



## City Council Workshop & Special Meeting December 11, 2017 Agenda

### 5:30 P.M. Workshop

1. Orientation for Mayor and Council Members – Peter Crichton & Staff (1 hour)
2. Workforce Housing Economic Development Project – Doug Greene (1 hour)

### City Council Meeting

#### Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
  1. Order 117-12112017\*  
Confirming Mayor Levesque's appointment of Alfreda Fournier to serve as the Mayor's designee on the Auburn School Committee.
  2. Order 118-12112017\*  
Appointing Richard Trafton to serve on the Lewiston Auburn Railroad Company for a term of 3 years (2017-2020).



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** December 11, 2017

**Author:** Peter J. Crichton, City Manager

**Subject:** Mayor & City Council Orientation

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**Information:** This will be an orientation for the Mayor and Council on Scope of Responsibilities, the Charter, etc. The Departments' Orientation will be covered in a separate Workshop.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** None

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**Previous Meetings and History:**

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**City Manager Comments:**

I concur with the recommendation. Signature: Peter J. Crichton

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**Attachments:** Power Point Presentation with a hard copy of relevant materials to be provided to you.



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.gov

# CITY COUNCIL ORIENTATION

City of Auburn, Maine

Developed by:

Peter Crichton, City Manager,

Denise Clavette, Assistant City Manager,

Jody Durisko, Executive Assistant

# Our Agenda

Peter

- Roles & Responsibilities

Peter,  
Denise &  
Sue

- Charter, Ordinances, Policies

Michael

- Conflict of Interest

Michael

- Maine Tort Claim Liability

Peter

- Exploring Consensus Building

Michael  
Malloy

- FOAA Right to Know

Peter

- Wrap up

# Governance Structure

Mayor & Council

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graph TD; A[Mayor & Council] --> B[City Manager]; B --> C[Assistant City Manager]; C --> D[Department Directors];
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City Manager

Assistant City Manager

Department Directors

# Organization Chart

**Mayor & City Council**

**City Manager**

**Assistant City Manager**

## City Manager Working With...

- Executive Assistant
- Communications & Compliance Mgr
- Police
- Economic & Community Development
- Public Services
- Human Resources
- Fire
- 911 Center
- Finance
- Assessing
- City Clerk
- Engineering
- LAWPC
- LATC
- ARTC
- Chamber

## Assistant City Manager Working With...

- Legislative Advocacy
- Chief Labor Negotiator
- Health & Social Services
- Recreation
- Ingersoll Turf Facility
- Norway Savings Bank Arena
- Information Technology (IT)
- Liaison to Auburn Water & Sewer
- Library
- Special Projects

***Introduction of Team Auburn Members Present***

# Key Responsibilities

## Mayor

- Head of Council, runs & calls meetings
- Acts as the representative of the community

## Council

- Represents the public
- Develops & evaluates policies
- Determines level of services
- Ensures policies are to implement Council decisions
- Ensures accountability & transparency of operations
- Maintains financial integrity

# Key Responsibilities

## City Manager

- Exercises general operational control and strategic management for efficient and effective City operations
- Functional orientation towards Mayor, Council, and key external stakeholders
- Build capability and capacity within the organization

## Assistant City Manager

- Assists in exercising general operational control and strategic management for efficient and effective City operations
- Coordinates and leads special projects
- Legislative Advocacy
- Broad responsibilities in strategic areas

## Department Directors

- Plan, deliver, lead and manage service delivery
- Ongoing operations management
- Customer service and issues management-focused



# City Council Governance

- Quasi Legislative Roles – Setting policy/Ordinances
  - City Council makes decisions for the municipality, unless:
    - Authority is assigned to another body or individual, by State Statute
    - Authority is delegated to another body or individual, by City Council
- City Council gets recommendations / input from:
  - Public – Staff – Committees
- Council makes decisions by voting on motions, orders, resolutions, and ordinances

# City Council Governance

- Quasi Judicial Roles
  - Licensing
  - Dangerous Buildings
- City Council receives recommendations/input from:
  - Public – Staff – Committees
- Council makes decisions by voting on motions, orders, resolutions, and ordinances

# Council – Staff Relations

- **Role of Mayor / Head of Council**
  - **To advise Council on:**
    - Policies, practices, and procedures
    - Accountability / transparency of municipal operations
  - **To act as a representative of the City**
    - Uphold and promote purposes of municipality
    - Promote public involvement
    - Act as representative locally, nationally, internationally
    - Foster activities that enhance economic, social and environmental well-being of municipality and residents

# Council – Staff Relations

- Role of Council
  - To represent the public and consider the well being and interests of the municipality
  - To develop and evaluate policies
  - To determine the services to be provided
  - To ensure that administrative and controllership policies, practices, and procedures are in place to implement the decisions of Council
  - To ensure accountability & transparency of municipality
  - To maintain financial integrity of the municipality
  - To carry out the duties of Council under the Charter

# Council – Staff Relations

- Role of Administration
  - To undertake research and provide advice to Council on the policies and program of the municipality
  - Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions
  - Carry out other duties

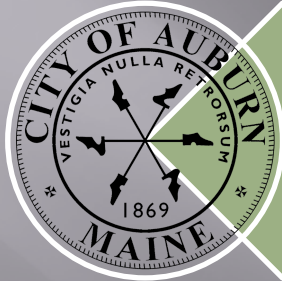
# Quasi Government Non-Profits

- LATC
- L/A 911
- Airport
- LARC
- AVCOG
- L/A Metro Chamber

# Appointment Process

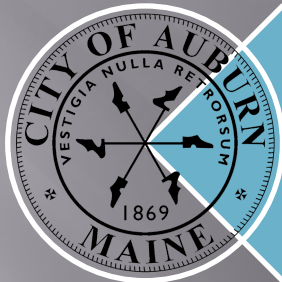
- The Mayor shall appoint a three member committee hereinafter called the “Appointment Committee”. The Appointment Committee shall review all applications to boards or committees assigned per attachment “Committees of the City of Auburn”; the Committees may interview applicants, including incumbents, for vacancies on all City boards, commissions and committees.
- Full Policy in Tab 2

# Charter, Ordinances, Policies



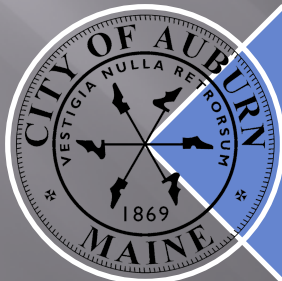
## Charter

Adopted by citizens, can only be changed by citizen vote; replaces some of state law on governmental forms and process, via 'home rule' authority



## Ordinances

Laws of City, adopted/modified by City Council after public notice and a public hearing; can not be inconsistent with federal, state law or with charter, can not be in areas not authorized, i.e. drinking age; usually externally focused



## Policies

Established practices that are adopted by City Council that do not have the authority of an ordinance; adopted/modified by Council by simple vote of Council; usually internally focused



# Charter, Ordinances, Policies

- Web link  
[www.auburnmaine.gov/Pages/Government/City-Charter-Ordinances](http://www.auburnmaine.gov/Pages/Government/City-Charter-Ordinances)
- In addition to the website, hard copies of the Charter and Ordinances may be obtain through the City Clerks Office and in the City Council Office.

