sheriff's Department and as a new or additional location for the Androscoggin County Jail;

**WHEREAS**, the current offices of the Androscoggin County Sheriff and the current Androscoggin County Jail are used for law enforcement, communications, emergency management, special operations, investigations, civil service, detention, including the holding and housing of persons in custody under process of law pending the outcome of legal proceedings, and corrections, including the holding and housing of persons for the purposes of punishment, correction, or rehabilitation following conviction of a criminal offense;

**WHEREAS**, the City's current ordinances governing land use, zoning, site plan review and special exception review do not adequately or specifically address Public Safety Facilities, Detention Facilities or Correctional Facilities;

**WHEREAS**, development of new or additional Public Safety Facilities, Detention Facilities or Correctional Facilities could pose serious threats to the public health, safety and welfare of the residents and businesses abutting or in close proximity to such facilities without adequate provision for issues of public safety, health, land use compatibility, noise, visual degradation and environmental degradation;

**WHEREAS**, the City is in the process of reviewing its Code of Ordinances, and needs additional time to study its Code of Ordinances to determine the implications of development proposals involving Public Safety Facilities, Detention Facilities and Correctional Facilities;

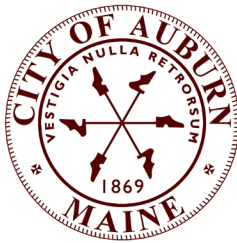
**WHEREAS**, the City Council and the Planning Board, with such professional advice and assistance as they deem necessary and appropriate, shall study the City's ordinances to determine the public safety, health, land use, environmental and other regulatory implications of development proposals involving Public Safety Facilities, Detention Facilities and Correctional Facilities and consider what regulations might be appropriate for such activity;

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**Richard Whiting**, Ward One  
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**Phillip L. Crowell, Jr.**, City Manager



## City Council Ordinance

**WHEREAS**, the City's current ordinances are not adequate to prevent serious public harm from proposed development proposals involving Public Safety Facilities, Detention Facilities and Correctional Facilities;

**WHEREAS**, the City's current ordinances do not contain sufficient standards to effectively provide municipal review and approval of development proposals involving Public Safety Facilities, Detention Facilities and Correctional Facilities;

**WHEREAS**, it is anticipated that such a study, review, and development of recommended ordinance changes will take at least one hundred and eighty (180) days from the date the City considers this moratorium on development proposals involving Public Safety Facilities, Detention Facilities, and Correctional Facilities;

**WHEREAS**, amendments to ordinances may require public hearings by the Planning Board and City Council and votes by the Planning Board and City Council; and

**WHEREAS**, in the judgment of the City, these facts create an emergency within the meaning of 30-A M.R.S.A. § 4356(1), and require this Ordinance as immediately necessary for the preservation of the public health, safety and welfare;

**NOW, THEREFORE**, the City does hereby ordain that the following Moratorium Ordinance be, and hereby is, enacted:

### **Section 1. Moratorium Declared.**

The City does hereby declare a moratorium on development proposals involving Public Safety Facilities, Detention Facilities, or Correctional Facilities at a site on which one currently does not exist. The moratorium shall remain in effect for one hundred and eighty (180) days from the date of applicability of this Ordinance, unless extended or modified by the City Council, for the express purpose of drafting an amendment or amendments to City ordinances to protect the public from health and safety risks including, but not limited to, the potential adverse public safety, health, land use compatibility, noise, environmental degradation and visual degradation effects of development proposals involving a Public Safety Facility, Detention Facility or Correctional Facility if not properly regulated; and

**BE IT FURTHER ORDAINED**, that notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Ordinance, when enacted, shall apply to any development proposals involving a Public Safety Facility, Detention Facility, or Correctional Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to February 22, 2022, which is the applicability date of this Ordinance; and

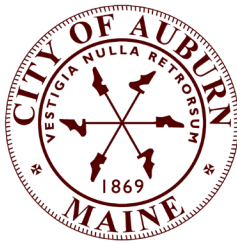
**BE IT FURTHER ORDAINED**, that no person or organization shall start or engage in the

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## City Council Ordinance

construction or operation of a Public Safety Facility, Detention Facility, or Correctional Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to February 22, 2022, without complying with whatever ordinance amendment or amendments the City may enact as a result of this moratorium; and

**BE IT FURTHER ORDAINED**, that during the time this moratorium is in effect, no officer, official, employee, office, administrative board or agency of the City shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, certificate of approved use, conditional use review, special exception review and/or any other permits, licenses or approvals related to a Public Safety Facility, Detention Facility, or Correctional Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to February 22, 2022; and

**BE IT FURTHER ORDAINED**, that those provisions of the City's ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

**BE IT FURTHER ORDAINED**, that should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

### **Section 2. Violations; Civil Penalties.**

If the construction or operation of a Public Safety Facility, Detention Facility, or Correctional Facility is initiated in violation of this Ordinance, each day of any continuing violation shall constitute a separate violation of this Ordinance, and the City shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties in accordance with 30-A M.R.S.A. § 4452 or City ordinance, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

### **Section 3. Definitions.**

**Correctional Facility** means a facility in which persons are held and housed primarily for the purposes of punishment, correction, or rehabilitation following conviction of a criminal offense. This definition includes pre-release facilities, but does not include work release centers.

**City** means the City of Auburn, Maine, a municipal corporation organized and existing under the laws of the State of Maine.

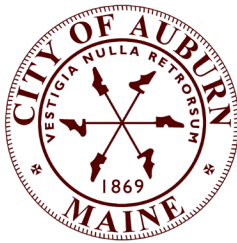
**Detention Facility** means a facility in which persons are held and housed in custody under

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## City Council Ordinance

process of law, pending the outcome of legal proceedings, but not for the purposes of punishment, correction, or rehabilitation following conviction of a criminal offense.

**Public Safety Facility** means a facility in which the operations of law enforcement, communications, fire services, emergency management, special operations, investigations, or civil services are housed for emergency and public safety responses.

### **Section 4. Effective Date; Emergency Declaration**

The City Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious public harm that could be caused by the unregulated development of Public Safety Facilities, Detention Facilities, and Correctional Facilities, thereby necessitating a moratorium to provide an opportunity for the City to review the potential impacts and harm that may be caused by such development, and to amend its Code of Ordinances to mitigate the potential impact and harm on the City, its businesses and its residents. This Ordinance shall be effective immediately upon enactment by the City Council and shall remain in effect for one hundred and eighty (180) days from the date of enactment unless it is adopted as a regular ordinance within that time period.

