

**City Council Workshop & Meeting
November 1, 2021
Agenda**

5:30 P.M. City Council Workshop

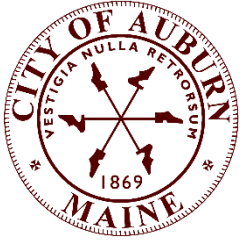
- A. Executive session – Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C) – Jay Brenchick (10 minutes)
- B. Joint Dark Fiber Network Initiative – Paul Fraser, Jill Cunningham, Dan Goyette (15 minutes)
- C. Build Auburn Back – Councilors Walker and Carrier (20 minutes)
- D. Comprehensive Plan, Future Land Use – Eric Cousens (15 minutes)
- E. Compensation for Elected Officials – Phil Crowell (15 minutes)

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

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 114-11012021***
Authorizing the City Clerk to waive the business license fee for the Edward Little Music Association
 2. **Order 115-11012021***
Confirming Chief Moen's appointment of Zachary Roy as a Constable with firearm for the Auburn Police Department.
- II. **Minutes** – October 18, 2021 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Proclamation – Extra Mile Day
 - 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 35-10182021**
Amending Auburn's Code of Ordinances, Appendix A - Fees and Charges. Second reading.
- VI. **New Business**
 1. **Ordinance 36-11012021**
Amending Auburn's Code of Ordinances, Chapter 46 – Street Names & Numbering. Public hearing and first reading.
 2. **Ordinance 37-11012021**
Amending Auburn's Code of Ordinances, General Assistance Maximums. Public hearing and first reading.
- 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: November 1, 2021

Subject: Executive Session

Information: Economic development, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

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

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

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

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

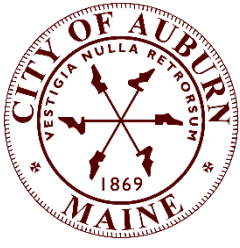
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Author: Brian Wood, Assistant City Manager

Subject: Dark Fiber Network

Information: The City of Auburn, in an effort to increase connectivity, maintain reliability and invest in resiliency is exploring the opportunity to join a consortium with Lewiston, and AWSD to stand up municipal owned fiber and explore last mile partnerships with private businesses. Lewiston and AWSD are committed to the project, and it would be an opportune time to leverage these efforts.

City Budgetary Impacts: \$250,000.00

Staff Recommended Action: Staff recommends exploring this opportunity.

Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments:



L/A Joint Dark Fiber Network

Prepared By: Ryan Hawkes, Keith Ellis & Michael Jacobs

Date Prepared: 8/26/2021

Estimate Summary

Estimate	Materials	Labor	Total
3-way Backbone	\$148,082.00	\$180,870.00	\$328,952.00
2-way Lateral	\$6,116.00	\$10,660.00	\$16,776.00
City of Lewiston	\$14,422.00	\$24,002.00	\$38,424.00
City of Auburn	\$23,296.00	\$52,637.00	\$75,933.00
Auburn Water & Sewer District	\$12,466.00	\$29,563.00	\$42,029.00
Project Management			\$20,000.00
Design/As-Built			\$10,000.00
Freight/Storage			\$19,500.00
Pole Data Licensing/Collection			\$10,500.00

Estimate by Stakeholder

Stakeholder	Materials	Labor	Total	# of Backbone Strands
City of Lewiston	\$51,460.14	\$95,322.40	\$146,782.54	24
Auburn Water & Sewer District	\$61,781.33	\$107,423.00	\$169,204.33	36
City of Auburn	\$110,640.53	\$135,486.60	\$246,127.13	84

Materials Total	Labor Total	Grand Total
\$204,382.00	\$297,732.00	\$562,114.00

3-Way Shared 144ct Backbone Ring



LABOR

CODE	UOM	QTY	RATE	TOTAL
STRAND	PER FT	59500	\$0.55	\$32,725.00
LASH/ADSS	PER FT	72500	\$1.00	\$72,500.00
SLACK LOOP	PER	94	\$150.00	\$14,100.00
DOWNGUY	PER	75	\$45.00	\$3,375.00
PULL FIBER	PER FT	3500	\$1.25	\$4,375.00
ROD&ROPE	PER FT	3500	\$1.75	\$6,125.00
NEW ENCL	PER	2	\$275.00	\$550.00
CO FDP	PER	2	\$1,000.00	\$2,000.00
FIBER SPLICE	PER	432	\$35.00	\$15,120.00
OTDR TRC	PER	0	\$0.00	\$0.00

FLAGGING
\$30,000.00

LABOR
\$150,870.00

MATERIALS

POLE HARDWARE

POLES	5/8" BOLT	2 WASHERS	2 NUTS	CLAMP	LASH MAT	TOTAL PER POLE	TOTAL
400	\$2.50	\$1.00	\$1.00	\$12.00	\$45.00	\$61.50	\$24,600.00

FIBER OPTIC CABLE / SUPPORT STRAND

FIBER COUNT	PER FOOT	QUANTITY	1/4" EHS	PER FOOT	QUANTITY	TOTAL
144CT	\$1.20	76000	STRAND	\$0.32	68000	\$112,960.00

SNOWSHOES / SPLICE ENCLOSURES

SNOWSHOES	WALLMOUNT	RACKMOUNT	RACK	TRAY	OSP FOSC	3C/UPC PIGTAILS	TOTAL
\$68.00	\$0.00	\$500.00	\$0.00	\$36.00	\$425.00	\$68.00	
94	0	2	0	18	2	24	
\$6,392.00	\$0.00	\$1,000.00	\$0.00	\$648.00	\$850.00	\$1,632.00	\$10,522.00

MATERIALS
\$148,082.00

AWSD TOTAL MATERIALS
\$39,757.33

AWSD TOTAL LABOR
\$59,030.00

CITY OF AUB. TOTAL MATERIALS
\$77,786.53

CITY OF AUB. TOTAL LABOR
\$64,019.60

TOTAL RUN LABOR/MATERIALS
\$328,952.00

CITY OF LEW. TOTAL MATERIALS
\$30,538.14

CITY OF LEW. TOTAL LABOR
\$57,820.40

2-Way 48ct Lateral (City of Auburn/AWSD)



LABOR

CODE	UOM	QTY	RATE	TOTAL
STRAND	PER FT	3200	\$0.55	\$1,760.00
LASH/ADSS	PER FT	3800	\$1.00	\$3,800.00
SLACK LOOP	PER	4	\$150.00	\$600.00
DOWNGUY	PER	6	\$45.00	\$270.00
NEW ENCL	PER	2	\$275.00	\$550.00
FIBER SPLICE	PER	48	\$35.00	\$1,680.00

FLAGGING
\$2,000.00

LABOR
\$8,660.00

MATERIALS

POLE HARDWARE

POLES	5/8" BOLT	2 WASHERS	2 NUTS	CLAMP	LASH MAT	TOTAL PER POLE	TOTAL
28	\$2.50	\$1.00	\$1.00	\$12.00	\$45.00	\$61.50	\$1,722.00

FIBER OPTIC CABLE / SUPPORT STRAND

FIBER COUNT	PER FOOT	QUANTITY	1/4" EHS	PER FOOT	QUANTITY	TOTAL
48CT	\$0.52	3800	STRAND	\$0.32	3600	\$3,128.00

SNOWSHOES / SPLICE ENCLOSURES

SNOWSHOES	WALLMOUNT	RACKMOUNT	RACK	TRAY	OSP FOSC	SC/UPC PIGTAILS	TOTAL
\$68.00	\$0.00	\$0.00	\$0.00	\$36.00	\$425.00	\$0.00	
4	0	0	0	4	2	0	
\$272.00	\$0.00	\$0.00	\$0.00	\$144.00	\$850.00	\$0.00	\$1,266.00

MATERIALS
\$6,116.00

AWSD TOTAL MATERIALS
\$3,058.00

AWSD TOTAL LABOR
\$5,330.00

CITY OF AUB. TOTAL MATERIALS
\$3,058.00

CITY OF AUB. TOTAL LABOR
\$5,330.00

TOTAL RUN LABOR/MATERIALS
\$16,776.00

City of Lewiston 96ct Lateral



LABOR

CODE	UOM	QTY	RATE	TOTAL
STRAND	PER FT	6200	\$0.55	\$3,410.00
LASH/ADSS	PER FT	7500	\$1.00	\$7,500.00
SLACK LOOP	PER	9	\$150.00	\$1,350.00
DOWNGUY	PER	15	\$45.00	\$675.00
PULL FIBER	PER FT	200	\$1.25	\$250.00
ROD&ROPE	PER FT	200	\$1.75	\$350.00
NEW ENCL	PER	1	\$275.00	\$275.00
FDP	PER	1	\$500.00	\$500.00
FIBER SPLICE	PER	144	\$35.00	\$5,040.00
OTDR TRC	PER	96	\$12.00	\$1,152.00

FLAGGING
 \$3,500.00

LABOR
 \$20,502.00

MATERIALS

POLE HARDWARE

POLES	5/8" BOLT	2 WASHERS	2 NUTS	CLAMP	LASH MAT	TOTAL PER POLE	TOTAL
50	\$2.50	\$1.00	\$1.00	\$12.00	\$45.00	\$61.50	\$3,075.00

FIBER OPTIC CABLE / SUPPORT STRAND

FIBER COUNT	PER FOOT	QUANTITY	1/4" EHS	PER FOOT	QUANTITY	TOTAL
96CT	\$0.92	7500	STRAND	\$0.32	7500	\$9,300.00

SNOWSHOES / SPLICE ENCLOSURES

SNOWSHOES	WALLMOUNT	RACKMOUNT	RACK	TRAY	OSP FOSC	SC/UPC PIGTAILS	TOTAL
\$68.00	\$0.00	\$250.00	\$0.00	\$36.00	\$425.00	\$68.00	
9	0	1	0	6	1	8	
\$612.00	\$0.00	\$250.00	\$0.00	\$216.00	\$425.00	\$544.00	\$2,047.00

MATERIALS
 \$14,422.00

TOTAL RUN LABOR/MATERIALS
\$38,424.00

City of Auburn - Drops and Laterals



LABOR

CODE	UOM	QTY	RATE	TOTAL
STRAND	PER FT	12000	\$0.55	\$6,600.00
LASH/ADSS	PER FT	15000	\$1.00	\$15,000.00
SLACK LOOP	PER	20	\$150.00	\$3,000.00
DOWNGUY	PER	20	\$45.00	\$900.00
NEW ENCL	PER	7	\$275.00	\$1,925.00
FDP	PER	10	\$250.00	\$2,500.00
FIBER SPLICE	PER	348	\$35.00	\$12,180.00
OTDR TRC	PER	336	\$12.00	\$4,032.00

FLAGGING
\$6,500.00

LABOR
\$46,137.00

MATERIALS

POLE HARDWARE

POLES	5/8" BOLT	2 WASHERS	2 NUTS	CLAMP	LASH MAT	TOTAL PER POLE	TOTAL
74	\$2.50	\$1.00	\$1.00	\$12.00	\$45.00	\$61.50	\$4,551.00

FIBER OPTIC CABLE / SUPPORT STRAND

FIBER COUNT	PER FOOT	QUANTITY	1/4" EHS STRAND	PER FOOT	QUANTITY	TOTAL
12CT	\$0.38	9000		\$0.32	15000	\$11,040.00
24CT	\$0.40	2500				
48CT	\$0.52	3500				

SNOWSHOES / SPLICE ENCLOSURES

SNOWSHOES	WALLMOUNT	RACKMOUNT	RACK	TRAY	OSP FOSC	SC/UPC PIGTAILS	TOTAL
\$68.00	\$145.00	\$0.00	\$0.00	\$36.00	\$425.00	\$68.00	
20	10	0	0	25	7	15	
\$1,360.00	\$1,450.00	\$0.00	\$0.00	\$900.00	\$2,975.00	\$1,020.00	\$7,705.00

MATERIALS
\$23,296.00

TOTAL RUN LABOR/MATERIALS
\$75,933.00

AWSD - Drops and Laterals



LABOR

CODE	UOM	QTY	RATE	TOTAL
STRAND	PER FT	7500	\$0.55	\$4,125.00
LASH/ADSS	PER FT	9000	\$1.00	\$9,000.00
SLACK LOOP	PER	10	\$150.00	\$1,500.00
DOWNGUY	PER	10	\$45.00	\$450.00
PULL FIBER	PER FT	500	\$1.25	\$625.00
ROD&ROPE	PER FT	500	\$1.75	\$875.00
NEW ENCL	PER	2	\$275.00	\$550.00
CO FDP	PER	1	\$500.00	\$500.00
FDP	PER	3	\$250.00	\$750.00
FIBER SPLICE	PER	156	\$35.00	\$5,460.00
OTDR TRC	PER	144	\$12.00	\$1,728.00

FLAGGING
\$4,000.00

LABOR
\$25,563.00

MATERIALS

POLE HARDWARE

POLES	5/8" BOLT	2 WASHERS	2 NUTS	CLAMP	LASH MAT	TOTAL PER POLE	TOTAL
38	\$2.50	\$1.00	\$1.00	\$12.00	\$45.00	\$61.50	\$2,337.00

FIBER OPTIC CABLE / SUPPORT STRAND

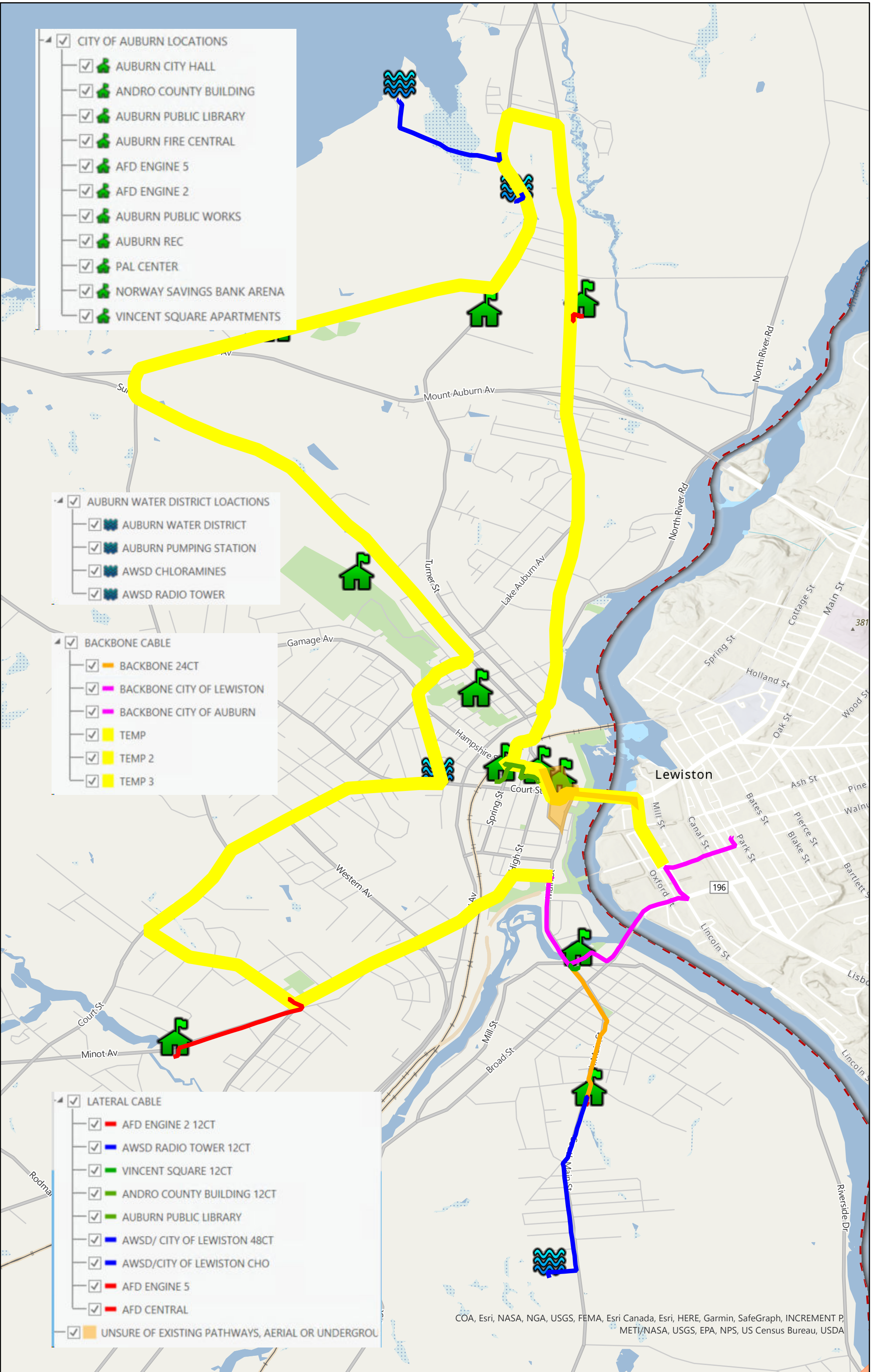
FIBER COUNT	PER FOOT	QUANTITY	1/4" EHS STRAND	PER FOOT	QUANTITY	TOTAL
12CT	\$0.38	5500		\$0.32	7500	\$6,770.00
48CT	\$0.52	3500				
96CT	\$0.92	500				

SNOWSHOES / SPLICE ENCLOSURES

SNOWSHOES	WALLMOUNT	RACKMOUNT	RACK	TRAY	OSP FOSC	5C/UPC PIGTAILS	TOTAL
\$68.00	\$145.00	\$250.00	\$0.00	\$36.00	\$425.00	\$68.00	
10	3	1	0	11	2	11	
\$680.00	\$435.00	\$250.00	\$0.00	\$396.00	\$850.00	\$748.00	\$3,359.00

MATERIALS
\$12,466.00

TOTAL RUN LABOR/MATERIALS
\$42,029.00



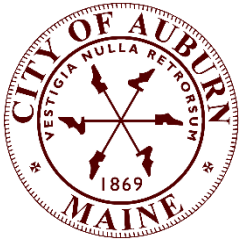
- CITY OF AUBURN LOCATIONS
- AUBURN CITY HALL
- ANDRO COUNTY BUILDING
- AUBURN PUBLIC LIBRARY
- AUBURN FIRE CENTRAL
- AFD ENGINE 5
- AFD ENGINE 2
- AUBURN PUBLIC WORKS
- AUBURN REC
- PAL CENTER
- NORWAY SAVINGS BANK ARENA
- VINCENT SQUARE APARTMENTS

- AUBURN WATER DISTRICT LOATIONS
- AUBURN WATER DISTRICT
- AUBURN PUMPING STATION
- AWSO CHLORAMINES
- AWSO RADIO TOWER

- BACKBONE CABLE
- BACKBONE 24CT
- BACKBONE CITY OF LEWISTON
- BACKBONE CITY OF AUBURN
- TEMP
- TEMP 2
- TEMP 3

- LATERAL CABLE
- AFD ENGINE 2 12CT
- AWSO RADIO TOWER 12CT
- VINCENT SQUARE 12CT
- ANDRO COUNTY BUILDING 12CT
- AUBURN PUBLIC LIBRARY
- AWSO/ CITY OF LEWISTON 48CT
- AWSO/CITY OF LEWISTON CHO
- AFD ENGINE 5
- AFD CENTRAL
- UNSURE OF EXISTING PATHWAYS, AERIAL OR UNDERGROU

COA, Esri, NASA, NGA, USGS, FEMA, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Author: Sue Clements-Dallaire, City Clerk

Subject: ARPA Small Business Development Grant – Build Auburn Back (BAB)

Information: Councilors Walker and Carrier proposed adding this item to the workshop agenda. Please see the attached document for details.

City Budgetary Impacts: Please see attached.

Staff Recommended Action: Discussion

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:



Attachments:



City of Auburn, Maine

Mayor Jason J. Levesque

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

10-18-2021

To: City Council, City Administration

Regarding: ARPA Small Business Development Grant- **Build Auburn Back (BAB)**

Background-Small businesses in Auburn have dealt with many challenges during the Pandemic that persists now, and is hampering their ability to attract and retain employees, slowing down the overall recovery and threatening our small businesses potential to grow their operations.

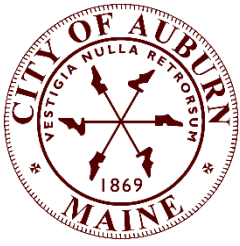
Intent-By utilizing ARPA money to subsidize recruitment, hiring, training and retention of employees we as a City can strengthen our economic foundation and ensure economic sustainability post pandemic.

Program-

- Reimbursement of up to \$4000 per new employee hired for recruitment and training allowance to all small businesses (<50 employees) per full time employee (>32 hours/weekly).
- Effective October 1, 2021 running until allotment is exhausted or 3-1-2022.
- Maximum of two grants per employer.
- Can be combined with other City or Federal grant/loan programs.
- Total budget not including Administration - **\$450,000**
- Must be an Auburn based business, in good standing.
- Employee must remain employed at a minimum of 32 hours per week by the employer for at least 60 days.