# Human Resources Policies

- Sexual Harassment Policy
- Computer Internet Policy
- Harassment Free Workplace

# Scope of Responsibilities

- Authority in Charter
  - Article 2– City Council
    - Defines the power and duties
    - Composition and compensation – Mayor & 7 Councilors
    - Vacancies; forfeiture of office
    - Meetings – Regularly at least twice monthly
      - Special meetings may be called by the Mayor, or shall be called by the Mayor or City Manager on the written request of a majority of the voting members of the City Council addressed to the Mayor or the City Manager.
    - Quorums – Majority voting members of City Council



# How to Participate in the Meeting

- Making a Motion
- Public Comment
- Public Hearings
- Consent Agendas
- Discussion Agendas
- Workshops



# Council Authority continued

- Voting
- Standard codes
- Review of Charter & Ordinances –  
At least once every 15 years
- Offices incompatible - may not hold any other elected public office during term, hold City office or employment

# Council Authority: Budget

- Article 8 Financial Management
  - Notice and Hearing - hold at least one public hearing on budget and provide notice
  - Adopt budget by last day of the last month of the fiscal year currently ending or City Manager's proposed budget goes into effect
  - Capital Improvement Budget
    - Notice & Hearing
    - Adoption by last day of the last month of the fiscal year currently ending

Joint Purchasing & Procurement Policy Tab 2



# Scope of Responsibilities

- Authority in Charter
  - Article 3 – Mayor
  - **Powers & Duties** The Mayor shall preside at all meetings of the City Council, but shall have no veto and no vote except in the case of a tie. The Mayor shall communicate to the City Council such information and recommend such measures as the business and interests of the City require. The Mayor shall be the official head of the City for ceremonial purposes and all purposes of martial law. The Mayor shall perform such other duties as the City Council may request or as conferred by the State law not inconsistent with the office or this Charter. The Mayor may create committees and appoint persons to serve on such committees. The Mayor shall coordinate the actions of such boards, committees, and commissions as they may exist to promote the effective administration of the City's interests. Except as otherwise directed by State statute, this Charter, City ordinance, or interlocal agreement, the Mayor may appoint Councilors to serve, either in his or her stead or independently, on all boards, committees, commissions, and quasi-municipal corporations when required.

# Conflict of interest standards

- *Municipal officials sworn into office serve the interests of the public as a whole; they are vested with the public trust.*
- State law (30-A MRSA § 2605):
  - Firm expectation that members shall disclose and excuse themselves from the deliberation on the item if they have 10% or greater financial interest in the entity that will be impacted by the item under consideration
  - Softer expectation in 1989 when amended to say *'every...official shall attempt to avoid the appearance of conflict of interest by disclosure or by abstention.'*



# Other Considerations

- Role during 'Quasi-judicial' functions
  - Council acts in quasi-judicial role many times during a year, i.e. issuances of licenses
  - Councilors must be totally *disinterested*
    - Financially disinterested: having no financial interests at all
    - Familial disinterested: not related in any fashion, within reason
    - Prejudicial disinterested: self examination by each member to determine if this standard can be reached

# Personal exposures



# Exploring Consensus Building

- Personal commitment to each other on big issues
- Being heard
- If part of the majority on an issue...
  - Ask members in the minority what needs to be changed to obtain a yes vote
- If part of the minority on an issue...
  - Respect that the majority does not have to change to accommodate your request

# Maine Freedom of Access Act

- FOAA also known as the “right to know”
- 1 MSRA § 401 et seq
- All elected officials within 120 days of taking office must:
  - Complete training, which includes:
    - General legal requirements
    - Process to comply with request for records
    - Penalties and other consequences
- Meet requirements by thoroughly reviewing FAQ from FOAA web site (included in notebook)

# FOAA General requirements

- Public Meetings
  - 401 § 402 “the transaction of functions affecting any or all citizens of the State” by gov’t agencies...all municipal meetings of Council and boards, committees, commissions, agencies, advisory boards, etc.
  - All public meetings must be open so that public has the right to attend (not necessarily to participate)
  - Public notice of meeting must occur if it is a public meeting
  - **When three members or more discuss the transactions or potential transactions of city business, then it is a public meeting.**
    - Violations can occur in face to face meetings and/or through such mediums as an email string where members are conducting City business

# Public meetings

- Public notice must be given in timely fashion to allow the public the opportunity to know what is being discussed and plan attendance.
- Public does not have the right to participate, except during public hearings
- Public written record of decisions made must be kept; formal minutes are not required
- Minutes must be promptly available for public inspection
- Specific items can be discussed in executive session; however, no final decision can be reached

# Executive session

Requires 3/5 affirmative vote by Board in an open, public meeting to go into executive session. Motion must include the section of the law and the reason.

## Personnel §405(6)(A)

- Appointment/dismissals, other; premature disclosure; right to be present

## Sale/Purchase of Real Estate/Economic Development Projects §405(6)(C)

- If premature disclosure of information would prejudice the competitive or bargaining of City

## Labor Contracts §405(6)(D)

- To discuss negotiations, strategies, etc between Council and staff involved in negotiations

## Consultation with Legal Representation §405(6)(E)

- Concerning legal rights of Council, settlement offers, pending or contemplated litigation, where general discussion would place City at disadvantage

Others found in other parts of statutes, i.e. poverty abatement 36§841.2

# Public records

- “Any written, printed, or graphic or any mechanical or electronic data” that is in the custody of a public entity or official that has been received or prepared for the use in connection with transaction of public/governmental business
- Every person has the right to inspect any public record
- Requests must be acknowledged and responded to in a reasonable time frame



# Responding to inspection requests

- Must acknowledge within 5 business days
- Must make records available for inspection within a reasonable time
  - Limit of inspection is at agencies place of business, time set by agency during normal business hours
  - Do not have to copy, mail or otherwise create a document in format that does not exist; if requested can charge reasonable costs
- Some information is not a public record
- If a request is denied, agency must give a written denial, including the reason within 5 business days

# Other FOAA Information

- Penalties:
  - Civil violation with fine of up to \$500; Class D to intentionally remove, alter, or destroy documents considered public documents
- State law determines the length of time records need to be retained
- Emails are considered public records if they meet the state law regarding public records
- Further details and statutory references are contained within TABS 4 and 5 of your notebook

# Items In Notebook

- TAB 1 Copy of presentation
- TAB 2 City Charter, Appointment Policy, Joint Purchasing & Procurement Policy
- TAB 3 Title 14 § 741: Tort Claims Act
- TAB 4 Title 1 Ch.13 Public Records & Proceedings
- TAB 4 Title 1 § 405, Executive Sessions
- TAB 5 Right to Know FAQ; Training
- TAB 6 FY18 Budget Summaries
- TAB 7 Sample: Rules of City Council

# What's Next

- Tour of City Facilities
- Orientation Workshop #2
  - Departmental Overview
  - Budget FY18
  - City Work Plan
- Joint Meeting with Lewiston City Council

# Closing

Questions??? Suggestions... Ideas!!!

Thank You!



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** December 11, 2017

**Author:** Douglas Greene, Urban Development Coordinator

**Subject:** Troy Street/Hampshire Street Project Overview

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**Information:** The City Manager and Economic and Community Development Staff will present an overview of the Troy Street/Hampshire Street to help the new Mayor and City Council members understand the background of this important Downtown project. Please see the attached memo. A power point presentation will accompany the workshop discussion with mapping and other graphic project elements.

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**City Budgetary Impacts:** The City of Auburn has committed \$100,000 in HOME funds and will have a TIF district on the project properties.

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**Staff Recommended Action:** None at the workshop. An Order to Discontinue a Section of Troy Street will be made on December 18<sup>th</sup> at a public hearing and 1<sup>st</sup> reading. Staff is recommending APPROVAL of the Discontinuance.

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**Previous Meetings and History:** A purchase and sales agreement was approved by the City Council at a special meeting held on August 31, 2017. A zone change (for a block of land that includes this property) was approved by the City Council at their September 11, 2017 meeting. The City Council has discussed the Discontinuance of Troy Street and the possible acquisition of Pan Am properties at meetings held through October and November 2017.