Adopted on March 7, 2022

Extended by 6 months on: \_\_\_\_\_ Date

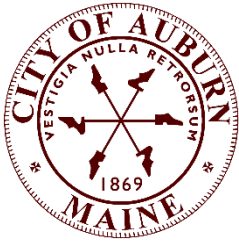
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**Phillip L. Crowell, Jr.**, City Manager





**City of Auburn  
City Council Information Sheet**

**Council Public Hearing:** July 18<sup>th</sup>, 2022

**Ordinance:** 19-07182022

**Author:** John A. Blais, Deputy Director of Planning and Permitting

**Subject:** First Reading: Creation of a New DISTRICT REGULATION in Division 14, FORM BASED CODE; Article IV, Division 14, Sec. 60-549B-60-549.3B Traditional Downtown Neighborhood T- 4.2B

- 
- I. **Information:** The comprehensive plan update adopted on December 6, 2021, identified zoning map and text amendments needed to implement the goals of the plan updates. The area under discussion was recommended by Planning Board on June 21 and amended by City Council on June 27, 2022: *Residential uses should be allowed at a density driven by the form, lot size and configuration of the lot with no minimum road frontage required, shared driveways are encouraged. The areas within the Traditional Neighborhood designation are served by public/community sewer and water. No front yard needs to be any deeper than the average depth off front yards on the lots next thereto on either side. Side and rear setbacks should be 5-10 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the lot with up to 70% lot coverage. Minimum building height 1 story with maximum of 3 stories (excluding an attic story).*
- II.
- 1.) All Bed and Breakfast establishments allowed with special exception approval from the Planning Board.
  - 2.) Residential Facilities allowed with special exception approval from the Planning Board.
  - 3.) Lodging allowed with special exception approval from the Planning Board.
  - 4.) Personal Services allowed with special exception approval from the Planning Board.
  - 5.) Age restricted retail not allowed.
  - 6.) Restaurants with over 30 seats not allowed.
  - 7.) Government offices allowed with special exception approval from the Planning Board.
  - 8.) Parking requirements (public or private) may be provided within 500 feet of the establishment for all FBC.
  - 9.) Office, Service and Retail Use limited to 1,500 SF footprint and must include a residential unit, no drive through businesses allowed.
  - 10.) Multifamily allowed with special exception approval from Planning Board.
  - 11.) Artist studios and performing arts centers allowed with special exception
  - 12.) No front yard needs to be any less than the average depth off front yards on the lots next thereto on either side.

The Planning Board and Council considered an adoption of a new Form Based Code T-4.2B. Staff recommends creating this new zoning district that better fits the area and incorporates a text component of new zone T-4.2B as recommended by the Council and Planning Board. Council amended Planning Board's recommendation to change the front setback requirements from a minimum of 5 to a maximum of

15 to a 5-foot minimum to a maximum of 25 foot or 25% of the lot whichever is more. Council instead decided to adopt similar front setback requirements to the General Business (GB) zoning district (#12 above). A draft of the codification based on Planning Board and Council input and the findings of staff report to Planning Board are attached.

---

**Staff Recommended Action:** Staff suggests Council hold first reading and public hearing on New DISTRICT REGULATION in Division 14, FORM BASED CODE; Article IV, Division 14, Sec. 60-549B-60-549.3B Traditional Downtown Neighborhood T- 4.2B as recommended by Planning Board on June 21 and amended by Council on June 27, 2022.

---

**Previous Meetings and History:** January 3<sup>rd</sup> Council Discussion Initiation, March 21,2022 Council First Reading and February 8<sup>th</sup> and March 8, 2022, Planning Board, June 21<sup>st</sup> Planning Board Meeting, June 27<sup>th</sup> City Council Meeting

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**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments:** Board recommendation as amended on June 21st, Ordinance, Staff Memo of City Council comments from June 27, 2022, Division 14, Form Based Code excerpt with proposed T-4.2B changes.



## City of Auburn, Maine

Planning Board

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

### **DRAFT FOR REVIEW AND FINALIZATION AT THE 6/28/22 PLANNING BOARD MEETING**

**To:** Auburn City Council

**From:** Auburn Planning Board

**RE:** Planning Board Report to City Council on Zoning Text and Map Amendments (T-4.2B Text and Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas Map amendment

**Date:** June 28, 2022

This report is the report from the Planning Board regarding the above-described map and text amendments pursuant to Section 60-1496 of the City of Auburn Ordinances. After notice and Public Hearings held on June 21, 2022, the Planning Board forwards this report to the City Council. The Board Recommends as follows:

**1. PROPOSAL: PUBLIC HEARING: Zoning Amendments:** Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas (T-4.2). Proposed text amendments to the Court Street/City Core of Urban Residential Area; 1,687.41 acres of Formed Base Code T-4.2 to T-4.2B (Exhibit A)

Motion: Brian DuBois; Second: Stacey LeBlanc

“I make a motion to recommend to City Council a text amendment suggested by Council with creation of a new form-based code zone T-4.2B with items listed under section 2 of your summary with a couple of revisions. One is under #9 to remove the words upper floor and say must include residential unit, and add number 12: that artists' studios and performing arts centers be considered a Special Exception”

---

Motion: Evan Cyr; Second: Riley Bergeron

“I make a motion to amend the front setbacks to include that we change the setbacks from a minimum of 5 to a maximum of 15 to a 5-foot minimum to a maximum of 25 foot or 25% of the lot whichever is more.”

Motion to amend passes 7-0

*The main motion is now amended to include the amended setbacks*

---

Motion: Evan; Second: Mathieu Duvall

I am going to make a motion to amend to remove note number five (5) on page 19 of 22 which read that density of 14 dwelling units per acre unless special exception subject to planning Board approval.”

Motion to amend passes 6-1

---

Motion to recommend new zone, T-4.2B with amendments passes 7-0

**2. PROPOSAL: PUBLIC HEARING: Zoning Map Amendments:** Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas (T-4.2). Proposed map amendment to the Court Street/City Core of Urban Residential Area; 1,687.41 acres of Formed Base Code T-4.2 to T-4.2B (Exhibit A)

Motion: Mathieu Duvall; Second Riley Bergeron

I'd like to make a motion to postpone this item until the first regular meeting of the Planning Board after the City Council finishes its deliberation and makes its decision on adoption of T-4.2B

Motion does not pass 0-7

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Motion: Evan Cyr; Second Mathieu Duvall.

I make a motion to recommend the City to not (make a map) amend(ment) (regarding changing) T-4.2 to T-4.2 B for the Court Street area with a total area having been suggested for amendment of 1687.41 acres shown on the map exhibit A, due to process concerns specific to not knowing what the final language of T-4.2B will be from City Council that the Board would be adopting.

Motion passes as amended 7-0

**DRAFT FOR CLARIFICATION BY THE BOARD:** The Board intends to resume this discussion with an additional notice and public hearing after the T-4.2B Text has been finalized by the City Council.

**OR**

The Board requests direction from Council after receiving this report for how to proceed with future consideration.