Support needed- An online application portal will be created to allow uploading of verification documents such as self disclosure of employer on boarding costs, and employment verification. Staff will need to allocate resources (time and personal) to verify and issue payment requests to finance, track budget, and perform marketing services for this initiative. - **Estimated costs - \$50,000**

Goals- If fully utilized, this program will support small businesses bring up to 100 unemployed or underemployed employees into the private sector across 50 - 100 Auburn small businesses. Periodic updates throughout program will be provided to City Council by staff.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Author: Eric J. Cousens Director of Planning and Permitting

Subject: Comprehensive Plan Update – Future Land Use Plan Recommendation from the Planning Board

Information: In November of 2020, the City Council voted to create a Comprehensive Plan Workgroup to focus on revising the 2010 Comprehensive Plan. The group worked diligently and proposed changes to four Chapters. The Recreation and Open Space, Food access and Agriculture Economy and Transportation Chapters have already been completed and adopted by the Council. The Future Land Use Chapter is ready for Council Review with proposed edits and a positive recommendation from the Planning Board. At the October 26th Planning Board meeting (<https://www.youtube.com/watch?v=-qcmzhBJh5A>) the Board reviewed the plan and contemplated tabling the plan to allow for more time to consider the information available in the Lake Auburn Study. The Board ultimately voted to recommend approval with one amendment to alleviate concerns with the proposal for the Lake Auburn Watershed. The proposed amendment would amend the draft plan to change the Residential Development strips (proposed at ½-acre lot size per unit with 100 feet of street frontage) to Rural Development strips (proposed at 3-acre lot size per unit with 200 feet of frontage) anywhere that the plan recommended Residential Development within the Lake Auburn Watershed. This proposed amendment was recommended with a vote of 4 in favor, 1 against and 1 abstention. With the proposed amendment passed, the Board voted to accept the remainder of the plan and recommend approval with 5 in favor and 1 abstention. A map showing the Planning Board recommended change will be available soon at the Comp Plan Future Land Use Dashboard <https://www.arcgis.com/apps/dashboards/93317798ad0d4fd8a132c84fcd327a3c> .

City Budgetary Impacts: Future decisions will need to weigh costs and benefits of services and revenues.

Staff Recommended Action: Staff recommends that the Council review the Planning Board's Recommendation on the final chapter of the Comp Plan Updates and schedule it for a public hearing and a vote on final approval at the November 15th City Council meeting.

Previous Meetings and History: May 20, 2021, Comprehensive Plan Workgroup, June 7, 2021 City Council Meeting, June 8, 2021 Planning Board Meeting, June 16, 2021 Comprehensive Plan Workgroup, June 22, 2021 Council Workshop, September 13 and October 26th Planning Board Meeting.

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Future Land Use Plan text and Maps, Planning Board PowerPoint, link to Future Land Use Plan Dashboard and links to Planning Board meeting video.



City of Auburn, Maine
Office of Planning and Permitting
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

To: Auburn Planning Board
From: John Blais, Urban Development Specialist
Re: Future Land Use Map: Planning Board to make recommendation to the Council
Date: October 26, 2021

At the October 12, 2021 meeting, the Planning Board voted to have a special meeting on October 26, 2021 to discuss the updates of the Future Land Use Map and the Comprehensive Plan, Chapter 2, the Future Land Use Plan.

(GIS Link: <https://www.arcgis.com/apps/dashboards/93317798ad0d4fd8a132c84fcd327a3c>)

I. PROPOSAL: The proposed amendments to the Future Land Use Chapter are attached.

Please review the attached draft chapter for details and staff will provide an overview of the Chapter at the meeting through the interactive link above.

II. BACKGROUND: In November of 2020, the City Council voted to create a Comprehensive Plan Workgroup to focus on revising the following topics in the 2010 Comprehensive Plan:

1. Future Land Use Map – Potential Turnpike Exit near 136 and/or South Main Street.
2. Future Land Use Map – Industrial Transition Zone near Broad and South Witham Road. Council, Planning Board, Staff and Landowners have considered this as a potential residential growth area that would require less infrastructure than an industrial change. Easy Turnpike access from Exit 75.
3. Future Land Use Map – Consider expanded downtown form-based code to reduce setbacks and density limitations in urban neighborhoods. Ensure consistency with existing development patterns or forge new direction in certain areas.
4. Future Land Use Plan/Map - Review to see if a reduction in the number of proposed Zoning Districts is feasible.
5. Future Land Use Map – Downtown. Review current tasks, progress to date, and adjust policy as needed with a focus on walkability, livability, and economic expansion opportunities.
6. Gateways/Fragmentation - Looking at the proposed Future Land Use Map for access points to the city and their designated zoning to reduce fragmentation in the city.
7. Recreation and River Access. Review status, identify opportunities, needs and update implementation plans. Include recreation open space priorities, resource access and policy towards subdivision requirements that currently pose a challenge to urban developments.
8. Promoting Food Access and Growing the Agricultural Economy.
9. Equity - Researching to see if anything in the Comprehensive Plan currently promotes inequity in the city.

The workgroup split up into three “sub-workgroups” to focus on the three topic areas identified above: Turnpike Interchange, Future Land Use Map Updates and Recreation/Food Economy. At their May 20, 2021 meeting the group voted to move the revisions to the Recreation/Open Space chapter forward to City Council and Planning Board. The City Council began discussing the draft at their June 7, 2021 meeting and the Planning Board discussed as a workshop at their June 8, 2021 meeting.

At the June 16, 2021 meeting of the Comprehensive Plan Workgroup, the group voted unanimously to move the Transportation Chapter (with edits reflecting the turnpike interchange), Future Land Use Plan (Chapter 2) and the accompanying map (link:

The City Council has since voted to move all three chapters to the Planning Board for Review.

III. Highlighted Changes:

Current Agriculture and Resource Protection Zone

There are currently 20,374 acres in the city that are Zoned Agriculture/Resource Protection. Of those, 19,499 Acres are shown on the Proposed Future Land Use Map to remain in Agriculture.

403 Acres to Conservation/Open Space

- 314 Acres Mount Appetite
- 50 Acres Mt. Auburn Cemetery
- 37 Acres Gracelawn Cemetery
- 0.7 Acres N. River Road PID: 326-006 (Cemetery)
- 0.1 Acre Riverside Drive PID: 192-001 (Cemetery)
- 0.3 Acre Riverside Drive PID: 115-010 (Cemetery)
- 0.2 Acre Jordan School Road PID: 019-009 (Cemetery)
- Other misc. small cemeteries

167 Acres to Traditional Neighborhood

- 11.5 Acres Bradman/North River/Stetson, Resource Protection. Separation between Ag & RP. Effort to avoid leapfrogging between zones. The shoreland zone regulations for resource protection dictate allowable uses in this area and provisions for each. The future land use map should not be based off a district such as floodplain or shoreland zone which can change over the duration of the comprehensive plan.
- 155.5 Acres Mount Apatite & Garfield Road.

147 Acres to Suburban Residential

- Between Turnpike, Old Danville, and Hackett. This was done to again create one cohesive zone that avoids leapfrogging and geographically made the most sense for this essentially landlocked neighborhood abutting the turnpike.

143 Acres to Commercial

- 112 Acres Grace lawn Gravel Pit
- 131 Acres Center Street General Business/Shoreland Zone Corridor along Bobbin Mill Brook

14 Acres to Residential:

- 14 Acres Oak Hill Road/Turner Road Neighborhood) – Lake Auburn Watershed Protection off Turner/Fair Street (probably an oversight) – This change was intended to capture the oak hill road/Andrew drive neighborhood but inadvertently captured the lake auburn watershed property as well

Current Conservation / Open Space

Current zoning has 52 acres in Conservation / Open Space. The proposed Future Land Use map does not remove any currently zoned Conservation/ Open Space areas.

Current Form-Based Code Zones

Current zoning has 452 acres in Form-Based Code. The proposed Future Land Use map does not remove any currently zoned Form-Based Code areas.

Current General Business Zone

There are currently 2,208 Acres in the City that are Zoned General Business.

- 1,190 acres are shown on the proposed Future Land Use Map as Commercial.
- 706 Acres of Washington Street Corridor to Form-Based Code Commercial
- 188 Acres of the Center Street / Mount Auburn Ave Corridor to Form-Based Code Commercial. Most buildings in this area are multifamily dwellings, with some retail mixed in that is compatible with the residential uses, such as the karate studio
- 103 Acres in North River Road/Stetson Road area to Traditional Neighborhood
- 17 Acres along Center Street, south of boat launch, to Suburban Residential.
- 5 Acres of Oak Hill Cemetery to Conservation / Open Space.

Current General Business II Zone

Current zoning has 309 Acres in General Business II. The proposed Future Land Use map does not remove any currently zoned General Business II areas; it renames them as "Commercial" and groups them with existing General Business Areas.

Current Industrial Zone

There are currently 3,636 Acres of Land Zoned Industrial in the City. Of those, 3,211 acres are shown on the Future Land Use Map as Remaining in Industrial.

- 94.5 Acres abutting the Turnpike to Commercial. The Committee Determined that this Area Abutting the Turnpike would be better Suited for Commercial Uses as Opposed to Industrial
- 330 Acres along Hackett Rd to Suburban Residential. This was another change that was proposed by the Committee to match much of the current residential pattern in the area.

Current Low Density County Residential Zone

There are currently 1,737 Acres of Land in the City Zoned as Low-Density Country Residential. The Proposed Future Land Use Map Eliminates the Low-Density Country Residential Zoning District and Disperses the Area into Four Zoning Districts.

The proposed Rural Residential Zoning District closely resembles the existing Low-Density Country Residentially zoned areas Geographically as well as suggested densities.

- 980 Acres to Rural Residential. The proposed Rural Residential Zoning District closely resembles the existing Low-Density Country Residentially zoned areas Geographically as well as suggested densities. The Next Few Slides Highlight These Areas.
- 673 Acres to Suburban Residential. These areas were identified as denser than existing Low Density Country Residential areas on the outskirts of the city (often referred to as strips). As such, the Committee decided to group them into Suburban Residential, a denser District.
- 66 Acres to Traditional Neighborhood. These represent areas of LFCR that are landlocked between other zoning districts and the committee felt could become higher density areas.
- 19 Acres to Conservation / Open Space

Current Multifamily Suburban Zone

There are currently 401 Acres of Land in the City Zoned as Multifamily Suburban. The Proposed Future Land Use Map Eliminates the Multifamily Suburban Zoning District and Disperses the Area into Two Zoning Districts. Traditional Neighborhood and Conservation/Open Space. The Traditional Neighborhood Zoning District Closely Matches the Existing Multifamily Suburban Densities and are Surrounded by Traditional Neighborhood Areas, Currently Identified as Urban Residential.

- 378 Acres to Traditional Neighborhood
- 22 Acres to Conservation / Open Space - Oak Hill Cemetery

Current Neighborhood Business Zone

There are currently 6 Acres of Land in the City Zoned as Neighborhood Business. These areas are reserved for commercial type uses that are compatible with neighborhoods. The Proposed Future Land Use Map Eliminates the Neighborhood Business District and Disperses the Area into Three Zoning Districts. These Zoning Districts are each proposed to contain provisions that allow for commercial uses which are compatible with neighborhoods and meet certain standards.

- 3 Acres to Traditional Neighborhood

- 2 Acres to Residential
- 1 Acre in Suburban Residential

Current Rural Residential Zone

There are currently 6,043 Acres of land zoned Rural Residential in the City. Most of the existing Rural Residential Zoning District is proposed to become either Residential or Suburban Residential based on location and existing development patterns.

- 2304 Acres to Residential
- 2162 Acres to Suburban Residential
- 1571 Acres to Traditional Neighborhood
- 6 Acres to Conservation / Open Space

Current Suburban Residential Zone

There are currently 1,845 Acres of land zoned Suburban Residential in the City. A majority of the existing Suburban Residential District is proposed to be zoned Traditional Neighborhood.

- 1202 Acres to Traditional Neighborhood
- 597 Acres to Suburban Residential. Same title, but different densities.
- 31 Acres to Conservation / Open Space (Auburn Suburban)
- 16 Acres to Commercial. These parcels are abutting land already used for commercial purposes.

Current Urban Residential Zone

There are currently 2397 Acres of land zoned Urban Residential in the City. This Zoning District is proposed to be removed and replaced primarily with Traditional Neighborhood.

- 2336 Acres to Traditional Neighborhood
- 44 Acres to Conservation / Open Space (Pettengill Park)
- 18 Acres to Commercial. These include the 12-acre Walton School neighborhood and acres where the General Business District ends abruptly and becomes strictly residential for cohesiveness.

IV. PLANNING BOARD ACTION/STAFF SUGGESTIONS: Conduct a Public Hearing and make a recommendation to the Council on the Future Land Use Map.

Chapter 2 - Future Land Use Plan

The Future Land Use Plan shows graphically how the City's land use policies apply to the land area of the community, and where and how growth and development should and should not be accommodated over the next decade. The Future Land Use Plan is not a zoning map. It is intended to show, in a general sense, the desired pattern of future land use and development. The intention is that this Future Land Use Plan will guide near-term revisions to the City's zoning ordinance and maps to assure that the City's land use regulations are consistent with the policies set forth in this *Comprehensive Plan*. In addition, by designating transitional districts, the Future Land Use Plan is designed to guide future zoning changes when the circumstances become appropriate.

This Future Land Use Plan reaffirms the basic objective of land use planning, that development in Auburn should grow out from the historic cores (downtown, Danville, New Auburn, West Auburn and East Auburn) and from older established neighborhoods. This policy was originally set forth in the City's first comprehensive plan over a half century ago and has continued to guide the City's land use planning ever since. We continue to believe that growth out from the downtown core and older established neighborhoods provides the most efficient utilization of city services. This plan does not favor "leapfrog" development in the outlying sections of the City. This pattern is often referred to as "suburban sprawl," and is not considered desirable for Auburn. The effect of continuing this long-standing principle is to guide most new development into the area south of Lake Auburn and Taylor Pond and around potential passenger rail and turnpike exits (**See Section G: Transportation Policies**). Figure 2.1 identifies these areas as the City's Growth Area and Limited Growth Area; they are depicted in the brown and tan colors. **(Please note: Map update is pending and the referenced figures will need to be revised for the final publication).**

The boundaries shown on the Future Land Use Plan are general. They are intended to reflect the general pattern of desired future land use. The allowed uses and development standards set out for each land use designation are intended to serve as guidelines as the zoning ordinance is reviewed and revised. The lists of uses and the discussion of potential development standards are not intended to be all-inclusive. Rather, they are intended to outline the basic character and types of development desired in each land use area to guide the revision of the City's zoning ordinance and other land use regulations. In the preparation of the revised zoning provisions, some of the designations may be combined or rearranged to create a workable number of zoning districts

Organization of the Future Land Use Plan

The Future Land Use Plan is organized around the concept of growth and rural (or limited growth) areas set forth in the state's Growth Management Law. The state defines a "growth area" as an area that is designated in the city's comprehensive plan as suitable for orderly residential, commercial, or industrial development, and into which most development projected over ten years is directed. The state defines a "rural area" as an area that is designated in the comprehensive plan as deserving of some level of regulatory protection from unrestricted development for purposes such as supporting agriculture, forestry, mining, open space, habitat protection, or scenic lands, and from which most development projected over ten years is diverted. The state also recognizes the concept of "transitional areas," or areas that are suitable to accommodate a share of projected development, but at lower levels than a growth area, and without the level of protection accorded to rural areas.

The terminology of the state law – growth, rural, and transitional – can lead to confusion. The three terms are used to indicate the desired/anticipated level or share of future growth and development that will occur in the three areas -- but the terms do not indicate that in common usage. For example, an undeveloped floodplain within the built-up area might be identified as a non-growth area but labeling it as “rural” can be misleading. Similarly calling an established residential neighborhood a “transitional” area or a “growth” area can also be misleading if the objective is to maintain the neighborhood “as is”.

Future Land Use Categories

For the purpose of the Future Land Use Plan, three basic growth categories are used based upon the standards set out by the state and the desired level of future development in the City (see [Figure 2.1](#) following page):

- 1. GROWTH AREAS** — Areas where the City wants growth and development to occur. The anticipation is that most residential and non-redevelopment over the next ten years will occur in these growth areas.
- 2. LIMITED GROWTH AREAS** — Areas that have limited development potential or that have vacant or under-utilized land where the City desires a limited amount of growth and development over the next ten years.
- 3. NON-GROWTH AREAS** — Areas that are either unsuitable for development or in which the City desires to see little growth and development over the next ten years.

Future Land Use Types

The three categories of growth, limited growth, and non-growth specify where the City wants to accommodate growth and development and where it wants to discourage or prohibit it. The Comprehensive Plan is intended to be a guide upon which zoning ordinances are based and is not intended to serve as a regulatory document. A comprehensive rezoning should be completed after adoption of the Comprehensive Plan to match the suggestions in this plan with flexibility for future changes.

Type A: Development Areas – Areas with a significant amount of vacant or underutilized land that are capable of supporting new residential or nonresidential development in accordance with the City’s land use objectives. New development within these areas is generally encouraged.

Type B: Transition/Reuse/Redevelopment Areas — Developed areas where the City’s policy is to encourage the type of use and/or pattern of development to change over time. New development, redevelopment, or the reuse of existing land and buildings that moves the area toward the desired future use is encouraged. Some transition areas designated in the Future Land Use Plan identify the desired future use of the area, but the City’s zoning may not be changed until a future point in time when development is appropriate – in a sense these are

“planned future transition areas”. The City’s use of the term transition area differs from the way this term is used by the state in the Growth Management Law.

Type C: Protection/Reserve Areas – Largely undeveloped areas that should remain undeveloped for at least the next ten years. These areas include land with significant development constraints that should not be developed, as well as land that is not appropriate for development at this time, but that may be designated for development in the future.

Figure 2.2 on the following page shows the types of land use areas organized by the three growth categories.

Residential Densities

The Future Land Use Plan sets out the recommended pattern and intensity of development in various areas of the City. The Future Land Use Plan establishes the desired maximum intensity or density of residential development in the various land use designations.

The following table sets out the various categories of density used in the Future Land Use Plan. The maximum allowed density is expressed in the number of housing units per acre based on the gross development density. (An acre is 43,560 square feet – the playing surface of a football field is about 1.3 acres). For each density category, a maximum suggested density is provided to allow some flexibility in the establishment of the revised zoning regulations. This is not to imply that the revised zoning should strive to meet the maximum density.

Residential Density Categories	
Category	Maximum Density
Traditional Neighborhood	16 units per acre
Suburban	8 units per acre
Residential	2 units per acre
Rural	1 unit per 3 acres + additional dwelling unit

Future Land Use Designations

The following sections outline the various land use designations used in the Future Land Use Plan. The designations are organized by growth category and by the type of area. The description of each designation includes a series of land use districts that define the general pattern of development. Each district includes an **objective** for the general pattern and type of development that is desired together with the general types of uses (**allowed uses**) that are appropriate in the designation and an outline of the **development standards** including the density/intensity of development. The location of these various land use districts are shown on the accompanying Future Land Use Plan Map (see Figure 2.3 on the following page).

In addition to the Future Land Use Map, four detail maps ([Figures 2.4, 2.5, 2.6 , and 2.7](#)) show the future land use designations for specific portions of the community, including Downtown, New Auburn, Minot Avenue, and Center Street.

FUTURE LAND USE PLAN VISION STATEMENT:

As a model of carefully managed growth, Auburn seeks to **grow outward from the historic cores within our city** and be known for its **strong, vibrant neighborhoods**. The city is committed to making careful, effective, and **efficient use of land and corresponding services, while strengthening the character of our neighborhoods**, ensuring that resources exist to maintain and enhance the quality of life for current and future residents. Auburn’s continued commitment to **strong community connections**, embracing opportunity, and mindful growth should be **balanced with natural resource conservation** and woven into the city’s unique identity.

1. GROWTH AREAS –

Type A: Development Areas

Designation: Residential

TRADITIONAL NEIGHBORHOOD DEVELOPMENT DISTRICT (TND)

Objective – Allow for the development of a wide range of residential and community uses at a density of up to 16 units per acre in areas that are served or can be served by public/community sewerage and public/community water ([see Figures 2.3 and 2.7](#)). New development should be designed to minimize the number of vehicular access points to existing collector or other through roads.

Allowed Uses – The Traditional Neighborhood Development District generally follows the boundaries of the Urban Residential Zoning District, in effect at the time of the 2021 Comprehensive Plan update ([see appendix _](#)). The following general types of uses should be allowed within the Traditional Neighborhood Development District:

- Low and High-Density Residential Dwellings
- Home Occupations
- Plant/Crop-Based Agriculture
- Community Services and Government Uses
- Small Offices and Mixed-Use Buildings
- Small commercial operations that do not exceed the average lot size of the neighborhood (or more than two times the average size of the home).

Development Standards – Residential uses should be allowed at a density of up to 16 units per acre 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. In general, the minimum front setback should be 10 feet. Side and rear setbacks should

be 5-15 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the lot.