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**City Manager Comments:**

I concur with the recommendation. Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Peter J. Cuddeback", is written over a horizontal line.

**Attachments:**

1. Troy Street/Hampshire Street Memo
2. Power point presentation (Available on Friday, December 8, 2017)



## City of Auburn, Maine

Office of Economic and Community Development

60 Court Street, Auburn, Maine 04210

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

207.333.6601

To: Auburn Public Library

From: Doug Greene, Urban Development Coordinator, Department of Economic and Community Development

Date: December 7, 2017

RE: Parking around Auburn Public Library and proposed Troy Street / Hampshire Street project

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On behalf of the City of Auburn, we would like to have a more comprehensive dialogue on the ongoing efforts by the City to increase parking availability and help pedestrian safety and navigation in the neighborhood around the Library. While some of these efforts have been underway for some time, recent discussions that ensued during the meetings regarding the proposed Troy Street project from The Szanton Company, are creating the need for us to focus on the existing and anticipated parking issues. It is the City's intention, to identify and study various aspects of parking availability and pedestrian movement with the goal of implementing as many measures as possible in the next 12-18 months. That is the time frame that the Troy Street project will take to go through the process of approvals, arrange financing, and begin construction. (Note that the Troy Street project is *at least* two years away from occupancy.) Below are several strategies, studies, recommendations and / or options that would help mitigate the parking issues and concerns, and help the City, the Library, and the project all be a viable part of the City of Auburn:

- Implement the recommendations of the collaborative Auburn and Maine DOT's *Heads-Up Pedestrian Safety Program*, which includes funding for execution. This would make pedestrian circulation in the downtown easier and safer.
- Add or revise signage for the on-street parking spaces near the Library on Spring Street, Library Avenue, Hampshire Street, and Pleasant Street that makes it clear that *evening* parking is not time-limited. Making this clearer will enable more on-street parking for evening Library events.
- Inventory existing parking within a quarter mile of the Library and propose expanding on-street parking on Library Avenue between the railroad and Union Street, Pleasant Street north of Hampshire, Spring Street and Railroad Street south of Court. Right now these areas are not striped. Adding clearly striped spaces will define the parking spaces and allow more cars to park in these areas.
- Study traffic calming on Court Street, especially at the intersection of Court Street and Spring Street including but not limited to adding bump-outs at intersections, on-demand pedestrian flashing lights, special cross walk markings and added street lighting as needed. This would be similar to the redesign of Hampshire Street, which is underway, and would encourage pedestrians who need to cross Court Street.



## City of Auburn, Maine

Office of Economic and Community Development

60 Court Street, Auburn, Maine 04210

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

- Study the addition of a new crosswalk from Railroad Street to the north side of Court Street. This would slow down traffic on Court Street and allow easier pedestrian access to the Library from Railroad Street. We understand that this may require extra review and permitting because this section of Court Street is also under DOT jurisdiction.
- Study the parking usage at the lot adjacent to the City Electrical building to see if its parking can be merged with the Library parking to enable more spaces to be striped in a more sensible layout.
- Reach out to other private property owners in the neighborhood to see if there are any other lots in the neighborhood that could be acquired to expand parking.

Our goal is to study these issues and develop a comprehensive approach to expanding parking options and pedestrian access in the downtown, especially in the area near the Library, within the next 12-18 months. The City of Auburn welcomes the opportunity to meet and discuss these ideas in the near future.

For More Information Contact Doug Greene, Urban Development Coordinator at: [dgreene@auburnmaine.gov](mailto:dgreene@auburnmaine.gov). or  
(207) 333-6601 ext. 1156





## City of Auburn, Maine

Office of Economic and Community Development  
60 Court Street, Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) 207.333.6601

To: Honorable Mayor Jason J. Levesque and the Auburn City Council  
From: Douglas Greene, Urban Development Coordinator  
Date: December 7, 2017  
RE: Troy Street/Hampshire Street Project Overview

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Over the last 6 months, a significant residential project has moved forward, which has the potential to make a significant and positive impact to Auburn's Downtown. The Economic and Community Development Staff has been working with the Szanton Company, the developer for the proposed Troy Street/Hampshire Street project, to finalize the numerous aspects of the project and is now poised to seek final City approvals. The purpose of this memo is to provide an overview of the project to help Mayor Leveque, the Auburn City Council and the Citizens of Auburn understand the components and value of the project.

Project Summary: The project location is a .5 acre vacant, city owned property with frontages on Union St., Hampshire Street and Troy Street. The project also will include a portion of Troy Street that is planned for discontinuance and along with an adjacent property under contract by the Szanton Company to be acquired from Pan Am Railroad. This residential project is proposed to be four stories tall and will include 53 dwelling units with a mix of 14 market rate and 39 work force housing units. The Szanton Company will be applying for low income housing tax credits through the Maine Housing Authority in February of 2018. The project will provide the following positive impacts:

- The redevelopment of a vacant, City owned property, that is currently yielding \$ 0 in tax revenues
- A \$10 million investment into Downtown Auburn
- At least \$40,000 a year in tax revenues, even with a TIF agreement
- The introduction of 39 workforce and 14 market rate dwelling units and residents into Downtown
- The workforce housing will provide important housing opportunities to working individuals and families with incomes of between \$21,250 and \$39,360 depending on family size
- Spurring additional interest in redevelopment and investment in the area
- A project that will complement the Hampshire Street reconstruction project and fit into the character of the surrounding area
- A reduction in city services for Troy Street through a discontinuance that will still maintain public access between Hampshire Street and Library Avenue and create a better, more efficient site plan

Development Process Overview: The Troy Street project has gone through several phases and contains multiple components:

- A. Zone Change from General Business (GB) to Traditional Downtown Center (T-5.1). This property, along with other properties in the block contained by Union Street, Hampshire Street, Troy and Library Streets, were rezoned from General Business (GB) to Downtown Traditional Center (T – 5.1) back in September 11, 2017. The T-5.1 zone allows for reduced building setbacks, greater density and better compatibility with the surrounding buildings.
- B. Purchase and Sales Agreement – A purchase and sales agreement was approved by the City Council at a special meeting held on August 31, 2017. The executed agreement included the City owned property (Parcel # 240-212) and a section of Troy Street designated to be discontinued.