---

Motion to continue the meeting to take on Item 5-8,

Motion does not pass. 5-2 (Need 100% concurrence found in Planning Board Policy- Article VI D: **No New Business.**



## City of Auburn, Maine

Office of Planning and Permitting

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

**To:** Auburn Planning Board from City Council  
**From:** John Blais, Deputy Director of Planning & Permitting  
**Re:** City Council update to T-4.2B  
**Date:** June 28, 2022

---

The Council acknowledged that the PB did what they asked and they appreciate the recommendation. Council also discussed a couple of considerations or tweaks to the language that they will consider on July 18th.

1. Apply marijuana buffer map over zoning to see if there is any concern with areas available for MJ business being mixed in with another retail store at less than 50% floor area to avoid being an age restricted business under the existing definition. Special exception for any retail business could address the concern if PB reviews them, which is required, but they want the information to consider.
2. Setback Maximum. 25% may create anomalies. Consider GB language that averages adjacent setbacks for conformity with existing patterns: *No front yard needs to be any deeper than the average depth off front yards on the lots next thereto on either side. A vacant lot or a lot occupied by a building with a front yard more than 25 feet shall be considered as having a front yard of 25 feet.*
3. Give map examples of lots over 100 feet deep. Generally, characterize where this is common or unusual.

**Action by Planning Board:** None required





# City Council Ordinance

## IN CITY COUNCIL

**Creation of a New DISTRICT REGULATION in Division 14, FORM BASED CODE; Article IV, Division 14, Sec. 60-549B-60-549.3B Traditional Downtown Neighborhood T- 4.2B**

**Be it ordained**, that the City Council approve the creation of a New DISTRICT REGULATION in Division 14, FORM BASED CODE; Article IV, Division 14, Sec. 60-549B-60-549.3B Traditional Downtown Neighborhood T- 4.2B as recommended by the Planning Board on June 21, 2022 and amended as attached.

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**Phillip L. Crowell, Jr.**, City Manager

## *DIVISION 14. FORM BASED CODE<sup>1</sup>*

### **Subdivision I. In General**

#### **Sec. 60-546. Purpose.**

The purpose of the form based code is to:

- (a) Provide a building development pattern that is based upon the built environment's physical form and its relationship to the public realm and the private realm.
- (b) Allow for a diversity of uses appropriate and compatible to the designated district area.
- (c) Provide a more accelerated building design, review, approval and construction process.
- (d) Deliver a more predictable building development outcome that is consistent with the traditional pedestrian-oriented street-building development pattern.

(Ord. No. 04-03072016, 5-16-2016)

#### **Sec. 60-547. Transects.**

Form based code uses transects as a way to describe the areas under the regulating plan. A transect is a system of ordering human habitats in a range from the most natural to the most urban. Auburn's transects are organized using five form based code districts, (Transect 4.1, [Transect 4.2B](#), Transect 4.2, Transect 5.1, Transect 5.2 and Transect 6), which describe the physical character of a place at a certain scale, according to the density and intensity of land use and urbanism.

(Ord. No. 04-03072016, 5-16-2016)

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<sup>1</sup>Editor's note(s)—Ord. No. 04-03072016, adopted May 16, 2016, repealed former Div. 14, §§ 60-546—60-549, in its entirety and enacted new provisions as herein set out. Former Div. 14 pertained to the central business district and derived from Ord. of 9-21-2009, §§ 3.69A—3.69D; Ord. of 2-16-2010.

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## Sec. 60-548. Traditional Main Street Neighborhood (T-4.1)



**Illustrative View of T-4.1 (Main Street)**

### **Intent and Purpose: Traditional Main Street Neighborhood (T-4.1)**

The Main Street Neighborhood district is designed to continue the existing pattern of large houses set along Main Street. This area is characterized by front porches, residential front yards and front doors facing the street. T-4.1 promotes a lower-density and less concentrated pattern of buildings along the street, while maintaining a pleasing, connective and compact multi-modal environment.





#### **Characteristic Features**

- Front lawns
- Front facade detailing
- Frontage fences
- Porches
- Bay windows
- Foundation planting and yard landscaping
- Street Trees
- Lower Density



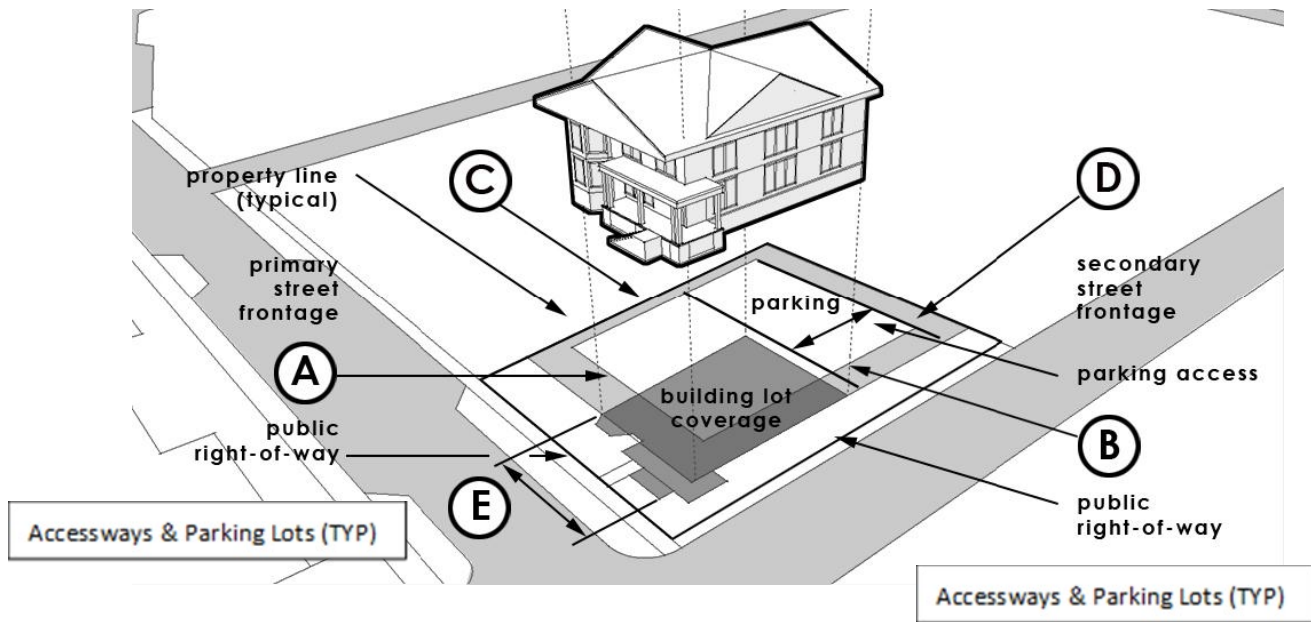
#### **Examples of Main Street Neighborhood - T-4.1**