SUBURBAN DEVELOPMENT DISTRICT (SD)

Objective – Allow for the development of a limited range of residential and community uses at a density of up to 6-8 units per acre in areas that are served or can be served by public/community sewerage and/or public/community water (see Figure 2.3). New development should be designed to minimize the number of vehicular access points to existing collector or other through roads.

Allowed Uses – The Suburban Development District generally follows the boundaries of the Multifamily Suburban and Suburban Residential Zoning Districts, in effect at the time of the 2021 Comprehensive Plan update (see appendix _). The following general types of uses should be allowed within the Suburban Development District:

- Low and High-Density Residential Dwellings
- Home Occupations
- Plant/Crop-Based Agriculture
- Community Services and Government Uses
- Small Offices and Mixed-Use Buildings
- Recreational Uses of Land
- Small commercial operations that do not exceed the average lot size of the neighborhood (or more than two times the average size of the home).

Development Standards – Residential uses should be allowed at a density of up to 8 units per acre with no minimum road frontage required, shared driveways are encouraged. In general, the minimum front setback should be 10 feet. Side and rear setbacks should be 5-20 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the lot.

Designation: Nonresidential and Mixed Use

FORM-BASED CODE DEVELOPMENT DISTRICT (FBCD)

Objective – Stabilize and promote continued investment in the City's high-density neighborhoods which include a mix of housing types including multi-unit buildings to assure that they remain safe, attractive areas in which residents want to live (see Figures 2.3 and 2.4). To this end, the district should allow property owners to upgrade their properties, and for infill development and redevelopment/reuse to occur, as long as it is compatible with the character of the neighborhood.

Allowed Use – The Form-Based Code Development District generally follows the boundaries of the Form-Based Code (Transects 4.1, 4.2, 5.1, 5.2 and 6), in effect at the time of the 2021 Comprehensive Plan update (see appendix _). The following general types of uses should be allowed within the Form-Based Code Development District:

- Low and High Density Residential Dwelling Units
- Home Occupations
- Civic Uses
- Office/Service Type Uses
- Retail Type Uses

Development Standards – The reuse/reconfiguration of existing buildings for residential purposes should be allowed without consideration of density/lot size requirements, provided that

the building will be renovated, be compatible with the neighborhood, and will meet the City's requirements for residential units, including green space and providing the amount of parking appropriate for the proposed use. The other development standards should be established to reflect the existing pattern of development in these neighborhoods. Any parking requirements imposed should allow for flexibility in meeting the need for parking including the use of municipal parking, shared parking, and similar arrangements.

COMMERCIAL DEVELOPMENT DISTRICT (GBD)

Objective – Allow for the development of a wide range of uses including those that involve the sales of motor vehicles and/or that generate significant truck traffic (see Figures 2.3 and 2.5) the District should allow for both existing and new residential use at a density of up to 16 units per acre.

Allowed Uses – The Commercial Development District generally follows the boundaries of the General Business and General Business II (Minot Avenue) Zoning Districts, in effect at the time of the 2021 Comprehensive Plan update (see appendix _). The following general types of uses should be allowed in the General Business Development District:

- Low and High Residential Density Uses
- Retail uses including large-scale uses (>100,000 square feet)
- Personal and business services
- Business and professional offices
- Medical facilities and clinics
- Restaurants
- Hotel, motels, inns, and bed & breakfast establishments
- Low and High-Density Residential Uses
- Community services and government uses
- Research, light manufacturing, assembly, and wholesale uses
- Truck terminals and distribution uses
- Contractors and similar activities
- Motor vehicle and equipment sales
- Motor vehicle service and repair
- Recreational and entertainment uses and facilities

Development Standards – The City's development standards for the Commercial Development District should provide property owners and developers flexibility in the use and development of the property. The standards should include provisions to manage the amount and location of vehicular access to the site, minimize stormwater runoff and other potential environmental impacts, require a landscaped buffer along the boundary between the lot and the street, and provide for the buffering of adjacent residential districts.

INDUSTRIAL DEVELOPMENT DISTRICT (ID)

Objective – Accommodate the development and expansion of a wide range of nonresidential industrial-type uses to create employment opportunities and commerce (see Figure 2.3). The land within the district should be viewed as a limited resource that should be carefully managed so that it is not used for activities that can occur in other areas of the City.

Allowed Uses – The Industrial Development District generally follows the boundaries of the Industrial District, in effect at the time of the 2021 Comprehensive Plan update (see appendix _). The following general types of uses should be allowed in the Industrial Development District:

- Industrial uses including manufacturing, assembly, and research and development facilities
- Distribution and storage uses including wholesale sales, warehousing, and truck terminals/distribution facilities
- Transportation facilities including the airport and related uses and transportation terminals and multi-modal facilities
- Office uses
- Building material and lumber yards
- Vehicle and equipment repair facilities
- Hotels and motels
- Community services and governmental uses
- Agricultural uses

Residential uses should not be allowed in this district. Retail and service uses should be limited to activities that primarily support the other uses within the district such as service stations, convenience stores, and restaurants. Other retail and service activities should not be allowed in this district.

Development Standards – The development standards within the Industrial Development District should:

- Establish performance standards to assure that uses are good neighbors and do not create adverse impacts on surrounding properties or the community at-large
- Establish buffers where the district abuts residential districts to minimize the impacts on those residential properties
- Establish site design and landscaping standards to assure that development functions well and is visually attractive when viewed from public streets or other public areas

COMMERCIAL FORM-BASED CODE GATEWAY DEVELOPMENT DISTRICT (WASHINGTON STREET) (CFBCGD-W)

Objective –

To allow for mixed use development while protecting and providing transitions to the abutting residential neighborhoods. Within this area attractive road fronts should be established that enhance a complete street city gateway and provide the essence of a welcoming, vibrant community, with neighborhood and community retail, business and service establishments that are oriented to and built close to the street. The zone is appropriate in areas where a more compact urban development pattern exists or where a neighborhood-compatible commercial district is established which exhibits a pedestrian scale and character. The CFBCGD-W should enhance development and design standards to allow this area to evolve into an attractive gateway into the City. Specifically, a portion of this designation pushes a transformation of Washington Street South/Routes 4 and 100 to a two-lane high-speed connector while Washington Street North Routes 4 and 100 becomes a local connector with future Form Based Code Commercial Development. Residential uses should be allowed at a density of up to 16 units per acre provided they are accessory to commercial uses.

Allowed Uses – The Commercial Form-Based Code Gateway Development District – W generally follows the boundaries of the existing General Business areas along Washington Street, in effect at the time of the 2021 Comprehensive Plan update ([see appendix](#)). The Commercial Form-Based Code Gateway Development District – W should allow for medium-scale, multi

dwelling development with up to three stories (plus attic space), with multiple commercial uses allowed that mirror existing form based code within the city to include, but not be limited to general offices, government uses, lab and research facilities, low impact industrial, studios, parks and open spaces, veterinary services, medical and dental clinics, general retail, restaurants, schools, churches, convenience stores with gas stations, specialty shops, auto service stations, care facilities, lodging, clinics and hotels.

Development Standards – New development, redevelopment and substantial expansions should be subject to an enhanced set of development and design standards to assure that this area evolves as an attractive gateway. These standards should maintain appropriate setbacks for new development, encouraging shallow or no front setbacks, screen parking areas from Washington Street and provide incentives for the use of shared driveways and curb-cuts. Provisions for on street parking should be encouraged. All uses in this district should be located, sited and landscaped in such a manner as to preserve open space, control vehicle access and traffic and provide adequate buffering and natural screening from Washington Street. This designation is intended for areas near, in, along neighborhood corridors and for transit-supportive densities.

COMMERCIAL FORM-BASED CODE GATEWAY DEVELOPMENT DISTRICT (UNION/CENTER/TURNER) (CFBCGD-UCT)

Objective –

To allow for mixed use development while protecting and providing transitions to the abutting residential neighborhoods. Within this area attractive road fronts should be established that enhance a complete street city gateway and provide the essence of a welcoming, vibrant community, with neighborhood and community retail, business and service establishments that are oriented to and built close to the street. The zone is appropriate in areas where a more compact urban development pattern exists or where a neighborhood-compatible commercial district is established which exhibits a pedestrian scale and character. The CFBCGD-UCT should enhance development and design standards to allow this area to evolve into an attractive gateway into the City. Specifically, a portion of this designation pushes a transformation of the Union/Center/Turner Street neighborhood from a commercial zoning district to a future Form-Based Code Commercial Development District, matching the adjacent Form-Based Code designations. Residential uses should be allowed at a density of up to 16 units per acre provided they are accessory to commercial uses.

Allowed Uses – The Commercial Form-Based Code Gateway Development District – UCT generally follows the boundaries of the existing General Business areas along the Union/Center/Turner Street corridor, in effect at the time of the 2021 Comprehensive Plan update (see appendix). The Commercial Form-Based Code Gateway Development District – UCT should allow for medium-scale, multi dwelling development with up to four stories (plus attic space), with multiple commercial uses allowed that mirror existing form based code within the city to include, but not be limited to general offices, government uses, lab and research facilities, low impact industrial, studios, parks and open spaces, veterinary services, medical and dental clinics, general retail, restaurants, schools, churches, convenience stores with gas stations, specialty shops, auto service stations, care facilities, lodging, clinics and hotels.

Development Standards – New development, redevelopment and substantial expansions should be subject to an enhanced set of development and design standards to assure that this area evolves as an attractive gateway. These standards should maintain appropriate setbacks for

new development, encouraging shallow or no front setbacks, screen parking areas from the street and provide incentives for the use of shared driveways and curb-cuts. Provisions for on street parking should be encouraged. All uses in this district should be located, sited and landscaped in such a manner as to preserve open space, control vehicle access and traffic and provide adequate buffering and natural screening from Union/Center/Turner Streets. This designation is intended for areas near, in, along neighborhood corridors and for transit-supportive densities.

VILLAGE OVERLAY AREAS (VOA)

Objective – In residential Future Land Use Districts, small commercial operations should be allowed provided they do not exceed the average lot size of the neighborhood (or more than two times the average size of the home). As part of the comprehensive rezoning, the City should identify village overlay areas where these small commercial operations are most appropriate, such as corner lots. Considerations for appropriate areas should include: frontage on a major arterial as defined in the Comprehensive Plan, access to any required parking be located on the arterial frontage, buffering of any parking areas from lot lines and signage limitations.

PLANNED UNIT DEVELOPMENTS (PUD)

Objective – As part of the comprehensive rezoning process, the City should continue to provide for a greater variety and choice of design for urban and suburban living, to gain efficiencies, to coordinate design development efforts, to consider and make available open space, to utilize new technologies for land development and to offer a flexible alternative to conventional land control regulations by allowing for Planned Unit Developments for residential, commercial and industrial projects. The type and amount of development permitted should continue to be based on the Planning Board’s evaluation of the development proposal and the purposes set forth in the 2021 Auburn Code of Ordinances. The City should continue with the four types of Planned Unit Developments: Residential, Recreation/Residential, Commercial and Industrial and apply them to the newly proposed Future Land Use Designations after a comprehensive rezoning has taken place.

2. LIMITED GROWTH AREAS –

Type A: Development Areas

Designation: Residential

RESIDENTIAL DEVELOPMENT DISTRICT (LDD)

Objective – Allow for the development of residential and community uses at a density of up to 2 units per acre in areas on the fringe of the built-up area where public services can be reasonably provided, but where public sewerage is not available and is not likely to be available in the foreseeable future (see Figure 2.3). New development should be designed to minimize the number of vehicular access points to existing collector or other through roads. Shared driveways should be encouraged by providing a 20% reduction in lot size and road frontage.

Allowed Uses – The Residential Development District generally follows the boundaries of the Rural Residential Zoning District, in effect at the time of the 2021 Comprehensive Plan update (see appendix). The following general types of uses should be allowed within the Low-Density Development District:

- Low Density Residential Dwellings
- Home occupations
- Community services and government uses

- Agriculture
- Small retail shops less than 3,000 square feet or 1.5 times the average size of the home within Village Overlay Neighborhoods.

Development Standards – Residential uses should be allowed at a density of up to 2 units per acre. Lot frontage requirements on existing collector and other through roads should be around 100 feet but should be reduced for lots that share driveways. In general, the minimum front setback should be 20 feet. Side and rear setbacks should be 15-30 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the lot.

RURAL DEVELOPMENT DISTRICT (RD)

Objective – Allow for the development of residential uses (primarily detached single family homes) at a density of up to 1 unit per 3 acres with one additional dwelling unit permitted for each home in areas where public/community sewerage and water are not available and not likely to be available in the foreseeable future. New development should be designed to minimize the number of vehicular access points to existing collector and other through roads. Shared driveways should be encouraged by providing for a 50-foot driveway frontage bonus. Setbacks within lots should be maintained.

Allowed Uses – The Rural Development district generally follows the boundaries of the Low-Density Country Residential Zoning District, in effect at the time of the 2021 Comprehensive Plan update (see appendix [_](#)). The following general types of uses should be allowed within the Rural Development District:

- Low Density Residential Dwellings
- Home occupations
- Community services and government uses
- Agriculture
- Small retail shops less than 3,000 square feet or 1.5 times the average size of the home within Village Overlay Neighborhoods.

Development Standards – The residential density in the Rural District should be one unit per 3 acres. Lot frontage requirements should be around 200 feet but should be reduced for lots that share driveways. In general, the minimum front setback should be 25 feet. Side and rear setbacks should be 15-25 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the lot.

3. NON-GROWTH AREAS –

Type C: Protection/Reserve Areas

Designation: Conservation/Open Space

CONSERVATION/OPEN SPACE DISTRICT (COS)

Objective – Formally recognize those parcels that are used for cemeteries, water quality protection or are protected for conservation or open space purposes (see Figure 2.3). The land included within this district will change over time as additional land is conserved. The intent of this designation is to establish a policy that these types of properties/uses should be recognized as important resources and that any significant change in use should be considered a policy decision.

Allowed Uses – The allowed uses within the Conservation/Open Space District should be limited to low intensity recreational facilities and natural resource uses including forestry and food production.

Development Standards – The development standards should provide flexibility for the appropriate use of the land, while protecting its natural resource and ecological values.

AGRICULTURE DISTRICT (AG)

Objective – Preserve and enhance the agricultural heritage of Auburn and protect the City's natural resources and scenic open space while maintaining the economic value of the land (see Figure 2.3). The district is characterized by a rural, very low-density development pattern that limits sprawl and minimizes the City's service costs. The district maintains the current rural development pattern allowing for a broad range of agriculture and natural resource-related uses, while restricting residential development. Recreational development is encouraged both as a means of protecting open space, and as a means to provide reasonable public access to outdoor destinations such as Lake Auburn and the Androscoggin River. The Agriculture District is intended to serve as a land reserve, protecting valued community open space and rural landscapes, while maintaining the potential for appropriate future development.

Allowed Uses – The Agriculture District should continue to include the uses allowed in the existing AG/RP zoning district. In addition, a broader range of rural uses should be allowed. Agriculturally related businesses including retail and service activities and natural resource industries should be permitted. The reuse of existing agricultural buildings should be allowed for low intensity non-agriculture related uses.

Residential uses should continue to be limited to accessory residential development as part of a commercial agriculture or natural resource use, not just traditional farms. The criteria for determining when an accessory residential use is permitted should be based on updated standards that consider the economic realities of today's commercial agricultural activities, including outside sources of income and part-time and small-scale commercial operations. Residential development may also be part of a commercial recreational use as part of a planned development in which the recreational open space is permanently preserved.

Development Standards – All new development, redevelopment, and expanded uses in the Agriculture District should be required to meet “best management practices” for stormwater management and environmental protection to ensure adequate protection of natural resources. All development activities in the Agricultural District should be subject to low impact development (LID) standards such as limiting impervious surfaces, minimizing lot disturbances, creating natural buffers, and capturing and treating runoff through filtration measures.

The City should continue to encourage a very low density development pattern as a means of protecting natural resources and preserving the rural character. The basic residential density standard for the current AG/RP zoning district should be maintained. The standards for the development of accessory residential units should provide greater flexibility in the siting of those units. In an effort to place accessory residential development in areas where it will have the least impact on natural resource and/or the agricultural value of the land, the standards should allow for a waiver or elimination of road frontage requirements and access from a private driveway.

Residential development that is proposed as part of a master planned commercial recreational development should be limited to the same density standard (one unit per 10 acres) as other accessory residential uses, unless necessary for economic reasons to increase the density as a

project incentive. A recreational master plan should be required outlining the scope, scale, and location of residential units and ensuring a cluster development pattern in which the majority of the land is retained as recreation/open space. A conservation easement, or other legally binding preservation measure, should be required to permanently conserve the recreation/open space areas.

As part of the 2021 Comprehensive Plan update, it is understood that agriculture and forestry **may not** be profitable in some areas of the City and the existing Agriculture and Resource Protection Zoning, in some cases, eliminates the economic use of private land. The City should create a mechanism in which private landowners can petition the City for a change of use based on the individual circumstances of their lot(s).

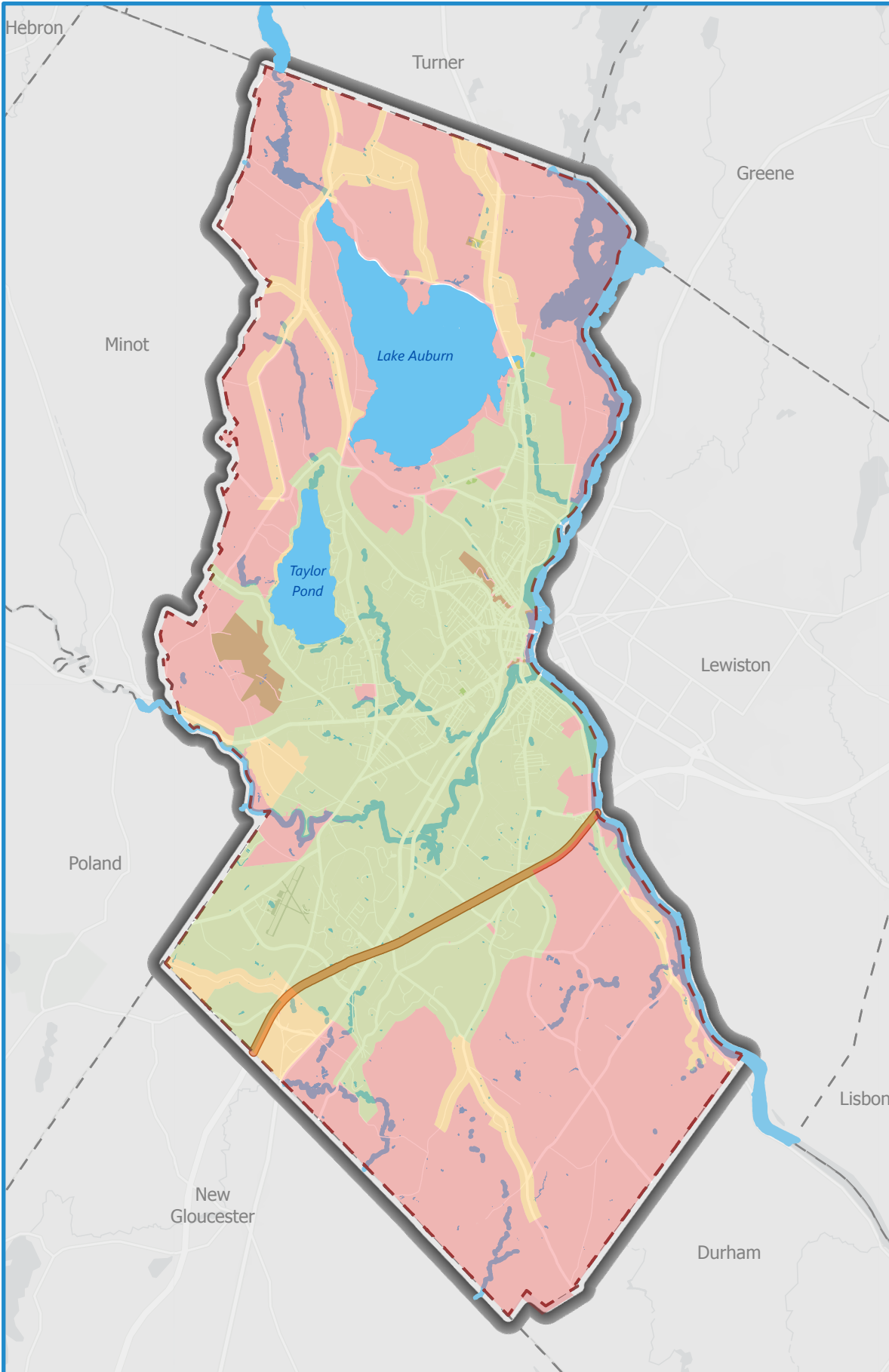
The City also recognizes differences between Agriculture and Resource Protection, and as such it is recommended that the districts be treated separately within the zoning ordinance (Agricultural District and Conservation/Open Space District). This committee acknowledges that in practice there is overlap between Agriculture and Resource Protection, and that the conversation about how to distinguish the two should include a broad group of voices including residents, relevant City Committees (Conservation Commission, Agriculture Committee, etc) and experts who can support the City in meeting its goal to untangle these activities.