- C. City Financial Support- The City has approved additional incentives that will provide needed support and valuable points for the Low Income Housing Tax Credit (LIHTC) application to the Maine State Housing Authority. This project is competing with another project seeking LIHTC, which is located at 477 Minot Avenue.
- HOME Funds- \$110,000 has been approved by City Council (same as 477 Minot Avenue)
  - TIF Funding- An existing TIF district is being amended and will provide some property tax relief (50%) for the development over 30 years
- D. Discontinuance of Troy Street- Troy Street is nondescript public right of way that serves as a connection between Hampshire Street and Library Avenue. At the onset of discussions with the developer, the discontinuance of Troy Street was discussed as a way to shift the location of the “driveway” in order to create more space for parking to support the project.
- Staff will make a presentation at the December 18, 2017 City Council meeting (public hearing and 1<sup>st</sup> reading) seeking approval of Order to Discontinue Troy Street and to continue public access between Hampshire Street and Library Avenue.
  - Final action on the Discontinuance would take place at the January 8<sup>th</sup> City Council meeting (Public Hearing and 2<sup>nd</sup> reading).
  - The developer would be responsible for the maintenance and snow removal of the “driveway”, which will continue as a two way, 21 foot wide public access way.
- E. Acquisition of Pan Am Properties- Another early discussion item between the City and the developer was the possible acquisition of 2 excess Pan Am railroad right of way parcels that could be utilized for parking. One parcel, directly across from Troy Street has been leased from Pan Am and used as a public parking lot since the 1980’s and the other parcel was the site of warehouse building that was removed many years ago.
- The City Council directed the Staff to make an offer on the 2 parcels back in October. The offer was rejected. The City Council then directed Staff to make a counter offer and include a number of other, smaller Pan Am parcels. Staff is waiting to hear back from Pan Am as of 12/7/17.
  - In the meantime, the Szanton Company was able to settle on a higher price for the 2 “parking” parcels and is now under contract to purchase.
  - The Staff is comfortable with this arrangement as the project site plan now meets the parking requirement and the City will not have to construct the parking or administrate the leasing of parking spaces with the developer.
  - The City Council discussed the possibility of utilizing the excess Pan Am parcels to construct a trail that was proposed back in 2000 but is now deemed not feasible today.
- F. Planning Board Approval- The size of the project requires approval by the Planning Board.
- The project will go to the Auburn Planning Board at their December 12<sup>th</sup> meeting for a Site Plan and Special Exception and Subdivision approval.
  - The Planning Board approval will earn valuable points in the project’s application to the Maine Housing Low income Tax Credit program, which is due in February 2018
- G. Project Impacts and Mitigation Steps- Concerns have been raised by the Auburn Public Library and its supporters primarily about available parking for the Library. The City is responding by looking to:
- Implement the recommendations of the collaborative Auburn and Maine DOT’s *Heads-Up Pedestrian Safety Program*.
  - Add or revise signage for the on-street parking spaces near the Library
  - Inventory existing parking within a quarter mile of the Library and propose expanding on-street parking and add clearly striped spaces that will define the parking spaces and allow more cars to park in these areas
  - Study and implement traffic calming on Court Street especially near the Library
  - Reach out to other private property owners in the neighborhood to see if there are any other lots in the neighborhood that could be acquired to expand parking
  - Engage the Auburn Public Library and its supporters in an ongoing process to address concerns

# Troy Street/Hampshire Street Project Overview



Presented to the City Council Workshop  
Monday, December 11, 2017

# The Site



# The Project

This residential project is proposed to be four stories tall and will include 53 dwelling units with a mix of 14 market rate and 39 work force housing units. The Szanton Company will be applying for low income housing tax credits through the Maine Housing Authority in February of 2018.

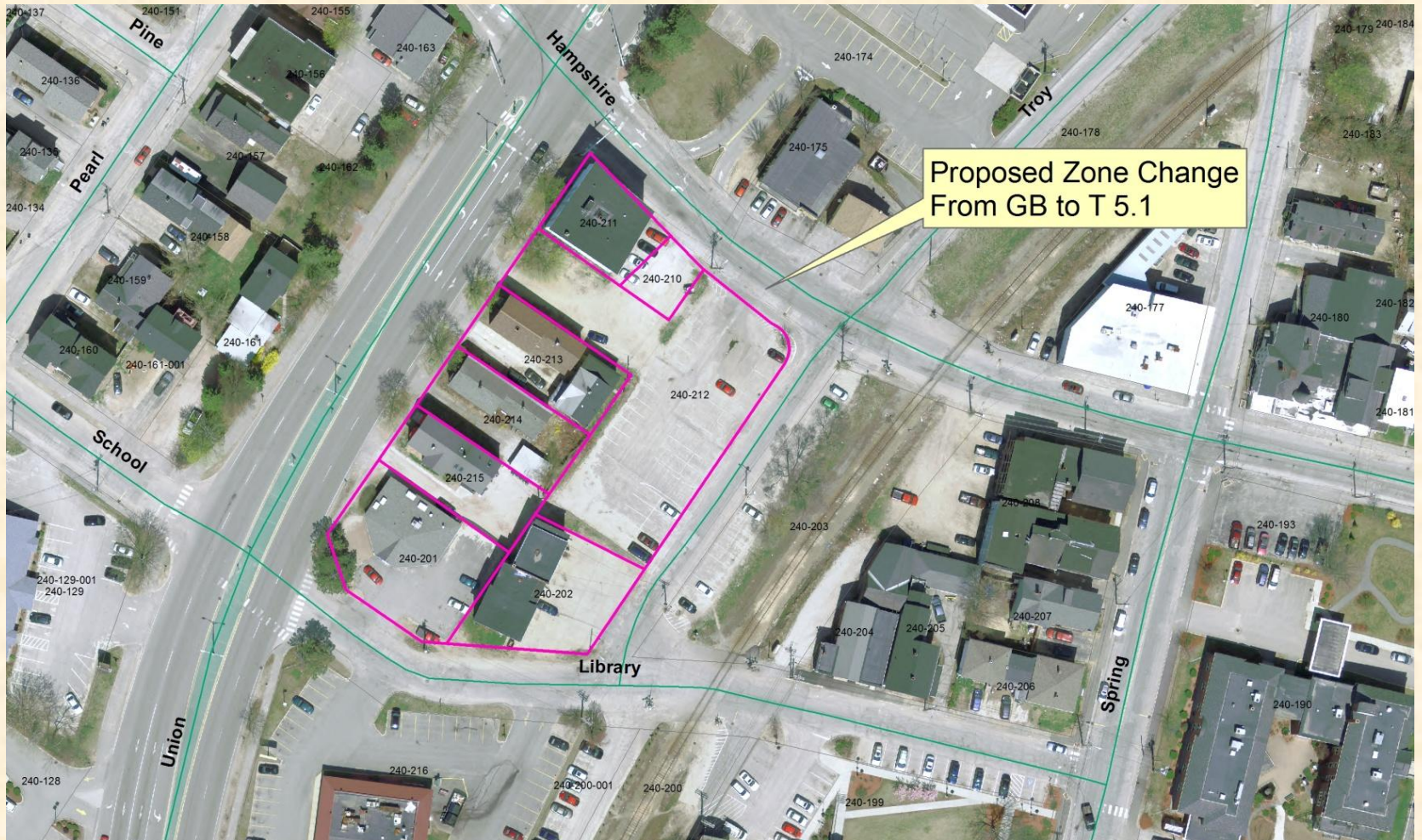


# Project Benefits

- The redevelopment of a vacant, City owned property, that is currently yielding \$ 0 in tax revenues
- A \$10 million investment into Downtown Auburn
- At least \$40,000 a year in new tax revenues, and without the use of any general funds
- The introduction of 39 workforce and 14 market rate dwelling units and new residents into our Downtown
- The workforce housing will provide important housing opportunities to working individuals and families with incomes of between \$21,250 and \$29,360 depending on family size
- Spur additional interest in redevelopment and investment in the area
- A project that will complement the Hampshire Street reconstruction project and fit into the character of the surrounding area
- A reduction in city services for Troy Street through a discontinuance that will still maintain public access between Hampshire Street and Library Avenue and create a better, more efficient site plan