(Ord. No. 04-03072016, 5-16-2016)

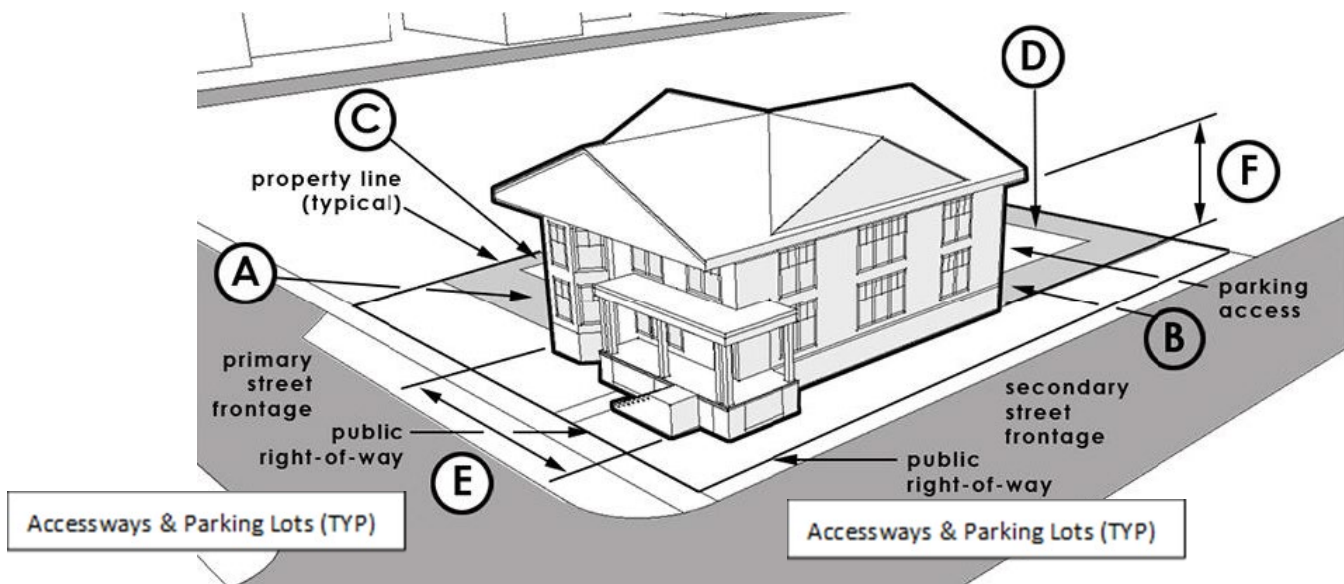
### **Sec. 60-548.1. Building placement and configuration T-4.1.**

#### **Elevated Building Placement**





#### Building Placement on Lot

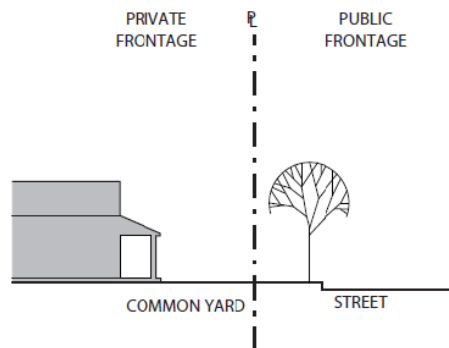




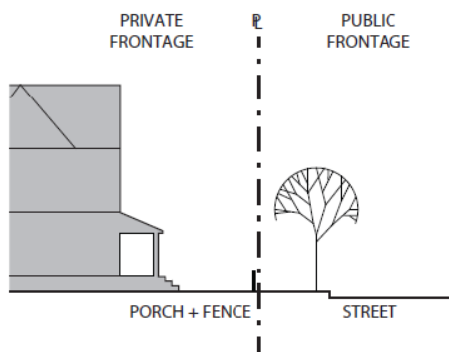
<b>PRINCIPAL BUILDING PLACEMENT:</b>		
Front Setback, Principal:	15 ft. Min. 25 ft. Max.	(A)
(Corner Lot) Front Setback, Secondary:	15 ft. Min., 25 ft. Max	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	60% Max.	
Useable Open Space:	20% Min.	
Frontage Build-Out:	40% Min. (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max	
<b>PRINCIPAL BUILDING CONFIGURATION:</b>		
Building Width:	14 ft. Min., 64 ft. Max.	(E)
Building Height Minimum:	2 Story Min.	(F)
Building Height Maximum:	2 Story Max. (excluding attic story)	(F)

(Ord. No. 04-03072016, 5-16-2016)

## Sec. 60-548.2. Building frontages types T-4.1.



**Common Yard**



**Porch Yard**

<b>BUILDING FRONTAGE TYPES:</b>	Common Yard; Porch Yard
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<b>BUILDING ENTRIES:</b>	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facades:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story shall be a minimum of 2 feet and 6 feet maximum above the front yard elevation (average grade).
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

(Ord. No. 04-03072016, 5-16-2016)

#### **Sec. 60-548.3. External elements T-4.1.**

Front Yard Fence:	A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. Chain link, vinyl, split rail, or barbed wire is not allowed.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum or maximum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 10 ft. maximum. Front Setback, Secondary Frontage 10 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or

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	40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

(Ord. No. 04-03072016, 5-16-2016; Ord. No. 11-03012021, § 65, 3-15-2021)

**Sec. 60.549B. Traditional Neighborhood T-4.2B.**

**Illustrative View of T-4.2B**

(Insert Image)

**Intent and Purpose:**

**Traditional Neighborhood (T-4.2B)**

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.