PROPOSED FUTURE LAND USE ZONING DISTRICTS




	Traditional Neighborhood (BOTH Water AND Sewer)	Suburban (Water AND/OR Sewer)	Residential	Rural	Commercial	Industrial	Agricultural	Form-Based Code	Commercial Form-Based Code
Road Frontage	N/A	N/A	100	200	100	150 (Industrial)	175	Current Requirements + Expand from Urban Core in Future/Historical Areas	Suggested standards to ensure these areas evolve into attractive gateways
Density or Net Lot Area per Family Unit	16/acre	8/acre	2/acre	1 per 3 acres + additional dwelling unit	Mixed Use/N/A	N/A	.10/acre		
Set backs - Front, Sides, Rear (Minimum)	10;5;15 Current Character or 25% of the Avg. Depth of the Lot	10;5;20 or 25% of the Avg. Depth of the Lot	20;15;30 or 25% of the Avg. Depth of the Lot	25;15;25 (Keep Nonconforming Portion as is) or 25% of the Avg. Depth of the Lot	10;25;35 or 25% of the Avg. Depth of the Lot	35;35;35 - Staff level review of rear setback - 50FT? Or 25% of the Avg. Depth of the Lot	25;15;25 or 25% of the Avg. Depth of the Lot		
Shared Driveways	Yes - No bonus	Yes - No bonus	Y-20% reduction in lot size and road frontage allowable	Y-50' driveway frontage, maintain setbacks within lots.					
Height (Stories)	2.5 (35 Feet)	2.5 (35 Feet)	2.5 (35 Feet)	2.5 (35 Feet)	4 (45 Feet)	75 Feet	2.5 (35 Feet)		
Suggested Allowable Uses	Allows Small Stores/Fruit Stands (Examples: Slatterys, Sundrys, Specialty Shops). ID Village areas of the City to Incorporate these uses. Comp. Plan FLU Goal: City Council and Planning Board Should Discuss Creating a Petition Process by January of 2022 for Nonresidential uses.	Allows Small Stores/Fruit Stands (Examples: Slatterys, Sundrys, Specialty Shops). ID Village areas of the City to Incorporate these uses. Comp. Plan FLU Goal: City Council and Planning Board Should Discuss Creating a Petition Process by January of 2022 for Nonresidential uses.	Allows Small Stores/Fruit Stands (Examples: Slatterys, Sundrys, Specialty Shops). ID Village areas of the City to Incorporate these uses. Comp. Plan FLU Goal: City Council and Planning Board Should Discuss Creating a Petition Process by January of 2022 for Nonresidential uses.	Same as Residential: Allow Small Retail Shops (Less than 3,000SF) for homemade crafts/small standalone businesses. Prohibit age restricted retail to avoid incompatible uses in these neighborhoods? Again, ID Village Areas and Same FLU Goal of Creating a Petition Process for Nonresidential uses. Size of business square footage or 1.5x footprint (whichever is less)					
Parking Minimums	None	None	None	None	None	None	None	None	None

Future Land Use

60 Court Street
Auburn, Maine
207.333.6601

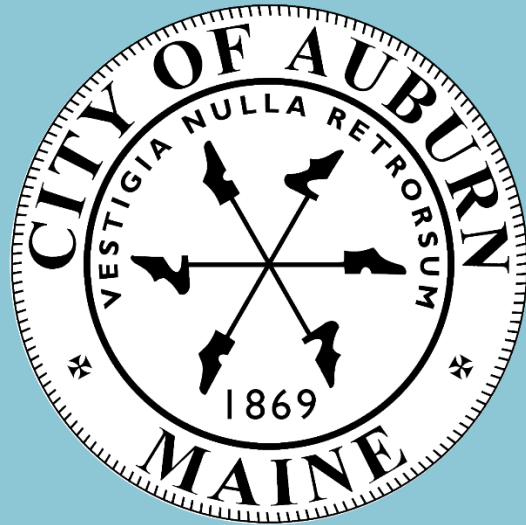


Growth Areas

-  Growth
-  Non-Growth
-  Limited Growth



0 10,000 Feet

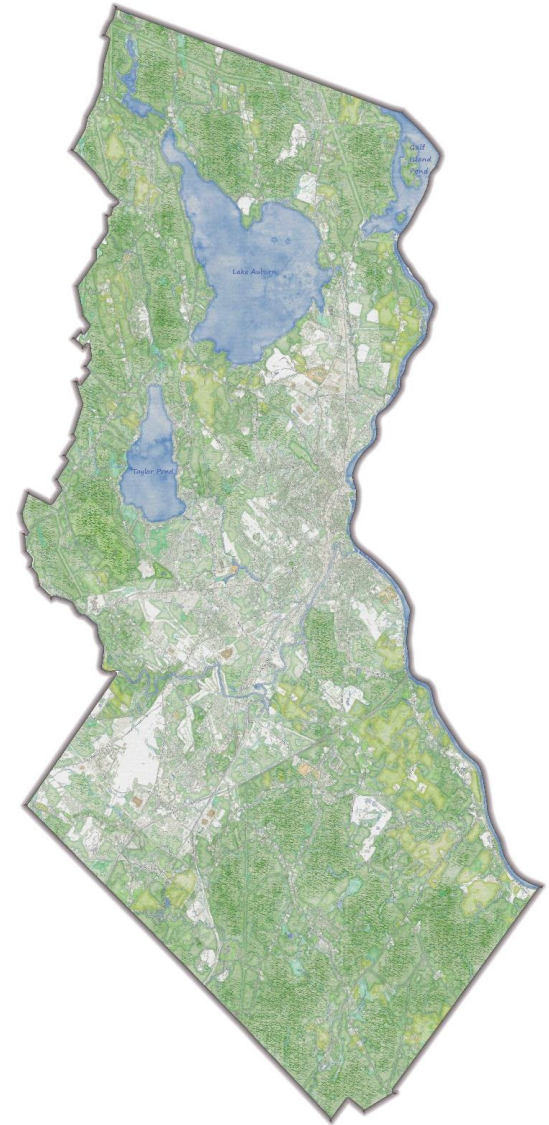


*City of Auburn
Comprehensive Plan
Deliverable: 2021 FLU
Map Updates*

*By the Auburn
Comprehensive Plan
Committee and City
Planning & Permitting Staff*

Deliverables from Update Process

- ❖ PB and Council Approved Edits to Chapter 1, Section E: Recreation (and Open Space) -
 - ❖ PB and Council Approved Edits to Chapter 1, Section G: Transportation (New Turnpike Interchange)
 - ❖ PB and Council Approved Chapter 1, Section K: Promoting Food Access and Growing the Agriculture Economy - *New Chapter*
 - ❖ Committee Approved Edits to Chapter 2, Future Land Use Plan (Draft Mapping & Zoning Updates) on June 16, 2021 – *PB tabled in September and rescheduled for tonight.*
-



Goals of Future Land Use Plan Changes

- ❖ Allow for additional flexibility in zoning
- ❖ Reduce the number of districts
- ❖ Attract new residents / workforce
- ❖ Ensure equitable access to all housing types
- ❖ Maximize use of existing and expanded infrastructure

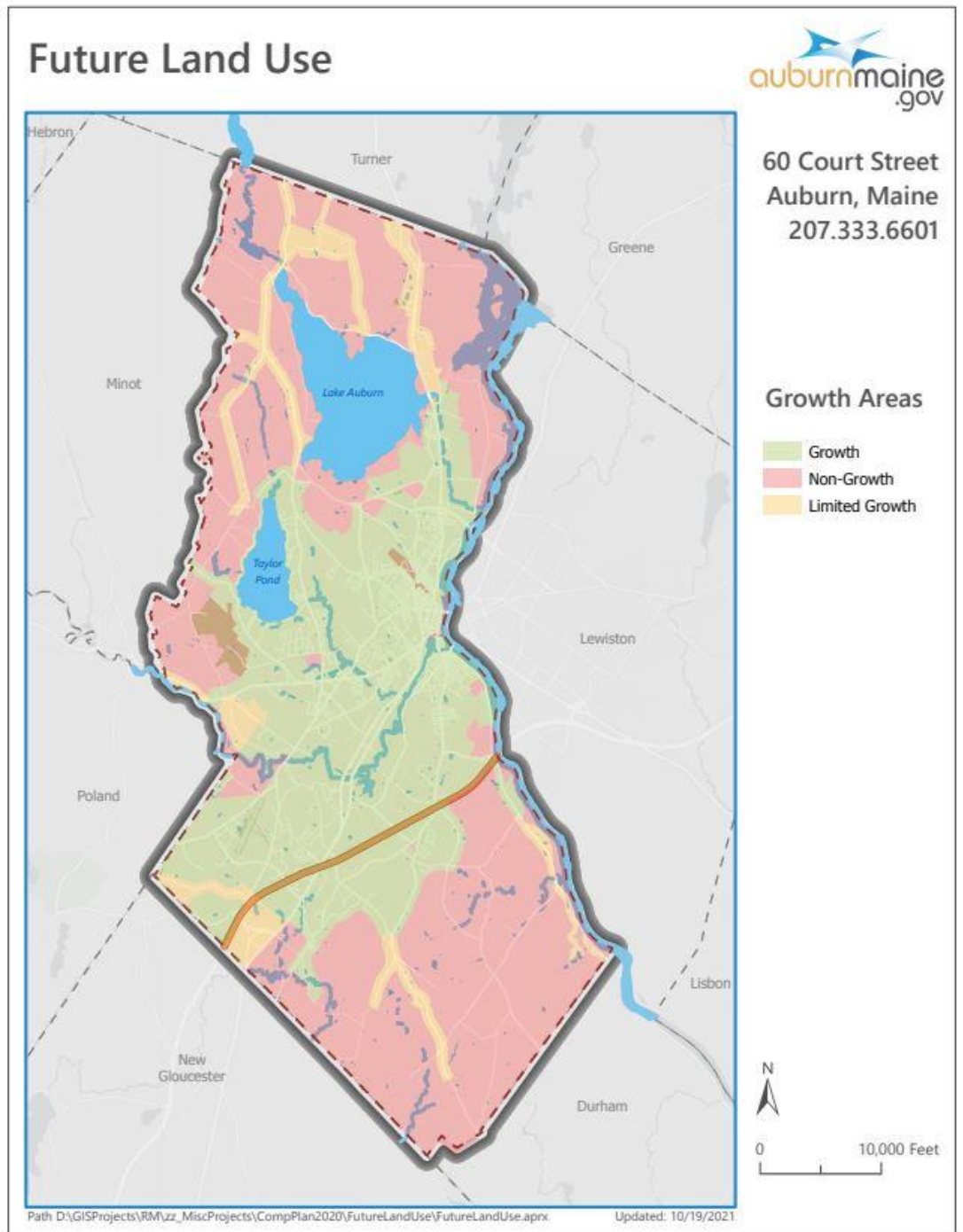


7.2 Dwelling Units Per Acre



16 Dwelling Units Per Acre

Land Development Pattern: The Future Land Use Committee concentrated the efforts of growth from the core/center of the City outwards to limit development in rural areas such as the proposed AG – Agriculture District, while maintaining limited growth in the existing residential strips.





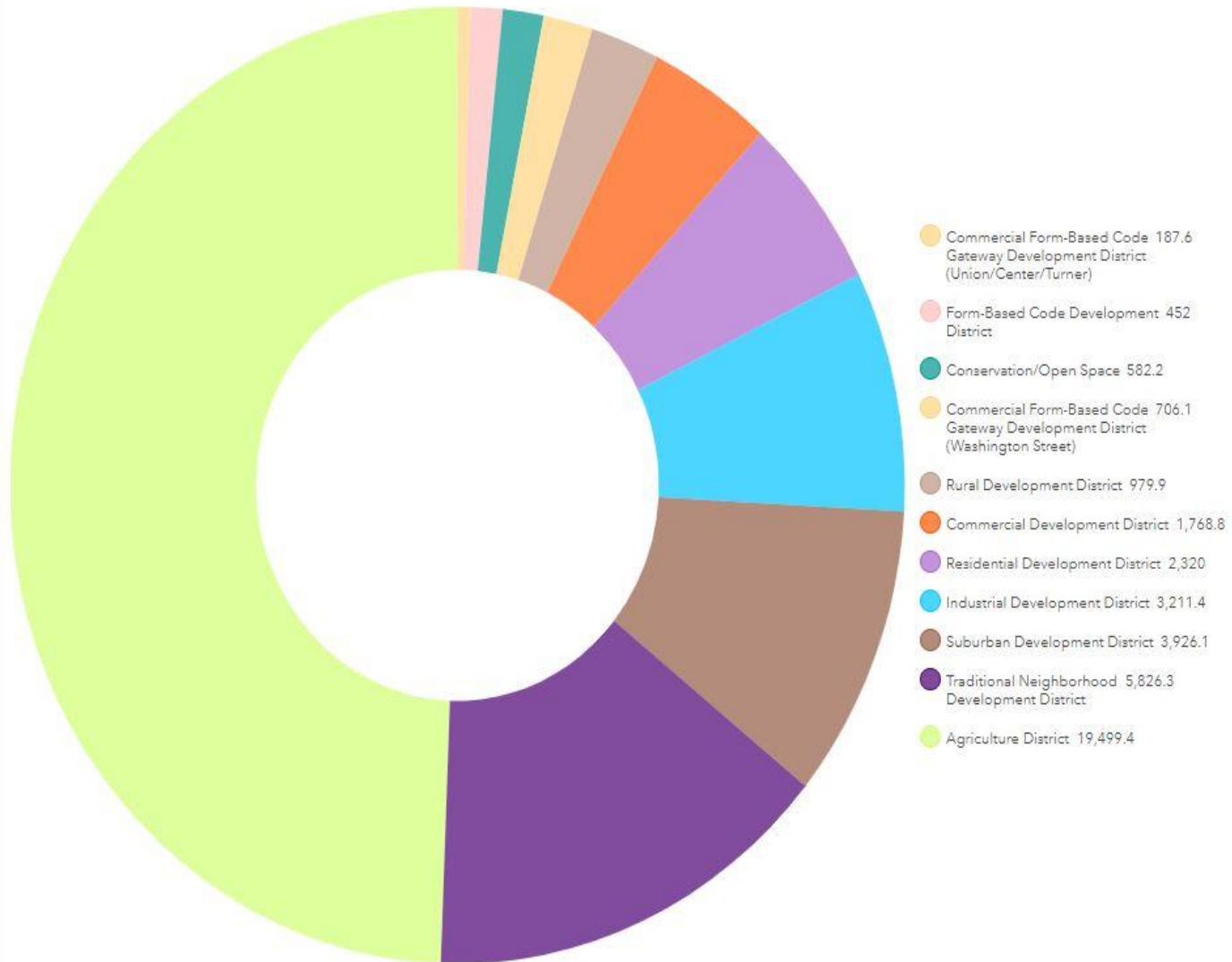
39.5k Acres

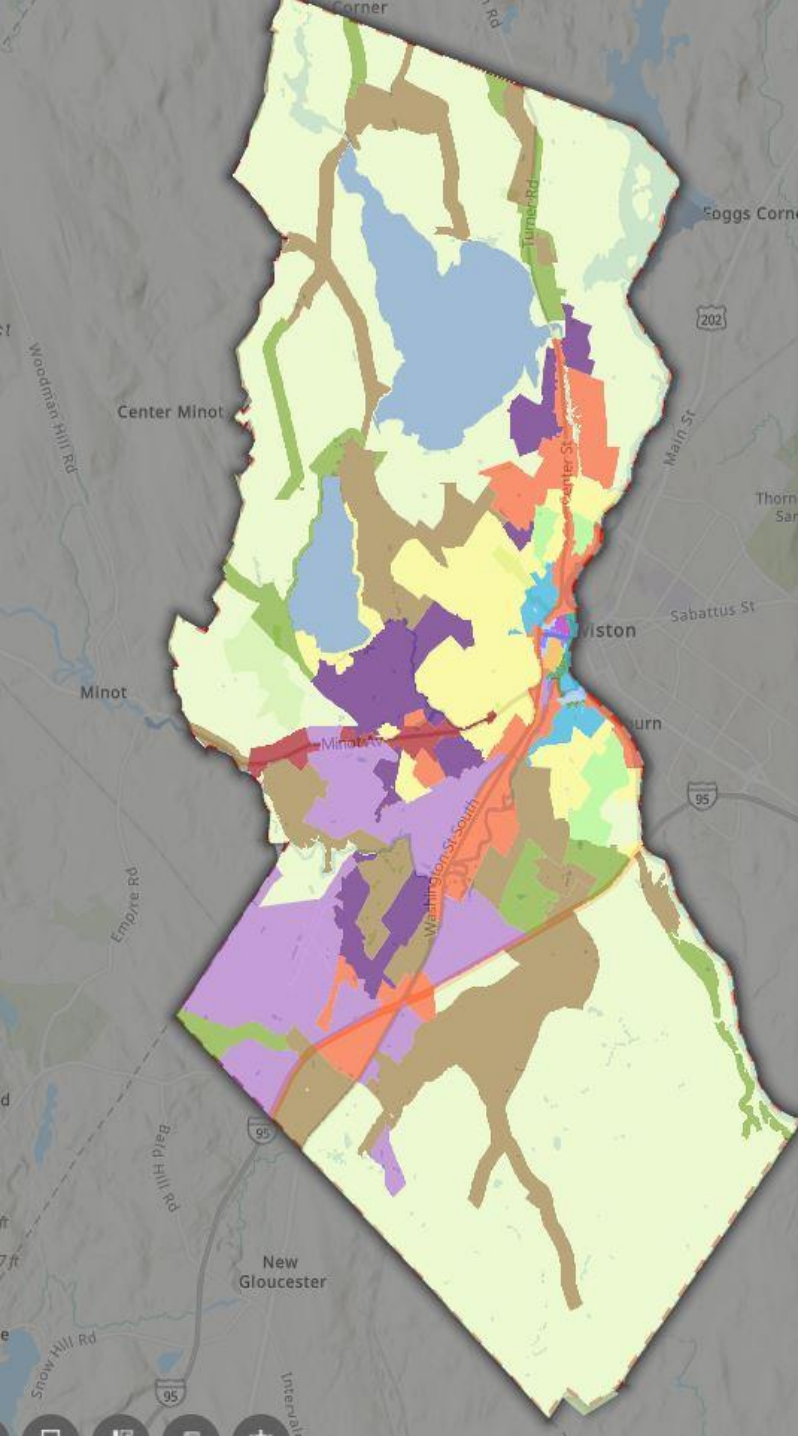
Proposed Future Land Use Districts

Policy Directive –

Encourage new residential units by supporting:

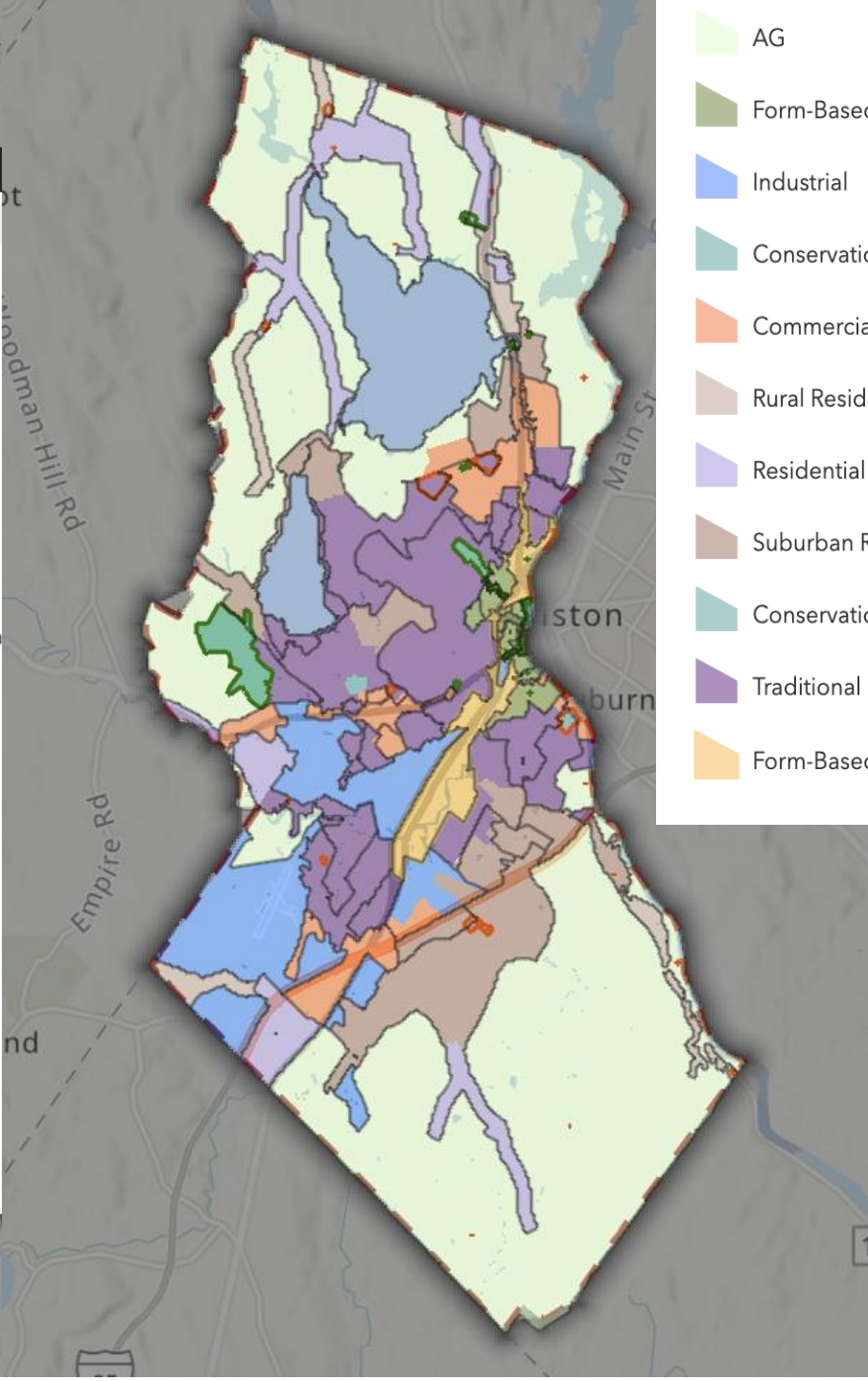
- ❖ Infill Development
- ❖ New rural residential housing opportunities
- ❖ Elimination of parking requirements
- ❖ Creation of transitional areas linking neighborhoods
- ❖ Create more inventory opportunity for local affordable housing viability