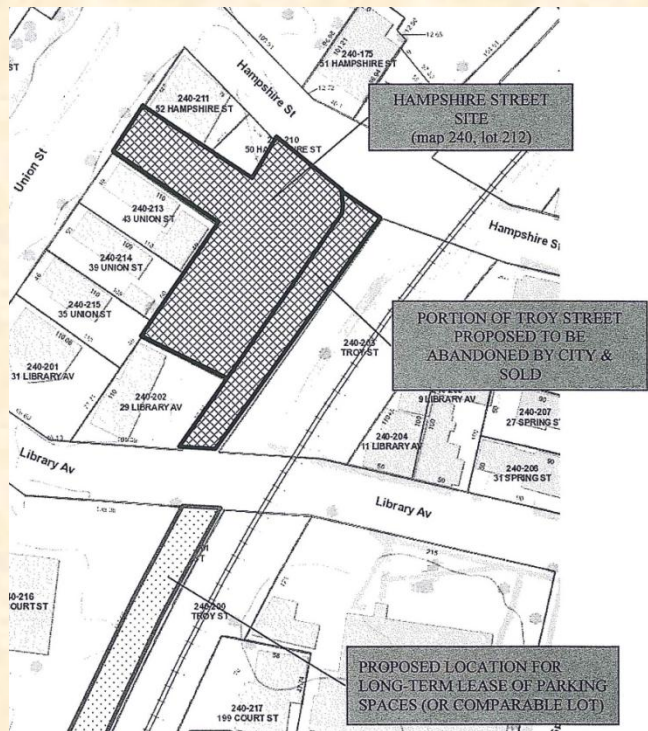
# Development Process

## A. Zone Change- from General Business to Form Based Code- Downtown Traditional Center (9/11/17)

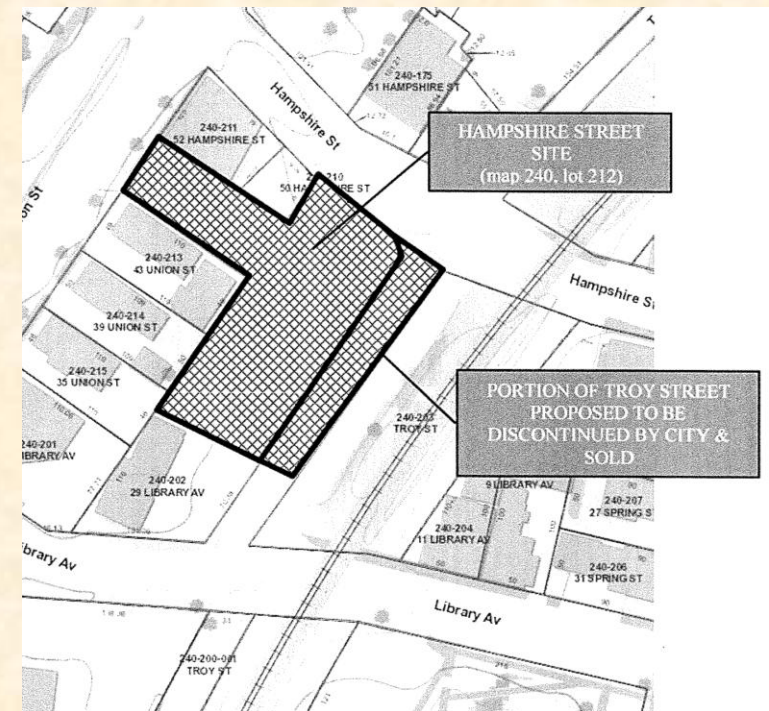


## **B. Purchase and Sales Agreement-**

- Approved by City Council on August 31, 2017
- The sale includes the vacant city owned property and a portion of Troy Street (to be discontinued)



Executed P & S Map



Amended (and current) P & S Map



## **C. City Support of Project-**

- The City has approved additional incentives that will provide needed support and valuable points for the Low Income Housing Tax Credit (LIHTC) application to the Maine State Housing Authority.
- The City is supporting this and another workforce housing project (477 Minot Avenue). Both projects will be competing at the statewide level for LIHTC funding.
- HOME Funds- \$110,000 has been approved by City Council (same as 477 Minot Avenue)
- TIF Funding- A new TIF district is being created and will provide some property tax relief from funds generated from the development. The TIF funding would not exist without this project.

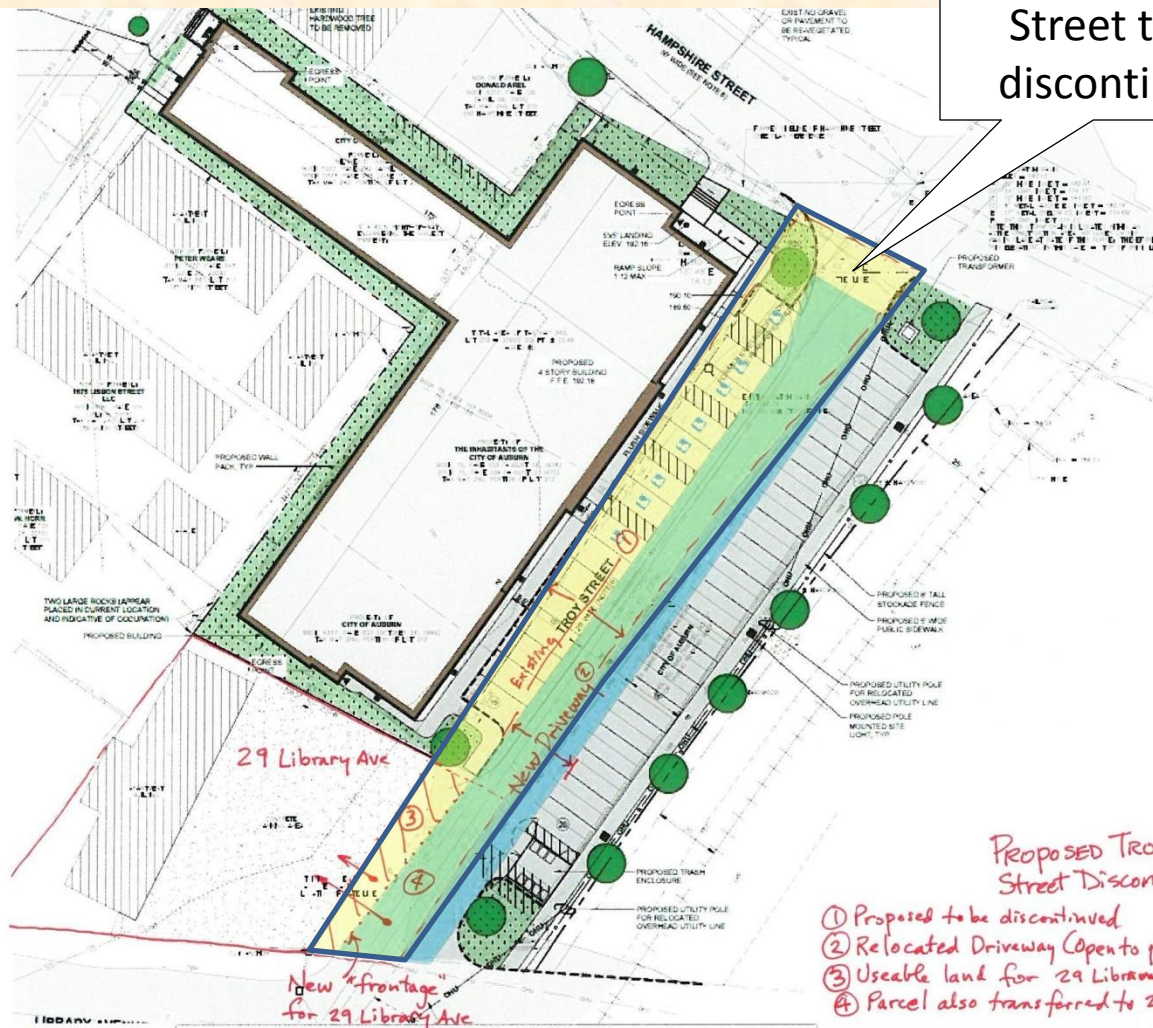
## C. Discontinuance of Troy Street-

Troy Street is nondescript public right of way that serves as a connection between Hampshire Street and Library Avenue.