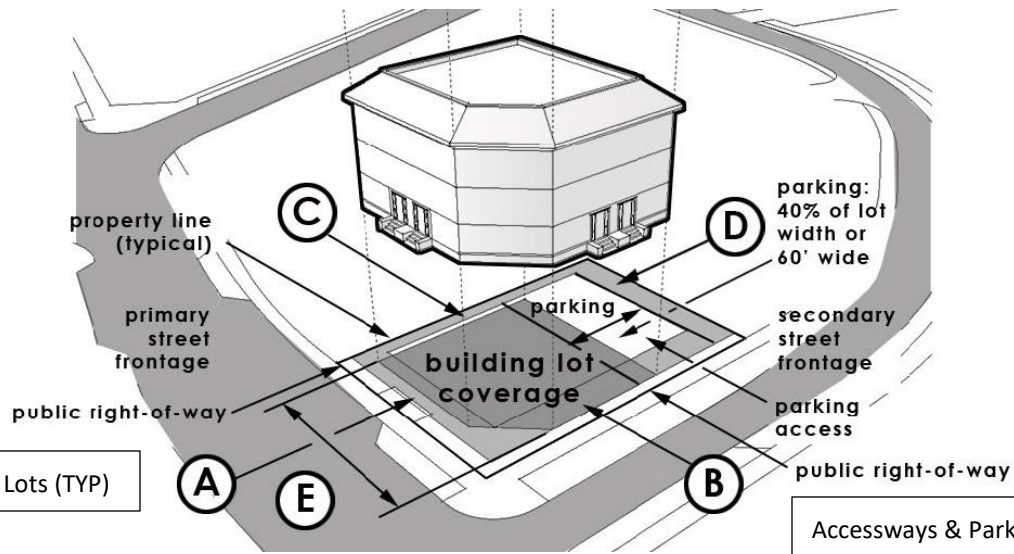


### Characteristic Features

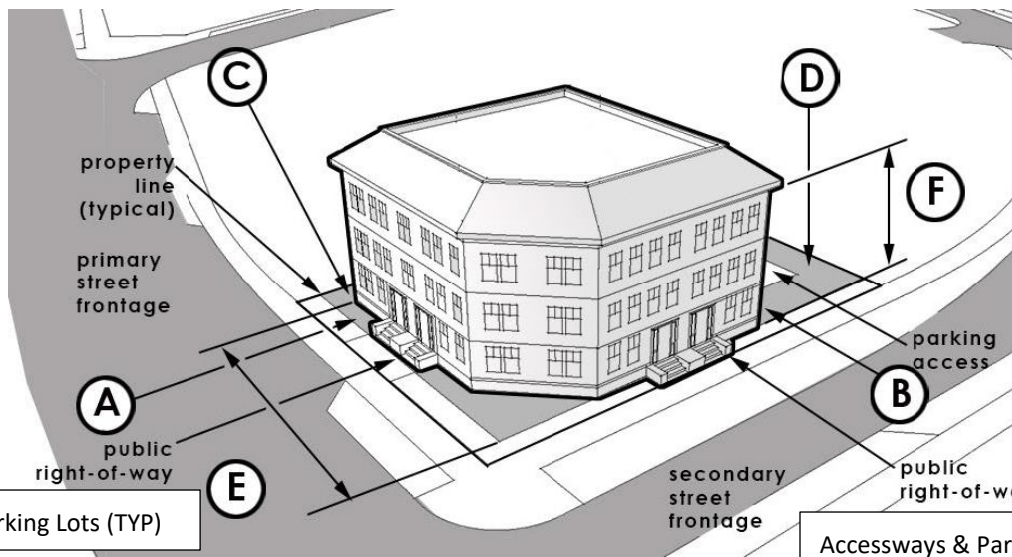
- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-549.1B. Building placement and configuration **T-4.2B.**



Elevated Building Placement



Building Placement on Lot

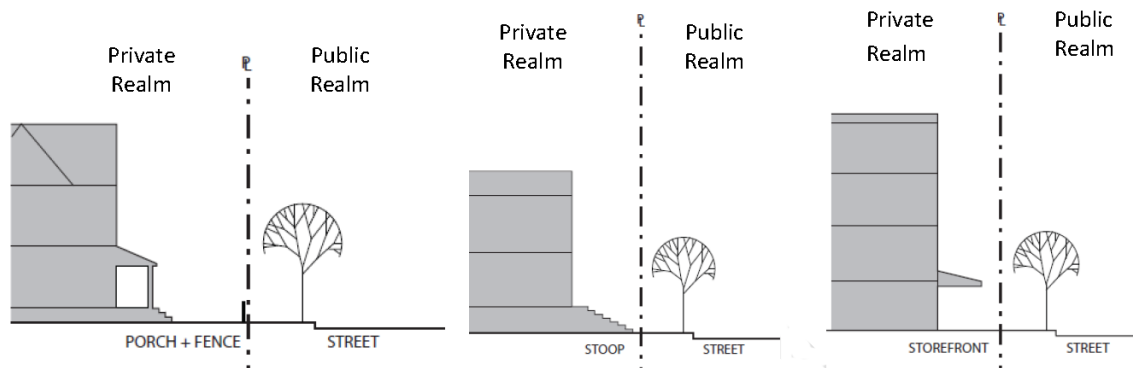


<b>PRINCIPAL BUILDING PLACEMENT:</b>		
Front Setback, Principal:	5 ft. Min., <del>15 ft.</del> <b>25 ft.</b> Max.*	(A)
(Corner Lot) Front Setback, Secondary:	5 ft. Min., <del>15 ft.</del> <b>25 ft.</b> Max. *	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	70% Max.	
Useable Open Space:	10% Min.	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max.	
<b>PRINCIPAL BUILDING CONFIGURATION:</b>		
Building Width:	14 ft. Min., 110 ft. Max.	(E)
Building Height Minimum:	1 Story Min.	(F)
Building Height Maximum:	3 Story Max.	(F) (excluding attic story)

\* **No front yard needs to be any less than the average depth off front yards on the lots next thereto on either side.**

(Ord. No. 04-03072016, 5-16-2016)

#### **Sec. 60.549.2B. Building frontages T-4.2B.**



**Common or Porch Yard Stoop Yard Frontage Storefront Type**

<b>BUILDING FRONTAGE TYPES:</b>	Common Yard; Porch Yard, Stoop and Storefront
<b>BUILDING ENTRIES:</b>	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.

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Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

(Ord. No. 04-03072016, 5-16-2016; Ord. No. 11-03012021, § 66, 3-15-2021)

**Sec. 60-549.3B. External elements T-4.2B.**

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft. maximum. Front Setback, Secondary Frontage 5 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right-of-way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