Layer List

- Zoning
 - AG - Agriculture and Resource Protection
 - CBD I - Central Business District I
 - CBD II - Central Business District II
 - CBD III - Central Business District III
 - DE - Downtown Enterprise
 - GB - General Business
 - GB II - General Business II
 - ID - Industrial
 - LDCR - Low Density Country Residential
 - MFS - Multi-Family Suburban
 - MFU - Multi-Family Urban
 - NB - Neighborhood Business
 - RR - Rural Residential
 - SR - Suburban Residential
 - UR - Urban Residential
 - T-4.1 - Traditional Mainstreet Neighborhood
 - T-4.2 - Traditional Downtown Neighborhood
 - T-5.1 - Downtown Traditional Center
 - T-5.2 - Downtown City Center
 - T-6 - Great Falls Metropolitan
 - C/OS - Conservation / Open Space

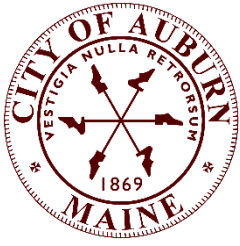


- AG
- Form-Based Code
- Industrial
- Conservation/Open Space
- Commercial
- Rural Residential
- Residential
- Suburban Residential
- Conservation
- Traditional Neighborhood
- Form-Based Code - Commercial

As a model of carefully managed growth, Auburn seeks to **grow outward from the historic cores within our city** and be known for its **strong, vibrant neighborhoods**. The city is committed to making careful, effective, and **efficient use of land and corresponding services, while strengthening the character of our neighborhoods**, ensuring that resources exist to maintain and enhance the quality of life for current and future residents. Auburn's continued commitment to **strong community connections**, embracing opportunity, and mindful growth should be **balanced with natural resource conservation** and woven into the city's unique identity

MAP LINK:

<https://www.arcgis.com/apps/dashboards/93317798adod4fd8a132c84fcd327a3c>



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

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

Subject: Mayor, City Council, School Committee, and other Board Compensation

Information: Compensation for the Mayor, City Council and School Committee were adopted by City Charter (Section 10.1) on November 8, 2005: Salaries of the Mayor and Council (Sec. 2-25) and Salaries of School Committee Members (Sec. 2-382).

Per ordinance, the compensation is issued annually as follows: Mayor - \$4,000 and payable quarterly, City Councilors - \$1,800 and payable monthly, and School Committee Members - \$650 payable at \$25 per meeting for up to 26 meetings per year. Total annual compensation for all is \$21,150.00.

The Mayor, City Council and School Committee Members have been receiving the same compensation since 2005. After a review of other municipalities, the city council should review the compensation stipend for all elected positions and consider including compensation for certain boards.

Items for consideration based on surrounding communities:

- Mayor - \$4,000 - \$8,000
- Council - \$1,800 - \$4,000
- School Committee - \$650 - \$4,000
- Planning Board - \$0.00 - \$1,200
- Regulatory Board – up to \$25 per meeting
- Council Committee Assignments - \$25 per meeting (capped at two committees)
- Health Insurance (cost of a single plan in the City of Auburn is \$9,758)

Any increase in the compensation will take effect for the new elected term.

City Budgetary Impacts: The FY2022 compensation would increase by \$ TBD.

Staff Recommended Action: Council to discuss if any changes will be considered.

Previous Meetings and History: NA

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

Charter

Sec. 10.1. Officers and employees.

- A. *Rights and privileges preserved.* Nothing in this Charter except as otherwise specifically provided shall affect or impair the rights or privileges of persons who are city officers or employees at the time of its adoption.
- B. *Continuance of office or employment.* Except as specifically provided by this Charter, if at the time this Charter takes full effect, a city administrative officer or employee holds any office or position which is or can be abolished by or under this Charter, he or she shall continue in such office or position until the taking effect of some specific provision under this Charter directing that he or she vacate the office or position. Specifically, until the city council approves by ordinance the compensation for mayor, councilors and school committee members, the annual compensation for mayor shall be \$4,000.00, for councilor, \$1,800.00 and school committee member \$600.00.
- C. *Personnel system.* An employee holding a city position at the time this Charter takes full effect who was serving in that same or a comparable position at the time of its adoption shall not be subject to competitive tests as a condition of continuance in the same position but in all other respects shall be subject to the city's personnel system.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 04-04162013

Be it Ordained, that the following ordinances be adopted:

Sec. 2-25. Salaries of the Mayor and Council.

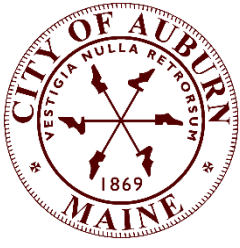
Elected officials shall receive the following annual salaries, payable as listed:

- (1) *Mayor*. The mayor shall receive an annual salary of \$4,000.00, payable quarterly.
- (2) *City council*. Each of the councilors shall receive an annual salary of \$1,800.00 payable monthly.

Sec. 2-382. Salaries of School Committee Members.

Elected School Committee Members shall receive the following annual salaries, payable as listed:

- (1) *School committee*. Each member of the school committee, shall receive a salary at the rate of \$25.00 per meeting for up to 26 meetings per year.
- (2) *The Mayor or his/her designee* is a full member of the School committee and therefore is entitled to compensation as any other member.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Order: 114-11012021

Author: Sue Clements-Dallaire, City Clerk

Subject: Waiver of Business License Fee – ELHS Music Association

Information: An application and letter for a waiver of business license fee was submitted by the Edward Little High School Music Association. The fee is \$100 for the year.

City Budgetary Impacts: None

Staff Recommended Action: Motion to approve waiver of the business license fee

Previous Meetings and History: N/A

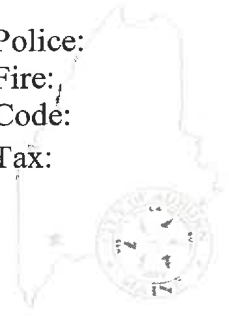
City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

- Application
- Request to waive fees
- Order

Police:
Fire:
Code:
Tax:



CITY OF AUBURN, MAINE
Flea Market/Craft Fair/Swap Meet/Bazaars
License Application

Application date 10/08/2021 ~~05/21/2021~~ Date & Time of Event Saturday November 13th 2021 9am-3pm

Event and/or Location Edward Little High School

One Day Event:

\$50.00 Up to 25 tables
\$100.00 Over 25 tables

Three months:

\$50.00 Per table
\$500.00 Maximum per location

ALL QUESTIONS MUST BE ANSWERED IN FULL

BUSINESS

APPLICANT

Business name Edward Little High School

Full name Heather Burgess

Business address 77 Harris Street

Maiden name A/K/A Burgess

City Auburn State ME Zip 04210

Date of birth 12/10/1981

Mailing address _____

Home address 221 South Main Street

City _____ State _____ Zip _____

City Auburn State ME Zip 04210

Business phone _____

Home phone (207) 740-3737 (cell)

Cell phone _____

Driver's Lic.# & State 1292258 Maine

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

Name _____ Date of conviction _____
Offense _____ Location _____
Disposition _____

Does applicant(s) own the premises? Yes _____ No x (If "No", give name and address of owner)

Name _____ Address 77 Harris Street

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

Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials *Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer. Please allow at least 3 weeks for this process.*

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY
*****READ CAREFULLY BEFORE SIGNING*****

I hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto.

 Heather Burgess
Signature of Applicant

 August 21, 2021
Date

STAFF USE ONLY
DO NOT COMPLETE BELOW THIS LINE

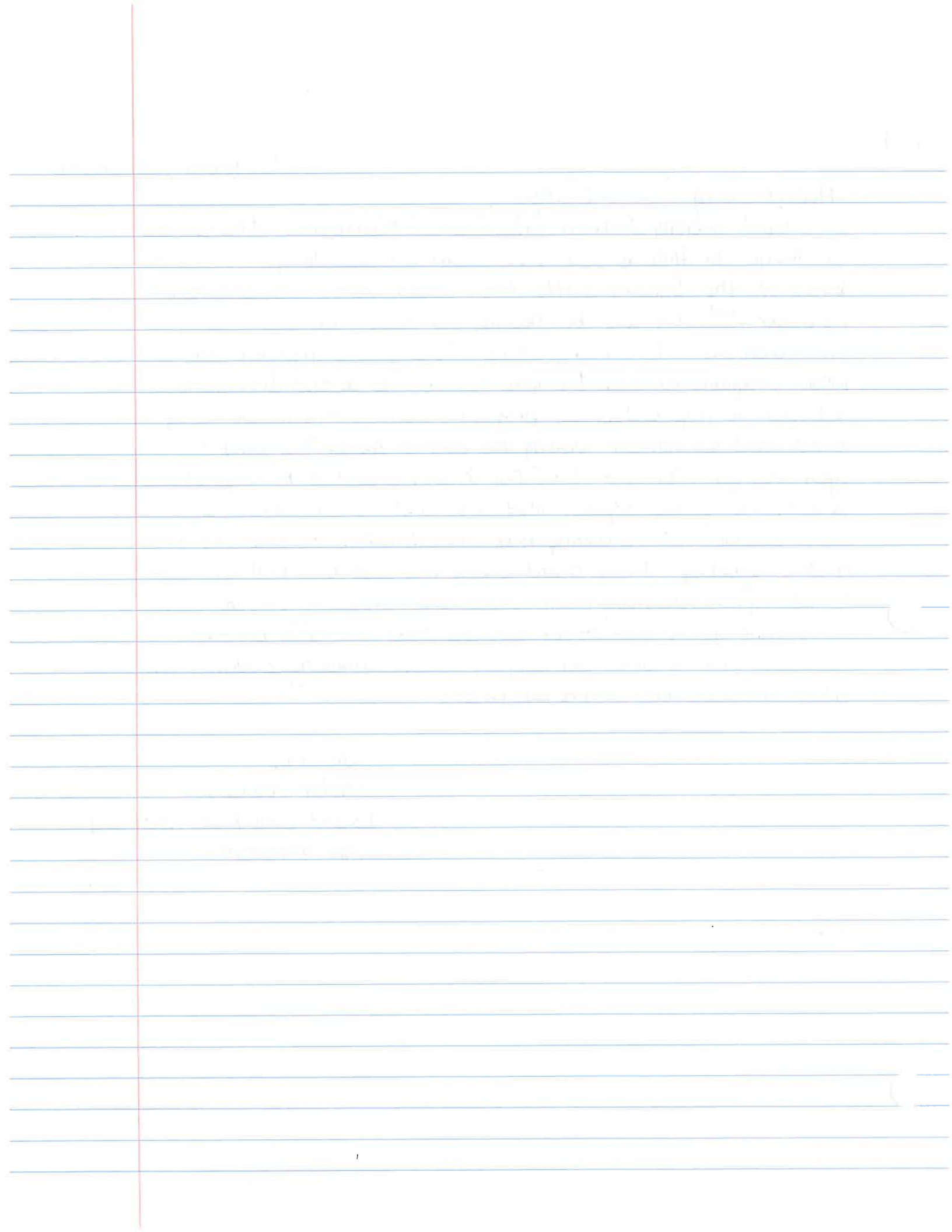
October 8, 2021

Auburn City Council Members,

Good evening Auburn City Council Members. Thank you for taking the time to read this. I am writing to you today on behalf of the Edward Little Music Association. On Saturday November 13th we will be hosting our second annual Craft and Vendor Fair. Like many others, Covid greatly impacted the music programs at EL. We were not able to do any fundraising last year to help sustain our programs. I am writing to you today to ask that you consider waiving the permit fee for the Craft Fair again this year. Our first Craft Fair in 2019 proved to be a great success, and we are hopeful that this will continue for many years to come! We currently have over 110 tables of crafters and vendors signed up! Money raised during the Craft Fair will be used to help support the many music classes and groups at Edward Little.

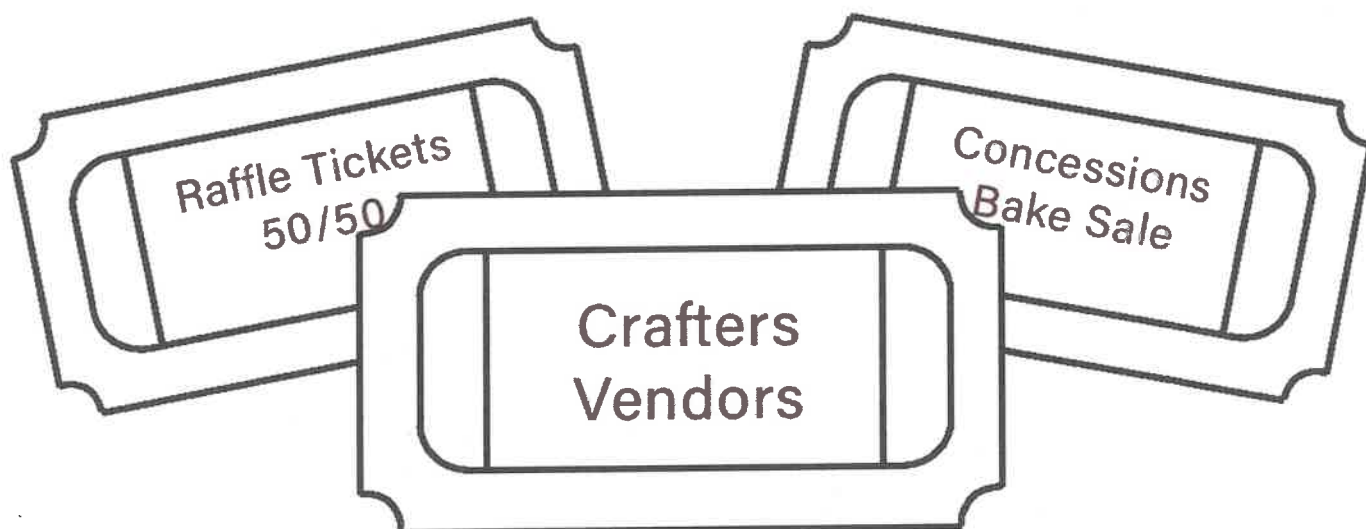
I invite you to come on out Saturday November 13th between 9am and 3pm to show your support for our amazing students, great school, and many local crafters and vendors.

Sincerely,
Heather Burgess
Edward Little Music Association
Vice President



Craft & Vendor Fair

Edward Little Music Association



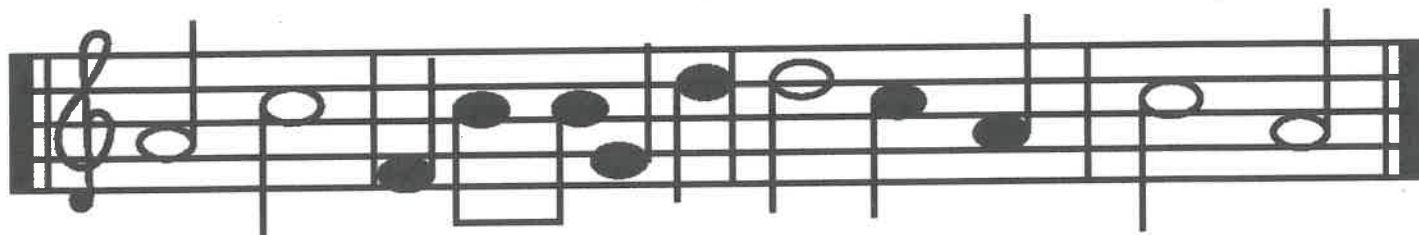
Saturday November 13th 2021

9AM - 3PM

Edward Little High School

77 Harris Street

Auburn Maine





ORDER 114-11012021

City Council Order

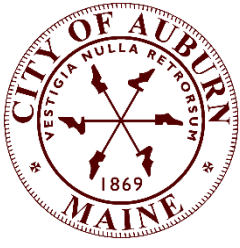
IN CITY COUNCIL

ORDERED, that the City Council hereby authorizes the City Clerk to waive the \$100 business license fee for the Edward Little High School Music Association business license.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Order: 115-11012021

Author: Jason D. Moen, Chief of Police

Subject: Confirm Chief Moen's appointment of Zachary Roy as a Constable with firearm for the Auburn Police Department.

Information: The Auburn Police Department requests the City Council appointment of Zachary Roy as a Constable with firearm for the Auburn Police Department.

City Budgetary Impacts: N/A

Staff Recommended Action: Motion to confirm Chief Moen's appointment of Zachary Roy as a Constable with firearm for the Auburn Police Department,

Previous Meetings and History: None

City Manager Comments:



I concur with the recommendation. Signature:

Attachments:



ORDER 115-11012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby confirms Chief Moen's appointment of Zachary Roy as a Constable with firearm for the Auburn Police Department.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, 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. Councilor Boss was absent. All other Councilors were present.

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 110-10182021*

Confirming Chief Moen’s appointment of Isaac LaBonte as Constable with Firearm for the City of Auburn.

2. Order 111-10182021*

Accepting the transfer of \$2,210.50 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Androscoggin Superior Court Docket No. CV-18-051 Kenneth Gardner.

3. Order 112-10182021*

Authorizing the City Clerk to waive the \$150 Business License Fee for the Danville Junction Grange.

Motion was made by Councilor Carrier and seconded by Councilor MacLeod for passage of the three consent items.

Passage 6-0.

I. Minutes – September 20, 2021, Regular Council Meeting

Motion was made by Councilor Milks and seconded by Councilor Walker to approve the minutes of the September 20, 2021 Regular Council meeting as corrected. Passage 6-0.

III. Communications, Presentations and Recognitions

- Pedestrian Safety Month
- Proclamation – Domestic Violence Awareness Month
- ARPA Ad hoc Committee Update
- Delivery of Final Lake Auburn Study Report
- Bring Auburn Back
- Council Communications (about and to the community)

Councilor Lasagna announced that the Auburn Ag and Forestry Committees are holding a Farm Snapshot tour on Saturday between 10am and 1pm.

Councilor Walker announced that the Age Friendly Committee will be holding a baked bean luncheon at the Auburn Senior Community Center on Saturday from noon to 1:30pm.

City Manager Crowell reported that Senator Susan Collins was in Auburn touring the Fire Station and 911 Center on Friday. She had worked with staff to secure funding opportunities toward our radio system which is tied in with school system to provide emergency response directly from school staff personnel to the dispatch center. He also talked about additional funding to be used for public safety facilities, and lead abatement within the city.

IV. Open Session

Virginia Levasseur, 20 great falls plaza, regarding sweeping and snow removal in the parking lot by the esplanade.

Chris Moretto, Captain of the Fire Department spoke regarding ARPA funds and would like the City Council to consider compensating first responders with premium pay for their work during the pandemic.

Nick Gagnon, Auburn Police Department, also spoke regarding ARPA funds and would like to request hazard pay for first responders for their work during the pandemic.

Rudy Wing, 499 Penley Corner Road spoke regarding his property.

David Griswold 199 Gamage Avenue, provided information on the Riverwalk Story Walk exhibit. He also informed the Council that the Community Forest Board applied for a grant, Project Canopy and last week 12 Gingko trees were planted on Washington St with that grant.

The Mayor called a 10 minute recess.

V. Unfinished Business - None

VI. New Business

1. Order 113-10182021

Amending the Comprehensive Plan Recreation and Open Space Chapter. Public Hearing.

Motion was made by Councilor Carrier and seconded by Councilor Macleod for passage.