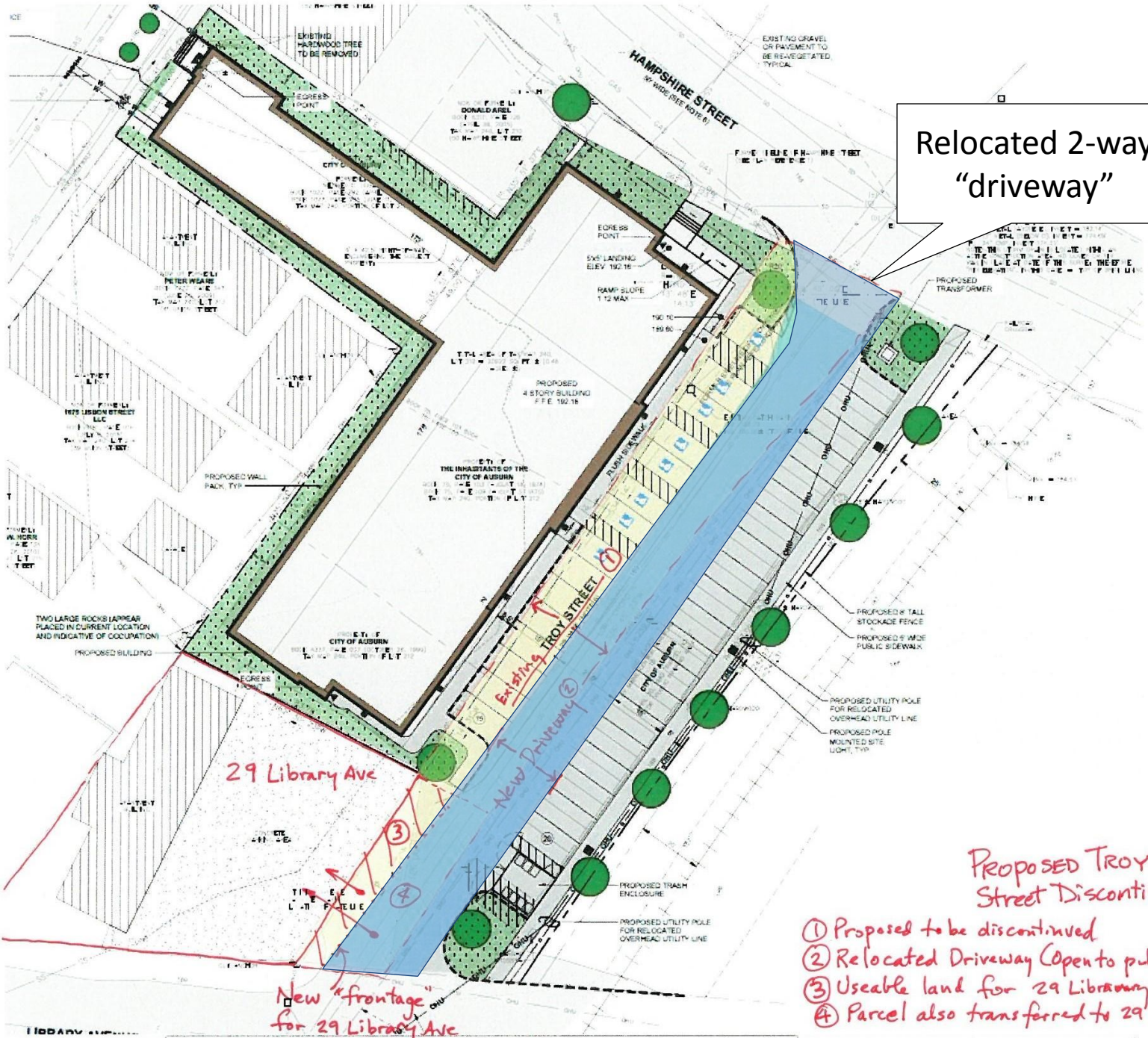


At the onset of discussions with the developer, the discontinuance of Troy Street was discussed as a way to shift the location of the “driveway” in order to create more space for parking that supports the project.

Existing Troy Street to be discontinued



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



Relocated 2-way  
"driveway"

29 Library Ave

New Driveway

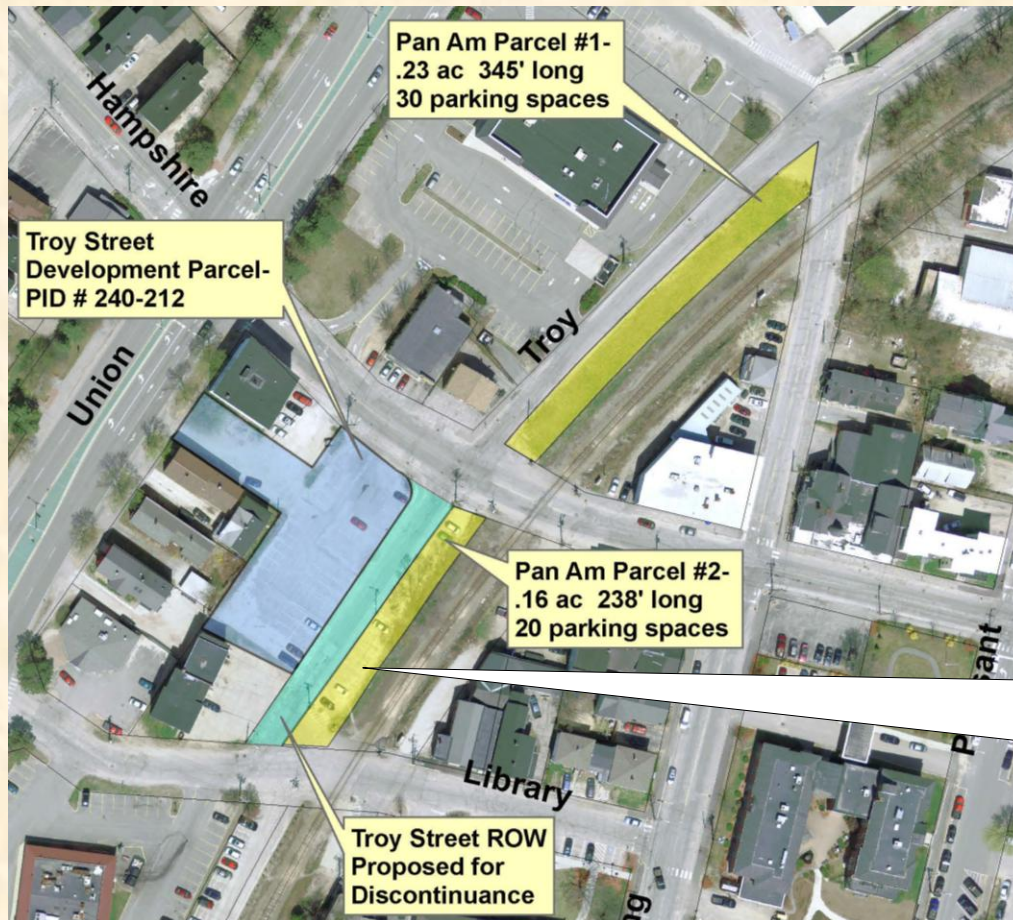
New "frontage"  
for 29 Library Ave

Proposed Troy  
Street Discontinuance

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

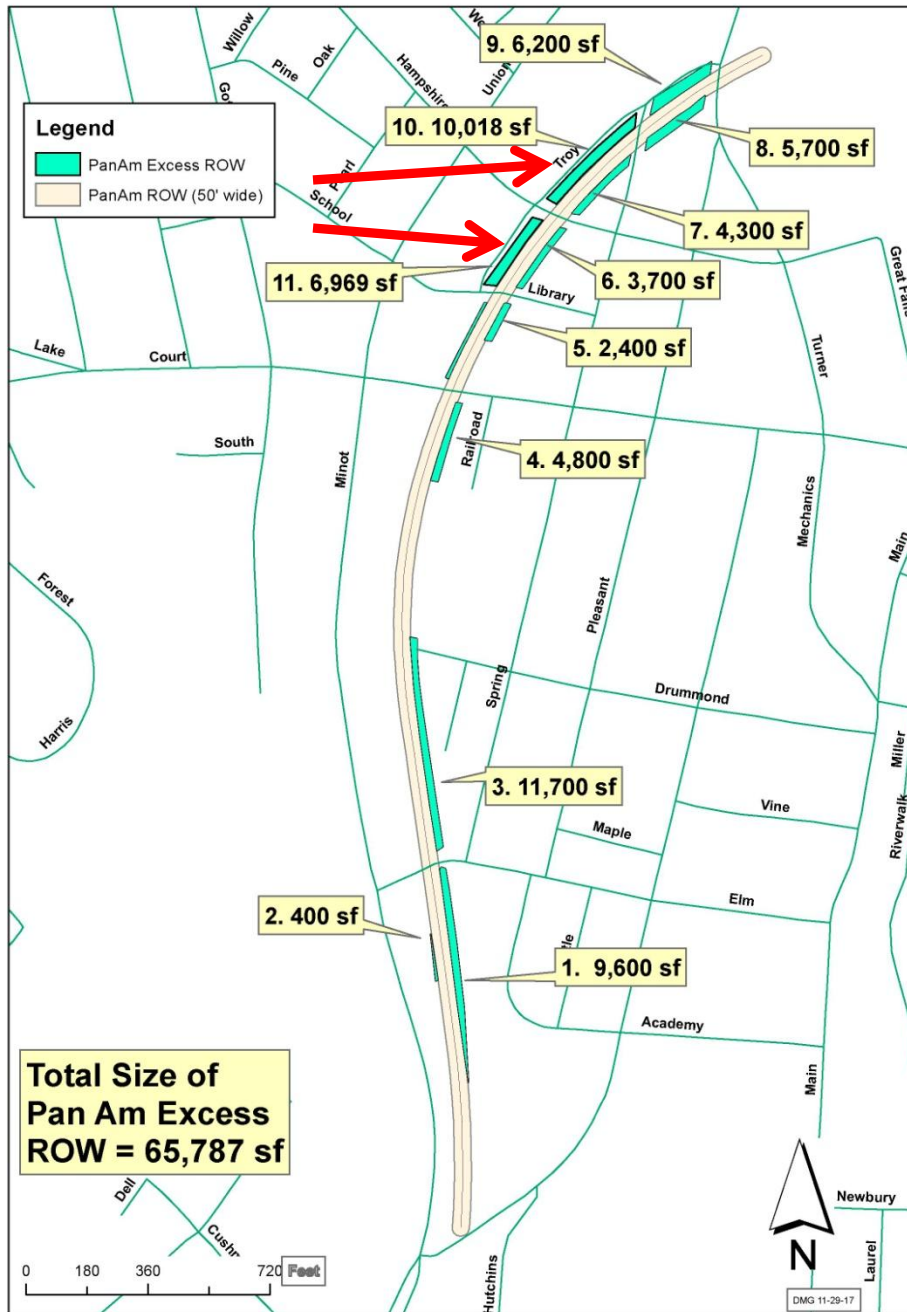
# E. Acquisition of Pan Am Properties-

Another early discussion item between the City and the developer was the possible acquisition of 2 excess Pan Am railroad right of way parcels that could be utilized for parking. One parcel, directly across from Troy Street has been leased from Pan Am and used as a public parking lot since the 1980's and the other parcel was the site of warehouse building that was removed many years ago.



Note: Parcel # 2 has been leased for public parking from Pan Am since the 80's

## Pan Am Corridor Between High and Turner Streets

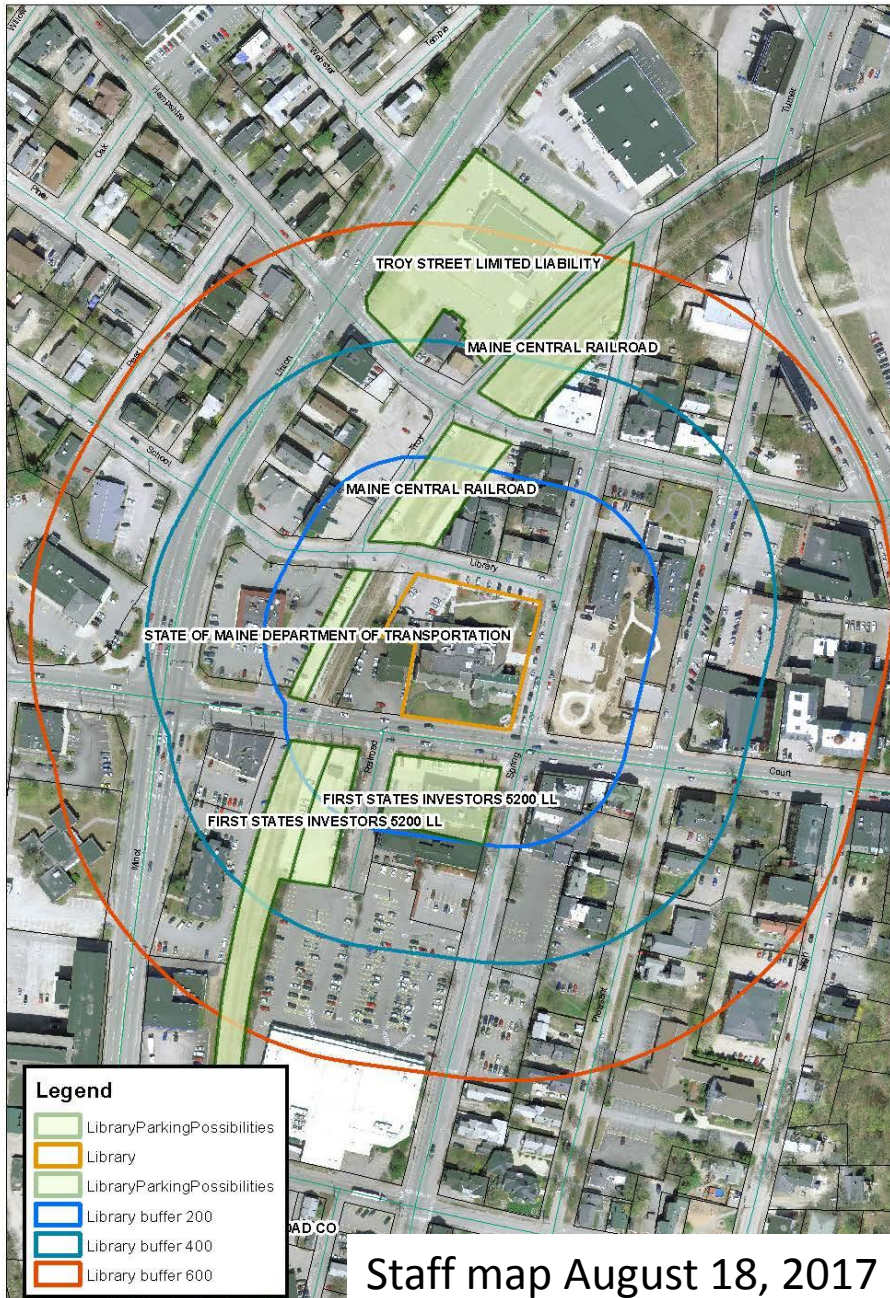


The City Council directed the Staff to make an offer on the 2 parcels back in October. The offer was rejected. The City Council then directed Staff to make a counter offer and to include a number of other, smaller Pan Am parcels. In the meantime, the Szanton Company was able to settle on a higher price for the 2 “parking” parcels and is now under contract to purchase.

## **F. Planning Board Approval-**

- The project will go to the Auburn Planning Board at their December 12<sup>th</sup> meeting for a Site Plan and Special Exception and Subdivision approval
- The Planning Board approval will earn valuable points in the project's application to the Maine Housing Low income Tax Credit program, which is due in February 2018

## Library Area Parking Plan



Staff map August 18, 2017

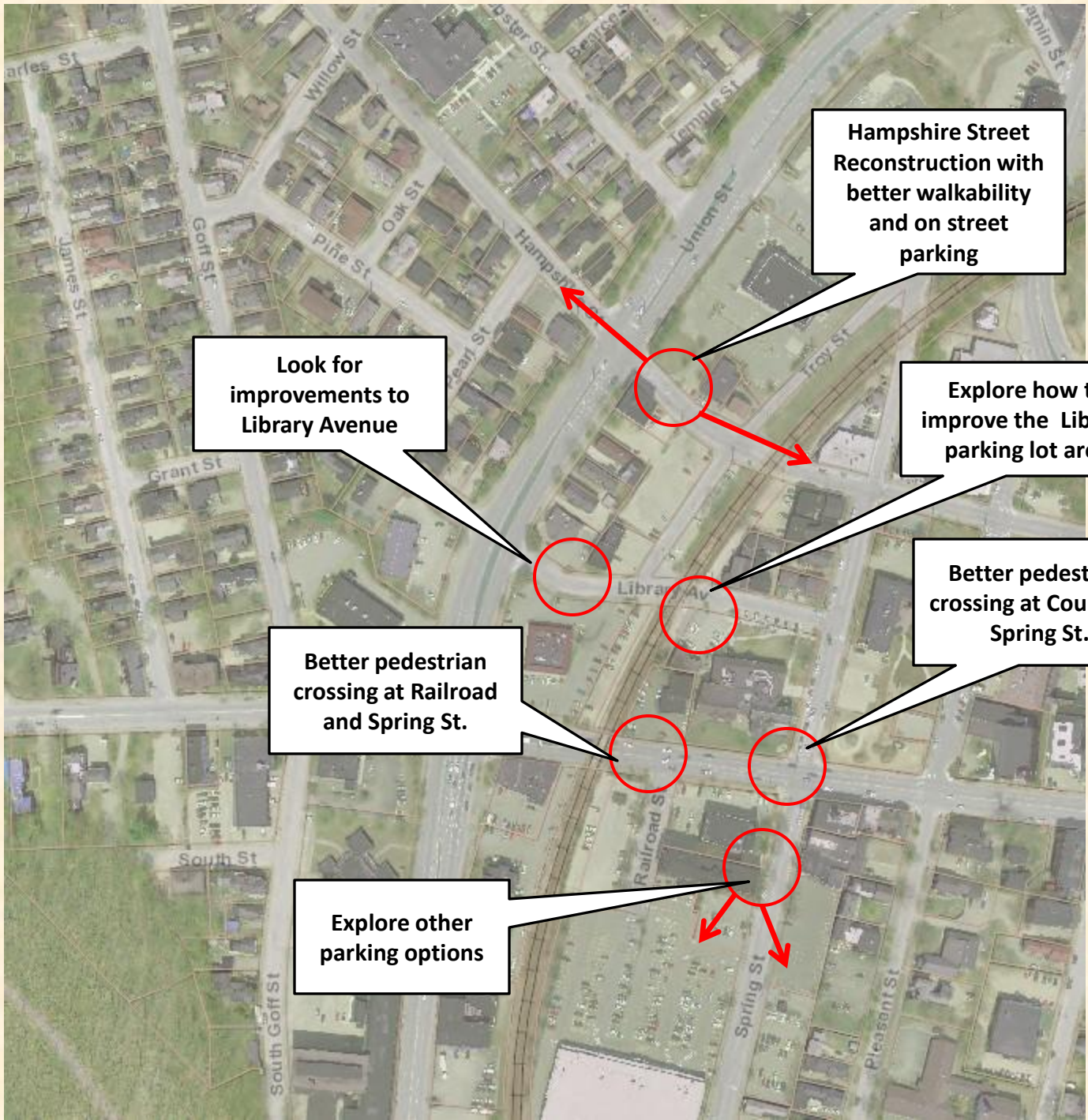
## G. Project Impacts and Mitigation Steps-

The Staff and the Developer have been working on parking for the project from the onset. More recently, concerns have been raised by the Auburn Public Library and its supporters primarily about available parking for the Library.



## The City is responding by looking to:

- Implement the recommendations of the collaborative Auburn and Maine DOT's *Heads-Up Pedestrian Safety Program*.
- Add or revise signage for the on-street parking spaces near the Library
- Inventory existing parking within a quarter mile of the Library and propose expanding on-street parking and add clearly striped spaces that will define the parking spaces and allow more cars to park in these areas
- Study and implement traffic calming on Court Street especially near the Library
- Reach out to other private property owners in the neighborhood to see if there are any other lots in the neighborhood that could be acquired to expand parking
- Engage the Auburn Public Library and its supporters in an ongoing process to address concerns



**Hampshire Street  
Reconstruction with  
better walkability  
and on street  
parking**

**Look for  
improvements to  
Library Avenue**

**Explore how to  
improve the Library  
parking lot area**

**Better pedestrian  
crossing at Railroad  
and Spring St.**

**Better pedestrian  
crossing at Court and  
Spring St.**

**Explore other  
parking options**

**In summary,** this project can provide many benefits to Auburn, bring new residents to our Downtown, be a stimulus to other redevelopment projects and bring productive use to an underutilized, vacant, City owned property.

**Questions?**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** December 11, 2017    Order: 117-12112017

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

**Subject:** Confirming Mayor Levesque's appointment of Alfreda Fournier to the School Committee.

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**Information:** The Mayor is recommending appointing City Councilor Alfreda Fournier to serve on the School Committee as his designee.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage.

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**Previous Meetings and History:** Former Councilor Jim Pross served as the Mayor's designee on the School Committee for the previous 2 years.

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**City Manager Comments:**

I concur with the recommendation. Signature: 

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**Attachments:** Order 117-12112017

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



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

Jason J. Levesque, Mayor

**IN CITY COUNCIL**

**ORDER 117-12112017**

ORDERED, that the Auburn City Council hereby confirms the Mayor's appointment of Alfreda Fournier to serve as his designee on the School Committee.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** December 11, 2017      Order: 118-12112017

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

**Subject:** Re-appointing Richard Trafton to the Lewiston Auburn Railroad Company Board

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**Information:** This would be a re-appointment and a three year term. Mr. Trafton served on the board from 2014-2017. His term expired in April of 2017. This re-appointment would run from April 2017 to April 2020.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage.

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

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**City Manager Comments:**

I concur with the recommendation. Signature: Peter J. Casbit

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**Attachments:** Order 118-12112017

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



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

Jason J. Levesque, Mayor

**IN CITY COUNCIL**

**ORDER 118-12112017**

ORDERED, that the Auburn City Council hereby re-appoints Richard Trafton to the Lewiston-Auburn Railroad Company Board for a term of 3 years (April 2017 through April 2020).