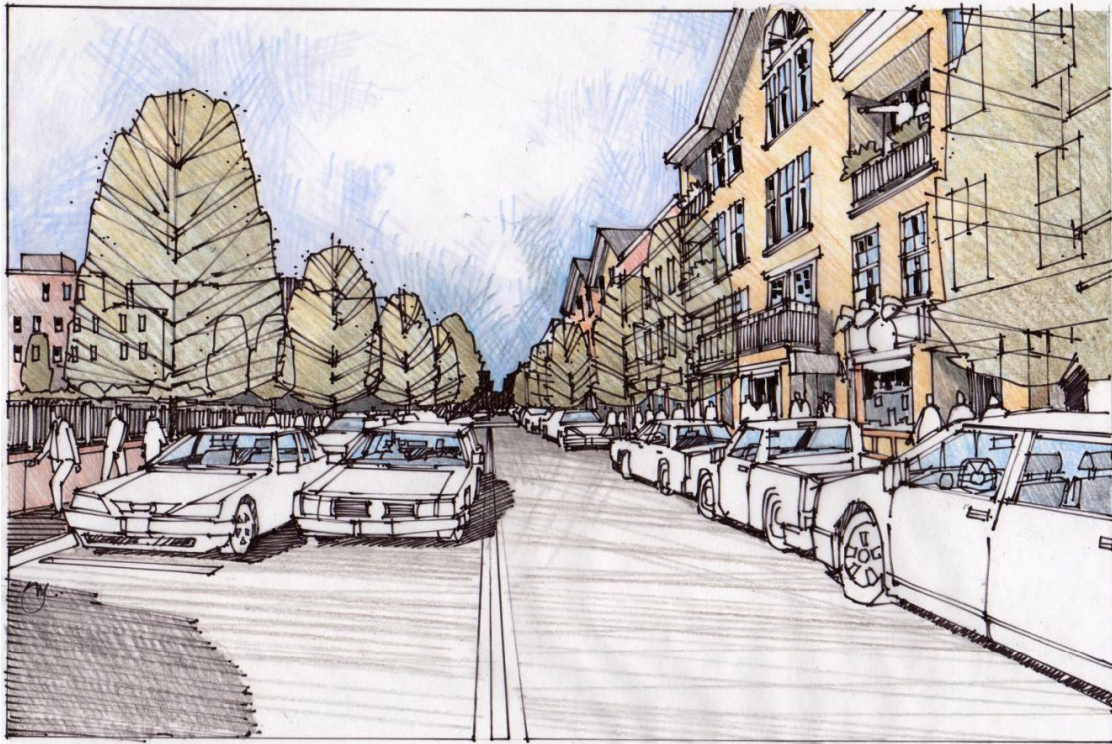
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**Sec. 60.549. Traditional Downtown Neighborhood T-4.2.**

**Illustrative View of T-4.2 (Spring Street)**



**Intent and Purpose:  
Traditional Downtown Neighborhood (T-4.2)**

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.





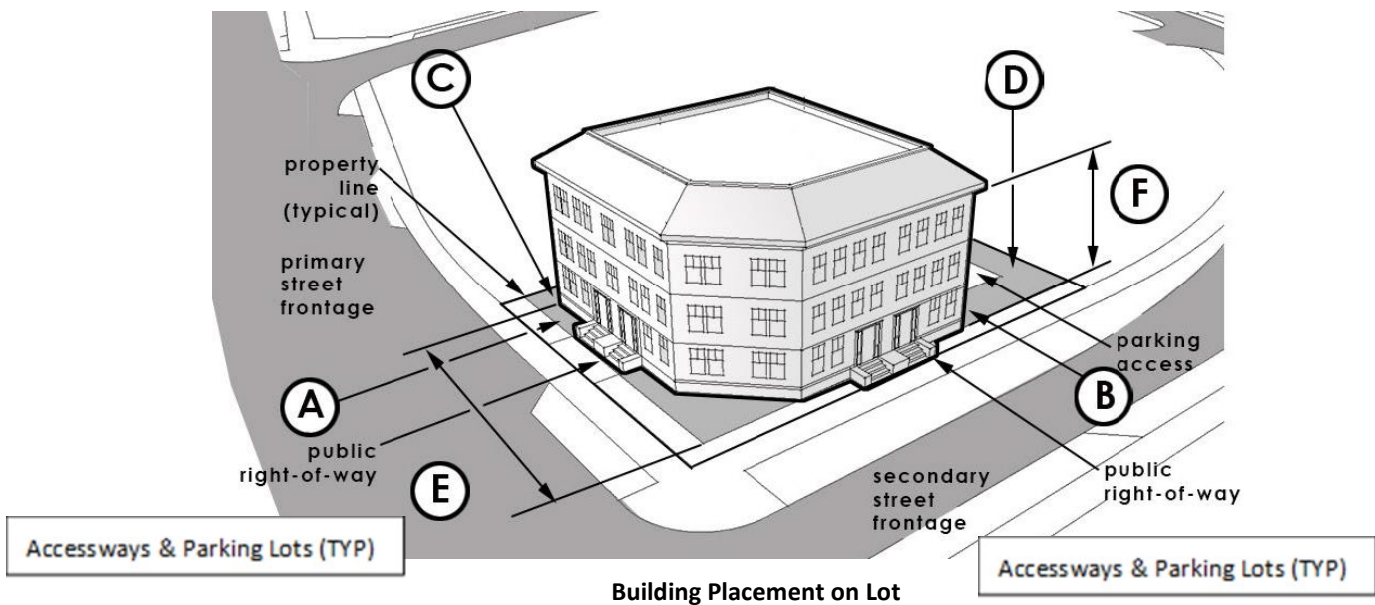
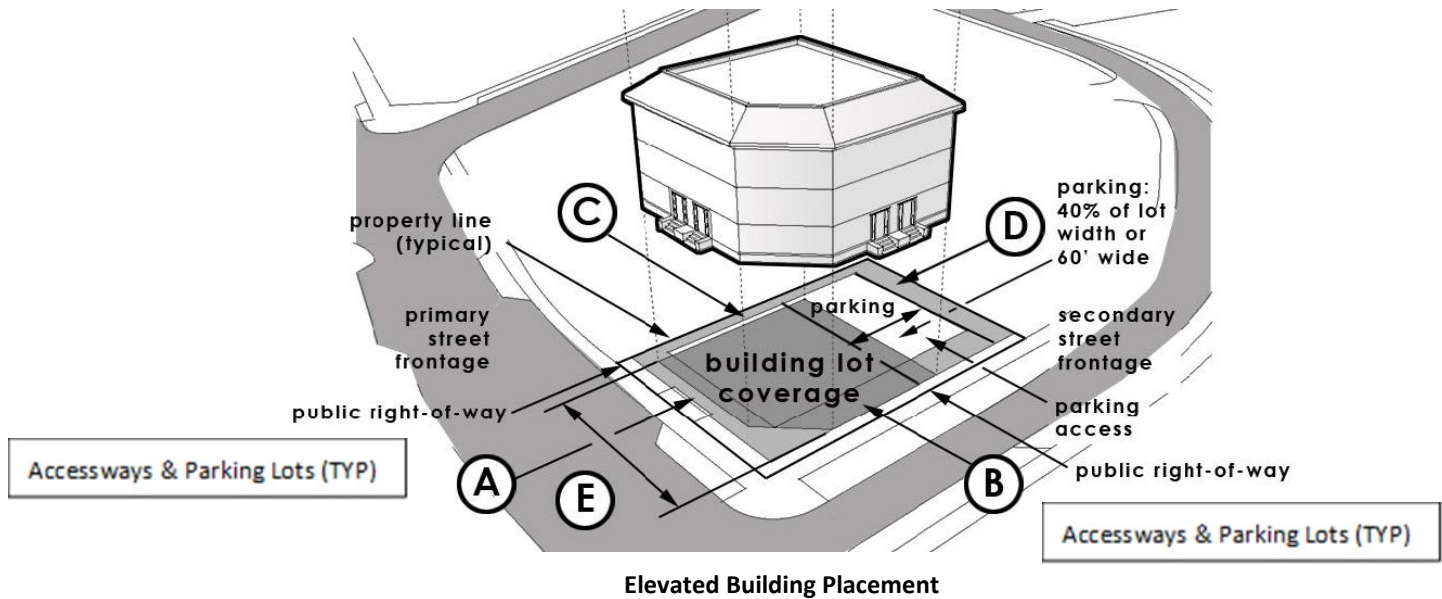
### **Characteristic Features**

- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

(Ord. No. 04-03072016, 5-16-2016)



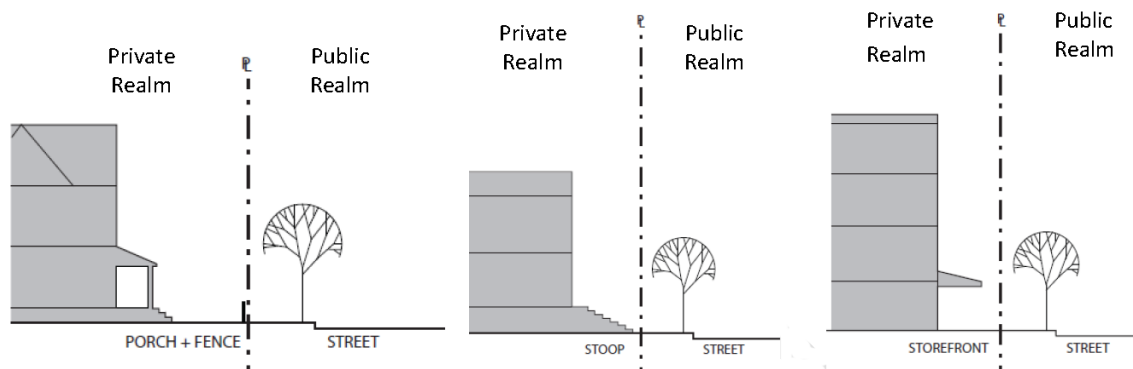
Sec. 60-549.1. Building placement and configuration T-4.2.



<b>PRINCIPAL BUILDING PLACEMENT:</b>		
Front Setback, Principal:	5 ft. Min/, 15 ft. Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft. Min., 15 ft. Max.	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	70% Max.	
Useable Open Space:	10% Min.	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max.	
<b>PRINCIPAL BUILDING CONFIGURATION:</b>		
Building Width:	14 ft. Min., 110 ft. Max.	(E)
Building Height Minimum:	1 Story Min.	(F)
Building Height Maximum:	3 Story Max.	(F) (excluding attic story)

(Ord. No. 04-03072016, 5-16-2016)

## Sec. 60.549.2. Building frontages T-4.2.



**Common or Porch Yard Stoop Yard Frontage Storefront Type**

<b>BUILDING FRONTAGE TYPES:</b>	Common Yard; Porch Yard, Stoop and Storefront
<b>BUILDING ENTRIES:</b>	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.

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Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

(Ord. No. 04-03072016, 5-16-2016; Ord. No. 11-03012021, § 66, 3-15-2021)

### Sec. 60-549.3. External elements T-4.2.

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft. maximum. Front Setback, Secondary Frontage 5 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right-of-way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

## Sec. 60-553. Intent.

The conservation/open space district is reserved for natural resource and compatible open space uses such as agriculture and forestry, low-intensity recreation, facilities that provide water access and similar low impact uses. Uses that involve significant development or impervious surfaces should not be allowed in this district. Uses such as utility lines and roads may be located within the district if there is no practical alternative.

(Ord. No. 30-06212021, 7-19-2021)

## Sec. 60-554. Form based code use and parking matrix.

<b>Key:</b>	
S =	Special exception
P =	Permitted
X =	Prohibited
sp =	Parking space
sf =	Square foot of gross floor space
DU =	Dwelling unit

USE(1)	T-4.1	<u>T-4.2B</u> <u>(4,5)</u>	T-4.2	T-5.1	T-5.2	T-6	PARKING REQUIREMENTS (2)
<b>Residential Type Use</b>							
Single Family	P	P	P	P			1 sp/DU
Duplex	P	P	P	P	P	P	1 sp/DU
Townhouse	P	P	P	P	P	P	1 sp/DU
Multi-Family	P	P	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & Breakfast < 4 Rooms	S	<u>S</u>	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & Breakfast > 4 Rooms	S	S	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel	X	X	X	S	S	P	½ sp/employee plus 1 sp/room
Elderly/Child Care Facility	S	S	S	S	S	P	½ sp/employee plus 1 sp/ 8 users
Home Occupation	P	P	P	P	P	P	Based on Use Type (Ch. 60, Art. IX)
Community Based Residential Facilities	P	<u>S</u>	P	P	P	P	1 sp/employee plus 1 sp/client
Boarding House/ Lodginghouse	P	<u>S</u>	P	P	S	X	1 sp/guestroom plus
							1 sp/employee
<b>Office/Service Type Use</b>							
Professional Offices	S	S	S	P	P	P	None
Medical and Dental Clinics	S	S	S	P	P	P	None
Personal Services	S	<u>S</u>		P	P	P	None

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<b>Retail Type Use</b>							
General Retail	S	<u>S</u>	S	P	P	P	None
Age Restricted Retail (3)	S	<u>X</u>	S	S	S	S	None
Specialty Shops	S	P	P	P	P	P	None
Restaurant up to 30 seats w/16 outdoor	X	S	S	P	P	P	None
Restaurant over 30 seats w/16 outdoor		<u>X</u>	S	S	P	P	None
Halls, Private Clubs, Indoor Amusement	S	S	S	S	P	P	None
Artist Studios, Performing Art Center	S	<u>S</u>	S	P	P	P	None
<b>Civic</b>							
Church or Places of Worship	S	S	S	P	P	P	None
Government Offices	X	<u>S</u>	X	P	P	P	None
Art Galleries	S	P	P	P	P	P	None
Transportation Facilities	X	X	X	S	S	S	None
Adaptive Reuse of Structures of Community Significance	S	S	S	S	S	S	None

**Notes:**

- (1) Uses not listed are considered prohibited unless deemed similar by the director of planning or by the planning board through a special exception approval.
- (2) \*Parking requirements in T-4.1 T-4.2, T-4.2B, T-5.1, T-5.2 and T-6 may be provided by the municipality or private parking resources within 500 feet of the principal building, subject to planning board approval.
- (3) Where more than 50 percent of floor space is devoted to age restricted goods. This may include licensed adult use or medical marijuana stores.
- (4) Office, Service and Retail uses limited to 1,500 SF footprint and must have a residential unit, with drive- through access not allowed.