Public hearing – no one from the public spoke.

Passage 5-1 (Councilor Gerry opposed).

2. Ordinance 35-10182021

Amending Auburn's Code of Ordinances, Appendix A - Fees and Charges. Public hearing and first reading.

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

Public hearing - no one from the public spoke.

Motion was made by Councilor Milks and seconded by Councilor MacLeod to strike the fees for jukeboxes, motion picture screens, pool halls, and roller-skating rinks.

Passage 4-2 (Councilors Walker and Gerry opposed).

Motion was made by Councilor MacLeod and seconded by Councilor Lasagna to remove the fees for coin operated devices.

Passage 5-1 (Councilor Walker opposed).

Passage of Ordinance 35-10182021 as amended 5-1 (Councilor Walker opposed). A roll call vote was taken.

VII. Open Session – No one from the public spoke.

VIII. Reports (from sub-committees to Council)

Mayor Levesque reported that he attended an international convention for Mayor's that was held in Greece. He then announced the grand opening of Reid's Gun Shop on Minot Avenue.

Councilor Carrier gave an update on the School Finance Committee meeting.

Councilor Walker reported that the United New Auburn Association and the Recreation Department will be holding a Trick or Treating event on Saturday the 30th in Anniversary Park in New Auburn.

Councilor Milks announced that the Sewer District will be meeting tomorrow at 4pm and the Water District will be meeting at 4pm on Wednesday, both at the Water District Building.

Councilor Macleod reported on the LATC meeting.

Councilor Lasagna provided an update on the Maine Waste to Energy meeting that she attended.

City Manager Crowell reported that we are still waiting for the OSHA rules on employers with over 100 employees. He also reported that he and Brian (Assistant City Manager) both attended the International City and County Manager's conference in early October, the sessions and training were fantastic.

Sue Clements-Dallaire, City Clerk provided an update on the election and absentee voting.

Jill Eastman, Finance Director – September 2021

Motion was made by Councilor Carrier and seconded by Councilor Walker to accept and place on file the September 2021 Finance Report. Passage 6-0.

IX. Executive Session – Economic development, pursuant to 1 M.R.S.A. Sec. 405(6)(C).

Motion was made by Councilor MacLeod and seconded by Councilor Milks to enter into executive session pursuant to 1 M.R.S.A. Sec. 405(6)(C).

Passage 6-0. Time 8:32 pm.

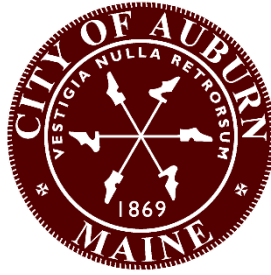
Council was declared out of executive session at 8:42 pm.

X. **Adjournment** – motion was made by Councilor Milks and seconded by Councilor MacLeod to adjourn. Unanimously approved. Time 8:42 pm.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



PROCLAMATION | **EXTRA MILE DAY**

WHEREAS, Auburn, Maine is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Auburn is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

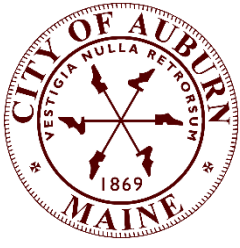
WHEREAS, Auburn is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Auburn acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to proclaim and support “Extra Mile Day” on November 1, 2021.

NOW THEREFORE, I Jason Levesque, Mayor of the City of Auburn, do hereby proclaim November 1, 2021, to be **Extra Mile Day**. I urge each individual in our community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Auburn, Maine to be fixed this 1st day of November 2021

Mayor Jason Levesque



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Ordinance: 35-10182021

Author: Brian Wood, Assistant City Manager

Subject: Permit and Fee Ordinance/Appendix change

Information: The Auburn Charter sec. 2.8 states “the city council shall provide for the review of the city’s charter and ordinances in their entirety at least once every 15 years”. As part of the review process City Council created an Ad-Hoc Permit and Fee review committee comprised of Councilor Macleod and Boss, along with City staff.

The Ad-Hoc committee was charged with identifying opportunities to streamline, simplify and clarify the permit and fee’s associated with obtaining city permits. The Ad Hoc committee presented the changes in a series of workshops in March and April of 2021. The changes are now before Council to be voted on and potentially codified through changes in ordinance and in the Appendix.

The intent of this effort is to ensure ease of use by residents, contractors, and businesses.

City Budgetary Impacts: approximately \$100,000.00 - \$150,000.00

Staff Recommended Action: N/A

Previous Meetings and History:

Charter review discussions October 5, October 26, November 9, November 30. Ordinance review began at the January 19, 2021 Council meeting and continued at the January 25, 2021, February 1, 2021, February 16, 2021 Council Workshops. There was a permitting and fee presentation during the 4/5/2021 Council meeting.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: marked changes

Appendix A FEES AND CHARGES¹

Administrative

Notary fee 10.00

Copy fee, per page ~~1.00~~ (8.5 x 11 black and white) .10

Animals

Dog license fees:

Unaltered dog—annually 11.00

Spayed/neutered dog—annually 6.00

Late fee after January 31 25.00

Impoundment fee—~~each 50~~ each 50.00

Additional per day for boarding ~~fee TBD~~ fee TBD

Dangerous dog registration fee—~~annually 100~~ annually 100.00

Buildings and Building Regulations

Building Permit—Single-family:

New construction, ~~additions~~ and ~~additions 25~~ mobile homes ~~\$25.00 base + 0.25 per sf~~

Accessory ~~structure 25~~ structure ~~\$25.00 base + 0.07 per sf~~

Renovation < ~~\$2,500.00~~ ~~254,000.00~~ - ~~\$25.00~~

Renovation > ~~\$2,500.00~~ ~~254,000.00~~ - ~~25.00~~ base + 5.00 per \$1,000.00 value

Building Permit—Multi-family:

New construction and ~~additions 25~~ additions 30.00 base + 0.30 per sf

~~Renovations 25~~ Renovations 30.00 base + 5.00 per \$1,000 value

~~Building Permit—Mobile homes:~~

~~New or used 25.00 base + 0.15 per sf~~

~~Additions 25.00 base + 0.25 per sf~~

Building Permit—Commercial:

¹Editor's note(s)—All fees in this schedule that are calculated per a unit of time, distance, or other measurement shall be construed to include any portion of such unit. The acronym "TBD" as used herein means "to be determined" and denotes an amount that has not yet been determined by the city council or that may have been determined but not yet included in a supplement to this schedule. The acronym "NA" as used herein means "not applicable" and indicates a fee that is not associated with a particular code section but with the code chapter contents generally.

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

~~*New construction~~25~~construction for agricultural building for the storage of crops, housing of livestock are excluded from the Building Permit fees. This exclusion does not apply to marijuana.~~

~~New construction~~ 30.00 base + 0.35 per sf (per floor)

~~Renovation~~25~~Renovation~~ 30.00 base + 7.00 per \$1,000 value

Foundation ~~only~~20~~only~~ 30.00 base + 5.00 per \$1,000 value

New construction of agricultural buildings for the storage of crops or housing of livestock, excluding marijuana 25.00 base + 0.07 per sf

Building Permit—Swimming pools:

~~*This includes electrical inspection.~~

Above ~~ground~~35~~ground and In-ground pools:~~ 50.00

~~In-ground~~80.00

Building Permit—Other:

~~Fences~~25.00

~~Fences~~ 25.00 (6 ft or higher)

Underground storage ~~tanks~~50~~tanks~~ 50.00 (first tank) + 15.00 (additional tanks)

Moving ~~building~~100~~building~~ 100.00

~~Driveways~~25~~Driveways~~ 25.00

Change of ~~use~~40~~use~~ 40.00

Certificate of ~~occupancy~~Included~~occupancy~~ Included in permit (\$260 penalty)

Signs 25.00 base + 0.50 per sf

Banners, for seven-day period not to exceed 14 ~~days~~250~~days~~ 250.00

Demolition:

Interior demolition not in conjunction with a construction ~~project~~50~~project~~ 50.00

~~<1,000 sf~~27.00

~~>1,000 sf and < 5,000 sf~~80sf – 50.00 + 0.02 per sf

~~> 5,000 sf~~210sf 250.00 + 0.02 per sf

Belated fee:

The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.

Building permit fee reimbursement policy:

In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting for the reimbursement is made within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Plumbing fees:

Internal plumbing:

Per fixture (subject to minimum below)9.00

Minimum36.00

Subsurface ~~wastewater~~TBD wastewater TBD

Nonengineered systems150.00

Field only100.00

Treatment tank only (non-engineered)75.00

Engineered system300.00

Treatment tank only (engineered)120.00

Holding tank150.00

Other system components50.00

Separate laundry disposal field50.00

Seasonal conversion75.00

Variance50.00

Primitive system (including 1 alt wc)150.00

Alternative toilet only75.00

Electrical inspections:

MinimumTBD

Residential32.00

Commercial42.00

Single and multifamily dwellings—per unit (includes service/openings)—each58.00

All temporary services30.00

Services—single phase—panel and meter:

Base fee—up to 100 amps (includes cable hookup)12.00

Plus-per each additional 100 amps or fraction7.00

Plus-per each additional meter7.00

Plus-subpanels—up to 100 amps7.00

Plus-subpanels—each additional 100 amps or fraction10.00

Services—three phase—panels:

Base fee—up to 100 amps (includes cable hookup)30.00

Plus-per each additional 100 amps or fraction7.00

Plus-per each additional meter7.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Plus—subpanels, up to 100 amps10.00

Plus-subpanels—each additional 100 amps or fraction10.00

Wiring openings (total outlets, lights and switches—120 volt):

~~1—10 openings~~1220 openings 15.00

~~11 to 30 openings~~1550 openings 20.00

~~31 to 60 openings~~20.00

~~61 or more~~51+ openings—each over 600 .50 per opening

Appliances in New Locations—120 volts—Compactors, dishwashers, disposals, air conditioners, etc.5.00

Appliances in New Locations—240 voltsTBD

Ranges, ovens, water heaters, dryers, air conditioners, etc.10.00

Domestic heat:

Electric—per kilowatt3.00

Gas, oil, central air, other12.00

Manufactured dwellings—per unit (includes service equipment)42.00

~~Swimming pools:~~

~~Above ground~~40.00

~~In ground~~50.00

Circuses, carnivals, fairs, festivals, etc.:

~~Up to 400 amps~~5075.00 Flat fee

~~More than 400 amps~~100.00

Transformers, generators and UPS (battery backup):

~~1 to 10 kW/kVA~~18.00

~~11 to~~Flat fee - 25 kW/kVA24.00

~~Over 25 kW/kVA~~30.00

Alarm system (copper or fiber):

Fire, burglar—base fee18.00

Plus—per outlet over first 10 outlets0.50

Other low voltage system (computer, phone, cable, satellite dish, sound, closed circuit television, etc.)—base fee18.00

Plus—per outlet over 10 outlets0.50

Motors:

~~Fractional to 5 HP~~8.00

~~6—10 HP~~12.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

~~11~~ < 25 HP ~~18~~ HP – 12.00

Plus—for each 5 HP or fraction thereof over 25 HP 2.00

Signs: (One Time Fee:

Portable, mobile, permanent—each ~~sign~~ 15.00

~~Permanent~~—each ~~sign~~ 25 sign 25.00

Emergency lighting battery pack unit—each 7.00

Water, sewer, gas or wall pump—each 10.00

~~Hot tubs, spas and saunas~~—each 37.00

State business licensing inspections—each 40.00

Annual industrial electrical permit—does not include new structures or additions 250.00

Fire alarm box connection—annually:

DET electronic units 400.00

Mechanical box connections 425.00

Related electrical permit fee—within one calendar year:

First offense 100.00

Second offense 200.00

Third offense 400.00

Fourth offense 800.00

Fifth and subsequent offenses—each 1,600.00

Inspections and department call outs after normal business hours—minimum (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician) 150.00

Notice of intent to sell, transfer or rent property subject to order:

Violation of section 12-199:

Not less than 50.00

Not more than 100.00

Businesses and Business Regulations

~~Lodginghouse~~, Boardinghouses—~~annually~~ 100.00

~~Lodginghouse~~, rooming houses, hotels, motels, etc.—annually:

~~Up to 10 rooms~~ 75 100.00 Flat Fee

~~Over 10 rooms~~ 150.00

~~Nursing home~~—~~annually~~ 150.00

Outpatient addiction treatment clinic—annually 200.00

Closeout sales (30-A M.R.S.A. § 3781)—Maximum of one per business up to 60 days 20.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Massage licenses—annually:

Establishment (more than one therapist)—annually 150.00

Therapist—annually, plus cost of background check) 150.00

Solicitation permit (issued by police department)—each 0.00

Mobile or itinerant vendor permit (door-to-door sales):

~~30 days~~ 65.00

~~90 days~~ 75.00

One ~~year~~ 100 year 100.00

Mobile food distribution unit (roving diner):

~~Three~~ Twelve months 100.00

~~Six months~~ 125.00

~~Twelve months~~ 150.00

Vendor use of city property (each three-month period) 50.00

Peddlers:

Per event 75.00

30-day permit 100.00

Agricultural barn sales—each (maximum of one three-day permit per month between the months of April and October) 15.00

Garage sales—each (maximum of two three-day permits within six months):

On-line ~~issuance 10~~ issuance 0.00

In office ~~issuance 15~~ issuance 0.00

Secondhand dealer license—annually ~~85~~ 100.00

Pawnbroker license—annually plus actual cost of advertising hearing 100.00

Junkyard/automobile graveyard (no on-line license)—annually plus actual cost of advertising hearing: 100.00

Taxicabs:

Taxicab business license (police department inspection required)—annually per cab 55.00

Taxicab driver's license (Lewiston permit required)—annually 25.00

Call-out inspection fee (establishment requested outside normal hours)—each, plus inspector's overtime hourly rate 100.00

Re-inspection fee 100.00

Flea market, craft fairs, swap meets, and bazaars:

One day event:

~~Up to 25 tables~~ 500.00 Application only

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

~~Over 25 tables 100.00~~

Three months:

~~Per table 500.00 Application Only~~

~~Maximum per location 500.00~~

Alcohol beverage establishments:

Class A Lounge (liquor)—annually (plus actual cost of advertising hearing) 1,000.00

~~Up to 2,999 square feet 1,300.00 Flat Fee~~

~~From 3,000 to 5,999 square feet 1,500.00~~

~~6,000 square feet and larger TBD~~

Tavern license—annually:

Up to 2,999 square feet 150.00

~~From 3,000 to 9,999 square feet 250.00~~

~~10,000 square feet and larger 300.00~~

~~Entertainment permit—annually 100.00~~

~~250.00 Flat Fee~~

Liquor service approval (off-premises catering)—per event 10.00

Food service establishments (plus actual cost of advertising hearing):

Class I (Liquor—beer, wine and spirits, and mixed drinks)—annually:

~~Up to 2,999 square feet 500.00~~

~~From 3,000 to 5,999 square feet 600.00~~

~~6,000 square feet and larger 700.00~~

~~500.00 Flat Fee~~

Class III/IV (Liquor—beer and wine)—annually:

~~Up to 2,999 square feet 300.00~~

~~From 3,000 to 5,999 square feet 400.00~~

~~6,000 square feet and larger 500.00~~

~~400.00 Flat Fee~~

Class IV (Liquor—beer)—annually:

~~Up to 2,999 square feet 300.00~~

~~From 3,000 to 5,999 square feet 400.00~~

~~6,000 square feet and larger 500.00~~

~~400.00 Flat Fee~~

Class On or Off Premises (No liquor)—annually:

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

~~Up to 2,999 square feet 150.00~~

~~From 3,000 to 5,999 square feet 200.00~~

~~6,000 square feet and larger 250.00~~

~~200.00 Flat Fee~~

Bottle Club/BYOB—annually:

~~Up to 2,999 square feet 150.00~~

~~From 3,000 to 5,999 square feet 200.00~~

~~6,000 square feet and larger 250.00~~

~~200.00 Flat Fee~~

Temporary Food Service Establishment—per event—maximum of 30 days 60.00

Off Premises Retailer—annually:

~~Up to 2,999 square feet 150.00~~

~~From 3,000 to 5,999 square feet 200.00~~

~~6,000 square feet and larger 250.00~~

~~200.00 Flat Fee~~

Adult amusement devices—each device annually ~~1,055~~100.00

Beano/Bingo (EnerGov—No online license):

~~Per six months 10.00~~

~~Up to three-year blanket approval 20.00~~

~~Bowling alley—annually per lane 85.00~~

~~No Fee~~

Carnival, circus, or other traveling amusement—per day 150.00

Coin-operated amusement device—annually—per device:

Per unit up to 10 devices 50.00

Per unit for 10 or more devices 30.00

~~Exhibition, performance, show—per day 5.00~~

~~Jukeboxes—each device—annually 30.00~~

~~Motion picture theater—per screen—annually 50.00~~

~~Pool halls—annually per table 50.00~~

Roller skating rinks—annually:

With partial kitchen ~~60.00~~

~~With~~ or full kitchen ~~120~~kitchen 90.00

Dances and dancehalls—per event 35.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Mass gathering permit application fee—determined for each event. (EnerGov—No on-line license)N/A

Tattoo (background check required):

Tattoo artist license fee—~~annually150~~annually100.00

Tattoo exhibitions or shows—per event250.00

~~Tattoo artist temporary show for licensed artist—additional per event50.00~~

Race trackN/A

Special amusement (background check required)—annually (plus cost of advertising hearing:125.00

Game of Chance (EnerGov—No on-line license):

Six months10.00

Up to three-year blanket approval20.00

Relicensing upon late renewal by any existing licensed business:

30—45 days ~~late25~~late50.00

More than 45 days ~~late50~~late100.00

~~Reoccurring100~~Reoccurring200.00

Emergency Management and Services

Security (alarm) system permit:

Initial issuance30.00

Annual renewal fee, if paid on or before December 315.00

Annual renewal fee, if paid after December 3130.00

Environment

Fill permit—original issuance:

Up to 7,000 square feet of fill area25.00

7,001 to 22,500 square feet of fill area35.00

Over 22,500 square feet of fill area50.00

Fill permit renewal-annually-if not delinquent0.00

Fire Prevention and Protection

Fire department services:

Oil, propane or gas burner permits:

Issuance—each30.00

Reinspection—each30.00

Reports—per copy10.00

Research—per hour20.00

Old hose—per foot1.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Coverage of a fire/EMS event—per person45.00
Accident or fire photos—each—unless otherwise determined by fire chief10.00
Photos printed outside of agency—each—plus actual costs20.00
Environmental reviews—each10.00
Fireworks standby—per hour200.00
Demolition burns2,500.00
Fire investigations—per hour100.00
Hazard material incidents:
First hour200.00
Per each addition hour400.00
Illegal/unauthorized burning response—per hour200.00
Out of control burn response—per hour200.00
Vehicle accidents—per hour200.00
Salvage calls—residential:
Labor—per hour150.00
Sump pump—each—per hour50.00
Salvage calls—commercial—per hour500.00
Life safety code:
Inspection citations—per violation50.00
Each inspection revealing continued violation100.00
False alarms—received in one calendar year:
First100.00
Increase in first alarm fee for each subsequent alarm100.00
Fireworks:
Use or possession with intent to use in the city:
First offense (plus costs):
Not less than200.00
Not more than400.00
Second and subsequent offenses (plus costs):
Not less than300.00 per violation
Not more than600.00 per violation
Sale or possession with intent to sell in the city:
First offense (plus costs):

Not less than 500.00

Second and subsequent offenses (plus costs):

Not less than 1,000.00 per violation

Solid Waste

Solid waste fees shall be as determined annually by the city council base on prior years' financial information.

Streets, Sidewalks and Other Public Places

Display of goods permit—each 0.00

Excavation permits:

Minimum charge—single continuous work area 10.00

Maximum charge—single continuous work area 500.00

Street openings—per square foot:

Newly constructed, reconstructed or repaved street 6.00

Paved streets 5.00

Gravel streets and shoulders 3.00

Construction areas (streets scheduled for full-depth construction) 5.00

Sidewalk openings—per square foot:

~~Concrete 1.50~~

~~Brick 1.50~~

~~Concrete, Brick, Bituminous concrete 2.00~~ 1.50

Other openings:

~~Esplanade—per square foot 0.50~~

~~Granite curbing—per linear foot 1.00~~

~~Bituminous curbing—per linear foot 0.75~~

1.00 for all other materials

Entrance permit—each 20.00

Private property N/C

Inspection of improvements in developments:

Streets to be accepted by city—as percentage of estimated costs of required public improvements 2%

Private streets—as percentage of estimated costs of required public-type improvements 2%

Special exceptions—the greater of:

Minimum 200.00

Percentage of public type improvements 2%

Traffic and Vehicles

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Parade or procession permit—each 0.00

Parking in city owned parking lot and Mechanics Row parking garage—monthly 45.00

Zoning

Zoning text amendments:

Base fee—each application 400.00

Additional for required advertising—each application 300.00

Zoning map amendments:

Base fee—each application 400.00

Additional for required advertising—each application 300.00

Zoning board—appeals, ~~interpretation~~ interpretation, variance, conditional use permit, etc.:

Base fee—each application 150.00

Additional for required advertising—each application 200.00

Site plan review:

Minor projects—interdepartmental/staff review—each application 200.00

Major projects and subdivision of existing structures—planning board review/special exceptions:

Base fee—each application 500.00

Additional for required advertising 200.00

Site plan amendment:

Minor projects—staff approved amendments—each 100.00

Major projects—planning board approved—amendments:

Base fee—each application 100.00

Additional for required advertising 200.00

Subdivision review—new lots and structures:

First three lots 750.00

Each additional lot over three 100.00

Delegated review (in addition to site plan or subdivision fees when required)—includes one or all areas (stormwater, TMP, site law, etc.) 25% of the fee that would be charged by Maine Department of Environmental Protection and Maine Department of Transportation for the same permits based on State Adopted Fee Schedules at the time of application.

Zoning conformance/rebuild letter—each 50.00

Independent professional review fees TBD

Engineering inspection fees TBD

Required advertising (unless otherwise specifically provided above) 100.00

Other General Information:

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.
- All first time applications must be made in person, unless otherwise specifically stated herein.
- All on-line licenses will receive a 10% discount unless otherwise indicated herein.
- No on-line renewal of liquor licenses, special amusement licenses, or tattoo or massage licenses is permitted.
- Residential Construction - A Veteran/Widow/Widower of a Veteran or contractor on behalf of a Veteran/Widow/Widower of a Veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily units, up to 3 unit structures. This does not apply to state fees administered by the City of Auburn.
- Commercial Construction - A Veteran owned business* or subcontractor hired by a Veteran owned business* , will be entitled to a 50% fee reduction/reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state fees administered by the City of Auburn.

* Veterans - Honorably discharged from federal service, must present DD-214 to Economic, and Community Development office for fees to be waived.

** Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a Veteran.

(Ord. of 5-2-2011; Ord. No. 12052011-04, 12-5-2011; Ord. No. 02-03052012, 3-19-2012; Ord. No. 58-07152013, 7-15-2013; Ord. No. 12-06152015, 7-6-2015; Ord. No. 13-06152015, 7-6-2015; Ord. No. 02-02222016, 3-7-2016; Ord. No. 01-02242020, 3-2-2020; Ord. No. 07-10192020, 11-2-2020; Ord. No. 17-03012021, 3-15-2021)



City Council Ordinance

IN CITY COUNCIL

Amendment to Appendix A – Fees and Charges

Be it ordained, The City of Auburn, Maine is hereby amending as follows Appendix A Fees and Charges.

Administrative

Notary fee 10.00

Copy fee, per page (8.5 x 11 black and white) .10

Animals

Dog license fees:

Unaltered dog—annually 11.00

Spayed/neutered dog—annually 6.00

Late fee after January 31 25.00

Impoundment fee—each 50.00

Additional per day for boarding fee TBD

Dangerous dog registration fee—annually 100.00

Buildings and Building Regulations

Building Permit—Single-family:

New construction, additions and mobile homes \$25.00

Accessory structure \$25.00

Renovation < \$4,000.00 - \$25.00

Renovation > \$4,000.00 - 25.00 base + 5.00 per \$1,000.00 value

Building Permit—Multi-family:

New construction and additions 30.00 base + 0.30 per sf

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

Renovations 30.00 base + 5.00 per \$1,000 value

Building Permit—Commercial:

*New construction for agricultural building for the storage of crops, housing of livestock are excluded from the Building Permit fees. This exclusion does not apply to marijuana.

New construction 30.00 base + 0.35 per sf (per floor)

Renovation 30.00 base + 7.00 per \$1,000 value

Foundation only 30.00 base + 5.00 per \$1,000 value

New construction of agricultural buildings for the storage of crops or housing of livestock, excluding marijuana 25.00 base + 0.07 per sf

Building Permit—Swimming pools:

*This includes electrical inspection.

Above ground and In- ground pools: 50.00

Building Permit—Other:

Fences 25.00 (6 ft or higher)

Underground storage tanks 50.00 (first tank) + 15.00 (additional tanks)

Moving building 100.00

Driveways 25.00

Change of use 40.00

Certificate of occupancy Included in permit (\$260 penalty)

Signs 25.00 base + 0.50 per sf

Banners, for seven-day period not to exceed 14 days 250.00

Demolition:

Interior demolition not in conjunction with a construction project 50.00

< 5,000 sf – 50.00

> 5,000 sf 250.00

Belated fee:

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.

Building permit fee reimbursement policy:

In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting for the reimbursement is made within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.

Plumbing fees:

Internal plumbing:

Per fixture (subject to minimum below) 9.00

Minimum 36.00

Subsurface wastewater TBD

Nonengineered systems 150.00

Field only 100.00

Treatment tank only (non-engineered) 75.00

Engineered system 300.00

Treatment tank only (engineered) 120.00

Holding tank 150.00

Other system components 50.00

Separate laundry disposal field 50.00

Seasonal conversion 75.00

Variance 50.00

Primitive system (including 1 alt wc) 150.00

Alternative toilet only 75.00

Electrical inspections:

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

Minimum TBD

Residential 32.00

Commercial 42.00

Single and multifamily dwellings—per unit (includes service/openings)—each 58.00

All temporary services 3 0.00

Services—single phase—panel and meter:

Base fee—up to 100 amps (includes cable hookup) 12.00

Plus-per each additional 100 amps or fraction 7.00

Plus-per each additional meter 7.00

Plus-subpanels—up to 100 amps 7.00

Plus-subpanels—each additional 100 amps or fraction 10.00

Services—three phase—panels:

Base fee—up to 100 amps (includes cable hookup) 30.00

Plus-per each additional 100 amps or fraction 7.00

Plus-per each additional meter 7.00

Plus—subpanels, up to 100 amps 10.00

Plus-subpanels—each additional 100 amps or fraction 10.00

Wiring openings (total outlets, lights and switches—120 volt):

1—20 openings 15.00

21 to 50 openings 20.00

51+ openings .50 per opening

Appliances in New Locations—120 volts—Compactors, dishwashers, disposals, air conditioners, etc. 5.00

Appliances in New Locations—240 volts TBD

Ranges, ovens, water heaters, dryers, air conditioners, etc. 10.00

Domestic heat:

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City Council Ordinance

Electric—per kilowatt 3.00

Gas, oil, central air, other 12.00

Manufactured dwellings—per unit (includes service equipment) 42.00

Circuses, carnivals, fairs, festivals, etc.:

75.00 Flat fee

Transformers, generators and UPS (battery backup):

Flat fee - 25.00

Alarm system (copper or fiber):

Fire, burglar—base fee 18.00

Plus—per outlet over first 10 outlets 0.50

Other low voltage system (computer, phone, cable, satellite dish, sound, closed circuit television, etc.)—
base fee 18.00

Plus—per outlet over 10 outlets 0.50

Motors:

< 25 HP – 12.00

Plus—for each 5 HP or fraction thereof over 25 HP 2.00

Signs (One Time Fee:

Portable, mobile, permanent—each sign 25.00

Emergency lighting battery pack unit—each 7.00

Water, sewer, gas or wall pump—each 10.00

State business licensing inspections—each 40.00

Annual industrial electrical permit—does not include new structures or additions 250.00

Fire alarm box connection—annually:

DET electronic units 400.00

Mechanical box connections 425.00

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City Council Ordinance

Belated electrical permit fee—within one calendar year:

First offense 100.00

Second offense 200.00

Third offense 400.00

Fourth offense 800.00

Fifth and subsequent offenses—each 1,600.00

Inspections and department call outs after normal business hours—minimum (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician) 150.00

Notice of intent to sell, transfer or rent property subject to order:

Violation of section 12-199:

Not less than 50.00

Not more than 100.00

Lodginghouse, Boardinghouses, rooming houses, hotels, motels, etc.—annually:

100.00 Flat Fee

Outpatient addiction treatment clinic—annually 200.00

Closeout sales (30-A M.R.S.A. § 3781)—Maximum of one per business up to 60 days 20.00

Massage licenses—annually:

Establishment (more than one therapist)—annually 150.00

Therapist—annually, plus cost of background check) 150.00

Solicitation permit (issued by police department)—each 0.00

Mobile or itinerant vendor permit (door-to-door sales):

One year 100.00

Mobile food distribution unit (roving diner):

Twelve months 100.00

Vendor use of city property (each three-month period) 50.00

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City Council Ordinance

Peddlers:

Per event 75.00

30-day permit 100.00

Agricultural barn sales—each (maximum of one three-day permit per month between the months of April and October) 15.00

Garage sales—each (maximum of two three-day permits within six months):

On-line issuance 0.00

In office issuance 0.00

Secondhand dealer license—annually 100.00

Pawnbroker license—annually plus actual cost of advertising hearing 100.00

Junkyard/automobile graveyard (no on-line license)—annually plus actual cost of advertising hearing: 100.00

Taxicabs:

Taxicab business license (police department inspection required)—annually per cab 55.00

Taxicab driver's license (Lewiston permit required)—annually 25.00

Call-out inspection fee (establishment requested outside normal hours)—each, plus inspector's overtime hourly rate 100.00

Re-inspection fee 100.00

Flea market, craft fairs, swap meets, and bazaars:

One day event:

0.00 Application only

Three months:

0.00 Application Only

Alcohol beverage establishments:

Class A Lounge (liquor)—annually (plus actual cost of advertising hearing) 1,000.00

1,300.00 Flat Fee

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City Council Ordinance

Tavern license—annually:

Up to 2,999 square feet 150.00

250.00 Flat Fee

Liquor service approval (off-premises catering)—per event 10.00

Food service establishments (plus actual cost of advertising hearing):

Class I (Liquor—beer, wine and spirits, and mixed drinks)—annually:

500.00 Flat Fee

Class III/IV (Liquor—beer and wine)—annually:

400.00 Flat Fee

Class IV (Liquor—beer)—annually:

400.00 Flat Fee

Class On or Off Premises (No liquor)—annually:

200.00 Flat Fee

Bottle Club/BYOB—annually:

200.00 Flat Fee

Temporary Food Service Establishment—per event—maximum of 30 days 60.00

Off Premises Retailer—annually:

200.00 Flat Fee

Adult amusement devices—each device annually 1,100.00

Beano/Bingo (EnerGov—No online license):

No Fee

Carnival, circus, or other traveling amusement—per day 150.00

Coin-operated amusement device—annually—per device:

Per unit up to 10 devices 50.00

Per unit for 10 or more devices 30.00

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City Council Ordinance

Jukeboxes—each device—annually 30.00

Motion picture theater—per screen—annually 50.00

Pool halls—annually per table 50.00

Roller skating rinks—annually:

With partial or full kitchen 90.00

Dances and dancehalls—per event 35.00

Mass gathering permit application fee—determined for each event. (EnerGov—No on-line license)N/A

Tattoo (background check required):

Tattoo artist license fee—annually 100.00

Tattoo exhibitions or shows—per event 250.00

Race track N/A

Special amusement (background check required)—annually plus cost of advertising hearing: 125.00

Game of Chance (EnerGov—No on-line license):

Six months 10.00

Up to three-year blanket approval 20.00

Relicensing upon late renewal by any existing licensed business:

Relicensing upon late renewal by any existing licensed business:

30—45 days late 50.00

More than 45 days late 100.00

Reoccurring 200.00

Emergency Management and Services

Security (alarm) system permit:

Initial issuance 30.00

Annual renewal fee, if paid on or before December 315.00

Annual renewal fee, if paid after December 3130.00

Environment

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City Council Ordinance

Fill permit—original issuance:

Up to 7,000 square feet of fill area 25.00

7,001 to 22,500 square feet of fill area 35.00

Over 22,500 square feet of fill area 50.00

Fill permit renewal-annually-if not delinquent 0.00

Fire Prevention and Protection

Fire department services:

Oil, propane or gas burner permits:

Issuance—each 30.00

Reinspection—each 30.00

Reports—per copy 10.00

Research—per hour 20.00

Old hose—per foot 1.00

Coverage of a fire/EMS event—per person 45.00

Accident or fire photos—each—unless otherwise determined by fire chief 10.00

Photos printed outside of agency—each—plus actual costs 20.00

Environmental reviews—each 10.00

Fireworks standby—per hour 200.00

Demolition burn s2,500.00

Fire investigations—per hour 100.00

Hazard material incidents:

First hour 200.00

Per each addition hour 400.00

Illegal/unauthorized burning response—per hour 200.00

Out of control burn response—per hour 200.00

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City Council Ordinance

Vehicle accidents—per hour 200.00

Salvage calls—residential:

Labor—per hour 150.00

Sump pump—each—per hour 50.00

Salvage calls—commercial—per hour 500.00

Life safety code:

Inspection citations—per violation 50.00

Each inspection revealing continued violation 100.00

False alarms—received in one calendar year:

First 100.00

Increase in first alarm fee for each subsequent alarm 100.00

Fireworks:

Use or possession with intent to use in the city:

First offense (plus costs):

Not less than 200.00

Not more than 400.00

Second and subsequent offenses (plus costs):

Not less than 300.00 per violation

Not more than 600.00 per violation

Sale or possession with intent to sell in the city:

First offense (plus costs):

Not less than 500.00

Second and subsequent offenses (plus costs):

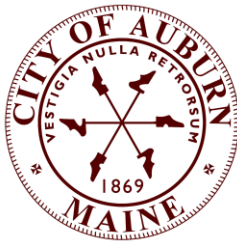
Not less than 1,000.00 per violation

Solid Waste

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City Council Ordinance

Solid waste fees shall be as determined annually by the city council base on prior years' financial information.

Streets, Sidewalks and Other Public Places

Display of goods permit—each 0.00

Excavation permits:

Minimum charge—single continuous work area 10.00

Maximum charge—single continuous work area 500.00

Street openings—per square foot:

Newly constructed, reconstructed or repaved street 6.00

Paved streets 5.00

Gravel streets and shoulders 3.00

Construction areas (streets scheduled for full-depth construction 5.00

Sidewalk openings—per square foot:

Concrete, Brick, Bituminous 1.50

Other openings:

1.00 for all other materials

Entrance permit—each 20.00

Private property N/C

Inspection of improvements in developments:

Streets to be accepted by city—as percentage of estimated costs of required public improvements 2%

Private streets—as percentage of estimated costs of required public-type improvements 2%

Special exceptions—the greater of:

Minimum 200.00

Percentage of public type improvements 2%

Traffic and Vehicles

Parade or procession permit—each 0.00

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City Council Ordinance

Parking in city owned parking lot and Mechanics Row parking garage—monthly 45.00

Zoning

Zoning text amendments:

Base fee—each application 400.00

Additional for required advertising—each application 300.00

Zoning map amendments:

Base fee—each application 400.00

Additional for required advertising—each application 300.00

Zoning board—appeals, interpretation, variance, conditional use permit, etc.:

Base fee—each application 150.00

Additional for required advertising—each application 200.00

Site plan review:

Minor projects—interdepartmental/staff review—each application 200.00

Major projects and subdivision of existing structures—planning board review/special exceptions:

Base fee—each application 500.00

Additional for required advertising 200.00

Site plan amendment:

Minor projects—staff approved amendments—each 100.00

Major projects—planning board approved—amendments:

Base fee—each application 100.00

Additional for required advertising 200.00

Subdivision review—new lots and structures:

First three lots 750.00

Each additional lot over three 100.00

Delegated review (in addition to site plan or subdivision fees when required)—includes one or all areas (stormwater, TMP, site law, etc.) 25% of the fee that would be charged by Maine Department of

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City Council Ordinance

Environmental Protection and Maine Department of Transportation for the same permits based on State Adopted Fee Schedules at the time of application.

Zoning conformance/rebuild letter—each 50.00

Independent professional review fees TBD

Engineering inspection fees TBD

Required advertising (unless otherwise specifically provided above) 100.00

Other General Information:

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.
- All first time applications must be made in person, unless otherwise specifically stated herein.
- All on-line licenses will receive a 10% discount unless otherwise indicated herein.
- No on-line renewal of liquor licenses, special amusement licenses, or tattoo or massage licenses is permitted.
- Residential Construction - A Veteran/Widow/Widower of a Veteran or contractor on behalf of a Veteran/Widow/Widower of a Veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily units, up to 3 unit structures. This does not apply to state fees administered by the City of Auburn.
- Commercial Construction - A Veteran owned business* or subcontractor hired by a Veteran owned business*, will be entitled to a 50% fee reduction/reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state fees administered by the City of Auburn.

* Veterans - Honorably discharged from federal service, must present DD-214 to Economic, and Community Development office for fees to be waived.

** Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a Veteran.

(Ord. of 5-2-2011; Ord. No. 12052011-04, 12-5-2011; Ord. No. 02-03052012, 3-19-2012; Ord. No. 58-07152013, 7-15-2013; Ord. No. 12-06152015, 7-6-2015; Ord. No. 13-06152015, 7-6-2015; Ord. No. 02-02222016, 3-7-2016; Ord. No. 01-02242020, 3-2-2020; Ord. No. 07-10192020, 11-2-2020; Ord. No. 17-03012021, 3-15-2021)

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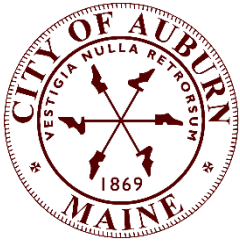


City Council Ordinance

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**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 18, 2021

Ordinance: 36-11012021

Author: Rosemary Mosher

Subject: Proposed Ordinance Amendment, Chapter 46 – Streets, Sidewalks and Other Public Places

Information: Auburn currently has two small Ordinance sections pertaining to street naming and addressing. With guidance from Maine 911, staff has created an Addressing ordinance section to replace these two sections. The new section will provide guidance for both staff and the public, conform with addressing requirements, as established by the Maine Public Utilities Commission, and enhance the rapid location of properties in an emergency or call for law enforcement, fire, rescue, and emergency medical services in Auburn.

City Budgetary Impacts: None

Staff Recommended Action: Discussion with action to follow at the next City Council Meeting

Previous Meetings and History: N/A

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

Current Ordinance Section 46-56
Current Ordinance Section 46.182.6.1
Proposed Addressing Ordinance

ARTICLE III. STREET NAMES AND NUMBERING

Sec. 46-59. Building numbers.

- (a) The city engineer shall establish in writing systematized rules for assigning numbers to all houses and commercial buildings in the city and to each such house and commercial building.
- (b) Odd numbers shall be assigned on the right side and even numbers on the left side of streets, beginning with the lowest number and proceeding in sequence with higher numbers.
- (c) The owner of every house or commercial building shall, within ten days of receiving notice from the city engineer of the number assigned to such house or commercial building, affix to its main entrance fronting on the street a metallic or other suitable number at least three inches in height. If such house or commercial building possesses no entrance fronting on the street, such number shall be placed on some other conspicuous portion of the building.
- (d) The city engineer may for good cause revise from time to time the rules under which house numbers are assigned, and shall give notice of the change to persons affected in the same manner that notice is given of numbers originally assigned. The owner of every house or commercial building shall, within 60 days of receiving notice from the city engineer of the new number assigned, affix such number to such house or commercial building in the manner provided for by subsection (c) of this section with respect to numbers originally assigned.
- (e) No person shall remove, obliterate, mar, deface or destroy any house or building number attached to or painted on such house or building as required to be displayed.

(Code 1967, § 27-1.17)

Sec. 46-60. Tampering with street name signs.

No person shall injure, damage, deface, break, take down or remove or in any manner interfere with any street name sign placed in a street under authority of the city council, except a public official or employee for repair or replacement purposes. No person shall place any street name signs on any street except by authority of the city council.

(Code 1967, § 27-1.23)

Secs. 46-61—46-78. Reserved.

Sec. 46-182. Sidewalks and other walkways.

It is the policy of the city to encourage developers to construct sidewalks as part of all new residential and commercial projects in order to enhance the quality of life, area aesthetics and neighborhood integrity, and to promote alternative, nonmotorized modes of transportation.

- (1) Sidewalks with esplanades shall be provided along one side of all local streets and both sides of all collector, commercial and industrial streets, and shall connect with the existing sidewalk network in the vicinity of the development.
- (2) The planning board may require walkways in open space or recreation areas that are designed to link residential units with recreational and commercial facilities, other common facilities, school bus stops, and existing sidewalks and walkways in the vicinity.
- (3) Sidewalks and walkways shall be clear and free of encumbrances.
- (4) Areas within street rights-of-way which are reserved for future sidewalks and esplanades shall be designed and graded to the standards and specifications contained in this article.
- (5) Esplanades shall be sloped at one-half inch per foot from the sidewalk to the street curb and shall be loamed, seeded and mulched in accordance with the city's design standards.
- (6) The planning board may waive the requirement to build sidewalks under the following circumstances:
 - a. When the developer can demonstrate to the planning board's satisfaction that the nature of the development does not lend itself to pedestrian uses by the residents, employees or the public;
 - b. When the developer can demonstrate that the cost of building the sidewalk makes the project financially impossible (i.e., the developer has sufficient financing for the project except for the cost directly attributable to the construction of the sidewalks);
 - c. With respect to residential developments, if there are no existing sidewalks in the proximity of the development and the city has no plans to construct sidewalks that would connect to the proposed development, the planning board may waive the requirement at the developer's request. If the city does have plans to construct new sidewalks that would connect to the proposed development, then the planning board shall require the developer to place an amount in interest bearing escrow sufficient to fund the cost of constructing sidewalks within the development. If the city has not budgeted the new connecting sidewalk within five years after the development has been completed, at the request of the developer to the city manager, the city shall return the money held in escrow, plus interest.

~~1. Street names.~~

~~(i) Streets that join and are in alignment with existing streets shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets and roads within the city. Names of new streets to be accepted by the city shall be subject to the approval of 911 and the city council. Names of new streets that are not to be accepted by the city shall be subject to the approval of 911 and the planning board.~~

~~(ii) Initial street name signs shall be furnished and installed by the city with the cost of such installation being borne by the developer.~~

2. *Traffic control devices.* All initial signing and pavement markings required for the proper control of pedestrian, bicycle and vehicular traffic within the development shall be paid for by the developer. The city shall furnish and install all such devices. The types and locations

of all such devices shall be determined by the police chief and public works director, and shall be in conformance with the Manual on Uniform Traffic Control Devices, current revision.

(Ord. of 2-26-2002, § 5.1)



City Council Ordinance

IN CITY COUNCIL

ARTICLE III. STREET ADDRESSING, Sec. 46-59 through Sec. 46-69

Be it ordained, that the City Council hereby adopts the following Ordinance (attached), Article III Street Addressing, Sec. 46-59 through 46-69.

Holly C. Lasagna, Ward One
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1 **ARTICLE III. STREET ADDRESSING**

2 The purpose of this ordinance is to conform to state 9-1-1 standards, as established by
3 the Maine Public Utilities Commission, and enhance the rapid location of properties in
4 an emergency or call for law enforcement, fire, rescue, and emergency medical services
5 in Auburn.

6 **Sec. 46-59. Authority**

- 7 a. The Addressing Officer, as designated by the City Manager, is authorized to
8 assign road names and street numbers to all properties, both on existing and
9 proposed roads in accordance with this ordinance. The City Manager may
10 designate a second addressing officer as needed.
- 11 b. The Addressing Officer is responsible for and authorized to provide all required
12 addressing information to the state agency responsible for the implementation of
13 9-1-1 service.

14 **Sec. 46-60. Definitions**

- 15 a. For the purpose of this chapter only, the following definitions apply:
- 16 1. **Addressable structure** means any permanent building used for human
17 habitation or gathering or any commercial or industrial structure.
- 18 2. **Road** means any highway, road, street, avenue, lane, fire lane, private way, a
19 Planning Board approved right-of-way or similar paved, gravel, or dirt ways.
- 20 3. **Street Numbers** means addresses assigned for the purpose of physical
21 location and Enhanced 9-1-1
- 22 4. **Building** means a residential, commercial or industrial building that will be
23 occupied by one or more persons. This excludes sheds and accessory
24 structures that do not contain dwellings or businesses and are not places
25 where the general public gather.

26 **Sec. 46-61. Naming System**

- 27 a. All roads that serve three or more addressable structures will be named
28 regardless of whether the ownership of the road is public or private.
- 29 b. Assignment of a road name does not constitute or imply acceptance of the road
30 as a public way.
- 31 c. The following criteria will govern the naming system:
- 32 1. No two roads will be given the same or similar name (Ex. Pine Road and
33 Pine Lane).
- 34 2. No two roads will have similar sounding names (Ex. Beech Lane and Peach
35 Lane, Beech Lane and Beach Lane).
- 36 3. Each road will have the same name throughout its entire length.

- 37 4. Special characters such as hyphens, apostrophes, periods, or decimals will
38 not be allowed.
- 39 5. Single family dwellings and single lot access driveways will not be named
40 unless road naming is required as part of a Planning Board condition of
41 approval (if required), or if the Addressing Officer deems it necessary for
42 emergency response purposes.
- 43 6. No road name may duplicate or be similar sounding to road names in the
44 City of Lewiston or the Town of Poland.

45 **Sec. 46-62. Road Name Signs**

- 46 a. Road name signs must be in compliance with the following:
- 47 1. Road name signs are to be furnished and installed by the developer of a new
48 public or private road, and by the private road owner(s) for existing private
49 roads.
- 50 2. The material, size, and location of road name signs are to be approved by the
51 Commissioner of Public Works.
- 52 3. Road name signs for private roads will include “private” or an abbreviation
53 thereof on the sign.
- 54 4. Road name signs must be posted at intersections.
- 55 5. Private road owners must maintain the sign as well as surrounding vegetation
56 to allow for proper visibility of the signs from all directions.
- 57 6. Road name signs must have a name that is approved by the Addressing
58 Officer.
- 59 7. No person shall injure, damage, deface, break, take down or remove or in any
60 manner interfere with any street name sign placed in a street under authority
61 of the city council, except a public official or employee for repair or
62 replacement purposes. No person shall place any street name signs on any
63 street except by authority of the city council.

64 **Sec. 46-63. Numbering System**

- 65 a. The following criteria will govern the street numbering system:
- 66 1. Odd numbers will appear on the right side of the road, in ascending order.
67 Even numbers will appear on the left side of the road, in ascending order.
- 68 2. All numbers will radiate from the center of the city, beginning from the
69 intersection of Court Street, Union Street, and Minot Avenue. Numbering will
70 begin at the intersection nearest to the point of origin.
- 71 3. For dead end roads, numbering will originate at the intersection of the
72 adjacent road and terminate at the dead end.
- 73 4. For all new subdivisions and developments where possible, street numbers
74 will be assigned every 25 (twenty-five) feet along both sides of the road.
- 75 5. Street numbers may not be based on zoning or lot road frontage.

- 76 6. In cases where using a numbering interval is not possible, the Addressing
77 Officer will assign the building the most appropriate street number relative to
78 its location and the street numbers of neighboring buildings.
- 79 7. The number assigned to each building will be that of the numbering interval
80 falling closest to the center of the driveway or to the location of the front door.
- 81 8. Street numbers for buildings that have a front door facing one road and the
82 driveway accessing another will be determined based on the ease of location
83 for emergency responders.
- 84 9. Every building with more than one principle use or occupancy, except
85 Apartment or Accessory Dwelling Unit, will have a separate number for each
86 use or occupancy. Duplexes will have two separate numbers. Apartment
87 buildings and accessory dwelling units will have one street number with
88 apartment numbers (Ex. 235 Maple Road, Apt 1 and 2).
- 89 10. Alpha-numeric (Ex. 4A) and fractional numbers (Ex. 4½) are prohibited.
- 90 11. If new numbers are required on a road that does not conform to 9-1-1
91 standards, the road will be renumbered subject to approval of the City
92 Manager.
- 93 b. Numbering in Special Developments
- 94 1. Cul-de-sacs will be dissected from the middle of the road. Buildings on the left
95 of the cul-de-sac will be numbered with even numbers. Buildings on the right
96 will be numbered with odd numbers. Numbers must not wrap around the cul-
97 de-sac in case of future road extension (Ex. all even numbers around the cul-
98 de-sac are prohibited).
- 99 2. Single family homes with attached secondary dwelling units will use the
100 primary residence address and a unit designation following. (Ex. 76
101 Somewhere Road, Units 1 and 2).
- 102 3. Two single family homes with a shared driveway will use the primary
103 residence address and a unit designation following. (Ex. 76 Somewhere
104 Road, Units 1 and 2), unless Addressing Officer deems it necessary for
105 emergency response purposes to issue a second number. In cases where
106 the structures are more than 75 feet from, or not visible from the road, an
107 approved sign or post bearing the street number will be installed and
108 maintained out of the right of way, at the intersection of the at the road
109 servicing the property.
- 110 4. Unit numbers will driveway entrance and be placed on both structures. If the
111 structures are more than 75 feet from, or not visible from any driveway
112 intersection, an approved sign or post bearing the unit number will be
113 installed and maintained at the intersection.
- 114 5. A detached Secondary Dwelling unit located on a shared lot of record with a
115 separate driveway will be issued a separate street number.

- 116 6. Apartment Buildings will be numbered with one street number followed by
117 apartment numbers. The apartment building number must be clearly
118 displayed on the building exterior. For multi-unit buildings with more than one
119 entrance and/or common area, a sign must be provided at each entrance and
120 must indicate what units are served by the entrance.
- 121 7. Commercial Buildings or Offices located in one primary building will be
122 numbered with one number followed by suite or unit numbers.
- 123 c. Street Number Display
- 124 1. All owners of buildings will display and maintain in a conspicuous place on
125 said building, or near the paved road, the assigned street numbers in the
126 following manner:
- 127 i. All buildings must bear a distinctive street number in accordance with the
128 number assigned by the City Addressing Officer.
- 129 ii. No person may affix, or allow to be affixed, a different street number
130 from the one designated on the street-numbering map.
- 131 iii. The number must be plainly visible from the road.
- 132 iv. The number must be displayed on the front of the residence or building
133 in the vicinity of the front door or entry and/or the side facing the road.
- 134 v. Numbers must be of a color that contrasts with the background color and
135 must be a minimum of 4 inches in height. Numbers must be visible at all
136 times of the year, night or day, and in all weather conditions.
- 137 vi. Where the building is over 75 (seventy-five) feet from the edge of the
138 road, the assigned number must be displayed:
- 139 (1) on a post, fence, wall, mailbox, or on some structure at the
140 property line adjacent to the walk or access drive to the building.
141 The post/sign is not considered a structure which must conform
142 to zoning ordinance setbacks.
- 143 (2) in a visible location outside of the Town's right-of-way unless for
144 unique visibility reasons the sign may be located within the outer
145 right of way limits with the written permission of the Public Works
146 Director prior to installation.
- 147 (3) such that vegetation surrounding the sign is maintained to allow
148 for visibility of the sign from all directions.
- 149 vii. Street number and unit number must be displayed on Secondary
150 Dwelling units that are located on the same lot as the primary dwelling
151 unit.
- 152 viii. For multi-unit buildings, the building number must be displayed on the
153 exterior of the building. If more than one entrance and/or common area
154 exists, a sign must be provided at each entrance and must indicate what
155 units are served by each entrance.

156 **Sec. 46-64. New Construction and Subdivisions**

- 157 a. A Road Naming application must be submitted to the Addressing Officer with the
158 proposed road name prior to a sub-division approval being granted. The
159 applicant will show the approved road name on the subdivision final plan. The
160 applicant will mark on the plan every 25 (twenty-five) feet, using lines or dots, in
161 the center of the roadway to aid the assignment of street numbers to buildings
162 subsequently constructed.
- 163 b. Whenever any building is constructed or developed it will be the duty of the
164 property owner to obtain a street number from the Addressing Officer as soon as
165 the driveway is constructed, and construction of the building starts.
- 166 c. A number will be displayed on a temporary post outside of the right of way but
167 visible from the road within 30 days of receiving the street number.
- 168 d. Final numbers must be installed prior to issuance of a Certificate of Occupancy.
- 169 e. If new construction on an unnamed road creates two or more principal buildings
170 on the road, the roadway must be named in accordance with **Section 46.61**. and
171 a Road Naming application must be filed to the Addressing Officer.

172 **Sec. 46-65. Lot Splits.**

- 173 a. When a lot split causes a Secondary Unit to become the Primary Unit on a newly
174 created lot, it will be the duty of the property owner to request a street number
175 from the Addressing Officer.
- 176 b. In cases with a shared driveway if the Addressing officer deems it necessary for
177 emergency response purposes, the shared driveway may be named as a private
178 road, and both units re-addressed in accordance with **Section 46.63**

179 **Sec. 46-66. Unnamed Existing Private Roads.**

- 180 a. The Addressing Officer may require private unnamed roads to be named for
181 emergency response purposes. The Addressing Officer will notify road owner(s).
182 Upon notification the road owner(s) will have 30 days to apply for a road name. If
183 the owner(s) fail to file a Road Naming application the Addressing Officer will
184 assign a name to the road in accordance with the provisions of this ordinance.
- 185 b. The owner(s) of a private, unnamed road may voluntarily apply to the Addressing
186 Officer to name the road.

187 **Sec. 46-67. Road Name Change.**

- 188 a. The owner(s) of a private road may apply to change a road name. The property
189 owner(s) must notify all property owners with frontage on the private road of the
190 application.

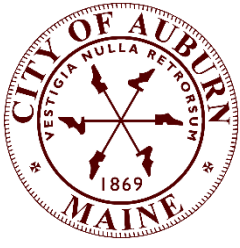
191 **Sec. 46-68. Effective Date of Street Address**

- 192 a. The Addressing Officer will notify in writing each affected property owner and the
193 US Postal Service, Emergency Services, and City Departments of a new or
194 changed road name or street number.
195 b. The road owner(s) and/or property owner(s) assigned a new road name or street
196 number address must post or display the new road name and/or street numbers,
197 within 30 (thirty) days of issuance of the notification.

198 **Sec. 46.69. Enforcement**

- 199 a. Any person who, after being notified by the Addressing Officer, any law
200 enforcement officer of the City, or the Code Enforcement Officer fails to comply
201 with any of the provisions of this chapter will be subject to a fine of \$150.00 (one
202 hundred fifty dollars) per violation, per day.

DRAFT



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 1, 2021

Ordinance: 37-11012021

Author: Jeff Tardif, General Assistance Manager – Health & Social Services

Subject: Adoption of Appendices for General Assistance, Effective 10/1/2021 through 9/30/2022

Information: I'm seeking the approval of the new General Assistance maximums. They are: Appendix A (the GA overall maximums), Appendix B (the food maximums), and Appendix C (Lewiston / Auburn MSA Rental Maximums). Once the appendices A-C are adopted, they will replace the FY 20/21 maximums for those appendices.

These maximums are established as a matter of State law based on certain federal and HUD fair market values. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22, M.R.S.A. § 4305(4).

****By adopting the new appendices A-C, the program will be in compliance and receive the 70% reimbursement from the State****

City Budgetary Impacts: The overall maximums (Appendix A) is an average increase of \$8.00 per person/household per month. The food maximums (Appendix B) is an average increase approximately \$38.00 per individual per month. And the housing maximums (Appendix C) is an average increase of \$22.00 per household per month. *There are no changes in appendices D-H.*

Staff Recommended Action: Approval of changes to the General Assistance Appendices A-C as required by State statute and ordinance. Public hearing and first reading: 11/01/2021. Second reading: 11/18/2021

Previous Meetings and History: This is a yearly approval needed by council when changes are made to the appendices

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Health & Social Services FY21/22 New Maximums:
Appendix A, Overall Maximums
Appendix B, Food Maximums
Appendix C, Housing Maximums
Ordinance & Adoption form for 21-22



City of Auburn, Maine

General Assistance Office

Jeff Tardif, Manager

60 Court Street | Auburn, Maine 04210 www.auburnmaine.gov |
207.333.6601 Extension 1411

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of **Auburn**, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 2021 through September 30, 2022. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this ____ **day of** _____ **2021**, by the municipal officers:

Holly C. Lasagna, Ward 1

(Signature)

Timothy B. MacLeod, Ward 2

(Signature)

Stephen G. Milks, Ward 3

(Signature)

Brian S. Carrier, Ward 4

(Signature)

Leroy G. Walker, Sr., Ward 5

(Signature)

Belinda A. Gerry, At-Large

(Signature)

Katherine E. Boss, At-Large

(Signature)



City of Auburn, Maine

General Assistance Office

Jeff Tardif, Manager

60 Court Street | Auburn, Maine 04210 | www.auburnmaine.gov

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***Please review the attached appendices A-C ***

Budgetary Impacts:

For Appendix A: The overall maximum was increased slightly this year (see chart below). This is the maximum amount that General Assistance can assist for a 30-day period.

Current Overall Maximums:

Lewiston/Auburn MSA	1	2	3	4	5
Auburn, Durham, Greene, Leeds, Lewiston. Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	\$741.00	\$798.00	\$1,025.00	\$1,287.00	\$1,633.00

New Overall Maximums:

Lewiston/Auburn MSA	1	2	3	4	5
Auburn, Durham, Greene, Leeds, Lewiston. Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	\$754.00	\$811.00	\$1,042.00	\$1,335.00	\$1,652.00

For Appendix B: The overall food maximums have increased (see chart below). These amounts are set by the USDA Thrifty Food Plan and take into effect on October 1st, 2021.

Number in household	Old SNAP amount	New SNAP amount
1	\$204.00	\$250.00
2	\$374.00	\$459.00
3	\$535.00	\$658.00
4	\$680.00	\$835.00
5	\$807.00	\$992.00
6	\$969.00	\$1,190.00
7	\$1071.00	\$1,316.00
8	\$1224.00	\$1,504.00



City of Auburn, Maine

General Assistance Office

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For Appendix C: The housing maximums had a slight increase this year (see chart below). The Department of Housing and Urban Development (HUD) sets these new guidelines based on the fair market value of property in our area.

Current housing maximums:

Lewiston/Auburn MSA	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$137.00	\$587.00	\$160.00	\$688.00
1	\$140.00	\$603.00	\$171.00	\$736.00
2	\$181.00	\$779.00	\$222.00	\$953.00
3	\$230.00	\$990.00	\$280.00	\$1203.00
4	\$295.00	\$1267.00	\$356.00	\$1530.00

New housing maximums:

Lewiston/Auburn MSA	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$140.00	\$601.00	\$163.00	\$701.00
1	\$143.00	\$616.00	\$174.00	\$749.00
2	\$185.00	\$796.00	\$226.00	\$970.00
3	\$241.00	\$1,038.00	\$291.00	\$1,251.00
4	\$299.00	\$1,285.00	\$360.00	\$1,549.00



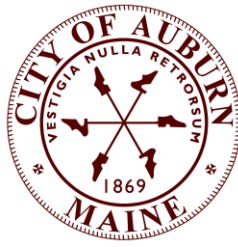
City Council Ordinance

IN CITY COUNCIL

Be it Ordained, that the City Council hereby amends Chapter 24, Article II, Division 1, Sec. 24-23 of the General Assistance Ordinance Annual Adjustment of Maximum Benefits to incorporate the following maximum levels of assistance to be effective on and after October 1, 2021 through September 30, 2022, as follows:

Sec. 24-23. - Annual adjustment of maximum benefits.

- (a) Each year the Maine Municipal Association provides the city three appendices providing maximum benefits applicable for the period beginning October 1 and ending September 30 as mandated by state law and based on certain federal values effective on October 1 of each year, as follows:
 - (1) Appendix A, a listing of overall maximum levels of general assistance relating to all Maine municipalities.
 - (2) Appendix B, a listing of maximum levels of assistance for food.
 - (3) Appendix C, a listing of maximum levels for heated and unheated housing.
- (b) The portion of these annual appendices applicable to the city, as adopted each year by the city council, are made a part of this chapter as though fully set forth herein and a copy thereof is available in the Office of the City Clerk.



City Council Ordinance

For Appendix A: The overall maximum was increased slightly this year (see chart below). This is the maximum amount that General Assistance can assist for a 30-day period.

Current Overall Maximums:

Lewiston/Auburn MSA Auburn, Durham, Greene, Leeds, Lewiston. Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	1	2	3	4	5
	\$741.00	\$798.00	\$1,025.00	\$1,287.00	\$1,633.00

New Overall Maximums:

Lewiston/Auburn MSA Auburn, Durham, Greene, Leeds, Lewiston. Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	1	2	3	4	5
	\$754.00	\$811.00	\$1,042.00	\$1,335.00	\$1,652.00



City Council Ordinance

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3	\$535.00	\$658.00
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5	\$807.00	\$992.00
6	\$969.00	\$1,190.00
7	\$1071.00	\$1,316.00
8	\$1224.00	\$1,504.00

For Appendix C: The housing maximums had a slight increase this year (see chart below). The Department of Housing and Urban Development (HUD) sets these new guidelines based on the fair market value of property in our area.

Current housing maximums:

Lewiston/Auburn MSA	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedroom Size				
0	\$137.00	\$587.00	\$160.00	\$688.00
1	\$140.00	\$603.00	\$171.00	\$736.00
2	\$181.00	\$779.00	\$222.00	\$953.00
3	\$230.00	\$990.00	\$280.00	\$1203.00
4	\$295.00	\$1267.00	\$356.00	\$1530.00

New housing maximums:

Lewiston/Auburn MSA	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedroom Size				
0	\$140.00	\$601.00	\$163.00	\$701.00
1	\$143.00	\$616.00	\$174.00	\$749.00
2	\$185.00	\$796.00	\$226.00	\$970.00
3	\$241.00	\$1,038.00	\$291.00	\$1,251.00
4	\$299.00	\$1,285.00	\$360.00	\$1,549.00

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

Editor's note— The appendices referred to in this section are not codified but are available in the office of the city clerk.

Holly C. Lasagna, Ward One
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