(Ord. No. 04-03072016, 5-16-2016; Ord. No. 05-04032017, § 2, 4-24-2017; Ord. No. 07-05202019, 6-3-2019; Ord. No. 29-06212021, 7-19-2021)

## Subdivision II. Form Based Code Administration

### Sec. 60-555. Form based code administration.

Form based code relation to zoning ordinance:

- (1) The form based code shall regulate areas designated as form based code districts.
- (2) All buildings and land uses located within a form based code district shall comply with section 60-33 et seq. (General Provisions) unless specifically stated otherwise in sections 60-546 to 60-558 of the form based code.



- 
- (3) Site plan/special exception. Any project located within a form based code district that requires special exception or site plan review shall comply with section 60-45.

(Ord. No. 04-03072016, 5-16-2016)

### **Sec. 60-556. Form based code plan types.**

(a) *Administrative types.*

- (1) *By right.* No permits are required for projects such as normal maintenance or for new structures under 200 square feet.
- (2) *Minor administrative.* Projects that require permits and comply with all form based code or zoning regulations, may be approved and permitted by the appropriate city departmental staff and will not require multiple departmental or planning board approval. These projects can be applied for at any time.
- (3) *Major administrative.* Projects that do not qualify as a Subdivision. Special exception or site plan review type plans and comply with all form based code or zoning regulations, but due to multiple issues, will require review by the multiple city departmental staff.

(b) *Discretionary type plans.* The following plan types shall require review and action by the planning board.

- (1) Subdivisions of three or more lots over a five-year period or a project creating more than three dwelling units. (Subdivision Review).
- (2) Any project listed as special exception or "S" in section 60-554, Use and Parking Matrix Chart. (Special Exception and Site Plan Review).
- (3) Any project within the form based code district proposing a total of 12,000 square feet of new construction, all floors included. (Special Exception and Site Plan Review).
- (4) Any amendment to an existing discretionary plan that increases existing square footage more than 25 percent.
- (5) Any project located within the form based code district area that seeks a waiver from the adopted form based code regulating development standards shall submit a complete Special Exception and Site Plan Review application for Planning Board review and action.

(Ord. No. 04-03072016, 5-16-2016)

### **Sec. 60-557. Applicability.**

- (a) Any minor, major administrative type plan and/or discretionary plan, as defined in section 60-556, located within a form based code district, shall be required to submit a development review application prior to any issuance of building permits or development activity.
- (b) Any development activity on or within property located with the form based code district shall be reviewed for compliance with applicable form based code or zoning ordinance regulations.

(Ord. No. 04-03072016, 5-16-2016)

### **Sec. 60-558. Form based code development application procedure.**

(a) *Administrative type plan application process.*

- 
- (1) Applicant identifies the subject property's zoning/transect district and determines what plan type the project is.
  - (2) Applicant reviews the project's compliance for form based code development standards, sections 60-548 through 60-552; including all sections on purpose, building placement and configuration, building frontages, external elements, lot layout, the Parking and Use Matrix Chart and administration; along with any other applicable zoning ordinance Regulations.
  - (3) Pre-development consultation. All administrative type plan applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the property's form based code or zoning district and discuss the form based code requirements and related zoning and/or other regulatory items. Failure to consult with the planning office may result in the delay of acceptance, review and approval of the application.
  - (4) Any minor or major administrative plan or discretionary plan applicant in a form based code district shall complete and submit a cover letter describing the project, a development review application, a form based code development checklist and the appropriate application fee and number of applications to the planning office.
  - (5) All form based code applications will be reviewed by the planning staff for completeness and applicant will be notified within five working days if the plan is deemed complete and whether the plan is administrative or discretionary. The applicant is responsible for working with the planning staff to correct any deficiencies needed to be accepted for further review.
  - (6) Type 2 and 3 administrative plans will be reviewed by the appropriate city departmental staff or other relevant agencies who will recommend approving, disapproving or postponing to allow for time to correct the application. The director of planning will notify the applicant of the decision in writing within 15 calendar days of its receipt of a completed application.
  - (7) The director of planning shall have the authority to require an administrative plan to be considered by the planning board and notify the applicant the justifications for doing so.
- (b) *Discretionary project application process.*
- (1) Applicant identifies subject property's zoning/transect and determines what plan type the project is.
  - (2) Applicant reviews the project's compliance for the applicable form based code development standards sections 60-548 through 60-552; including all sections on purpose, building placement and configuration, building frontages, external elements, lot layout, the Parking and Use Matrix Chart and administration; along with any other applicable zoning ordinance regulations.
  - (3) Pre-development consultation. All potential development and project applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the form based code or zoning regulations and discuss the form based code requirements and related zoning and/or other regulatory items. Failure to consult with the planning office may result in the delay of acceptance, review and approval of the application.
  - (4) Discretionary plan applicants will submit; a development review application, a form based code development checklist the appropriate application fee and number of applications to the planning office for review and consideration by the planning board according to their normal submission deadline and meeting schedule.
  - (5) Applications not meeting all the requirements of the form based code may include waiver as per section 60-1312 or variance requests as part of their application.
- (c) *Waiver requests.*

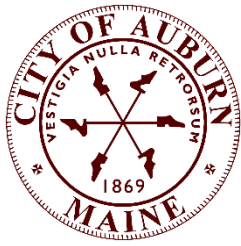
- 
- (1) Any waiver request of form based code standards and requirements must identify what is regulation is being requested for the waiver and include a narrative explaining how the waiver, if approved, will allow the project to meet the purpose of the form based code and the objective of section 60-1277, site plan review.

(d) *Planning board approval.*

- (1) The planning board shall approve, approve with conditions, disapprove or postpone based on its review of the application meeting all existing requirements, conditions, criteria and provisions of special exception, site plan review. Subdivision law and any other relevant procedural requirement of Chapter 60, Zoning, as part of its consideration of a form based code application.
- (2) The planning board shall provide findings for approval or disapproval based on the application's meeting the purpose of the form based code.

(Ord. No. 04-03072016, 5-16-2016; Ord. No. 11-03012021, § 41, 3-15-2021)

**Secs. 60-559—60-576. Reserved.**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 18, 2022

**Order:** 105-07182022

**Author:** Rita Beaudry, Grant Manager

**Subject:** 2022 Byrne Jag Grant – Auburn Police Department

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**Information:** The Auburn Police Department has been awarded a 2022 Edward Byrne Justice Assistance Grant in the amount of \$17,341. The formula grant application will provide for production of police recruitment videos. The grant requires Certifications and Assurances by the Chief Executive of the Applicant Government.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Execute an order that provides for the Mayor to sign and submit the Certifications and Assurances by the Chief Executive of the Applicant Government for this grant solicitation.

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**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments:**



**ORDER 105-07182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby authorize the Mayor, Jason Levesque, on behalf of the City of Auburn, to execute the Edward Byrne Justice Assistance Grant Program FY 2022 Local Solicitation – Certifications and Assurances by the Chief Executive of the Applicant Government document to be submitted with the grant application.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager