



City Council Meeting and Workshop

March 7, 2016

Agenda

5:30 P.M. Workshop

- A. Auburn Fire Department Safer Grant – Frank Roma (10 minutes)
- B. Fund Balance Plan – Jill Eastman & Howard Kroll (20 minutes)
- C. Rail Study Funds – Councilor Robert Stone (45 minutes)

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

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 09-03072016*

Approving the temporary sign request for Park Avenue Elementary Schools April Festival.

2. Order 10-03072016*

Approving the temporary sign request for the Maine Home Show.

3. Order 11-03072016*

Approving the temporary sign request for the Kora Shrine Circus.

4. Order 12-03072016*

Approving the temporary sign request for the Auburn Business Association.

5. Order 13-03072016*

Accepting the transfer of \$1,857.00 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CR-15-309 Mustafa Abdi).

II. Minutes

- February 22, 2016 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Recognition – Edward Little High School Girls Indoor Track Team State Champions
- Recognition – Edward Little High School Boys Alpine Ski Team State Champions

- IV. Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

V. Unfinished Business

Auburn City Council Meeting & Workshop

March 7, 2016

1. Ordinance 02-02222016

Adopting the amendments to Chapter 20-Housing Code. Public hearing and second reading.

2. Ordinance 03-02222016

Adopting the amendments to Chapter 44 – Solid Waste. Public hearing and second reading.

VI. New Business

3. Ordinance 04-03072016

Adopting amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6). Public hearing and first reading.

4. Order 14-03072016

Appointing Board and Committee members as nominated by the Appointment Committee.

Council may enter into executive session pursuant to 1 M.R.S.A. §405 (6)(A).

5. Order 15-03072016

Approving to discontinue the use of Fund Balance to balance the General Fund budget over the next 2 fiscal years, FY 17 and FY 18 as recommended by the Finance Director.

VII. Executive Session

- Discussion on a poverty abatement case # 2879-16 pursuant to (36 M.R.S.A § 841) with possible action to follow.
- Executive Session to discuss a real estate matter, pursuant to 1 M.R.S.A. §405 (6)(C).

VIII. Reports

1. Mayors Report

2. City Councilors' Reports

3. City Manager's Report

IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

X. Adjournment

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:

Auburn City Council Meeting & Workshop

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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 Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Author: Fire Chief Frank Roma

Subject: FY 15 Staffing for Adequate Fire and Response (SAFER) Grant

Information: The AFD desires to make application for a SAFER Grant during the FY 15 grant cycle through FEMA. This grant would cover salary and benefits for four (4) firefighter/paramedics for a period of two years.

Advantages: Award of this grant will allow for us to increase assigned staffing on Engine 2 in New Auburn to four. Engine 2 operates in a mixed rural and urban environment and is often alone for extended periods of time before additional resources are able to arrive and assist. Award of this grant will help to increase firefighter safety, company efficiency and provide a higher level of service to the community.

Disadvantages: NONE

City Budgetary Impacts: Costs for PPE, uniforms and pre-employment physicals will be borne by the city. Approximately \$4,500.00 per FF.

Staff Recommended Action: Approve submission of request for FY 15 SAFER Grant for four (4) Firefighter/Paramedics by the AFD.

Previous Meetings and History: City Council approved submission of a SAFER Grant request in FY 14 for four (4) Firefighter/Paramedics. Grant request was not successful.

Attachments: Program description.

AUBURN FIRE DEPARTMENT



550 Minot Avenue
Auburn ME 04210

3-7-16

City Council,

The SAFER Grant application period opened on February 22, 2016 and will close on March 25, 2016. The AFD applied for this Grant last year. We were not successful in our application. It is our desire to make application again during this current cycle. The grant application period is quite laborious and lengthy. As such, we seek approval to move forward in making this grant request in a timely manner.

The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). This grant is funded through FEMA.

The grant would provide 100% (no city match) funding for four (4) firefighter/paramedics for a period of two years. This would include salary and benefits. Costs for PPE, uniforms and pre employment physicals would be borne by the city.

If successful in being awarded the grant, and should council choose to accept the grant if so awarded, we would have a defined period to make the hires.

When do we expect that departments will begin to be notified about success and or failure of grant requests?

- Projected Award Start Date(s): June 1, 2016 (estimate)
- Projected Award End Date(s): September 30, 2016 (estimate)

How long after notification if successful, do we have to accept the grant and fill the positions?

- Grantees must either accept or decline their award no later than 30 days from the award notification date.
- A default 180-day recruitment period begins when an application is approved for award under this category.
- The two year period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired the requested firefighters. period, regardless of whether the grantee has successfully hired the requested firefighters.

I anticipate that at the conclusion of the grant funding period for those that were hired through the grant, we will have vacancies created through attrition that would provide for us to utilize these fully trained and equipped firefighters and retain them. However, we are not under an obligation or requirement to retain them.

Thank you,

Frank Roma
Fire Chief



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Order 15-03072106

Author: Jill Eastman, Finance Director

Subject: Fund Balance Strategy

Information: The City's General Fund Unassigned Fund Balance is below the percentage in the Fund Balance Policy adopted by City Council in 2011. The information provided is to present a strategy to the City Council to bring the fund balance into compliance with policy.

Advantages: Reduce the City's dependence on fund balance to balance the budget annually.

Disadvantages: This will require the City Council to either make large reductions in the FY 17 and FY 18 budgets or increase property taxes balance the budget without the use of fund balance.

City Budgetary Impacts: see attached.

Staff Recommended Action: City Council commit to discontinuing the use of fund balance to balance the budget over the next two fiscal years.

Previous Meetings and History: February 22, 2016, Council Meeting Presentation

Attachments:
Narrative and Spreadsheets

City of Auburn, Maine

"Maine's City of Opportunity"

Finance Department

TO: Howard Kroll, City Manager, Honorable Mayor Labonte and Members of the City Council
FROM: Jill Eastman, Finance Director
REF: Fund Balance
DATE: March 3, 2016

Attached you will find 2 spreadsheets. On page one you will find my recommendation on restoring the unassigned fund balance, to meet the Fund Balance policy, over the next 3 fiscal years.

My recommendation is to reduce the use of fund balance by \$825,000 in fiscal year 2017 and another \$825,000 in fiscal year 2018. This allows the City to discontinue the use of fund balance to balance the budget by fiscal year 2019.

On page two the charts show how the reduction in use of fund balance impacts the property taxes if everything else remained the same as in fiscal year 16.

In order to have no impact on the mil rate, we have to either find \$825,000 in new revenue, reduce expenditures by \$825,000 or a combination of both.

I am prepared to discuss these items and answer any questions you may have.

FUND BALANCE ANALYSIS
STRATEGY TO RESTORE TO POLICY LEVEL
Prepared March 3, 2016

	<u>FY 15</u>
Unassigned	
General Fund Balance	\$ 4,971,398
Total Expenditures	\$ 78,800,167

As a % of Expenditures	6.31%
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	<u>Est FY 16</u>		<u>Est FY 17</u>		<u>Est FY 18</u>
Beginning Unassigned Fund Balance July 1, 2015	\$ 4,971,398		\$ 6,061,588		\$ 7,886,588
Estimated Excess of Revenue and Unspent Appropriation	\$ 1,915,190	*	\$ 1,825,000		\$ 1,825,000
Fund Balance used to balance FY 17 Budget (Reclassified as Assigned Fund Balance)	\$ (825,000)		\$ -		\$ -
Estimated Fund Balance as of June 30, 2016	\$ 6,061,588		\$ 7,886,588		\$ 9,711,588
% of FY 16 Budget	7.82%		10.17%		12.52%

* Sale of One Minot Ave (old Police Station)	\$ 481,000
BETE Reimbursement	\$ 240,000
In Lieu of Taxes	\$ 20,000
Rent	\$ 130,000
Emergency Reserve	\$ 375,000
Unexpended Appropriations (due to spending and hiring freeze implemented on March 1, 2016)	\$ 600,000
Other Revenue collected over estimates	\$ 69,190
	<u>\$ 1,915,190</u>

**GENERAL FUND
FUND BALANCE ANALYSIS
REDUCTION IN USE OF FUND BALANCE
Prepared March 3, 2016**

	FY 16	FY 17 Reduce FB Contribution by One Half
Total Tax Levy	\$ 42,376,283	\$ 43,201,283
Total Assessed Value	\$ 1,994,564,443	\$ 1,994,564,443
Tax Rate	\$21.25	\$21.66
Use of Fund Balance	\$ 1,650,000	\$ 825,000
Increase in Mil Rate: Dollars		\$0.41
Percentage		1.95%

Impact on Annual Property Taxes in FY 17

Property Valuation	\$ 100,000	\$ 150,000	\$ 200,000	\$ 250,000	\$ 300,000
Increase in Property Taxes due to reduction in Fund Balance Contribution	\$41.36	\$62.04	\$82.72	\$103.41	\$124.09

In order to have no impact on the mil rate the City will need to either find \$825,000 in new revenue, reduce expenditures by \$825,000 or a combination of both.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 15-03072016

ORDERED, that the City Council hereby commit to discontinuing the use of Fund Balance to balance the General Fund budget over the next 2 fiscal years, FY 17 and FY 18 as recommended by the Finance Director per attached documentation.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Author: Councilor Stone and Councilor Titus

Subject: Restoring Auburn's Fund Balance – A review of Unbudgeted Spending: Rail Study Funds

Information:

At the request of the City of Lewiston and the adopted State of Maine bi-ennial budget, the Auburn City Council adopted an order authorizing the City Manager to expend funds in the amount of \$50,000 for a yet-to-be-scoped Passenger Rail Study. The Council order did not identify the source of the funds as required by Charter. As of today, MaineDOT has not completed a scope of study, nor have they spent any funds toward this project.

Given the now known status of the City's fund balance, and the pressure on the Tax Increment Finance (TIF) accounts of the City, we (Councilors Stone and Titus as members of the Finance and Administration Committee) feel it is appropriate to seek a return of property taxpayer funds to help offset future unassigned fund balance issues. We ask that this issue be discussed as part of a strategy to restore our fund balance and focus limited TIF dollars on Auburn specific projects that will be implemented in the near term

Advantages: Return of funds to the TIF account, focus TIF account revenues on immediate infrastructure needs or reducing demand for General Fund revenues. Since MaineDOT has not expended funds, window still exists to seek return of Auburn dollars.

Disadvantages: Should a passenger rail study proceed without Auburn dollars, city may not have seat on planning committee without paying for it.

City Budgetary Impacts: \$50,000 net reduction to TIF accounts intended for infrastructure

Staff Recommended Action: Discuss the subject in the context of the Fund Balance and priorities for infrastructure

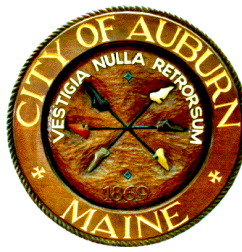
Previous Meetings and History: 4/6/2015 and 10/19/2015

Attachments:

Copy of Resolve 01-04062015

Copy of Order 83-10192015

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Jonathan P. LaBonte, Mayor

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

IN CITY COUNCIL

RESOLVE 01-04062015

WHEREAS, the 1998 Auburn Downtown Action Plan for Tomorrow (ADAPT) identified a preferred location for a rail platform/station within Great Falls Plaza area in conjunction with a hotel development. The platform/station was to be developed to provide integration of transportation at the site including automobile access and parking, bus/trolley service, taxis, bicycle access and storage and pedestrian access; and

WHEREAS, other agencies funded by the City of Auburn pursued as passenger intermodal facility at the Auburn Lewiston Airport, conducting an Environmental Assessment in 2006, with a focus on serving intercity bus service, a need soon to be met by the construction of a passenger terminal by Maine DOT for buses at Exit 75; and

WHEREAS, the 2007 economic analysis of bringing the passenger services to the Auburn Lewiston Airport over downtown stated that there would be no substantial impacts on minorities or low-income populations, despite up to 50% of downtown households being without vehicles and unemployment rates among the immigrant population being higher than the population at large. In addition, that analysis concluded that “downtown business districts are not likely to be directly affected,” demonstrating that services needed to be directed where they could impact downtown business and residential districts; and

WHEREAS, In 2012, Maine DOT conducted the Portland North Study as part of a New Starts Transportation Grant from the Federal Transportation Administration, a study that focused on congestion mitigation; this new study will address a broader set of considerations to include land use, economic development, the environment, congestion mitigation, and economic opportunity for lower income individuals; and

WHEREAS, passenger rail can be an added stimulus for mixed use economic development, as well as a convenient mode for leisure and business travel; and

WHEREAS, In January of 2013, the Auburn Council, along with counterparts in Portland and Lewiston passed a shared resolve on making transit service connections including focusing on helping “employment, medical and entertainment opportunities” in addition to addressing “sustainable practices that enhances livability in all three communities.”

WHEREAS the Fiscal Year 2014 Annual budget resolve noting passenger rail service to the downtown as a priority for the City; and

WHEREAS, the 127th Maine Legislature is considering action that would advance passenger rail service planning to Lewiston-Auburn from Portland;

NOW THEREFORE, the City of Auburn hereby expresses the intent to work with the City of Lewiston and the necessary regional, state and federal partners, with a particular focus on private investors and nearby property owners, to explore the transportation advantages, related economic possibilities and financial implications of restoring scheduled passenger rail service to the Cities in accordance with the following:

The City Council directs all of its transportation agencies (Auburn Lewiston Airport, Lewiston Auburn Railroad Company, Androscoggin Transportation Resource Center) to affirm through board resolve, or through the re-alignment of necessary policy documents, within 90 days their support for downtown passenger rail service in Lewiston-Auburn. This will ensure one, consistent voice for Auburn and Lewiston

The City Council commits to identifying local funding, along with Lewiston, as a match towards drawing down state investment in such a planning study. Local funds may include, but aren't limited to, use of planning funds allocated to Lewiston-Auburn through the Androscoggin Transportation Resource Center, funding from the Cities shared Lewiston-Auburn Railroad Company fund balance, or Auburn's Downtown Tax Increment Finance Development Program account.

Passage on 4-6-2015 6-1 (Councilor Crowley opposed).

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 83-10192015

ORDERED, that the City Council hereby authorizes the City Manager to expend funds in the amount of \$50,000 for the Passenger Rail Study.

Passage on 10/19/2015 6-0 (Councilor LaFontaine absent).



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 09-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Park Avenue Elementary School

Information: The Park Avenue Elementary School is requesting permission to place temporary signs in Auburn for their 2016 Annual Spring Fest and Auction which will be held on April 9, 2016. They would like to place the signs one week before the event and will remove them the following day.

Advantages: Helps to promote events in the Community.

Disadvantages: If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, locations where signs will be placed, Order 09-03072016.

Thursday February 18, 2016

To Auburn City Council/City Manager,

Park Avenue Elementary School will be holding it's annual Spring Fest and Auction on Saturday, April 9th from 10am-2pm. This even is organized by the school's PTO and proceeds from this event will go towards funding student enrichment activities at the school.

We are asking for permission to place 18"x24" signs on metal stakes, height of the signs from the ground is 36". They will be placed one week prior to the event and picked up the day after.

Attached is a list of locations would like to place the signs; keeping in mind not to obstruct other road signs or traffic signs.

Beth Favreau

Park Avenue PTO President

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 09-03072016

ORDERED, that the City Council hereby approves the request to place temporary signs for the Park Avenue Elementary School's 2016 annual Spring Fest and Auction event at the locations on the attached document as long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed the week before the April 9, 2016 event and removed the day after the event (April 10, 2016).

Street 1	and	Street 2	50	description	type of property
Washington Ave		Turn Pike Exit Rd	1	under Rt. 100 sign	municipal
Washington Ave	and	Beech Hill Rd	1	median strip by blinking light	municipal
Manley Rd	and	Hotel Rd	1	between 288 & 290 Manley Rd	private prop
Hotel Ave	and	Minot Ave	1	by Tim Horton's plants (Minot Ave side)	business
Minot Ave	and	Court St	1	Androscoggin Bank "hill" by the oval tree	business
Manley Rd	and	Rodman Rd	1	on AVCOG prop, by stop sign	municipal?
Court St	and	Falcon Dr	1	on Court, in front of wooden fence	private prop
Park Ave	and	Court St	1	near sidewalk by turn lane	municipal?
Park Ave		Park Ave Elem. School, south of entrance	1	Park Ave Elem. School, south of entrance	municipal
Park Ave		Park Ave Elem. School, north of entrance	1	Park Ave Elem. School, north of entrance	municipal
Park Ave	and	Lake St	1	by United Methodist sign on lawn	private prop
Minot Ave	and	Elm St	1	under Rt. 100 sign	municipal
Lake St	and	Davis Ave	1	Carter family lawn	private prop
Forest Ave	and	Court St	1	on Robyn Holman's sidewalk lawn strip	private prop
Court St	and	Lake St	1	brick house	private prop

Court St	and	Granite St	1	at corner of Grey apartment bldg.	private prop
Western Ave	and	Auburn Heights	1	by telephone pole and street sign	private prop
Turner St	and	Union Bypass	1	median strip	municipal
High St	and	Minot Ave	1	under Rt. 100 sign	municipal
Academy St	and	High St	1	in gravel next to temp. stones in GF parking lot	municipal
Academy St	and	Main St	1	by steps in GF park	municipal
S. Main St	and	Mill St	1	on Rolly's lawn	business
Cedar St		Just before green bridge	1	by memorial plaque	municipal
Great Falls Plaza Rd	and	Court St	1	median strip on Great Falls Plaza Rd	municipal
Spring St		Hannaford entrance	1	plant/gravel strip of Hannaford's by north entrance	business
Spring St	and	Court St	1	Library corner	municipal
Center St	and	Hampshire St	1	Auburn Housing parking lot corner	municipal?
Railroad St	and	Hannaford entrance	1	sidewalk grass in front of Bank of America	business
Union Bypass	and	Court St	1	CVS garden	business
Union Bypass	and	Court St	1	Denny's grass corner	business
Union Bypass	and	Hampshire St	1	laundry corner grass	business
Center St	and	N. River Rd	1	gas station corner	business
Center St	and	Lake Auburn Ave	1	grassy triangle	municipal
Center St		N north bound before Vet. Mem. Bridge	1	by yellow diamond in median strip	municipal
Center St		South bound before Vet. Mem. Bridge	1	by hospital sign on right	municipal
Turner St		CMMC	1	in front of brick wall	business
Turner St		by Shaw's entrance	1	lawn of Gracelawn opp. Entrance	business
Center St	and	TJ Maxx entrance	1	in middle median of entrance	business
Turner St	and	Gracelawn Ave	1	corner by stop sign	business
Auburn Mall	and	Shaw Entrance Rd	1	grassy triangle in JCP parking lot	business
Turner St Circle - North side		by Lamey Wellehan	1	north side in circle	municipal
Turner St Circle - South side		by Lamey Wellehan	1	south side in circle	municipal
Park Ave		East Auburn Church entrance	1	in planted median of entrance road	business
Mt. Auburn Ave		at Wal-Mart Entrance	1	grassy median strip	municipal
Mt. Auburn Ave	and	Turner St	1	on hill by Starbucks and fence	municipal
Mt. Auburn Ave	and	Park Ave	1	Lutheran Church corner	business
Dennison St	and	Turner St	1	on white house corner	private prop
Gamage Ave	and	Dennison St	1	under cliff by telephone pole	private prop



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 10-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Maine Home Show

Information: The Maine Home Show organizer is requesting permission to place temporary signs in Auburn for their 2016 event. The signs would be up from March 14th through the 20th. The event will take place on March 19th and 20th, 2016.

Advantages: Helps to promote events in the Lewiston-Auburn Community and showcases local contractors, builders, and service providers in our community and away.

Disadvantages: If the signs are not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: N/A

Attachments: Request from organizer noting the locations where signs will be placed, and Order 10-03072016.

From: sales@mainehomeshow.com
To: [Susan Clements-Dallaire](#)
Subject: Roadside Sign request from the 2016 Maine Home Show in Lewiston
Date: Friday, February 26, 2016 9:06:40 AM

PLEASE CONFIRM RECEIPT: Hi Susan , thanks for taking the time today to discuss my putting out Maine Home Show Signs at 10 signs at roadside locations named below in Auburn Maine. The Maine Home Show is on Sat March 19th & 20th 2016 at The Androscoggin Bank Colisee in Lewiston. The Signs are plain white sign with black lettering only. I would like to put out the signs from Monday March 14th thru Sunday March 20th. The signs are 24"H x 18"W and the sign is attached The Maine Home Show in Lewiston is in its 5th year and showcases local contractors, builders and service providers in our community and away, to over 2000 attendees in 2 days. The shows will be picked up within 5 days of the end of the show.

I would like approval to put the signs out at the following locations:

- 1) Intersection of Court & Turner St (2)
- 2) Center St -Veterans bridge intersection (2)
- 3) Court St Minot Ave Intersection (2-4)
- 4) Turner St, Veterans Bridge Intersection (2)
- 5) (NEW Auburn) Main St & Mill St Intersection

2016 SHOW DATES & TIMES:

Saturday March 19th 10am - 7pm
Sunday March 20th 10am - 4pm
SETUP Friday March 18th 10am - 8pm
BREAKDOWN Sunday March 20th 4pm - 8pm

Travis Dow, Show Organizer
207.577.2721

MaineHomeShow.com

Find us, Like us on Facebook <http://www.facebook.com/TheMaineHomeShow>

Follow us on Twitter <http://twitter.com/mainehomeshow>

HOME SHOW

TODAY

Colisee'

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

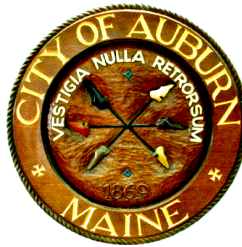
Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 12-03072016

ORDERED, that the City Council hereby authorizes the Auburn Business Association to place temporary signs to promote the Auburn Citizen of the Year Event to be held on May 5, 2016. The signs are to be installed on Center Street (in front of Better Homes & Gardens realty), on Minot Avenue (at Androscoggin Bank), and in New Auburn so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be installed on April 1, 2016 and removed one week after the event.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 10-03072016

ORDERED, that the City Council hereby authorizes the Maine Home Show to place temporary signs in various locations throughout the City of Auburn for their 2016 event which takes place March 19th and March 20th, 2016, so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be up from March 14, 2016 to March 20, 2016 and will be placed at the following locations:

Intersection of Court & Turner St (2)

Center St -Veterans bridge intersection (2)

Court St Minot Ave Intersection (2-4)

Turner St, Veterans Bridge Intersection (2)

Main St & Mill St Intersection (New Auburn)



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 11-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Kora Shrine Committee

Information: The Kora Shrine Committee is requesting permission to place temporary signs in Auburn for their 2016 Kora Shrine Circus. They would like to place the signs approximately 10-14 days before the event and will remove them upon completion of the circus. The event will take place April 15 & 16, 2016.

Advantages: Helps to promote events in the Lewiston-Auburn Community.

Disadvantages: If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

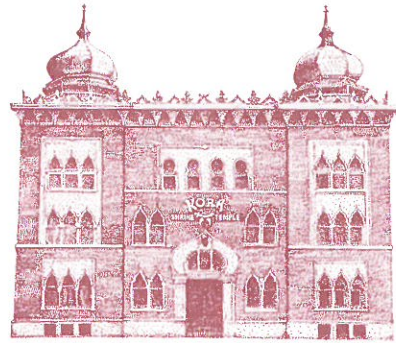
City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, locations where signs will be placed, Order 11-03072016.

KORA SHRINERS



Shriner Office: 11 Sabattus Street • Lewiston, ME 04240 • Tel. 207-782-6831 • FAX 207-782-2870

February 3, 2016

City of Auburn
Mayor and City Council

The Kora Shrine Circus Committee is requesting road signs for our 2016 circus to be held in April. We would like to place approximately 30 signs in various locations throughout the city of *Auburn*. We would like to place the signs in these locations 10-14 days prior to our event. We will remove the signs upon completion of the circus.

Our event dates are as follows:

April 15, 2014	Friday	4:00pm	8:00pm	
April 16, 2014	Saturday	9:30am	2:00pm	7:00pm

Our event will be located at the Colisee located on Birch Street in Lewiston.

Sincerely,

Robert Madore
Kora Shrine Circus

Auburn

We request the following locations

Court and Minot Ave *by* Each Corner

Center St and N. River Road 1 northbound

Center St and Mall - K Mart entrance 2 north and south

Turner Street Entrance to Walmart 4 Rotary

Turner St and Mount Auburn Ave 3 Rotary

Court St and Park Ave 1 2 side 2

Minot Ave and Poland Rd out 1 2 side

Minot Ave and Hotel Rd intown 1 2 side

Washington St at Turnpike 1 1 side

Washington St at Rotary northbound 1

Broad St going across bridge 1 2 side By lower stone

Broad St - So Main 1 2 side

Upper Cook St and So. Main 1

Riverside Dr 1

Turner St Masonic Lawn 2 side

Washington St. Discount Auto 1

Before Fire Station Driveway
on lawn By Pole

Kora Shrine
Circus

Lewiston April 15-16
Portland April 18-19-20
Augusta April 22-23

18

24

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 11-03072016

ORDERED, that the City Council hereby authorizes the Kora Shrine Committee to place approximately 30 temporary signs in various locations throughout the City of Auburn for their 2016 Kora Shrine Circus which takes place April 15 and April 16, so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed approximately 10-14 days before the event and will be removed upon completion of the event. Placement of the signs will be as follows;

Court and Minot Ave – 4 signs on each corner
Center St and N. River Road – 1 sign, northbound
Center St and Mall – K Mart entrance - 2 signs, north and south
Turner Street Entrance to Walmart – 4 signs
Turner St and Mount Auburn Ave – 3 signs
Court St and Park Ave - 1 (two sided) sign
Minot Ave and Poland Rd out – 1 (two sided) sign
Minot Ave and Hotel Rd intown – 1 (two sided) sign
Washington St at Turnpike – 1 sign
Washington St at Rotary northbound – 1 sign
Broad St going across bridge - 1 (two sided) sign
Broad St – So Main - 1 (two sided) sign
Upper Cook St. and So. Main – 1 sign
Riverside Dr – 1 sign
Turner St (Masonic Lawn) - 1 (two sided) sign
Washington St. by Discount Auto – 1 sign



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 12-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Auburn Business Association

Information: The Auburn Business Association would like to request approval to display temporary signs at the locations stated in the attached letter. Signs will be installed on April 1, 2016 and remain in place until the week following the event which is scheduled to be held on May 5, 2016.

Advantages: Helps to promote events in the Lewiston-Auburn Community and provides additional recognition to the recipient of the “Citizen of the Year” award.

Disadvantages: If the signs are not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, diagram of the sign, and Order 12-03072016.

* REPRINTED ONE SIDE BECAUSE OF DAMAGE (LATEX PRINTER)
SEE FILE FOR ADJUSTED COLORS
SEE VINYLSDZ FOR UPDATES



REPLACEMENT WHITE VINYL GRAPHICS ON EXISTING SIGNS

VINYL GRAPHICS UPDATES FOR D/F SIGNS

SCALE: 1/2" = 1'-0"

(3) SIGNS TOTAL

Auburn Business Association
17966

SHOP DRAWING

Location: P.O. Box 821

Auburn, Maine

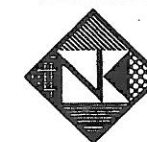
Drawing No.: 1 of 2

Drawn by: BK Rep.: PM

Date: 02.24.2014

Lead No.: 020933

Gen Ref.: 12/14918, 13272, 11687



Neokraft
SIGNS

Neokraft Signs Inc.
686 Main Street
Lewiston, Maine 04240

<http://www.neokraft.com>
T: 207.782.9654 F: 782.0009
1.800.339.2258

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**Auburn Business
Association**

February 19, 2016

To: City of Auburn

From: Peter Murphy, Auburn Business Association

RE: Auburn Business Association "Citizen Of The Year" signs

For over 40 years, The Auburn Business Association has recognized a prominent person as its "Citizen Of The Year". Once again this year, on May 5th, the ABA will be honoring another worthy recipient. For the past several years, the ABA has placed signs in several locations throughout the City, and this year we are asking the City's permission to display signs on Center Street (in front of Better Homes & Gardens Realty), on Minot Avenue, at Androscoggin Bank, and in New Auburn. These are the same signs used in prior years, updated to reflect current information. To take advantage of their promotional potential, we would like to install them April 1st, and they would remain until the week following the event thereby giving recognition to the recipient.

For your convenience, I have attached a drawing showing the type of sign which will be installed. I trust that this will give you sufficient information to make a speedy decision regarding this matter. I can be reached at Neokraft Sign Company, 782-9654, or via my cell, 650-7632. Please don't hesitate to contact me if you should require any additional information, and thank you for your help with this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Murphy', written over a light blue horizontal line.

Peter Murphy
Neokraft Sign Company
Board Member, Auburn Business Association

Cc: via email, City Manager, Assistant City Manager, Councilors



City Council Information Sheet

City of Auburn

Council Meeting Date: February 22, 2016

Order 13-03072016

Author: Phillip L. Crowell, Jr., Chief of Police

Subject: Transfer of Forfeiture Asset – Mustafa Abdi

Information: In May 2015, an Auburn police officer working in cooperation with agents from Maine Drug Enforcement stopped a motor vehicle in the City of Auburn. During the motor vehicle stop the officer and agents found 3 grams of crack cocaine on Mr. Mustafa along with \$1,857.00 in US Currency. Mr. Mustafa was arrested and money was seized as suspected proceeds from the illegal sale and distribution of illegal drugs based on the incident

Mustafa was charged with one count of Unlawful Trafficking in Schedule W Drugs; Class B and Violation of Conditions of Release, Class E.

Advantages: N/A

Disadvantages: N/A

City Budgetary Impacts: The State of Maine, Office of the Attorney General, seeks to transfer \$1,857.00 U.S. Currency to the Auburn Police Department.

Staff Recommended Action: Vote to accept the transfer of \$1,857.00.

Previous Meetings and History: N/A

Attachments:

- Memo to City Manager
- Order 13-03072016



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Howard Kroll, City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: February 23, 2016
Re: Criminal Forfeiture Funds – Mustafa Abdi

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Action Docket No. CR-15-309**

In May 2015, an Auburn police officer working in cooperation with agents from Maine Drug Enforcement stopped a motor vehicle in the City of Auburn. During the motor vehicle stop the officer and agents found 3 grams of crack cocaine on Mr. Mustafa along with \$1,857.00 in US Currency. Mr. Mustafa was arrested and money was seized as suspected proceeds from the illegal sale and distribution of illegal drugs based on the incident

Mustafa was charged with one count of Unlawful Trafficking in Schedule W Drugs; Class B and Violation of Conditions of Release, Class E.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 13-03072016

Accepting the transfer of \$1,857.00 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CR-15-309 Mustafa Abdi).

IN COUNCIL REGULAR MEETING FEBRUARY 22, 2016 VOL. 34 PAGE 212

Mayor LaBonté 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 Walker had an excused absence. All other Councilors were present.

I. Consent Items

1. Order 05-02222016*

Appointing Mary LaFontaine as the Chair of the Registration Appeals Board with a term expiration of 3/1/2020.

2. Order 06-02222016*

Accept and place on file the FY15 Comprehensive Annual Financial Report (CAFR).

3. Order 07-02222016*

Accepting the transfer of \$2,050.10 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CV-15-745 Thomas Murphy).

4. Order 08-02222016*

Confirming Chief Crowell's appointment of Francis M. Carignan as Constable without firearm for the Auburn Police Department.

Motion was made by Councilor Titus to pull order 07-02222016 off the Consent agenda and add it under new business.

Motion was made by Councilor Burns and seconded by Councilor Pross to accept the remainder of the consent items as presented. Passage 6-0.

II. Minutes

- February 1, 2016 Regular Council Meeting

Motion was made by Councilor Stone and seconded by Councilor Titus to accept the minutes of the February 1, 2016 Regular Council Meeting as presented. Passage 6-0.

III. Communications, Presentations and Recognitions

- Fund Balance Analysis Presentation – Jill Eastman, Finance Director

IV. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. No one from the public spoke.

Larry Pelletier 129 Second Street – had questions regarding the school department's fund balance and wondered how it tied into this discussion. The School Department's fund balance is restricted. The total fund balance does include the School Department's.

Dan Herrick 470 Hatch Road – commented that the last time he came before council he had a concern about removing snow just before a warm up. He said he did receive a call from the Director of Public Works but went on to express his dissatisfaction with the answer he was given.

Joe Gray Sopers Mill Road – stated that he would like to see the screen in Council Chambers used more during meetings. He added that new information is presented at meetings after the agenda has already posted and he finds that to be very discouraging. In regards to the 3.5 million dollar deficit, he noted that it is less than 5% of the budget which he said “is not that big of a deal - it can be made up”. He said that he found it striking that in 2011 expenditures were \$70 million and in 2015 it was \$78 million. He said it is too much and “frivolous spending has to stop”.

V. Unfinished Business - None

VI. New Business

1. Ordinance 02-02222016

Adopting the amendments to Chapter 20, Article IV – Housing Code. Public hearing and first reading.

Motion was made by Councilor Pross and seconded by Councilor Stone to adopt the amendments to Chapter 20, Article IV – Housing Code, draft #2 as presented.

Public hearing:

Dan Herrick, 470 Hatch Road questioned who was going to police this. He commented that there are a lot of issues with this proposal and it should be looked at before it is passed.

Larry Pelletier, 129 Second Street stated that he purchased his home in 1982 and has been able to maintain it over the years. He added that it is now in serious need of paint or siding but they cannot afford it at this time. He asked what kind of assistance is out there for residents to be able to maintain their properties.

Joe Gray, Sopers Mill Road commented that the packet is not well organized. Draft 1 and Draft 2 should be separated by a page rather than noted at the bottom of the pages. He went on to comment that he agrees with Mr. Herrick and this ordinance would not be enforceable. He also questioned who determines what is considered “substantial” and what is not? He noted that the city should do something about structural problems, not paint.

Motion was made by Councilor Burns and seconded by Councilor Gilbert to strike section 12-226 on page 7 under Maintenance that states “free from substantial chipping and peeling paint” and refer this issue to Community and Economic Development Committee to further workshop with CDBG and Code Enforcement to come up with a plan regarding the paint issue.

Passage of amendment 4-2 (Councilors Stone and Pross opposed).

Passage of Ordinance 02-02222016 (draft 2) as amended 6-0. A roll call vote was taken.

2. Ordinance 03-02222016

Adopting the amendments to Chapter 44, Article IV – Solid Waste. Public hearing and first reading.

Motion was made by Councilor Stone and seconded by Councilor Burns adopting the amendments to Chapter 44, Article IV – Solid Waste.

Public hearing:

Larry Pelletier stated that he applauds them for what they are trying to do but wondered how we would be able to enforce this ordinance.

Dan Herrick stated that he cannot see this happening. He had concerns with trash cans in the road, having to purchase trash cans for his tenants and finding a place to store them. He went on to say that he doesn't support this.

Passage 4-2 (Councilors Young and Titus opposed). A roll call vote was taken.

Order 07-02222016* (this item was removed from the Consent Agenda)

Accepting the transfer of \$2,050.10 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CV-15-745 Thomas Murphy).

Motion was made by Councilor Titus and seconded by Councilor Young to accept the transfer of \$2,050.10 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CV-15-745 Thomas Murphy). Passage 6-0.

VII. Executive Session - None

VIII. Reports

Mayor's Report – he thanked Councilor Young for serving as Mayor Pro Tempore while he was out on medical leave and thanked the rest of the Council and staff for accommodating his slow movement while he was getting himself back to health. He highlighted some of the work that has been happening over the last week or so in Auburn which has brought in out of town money. We hosted the 44th Annual Lion's Tournament at the Norway Savings Bank Arena, and we were part of a nearly 60 game tournament between our facility and the Portland area which brought teams from all over New England and Canada. He stopped in to see how activities were going and found it impressive. There were visitors from Connecticut that went to the mall, spoke with a business there and it turned into a lead for a new advertiser. Also, Auburn played host at

the Central Maine Community College to the Yankee Small College Conference Basketball Elite 8 tournament. He gave kudos to Dave Gonyea, the men's basketball coach and athletic director, at CMCC. They are starting a hockey program later this year and already have commitments from Quebec and as far away as Sweden. He added that good things are happening and progress is being made.

City Councilors' Reports

Councilor Stone noted that there was a father daughter dance at the Norway Savings Bank Arena. He said he thought it was an innovative use of the facility. The event was sold out.

Councilor Pross reported that Washburn School has a program called "Open Door Wednesdays" which is an opportunity to get families involved and interested the education of the children and in what is happening in the school. He commended Laura Shaw and Michelle Gagne for their good work in instituting this program. He also reported on the February 3rd School Committee meeting.

Councilor Young reported that he attended at both class A and B indoor track. The Portland Press Herald noted that Bates College was located in Auburn. He congratulated the ELHS girls indoor track team for winning the class A Indoor Track Championship. They will be recognized at an upcoming council meeting.

Councilor Titus attended the AVCOG executive committee meeting. They did get the word that Verso Paper will not be going out of business and it looks like they will actually be hiring. He said he also learned that there is a "Sports Commission" through AVCOG. He is hoping they can help to promote the Norway Savings Bank Arena.

Councilor Gilbert was invited to a senior's banquet at Pettengill Park through the Recreation Department. She thought the event was super, stating the Director knocked herself out putting it together. She added that she is glad to see that Auburn is a senior friendly town.

Councilor Burns reported that the Board of Directors of the Lewiston-Auburn Economic Growth Council met February 5th. He was in attendance as the Council Rep, commenting that it was a good meeting. There was a brief discussion about Auburn Council's ongoing discussions with them regarding the scope of services. The Marketing Committee reported on their ongoing work in a community branding effort.

City Manager Report – He also spoke about the Father-Daughter dance that was held at the Norway Savings Bank Arena. He thanked Sabrina Best and Jasmine McLoughlin from the Recreation Department for their efforts putting the event together. The event was a success and sold out. He also spoke about the large tournaments that were held at the Norway Savings Bank Arena. He congratulated the St. Dom's Women's hockey team for winning their state championship, the ELHS boys alpine ski team for winning their state championship, and the ELHS girls indoor track team for winning their state championship, and the ELHS girls basketball team who won the Eastern Maine finals and will be going on to the state championship this weekend. He spoke about the Industrial

IN COUNCIL REGULAR MEETING FEBRUARY 22, 2016 VOL. 34 PAGE 216

Park grant. We are trying to get the grant closed out and get our money back. This will be scheduled for a future workshop.

Finance Director, Jill Eastman – January 2016 Monthly Finance Report

Motion was made by Councilor Stone and seconded by Councilor Pross to accept and place on file the January 2016 monthly finance report. Passage 6-0.

IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Joe Gray Sopers Mill Road, stated that for the last couple of years a number of residents have been trying to get city staff to “start with yes, as opposed with starting with no” commenting that tonight was a good example of that. He added that “we can’t keep looking at the negative things and try to beat everyone in the city down”.

Mamie Anthoine Ney, Library Director wanted to remind everyone of their annual Indoor Farmers Market coming up over the weekend.

X. Adjournment

Motion was made by Councilor Gilbert and seconded by Councilor Burns to adjourn. All were in favor, the meeting adjourned at 8:50 PM.

A True Copy.

ATTEST 
Susan Clements-Dallaire, City Clerk



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Ordinance 02-02222016

Author: Zachary Lenhert, Coder Compliance Officer and Eric Cousens, Deputy Director of Planning and Development.

Subject: Amendments to the City of Auburn Code of Ordinances regarding housing and solid waste code violations

Information: The purpose of these amendments is to update and clarify ordinances frequently enforced by the Code Compliance Officers of Auburn. The effectiveness of code enforcement is sometimes hampered by ambiguities and limited scope of these outdated codes. These are common sense amendments that will help city officials make neighborhoods safer, cleaner, more attractive and over time raise property values.

The current Housing Code was adopted in 1967 and reflects housing standards of that time. In the recent past there have been multiple attempts to bring Auburn's housing maintenance code to more modern standards by adopting some form of the International Property Maintenance Code, a common maintenance code across the country also used by Lewiston. After much deliberation, public process, committee work and drafting a full property maintenance code multiple times, these efforts have come up short, presumably because the changes were viewed as too far reaching and past councils responded to public concerns by denying the changes. The proposed amendments described below are an attempt to make needed updates and clarifications to the almost 50 year old existing housing code. They are not far reaching but they will make a positive difference.

Staff proposed flaking and chipping paint standards that would allow us to address flaking paint on the interior or exterior of properties. Based on input from the Council and the motion to amend on February 22nd we have drafted a version titled "Draft 1 as amended by Council on 2/22/16" that leaves section Sec. 12-226. – Maintenance as it currently reads:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

Also in response to the Council concerns that the change proposed on February 22nd was too stringent we have offered a compromise that attempts to address only chipping or flaking paint that is severe enough to be visible from the street. That option is titled "Draft 2 Staff Suggested Option" and reads as follows:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use. Exterior surfaces shall be substantially weather tight, protected from corrosion, and suitable for the intended use. Exterior surfaces shall be free from chipping and peeling paint to the extent visible from a public way.

Neither of the above options give staff the ability to address chipping paint to the extent necessary to protect children from flaking paint and lead hazards in older homes but Option 2 helps address flaking paint on the exterior that is visible from a public way.

On the day of trash collection, the City of Auburn's denser populated areas become unsightly due to the "mountains" of trash that are put out on the sidewalk and street. The garbage put out by the collective tenants of apartment buildings creates unattractive piles of plastic bags full of household trash. If put out too early or too late animals often tear into the bags and make the problem worse and create sanitation concerns. Bulky waste that is not collected by the City also becomes a problem when it remains illegally on the curb for an

extended period of time. The proposed changes to the Solid Waste chapter attempt to better address these issues.

Advantages: Safer, cleaner, more attractive neighborhoods. Increased property values. More efficient enforcement.

Disadvantages: Pushback from violators

City Budgetary Impacts: Increased collection of fines.

Staff Recommended Action: Discuss amendments and hear from the public. Vote to approve changes with or without any Council modifications.

Previous Meetings and History: February 8, 2016 Workshop, February 22nd First Reading and Public Hearing

Attachments: Amendment Summary and Copy of proposed amendments, including options 1 and 2 for the Housing Code.

Chapter 12, Article IV – Housing Code; Summary of Proposed Amendments.

The purpose of these proposed amendments is to update and clarify the existing Housing Code. The current Housing Code was adopted in 1967 and reflects housing standards of that time. The effectiveness of code enforcement is sometimes hampered by ambiguities and limited scope of the outdated code. In the recent past there have been multiple attempts to bring Auburn's housing maintenance code to more modern standards by adopting some form of the International Property Maintenance Code, a common maintenance code across the country also used by Lewiston. After much deliberation these efforts have come up short, presumably because the changes were viewed as too big. The proposed amendments are an attempt to make needed updates and clarifications to the almost 50 year old existing housing code.

There are two amendment drafts for the Council to consider. The only difference between the two drafts is the word "substantial" is included in Draft 2 in regards to chipping and peeling paint.

All Sections

The term "Housing inspector" is deleted from the definitions and is replaced with "Code Compliance Officer", and "Office of Housing inspector" is replaced with "Office of Planning and Development".

Sec. 12-146 – Definitions.

Definition for "Structural Elements" added to clarify "Sec.12-226 – Maintenance" which references the term. Currently there is ambiguity in what is meant by "structural elements".

Sec.12-226 – Maintenance.

The phrase "free from chipping and peeling paint" has been added to the ordinance, it is a common phrase used in other housing codes. (Draft 2 reads: "free from substantial chipping and peeling paint") Paint that is chipping and peeling is no longer providing protection from deterioration, is dangerous to inhabitants and neighbors if it contains lead, and is generally an eyesore that brings property values down.

"Exterior surfaces shall be weather tight, protected from corrosion, and suitable for the intended use" was added to allow code enforcement to more directly address situations such as roof leaks, window leaks, and deficiencies in the building envelope. This would also prevent buildings from having only house wrap with no finished siding, as house wrap is not intended as a standalone weather barrier.

Sec.12-227 – Plumbing

The requirement to maintain plumbing facilities was inexplicably left out during a previous re-codification. The proposed amendment puts it back in.

Sec.12-228 – Heating and Ventilation

c) Exception for sleeping room and dates of enforcement are removed, location for temperature measurement is changed, and the requirement to prevent the building from freezing is added. All of these changes make the ordinance more compatible with the State law regulating heating levels.

d) The phrase "and maintained" is added so windows that are required to be operable at installation must be maintained as operable as well. Sometimes windows get painted over, nailed shut, or otherwise modified so that they no longer open. This would be particularly concerning if the window were required for egress.

ARTICLE IV. - HOUSING CODE

DIVISION 1. - GENERALLY

Sec. 12-145. - Purpose.

The purpose of this article is to establish minimum standards for all dwellings and property incident thereto in the city to insure safety, health, and public welfare through the proper construction, maintenance, and use thereof.

(Code 1967, § 20-A(1.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-146. - Definitions and rules of construction.

- (a) The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

~~Housing inspector means the legally designated housing inspection authority of the city or his authorized representative.~~

Chief of police means the legally designated head of the police department of the city or his authorized representative.

Dwelling or dwelling unit means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Extermination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the health officer.

Fire chief means the legally designated head of the fire department of the city or his authorized representative.

Garbage means the animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, water closet compartments, laundries, pantries, game rooms, foyers or communicating corridors and permanent built-in closets and storage spaces.

Health officer means the legally designated health authority of the city or his authorized representative.

Infestation means the presence or evidence of the presence within or around a dwelling, of any insects, rodents, or other pests.

Manufactured housing means a structural unit or units designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site, the term includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. Manufactured housing shall include newer mobile homes and modular homes as defined in city zoning regulations.

Mobile homes, older, means any factory-built home that fails to meet the definition of manufactured housing and more specifically, any mobile home constructed prior to June 15, 1976. These units shall be restrict to location in approved mobile home parks.

Mobile home park means a parcel of land under single ownership in rural residence, suburban residence and cluster development districts that has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Multiple dwelling means any dwelling containing more than three dwelling units.

Occupant means any person over one year of age, living, sleeping, cooking, or eating in, or having actual possession of, a dwelling unit or rooming unit.

Operator means any person, who has charge, care or control of a building or part thereof, in which dwelling units or rooming units are rented or let or of an area where spaces are rented or let for mobile homes.

Owner means any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit, with or without accompanying actual possession thereof, or has charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or an executor, executrix, administrator, administratrix, trustee, or guardian of the estate of owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if he were the owner.

Plumbing means all of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwasher, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents , and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rooming house means any dwelling, or that part of any dwelling, containing one or more rooming units, in which space is let by the owner or operator to four or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator.

Rooming unit means any room or group of rooms forming a single habitable unit used or intended to be used for living, and sleeping, but not for cooking or eating purposes.

Rubbish means combustible and non-combustible waste materials except garbage, including, without limitation, residue from the burning of wood, coal, coke, or other combustible material, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust and others.

Structural Elements means all of the following components of a structure, including but not limited to: foundation, framing, sheathing, siding, roofing material, windows, doors, trim, eaves, porches, stairs, railings, guards; and interior surfaces such as sheetrock, plaster, ceiling tiles, and countertops.

Summer camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations but not to exceed 30 days.

Supplied means paid for, furnished, installed or provided by or under the control of the owner or operator.

Temporary housing means any tent, trailer, or other structure used for human shelter that is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

- (b) Whenever the words "dwelling," "dwelling unit," "lodging house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

(Code 1967, § 20-A(art. V); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-147. - Compliance required.

- (a) No dwelling or dwelling unit shall be deemed to conform with the requirements of this article until it meets all of the minimum standards of this article as specified herein.
- (b) It is unlawful to construct, alter, maintain, occupy, let for occupancy, or use a building or structure, or part thereof, in violation of the provisions of this article.

(Code 1967, §§ 20-A(1.2), 20A(1.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-148. - Validity of other laws.

Nothing in this article shall be construed to prevent the enforcement of other laws that prescribe more restrictive limitations.

(Code 1967, § 20-A(1.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-149. - Exceptions permitted.

In seasonal dwellings, mobile homes, buildings erected prior to the original adoption of this article, or in agriculture and resource protection district as defined by the zoning provisions of the city, or in areas where public water or sewerage systems are not available, the ~~housing inspector~~Code Compliance Officer shall upon application grant an exception for the use of buildings for dwelling purposes that do not meet the minimum standards set forth in this article when he determines that:

- (1) It is not feasible or practicable to comply with such minimum standards;
- (2) The safety, health, or general welfare of the occupants and the public will not be adversely affected; and
- (3) The effect of the granting of the exception will not adversely affect adequate light, air, overcrowding, of persons or property, the provision for public utilities, the character of the neighborhood, or traffic conditions as applied to the welfare of the occupants or the general public.

(Code 1967, § 20-A(1.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-150. - Procedure for granting exceptions.

- (a) The ~~housing inspector~~Code Compliance Officer shall issue such exception in writing setting forth the date of granting, the reasons for granting the same, the date it shall expire, and the location of the premises.
- (b) No such exceptions shall be granted for a period of more than five years. Any exception may be renewed one or more times, upon application to the board of appeals. Each renewal shall not exceed additional periods of five years for such renewal. Each renewal shall contain the requirements of the

original exception and in addition thereto the date of issuance of the original exception and the statement that it is a renewal.

(Code 1967, § 20-A(1.7); Ord Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-151—12-169. - Reserved.

DIVISION 2. - INSPECTIONS

Sec. 12-170. - Authority of ~~housing inspector~~ Code Compliance Officer.

The ~~housing inspector~~ Code Compliance Officer is hereby authorized to make inspections to determine the condition of dwellings, dwelling units, rooming houses, rooming units and premises located within this city in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public.

(Code 1967, § 20-A(2.1); Ord Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-171. - Right of entry for inspection.

For the purpose of making such inspections, the ~~housing inspector~~ Code Compliance Officer is hereby authorized to enter, examine, and survey any or all dwelling units, rooming houses, rooming units, and premises at any mutually agreeable time but in any case within 20 days of notice to the owners or occupant of the intention to make such an inspection.

(Code 1967, § 20-A(2.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-172. - Owner and occupant to give free access.

- (a) Access of ~~housing inspector~~ Code Compliance Officer. The owner and occupant of every dwelling, dwelling unit, lodging house and rooming unit or the person in charge thereof, shall give the ~~housing inspector~~ Code Compliance Officer free access to such dwellings, dwelling unit, lodging house or rooming unit and premises at any mutually agreeable time for the purpose of such inspection, examination, or survey, but in any case within 20 days of notice to the owner or occupant of the intention to make such an inspection, examination, or survey.
- (b) Access of owner. Every occupant of a dwelling, dwelling unit, lodging house and rooming unit shall give the owner, and his agent or employee, access at all reasonable times to any part of the dwelling, dwelling unit, lodging house, rooming unit or premises for the purpose of compliance with the provisions of this article or any lawful order issued pursuant to this article.

(Code 1967, §§ 20-A(2.3), 20-A(2.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-173—12-194. - Reserved.

DIVISION 3. - ENFORCEMENT

Sec. 12-195. - Procedure generally.

- (a) If the ~~housing inspector~~ Code Compliance Officer determines that there are reasonable grounds to believe that there has been a violation of any provisions of this chapter, he shall initiate enforcement proceedings in accordance with the citation system established in this Code. Alternatively, he may initiate a land use complaint pursuant to state law, in which case the penalties therein provided shall apply.
- (b) Any notice issued pursuant to this article shall:
 - (1) Be in writing;
 - (2) Include a statement of the reasons why it is being issued;
 - (3) Set a reasonable time for the performance of any act it requires;
 - (4) Be served upon the owner or his agent, or the occupant, as the case may require; provided, however, that:
 - a. Complaints under this article be deemed properly served upon such owner or agent or upon such occupant if a copy thereof is served upon him personally or by leaving a copy thereof at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein; or
 - b. If a copy thereof is sent by registered or certified mail to his last known address or the address as shown on the records in the tax assessor's office of the city of auburn; and
 - c. If service is made personally or by leaving at his dwelling house or usual place of abode a statement signed by the person so serving stating the date of service shall be filed in the office of ~~the housing inspector~~ Planning and Development.
 - (5) May contain an outline of remedial action that, if taken, will effect compliance with the provision of this article.
- (c) After service of such notice, the owner or occupant to whom it is directed shall correct the condition constituting the violation within the time specified and promptly give notice to the ~~housing inspector~~ Code Compliance Officer that such corrective action has been taken.

(Code 1967, § 20-A(3.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-196. - Method of petitioning for hearing.

- (a) Any person affected by any notice issued in connection with the enforcement of any provision of this article, may request and shall be granted a hearing on the matter before the board of appeals; provided that such person shall file in the office of the board of appeals a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served.
- (b) Upon receipt of such petition, the board of appeals shall set a time and place for such hearing and shall give the petitioner notice thereof in person or by mail.
- (c) At such hearing, the board of appeals shall take evidence to determine whether such notice should be sustained, modified, or withdrawn.
- (d) The hearing shall be commenced not later than 30 days after the day on which the petition was filed; provided that upon application of the petitioner the board of appeals may postpone the date of the hearing for a reasonable time beyond such 30 day period, if in its judgment the petitioner has submitted a good and sufficient reason for such postponement.

(Code 1967, § 20-A(3.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-197. - Power of board of appeals to alter notice.

After such hearing, the board of appeals shall sustain, modify, or withdraw the notice, depending upon its findings as to the compliance with the provisions of this chapter. If the board of appeals sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this article shall automatically become an order if a written petition for a hearing is not filed in the office of the board of appeals within ten days after such notice is served. There shall be an appeal from the board of appeals to the superior court in the manner provided by state law.

(Code 1967, § 20-A(3.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-198. - Recording of public hearing.

The proceedings at such hearing, including the findings and decision of the board of appeals, shall be summarized, reduced to writing, and entered as a matter of public record in the office of the board of appeals. Such record shall also include a copy of every notice or order issued in connection with the matter.

(Code 1967, § 20-A(3.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-199. - Notice of intent to sell, transfer or rent property subject to order.

- (a) When required. Any person who proposes to sell, transfer or otherwise dispose of lease or sublet any dwelling unit, lodging house, rooming unit, or other premises against which there is any existing lawful order of the ~~housing inspector~~ Code Compliance Officer, the board of appeals or any court of competent jurisdiction shall furnish the proposed grantee or transferee a true copy of such order and shall notify the ~~housing inspector~~ office of Planning and Development in writing of the intent to so sell, transfer, or otherwise dispose of lease or sublet in writing giving the name and address of the person to whom such transfer is proposed within three days of the proposed transfer.
- (b) Penalty. Any person who violates the terms of this section shall be in violation of this chapter and shall be subject to a penalty or fine of not less than \$50 and not more than \$100 to be enforced by complaint in a court of competent jurisdiction.

(Code 1967, § 20-A(3.5); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-200. - Placarding of buildings unfit for human habitation.

- (a) Authority of ~~housing inspector~~ Code Compliance Officer. If the person so affected fails to appeal to the board of appeals or if after an appeal, the board of appeals sustains the decision of the ~~housing inspector~~ Code Compliance Officer, the dwelling, dwelling unit, lodging house, or rooming unit so affected may be declared unfit for human habitation and placarded by the ~~housing inspector~~ Code Compliance Officer.
- (b) Procedure. To placard, the ~~housing inspector~~ Code Compliance Officer shall issue to the occupants and the owner or operator a written notice to vacate the premises within such time as the ~~housing inspector~~ Code Compliance Officer may deem reasonable, but not less than seven days, and a placard prohibiting continued occupancy or re-occupancy may be conspicuously posted on the premises, and a copy of such notice may be filed with the police department.
- (c) Use of placarded buildings prohibited. No dwelling or dwelling units, lodging house, or rooming unit which has been placarded as unfit for human habitation shall again be used for human habitation until written approval is secured from, and such placard is removed by, the ~~housing inspector~~ Code Compliance Officer.

Compliance Officer. The ~~housing inspector~~ Code Compliance Officer shall remove such placard whenever the defect or defects upon which the placarding action is based have been eliminated.

- (d) Defacement and removal of placard prohibited. No person shall deface or remove the placard from any dwelling or dwelling unit, lodging house or rooming unit, which has been declared unfit for human habitation and placarded as such.

(Code 1967, § 20-A(3.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-201. - Order to vacate dangerous premises.

In instances where the health officer, fire chief, and chief of police, or their duly qualified deputies, determine in writing, ~~filed in the office of the housing inspector,~~ that extreme danger or menace to the occupants or the public health exists, the ~~housing inspector~~ Code Compliance Officer, health officer, fire chief, and chief of police, or their duly qualified deputies may order immediate correction to be made or, if the circumstances warrant, may order that the occupants vacate the premises as provided in this article.

(Code 1967, § 20-A(3.7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-202—12-224. - Reserved.

DIVISION 4. - MINIMUM STANDARDS

Sec. 12-225. - Compliance with city codes and state law required.

All structures and structural elements of buildings and the construction, use and occupancy thereof shall be in accordance with the requirements of this Code, including the building and technical codes adopted by the city, and with state law and regulations.

(Code 1967, §§ 20-A(6.1), 20-A(12.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-226. - Maintenance.

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

(Code 1967, § 20-A(6.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-227. - Plumbing.

Every dwelling unit shall contain a kitchen sink and a bathtub or shower. In addition, every dwelling unit shall contain, within a room which affords privacy, a flush water closet and a lavatory basin. All plumbing facilities required by this code shall be in accordance with the requirements of the plumbing code adopted by the City as of date of installation and maintained in good sanitary working condition; water-related plumbing facilities required by this Code shall be connected to adequate supply of water.

(Code 1967, § 20-A(art. 7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-228. - Heating and ventilation.

- (a) Maintenance. All heating and ventilating facilities shall be maintained in safe operating condition for use without danger of asphyxiation or of overheating combustible material.
- (b) Requirements when central heating plant not available. When heat is not furnished by a central heating plant, each dwelling unit or rooming unit shall be provided with one or more masonry flues and smoke or vent pipe connections, or equal arrangement, in accordance with the provisions of the basic building code to permit the use of heating equipment capable of providing heat as required by this section.
- (c) Heating facilities required in rented or leased premises. Every habitable room, let for occupancy, ~~excepting rooms use primarily for sleeping purposes~~, shall be served by heating facilities capable of providing a minimum temperature of at least 68 degrees Fahrenheit, at a distance of ~~three feet above floor level~~ 3 feet from the exterior walls, 5 feet above floor level, as required by prevailing weather conditions ~~from September 15 through May 15 of each year. In addition, the heating facilities must be operated to protect the building equipment and systems from freezing.~~
- (d) Window specifications. Every habitable room shall have a window or windows with a total sash area equal to at least eight percent of its floor area opening on a street, alley, yard, or court open to the sky and constructed and maintained so that at least one-half of the sash area can be opened, except that an approved method of mechanical ventilation may be substituted for such window or windows

(Code 1967, § 20-A(art. 8); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-229. - Electrical and lighting.

All lighting and other electrical facilities shall be in accordance with the requirements of the electrical code adopted by the city and shall be maintained in good, safe and suitable electrical order.

(Code 1967, §§ 20-A(9.1), 20-A(9.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-230. - Passageways, stairways and exits.

- (a) Exits. Every dwelling unit and every rooming unit shall have safe, continuous and unobstructed means of egress leading from the interior of the building to safe and open spaces at ground level in accordance with applicable statutes and ordinances.
- (b) Lighting. Every passageway and stairway shall have at least one ceiling-type or wall-type electric light fixture adequate to provide safe passage.
- (c) Obstructions. Every hallway, stairway, corridor, exit, fire escape door or other means of egress shall be kept clear of obstructions at all times.

(Code 1967, §§ 20-A(9.3), 20-A(12.3), 20-A(12.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-231. - Garbage and rubbish.

- (a) Method of disposal. Every responsible occupant of a dwelling or dwelling unit shall dispose of all his garbage and rubbish in a clean and sanitary manner. Every owner of rental property shall provide his tenants with suitable waste containers as required by city ordinance.
- (b) Accumulations prohibited. Every dwelling shall be clean and free from garbage or rubbish. When a dwelling or dwelling unit is not reasonably clean or free from garbage or rubbish, the ~~housing inspector~~Code Compliance Officer may cause the responsible person to put the dwelling or dwelling unit in a clean and sanitary condition.

(Code 1967, § 20-A(10.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-232. - Insect and rodent control.

- (a) Owner responsible for extermination in multiple dwellings. If infestation exists in two or more of the dwelling units in any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.
- (b) Occupant responsible for extermination. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises.

(Code 1967, § 20-A(10.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-233. - Space and occupancy.

- (a) Floor space requirements. The total area of every dwelling unit shall contain at least 250 square feet of floor area, with an additional 125 square feet for each occupant over two.
- (b) Ceiling height. At least one half of the floor area of every habitable room shall have a room ceiling height of at least 7 feet; and the floor area of that part of any room where the ceiling height is less than five feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
- (c) Use of basement. No basement space shall be used as a habitable room or dwelling unit unless it conforms to the minimum requirements of this article.

(Code 1967, § 20-A(art. 11); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-234. - Dwelling occupancies prohibited adjacent to hazardous establishments.

No dwelling unit or rooming unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids or producing toxic gases or vapors in any quantity that may endanger the lives or safety of the occupants.

(Code 1967, § 20-A(12.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

ARTICLE IV. - HOUSING CODE

DIVISION 1. - GENERALLY

Sec. 12-145. - Purpose.

The purpose of this article is to establish minimum standards for all dwellings and property incident thereto in the city to insure safety, health, and public welfare through the proper construction, maintenance, and use thereof.

(Code 1967, § 20-A(1.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-146. - Definitions and rules of construction.

- (a) The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

~~Housing inspector means the legally designated housing inspection authority of the city or his authorized representative.~~

Chief of police means the legally designated head of the police department of the city or his authorized representative.

Dwelling or dwelling unit means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Extermination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the health officer.

Fire chief means the legally designated head of the fire department of the city or his authorized representative.

Garbage means the animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, water closet compartments, laundries, pantries, game rooms, foyers or communicating corridors and permanent built-in closets and storage spaces.

Health officer means the legally designated health authority of the city or his authorized representative.

Infestation means the presence or evidence of the presence within or around a dwelling, of any insects, rodents, or other pests.

Manufactured housing means a structural unit or units designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site, the term includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. Manufactured housing shall include newer mobile homes and modular homes as defined in city zoning regulations.

Mobile homes, older, means any factory-built home that fails to meet the definition of manufactured housing and more specifically, any mobile home constructed prior to June 15, 1976. These units shall be restrict to location in approved mobile home parks.

Mobile home park means a parcel of land under single ownership in rural residence, suburban residence and cluster development districts that has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Multiple dwelling means any dwelling containing more than three dwelling units.

Occupant means any person over one year of age, living, sleeping, cooking, or eating in, or having actual possession of, a dwelling unit or rooming unit.

Operator means any person, who has charge, care or control of a building or part thereof, in which dwelling units or rooming units are rented or let or of an area where spaces are rented or let for mobile homes.

Owner means any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit, with or without accompanying actual possession thereof, or has charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or an executor, executrix, administrator, administratrix, trustee, or guardian of the estate of owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if he were the owner.

Plumbing means all of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwasher, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents , and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rooming house means any dwelling, or that part of any dwelling, containing one or more rooming units, in which space is let by the owner or operator to four or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator.

Rooming unit means any room or group of rooms forming a single habitable unit used or intended to be used for living, and sleeping, but not for cooking or eating purposes.

Rubbish means combustible and non-combustible waste materials except garbage, including, without limitation, residue from the burning of wood, coal, coke, or other combustible material, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust and others.

Structural Elements means all of the following components of a structure, including but not limited to: foundation, framing, sheathing, siding, roofing material, windows, doors, trim, eaves, porches, stairs, railings, guards; and interior surfaces such as sheetrock, plaster, ceiling tiles, and countertops.

Summer camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations but not to exceed 30 days.

Supplied means paid for, furnished, installed or provided by or under the control of the owner or operator.

Temporary housing means any tent, trailer, or other structure used for human shelter that is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

- (b) Whenever the words "dwelling," "dwelling unit," "lodging house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

(Code 1967, § 20-A(art. V); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-147. - Compliance required.

- (a) No dwelling or dwelling unit shall be deemed to conform with the requirements of this article until it meets all of the minimum standards of this article as specified herein.
- (b) It is unlawful to construct, alter, maintain, occupy, let for occupancy, or use a building or structure, or part thereof, in violation of the provisions of this article.

(Code 1967, §§ 20-A(1.2), 20A(1.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-148. - Validity of other laws.

Nothing in this article shall be construed to prevent the enforcement of other laws that prescribe more restrictive limitations.

(Code 1967, § 20-A(1.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-149. - Exceptions permitted.

In seasonal dwellings, mobile homes, buildings erected prior to the original adoption of this article, or in agriculture and resource protection district as defined by the zoning provisions of the city, or in areas where public water or sewerage systems are not available, the ~~housing inspector~~Code Compliance Officer shall upon application grant an exception for the use of buildings for dwelling purposes that do not meet the minimum standards set forth in this article when he determines that:

- (1) It is not feasible or practicable to comply with such minimum standards;
- (2) The safety, health, or general welfare of the occupants and the public will not be adversely affected; and
- (3) The effect of the granting of the exception will not adversely affect adequate light, air, overcrowding, of persons or property, the provision for public utilities, the character of the neighborhood, or traffic conditions as applied to the welfare of the occupants or the general public.

(Code 1967, § 20-A(1.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-150. - Procedure for granting exceptions.

- (a) The ~~housing inspector~~Code Compliance Officer shall issue such exception in writing setting forth the date of granting, the reasons for granting the same, the date it shall expire, and the location of the premises.
- (b) No such exceptions shall be granted for a period of more than five years. Any exception may be renewed one or more times, upon application to the board of appeals. Each renewal shall not exceed additional periods of five years for such renewal. Each renewal shall contain the requirements of the

original exception and in addition thereto the date of issuance of the original exception and the statement that it is a renewal.

(Code 1967, § 20-A(1.7); Ord. Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-151—12-169. - Reserved.

DIVISION 2. - INSPECTIONS

Sec. 12-170. - Authority of ~~housing inspector~~ Code Compliance Officer.

The ~~housing inspector~~ Code Compliance Officer is hereby authorized to make inspections to determine the condition of dwellings, dwelling units, rooming houses, rooming units and premises located within this city in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public.

(Code 1967, § 20-A(2.1); Ord. Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-171. - Right of entry for inspection.

For the purpose of making such inspections, the ~~housing inspector~~ Code Compliance Officer is hereby authorized to enter, examine, and survey any or all dwelling units, rooming houses, rooming units, and premises at any mutually agreeable time but in any case within 20 days of notice to the owners or occupant of the intention to make such an inspection.

(Code 1967, § 20-A(2.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-172. - Owner and occupant to give free access.

- (a) Access of ~~housing inspector~~ Code Compliance Officer. The owner and occupant of every dwelling, dwelling unit, lodging house and rooming unit or the person in charge thereof, shall give the ~~housing inspector~~ Code Compliance Officer free access to such dwellings, dwelling unit, lodging house or rooming unit and premises at any mutually agreeable time for the purpose of such inspection, examination, or survey, but in any case within 20 days of notice to the owner or occupant of the intention to make such an inspection, examination, or survey.
- (b) Access of owner. Every occupant of a dwelling, dwelling unit, lodging house and rooming unit shall give the owner, and his agent or employee, access at all reasonable times to any part of the dwelling, dwelling unit, lodging house, rooming unit or premises for the purpose of compliance with the provisions of this article or any lawful order issued pursuant to this article.

(Code 1967, §§ 20-A(2.3), 20-A(2.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-173—12-194. - Reserved.

DIVISION 3. - ENFORCEMENT

Sec. 12-195. - Procedure generally.

- (a) If the ~~housing inspector~~ Code Compliance Officer determines that there are reasonable grounds to believe that there has been a violation of any provisions of this chapter, he shall initiate enforcement proceedings in accordance with the citation system established in this Code. Alternatively, he may initiate a land use complaint pursuant to state law, in which case the penalties therein provided shall apply.
- (b) Any notice issued pursuant to this article shall:
 - (1) Be in writing;
 - (2) Include a statement of the reasons why it is being issued;
 - (3) Set a reasonable time for the performance of any act it requires;
 - (4) Be served upon the owner or his agent, or the occupant, as the case may require; provided, however, that:
 - a. Complaints under this article be deemed properly served upon such owner or agent or upon such occupant if a copy thereof is served upon him personally or by leaving a copy thereof at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein; or
 - b. If a copy thereof is sent by registered or certified mail to his last known address or the address as shown on the records in the tax assessor's office of the city of auburn; and
 - c. If service is made personally or by leaving at his dwelling house or usual place of abode a statement signed by the person so serving stating the date of service shall be filed in the office of ~~the housing inspector~~ Planning and Development.
 - (5) May contain an outline of remedial action that, if taken, will effect compliance with the provision of this article.
- (c) After service of such notice, the owner or occupant to whom it is directed shall correct the condition constituting the violation within the time specified and promptly give notice to the ~~housing inspector~~ Code Compliance Officer that such corrective action has been taken.

(Code 1967, § 20-A(3.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-196. - Method of petitioning for hearing.

- (a) Any person affected by any notice issued in connection with the enforcement of any provision of this article, may request and shall be granted a hearing on the matter before the board of appeals; provided that such person shall file in the office of the board of appeals a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served.
- (b) Upon receipt of such petition, the board of appeals shall set a time and place for such hearing and shall give the petitioner notice thereof in person or by mail.
- (c) At such hearing, the board of appeals shall take evidence to determine whether such notice should be sustained, modified, or withdrawn.
- (d) The hearing shall be commenced not later than 30 days after the day on which the petition was filed; provided that upon application of the petitioner the board of appeals may postpone the date of the hearing for a reasonable time beyond such 30 day period, if in its judgment the petitioner has submitted a good and sufficient reason for such postponement.

(Code 1967, § 20-A(3.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-197. - Power of board of appeals to alter notice.

After such hearing, the board of appeals shall sustain, modify, or withdraw the notice, depending upon its findings as to the compliance with the provisions of this chapter. If the board of appeals sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this article shall automatically become an order if a written petition for a hearing is not filed in the office of the board of appeals within ten days after such notice is served. There shall be an appeal from the board of appeals to the superior court in the manner provided by state law.

(Code 1967, § 20-A(3.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-198. - Recording of public hearing.

The proceedings at such hearing, including the findings and decision of the board of appeals, shall be summarized, reduced to writing, and entered as a matter of public record in the office of the board of appeals. Such record shall also include a copy of every notice or order issued in connection with the matter.

(Code 1967, § 20-A(3.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-199. - Notice of intent to sell, transfer or rent property subject to order.

- (a) When required. Any person who proposes to sell, transfer or otherwise dispose of lease or sublet any dwelling unit, lodging house, rooming unit, or other premises against which there is any existing lawful order of the ~~housing inspector~~ Code Compliance Officer, the board of appeals or any court of competent jurisdiction shall furnish the proposed grantee or transferee a true copy of such order and shall notify the ~~housing inspector~~ office of Planning and Development in writing of the intent to so sell, transfer, or otherwise dispose of lease or sublet in writing giving the name and address of the person to whom such transfer is proposed within three days of the proposed transfer.
- (b) Penalty. Any person who violates the terms of this section shall be in violation of this chapter and shall be subject to a penalty or fine of not less than \$50 and not more than \$100 to be enforced by complaint in a court of competent jurisdiction.

(Code 1967, § 20-A(3.5); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-200. - Placarding of buildings unfit for human habitation.

- (a) Authority of ~~housing inspector~~ Code Compliance Officer. If the person so affected fails to appeal to the board of appeals or if after an appeal, the board of appeals sustains the decision of the ~~housing inspector~~ Code Compliance Officer, the dwelling, dwelling unit, lodging house, or rooming unit so affected may be declared unfit for human habitation and placarded by the ~~housing inspector~~ Code Compliance Officer.
- (b) Procedure. To placard, the ~~housing inspector~~ Code Compliance Officer shall issue to the occupants and the owner or operator a written notice to vacate the premises within such time as the ~~housing inspector~~ Code Compliance Officer may deem reasonable, but not less than seven days, and a placard prohibiting continued occupancy or re-occupancy may be conspicuously posted on the premises, and a copy of such notice may be filed with the police department.
- (c) Use of placarded buildings prohibited. No dwelling or dwelling units, lodging house, or rooming unit which has been placarded as unfit for human habitation shall again be used for human habitation until written approval is secured from, and such placard is removed by, the ~~housing inspector~~ Code Compliance Officer.

Compliance Officer. The ~~housing inspector~~ Code Compliance Officer shall remove such placard whenever the defect or defects upon which the placarding action is based have been eliminated.

- (d) Defacement and removal of placard prohibited. No person shall deface or remove the placard from any dwelling or dwelling unit, lodging house or rooming unit, which has been declared unfit for human habitation and placarded as such.

(Code 1967, § 20-A(3.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-201. - Order to vacate dangerous premises.

In instances where the health officer, fire chief, and chief of police, or their duly qualified deputies, determine in writing, ~~filed in the office of the housing inspector,~~ that extreme danger or menace to the occupants or the public health exists, the ~~housing inspector~~ Code Compliance Officer, health officer, fire chief, and chief of police, or their duly qualified deputies may order immediate correction to be made or, if the circumstances warrant, may order that the occupants vacate the premises as provided in this article.

(Code 1967, § 20-A(3.7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-202—12-224. - Reserved.

DIVISION 4. - MINIMUM STANDARDS

Sec. 12-225. - Compliance with city codes and state law required.

All structures and structural elements of buildings and the construction, use and occupancy thereof shall be in accordance with the requirements of this Code, including the building and technical codes adopted by the city, and with state law and regulations.

(Code 1967, §§ 20-A(6.1), 20-A(12.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-226. - Maintenance.

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use. Exterior surfaces shall be substantially weather tight, protected from corrosion, and suitable for the intended use. Exterior surfaces shall be free from chipping and peeling paint to the extent visible from a public way.

(Code 1967, § 20-A(6.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-227. - Plumbing.

Every dwelling unit shall contain a kitchen sink and a bathtub or shower. In addition, every dwelling unit shall contain, within a room which affords privacy, a flush water closet and a lavatory basin. All plumbing facilities required by this code shall be in accordance with the requirements of the plumbing

code adopted by the City as of date of installation and maintained in good sanitary working condition; water-related plumbing facilities required by this Code shall be connected to adequate supply of water.

(Code 1967, § 20-A(art. 7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-228. - Heating and ventilation.

- (a) Maintenance. All heating and ventilating facilities shall be maintained in safe operating condition for use without danger of asphyxiation or of overheating combustible material.
- (b) Requirements when central heating plant not available. When heat is not furnished by a central heating plant, each dwelling unit or rooming unit shall be provided with one or more masonry flues and smoke or vent pipe connections, or equal arrangement, in accordance with the provisions of the basic building code to permit the use of heating equipment capable of providing heat as required by this section.
- (c) Heating facilities required in rented or leased premises. Every habitable room, let for occupancy, ~~excepting rooms use primarily for sleeping purposes,~~ shall be served by heating facilities capable of providing a minimum temperature of at least 68 degrees Fahrenheit, at a distance of ~~three feet above floor level~~ 3 feet from the exterior walls, 5 feet above floor level, as required by prevailing weather conditions. ~~from September 15 through may 15 of each year. In addition, the heating facilities must be operated to protect the building equipment and systems from freezing.~~
- (d) Window specifications. Every habitable room shall have a window or windows with a total sash area equal to at least eight percent of its floor area opening on a street, alley, yard, or court open to the sky and constructed and maintained so that at least one-half of the sash area can be opened, except that an approved method of mechanical ventilation may be substituted for such window or windows

(Code 1967, § 20-A(art. 8); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-229. - Electrical and lighting.

All lighting and other electrical facilities shall be in accordance with the requirements of the electrical code adopted by the city and shall be maintained in good, safe and suitable electrical order.

(Code 1967, §§ 20-A(9.1), 20-A(9.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-230. - Passageways, stairways and exits.

- (a) Exits. Every dwelling unit and every rooming unit shall have safe, continuous and unobstructed means of egress leading from the interior of the building to safe and open spaces at ground level in accordance with applicable statutes and ordinances.
- (b) Lighting. Every passageway and stairway shall have at least one ceiling-type or wall-type electric light fixture adequate to provide safe passage.
- (c) Obstructions. Every hallway, stairway, corridor, exit, fire escape door or other means of egress shall be kept clear of obstructions at all times.

(Code 1967, §§ 20-A(9.3), 20-A(12.3), 20-A(12.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-231. - Garbage and rubbish.

- (a) Method of disposal. Every responsible occupant of a dwelling or dwelling unit shall dispose of all his garbage and rubbish in a clean and sanitary manner. Every owner of rental property shall provide his tenants with suitable waste containers as required by city ordinance.
- (b) Accumulations prohibited. Every dwelling shall be clean and free from garbage or rubbish. When a dwelling or dwelling unit is not reasonably clean or free from garbage or rubbish, the ~~housing inspector~~Code Compliance Officer may cause the responsible person to put the dwelling or dwelling unit in a clean and sanitary condition.

(Code 1967, § 20-A(10.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-232. - Insect and rodent control.

- (a) Owner responsible for extermination in multiple dwellings. If infestation exists in two or more of the dwelling units in any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.
- (b) Occupant responsible for extermination. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises.

(Code 1967, § 20-A(10.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-233. - Space and occupancy.

- (a) Floor space requirements. The total area of every dwelling unit shall contain at least 250 square feet of floor area, with an additional 125 square feet for each occupant over two.
- (b) Ceiling height. At least one half of the floor area of every habitable room shall have a room ceiling height of at least 7 feet; and the floor area of that part of any room where the ceiling height is less than five feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
- (c) Use of basement. No basement space shall be used as a habitable room or dwelling unit unless it conforms to the minimum requirements of this article.

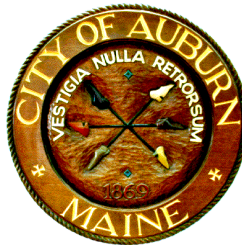
(Code 1967, § 20-A(art. 11); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-234. - Dwelling occupancies prohibited adjacent to hazardous establishments.

No dwelling unit or rooming unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids or producing toxic gases or vapors in any quantity that may endanger the lives or safety of the occupants.

(Code 1967, § 20-A(12.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 02-02222016

Be it ordained by the Auburn City Council, that Chapter 20, Article IV – Housing Code be amended as shown on the attached draft dated March 2, 2016 and labeled as “Draft 1 as amended by Council on 2/22/16”.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 02-0222016

Be it ordained by the Auburn City Council, that Chapter 20, Article IV – Housing Code be amended as shown on the attached draft dated March 2, 2016 and labeled as “Draft 2 Staff Suggested Option”.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Ordinance 03-02222016

Author: Zachary Lenhert, Coder Compliance Officer and Eric Cousens, Deputy Director of Planning and Development.

Subject: Amendments to the City of Auburn Code of Ordinances regarding housing and solid waste code violations

Information: The purpose of these amendments is to update and clarify ordinances frequently enforced by the Code Compliance Officers of Auburn. The effectiveness of code enforcement is sometimes hampered by ambiguities and limited scope of these outdated codes. These are common sense amendments that will help city officials make neighborhoods safer, cleaner, more attractive and over time raise property values.

The current Housing Code was adopted in 1967 and reflects housing standards of that time. In the recent past there have been multiple attempts to bring Auburn's housing maintenance code to more modern standards by adopting some form of the International Property Maintenance Code, a common maintenance code across the country also used by Lewiston. After much deliberation, public process, committee work and drafting a full property maintenance code multiple times, these efforts have come up short, presumably because the changes were viewed as too far reaching and past councils responded to public concerns by denying the changes. The proposed amendments described below are an attempt to make needed updates and clarifications to the almost 50 year old existing housing code. They are not far reaching but they will make a positive difference.

Staff proposed flaking and chipping paint standards that would allow us to address flaking paint on the interior or exterior of properties. Based on input from the Council and the motion to amend on February 22nd we have drafted a version titled "Draft 1 as amended by Council on 2/22/16" that leaves section Sec. 12-226. – Maintenance as it currently reads:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

Also in response to the Council concerns that the change proposed on February 22nd was too stringent we have offered a compromise that attempts to address only chipping or flaking paint that is severe enough to be visible from the street. That option is titled "Draft 2 Staff Suggested Option" and reads as follows:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use. Exterior surfaces shall be substantially weather tight, protected from corrosion, and suitable for the intended use. Exterior surfaces shall be free from chipping and peeling paint to the extent visible from a public way.

Neither of the above options give staff the ability to address chipping paint to the extent necessary to protect children from flaking paint and lead hazards in older homes but Option 2 helps address flaking paint on the exterior that is visible from a public way.

On the day of trash collection, the City of Auburn's denser populated areas become unsightly due to the "mountains" of trash that are put out on the sidewalk and street. The garbage put out by the collective tenants of apartment buildings creates unattractive piles of plastic bags full of household trash. If put out too early or too late animals often tear into the bags and make the problem worse and create sanitation concerns. Bulky waste that is not collected by the City also becomes a problem when it remains illegally on the curb for an

extended period of time. The proposed changes to the Solid Waste chapter attempt to better address these issues.

Advantages: Safer, cleaner, more attractive neighborhoods. Increased property values. More efficient enforcement.

Disadvantages: Pushback from violators

City Budgetary Impacts: Increased collection of fines.

Staff Recommended Action: Discuss amendments and hear from the public. Vote to approve changes with or without any Council modifications.

Previous Meetings and History: February 8, 2016 Workshop, February 22nd First Reading and Public Hearing

Attachments: Amendment Summary and Copy of proposed amendments, including options 1 and 2 for the Housing Code.

Chapter 44 – Solid Waste; Summary of Proposed Amendments.

On the day of trash collection, the City of Auburn's denser populated areas become very unsightly because of the "mountains" of trash that are put out on the sidewalk and street. The garbage put out by the collective tenants of larger apartment buildings inevitably ends up creating unattractive piles of plastic bags full of household trash. Bulky waste not collected by the City also becomes a problem when it remains illegally on the curb for an extended period of time. The proposed changes to the Solid Waste chapter attempt to address these issues.

Sec. 44-25 – Standards for waste containers.

"Or" is changed to "and". This change would require household trash put to the curb for collection to be in both a plastic trash bag and a durable container as opposed to either/or, eliminating the piles of plastic trash bags.

Sec. 44-89 – Duties of landlords.

"Durable" and "with lids" is added to clarify that landlords are required to supply durable trash cans to their tenants. Currently the ordinance is ambiguous as to whether *just* plastic trash bags are acceptable. This will prevent the piles of trash bags in front of apartment buildings.

Sec. 44-34 – Owners duty to inspect and remove waste

This proposed ordinance makes it clear that property owners are ultimately responsible for waste accumulating on, or in front of, their property. It is common for landlords to claim the responsibility for compliance rests with their tenants. This situation doesn't work because often the tenant responsible for the violation no longer lives there (often bulky waste is left when tenants move) and it isn't feasible for the city to "chase them down".

Sec. 44-35 – Penalties

This ordinance is to resolve waste violations in a faster time frame. A large problem of enforcing ordinances related to trash and debris is the amount of time the Notice and Citation process can take. A written Notice must be sent through "snail mail", essentially a written warning, before any fines are issued. Meanwhile the offending trash continues to effect tenants and neighbors. This ordinance would allow the City to collect the offending trash and fine a property owner without the requirement of a written warning for violations of the Solid Waste chapter. Waste violations should be resolved much faster.

Chapter 44 - SOLID WASTE⁽¹⁾

Footnotes:

--- (1) ---

State Law reference— Maine Hazardous Waste, Septage and Solid Waste Management Act, 38 M.R.S.A. § 1301 et seq.; Maine Refuse Disposal District Enabling Act, 38 M.R.S.A. § 1726-A et seq.; solid waste management and recycling, 38 M.R.S.A. § 2101 et seq.; municipal recycling, 38 M.R.S.A. § 2133; municipal landfill fees, 38 M.R.S.A. § 2204; municipal authority to abate nuisances, 30-A M.R.S.A. § 3104; municipal acquisition of public dumping grounds, 30-A M.R.S.A. § 3351; prohibited dumping, 30-A M.R.S.A. § 3352.

ARTICLE I. - IN GENERAL

Sec. 44-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commercial activity means any property or service provider, which is required and/or has received a license from the city to conduct business and/or a structure used for commercial or business purposes including, but not limited to, the following:

- (1) Hotels, motels, bed and breakfast facilities, restaurants, warehouses;
- (2) Markets, bakeries, grocery stores, food vendors;
- (3) Manufacturing or industrial facilities;
- (4) Business offices;
- (5) Any business establishment adjoining or within a residential structure;
- (6) Trailer parks and manufactured home parks; and
- (7) Condominiums.

Commercial waste means solid waste generated by a commercial property or as a result of commercial activity.

Multiple-unit apartment building means an apartment building of four or more dwelling units.

Owner means the actual owner of the building. The term "owner" does not include any legal entity, including, but not limited to, a limited liability company, a limited liability partnership, or a limited partnership or a corporation.

Residential properties means any property, located in the city, upon which is situated a residential structure containing between one and three dwelling units and/or owner-occupied apartment buildings containing between four and seven dwelling units. To qualify as an owner-occupied apartment building, the owner would need to demonstrate through ownership documents and vehicle registration, driver's license or some other acceptable forms that he does in fact own the building and resides at that address.

(Ord. of 11-3-2003, § A)

Secs. 44-2—44-20. - Reserved.

ARTICLE II. - WASTE COLLECTION AND DISPOSAL

Sec. 44-21. - Residential collection; fees.

- (a) The city will provide for the collection of solid waste and recyclable material from all residential properties as defined herein. Fees for residential waste collection shall be in accordance with city costs on a per unit basis.
- (b) Occupants of residential properties that receive city waste collection shall utilize suitable containers for the storage, transportation and disposal of solid waste. This includes all solid waste placed curbside for disposal. The weight of solid waste placed in each suitable container shall not exceed 30 pounds.
- (c) All residents who live in residential structures receiving city waste collection shall separate recyclable material from their rubbish. Recyclable material must either be transported to the facility or be placed in suitable recycling containers for curbside collection.
- (d) Recyclable material and solid waste are to be set curbside no earlier than 6:00 p.m. of the day preceding regularly scheduled waste collection and no later than 7:00 a.m. of the day of waste collection as established by public works.

(Ord. of 11-3-2003, § B)

Sec. 44-22. - Collection from apartment buildings; fees.

- (a) The city will collect solid waste and recyclable material from multiple unit apartment buildings for only those buildings owned by applicants who complete, submit and receive approval of an application to continue this service.
- (b) All residential properties containing four to seven units, excluding owner-occupied, will be assessed a fee per unit for solid waste and recycling collection and disposal. To qualify for owner-occupied exemption the applicant must show proof of building residency. Fees per unit will be assessed and billed in accordance with the city's billing and collection policy. Failure to pay fee will result in termination of service. The city may adjust the fee annually to reflect city's costs.

(Ord. of 11-3-2003, § C)

Sec. 44-23. - Commercial collection excluded.

Solid waste and recyclable material will not be collected by the city from any commercial activity or property.

(Ord. of 11-3-2003, § C)

Sec. 44-24. - Time for setting out waste for collection.

No person shall put out waste for collection sooner than 6:00 p.m. on the day preceding the date on which waste is collected by the city in such location, and no person shall allow any waste containers to remain on any street or sidewalk for more than 24 hours after the collection of waste has been completed.

Waste must be out for collection no later than 7:00 a.m. of the day on which waste is collected by the city in such location.

(Code 1967, § 22-3.1)

Sec. 44-25. - Standards for waste containers.

No person shall put out waste, including garbage, for collection by the city except in suitable, durable containers covered by a tight fitting cover ~~or~~ and securely closed plastic bags designed for trash disposal, which are:

- (1) Watertight and flytight;
- (2) Free from sharp edges and not exceeding 30 pounds in weight, including contents; and
- (3) No larger than 33 gallons in capacity.

(Code 1967, § 22-3.3)

Sec. 44-26. - Types of waste collected by city.

No person shall put out waste for collection by the city other than household waste, except that waste from construction repairs or household waste which is too large to fit inside standard containers may be put out for collection by special permission of the public works director.

(Code 1967, § 22-3.4)

Sec. 44-27. - Collection of leaves and yard waste.

The term "household waste," includes leaves, grass cuttings, weeds, branches and the like. Such materials, not to exceed four containers per week, must be contained, and branches and prunings shall not exceed two inches in diameter and 24 inches in length.

(Code 1967, § 22-3.5)

Sec. 44-28. - Disposal of ashes.

No person shall put out hot ashes for collection, and all ashes put out for collection shall be separated from all other kinds of waste and secured in a closed container.

(Code 1967, § 22-3.6)

Sec. 44-29. - Duties of landlords.

Every owner of rental property shall provide his tenants with a sufficient number of durable waste containers with lids meeting the requirements of section 44-25 to meet their normal weekly requirements for waste disposal. Such containers shall be stored in a sightly manner on the premises at locations reasonably accessible to the tenants at all times when not legally upon the street or sidewalk for collection.

(Code 1967, § 22-3.7)

Sec. 44-30. - Right of city to refuse to collect certain waste.

The city may refuse to accept for collection any waste which has been put out for collection in a manner which does not comply with the requirements of sections 44-24 through 44-28, including sharp objects which could protrude from waste containers, such as broken glass and other sharp objects such as razors, hypodermic needles, etc., which materials shall be contained in a puncture-resistant container. The owner of such waste shall transport it or cause it to be transported to the municipal solid waste disposal facility at his own expense.

(Code 1967, § 22-3.8)

Sec. 44-31. - Unauthorized removal of waste set out for collection.

No unauthorized person shall remove any garbage or waste or any portion of any garbage or waste that has been placed for collection by the city.

(Code 1967, § 22-3.9)

Sec. 44-32. - Accumulations of refuse.

No person shall allow any material to collect or lie on property which he owns, occupies or controls in such a manner that it attracts flies, annoys or interferes with the safety, health, comfort or repose of the public, emits odors, or is unsightly or is offensive.

(Code 1967, § 25-2.1)

Sec. 44-33. - Transporting offensive substances.

No person shall carry or convey through any street or public place any substance or any package or bag containing any substance in such a manner that it drips, leaks or drops and emits odors, or is offensive, nor shall such a conveyance or containers be left standing in any street or any public place.

(Code 1967, § 25-2.2)

Sec.44-34 – Owners duty to inspect and remove waste

The owner of land and the person(s) in possession of such land abutting a city street or public easement have an affirmative obligation to inspect those portions of their property which have such frontage and to promptly remove or dispose of, in a manner consistent with this chapter, any waste material found in or along such property. The owner of, and any person having responsibility for, property abutting the area of the street, sidewalk, or property where waste material has been deposited shall be presumed to have deposited same and shall be liable for violations of this chapter in the absence of evidence to the contrary. Notwithstanding the aforesaid, any owner of and/or any person having responsibility for property abutting the area of the street where any waste materials has been deposited in violation of this chapter shall remove the waste materials and dispose the waste material as required.

Sec.44-35 – Penalties

Due to the public nuisance and threat to public health created by the presence of waste material on or near city streets (i.e. on or near public ways), the chief of police, the director of Planning and Development or their designees are authorized to fine violators, without any prior notification, in accordance with this section. Violation of any part of this chapter, including failure to utilize suitable containers as described, shall be considered a violation of this chapter, and shall be subject to penalties as described : Violators of any provisions of this chapter shall for the first offense receive a of one-hundred and five dollars (\$105), plus accrued interest, attorney's fees and court costs. A second violation or any subsequent violations occurring within six months of a previous violation shall result in a fine(s) of two-hundred and ten dollars (\$210), plus accrued interest, attorney's fees and court costs. In addition, where in the opinion of the superintendent the volume of waste material is considered excessive and or if the waste material is other than solid waste the minimum fine shall also include all costs of collection, transportation and disposal. No contract or agreement between the owner or operator and the occupant relating to the compliance with the terms of this article shall be effective in relieving any person of the responsibility for compliance with the provisions of this chapter as described.

Secs. 44-~~34~~36—44-54. - Reserved.

ARTICLE III. - RECYCLING STANDARDS

Secs. 44-55—44-83. - Reserved.

ARTICLE IV. - WASTE DISPOSAL FACILITIES

Sec. 44-84. - Designation of place.

The city manager shall designate a place as a public waste facility for the depositing of rubbish, ashes, cinders, tin cans, junk, and other household or commercial or industrial waste or refuse, and no person shall deposit such materials elsewhere than at such designated facility.

(Code 1967, § 25-2.3)

Sec. 44-85. - Unauthorized removal of materials.

It shall be unlawful for any person to take any materials of any kind or nature from or about any waste disposal facility without a permit from the city manager.

(Code 1967, § 25-2.6)

Sec. 44-86. - Regulations for use.

Use of any waste disposal facility shall be governed by this article and by such regulations not inconsistent with the provisions of this article as the city manager may establish for this purpose. Notice of any such regulations shall be given by publication in a local newspaper and by conspicuous posting at the

site of any waste disposal facility. The term "waste disposal facility," for purposes of this article, includes the waste facility located on Goldthwaite Road.

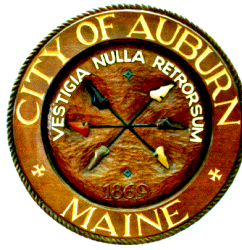
(Code 1967, § 25-2.7)

Sec. 44-87. - Fees for use of waste disposal facilities.

- (a) The city manager may levy fees in accordance with a schedule adopted by Mid Maine Waste Action Corporation for disposal of nonresidential solid waste at the energy recovery plant upon those persons who generate such waste. The fees assessed shall also include the city's cost of administering the billing process.
- (b) For purposes of this subsection (b), the term "nonresidential solid waste" means all industrial and commercial waste, including waste from multiunit apartment buildings in common ownership consisting of eight or more dwelling units.
- (c) Contractors and utilities with prior credit approval will be billed on a monthly basis for services provided.
- (d) Interest shall be due upon any disposal fees which remain unpaid for more than 30 days from the date of billing. The rate of interest shall be the same as that which has been currently established for unpaid municipal property taxes and may be amended from time to time by the city council.

(Code 1967, §§ 25-2.8, 25-2.9)

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 03-02222016

Be it ordained by the Auburn City Council, that Chapter 44, Solid Waste be amended as shown on the attached draft dated February 17, 2016.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Ordinance 04-03072016

Author: Doug Greene, AICP, RLA City Planner

Subject: Form Based Code Text and Map Amendments

Information: Certain areas in Downtown Auburn and New Auburn are being proposed for re-zoning to a new system of development regulation called Form Based Code. If adopted by the City Council, the Form Based Code will replace the traditional zoning currently used in these areas. On December 8th, the Auburn Planning Board held a public hearing at City Hall to have staff present and explain the changes and to hear public input. The Planning Board voted unanimously in recommending a favorable motion to the City Council for a Form Based Code Zoning Map Amendment and Zoning Text Amendment for the Form Based Code.

The Comprehensive Plan recommends that development regulations in the proposed areas (Great Falls Area, the Downtown Traditional Business area and the New Auburn Village Center area) should “encourage new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern.”¹ Form Based Code was chosen as the best way to achieve this goal. Form Based Codes are being used across the country to help bring back traditional development patterns by providing a focus on building placement, safe walkable streets, greater flexibility of land uses and a simplified development review process for projects that meet the code and project size requirements.

Advantages: The proposed Form Based Code is simpler to understand, more flexible in the uses allowed, provides an expedited development review process, and affords a predictable development appearance.

Disadvantages: The Form Based Code is new and the public and development community will need to be educated by staff on how it works.

City Budgetary Impacts: No financial impact on the administration of the Form Based Code. There will be some printing costs to update the Zoning Ordinance.

Staff Recommended Action: The Staff recommends approval of both the Form Based Code text amendment and the associated Zoning Map amendment.

Previous Meetings and History: Over the last 2 years, the City of Auburn’s Planning Board worked with staff in developing the Form Based Code based on recommendations from the 2010 Comprehensive Plan and the review of successful Form Based Codes. The Planning Board held public meetings in November and December of 2015. The Planning and Development Staff presented the Form Based Code to the City Council at a February 8, 2016 workshop.

Attachments:

1. Memo to City Council
2. Complete Form Based Code Draft
3. Form Based Code Map
4. Form Based Code Appendixes
5. Ordinance 04-03072016

¹ Auburn 2010 Comprehensive Plan, pg. 91.



City of Auburn, Maine

Office of Planning & Development

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

To: Mayor LaBonte and the Auburn City Council

From: Douglas M. Greene, AICP, RLA; City Planner 

Date: March 2, 2016

RE: Form Based Code draft to City Council

I wanted to let you know that a few minor changes were made to the Form Based Code draft that was presented to the City Council at your February 8, 2016 workshop. The staff would characterize these changes as minor and do not make substantive changes to the draft.

Those changes are found in Section 60-554 Form Based Code Use and Parking Matrix:

1. Add reference to Home Occupation in the Parking Requirements.
2. Add Community Based Residential Facilities to the Uses column.
3. Add Boarding House and Lodginghouse to the Uses column.
4. Delete "Financial" from Professional Office in the Uses column.
5. Add "Church or" to Places of Worship in the Use column and in the Definition Section.

These changes were requested by the Planning Board at their December 8, 2016 as part of their motion of a favorable recommendation to the City Council.

Chapter 60 - ZONING^[1]

Footnotes: --- (1) ---

State Law reference— Municipal planning and land use regulation generally, 30-A M.R.S.A. § 4301 et seq.; land use regulation, 30-A M.R.S.A. § 4351 et seq.; zoning ordinances, 30-A M.R.S.A. § 4352; regulation of manufactured housing, 30-A M.R.S.A. § 4358; enforcement of land use regulations generally, 30-A M.R.S.A. § 4451 et seq.; subdivisions, 30-A M.R.S.A. § 4401 et seq.; fences and fence viewers generally, 30-A M.R.S.A. § 2951 et seq.; local growth management programs, 30-A M.R.S.A. § 4321 et seq.; Airport Zoning Act, 6 M.R.S.A. § 241 et seq.

ARTICLE I. - IN GENERAL

Sec. 60-1. - Terms.

For the purpose of this chapter, certain terms or words used herein shall be interpreted as follows:

Lot. The term "lot" includes the words plot or parcel.

Person. The term "person" includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

Shall/may. The term "shall" is mandatory, the term "may" is permissive.

Tense. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

Used or occupied. The term "used" or "occupied" includes the words intended, designed, or arranged, to be used or occupied.

(Ord. of 9-21-2009, § 2.1)

Sec. 60-2. - Definitions.

For the purposes of this chapter, the following words and terms as used herein shall have the meanings or limitations of meaning hereby defined, explained or assigned:

Accessory Structure or Building means an uninhabited building, at least five feet in distance from the principal building, used for a purpose which is customarily subordinate and incidental to that of the principal building or to the principal use of the land and which is located on the same lot as the principal building use. The term "accessory buildings," in residential districts, includes tool sheds, wood sheds, detached garages and swimming pools. No accessory building shall house a home occupation or professional office or be used as a sales outlet in a residential district.

Accessory Use means a subordinate use of land or building which is customarily incidental and subordinate to the principal building or to the principal use of the land and which is located on the same lot with the principal building or use.

Adult Day Center means a supervised facility providing a program of education, crafts or recreation for adults over the age of 55 years.

Animal Unit means one living animal of any species.

Antique Shop means a building, or portion of building, where artifacts from generally recognized previous eras are sold or traded as the primary commercial activity.

Apartment. See the term Dwelling unit.

Architectural Features means exterior building elements intended to provide ornamentation to the building massing, including but not limited to, eaves, cornices, bay windows, window and door surrounds, light fixtures, canopies, and balconies.

Art Galleries means a building or place where works of art or other objects of value are kept, displayed, produced and offered for sale to the general public.

Artist Studio, Residential means a dwelling where up to 50 percent of the total floor space can be used for the production of art and/or craft products. The term "residential artist studio" shall not include galleries or studios open to the public for display or sales. All artist studios shall be designed to meet all residential safety and occupancy requirements and shall be considered to be accessory to the residential use. (relocated 2/9/16)

Automobile means a passenger vehicle propelled by a self-contained motor. The term "automobile" also includes motorcycles, all-terrain vehicles, trucks and recreation vehicles (RVs).

Automobile and Marine Paint and Body Shops means a building in which the business of automobile and marine paint and bodywork is conducted. Such use may also include as an accessory use a facility for the orderly display and sale of vehicles which have undergone substantial body repair on the premises. No such facility shall display, outdoors or indoors, or offer for sale more than ten vehicles at any one time.

Automobile and Marine Repair and Service Station means a building, lot or both in or upon which the business of general motor repair and vehicle service is conducted, but excluding junk and/or wrecking businesses.

Automobile, Commercial, means a vehicle the primary use of which is commercial in character.

Automobile Filling station means a building or lot having pumps and storage tanks at which fuel, oil or accessories for the use of motor vehicles are dispensed, sold or offered for sale at retail, where repair service is incidental and no vehicle storage or parking space is offered for rent.

Automobile Garage, Private, means an accessory building or portion of a main building designed, arranged or used for housing of private motor vehicles, only one of which may be a commercial vehicle. Not more than 50 percent of the space in such a garage shall be used for housing vehicles other than those owned by occupants of the premises.

Automobile Parking Lot, Private, means a parcel of land, lot or portion thereof required, in accordance with these regulations, for off-street automobile parking.

Automobile Repair and Service Station means a building, lot or both in or upon which the business of general motor vehicle repair and service is conducted, but excluding junk and/or wrecking business.

Automobile Sales Lot means a lot arranged, designed or used for the storage and display of motor vehicles or any unoccupied trailer for sale.

Automobile Scrap Yard means any land or building used for the dismantling, storage and salvaging for reuse of automobiles or other vehicles not in running condition.

Automotive Towing and Storage means a business engaged in/or offering the services of a tow truck or towing service whereby motor vehicles are towed or otherwise removed from one place to another by the use of a motor vehicle specifically designed for that purpose. Storage of towed vehicles is considered to be the keeping of vehicles in a secured yard for not more than 120 days until claimed or disposed of in accordance with the laws of the state.

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

Bed and Breakfast Home means an accessory use to a single-family dwelling involving the renting of four or fewer guestrooms to transient guests who are staying for a limited duration (seven consecutive

days and/or 60 accumulated days in a calendar year) and the serving of breakfast only to house guests. Such establishment shall be owned and operated by the resident of the dwelling. The term "bed and breakfast home" also includes a tourist home.

Bed and Breakfast Inn means a dwelling involving the renting of more than four but fewer than ten guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast to house guests only. Such use may provide a restaurant, function rooms and places of public assembly.

Boardinghouse or Lodginghouse means a dwelling, which, for compensation, lodging, or lodging and meals are provided to more than four persons and where a proprietor or owner resides in the building. No provisions for cooking in individual rooms other than a main kitchen is allowed.

Building means a structure having one or more stories and a roof, designed primarily for the shelter, support or enclosure of persons, animals or property of any kind. (See the term Structure.)

Building Envelope means the ground area on a lot and the space above it on which a building may be constructed. (added on 10/15/15)

Building Form means the overall shape and dimensions of a building.

Building Height means the vertical distance from the grade of the top of the highest roof beams of a flat roof, or to the mean level of the highest gable or slope of a hip roof. When a building faces on more than one street, the height shall be measured from the averages of the grades at the center of each street front.

Building Inspector means the building inspector of the City of Auburn, Maine, or ~~their~~ his duly authorized agent.

Building Line means a line beyond which the foundation wall and/or any enclosed porch, vestibule of other enclosed portion of a building shall not project. ~~Also called "Build-to-Line" in Form-Based Code.~~

Building, Principal, means a building in which is conducted the principal use of the lot on which it is situated.

Care Home means a rest, nursing, or convalescent home established to render domiciliary nursing care and board for chronically ill or convalescent patients, or persons who are infirm because of mental or physical conditions, but excluding a child care home or one for the care of mentally retarded patients, alcoholics, psychotics or drug addicts.

Cellar means that portion of a building below the first floor joists having at least one-half of its clear ceiling height below the mean level of the adjacent ground. A cellar shall not be used for habitation.

Cemetery means a place used for the permanent interment of dead bodies or cremated remains thereof. A cemetery may be a burial park of earth interments, a mausoleum for vault or crypt interments, a columbarium for cinerary interments, or a combination of one or more thereof.

Child Care Home means a child boarding home, summer camp, foster family home or other place providing domiciliary arrangements for compensation, of three or more children, unrelated to the operator by blood, marriage or adoption, under 18 years of age. A facility providing child day care less than 24 hours per day, per child, to more than five children shall not be considered a child care home. The term "child care home" includes any family-type facility which provides child care to children placed by order of any court of competent jurisdiction, or by any public welfare department, or other governmental agency having responsibility for placing children for care, or placed by child-placing agency licensed under state law.

Child day Care Center means a facility conducted or maintained by anyone who provides, for consideration, care and protection for more than 12 children under 16 years of age, unrelated to the day care center operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care center, but is classified as a nursery school.

Child Day Care Home means an accessory use of a residence by a person residing on a premises to provide on a regular basis, and for consideration, care and protection for up to 12 children under 16 years of age, unrelated to the day care home operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care home, but is classified as a nursery school. A child day care home shall not be located closer to another child day care home than 500 feet measured along the street frontage. Child day care homes shall be reviewed under the city's home occupation regulations (article IX of this chapter) and shall meet the following:

- (1) All outdoor play areas, used in conjunction with the day care operation, shall be fully enclosed by a fence, a minimum of four feet in height.
- (2) If the property utilizes a private sewerage disposal/septic system a written verification from a site evaluator, stating that the current system can handle the change of use to include the children in the proposed day care, shall be submitted.

Church means a building, together with its accessory buildings and uses, where persons regularly assemble for religious worship, and which buildings, accessory buildings and uses are maintained and controlled by a religious body organized to sustain public worship.

Clinic means an establishment where patients are accepted for treatment by a group of physicians practicing medicine together, but shall not offer domiciliary arrangements; medical and dental.

Club, Private, means any building or rooms, which serve as a meeting place for an incorporated or unincorporated association for civic, social, cultural, religious, literary, political, recreational or like activities, operated for the benefit of its members and not open to the general public.

Community Based Residential Facilities (CRF) means dwelling units providing communal domiciliary arrangements for a group of unrelated persons under supervision of the state government human service agencies, for the transition of formerly institutionalized persons back into the mainstream community living and participation, a halfway house, or a group home.

Comprehensive Plan means the master development plan of the City of Auburn, Maine, any amendments or additions thereto, part or portion thereof adopted by the city council upon recommendations of the planning board of Auburn, Maine, pursuant to 30-A M.R.S.A. § 4323.

Convenience Store means a business establishment having an interior selling space of less than 3,000 square feet where general food supplies for the table, other articles of household use and gasoline pump service is offered for sale. Such a use may include the sale of food vended in disposable containers for consumption on or off the premises.

Court means an open, unoccupied space, other than a yard, on the same lot with a building or group of buildings which is bounded on two or more sides by such building or buildings and every part of which is clear and unobstructed from its lowest point to the sky.

Dental Clinic means an establishment where patients are accepted for treatment by a group of dentists practicing dentistry together.

Development Standard(s) means building standards that establish basic parameters governing building form, including the envelope for building placement in three dimensions and certain permitted and required building elements such as storefronts, balconies, street walls, etc. The Development Standards establish both boundaries within which development may take place and what requirements apply.

Director or PACE director means the ~~PACE~~ Director of Planning and any successor or other official designated from time to time by the city council to enforce the provisions of this chapter.

District or Zone means an area within which certain uses of land and buildings are permitted or denied pursuant to municipal review, and certain others are prohibited.

District, Overlay, means a special district or zone which addresses special land use circumstances and environmental safeguards and is superimposed over the underlying existing zoning districts. Permitted uses in the underlying zoning district shall continue subject to compliance with the regulations of the overlay zone or district.

Dormitory means a building or portion thereof used for sleeping purposes in connection with a school, college or other educational institution.

Driveway means private ways intended for internal vehicular circulation on a lot or within an automobile parking lot.

Dump means any premises used primarily for disposal by abandonment, discarding, dumping, reduction, burial, incineration or any other means and for whatever purpose of garbage, trash, refuse, dead animals, waste materials of any kind, junk; but not untreated sewage, animal waste, discarded machinery, or vehicles or parts thereof. The establishment of any dump shall be approved by the city council of the City of Auburn.

Dwelling or Dwelling Unit means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling, Multifamily, means a residence designed for or occupied by three or more families with separate housekeeping and cooking facilities for each.

Dwelling, One-Family Detached, means a dwelling unit singly and apart from any other building and intended and designed to be occupied and used exclusively for residential purposes by one family only, excluding those forms of temporary housing permitted by section 60-666. Each one-family detached dwelling shall contain not less than 700 square feet of net floor area of habitable space.

Dwelling, Seasonal, means a dwelling occupied for not more than six months of any year.

Dwelling, Two-Family, means a freestanding building intended and designed to be occupied and used exclusively for residential purposes by two families only, with separate housekeeping and cooking facilities for each.

Dwelling Unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used for or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Eave means the edge of a roof which projects beyond the exterior wall.

Encroachment means any architectural feature, structure or structural element, such as a gallery, fence, garden wall, porch, stoop, balcony, bay window, terrace, or deck that breaks the plane of a vertical or horizontal regulatory limit exceeding into a setback, beyond the Building, into the public frontage, or above a height limit.

Erected includes the terms "built," "constructed," "reconstructed," "enlarged" and/or "retained on."

Facade means the vertical surface of a building.

Family means one or more persons occupying a single housekeeping unit and using common cooking facilities, provided that unless all members are related by blood or marriage, no such family shall contain over four persons.

Farm means any parcel of land containing more than ten acres which is used in the raising of agricultural products, livestock or poultry, or for dairying. The term "farm," under the Agricultural and Resource Protection District, shall be further defined as meeting the following criteria:

- (1) At least 50 percent of the total annual income of the farm occupant and his spouse living in the farm residence will be derived from such uses; and

- (2) At least ten acres of the farm will be devoted to the production by the occupant of field crops or to the grazing of the occupant's livestock. For purposes of this definition, the term "poultry" means no fewer than 100 fowl and the term "livestock" means no fewer than 20 cattle or other animals being raised for commercial purposes.

Farm, animal, means any parcel of land that contains at least the following land area used for the keeping of horses, mules, cows, goats, sheep, hogs and similar sized animals for the domestic use of the residents of the lot, provided that adequate land area is provided for each animal unit ~~contains at least the following~~, excluding water bodies of one-quarter acre surface area or larger:

- (1) Cattle: One bovine animal unit per acre of cleared hay-pasture land.
- (2) Horse: 1.5 animal units per acre of cleared hay/pasture land.
- (3) Sheep: Three animal units per acre of cleared hay/pasture land.
- (4) Swine: Two animal units per acre of cleared land.
- (5) Other animal farms: The required lot size shall be determined by municipal officer charged with enforcement and shall conform to the lot size for similar sized animals.

Floodplain overlay means those areas of the city which are directly affected by flooding as shown on the flood insurance rate maps (FIRM) as established by the Federal Emergency Management Agency and that shall comply with the pertinent regulations found in division 2 of article XII of this chapter pertaining to the Floodplain Overlay District.

Floor area of building means the total number of square feet of floor area of all stories in a building, excluding cellars, uncovered steps and uncovered porches. All horizontal measurements shall be made between exterior faces of walls.

Frontage means the length of a lot extending between the side lot lines of a lot which borders an accepted portion of a street. Maine Turnpike frontage does not apply to this definition.

Form Based Code means a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. (Added 10/16/15)

Form Based Code Zoning District means one of the five areas on the Regulating Plan, including Transect 4.1 (T-4.1), Transect 4. 2 (T-4.2), Transect 5 .1 (T-5.1), Transect 5 .2 (T-5.2), and Transect 6 (T-6).

Frontage Line means the lot line(s) of a lot fronting a street or other public way.

~~*Frontage, Private* means the area between the building façade and the shared lot line between the public right-of-way and the lot.~~

~~*Frontage, Public* means the area between the curb of the vehicular lanes and the edge of the right-of-way.~~

Greenhouse means an enclosed structure where trees, shrubs, vines and plants are propagated, grown or maintained. Activities associated with a greenhouse include:

- (1) The sale of greenhouse products and related supplies; and
- (2) The storage of material used in the maintenance of plants and growing items sold.

Grocery Store means a small retail establishment having an interior selling space of less than 3,000 square feet where general food supplies for the table and other articles of household use are offered for sale. Such a use may include the sale of food vended in disposable containers for consumption on or off the premises; a corner market, a mom and pop store.

Ground Area of Building means the total number of square feet of horizontal surface covered by a building, including covered porches and accessory buildings. All measurements shall be made between exterior faces of walls, foundation, piers or other means of support.

Group Home See the term Community Based Residential Facilities.

Guesthouse means a detached dwelling that is intended, arranged or designed for occupancy by transient, nonpaying visitors.

Habitable Space means that area within a dwelling which has headroom of not less than seven feet when measured vertically upward from the finished floor, provided that any such area next below the roof of a dwelling shall be counted only if it is connected with the story next below by a permanent inside stairway. The floor area of any porch, cellar room, garage or shed attached to such dwelling shall not be counted in any measure of habitable space.

Half-Story means a story directly under a sloping roof in which the points of intersection of the bottom of the rafters with the interior faces of the walls are less than three feet above the floor level.

Historic Site means a parcel of land, a particular building, or a group of buildings that have played a significant role in the history of the community, and identified as such by the state historic preservation committee.

Historic or Archaeological Resources means areas identified by a governmental agency such as the state historic preservation commission as having significant value as historic or archaeological resources and any areas identified in the municipality's comprehensive plan.

Hog Farm means any land or building used for the purpose of keeping, feeding or raising 20 or more swine per piggery. Establishment of this use requires approval from the city health department.

Home Occupation means the accessory use of a dwelling unit for a business or commercial venture engaged in, by the person residing in the dwelling unit, and which allows up to one person who does not reside on the premises to be employed by that home occupation.

Hospital means any institution receiving inpatients and rendering medical, surgical and/or obstetrical care. The term "hospital" includes general hospitals and institutions in which service is limited to special fields such as cardiac, eye, nose and throat, pediatric, orthopedic, skin, cancer, mental health, tuberculosis, chronic disease and obstetrics. The term "hospital" also includes sanitariums, including those wherein mentally retarded and mental patients, epileptics, alcoholics, senile psychotics or drug addicts are cared for or treated.

Hotel means a building in which the primary use is transient lodging accommodations offered to the public on a daily rate of compensation and where ingress and egress to the sleeping rooms is primarily through an inside lobby or office, supervised by a person in charge at all hours. Such facilities may include accessory uses such as restaurants, bars, nightclubs, function rooms, places of public assembly and/or recreational facilities.

Household pet means any animal kept as a pet and normally housed at night within the owner's dwelling or an accessory building on the same lot, including laying hens, but not including any animal normally raised as livestock or poultry or any animal raised for commercial gain. No household pet shall be kept that creates a public nuisance by reason of:

- (1) Objectionable effects perceptible outside the owner's property, such as excessive or untimely noise or offensive odors; or
- (2) Being a hazard to the health, safety and welfare of neighbors, invited guests or public servants visiting the property in the pursuit of their normal duties.

Illustrative Plan means a plan or map that depicts (i.e. illustrates but does not regulate) the streets, lots, buildings and general landscaping of the proposed Downtown Auburn/New Auburn Form-Based Code District.

Industrial use, heavy, means the use of real estate, building or structure, or any portion thereof, for assembling, fabricating, manufacturing, packaging or processing operations.

Industrial use, light, means the use of real estate, building or structure, or any portion thereof, the main processes of which involve the assembly of prefabricated parts and which will not create a nuisance by noise, smoke, vibration, odor or appearance.

Institution means any building or open area used only by an educational, religious, medical, charitable, philanthropic, or nonprofit organization, either public or private.

Institution, philanthropic, means a private, nonprofit organization that is not organized or operated for the purpose of carrying on a trade or business, no part of the net earnings of which inures to the benefit of any member of said organization and which either:

- (1) Provides volunteer aid to the sick and wounded of the armed forces in time of war and relief services to victims of natural or manmade calamities; or
- (2) Provides all or any of the following: religious, social, physical, recreational and benevolent service.

Institution, private educational, means any private school or educational institution, however designated, which offers an academic curriculum of college, professional, preparatory, high school, middle school, elementary, kindergarten or nursery school instruction, or any combination thereof; but not a training program of trade, craft, technical or artistic instruction operated by a governmental entity. No private educational institution shall be deemed a home occupation. (See the terms Training school and School.)

Institution, research, means an agency for scientific research of technical development including offices, libraries, laboratories, testing facilities and equipment incidental to such research and development.

Junkyard or automobile graveyard means any land or building used for the abandonment, storage, keeping, collecting or bailing of paper, rags, scrap metal, other scrap or discarded material, or for the abandonment, demolition, dismantling, storage or salvaging of automobiles or other vehicles not in running condition, machinery or parts thereof. Establishment and operation of this use requires annual approval from the City Council of Auburn, Maine.

Kennel means any building and/or land used, designed or arranged for the boarding, breeding or care of dogs, cats, pets, fowl or domestic animals, kept for purposes of show, hunting or as pets, except horses.

Land Use Permit means a permit required for the use of property that is legally permitted under the provisions of this chapter.

Landscape Services means the actual planting, bed preparation, installation of landscape materials and maintenance of the landscape, planting and materials. Activities associated with landscaping include: the storage of materials and equipment related to the performance of landscaping, the temporary storage of trees, shrubs and plants pending installation in an existing landscape plan and the application and storage of pesticides and fertilizers by a licensed person.

Lawn Maintenance service means the care and upkeep of the landscape after its installation and consists of such activities as mowing of the lawn, pruning of trees and shrubs, application by hand of fertilizer and weed control, insect and disease control, planting and care of flower beds, replacement of dead plants, incidental repairing of walls and paved surfaces, cleaning of fountains and pool basins, irrigation of lawns, cultivation of soil around trees and shrubs, rolling and reseeding of lawns, raking of leaves, winterization of trees and shrubs and snow removal.

Library means a place containing books and other material for reading, study or reference, provided that no such material is offered for sale.

Livestock means domestic animals kept, used or raised on a farm for the production of income.

Lodge, private. See the term Club, private.

Lot means for zoning purposes, as covered by this chapter, a lot is a parcel of land under one ownership or joint ownership of at least sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yards and other open spaces as are herein required. Such lot shall have frontage on an accepted public street and may consist of:

- (1) A single lot of record;
- (2) A portion of a lot of record;
- (3) A combination of complete lots of record;
- (4) A parcel of land described by metes and bounds; provided that in no case of division or combination shall any residential lot or parcel be created which does not meet the requirements of this chapter;
- (5) Lots shown on a plan approved by the planning board of the City of Auburn.

Lot frontage/width means the front of a lot shall be construed to be the portion nearest the street. For the purpose of determining yard requirements or corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under the definition of yards in this section.

Lot line, rear, means the lot line generally opposite or parallel to the front lot line, except in a through lot. If the rear lot line is less than ten feet long or the lot comes to a point at the rear, said rear lot line is assumed to be a line not less than 20 feet long, lying wholly within the lot, parallel to the front lot line, or in the case of a curved front lot line, parallel to the chord of the arc of said front lot line.

Lot measurements means the following measurements:

- (1) The depth of a lot shall be considered to be the uninterrupted distance between the midpoints of ~~lot frontage straight lines connecting the foremost points of the side lot lines in front~~ and the ~~midpoint of the rearmost points of the side lot lines in the rear unless a rear~~ lot line unless the lot meets the exception provided for by section 60-39.
- (2) The width of a lot shall be considered to be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard, provided, however, that the width between the side lot lines at their foremost points (where they intersect the street line) shall not be less than 80 percent of the required lot width except in the case of a lot on the turning circle of a cul-de-sac, where the 80 percent requirement shall not apply.

Lot of Record means a lawfully laid out lot which is part of a subdivision recorded in the proper office of the registry of deeds, or a lawfully laid out lot or parcel described by metes and bounds, the description of which has been so recorded.

Lot Types means the diagram which follows illustrates terminology used in this chapter with reference to corner lots, interior lots, reversed frontage lots and through lots. In the diagram above, the lots designated by letters are defined as follows:

- (1) Corner lot, defined as a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees. (See lots marked A(1) in diagram)
- (2) Interior lot, defined as a lot other than a corner lot with only one frontage on a street other than an alley.
- (3) Through lot, defined as a lot other than a corner lot with frontage on more than one street other than an alley. Through lots with frontage on two streets may be referred to as double frontage lots.
- (4) Reversed frontage lot, defined as a lot in which the frontage is at right angles or approximately right angles to the general pattern in the area involved. A reversed frontage lot may also be a corner lot or an interior lot. (See A-D and B-D in diagram.)

Lot, Undersized, means for zoning purposes, as covered by this chapter, an undersized lot is a parcel of land of insufficient size to meet minimum zoning requirements for area or width or depth.

Major or Principal Arterial Highway means the highway that:

- (1) Serves the major traffic movements within urbanized areas such as between central business districts and outlying residential areas, between major intercity communities, or between major suburban centers;
- (2) Serves a major portion of the trips entering and leaving the urban area, as well as the majority of the through traffic desiring to bypass the central city;
- (3) Provides continuity for all rural arterials which intercept the urban area. The term "major or principal arterial highways" includes Washington Street (State Routes 4 and 100, U.S. 202), Minot Avenue (State Routes 11 and 121), Union Street/Center Street/Turner Road (State Route 4), Veterans Memorial Bridge and approaches (State Routes 11 and 100, U.S. Route 202), North Bridge/Court Street to in town Minot Avenue Intersection (Turner Street), Court to Center Street (State Route 4).

Major Retail Development means a single building in excess of 100,000 square feet of new ground floor retail space.

Manufactured Housing means a structural unit designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site. The term "manufactured housing" includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. The term "manufactured housing" includes newer mobile homes and modular homes.

Mining, Quarrying, or earth removing means the excavation of any earth materials.

Minor Arterial Highway means the highway that:

- (1) Serves trips of moderate length at a somewhat lower level of travel mobility than principal arterials;
- (2) Provides access to geographic areas smaller than those served by the major arterial highway system; and
- (3) Provides intra-community continuity but does not penetrate identifiable neighborhoods. Examples are Riverside Drive, Mill Street, South Bridge (Broad Street to Mill Street), Main Street, Mechanics Row, High Street (Minot Avenue to Academy Street), Academy Street (High Street to Main Street), Elm Street, Spring Street (Minot Avenue to Court Street), Turner Street (Union Street to Turner Road), Mount Auburn Avenue (Center Street to Turner Street), Lake Street, Court Street (Union Street to in town Minot Avenue Intersection), Hotel Road (Manley Road to Poland Spring Road).

Mobile Home Development, intended to be generic, includes mobile home parks, mobile home subdivisions, and mobile home condominiums.

Mobile Home Park means a parcel of land under single ownership in rural residence and suburban residence districts which has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Mobile Homes, newer, means those units constructed after June 15, 1976, commonly called "newer mobile homes," which the manufacturer certifies are constructed in compliance with the United States Department of Housing and Urban Development standards, meaning structures, transportable in one or more sections, which, in the traveling mode, are 14 body feet or more in width and are 700 or more square feet, and which are built on a permanent chassis and designed to be used as dwellings on foundations when connected to the required utilities, including the plumbing, heating, air conditioning and electrical system contained therein; except that the term "newer mobile homes" includes any structure which meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department

of Housing and Urban development and complies with the standard established under the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, 42 USC 5401 et seq.

Mobile homes, older, means any factory-built home which fails to meet the definition of manufactured housing and more specifically, the term "older mobile homes" means any mobile home constructed prior to June 15, 1976. These units shall be restricted to approved mobile home parks.

Modular homes means those units which the manufacturer certifies are constructed in compliance with the state's Manufactured Housing Act and regulations, meaning structures, transportable in one or more sections, which are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air conditioning or electrical systems contained therein.

Motel means a building or group of detached buildings intended primarily to provide sleeping accommodations to the public on a daily rate of compensation and having a parking space generally located adjacent to a sleeping room. Such facilities may include a main kitchen or snack bar for the use of motel guests only.

Municipal sanitary landfill means a disposal site for household, commercial and industrial wastes, sludge or incinerator ash operated or controlled for operation by the city in a controlled manner involving the covering of deposited wastes with layers of earth so as to reduce health hazards and public nuisances from vermin, insects, odors and wind-borne debris. The location and design of sanitary landfills also require precautions against ground and surface water contamination through clay lining, water impoundment, aquifer avoidance and similar techniques.

Municipal uses means any lawful use of a building or of land carried on by the city sanitary landfill shall not be deemed a municipal use.

Museum means a building or place where works of art or other objects of permanent value are kept and displayed, provided such objects are not offered for sale.

Nonconforming building means a building lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform to the dimensional regulations of the district in which it is located.

Nonconforming lot means a lot lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform to the dimensional regulations of the district in which it is located.

Nonconforming use means a use of a building or of land lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform with the use regulations of the district in which it is located.

Nursery means an outdoor place where live trees, shrubs, vines and plants are propagated, grown or maintained before permanent planting. Activities associated with nursery a business include: the sale of nursery products and related gardening supplies, the storage of material used in the maintenance of plants and growing items sold and the use of power-motorized equipment required by the nursery.

Nursery, child, means a facility providing a program less than 24 hours per day per child for the care of infants up to the age of 2½ years.

Nursery, wholesale, means a nursery where plants, trees, shrubs and vines are propagated and/or grown and sold only at wholesale to industry related buyers such as retail nurseries, greenhouses and landscape contractors. A wholesale nursery may also provide landscape services accessory to the nursery use provided.

- (1) At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner; and
- (2) The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.

Office means a building, or portion of a building wherein services are preformed involving predominantly administrative, professional or clerical operations.

Office trailer means a movable vehicle or structure designed for year-round or temporary occupancy for purposed of supervising construction; for business actually engaged in the business of selling manufactured housing, mobile homes and trailers; and as temporary office space for a business during the period in which permanent office space is being constructed.

Outpatient Addiction treatment clinic means a program or facility operated for the purpose of and specializing in the care, treatment and/or rehabilitation of persons suffering with addictions, including but not limited to gambling addition, alcohol or controlled substance addictions. The term "outpatient addiction treatment clinic" includes, but is not limited to, substance abuse treatment programs licensed by the State of Maine Department of Behavioral and Developmental Services Office of Substance Abuse. An outpatient addiction treatment clinic shall not be located within 2,000 feet of any property that is occupied by a church, school, family day care home, small day care facility, day care center, or public park or playground on the date of application for a license for such a facility. The term "outpatient addiction treatment clinic" does not include an inpatient or residential addiction treatment program, or a program consisting solely of support group activities without treatment by licensed health practitioners, such as Alcoholics Anonymous, Narcotics Anonymous, and similar programs.

~~PACE means the city's planning, accessing, code, and economic development department.~~

~~Parapet means a low wall along the edge of a roof or the other portion of a wall that extends above the roof line.~~

Parking Space, off-street, means a rectangular area, not less than nine feet by 18 feet, forming a parking stall within or without a structure, not located in any public right-of-way.

Performing Arts Center means a public or private space used to create and present various performing and visual arts. For the purposes of this definition, the term "performing arts center" also includes educational and training uses associated with the various performing and visual arts.

~~Personal Services the furnishing of labor, time and effort by a person as an independent contractor not involving the delivery of a specific end product. (added 2/9/16)~~

~~Place of Worship see definition of Church. (added 2/9/16)~~

Planning Board means the planning board of the City of Auburn, Maine.

~~Planning director means the director of the city department of community development and planning.~~

~~Primary Entrance means a section of building elevation which contains the street level principal entrance of the business, including the businesses on upper floors or in a basement.~~

Principal Use means the principal use for which a lot or main building thereon is designed, arranged or intended and for which it is or may be used, occupied or maintained.

Professional Office means rooms and/or buildings used for office purposes as the principal use by members of any recognized profession, including doctors, dentists, lawyers, accountants, engineers, architects, veterinarians, etc.

~~Realm, Private means the physical and social domain that is considered private by their physical location and visual association being away from public view. This is considered areas behind the front building facade along with side and rear yard areas.~~

~~Realm, Public means the physical and social domain of the public that is held in common either by their physical presence or visual association. This includes but is not limited to sidewalks, plazas, squares, parks, streets, front yards, civic buildings and civic spaces.~~

Recreational Uses of Land means permanent uses of outdoor space which are intended or designed for public use and include but are not limited to ski areas, golf courses (both public and private), driving

ranges, horse boarding and riding facilities, miniature golf, paintball, horse and dog racing, snowmobile races and facilities for mass gatherings when used for two or more events during a calendar year.

Regulating Plan means the adopted map that shows the Form Based Code zoning districts, which correspond to the special requirements of the Form Based Code.

Restaurant means an eating place in which food is prepared and vended for immediate consumption on the premises without further preparation by the customer. The takeout of food on an infrequent basis is not prohibited.

Restaurant, Carry-Out, means an eating place in which all food is vended in disposable containers for consumption on or off premises at the customer's choice; a fast-food restaurant.

Restaurant, Drive-in, means an eating place in which the business transacted is conducted by a customer from within his automobile or in which consumption of goods sold normally takes place within the customer's automobile on the establishment's premises.

Retail means a principal use encompassing the sale of commodities or goods in small quantities directly to the consumer. The term "retail" sales does not include sales of professional, financial and governmental services and personal services, including but not limited to a hotel and its accessory uses (restaurants, salons, gift shops, recreational facilities, convention space, etc.).

Retail Space means the areas of a building, within a climate controlled environment, devoted to the display of commodities or goods for sale directly to the consumer and including customer sales transaction areas and areas associated with customer access.

Rifle, Pistol, Skeet or Trap Shooting Range means a rifle, pistol, skeet or trap shooting range operated by an individual or club. Such a range may be opened to the general public or developed for the exclusive use of the individual, or club and invited guests.

Road means any public or private traveled way or any portion thereof.

Roof means the covering for a building which is an integral part of the structure for the purpose primarily of protecting the interior of the building or covering a porch or other similar permanent portion thereof, excluding awnings, stoop coverings, or similar additions which are removable without substantially impairing the original structure.

Sawmill means a unit designed to saw logs into lumber, firewood or other processed wood products.

School means an educational institution offering an academic curriculum; not the teaching of the crafts or a training school offering a program of trade, technical instruction or physical education. (See the term Training school.)

Shared Housing means housing consisting of two or more families occupying a single dwelling and using common cooking facilities. Shared housing shall permit the same number of families at the same density as allowed in the zoning district where the property is located subject to all applicable codes relating to building, housing, life safety, health and zoning as would be applied to independent living units located in the same structure. Approval for shared housing shall be secured from the department of community development and planning subject to the codes and ordinances indicated in this definition, prior to establishing a shared housing arrangement in any building.

Shelter for Abused Persons means dwelling facilities complying with the laws administered by the state government human services agencies, providing temporary domiciliary arrangements for children and adults unable to protect their own interest and welfare because of critical family circumstances.

Shopping Center or office mall means a planned integrated complex of three or more retail stores and/or offices sharing a common structure and developed according to a unified plan. Such uses may include a common pedestrian circulation system and off-street automobile parking facilities.

Sign means any device, display surface, structure or object in public intended for visual communications.

Sign, Mobile Mounted, means a temporary sign which is mounted or for mounting on wheels or a mobile platform or which is portable.

Sign, Official Business Directional, means any off-premise sign permitted to be erected pursuant to article II of chapter 42.

Sign, On-Premises, means any sign that advertises, calls attention to, or indicates the person occupying the premises on which the sign is erected or maintained or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, and which contains no other matter.

Sign, Standing, means any sign that is not attached to a building.

Sign, Temporary, means any movable sign, including its supporting structure, intended to be maintained for not more than 90 days in any calendar year.

Site-Built Home means a building constructed on-site which is designed to be used as a dwelling on foundations, when connected to the required utilities.

Slaughterhouse (abattoir, dressing plant) means any building, place or establishment in which is conducted the slaughtering of livestock and/or poultry for commercial purposes.

Special Exception means a use that would not be appropriate generally or without restriction throughout the district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, order, comfort, convenience, appearance, prosperity, or general welfare. Such a use may be permitted in such district as a special exception, if specific provision for such special exception is made in this zoning chapter and reasonable restrictions imposed by the planning board are complied with.

Specialty Shop means a retail business offering products of a similar kind and nature designed for a particular use, purpose or occasion and distinguished from a store offering the same type of product together with other products of a non-homogeneous quality.

Stable, Riding, means any building or structure used or designed for boarding, breeding or care of horses, other than horses used for farming or agricultural purposes.

Standing means a person who holds title, right or interest in a property which may include a written option, contract to purchase the property or a leasehold interest or may be a person who can show how his actual use or enjoyment of property will be adversely affected by the proposed decision as an abutter as defined in section 60-1473.

Story means that portion of a building between the surface of any floor and the surface of the other floor or roof next above it, but not including the lowest portion so contained if more than one-half of such portion vertically is below the mean finished grade of the ground adjoining such building unless such space is used for business or as habitable space, in which case it shall count as a story.

Story, Half, means a story under the gable, hip or gambrel roof, the plates of which on at least two opposite exterior walls are more than two feet above the floor of such story.

Street means the following:

- (1) A public way laid out and established by the state, county commissioners of the County of Androscoggin;
- (2) A way accepted by the municipal officers of the city;
- (3) A way as to which a petition for improvements has been allowed under the provisions of this chapter for which the cost of the improvements has been provided for by the developer in either a cash amount or as provided for in this chapter; or
- (4) A way on a plan of a subdivision duly approved by the planning board.

Street frontage. See the term Frontage.

Street Line means a line defining the edge of a street right-of-way separating the street from abutting property or lots.

Street, Secondary means the street that is considered to be less intense to the other on a corner or double sided lot.

Primary Street means the street that is considered to be more intensely used than the other on a corner or double sided lot.

Structure or Building means a combination of materials to form a construction that is safe and stable including, among other things: stadia, reviewing stands, platforms, automobile parking garages, stagings, windmills, observation towers, trestles, sheds, coal bins, shelters and display signs, but not fences of any kind.

Subdivision means a division of land as defined in 30-A M.R.S.A. § 4401.

Summer Camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations not exceeding 30 days.

Supermarket means a retail establishment having an interior selling space of 3,000 square feet or more where general food supplies for the table and other articles of household use are offered for sale.

Swimming Pool means any manmade receptacle or excavation housing a surface area of 250 square feet, or more, designed to hold water to a depth of at least 24 inches, primarily for swimming or bathing whether in the ground or above the ground.

Theater, Indoor, means a building designed and/or used primarily for the commercial exhibition of motion pictures or plays to the general public.

Theater, Outdoor, includes only those areas, buildings or structures designed and used for the commercial outdoor exhibition of motion pictures to passengers in parked motor vehicles.

Tourist Home. See the term Bed and breakfast home.

Townhouse means a single-family dwelling unit that is one of two or more residential buildings having a common or party wall separating the units.

Trailer or RV means any vehicle or structure, except a device exclusively used upon stationary rails or tracks, mounted on wheels for use on highways and streets; propelled or drawn by its own or other motor power; and designed and constructed to provide living and/or sleeping quarters for one or more persons or for the conduct of a business, profession, trade or occupation for use as a selling or advertising device. If the wheels of a trailer are removed, except for repairs, it is deemed a building subject to all the regulations thereof. A trailer shall not be considered an accessory building.

Trailer Home means a travel trailer, camping trailer or other similar vehicle capable of being hauled by a passenger automobile or light truck and designed primarily for temporary occupancy for recreational purposes or other seasonal use. A trailer home shall not be considered an accessory building.

Training School means a public or private school or training institution which offers a training program of trade, technical instruction, or physical education. A training school shall not be deemed a home occupation.

Transect (Rural-to-Urban) means a cross-section of the environment showing a range of different building development zones. The Rural-to-Urban Transect of the human environment is divided into multiple transect zones that describe the physical form and character of a place according to the intensity of its land use and building development pattern.

Transmission Towers means a structure that has the sole purpose of transmitting radio, television, cellular telephone or telephone waves from one location to another.

Useable Open Space means open or green space that is accessible for the use and enjoyment of residents, shall not be steep sloped (over 10% slope), shall not include wetlands, parking or required buffer areas, and may include any required yard area or open areas for play.

Variance means a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. The term "variance" is authorized for only dimensional and supplemental regulations. Establishment of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the district or adjoining districts.

Wayside Stand means a structure designed, arranged or used for the display and sale of agricultural products primarily grown or produced on the premises upon which such stand is located. A wayside stand may be located on premises that the products are not grown upon provided such premises is owned by the grower.

Wholesale means sales chiefly to retailers, other merchants, industrial and/or commercial users mainly for resale or business use.

Yard means a required open space on a lot unoccupied and unobstructed by any principal structure or portion of a principal structure.

Yard, Front, means the open space extending across the full width of lot between the front lot line and nearest line of the principal building or any enclosed portion thereof. The depth of such yard shall be the shortest horizontal distance between the front lot line and the nearest point of the building or any enclosed portion thereof.

Yard, Rear, means the open space extending across the full width of lot between the rear line of the lot and the nearest line of the building or any enclosed portion thereof. The depth of such yard is the shortest horizontal distance between the rear lot line and the nearest point of the building. When the rear lot line is less than ten feet long or if the lot comes to a point at the rear, the depth of the rear yard is measured to an assumed rear lot line as follows, the lot line generally opposite or parallel to the front lot line, except in a through lot. If the rear lot line is less than ten feet long or the lot comes to a point at the rear, said rear lot line is assumed to be a line not less than 20 feet long, lying wholly within the lot, parallel to the front lot line, or in the case of a curved front lot line, parallel to the chord of the arc of said lot line.

Yard, Side, means the open space between the side lot line, the side street line, or the proposed side street line and the principal buildings, or any portion thereof, extending from the front yard to the rear yard, or, in the absence of either of such yards, to the front lot line and/or rear lot line. The width of a side yard shall be the shortest distance between the side lot line and the nearest point of the principal building or any portion thereof.

Zone. See the term District.

NOTE: Cross outs are based on comments by the Auburn Planning Board at their October 13, 2015 workshop.

Sec. 60-4. - Zoning districts.

- (a) For the purposes in section 60-3, the use, construction and alteration of buildings and structures and the use and alteration of land in the city are hereby restricted and regulated according to the provisions of this chapter.
- (b) The city is hereby divided into zoning districts designated as follows and more fully described on the official zoning map:

District title	Classification	Short title
Agriculture and Resource Protection	Resource	AG
Low Density Country Residential	Resource/Residential	LDCR
Rural Residence	Residential	RR
Suburban Residence	Residential	SR
Urban Residence	Residential	UR
Multifamily Suburban	Residential	MFS
Multifamily Urban	Residential	MFU
Planned Unit Development	Residential/Commercial	PUD
Downtown Enterprise Zone	Residential/Commercial	DEZ
General Business	Commercial	GB
Neighborhood Business	Commercial	NB
<u>Central Business Form Based Code Regulating Plan</u>	<u>Commercial</u>	<u>GB</u>
<u>Traditional Main Street Neighborhood (Transect 4.1)</u>	<u>Residential/Commercial</u>	<u>T-4.1</u>
<u>Traditional Downtown Neighborhood (Transect 4.2)</u>	<u>Residential/Commercial</u>	<u>T-4.2</u>
<u>Downtown Traditional Center (Transect 5.1)</u>	<u>Residential/Commercial</u>	<u>T-5.1</u>
<u>Downtown City Center (Transect 5.2)</u>	<u>Residential/Commercial</u>	<u>T-5.2</u>
<u>Great Falls Metropolitan (Transect 6)</u>	<u>Residential/Commercial</u>	<u>T-6</u>

Industrial	Industrial	ID
Floodplain Overlay District	Environmental	FPO
Taylor Pond Overlay District	Environmental	TPO
Lake Auburn Watershed Overlay District	Environmental	LAO
Shoreland Overlay District	Environmental	SLO
Manufacturing Housing Overlay District	Residential	MHO

(Ord. of 9-21-2009, § 1.2)

Sec. 60-5. - Zoning map.

- (a) The location and boundaries of the zoning districts and Form Based Code Regulating Plan in section 60-4 are as shown on the map entitled City of Auburn, Maine, Zoning Map, dated ~~March 2004~~, revised through its current date and revisions, is hereby adopted by reference and declared to be a part of this chapter.
- (b) As zoning district and form based code boundaries are amended from time to time in accordance with article XVII of this chapter, such changes shall be entered on the official zoning map promptly after final approval of the amendment and the date following "revised through" appearing on the map shall be changed to match the effective date of the latest amendment. All previous editions of the zoning map shall thereupon become obsolete, null and void.
- (c) The official zoning map, revised according to the most recent amendment, shall be located in the office of the department of community development and planning and shall be the final authority on current zoning district and form based code locations and boundaries. It shall be the responsibility of the city planning director to see that the official map is kept current and accurate.

(Ord. of 9-21-2009, § 2.2; Ord. No. 13-09062011-05, 9-6-11; Ord. 12-09062011-04, 9-19-2011)

Sec. 60-6. - Zone boundaries.

In the interpretation of the exact boundaries of zoning districts and form based code as shown on the official zoning map, the following rules shall apply:

- (1) Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow such centerlines;
- (2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;
- (3) Boundaries indicated as approximately following city or county limits shall be construed as following city or county limits;
- (4) Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks;
- (5) Boundaries indicated as approximately following the centerlines of streams, lakes or other bodies of water shall be construed to follow such centerlines;

- (6) Boundaries indicated as parallel to or extensions of features indicated in subsections (1) through (5) of this section indicated on the official zoning map shall be determined by the measurements using the scale of the map;
- (7) Where physical or cultural features existing on the ground are at variance with those shown on the official zoning map, or in other circumstances not covered by subsections (1) through (6) of this section, the planning board shall interpret the zone boundaries.

(Ord. of 9-21-2009, § 1.4)

DRAFT

Sec. 60-35. - Conversion of one-family dwellings.

In all residential, general business and ~~central-business-form based code~~ districts, one-family dwellings erected prior to January 1, 1958, may be converted to two-family dwellings provided that:

- (1) Any floor space created by additions to the existing structure after January 1, 1958, shall not be converted to a second dwelling.
- (2) There will not be less than one accessible off-street parking place of 200 square feet in area, exclusive of driveways, per dwelling unit resulting from such conversion.
- (3) Stairways leading to any floor above the first floor will be enclosed within the exterior walls of the dwelling and any fire escapes required will be on the rear or one side of the dwelling and not on any wall facing a street.
- (4) After such conversion, the building converted will retain substantially the appearance and character of a one-family dwelling.

(Ord. of 9-21-2009, § 3.1C)

Sec. 60-40~~7~~ - Reduction in dimensional regulations.

No lot (except as allowed by the planning board at the time of final approval of a subdivision or development plan) shall be reduced, subdivided, conveyed, divided or otherwise transferred that violates, or creates a lot that violates, any minimum or maximum dimensional regulation of this chapter. No building permit or other municipal permit or license shall be issued to any of the land so transferred or to the land retained until all of such land or lots are in conformance with all dimensional regulations. If a serious health or safety issue with the property should arise, the director of planning and permitting services shall determine if a permit should be issued to correct the problem. This provision shall not allow further nonconformity to occur in order to achieve the corrective action necessary. Any land taken by eminent domain or conveyed for a public purpose shall not be deemed in violation of this provision. Any setback or lot that is reduced below the minimum or extended beyond the dimensional requirements as a result of land taken by eminent domain or conveyed for a public purpose shall not be deemed nonconforming. Setbacks for the enlargement of any existing building located on such a lot shall be referenced to the property line as it was located prior to the eminent domain action or the conveyance for a public purpose.

(Ord. of 9-21-2009, § 3.1H)

Sec. 60-47. - Corner lots.

There shall be a front yard along the street line as provided for under yard requirements, front in the district where located. all other yards shall be considered as side yards and measured as provided for under yard requirements, side in the district where located. On corner lots within the Form Based Code Districts, there shall be a Primary Street front yard and a Secondary Street front yard with minimum and maximum building setback requirements. The yard opposite from the Primary Street shall be considered the rear yard while the yard opposite the Secondary Street shall be considered the side yard.

(Ord. of 9-21-2009, § 3.10)

DRAFT

DIVISION 14. - ~~CENTRAL BUSINESS DISTRICT~~¹- FORM BASED CODE

Sec. 60-546. – PURPOSE:

The purpose of the Form Based Code is to

- a) Provide a building development pattern that is based upon the built environment's physical form and its relationship to the Public Realm and the Private Realm.
- b) Allow for a diversity of uses appropriate and compatible to the designated district area
- c) Provide a more accelerated building design, review, approval and construction process.
- d) Deliver a more predictable building development outcome that is consistent with the traditional pedestrian-oriented street-building development pattern. .

Sec. 60-547. – ~~TRANSECTS~~-Form Based Code uses transects as a way to describe the areas under the Regulating Plan. A Transect is a system of ordering human habitats in a range from the most natural to the most urban. Auburn's transects are organized using 5 Form Based Code Districts, (Transect 4.1, Transect 4.2, Transect 5.1, Transect 5.2 and Transect 6), which describe the physical character of a place at a certain scale, according to the density and intensity of land use and urbanism.

¹ NOTE: All text from the Central Business District has been deleted and replaced with the new Form Based Code

Sec. 60-548 TRADITIONAL MAIN STREET NEIGHBORHOOD T- 4.1



Illustrative View of T- 4.1 (Main Street)

Intent and Purpose:

Traditional Main Street Neighborhood (T- 4.1)

The Main Street Neighborhood district is designed to continue the existing pattern of large houses set along Main Street. This area is characterized by front porches, residential front yards and front doors facing the street. T- 4.1 promotes a lower-density and less concentrated pattern of buildings along the street, while maintaining a pleasing, connective and compact multi-modal environment.

Sec. 60-548 TRADITIONAL MAIN STREET NEIGHBORHOOD T-4.1



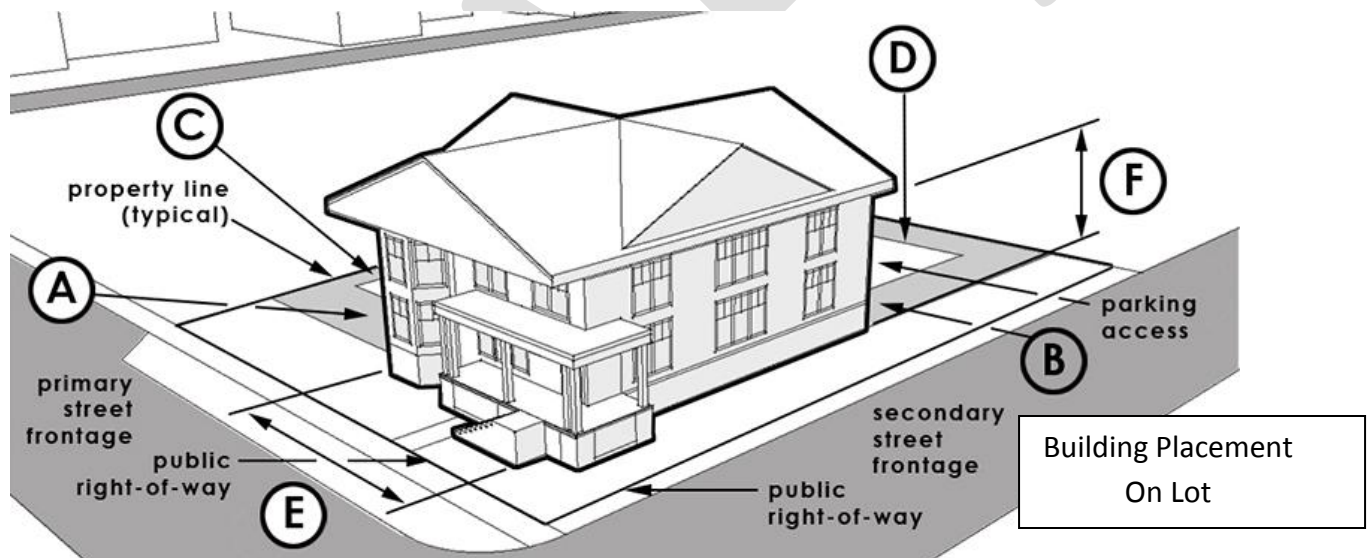
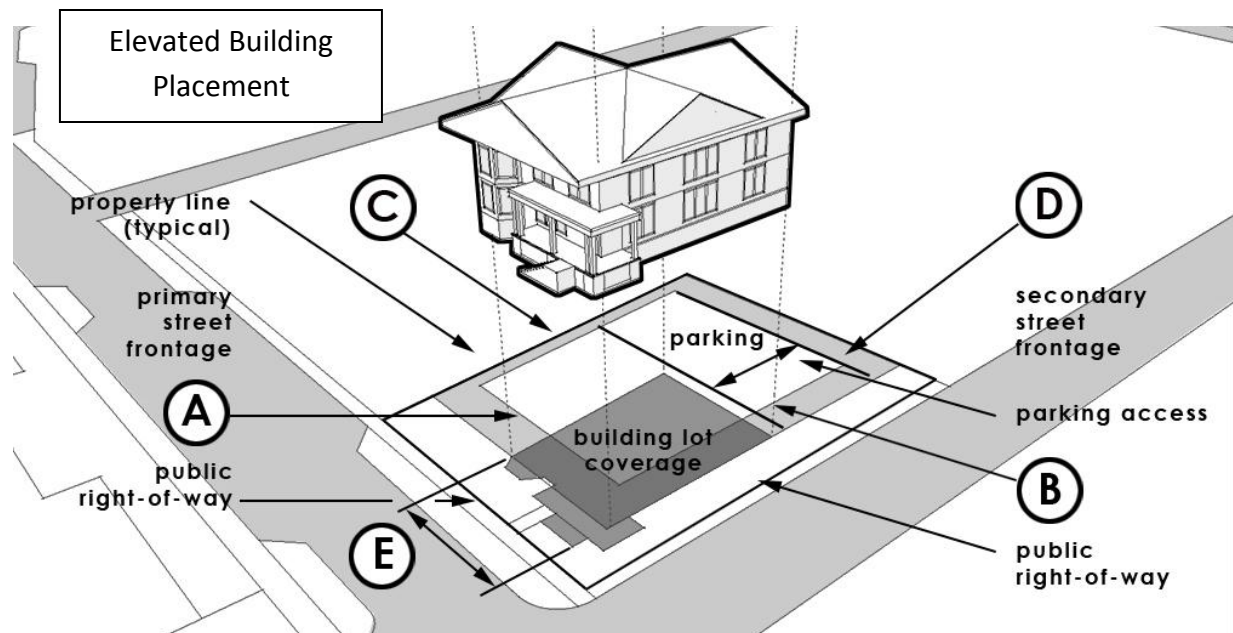
Characteristic Features

- Front lawns
- Front facade detailing
- Frontage fences
- Porches
- Bay windows
- Foundation planting and yard landscaping
- Street Trees
- Lower Density



Examples of Main Street Neighborhood - T- 4.1

Sec. 60-548.1 BUILDING PLACEMENT & CONFIGURATION T- 4.1

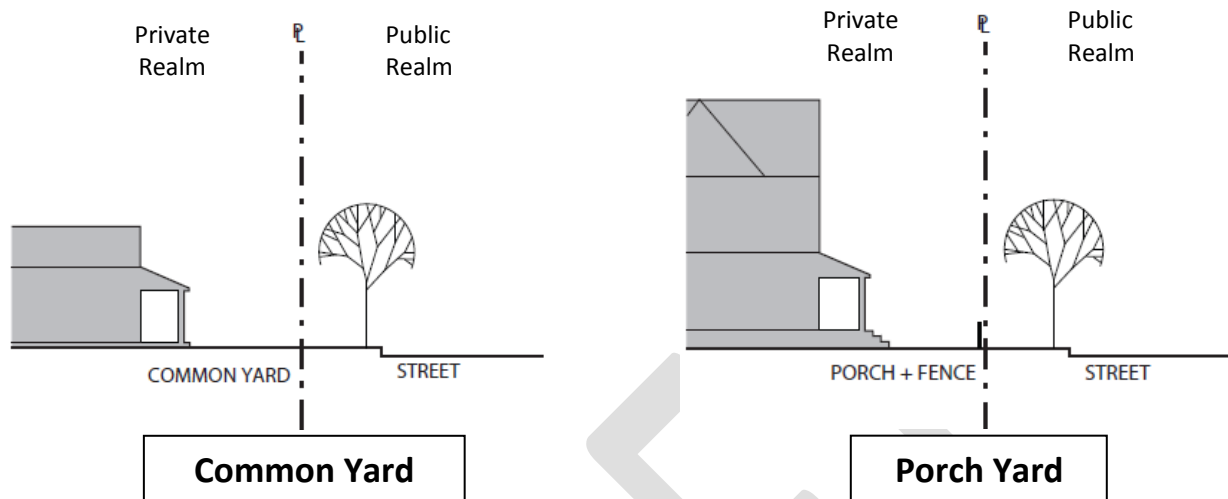


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	15 ft Min, 25 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	15 ft Min, 25 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	60% Max	
Useable Open Space:	20% Min	
Frontage Build-Out:	40% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 120 ft Max	

PRINCIPAL BUILDING CONFIGURATION:

Building Width:	14 ft Min, 64 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	2 Story Max	(F)
	(excluding attic story)	

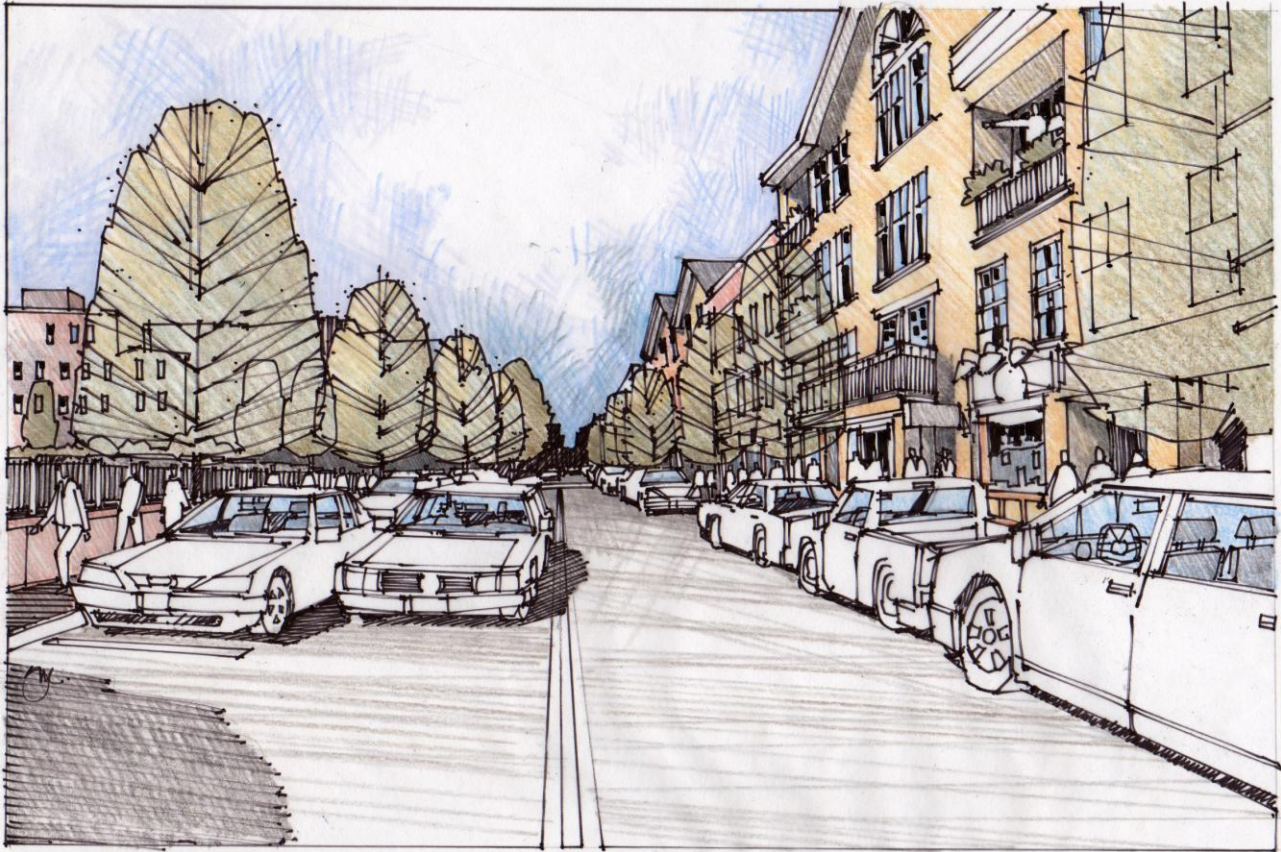


BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facades:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story shall be a minimum of 2 feet and 6 feet maximum above the front yard elevation (average grade).
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence:	A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. Chain link, vinyl, split rail, or barbed wire is not allowed.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum or maximum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 10 ft. maximum. Front Setback, Secondary Frontage 10 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

Sec. 60.549 TRADITIONAL DOWNTOWN NEIGHBORHOOD T-4.2

Illustrative View of T- 4.2 (Spring Street)



Intent and Purpose:

Traditional Downtown Neighborhood (T- 4.2)

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.

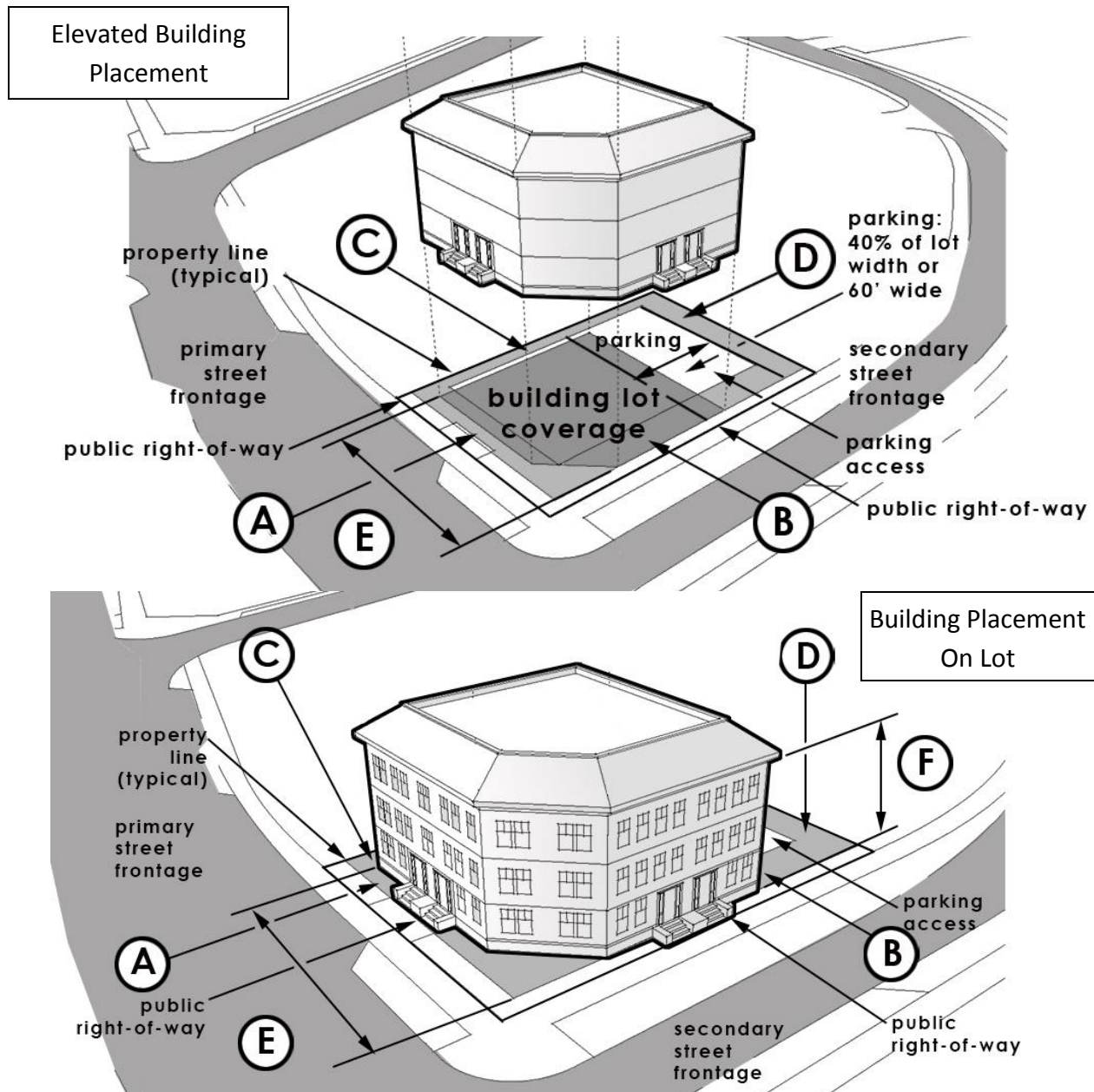
Sec. 60.549 TRADITIONAL DOWNTOWN NEIGHBORHOOD T- 4.2



Characteristic Features

- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

Sec. 60-549.1 BUILDING PLACEMENT & CONFIGURATION T-4.2

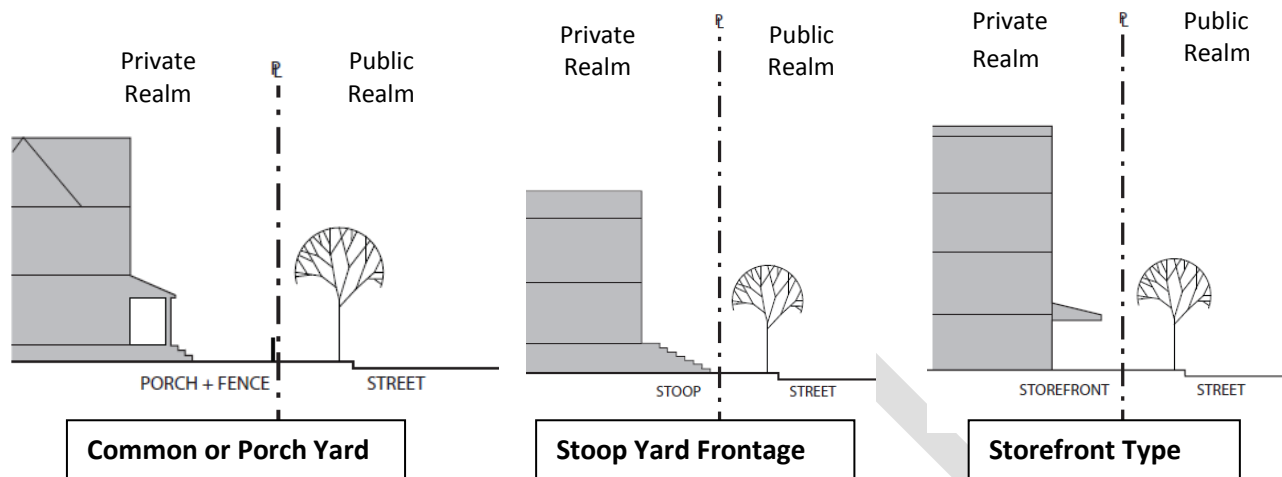


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	5 ft Min, 15 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft Min, 15 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	70% Max	
Useable Open Space:	10% Min	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 120 ft Max	

PRINCIPAL BUILDING CONFIGURATION:

Building Width:	14 ft Min, 110 ft Max	(E)
Building Height Minimum:	1 Story Min	(F)
Building Height Maximum:	3 Story Max	(F) (excluding attic story)



BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard, Stoop and Storefront
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<p><u>Residential</u>- Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade.</p> <p><u>Commercial</u>- Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.</p>
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<p><u>Residential</u>- The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade).</p> <p><u>Commercial</u>- The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.</p>
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft maximum. Front Setback, Secondary Frontage 5 ft maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right of way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.



Illustrative View of T- 5.1 (Future Great Falls Plaza)

Intent and Purpose:

Downtown Traditional Center (T- 5.1)

The Downtown Traditional Center zone is characterized by medium to larger sized buildings in a compact urban environment that generates an active street life. There is interplay between the Public Realm of the busy street and sidewalk, and the Private Realm of the residential stoops, commercial storefronts and gallery building fronts. The increased building widths form a more solid and compact street wall pattern, generating an energized traditional downtown feel.



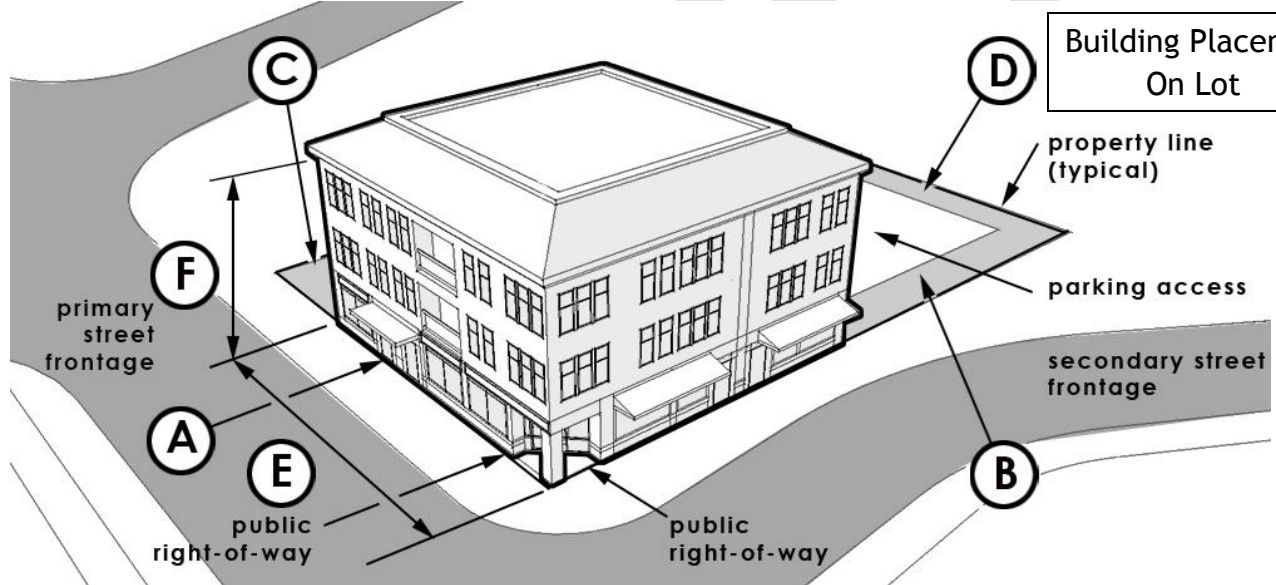
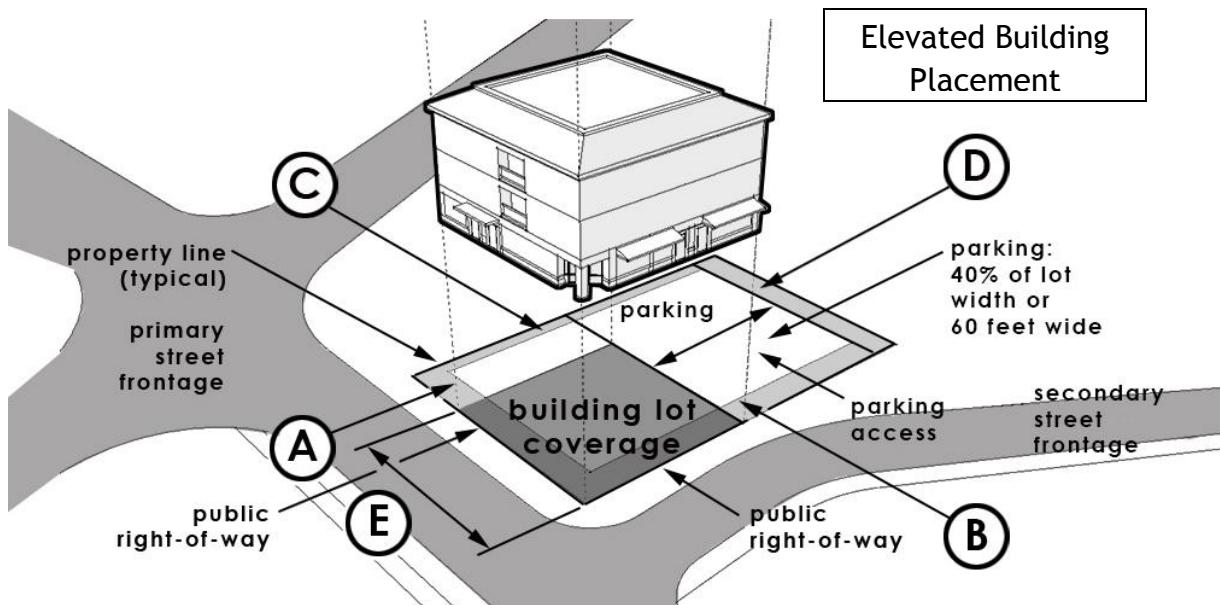
Key Features

- Vibrant and active interaction between public and private realms
- Larger buildings
- Front facade detailing
- Bay windows
- Balconies
- Street trees
- More urban density



Examples of Downtown Traditional Center – T- 5.1

Sec. 60-550.1 BUILDING PLACEMENT & CONFIGURATION T-5.1

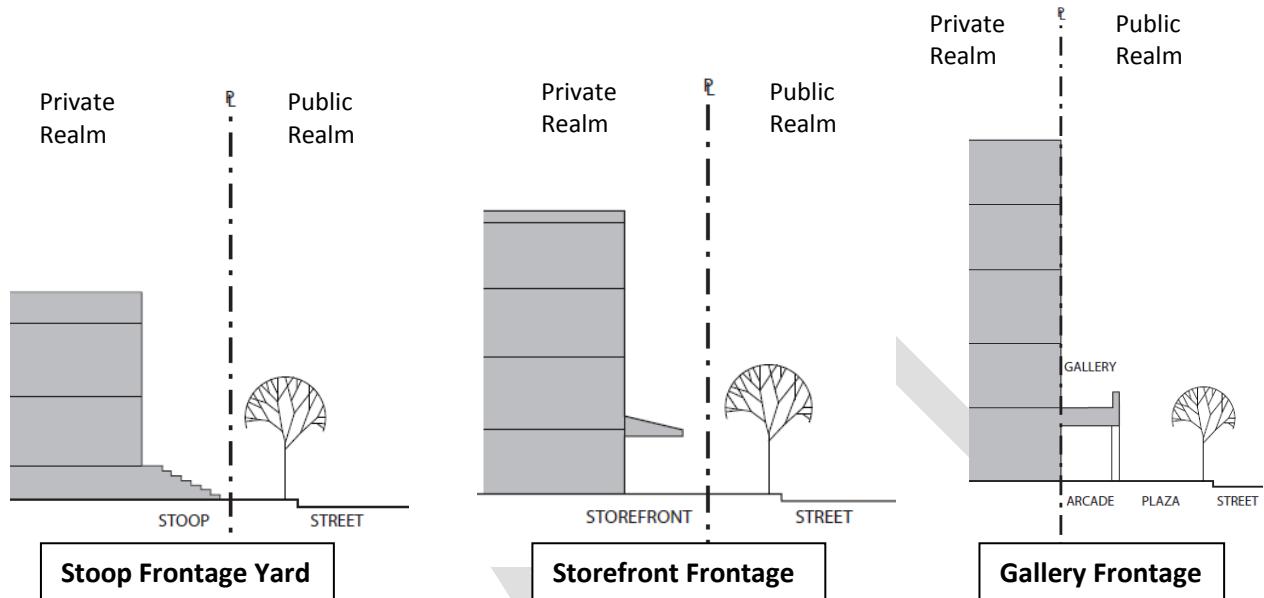


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	75% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	75% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 160 ft Max	

PRINCIPAL BUILDING CONFIGURATION:

Building Width:	14 ft Min, 150 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	4 Story Max	(F)
	(excluding attic story)	



BUILDING FRONTAGE TYPES:	Stoop, Storefront and Gallery
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade).
Front Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence: (Residential)	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed.
Street Wall/Wall Opening:	A vehicle entry way, as part of a street wall, shall be a maximum width of 20 feet (residential) and 24 feet (commercial); a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.



Illustrative View of T- 5.2 (Court Street)

Intent and Purpose:
Downtown City Center (T- 5.2)

The Downtown City Center district is characterized by medium to large sized buildings in a compact urban environment. This setting will generate social and cultural activity and events, economic stimulation and human interaction. The streets will be important transportation corridors with large sidewalks. The large residential and commercial building widths, frontages and building heights form a solid, compact street wall pattern. The Downtown Center will generate regional economic development activity along with energized social and lifestyle options.

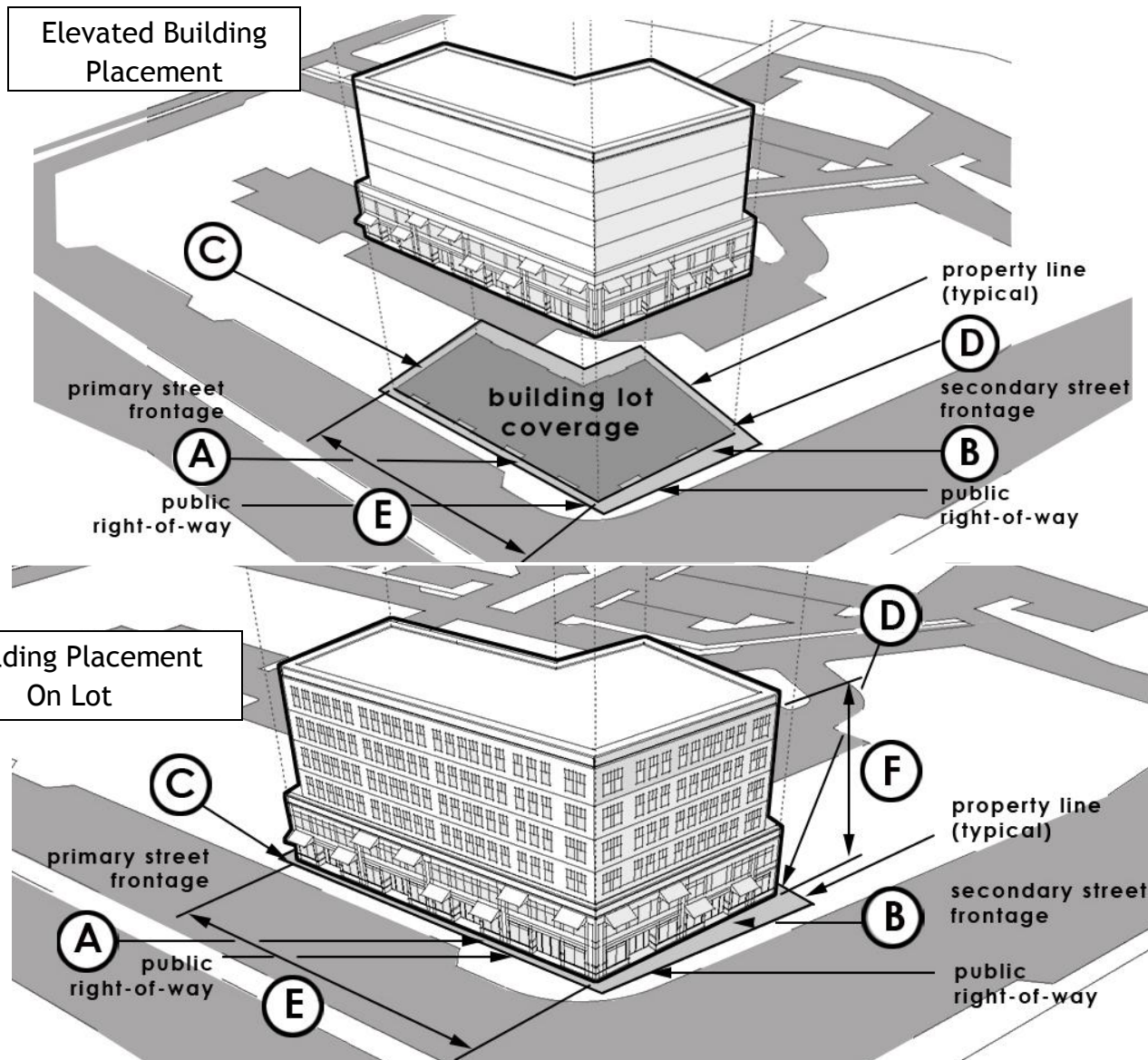


Key Features

- Vibrant street life
- Front facade detailing
- Articulated storefront entrance
- Awnings for storefronts
- Balconies
- Wide sidewalks
- Street Trees
- Compact Urban Environment



Examples of Downtown City Center- T- 5.2

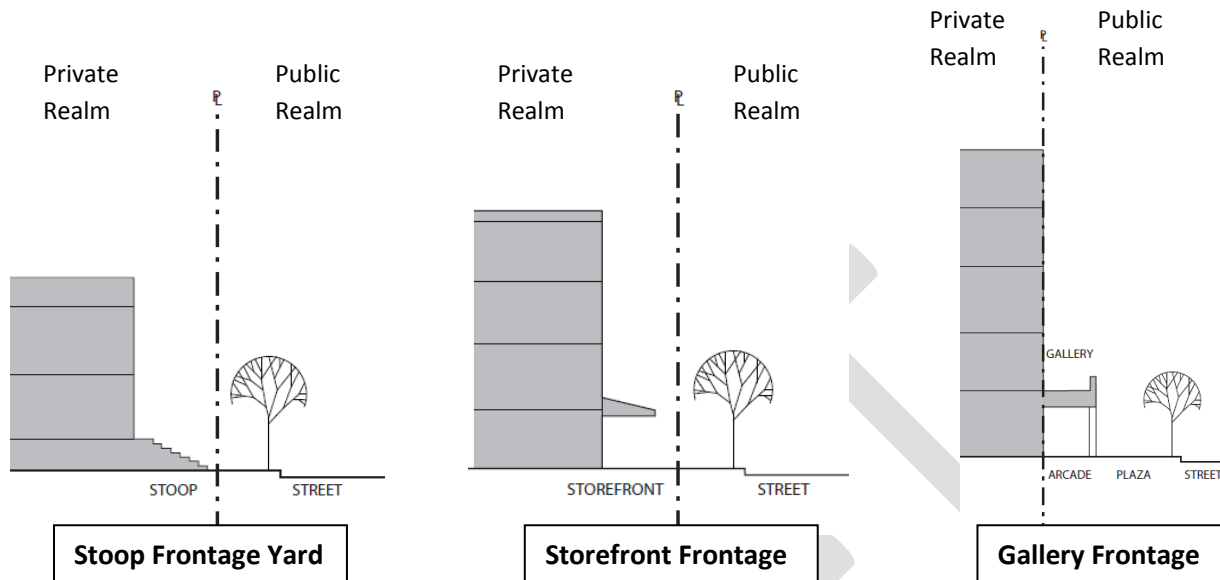


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	80% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	85% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 240 ft Max	

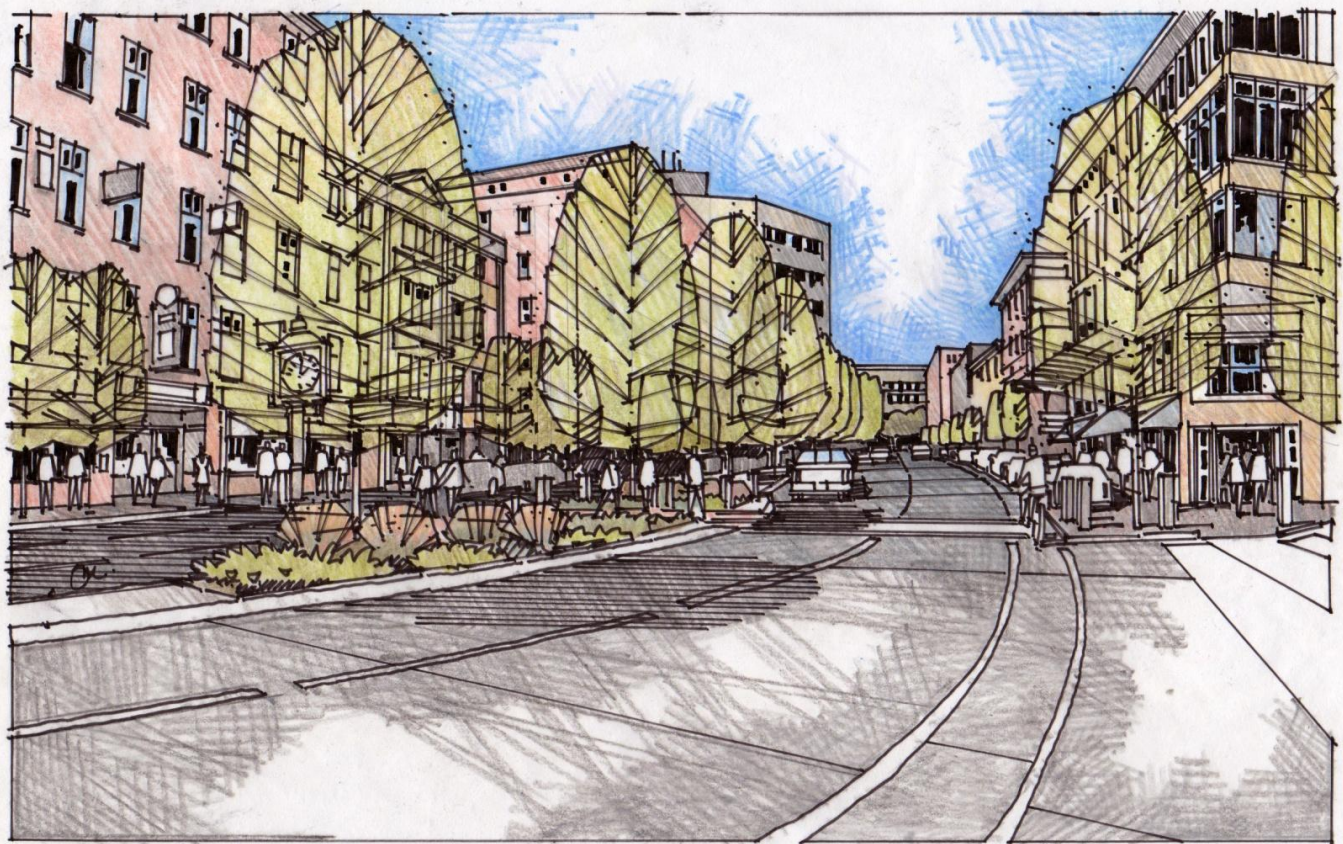
PRINCIPAL BUILDING CONFIGURATION:

Building Width:	12 ft Min, 230 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	6 Story Max	(F)
	(excluding attic story)	



BUILDING FRONTAGE TYPES:.....	Stoop, Storefront and Gallery
BUILDING ENTRIES:.....	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<u>Residential:</u> Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage. <u>Storefront:</u> Windows and doors shall comprise a minimum 60% and maximum 90% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	<u>Residential:</u> Ground story must be a minimum of 2 feet or 6 feet maximum above the average front yard elevation. <u>Storefront:</u> Ground story must be a minimum of at the average sidewalk elevation or a maximum of 2 feet above the front yard elevation.
Front Facade Wall:	Blank lengths of wall exceeding 15 linear feet are prohibited.

Front Yard Fence: (Residential)	A front yard fence a minimum of 3 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Required Street Wall Height:	A street wall a minimum of 4 feet and maximum of 6 feet shall be required along the building line frontage that is not otherwise occupied by the principal building on the lot. The height of the street wall shall be measured from the adjacent public sidewalk or from the adjacent ground elevation once construction is complete.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.



Illustrative View of T-6 (Turner Street)

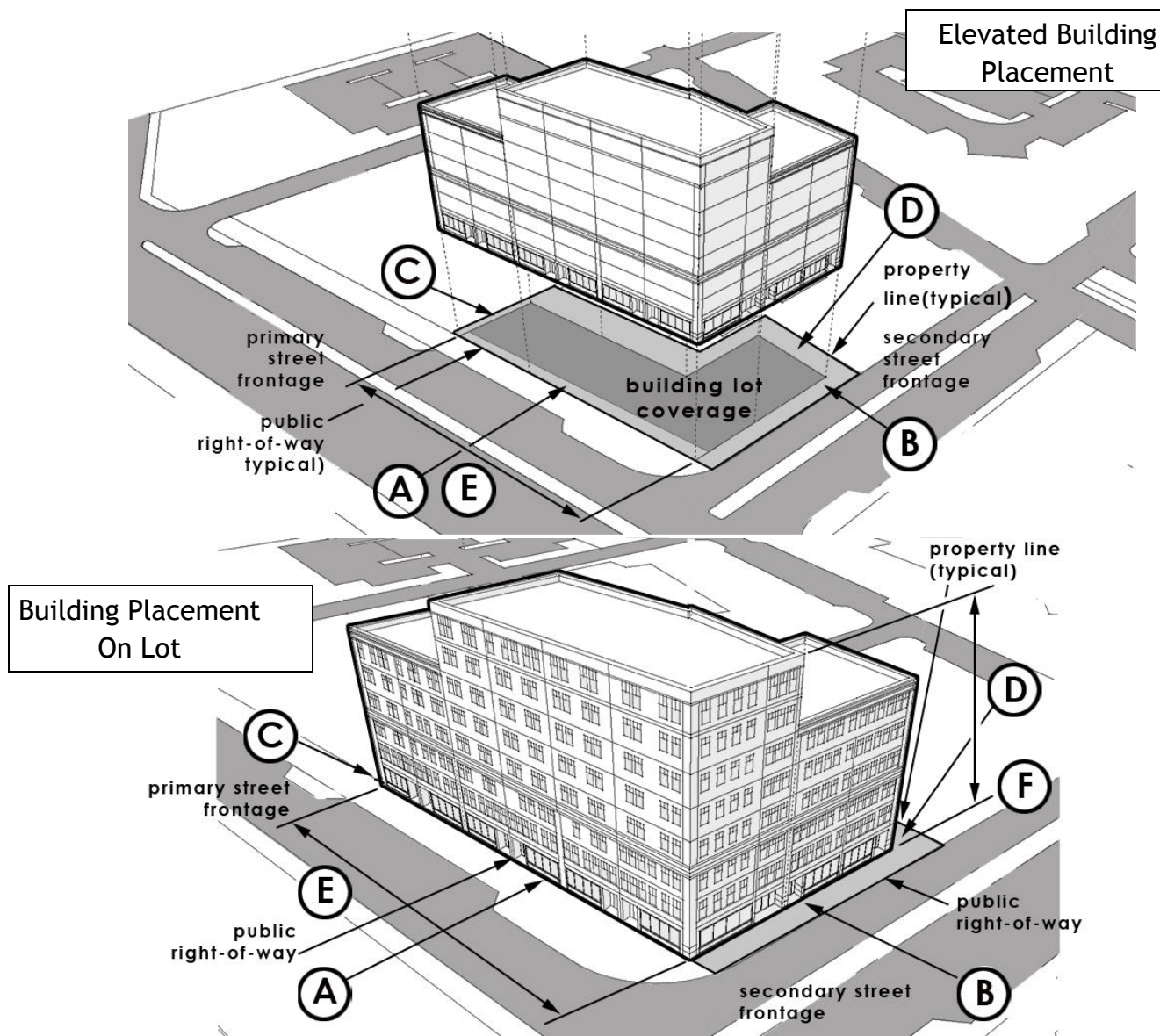
Intent and Purpose:
Great Fall Metropolitan (T-6)

The Great Falls Metropolitan zone is characterized by large buildings up to 8 stories tall that will define the City of Auburn's emerging downtown. A new central square, "Great Falls Square" will provide a downtown focal point and center for professional enterprise and commerce. The Great Falls Metropolitan urban form will generate strong regional socio-economic gravitational pull, attract corporate investment and become a regional destination for visitors, events, entertainment, shopping and social gatherings.

Key Features

- High energy downtown center
- Balconies
- Articulated storefront entrances
- Awnings for storefronts
- Wide sidewalks
- Street trees
- Streetscape elements (benches, planters)
- Transportation hub
- High density

**Examples of Great Falls Metropolitan T-6**



PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:

0 ft Min, 10 ft Max (A)

(Corner Lot) Front Setback, Secondary:

0 ft Min, 10 ft Max (B)

Side Setback:

5 ft Min (C)

Rear Setback:

10 ft Min (D)

Building Lot Coverage:

90% Max

Useable Open Space:

5% Min

Frontage Build-Out:

90% Min (along Front Setback, Primary)

Lot Width:

24 ft Min, 240 ft Max

PRINCIPAL BUILDING CONFIGURATION:

Building Width:

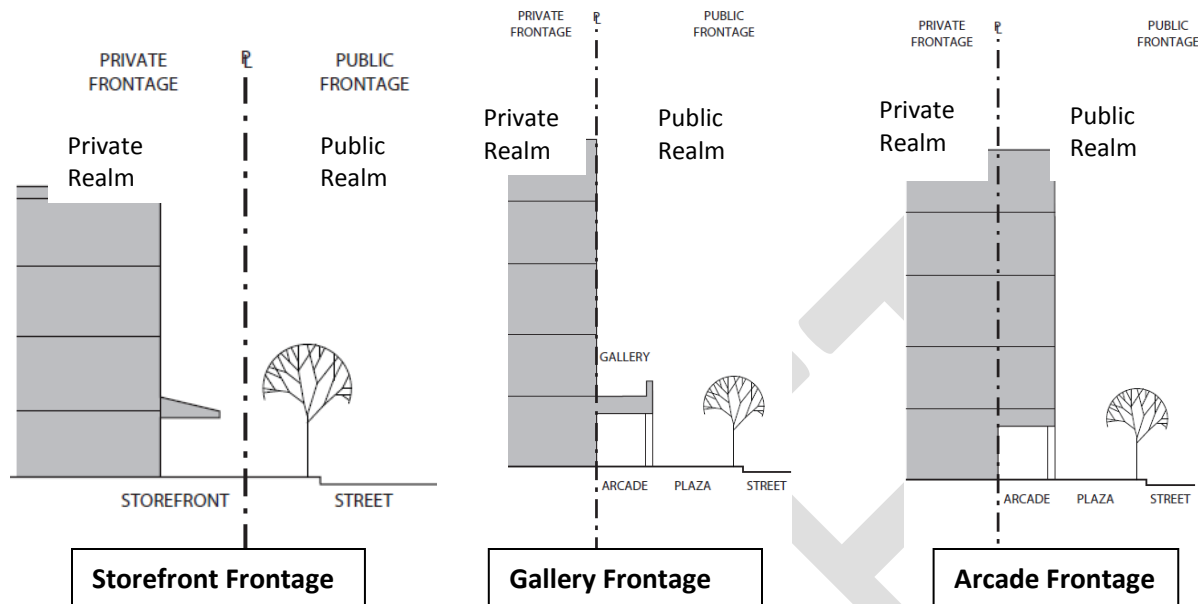
14 ft Min, 230 ft Max (E)

Building Height Minimum:

4 Story Min (F)

Building Height Maximum:

8 Story Max (F)
(excluding attic story)



BUILDING FRONTAGE TYPES:	Storefront, Gallery and Arcade
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Façade:	Windows and doors shall comprise a minimum 60% and maximum 90% coverage of the total ground story facade frontage.
Upper Story Building Frontage Façade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation	Must be a minimum of the average sidewalk elevation and maximum of 2 feet.
Front Façade Wall:	Blank lengths of wall exceeding 15 linear feet are prohibited. Architectural jogs of up to 18 inches in depth are permitted.

Street Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 18 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Required Street Wall Height:	A street wall a minimum of 4 feet and maximum of 6 feet shall be required along the building line frontage that is not otherwise occupied by the principal building on the lot. The height of the street wall shall be measured from the adjacent public sidewalk or from the adjacent ground elevation once construction is complete.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Parking:	<p><u>Residential</u>-Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk.</p> <p><u>Commercial</u>- Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.</p>
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.

Sec. 60-554 FORM BASED CODE USE and PARKING MATRIX

* * *

USE (1)	T-4.1	T-4.2	T 5.1	T-5.2	T-6	PARKING REQUIREMENTS (2)
Residential Type Use						
Single Family	P	P	P			1 sp/DU
Duplex	P	P	P	P	P	1 sp/DU
Townhouse	P	P	P	P	P	1 sp/DU
Multi-Family	P	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & Breakfast < 4 Rooms	S	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & Breakfast > 4 Rooms	S	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel	X	X	S	S	P	1/2 sp /employee plus 1 sp /room
Elderly/Child Care Facility	S	S	S	S	P	1/2 sp /employee plus 1 sp/ 8 users
Home Occupation	P	P	P	P	P	Based on Use Type (Sec. 60-673-10)
Community Based Residential Facilities	P	P	P	P	P	1 sp/employee plus 1 sp/client
Boarding House/Lodginghouse	P	P	P	S	X	1 sp/guestroom plus 1 sp/employee
Office/Service Type Use						
Financial /Professional Offices	S	S	P	P	P	1 sp/400 sf
Medical and Dental Clinics	S	S	P	P	P	1 sp./400 sf
Personal Services	S		P	P	P	1 sp./400 sf
Retail Type Use						
General Retail	S	S	P	P	P	1 sp/400 sf
Age Restricted Retail (3)	S	S	S	S	S	1 sp/400 sf
Specialty Shops	S	P	P	P	P	1 sp/400 sf
Restaurant up to 30 seats w/16 outdoor	X	S	P	P	P	1 sp/4 seats
Restaurant over 30 seats w/16 outdoor		S	S	P	P	1 sp/4 seats
Halls, Private Clubs, Indoor Amusement	S	S	S	P	P	1 sp/400 sf
Artist Studios, Performing Art Center	S	S	P	P	P	1 sp/400 sf
Civic						
Church or Places of Worship	S	S	P	P	P	1 sp/5 seats
Government Offices	X	X	P	P	P	1 sp/400 sf
Art Galleries	S	P	P	P	P	1 sp/400 sf
Transportation Facilities	X	X	S	S	S	1 sp/400 sf

Notes:

- (1) Uses not listed are considered prohibited unless deemed similar by the Director of Planning or by the Planning Board through a special exception approval.
- (2) * Parking requirements in T-5.1, T- 5.2 and T-6 may be provided by the municipality or private parking resources within 1,000 feet of the principal building, subject to Planning Board approval.
- (3) Where more than 50% of floor space is devoted to Age Restricted Goods

X-Prohibited

DU = Dwelling Unit

Sec. 60-555-558 FORM BASED CODE ADMINISTRATION

Sec. 60-555. Form Based Code Administration-

A. Form Based Code Relation to Zoning Ordinance

1. The Form Based Code shall regulate areas designated as Form Based Code Districts.
2. All buildings and land uses located within a Form Based Code District shall comply with Sec. 60-33 (General Provisions unless specifically stated otherwise in Sec. 60-546 to 60-558 of the Form Based Code.
3. Site Plan/Special Exception- Any project located within a Form Based Code District that requires special exception or site plan review shall comply with Sec. 60-45.

Sec. 60-556. Form Based Code Plan Types-

A. Administrative Types-

1. By Right- No Permits are required for projects such as normal maintenance or for new structures under 200 sq. ft.
2. Minor Administrative- Projects that require permits and comply with all Form Based Code or Zoning regulations, may be approved and permitted by the appropriate City Departmental Staff and will not require multiple departmental or Planning Board approval. These projects can be applied for at any time.
3. Major Administrative- Projects that do not qualify as a Subdivision, Special Exception or Site Plan Review type plans and comply with all Form Based Code or Zoning regulations, but due to multiple issues, will require review by the multiple City Departmental Staff.

B. Discretionary Type Plans- The following plan types shall require review and action by the Planning Board.

1. Subdivisions of 3 or more lots over a 5 year period or a project creating more than 3 dwelling units. (Subdivision Review)
2. Any project listed as Special Exception or "S" in Section 60-554, Use and Parking Matrix Chart. (Special Exception and Site Plan Review)
3. Any project within the Form Based Code District proposing a total of 12,000 square feet of new construction, all floors included. (Special Exception and Site Plan Review)
4. Any amendment to an existing discretionary plan that increases existing square footage more than 25%
5. Any project located within the Form Based Code District area that seeks a waiver from the adopted Form Based Code Regulating development standards shall submit

Sec. 60-555-558 FORM BASED CODE ADMINISTRATION

a complete Special Exception and Site Plan Review application for Planning Board review and action.

Sec. 60-557 – Applicability-

1. Any Minor, Major Administrative Type Plan and/or Discretionary Plan, as defined in Section 60-556, located within a Form Based Code district, shall be required to submit a Development Review Application prior to any issuance of building permits or development activity.
2. Any development activity on or within property located with the Form Based Code District shall be reviewed for compliance with applicable Form Based Code or Zoning Ordinance regulations.

Sec. 60-558 – Form Based Code Development Application Procedure

A. Administrative Type Plan Application Process-

1. Applicant identifies the subject property's zoning/transect district and determines what plan type the project is.
2. Applicant reviews the project's compliance for Form Based Code Development Standards Chapters 60-548 through 551; including all sections on Purpose, Building Placement & Configuration, Building Frontages, External Elements, Lot Layout, the Parking & Use Matrix Chart and Administration; along with any other applicable Zoning Ordinance Regulations.
3. Pre-Development Consultation- All Administrative Type Plan applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the property's Form Based Code or Zoning District and discuss the Form Based Code requirements and related Zoning and/or other regulatory items. Failure to consult with the Planning Office may result in the delay of acceptance, review and approval of the application.
4. Any Minor or Major Administrative Plan or Discretionary Plan applicant in a Form Based Code district shall complete and submit a cover letter describing the project, a Development Review Application, a Form Based Code Development Checklist and the appropriate application fee and number of applications to the Planning Office.
5. All Form Based Code applications will be reviewed by the Planning Staff for completeness and applicant will be notified within 5 working days if the plan is deemed complete and whether the plan is Administrative or Discretionary. The

applicant is responsible for working with the Planning Staff to correct any deficiencies needed to be accepted for further review.

6. Type 2 and 3 Administrative Plans will be reviewed by the appropriate City Departmental Staff or other relevant agencies who will recommend approving, disapproving or postponing to allow for time to correct the application. The Director of Planning will notify the applicant of the decision in writing within 15 calendar days of its receipt of a completed application.
7. The Director of Planning shall have the authority to require an Administrative Plan to be considered by the Planning Board and notify the applicant the justifications for doing so.

B. Discretionary Project Application Process-

1. Applicant Identifies Subject Property's Zoning/Transect and determines what plan type the project is.
2. Applicant reviews the project's compliance for the applicable Form Based Code Development Standards Chapters 60-548 through 551; including all sections on Purpose, Building Placement & Configuration, Building Frontages, External Elements, Lot Layout, the Parking & Use Matrix Chart and Administration; along with any other applicable Zoning Ordinance Regulations.
3. Pre-Development Consultation- All potential development and project applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the Form Based Code or Zoning regulations and discuss the form based code requirements and related zoning and/or other regulatory items. Failure to consult with the Planning Office may result in the delay of acceptance, review and approval of the application.
4. Discretionary Plan applicants will submit; a Development Review Application, a Form Based Code Development Checklist the appropriate application fee and number of applications to the Planning Office for review and consideration by the Planning Board according to their normal submission deadline and meeting schedule.
5. Applications not meeting all the requirements of the Form Based Code may include waiver as per Sec. 60-1312 or variance requests as part of their application.

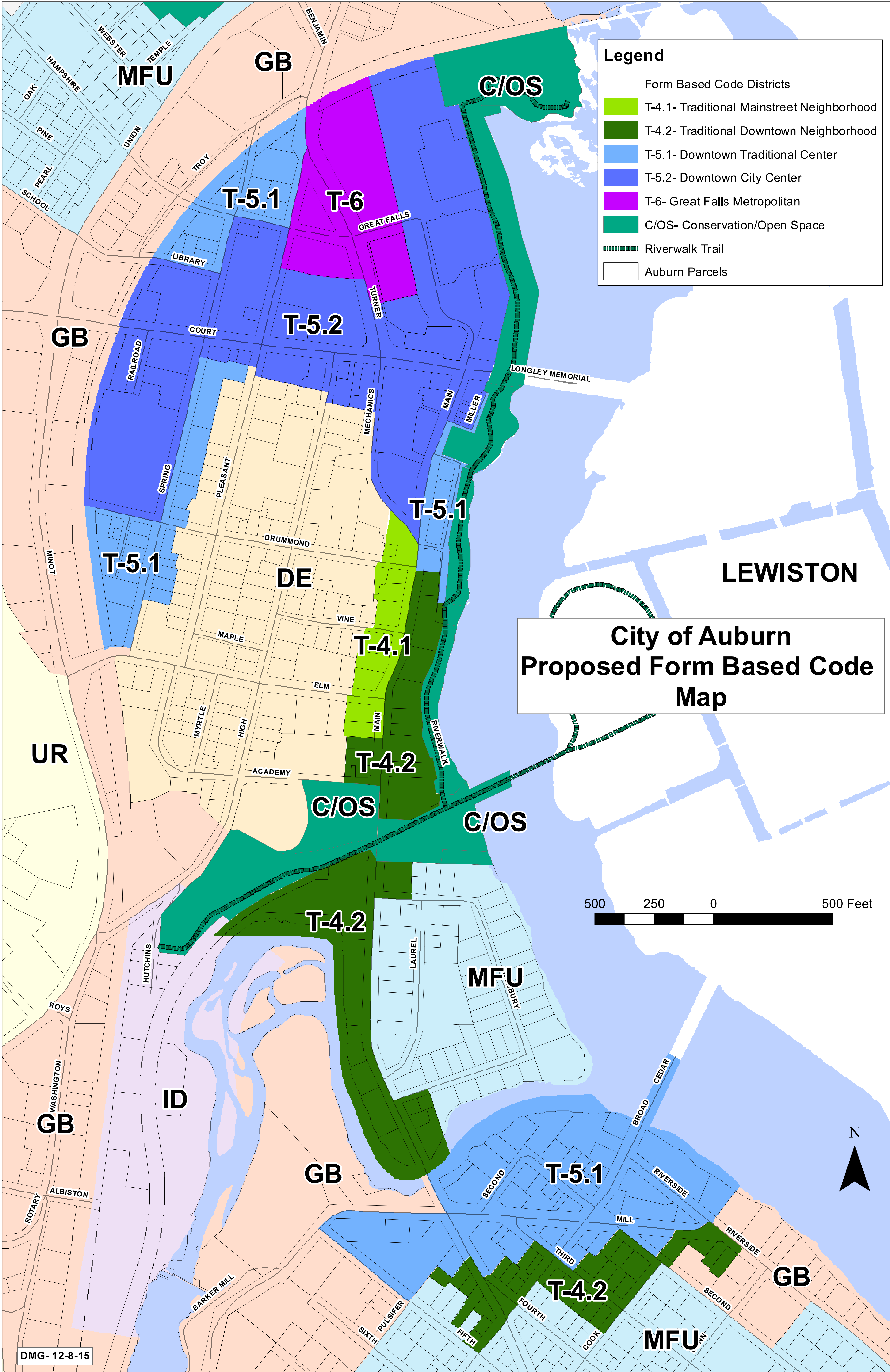
C. Waiver Requests-

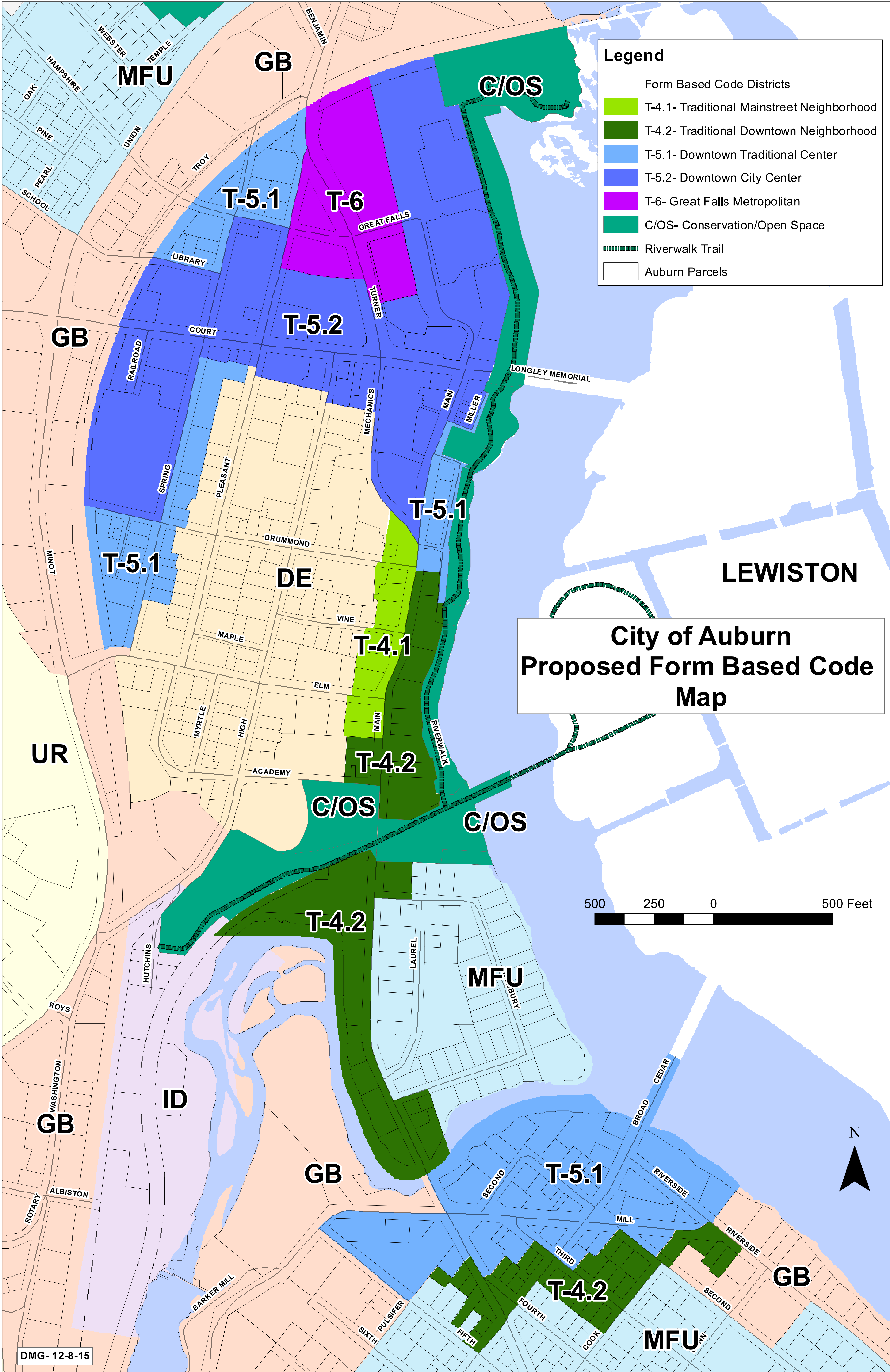
1. Any waiver request of Form Based Code standards and requirements must identify what is regulation is being requested for the waiver and include a narrative

explaining how the waiver, if approved, will allow the project to meet the purpose of the Form Based Code and the objective of Sec 60-1277, Site Plan Law.

D. Planning Board Approval-

1. The Planning Board shall approve, approve with conditions, disapprove or postpone based on its review of the application meeting all existing requirements, conditions, criteria and provisions of Special Exception, Site Plan Review, Subdivision Law and any other relevant procedural requirement of Chapter 60, Zoning, as part of its consideration of a Form Based Code application.
2. The Planning Board shall provide findings for approval or disapproval based on the application's meeting the purpose of the Form Based Code.







Development Review Application

City of Auburn Planning and Permitting Department
City of Lewiston Department of Planning and Code Enforcement



PROJECT NAME: _____

PROPOSED DEVELOPMENT ADDRESS: _____

PARCEL ID#: _____

REVIEW TYPE: Site Plan ☐ Site Plan Amendment ☐ Special Exception ☐
 Subdivision ☐ Subdivision Amendment ☐ Form Based Code Plan ☐

PROJECT DESCRIPTION: _____

CONTACT INFORMATION:

<u>Applicant</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:
<u>Project Representative</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:

<u>Property Owner</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:
<u>Other professional representatives for the project (surveyors, engineers, etc.),</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:

PROJECT DATA

The following information is required where applicable, in order complete the application

IMPERVIOUS SURFACE AREA/RATIO

Existing Total Impervious Area sq. ft.
Proposed Total Paved Area sq. ft.
Proposed Total Impervious Area Proposed sq. ft.
Impervious Net Change sq. ft.
Impervious surface ratio existing % of lot area
Impervious surface ratio proposed % of lot area

BUILDING AREA/LOT COVERAGE

Existing Building Footprint sq. ft.
Proposed Building Footprint sq. ft.
Proposed Building Footprint Net change sq. ft.
Existing Total Building Floor Area sq. ft.
Proposed Total Building Floor Area sq. ft.
Proposed Building Floor Area Net Change sq. ft.
New Building ? (yes or no)
Building Area/Lot coverage existing % of lot area
Building Area/Lot coverage proposed % of lot area

ZONING or FORM BASED CODE DISTRICT

Existing
Proposed, if applicable

LAND USE

Existing
Proposed

RESIDENTIAL, IF APPLICABLE

Existing Number of Residential Units
Proposed Number of Residential Units
Subdivision Proposed Number of Lots

PARKING SPACES

Existing Number of Parking Spaces
Proposed Number of Parking Spaces
Number of Handicapped Parking Spaces
Proposed Total Parking Spaces

ESTIMATED COST OF PROJECT

DELEGATED REVIEW AUTHORITY CHECKLIST

SITE LOCATION OF DEVELOPMENT AND STORMWATER MANAGEMENT

Existing Impervious Area sq. ft.
Proposed Disturbed Area sq. ft.
Proposed Impervious Area sq. ft.

1. *If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with MDEP.*
2. *If the proposed impervious area is greater than one acre including any impervious area created since 11/16/05, then the applicant shall apply for a MDEP Stormwater Management Permit, Chapter 500, with the City.*
3. *If total impervious area (including structures, pavement, etc) is greater than 3 acres since 1971 but less than 7 acres, then the applicant shall apply for a Site Location of Development Permit with the City. If more than 7 acres then the application shall be made to MDEP unless determined otherwise.*
4. *If the development is a subdivision of more than 20 acres but less than 100 acres then the applicant shall apply for a Site Location of Development Permit with the City. If more than 100 acres then the application shall be made to MDEP unless determined otherwise.*

TRAFFIC ESTIMATE

Total traffic estimated in the peak hour-existing passenger car equivalents (PCE)
(Since July 1, 1997)

Total traffic estimated in the peak hour-proposed (Since July 1, 1997) passenger car equivalents (PCE)
If the proposed increase in traffic exceeds 100 one-way trips in the peak hour then a traffic movement permit will be required.

Zoning Summary

1. Property is located in the _____ zoning/form based code district.
2. Parcel Area: _____ acres / _____ square feet(sf).

Regulations

Required/Allowed

Provided

Min Lot Area

_____ / _____

Street Frontage

_____ / _____

Min Front Yard

_____ / _____

Min Rear Yard

_____ / _____

Min Side Yard

_____ / _____

Max. Building Height

_____ / _____

Use Designation

_____ / _____

Parking Requirement

1 space/ per _____ square feet of floor area or dwelling unit

Total Parking:

_____ / _____

Overlay zoning districts (if any):

_____ / _____ / _____

Urban impaired stream watershed? YES/NO If yes, watershed name _____

DEVELOPMENT REVIEW APPLICATION SUBMISSION

Submissions shall include fifteen (15) complete packets containing the following materials:

1. 5 Full size plans and 10 smaller (no larger than 11" x 17") plans containing the information found in the attached sample plan checklist.
2. Application form that is completed and signed by the property owner or designated representative.
(NOTE: All applications will be reviewed by staff and any incomplete application will not be accepted until all deficiencies are corrected.
3. Cover letter stating the nature of the project.
4. All written submittals including evidence of right, title and interest.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
6. Any additional materials as required by the Form Based Code (Chapter 60-546).

Refer to the application checklist for a detailed list of submittal requirements.

L/A's development review process and requirements have been made similar for convenience and to encourage development. Each City's ordinances are available online at their prospective websites:

Auburn: www.auburnmaine.org under City Departments/ Planning and Permitting/Land Use Division/**Zoning Ordinance**

Lewiston: <http://www.ci.lewiston.me.us/clerk/ordinances.htm> Refer to Appendix A of the Code of Ordinances

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the City's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for development review only; a Performance Guarantee, Inspection Fee, Building Permit Application and other associated fees and permits will be required prior to construction.

Signature of Applicant:

Date:

CITY OF AUBURN
Form Based Code Compliance Checklist

Property Location:	PID #:
Transect District:	(List)
Owner:	Contact Info:
Plan Type: (Circle)	Site Plan Review, Special Exception, Subdivision, Staff Review)
Reviewed By:	Staff, Plan Review Group, Planning Board

Complies With:	Required	Complies	Not Comply	N/A
	Intent and Purpose	X		
Plan Requirements:				
	Surrounding Info (Photos, Mapping, Sketches)	X		
	Topographic Info (FP, Steep Slopes)	X		
	Elevations	X		
	Materials			
	Fencing			
	Signage			
Building Placement:				
	Front Set-Back (Principal Street)	X		
	Front Set-Back (Secondary Street)	X		
	Side Yard Set-Back	X		
	Rear Yard Set-Back	X		
	Building Coverage	X		
	Useable Open Space	X		
	Frontage Build-Out	X		
	Lot Width (Min./Max)	X		
	Building Width	X		
	Building Height	X		
	Frontage Type	X		
	Primary Entrance on Front	X		
	Ground Story Windows and Doors	X		
	Upper Story Windows	X		
	Ground Story Elevation (1st fl.)	X		
	Front Facade Wall	X		
External Elements:				
	Front Yard Fence	Optional		
	Projections	Optional		
	Driveway Location	X		
	Parking Location	X		
	Accessory Building(s)	Optional		
	Landscaping	Optional		
	Sidewalk	X		
Proposed Use:				
	Residential, Commercial ,Mixed-Use	X		
	Parking Requirement-	X		

2010 Comprehensive Plan References to Areas Proposed For the Form Based Code

The 2010 Comprehensive Plan made future development recommendations for the following areas, which has resulted in the proposed Form Based Code.

Great Falls Development District (GFD) (pg. 91)

Objective – Allow for the continued redevelopment of the Great Falls area in accordance with the approved redevelopment master plan, while encouraging new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern (see Figures 2.3 and 2.4). Where feasible, buildings should be located close to the street, and parking or vehicular drives should not be located between the building and the street. Development should foster the creation of a pedestrian-friendly environment similar to that of a traditional downtown.

Allowed Uses – A wide range of residential and nonresidential uses should be allowed in the Great Falls Development District. In general, the uses currently allowed in the Central Business Zone should continue to be allowed in this area, but automotive uses and highway business type uses should be prohibited.

Development Standards – In general, the current development standards for the Central Business (CB) Zone including the “Development Guidelines” that are part of the current CB zoning requirements should continue to apply, with the following adjustments for both new buildings and modifications to existing buildings:

- The front yard setback should be allowed to be reduced to zero to allow buildings to be located adjacent to the sidewalk.
- The area between a building and the street should be a pedestrian area if feasible.
- Vehicular facilities such as parking, access drives, and drive-thru facilities should not be allowed to be located between a building and the street if the building is located close to the street.
- A sidewalk or other pedestrian way should be required to be created from the sidewalk to the entrance of a building.

Traditional Downtown Business District (DTB) (pg. 98)

Objective – Maintain the character and overall development pattern of the historic downtown area while allowing for the creative use, reuse and redevelopment of property within the district (see Figures 2.3 and 2.4).

Allowed Uses – The following general types of uses should be allowed within the Traditional Downtown Business District:

- small to moderate size retail uses

2010 Comprehensive Plan References to Areas Proposed For the Form Based Code

- personal and business services
- restaurants and cafes
- office uses including business and professional offices
- hotel, motels, inns, and bed & breakfast establishments
- fully enclosed light manufacturing
- community services and facilities
- recreational facilities
- a wide range of residential uses including housing on the upper floors of mixed-use buildings and senior housing

Development Standards – The development standards in the Traditional Downtown Business District should require that alterations to existing buildings and new buildings maintain the established pattern of development, including the placement of the building on the lot. Where there is an established pattern with respect to the front setback of buildings, a new or altered building should be required to conform to the established pattern. Any area between the front of the building and the street should be required to be used for pedestrian purposes, including outdoor spaces; vehicle use should be prohibited. Parking should be required to be located at the side or rear of the building, but the minimum parking requirement should be reduced, and new or redeveloped properties should be allowed to count the use of shared or public parking to meet the standard.

Residential development and redevelopment should be allowed at a maximum density of 18-24 units per acre, with a provision that small units or units for the elderly be treated as a fraction of a unit based on the size of the unit or the number of bedrooms in the unit. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements, provided that the building will be renovated, be compatible with the neighborhood, and meet the City's requirements for residential units including the provision of appropriate parking and green space. Buildings with both residential and nonresidential uses should be allowed to consider shared parking to meet their parking requirements.

New Auburn Village Center District (NAVC) (pg. 96)

Objective – Promote the upgrading and redevelopment of the traditional New Auburn Village Center District (see Figures 2.3 and 2.7). The district is intended to assure that development or redevelopment occurs in a manner that reinforces the historic village/urban pattern of development with a strong pedestrian orientation, buildings located close to the street, and parking located at the side or rear of the buildings. The focus of the City's land use regulations in this area should be on allowing property owners flexibility in the reuse and redevelopment of properties as long as the "village/urban character" is maintained.

Allowed Uses – The following general types of uses should be allowed within the Village Center District:

2010 Comprehensive Plan References to Areas Proposed For the Form Based Code

- small to moderate size retail uses
- personal and business services
- restaurants and cafes
- office uses including business and professional offices
- fully enclosed light manufacturing
- community services and facilities
- recreational facilities
- a wide range of residential uses including housing on the upper floors of mixed-use buildings and senior housing

Automotive-related uses, including vehicle repair and service stations, should not be allowed within this district. Drive-through services should be allowed, but only if they are located and designed in a manner that is compatible with a pedestrian-friendly, village environment.

Development Standards – The standards in the New Auburn Village Center District should allow property owners flexibility in the use and development/redevelopment of properties, as long as an urban/village pattern of development is maintained. Lot size and frontage requirements should be minimized or eliminated. Setback requirements should allow buildings to be located at the sidewalk line, and side setbacks should not be required. Any area between the front of the building and the street should be required to be used for pedestrian purposes, including outdoor spaces, and vehicle use should be prohibited. Parking should be required to be located at the side or rear of the building, but the minimum parking requirement should be reduced, and new or redeveloped properties should be allowed to count the use of shared or public parking to meet the standard.

To encourage mixed-use buildings and residential uses in the Village Center District, the maximum residential density should be 18-24 units per acre, with a provision that small units or units for the elderly be treated as a fraction of a unit based on the size of the unit or the number of bedrooms in the unit. Flexibility in providing residential parking should be provided for new or redeveloped properties that include residential uses on the upper floors.

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning and Development

To: Mayor Jonathan LaBonte and Auburn City Council

From: Ken Bellefleur, Chairman, Auburn Planning Board

Date: January 8, 2016

RE: Planning Board Report to City Council on Proposed Form Based Code

Certain areas in Downtown Auburn and New Auburn are being considered for re-zoning to a new system of development regulation called Form Based Code. If adopted by the City Council, the Form Based Code will replace the traditional zoning currently in place in these areas. On December 8th, the Auburn Planning Board held a public hearing at City Hall to explain the changes and to hear public input. The Planning Board voted unanimously in recommending a favorable motion for a Form Based Code Zoning Map Amendment and an accompanying Zoning Text Amendment for the Form Based Code.

Over the last 2 years, the City of Auburn's Planning Board has been working with staff in developing the Form Based Code based on recommendations from the 2010 Comprehensive Plan. The Comprehensive Plan recommends that development regulations in the Great Falls Area, the Downtown Traditional Business area and the New Auburn Village Center area should "encourage new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern."¹ Form Based Code was chosen as the best way to achieve this goal. Form Based Codes are being used across the country to help communities bring back traditional development patterns by providing a focus on building placement, safe walkable streets, greater flexibility of land uses and a more simplified development review process for projects that meet the code.

Auburn's proposed Form Based Code Districts specifically targets most of Downtown Auburn, portions of Main Street and the lower portions of New Auburn and will include 5 Districts:

1. T-4.1- Traditional Main Street Neighborhood District
2. T-4.2- Traditional Downtown Neighborhood District
3. T-5.1- Downtown Traditional Center District
4. T-5.2- Downtown City Center District
5. T-6 Great Falls Metropolitan District

¹ Auburn 2010 Comprehensive Plan, pg. 91.

The draft Form Based Code Map and Text Amendment are available at <http://www.auburnmaine.gov/pages/government/form-based-code-info> with information that will help you see how the Form Based Code District will shape future development.

How will this zone change affect affected properties?

These districts are designed to reflect, protect and promote the existing traditional development patterns that have evolved over many years. Here are some basic facts on how the Form Based Code will function.

- More building area is allowed
- Smaller set-backs
- Reduced parking requirements
- Greater flexibility how you can use your property
- New construction will have to follow the Form Based Code
- Additions of less than 50% to existing buildings, exempt from Form Based Code
- Most new development that follows all the Form Based Code requirements² can apply directly for a building permit and not wait for a Planning Board approval

The Form Based Code is one key step in the City's goal of revitalizing the Downtown and New Auburn urban centers. Form Based Code can do this by making new development easier to permit, creating a more predictable development environment and to encouraging traditional type development that promotes safe, attractive and active streets for people.

The Planning Board discussed and deliberated the Form Based Code at over 7 meetings and are proud to now encourage the City Council to learn about the Form Based Code, provide a public hearing for additional citizen input, ask questions of staff and then consider approving the first downtown Form Based Code in a major city in the State of Maine.

C: Howard Kroll, Auburn City Manager
 Eric Cousens, Deputy Director Planning and Development
 File

² Except projects over 12,000 s.f. or listed as a Special Exception in Use and Parking Matrix

Residential Related Uses from Auburn Zoning Ordinance Sorted by Categories:

A. One and Two Family Residences

1. *Dwelling or Dwelling Unit* means a building or portion thereof arranged or designed to provide living facilities for one or more families.
2. *Dwelling, One-Family Detached*, means a dwelling unit singly and apart from any other building and intended and designed to be occupied and used exclusively for residential purposes by one family only, excluding those forms of temporary housing permitted by section 60-666. Each one-family detached dwelling shall contain not less than 700 square feet of net floor area of habitable space.
3. *Dwelling, Seasonal*, means a dwelling occupied for not more than six months of any year.
4. *Townhouse* means a single-family dwelling unit that is one of two or more residential buildings having a common or party wall separating the units.

B. Multi-Family

1. *Dwelling, Multifamily*, means a residence designed for or occupied by three or more families with separate housekeeping and cooking facilities for each.
2. *Dwelling, Two-Family*, means a freestanding building intended and designed to be occupied and used exclusively for residential purposes by two families only, with separate housekeeping and cooking facilities for each.
3. *Mobile Home Development*, intended to be generic, includes mobile home parks, mobile home subdivisions, and mobile home condominiums.
4. *Mobile Home Park* means a parcel of land under single ownership in rural residence and suburban residence districts which has been planned and improved for the placement of not less than three mobile homes for non-transient use.
5. *Mobile Homes, newer*, means those units constructed after June 15, 1976, commonly called "newer mobile homes," which the manufacture certifies are constructed in compliance with the United States Department of Housing and Urban Development standards, meaning structures, transportable in one or more sections, which, in the traveling mode, are 14 body feet or more in width and are 700 or more square feet, and which are built on a permanent chassis and designed to be used as dwellings on foundations when connected to the required utilities, including the plumbing, heating, air conditioning and electrical system contained therein; except that the term "newer mobile homes" includes any structure which meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban development and complies with the standard established under the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, 42 USC 5401 et seq.
6. *Mobile homes, older*, means any factory-built home which fails to meet the definition of manufactured housing and more specifically, the term "older mobile homes" means any mobile

home constructed prior to June 15, 1976. These units shall be restricted to approved mobile home parks.

7. *Modular homes* means those units which the manufacturer certifies are constructed in compliance with the state's Manufactured Housing Act and regulations, meaning structures, transportable in one or more sections, which are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air conditioning or electrical systems contained therein.

C. Lodging and Hospitality

1. *Bed and Breakfast Home* means an accessory use to a single-family dwelling involving the renting of four or fewer guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast only to house guests. Such establishment shall be owned and operated by the resident of the dwelling. The term "bed and breakfast home" also includes a tourist home.
2. *Bed and Breakfast Inn* means a dwelling involving the renting of more than four but fewer than ten guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast to house guests only. Such use may provide a restaurant, function rooms and places of public assembly.
3. *Boardinghouse or Lodginghouse* means a dwelling, which, for compensation, lodging, or lodging and meals are provided to more than four persons and where a proprietor or owner resides in the building. No provisions for cooking in individual rooms other than a main kitchen is allowed.
4. *Dormitory* means a building or portion thereof used for sleeping purposes in connection with a school, college or other educational institution.
5. *Guesthouse* means a detached dwelling that is intended, arranged or designed for occupancy by transient, nonpaying visitors.
6. *Hotel* means a building in which the primary use is transient lodging accommodations offered to the public on a daily rate of compensation and where ingress and egress to the sleeping rooms is primarily through an inside lobby or office, supervised by a person in charge at all hours. Such facilities may include accessory uses such as restaurants, bars, nightclubs, function rooms, places of public assembly and/or recreational facilities.
7. *Motel* means a building or group of detached buildings intended primarily to provide sleeping accommodations to the public on a daily rate of compensation and having a parking space generally located adjacent to a sleeping room. Such facilities may include a main kitchen or snack bar for the use of motel guests only.
8. *Tourist Home*. See the term Bed and breakfast home.

D. Care Homes and Facilities

1. *Adult Day Center* means a supervised facility providing a program of education, crafts or recreation for adults over the age of 55 years.
2. *Care Home* means a rest, nursing, or convalescent home established to render domiciliary nursing care and board for chronically ill or convalescent patients, or persons who are infirm

because of mental or physical conditions, but excluding a child care home or one for the care of mentally retarded patients, alcoholics, psychotics or drug addicts.

3. *Child Care Home* means a child boarding home, summer camp, foster family home or other place providing domiciliary arrangements for compensation, of three or more children, unrelated to the operator by blood, marriage or adoption, under 18 years of age. A facility providing child day care less than 24 hours per day, per child, to more than five children shall not be considered a child care home. The term "child care home" includes any family-type facility which provides child care to children placed by order of any court of competent jurisdiction, or by any public welfare department, or other governmental agency having responsibility for placing children for care, or placed by child-placing agency licensed under state law.
4. *Child day Care Center* means a facility conducted or maintained by anyone who provides, for consideration, care and protection for more than 12 children under 16 years of age, unrelated to the day care center operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care center, but is classified as a nursery school.
5. *Child Day Care Home* means an accessory use of a residence by a person residing on a premises to provide on a regular basis, and for consideration, care and protection for up to 12 children under 16 years of age, unrelated to the day care home operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care home, but is classified as a nursery school. A child day care home shall not be located closer to another child day care home than 500 feet measured along the street frontage. Child day care homes shall be reviewed under the city's home occupation regulations (article IX of this chapter) and shall meet the following:
 - (1) All outdoor play areas, used in conjunction with the day care operation, shall be fully enclosed by a fence, a minimum of four feet in height.
 - (2) If the property utilizes a private sewerage disposal/septic system a written verification from a site evaluator, stating that the current system can handle the change of use to include the children in the proposed day care, shall be submitted.
- 6.. *Community Based Residential Facilities (CRF)* means dwelling units providing communal domiciliary arrangements for a group of unrelated persons under supervision of the state government human service agencies, for the transition of formerly institutionalized persons back into the mainstream community living and participation, a halfway house, or a group home.
7. *Group home.* See the term Community based residential facilities.
8. *Nursery, child,* means a facility providing a program less than 24 hours per day per child for the care of infants up to the age of 2½ years.
9. *Outpatient addiction treatment clinic* means a program or facility operated for the purpose of and specializing in the care, treatment and/or rehabilitation of persons suffering with addictions, including but not limited to gambling addition, alcohol or controlled substance addictions. The term "outpatient addiction treatment clinic" includes, but is not limited to, substance abuse treatment programs licensed by the State of Maine Department of Behavioral and Developmental Services Office of Substance Abuse. An outpatient addiction treatment clinic shall not be located within 2,000 feet of any property that is occupied by a church, school, family

day care home, small day care facility, day care center, or public park or playground on the date of application for a license for such a facility. The term "outpatient addiction treatment clinic" does not include an inpatient or residential addiction treatment program, or a program consisting solely of support group activities without treatment by licensed health practitioners, such as Alcoholics Anonymous, Narcotics Anonymous, and similar programs.

10. *Shelter for Abused Persons* means dwelling facilities complying with the laws administered by the state government human services agencies, providing temporary domiciliary arrangements for children and adults unable to protect their own interest and welfare because of critical family circumstances.

E. General Residential Terms

1. *Dwelling Unit* means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used for or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.
2. *Family* means one or more persons occupying a single housekeeping unit and using common cooking facilities, provided that unless all members are related by blood or marriage, no such family shall contain over four persons.
3. *Residential artist studio* means a dwelling where up to 50 percent of the total floor space can be used for the production of art and/or craft products. The term "residential artist studio" shall not include galleries or studios open to the public for display or sales. All artist studios shall be designed to meet all residential safety and occupancy requirements and shall be considered to be accessory to the residential use.
4. *Shared Housing* means housing consisting of two or more families occupying a single dwelling and using common cooking facilities. Shared housing shall permit the same number of families at the same density as allowed in the zoning district where the property is located subject to all applicable codes relating to building, housing, life safety, health and zoning as would be applied to independent living units located in the same structure. Approval for shared housing shall be secured from the department of community development and planning subject to the codes and ordinances indicated in this definition, prior to establishing a shared housing arrangement in any building.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 04-03072016

Be it ordained by the Auburn City Council, that the City of Auburn Zoning Ordinance, Article IV, Division 14, be amended by replacing the Central Business District with a Form Based Code and related text amendments, and by amending the official City of Auburn Zoning map as shown on the attached draft dated February 9, 2016.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 14-03072016

Author: Sue Clements-Dallaire

Subject: Appointment of Board and Committee Members

Information: The Appointment Committee met on February 29, 2016 to review applications and make their nominations. The following individuals have been nominated by the Committee.

Board or Committee	Term Exp. Date	Name
Planning Board	10/1/2019	Robert Bowyer (re-appointment)
Auburn Water District	3/1/2019	Tizz E.H. Crowley (new appointment)
Auburn Sewerage District	3/1/2019	Heidi McCarthy (re-appointment)
Ethics Committee (full member)	1/1/2019	Leonard Kimble (new appointment)
Ethics Committee (alternate)	1/1/2019	Marc Bernier (new appointment)
Ethics Committee (alternate)	1/1/2019	Robert Sevigny (new appointment)
Conservation Commission	6/1/2017	Charles Lafean (new appointment)
Community Development Block Grant (CDBG) Loan Committee	10/1/2016	Nikki Chabot (new appointment)
Board of Assessment Review	10/01/2019	Robert Hayes (new appointment)
Board of Assessment Review	10/01/2019	Larry Pelletier (new appointment)
Board of Assessment Review (alternate)	10/01/2017	Tizz E.H. Crowley

Advantages: Fills the vacant positions.

Disadvantages: No apparent disadvantages.

City Budgetary Impacts: None

Staff Recommended Action: Recommend making appointments to fill the vacancies.

Previous Meetings and History: Appointment Committee met on April 29, 2015

Attachments:

List of vacancies

Applications

Order 14-03072016

Auburn Board & Committee Vacancies

Auburn Sewerage District (1 vacancy with a term expiration of 3/1/2019)

Auburn Water District (1 vacancy with a term expiration of 3/1/2019)

Audit and Procurement Committee (1 vacancy with a term expiration of 12/1/2017)

Board of Assessment Review (5 vacancies - 2 full members both with term expirations of 10/1/2019 and 3 alternate positions with term expirations of 10/1/2016, 10/1/2017, and 10/1/2020)

Cable TV Advisory Committee (3 vacancies with 1, 2, and 3 year term expiration)

CDBG (Community Development Block Grant) Loan Committee (1 vacancy, with a 10/1/2016 term expiration)

Conservation Commission (1 vacancy with a term expiration of 6/1/2017)

Ethics Committee (3 vacancies - 1 full member and 2 alternate members, all with term expirations of 1/1/2019)

Finance Committee (1 vacancy, alternate member with a term expiration of 12/1/2017)

Forest Board (1 vacancy with a term expiration of 10/1/2017)

Planning Board (1 vacancy, term expiration 10/1/2019)

Recreation Advisory Board (7 vacancies, term expirations to be determined)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 12/30/15

Last name: Buenier First name: MARC Middle initial: R.

Residence address: 41 Hatch Rd Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-786-3456 Cell phone: 207-212-5286

Email address: mbuenier@generalinsulation.com

Current occupation: General Manager

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): BS Business Admin USM

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☒ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☐ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I have an interest in promoting integrity within our town government plus I am interested in participating more with community affairs.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

See above

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature:  Date: 12/30/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 12/30/15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Leonard Kimble [leonard@lkimble.net]
Sent: Friday, February 19, 2016 2:32 PM
To: Susan Clements-Dallaire
Subject: Auburn Ethics Committee Application - Leonard Kimble
Attachments: Leonard Kimble Resume - Kennebec.pdf; LKimble_AuburnEthicsCommittee_2016.pdf

Hello Ms. Clements-Dallaire,

Attached to this email please find my application for appointment to the City of Auburn Ethics Committee.

Thank you for your kind consideration,
Leonard Kimble

--

A Message From... Leonard Kimble, Jr.

leonard@lkimble.net

<http://about.me/lkimble>

Find me on:

[Facebook](#) | [LinkedIn](#) | [Twitter](#)



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2/19/16

Last name: Kimble First name: Leonard Middle initial: _____

Residence address: 63 Olive Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 783-2420 Work phone: 622-5801 x2173 Cell phone: 615-9729

Email address: Leonard@LKimble.net

Current occupation: IT Manager at Kennebec Savings Bank

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): (resume attached)

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☒ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☐ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

____ Water District

____ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____

I feel I can listen to issues or arguments in an impartial manner. _____

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _____

In the hopefully infrequent instances where this board is called upon, I hope to bring a calm, pragmatic voice to any issues. _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____

Not in the Auburn area. But I currently serve on a Small Business Resource Team in the Augusta area. _____

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

CDBG Loan Committee _____

Dates served (if known)? 2012-2013 _____

How did you learn of this vacancy? City of Auburn's website _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Leonard Kimble _____ Date: 2/19/16 _____

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/19/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

SUMMARY OF SKILLS: MCSE with eighteen years experience in technology consulting, project management, network and systems administration and end-user client support. Excellent customer service and communication skills.

AREAS OF EXPERTISE

Network Operating Systems:	Windows 2003/2008 Server, SUSE Linux Enterprise Server
Desktop Operating Systems:	Windows XP/7, Ubuntu 12.04, OpenSUSE Linux
E-mail:	Microsoft Exchange 2003/2010, Zimbra Collaboration Suite
Server Applications:	VMware, Active Directory, Symantec Endpoint Security, Kaspersky Enterprise Space, McAfee VirusScan Enterprise

EDUCATION and CERTIFICATIONS

Microsoft Certified Systems Engineer (MCSE)	Windows Server 2003, Windows Server 2000
Massachusetts Institute of Technology	Completed two years toward Bachelor's Degree

RELEVANT EXPERIENCE

Kennebec Savings Bank	Augusta, ME	April 2013 – Present
<i>Information Technology Manager</i>		

- Responsible for the daily management of the IT Department and supporting the Bank's network and mainframe computer operations.
- Monitor and maintain the overall architecture of the Bank's technology infrastructure; troubleshooting problems and issues and recommending solutions.
- Creating, tracking and reporting on IT projects and tasks, as well as leading and participating in assigned projects.

Brann & Isaacson	Lewiston, ME	December 2010 – April 2013
<i>IT Administrator</i>		

- Responsible for the stable operation, maintenance, installation, security, and growth of the firm's 45-user computer network, servers and related software
- Researched, tested, and evaluated solutions to hardware and software issues
- Maintained equipment and software inventory using Spiceworks help desk and IT management application
- Managed relationships with IT consulting firms and vendors
- Researched and implemented plans for backup and disaster recovery using Dell AppAssure, server virtualization using VMware, workstation replacement, and network infrastructure improvements
- Researched and implemented mobile device and laptop encryption policy
- Replaced antiquated wireless network with secure dual-network using cloud-controlled Meraki solution

Reliable Networks of Maine, LLC	Portland, ME	January 2004 – November 2010
<i>Senior Network Engineer</i>		

- Provided technology consulting for small and medium-sized companies nationwide
- Performed proactive after-hours network and server maintenance
- Performed network infrastructure and server migrations
- Wrote client proposals including network surveys with software and system deployments
- Designed and built VMware virtual networks and servers
- Connected remote client offices via hardware VPN solutions and engineered remote access solutions

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

Sappi Fine Paper

South Portland, ME August 2003 – January 2004

Service Desk Analyst (contract work via Manpower Professional Staffing)

- Provided 1st level phone support for all end-user requests and service calls
- Responsibilities included user account management (for Active Directory, SAP and other systems), remote administration and diagnosis of desktop systems, and technical direction for co-workers and end-users

Ship Right Solutions

Westbrook, ME

June 2003 – July 2003

IT Consultant (contract work via Bonney Staffing)

- Purchased and installed new Windows 2000 server, while upgrading Windows NT domain to Windows 2000 Active Directory
- Installed new Citrix Metaframe XP server into existing server farm
- Performed maintenance and hardware and software upgrades on all workstations and servers
- Recommended and implemented best security practices, network policies, and hardware and software

The Charlton Group

Natick, MA

April 2000 - January 2003

Network Specialist

- Managed several small clients, providing consultation, support, and training
- Project lead for deployment of desktops at the corporate office of a large defense contractor
- Performed in-place upgrades of Microsoft Exchange 5.5 to Exchange 2000 and Windows NT Server 4.0 to Windows 2000 Server with Active Directory
- Provided LAN administration, 2nd tier help desk support and technical supervision of staff and interns for a Fortune 100 company
- Administered Lotus Notes Domino 5.x server and provided Lotus Notes client support
- Provided help desk support, LAN administration, and end user training for a medium sized company in an outsourcing model
- Installed and configured Sonicwall firewalls for small to medium sized companies

Massachusetts Institute of Technology

Cambridge, MA

May 1997 - March 2000

Network Consultant/Systems Administrator

- Primary Systems Administrator for several departments consisting of 5 Windows NT servers and 300 users in heterogeneous environments across campus
- Internal Consulting Division's liaison to MIT Helpdesk and ADSM backup software services team
- Provided 2nd tier NT support to LAN administrators and 2nd tier support for corporate help desk
- Led MIT's Windows NT Local Area Experts group. Responsible for conducting and presenting at weekly meetings to discuss issues with MIT's NT infrastructure
- Interviewed potential employees, trained incoming staff on network operating systems and customer service practices

ORGANIZATIONS and AFFILIATIONS

Kennebec Leadership Institute – Class XXX (2016)

Kennebec Valley Chamber of Commerce

Androscoggin Chamber of Commerce

Theta Xi National Fraternity

KV Small Business Resource Team

Child Care Advisory Council – State of Maine

Business Networking International (BNI)

Young Professionals of Lewiston-Auburn Area

(YPLAA)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 11/1/15

Last name: Sevigny First name: Robert Middle initial: A

Residence address: 86 Sixth Street Ward: Five

City: Auburn State: Maine Zip code: 04210

Home phone: 207-831-2194 Work phone: _____ Cell phone: 207-831-2194

Email address: rsevigny@roadrunner.com

Current occupation: Emergency Vehicle Mechanic

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): High School Grad & Veteran

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or reappointment or desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I am a person of honor and integrity and I feel I have a lot to offer my community. I would like to serve as a full member.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To make Auburn above reproach.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?
 Cable TV advisory board.

Dates served (if known)? 08/15 to present until it disbands.

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)?

How did you learn of this vacancy? Email from City

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert A Sevigny Date: 11/1/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-1-15
APPOINTMENT DATE:
TERM EXPIRATION DATE:
OATH DATE:



JAN 25 2016

**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

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Date: 1/25/2016
Last name: HAYES First name: ROBERT Middle initial: P
Residence address: 172 ALLAN AVE Ward: 2
City: AUBURN State: ME Zip code: 04210
Home phone: 201-782-1386 Work phone: _____ Cell phone: 201-232-3903
Email address: JLHAYES1868@YAHOO.COM
Current occupation: ARTIST, BUT DOING PART TIME & VOLUNTARY WORK
Previous occupation (if retired or no longer working): MANAGER JLHAYES & CO. (26 WAY)
Educational and/or experience (or attach your resume): RESUME ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

___ Water District

___ Zoning Board of Appeals

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD 1977-1989 COUNCIL 2003-2015

Dates served (if known)? u u

How did you learn of this vacancy? WEB SITE

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 1/25/2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: JAN 25 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

January 25, 2016

Robert Hayes
172 Allen Ave.
Auburn, ME 04210

City of Auburn
60 Court St.
Auburn, ME 04210

To all involved:

Having grown up in Auburn and having returned to Auburn after further education, military service and a period of residence and employment in the greater Portland area, I consider myself a proud and nearly life long resident of Auburn. Growing up, I certainly appreciated and enjoyed the amenities and opportunities available in Auburn. Raising a family in Auburn, I more fully realized the qualities of life that the community offers.

Over a number of years, Auburn provided me the opportunity to first serve as a member of the City's Planning Board and later as a City Councilor. Both positions allowed me to continue my interest in community/regional planning, which carried forward my previous academic study and employment experience. Having enjoyed those many years of community government activity, I would like to continue participation in such. My first choice would be to rejoin the Planning Board. However, I will certainly apply myself to other areas where there is need for additional public involvement.

Thank you for your consideration.

Sincerely,


Robert Hayes

ROBERT P. HAYES

172 Allen Ave.
Auburn, Maine 04210

(207) 782-1386
(207) 232-3903

OBJECTIVE:

Having sold land of and retired from a 4-generation retail business, I am seeking a part-time sales position with a progressive retail business requiring customer service, marketing skills and product knowledge.

SUMMARY OF QUALIFICATIONS:

- * Forty (40) years of experience managing sales and operations of a retail/wholesale business.
- * Ability to work as part of a team of managers and customer service personnel
- * Strengths in marketing and merchandising.
- * Customer service focus, emphasizing product knowledge and positive communications.
- * Self-motivated dedication and performance.

PROFESSIONAL EXPERIENCE:

- * J.L.HAYES/AGWAY, Lewiston/Auburn, Maine
 - > Proprieter/Manager 1975-2013
- * E.C.JORDAN COMPANY, Portland, Maine
 - > Community/Regional land-use planner 1969-1970 and 1973-1975
- * U.S. NAVY
 - > Active Duty Supply Officer aboard the USS Allen M. Sumner (DD-692) 1970-1973
 - > Reserve Duty Supply Officer attached to a number of defense support units 1973-1993

COMMUNITY INVOLVEMENT:

- * City of Auburn, Council 2003-Present *2015*
- * City of Auburn, Planning Board 1977-1989
- * City of Lewiston, Downtown Development & Management Corp. 1980-1987
- * Androscoggin County Chamber of Commerce

EDUCATION:

- * Public Administration Courses, University of Maine at Augusta 1975-1977
- * Business Administration (BS), University of Southern Maine, Portland 1975
- * Industrial Economics (BS), Union College, Schenectady, New York 1969
- * Navy Supply Officer Corps School, Athens, Georgia 1971

PERSONAL:

- * Married with adult daughter and son, and three grandchildren
- * Enjoy sailing, swimming, tennis, skiing and home projects

REFERENCES:

- * Available upon request



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

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Date: 11/17/15

Last name: Pelletier First name: Lawrence Middle initial: B

Residence address: 129 Second Street Ward: 5

City: Auburn State: Maine Zip code: 04210

Home phone: 207-241-7119 Work phone: _____ Cell phone: 319-3018

Email address: concernedcitizen129@gmail.com

Current occupation: Retired

Previous occupation (if retired or no longer working): Store Mgr. / Maine Oxy

Educational and/or experience (or attach your resume): Graduate of E. L.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☒ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ L/A Transit Committee

☐ Planning Board

☐ Recreation & Special Events

☐ Sewer District

☐ Water District

☐ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

Asked if I was interested to apply for one of the vacancies. Always willing to help our City when & where I can.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Hoping to provide another outlook on the appeals review process.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? School Curriculum & Wellness, Citizens Advisory, Parks & Rec. Sub-Committee

Dates served (if known)? Presently serving

Have you previously served on a City or Community Board or Committee? If so, which one(s)? School Committee 2 1/2 terms

Dates served (if known)? Resigned early 2015

How did you learn of this vacancy? Eric Cousens

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Larry Pelletier Date: 11/7/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED NOV 18 2015
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Tizz Crowley [tizzcrowley@yahoo.com]
Sent: Wednesday, February 24, 2016 10:01 PM
To: Susan Clements-Dallaire
Subject: know the City needs members on this committee- so application for Board of Assessment Review
Attachments: CROWLEY APPLICATION Board of Assessment Review resume 2016.02.22.doc; CROWLEY APPLICATION Board of Assessment Review application 2016.02.22.docx

Sue I just found this version in my drafts folder. I hope you got the final one on Monday before the deadline. I decided not to do a cover letter but will speak to the appointment committee on Monday.

Thanks,
Tizz

Hi:

I have watched this committee struggle for membership and volunteers. I think the challenge is the job and responsibilities are not clear. Often it seems that a Real Estate broker would be the only acceptable candidate. I can't imagine an active broker would want to be put in the difficult decision of rendering an opinion contrary to a resident... who might be a future customer.

I'm happy to help out. I would be willing to do what is necessary to contribute to a successful process.

I would hope the Council understands I have strong interests in my other application fields, but I have the time and would be just as dedicated to this endeavor.

Thanks,
Tizz



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: February 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached I have **significant experience with State and Federal regulations. I also understand the City has a great need for members of this Board. My willingness to study, train and serve is a way I can balance my fun and more interesting committee interests with a place that needs members. I would give the same level of commitment to this group as I do others.**

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewerage District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a XX new appointment or reappointment or desire to move from an alternate/associate to full member?

CROWLEY, TIZZ AUBURN BOARD OF ASSESSMENT REVIEW APPLICATION page 2

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I know the City of Auburn has a significant need to have a full panel of members on this committee. It has not been able to get sufficient volunteers and I'd like to help. I believe I have the skills and am willing to do all the needed training. I want to help. If there are sufficient candidates, please put me at the bottom of the list. I just want to be sure the City has a full membership so work can be completed.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). **I hope to help the committee become full strength so it may address the pending issues that have been delayed for months. I would also like to reduce the risk the City of Auburn has by not having a fully staffed Board of Assessment Review.**

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee

Dates served (if known)? **I was appointed in 2015 by both organizations**

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative Dates served? Noted

How did you learn of this vacancy? City of Auburn e-alert and I continue to attend the Sewerage District Trustee Meetings

If I was appointed to the Water District, I would hope I might resume my position as Treasurer, but have particular interest in being appointed the Trustee representative on the Lake Auburn Watershed Protection Commission. I would be a strong advocate for the residents of Auburn. This position will be available when the new Trustee is appointed.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Tizz E. H. Crowley Date: February 22, 2016

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/24/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468

EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
 - chart audits for coding and documentation compliance
 - special projects including "lost charges" searches, pricing and reimbursement concerns
Very successful in uncovering missing revenue generated by unbilled services
 - education and training for providers regarding billing, documentation and compliance
 - trained other staff in charge entry and basic coding for family practice and pediatrics
 - designing charge forms for capture of services
 - assisted billing staff with patient and insurance questions.
- I received a 'Citation for Excellence' for work with patient statements generation.

Current Employment: **Retired.**

Prior Employment:

Coder Physician Services- *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center
Physician Practices
Brunswick, Maine

Practice Manager- *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*

2004-2007 Central Maine Obstetrics & Gynecology
Lewiston, Maine 04240

Administrator- Chief Executive Officer *responsible for all non-medical aspects of the practice.*

1985- 2005 Bangor Ear, Nose, and Throat Professional Association
Bangor, Maine
Continue to handle any remaining business of the practice since the closure.

Administrator- Chief Administrative Officer *responsible for all non-medical aspects of the practice.*

1983-1985 Maxwell, Roediger, & Knowland, MDPA
Portland, Maine

Administrator- Chief Executive Officer *responsible for all non-medical aspects.*

1977-1983 Kennebec Radiology Professional Association
Augusta, Maine

Principal- Management Consultant *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*

1980 – 2005 Hampden, Maine

Medical Industry Marketing Representative- *vertical industry representative for healthcare including small hospitals and physician offices*

1973- 1977 International Business Machines
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member
 1978-1983, 1991-1994 **New Hampshire MGMA:** Member
 1979-1991 **Maine Medical Practice Management Association:** Charter Member, President (2 terms)
 1979-present **American College of Medical Practice Executives:** Certification 1980 Life Member
 1988-2004 **Otolaryngology Administration Assembly:** President (two terms)
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker
 1991-1995 **Professional Association of Health Care Office Managers:** Member
 1993-1994 American Academy of Otolaryngology- Head & Neck Surgery, Inc. **Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**
 1985-1991 Board of Directors: **Breast Diagnostic Center**
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors
 1986-1989 Board of Directors: **Opera League of Maine**
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work
 1992-1993 **Hampden Academy Project Graduation**
 1987-1989 **Hampden Congregational Junior High Youth Group**
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member
 1995-1996 **American Field Service** Host Family /Former Returnee
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model
 2007 Public Service Announcements for **Buddy to Buddy** Campaign
 2011-2015 Auburn City Councilor Ward 1
 2011-2015 Auburn Sewerage District Board of Trustees
 2011-2015 Auburn Water District Board of Trustees – Treasurer 2015
 2015- present Auburn Conservation Commission- current Secretary-Treasurer
 2012- present Woman's Literary Union- By-Laws Committee Chair, Membership Committee Chair, and Special Events Committee, member of the Executive Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request

Susan Clements-Dallaire

From: Leonard Kimble [leonard@lkimble.net]
Sent: Friday, February 19, 2016 2:32 PM
To: Susan Clements-Dallaire
Subject: Auburn Planning Board Application - Leonard Kimble
Attachments: Leonard Kimble Resume - Kennebec.pdf; LKimble_AuburnPlanningBoardApp_2016.pdf

Hello Ms. Clements-Dallaire,

Attached to this email please find my application for appointment to the City of Auburn Planning Board.

Thank you for your kind consideration,
Leonard Kimble

--

A Message From... Leonard Kimble, Jr.

leonard@lkimble.net

<http://about.me/lkimble>

Find me on:

[Facebook](#) | [LinkedIn](#) | [Twitter](#)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 2/19/16

Last name: Kimble First name: Leonard Middle initial: _____

Residence address: 63 Olive Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 783-2420 Work phone: 622-5801 x2173 Cell phone: 615-9729

Email address: Leonard@LKimble.net

Current occupation: IT Manager at Kennebec Savings Bank

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): (resume attached)

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☒ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

____ Water District

____ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I'm eager to find a productive and official manner in which to give back to the community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

I hope to become more knowledgeable of the long-term goals for the City and the comprehensive plan for improving Auburn.

I feel this also will be a great opportunity to gain a better understanding of city issues.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Not in the Auburn area. But I currently serve on a Small Business Resource Team in the Augusta area.

Dates served (if known)?

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

CDBG Loan Committee

Dates served (if known)? 2012-2013

How did you learn of this vacancy? City of Auburn's website

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Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Leonard Kimble

Printed name of applicant

Date: 2/19/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/19/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

SUMMARY OF SKILLS: MCSE with eighteen years experience in technology consulting, project management, network and systems administration and end-user client support. Excellent customer service and communication skills.

AREAS OF EXPERTISE

Network Operating Systems:	Windows 2003/2008 Server, SUSE Linux Enterprise Server
Desktop Operating Systems:	Windows XP/7, Ubuntu 12.04, OpenSUSE Linux
E-mail:	Microsoft Exchange 2003/2010, Zimbra Collaboration Suite
Server Applications:	VMware, Active Directory, Symantec Endpoint Security, Kaspersky Enterprise Space, McAfee VirusScan Enterprise

EDUCATION and CERTIFICATIONS

Microsoft Certified Systems Engineer (MCSE)	Windows Server 2003, Windows Server 2000
Massachusetts Institute of Technology	Completed two years toward Bachelor's Degree

RELEVANT EXPERIENCE

Kennebec Savings Bank	Augusta, ME	April 2013 – Present
<i>Information Technology Manager</i>		

- Responsible for the daily management of the IT Department and supporting the Bank's network and mainframe computer operations.
- Monitor and maintain the overall architecture of the Bank's technology infrastructure; troubleshooting problems and issues and recommending solutions.
- Creating, tracking and reporting on IT projects and tasks, as well as leading and participating in assigned projects.

Brann & Isaacson	Lewiston, ME	December 2010 – April 2013
<i>IT Administrator</i>		

- Responsible for the stable operation, maintenance, installation, security, and growth of the firm's 45-user computer network, servers and related software
- Researched, tested, and evaluated solutions to hardware and software issues
- Maintained equipment and software inventory using Spiceworks help desk and IT management application
- Managed relationships with IT consulting firms and vendors
- Researched and implemented plans for backup and disaster recovery using Dell AppAssure, server virtualization using VMware, workstation replacement, and network infrastructure improvements
- Researched and implemented mobile device and laptop encryption policy
- Replaced antiquated wireless network with secure dual-network using cloud-controlled Meraki solution

Reliable Networks of Maine, LLC	Portland, ME	January 2004 – November 2010
<i>Senior Network Engineer</i>		

- Provided technology consulting for small and medium-sized companies nationwide
- Performed proactive after-hours network and server maintenance
- Performed network infrastructure and server migrations
- Wrote client proposals including network surveys with software and system deployments
- Designed and built VMware virtual networks and servers
- Connected remote client offices via hardware VPN solutions and engineered remote access solutions

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

Sappi Fine Paper

South Portland, ME August 2003 – January 2004

Service Desk Analyst (contract work via Manpower Professional Staffing)

- Provided 1st level phone support for all end-user requests and service calls
- Responsibilities included user account management (for Active Directory, SAP and other systems), remote administration and diagnosis of desktop systems, and technical direction for co-workers and end-users

Ship Right Solutions

Westbrook, ME

June 2003 – July 2003

IT Consultant (contract work via Bonney Staffing)

- Purchased and installed new Windows 2000 server, while upgrading Windows NT domain to Windows 2000 Active Directory
- Installed new Citrix Metaframe XP server into existing server farm
- Performed maintenance and hardware and software upgrades on all workstations and servers
- Recommended and implemented best security practices, network policies, and hardware and software

The Charlton Group

Natick, MA

April 2000 - January 2003

Network Specialist

- Managed several small clients, providing consultation, support, and training
- Project lead for deployment of desktops at the corporate office of a large defense contractor
- Performed in-place upgrades of Microsoft Exchange 5.5 to Exchange 2000 and Windows NT Server 4.0 to Windows 2000 Server with Active Directory
- Provided LAN administration, 2nd tier help desk support and technical supervision of staff and interns for a Fortune 100 company
- Administered Lotus Notes Domino 5.x server and provided Lotus Notes client support
- Provided help desk support, LAN administration, and end user training for a medium sized company in an outsourcing model
- Installed and configured Sonicwall firewalls for small to medium sized companies

Massachusetts Institute of Technology

Cambridge, MA

May 1997 - March 2000

Network Consultant/Systems Administrator

- Primary Systems Administrator for several departments consisting of 5 Windows NT servers and 300 users in heterogeneous environments across campus
- Internal Consulting Division's liaison to MIT Helpdesk and ADSM backup software services team
- Provided 2nd tier NT support to LAN administrators and 2nd tier support for corporate help desk
- Led MIT's Windows NT Local Area Experts group. Responsible for conducting and presenting at weekly meetings to discuss issues with MIT's NT infrastructure
- Interviewed potential employees, trained incoming staff on network operating systems and customer service practices

ORGANIZATIONS and AFFILIATIONS

Kennebec Leadership Institute – Class XXX (2016)

Kennebec Valley Chamber of Commerce

Androscoggin Chamber of Commerce

Theta Xi National Fraternity

KV Small Business Resource Team

Child Care Advisory Council – State of Maine

Business Networking International (BNI)

Young Professionals of Lewiston-Auburn Area

(YPLAA)



JAN 25 2016

**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 1/25/2016

Last name: HAYES First name: ROBERT Middle initial: P

Residence address: 172 ALLEN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207-782-1386 Work phone: _____ Cell phone: 201-232-3903

Email address: JL HAYES1868@YAHOO.COM

Current occupation: RETIRED, BUT DOES PART TIME & VOLUNTARY WORK

Previous occupation (if retired or no longer working): MANAGER JL HAYES & CO. (ASWAY)

Educational and/or experience (or attach your resume): RESUME ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☒ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD 1977-1989 COUNCIL 2003-2015

Dates served (if known)? 4 7

How did you learn of this vacancy? WERE SITE

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 1/25/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

DATE APPLICATION RECEIVED: <u>JAN 25 2016</u>		FOR OFFICE USE ONLY
APPOINTMENT DATE: _____		
TERM EXPIRATION DATE: _____		
OATH DATE: _____		

January 25, 2016

Robert Hayes
172 Allen Ave.
Auburn, ME 04210

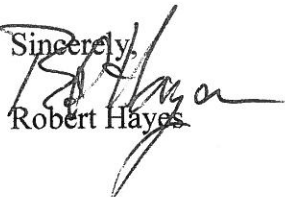
City of Auburn
60 Court St.
Auburn, ME 04210

To all involved:

Having grown up in Auburn and having returned to Auburn after further education, military service and a period of residence and employment in the greater Portland area, I consider myself a proud and nearly life long resident of Auburn. Growing up, I certainly appreciated and enjoyed the amenities and opportunities available in Auburn. Raising a family in Auburn, I more fully realized the qualities of life that the community offers.

Over a number of years, Auburn provided me the opportunity to first serve as a member of the City's Planning Board and later as a City Councilor. Both positions allowed me to continue my interest in community/regional planning, which carried forward my previous academic study and employment experience. Having enjoyed those many years of community government activity, I would like to continue participation in such. My first choice would be to rejoin the Planning Board. However, I will certainly apply myself to other areas where there is need for additional public involvement.

Thank you for your consideration.

Sincerely,

Robert Hayes

ROBERT P. HAYES

172 Allen Ave.
Auburn, Maine 04210

(207) 782-1386
(207) 232-3903

OBJECTIVE:

Having sold land of and retired from a 4-generation retail business, I am seeking a part-time sales position with a progressive retail business requiring customer service, marketing skills and product knowledge.

SUMMARY OF QUALIFICATIONS:

- * Forty (40) years of experience managing sales and operations of a retail/wholesale business.
- * Ability to work as part of a team of managers and customer service personnel
- * Strengths in marketing and merchandising.
- * Customer service focus, emphasizing product knowledge and positive communications.
- * Self-motivated dedication and performance.

PROFESSIONAL EXPERIENCE:

- * J.L.HAYES/AGWAY, Lewiston/Auburn, Maine
 - > Proprieter/Manager 1975-2013
- * E.C.JORDAN COMPANY, Portland, Maine
 - > Community/Regional land-use planner 1969-1970 and 1973-1975
- * U.S. NAVY
 - > Active Duty Supply Officer aboard the USS Allen M. Sumner (DD-692) 1970-1973
 - > Reserve Duty Supply Officer attached to a number of defense support units 1973-1993

COMMUNITY INVOLVEMENT:

- * City of Auburn, Council 2003-Present *2015*
- * City of Auburn, Planning Board 1977-1989
- * City of Lewiston, Downtown Development & Management Corp. 1980-1987
- * Androscoggin County Chamber of Commerce

EDUCATION:

- * Public Administration Courses, University of Maine at Augusta 1975-1977
- * Business Administration (BS), University of Southern Maine, Portland 1975
- * Industrial Economics (BS), Union College, Schenectady, New York 1969
- * Navy Supply Officer Corps School, Athens, Georgia 1971

PERSONAL:

- * Married with adult daughter and son, and three grandchildren
- * Enjoy sailing, swimming, tennis, skiing and home projects

REFERENCES:

- * Available upon request



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: Nov. 19, 2015

Last name: BOWYER First name: ROBERT Middle initial: A.

Residence address: 15 COUNTRY CLUB DRIVE Ward: 4

City: AUBURN State: ME. Zip code: 04210

Home phone: 786-7418 Work phone: — Cell phone: —

Email address: bowyer9771@roadrunner.com

Current occupation: retired

Previous occupation (if retired or no longer working): CITY PLANNER

Educational and/or experience (or attach your resume): ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☒ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ___ new appointment or X reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD

Dates served (if known)? APRIL 2010 - PRESENT

Have you previously served on a City or Community Board or Committee? If so, which one(s)? COMPREHENSIVE PLAN COMMITTEE

Dates served (if known)? 2007 - 2010

How did you learn of this vacancy? NOTIFIED BY CITY CLERK

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert A. Bowyer Date: Nov. 19, 2015

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-20-15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

City of Auburn Application Form

Please describe why you want to serve on this committee:

Recently the Planning Board has begun to be more than a Board that acts on applications for special permits etc. The Board has been having workshop meetings, at which no applications are heard, and is working on proposed amendments to the Zoning Ordinance that are recommended in the 2010 Comprehensive Plan and on other planning projects. I strongly endorse working on planning projects.

I have years of professional experience drafting municipal land use regulations that is valuable in reviewing proposed amendments drafted by the staff. I have also drafted parts of the proposed amendments. As the then Chair I advocated for and drafted parts of the new Policies and Procedures Manual adopted by the Board.

If a City has a retired professional city planner with 40 years of experience, that resource should be used. I am glad to contribute and supplement the work of the City's excellent professional staff. That allows me to continue to be involved somewhat in my life's work.

What Do You Hope to Accomplish

I intend to continue to advocate for planning projects beyond the Board's required actions on applications for special permits etc.

One focus should be revitalization of the downtown area and the New Auburn business district.

I believe that an economic asset we have that should be exploited in encouraging new tax paying development is the availability of reasonably priced housing. Portland and the Boston area have over heated housing markets toward which Auburn and Lewiston offer an alternative. I would encourage construction of a greater diversity of housing oriented to different age groups and income levels.

There are provisions in the Zoning Ordinance that need to be reviewed, revised and updated. No one seems to have a good explanation as to why they were included and what they accomplish other than they have been in the Ordinance for decades. This is comparable to a family's attic or cellar. Some periodic housecleaning is in order.

15 Country Club Drive, Auburn, Maine 04210
207-786-7418 email: bowyer9771@roadrunner.com

EDUCATION:

Harvard College, B.A. (Government), 1956

Harvard University, Graduate School of Design, Master in City Planning, 1964

PROFESSIONAL EXPERIENCE:

Planning Director, Town of Lexington, MA. population 30,000 1980 - 2000

supervising staff of up to 5 people in all phases of town planning; specialized in land use regulations, housing, transportation, central business district, public facilities, capital improvements programming, demographic analysis, comprehensive planning

Massachusetts Bay Transportation Authority (regional transit agency) 1977- 1980

concentrating in transportation planning, capital improvements programs and federal grant relations

Town of Burlington, MA., population 22,000 1976 - 1977 Executive Secretary to the Board of Selectmen chief administrative officer for the Board of Selectmen

City of Cambridge, population 105,000 1968-1976, Director of Planning & Development

supervising staff of as many as 42 people in all phases of city planning and the administration of certain grant programs; specialized in comprehensive planning, central business district planning, capital improvements programs, school building planning, housing planning, zoning, transportation planning, construction of public facilities

The Planning Services Groups, Cambridge, MA., 1964 - 1967 Project Planner

responsible for preparation of comprehensive plan and complete revision of Zoning By-Law for Wellesley, MA.; preparation of comprehensive revision of Zoning Ordinance for Derry, NH; preparation of capital improvements program for Salem, MA.; preparation of parts of the comprehensive plan for South Hadley, MA. and Derry, NH

City of Cambridge, MA., 1960 - 1964 Associate Planner, Planning Board

responsible for review of applications to the Board of Zoning Appeals, drafting amendments to the Zoning Ordinance, preparation of transportation studies

PROFESSIONAL AFFILIATIONS:

American Institute of Certified Planners, AICP, the national professional organization, affiliated with the American Planning Association, for which there are educational and experience requirements; member since 1986; awarded certificates in 1992 - 1995 for participation in AICP's newly initiated Continuing Professional Development Program; taught some workshops in the CPDP

American Institute of Planners, AIP, the predecessor organization to APA and AICP; Full Member, 1969 - 1978; member Board of Directors of New England Chapter, AIP, 1970 - 1974

American Planning Association, Charter Member, 1978 to present

Member, Planning & Law Division, 1981 to present
Member, Transportation Planning Division, 1981 to present
Massachusetts Association of Planning Directors, MAPD, 1968 - 1976, 1980 - 2000; Chairman, 1972

AWARDS:

Massachusetts Chapter, American Planning Association, 2000 Distinguished Leadership/Service Award for a Professional Planner. The Chapter's citation read:

In the course of his over forty years as a practicing planner, Robert Bowyer, AICP, has led by example. He has excelled at translating objectives into regulations and ordinances that really work. His legacy includes contributions in the fields of affordable housing, municipal exactions and alternative transportation. While working for Lexington, Mr. Bowyer authored the innovative Inclusionary Housing Policy and a flexible cluster ordinance that promotes alternative housing types. Under this ordinance proposals are evaluated along impact criteria, not simply by the number of units. Many of the provisions of the Lexington Zoning Bylaw have served as models for other communities. Mr. Bowyer has made planning more effective and his efforts have helped to raise the profile of local planners. The Massachusetts Chapter looks forward to Mr. Bowyer continuing to teach and lead the membership.

Massachusetts Chapter, American Planning Association, 1995 "Outstanding Planning Award for Comprehensive Planning" to Town of Lexington, Planning Department

PUBLICATIONS:

Books, Reports:

American Planning Association, *Planning Advisory Service Report No. 442, "Capital Improvements Programs: Linking Budgeting and Planning"*, 1993

Citizens Planner Training Collaborative, *The Comprehensive (Master) Plan* - A primer on the Comprehensive Plan written for members of planning boards throughout Massachusetts, 1996

Articles:

"Regional Commercial Growth Management" in the *Proceedings of the 1986 National Conference on Suburban Expressways and Beltways*. This paper dealt with the relationship between local development policies and zoning and transportation demand management as a means of countering the trends toward "suburban gridlock".

"Housing Appeals Committee Upholds Permanent Affordability Condition", *New England Planning*, October, 1992 This article reported on the landmark decision of the State of Massachusetts Housing Appeals Committee that upheld the Town of Lexington decision to require the affordability of housing units in perpetuity in comprehensive permits that overrode the Town's Zoning By-Law.

"Diversification of Housing Supply to Accommodate Smaller Households: Can Single and Multiple Households Coexist in Suburban Settings?" in *Zoning and Planning Law Report*, Vol. 23, No. 10, November 2000; co-authored with Erica L. Powers, Esq. The article reported on the growing disparity between the available housing stock (largely

single-family houses) in suburbs and the need for housing accommodations for smaller households and the creative approaches Lexington used to build housing units for people who are more diverse with respect to income, age and household size.

UNIVERSITY TEACHING EXPERIENCE:

Guest lecturer:

Massachusetts Institute of Technology, Department of Urban Studies and Planning, 1994 - 1998;
University of Rhode Island, Graduate Program in Community Planning, 1993, selected to deliver a lecture at the 30th anniversary of the Program;

University of Massachusetts, Department of Landscape Architecture and Regional Planning, 1992;

Harvard University, Graduate School of Design, 1972

Design or Planning Studio Projects:

Harvard University, Graduate School of Design, 1972, 1973

PROFESSIONAL CONFERENCES OR WORKSHOPS:

National Conferences, American Planning Association

Washington, D.C., 1992, invited to deliver paper and conduct AICP Training Session on Capital Improvements Programs

Orlando, Fla. 1995, participated in workshop conducted for APA's 49 chapters on training programs for citizen Planning Board members. Reported on the experience of the Massachusetts Citizen Planner Training Collaborative.

New York, NY, 2000, moderator for a workshop on housing "mansionization"

Conferences, Training Programs in Massachusetts

Delivered papers, conducted workshops or participated in numerous panels for: the New England and Massachusetts Chapters of APA; Massachusetts Association of Planning Directors; Massachusetts Municipal Association; Citizens Housing and Planning Association; Massachusetts Executive Office of Communities and Development, EOCD; Metropolitan Area Planning Council; MAPC; Mass. Federation of Planning & Appeals Boards.

Conducted training sessions for the APA Professional Development Program

Citizen Planner Training Collaborative, designated representative of Massachusetts Association of Planning Directors to a collaborative of six planning organizations to provide training for elected and appointed members of planning and appeals boards. Served on the first Board of Directors that launched the program now considered a model training program nationally. Drafted the training module on comprehensive planning.

Mass. Bar Association, Continuing Legal Education Program, 1997-1999, Instructor in subdivision and zoning

COMMITTEES:

Massachusetts Executive Office of Communities and Development, EOCD, Community Review Board, created by Mass. General Laws, Chapter 40A, Section 23B, Low- and Moderate-Income Housing (also known as the Anti-Snob Zoning Law that authorizes the issuance

of a comprehensive permit overriding municipal zoning to allow for the construction of affordable housing) and 760 Code of Massachusetts Regulations dealing with comprehensive permits. Served a two year term on state wide board that reviewed Housing Development Action Plans prepared by cities and towns for relief from certain parts of Section 23B, Low- and Moderate-Income Housing, and applications for comprehensive permits.

Massachusetts Executive Office of Communities and Development, EOCD, Working Group on Chapter 40A, Section 23B, Low- and Moderate-Income Housing participated in the drafting of 760 Code of Massachusetts Regulations 45.00 and 46.00 dealing with comprehensive permits.

PLANNING AND ZONING LITIGATION

Expert Witness

Qualified as an expert witness on planning and zoning and testified in eight trials in the Land Court, Middlesex Superior Court and Norfolk Superior Court. 1975, 1990-1996

Assistance in Preparation for Trials

Assisted Lexington Town Counsel in four trials. Provided some, or all, of the following assistance (varied by case): developed arguments, reviewed and critiqued drafts of the Town's briefs and those of plaintiffs, prepared and assembled exhibits and evidence, made affidavits, attended trials to hear testimony (although I did not testify).

OTHER PROFESSIONAL EXPERIENCE

Selected to participate in the professional exchange program between the American Planning Association and the Royal Town Planning Institute, U.K. 1997 Spent two weeks in Oldham and Bolton, Lancashire observing British town planning practices and operations. Hosted my British counterpart for two weeks in Lexington, MA.

OTHER:

Elected six times to serve as a Town Meeting Member in Lexington, MA 1969-1980, 2001;

Chairman, Town Meeting Members Association, 1975

Member, Design Advisory Committee to the Planning Board in Lexington, MA. 1972-1976



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 11/23/2015

Last name: Westbye First name: Andrea Middle initial: D

Residence address: 102 Second Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: s/a cell Work phone: 207-396-6415 Cell phone: 207-514-4307

Email address: awestbye@ucu.maine.edu

Current occupation: Real Estate Loan Processor with University Credit Union

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): See attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

___ Water District

___ Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Just over a year ago, I received my master's degree in community planning and development from USM's Muskie School of Public Service. I have a passion for planning and want to serve my community. Serving on the Planning Board will allow to contribute to my community and expand my planning knowledge and experience.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Auburn has great potential, especially my neighborhood of New Auburn, and I want to help achieve the goals set forth in both the comprehensive plan and the New Auburn Village Study.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ___
No

Dates served (if known)? ___

Have you previously served on a City or Community Board or Committee? If so, which one(s)? ___
Alternate member of Board of Assessment Review

Dates served (if known)? Approx 2009-2011? Unsure of exact dates

How did you learn of this vacancy? City website

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Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Andreal Westry Date: 11-23-15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-23-15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Andrea Westbye

102 Second Street, Auburn ME 04210 | 207-514-4307 | awestbye@gmail.com

Experience

REAL ESTATE LOAN PROCESSOR | UNIVERSITY CREDIT UNION | SCARBOROUGH ME | 01/2009 - PRESENT

- Responsible for preliminary single-family and multi-unit residential mortgage file preliminary underwriting and appraisal review, loan closing document preparation, monthly mortgage reports for senior management
- Lead processor for USDA-Rural Development and MaineHousing mortgages
- Maintain compliance with all state and federal mortgage lending and mortgage insurance guidelines

REAL ESTATE TITLE EXAMINER/PROCESSOR | ATLANTIC TITLE COMPANY, N/K/A ATLANTIC COAST TITLE COMPANY | SOUTH PORTLAND ME | 08/2002 - 11/2008

- Analyzed matters of record, including liens, easements and plans to verify condition of title
- Processed both residential and commercial real estate files for title updates and loan closings
- Streamlined department procedures and implemented cost-control measures
- Managed commercial department bookkeeping and prepared income reports for management

SOFTWARE TEST ENGINEER | ACCESSLINE, N/K/A INTERMEDIA | BELLEVUE WA | 04/2001 - 08/2001

- Black-box/web/client-server testing for telecommunications software in unified messaging and call control
- Maintained technical integrity of products; verified compliance with product requirements

LEAD SOFTWARE TEST ENGINEER | ELF TECHNOLOGIES, INC., N/K/A SERENGETI LAW | ISSAQUAH WA | 06/1999 - 02/2001

- Black-box/web/client-server testing for legal case management and billing software
- Supervised and trained team of testers on company products and department processes
- Created test plans for project managers and wrote test cases for each product
- Assisted technical writers in preparing accurate and detailed product release notes for client use

Education

MASTER'S DEGREE, COMMUNITY PLANNING AND DEVELOPMENT | 2014 | MUSKIE SCHOOL OF PUBLIC SERVICE, UNIVERSITY OF SOUTHERN MAINE

- Concentration in Community and Economic Development

BACHELOR OF ARTS, POLITICAL SCIENCE | 1994 | CENTRAL WASHINGTON UNIVERSITY

- Internship with Washington State Legislature



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Date: 2/4/16
Last name: Rioux First name: Bruce Middle initial: B
Residence address: 85 Mary Carroll St. Ward: 5
City: Auburn State: ME Zip code: 04210
Home phone: 713-4400 Work phone: 689-2915 Cell phone: 713-4400
Email address: brrioux@sanjournal.com
Current occupation: ADVERTISING SALES
Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): 24RS UNIV OF ME. CIVIL ENGINEERING

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input checked="" type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). CONCERNED ABOUT VERY WARM WINTER AND IMPACT IT WILL HAVE ON LAKE AUBURN OXYGEN LEVELS THIS SUMMER. COULD EFFECT ALGAE BLOOMS AND CREATE DEVASTATING WATER EVENT IN EYES OF DEP/EPA

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). CONTINUED PROTECTION OF LAKE AUBURN TO PREVENT HAVING TO BUILD \$40 MILLION FILTRATION PLANT WITH A \$5 MILLION ANNUAL OPERATING BUDGET. LOW WATER RATES IS GOOD FOR BUSINESS AND RESIDENTS

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ON AUBURN BUSINESS DEV. CORP. BOARD.

Dates served (if known)? OVER 20 YEARS

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 1990-91; Auburn Water Dist 1991 to 2013; LAUWPCA

Dates served (if known)? SEE ABOVE

How did you learn of this vacancy? CITY POSTING & WATER DISTRICT

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Bruce Davis Date: 2/4/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: FEB 04 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Auburn Water District Role and Function of Trustees

By Superintendent, John Storer

The Auburn Water District was created by an act of the State Legislature in 1923. The District is a quasi-municipal water utility providing public drinking water and fire protection services to the citizens of the City of Auburn, Maine. The District treats and delivers approximately 1 billion gallons of water annually, or slightly more than 2.7 million gallons per day to 6,500 metered connections.

The fiscal and operational decisions of the District are made by a seven-member Board of Trustees. The City Council appoints 6 of the Trustees on staggered 4-year terms. The Mayor is allocated the 7th position, but historically the Mayor has appointed a designated representative (usually a current City Councilor) to provide a direct liaison back to the City Council. The Water District employs a full-time Superintendent to implement and oversee the day-to-day business operations of the District.

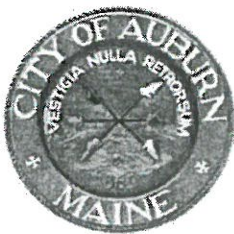
The projected 2014 Water District Budget is about \$3.37 million. Trustee meetings are open to the public and are tentatively scheduled to take place at 4:00 PM every third Wednesday of the month at the District office building at 268 Court Street.

Specific responsibilities of the Trustees include approving the annual budget, establishing customer rates, and implementing general employment policies.

Serving as the Superintendent, it is helpful to have Board members with diverse and varying backgrounds. I believe it is beneficial to have a few long-standing members, such that there is continuity and institutional knowledge in regards to some long-standing issues.

Although there is nothing specifically listed in the original District Charter, historical practice has tried to accommodate a representative from each of the 5 City Wards.

In my opinion, any citizen of Auburn could serve effectively as a Trustee. The person would just need to devote sufficient time and attention to reviewing monthly reports and data. Related skills as a private business owner, engineer, chemist, fire service, accounting, legal, financial, etc. might provide some valued skills to diversify the Trustee make-up.



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Date: 1-28-16

Last name: Fortier First name: Raymond Middle initial: P

Residence address: 26 Trask Ave. Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: 7836144 Work phone: _____ Cell phone: 212-8070

Email address: _____

Current occupation: Retired

Previous occupation (if retired or no longer working): Auburn Water & Sewer Dist

Educational and/or experience (or attach your resume): Class 2 Treatment & Distribution

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District | <input checked="" type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ____ new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To Help with unvisited

History

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To help sister wort Better

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ____

Auburn Sewer Dist

Dates served (if known)? ____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? ____

How did you learn of this vacancy? ____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Raymond R. Fortin Date: 1/28/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/1/2016
APPOINTMENT DATE: ____
TERM EXPIRATION DATE: ____
OATH DATE: ____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: February 1, 2016

Last name: DANICO First name: ROLAND Middle initial: A

Residence address: 39 ROBELLITE LANE Ward: 3

City: AUBURN State: MAINE Zip code: 04210

Home phone: 784-2686 Work phone: _____ Cell phone: 240-5661

Email address: DANSHE13@AOL.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): BANKING (BANK OF AMERICA)

Educational and/or experience (or attach your resume): SEE ATTACHED MEMO

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input checked="" type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). SEE ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). SEE ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

How did you learn of this vacancy? E-MAIL

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert Daniso Date: February 1, 2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2-1-2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

ROLAND DANICO

39 Rubellite Lane, Auburn, Maine 04210
(207-784-2686) (207-240-5661 cell)
danshe13@aol.com

SUMMARY

45+ Years of progressive and diverse experience in bank operations and/ or accounting operations management. Retired in 2008. Currently since 2005 have been the Treasurer of Granite Mills Condo Association.

Strong background in designing and implementing new systems for multiple mergers, divestitures and consolidations.,

Extensive background in reviewing, analyzing, and correcting a broad range of operational problems.

Excellent people management skills and able to develop a cohesive team of dedicated individuals.

EXPERIENCE

2004 – 2008 Bank of America, Vice President Finance Change Manager.

Represented finance division on various conversions to ensure that conversion was done in a controlled environment and no issues to financial systems. Oversaw the work on the MBNA consumer card conversion to track and adjust the large outage. Monitored the accounts payable system to track invoices for the divested line of business that were the responsibility of the buyers and ensure that Bank of America was made whole.

1995 – 2004 Fleet Bank, Vice President Financial System Manager.

Member of finance team on various conversions of acquired companies to fleet systems and insure that a controlled process was in place.

Was the finance representative on all divestitures that occurred and in 2000/2001 was responsible for the overall settlement of the largest divestiture that had occurred which represented over \$13.5 billion and 389 branches.

1988 – 1995 Fleet Bank of Maine, Vice President Accounting Operations

Oversaw the control and settlement areas of a \$3.1 billion bank with 105 branch offices.

Responsible for all accounting policies and procedures, fixed asset accounting, OREO accounting,

Put accounting, and teller settlement. During 1988/1991, in charge of the overall accounting

operations which included VISA processing and settlement, general ledger processing, accounts

payable, and internal payroll department. Responsible for developing standard accounting forms

and procedures to be used system wide. During 1991 responsible for consolidation of Maine

Savings Bank's and Maine National Bank's accounting operations into Fleet's after those banks were

taken over from the FDIC. In 1991 also directed Loan Operations, with 45 additional employees

located in Bangor, in implementing correct controls and accounting procedures.

1983 – 1988 Northeast Bank (1983-85) Norstar Bank (1985-88), Vice President & Controller

In 1983 became the Controller of the seven banks that were merged to become the \$700 million

Northeast Bank. Responsible for complying with various internal and external reporting

requirements. Responsible for integrating all general ledgers into the Norstar accounting system in

1985. Also oversaw the daily funds settlement and wire transfer area of Norstar Bank of Maine.

1975 – 1983 Northeast Bank & Trust Company, Bangor, Maine, V.P., Treasurer & Operations Officer. Directed the \$150 million bank's overall operations which included funds management, general ledger accounting, financial reporting, fixed assets, deposit and loan operations, expense control, accounts payable, teller settlement, branch operations, and human resources.

1973 – 1975 Northeast Bankshare Association, A.V.P. Controller's Division
Oversaw the various accounting functions for four banks with combined assets of approximately \$200 million.

1972 – 1973 Northeast Bankshare Association, Assistant Auditor
Responsible for financial and operational auditing of the four member banks. Supervised various audits. Developed new audit programs and procedures. Reported audit findings, including recommendations for improvement. Planned and coordinated departmental workload.

1970 – 1972 Eastern Trust & Banking Company, Bangor, Maine, Auditor
Responsible for financial and operational auditing of Eastern Trust and three other banks prior to merger. Supervised various audits performed by assistants. Developed new audit programs and procedures. Reported audit findings, including recommendations for improvement. Planned and coordinated departmental workload.

1969 – 1970 Eastern Trust & Banking Company, Bangor, Maine, Assistant Auditor.

1963 – 1969 Eastern Trust & Banking Company, Bangor, Maine, Staff Auditor

EDUCATION

1979	Graduate/High Honors, Bank Administrative Institute, University of Wisconsin, Madison, Wisconsin. Major: Community Bank Management. 1 of 7 out of 390 to receive high honors for the three year program.
Various	Accounting/Business Courses, University of Maine at Orono, U. Maine at Augusta, and Husson College.
Various	Banking/Other Courses: AIB courses, BAI Courses, BAI Auditing School and IBM
1963.	Diploma in Accounting, Beal Business College, Bangor, Maine.

Reason I want to serve on this committee.

I have lived in the City of Auburn since 1983 and take pride in this community. I believe the water quality is excellent and want to ensure that it is maintained. When I moved into Granit Mill Estates Condo Association I volunteered to be the Treasurer because I take pride in working to ensure that this development is run as efficient as possible while maintaining the high standards it has. Now that I am retired I would like to give back to the area and would like to help ensure that the Water District continues to maintain its high standard.

What do I hope to accomplish.

As I have indicated above I hope to ensure that the excellent water quality is maintained and the Water District continues to run as efficient as possible and hopefully bring new ideas as well as being able to learn the current process that is in place today.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: February 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached I have **significant experience with State and Federal regulations, customer service, and financial reporting- all necessary skills for a Water District Trustee. I have served as the Mayor's Representative for 4 years, so have experience in the particular field. As a member of the Conservation Commission water quality and concern for water conservation is a complementary responsibility.**

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewerage District |
| <input type="checkbox"/> XXX Water District | <input type="checkbox"/> Zoning Board of Appeals |

CROWLEY, TIZZ AUBURN WATER DISTRICT APPLICATION page 2

Is this application for a XX new appointment or _____ reappointment or _____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____ **see attached** _____

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _____ **see attached** _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee _____

Dates served (if known)? **I was appointed in 2015 by both organizations** _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____
Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative _Dates served? **Noted**_

How did you learn of this vacancy? **City of Auburn e-alert and I continue to attend the Sewerage District Trustee Meetings** _____

If I was appointed to the Water District, I would hope I might resume my position as Treasurer, but have particular interest in being appointed the Trustee representative on the Lake Auburn Watershed Protection Commission. I would be a strong advocate for the residents of Auburn. This position will be available when the new Trustee is appointed.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ **Tizz E. H. Crowley** _____ Date: **February 22, 2016** _____

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/22/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Tizz E. H. Crowley Auburn Water District Board of Trustees application attachment:

Why do you want to serve?

I have enjoyed my time on the Boards of Trustees for the Auburn Water and Sewerage Districts and find working on both is beneficial to the work. Everyone knows I love the Auburn Sewerage District, yet I believe I can make a substantive contribution to the AWD. I bring specific skills and experiences in areas of HR, risk management, and general business administration. I have over 25 years in budget preparation and reporting, fee structure design, and definition and implementation of employment policies. I bring some experience working on this particular board, but not so many years that I can't look at new and different ways of addressing the problem.

The first responsibility for all, not just the Board of Trustees, is to maintain high quality, safe drinking water. For me, the second responsibility is to the citizens of Auburn to ensure the maximum benefits of having Lake Auburn, without risk to water quality, including recreation, development, and increasing tax revenues opportunities. I believe you can guard and secure the quality and availability of drinking water without placing the resources in a bubble.

What do you hope to accomplish?

I hope to continue the strong and stable financial position of the AWD, while continuing to invest in the infrastructure. As a Board, we need to continue an active fiduciary oversight of finances, assets, and long range planning. I would want to continue to look ahead and be held accountable for the stewardship of the drinking water and good governance of the District.

As a member of the Board, I would continue to work to be an informed ambassador and advocate that helps sustain and increase public and private support for the work of the District. I would also hope to provide regular tips to the public on water conservation... which will save residents money on both water and sewer bills in most situations.

This says it all: The Portland Water District has key points in their Promise and Vision statement. These should also apply to the Auburn Water District and its work. My paraphrasing:

- **Protect public health, safety and the environment by providing the customer with first class water and related services (fire protection, as an example).**
- **Promote an atmosphere that values openness, respect, and fair treatment from the Board of Trustees and throughout the organization.**
- **Maintain the highest standards related to Quality of Life concerns. This means a working environment that values community, provides quality services that enrich our customers and the community's lives.**

From the City of Auburn's Website page for Auburn Water District- John Storer- former Supt of AWD

Specific responsibilities of the Trustees include approving the annual budget, establishing customer rates, and implementing general employment policies.

Serving as the Superintendent, it is helpful to have Board members with diverse and varying backgrounds. I believe it is beneficial to have a few long-standing members, such that there is continuity and institutional knowledge in regards to some long-standing issues.

Although there is nothing specifically listed in the original District Charter, historical practice has tried to accommodate a representative from each of the 5 City Wards.

In my opinion, any citizen of Auburn could serve effectively as a Trustee. The person would just need to devote sufficient time and attention to reviewing monthly reports and data. Related skills as a private business owner, engineer, chemist, fire service, accounting, legal, financial, etc. might provide some valued skills to diversify the Trustee make-up.

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468
EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice. Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
 - chart audits for coding and documentation compliance
 - special projects including "lost charges" searches, pricing and reimbursement concerns
 - Very successful in uncovering missing revenue generated by unbilled services
 - education and training for providers regarding billing, documentation and compliance
 - trained other staff in charge entry and basic coding for family practice and pediatrics
 - designing charge forms for capture of services
 - assisted billing staff with patient and insurance questions.
- I received a 'Citation for Excellence' for work with patient statements generation.

Current Employment: **Retired.**

Prior Employment:

Coder Physician Services- *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center
Physician Practices
Brunswick, Maine

Practice Manager- *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*

2004-2007 Central Maine Obstetrics & Gynecology
Lewiston, Maine 04240

Administrator- Chief Executive Officer *responsible for all non-medical aspects of the practice.*

1985- 2005 Bangor Ear, Nose, and Throat Professional Association
Bangor, Maine
Continue to handle any remaining business of the practice since the closure.

Administrator- Chief Administrative Officer *responsible for all non-medical aspects of the practice.*

1983-1985 Maxwell, Roediger, & Knowland, MDPA
Portland, Maine

Administrator- Chief Executive Officer *responsible for all non-medical aspects.*

1977-1983 Kennebec Radiology Professional Association
Augusta, Maine

Principal- Management Consultant *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*

1980 – 2005 Hampden, Maine

Medical Industry Marketing Representative- *vertical industry representative for healthcare including small hospitals and physician offices*

1973- 1977 International Business Machines
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member
 1978-1983, 1991-1994 **New Hampshire MGMA:** Member
 1979-1991 **Maine Medical Practice Management Association:** Charter Member, President (2 terms)
 1979-present **American College of Medical Practice Executives:** Certification 1980 Life Member
 1988-2004 **Otolaryngology Administration Assembly:** President (two terms)
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker
 1991-1995 **Professional Association of Health Care Office Managers:** Member
 1993-1994 American Academy of Otolaryngology- Head & Neck Surgery, Inc. **Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**
 1985-1991 Board of Directors: **Breast Diagnostic Center**
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors
 1986-1989 Board of Directors: **Opera League of Maine**
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work
 1992-1993 **Hampden Academy Project Graduation**
 1987-1989 **Hampden Congregational Junior High Youth Group**
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member
 1995-1996 **American Field Service** Host Family /Former Returnee
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model
 2007 Public Service Announcements for **Buddy to Buddy** Campaign
 2011-2015 Auburn City Councilor Ward 1
 2011-2015 Auburn Sewerage District Board of Trustees
 2011-2015 Auburn Water District Board of Trustees – Treasurer 2015
 2015- present Auburn Conservation Commission- current Secretary-Treasurer
 2012- present Woman’s Literary Union- By-Laws Committee Chair, Membership Committee Chair, and Special Events Committee, member of the Executive Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request

Katherine Phillips
520 Minot Avenue
Auburn, ME 04210

November 15, 2015

Susan Clements-Dallaire
City Clerk
60 Court Street
Auburn, ME 04210

Dear Ms. Clements-Dallaire:

I wish to apply for the vacant position on the Community Development Block Grant committee. I have enclosed my application and a current copy of my resume for review.

If there are any questions regarding my application please contact me at (207)514-7837.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kath Phillips", written in dark ink.

Katherine Phillips



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 11/15/2015

Last name: Phillips First name: Katherine Middle initial: M

Residence address: 520 Minot Ave. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: 207-514-7837 Work phone: _____ Cell phone: _____

Email address: Kathie.phillips95@msn.com

Current occupation: Manager, Revenue Cycle Operations

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

___ Water District

___ Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I would like to become more involved in the community. I am interested in community development and am also a past recipient of a CDBG loan.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

I would like to participate in the process of community development. I would like to expand my knowledge and experience while helping others.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO.

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? City website.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Kamryn Allen Date: 11/15/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

DATE APPLICATION RECEIVED: <u>11/18/15</u>	FOR OFFICE USE ONLY
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

Katherine Phillips
520 Minot Avenue
Auburn, ME 04210
(207) 514-7837
KathiePhillips95@msn.com

SUMMARY

Self-motivated professional offering excellent organization, communication and public relations skills. Strong analytical skills. Creative problem solver with demonstrated ability to handle a variety of tasks while maintaining attention to detail. Seeking a position that will utilize current skills while providing an opportunity for professional growth.

EMPLOYMENT EXPERIENCE

Manager, Revenue Cycle Operations – Central Maine Orthopaedics, PA **September 2015 – present**

Responsible for oversight of revenue cycle for the organization including Billing and Patient Services departments. Collaborate with colleagues to grow market presence and ensure provision of needed services to the population. Responsible for adherence to Federal regulations and participation in Federal programs. Project management of new initiatives to provide additional services to patients and increase business efficiency. Manage daily operations of the departments to ensure best practices for revenue generation while balancing the needs of staff. Responsible for development and management of expense and staffing budgets.

• Supervisor, Revenue Cycle Operations – Central Maine Orthopaedics, PA **August 2013 – September 2015**

Responsible for all operations related to medical billing, coding, prior authorization and accounts receivable for Orthopedic practice of fifteen medical providers. Manage staff of fourteen people based on the priorities of the organization. Responsible for maintaining continued profitability of the organization through: workflow mapping and priority setting, management of staff including hiring, scheduling and performance reviews, staff training and continuing education, implementation of new processes and procedures based on industry changes and needs of the organization, maintaining compliance with Federal standards in billing and coding, project management working collaboratively with other departments in the organization including clinical, marketing and information systems.

• Accounts Receivable Specialist – Central Maine Orthopaedics, PA **October 2012 – August 2013**

Resolved outstanding accounts through communication with insurance companies and patients, interpreted written communications from various payers, resolved denials through claim corrections and appeals, reviewed and corrected claim coding, monitored trends in claims payments and denials, worked with patients to ensure understanding of insurance benefits as well as medical billing practices, negotiated payment options acceptable to both the patient and the organization. Practiced thorough documentation of work for patient charting and claims payment.

- **Business Owner/Operator- Kathie Phillips, CPC- Auburn, ME
August 2004- July 2011**

Provided administrative support to a variety of business professionals, specializing in mental health billing. Achieved positive cash flow for clients by managing entire process of medical billing; pre-certifying patient services with insurance carriers, communication with patients to explain insurance benefits, charge entry and billing, claim follow-up and collections. Identified potential issues with procedure and diagnosis coding to facilitate payment of claims while ensuring compliance with billing regulations. Maintained accurate database of patient information and ensured confidentiality. Additionally, provided general office functions such as mass mailings, scheduling of appointments and meetings and verbal and written communications with consumers and outside vendors such as insurance carriers. Ensure profitability of business by using best practices for time and business management.

EDUCATION

Central Maine Community College – Business Administration
January 2010-present

Certificate in Project Management – University of Southern Maine
2015

Certified Professional Coder, American Academy of Professional Coders

Graduate, Androscoggin Leadership Development Institute
2014

Independent Study Course, American Academy of Professional Coders
March 2005- March 2006

Medical Terminology and Anatomy, Auburn Adult Education
December 1998

High School Diploma, State of Connecticut

SKILLS

Proficient in: Microsoft Word, Excel, Outlook and PowerPoint, as well as several database management software programs.

REFERENCES

Available upon request.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 10-21-2015

Last name: Chabot First name: Nikki Middle initial: B

Residence address: 24B Martindale Rd Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: n/a Work phone: 333-6001 Cell phone: 577-4350

Email address: nchabot@mainesource.com

Current occupation: Realtor/former office manager at maine source realty

Previous occupation (if retired or no longer working): n/a

Educational and/or experience (or attach your resume): See attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☒ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☐ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). See Attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See Attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

Have you previously served on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

How did you learn of this vacancy? City of Auburn Website

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Nikki Chabot Date: 10-21-2015

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 10/21/15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Briefly describe why you want to serve on this committee:

I would like to serve on the Community Development Loan Committee to bring forth the skills I have to offer to help strengthen the Committee as well as the community. While working as the Office Manager for three years at Maine Source Homes & Realty, not only did I assist Bill Turner in personally obtaining a loan from the Committee to strength the appeal of his rental units, but I also assisted directly in managing the rental projects he has throughout Auburn. I've also received, and continue to increase my education on credit analysis, using this knowledge to pre-qualify individuals to purchase homes while serving as Office Manager. I would like to assist in making decisions to improve the conditions of the neighborhoods locally.

What do you hope to accomplish?

I hope to be a part of this Committee to have the chance to personally make a difference in the town that I reside in. I would like to be a part of the decision making that takes place to improve the buildings that are within our neighborhoods, and make affordable housing more so available to those within our community. I hope to use my skills to further the overall knowledge of the Committee, while also gaining skills from others.

NIKKI CHABOT

24B Martindale Road, Auburn, Maine,
04210 | 2075774350 | Nchabot@mainesource.com

SUMMARY

Seeking a local committee/board to serve on to be an active member of my community. I would like to gain knowledge on how different aspects of my community run, and are affected. I would like to be actively involved in improving conditions locally while promoting my services and knowledge of real estate where they may be needed.

CERTIFICATIONS AND SKILLS

Certifications/Licenses/Memberships

- Maine Sales Agent Real Estate License
- National Association of Realtors Member
- Androscoggin Valley Board of Realtors Member
- CPR Certified

Courses Completed/Skills

- Maine Associate Broker Course- The Real Estate Learned Group
- 20 Hour SAFE Class- Mortgage Training Solutions
- Understanding & Maximizing Consumer Credit Scores – Birchwood Credit Services, Inc.
- Completed Introduction to QuickBooks course
- Completed Social Media Marketing course
- 63 WPM
- Proficient in Word, Excel, and PowerPoint

EXPERIENCE

August 2015-
Present

Sales Agent (Realtor), *Maine Source Realty, Auburn, Maine*

- Represent Buyers in seeking out finance, purchasing homes.
- Represent Sellers in sale of home.
- Credit education

April, 2012 –
August, 2015

Office Manager/Sales Agent, *Maine Source Realty, Auburn, Maine*

- Handle daily office duties; scheduling, phones, walk-ins, payments
- Educate and counsel clients on credit

- Draft sales contracts for new modular and pre-existing homes
- Handle rental property repairs, tenants, rents.
- Represent Buyers/Sellers in purchasing or selling homes

January 2011 -
February 2012

Childcare Provider, *YMCA, Auburn, Maine*

- Cared for children ranging from 6 weeks old to school age
- Participated in educational play with children
- Assisted in swim lessons

May 2010 – January
2011

Direct Support Professional, *John F Murphy Homes, Auburn, Maine*

- Cared for individuals with Special Needs
- Assisted in personal hygiene care, bathing, cooking, cleaning
- Taught life skills to individuals

March 2009 – May
2010

Sales Associate, *Amcomm Wireless, Auburn, Maine*

- Trained Employees
- Sold and educated customers on devices and plans
- Handled office duties; scheduling, phones, payments

April 2007 – March
2009

Cashier/Kitchen Help, *Papa Gino's, Auburn, Maine*

- Ran cash register
- Cleaning duties
- Cooked/Served food

September 2005 –
August 2006

Cashier, *Dunkin' Donuts, Auburn, Maine*

- Ran cash register
- Cleaning tasks
- Prepared food

EDUCATION

January 2014-
Present

Currently Enrolled in the Business Administration & Management Program, *Central Maine Community College, Auburn, Maine*

September 2004 –
May 2008

High School Diploma, *Edward Little High School, Auburn, Maine*

REFERENCES

William Turner
Owner
Maine Source Homes & Realty
Auburn, Maine 04210
207-333-6001

Jon Mercier
Designated Broker
Maine Source Homes & Realty
Auburn, Maine 04210
207-577-2365

Kate Hiss
Director
YMCA
Auburn, Maine 04210

Clair Rice
Manager
Helping Hands
Auburn, Maine 04210
207-777-5294

Kaitlynn Hinson
Friend
St. Mary's Medical Center
Lewiston, Maine 04240
207-713-8051



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: _____

Last name: Simpson First name: Kevin Middle initial: A.

Residence address: 84 Summer St., Apt 1 Ward: 2

City: Auburn State: Maine Zip code: 04210-5121

Home phone: 784-0232 Work phone: _____ Cell phone: wife's 576-8751

Email address: kajs@myottmail.com

Current occupation: retired

Previous occupation (if retired or no longer working): electronic impositor & others

Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ☒ new appointment or ☐ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To get back into some community involvement after having had to withdraw from such due to illness in my immediate family.
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To contribute to careful consideration and sufficient review of cases presented to board.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

How did you learn of this vacancy? Reine Magnan told me of it.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Kevin Simpson Date: 10-07-2015

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 10/16/15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____
Page 2 of 2

Kevin Andre Simpson
84 Summer St Apt 1
Auburn, ME 04210-5121

ISSUED TO STUDENT

ID Number: 2049158
Student Number: XX-XXX-3593
DOB: 4/3/1936

Course	Grade	Rpt	Hours	Course	Grade	Rpt	Hours
Credit Division				Credit Division (cont.)			
Degree Information :				2009-2010: Transfer			
(1) Date Conferred :				Organization : Univ Of Maine - Orono			
Major(s)				CH -001	Chemistry	T	3.00
Non Matric				CH -001	Chem Lab	T	1.00
(2) 'Assoc in Applied Science' Date Conferred : 05/09/2011				ENG-101	College Writing	T	3.00
Major(s)				FRE-101	Beginning French I	T	3.00
Criminal Justice				GEL-1XX	General Elective	T	4.00
Honor(s)				MAT-100	Intermediate Algebra	T	3.00
Phi Theta Kappa				MAT-122	College Algebra	T	3.00
Graduated w/Pres Honors							
1989-1990: Fall Semester							
CPT-120	INTRO COMP APP	A	3.00				

ISSUED TO STUDENT

1250 Turner Street, Auburn, Maine 04210-6498
Telephone: (207) 755-5292 e-mail: registrar@cmcc.edu / website: www.cmcc.edu FAX: (207) 755-5495
ACADEMIC TRANSCRIPT IS OFFICIAL WHEN ACCOMPANIED BY THE CMCC SEAL AND AUTHORIZED SIGNATURE



Bostridge

Kevin Andre Simpson
84 Summer St Apt 1
Auburn, ME 04210-5121

ISSUED TO STUDENT

ID Number: 2049158
Student Number: XX-XXX-3593
DOB: 4/3/1936

Course	Grade	Rpt	Hours
Non-Credit Division			
2009-2010: Spring Semester			
CRJ-001	Evolving Criminal Justice System	P	0.00

President's Honors

Inducted into Phi Theta Kappa

	AHRS:	EHRS:	QPTS:	QHRS:	GPA:
Curr Totals:	0.00	0.00	0.00	0.00	0.000
Cum Totals:	0.00	0.00	0.00	0.00	0.000
Division Totals:	0.00	0.00	0.00	0.00	0.000

*** END OF RECORD ***

*Bohstridge*

KEVIN A. SIMPSON
84 Summer Street Apt. 1, Auburn, Maine 04210-5121
(207) 784-0232
jks@exploremaine.com

Objective An interesting position where my skills and aptitudes can be useful

Experience

Geiger Bros. Lewiston, Maine

Digital Press Technician 2007 to 2009

- Created paper profiles and spot color sets
- Set up job, imposition, and cutting-scoring and creasing templates
- Corrected copy and color errors, and made requested changes
- Ran and maintained digital press
- Re-installed software and managed updates and backups

Pre-Flight Technician 2004 to 2007

- Determined print readiness of files from customers or archives
- Fixed problematic files if action within minimum charge
- Notified sales representative by e-mail of files' condition and action needed
- Prepared and sent press-ready PDF or postscript files
- Redesigned page sizes, sequence, copy position, and color per coordinator's request
- Worked in Quark Express, Adobe Illustrator, Acrobat with Pitstop, and Microsoft Word

Imposition Technician 1994 to 2004

- Created user controllable and context sensitive printer's marks in postscript code
- Developed a large library of specialized imposition templates
- Designed and maintained database of job information
- Created electronic and film layouts for checking copy position
- Imposed a variety of signature sets for several presses, offset and web

Hood's Mailing and Printing Lewiston, Maine

Graphic Artist 1986 to 1994

- Discussed project specifics with customers
- Designed and output ads, flyers, booklets, and business cards
- Restructured files for greater automation and ease of modification
- Prepared variable data print files in Microsoft Word
- Created layouts and paste-ups in Pagemaker, graphics in Arts & Letters

Education University of Southern Maine Gorham, Maine
 Bachelor of Science, Vocational Education 1980

Volunteer Experience

Trinity Jubilee Center Lewiston, Maine
2000 to present

- Pickup food and drink from various donors
- Socialize with clientele in friendly encouraging manner
- Serve food, clean dishes, find ways to help make space healthful and safe

References Available upon request

Dear Human Resources Representative,

As my enclosed resume indicates, I have a diverse recent background in the graphic arts, performing a variety of tasks with many software platforms; including 2 years in pre-flight, where I communicated with customers and technical sales representatives via e-mail, phone, and in person regarding suitability of supplied files and options for achieving optimal results.

I have also taught adult education classes at Central Maine Community College: color separation camerawork in 1975, and halftone photography in 1979.

In 1961-1962 I taught art classes for children ages 6-14 at the Norfolk House Centre in Roxbury Massachusetts.

I have a Bachelor of Science degree in Vocational Education from the University of Southern Maine.

The opportunity to discuss my credentials with you would be greatly appreciated. Thank you for your consideration.

Respectfully yours,

A handwritten signature in cursive script that reads "Kevin A. Simpson". The signature is fluid and written in dark ink.

Kevin A. Simpson
84 Summer Street Apt. 1
Auburn, Maine 04210-5121
(207) 784-0232
jks@exploremaine.com

KEVIN A. SIMPSON

84 Summer Street
Auburn, Maine 04210
(207) 784-0232

Position Desired

Graphic Artist or whatever position open

EXPERIENCE

May 1991–June 1994

Graphic Artist

Hood's Mailing & Printing, Inc., Lewiston, Maine

Computer and manual paste-up, layout and design. Used the following software: PageMaker, Arts & Letters and Microsoft Word.

June 1986–May 1991

Art Director

Hood's Mailing & Printing, Inc., Lewiston, Maine

Responsible for workflow and training as well as computer and manual paste-up layout and design. Used the following software: PageMaker, Arts & Letters and Microsoft Word.

Nov. 1975–June 1986

Lithographic Cameraperson

Hood's Mailing & Printing, Inc., Lewiston, Maine

Stripper and platemaker.

Fall 1989

Adult Education Instructor

Central Maine Vocational Technical Institute, Auburn, Maine

Created course description, objectives and outline for courses in halftone photography and film negative making.

Sept. 1979–Dec. 1979

Adult Education Instructor: Halftone Photography

Central Maine Vocational Technical Institute, Auburn, Maine

Created course description, objectives and outline for 10-session course. Instruct and assist adult students in theory and practice of halftone photographic procedures.

Feb. 1975–April 1975

Instructor and Consultant:

Color Separation Camera Work

Central Maine Vocational Technical Institute, Auburn, Maine

Prepared lesson plan and taught weekly class. Provided technical consultation to full-time instructor.

Feb. 1968–Oct. 1975

Chief Color Separator

Twin City Printery, Lewiston, Maine

Made color separations and supervised assistants.

Sept. 1967–Feb. 1968

Stripper and Platemaker

Twin City Printery, Lewiston, Maine

June 1967–Sept. 1967

Assistant Supervisor

Boxographics Inc., Dedham, Massachusetts

Controlled workflow in art, engraving, die mounting and camera departments.

ACTIVITIES

1992 – present First Universalist Church, Auburn
Social Action Committee Member

1992 – present Unitarian Universalist Service Committee
Contact Person

1991 – present Neighbor to Neighbor Contact Person

1988 – 1991 Neighbor to Neighbor Chairperson
1990-1991, Lewiston–Auburn Branch

1981 – 1988 Lewiston–Auburn Coalition
Central America — Member

Jan. 1974 – Feb. 1976
AUBURN DEMOCRATIC CITY COMMITTEE
Auburn, Maine

CHAIRPERSON
Responsible for meetings, fund
raising, committee presentation
at convention, and publicity for
party campaigns.

Jan. 1972 – Dec. 1973
AUBURN DEMOCRATIC CITY COMMITTEE
Auburn, Maine

VICE CHAIRMAN
Assisted chairman and led
Auburn delegation at the
state convention.

1970
DEMOCRATIC PARTY

DELEGATE TO STATE
CONVENTION
(also in '72, '74, '76, '80)

1968
LEWISTON–AUBURN JAYCEES

Was responsible for design and
printing of program for 1968 Miss
Lewiston–Auburn Pageant.
Participated in Leadership Training
Program. Spoke before State Jaycee
Convention.

PERSONAL DATA

AGE:	58
MARITAL STATUS:	Married, 3 children, ages 34, 32, 31; 1 grandchild, Isaiah F. Rembert, age 3
HEIGHT:	5'8"
WEIGHT:	165 lbs.
HEALTH:	Excellent
SPECIAL INTERESTS:	Art, Music, Poetry, Human Rights Activism, History, Politics, Camping, and Swimming.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2-16-2016

Last name: McCarthy First name: Heidi Middle initial: L

Residence address: 132 Main St Apt 102 Ward: 4

City: Auburn State: ME Zip code: 04210

Home phone: 207-907-6730 Work phone: 207-353-9333 Cell phone: 207-907-6730

Email address: mccarthyh13@yahoo.com

Current occupation: Music Educator

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): I have been a trustee for the Sewer District for 4 years.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input checked="" type="checkbox"/> Sewer District | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ☐ new appointment or ☒ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I believe the Sewer District is doing important work.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I am interested in seeing the CSO separation through to its completion. I am also pleased about the rate at which debt is being eliminated and would like to see that continue.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
Yes, I am currently a sewer trustee.

Dates served (if known)? March 2012-March 2016

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____
Please see above.

Dates served (if known)? _____

How did you learn of this vacancy? The vacancy is my current seat on the committee.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature:  Date: 2-16-2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/16/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____
Page 2 of 2



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: February 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached I have significant experience with State and Federal regulations, customer service, and financial reporting- all necessary skills for a Sewerage District Trustee. I have served as the Mayor's Representative for 4 years, so have experience in the particular field.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

<input type="checkbox"/> 9-1-1 Committee	<input type="checkbox"/> Airport Board
<input type="checkbox"/> Auburn Housing Authority	<input type="checkbox"/> Audit & Procurement Committee
<input type="checkbox"/> Board of Assessment Review	<input type="checkbox"/> Cable TV Advisory Board
<input type="checkbox"/> CDBG Loan Committee	<input type="checkbox"/> Community Forest Board
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Ethics Panel
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> L/A Transit Committee
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Poland-Auburn Economic Development Committee
<input type="checkbox"/> Recreation & Special Events	<input checked="" type="checkbox"/> Sewerage District
<input type="checkbox"/> Water District	<input type="checkbox"/> Zoning Board of Appeals

Is this application for a XX new appointment or reappointment or desire to move from an alternate/associate to full member?

CROWLEY, TIZZ AUBURN SEWERAGE DISTRICT APPLICATION page 2

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). see attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). see attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee

Dates served (if known)? I was appointed in 2015 by both organizations

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative Dates served? Noted

How did you learn of this vacancy? City of Auburn e-alert and I continue to attend the Sewerage District Trustee Meetings

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Tizz E. H. Crowley Date: February 22, 2016

I definitely understand the need to have as much diversity as possible on Citizen Committees. I am not sure whose term is ending on the Auburn Sewerage District Board of Trustees. While sewer related services and needs are my strongest passion and interest, if Ms. Heidi McCarthy term is up, and she has expressed a desire to be re-appointed, I would urge the Council to re-appoint her. She has only served 4 years and has been the Treasurer for two terms. She is likely to be elected President if she continues and if she so desires. I would submit another application in a future round.

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/22/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Tizz E. H. Crowley Auburn Sewerage District attachment:

Why do you want to serve?

I'd like to serve on the Sewer Board because I have enjoyed representing the Mayor and wish to continue in my own position. I would continue providing sewer tips each month that will educate the public. I think I can contribute to the work of the Board as I bring some skills and experience not fully represented in the Board- HR administration, marketing and office management.

The Sewer Board is very customer serve focused which is a core value for me. The District strives to be a good employer and I believe I can make a contribution to this goal. I know that investment in infrastructure is important and I feel I've been listened to and would like to continue to support this need.

What do you hope to accomplish?

Besides representing the residents of Auburn and making sure their interests and needs are heard, I hope to provide information and education to the public that maintain a good sewer system so resources- money, staff, time can be focused on updating the pipes. If we can meet the goal of a mile a pipe a year, it will still take us over 100 years to complete the system.

I also want to assist the District in creating policies and procedures to improve service and be a good and fair employer.

In my career I've been responsible for compliance for a variety of State and Federal regulations. I believe the skills and experience are transferrable to the types of regulation requirements faced by the District regarding major pollutants, water treatment facilities and other toxic issues.

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468

EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
 - chart audits for coding and documentation compliance
 - special projects including "lost charges" searches, pricing and reimbursement concerns
 - Very successful in uncovering missing revenue generated by unbilled services
 - education and training for providers regarding billing, documentation and compliance
 - trained other staff in charge entry and basic coding for family practice and pediatrics
 - designing charge forms for capture of services
 - assisted billing staff with patient and insurance questions.
- I received a 'Citation for Excellence' for work with patient statements generation.

Current Employment: **Retired.**

Prior Employment:

Coder Physician Services- *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center
Physician Practices
Brunswick, Maine

Practice Manager- *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*
2004-2007 Central Maine Obstetrics & Gynecology
Lewiston, Maine 04240

Administrator- Chief Executive Officer *responsible for all non-medical aspects of the practice.*
1985- 2005 Bangor Ear, Nose, and Throat Professional Association
Bangor, Maine
Continue to handle any remaining business of the practice since the closure.

Administrator- Chief Administrative Officer *responsible for all non-medical aspects of the practice.*
1983-1985 Maxwell, Roediger, & Knowland, MDPA
Portland, Maine

Administrator- Chief Executive Officer *responsible for all non-medical aspects.*
1977-1983 Kennebec Radiology Professional Association
Augusta, Maine

Principal- Management Consultant *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*
1980 – 2005 Hampden, Maine

Medical Industry Marketing Representative- *vertical industry representative for healthcare including small hospitals and physician offices*
1973- 1977 International Business Machines
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member
 1978-1983, 1991-1994 **New Hampshire MGMA:** Member
 1979-1991 **Maine Medical Practice Management Association:** Charter Member, President (2 terms)
 1979-present **American College of Medical Practice Executives:** Certification 1980 Life Member
 1988-2004 **Otolaryngology Administration Assembly:** President (two terms)
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker
 1991-1995 **Professional Association of Health Care Office Managers:** Member
 1993-1994 American Academy of Otolaryngology- Head & Neck Surgery, Inc. **Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**
 1985-1991 Board of Directors: **Breast Diagnostic Center**
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors
 1986-1989 Board of Directors: **Opera League of Maine**
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work
 1992-1993 **Hampden Academy Project Graduation**
 1987-1989 **Hampden Congregational Junior High Youth Group**
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member
 1995-1996 **American Field Service** Host Family /Former Returnee
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model
 2007 Public Service Announcements for **Buddy to Buddy** Campaign
 2011-2015 Auburn City Councilor Ward 1
 2011-2015 Auburn Sewerage District Board of Trustees
 2011-2015 Auburn Water District Board of Trustees – Treasurer 2015
 2015- present Auburn Conservation Commission- current Secretary-Treasurer
 2012- present Woman's Literary Union- By-Laws Committee Chair, Membership Committee Chair, and Special Events Committee, member of the Executive Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2/23/2016

Last name: LeFean First name: Charles Middle initial: H.

Residence address: 86 Orchard St. Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 207-712-1563 Work phone: 207-347-5000 Cell phone: 207-712-1563

Email address: clfean@gmail.com

Current occupation: Chief Operating Officer

Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): BS Communications, MaineMaster Naturalist
Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a new appointment or _____ reappointment or _____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). The outdoors has always been my "medicine". I am very interested in taking the best care of it possible.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I would like to increase public awareness and engagement on issues related to environmental conservation within our city through education & exposure to our wonderful outdoor resources.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? yes, Community Forest Board, Parks Subcommittee

Dates served (if known)? Oct/Nov 2015 to present

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? Email

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 2/23/16

Please submit your application to:

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

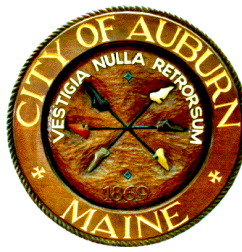
DATE APPLICATION RECEIVED: 2/23/16

APPOINTMENT DATE: _____

TERM EXPIRATION DATE: _____

OATH DATE: _____

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 14-03072016

ORDERED, that the City Council hereby makes the follow board and committee appointments with term expirations as noted:

Board or Committee	Term Expiration Date	Name of Person Appointed or Reappointed
Planning Board	10/1/2019	Robert Bowyer (re-appointment)
Auburn Water District	3/1/2019	Tizz E.H. Crowley (new appointment)
Auburn Sewerage District	3/1/2019	Heidi McCarthy (re-appointment)
Ethics Committee (full member)	1/1/2019	Leonard Kimble (new appointment)
Ethics Committee (alternate)	1/1/2019	Marc Bernier (new appointment)
Ethics Committee (alternate)	1/1/2019	Robert Sevigny (new appointment)
Conservation Commission	6/1/2017	Charles Lafean (new appointment)
Community Development Block Grant (CDBG) Loan Committee	10/1/2016	Nikki Chabot (new appointment)
Board of Assessment Review	10/01/2019	Robert Hayes (new appointment)
Board of Assessment Review	10/01/2019	Larry Pelletier (new appointment)
Board of Assessment Review (alternate)	10/01/2017	Tizz E.H. Crowley



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Order 15-03072106

Author: Jill Eastman, Finance Director

Subject: Fund Balance Strategy

Information: The City's General Fund Unassigned Fund Balance is below the percentage in the Fund Balance Policy adopted by City Council in 2011. The information provided is to present a strategy to the City Council to bring the fund balance into compliance with policy.

Advantages: Reduce the City's dependence on fund balance to balance the budget annually.

Disadvantages: This will require the City Council to either make large reductions in the FY 17 and FY 18 budgets or increase property taxes balance the budget without the use of fund balance.

City Budgetary Impacts: see attached.

Staff Recommended Action: City Council commit to discontinuing the use of fund balance to balance the budget over the next two fiscal years.

Previous Meetings and History: February 22, 2016, Council Meeting Presentation

Attachments:
Narrative and Spreadsheets

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 15-03072016

ORDERED, that the City Council hereby commit to discontinuing the use of Fund Balance to balance the General Fund budget over the next 2 fiscal years, FY 17 and FY 18 as recommended by the Finance Director per attached documentation.



City Council Information Sheet

City of Auburn

Council Meeting Date: March 7, 2016

Subject: Executive Session

Information: Discussion on a poverty abatement case # 2879-16 pursuant to (36 M.R.S.A § 841). A hearing and written notice needs to be provided within 30 days of the application.

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 Council Information Sheet

City of Auburn

Council Meeting Date: 03/07/2016

Subject: Executive Session

Information: Discussion regarding an real estate matter, 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.

**THE FOLLOWING
INFORMATION IS
PROVIDED BY
COUNCILOR
LEROY WALKER
AUBURN WARD 5**

Mid-Maine Waste Action Corporation

*110 Goldthwaite Road
P.O. Box 1750
Auburn, Maine 04211-1750
(207) 783-8805
Fax (207) 783-9831
www.midmainewaste.com*

MEMORANDUM

To: MMWAC Executive Committee
From: Joseph E. Kazar, Executive Director
Subject: Executive Committee Meeting
Date: February 10, 2016



The Executive Committee will meet at 11:30 AM, Tuesday, February 16, 2016 at MMWAC's offices in Auburn.

The agenda as well as minutes from the last meeting are attached.

Please contact me if you have any questions.

cc: Board of Directors

Reference No.: 03698

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

**MID-MAINE WASTE ACTION CORPORATION
EXECUTIVE COMMITTEE MEETING**

Tuesday, February 16, 2016; 11:30 A.M.

Mid-Maine Waste Action Corporation
Conference Room
110 Goldthwaite Rd., Auburn

Agenda

1. Roll Call

- There are five (5) members of the Committee and three (3) members constitute a quorum.

2. Minutes

- Consider approval of the January 19, 2016 minutes

3. Monthly Activity Reports

- Consider approval of the January 2016 Monthly Activity Report

4. Updates

- Succession
- Real Estate
- Marketing
- Legislation
- Other

Portions of the agenda of the Executive Committee meeting may be conducted in Executive Session, when appropriate, and upon a vote of the Committee.

**Draft - Minutes of the January 19, 2016
Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday, January 19, 2016, at 11:57 AM, at MMWAC's offices in Auburn.

1. Roll Call

President Landry called the meeting to order. Members present were: Eda Tripp and Leroy Walker, as well as Executive Director Joseph Kazar.

2. Minutes

Ms. Tripp made a motion, seconded by Mr. Walker, and approved 3/0, to accept the minutes of the January 5, 2016 Executive Committee meeting.

3. Monthly Activity Reports

Mr. Walker made a motion, seconded by Ms. Tripp, and approved 3/0, to accept the December Monthly Activity Report.

4. Updates

- **Legislature's EUT Committee**

On January 7 the Legislature's Energy Utilities and Technology Committee held a Work Session on LD 273, a held-over bill from last year's session which has been promoted by MMWAC and Ecomaine. It would create an enhanced special renewable energy credit class for Waste-to-Energy to improve the value of those publically traded credits. Landfills with gas recovery projects earn Class I Maine credits, currently valued at \$23/MWhr vs. WTE's Class II currently at \$0.25/MWhr. The bill seeks closer parity with Class I. The Committee voted 6 Ought Not To Pass and 5 Ought to Pass As Amended. Another Work Session was held on January 26, however no additional voting took place, and the Minority Report on the amended bill will be presented for a Floor Vote later this session.

- **FY17 Budget Schedule**

The Staff Draft Budget will be distributed for review on March 7 in preparation for discussion at the March 15 Executive Committee meeting.

- **Succession, Real Estate, and Marketing**

The Committee entered Executive Session at 12:21 PM to discuss contract negotiations and personnel issues for the Succession, Real Estate, and

Marketing items on a motion by Ms. Tripp, seconded by Mr. Walker, and approved 3/0.

President Landry declared the Committee in Public Session at 1:52 PM.

Mr. Walker made a motion, seconded by Ms. Tripp, and approved 3/0, to authorize the Executive Director to participate in the public auction for 81 Goldthwaite Rd, the former grain mill, for bidding up to \$200,000.

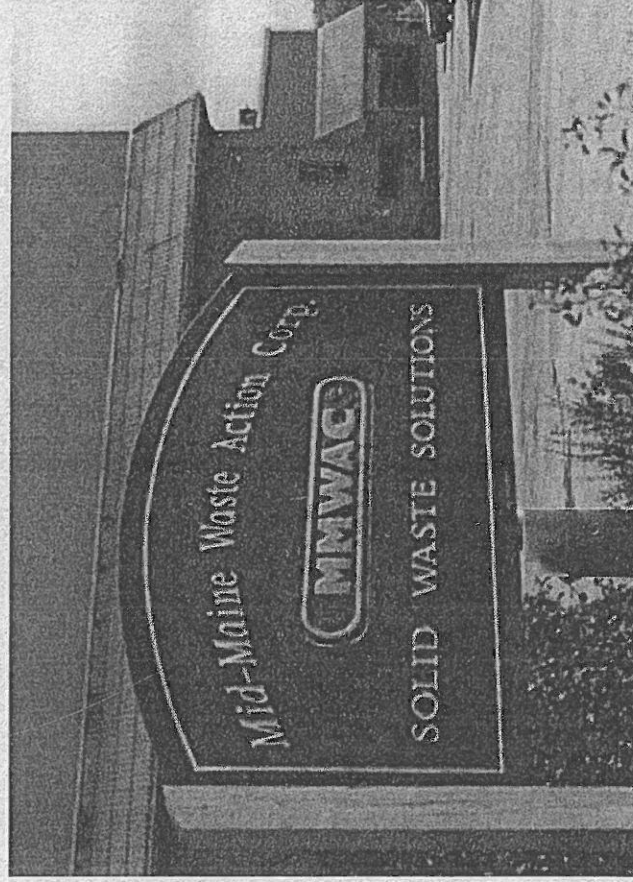
Ms. Tripp made a motion, seconded by Mr. Walker, and approved 3/0, to authorize the Executive Director to negotiate for 726 Poland Rd. up to \$90,000.

The next Executive Committee meeting is scheduled for February 16, 2016 at 11:30 AM.

There being no further business Mr. Walker made a motion, seconded by Ms. Tripp, and approved 3/0, to adjourn at 1:58 PM.

MONTHLY ACTIVITY REPORT

*Mid-Maine Waste Action Corporation
January 2016
2016 Fiscal Year*



Member Communities

*Auburn • Bowdoin • Buckfield • Lovell • Minot • Monmouth • New Gloucester • Poland
Raymond • Sumner • Sweden • Wales*

Mid-Maine Waste Action Corporation

110 Goldthwaite Road
P.O. Box 1750
Auburn, Maine 04211-1750
(207) 783-8805
Fax (207) 783-9831
www.midmainewaste.com

MEMORANDUM

To: Board of Directors
From: Joseph E. Kazar, Executive Director
Michael Daily, Finance Director *MD*
Subject: January Financial/Activity Report - Unaudited
Date: February 12, 2016

Enclosed please find the unaudited January Activity Report covering the period from January 1 through January 31, 2016.

General Summary

Plant throughput for the month was 6,273 tons processed, or about 202 tons per day and running time throughput was 202 tons per day. Operating Revenues exceeded Expenses resulting in January having an operating gain of \$50,009 (These figures do not reflect balance sheet expenses). Year-to-date operating gain is \$79,003 compared to \$191,950 projected budget and a loss of \$40,150 in FY15. Cash and investments totaled \$5,767,962. Cash and investments are down \$180,658 from the start of FY16. The reserve goal established by the Board for FY16 is \$5,872,511 and is now at 98.2% of goal. The balance sheet shows current assets less liabilities at \$6,314,193, which is down \$8,858 from the beginning of the fiscal year.

Waste Deliveries/Operations

A total of 5,835 tons were delivered to the pit for an average of 188 tons per day. 6,527 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY16 Actual	FY15 Actual	Tons	%
MSW Member	9,982	9,629	353	3.7%
Comm Member	8,736	8,574	162	1.9%
Municipal Non-Member	13,117	13,031	86	0.7%
Gate/Hauler	10,330	9,853	477	4.8%
OBW/Res TS	5,797	5,273	524	9.9%
Other	5,118	5,208	(90)	-1.7%
Total	53,080	51,568	1,512	2.9%

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Waste flows to the plant and transfer station are running 2.9% above last year. Waste processed in the plant during the month was recorded at 6,273 tons, or an average of 202 tons per day. The monthly running time thruput was 202 tons. Year-to-date tons processed in the plant are equal to 190 tons per day. Running time year-to-date throughput equaled 199 tons per day. The transfer station processed 523 tons during the month from all sources and averaging 23.2 tons per day for the month, (5.5 day receiving week) and 11,291 tons year-to-date. Recyclables totaled 167 tons for the month and 1,140 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY16	FY15	Variance		FY16	FY16	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	40,924	42,058	(1,134)	-2.7%	40,924	41,211	(287)	-0.7%
Transfer Station	11,291	8,281	3,010	36.3%	11,291	7,908	3,383	42.8%
Recycling	1,140	1,511	(371)	-24.6%	1,140	1,571	(431)	-27.4%
Total	53,355	51,850	1,505	2.9%	53,355	50,690	2,665	5.3%

Cash Available to Operations

Cash balances in checking and investments total \$5,767,962 up \$100,721 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 16 Goal	As of 1/31/16
Operating	1,996,654	1,961,107
Capital Improvement	939,602	922,874
20-Year Plan	1,703,028	1,672,709
Rate Stabilization	1,233,227	1,211,272
Total	5,872,511	5,767,962
Total Cash		5,767,962
Surplus or (Deficit)		(104,549)

Revenue

Revenue for the month totaled \$468,239. Major categories of revenue by month include: tipping fees, \$400,446; power contract, \$56,205; recycling, \$6,039; interest, \$4,584; other, \$965. Revenue for the month was \$102,073 below budget projections and \$8,417 below FY15. Year-to-date revenue is \$3,779,708, which is \$123,959 below budget and \$123,913 above FY15.

The table that follows shows detail relative to electrical sales:

	Price per MWHr			Electrical Output MWHr			Electrical Revenue		
	FY15		FY16		FY15		FY15		FY16
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Month									
Jul	\$35	\$45	\$27	1,421	1,421	1,408	\$49,759	\$63,345	\$38,308
Aug	\$32	\$38	\$38	1,514	1,514	1,418	\$48,475	\$58,112	\$54,164
Sep	\$38	\$37	\$36	1,528	1,528	1,447	\$58,184	\$56,468	\$51,492
Oct	\$34	\$38	\$38	1,256	1,256	1,207	\$42,871	\$47,935	\$45,409
Nov	\$46	\$52	\$29	1,564	1,564	1,426	\$72,501	\$80,742	\$41,838
Dec	\$45	\$46	\$25	1,503	1,503	1,476	\$67,378	\$69,385	\$36,311
Jan	\$67	\$76	\$37	1,422	1,422	1,535	\$94,846	\$108,310	\$56,205
YTD	\$43	\$47	\$33	10,208	10,208	9,917	\$434,014	\$484,297	\$323,728

Total gross kWh for the latest period was 2,100,520 of which 1,535,411 were sold to the grid. Net kWh per ton equaled 245, as compared to 236 for the comparable period in FY15.

Expenditures

Operating expenses in all categories total \$418,231 for the month, which is \$29,197 below budget projections, and \$10,554 below last year. Year-to-date expenses are \$3,700,705 which is \$11,012 below budget and \$4,761 above FY15.

Investments Status

As of January 31, MMWAC's investments totaled \$5,767,962. Table 8 details all of our investments.

Capital Expenditures:

For the month of January, \$18,312 was spent as a 10% downpayment on the Grain Mill at 81 Goldthwaite Rd.

cc: Member Municipalities
Reference No.: 03701



SALUTE TO DINNY SULLIVAN



HATS OFF TO NEIGHBORHOOD BUSINESSES!

SATURDAY, MARCH 12TH - AUBURN, MAINE

5TH ANNUAL CELEBRATION 2016

It's been 5 years since we first tipped our hat and said "Thank you" to Auburn's Neighborhood Businesses. Let's salute Dinny Sullivan on Saturday, March 12th with a "Hats Off" to Neighborhood businesses. Mr. Sullivan was a local merchant in New Auburn. He exemplifies the hard work, long hours, and commitment to the local community. We want to tip our hat to neighborhood businesses that are essential to the fabric of life in Auburn. Neighborhood business owners are our friends and neighbors. Often they work daily in the business and yet find time to support many community activities and events. They are the first to volunteer time and resources to help.

Let's use the holiday to "toast" them one and all.

We want to celebrate our neighborhood businesses that generate a buzz of positive activity, which make them places where people want to be and shop. We appreciate the commitment and leadership our neighborhood business owners dedicate to making Auburn even better. This year's celebration includes favorite events from prior years- Celtic Echoes Music, Coffee with City Staff and tours at St. Louis Church.

(UPDATED AS OF WEDNESDAY MARCH 3RD)



All day – Bottle Drive to Benefit the Marshall Popcorn Truck. Drop off your bottles and cans at Wheeler's Market or the 4 Season Farm Market. Owned by the City and maintained by United New Auburn Association the Marshall Popcorn Truck is a cherished part of our local history.

All Day – Ingersoll Turf Facility is open all day, so the public can pop in at any time to check out the new services. A highlight event of the day is an **Athletic Combine Testing and a Speed Clinic** for area youth. It is being run by Central Maine Conditioning Clinic in conjunction with Ingersoll Turf Facility. The clinic offers local athletes a chance to identify their individual athletic numbers and abilities and compare themselves to other athletes in the area including the average Division 1-3 athlete tests results. With so many local kids moving on to play at the collegiate level it will be a great way for them to test and push themselves for that next level. The event itself is open to any area athlete from as young as 10 years old to collegiate athletes. Contact Jeremy Gatcomb for more information or to register (207) 333-6601 ext 2100 jgatcomb@auburnmaine.gov



All Day – 3rd Annual Fairy Godmother Project – The Woman's Literary Union sponsors a free prom gown giveaway activity to benefit local high school students. Last year 187 girls went home with a free gown for their upcoming prom. The remaining gowns were divided between several high schools to distribute to students unable to attend the Gown Giveaway. With our collection of gowns depleted, WLU is now accepting new or cleaned prom gowns for our 3rd Annual Fairy Godmother Prom Gown Giveaway. On Dinny Sullivan Day, gowns and accessories

may be dropped off at the following Auburn locations: Maine Gourmet Chocolates, Topit Frozen Yogurt, 4 Season Farm Market, and the WLU Foss Mansion.

All Day - Norway Savings Bank Arena is open all day with lots of activities for the community to enjoy. During the day, NSBA is hosting an all-day youth hockey Maine Amateur Hockey Association Tournament on March 12th. Come watch and support pee wee youth hockey ages 11 to 12 free of charge.



In the evening, NBSA will host the 3rd Annual Winter Classic. The **Winter Classic**, presented by United Insurance, is the Class A and B hockey senior all-star game. All ticket sales and proceeds will benefit the Barbara Bush Children's Hospital. This is an opportunity for the local residents to come out and see these student athletes play in the City of Auburn. Available tickets are limited; contact mgosselin@auburnmaine.gov or 333-6688 Press 1

5:30PM Class B all-stars game begins

7:30PM Class A all stars game begins

All Day The **Auburn Recreation Department** has a full day of fun planned at Hasty Community Center in Pettengill Park. Bring the family and enjoy time together.



9:00am-11:00am Family Open Gym \$5 per family (\$4 if you wear green)

11:00am-1:00pm Grades 3-5 Open gym \$2 per kid (\$1 if you wear green)

1:00pm-3:00pm Grades 6-8 Open gym \$2 per kid (\$1 if you wear green)

3:00pm-5:00pm Grades 9-12 Open gym \$2 per kid (\$1 if you wear green)

11:00am to 100pm Family Arts and Crafts- all ages welcome

1:00pm to 3:00pm Senior Arts and Crafts- all ages welcome however

Watch for more details on the projects and crafts offered. Everyone has the ability to make and take something special home.

All Day- Maine Gourmet Chocolate and **Top-It Frozen Yogurt Bar**, will give a 10% discount for anyone who tips their hat to Dinny Sullivan. Watch for other activities at these downtown locations.

9:00am to 11:00am Coffee with City Staff: Come enjoy coffee and donuts with staff members from Public Services, Police and Fire Departments. Staff will be in attendance to provide an overview of the many services and the successful Neighborhood Watch groups. This is also your opportunity to say "thank you" in person for the great work on your winter roads. Coffee with Public Services will be at the Auburn Public Library. Pick up your green gift!



11:30am to 2:00pm Rolly's Diner - Join us for a delicious, **traditional corned beef dinner**. Rolly's has been part of Dinny Sullivan Day every year. Owners Rolande and Ken Blais will be providing a free Pot of Gold dessert with every lunch. Rolly's Diner is just down the hill from the church so stop in after the tour.



1:00PM to 3:15PM Auburn Public Library presents the 1967 musical-comedy movie "**How to Succeed in Business Without Really Trying**". This movie got the essence of how a young fellow, armed with nothing but giant economy-size nerve and a set of rules of office conduct based largely on fraud and flattery, moves from lowest boy in the mail-room to chairman of the board of this Madison Avenue corporation in what appears to be a matter of days. Free admission.

1:00pm to 3:00pm Woman's Literary Union Open House with Celtic Harp Echoes at the Foss Mansion, 39 Elm Street. Harp music is captivating. Relax and enjoy the bewitching sound of Celtic music in the beautiful setting of this Auburn



historic home. Strings and air resonate- sure to enchant visitors. Elegant melodies provide a graceful backdrop for tea and conversation.

2:00pm to 4:00pm Farm Animals Petting Zoo. Valley View Farm will have baby animals on display at 4 Season Farm Market.

2:00pm to 4:00pm St. Louis Church- The Pilotage group, owners of **St. Louis**, is hosting an **open house**. Come admire the beautiful space and stained-glass windows, share your memories, and learn of the plans for the community-based future of the building. Please use the accessible entrance from the parking lot in Third Street. Free entry



3:00pm to 5:00pm Cards for Veterans Every day is a good day to thank the soldiers who serve our country in wartime and peace. Bettyann Sheats, an Army veteran and owner of Finishing Touches Shower Doors, will help you with that. She will be hosting a card signing event, providing patriotic cards which you can sign and add personal messages to. The cards will be delivered to veterans in Auburn and in Veteran's Homes in Oxford and Augusta.

5:00pm Sullivan Square Sign Unveiling and Toast to Neighborhood Businesses – Meet your neighbors in Sullivan Square to celebrate the day. In honor of 5th anniversary of Salute to Dinny Sullivan- Hats off to Neighborhood Businesses, we gather at “his” park. A new sign will be displayed with plans for a more permanent exhibit. We will also toast Auburn's Neighborhood Businesses and say “thank you” for all you contribute to the community.



7:00pm Kora Temple Highlanders at Gritty McDuff's Brew Pub in Auburn. The Highlanders will bang the drums and play the bagpipes at 6pm. Get here early for a good seat.



7:45pm to 8:00pm Enjoy last call in spirit with friends at **Crowley's Bar** in Kenmare, Ireland. We'll be meeting at Café LA to enjoy a good Irish whiskey or a cold beer and close out our holiday celebration.

Tizz Crowley, Event Co-Chair will raising a glass to Auburn and its wonderful community. Café LA has a number of Irish whiskeys, great food and entertainment.



For Updates- be sure to check out City of Auburn website

Have questions- Need more information? For more information or to join the group celebrating our Neighborhood businesses, contact:

Auburn City Councilor Ward 5 Leroy Walker 577-2694 or lwalker@auburnmaine.gov
Co- Chari Tizz Crowley tizzcrowley@yahoo.com



COME- EXPERIENCE AUBURN- Enjoy a day around our City and Say “thank you’ to the neighborhood business owners.





City Council Meeting and Workshop

March 7, 2016

Agenda

5:30 P.M. Workshop

- A. Auburn Fire Department Safer Grant – Frank Roma (10 minutes)
- B. Fund Balance Plan – Jill Eastman & Howard Kroll (20 minutes)
- C. Rail Study Funds – Councilor Robert Stone (45 minutes)

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

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 09-03072016*

Approving the temporary sign request for Park Avenue Elementary Schools April Festival.

2. Order 10-03072016*

Approving the temporary sign request for the Maine Home Show.

3. Order 11-03072016*

Approving the temporary sign request for the Kora Shrine Circus.

4. Order 12-03072016*

Approving the temporary sign request for the Auburn Business Association.

5. Order 13-03072016*

Accepting the transfer of \$1,857.00 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CR-15-309 Mustafa Abdi).

II. Minutes

- February 22, 2016 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Recognition – Edward Little High School Girls Indoor Track Team State Champions
- Recognition – Edward Little High School Boys Alpine Ski Team State Champions

- IV. Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

V. Unfinished Business

Auburn City Council Meeting & Workshop

March 7, 2016

1. Ordinance 02-02222016

Adopting the amendments to Chapter 20-Housing Code. Public hearing and second reading.

2. Ordinance 03-02222016

Adopting the amendments to Chapter 44 – Solid Waste. Public hearing and second reading.

VI. New Business

3. Ordinance 04-03072016

Adopting amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6). Public hearing and first reading.

4. Order 14-03072016

Appointing Board and Committee members as nominated by the Appointment Committee.

Council may enter into executive session pursuant to 1 M.R.S.A. §405 (6)(A).

5. Order 15-03072016

Approving to discontinue the use of Fund Balance to balance the General Fund budget over the next 2 fiscal years, FY 17 and FY 18 as recommended by the Finance Director.

VII. Executive Session

- Discussion on a poverty abatement case # 2879-16 pursuant to (36 M.R.S.A § 841) with possible action to follow.
- Executive Session to discuss a real estate matter, pursuant to 1 M.R.S.A. §405 (6)(C).

VIII. Reports

1. Mayors Report

2. City Councilors' Reports

3. City Manager's Report

IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

X. Adjournment

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:

Auburn City Council Meeting & Workshop

March 7, 2016

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 Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Author: Fire Chief Frank Roma

Subject: FY 15 Staffing for Adequate Fire and Response (SAFER) Grant

Information: The AFD desires to make application for a SAFER Grant during the FY 15 grant cycle through FEMA. This grant would cover salary and benefits for four (4) firefighter/paramedics for a period of two years.

Advantages: Award of this grant will allow for us to increase assigned staffing on Engine 2 in New Auburn to four. Engine 2 operates in a mixed rural and urban environment and is often alone for extended periods of time before additional resources are able to arrive and assist. Award of this grant will help to increase firefighter safety, company efficiency and provide a higher level of service to the community.

Disadvantages: NONE

City Budgetary Impacts: Costs for PPE, uniforms and pre-employment physicals will be borne by the city. Approximately \$4,500.00 per FF.

Staff Recommended Action: Approve submission of request for FY 15 SAFER Grant for four (4) Firefighter/Paramedics by the AFD.

Previous Meetings and History: City Council approved submission of a SAFER Grant request in FY 14 for four (4) Firefighter/Paramedics. Grant request was not successful.

Attachments: Program description.

AUBURN FIRE DEPARTMENT



550 Minot Avenue
Auburn ME 04210

3-7-16

City Council,

The SAFER Grant application period opened on February 22, 2016 and will close on March 25, 2016. The AFD applied for this Grant last year. We were not successful in our application. It is our desire to make application again during this current cycle. The grant application period is quite laborious and lengthy. As such, we seek approval to move forward in making this grant request in a timely manner.

The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). This grant is funded through FEMA.

The grant would provide 100% (no city match) funding for four (4) firefighter/paramedics for a period of two years. This would include salary and benefits. Costs for PPE, uniforms and pre employment physicals would be borne by the city.

If successful in being awarded the grant, and should council choose to accept the grant if so awarded, we would have a defined period to make the hires.

When do we expect that departments will begin to be notified about success and or failure of grant requests?

- Projected Award Start Date(s): June 1, 2016 (estimate)
- Projected Award End Date(s): September 30, 2016 (estimate)

How long after notification if successful, do we have to accept the grant and fill the positions?

- Grantees must either accept or decline their award no later than 30 days from the award notification date.
- A default 180-day recruitment period begins when an application is approved for award under this category.
- The two year period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired the requested firefighters. period, regardless of whether the grantee has successfully hired the requested firefighters.

I anticipate that at the conclusion of the grant funding period for those that were hired through the grant, we will have vacancies created through attrition that would provide for us to utilize these fully trained and equipped firefighters and retain them. However, we are not under an obligation or requirement to retain them.

Thank you,

Frank Roma
Fire Chief



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Author: Councilor Stone and Councilor Titus

Subject: Restoring Auburn's Fund Balance – A review of Unbudgeted Spending: Rail Study Funds

Information:

At the request of the City of Lewiston and the adopted State of Maine bi-ennial budget, the Auburn City Council adopted an order authorizing the City Manager to expend funds in the amount of \$50,000 for a yet-to-be-scoped Passenger Rail Study. The Council order did not identify the source of the funds as required by Charter. As of today, MaineDOT has not completed a scope of study, nor have they spent any funds toward this project.

Given the now known status of the City's fund balance, and the pressure on the Tax Increment Finance (TIF) accounts of the City, we (Councilors Stone and Titus as members of the Finance and Administration Committee) feel it is appropriate to seek a return of property taxpayer funds to help offset future unassigned fund balance issues. We ask that this issue be discussed as part of a strategy to restore our fund balance and focus limited TIF dollars on Auburn specific projects that will be implemented in the near term

Advantages: Return of funds to the TIF account, focus TIF account revenues on immediate infrastructure needs or reducing demand for General Fund revenues. Since MaineDOT has not expended funds, window still exists to seek return of Auburn dollars.

Disadvantages: Should a passenger rail study proceed without Auburn dollars, city may not have seat on planning committee without paying for it.

City Budgetary Impacts: \$50,000 net reduction to TIF accounts intended for infrastructure

Staff Recommended Action: Discuss the subject in the context of the Fund Balance and priorities for infrastructure

Previous Meetings and History: 4/6/2015 and 10/19/2015

Attachments:

Copy of Resolve 01-04062015

Copy of Order 83-10192015

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Jonathan P. LaBonte, Mayor

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

IN CITY COUNCIL

RESOLVE 01-04062015

WHEREAS, the 1998 Auburn Downtown Action Plan for Tomorrow (ADAPT) identified a preferred location for a rail platform/station within Great Falls Plaza area in conjunction with a hotel development. The platform/station was to be developed to provide integration of transportation at the site including automobile access and parking, bus/trolley service, taxis, bicycle access and storage and pedestrian access; and

WHEREAS, other agencies funded by the City of Auburn pursued as passenger intermodal facility at the Auburn Lewiston Airport, conducting an Environmental Assessment in 2006, with a focus on serving intercity bus service, a need soon to be met by the construction of a passenger terminal by Maine DOT for buses at Exit 75; and

WHEREAS, the 2007 economic analysis of bringing the passenger services to the Auburn Lewiston Airport over downtown stated that there would be no substantial impacts on minorities or low-income populations, despite up to 50% of downtown households being without vehicles and unemployment rates among the immigrant population being higher than the population at large. In addition, that analysis concluded that “downtown business districts are not likely to be directly affected,” demonstrating that services needed to be directed where they could impact downtown business and residential districts; and

WHEREAS, In 2012, Maine DOT conducted the Portland North Study as part of a New Starts Transportation Grant from the Federal Transportation Administration, a study that focused on congestion mitigation; this new study will address a broader set of considerations to include land use, economic development, the environment, congestion mitigation, and economic opportunity for lower income individuals; and

WHEREAS, passenger rail can be an added stimulus for mixed use economic development, as well as a convenient mode for leisure and business travel; and

WHEREAS, In January of 2013, the Auburn Council, along with counterparts in Portland and Lewiston passed a shared resolve on making transit service connections including focusing on helping “employment, medical and entertainment opportunities” in addition to addressing “sustainable practices that enhances livability in all three communities.”

WHEREAS the Fiscal Year 2014 Annual budget resolve noting passenger rail service to the downtown as a priority for the City; and

WHEREAS, the 127th Maine Legislature is considering action that would advance passenger rail service planning to Lewiston-Auburn from Portland;

NOW THEREFORE, the City of Auburn hereby expresses the intent to work with the City of Lewiston and the necessary regional, state and federal partners, with a particular focus on private investors and nearby property owners, to explore the transportation advantages, related economic possibilities and financial implications of restoring scheduled passenger rail service to the Cities in accordance with the following:

The City Council directs all of its transportation agencies (Auburn Lewiston Airport, Lewiston Auburn Railroad Company, Androscoggin Transportation Resource Center) to affirm through board resolve, or through the re-alignment of necessary policy documents, within 90 days their support for downtown passenger rail service in Lewiston-Auburn. This will ensure one, consistent voice for Auburn and Lewiston

The City Council commits to identifying local funding, along with Lewiston, as a match towards drawing down state investment in such a planning study. Local funds may include, but aren't limited to, use of planning funds allocated to Lewiston-Auburn through the Androscoggin Transportation Resource Center, funding from the Cities shared Lewiston-Auburn Railroad Company fund balance, or Auburn's Downtown Tax Increment Finance Development Program account.

Passage on 4-6-2015 6-1 (Councilor Crowley opposed).

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 83-10192015

ORDERED, that the City Council hereby authorizes the City Manager to expend funds in the amount of \$50,000 for the Passenger Rail Study.

Passage on 10/19/2015 6-0 (Councilor LaFontaine absent).



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Order 15-03072106

Author: Jill Eastman, Finance Director

Subject: Fund Balance Strategy

Information: The City's General Fund Unassigned Fund Balance is below the percentage in the Fund Balance Policy adopted by City Council in 2011. The information provided is to present a strategy to the City Council to bring the fund balance into compliance with policy.

Advantages: Reduce the City's dependence on fund balance to balance the budget annually.

Disadvantages: This will require the City Council to either make large reductions in the FY 17 and FY 18 budgets or increase property taxes balance the budget without the use of fund balance.

City Budgetary Impacts: see attached.

Staff Recommended Action: City Council commit to discontinuing the use of fund balance to balance the budget over the next two fiscal years.

Previous Meetings and History: February 22, 2016, Council Meeting Presentation

Attachments:
Narrative and Spreadsheets

City of Auburn, Maine

"Maine's City of Opportunity"

Finance Department

TO: Howard Kroll, City Manager, Honorable Mayor Labonte and Members of the City Council
FROM: Jill Eastman, Finance Director
REF: Fund Balance
DATE: March 3, 2016

Attached you will find 2 spreadsheets. On page one you will find my recommendation on restoring the unassigned fund balance, to meet the Fund Balance policy, over the next 3 fiscal years.

My recommendation is to reduce the use of fund balance by \$825,000 in fiscal year 2017 and another \$825,000 in fiscal year 2018. This allows the City to discontinue the use of fund balance to balance the budget by fiscal year 2019.

On page two the charts show how the reduction in use of fund balance impacts the property taxes if everything else remained the same as in fiscal year 16.

In order to have no impact on the mil rate, we have to either find \$825,000 in new revenue, reduce expenditures by \$825,000 or a combination of both.

I am prepared to discuss these items and answer any questions you may have.

FUND BALANCE ANALYSIS
STRATEGY TO RESTORE TO POLICY LEVEL
Prepared March 3, 2016

	<u>FY 15</u>
Unassigned	
General Fund Balance	\$ 4,971,398
Total Expenditures	\$ 78,800,167

As a % of Expenditures	6.31%
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	<u>Est</u> <u>FY 16</u>		<u>Est</u> <u>FY 17</u>		<u>Est</u> <u>FY 18</u>
Beginning Unassigned Fund Balance July 1, 2015	\$ 4,971,398		\$ 6,061,588	\$	7,886,588
Estimated Excess of Revenue and Unspent Appropriation	\$ 1,915,190	*	\$ 1,825,000	\$	1,825,000
Fund Balance used to balance FY 17 Budget (Reclassified as Assigned Fund Balance)	\$ (825,000)		\$ -	\$	-
Estimated Fund Balance as of June 30, 2016	\$ 6,061,588		\$ 7,886,588	\$	9,711,588
% of FY 16 Budget	7.82%		10.17%		12.52%

* Sale of One Minot Ave (old Police Station)	\$ 481,000
BETE Reimbursement	\$ 240,000
In Lieu of Taxes	\$ 20,000
Rent	\$ 130,000
Emergency Reserve	\$ 375,000
Unexpended Appropriations (due to spending and hiring freeze implemented on March 1, 2016)	\$ 600,000
Other Revenue collected over estimates	\$ 69,190
	\$ 1,915,190

**GENERAL FUND
FUND BALANCE ANALYSIS
REDUCTION IN USE OF FUND BALANCE
Prepared March 3, 2016**

	FY 16	FY 17 Reduce FB Contribution by One Half
Total Tax Levy	\$ 42,376,283	\$ 43,201,283
Total Assessed Value	\$ 1,994,564,443	\$ 1,994,564,443
Tax Rate	\$21.25	\$21.66
Use of Fund Balance	\$ 1,650,000	\$ 825,000
Increase in Mil Rate: Dollars		\$0.41
Percentage		1.95%

Impact on Annual Property Taxes in FY 17

Property Valuation	\$ 100,000	\$ 150,000	\$ 200,000	\$ 250,000	\$ 300,000
Increase in Property Taxes due to reduction in Fund Balance Contribution	\$41.36	\$62.04	\$82.72	\$103.41	\$124.09

In order to have no impact on the mil rate the City will need to either find \$825,000 in new revenue, reduce expenditures by \$825,000 or a combination of both.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 15-03072016

ORDERED, that the City Council hereby commit to discontinuing the use of Fund Balance to balance the General Fund budget over the next 2 fiscal years, FY 17 and FY 18 as recommended by the Finance Director per attached documentation.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 09-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Park Avenue Elementary School

Information: The Park Avenue Elementary School is requesting permission to place temporary signs in Auburn for their 2016 Annual Spring Fest and Auction which will be held on April 9, 2016. They would like to place the signs one week before the event and will remove them the following day.

Advantages: Helps to promote events in the Community.

Disadvantages: If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, locations where signs will be placed, Order 09-03072016.

Thursday February 18, 2016

To Auburn City Council/City Manager,

Park Avenue Elementary School will be holding it's annual Spring Fest and Auction on Saturday, April 9th from 10am-2pm. This even is organized by the school's PTO and proceeds from this event will go towards funding student enrichment activities at the school.

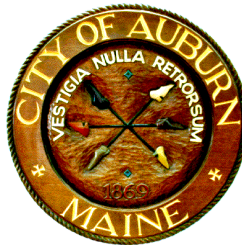
We are asking for permission to place 18"x24" signs on metal stakes, height of the signs from the ground is 36". They will be placed one week prior to the event and picked up the day after.

Attached is a list of locations would like to place the signs; keeping in mind not to obstruct other road signs or traffic signs.

Beth Favreau

Park Avenue PTO President

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 09-03072016

ORDERED, that the City Council hereby approves the request to place temporary signs for the Park Avenue Elementary School's 2016 annual Spring Fest and Auction event at the locations on the attached document as long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed the week before the April 9, 2016 event and removed the day after the event (April 10, 2016).

Street 1	and	Street 2	50	description	type of property
Washington Ave		Turn Pike Exit Rd	1	under Rt. 100 sign	municipal
Washington Ave	and	Beech Hill Rd	1	median strip by blinking light	municipal
Manley Rd	and	Hotel Rd	1	between 288 & 290 Manley Rd	private prop
Hotel Ave	and	Minot Ave	1	by Tim Horton's plants (Minot Ave side)	business
Minot Ave	and	Court St	1	Androscoggin Bank "hill" by the oval tree	business
Manley Rd	and	Rodman Rd	1	on AVCOG prop, by stop sign	municipal?
Court St	and	Falcon Dr	1	on Court, in front of wooden fence	private prop
Park Ave	and	Court St	1	near sidewalk by turn lane	municipal?
Park Ave		Park Ave Elem. School, south of entrance	1	Park Ave Elem. School, south of entrance	municipal
Park Ave		Park Ave Elem. School, north of entrance	1	Park Ave Elem. School, north of entrance	municipal
Park Ave	and	Lake St	1	by United Methodist sign on lawn	private prop
Minot Ave	and	Elm St	1	under Rt. 100 sign	municipal
Lake St	and	Davis Ave	1	Carter family lawn	private prop
Forest Ave	and	Court St	1	on Robyn Holman's sidewalk lawn strip	private prop
Court St	and	Lake St	1	brick house	private prop

Court St	and	Granite St	1	at corner of Grey apartment bldg.	private prop
Western Ave	and	Auburn Heights	1	by telephone pole and street sign	private prop
Turner St	and	Union Bypass	1	median strip	municipal
High St	and	Minot Ave	1	under Rt. 100 sign	municipal
Academy St	and	High St	1	in gravel next to temp. stones in GF parking lot	municipal
Academy St	and	Main St	1	by steps in GF park	municipal
S. Main St	and	Mill St	1	on Rolly's lawn	business
Cedar St		Just before green bridge	1	by memorial plaque	municipal
Great Falls Plaza Rd	and	Court St	1	median strip on Great Falls Plaza Rd	municipal
Spring St		Hannaford entrance	1	plant/gravel strip of Hannaford's by north entrance	business
Spring St	and	Court St	1	Library corner	municipal
Center St	and	Hampshire St	1	Auburn Housing parking lot corner	municipal?
Railroad St	and	Hannaford entrance	1	sidewalk grass in front of Bank of America	business
Union Bypass	and	Court St	1	CVS garden	business
Union Bypass	and	Court St	1	Denny's grass corner	business
Union Bypass	and	Hampshire St	1	laundry corner grass	business
Center St	and	N. River Rd	1	gas station corner	business
Center St	and	Lake Auburn Ave	1	grassy triangle	municipal
Center St		N north bound before Vet. Mem. Bridge	1	by yellow diamond in median strip	municipal
Center St		South bound before Vet. Mem. Bridge	1	by hospital sign on right	municipal
Turner St		CMMC	1	in front of brick wall	business
Turner St		by Shaw's entrance	1	lawn of Gracelawn opp. Entrance	business
Center St	and	TJ Maxx entrance	1	in middle median of entrance	business
Turner St	and	Gracelawn Ave	1	corner by stop sign	business
Auburn Mall	and	Shaw Entrance Rd	1	grassy triangle in JCP parking lot	business
Turner St Circle - North side		by Lamey Wellehan	1	north side in circle	municipal
Turner St Circle - South side		by Lamey Wellehan	1	south side in circle	municipal
Park Ave		East Auburn Church entrance	1	in planted median of entrance road	business
Mt. Auburn Ave		at Wal-Mart Entrance	1	grassy median strip	municipal
Mt. Auburn Ave	and	Turner St	1	on hill by Starbucks and fence	municipal
Mt. Auburn Ave	and	Park Ave	1	Lutheran Church corner	business
Dennison St	and	Turner St	1	on white house corner	private prop
Gamage Ave	and	Dennison St	1	under cliff by telephone pole	private prop



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 10-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Maine Home Show

Information: The Maine Home Show organizer is requesting permission to place temporary signs in Auburn for their 2016 event. The signs would be up from March 14th through the 20th. The event will take place on March 19th and 20th, 2016.

Advantages: Helps to promote events in the Lewiston-Auburn Community and showcases local contractors, builders, and service providers in our community and away.

Disadvantages: If the signs are not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: N/A

Attachments: Request from organizer noting the locations where signs will be placed, and Order 10-03072016.

From: sales@mainehomeshow.com
To: [Susan Clements-Dallaire](#)
Subject: Roadside Sign request from the 2016 Maine Home Show in Lewiston
Date: Friday, February 26, 2016 9:06:40 AM

PLEASE CONFIRM RECEIPT: Hi Susan , thanks for taking the time today to discuss my putting out Maine Home Show Signs at 10 signs at roadside locations named below in Auburn Maine. The Maine Home Show is on Sat March 19th & 20th 2016 at The Androscoggin Bank Colisee in Lewiston. The Signs are plain white sign with black lettering only. I would like to put out the signs from Monday March 14th thru Sunday March 20th. The signs are 24"H x 18"W and the sign is attached The Maine Home Show in Lewiston is in its 5th year and showcases local contractors, builders and service providers in our community and away, to over 2000 attendees in 2 days. The shows will be picked up within 5 days of the end of the show.

I would like approval to put the signs out at the following locations:

- 1) Intersection of Court & Turner St (2)
- 2) Center St -Veterans bridge intersection (2)
- 3) Court St Minot Ave Intersection (2-4)
- 4) Turner St, Veterans Bridge Intersection (2)
- 5) (NEW Auburn) Main St & Mill St Intersection

2016 SHOW DATES & TIMES:

Saturday March 19th 10am - 7pm
Sunday March 20th 10am - 4pm
SETUP Friday March 18th 10am - 8pm
BREAKDOWN Sunday March 20th 4pm - 8pm

Travis Dow, Show Organizer
207.577.2721

MaineHomeShow.com

Find us, Like us on Facebook <http://www.facebook.com/TheMaineHomeShow>

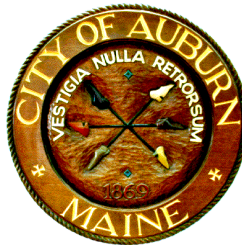
Follow us on Twitter <http://twitter.com/mainehomeshow>

HOME SHOW

TODAY

Colisee'

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

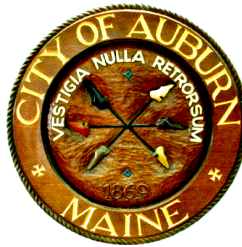
Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 12-03072016

ORDERED, that the City Council hereby authorizes the Auburn Business Association to place temporary signs to promote the Auburn Citizen of the Year Event to be held on May 5, 2016. The signs are to be installed on Center Street (in front of Better Homes & Gardens realty), on Minot Avenue (at Androscoggin Bank), and in New Auburn so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be installed on April 1, 2016 and removed one week after the event.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 10-03072016

ORDERED, that the City Council hereby authorizes the Maine Home Show to place temporary signs in various locations throughout the City of Auburn for their 2016 event which takes place March 19th and March 20th, 2016, so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be up from March 14, 2016 to March 20, 2016 and will be placed at the following locations:

Intersection of Court & Turner St (2)

Center St -Veterans bridge intersection (2)

Court St Minot Ave Intersection (2-4)

Turner St, Veterans Bridge Intersection (2)

Main St & Mill St Intersection (New Auburn)



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 11-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Kora Shrine Committee

Information: The Kora Shrine Committee is requesting permission to place temporary signs in Auburn for their 2016 Kora Shrine Circus. They would like to place the signs approximately 10-14 days before the event and will remove them upon completion of the circus. The event will take place April 15 & 16, 2016.

Advantages: Helps to promote events in the Lewiston-Auburn Community.

Disadvantages: If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

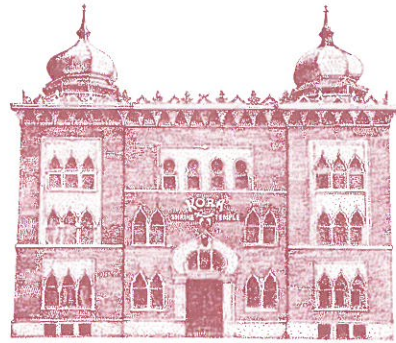
City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, locations where signs will be placed, Order 11-03072016.

KORA SHRINERS



Shriner Office: 11 Sabattus Street • Lewiston, ME 04240 • Tel. 207-782-6831 • FAX 207-782-2870

February 3, 2016

City of Auburn
Mayor and City Council

The Kora Shrine Circus Committee is requesting road signs for our 2016 circus to be held in April. We would like to place approximately 30 signs in various locations throughout the city of *Auburn*. We would like to place the signs in these locations 10-14 days prior to our event. We will remove the signs upon completion of the circus.

Our event dates are as follows:

April 15, 2014	Friday	4:00pm	8:00pm	
April 16, 2014	Saturday	9:30am	2:00pm	7:00pm

Our event will be located at the Colisee located on Birch Street in Lewiston.

Sincerely,

Robert Madore
Kora Shrine Circus

Auburn

We request the following locations

Court and Minot Ave ^{by} Each Corner

Center St and N. River Road 1 northbound

Center St and Mall - K Mart entrance 2 north and south

Turner Street Entrance to Walmart 4 Rotary

Turner St and Mount Auburn Ave 3 Rotary

Court St and Park Ave 1 2 side 2

Minot Ave and Poland Rd out 1 2 side

Minot Ave and Hotel Rd intown 1 2 side

Washington St at Turnpike 1 1 side

Washington St at Rotary northbound 1

Broad St going across bridge 1 2 side By Lower Stone

Broad St - So Main 1 2 side

Upper Cook St and So. Main 1

Riverside Dr 1

Turner St Masonic Lawn 2 side

Washington St. Discount Auto 1

Before Fire Station Driveway
on Lawn By Pole

Kora Shrine
Circus

Lewiston April 15-16
Portland April 18-19-20
Augusta April 22-23

18

24

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 11-03072016

ORDERED, that the City Council hereby authorizes the Kora Shrine Committee to place approximately 30 temporary signs in various locations throughout the City of Auburn for their 2016 Kora Shrine Circus which takes place April 15 and April 16, so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed approximately 10-14 days before the event and will be removed upon completion of the event. Placement of the signs will be as follows;

Court and Minot Ave – 4 signs on each corner
Center St and N. River Road – 1 sign, northbound
Center St and Mall – K Mart entrance - 2 signs, north and south
Turner Street Entrance to Walmart – 4 signs
Turner St and Mount Auburn Ave – 3 signs
Court St and Park Ave - 1 (two sided) sign
Minot Ave and Poland Rd out – 1 (two sided) sign
Minot Ave and Hotel Rd intown – 1 (two sided) sign
Washington St at Turnpike – 1 sign
Washington St at Rotary northbound – 1 sign
Broad St going across bridge - 1 (two sided) sign
Broad St – So Main - 1 (two sided) sign
Upper Cook St. and So. Main – 1 sign
Riverside Dr – 1 sign
Turner St (Masonic Lawn) - 1 (two sided) sign
Washington St. by Discount Auto – 1 sign



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 12-03072016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Auburn Business Association

Information: The Auburn Business Association would like to request approval to display temporary signs at the locations stated in the attached letter. Signs will be installed on April 1, 2016 and remain in place until the week following the event which is scheduled to be held on May 5, 2016.

Advantages: Helps to promote events in the Lewiston-Auburn Community and provides additional recognition to the recipient of the “Citizen of the Year” award.

Disadvantages: If the signs are not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

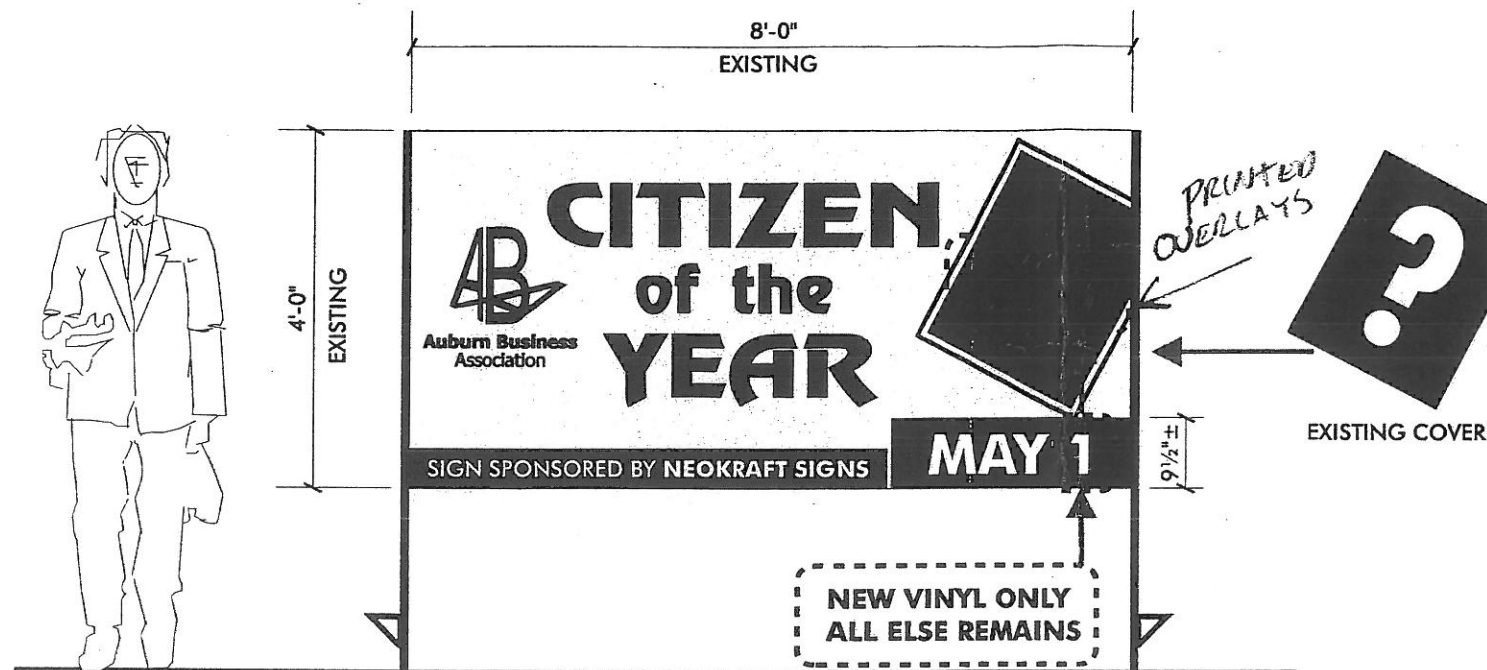
City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, diagram of the sign, and Order 12-03072016.

* REPRINTED ONE SIDE BECAUSE OF DAMAGE (LATEX PRINTER)
SEE FILE FOR ADJUSTED COLORS
SEE VINYLSSZ FOR UPDATES



REPLACEMENT WHITE VINYL GRAPHICS ON EXISTING SIGNS

VINYL GRAPHICS UPDATES FOR D/F SIGNS

SCALE: 1/2" = 1'-0"

(3) SIGNS TOTAL

**Auburn Business
Association
17966**

SHOP DRAWING

Location: P.O. Box 821

Auburn, Maine

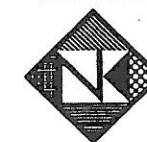
Drawing No.: 1 of 2

Drawn by: BK Rep.: PM

Date: 02.24.2014

Lead No.: 020933

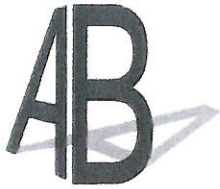
Gen Ref.: 12/14918, 13272, 11687



Neokraft
SIGNS

Neokraft Signs Inc. <http://www.neokraft.com>
686 Main Street T: 207.782.9654 F: 782.0009
Lewiston, Maine 04240 1.800.339.2258

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**Auburn Business
Association**

February 19, 2016

To: City of Auburn

From: Peter Murphy, Auburn Business Association

RE: Auburn Business Association "Citizen Of The Year" signs

For over 40 years, The Auburn Business Association has recognized a prominent person as its "Citizen Of The Year". Once again this year, on May 5th, the ABA will be honoring another worthy recipient. For the past several years, the ABA has placed signs in several locations throughout the City, and this year we are asking the City's permission to display signs on Center Street (in front of Better Homes & Gardens Realty), on Minot Avenue, at Androscoggin Bank, and in New Auburn. These are the same signs used in prior years, updated to reflect current information. To take advantage of their promotional potential, we would like to install them April 1st, and they would remain until the week following the event thereby giving recognition to the recipient.

For your convenience, I have attached a drawing showing the type of sign which will be installed. I trust that this will give you sufficient information to make a speedy decision regarding this matter. I can be reached at Neokraft Sign Company, 782-9654, or via my cell, 650-7632. Please don't hesitate to contact me if you should require any additional information, and thank you for your help with this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Murphy'.

Peter Murphy
Neokraft Sign Company
Board Member, Auburn Business Association

Cc: via email, City Manager, Assistant City Manager, Councilors



City Council Information Sheet

City of Auburn

Council Meeting Date: February 22, 2016

Order 13-03072016

Author: Phillip L. Crowell, Jr., Chief of Police

Subject: Transfer of Forfeiture Asset – Mustafa Abdi

Information: In May 2015, an Auburn police officer working in cooperation with agents from Maine Drug Enforcement stopped a motor vehicle in the City of Auburn. During the motor vehicle stop the officer and agents found 3 grams of crack cocaine on Mr. Mustafa along with \$1,857.00 in US Currency. Mr. Mustafa was arrested and money was seized as suspected proceeds from the illegal sale and distribution of illegal drugs based on the incident

Mustafa was charged with one count of Unlawful Trafficking in Schedule W Drugs; Class B and Violation of Conditions of Release, Class E.

Advantages: N/A

Disadvantages: N/A

City Budgetary Impacts: The State of Maine, Office of the Attorney General, seeks to transfer \$1,857.00 U.S. Currency to the Auburn Police Department.

Staff Recommended Action: Vote to accept the transfer of \$1,857.00.

Previous Meetings and History: N/A

Attachments:

- Memo to City Manager
- Order 13-03072016



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Howard Kroll, City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: February 23, 2016
Re: Criminal Forfeiture Funds – Mustafa Abdi

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Action Docket No. CR-15-309**

In May 2015, an Auburn police officer working in cooperation with agents from Maine Drug Enforcement stopped a motor vehicle in the City of Auburn. During the motor vehicle stop the officer and agents found 3 grams of crack cocaine on Mr. Mustafa along with \$1,857.00 in US Currency. Mr. Mustafa was arrested and money was seized as suspected proceeds from the illegal sale and distribution of illegal drugs based on the incident

Mustafa was charged with one count of Unlawful Trafficking in Schedule W Drugs; Class B and Violation of Conditions of Release, Class E.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 13-03072016

Accepting the transfer of \$1,857.00 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CR-15-309 Mustafa Abdi).

IN COUNCIL REGULAR MEETING FEBRUARY 22, 2016 VOL. 34 PAGE 212

Mayor LaBonté 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 Walker had an excused absence. All other Councilors were present.

I. Consent Items

1. Order 05-02222016*

Appointing Mary LaFontaine as the Chair of the Registration Appeals Board with a term expiration of 3/1/2020.

2. Order 06-02222016*

Accept and place on file the FY15 Comprehensive Annual Financial Report (CAFR).

3. Order 07-02222016*

Accepting the transfer of \$2,050.10 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CV-15-745 Thomas Murphy).

4. Order 08-02222016*

Confirming Chief Crowell's appointment of Francis M. Carignan as Constable without firearm for the Auburn Police Department.

Motion was made by Councilor Titus to pull order 07-02222016 off the Consent agenda and add it under new business.

Motion was made by Councilor Burns and seconded by Councilor Pross to accept the remainder of the consent items as presented. Passage 6-0.

II. Minutes

- February 1, 2016 Regular Council Meeting

Motion was made by Councilor Stone and seconded by Councilor Titus to accept the minutes of the February 1, 2016 Regular Council Meeting as presented. Passage 6-0.

III. Communications, Presentations and Recognitions

- Fund Balance Analysis Presentation – Jill Eastman, Finance Director

IV. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. No one from the public spoke.

Larry Pelletier 129 Second Street – had questions regarding the school department's fund balance and wondered how it tied into this discussion. The School Department's fund balance is restricted. The total fund balance does include the School Department's.

Dan Herrick 470 Hatch Road – commented that the last time he came before council he had a concern about removing snow just before a warm up. He said he did receive a call from the Director of Public Works but went on to express his dissatisfaction with the answer he was given.

Joe Gray Sopers Mill Road – stated that he would like to see the screen in Council Chambers used more during meetings. He added that new information is presented at meetings after the agenda has already posted and he finds that to be very discouraging. In regards to the 3.5 million dollar deficit, he noted that it is less than 5% of the budget which he said “is not that big of a deal - it can be made up”. He said that he found it striking that in 2011 expenditures were \$70 million and in 2015 it was \$78 million. He said it is too much and “frivolous spending has to stop”.

V. Unfinished Business - None

VI. New Business

1. Ordinance 02-02222016

Adopting the amendments to Chapter 20, Article IV – Housing Code. Public hearing and first reading.

Motion was made by Councilor Pross and seconded by Councilor Stone to adopt the amendments to Chapter 20, Article IV – Housing Code, draft #2 as presented.

Public hearing:

Dan Herrick, 470 Hatch Road questioned who was going to police this. He commented that there are a lot of issues with this proposal and it should be looked at before it is passed.

Larry Pelletier, 129 Second Street stated that he purchased his home in 1982 and has been able to maintain it over the years. He added that it is now in serious need of paint or siding but they cannot afford it at this time. He asked what kind of assistance is out there for residents to be able to maintain their properties.

Joe Gray, Sopers Mill Road commented that the packet is not well organized. Draft 1 and Draft 2 should be separated by a page rather than noted at the bottom of the pages. He went on to comment that he agrees with Mr. Herrick and this ordinance would not be enforceable. He also questioned who determines what is considered “substantial” and what is not? He noted that the city should do something about structural problems, not paint.

Motion was made by Councilor Burns and seconded by Councilor Gilbert to strike section 12-226 on page 7 under Maintenance that states “free from substantial chipping and peeling paint” and refer this issue to Community and Economic Development Committee to further workshop with CDBG and Code Enforcement to come up with a plan regarding the paint issue.

Passage of amendment 4-2 (Councilors Stone and Pross opposed).

Passage of Ordinance 02-02222016 (draft 2) as amended 6-0. A roll call vote was taken.

2. Ordinance 03-02222016

Adopting the amendments to Chapter 44, Article IV – Solid Waste. Public hearing and first reading.

Motion was made by Councilor Stone and seconded by Councilor Burns adopting the amendments to Chapter 44, Article IV – Solid Waste.

Public hearing:

Larry Pelletier stated that he applauds them for what they are trying to do but wondered how we would be able to enforce this ordinance.

Dan Herrick stated that he cannot see this happening. He had concerns with trash cans in the road, having to purchase trash cans for his tenants and finding a place to store them. He went on to say that he doesn't support this.

Passage 4-2 (Councilors Young and Titus opposed). A roll call vote was taken.

Order 07-02222016* (this item was removed from the Consent Agenda)

Accepting the transfer of \$2,050.10 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CV-15-745 Thomas Murphy).

Motion was made by Councilor Titus and seconded by Councilor Young to accept the transfer of \$2,050.10 forfeiture assets in U.S. currency to the Auburn Police Department (Superior Court Criminal Action Docket No. CV-15-745 Thomas Murphy). Passage 6-0.

VII. Executive Session - None

VIII. Reports

Mayor's Report – he thanked Councilor Young for serving as Mayor Pro Tempore while he was out on medical leave and thanked the rest of the Council and staff for accommodating his slow movement while he was getting himself back to health. He highlighted some of the work that has been happening over the last week or so in Auburn which has brought in out of town money. We hosted the 44th Annual Lion's Tournament at the Norway Savings Bank Arena, and we were part of a nearly 60 game tournament between our facility and the Portland area which brought teams from all over New England and Canada. He stopped in to see how activities were going and found it impressive. There were visitors from Connecticut that went to the mall, spoke with a business there and it turned into a lead for a new advertiser. Also, Auburn played host at

the Central Maine Community College to the Yankee Small College Conference Basketball Elite 8 tournament. He gave kudos to Dave Gonyea, the men's basketball coach and athletic director, at CMCC. They are starting a hockey program later this year and already have commitments from Quebec and as far away as Sweden. He added that good things are happening and progress is being made.

City Councilors' Reports

Councilor Stone noted that there was a father daughter dance at the Norway Savings Bank Arena. He said he thought it was an innovative use of the facility. The event was sold out.

Councilor Pross reported that Washburn School has a program called "Open Door Wednesdays" which is an opportunity to get families involved and interested the education of the children and in what is happening in the school. He commended Laura Shaw and Michelle Gagne for their good work in instituting this program. He also reported on the February 3rd School Committee meeting.

Councilor Young reported that he attended at both class A and B indoor track. The Portland Press Herald noted that Bates College was located in Auburn. He congratulated the ELHS girls indoor track team for winning the class A Indoor Track Championship. They will be recognized at an upcoming council meeting.

Councilor Titus attended the AVCOG executive committee meeting. They did get the word that Verso Paper will not be going out of business and it looks like they will actually be hiring. He said he also learned that there is a "Sports Commission" through AVCOG. He is hoping they can help to promote the Norway Savings Bank Arena.

Councilor Gilbert was invited to a senior's banquet at Pettengill Park through the Recreation Department. She thought the event was super, stating the Director knocked herself out putting it together. She added that she is glad to see that Auburn is a senior friendly town.

Councilor Burns reported that the Board of Directors of the Lewiston-Auburn Economic Growth Council met February 5th. He was in attendance as the Council Rep, commenting that it was a good meeting. There was a brief discussion about Auburn Council's ongoing discussions with them regarding the scope of services. The Marketing Committee reported on their ongoing work in a community branding effort.

City Manager Report – He also spoke about the Father-Daughter dance that was held at the Norway Savings Bank Arena. He thanked Sabrina Best and Jasmine McLoughlin from the Recreation Department for their efforts putting the event together. The event was a success and sold out. He also spoke about the large tournaments that were held at the Norway Savings Bank Arena. He congratulated the St. Dom's Women's hockey team for winning their state championship, the ELHS boys alpine ski team for winning their state championship, and the ELHS girls indoor track team for winning their state championship, and the ELHS girls basketball team who won the Eastern Maine finals and will be going on to the state championship this weekend. He spoke about the Industrial

IN COUNCIL REGULAR MEETING FEBRUARY 22, 2016 VOL. 34 PAGE 216

Park grant. We are trying to get the grant closed out and get our money back. This will be scheduled for a future workshop.

Finance Director, Jill Eastman – January 2016 Monthly Finance Report

Motion was made by Councilor Stone and seconded by Councilor Pross to accept and place on file the January 2016 monthly finance report. Passage 6-0.

IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Joe Gray Sopers Mill Road, stated that for the last couple of years a number of residents have been trying to get city staff to “start with yes, as opposed with starting with no” commenting that tonight was a good example of that. He added that “we can’t keep looking at the negative things and try to beat everyone in the city down”.

Mamie Anthoine Ney, Library Director wanted to remind everyone of their annual Indoor Farmers Market coming up over the weekend.

X. Adjournment

Motion was made by Councilor Gilbert and seconded by Councilor Burns to adjourn. All were in favor, the meeting adjourned at 8:50 PM.

A True Copy.

ATTEST 
Susan Clements-Dallaire, City Clerk



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Ordinance 02-02222016

Author: Zachary Lenhert, Coder Compliance Officer and Eric Cousens, Deputy Director of Planning and Development.

Subject: Amendments to the City of Auburn Code of Ordinances regarding housing and solid waste code violations

Information: The purpose of these amendments is to update and clarify ordinances frequently enforced by the Code Compliance Officers of Auburn. The effectiveness of code enforcement is sometimes hampered by ambiguities and limited scope of these outdated codes. These are common sense amendments that will help city officials make neighborhoods safer, cleaner, more attractive and over time raise property values.

The current Housing Code was adopted in 1967 and reflects housing standards of that time. In the recent past there have been multiple attempts to bring Auburn's housing maintenance code to more modern standards by adopting some form of the International Property Maintenance Code, a common maintenance code across the country also used by Lewiston. After much deliberation, public process, committee work and drafting a full property maintenance code multiple times, these efforts have come up short, presumably because the changes were viewed as too far reaching and past councils responded to public concerns by denying the changes. The proposed amendments described below are an attempt to make needed updates and clarifications to the almost 50 year old existing housing code. They are not far reaching but they will make a positive difference.

Staff proposed flaking and chipping paint standards that would allow us to address flaking paint on the interior or exterior of properties. Based on input from the Council and the motion to amend on February 22nd we have drafted a version titled "Draft 1 as amended by Council on 2/22/16" that leaves section Sec. 12-226. – Maintenance as it currently reads:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

Also in response to the Council concerns that the change proposed on February 22nd was too stringent we have offered a compromise that attempts to address only chipping or flaking paint that is severe enough to be visible from the street. That option is titled "Draft 2 Staff Suggested Option" and reads as follows:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use. Exterior surfaces shall be substantially weather tight, protected from corrosion, and suitable for the intended use. Exterior surfaces shall be free from chipping and peeling paint to the extent visible from a public way.

Neither of the above options give staff the ability to address chipping paint to the extent necessary to protect children from flaking paint and lead hazards in older homes but Option 2 helps address flaking paint on the exterior that is visible from a public way.

On the day of trash collection, the City of Auburn's denser populated areas become unsightly due to the "mountains" of trash that are put out on the sidewalk and street. The garbage put out by the collective tenants of apartment buildings creates unattractive piles of plastic bags full of household trash. If put out too early or too late animals often tear into the bags and make the problem worse and create sanitation concerns. Bulky waste that is not collected by the City also becomes a problem when it remains illegally on the curb for an

extended period of time. The proposed changes to the Solid Waste chapter attempt to better address these issues.

Advantages: Safer, cleaner, more attractive neighborhoods. Increased property values. More efficient enforcement.

Disadvantages: Pushback from violators

City Budgetary Impacts: Increased collection of fines.

Staff Recommended Action: Discuss amendments and hear from the public. Vote to approve changes with or without any Council modifications.

Previous Meetings and History: February 8, 2016 Workshop, February 22nd First Reading and Public Hearing

Attachments: Amendment Summary and Copy of proposed amendments, including options 1 and 2 for the Housing Code.

Chapter 12, Article IV – Housing Code; Summary of Proposed Amendments.

The purpose of these proposed amendments is to update and clarify the existing Housing Code. The current Housing Code was adopted in 1967 and reflects housing standards of that time. The effectiveness of code enforcement is sometimes hampered by ambiguities and limited scope of the outdated code. In the recent past there have been multiple attempts to bring Auburn's housing maintenance code to more modern standards by adopting some form of the International Property Maintenance Code, a common maintenance code across the country also used by Lewiston. After much deliberation these efforts have come up short, presumably because the changes were viewed as too big. The proposed amendments are an attempt to make needed updates and clarifications to the almost 50 year old existing housing code.

There are two amendment drafts for the Council to consider. The only difference between the two drafts is the word "substantial" is included in Draft 2 in regards to chipping and peeling paint.

All Sections

The term "Housing inspector" is deleted from the definitions and is replaced with "Code Compliance Officer", and "Office of Housing inspector" is replaced with "Office of Planning and Development".

Sec. 12-146 – Definitions.

Definition for "Structural Elements" added to clarify "Sec.12-226 – Maintenance" which references the term. Currently there is ambiguity in what is meant by "structural elements".

Sec.12-226 – Maintenance.

The phrase "free from chipping and peeling paint" has been added to the ordinance, it is a common phrase used in other housing codes. (Draft 2 reads: "free from substantial chipping and peeling paint") Paint that is chipping and peeling is no longer providing protection from deterioration, is dangerous to inhabitants and neighbors if it contains lead, and is generally an eyesore that brings property values down.

"Exterior surfaces shall be weather tight, protected from corrosion, and suitable for the intended use" was added to allow code enforcement to more directly address situations such as roof leaks, window leaks, and deficiencies in the building envelope. This would also prevent buildings from having only house wrap with no finished siding, as house wrap is not intended as a standalone weather barrier.

Sec.12-227 – Plumbing

The requirement to maintain plumbing facilities was inexplicably left out during a previous re-codification. The proposed amendment puts it back in.

Sec.12-228 – Heating and Ventilation

c) Exception for sleeping room and dates of enforcement are removed, location for temperature measurement is changed, and the requirement to prevent the building from freezing is added. All of these changes make the ordinance more compatible with the State law regulating heating levels.

d) The phrase "and maintained" is added so windows that are required to be operable at installation must be maintained as operable as well. Sometimes windows get painted over, nailed shut, or otherwise modified so that they no longer open. This would be particularly concerning if the window were required for egress.

ARTICLE IV. - HOUSING CODE

DIVISION 1. - GENERALLY

Sec. 12-145. - Purpose.

The purpose of this article is to establish minimum standards for all dwellings and property incident thereto in the city to insure safety, health, and public welfare through the proper construction, maintenance, and use thereof.

(Code 1967, § 20-A(1.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-146. - Definitions and rules of construction.

- (a) The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

~~Housing inspector means the legally designated housing inspection authority of the city or his authorized representative.~~

Chief of police means the legally designated head of the police department of the city or his authorized representative.

Dwelling or dwelling unit means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Extermination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the health officer.

Fire chief means the legally designated head of the fire department of the city or his authorized representative.

Garbage means the animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, water closet compartments, laundries, pantries, game rooms, foyers or communicating corridors and permanent built-in closets and storage spaces.

Health officer means the legally designated health authority of the city or his authorized representative.

Infestation means the presence or evidence of the presence within or around a dwelling, of any insects, rodents, or other pests.

Manufactured housing means a structural unit or units designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site, the term includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. Manufactured housing shall include newer mobile homes and modular homes as defined in city zoning regulations.

Mobile homes, older, means any factory-built home that fails to meet the definition of manufactured housing and more specifically, any mobile home constructed prior to June 15, 1976. These units shall be restrict to location in approved mobile home parks.

Mobile home park means a parcel of land under single ownership in rural residence, suburban residence and cluster development districts that has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Multiple dwelling means any dwelling containing more than three dwelling units.

Occupant means any person over one year of age, living, sleeping, cooking, or eating in, or having actual possession of, a dwelling unit or rooming unit.

Operator means any person, who has charge, care or control of a building or part thereof, in which dwelling units or rooming units are rented or let or of an area where spaces are rented or let for mobile homes.

Owner means any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit, with or without accompanying actual possession thereof, or has charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or an executor, executrix, administrator, administratrix, trustee, or guardian of the estate of owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if he were the owner.

Plumbing means all of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwasher, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents , and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rooming house means any dwelling, or that part of any dwelling, containing one or more rooming units, in which space is let by the owner or operator to four or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator.

Rooming unit means any room or group of rooms forming a single habitable unit used or intended to be used for living, and sleeping, but not for cooking or eating purposes.

Rubbish means combustible and non-combustible waste materials except garbage, including, without limitation, residue from the burning of wood, coal, coke, or other combustible material, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust and others.

Structural Elements means all of the following components of a structure, including but not limited to: foundation, framing, sheathing, siding, roofing material, windows, doors, trim, eaves, porches, stairs, railings, guards; and interior surfaces such as sheetrock, plaster, ceiling tiles, and countertops.

Summer camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations but not to exceed 30 days.

Supplied means paid for, furnished, installed or provided by or under the control of the owner or operator.

Temporary housing means any tent, trailer, or other structure used for human shelter that is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

- (b) Whenever the words "dwelling," "dwelling unit," "lodging house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

(Code 1967, § 20-A(art. V); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-147. - Compliance required.

- (a) No dwelling or dwelling unit shall be deemed to conform with the requirements of this article until it meets all of the minimum standards of this article as specified herein.
- (b) It is unlawful to construct, alter, maintain, occupy, let for occupancy, or use a building or structure, or part thereof, in violation of the provisions of this article.

(Code 1967, §§ 20-A(1.2), 20A(1.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-148. - Validity of other laws.

Nothing in this article shall be construed to prevent the enforcement of other laws that prescribe more restrictive limitations.

(Code 1967, § 20-A(1.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-149. - Exceptions permitted.

In seasonal dwellings, mobile homes, buildings erected prior to the original adoption of this article, or in agriculture and resource protection district as defined by the zoning provisions of the city, or in areas where public water or sewerage systems are not available, the ~~housing inspector~~Code Compliance Officer shall upon application grant an exception for the use of buildings for dwelling purposes that do not meet the minimum standards set forth in this article when he determines that:

- (1) It is not feasible or practicable to comply with such minimum standards;
- (2) The safety, health, or general welfare of the occupants and the public will not be adversely affected; and
- (3) The effect of the granting of the exception will not adversely affect adequate light, air, overcrowding, of persons or property, the provision for public utilities, the character of the neighborhood, or traffic conditions as applied to the welfare of the occupants or the general public.

(Code 1967, § 20-A(1.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-150. - Procedure for granting exceptions.

- (a) The ~~housing inspector~~Code Compliance Officer shall issue such exception in writing setting forth the date of granting, the reasons for granting the same, the date it shall expire, and the location of the premises.
- (b) No such exceptions shall be granted for a period of more than five years. Any exception may be renewed one or more times, upon application to the board of appeals. Each renewal shall not exceed additional periods of five years for such renewal. Each renewal shall contain the requirements of the

original exception and in addition thereto the date of issuance of the original exception and the statement that it is a renewal.

(Code 1967, § 20-A(1.7); Ord Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-151—12-169. - Reserved.

DIVISION 2. - INSPECTIONS

Sec. 12-170. - Authority of ~~housing inspector~~ Code Compliance Officer.

The ~~housing inspector~~ Code Compliance Officer is hereby authorized to make inspections to determine the condition of dwellings, dwelling units, rooming houses, rooming units and premises located within this city in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public.

(Code 1967, § 20-A(2.1); Ord Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-171. - Right of entry for inspection.

For the purpose of making such inspections, the ~~housing inspector~~ Code Compliance Officer is hereby authorized to enter, examine, and survey any or all dwelling units, rooming houses, rooming units, and premises at any mutually agreeable time but in any case within 20 days of notice to the owners or occupant of the intention to make such an inspection.

(Code 1967, § 20-A(2.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-172. - Owner and occupant to give free access.

- (a) Access of ~~housing inspector~~ Code Compliance Officer. The owner and occupant of every dwelling, dwelling unit, lodging house and rooming unit or the person in charge thereof, shall give the ~~housing inspector~~ Code Compliance Officer free access to such dwellings, dwelling unit, lodging house or rooming unit and premises at any mutually agreeable time for the purpose of such inspection, examination, or survey, but in any case within 20 days of notice to the owner or occupant of the intention to make such an inspection, examination, or survey.
- (b) Access of owner. Every occupant of a dwelling, dwelling unit, lodging house and rooming unit shall give the owner, and his agent or employee, access at all reasonable times to any part of the dwelling, dwelling unit, lodging house, rooming unit or premises for the purpose of compliance with the provisions of this article or any lawful order issued pursuant to this article.

(Code 1967, §§ 20-A(2.3), 20-A(2.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-173—12-194. - Reserved.

DIVISION 3. - ENFORCEMENT

Sec. 12-195. - Procedure generally.

- (a) If the ~~housing inspector~~ Code Compliance Officer determines that there are reasonable grounds to believe that there has been a violation of any provisions of this chapter, he shall initiate enforcement proceedings in accordance with the citation system established in this Code. Alternatively, he may initiate a land use complaint pursuant to state law, in which case the penalties therein provided shall apply.
- (b) Any notice issued pursuant to this article shall:
 - (1) Be in writing;
 - (2) Include a statement of the reasons why it is being issued;
 - (3) Set a reasonable time for the performance of any act it requires;
 - (4) Be served upon the owner or his agent, or the occupant, as the case may require; provided, however, that:
 - a. Complaints under this article be deemed properly served upon such owner or agent or upon such occupant if a copy thereof is served upon him personally or by leaving a copy thereof at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein; or
 - b. If a copy thereof is sent by registered or certified mail to his last known address or the address as shown on the records in the tax assessor's office of the city of auburn; and
 - c. If service is made personally or by leaving at his dwelling house or usual place of abode a statement signed by the person so serving stating the date of service shall be filed in the office of ~~the housing inspector~~ Planning and Development.
 - (5) May contain an outline of remedial action that, if taken, will effect compliance with the provision of this article.
- (c) After service of such notice, the owner or occupant to whom it is directed shall correct the condition constituting the violation within the time specified and promptly give notice to the ~~housing inspector~~ Code Compliance Officer that such corrective action has been taken.

(Code 1967, § 20-A(3.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-196. - Method of petitioning for hearing.

- (a) Any person affected by any notice issued in connection with the enforcement of any provision of this article, may request and shall be granted a hearing on the matter before the board of appeals; provided that such person shall file in the office of the board of appeals a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served.
- (b) Upon receipt of such petition, the board of appeals shall set a time and place for such hearing and shall give the petitioner notice thereof in person or by mail.
- (c) At such hearing, the board of appeals shall take evidence to determine whether such notice should be sustained, modified, or withdrawn.
- (d) The hearing shall be commenced not later than 30 days after the day on which the petition was filed; provided that upon application of the petitioner the board of appeals may postpone the date of the hearing for a reasonable time beyond such 30 day period, if in its judgment the petitioner has submitted a good and sufficient reason for such postponement.

(Code 1967, § 20-A(3.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-197. - Power of board of appeals to alter notice.

After such hearing, the board of appeals shall sustain, modify, or withdraw the notice, depending upon its findings as to the compliance with the provisions of this chapter. If the board of appeals sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this article shall automatically become an order if a written petition for a hearing is not filed in the office of the board of appeals within ten days after such notice is served. There shall be an appeal from the board of appeals to the superior court in the manner provided by state law.

(Code 1967, § 20-A(3.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-198. - Recording of public hearing.

The proceedings at such hearing, including the findings and decision of the board of appeals, shall be summarized, reduced to writing, and entered as a matter of public record in the office of the board of appeals. Such record shall also include a copy of every notice or order issued in connection with the matter.

(Code 1967, § 20-A(3.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-199. - Notice of intent to sell, transfer or rent property subject to order.

- (a) When required. Any person who proposes to sell, transfer or otherwise dispose of lease or sublet any dwelling unit, lodging house, rooming unit, or other premises against which there is any existing lawful order of the ~~housing inspector~~ Code Compliance Officer, the board of appeals or any court of competent jurisdiction shall furnish the proposed grantee or transferee a true copy of such order and shall notify the ~~housing inspector office of Planning and Development~~ in writing of the intent to so sell, transfer, or otherwise dispose of lease or sublet in writing giving the name and address of the person to whom such transfer is proposed within three days of the proposed transfer.
- (b) Penalty. Any person who violates the terms of this section shall be in violation of this chapter and shall be subject to a penalty or fine of not less than \$50 and not more than \$100 to be enforced by complaint in a court of competent jurisdiction.

(Code 1967, § 20-A(3.5); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-200. - Placarding of buildings unfit for human habitation.

- (a) Authority of ~~housing inspector~~ Code Compliance Officer. If the person so affected fails to appeal to the board of appeals or if after an appeal, the board of appeals sustains the decision of the ~~housing inspector~~ Code Compliance Officer, the dwelling, dwelling unit, lodging house, or rooming unit so affected may be declared unfit for human habitation and placarded by the ~~housing inspector~~ Code Compliance Officer.
- (b) Procedure. To placard, the ~~housing inspector~~ Code Compliance Officer shall issue to the occupants and the owner or operator a written notice to vacate the premises within such time as the ~~housing inspector~~ Code Compliance Officer may deem reasonable, but not less than seven days, and a placard prohibiting continued occupancy or re-occupancy may be conspicuously posted on the premises, and a copy of such notice may be filed with the police department.
- (c) Use of placarded buildings prohibited. No dwelling or dwelling units, lodging house, or rooming unit which has been placarded as unfit for human habitation shall again be used for human habitation until written approval is secured from, and such placard is removed by, the ~~housing inspector~~ Code Compliance Officer.

Compliance Officer. The ~~housing inspector~~ Code Compliance Officer shall remove such placard whenever the defect or defects upon which the placarding action is based have been eliminated.

- (d) Defacement and removal of placard prohibited. No person shall deface or remove the placard from any dwelling or dwelling unit, lodging house or rooming unit, which has been declared unfit for human habitation and placarded as such.

(Code 1967, § 20-A(3.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-201. - Order to vacate dangerous premises.

In instances where the health officer, fire chief, and chief of police, or their duly qualified deputies, determine in writing, ~~filed in the office of the housing inspector,~~ that extreme danger or menace to the occupants or the public health exists, the ~~housing inspector~~ Code Compliance Officer, health officer, fire chief, and chief of police, or their duly qualified deputies may order immediate correction to be made or, if the circumstances warrant, may order that the occupants vacate the premises as provided in this article.

(Code 1967, § 20-A(3.7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-202—12-224. - Reserved.

DIVISION 4. - MINIMUM STANDARDS

Sec. 12-225. - Compliance with city codes and state law required.

All structures and structural elements of buildings and the construction, use and occupancy thereof shall be in accordance with the requirements of this Code, including the building and technical codes adopted by the city, and with state law and regulations.

(Code 1967, §§ 20-A(6.1), 20-A(12.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-226. - Maintenance.

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

(Code 1967, § 20-A(6.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-227. - Plumbing.

Every dwelling unit shall contain a kitchen sink and a bathtub or shower. In addition, every dwelling unit shall contain, within a room which affords privacy, a flush water closet and a lavatory basin. All plumbing facilities required by this code shall be in accordance with the requirements of the plumbing code adopted by the City as of date of installation and maintained in good sanitary working condition; water-related plumbing facilities required by this Code shall be connected to adequate supply of water.

(Code 1967, § 20-A(art. 7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-228. - Heating and ventilation.

- (a) Maintenance. All heating and ventilating facilities shall be maintained in safe operating condition for use without danger of asphyxiation or of overheating combustible material.
- (b) Requirements when central heating plant not available. When heat is not furnished by a central heating plant, each dwelling unit or rooming unit shall be provided with one or more masonry flues and smoke or vent pipe connections, or equal arrangement, in accordance with the provisions of the basic building code to permit the use of heating equipment capable of providing heat as required by this section.
- (c) Heating facilities required in rented or leased premises. Every habitable room, let for occupancy, ~~excepting rooms use primarily for sleeping purposes,~~ shall be served by heating facilities capable of providing a minimum temperature of at least 68 degrees Fahrenheit, at a distance of ~~three feet above floor level~~ 3 feet from the exterior walls, 5 feet above floor level, as required by prevailing weather conditions. ~~from September 15 through May 15 of each year. In addition, the heating facilities must be operated to protect the building equipment and systems from freezing.~~
- (d) Window specifications. Every habitable room shall have a window or windows with a total sash area equal to at least eight percent of its floor area opening on a street, alley, yard, or court open to the sky and constructed and maintained so that at least one-half of the sash area can be opened, except that an approved method of mechanical ventilation may be substituted for such window or windows

(Code 1967, § 20-A(art. 8); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-229. - Electrical and lighting.

All lighting and other electrical facilities shall be in accordance with the requirements of the electrical code adopted by the city and shall be maintained in good, safe and suitable electrical order.

(Code 1967, §§ 20-A(9.1), 20-A(9.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-230. - Passageways, stairways and exits.

- (a) Exits. Every dwelling unit and every rooming unit shall have safe, continuous and unobstructed means of egress leading from the interior of the building to safe and open spaces at ground level in accordance with applicable statutes and ordinances.
- (b) Lighting. Every passageway and stairway shall have at least one ceiling-type or wall-type electric light fixture adequate to provide safe passage.
- (c) Obstructions. Every hallway, stairway, corridor, exit, fire escape door or other means of egress shall be kept clear of obstructions at all times.

(Code 1967, §§ 20-A(9.3), 20-A(12.3), 20-A(12.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-231. - Garbage and rubbish.

- (a) Method of disposal. Every responsible occupant of a dwelling or dwelling unit shall dispose of all his garbage and rubbish in a clean and sanitary manner. Every owner of rental property shall provide his tenants with suitable waste containers as required by city ordinance.
- (b) Accumulations prohibited. Every dwelling shall be clean and free from garbage or rubbish. When a dwelling or dwelling unit is not reasonably clean or free from garbage or rubbish, the ~~housing inspector~~Code Compliance Officer may cause the responsible person to put the dwelling or dwelling unit in a clean and sanitary condition.

(Code 1967, § 20-A(10.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-232. - Insect and rodent control.

- (a) Owner responsible for extermination in multiple dwellings. If infestation exists in two or more of the dwelling units in any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.
- (b) Occupant responsible for extermination. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises.

(Code 1967, § 20-A(10.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-233. - Space and occupancy.

- (a) Floor space requirements. The total area of every dwelling unit shall contain at least 250 square feet of floor area, with an additional 125 square feet for each occupant over two.
- (b) Ceiling height. At least one half of the floor area of every habitable room shall have a room ceiling height of at least 7 feet; and the floor area of that part of any room where the ceiling height is less than five feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
- (c) Use of basement. No basement space shall be used as a habitable room or dwelling unit unless it conforms to the minimum requirements of this article.

(Code 1967, § 20-A(art. 11); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-234. - Dwelling occupancies prohibited adjacent to hazardous establishments.

No dwelling unit or rooming unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids or producing toxic gases or vapors in any quantity that may endanger the lives or safety of the occupants.

(Code 1967, § 20-A(12.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

ARTICLE IV. - HOUSING CODE

DIVISION 1. - GENERALLY

Sec. 12-145. - Purpose.

The purpose of this article is to establish minimum standards for all dwellings and property incident thereto in the city to insure safety, health, and public welfare through the proper construction, maintenance, and use thereof.

(Code 1967, § 20-A(1.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-146. - Definitions and rules of construction.

- (a) The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

~~Housing inspector means the legally designated housing inspection authority of the city or his authorized representative.~~

Chief of police means the legally designated head of the police department of the city or his authorized representative.

Dwelling or dwelling unit means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Extermination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the health officer.

Fire chief means the legally designated head of the fire department of the city or his authorized representative.

Garbage means the animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, water closet compartments, laundries, pantries, game rooms, foyers or communicating corridors and permanent built-in closets and storage spaces.

Health officer means the legally designated health authority of the city or his authorized representative.

Infestation means the presence or evidence of the presence within or around a dwelling, of any insects, rodents, or other pests.

Manufactured housing means a structural unit or units designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site, the term includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. Manufactured housing shall include newer mobile homes and modular homes as defined in city zoning regulations.

Mobile homes, older, means any factory-built home that fails to meet the definition of manufactured housing and more specifically, any mobile home constructed prior to June 15, 1976. These units shall be restrict to location in approved mobile home parks.

Mobile home park means a parcel of land under single ownership in rural residence, suburban residence and cluster development districts that has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Multiple dwelling means any dwelling containing more than three dwelling units.

Occupant means any person over one year of age, living, sleeping, cooking, or eating in, or having actual possession of, a dwelling unit or rooming unit.

Operator means any person, who has charge, care or control of a building or part thereof, in which dwelling units or rooming units are rented or let or of an area where spaces are rented or let for mobile homes.

Owner means any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit, with or without accompanying actual possession thereof, or has charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or an executor, executrix, administrator, administratrix, trustee, or guardian of the estate of owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if he were the owner.

Plumbing means all of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwasher, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents , and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rooming house means any dwelling, or that part of any dwelling, containing one or more rooming units, in which space is let by the owner or operator to four or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator.

Rooming unit means any room or group of rooms forming a single habitable unit used or intended to be used for living, and sleeping, but not for cooking or eating purposes.

Rubbish means combustible and non-combustible waste materials except garbage, including, without limitation, residue from the burning of wood, coal, coke, or other combustible material, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust and others.

Structural Elements means all of the following components of a structure, including but not limited to: foundation, framing, sheathing, siding, roofing material, windows, doors, trim, eaves, porches, stairs, railings, guards; and interior surfaces such as sheetrock, plaster, ceiling tiles, and countertops.

Summer camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations but not to exceed 30 days.

Supplied means paid for, furnished, installed or provided by or under the control of the owner or operator.

Temporary housing means any tent, trailer, or other structure used for human shelter that is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

- (b) Whenever the words "dwelling," "dwelling unit," "lodging house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

(Code 1967, § 20-A(art. V); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-147. - Compliance required.

- (a) No dwelling or dwelling unit shall be deemed to conform with the requirements of this article until it meets all of the minimum standards of this article as specified herein.
- (b) It is unlawful to construct, alter, maintain, occupy, let for occupancy, or use a building or structure, or part thereof, in violation of the provisions of this article.

(Code 1967, §§ 20-A(1.2), 20A(1.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-148. - Validity of other laws.

Nothing in this article shall be construed to prevent the enforcement of other laws that prescribe more restrictive limitations.

(Code 1967, § 20-A(1.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-149. - Exceptions permitted.

In seasonal dwellings, mobile homes, buildings erected prior to the original adoption of this article, or in agriculture and resource protection district as defined by the zoning provisions of the city, or in areas where public water or sewerage systems are not available, the ~~housing inspector~~Code Compliance Officer shall upon application grant an exception for the use of buildings for dwelling purposes that do not meet the minimum standards set forth in this article when he determines that:

- (1) It is not feasible or practicable to comply with such minimum standards;
- (2) The safety, health, or general welfare of the occupants and the public will not be adversely affected; and
- (3) The effect of the granting of the exception will not adversely affect adequate light, air, overcrowding, of persons or property, the provision for public utilities, the character of the neighborhood, or traffic conditions as applied to the welfare of the occupants or the general public.

(Code 1967, § 20-A(1.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-150. - Procedure for granting exceptions.

- (a) The ~~housing inspector~~Code Compliance Officer shall issue such exception in writing setting forth the date of granting, the reasons for granting the same, the date it shall expire, and the location of the premises.
- (b) No such exceptions shall be granted for a period of more than five years. Any exception may be renewed one or more times, upon application to the board of appeals. Each renewal shall not exceed additional periods of five years for such renewal. Each renewal shall contain the requirements of the

original exception and in addition thereto the date of issuance of the original exception and the statement that it is a renewal.

(Code 1967, § 20-A(1.7); Ord Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-151—12-169. - Reserved.

DIVISION 2. - INSPECTIONS

Sec. 12-170. - Authority of ~~housing inspector~~ Code Compliance Officer.

The ~~housing inspector~~ Code Compliance Officer is hereby authorized to make inspections to determine the condition of dwellings, dwelling units, rooming houses, rooming units and premises located within this city in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public.

(Code 1967, § 20-A(2.1); Ord Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-171. - Right of entry for inspection.

For the purpose of making such inspections, the ~~housing inspector~~ Code Compliance Officer is hereby authorized to enter, examine, and survey any or all dwelling units, rooming houses, rooming units, and premises at any mutually agreeable time but in any case within 20 days of notice to the owners or occupant of the intention to make such an inspection.

(Code 1967, § 20-A(2.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-172. - Owner and occupant to give free access.

- (a) Access of ~~housing inspector~~ Code Compliance Officer. The owner and occupant of every dwelling, dwelling unit, lodging house and rooming unit or the person in charge thereof, shall give the ~~housing inspector~~ Code Compliance Officer free access to such dwellings, dwelling unit, lodging house or rooming unit and premises at any mutually agreeable time for the purpose of such inspection, examination, or survey, but in any case within 20 days of notice to the owner or occupant of the intention to make such an inspection, examination, or survey.
- (b) Access of owner. Every occupant of a dwelling, dwelling unit, lodging house and rooming unit shall give the owner, and his agent or employee, access at all reasonable times to any part of the dwelling, dwelling unit, lodging house, rooming unit or premises for the purpose of compliance with the provisions of this article or any lawful order issued pursuant to this article.

(Code 1967, §§ 20-A(2.3), 20-A(2.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-173—12-194. - Reserved.

DIVISION 3. - ENFORCEMENT

Sec. 12-195. - Procedure generally.

- (a) If the ~~housing inspector~~ Code Compliance Officer determines that there are reasonable grounds to believe that there has been a violation of any provisions of this chapter, he shall initiate enforcement proceedings in accordance with the citation system established in this Code. Alternatively, he may initiate a land use complaint pursuant to state law, in which case the penalties therein provided shall apply.
- (b) Any notice issued pursuant to this article shall:
 - (1) Be in writing;
 - (2) Include a statement of the reasons why it is being issued;
 - (3) Set a reasonable time for the performance of any act it requires;
 - (4) Be served upon the owner or his agent, or the occupant, as the case may require; provided, however, that:
 - a. Complaints under this article be deemed properly served upon such owner or agent or upon such occupant if a copy thereof is served upon him personally or by leaving a copy thereof at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein; or
 - b. If a copy thereof is sent by registered or certified mail to his last known address or the address as shown on the records in the tax assessor's office of the city of auburn; and
 - c. If service is made personally or by leaving at his dwelling house or usual place of abode a statement signed by the person so serving stating the date of service shall be filed in the office of ~~the housing inspector~~ Planning and Development.
 - (5) May contain an outline of remedial action that, if taken, will effect compliance with the provision of this article.
- (c) After service of such notice, the owner or occupant to whom it is directed shall correct the condition constituting the violation within the time specified and promptly give notice to the ~~housing inspector~~ Code Compliance Officer that such corrective action has been taken.

(Code 1967, § 20-A(3.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-196. - Method of petitioning for hearing.

- (a) Any person affected by any notice issued in connection with the enforcement of any provision of this article, may request and shall be granted a hearing on the matter before the board of appeals; provided that such person shall file in the office of the board of appeals a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served.
- (b) Upon receipt of such petition, the board of appeals shall set a time and place for such hearing and shall give the petitioner notice thereof in person or by mail.
- (c) At such hearing, the board of appeals shall take evidence to determine whether such notice should be sustained, modified, or withdrawn.
- (d) The hearing shall be commenced not later than 30 days after the day on which the petition was filed; provided that upon application of the petitioner the board of appeals may postpone the date of the hearing for a reasonable time beyond such 30 day period, if in its judgment the petitioner has submitted a good and sufficient reason for such postponement.

(Code 1967, § 20-A(3.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-197. - Power of board of appeals to alter notice.

After such hearing, the board of appeals shall sustain, modify, or withdraw the notice, depending upon its findings as to the compliance with the provisions of this chapter. If the board of appeals sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this article shall automatically become an order if a written petition for a hearing is not filed in the office of the board of appeals within ten days after such notice is served. There shall be an appeal from the board of appeals to the superior court in the manner provided by state law.

(Code 1967, § 20-A(3.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-198. - Recording of public hearing.

The proceedings at such hearing, including the findings and decision of the board of appeals, shall be summarized, reduced to writing, and entered as a matter of public record in the office of the board of appeals. Such record shall also include a copy of every notice or order issued in connection with the matter.

(Code 1967, § 20-A(3.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-199. - Notice of intent to sell, transfer or rent property subject to order.

- (a) When required. Any person who proposes to sell, transfer or otherwise dispose of lease or sublet any dwelling unit, lodging house, rooming unit, or other premises against which there is any existing lawful order of the ~~housing inspector~~ Code Compliance Officer, the board of appeals or any court of competent jurisdiction shall furnish the proposed grantee or transferee a true copy of such order and shall notify the ~~housing inspector~~ office of Planning and Development in writing of the intent to so sell, transfer, or otherwise dispose of lease or sublet in writing giving the name and address of the person to whom such transfer is proposed within three days of the proposed transfer.
- (b) Penalty. Any person who violates the terms of this section shall be in violation of this chapter and shall be subject to a penalty or fine of not less than \$50 and not more than \$100 to be enforced by complaint in a court of competent jurisdiction.

(Code 1967, § 20-A(3.5); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-200. - Placarding of buildings unfit for human habitation.

- (a) Authority of ~~housing inspector~~ Code Compliance Officer. If the person so affected fails to appeal to the board of appeals or if after an appeal, the board of appeals sustains the decision of the ~~housing inspector~~ Code Compliance Officer, the dwelling, dwelling unit, lodging house, or rooming unit so affected may be declared unfit for human habitation and placarded by the ~~housing inspector~~ Code Compliance Officer.
- (b) Procedure. To placard, the ~~housing inspector~~ Code Compliance Officer shall issue to the occupants and the owner or operator a written notice to vacate the premises within such time as the ~~housing inspector~~ Code Compliance Officer may deem reasonable, but not less than seven days, and a placard prohibiting continued occupancy or re-occupancy may be conspicuously posted on the premises, and a copy of such notice may be filed with the police department.
- (c) Use of placarded buildings prohibited. No dwelling or dwelling units, lodging house, or rooming unit which has been placarded as unfit for human habitation shall again be used for human habitation until written approval is secured from, and such placard is removed by, the ~~housing inspector~~ Code Compliance Officer.

Compliance Officer. The ~~housing inspector~~ Code Compliance Officer shall remove such placard whenever the defect or defects upon which the placarding action is based have been eliminated.

- (d) Defacement and removal of placard prohibited. No person shall deface or remove the placard from any dwelling or dwelling unit, lodging house or rooming unit, which has been declared unfit for human habitation and placarded as such.

(Code 1967, § 20-A(3.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-201. - Order to vacate dangerous premises.

In instances where the health officer, fire chief, and chief of police, or their duly qualified deputies, determine in writing, ~~filed in the office of the housing inspector,~~ that extreme danger or menace to the occupants or the public health exists, the ~~housing inspector~~ Code Compliance Officer, health officer, fire chief, and chief of police, or their duly qualified deputies may order immediate correction to be made or, if the circumstances warrant, may order that the occupants vacate the premises as provided in this article.

(Code 1967, § 20-A(3.7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Secs. 12-202—12-224. - Reserved.

DIVISION 4. - MINIMUM STANDARDS

Sec. 12-225. - Compliance with city codes and state law required.

All structures and structural elements of buildings and the construction, use and occupancy thereof shall be in accordance with the requirements of this Code, including the building and technical codes adopted by the city, and with state law and regulations.

(Code 1967, §§ 20-A(6.1), 20-A(12.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-226. - Maintenance.

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use. Exterior surfaces shall be substantially weather tight, protected from corrosion, and suitable for the intended use. Exterior surfaces shall be free from chipping and peeling paint to the extent visible from a public way.

(Code 1967, § 20-A(6.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-227. - Plumbing.

Every dwelling unit shall contain a kitchen sink and a bathtub or shower. In addition, every dwelling unit shall contain, within a room which affords privacy, a flush water closet and a lavatory basin. All plumbing facilities required by this code shall be in accordance with the requirements of the plumbing

code adopted by the City as of date of installation and maintained in good sanitary working condition; water-related plumbing facilities required by this Code shall be connected to adequate supply of water.

(Code 1967, § 20-A(art. 7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-228. - Heating and ventilation.

- (a) Maintenance. All heating and ventilating facilities shall be maintained in safe operating condition for use without danger of asphyxiation or of overheating combustible material.
- (b) Requirements when central heating plant not available. When heat is not furnished by a central heating plant, each dwelling unit or rooming unit shall be provided with one or more masonry flues and smoke or vent pipe connections, or equal arrangement, in accordance with the provisions of the basic building code to permit the use of heating equipment capable of providing heat as required by this section.
- (c) Heating facilities required in rented or leased premises. Every habitable room, let for occupancy, ~~excepting rooms use primarily for sleeping purposes,~~ shall be served by heating facilities capable of providing a minimum temperature of at least 68 degrees Fahrenheit, at a distance of ~~three feet above floor level~~ 3 feet from the exterior walls, 5 feet above floor level, as required by prevailing weather conditions. ~~from September 15 through may 15 of each year. In addition, the heating facilities must be operated to protect the building equipment and systems from freezing.~~
- (d) Window specifications. Every habitable room shall have a window or windows with a total sash area equal to at least eight percent of its floor area opening on a street, alley, yard, or court open to the sky and constructed and maintained so that at least one-half of the sash area can be opened, except that an approved method of mechanical ventilation may be substituted for such window or windows

(Code 1967, § 20-A(art. 8); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-229. - Electrical and lighting.

All lighting and other electrical facilities shall be in accordance with the requirements of the electrical code adopted by the city and shall be maintained in good, safe and suitable electrical order.

(Code 1967, §§ 20-A(9.1), 20-A(9.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-230. - Passageways, stairways and exits.

- (a) Exits. Every dwelling unit and every rooming unit shall have safe, continuous and unobstructed means of egress leading from the interior of the building to safe and open spaces at ground level in accordance with applicable statutes and ordinances.
- (b) Lighting. Every passageway and stairway shall have at least one ceiling-type or wall-type electric light fixture adequate to provide safe passage.
- (c) Obstructions. Every hallway, stairway, corridor, exit, fire escape door or other means of egress shall be kept clear of obstructions at all times.

(Code 1967, §§ 20-A(9.3), 20-A(12.3), 20-A(12.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-231. - Garbage and rubbish.

- (a) Method of disposal. Every responsible occupant of a dwelling or dwelling unit shall dispose of all his garbage and rubbish in a clean and sanitary manner. Every owner of rental property shall provide his tenants with suitable waste containers as required by city ordinance.
- (b) Accumulations prohibited. Every dwelling shall be clean and free from garbage or rubbish. When a dwelling or dwelling unit is not reasonably clean or free from garbage or rubbish, the ~~housing inspector~~Code Compliance Officer may cause the responsible person to put the dwelling or dwelling unit in a clean and sanitary condition.

(Code 1967, § 20-A(10.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-232. - Insect and rodent control.

- (a) Owner responsible for extermination in multiple dwellings. If infestation exists in two or more of the dwelling units in any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.
- (b) Occupant responsible for extermination. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises.

(Code 1967, § 20-A(10.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-233. - Space and occupancy.

- (a) Floor space requirements. The total area of every dwelling unit shall contain at least 250 square feet of floor area, with an additional 125 square feet for each occupant over two.
- (b) Ceiling height. At least one half of the floor area of every habitable room shall have a room ceiling height of at least 7 feet; and the floor area of that part of any room where the ceiling height is less than five feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
- (c) Use of basement. No basement space shall be used as a habitable room or dwelling unit unless it conforms to the minimum requirements of this article.

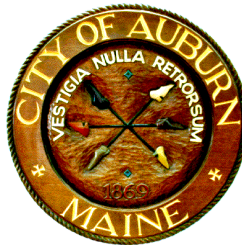
(Code 1967, § 20-A(art. 11); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-234. - Dwelling occupancies prohibited adjacent to hazardous establishments.

No dwelling unit or rooming unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids or producing toxic gases or vapors in any quantity that may endanger the lives or safety of the occupants.

(Code 1967, § 20-A(12.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 02-02222016

Be it ordained by the Auburn City Council, that Chapter 20, Article IV – Housing Code be amended as shown on the attached draft dated March 2, 2016 and labeled as “Draft 1 as amended by Council on 2/22/16”.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 02-0222016

Be it ordained by the Auburn City Council, that Chapter 20, Article IV – Housing Code be amended as shown on the attached draft dated March 2, 2016 and labeled as “Draft 2 Staff Suggested Option”.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Ordinance 03-02222016

Author: Zachary Lenhert, Coder Compliance Officer and Eric Cousens, Deputy Director of Planning and Development.

Subject: Amendments to the City of Auburn Code of Ordinances regarding housing and solid waste code violations

Information: The purpose of these amendments is to update and clarify ordinances frequently enforced by the Code Compliance Officers of Auburn. The effectiveness of code enforcement is sometimes hampered by ambiguities and limited scope of these outdated codes. These are common sense amendments that will help city officials make neighborhoods safer, cleaner, more attractive and over time raise property values.

The current Housing Code was adopted in 1967 and reflects housing standards of that time. In the recent past there have been multiple attempts to bring Auburn's housing maintenance code to more modern standards by adopting some form of the International Property Maintenance Code, a common maintenance code across the country also used by Lewiston. After much deliberation, public process, committee work and drafting a full property maintenance code multiple times, these efforts have come up short, presumably because the changes were viewed as too far reaching and past councils responded to public concerns by denying the changes. The proposed amendments described below are an attempt to make needed updates and clarifications to the almost 50 year old existing housing code. They are not far reaching but they will make a positive difference.

Staff proposed flaking and chipping paint standards that would allow us to address flaking paint on the interior or exterior of properties. Based on input from the Council and the motion to amend on February 22nd we have drafted a version titled "Draft 1 as amended by Council on 2/22/16" that leaves section Sec. 12-226. – Maintenance as it currently reads:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

Also in response to the Council concerns that the change proposed on February 22nd was too stringent we have offered a compromise that attempts to address only chipping or flaking paint that is severe enough to be visible from the street. That option is titled "Draft 2 Staff Suggested Option" and reads as follows:

All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use. Exterior surfaces shall be substantially weather tight, protected from corrosion, and suitable for the intended use. Exterior surfaces shall be free from chipping and peeling paint to the extent visible from a public way.

Neither of the above options give staff the ability to address chipping paint to the extent necessary to protect children from flaking paint and lead hazards in older homes but Option 2 helps address flaking paint on the exterior that is visible from a public way.

On the day of trash collection, the City of Auburn's denser populated areas become unsightly due to the "mountains" of trash that are put out on the sidewalk and street. The garbage put out by the collective tenants of apartment buildings creates unattractive piles of plastic bags full of household trash. If put out too early or too late animals often tear into the bags and make the problem worse and create sanitation concerns. Bulky waste that is not collected by the City also becomes a problem when it remains illegally on the curb for an

extended period of time. The proposed changes to the Solid Waste chapter attempt to better address these issues.

Advantages: Safer, cleaner, more attractive neighborhoods. Increased property values. More efficient enforcement.

Disadvantages: Pushback from violators

City Budgetary Impacts: Increased collection of fines.

Staff Recommended Action: Discuss amendments and hear from the public. Vote to approve changes with or without any Council modifications.

Previous Meetings and History: February 8, 2016 Workshop, February 22nd First Reading and Public Hearing

Attachments: Amendment Summary and Copy of proposed amendments, including options 1 and 2 for the Housing Code.

Chapter 44 – Solid Waste; Summary of Proposed Amendments.

On the day of trash collection, the City of Auburn's denser populated areas become very unsightly because of the "mountains" of trash that are put out on the sidewalk and street. The garbage put out by the collective tenants of larger apartment buildings inevitably ends up creating unattractive piles of plastic bags full of household trash. Bulky waste not collected by the City also becomes a problem when it remains illegally on the curb for an extended period of time. The proposed changes to the Solid Waste chapter attempt to address these issues.

Sec. 44-25 – Standards for waste containers.

"Or" is changed to "and". This change would require household trash put to the curb for collection to be in both a plastic trash bag and a durable container as opposed to either/or, eliminating the piles of plastic trash bags.

Sec. 44-89 – Duties of landlords.

"Durable" and "with lids" is added to clarify that landlords are required to supply durable trash cans to their tenants. Currently the ordinance is ambiguous as to whether *just* plastic trash bags are acceptable. This will prevent the piles of trash bags in front of apartment buildings.

Sec. 44-34 – Owners duty to inspect and remove waste

This proposed ordinance makes it clear that property owners are ultimately responsible for waste accumulating on, or in front of, their property. It is common for landlords to claim the responsibility for compliance rests with their tenants. This situation doesn't work because often the tenant responsible for the violation no longer lives there (often bulky waste is left when tenants move) and it isn't feasible for the city to "chase them down".

Sec. 44-35 – Penalties

This ordinance is to resolve waste violations in a faster time frame. A large problem of enforcing ordinances related to trash and debris is the amount of time the Notice and Citation process can take. A written Notice must be sent through "snail mail", essentially a written warning, before any fines are issued. Meanwhile the offending trash continues to effect tenants and neighbors. This ordinance would allow the City to collect the offending trash and fine a property owner without the requirement of a written warning for violations of the Solid Waste chapter. Waste violations should be resolved much faster.

Chapter 44 - SOLID WASTE^[1]

Footnotes:

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State Law reference— Maine Hazardous Waste, Septage and Solid Waste Management Act, 38 M.R.S.A. § 1301 et seq.; Maine Refuse Disposal District Enabling Act, 38 M.R.S.A. § 1726-A et seq.; solid waste management and recycling, 38 M.R.S.A. § 2101 et seq.; municipal recycling, 38 M.R.S.A. § 2133; municipal landfill fees, 38 M.R.S.A. § 2204; municipal authority to abate nuisances, 30-A M.R.S.A. § 3104; municipal acquisition of public dumping grounds, 30-A M.R.S.A. § 3351; prohibited dumping, 30-A M.R.S.A. § 3352.

ARTICLE I. - IN GENERAL

Sec. 44-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commercial activity means any property or service provider, which is required and/or has received a license from the city to conduct business and/or a structure used for commercial or business purposes including, but not limited to, the following:

- (1) Hotels, motels, bed and breakfast facilities, restaurants, warehouses;
- (2) Markets, bakeries, grocery stores, food vendors;
- (3) Manufacturing or industrial facilities;
- (4) Business offices;
- (5) Any business establishment adjoining or within a residential structure;
- (6) Trailer parks and manufactured home parks; and
- (7) Condominiums.

Commercial waste means solid waste generated by a commercial property or as a result of commercial activity.

Multiple-unit apartment building means an apartment building of four or more dwelling units.

Owner means the actual owner of the building. The term "owner" does not include any legal entity, including, but not limited to, a limited liability company, a limited liability partnership, or a limited partnership or a corporation.

Residential properties means any property, located in the city, upon which is situated a residential structure containing between one and three dwelling units and/or owner-occupied apartment buildings containing between four and seven dwelling units. To qualify as an owner-occupied apartment building, the owner would need to demonstrate through ownership documents and vehicle registration, driver's license or some other acceptable forms that he does in fact own the building and resides at that address.

(Ord. of 11-3-2003, § A)

Secs. 44-2—44-20. - Reserved.

ARTICLE II. - WASTE COLLECTION AND DISPOSAL

Sec. 44-21. - Residential collection; fees.

- (a) The city will provide for the collection of solid waste and recyclable material from all residential properties as defined herein. Fees for residential waste collection shall be in accordance with city costs on a per unit basis.
- (b) Occupants of residential properties that receive city waste collection shall utilize suitable containers for the storage, transportation and disposal of solid waste. This includes all solid waste placed curbside for disposal. The weight of solid waste placed in each suitable container shall not exceed 30 pounds.
- (c) All residents who live in residential structures receiving city waste collection shall separate recyclable material from their rubbish. Recyclable material must either be transported to the facility or be placed in suitable recycling containers for curbside collection.
- (d) Recyclable material and solid waste are to be set curbside no earlier than 6:00 p.m. of the day preceding regularly scheduled waste collection and no later than 7:00 a.m. of the day of waste collection as established by public works.

(Ord. of 11-3-2003, § B)

Sec. 44-22. - Collection from apartment buildings; fees.

- (a) The city will collect solid waste and recyclable material from multiple unit apartment buildings for only those buildings owned by applicants who complete, submit and receive approval of an application to continue this service.
- (b) All residential properties containing four to seven units, excluding owner-occupied, will be assessed a fee per unit for solid waste and recycling collection and disposal. To qualify for owner-occupied exemption the applicant must show proof of building residency. Fees per unit will be assessed and billed in accordance with the city's billing and collection policy. Failure to pay fee will result in termination of service. The city may adjust the fee annually to reflect city's costs.

(Ord. of 11-3-2003, § C)

Sec. 44-23. - Commercial collection excluded.

Solid waste and recyclable material will not be collected by the city from any commercial activity or property.

(Ord. of 11-3-2003, § C)

Sec. 44-24. - Time for setting out waste for collection.

No person shall put out waste for collection sooner than 6:00 p.m. on the day preceding the date on which waste is collected by the city in such location, and no person shall allow any waste containers to remain on any street or sidewalk for more than 24 hours after the collection of waste has been completed.

Waste must be out for collection no later than 7:00 a.m. of the day on which waste is collected by the city in such location.

(Code 1967, § 22-3.1)

Sec. 44-25. - Standards for waste containers.

No person shall put out waste, including garbage, for collection by the city except in suitable, durable containers covered by a tight fitting cover ~~or~~ and securely closed plastic bags designed for trash disposal, which are:

- (1) Watertight and flytight;
- (2) Free from sharp edges and not exceeding 30 pounds in weight, including contents; and
- (3) No larger than 33 gallons in capacity.

(Code 1967, § 22-3.3)

Sec. 44-26. - Types of waste collected by city.

No person shall put out waste for collection by the city other than household waste, except that waste from construction repairs or household waste which is too large to fit inside standard containers may be put out for collection by special permission of the public works director.

(Code 1967, § 22-3.4)

Sec. 44-27. - Collection of leaves and yard waste.

The term "household waste," includes leaves, grass cuttings, weeds, branches and the like. Such materials, not to exceed four containers per week, must be contained, and branches and prunings shall not exceed two inches in diameter and 24 inches in length.

(Code 1967, § 22-3.5)

Sec. 44-28. - Disposal of ashes.

No person shall put out hot ashes for collection, and all ashes put out for collection shall be separated from all other kinds of waste and secured in a closed container.

(Code 1967, § 22-3.6)

Sec. 44-29. - Duties of landlords.

Every owner of rental property shall provide his tenants with a sufficient number of durable waste containers with lids meeting the requirements of section 44-25 to meet their normal weekly requirements for waste disposal. Such containers shall be stored in a sightly manner on the premises at locations reasonably accessible to the tenants at all times when not legally upon the street or sidewalk for collection.

(Code 1967, § 22-3.7)

Sec. 44-30. - Right of city to refuse to collect certain waste.

The city may refuse to accept for collection any waste which has been put out for collection in a manner which does not comply with the requirements of sections 44-24 through 44-28, including sharp objects which could protrude from waste containers, such as broken glass and other sharp objects such as razors, hypodermic needles, etc., which materials shall be contained in a puncture-resistant container. The owner of such waste shall transport it or cause it to be transported to the municipal solid waste disposal facility at his own expense.

(Code 1967, § 22-3.8)

Sec. 44-31. - Unauthorized removal of waste set out for collection.

No unauthorized person shall remove any garbage or waste or any portion of any garbage or waste that has been placed for collection by the city.

(Code 1967, § 22-3.9)

Sec. 44-32. - Accumulations of refuse.

No person shall allow any material to collect or lie on property which he owns, occupies or controls in such a manner that it attracts flies, annoys or interferes with the safety, health, comfort or repose of the public, emits odors, or is unsightly or is offensive.

(Code 1967, § 25-2.1)

Sec. 44-33. - Transporting offensive substances.

No person shall carry or convey through any street or public place any substance or any package or bag containing any substance in such a manner that it drips, leaks or drops and emits odors, or is offensive, nor shall such a conveyance or containers be left standing in any street or any public place.

(Code 1967, § 25-2.2)

Sec.44-34 – Owners duty to inspect and remove waste

The owner of land and the person(s) in possession of such land abutting a city street or public easement have an affirmative obligation to inspect those portions of their property which have such frontage and to promptly remove or dispose of, in a manner consistent with this chapter, any waste material found in or along such property. The owner of, and any person having responsibility for, property abutting the area of the street, sidewalk, or property where waste material has been deposited shall be presumed to have deposited same and shall be liable for violations of this chapter in the absence of evidence to the contrary. Notwithstanding the aforesaid, any owner of and/or any person having responsibility for property abutting the area of the street where any waste materials has been deposited in violation of this chapter shall remove the waste materials and dispose the waste material as required.

Sec.44-35 – Penalties

Due to the public nuisance and threat to public health created by the presence of waste material on or near city streets (i.e. on or near public ways), the chief of police, the director of Planning and Development or their designees are authorized to fine violators, without any prior notification, in accordance with this section. Violation of any part of this chapter, including failure to utilize suitable containers as described, shall be considered a violation of this chapter, and shall be subject to penalties as described : Violators of any provisions of this chapter shall for the first offense receive a of one-hundred and five dollars (\$105), plus accrued interest, attorney's fees and court costs. A second violation or any subsequent violations occurring within six months of a previous violation shall result in a fine(s) of two-hundred and ten dollars (\$210), plus accrued interest, attorney's fees and court costs. In addition, where in the opinion of the superintendent the volume of waste material is considered excessive and or if the waste material is other than solid waste the minimum fine shall also include all costs of collection, transportation and disposal. No contract or agreement between the owner or operator and the occupant relating to the compliance with the terms of this article shall be effective in relieving any person of the responsibility for compliance with the provisions of this chapter as described.

Secs. 44-~~34~~36—44-54. - Reserved.

ARTICLE III. - RECYCLING STANDARDS

Secs. 44-55—44-83. - Reserved.

ARTICLE IV. - WASTE DISPOSAL FACILITIES

Sec. 44-84. - Designation of place.

The city manager shall designate a place as a public waste facility for the depositing of rubbish, ashes, cinders, tin cans, junk, and other household or commercial or industrial waste or refuse, and no person shall deposit such materials elsewhere than at such designated facility.

(Code 1967, § 25-2.3)

Sec. 44-85. - Unauthorized removal of materials.

It shall be unlawful for any person to take any materials of any kind or nature from or about any waste disposal facility without a permit from the city manager.

(Code 1967, § 25-2.6)

Sec. 44-86. - Regulations for use.

Use of any waste disposal facility shall be governed by this article and by such regulations not inconsistent with the provisions of this article as the city manager may establish for this purpose. Notice of any such regulations shall be given by publication in a local newspaper and by conspicuous posting at the

site of any waste disposal facility. The term "waste disposal facility," for purposes of this article, includes the waste facility located on Goldthwaite Road.

(Code 1967, § 25-2.7)

Sec. 44-87. - Fees for use of waste disposal facilities.

- (a) The city manager may levy fees in accordance with a schedule adopted by Mid Maine Waste Action Corporation for disposal of nonresidential solid waste at the energy recovery plant upon those persons who generate such waste. The fees assessed shall also include the city's cost of administering the billing process.
- (b) For purposes of this subsection (b), the term "nonresidential solid waste" means all industrial and commercial waste, including waste from multiunit apartment buildings in common ownership consisting of eight or more dwelling units.
- (c) Contractors and utilities with prior credit approval will be billed on a monthly basis for services provided.
- (d) Interest shall be due upon any disposal fees which remain unpaid for more than 30 days from the date of billing. The rate of interest shall be the same as that which has been currently established for unpaid municipal property taxes and may be amended from time to time by the city council.

(Code 1967, §§ 25-2.8, 25-2.9)

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 03-02222016

Be it ordained by the Auburn City Council, that Chapter 44, Solid Waste be amended as shown on the attached draft dated February 17, 2016.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Ordinance 04-03072016

Author: Doug Greene, AICP, RLA City Planner

Subject: Form Based Code Text and Map Amendments

Information: Certain areas in Downtown Auburn and New Auburn are being proposed for re-zoning to a new system of development regulation called Form Based Code. If adopted by the City Council, the Form Based Code will replace the traditional zoning currently used in these areas. On December 8th, the Auburn Planning Board held a public hearing at City Hall to have staff present and explain the changes and to hear public input. The Planning Board voted unanimously in recommending a favorable motion to the City Council for a Form Based Code Zoning Map Amendment and Zoning Text Amendment for the Form Based Code.

The Comprehensive Plan recommends that development regulations in the proposed areas (Great Falls Area, the Downtown Traditional Business area and the New Auburn Village Center area) should “encourage new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern.”¹ Form Based Code was chosen as the best way to achieve this goal. Form Based Codes are being used across the country to help bring back traditional development patterns by providing a focus on building placement, safe walkable streets, greater flexibility of land uses and a simplified development review process for projects that meet the code and project size requirements.

Advantages: The proposed Form Based Code is simpler to understand, more flexible in the uses allowed, provides an expedited development review process, and affords a predictable development appearance.

Disadvantages: The Form Based Code is new and the public and development community will need to be educated by staff on how it works.

City Budgetary Impacts: No financial impact on the administration of the Form Based Code. There will be some printing costs to update the Zoning Ordinance.

Staff Recommended Action: The Staff recommends approval of both the Form Based Code text amendment and the associated Zoning Map amendment.

Previous Meetings and History: Over the last 2 years, the City of Auburn’s Planning Board worked with staff in developing the Form Based Code based on recommendations from the 2010 Comprehensive Plan and the review of successful Form Based Codes. The Planning Board held public meetings in November and December of 2015. The Planning and Development Staff presented the Form Based Code to the City Council at a February 8, 2016 workshop.

Attachments:

1. Memo to City Council
2. Complete Form Based Code Draft
3. Form Based Code Map
4. Form Based Code Appendixes
5. Ordinance 04-03072016

¹ Auburn 2010 Comprehensive Plan, pg. 91.



City of Auburn, Maine

Office of Planning & Development

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

To: Mayor LaBonte and the Auburn City Council

From: Douglas M. Greene, AICP, RLA; City Planner 

Date: March 2, 2016

RE: Form Based Code draft to City Council

I wanted to let you know that a few minor changes were made to the Form Based Code draft that was presented to the City Council at your February 8, 2016 workshop. The staff would characterize these changes as minor and do not make substantive changes to the draft.

Those changes are found in Section 60-554 Form Based Code Use and Parking Matrix:

1. Add reference to Home Occupation in the Parking Requirements.
2. Add Community Based Residential Facilities to the Uses column.
3. Add Boarding House and Lodginghouse to the Uses column.
4. Delete "Financial" from Professional Office in the Uses column.
5. Add "Church or" to Places of Worship in the Use column and in the Definition Section.

These changes were requested by the Planning Board at their December 8, 2016 as part of their motion of a favorable recommendation to the City Council.

Chapter 60 - ZONING^[1]

Footnotes: --- (1) ---

State Law reference— Municipal planning and land use regulation generally, 30-A M.R.S.A. § 4301 et seq.; land use regulation, 30-A M.R.S.A. § 4351 et seq.; zoning ordinances, 30-A M.R.S.A. § 4352; regulation of manufactured housing, 30-A M.R.S.A. § 4358; enforcement of land use regulations generally, 30-A M.R.S.A. § 4451 et seq.; subdivisions, 30-A M.R.S.A. § 4401 et seq.; fences and fence viewers generally, 30-A M.R.S.A. § 2951 et seq.; local growth management programs, 30-A M.R.S.A. § 4321 et seq.; Airport Zoning Act, 6 M.R.S.A. § 241 et seq.

ARTICLE I. - IN GENERAL

Sec. 60-1. - Terms.

For the purpose of this chapter, certain terms or words used herein shall be interpreted as follows:

Lot. The term "lot" includes the words plot or parcel.

Person. The term "person" includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

Shall/may. The term "shall" is mandatory, the term "may" is permissive.

Tense. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

Used or occupied. The term "used" or "occupied" includes the words intended, designed, or arranged, to be used or occupied.

(Ord. of 9-21-2009, § 2.1)

Sec. 60-2. - Definitions.

For the purposes of this chapter, the following words and terms as used herein shall have the meanings or limitations of meaning hereby defined, explained or assigned:

Accessory Structure or Building means an uninhabited building, at least five feet in distance from the principal building, used for a purpose which is customarily subordinate and incidental to that of the principal building or to the principal use of the land and which is located on the same lot as the principal building use. The term "accessory buildings," in residential districts, includes tool sheds, wood sheds, detached garages and swimming pools. No accessory building shall house a home occupation or professional office or be used as a sales outlet in a residential district.

Accessory Use means a subordinate use of land or building which is customarily incidental and subordinate to the principal building or to the principal use of the land and which is located on the same lot with the principal building or use.

Adult Day Center means a supervised facility providing a program of education, crafts or recreation for adults over the age of 55 years.

Animal Unit means one living animal of any species.

Antique Shop means a building, or portion of building, where artifacts from generally recognized previous eras are sold or traded as the primary commercial activity.

Apartment. See the term Dwelling unit.

Architectural Features means exterior building elements intended to provide ornamentation to the building massing, including but not limited to, eaves, cornices, bay windows, window and door surrounds, light fixtures, canopies, and balconies.

Art Galleries means a building or place where works of art or other objects of value are kept, displayed, produced and offered for sale to the general public.

Artist Studio, Residential means a dwelling where up to 50 percent of the total floor space can be used for the production of art and/or craft products. The term "residential artist studio" shall not include galleries or studios open to the public for display or sales. All artist studios shall be designed to meet all residential safety and occupancy requirements and shall be considered to be accessory to the residential use. (relocated 2/9/16)

Automobile means a passenger vehicle propelled by a self-contained motor. The term "automobile" also includes motorcycles, all-terrain vehicles, trucks and recreation vehicles (RVs).

Automobile and Marine Paint and Body Shops means a building in which the business of automobile and marine paint and bodywork is conducted. Such use may also include as an accessory use a facility for the orderly display and sale of vehicles which have undergone substantial body repair on the premises. No such facility shall display, outdoors or indoors, or offer for sale more than ten vehicles at any one time.

Automobile and Marine Repair and Service Station means a building, lot or both in or upon which the business of general motor repair and vehicle service is conducted, but excluding junk and/or wrecking businesses.

Automobile, Commercial, means a vehicle the primary use of which is commercial in character.

Automobile Filling station means a building or lot having pumps and storage tanks at which fuel, oil or accessories for the use of motor vehicles are dispensed, sold or offered for sale at retail, where repair service is incidental and no vehicle storage or parking space is offered for rent.

Automobile Garage, Private, means an accessory building or portion of a main building designed, arranged or used for housing of private motor vehicles, only one of which may be a commercial vehicle. Not more than 50 percent of the space in such a garage shall be used for housing vehicles other than those owned by occupants of the premises.

Automobile Parking Lot, Private, means a parcel of land, lot or portion thereof required, in accordance with these regulations, for off-street automobile parking.

Automobile Repair and Service Station means a building, lot or both in or upon which the business of general motor vehicle repair and service is conducted, but excluding junk and/or wrecking business.

Automobile Sales Lot means a lot arranged, designed or used for the storage and display of motor vehicles or any unoccupied trailer for sale.

Automobile Scrap Yard means any land or building used for the dismantling, storage and salvaging for reuse of automobiles or other vehicles not in running condition.

Automotive Towing and Storage means a business engaged in/or offering the services of a tow truck or towing service whereby motor vehicles are towed or otherwise removed from one place to another by the use of a motor vehicle specifically designed for that purpose. Storage of towed vehicles is considered to be the keeping of vehicles in a secured yard for not more than 120 days until claimed or disposed of in accordance with the laws of the state.

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

Bed and Breakfast Home means an accessory use to a single-family dwelling involving the renting of four or fewer guestrooms to transient guests who are staying for a limited duration (seven consecutive

days and/or 60 accumulated days in a calendar year) and the serving of breakfast only to house guests. Such establishment shall be owned and operated by the resident of the dwelling. The term "bed and breakfast home" also includes a tourist home.

Bed and Breakfast Inn means a dwelling involving the renting of more than four but fewer than ten guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast to house guests only. Such use may provide a restaurant, function rooms and places of public assembly.

Boardinghouse or Lodginghouse means a dwelling, which, for compensation, lodging, or lodging and meals are provided to more than four persons and where a proprietor or owner resides in the building. No provisions for cooking in individual rooms other than a main kitchen is allowed.

Building means a structure having one or more stories and a roof, designed primarily for the shelter, support or enclosure of persons, animals or property of any kind. (See the term Structure.)

Building Envelope means the ground area on a lot and the space above it on which a building may be constructed. (added on 10/15/15)

Building Form means the overall shape and dimensions of a building.

Building Height means the vertical distance from the grade of the top of the highest roof beams of a flat roof, or to the mean level of the highest gable or slope of a hip roof. When a building faces on more than one street, the height shall be measured from the averages of the grades at the center of each street front.

Building Inspector means the building inspector of the City of Auburn, Maine, or ~~their~~ his duly authorized agent.

Building Line means a line beyond which the foundation wall and/or any enclosed porch, vestibule of other enclosed portion of a building shall not project. ~~Also called "Build-to-Line" in Form-Based Code.~~

Building, Principal, means a building in which is conducted the principal use of the lot on which it is situated.

Care Home means a rest, nursing, or convalescent home established to render domiciliary nursing care and board for chronically ill or convalescent patients, or persons who are infirm because of mental or physical conditions, but excluding a child care home or one for the care of mentally retarded patients, alcoholics, psychotics or drug addicts.

Cellar means that portion of a building below the first floor joists having at least one-half of its clear ceiling height below the mean level of the adjacent ground. A cellar shall not be used for habitation.

Cemetery means a place used for the permanent interment of dead bodies or cremated remains thereof. A cemetery may be a burial park of earth interments, a mausoleum for vault or crypt interments, a columbarium for cinerary interments, or a combination of one or more thereof.

Child Care Home means a child boarding home, summer camp, foster family home or other place providing domiciliary arrangements for compensation, of three or more children, unrelated to the operator by blood, marriage or adoption, under 18 years of age. A facility providing child day care less than 24 hours per day, per child, to more than five children shall not be considered a child care home. The term "child care home" includes any family-type facility which provides child care to children placed by order of any court of competent jurisdiction, or by any public welfare department, or other governmental agency having responsibility for placing children for care, or placed by child-placing agency licensed under state law.

Child day Care Center means a facility conducted or maintained by anyone who provides, for consideration, care and protection for more than 12 children under 16 years of age, unrelated to the day care center operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care center, but is classified as a nursery school.

Child Day Care Home means an accessory use of a residence by a person residing on a premises to provide on a regular basis, and for consideration, care and protection for up to 12 children under 16 years of age, unrelated to the day care home operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care home, but is classified as a nursery school. A child day care home shall not be located closer to another child day care home than 500 feet measured along the street frontage. Child day care homes shall be reviewed under the city's home occupation regulations (article IX of this chapter) and shall meet the following:

- (1) All outdoor play areas, used in conjunction with the day care operation, shall be fully enclosed by a fence, a minimum of four feet in height.
- (2) If the property utilizes a private sewerage disposal/septic system a written verification from a site evaluator, stating that the current system can handle the change of use to include the children in the proposed day care, shall be submitted.

Church means a building, together with its accessory buildings and uses, where persons regularly assemble for religious worship, and which buildings, accessory buildings and uses are maintained and controlled by a religious body organized to sustain public worship.

Clinic means an establishment where patients are accepted for treatment by a group of physicians practicing medicine together, but shall not offer domiciliary arrangements; medical and dental.

Club, Private, means any building or rooms, which serve as a meeting place for an incorporated or unincorporated association for civic, social, cultural, religious, literary, political, recreational or like activities, operated for the benefit of its members and not open to the general public.

Community Based Residential Facilities (CRF) means dwelling units providing communal domiciliary arrangements for a group of unrelated persons under supervision of the state government human service agencies, for the transition of formerly institutionalized persons back into the mainstream community living and participation, a halfway house, or a group home.

Comprehensive Plan means the master development plan of the City of Auburn, Maine, any amendments or additions thereto, part or portion thereof adopted by the city council upon recommendations of the planning board of Auburn, Maine, pursuant to 30-A M.R.S.A. § 4323.

Convenience Store means a business establishment having an interior selling space of less than 3,000 square feet where general food supplies for the table, other articles of household use and gasoline pump service is offered for sale. Such a use may include the sale of food vended in disposable containers for consumption on or off the premises.

Court means an open, unoccupied space, other than a yard, on the same lot with a building or group of buildings which is bounded on two or more sides by such building or buildings and every part of which is clear and unobstructed from its lowest point to the sky.

Dental Clinic means an establishment where patients are accepted for treatment by a group of dentists practicing dentistry together.

Development Standard(s) means building standards that establish basic parameters governing building form, including the envelope for building placement in three dimensions and certain permitted and required building elements such as storefronts, balconies, street walls, etc. The Development Standards establish both boundaries within which development may take place and what requirements apply.

Director or PACE director means the ~~PACE~~ Director of Planning and any successor or other official designated from time to time by the city council to enforce the provisions of this chapter.

District or Zone means an area within which certain uses of land and buildings are permitted or denied pursuant to municipal review, and certain others are prohibited.

District, Overlay, means a special district or zone which addresses special land use circumstances and environmental safeguards and is superimposed over the underlying existing zoning districts. Permitted uses in the underlying zoning district shall continue subject to compliance with the regulations of the overlay zone or district.

Dormitory means a building or portion thereof used for sleeping purposes in connection with a school, college or other educational institution.

Driveway means private ways intended for internal vehicular circulation on a lot or within an automobile parking lot.

Dump means any premises used primarily for disposal by abandonment, discarding, dumping, reduction, burial, incineration or any other means and for whatever purpose of garbage, trash, refuse, dead animals, waste materials of any kind, junk; but not untreated sewage, animal waste, discarded machinery, or vehicles or parts thereof. The establishment of any dump shall be approved by the city council of the City of Auburn.

Dwelling or Dwelling Unit means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling, Multifamily, means a residence designed for or occupied by three or more families with separate housekeeping and cooking facilities for each.

Dwelling, One-Family Detached, means a dwelling unit singly and apart from any other building and intended and designed to be occupied and used exclusively for residential purposes by one family only, excluding those forms of temporary housing permitted by section 60-666. Each one-family detached dwelling shall contain not less than 700 square feet of net floor area of habitable space.

Dwelling, Seasonal, means a dwelling occupied for not more than six months of any year.

Dwelling, Two-Family, means a freestanding building intended and designed to be occupied and used exclusively for residential purposes by two families only, with separate housekeeping and cooking facilities for each.

Dwelling Unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used for or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Eave means the edge of a roof which projects beyond the exterior wall.

Encroachment means any architectural feature, structure or structural element, such as a gallery, fence, garden wall, porch, stoop, balcony, bay window, terrace, or deck that breaks the plane of a vertical or horizontal regulatory limit exceeding into a setback, beyond the Building, into the public frontage, or above a height limit.

Erected includes the terms "built," "constructed," "reconstructed," "enlarged" and/or "retained on."

Facade means the vertical surface of a building.

Family means one or more persons occupying a single housekeeping unit and using common cooking facilities, provided that unless all members are related by blood or marriage, no such family shall contain over four persons.

Farm means any parcel of land containing more than ten acres which is used in the raising of agricultural products, livestock or poultry, or for dairying. The term "farm," under the Agricultural and Resource Protection District, shall be further defined as meeting the following criteria:

- (1) At least 50 percent of the total annual income of the farm occupant and his spouse living in the farm residence will be derived from such uses; and

- (2) At least ten acres of the farm will be devoted to the production by the occupant of field crops or to the grazing of the occupant's livestock. For purposes of this definition, the term "poultry" means no fewer than 100 fowl and the term "livestock" means no fewer than 20 cattle or other animals being raised for commercial purposes.

Farm, animal, means any parcel of land that contains at least the following land area used for the keeping of horses, mules, cows, goats, sheep, hogs and similar sized animals for the domestic use of the residents of the lot, provided that adequate land area is provided for each animal unit ~~contains at least the following~~, excluding water bodies of one-quarter acre surface area or larger:

- (1) Cattle: One bovine animal unit per acre of cleared hay-pasture land.
- (2) Horse: 1.5 animal units per acre of cleared hay/pasture land.
- (3) Sheep: Three animal units per acre of cleared hay/pasture land.
- (4) Swine: Two animal units per acre of cleared land.
- (5) Other animal farms: The required lot size shall be determined by municipal officer charged with enforcement and shall conform to the lot size for similar sized animals.

Floodplain overlay means those areas of the city which are directly affected by flooding as shown on the flood insurance rate maps (FIRM) as established by the Federal Emergency Management Agency and that shall comply with the pertinent regulations found in division 2 of article XII of this chapter pertaining to the Floodplain Overlay District.

Floor area of building means the total number of square feet of floor area of all stories in a building, excluding cellars, uncovered steps and uncovered porches. All horizontal measurements shall be made between exterior faces of walls.

Frontage means the length of a lot extending between the side lot lines of a lot which borders an accepted portion of a street. Maine Turnpike frontage does not apply to this definition.

Form Based Code means a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. (Added 10/16/15)

Form Based Code Zoning District means one of the five areas on the Regulating Plan, including Transect 4.1 (T-4.1), Transect 4. 2 (T-4.2), Transect 5 .1 (T-5.1), Transect 5 .2 (T-5.2), and Transect 6 (T-6).

Frontage Line means the lot line(s) of a lot fronting a street or other public way.

~~Frontage, Private means the area between the building façade and the shared lot line between the public right-of-way and the lot.~~

~~Frontage, Public means the area between the curb of the vehicular lanes and the edge of the right-of-way.~~

Greenhouse means an enclosed structure where trees, shrubs, vines and plants are propagated, grown or maintained. Activities associated with a greenhouse include:

- (1) The sale of greenhouse products and related supplies; and
- (2) The storage of material used in the maintenance of plants and growing items sold.

Grocery Store means a small retail establishment having an interior selling space of less than 3,000 square feet where general food supplies for the table and other articles of household use are offered for sale. Such a use may include the sale of food vended in disposable containers for consumption on or off the premises; a corner market, a mom and pop store.

Ground Area of Building means the total number of square feet of horizontal surface covered by a building, including covered porches and accessory buildings. All measurements shall be made between exterior faces of walls, foundation, piers or other means of support.

Group Home See the term Community Based Residential Facilities.

Guesthouse means a detached dwelling that is intended, arranged or designed for occupancy by transient, nonpaying visitors.

Habitable Space means that area within a dwelling which has headroom of not less than seven feet when measured vertically upward from the finished floor, provided that any such area next below the roof of a dwelling shall be counted only if it is connected with the story next below by a permanent inside stairway. The floor area of any porch, cellar room, garage or shed attached to such dwelling shall not be counted in any measure of habitable space.

Half-Story means a story directly under a sloping roof in which the points of intersection of the bottom of the rafters with the interior faces of the walls are less than three feet above the floor level.

Historic Site means a parcel of land, a particular building, or a group of buildings that have played a significant role in the history of the community, and identified as such by the state historic preservation committee.

Historic or Archaeological Resources means areas identified by a governmental agency such as the state historic preservation commission as having significant value as historic or archaeological resources and any areas identified in the municipality's comprehensive plan.

Hog Farm means any land or building used for the purpose of keeping, feeding or raising 20 or more swine per piggery. Establishment of this use requires approval from the city health department.

Home Occupation means the accessory use of a dwelling unit for a business or commercial venture engaged in, by the person residing in the dwelling unit, and which allows up to one person who does not reside on the premises to be employed by that home occupation.

Hospital means any institution receiving inpatients and rendering medical, surgical and/or obstetrical care. The term "hospital" includes general hospitals and institutions in which service is limited to special fields such as cardiac, eye, nose and throat, pediatric, orthopedic, skin, cancer, mental health, tuberculosis, chronic disease and obstetrics. The term "hospital" also includes sanitariums, including those wherein mentally retarded and mental patients, epileptics, alcoholics, senile psychotics or drug addicts are cared for or treated.

Hotel means a building in which the primary use is transient lodging accommodations offered to the public on a daily rate of compensation and where ingress and egress to the sleeping rooms is primarily through an inside lobby or office, supervised by a person in charge at all hours. Such facilities may include accessory uses such as restaurants, bars, nightclubs, function rooms, places of public assembly and/or recreational facilities.

Household pet means any animal kept as a pet and normally housed at night within the owner's dwelling or an accessory building on the same lot, including laying hens, but not including any animal normally raised as livestock or poultry or any animal raised for commercial gain. No household pet shall be kept that creates a public nuisance by reason of:

- (1) Objectionable effects perceptible outside the owner's property, such as excessive or untimely noise or offensive odors; or
- (2) Being a hazard to the health, safety and welfare of neighbors, invited guests or public servants visiting the property in the pursuit of their normal duties.

Illustrative Plan means a plan or map that depicts (i.e. illustrates but does not regulate) the streets, lots, buildings and general landscaping of the proposed Downtown Auburn/New Auburn Form-Based Code District.

Industrial use, heavy, means the use of real estate, building or structure, or any portion thereof, for assembling, fabricating, manufacturing, packaging or processing operations.

Industrial use, light, means the use of real estate, building or structure, or any portion thereof, the main processes of which involve the assembly of prefabricated parts and which will not create a nuisance by noise, smoke, vibration, odor or appearance.

Institution means any building or open area used only by an educational, religious, medical, charitable, philanthropic, or nonprofit organization, either public or private.

Institution, philanthropic, means a private, nonprofit organization that is not organized or operated for the purpose of carrying on a trade or business, no part of the net earnings of which inures to the benefit of any member of said organization and which either:

- (1) Provides volunteer aid to the sick and wounded of the armed forces in time of war and relief services to victims of natural or manmade calamities; or
- (2) Provides all or any of the following: religious, social, physical, recreational and benevolent service.

Institution, private educational, means any private school or educational institution, however designated, which offers an academic curriculum of college, professional, preparatory, high school, middle school, elementary, kindergarten or nursery school instruction, or any combination thereof; but not a training program of trade, craft, technical or artistic instruction operated by a governmental entity. No private educational institution shall be deemed a home occupation. (See the terms Training school and School.)

Institution, research, means an agency for scientific research of technical development including offices, libraries, laboratories, testing facilities and equipment incidental to such research and development.

Junkyard or automobile graveyard means any land or building used for the abandonment, storage, keeping, collecting or bailing of paper, rags, scrap metal, other scrap or discarded material, or for the abandonment, demolition, dismantling, storage or salvaging of automobiles or other vehicles not in running condition, machinery or parts thereof. Establishment and operation of this use requires annual approval from the City Council of Auburn, Maine.

Kennel means any building and/or land used, designed or arranged for the boarding, breeding or care of dogs, cats, pets, fowl or domestic animals, kept for purposes of show, hunting or as pets, except horses.

Land Use Permit means a permit required for the use of property that is legally permitted under the provisions of this chapter.

Landscape Services means the actual planting, bed preparation, installation of landscape materials and maintenance of the landscape, planting and materials. Activities associated with landscaping include: the storage of materials and equipment related to the performance of landscaping, the temporary storage of trees, shrubs and plants pending installation in an existing landscape plan and the application and storage of pesticides and fertilizers by a licensed person.

Lawn Maintenance service means the care and upkeep of the landscape after its installation and consists of such activities as mowing of the lawn, pruning of trees and shrubs, application by hand of fertilizer and weed control, insect and disease control, planting and care of flower beds, replacement of dead plants, incidental repairing of walls and paved surfaces, cleaning of fountains and pool basins, irrigation of lawns, cultivation of soil around trees and shrubs, rolling and reseeding of lawns, raking of leaves, winterization of trees and shrubs and snow removal.

Library means a place containing books and other material for reading, study or reference, provided that no such material is offered for sale.

Livestock means domestic animals kept, used or raised on a farm for the production of income.

Lodge, private. See the term Club, private.

Lot means for zoning purposes, as covered by this chapter, a lot is a parcel of land under one ownership or joint ownership of at least sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yards and other open spaces as are herein required. Such lot shall have frontage on an accepted public street and may consist of:

- (1) A single lot of record;
- (2) A portion of a lot of record;
- (3) A combination of complete lots of record;
- (4) A parcel of land described by metes and bounds; provided that in no case of division or combination shall any residential lot or parcel be created which does not meet the requirements of this chapter;
- (5) Lots shown on a plan approved by the planning board of the City of Auburn.

Lot frontage/width means the front of a lot shall be construed to be the portion nearest the street. For the purpose of determining yard requirements or corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under the definition of yards in this section.

Lot line, rear, means the lot line generally opposite or parallel to the front lot line, except in a through lot. If the rear lot line is less than ten feet long or the lot comes to a point at the rear, said rear lot line is assumed to be a line not less than 20 feet long, lying wholly within the lot, parallel to the front lot line, or in the case of a curved front lot line, parallel to the chord of the arc of said front lot line.

Lot measurements means the following measurements:

- (1) The depth of a lot shall be considered to be the uninterrupted distance between the midpoints of ~~lot frontage straight lines connecting the foremost points of the side lot lines in front~~ and the ~~midpoint of the rearmost points of the side lot lines in the rear unless a rear~~ lot line unless the lot meets the exception provided for by section 60-39.
- (2) The width of a lot shall be considered to be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard, provided, however, that the width between the side lot lines at their foremost points (where they intersect the street line) shall not be less than 80 percent of the required lot width except in the case of a lot on the turning circle of a cul-de-sac, where the 80 percent requirement shall not apply.

Lot of Record means a lawfully laid out lot which is part of a subdivision recorded in the proper office of the registry of deeds, or a lawfully laid out lot or parcel described by metes and bounds, the description of which has been so recorded.

Lot Types means the diagram which follows illustrates terminology used in this chapter with reference to corner lots, interior lots, reversed frontage lots and through lots. In the diagram above, the lots designated by letters are defined as follows:

- (1) Corner lot, defined as a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees. (See lots marked A(1) in diagram)
- (2) Interior lot, defined as a lot other than a corner lot with only one frontage on a street other than an alley.
- (3) Through lot, defined as a lot other than a corner lot with frontage on more than one street other than an alley. Through lots with frontage on two streets may be referred to as double frontage lots.
- (4) Reversed frontage lot, defined as a lot in which the frontage is at right angles or approximately right angles to the general pattern in the area involved. A reversed frontage lot may also be a corner lot or an interior lot. (See A-D and B-D in diagram.)

Lot, Undersized, means for zoning purposes, as covered by this chapter, an undersized lot is a parcel of land of insufficient size to meet minimum zoning requirements for area or width or depth.

Major or Principal Arterial Highway means the highway that:

- (1) Serves the major traffic movements within urbanized areas such as between central business districts and outlying residential areas, between major intercity communities, or between major suburban centers;
- (2) Serves a major portion of the trips entering and leaving the urban area, as well as the majority of the through traffic desiring to bypass the central city;
- (3) Provides continuity for all rural arterials which intercept the urban area. The term "major or principal arterial highways" includes Washington Street (State Routes 4 and 100, U.S. 202), Minot Avenue (State Routes 11 and 121), Union Street/Center Street/Turner Road (State Route 4), Veterans Memorial Bridge and approaches (State Routes 11 and 100, U.S. Route 202), North Bridge/Court Street to in town Minot Avenue Intersection (Turner Street), Court to Center Street (State Route 4).

Major Retail Development means a single building in excess of 100,000 square feet of new ground floor retail space.

Manufactured Housing means a structural unit designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site. The term "manufactured housing" includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. The term "manufactured housing" includes newer mobile homes and modular homes.

Mining, Quarrying, or earth removing means the excavation of any earth materials.

Minor Arterial Highway means the highway that:

- (1) Serves trips of moderate length at a somewhat lower level of travel mobility than principal arterials;
- (2) Provides access to geographic areas smaller than those served by the major arterial highway system; and
- (3) Provides intra-community continuity but does not penetrate identifiable neighborhoods. Examples are Riverside Drive, Mill Street, South Bridge (Broad Street to Mill Street), Main Street, Mechanics Row, High Street (Minot Avenue to Academy Street), Academy Street (High Street to Main Street), Elm Street, Spring Street (Minot Avenue to Court Street), Turner Street (Union Street to Turner Road), Mount Auburn Avenue (Center Street to Turner Street), Lake Street, Court Street (Union Street to in town Minot Avenue Intersection), Hotel Road (Manley Road to Poland Spring Road).

Mobile Home Development, intended to be generic, includes mobile home parks, mobile home subdivisions, and mobile home condominiums.

Mobile Home Park means a parcel of land under single ownership in rural residence and suburban residence districts which has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Mobile Homes, newer, means those units constructed after June 15, 1976, commonly called "newer mobile homes," which the manufacturer certifies are constructed in compliance with the United States Department of Housing and Urban Development standards, meaning structures, transportable in one or more sections, which, in the traveling mode, are 14 body feet or more in width and are 700 or more square feet, and which are built on a permanent chassis and designed to be used as dwellings on foundations when connected to the required utilities, including the plumbing, heating, air conditioning and electrical system contained therein; except that the term "newer mobile homes" includes any structure which meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department

of Housing and Urban development and complies with the standard established under the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, 42 USC 5401 et seq.

Mobile homes, older, means any factory-built home which fails to meet the definition of manufactured housing and more specifically, the term "older mobile homes" means any mobile home constructed prior to June 15, 1976. These units shall be restricted to approved mobile home parks.

Modular homes means those units which the manufacturer certifies are constructed in compliance with the state's Manufactured Housing Act and regulations, meaning structures, transportable in one or more sections, which are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air conditioning or electrical systems contained therein.

Motel means a building or group of detached buildings intended primarily to provide sleeping accommodations to the public on a daily rate of compensation and having a parking space generally located adjacent to a sleeping room. Such facilities may include a main kitchen or snack bar for the use of motel guests only.

Municipal sanitary landfill means a disposal site for household, commercial and industrial wastes, sludge or incinerator ash operated or controlled for operation by the city in a controlled manner involving the covering of deposited wastes with layers of earth so as to reduce health hazards and public nuisances from vermin, insects, odors and wind-borne debris. The location and design of sanitary landfills also require precautions against ground and surface water contamination through clay lining, water impoundment, aquifer avoidance and similar techniques.

Municipal uses means any lawful use of a building or of land carried on by the city sanitary landfill shall not be deemed a municipal use.

Museum means a building or place where works of art or other objects of permanent value are kept and displayed, provided such objects are not offered for sale.

Nonconforming building means a building lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform to the dimensional regulations of the district in which it is located.

Nonconforming lot means a lot lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform to the dimensional regulations of the district in which it is located.

Nonconforming use means a use of a building or of land lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform with the use regulations of the district in which it is located.

Nursery means an outdoor place where live trees, shrubs, vines and plants are propagated, grown or maintained before permanent planting. Activities associated with nursery a business include: the sale of nursery products and related gardening supplies, the storage of material used in the maintenance of plants and growing items sold and the use of power-motorized equipment required by the nursery.

Nursery, child, means a facility providing a program less than 24 hours per day per child for the care of infants up to the age of 2½ years.

Nursery, wholesale, means a nursery where plants, trees, shrubs and vines are propagated and/or grown and sold only at wholesale to industry related buyers such as retail nurseries, greenhouses and landscape contractors. A wholesale nursery may also provide landscape services accessory to the nursery use provided.

- (1) At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner; and
- (2) The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.

Office means a building, or portion of a building wherein services are preformed involving predominantly administrative, professional or clerical operations.

Office trailer means a movable vehicle or structure designed for year-round or temporary occupancy for purposed of supervising construction; for business actually engaged in the business of selling manufactured housing, mobile homes and trailers; and as temporary office space for a business during the period in which permanent office space is being constructed.

Outpatient Addiction treatment clinic means a program or facility operated for the purpose of and specializing in the care, treatment and/or rehabilitation of persons suffering with addictions, including but not limited to gambling addition, alcohol or controlled substance addictions. The term "outpatient addiction treatment clinic" includes, but is not limited to, substance abuse treatment programs licensed by the State of Maine Department of Behavioral and Developmental Services Office of Substance Abuse. An outpatient addiction treatment clinic shall not be located within 2,000 feet of any property that is occupied by a church, school, family day care home, small day care facility, day care center, or public park or playground on the date of application for a license for such a facility. The term "outpatient addiction treatment clinic" does not include an inpatient or residential addiction treatment program, or a program consisting solely of support group activities without treatment by licensed health practitioners, such as Alcoholics Anonymous, Narcotics Anonymous, and similar programs.

~~PACE means the city's planning, accessing, code, and economic development department.~~

~~Parapet means a low wall along the edge of a roof or the other portion of a wall that extends above the roof line.~~

Parking Space, off-street, means a rectangular area, not less than nine feet by 18 feet, forming a parking stall within or without a structure, not located in any public right-of-way.

Performing Arts Center means a public or private space used to create and present various performing and visual arts. For the purposes of this definition, the term "performing arts center" also includes educational and training uses associated with the various performing and visual arts.

~~Personal Services the furnishing of labor, time and effort by a person as an independent contractor not involving the delivery of a specific end product. (added 2/9/16)~~

~~Place of Worship see definition of Church. (added 2/9/16)~~

Planning Board means the planning board of the City of Auburn, Maine.

~~Planning director means the director of the city department of community development and planning.~~

~~Primary Entrance means a section of building elevation which contains the street level principal entrance of the business, including the businesses on upper floors or in a basement.~~

Principal Use means the principal use for which a lot or main building thereon is designed, arranged or intended and for which it is or may be used, occupied or maintained.

Professional Office means rooms and/or buildings used for office purposes as the principal use by members of any recognized profession, including doctors, dentists, lawyers, accountants, engineers, architects, veterinarians, etc.

~~Realm, Private means the physical and social domain that is considered private by their physical location and visual association being away from public view. This is considered areas behind the front building facade along with side and rear yard areas.~~

~~Realm, Public means the physical and social domain of the public that is held in common either by their physical presence or visual association. This includes but is not limited to sidewalks, plazas, squares, parks, streets, front yards, civic buildings and civic spaces.~~

Recreational Uses of Land means permanent uses of outdoor space which are intended or designed for public use and include but are not limited to ski areas, golf courses (both public and private), driving

ranges, horse boarding and riding facilities, miniature golf, paintball, horse and dog racing, snowmobile races and facilities for mass gatherings when used for two or more events during a calendar year.

Regulating Plan means the adopted map that shows the Form Based Code zoning districts, which correspond to the special requirements of the Form Based Code.

Restaurant means an eating place in which food is prepared and vended for immediate consumption on the premises without further preparation by the customer. The takeout of food on an infrequent basis is not prohibited.

Restaurant, Carry-Out, means an eating place in which all food is vended in disposable containers for consumption on or off premises at the customer's choice; a fast-food restaurant.

Restaurant, Drive-in, means an eating place in which the business transacted is conducted by a customer from within his automobile or in which consumption of goods sold normally takes place within the customer's automobile on the establishment's premises.

Retail means a principal use encompassing the sale of commodities or goods in small quantities directly to the consumer. The term "retail" sales does not include sales of professional, financial and governmental services and personal services, including but not limited to a hotel and its accessory uses (restaurants, salons, gift shops, recreational facilities, convention space, etc.).

Retail Space means the areas of a building, within a climate controlled environment, devoted to the display of commodities or goods for sale directly to the consumer and including customer sales transaction areas and areas associated with customer access.

Rifle, Pistol, Skeet or Trap Shooting Range means a rifle, pistol, skeet or trap shooting range operated by an individual or club. Such a range may be opened to the general public or developed for the exclusive use of the individual, or club and invited guests.

Road means any public or private traveled way or any portion thereof.

Roof means the covering for a building which is an integral part of the structure for the purpose primarily of protecting the interior of the building or covering a porch or other similar permanent portion thereof, excluding awnings, stoop coverings, or similar additions which are removable without substantially impairing the original structure.

Sawmill means a unit designed to saw logs into lumber, firewood or other processed wood products.

School means an educational institution offering an academic curriculum; not the teaching of the crafts or a training school offering a program of trade, technical instruction or physical education. (See the term Training school.)

Shared Housing means housing consisting of two or more families occupying a single dwelling and using common cooking facilities. Shared housing shall permit the same number of families at the same density as allowed in the zoning district where the property is located subject to all applicable codes relating to building, housing, life safety, health and zoning as would be applied to independent living units located in the same structure. Approval for shared housing shall be secured from the department of community development and planning subject to the codes and ordinances indicated in this definition, prior to establishing a shared housing arrangement in any building.

Shelter for Abused Persons means dwelling facilities complying with the laws administered by the state government human services agencies, providing temporary domiciliary arrangements for children and adults unable to protect their own interest and welfare because of critical family circumstances.

Shopping Center or office mall means a planned integrated complex of three or more retail stores and/or offices sharing a common structure and developed according to a unified plan. Such uses may include a common pedestrian circulation system and off-street automobile parking facilities.

Sign means any device, display surface, structure or object in public intended for visual communications.

Sign, Mobile Mounted, means a temporary sign which is mounted or for mounting on wheels or a mobile platform or which is portable.

Sign, Official Business Directional, means any off-premise sign permitted to be erected pursuant to article II of chapter 42.

Sign, On-Premises, means any sign that advertises, calls attention to, or indicates the person occupying the premises on which the sign is erected or maintained or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, and which contains no other matter.

Sign, Standing, means any sign that is not attached to a building.

Sign, Temporary, means any movable sign, including its supporting structure, intended to be maintained for not more than 90 days in any calendar year.

Site-Built Home means a building constructed on-site which is designed to be used as a dwelling on foundations, when connected to the required utilities.

Slaughterhouse (abattoir, dressing plant) means any building, place or establishment in which is conducted the slaughtering of livestock and/or poultry for commercial purposes.

Special Exception means a use that would not be appropriate generally or without restriction throughout the district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, order, comfort, convenience, appearance, prosperity, or general welfare. Such a use may be permitted in such district as a special exception, if specific provision for such special exception is made in this zoning chapter and reasonable restrictions imposed by the planning board are complied with.

Specialty Shop means a retail business offering products of a similar kind and nature designed for a particular use, purpose or occasion and distinguished from a store offering the same type of product together with other products of a non-homogeneous quality.

Stable, Riding, means any building or structure used or designed for boarding, breeding or care of horses, other than horses used for farming or agricultural purposes.

Standing means a person who holds title, right or interest in a property which may include a written option, contract to purchase the property or a leasehold interest or may be a person who can show how his actual use or enjoyment of property will be adversely affected by the proposed decision as an abutter as defined in section 60-1473.

Story means that portion of a building between the surface of any floor and the surface of the other floor or roof next above it, but not including the lowest portion so contained if more than one-half of such portion vertically is below the mean finished grade of the ground adjoining such building unless such space is used for business or as habitable space, in which case it shall count as a story.

Story, Half, means a story under the gable, hip or gambrel roof, the plates of which on at least two opposite exterior walls are more than two feet above the floor of such story.

Street means the following:

- (1) A public way laid out and established by the state, county commissioners of the County of Androscoggin;
- (2) A way accepted by the municipal officers of the city;
- (3) A way as to which a petition for improvements has been allowed under the provisions of this chapter for which the cost of the improvements has been provided for by the developer in either a cash amount or as provided for in this chapter; or
- (4) A way on a plan of a subdivision duly approved by the planning board.

Street frontage. See the term Frontage.

Street Line means a line defining the edge of a street right-of-way separating the street from abutting property or lots.

Street, Secondary means the street that is considered to be less intense to the other on a corner or double sided lot.

Primary Street means the street that is considered to be more intensely used than the other on a corner or double sided lot.

Structure or Building means a combination of materials to form a construction that is safe and stable including, among other things: stadia, reviewing stands, platforms, automobile parking garages, stagings, windmills, observation towers, trestles, sheds, coal bins, shelters and display signs, but not fences of any kind.

Subdivision means a division of land as defined in 30-A M.R.S.A. § 4401.

Summer Camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations not exceeding 30 days.

Supermarket means a retail establishment having an interior selling space of 3,000 square feet or more where general food supplies for the table and other articles of household use are offered for sale.

Swimming Pool means any manmade receptacle or excavation housing a surface area of 250 square feet, or more, designed to hold water to a depth of at least 24 inches, primarily for swimming or bathing whether in the ground or above the ground.

Theater, Indoor, means a building designed and/or used primarily for the commercial exhibition of motion pictures or plays to the general public.

Theater, Outdoor, includes only those areas, buildings or structures designed and used for the commercial outdoor exhibition of motion pictures to passengers in parked motor vehicles.

Tourist Home. See the term Bed and breakfast home.

Townhouse means a single-family dwelling unit that is one of two or more residential buildings having a common or party wall separating the units.

Trailer or RV means any vehicle or structure, except a device exclusively used upon stationary rails or tracks, mounted on wheels for use on highways and streets; propelled or drawn by its own or other motor power; and designed and constructed to provide living and/or sleeping quarters for one or more persons or for the conduct of a business, profession, trade or occupation for use as a selling or advertising device. If the wheels of a trailer are removed, except for repairs, it is deemed a building subject to all the regulations thereof. A trailer shall not be considered an accessory building.

Trailer Home means a travel trailer, camping trailer or other similar vehicle capable of being hauled by a passenger automobile or light truck and designed primarily for temporary occupancy for recreational purposes or other seasonal use. A trailer home shall not be considered an accessory building.

Training School means a public or private school or training institution which offers a training program of trade, technical instruction, or physical education. A training school shall not be deemed a home occupation.

Transect (Rural-to-Urban) means a cross-section of the environment showing a range of different building development zones. The Rural-to-Urban Transect of the human environment is divided into multiple transect zones that describe the physical form and character of a place according to the intensity of its land use and building development pattern.

Transmission Towers means a structure that has the sole purpose of transmitting radio, television, cellular telephone or telephone waves from one location to another.

Useable Open Space means open or green space that is accessible for the use and enjoyment of residents, shall not be steep sloped (over 10% slope), shall not include wetlands, parking or required buffer areas, and may include any required yard area or open areas for play.

Variance means a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. The term "variance" is authorized for only dimensional and supplemental regulations. Establishment of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the district or adjoining districts.

Wayside Stand means a structure designed, arranged or used for the display and sale of agricultural products primarily grown or produced on the premises upon which such stand is located. A wayside stand may be located on premises that the products are not grown upon provided such premises is owned by the grower.

Wholesale means sales chiefly to retailers, other merchants, industrial and/or commercial users mainly for resale or business use.

Yard means a required open space on a lot unoccupied and unobstructed by any principal structure or portion of a principal structure.

Yard, Front, means the open space extending across the full width of lot between the front lot line and nearest line of the principal building or any enclosed portion thereof. The depth of such yard shall be the shortest horizontal distance between the front lot line and the nearest point of the building or any enclosed portion thereof.

Yard, Rear, means the open space extending across the full width of lot between the rear line of the lot and the nearest line of the building or any enclosed portion thereof. The depth of such yard is the shortest horizontal distance between the rear lot line and the nearest point of the building. When the rear lot line is less than ten feet long or if the lot comes to a point at the rear, the depth of the rear yard is measured to an assumed rear lot line as follows, the lot line generally opposite or parallel to the front lot line, except in a through lot. If the rear lot line is less than ten feet long or the lot comes to a point at the rear, said rear lot line is assumed to be a line not less than 20 feet long, lying wholly within the lot, parallel to the front lot line, or in the case of a curved front lot line, parallel to the chord of the arc of said lot line.

Yard, Side, means the open space between the side lot line, the side street line, or the proposed side street line and the principal buildings, or any portion thereof, extending from the front yard to the rear yard, or, in the absence of either of such yards, to the front lot line and/or rear lot line. The width of a side yard shall be the shortest distance between the side lot line and the nearest point of the principal building or any portion thereof.

Zone. See the term District.

NOTE: Cross outs are based on comments by the Auburn Planning Board at their October 13, 2015 workshop.

Sec. 60-4. - Zoning districts.

- (a) For the purposes in section 60-3, the use, construction and alteration of buildings and structures and the use and alteration of land in the city are hereby restricted and regulated according to the provisions of this chapter.
- (b) The city is hereby divided into zoning districts designated as follows and more fully described on the official zoning map:

District title	Classification	Short title
Agriculture and Resource Protection	Resource	AG
Low Density Country Residential	Resource/Residential	LDCR
Rural Residence	Residential	RR
Suburban Residence	Residential	SR
Urban Residence	Residential	UR
Multifamily Suburban	Residential	MFS
Multifamily Urban	Residential	MFU
Planned Unit Development	Residential/Commercial	PUD
Downtown Enterprise Zone	Residential/Commercial	DEZ
General Business	Commercial	GB
Neighborhood Business	Commercial	NB
<u>Central Business Form Based Code Regulating Plan</u>	<u>Commercial</u>	<u>GB</u>
<u>Traditional Main Street Neighborhood (Transect 4.1)</u>	<u>Residential/Commercial</u>	<u>T-4.1</u>
<u>Traditional Downtown Neighborhood (Transect 4.2)</u>	<u>Residential/Commercial</u>	<u>T-4.2</u>
<u>Downtown Traditional Center (Transect 5.1)</u>	<u>Residential/Commercial</u>	<u>T-5.1</u>
<u>Downtown City Center (Transect 5.2)</u>	<u>Residential/Commercial</u>	<u>T-5.2</u>
<u>Great Falls Metropolitan (Transect 6)</u>	<u>Residential/Commercial</u>	<u>T-6</u>

Industrial	Industrial	ID
Floodplain Overlay District	Environmental	FPO
Taylor Pond Overlay District	Environmental	TPO
Lake Auburn Watershed Overlay District	Environmental	LAO
Shoreland Overlay District	Environmental	SLO
Manufacturing Housing Overlay District	Residential	MHO

(Ord. of 9-21-2009, § 1.2)

Sec. 60-5. - Zoning map.

- (a) The location and boundaries of the zoning districts and Form Based Code Regulating Plan in section 60-4 are as shown on the map entitled City of Auburn, Maine, Zoning Map, dated ~~March 2004~~, revised through its current date and revisions, is hereby adopted by reference and declared to be a part of this chapter.
- (b) As zoning district and form based code boundaries are amended from time to time in accordance with article XVII of this chapter, such changes shall be entered on the official zoning map promptly after final approval of the amendment and the date following "revised through" appearing on the map shall be changed to match the effective date of the latest amendment. All previous editions of the zoning map shall thereupon become obsolete, null and void.
- (c) The official zoning map, revised according to the most recent amendment, shall be located in the office of the department of community development and planning and shall be the final authority on current zoning district and form based code locations and boundaries. It shall be the responsibility of the city planning director to see that the official map is kept current and accurate.

(Ord. of 9-21-2009, § 2.2; Ord. No. 13-09062011-05, 9-6-11; Ord. 12-09062011-04, 9-19-2011)

Sec. 60-6. - Zone boundaries.

In the interpretation of the exact boundaries of zoning districts and form based code as shown on the official zoning map, the following rules shall apply:

- (1) Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow such centerlines;
- (2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;
- (3) Boundaries indicated as approximately following city or county limits shall be construed as following city or county limits;
- (4) Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks;
- (5) Boundaries indicated as approximately following the centerlines of streams, lakes or other bodies of water shall be construed to follow such centerlines;

- (6) Boundaries indicated as parallel to or extensions of features indicated in subsections (1) through (5) of this section indicated on the official zoning map shall be determined by the measurements using the scale of the map;
- (7) Where physical or cultural features existing on the ground are at variance with those shown on the official zoning map, or in other circumstances not covered by subsections (1) through (6) of this section, the planning board shall interpret the zone boundaries.

(Ord. of 9-21-2009, § 1.4)

DRAFT

Sec. 60-35. - Conversion of one-family dwellings.

In all residential, general business and ~~central-business-form based code~~ districts, one-family dwellings erected prior to January 1, 1958, may be converted to two-family dwellings provided that:

- (1) Any floor space created by additions to the existing structure after January 1, 1958, shall not be converted to a second dwelling.
- (2) There will not be less than one accessible off-street parking place of 200 square feet in area, exclusive of driveways, per dwelling unit resulting from such conversion.
- (3) Stairways leading to any floor above the first floor will be enclosed within the exterior walls of the dwelling and any fire escapes required will be on the rear or one side of the dwelling and not on any wall facing a street.
- (4) After such conversion, the building converted will retain substantially the appearance and character of a one-family dwelling.

(Ord. of 9-21-2009, § 3.1C)

Sec. 60-40~~7~~ - Reduction in dimensional regulations.

No lot (except as allowed by the planning board at the time of final approval of a subdivision or development plan) shall be reduced, subdivided, conveyed, divided or otherwise transferred that violates, or creates a lot that violates, any minimum or maximum dimensional regulation of this chapter. No building permit or other municipal permit or license shall be issued to any of the land so transferred or to the land retained until all of such land or lots are in conformance with all dimensional regulations. If a serious health or safety issue with the property should arise, the director of planning and permitting services shall determine if a permit should be issued to correct the problem. This provision shall not allow further nonconformity to occur in order to achieve the corrective action necessary. Any land taken by eminent domain or conveyed for a public purpose shall not be deemed in violation of this provision. Any setback or lot that is reduced below the minimum or extended beyond the dimensional requirements as a result of land taken by eminent domain or conveyed for a public purpose shall not be deemed nonconforming. Setbacks for the enlargement of any existing building located on such a lot shall be referenced to the property line as it was located prior to the eminent domain action or the conveyance for a public purpose.

(Ord. of 9-21-2009, § 3.1H)

Sec. 60-47. - Corner lots.

There shall be a front yard along the street line as provided for under yard requirements, front in the district where located. all other yards shall be considered as side yards and measured as provided for under yard requirements, side in the district where located. On corner lots within the Form Based Code Districts, there shall be a Primary Street front yard and a Secondary Street front yard with minimum and maximum building setback requirements. The yard opposite from the Primary Street shall be considered the rear yard while the yard opposite the Secondary Street shall be considered the side yard.

(Ord. of 9-21-2009, § 3.10)

DRAFT

DIVISION 14. - ~~CENTRAL BUSINESS DISTRICT~~¹- FORM BASED CODE

Sec. 60-546. – PURPOSE:

The purpose of the Form Based Code is to

- a) Provide a building development pattern that is based upon the built environment's physical form and its relationship to the Public Realm and the Private Realm.
- b) Allow for a diversity of uses appropriate and compatible to the designated district area
- c) Provide a more accelerated building design, review, approval and construction process.
- d) Deliver a more predictable building development outcome that is consistent with the traditional pedestrian-oriented street-building development pattern. .

Sec. 60-547. – TRANSECTS- -Form Based Code uses transects as a way to describe the areas under the Regulating Plan. A Transect is a system of ordering human habitats in a range from the most natural to the most urban. Auburn's transects are organized using 5 Form Based Code Districts, (Transect 4.1, Transect 4.2, Transect 5.1, Transect 5.2 and Transect 6), which describe the physical character of a place at a certain scale, according to the density and intensity of land use and urbanism.

¹ NOTE: All text from the Central Business District has been deleted and replaced with the new Form Based Code

Sec. 60-548 TRADITIONAL MAIN STREET NEIGHBORHOOD T- 4.1



Illustrative View of T- 4.1 (Main Street)

Intent and Purpose:

Traditional Main Street Neighborhood (T- 4.1)

The Main Street Neighborhood district is designed to continue the existing pattern of large houses set along Main Street. This area is characterized by front porches, residential front yards and front doors facing the street. T- 4.1 promotes a lower-density and less concentrated pattern of buildings along the street, while maintaining a pleasing, connective and compact multi-modal environment.

Sec. 60-548 TRADITIONAL MAIN STREET NEIGHBORHOOD T-4.1



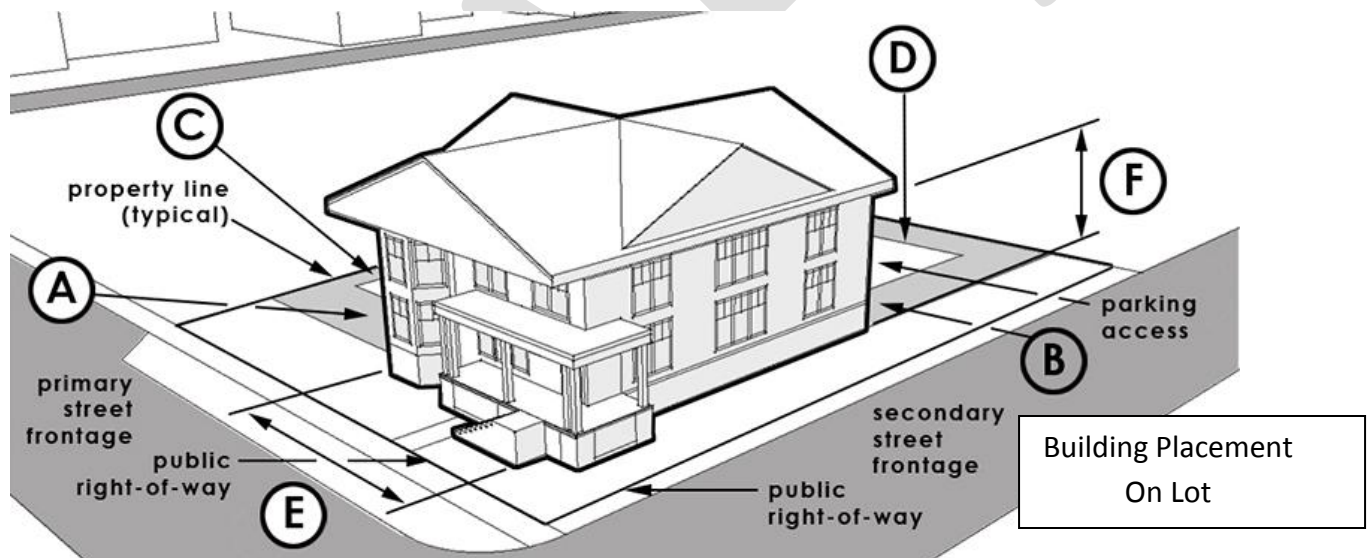
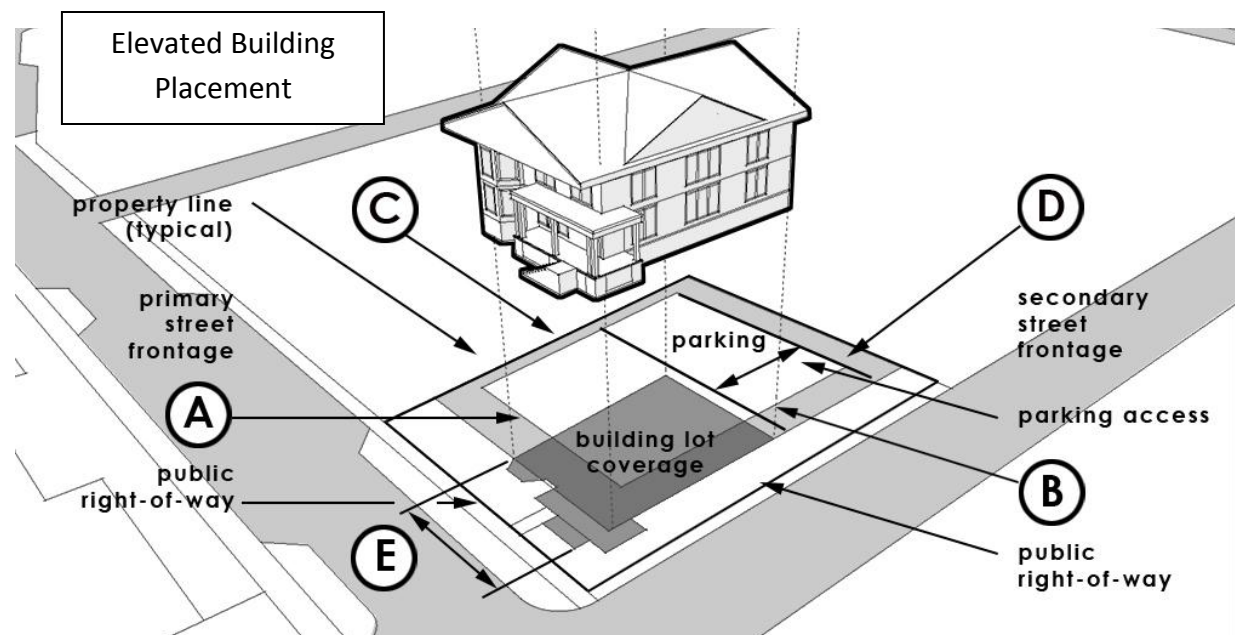
Characteristic Features

- Front lawns
- Front facade detailing
- Frontage fences
- Porches
- Bay windows
- Foundation planting and yard landscaping
- Street Trees
- Lower Density



Examples of Main Street Neighborhood - T- 4.1

Sec. 60-548.1 BUILDING PLACEMENT & CONFIGURATION T- 4.1

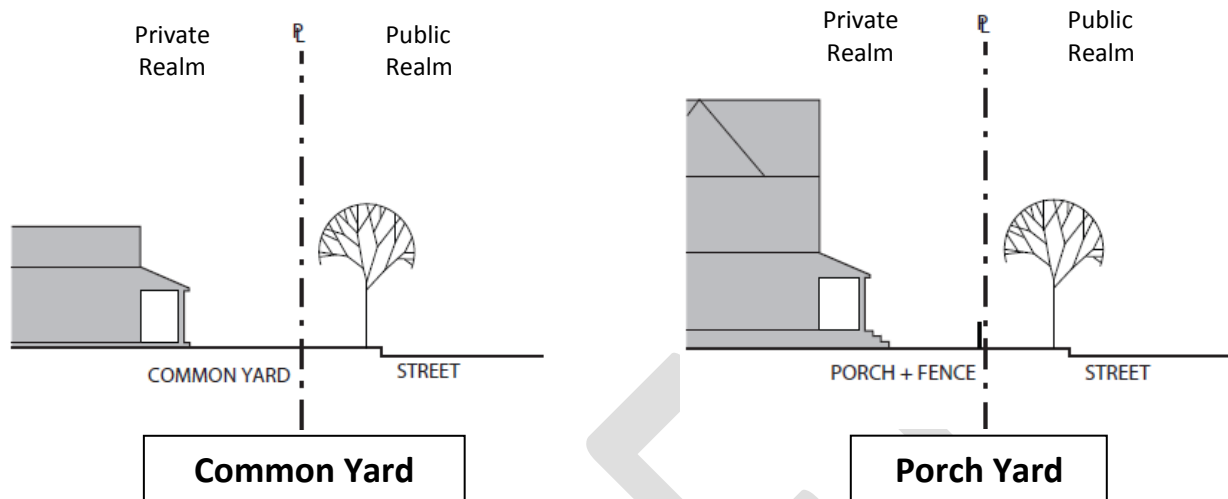


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	15 ft Min, 25 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	15 ft Min, 25 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	60% Max	
Useable Open Space:	20% Min	
Frontage Build-Out:	40% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 120 ft Max	

PRINCIPAL BUILDING CONFIGURATION:

Building Width:	14 ft Min, 64 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	2 Story Max	(F)
	(excluding attic story)	

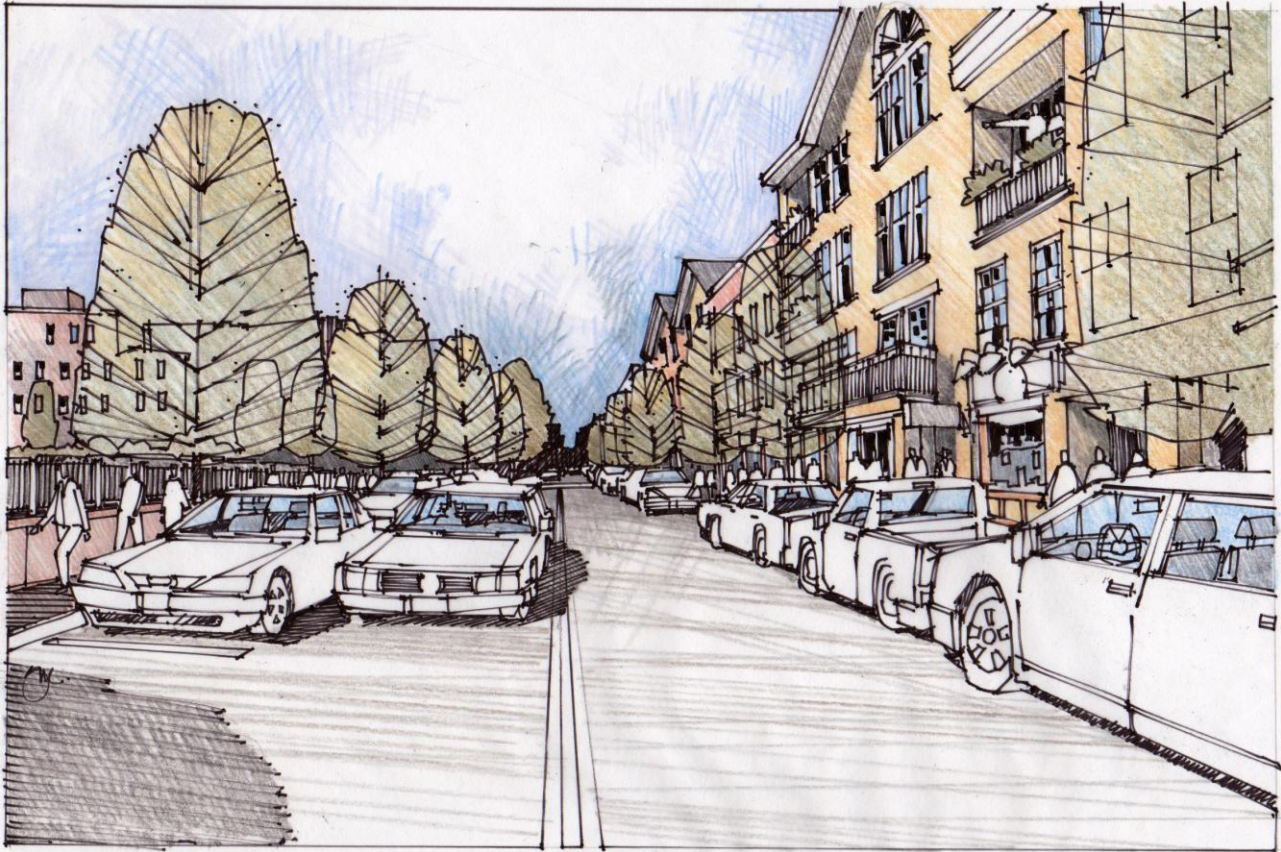


BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facades:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story shall be a minimum of 2 feet and 6 feet maximum above the front yard elevation (average grade).
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence:	A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. Chain link, vinyl, split rail, or barbed wire is not allowed.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum or maximum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 10 ft. maximum. Front Setback, Secondary Frontage 10 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

Sec. 60.549 TRADITIONAL DOWNTOWN NEIGHBORHOOD T-4.2

Illustrative View of T- 4.2 (Spring Street)



Intent and Purpose:

Traditional Downtown Neighborhood (T- 4.2)

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.

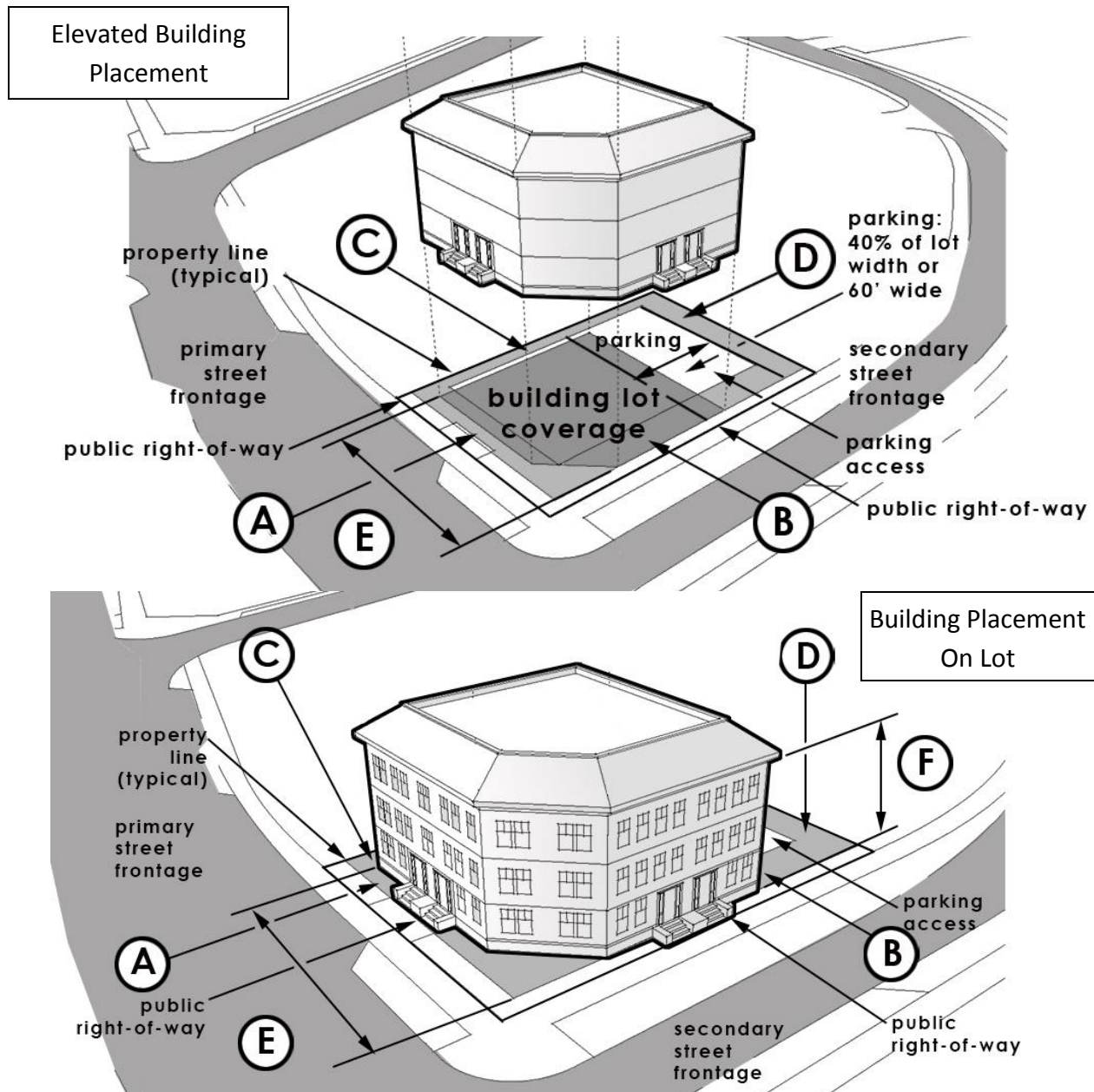
Sec. 60.549 TRADITIONAL DOWNTOWN NEIGHBORHOOD T- 4.2



Characteristic Features

- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

Sec. 60-549.1 BUILDING PLACEMENT & CONFIGURATION T-4.2

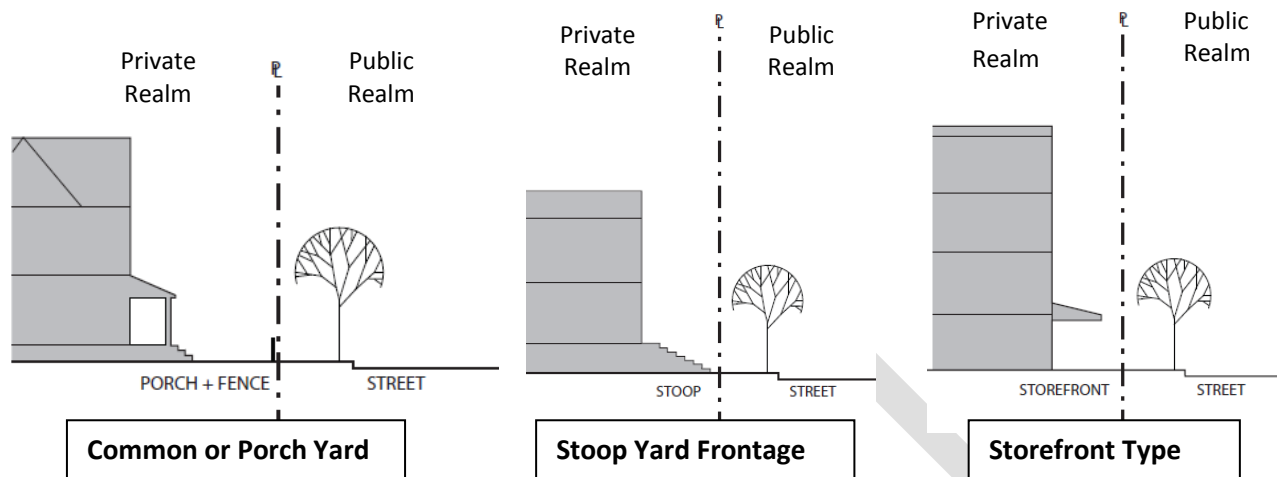


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	5 ft Min, 15 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft Min, 15 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	70% Max	
Useable Open Space:	10% Min	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 120 ft Max	

PRINCIPAL BUILDING CONFIGURATION:

Building Width:	14 ft Min, 110 ft Max	(E)
Building Height Minimum:	1 Story Min	(F)
Building Height Maximum:	3 Story Max	(F) (excluding attic story)



BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard, Stoop and Storefront
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<p><u>Residential</u>- Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade.</p> <p><u>Commercial</u>- Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.</p>
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<p><u>Residential</u>- The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade).</p> <p><u>Commercial</u>- The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.</p>
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft maximum. Front Setback, Secondary Frontage 5 ft maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right of way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.



Illustrative View of T- 5.1 (Future Great Falls Plaza)

Intent and Purpose:

Downtown Traditional Center (T- 5.1)

The Downtown Traditional Center zone is characterized by medium to larger sized buildings in a compact urban environment that generates an active street life. There is interplay between the Public Realm of the busy street and sidewalk, and the Private Realm of the residential stoops, commercial storefronts and gallery building fronts. The increased building widths form a more solid and compact street wall pattern, generating an energized traditional downtown feel.



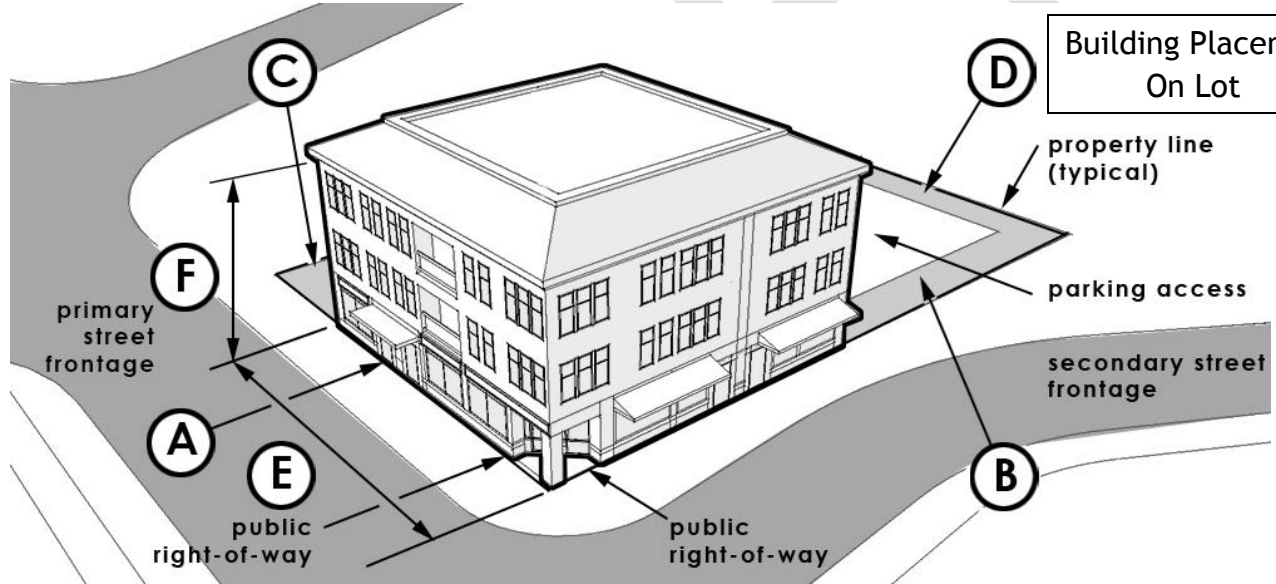
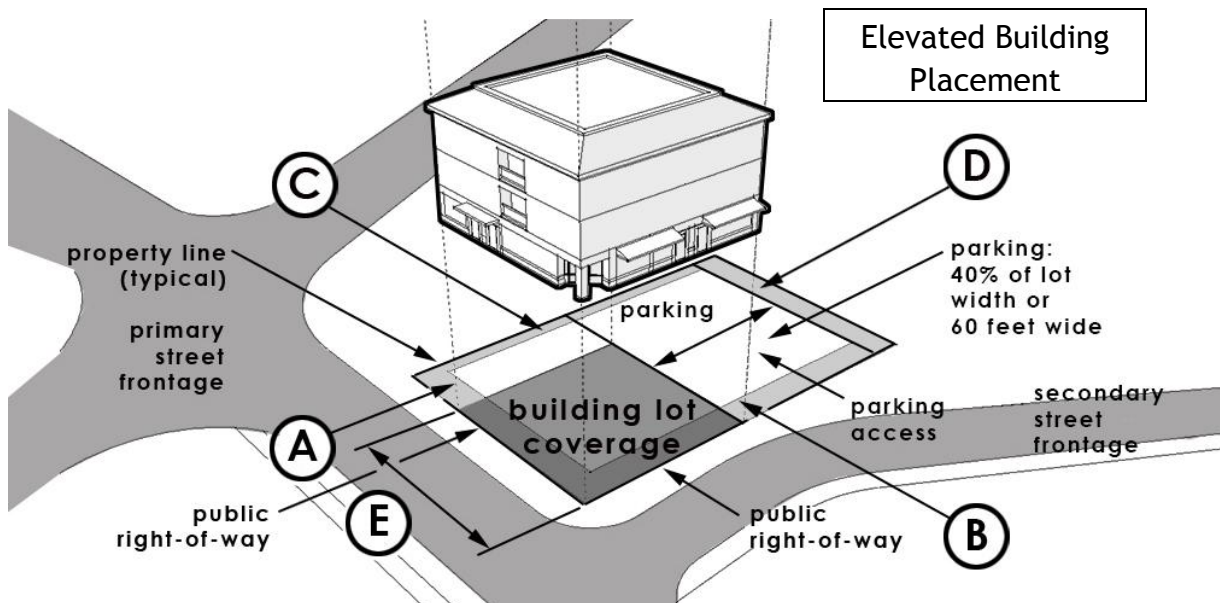
Key Features

- Vibrant and active interaction between public and private realms
- Larger buildings
- Front facade detailing
- Bay windows
- Balconies
- Street trees
- More urban density



Examples of Downtown Traditional Center – T- 5.1

Sec. 60-550.1 BUILDING PLACEMENT & CONFIGURATION T-5.1

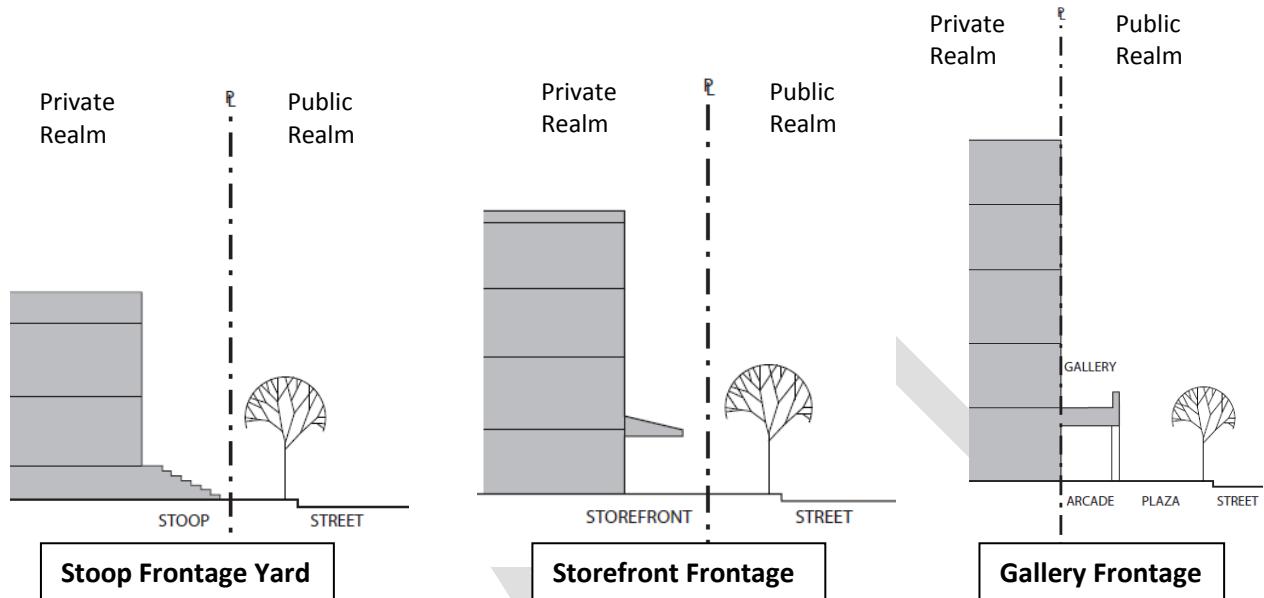


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	75% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	75% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 160 ft Max	

PRINCIPAL BUILDING CONFIGURATION:

Building Width:	14 ft Min, 150 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	4 Story Max	(F)
	(excluding attic story)	



BUILDING FRONTAGE TYPES:	Stoop, Storefront and Gallery
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade).
Front Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence: (Residential)	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed.
Street Wall/Wall Opening:	A vehicle entry way, as part of a street wall, shall be a maximum width of 20 feet (residential) and 24 feet (commercial); a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.



Illustrative View of T- 5.2 (Court Street)

Intent and Purpose:
Downtown City Center (T- 5.2)

The Downtown City Center district is characterized by medium to large sized buildings in a compact urban environment. This setting will generate social and cultural activity and events, economic stimulation and human interaction. The streets will be important transportation corridors with large sidewalks. The large residential and commercial building widths, frontages and building heights form a solid, compact street wall pattern. The Downtown Center will generate regional economic development activity along with energized social and lifestyle options.

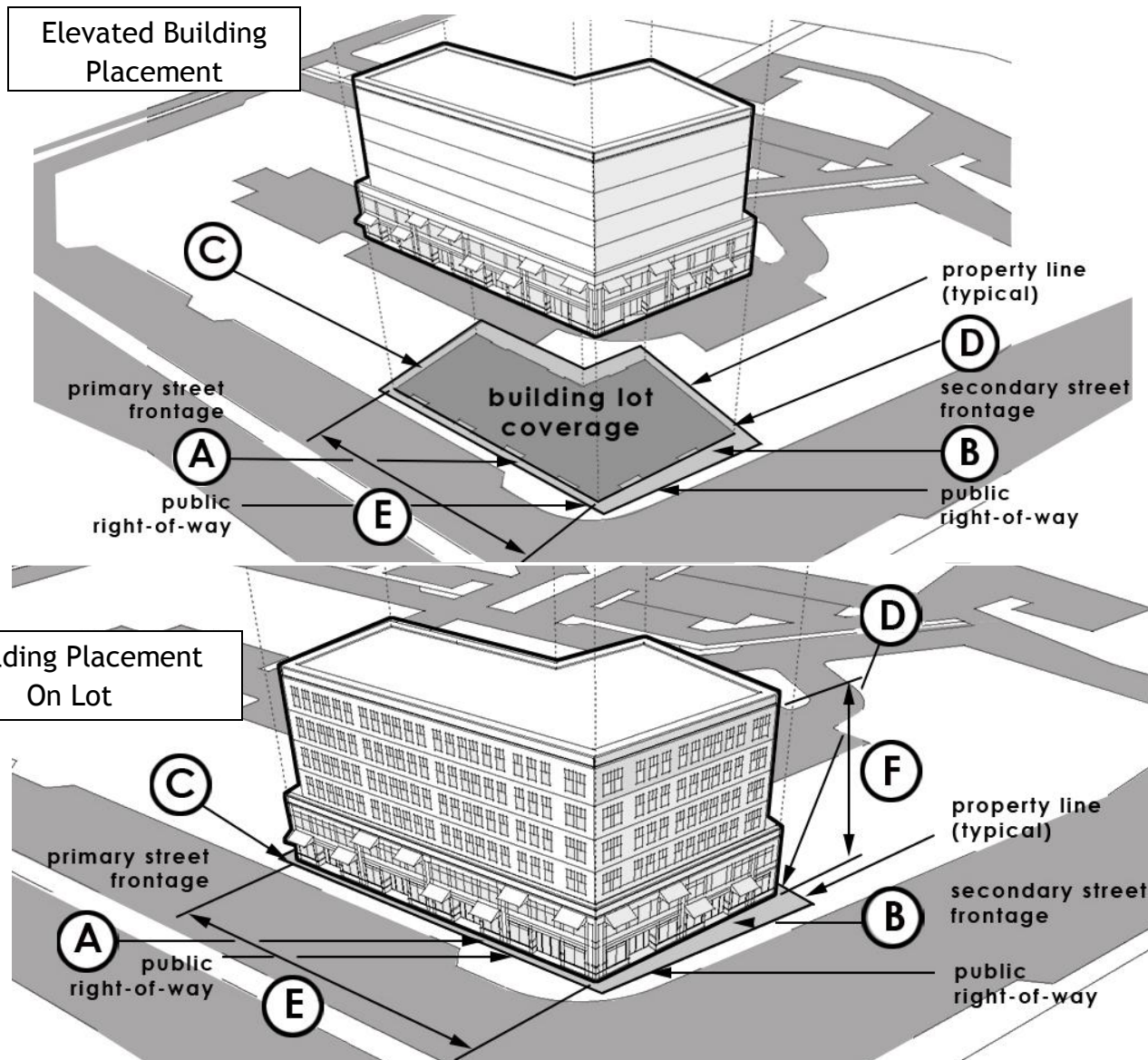


Key Features

- Vibrant street life
- Front facade detailing
- Articulated storefront entrance
- Awnings for storefronts
- Balconies
- Wide sidewalks
- Street Trees
- Compact Urban Environment



Examples of Downtown City Center- T- 5.2

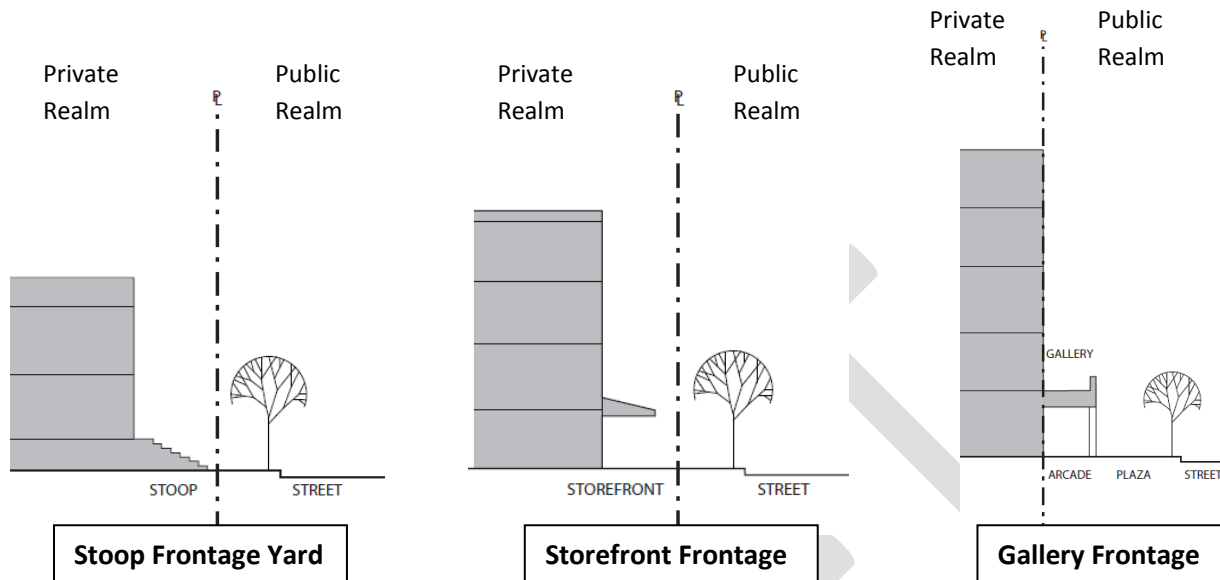


PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	80% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	85% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 240 ft Max	

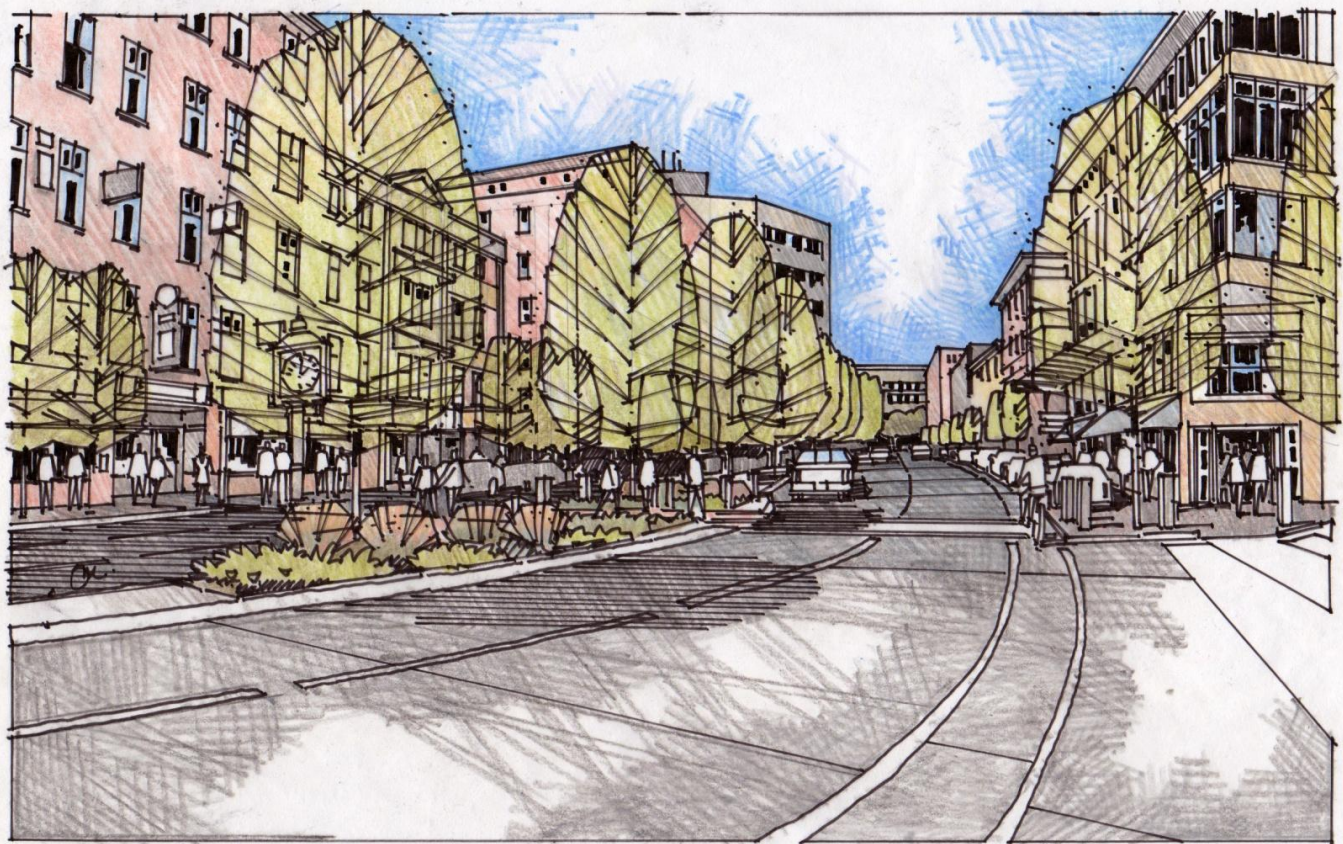
PRINCIPAL BUILDING CONFIGURATION:

Building Width:	12 ft Min, 230 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	6 Story Max	(F)
	(excluding attic story)	



BUILDING FRONTAGE TYPES:.....	Stoop, Storefront and Gallery
BUILDING ENTRIES:.....	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<u>Residential:</u> Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage. <u>Storefront:</u> Windows and doors shall comprise a minimum 60% and maximum 90% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	<u>Residential:</u> Ground story must be a minimum of 2 feet or 6 feet maximum above the average front yard elevation. <u>Storefront:</u> Ground story must be a minimum of at the average sidewalk elevation or a maximum of 2 feet above the front yard elevation.
Front Facade Wall:	Blank lengths of wall exceeding 15 linear feet are prohibited.

Front Yard Fence: (Residential)	A front yard fence a minimum of 3 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Required Street Wall Height:	A street wall a minimum of 4 feet and maximum of 6 feet shall be required along the building line frontage that is not otherwise occupied by the principal building on the lot. The height of the street wall shall be measured from the adjacent public sidewalk or from the adjacent ground elevation once construction is complete.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.



Illustrative View of T-6 (Turner Street)

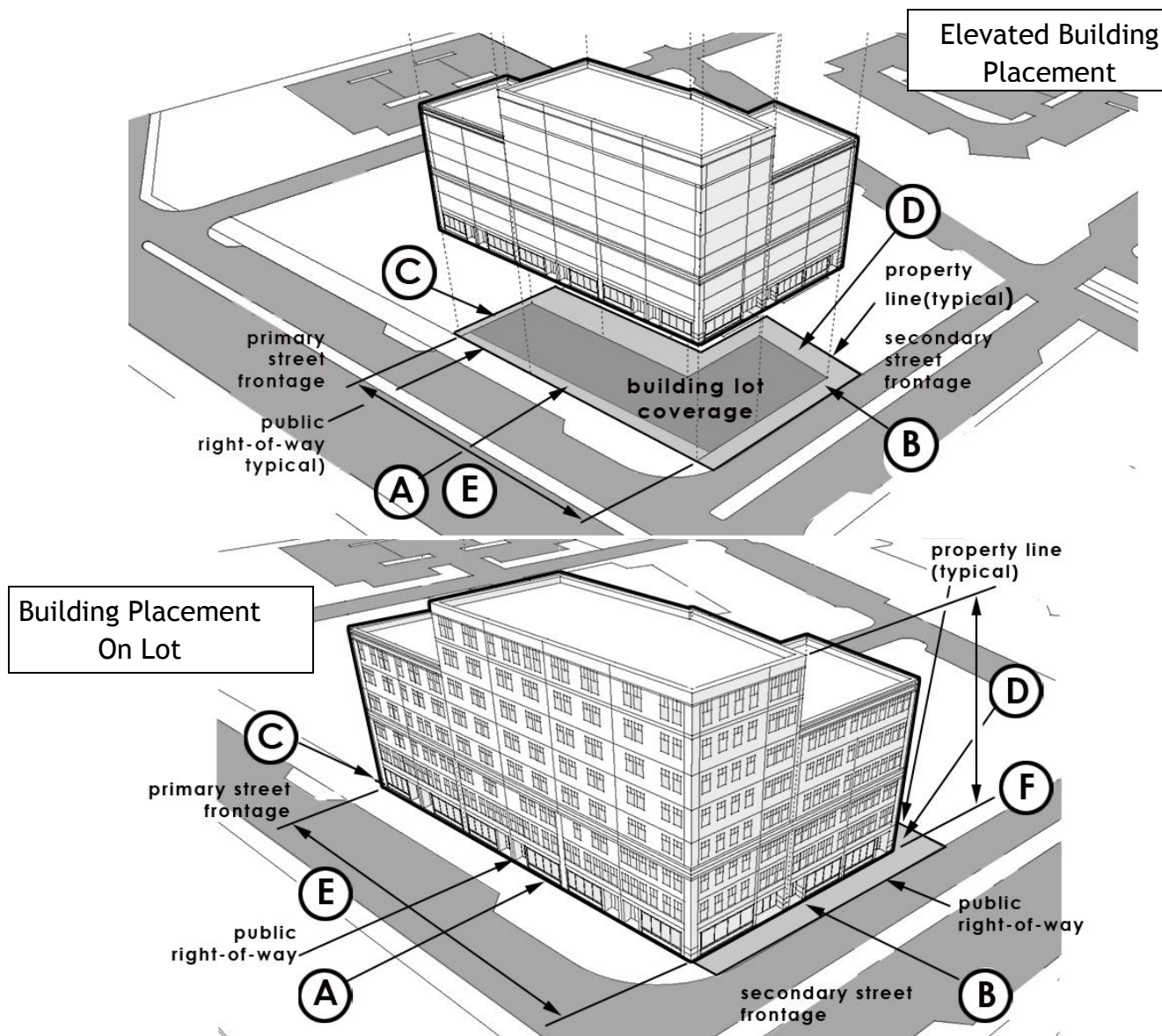
Intent and Purpose:
Great Fall Metropolitan (T-6)

The Great Falls Metropolitan zone is characterized by large buildings up to 8 stories tall that will define the City of Auburn's emerging downtown. A new central square, "Great Falls Square" will provide a downtown focal point and center for professional enterprise and commerce. The Great Falls Metropolitan urban form will generate strong regional socio-economic gravitational pull, attract corporate investment and become a regional destination for visitors, events, entertainment, shopping and social gatherings.

Key Features

- High energy downtown center
- Balconies
- Articulated storefront entrances
- Awnings for storefronts
- Wide sidewalks
- Street trees
- Streetscape elements (benches, planters)
- Transportation hub
- High density

**Examples of Great Falls Metropolitan T-6**



PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:

0 ft Min, 10 ft Max (A)

(Corner Lot) Front Setback, Secondary:

0 ft Min, 10 ft Max (B)

Side Setback:

5 ft Min (C)

Rear Setback:

10 ft Min (D)

Building Lot Coverage:

90% Max

Useable Open Space:

5% Min

Frontage Build-Out:

90% Min (along Front Setback, Primary)

Lot Width:

24 ft Min, 240 ft Max

PRINCIPAL BUILDING CONFIGURATION:

Building Width:

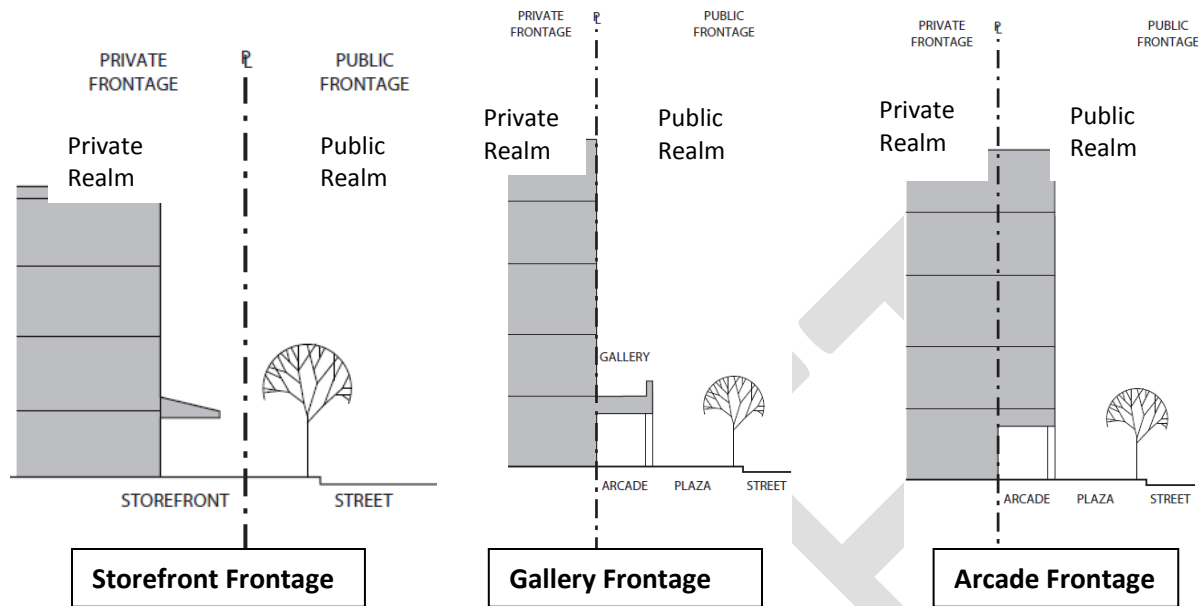
14 ft Min, 230 ft Max (E)

Building Height Minimum:

4 Story Min (F)

Building Height Maximum:

8 Story Max (F)
(excluding attic story)



BUILDING FRONTAGE TYPES:	Storefront, Gallery and Arcade
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Façade:	Windows and doors shall comprise a minimum 60% and maximum 90% coverage of the total ground story facade frontage.
Upper Story Building Frontage Façade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation	Must be a minimum of the average sidewalk elevation and maximum of 2 feet.
Front Façade Wall:	Blank lengths of wall exceeding 15 linear feet are prohibited. Architectural jogs of up to 18 inches in depth are permitted.

Street Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 18 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Required Street Wall Height:	A street wall a minimum of 4 feet and maximum of 6 feet shall be required along the building line frontage that is not otherwise occupied by the principal building on the lot. The height of the street wall shall be measured from the adjacent public sidewalk or from the adjacent ground elevation once construction is complete.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Parking:	<p><u>Residential</u>-Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk.</p> <p><u>Commercial</u>- Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.</p>
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.

Sec. 60-554 FORM BASED CODE USE and PARKING MATRIX

USE (1)	T-4.1	T-4.2	T 5.1	T-5.2	T-6	PARKING REQUIREMENTS (2)
Residential Type Use						
Single Family	P	P	P			1 sp/DU
Duplex	P	P	P	P	P	1 sp/DU
Townhouse	P	P	P	P	P	1 sp/DU
Multi-Family	P	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & Breakfast < 4 Rooms	S	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & Breakfast > 4 Rooms	S	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel	X	X	S	S	P	1/2 sp /employee plus 1 sp /room
Elderly/Child Care Facility	S	S	S	S	P	1/2 sp /employee plus 1 sp/ 8 users
Home Occupation	P	P	P	P	P	Based on Use Type (Sec. 60-673-10)
Community Based Residential Facilities	P	P	P	P	P	1 sp/employee plus 1 sp/client
Boarding House/Lodginghouse	P	P	P	S	X	1 sp/guestroom plus 1 sp/employee
Office/Service Type Use						
Financial/Professional Offices	S	S	P	P	P	1 sp/400 sf
Medical and Dental Clinics	S	S	P	P	P	1 sp./400 sf
Personal Services	S		P	P	P	1 sp./400 sf
Retail Type Use						
General Retail	S	S	P	P	P	1 sp/400 sf
Age Restricted Retail (3)	S	S	S	S	S	1 sp/400 sf
Specialty Shops	S	P	P	P	P	1 sp/400 sf
Restaurant up to 30 seats w/16 outdoor	X	S	P	P	P	1 sp/4 seats
Restaurant over 30 seats w/16 outdoor		S	S	P	P	1 sp/4 seats
Halls, Private Clubs, Indoor Amusement	S	S	S	P	P	1 sp/400 sf
Artist Studios, Performing Art Center	S	S	P	P	P	1 sp/400 sf
Civic						
Church or Places of Worship	S	S	P	P	P	1 sp/5 seats
Government Offices	X	X	P	P	P	1 sp/400 sf
Art Galleries	S	P	P	P	P	1 sp/400 sf
Transportation Facilities	X	X	S	S	S	1 sp/400 sf

Notes:

- Uses not listed are considered prohibited unless deemed similar by the Director of Planning or by the Planning Board through a special exception approval.
- * Parking requirements in T-5.1, T- 5.2 and T-6 may be provided by the municipality or private parking resources within 1,000 feet of the principal building, subject to Planning Board approval.
- Where more than 50% of floor space is devoted to Age Restricted Goods

S = Special Exception

P = Permitted

X-Prohibited

sp = parking space

sf = square foot of gross floor space

DU = Dwelling Unit

Sec. 60-555-558 FORM BASED CODE ADMINISTRATION

Sec. 60-555. Form Based Code Administration-

A. Form Based Code Relation to Zoning Ordinance

1. The Form Based Code shall regulate areas designated as Form Based Code Districts.
2. All buildings and land uses located within a Form Based Code District shall comply with Sec. 60-33 (General Provisions unless specifically stated otherwise in Sec. 60-546 to 60-558 of the Form Based Code.
3. Site Plan/Special Exception- Any project located within a Form Based Code District that requires special exception or site plan review shall comply with Sec. 60-45.

Sec. 60-556. Form Based Code Plan Types-

A. Administrative Types-

1. By Right- No Permits are required for projects such as normal maintenance or for new structures under 200 sq. ft.
2. Minor Administrative- Projects that require permits and comply with all Form Based Code or Zoning regulations, may be approved and permitted by the appropriate City Departmental Staff and will not require multiple departmental or Planning Board approval. These projects can be applied for at any time.
3. Major Administrative- Projects that do not qualify as a Subdivision, Special Exception or Site Plan Review type plans and comply with all Form Based Code or Zoning regulations, but due to multiple issues, will require review by the multiple City Departmental Staff.

B. Discretionary Type Plans- The following plan types shall require review and action by the Planning Board.

1. Subdivisions of 3 or more lots over a 5 year period or a project creating more than 3 dwelling units. (Subdivision Review)
2. Any project listed as Special Exception or "S" in Section 60-554, Use and Parking Matrix Chart. (Special Exception and Site Plan Review)
3. Any project within the Form Based Code District proposing a total of 12,000 square feet of new construction, all floors included. (Special Exception and Site Plan Review)
4. Any amendment to an existing discretionary plan that increases existing square footage more than 25%
5. Any project located within the Form Based Code District area that seeks a waiver from the adopted Form Based Code Regulating development standards shall submit

Sec. 60-555-558 FORM BASED CODE ADMINISTRATION

a complete Special Exception and Site Plan Review application for Planning Board review and action.

Sec. 60-557 – Applicability-

1. Any Minor, Major Administrative Type Plan and/or Discretionary Plan, as defined in Section 60-556, located within a Form Based Code district, shall be required to submit a Development Review Application prior to any issuance of building permits or development activity.
2. Any development activity on or within property located with the Form Based Code District shall be reviewed for compliance with applicable Form Based Code or Zoning Ordinance regulations.

Sec. 60-558 – Form Based Code Development Application Procedure

A. Administrative Type Plan Application Process-

1. Applicant identifies the subject property's zoning/transect district and determines what plan type the project is.
2. Applicant reviews the project's compliance for Form Based Code Development Standards Chapters 60-548 through 551; including all sections on Purpose, Building Placement & Configuration, Building Frontages, External Elements, Lot Layout, the Parking & Use Matrix Chart and Administration; along with any other applicable Zoning Ordinance Regulations.
3. Pre-Development Consultation- All Administrative Type Plan applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the property's Form Based Code or Zoning District and discuss the Form Based Code requirements and related Zoning and/or other regulatory items. Failure to consult with the Planning Office may result in the delay of acceptance, review and approval of the application.
4. Any Minor or Major Administrative Plan or Discretionary Plan applicant in a Form Based Code district shall complete and submit a cover letter describing the project, a Development Review Application, a Form Based Code Development Checklist and the appropriate application fee and number of applications to the Planning Office.
5. All Form Based Code applications will be reviewed by the Planning Staff for completeness and applicant will be notified within 5 working days if the plan is deemed complete and whether the plan is Administrative or Discretionary. The

Sec. 60-555-557 FORM BASED CODE ADMINISTRATION

applicant is responsible for working with the Planning Staff to correct any deficiencies needed to be accepted for further review.

6. Type 2 and 3 Administrative Plans will be reviewed by the appropriate City Departmental Staff or other relevant agencies who will recommend approving, disapproving or postponing to allow for time to correct the application. The Director of Planning will notify the applicant of the decision in writing within 15 calendar days of its receipt of a completed application.
7. The Director of Planning shall have the authority to require an Administrative Plan to be considered by the Planning Board and notify the applicant the justifications for doing so.

B. Discretionary Project Application Process-

1. Applicant Identifies Subject Property's Zoning/Tansect and determines what plan type the project is.
2. Applicant reviews the project's compliance for the applicable Form Based Code Development Standards Chapters 60-548 through 551; including all sections on Purpose, Building Placement & Configuration, Building Frontages, External Elements, Lot Layout, the Parking & Use Matrix Chart and Administration; along with any other applicable Zoning Ordinance Regulations.
3. Pre-Development Consultation- All potential development and project applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the Form Based Code or Zoning regulations and discuss the form based code requirements and related zoning and/or other regulatory items. Failure to consult with the Planning Office may result in the delay of acceptance, review and approval of the application.
4. Discretionary Plan applicants will submit; a Development Review Application, a Form Based Code Development Checklist the appropriate application fee and number of applications to the Planning Office for review and consideration by the Planning Board according to their normal submission deadline and meeting schedule.
5. Applications not meeting all the requirements of the Form Based Code may include waiver as per Sec. 60-1312 or variance requests as part of their application.

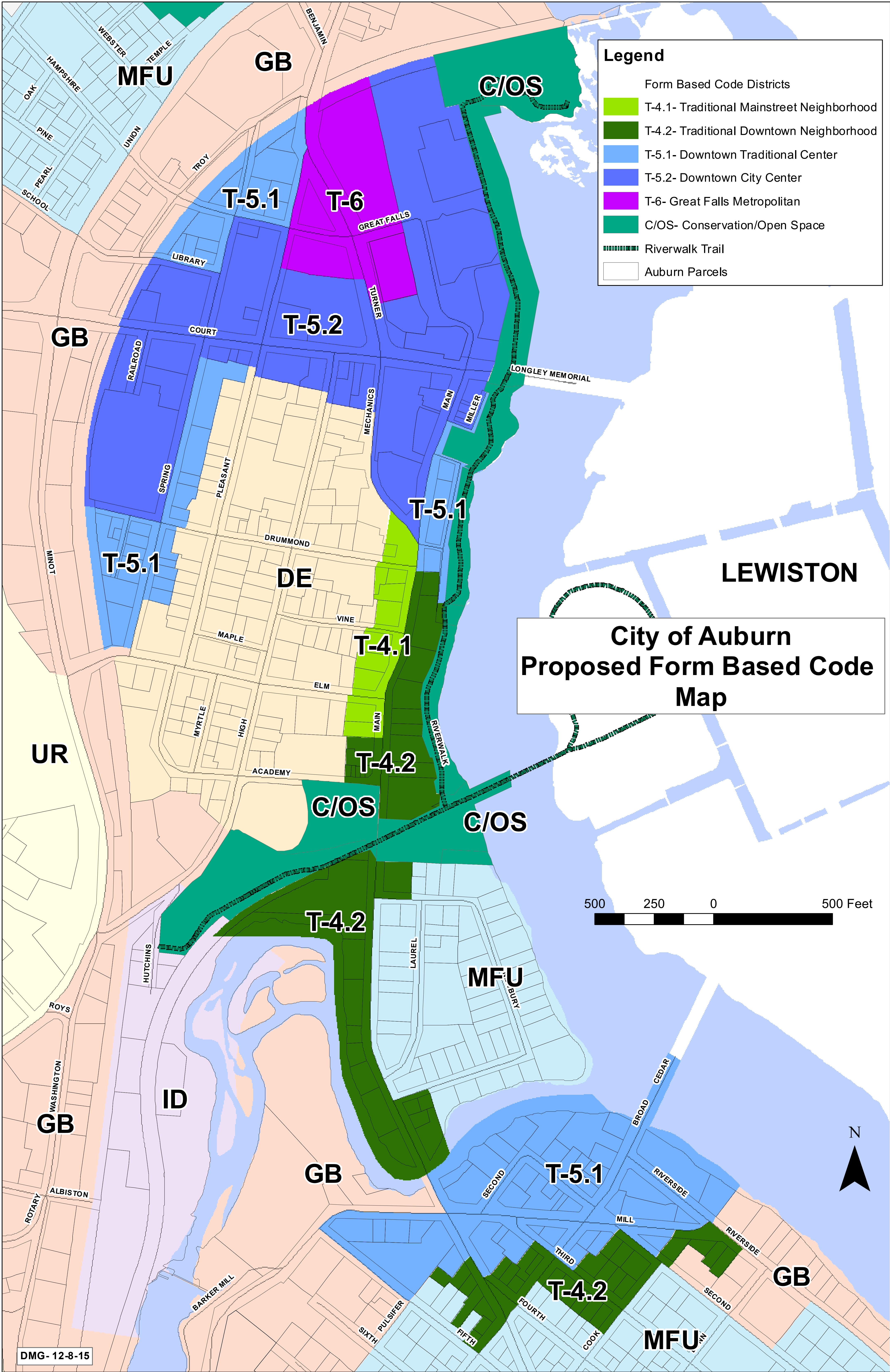
C. Waiver Requests-

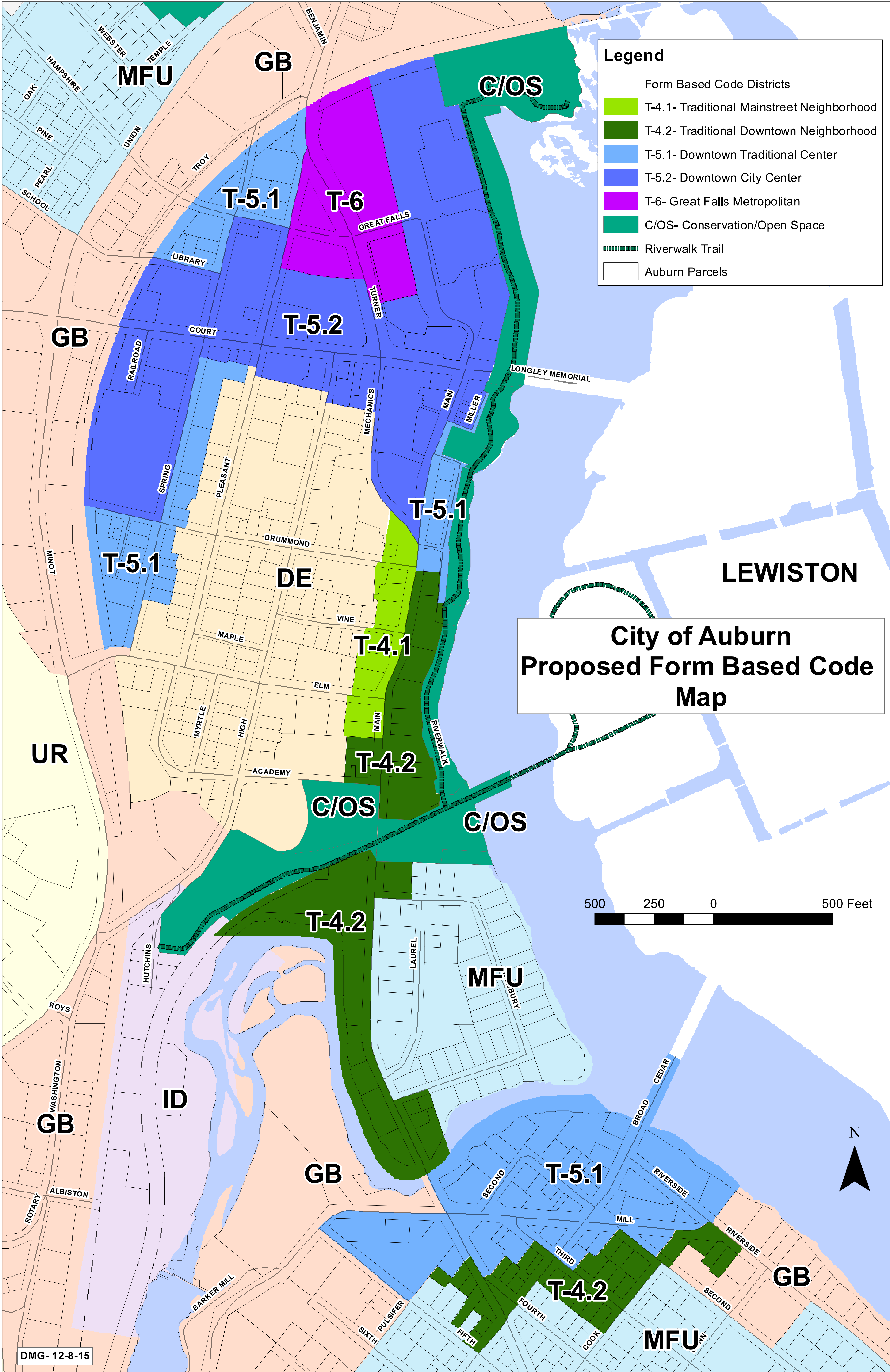
1. Any waiver request of Form Based Code standards and requirements must identify what is regulation is being requested for the waiver and include a narrative

explaining how the waiver, if approved, will allow the project to meet the purpose of the Form Based Code and the objective of Sec 60-1277, Site Plan Law.

D. Planning Board Approval-

1. The Planning Board shall approve, approve with conditions, disapprove or postpone based on its review of the application meeting all existing requirements, conditions, criteria and provisions of Special Exception, Site Plan Review, Subdivision Law and any other relevant procedural requirement of Chapter 60, Zoning, as part of its consideration of a Form Based Code application.
2. The Planning Board shall provide findings for approval or disapproval based on the application's meeting the purpose of the Form Based Code.







Development Review Application

City of Auburn Planning and Permitting Department
City of Lewiston Department of Planning and Code Enforcement



PROJECT NAME: _____

PROPOSED DEVELOPMENT ADDRESS: _____

PARCEL ID#: _____

REVIEW TYPE: Site Plan ☐ Site Plan Amendment ☐ Special Exception ☐
 Subdivision ☐ Subdivision Amendment ☐ Form Based Code Plan ☐

PROJECT DESCRIPTION: _____

CONTACT INFORMATION:

<u>Applicant</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:
<u>Project Representative</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:

<u>Property Owner</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:
<u>Other professional representatives for the project (surveyors, engineers, etc.),</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:

PROJECT DATA

The following information is required where applicable, in order complete the application

IMPERVIOUS SURFACE AREA/RATIO

Existing Total Impervious Area sq. ft.
Proposed Total Paved Area sq. ft.
Proposed Total Impervious Area Proposed sq. ft.
Impervious Net Change sq. ft.
Impervious surface ratio existing % of lot area
Impervious surface ratio proposed % of lot area

BUILDING AREA/LOT COVERAGE

Existing Building Footprint sq. ft.
Proposed Building Footprint sq. ft.
Proposed Building Footprint Net change sq. ft.
Existing Total Building Floor Area sq. ft.
Proposed Total Building Floor Area sq. ft.
Proposed Building Floor Area Net Change sq. ft.
New Building ? (yes or no)
Building Area/Lot coverage existing % of lot area
Building Area/Lot coverage proposed % of lot area

ZONING or FORM BASED CODE DISTRICT

Existing
Proposed, if applicable

LAND USE

Existing
Proposed

RESIDENTIAL, IF APPLICABLE

Existing Number of Residential Units
Proposed Number of Residential Units
Subdivision Proposed Number of Lots

PARKING SPACES

Existing Number of Parking Spaces
Proposed Number of Parking Spaces
Number of Handicapped Parking Spaces
Proposed Total Parking Spaces

ESTIMATED COST OF PROJECT

DELEGATED REVIEW AUTHORITY CHECKLIST

SITE LOCATION OF DEVELOPMENT AND STORMWATER MANAGEMENT

Existing Impervious Area sq. ft.
Proposed Disturbed Area sq. ft.
Proposed Impervious Area sq. ft.

1. *If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with MDEP.*
2. *If the proposed impervious area is greater than one acre including any impervious area created since 11/16/05, then the applicant shall apply for a MDEP Stormwater Management Permit, Chapter 500, with the City.*
3. *If total impervious area (including structures, pavement, etc) is greater than 3 acres since 1971 but less than 7 acres, then the applicant shall apply for a Site Location of Development Permit with the City. If more than 7 acres then the application shall be made to MDEP unless determined otherwise.*
4. *If the development is a subdivision of more than 20 acres but less than 100 acres then the applicant shall apply for a Site Location of Development Permit with the City. If more than 100 acres then the application shall be made to MDEP unless determined otherwise.*

TRAFFIC ESTIMATE

Total traffic estimated in the peak hour-existing passenger car equivalents (PCE)
(Since July 1, 1997)

Total traffic estimated in the peak hour-proposed (Since July 1, 1997) passenger car equivalents (PCE)
If the proposed increase in traffic exceeds 100 one-way trips in the peak hour then a traffic movement permit will be required.

Zoning Summary

1. Property is located in the _____ zoning/form based code district.
2. Parcel Area: _____ acres / _____ square feet(sf).

Regulations

Required/Allowed

Provided

Min Lot Area

_____ / _____

Street Frontage

_____ / _____

Min Front Yard

_____ / _____

Min Rear Yard

_____ / _____

Min Side Yard

_____ / _____

Max. Building Height

_____ / _____

Use Designation

_____ / _____

Parking Requirement

1 space/ per _____ square feet of floor area or dwelling unit

Total Parking:

_____ / _____

Overlay zoning districts (if any):

_____ / _____ / _____

Urban impaired stream watershed? YES/NO If yes, watershed name _____

DEVELOPMENT REVIEW APPLICATION SUBMISSION

Submissions shall include fifteen (15) complete packets containing the following materials:

1. 5 Full size plans and 10 smaller (no larger than 11" x 17") plans containing the information found in the attached sample plan checklist.
2. Application form that is completed and signed by the property owner or designated representative.
(NOTE: All applications will be reviewed by staff and any incomplete application will not be accepted until all deficiencies are corrected.
3. Cover letter stating the nature of the project.
4. All written submittals including evidence of right, title and interest.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
6. Any additional materials as required by the Form Based Code (Chapter 60-546).

Refer to the application checklist for a detailed list of submittal requirements.

L/A's development review process and requirements have been made similar for convenience and to encourage development. Each City's ordinances are available online at their prospective websites:

Auburn: www.auburnmaine.org under City Departments/ Planning and Permitting/Land Use Division/[Zoning Ordinance](#)

Lewiston: <http://www.ci.lewiston.me.us/clerk/ordinances.htm> Refer to Appendix A of the Code of Ordinances

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the City's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for development review only; a Performance Guarantee, Inspection Fee, Building Permit Application and other associated fees and permits will be required prior to construction.

Signature of Applicant:

Date:

CITY OF AUBURN
Form Based Code Compliance Checklist

Property Location:	PID #:
Transect District:	(List)
Owner:	Contact Info:
Plan Type: (Circle)	Site Plan Review, Special Exception, Subdivision, Staff Review)
Reviewed By:	Staff, Plan Review Group, Planning Board

Complies With:		Required	Complies	Not Comply	N/A
	Intent and Purpose	X			
Plan Requirements:					
	Surrounding Info (Photos, Mapping, Sketches)	X			
	Topographic Info (FP, Steep Slopes)	X			
	Elevations	X			
	Materials				
	Fencing				
	Signage				
Building Placement:					
	Front Set-Back (Principal Street)	X			
	Front Set-Back (Secondary Street)	X			
	Side Yard Set-Back	X			
	Rear Yard Set-Back	X			
	Building Coverage	X			
	Useable Open Space	X			
	Frontage Build-Out	X			
	Lot Width (Min./Max)	X			
	Building Width	X			
	Building Height	X			
	Frontage Type	X			
	Primary Entrance on Front	X			
	Ground Story Windows and Doors	X			
	Upper Story Windows	X			
	Ground Story Elevation (1st fl.)	X			
	Front Facade Wall	X			
External Elements:					
	Front Yard Fence	Optional			
	Projections	Optional			
	Driveway Location	X			
	Parking Location	X			
	Accessory Building(s)	Optional			
	Landscaping	Optional			
	Sidewalk	X			
Proposed Use:					
	Residential, Commercial ,Mixed-Use	X			
	Parking Requirement-	X			

2010 Comprehensive Plan References to Areas Proposed For the Form Based Code

The 2010 Comprehensive Plan made future development recommendations for the following areas, which has resulted in the proposed Form Based Code.

Great Falls Development District (GFD) (pg. 91)

Objective – Allow for the continued redevelopment of the Great Falls area in accordance with the approved redevelopment master plan, while encouraging new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern (see Figures 2.3 and 2.4). Where feasible, buildings should be located close to the street, and parking or vehicular drives should not be located between the building and the street. Development should foster the creation of a pedestrian-friendly environment similar to that of a traditional downtown.

Allowed Uses – A wide range of residential and nonresidential uses should be allowed in the Great Falls Development District. In general, the uses currently allowed in the Central Business Zone should continue to be allowed in this area, but automotive uses and highway business type uses should be prohibited.

Development Standards – In general, the current development standards for the Central Business (CB) Zone including the “Development Guidelines” that are part of the current CB zoning requirements should continue to apply, with the following adjustments for both new buildings and modifications to existing buildings:

- The front yard setback should be allowed to be reduced to zero to allow buildings to be located adjacent to the sidewalk.
- The area between a building and the street should be a pedestrian area if feasible.
- Vehicular facilities such as parking, access drives, and drive-thru facilities should not be allowed to be located between a building and the street if the building is located close to the street.
- A sidewalk or other pedestrian way should be required to be created from the sidewalk to the entrance of a building.

Traditional Downtown Business District (DTB) (pg. 98)

Objective – Maintain the character and overall development pattern of the historic downtown area while allowing for the creative use, reuse and redevelopment of property within the district (see Figures 2.3 and 2.4).

Allowed Uses – The following general types of uses should be allowed within the Traditional Downtown Business District:

- small to moderate size retail uses

2010 Comprehensive Plan References to Areas Proposed For the Form Based Code

- personal and business services
- restaurants and cafes
- office uses including business and professional offices
- hotel, motels, inns, and bed & breakfast establishments
- fully enclosed light manufacturing
- community services and facilities
- recreational facilities
- a wide range of residential uses including housing on the upper floors of mixed-use buildings and senior housing

Development Standards – The development standards in the Traditional Downtown Business District should require that alterations to existing buildings and new buildings maintain the established pattern of development, including the placement of the building on the lot. Where there is an established pattern with respect to the front setback of buildings, a new or altered building should be required to conform to the established pattern. Any area between the front of the building and the street should be required to be used for pedestrian purposes, including outdoor spaces; vehicle use should be prohibited. Parking should be required to be located at the side or rear of the building, but the minimum parking requirement should be reduced, and new or redeveloped properties should be allowed to count the use of shared or public parking to meet the standard.

Residential development and redevelopment should be allowed at a maximum density of 18-24 units per acre, with a provision that small units or units for the elderly be treated as a fraction of a unit based on the size of the unit or the number of bedrooms in the unit. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements, provided that the building will be renovated, be compatible with the neighborhood, and meet the City's requirements for residential units including the provision of appropriate parking and green space. Buildings with both residential and nonresidential uses should be allowed to consider shared parking to meet their parking requirements.

New Auburn Village Center District (NAVC) (pg. 96)

Objective – Promote the upgrading and redevelopment of the traditional New Auburn Village Center District (see Figures 2.3 and 2.7). The district is intended to assure that development or redevelopment occurs in a manner that reinforces the historic village/urban pattern of development with a strong pedestrian orientation, buildings located close to the street, and parking located at the side or rear of the buildings. The focus of the City's land use regulations in this area should be on allowing property owners flexibility in the reuse and redevelopment of properties as long as the "village/urban character" is maintained.

Allowed Uses – The following general types of uses should be allowed within the Village Center District:

2010 Comprehensive Plan References to Areas Proposed For the Form Based Code

- small to moderate size retail uses
- personal and business services
- restaurants and cafes
- office uses including business and professional offices
- fully enclosed light manufacturing
- community services and facilities
- recreational facilities
- a wide range of residential uses including housing on the upper floors of mixed-use buildings and senior housing

Automotive-related uses, including vehicle repair and service stations, should not be allowed within this district. Drive-through services should be allowed, but only if they are located and designed in a manner that is compatible with a pedestrian-friendly, village environment.

Development Standards – The standards in the New Auburn Village Center District should allow property owners flexibility in the use and development/redevelopment of properties, as long as an urban/village pattern of development is maintained. Lot size and frontage requirements should be minimized or eliminated. Setback requirements should allow buildings to be located at the sidewalk line, and side setbacks should not be required. Any area between the front of the building and the street should be required to be used for pedestrian purposes, including outdoor spaces, and vehicle use should be prohibited. Parking should be required to be located at the side or rear of the building, but the minimum parking requirement should be reduced, and new or redeveloped properties should be allowed to count the use of shared or public parking to meet the standard.

To encourage mixed-use buildings and residential uses in the Village Center District, the maximum residential density should be 18-24 units per acre, with a provision that small units or units for the elderly be treated as a fraction of a unit based on the size of the unit or the number of bedrooms in the unit. Flexibility in providing residential parking should be provided for new or redeveloped properties that include residential uses on the upper floors.

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning and Development

To: Mayor Jonathan LaBonte and Auburn City Council

From: Ken Bellefleur, Chairman, Auburn Planning Board

Date: January 8, 2016

RE: Planning Board Report to City Council on Proposed Form Based Code

Certain areas in Downtown Auburn and New Auburn are being considered for re-zoning to a new system of development regulation called Form Based Code. If adopted by the City Council, the Form Based Code will replace the traditional zoning currently in place in these areas. On December 8th, the Auburn Planning Board held a public hearing at City Hall to explain the changes and to hear public input. The Planning Board voted unanimously in recommending a favorable motion for a Form Based Code Zoning Map Amendment and an accompanying Zoning Text Amendment for the Form Based Code.

Over the last 2 years, the City of Auburn's Planning Board has been working with staff in developing the Form Based Code based on recommendations from the 2010 Comprehensive Plan. The Comprehensive Plan recommends that development regulations in the Great Falls Area, the Downtown Traditional Business area and the New Auburn Village Center area should "encourage new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern."¹ Form Based Code was chosen as the best way to achieve this goal. Form Based Codes are being used across the country to help communities bring back traditional development patterns by providing a focus on building placement, safe walkable streets, greater flexibility of land uses and a more simplified development review process for projects that meet the code.

Auburn's proposed Form Based Code Districts specifically targets most of Downtown Auburn, portions of Main Street and the lower portions of New Auburn and will include 5 Districts:

1. T-4.1- Traditional Main Street Neighborhood District
2. T-4.2- Traditional Downtown Neighborhood District
3. T-5.1- Downtown Traditional Center District
4. T-5.2- Downtown City Center District
5. T-6 Great Falls Metropolitan District

¹ Auburn 2010 Comprehensive Plan, pg. 91.

The draft Form Based Code Map and Text Amendment are available at <http://www.auburnmaine.gov/pages/government/form-based-code-info> with information that will help you see how the Form Based Code District will shape future development.

How will this zone change affect affected properties?

These districts are designed to reflect, protect and promote the existing traditional development patterns that have evolved over many years. Here are some basic facts on how the Form Based Code will function.

- More building area is allowed
- Smaller set-backs
- Reduced parking requirements
- Greater flexibility how you can use your property
- New construction will have to follow the Form Based Code
- Additions of less than 50% to existing buildings, exempt from Form Based Code
- Most new development that follows all the Form Based Code requirements² can apply directly for a building permit and not wait for a Planning Board approval

The Form Based Code is one key step in the City's goal of revitalizing the Downtown and New Auburn urban centers. Form Based Code can do this by making new development easier to permit, creating a more predictable development environment and to encouraging traditional type development that promotes safe, attractive and active streets for people.

The Planning Board discussed and deliberated the Form Based Code at over 7 meetings and are proud to now encourage the City Council to learn about the Form Based Code, provide a public hearing for additional citizen input, ask questions of staff and then consider approving the first downtown Form Based Code in a major city in the State of Maine.

C: Howard Kroll, Auburn City Manager
 Eric Cousens, Deputy Director Planning and Development
 File

² Except projects over 12,000 s.f. or listed as a Special Exception in Use and Parking Matrix

Residential Related Uses from Auburn Zoning Ordinance Sorted by Categories:

A. One and Two Family Residences

1. *Dwelling or Dwelling Unit* means a building or portion thereof arranged or designed to provide living facilities for one or more families.
2. *Dwelling, One-Family Detached*, means a dwelling unit singly and apart from any other building and intended and designed to be occupied and used exclusively for residential purposes by one family only, excluding those forms of temporary housing permitted by section 60-666. Each one-family detached dwelling shall contain not less than 700 square feet of net floor area of habitable space.
3. *Dwelling, Seasonal*, means a dwelling occupied for not more than six months of any year.
4. *Townhouse* means a single-family dwelling unit that is one of two or more residential buildings having a common or party wall separating the units.

B. Multi-Family

1. *Dwelling, Multifamily*, means a residence designed for or occupied by three or more families with separate housekeeping and cooking facilities for each.
2. *Dwelling, Two-Family*, means a freestanding building intended and designed to be occupied and used exclusively for residential purposes by two families only, with separate housekeeping and cooking facilities for each.
3. *Mobile Home Development*, intended to be generic, includes mobile home parks, mobile home subdivisions, and mobile home condominiums.
4. *Mobile Home Park* means a parcel of land under single ownership in rural residence and suburban residence districts which has been planned and improved for the placement of not less than three mobile homes for non-transient use.
5. *Mobile Homes, newer*, means those units constructed after June 15, 1976, commonly called "newer mobile homes," which the manufacture certifies are constructed in compliance with the United States Department of Housing and Urban Development standards, meaning structures, transportable in one or more sections, which, in the traveling mode, are 14 body feet or more in width and are 700 or more square feet, and which are built on a permanent chassis and designed to be used as dwellings on foundations when connected to the required utilities, including the plumbing, heating, air conditioning and electrical system contained therein; except that the term "newer mobile homes" includes any structure which meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban development and complies with the standard established under the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, 42 USC 5401 et seq.
6. *Mobile homes, older*, means any factory-built home which fails to meet the definition of manufactured housing and more specifically, the term "older mobile homes" means any mobile

home constructed prior to June 15, 1976. These units shall be restricted to approved mobile home parks.

7. *Modular homes* means those units which the manufacturer certifies are constructed in compliance with the state's Manufactured Housing Act and regulations, meaning structures, transportable in one or more sections, which are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air conditioning or electrical systems contained therein.

C. Lodging and Hospitality

1. *Bed and Breakfast Home* means an accessory use to a single-family dwelling involving the renting of four or fewer guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast only to house guests. Such establishment shall be owned and operated by the resident of the dwelling. The term "bed and breakfast home" also includes a tourist home.
2. *Bed and Breakfast Inn* means a dwelling involving the renting of more than four but fewer than ten guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast to house guests only. Such use may provide a restaurant, function rooms and places of public assembly.
3. *Boardinghouse or Lodginghouse* means a dwelling, which, for compensation, lodging, or lodging and meals are provided to more than four persons and where a proprietor or owner resides in the building. No provisions for cooking in individual rooms other than a main kitchen is allowed.
4. *Dormitory* means a building or portion thereof used for sleeping purposes in connection with a school, college or other educational institution.
5. *Guesthouse* means a detached dwelling that is intended, arranged or designed for occupancy by transient, nonpaying visitors.
6. *Hotel* means a building in which the primary use is transient lodging accommodations offered to the public on a daily rate of compensation and where ingress and egress to the sleeping rooms is primarily through an inside lobby or office, supervised by a person in charge at all hours. Such facilities may include accessory uses such as restaurants, bars, nightclubs, function rooms, places of public assembly and/or recreational facilities.
7. *Motel* means a building or group of detached buildings intended primarily to provide sleeping accommodations to the public on a daily rate of compensation and having a parking space generally located adjacent to a sleeping room. Such facilities may include a main kitchen or snack bar for the use of motel guests only.
8. *Tourist Home*. See the term Bed and breakfast home.

D. Care Homes and Facilities

1. *Adult Day Center* means a supervised facility providing a program of education, crafts or recreation for adults over the age of 55 years.
2. *Care Home* means a rest, nursing, or convalescent home established to render domiciliary nursing care and board for chronically ill or convalescent patients, or persons who are infirm

because of mental or physical conditions, but excluding a child care home or one for the care of mentally retarded patients, alcoholics, psychotics or drug addicts.

3. *Child Care Home* means a child boarding home, summer camp, foster family home or other place providing domiciliary arrangements for compensation, of three or more children, unrelated to the operator by blood, marriage or adoption, under 18 years of age. A facility providing child day care less than 24 hours per day, per child, to more than five children shall not be considered a child care home. The term "child care home" includes any family-type facility which provides child care to children placed by order of any court of competent jurisdiction, or by any public welfare department, or other governmental agency having responsibility for placing children for care, or placed by child-placing agency licensed under state law.
4. *Child day Care Center* means a facility conducted or maintained by anyone who provides, for consideration, care and protection for more than 12 children under 16 years of age, unrelated to the day care center operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care center, but is classified as a nursery school.
5. *Child Day Care Home* means an accessory use of a residence by a person residing on a premises to provide on a regular basis, and for consideration, care and protection for up to 12 children under 16 years of age, unrelated to the day care home operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care home, but is classified as a nursery school. A child day care home shall not be located closer to another child day care home than 500 feet measured along the street frontage. Child day care homes shall be reviewed under the city's home occupation regulations (article IX of this chapter) and shall meet the following:
 - (1) All outdoor play areas, used in conjunction with the day care operation, shall be fully enclosed by a fence, a minimum of four feet in height.
 - (2) If the property utilizes a private sewerage disposal/septic system a written verification from a site evaluator, stating that the current system can handle the change of use to include the children in the proposed day care, shall be submitted.
- 6.. *Community Based Residential Facilities (CRF)* means dwelling units providing communal domiciliary arrangements for a group of unrelated persons under supervision of the state government human service agencies, for the transition of formerly institutionalized persons back into the mainstream community living and participation, a halfway house, or a group home.
7. *Group home.* See the term Community based residential facilities.
8. *Nursery, child,* means a facility providing a program less than 24 hours per day per child for the care of infants up to the age of 2½ years.
9. *Outpatient addiction treatment clinic* means a program or facility operated for the purpose of and specializing in the care, treatment and/or rehabilitation of persons suffering with addictions, including but not limited to gambling addition, alcohol or controlled substance addictions. The term "outpatient addiction treatment clinic" includes, but is not limited to, substance abuse treatment programs licensed by the State of Maine Department of Behavioral and Developmental Services Office of Substance Abuse. An outpatient addiction treatment clinic shall not be located within 2,000 feet of any property that is occupied by a church, school, family

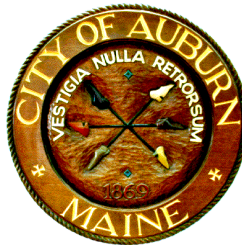
day care home, small day care facility, day care center, or public park or playground on the date of application for a license for such a facility. The term "outpatient addiction treatment clinic" does not include an inpatient or residential addiction treatment program, or a program consisting solely of support group activities without treatment by licensed health practitioners, such as Alcoholics Anonymous, Narcotics Anonymous, and similar programs.

10. *Shelter for Abused Persons* means dwelling facilities complying with the laws administered by the state government human services agencies, providing temporary domiciliary arrangements for children and adults unable to protect their own interest and welfare because of critical family circumstances.

E. General Residential Terms

1. *Dwelling Unit* means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used for or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.
2. *Family* means one or more persons occupying a single housekeeping unit and using common cooking facilities, provided that unless all members are related by blood or marriage, no such family shall contain over four persons.
3. *Residential artist studio* means a dwelling where up to 50 percent of the total floor space can be used for the production of art and/or craft products. The term "residential artist studio" shall not include galleries or studios open to the public for display or sales. All artist studios shall be designed to meet all residential safety and occupancy requirements and shall be considered to be accessory to the residential use.
4. *Shared Housing* means housing consisting of two or more families occupying a single dwelling and using common cooking facilities. Shared housing shall permit the same number of families at the same density as allowed in the zoning district where the property is located subject to all applicable codes relating to building, housing, life safety, health and zoning as would be applied to independent living units located in the same structure. Approval for shared housing shall be secured from the department of community development and planning subject to the codes and ordinances indicated in this definition, prior to establishing a shared housing arrangement in any building.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 04-03072016

Be it ordained by the Auburn City Council, that the City of Auburn Zoning Ordinance, Article IV, Division 14, be amended by replacing the Central Business District with a Form Based Code and related text amendments, and by amending the official City of Auburn Zoning map as shown on the attached draft dated February 9, 2016.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 3-7-2016

Order 14-03072016

Author: Sue Clements-Dallaire

Subject: Appointment of Board and Committee Members

Information: The Appointment Committee met on February 29, 2016 to review applications and make their nominations. The following individuals have been nominated by the Committee.

Board or Committee	Term Exp. Date	Name
Planning Board	10/1/2019	Robert Bowyer (re-appointment)
Auburn Water District	3/1/2019	Tizz E.H. Crowley (new appointment)
Auburn Sewerage District	3/1/2019	Heidi McCarthy (re-appointment)
Ethics Committee (full member)	1/1/2019	Leonard Kimble (new appointment)
Ethics Committee (alternate)	1/1/2019	Marc Bernier (new appointment)
Ethics Committee (alternate)	1/1/2019	Robert Sevigny (new appointment)
Conservation Commission	6/1/2017	Charles Lafean (new appointment)
Community Development Block Grant (CDBG) Loan Committee	10/1/2016	Nikki Chabot (new appointment)
Board of Assessment Review	10/01/2019	Robert Hayes (new appointment)
Board of Assessment Review	10/01/2019	Larry Pelletier (new appointment)
Board of Assessment Review (alternate)	10/01/2017	Tizz E.H. Crowley

Advantages: Fills the vacant positions.

Disadvantages: No apparent disadvantages.

City Budgetary Impacts: None

Staff Recommended Action: Recommend making appointments to fill the vacancies.

Previous Meetings and History: Appointment Committee met on April 29, 2015

Attachments:

List of vacancies

Applications

Order 14-03072016

Auburn Board & Committee Vacancies

Auburn Sewerage District (1 vacancy with a term expiration of 3/1/2019)

Auburn Water District (1 vacancy with a term expiration of 3/1/2019)

Audit and Procurement Committee (1 vacancy with a term expiration of 12/1/2017)

Board of Assessment Review (5 vacancies - 2 full members both with term expirations of 10/1/2019 and 3 alternate positions with term expirations of 10/1/2016, 10/1/2017, and 10/1/2020)

Cable TV Advisory Committee (3 vacancies with 1, 2, and 3 year term expiration)

CDBG (Community Development Block Grant) Loan Committee (1 vacancy, with a 10/1/2016 term expiration)

Conservation Commission (1 vacancy with a term expiration of 6/1/2017)

Ethics Committee (3 vacancies - 1 full member and 2 alternate members, all with term expirations of 1/1/2019)

Finance Committee (1 vacancy, alternate member with a term expiration of 12/1/2017)

Forest Board (1 vacancy with a term expiration of 10/1/2017)

Planning Board (1 vacancy, term expiration 10/1/2019)

Recreation Advisory Board (7 vacancies, term expirations to be determined)



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

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Date: 12/30/15

Last name: Buenier First name: MARC Middle initial: R.

Residence address: 41 Hatch Rd Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-786-3456 Cell phone: 207-212-5286

Email address: mbuenier@generalinsulation.com

Current occupation: General Manager

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): BS Business Admin USM

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☒ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☐ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I have an interest in promoting integrity within our town government plus I am interested in participating more with community affairs.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

See above

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature:  Date: 12/30/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 12/30/15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Leonard Kimble [leonard@lkimble.net]
Sent: Friday, February 19, 2016 2:32 PM
To: Susan Clements-Dallaire
Subject: Auburn Ethics Committee Application - Leonard Kimble
Attachments: Leonard Kimble Resume - Kennebec.pdf; LKimble_AuburnEthicsCommittee_2016.pdf

Hello Ms. Clements-Dallaire,

Attached to this email please find my application for appointment to the City of Auburn Ethics Committee.

Thank you for your kind consideration,
Leonard Kimble

--

A Message From... Leonard Kimble, Jr.

leonard@lkimble.net

<http://about.me/lkimble>

Find me on:

[Facebook](#) | [LinkedIn](#) | [Twitter](#)



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2/19/16

Last name: Kimble First name: Leonard Middle initial: _____

Residence address: 63 Olive Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 783-2420 Work phone: 622-5801 x2173 Cell phone: 615-9729

Email address: Leonard@LKimble.net

Current occupation: IT Manager at Kennebec Savings Bank

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): (resume attached)

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☒ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☐ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

____ Water District

____ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____

I feel I can listen to issues or arguments in an impartial manner. _____

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _____

In the hopefully infrequent instances where this board is called upon, I hope to bring a calm, pragmatic voice to any issues. _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____

Not in the Auburn area. But I currently serve on a Small Business Resource Team in the Augusta area. _____

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

CDBG Loan Committee _____

Dates served (if known)? 2012-2013 _____

How did you learn of this vacancy? City of Auburn's website _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Leonard Kimble _____ Date: 2/19/16 _____

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/19/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

SUMMARY OF SKILLS: MCSE with eighteen years experience in technology consulting, project management, network and systems administration and end-user client support. Excellent customer service and communication skills.

AREAS OF EXPERTISE

Network Operating Systems:	Windows 2003/2008 Server, SUSE Linux Enterprise Server
Desktop Operating Systems:	Windows XP/7, Ubuntu 12.04, OpenSUSE Linux
E-mail:	Microsoft Exchange 2003/2010, Zimbra Collaboration Suite
Server Applications:	VMware, Active Directory, Symantec Endpoint Security, Kaspersky Enterprise Space, McAfee VirusScan Enterprise

EDUCATION and CERTIFICATIONS

Microsoft Certified Systems Engineer (MCSE)	Windows Server 2003, Windows Server 2000
Massachusetts Institute of Technology	Completed two years toward Bachelor's Degree

RELEVANT EXPERIENCE

Kennebec Savings Bank	Augusta, ME	April 2013 – Present
<i>Information Technology Manager</i>		

- Responsible for the daily management of the IT Department and supporting the Bank's network and mainframe computer operations.
- Monitor and maintain the overall architecture of the Bank's technology infrastructure; troubleshooting problems and issues and recommending solutions.
- Creating, tracking and reporting on IT projects and tasks, as well as leading and participating in assigned projects.

Brann & Isaacson	Lewiston, ME	December 2010 – April 2013
<i>IT Administrator</i>		

- Responsible for the stable operation, maintenance, installation, security, and growth of the firm's 45-user computer network, servers and related software
- Researched, tested, and evaluated solutions to hardware and software issues
- Maintained equipment and software inventory using Spiceworks help desk and IT management application
- Managed relationships with IT consulting firms and vendors
- Researched and implemented plans for backup and disaster recovery using Dell AppAssure, server virtualization using VMware, workstation replacement, and network infrastructure improvements
- Researched and implemented mobile device and laptop encryption policy
- Replaced antiquated wireless network with secure dual-network using cloud-controlled Meraki solution

Reliable Networks of Maine, LLC	Portland, ME	January 2004 – November 2010
<i>Senior Network Engineer</i>		

- Provided technology consulting for small and medium-sized companies nationwide
- Performed proactive after-hours network and server maintenance
- Performed network infrastructure and server migrations
- Wrote client proposals including network surveys with software and system deployments
- Designed and built VMware virtual networks and servers
- Connected remote client offices via hardware VPN solutions and engineered remote access solutions

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

Sappi Fine Paper

South Portland, ME August 2003 – January 2004

Service Desk Analyst (contract work via Manpower Professional Staffing)

- Provided 1st level phone support for all end-user requests and service calls
- Responsibilities included user account management (for Active Directory, SAP and other systems), remote administration and diagnosis of desktop systems, and technical direction for co-workers and end-users

Ship Right Solutions

Westbrook, ME

June 2003 – July 2003

IT Consultant (contract work via Bonney Staffing)

- Purchased and installed new Windows 2000 server, while upgrading Windows NT domain to Windows 2000 Active Directory
- Installed new Citrix Metaframe XP server into existing server farm
- Performed maintenance and hardware and software upgrades on all workstations and servers
- Recommended and implemented best security practices, network policies, and hardware and software

The Charlton Group

Natick, MA

April 2000 - January 2003

Network Specialist

- Managed several small clients, providing consultation, support, and training
- Project lead for deployment of desktops at the corporate office of a large defense contractor
- Performed in-place upgrades of Microsoft Exchange 5.5 to Exchange 2000 and Windows NT Server 4.0 to Windows 2000 Server with Active Directory
- Provided LAN administration, 2nd tier help desk support and technical supervision of staff and interns for a Fortune 100 company
- Administered Lotus Notes Domino 5.x server and provided Lotus Notes client support
- Provided help desk support, LAN administration, and end user training for a medium sized company in an outsourcing model
- Installed and configured Sonicwall firewalls for small to medium sized companies

Massachusetts Institute of Technology

Cambridge, MA

May 1997 - March 2000

Network Consultant/Systems Administrator

- Primary Systems Administrator for several departments consisting of 5 Windows NT servers and 300 users in heterogeneous environments across campus
- Internal Consulting Division's liaison to MIT Helpdesk and ADSM backup software services team
- Provided 2nd tier NT support to LAN administrators and 2nd tier support for corporate help desk
- Led MIT's Windows NT Local Area Experts group. Responsible for conducting and presenting at weekly meetings to discuss issues with MIT's NT infrastructure
- Interviewed potential employees, trained incoming staff on network operating systems and customer service practices

ORGANIZATIONS and AFFILIATIONS

Kennebec Leadership Institute – Class XXX (2016)

Kennebec Valley Chamber of Commerce

Androscoggin Chamber of Commerce

Theta Xi National Fraternity

KV Small Business Resource Team

Child Care Advisory Council – State of Maine

Business Networking International (BNI)

Young Professionals of Lewiston-Auburn Area (YPLAA)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 11/1/15

Last name: Sevigny First name: Robert Middle initial: A

Residence address: 86 Sixth Street Ward: Five

City: Auburn State: Maine Zip code: 04210

Home phone: 207-831-2194 Work phone: _____ Cell phone: 207-831-2194

Email address: rsevigny@roadrunner.com

Current occupation: Emergency Vehicle Mechanic

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): High School Grad & Veteran

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or reappointment or desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I am a person of honor and integrity and I feel I have a lot to offer my community. I would like to serve as a full member.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To make Auburn above reproach.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?
 Cable TV advisory board.

Dates served (if known)? 08/15 to present until it disbands.

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)?

How did you learn of this vacancy? Email from City

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert A Sevigny Date: 11/1/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-1-15
APPOINTMENT DATE:
TERM EXPIRATION DATE:
OATH DATE:



JAN 25 2016

**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

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Date: 1/25/2016
Last name: HAYES First name: ROBERT Middle initial: P
Residence address: 172 ALLAN AVE Ward: 2
City: AUBURN State: ME Zip code: 04210
Home phone: 201-782-1386 Work phone: _____ Cell phone: 201-232-3903
Email address: JLHAYES1868@YAHOO.COM
Current occupation: ARTIST, BUT DOING PART TIME & VOLUNTARY WORK
Previous occupation (if retired or no longer working): MANAGER JLHAYES & CO. (26 WAY)
Educational and/or experience (or attach your resume): RESUME ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

___ Water District

___ Zoning Board of Appeals

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD 1977-1989 COUNCIL 2003-2015

Dates served (if known)? u u

How did you learn of this vacancy? WEB SITE

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 1/25/2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: JAN 25 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

January 25, 2016

Robert Hayes
172 Allen Ave.
Auburn, ME 04210

City of Auburn
60 Court St.
Auburn, ME 04210

To all involved:

Having grown up in Auburn and having returned to Auburn after further education, military service and a period of residence and employment in the greater Portland area, I consider myself a proud and nearly life long resident of Auburn. Growing up, I certainly appreciated and enjoyed the amenities and opportunities available in Auburn. Raising a family in Auburn, I more fully realized the qualities of life that the community offers.

Over a number of years, Auburn provided me the opportunity to first serve as a member of the City's Planning Board and later as a City Councilor. Both positions allowed me to continue my interest in community/regional planning, which carried forward my previous academic study and employment experience. Having enjoyed those many years of community government activity, I would like to continue participation in such. My first choice would be to rejoin the Planning Board. However, I will certainly apply myself to other areas where there is need for additional public involvement.

Thank you for your consideration.

Sincerely,


Robert Hayes

ROBERT P. HAYES

172 Allen Ave.
Auburn, Maine 04210

(207) 782-1386
(207) 232-3903

OBJECTIVE:

Having sold land of and retired from a 4-generation retail business, I am seeking a part-time sales position with a progressive retail business requiring customer service, marketing skills and product knowledge.

SUMMARY OF QUALIFICATIONS:

- * Forty (40) years of experience managing sales and operations of a retail/wholesale business.
- * Ability to work as part of a team of managers and customer service personnel
- * Strengths in marketing and merchandising.
- * Customer service focus, emphasizing product knowledge and positive communications.
- * Self-motivated dedication and performance.

PROFESSIONAL EXPERIENCE:

- * J.L.HAYES/AGWAY, Lewiston/Auburn, Maine
 - > Proprieter/Manager 1975-2013
- * E.C.JORDAN COMPANY, Portland, Maine
 - > Community/Regional land-use planner 1969-1970 and 1973-1975
- * U.S. NAVY
 - > Active Duty Supply Officer aboard the USS Allen M. Sumner (DD-692) 1970-1973
 - > Reserve Duty Supply Officer attached to a number of defense support units 1973-1993

COMMUNITY INVOLVEMENT:

- * City of Auburn, Council 2003-Present *2015*
- * City of Auburn, Planning Board 1977-1989
- * City of Lewiston, Downtown Development & Management Corp. 1980-1987
- * Androscoggin County Chamber of Commerce

EDUCATION:

- * Public Administration Courses, University of Maine at Augusta 1975-1977
- * Business Administration (BS), University of Southern Maine, Portland 1975
- * Industrial Economics (BS), Union College, Schenectady, New York 1969
- * Navy Supply Officer Corps School, Athens, Georgia 1971

PERSONAL:

- * Married with adult daughter and son, and three grandchildren
- * Enjoy sailing, swimming, tennis, skiing and home projects

REFERENCES:

- * Available upon request



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 11/17/15

Last name: Pelletier First name: Lawrence Middle initial: B

Residence address: 129 Second Street Ward: 5

City: Auburn State: Maine Zip code: 04210

Home phone: 207-241-7119 Work phone: _____ Cell phone: 319-3018

Email address: concernedcitizen129@gmail.com

Current occupation: Retired

Previous occupation (if retired or no longer working): Store Mgr. / Maine Oxy

Educational and/or experience (or attach your resume): Graduate of E. L.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☒ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ L/A Transit Committee

☐ Planning Board

☐ Recreation & Special Events

☐ Sewer District

☐ Water District

☐ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

Asked if I was interested to apply for one of the vacancies. Always willing to help our City when & where I can.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Hoping to provide another outlook on the appeals review process.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? School Curriculum & Wellness, Citizens Advisory, Parks & Rec. Sub-Committee

Dates served (if known)?

Presently serving

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

School Committee 2 1/2 terms

Dates served (if known)?

Resigned early 2015

How did you learn of this vacancy?

Eric Cousens

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature:

Larry Pelletier

Date:

11/7/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED

NOV 18 2015

APPOINTMENT DATE:

TERM EXPIRATION DATE:

OATH DATE:

Susan Clements-Dallaire

From: Tizz Crowley [tizzcrowley@yahoo.com]
Sent: Wednesday, February 24, 2016 10:01 PM
To: Susan Clements-Dallaire
Subject: know the City needs members on this committee- so application for Board of Assessment Review
Attachments: CROWLEY APPLICATION Board of Assessment Review resume 2016.02.22.doc; CROWLEY APPLICATION Board of Assessment Review application 2016.02.22.docx

Sue I just found this version in my drafts folder. I hope you got the final one on Monday before the deadline. I decided not to do a cover letter but will speak to the appointment committee on Monday.

Thanks,
Tizz

Hi:

I have watched this committee struggle for membership and volunteers. I think the challenge is the job and responsibilities are not clear. Often it seems that a Real Estate broker would be the only acceptable candidate. I can't imagine an active broker would want to be put in the difficult decision of rendering an opinion contrary to a resident... who might be a future customer.

I'm happy to help out. I would be willing to do what is necessary to contribute to a successful process.

I would hope the Council understands I have strong interests in my other application fields, but I have the time and would be just as dedicated to this endeavor.

Thanks,
Tizz



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: February 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached I have **significant experience with State and Federal regulations. I also understand the City has a great need for members of this Board. My willingness to study, train and serve is a way I can balance my fun and more interesting committee interests with a place that needs members. I would give the same level of commitment to this group as I do others.**

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

<input type="checkbox"/> 9-1-1 Committee	<input type="checkbox"/> Airport Board
<input type="checkbox"/> Auburn Housing Authority	<input type="checkbox"/> Audit & Procurement Committee
<input checked="" type="checkbox"/> Board of Assessment Review	<input type="checkbox"/> Cable TV Advisory Board
<input type="checkbox"/> CDBG Loan Committee	<input type="checkbox"/> Community Forest Board
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Ethics Panel
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> L/A Transit Committee
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Poland-Auburn Economic Development Committee
<input type="checkbox"/> Recreation & Special Events	<input type="checkbox"/> Sewerage District
<input type="checkbox"/> Water District	<input type="checkbox"/> Zoning Board of Appeals

Is this application for a XX new appointment or reappointment or desire to move from an alternate/associate to full member?

CROWLEY, TIZZ AUBURN BOARD OF ASSESSMENT REVIEW APPLICATION page 2

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I know the City of Auburn has a significant need to have a full panel of members on this committee. It has not been able to get sufficient volunteers and I'd like to help. I believe I have the skills and am willing to do all the needed training. I want to help. If there are sufficient candidates, please put me at the bottom of the list. I just want to be sure the City has a full membership so work can be completed.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). **I hope to help the committee become full strength so it may address the pending issues that have been delayed for months. I would also like to reduce the risk the City of Auburn has by not having a fully staffed Board of Assessment Review.**

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee_____

Dates served (if known)? **I was appointed in 2015 by both organizations**_____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____
Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative _Dates served? **_Noted_**

How did you learn of this vacancy? **_City of Auburn e-alert and I continue to attend the Sewerage District Trustee Meetings**_____

If I was appointed to the Water District, I would hope I might resume my position as Treasurer, but have particular interest in being appointed the Trustee representative on the Lake Auburn Watershed Protection Commission. I would be a strong advocate for the residents of Auburn. This position will be available when the new Trustee is appointed.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ **Tizz E. H. Crowley** _____ Date: **February 22, 2016**_____

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/24/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468

EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
 - chart audits for coding and documentation compliance
 - special projects including "lost charges" searches, pricing and reimbursement concerns
Very successful in uncovering missing revenue generated by unbilled services
 - education and training for providers regarding billing, documentation and compliance
 - trained other staff in charge entry and basic coding for family practice and pediatrics
 - designing charge forms for capture of services
 - assisted billing staff with patient and insurance questions.
- I received a 'Citation for Excellence' for work with patient statements generation.

Current Employment: **Retired.**

Prior Employment:

Coder Physician Services- *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center
Physician Practices
Brunswick, Maine

Practice Manager- *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*

2004-2007 Central Maine Obstetrics & Gynecology
Lewiston, Maine 04240

Administrator- Chief Executive Officer *responsible for all non-medical aspects of the practice.*

1985- 2005 Bangor Ear, Nose, and Throat Professional Association
Bangor, Maine
Continue to handle any remaining business of the practice since the closure.

Administrator- Chief Administrative Officer *responsible for all non-medical aspects of the practice.*

1983-1985 Maxwell, Roediger, & Knowland, MDPA
Portland, Maine

Administrator- Chief Executive Officer *responsible for all non-medical aspects.*

1977-1983 Kennebec Radiology Professional Association
Augusta, Maine

Principal- Management Consultant *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*

1980 – 2005 Hampden, Maine

Medical Industry Marketing Representative- *vertical industry representative for healthcare including small hospitals and physician offices*

1973- 1977 International Business Machines
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member
 1978-1983, 1991-1994 **New Hampshire MGMA:** Member
 1979-1991 **Maine Medical Practice Management Association:** Charter Member, President (2 terms)
 1979-present **American College of Medical Practice Executives:** Certification 1980 Life Member
 1988-2004 **Otolaryngology Administration Assembly:** President (two terms)
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker
 1991-1995 **Professional Association of Health Care Office Managers:** Member
 1993-1994 American Academy of Otolaryngology- Head & Neck Surgery, Inc. **Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**
 1985-1991 Board of Directors: **Breast Diagnostic Center**
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors
 1986-1989 Board of Directors: **Opera League of Maine**
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work
 1992-1993 **Hampden Academy Project Graduation**
 1987-1989 **Hampden Congregational Junior High Youth Group**
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member
 1995-1996 **American Field Service** Host Family /Former Returnee
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model
 2007 Public Service Announcements for **Buddy to Buddy** Campaign
 2011-2015 Auburn City Councilor Ward 1
 2011-2015 Auburn Sewerage District Board of Trustees
 2011-2015 Auburn Water District Board of Trustees – Treasurer 2015
 2015- present Auburn Conservation Commission- current Secretary-Treasurer
 2012- present Woman's Literary Union- By-Laws Committee Chair, Membership Committee Chair, and Special Events Committee, member of the Executive Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request

Susan Clements-Dallaire

From: Leonard Kimble [leonard@lkimble.net]
Sent: Friday, February 19, 2016 2:32 PM
To: Susan Clements-Dallaire
Subject: Auburn Planning Board Application - Leonard Kimble
Attachments: Leonard Kimble Resume - Kennebec.pdf; LKimble_AuburnPlanningBoardApp_2016.pdf

Hello Ms. Clements-Dallaire,

Attached to this email please find my application for appointment to the City of Auburn Planning Board.

Thank you for your kind consideration,
Leonard Kimble

--

A Message From... Leonard Kimble, Jr.

leonard@lkimble.net

<http://about.me/lkimble>

Find me on:

[Facebook](#) | [LinkedIn](#) | [Twitter](#)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2/19/16

Last name: Kimble First name: Leonard Middle initial: _____

Residence address: 63 Olive Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 783-2420 Work phone: 622-5801 x2173 Cell phone: 615-9729

Email address: Leonard@LKimble.net

Current occupation: IT Manager at Kennebec Savings Bank

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): (resume attached)

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☒ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

____ Water District

____ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I'm eager to find a productive and official manner in which to give back to the community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

I hope to become more knowledgeable of the long-term goals for the City and the comprehensive plan for improving Auburn.

I feel this also will be a great opportunity to gain a better understanding of city issues.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Not in the Auburn area. But I currently serve on a Small Business Resource Team in the Augusta area.

Dates served (if known)?

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

CDBG Loan Committee

Dates served (if known)? 2012-2013

How did you learn of this vacancy? City of Auburn's website

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Leonard Kimble

Date: 2/19/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/19/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

SUMMARY OF SKILLS: MCSE with eighteen years experience in technology consulting, project management, network and systems administration and end-user client support. Excellent customer service and communication skills.

AREAS OF EXPERTISE

Network Operating Systems:	Windows 2003/2008 Server, SUSE Linux Enterprise Server
Desktop Operating Systems:	Windows XP/7, Ubuntu 12.04, OpenSUSE Linux
E-mail:	Microsoft Exchange 2003/2010, Zimbra Collaboration Suite
Server Applications:	VMware, Active Directory, Symantec Endpoint Security, Kaspersky Enterprise Space, McAfee VirusScan Enterprise

EDUCATION and CERTIFICATIONS

Microsoft Certified Systems Engineer (MCSE)	Windows Server 2003, Windows Server 2000
Massachusetts Institute of Technology	Completed two years toward Bachelor's Degree

RELEVANT EXPERIENCE

Kennebec Savings Bank	Augusta, ME	April 2013 – Present
<i>Information Technology Manager</i>		

- Responsible for the daily management of the IT Department and supporting the Bank's network and mainframe computer operations.
- Monitor and maintain the overall architecture of the Bank's technology infrastructure; troubleshooting problems and issues and recommending solutions.
- Creating, tracking and reporting on IT projects and tasks, as well as leading and participating in assigned projects.

Brann & Isaacson	Lewiston, ME	December 2010 – April 2013
<i>IT Administrator</i>		

- Responsible for the stable operation, maintenance, installation, security, and growth of the firm's 45-user computer network, servers and related software
- Researched, tested, and evaluated solutions to hardware and software issues
- Maintained equipment and software inventory using Spiceworks help desk and IT management application
- Managed relationships with IT consulting firms and vendors
- Researched and implemented plans for backup and disaster recovery using Dell AppAssure, server virtualization using VMware, workstation replacement, and network infrastructure improvements
- Researched and implemented mobile device and laptop encryption policy
- Replaced antiquated wireless network with secure dual-network using cloud-controlled Meraki solution

Reliable Networks of Maine, LLC	Portland, ME	January 2004 – November 2010
<i>Senior Network Engineer</i>		

- Provided technology consulting for small and medium-sized companies nationwide
- Performed proactive after-hours network and server maintenance
- Performed network infrastructure and server migrations
- Wrote client proposals including network surveys with software and system deployments
- Designed and built VMware virtual networks and servers
- Connected remote client offices via hardware VPN solutions and engineered remote access solutions

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

Sappi Fine Paper

South Portland, ME August 2003 – January 2004

Service Desk Analyst (contract work via Manpower Professional Staffing)

- Provided 1st level phone support for all end-user requests and service calls
- Responsibilities included user account management (for Active Directory, SAP and other systems), remote administration and diagnosis of desktop systems, and technical direction for co-workers and end-users

Ship Right Solutions

Westbrook, ME

June 2003 – July 2003

IT Consultant (contract work via Bonney Staffing)

- Purchased and installed new Windows 2000 server, while upgrading Windows NT domain to Windows 2000 Active Directory
- Installed new Citrix Metaframe XP server into existing server farm
- Performed maintenance and hardware and software upgrades on all workstations and servers
- Recommended and implemented best security practices, network policies, and hardware and software

The Charlton Group

Natick, MA

April 2000 - January 2003

Network Specialist

- Managed several small clients, providing consultation, support, and training
- Project lead for deployment of desktops at the corporate office of a large defense contractor
- Performed in-place upgrades of Microsoft Exchange 5.5 to Exchange 2000 and Windows NT Server 4.0 to Windows 2000 Server with Active Directory
- Provided LAN administration, 2nd tier help desk support and technical supervision of staff and interns for a Fortune 100 company
- Administered Lotus Notes Domino 5.x server and provided Lotus Notes client support
- Provided help desk support, LAN administration, and end user training for a medium sized company in an outsourcing model
- Installed and configured Sonicwall firewalls for small to medium sized companies

Massachusetts Institute of Technology

Cambridge, MA

May 1997 - March 2000

Network Consultant/Systems Administrator

- Primary Systems Administrator for several departments consisting of 5 Windows NT servers and 300 users in heterogeneous environments across campus
- Internal Consulting Division's liaison to MIT Helpdesk and ADSM backup software services team
- Provided 2nd tier NT support to LAN administrators and 2nd tier support for corporate help desk
- Led MIT's Windows NT Local Area Experts group. Responsible for conducting and presenting at weekly meetings to discuss issues with MIT's NT infrastructure
- Interviewed potential employees, trained incoming staff on network operating systems and customer service practices

ORGANIZATIONS and AFFILIATIONS

Kennebec Leadership Institute – Class XXX (2016)

Kennebec Valley Chamber of Commerce

Androscoggin Chamber of Commerce

Theta Xi National Fraternity

KV Small Business Resource Team

Child Care Advisory Council – State of Maine

Business Networking International (BNI)

Young Professionals of Lewiston-Auburn Area

(YPLAA)



JAN 25 2016

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 1/25/2016

Last name: HAYES First name: ROBERT Middle initial: P

Residence address: 172 ALLEN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207-782-1386 Work phone: _____ Cell phone: 201-232-3903

Email address: JL HAYES1868@YAHOO.COM

Current occupation: RETIRED, BUT DOES PART TIME & VOLUNTARY WORK

Previous occupation (if retired or no longer working): MANAGER JL HAYES & CO. (ASWAY)

Educational and/or experience (or attach your resume): RESUME ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☒ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). LETTER ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD 1977-1989 COUNCIL 2003-2015

Dates served (if known)? 4 7

How did you learn of this vacancy? WERE SITE

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 1/25/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

DATE APPLICATION RECEIVED: JAN 25 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

FOR OFFICE USE ONLY

January 25, 2016

Robert Hayes
172 Allen Ave.
Auburn, ME 04210

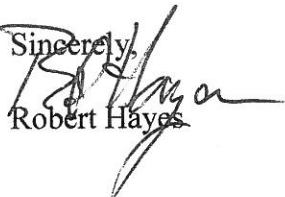
City of Auburn
60 Court St.
Auburn, ME 04210

To all involved:

Having grown up in Auburn and having returned to Auburn after further education, military service and a period of residence and employment in the greater Portland area, I consider myself a proud and nearly life long resident of Auburn. Growing up, I certainly appreciated and enjoyed the amenities and opportunities available in Auburn. Raising a family in Auburn, I more fully realized the qualities of life that the community offers.

Over a number of years, Auburn provided me the opportunity to first serve as a member of the City's Planning Board and later as a City Councilor. Both positions allowed me to continue my interest in community/regional planning, which carried forward my previous academic study and employment experience. Having enjoyed those many years of community government activity, I would like to continue participation in such. My first choice would be to rejoin the Planning Board. However, I will certainly apply myself to other areas where there is need for additional public involvement.

Thank you for your consideration.

Sincerely,

Robert Hayes

ROBERT P. HAYES

172 Allen Ave.
Auburn, Maine 04210

(207) 782-1386
(207) 232-3903

OBJECTIVE:

Having sold land of and retired from a 4-generation retail business, I am seeking a part-time sales position with a progressive retail business requiring customer service, marketing skills and product knowledge.

SUMMARY OF QUALIFICATIONS:

- * Forty (40) years of experience managing sales and operations of a retail/wholesale business.
- * Ability to work as part of a team of managers and customer service personnel
- * Strengths in marketing and merchandising.
- * Customer service focus, emphasizing product knowledge and positive communications.
- * Self-motivated dedication and performance.

PROFESSIONAL EXPERIENCE:

- * J.L.HAYES/AGWAY, Lewiston/Auburn, Maine
 - > Proprieter/Manager 1975-2013
- * E.C.JORDAN COMPANY, Portland, Maine
 - > Community/Regional land-use planner 1969-1970 and 1973-1975
- * U.S. NAVY
 - > Active Duty Supply Officer aboard the USS Allen M. Sumner (DD-692) 1970-1973
 - > Reserve Duty Supply Officer attached to a number of defense support units 1973-1993

COMMUNITY INVOLVEMENT:

- * City of Auburn, Council 2003-Present *2015*
- * City of Auburn, Planning Board 1977-1989
- * City of Lewiston, Downtown Development & Management Corp. 1980-1987
- * Androscoggin County Chamber of Commerce

EDUCATION:

- * Public Administration Courses, University of Maine at Augusta 1975-1977
- * Business Administration (BS), University of Southern Maine, Portland 1975
- * Industrial Economics (BS), Union College, Schenectady, New York 1969
- * Navy Supply Officer Corps School, Athens, Georgia 1971

PERSONAL:

- * Married with adult daughter and son, and three grandchildren
- * Enjoy sailing, swimming, tennis, skiing and home projects

REFERENCES:

- * Available upon request



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: Nov. 19, 2015

Last name: BOWYER First name: ROBERT Middle initial: A.

Residence address: 15 COUNTRY CLUB DRIVE Ward: 4

City: AUBURN State: ME. Zip code: 04210

Home phone: 786-7418 Work phone: — Cell phone: —

Email address: bowyer9771@roadrunner.com

Current occupation: retired

Previous occupation (if retired or no longer working): CITY PLANNER

Educational and/or experience (or attach your resume): ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☒ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ___ new appointment or X reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD

Dates served (if known)? APRIL 2010 - PRESENT

Have you previously served on a City or Community Board or Committee? If so, which one(s)? COMPREHENSIVE PLAN COMMITTEE

Dates served (if known)? 2007 - 2010

How did you learn of this vacancy? NOTIFIED BY CITY CLERK

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert A. Bowyer Date: Nov. 19, 2015

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-20-15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

City of Auburn Application Form

Please describe why you want to serve on this committee:

Recently the Planning Board has begun to be more than a Board that acts on applications for special permits etc. The Board has been having workshop meetings, at which no applications are heard, and is working on proposed amendments to the Zoning Ordinance that are recommended in the 2010 Comprehensive Plan and on other planning projects. I strongly endorse working on planning projects.

I have years of professional experience drafting municipal land use regulations that is valuable in reviewing proposed amendments drafted by the staff. I have also drafted parts of the proposed amendments. As the then Chair I advocated for and drafted parts of the new Policies and Procedures Manual adopted by the Board.

If a City has a retired professional city planner with 40 years of experience, that resource should be used. I am glad to contribute and supplement the work of the City's excellent professional staff. That allows me to continue to be involved somewhat in my life's work.

What Do You Hope to Accomplish

I intend to continue to advocate for planning projects beyond the Board's required actions on applications for special permits etc.

One focus should be revitalization of the downtown area and the New Auburn business district.

I believe that an economic asset we have that should be exploited in encouraging new tax paying development is the availability of reasonably priced housing. Portland and the Boston area have over heated housing markets toward which Auburn and Lewiston offer an alternative. I would encourage construction of a greater diversity of housing oriented to different age groups and income levels.

There are provisions in the Zoning Ordinance that need to be reviewed, revised and updated. No one seems to have a good explanation as to why they were included and what they accomplish other than they have been in the Ordinance for decades. This is comparable to a family's attic or cellar. Some periodic housecleaning is in order.

15 Country Club Drive, Auburn, Maine 04210
207-786-7418 email: bowyer9771@roadrunner.com

EDUCATION:

Harvard College, B.A. (Government), 1956

Harvard University, Graduate School of Design, Master in City Planning, 1964

PROFESSIONAL EXPERIENCE:

Planning Director, Town of Lexington, MA. population 30,000 1980 - 2000

supervising staff of up to 5 people in all phases of town planning; specialized in land use regulations, housing, transportation, central business district, public facilities, capital improvements programming, demographic analysis, comprehensive planning

Massachusetts Bay Transportation Authority (regional transit agency) 1977- 1980

concentrating in transportation planning, capital improvements programs and federal grant relations

Town of Burlington, MA., population 22,000 1976 - 1977 Executive Secretary to the Board of Selectmen chief administrative officer for the Board of Selectmen

City of Cambridge, population 105,000 1968-1976, Director of Planning & Development

supervising staff of as many as 42 people in all phases of city planning and the administration of certain grant programs; specialized in comprehensive planning, central business district planning, capital improvements programs, school building planning, housing planning, zoning, transportation planning, construction of public facilities

The Planning Services Groups, Cambridge, MA., 1964 - 1967 Project Planner

responsible for preparation of comprehensive plan and complete revision of Zoning By-Law for Wellesley, MA.; preparation of comprehensive revision of Zoning Ordinance for Derry, NH; preparation of capital improvements program for Salem, MA.; preparation of parts of the comprehensive plan for South Hadley, MA. and Derry, NH

City of Cambridge, MA., 1960 - 1964 Associate Planner, Planning Board

responsible for review of applications to the Board of Zoning Appeals, drafting amendments to the Zoning Ordinance, preparation of transportation studies

PROFESSIONAL AFFILIATIONS:

American Institute of Certified Planners, AICP, the national professional organization, affiliated with the American Planning Association, for which there are educational and experience requirements; member since 1986; awarded certificates in 1992 - 1995 for participation in AICP's newly initiated Continuing Professional Development Program; taught some workshops in the CPDP

American Institute of Planners, AIP, the predecessor organization to APA and AICP; Full Member, 1969 - 1978; member Board of Directors of New England Chapter, AIP, 1970 - 1974

American Planning Association, Charter Member, 1978 to present

Member, Planning & Law Division, 1981 to present
Member, Transportation Planning Division, 1981 to present
Massachusetts Association of Planning Directors, MAPD, 1968 - 1976, 1980 - 2000; Chairman, 1972

AWARDS:

Massachusetts Chapter, American Planning Association, 2000 Distinguished Leadership/Service Award for a Professional Planner. The Chapter's citation read:

In the course of his over forty years as a practicing planner, Robert Bowyer, AICP, has led by example. He has excelled at translating objectives into regulations and ordinances that really work. His legacy includes contributions in the fields of affordable housing, municipal exactions and alternative transportation. While working for Lexington, Mr. Bowyer authored the innovative Inclusionary Housing Policy and a flexible cluster ordinance that promotes alternative housing types. Under this ordinance proposals are evaluated along impact criteria, not simply by the number of units. Many of the provisions of the Lexington Zoning Bylaw have served as models for other communities. Mr. Bowyer has made planning more effective and his efforts have helped to raise the profile of local planners. The Massachusetts Chapter looks forward to Mr. Bowyer continuing to teach and lead the membership.

Massachusetts Chapter, American Planning Association, 1995 "Outstanding Planning Award for Comprehensive Planning" to Town of Lexington, Planning Department

PUBLICATIONS:

Books, Reports:

American Planning Association, *Planning Advisory Service Report No. 442, "Capital Improvements Programs: Linking Budgeting and Planning"*, 1993

Citizens Planner Training Collaborative, *The Comprehensive (Master) Plan* - A primer on the Comprehensive Plan written for members of planning boards throughout Massachusetts, 1996

Articles:

"Regional Commercial Growth Management" in the *Proceedings of the 1986 National Conference on Suburban Expressways and Beltways*. This paper dealt with the relationship between local development policies and zoning and transportation demand management as a means of countering the trends toward "suburban gridlock".

"Housing Appeals Committee Upholds Permanent Affordability Condition", *New England Planning*, October, 1992 This article reported on the landmark decision of the State of Massachusetts Housing Appeals Committee that upheld the Town of Lexington decision to require the affordability of housing units in perpetuity in comprehensive permits that overrode the Town's Zoning By-Law.

"Diversification of Housing Supply to Accommodate Smaller Households: Can Single and Multiple Households Coexist in Suburban Settings?" in *Zoning and Planning Law Report*, Vol. 23, No. 10, November 2000; co-authored with Erica L. Powers, Esq. The article reported on the growing disparity between the available housing stock (largely

single-family houses) in suburbs and the need for housing accommodations for smaller households and the creative approaches Lexington used to build housing units for people who are more diverse with respect to income, age and household size.

UNIVERSITY TEACHING EXPERIENCE:

Guest lecturer:

Massachusetts Institute of Technology, Department of Urban Studies and Planning, 1994 - 1998;
University of Rhode Island, Graduate Program in Community Planning, 1993, selected to deliver a lecture at the 30th anniversary of the Program;

University of Massachusetts, Department of Landscape Architecture and Regional Planning, 1992;

Harvard University, Graduate School of Design, 1972

Design or Planning Studio Projects:

Harvard University, Graduate School of Design, 1972, 1973

PROFESSIONAL CONFERENCES OR WORKSHOPS:

National Conferences, American Planning Association

Washington, D.C., 1992, invited to deliver paper and conduct AICP Training Session on Capital Improvements Programs

Orlando, Fla. 1995, participated in workshop conducted for APA's 49 chapters on training programs for citizen Planning Board members. Reported on the experience of the Massachusetts Citizen Planner Training Collaborative.

New York, NY, 2000, moderator for a workshop on housing "mansionization"

Conferences, Training Programs in Massachusetts

Delivered papers, conducted workshops or participated in numerous panels for: the New England and Massachusetts Chapters of APA; Massachusetts Association of Planning Directors; Massachusetts Municipal Association; Citizens Housing and Planning Association; Massachusetts Executive Office of Communities and Development, EOCD; Metropolitan Area Planning Council; MAPC; Mass. Federation of Planning & Appeals Boards.

Conducted training sessions for the APA Professional Development Program

Citizen Planner Training Collaborative, designated representative of Massachusetts Association of Planning Directors to a collaborative of six planning organizations to provide training for elected and appointed members of planning and appeals boards. Served on the first Board of Directors that launched the program now considered a model training program nationally. Drafted the training module on comprehensive planning.

Mass. Bar Association, Continuing Legal Education Program, 1997-1999, Instructor in subdivision and zoning

COMMITTEES:

Massachusetts Executive Office of Communities and Development, EOCD, Community Review Board, created by Mass. General Laws, Chapter 40A, Section 23B, Low- and Moderate-Income Housing (also known as the Anti-Snob Zoning Law that authorizes the issuance

of a comprehensive permit overriding municipal zoning to allow for the construction of affordable housing) and 760 Code of Massachusetts Regulations dealing with comprehensive permits. Served a two year term on state wide board that reviewed Housing Development Action Plans prepared by cities and towns for relief from certain parts of Section 23B, Low- and Moderate-Income Housing, and applications for comprehensive permits.

Massachusetts Executive Office of Communities and Development, EOCD, Working Group on Chapter 40A, Section 23B, Low- and Moderate-Income Housing participated in the drafting of 760 Code of Massachusetts Regulations 45.00 and 46.00 dealing with comprehensive permits.

PLANNING AND ZONING LITIGATION

Expert Witness

Qualified as an expert witness on planning and zoning and testified in eight trials in the Land Court, Middlesex Superior Court and Norfolk Superior Court. 1975, 1990-1996

Assistance in Preparation for Trials

Assisted Lexington Town Counsel in four trials. Provided some, or all, of the following assistance (varied by case): developed arguments, reviewed and critiqued drafts of the Town's briefs and those of plaintiffs, prepared and assembled exhibits and evidence, made affidavits, attended trials to hear testimony (although I did not testify).

OTHER PROFESSIONAL EXPERIENCE

Selected to participate in the professional exchange program between the American Planning Association and the Royal Town Planning Institute, U.K. 1997 Spent two weeks in Oldham and Bolton, Lancashire observing British town planning practices and operations. Hosted my British counterpart for two weeks in Lexington, MA.

OTHER:

Elected six times to serve as a Town Meeting Member in Lexington, MA 1969-1980, 2001;

Chairman, Town Meeting Members Association, 1975

Member, Design Advisory Committee to the Planning Board in Lexington, MA. 1972-1976



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

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Date: 11/23/2015

Last name: Westbye First name: Andrea Middle initial: D

Residence address: 102 Second Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: s/a cell Work phone: 207-396-6415 Cell phone: 207-514-4307

Email address: awestbye@ucu.maine.edu

Current occupation: Real Estate Loan Processor with University Credit Union

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): See attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

___ Water District

___ Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Just over a year ago, I received my master's degree in community planning and development from USM's Muskie School of Public Service. I have a passion for planning and want to serve my community. Serving on the Planning Board will allow to contribute to my community and expand my planning knowledge and experience.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Auburn has great potential, especially my neighborhood of New Auburn, and I want to help achieve the goals set forth in both the comprehensive plan and the New Auburn Village Study.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ___
No

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? ___
Alternate member of Board of Assessment Review

Dates served (if known)? Approx 2009-2011? Unsure of exact dates

How did you learn of this vacancy? City website

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I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Andreal Westry Date: 11-23-15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-23-15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Andrea Westbye

102 Second Street, Auburn ME 04210 | 207-514-4307 | awestbye@gmail.com

Experience

REAL ESTATE LOAN PROCESSOR | UNIVERSITY CREDIT UNION | SCARBOROUGH ME | 01/2009 - PRESENT

- Responsible for preliminary single-family and multi-unit residential mortgage file preliminary underwriting and appraisal review, loan closing document preparation, monthly mortgage reports for senior management
- Lead processor for USDA-Rural Development and MaineHousing mortgages
- Maintain compliance with all state and federal mortgage lending and mortgage insurance guidelines

REAL ESTATE TITLE EXAMINER/PROCESSOR | ATLANTIC TITLE COMPANY, N/K/A ATLANTIC COAST TITLE COMPANY | SOUTH PORTLAND ME | 08/2002 - 11/2008

- Analyzed matters of record, including liens, easements and plans to verify condition of title
- Processed both residential and commercial real estate files for title updates and loan closings
- Streamlined department procedures and implemented cost-control measures
- Managed commercial department bookkeeping and prepared income reports for management

SOFTWARE TEST ENGINEER | ACCESSLINE, N/K/A INTERMEDIA | BELLEVUE WA | 04/2001 - 08/2001

- Black-box/web/client-server testing for telecommunications software in unified messaging and call control
- Maintained technical integrity of products; verified compliance with product requirements

LEAD SOFTWARE TEST ENGINEER | ELF TECHNOLOGIES, INC., N/K/A SERENGETI LAW | ISSAQUAH WA | 06/1999 - 02/2001

- Black-box/web/client-server testing for legal case management and billing software
- Supervised and trained team of testers on company products and department processes
- Created test plans for project managers and wrote test cases for each product
- Assisted technical writers in preparing accurate and detailed product release notes for client use

Education

MASTER'S DEGREE, COMMUNITY PLANNING AND DEVELOPMENT | 2014 | MUSKIE SCHOOL OF PUBLIC SERVICE, UNIVERSITY OF SOUTHERN MAINE

- Concentration in Community and Economic Development

BACHELOR OF ARTS, POLITICAL SCIENCE | 1994 | CENTRAL WASHINGTON UNIVERSITY

- Internship with Washington State Legislature



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 2/4/16

Last name: Rioux First name: Bruce Middle initial: B

Residence address: 85 Mary Carroll St. Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 713-4400 Work phone: 689-2915 Cell phone: 713-4400

Email address: brrioux@sanjournal.com

Current occupation: ADVERTISING SALES

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): 24RS UNIV OF ME. CIVIL ENGINEERING

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

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☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ L/A Transit Committee

☐ Planning Board

☐ Recreation & Special Events

☐ Sewer District

☒ Water District

☐ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). CONCERNED ABOUT VERY WARM WINTER AND IMPACT IT WILL HAVE ON LAKE AUBURN OXYGEN LEVELS THIS SUMMER. COULD EFFECT ALGAE BLOOMS AND CREATE DEVASTATING WATER EVENT IN EYES OF DEP/EPA

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). CONTINUED PROTECTION OF LAKE AUBURN TO PREVENT HAVING TO BUILD \$40 MILLION FILTRATION PLANT WITH A \$5 MILLION ANNUAL OPERATING BUDGET. LOW WATER RATES IS GOOD FOR BUSINESS AND RESIDENTS

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ON AUBURN BUSINESS DEV. CORP. BOARD.

Dates served (if known)? OVER 20 YEARS

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 1990-91; Auburn Water Dist 1991 to 2013; LAUWPCA

Dates served (if known)? SEE ABOVE

How did you learn of this vacancy? CITY POSTING & WATER DISTRICT

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Bruce Davis Date: 2/4/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: FEB 04 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Auburn Water District Role and Function of Trustees

By Superintendent, John Storer

The Auburn Water District was created by an act of the State Legislature in 1923. The District is a quasi-municipal water utility providing public drinking water and fire protection services to the citizens of the City of Auburn, Maine. The District treats and delivers approximately 1 billion gallons of water annually, or slightly more than 2.7 million gallons per day to 6,500 metered connections.

The fiscal and operational decisions of the District are made by a seven-member Board of Trustees. The City Council appoints 6 of the Trustees on staggered 4-year terms. The Mayor is allocated the 7th position, but historically the Mayor has appointed a designated representative (usually a current City Councilor) to provide a direct liaison back to the City Council. The Water District employs a full-time Superintendent to implement and oversee the day-to-day business operations of the District.

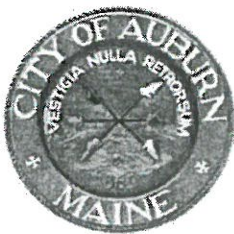
The projected 2014 Water District Budget is about \$3.37 million. Trustee meetings are open to the public and are tentatively scheduled to take place at 4:00 PM every third Wednesday of the month at the District office building at 268 Court Street.

Specific responsibilities of the Trustees include approving the annual budget, establishing customer rates, and implementing general employment policies.

Serving as the Superintendent, it is helpful to have Board members with diverse and varying backgrounds. I believe it is beneficial to have a few long-standing members, such that there is continuity and institutional knowledge in regards to some long-standing issues.

Although there is nothing specifically listed in the original District Charter, historical practice has tried to accommodate a representative from each of the 5 City Wards.

In my opinion, any citizen of Auburn could serve effectively as a Trustee. The person would just need to devote sufficient time and attention to reviewing monthly reports and data. Related skills as a private business owner, engineer, chemist, fire service, accounting, legal, financial, etc. might provide some valued skills to diversify the Trustee make-up.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 1-28-16

Last name: Fortier First name: Raymond Middle initial: P

Residence address: 26 Trask Ave. Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: 7836144 Work phone: _____ Cell phone: 212-8070

Email address: _____

Current occupation: Retired

Previous occupation (if retired or no longer working): Auburn Water & Sewer Dist

Educational and/or experience (or attach your resume): Class 2 Treatment & Distribution

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District | <input checked="" type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ____ new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To Help with unvisited

History

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To help sister wort Better

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ____

Auburn Sewer Dist

Dates served (if known)? ____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? ____

How did you learn of this vacancy? ____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Raymond R. Fortin Date: 1/28/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/1/2016
APPOINTMENT DATE: ____
TERM EXPIRATION DATE: ____
OATH DATE: ____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: February 1, 2016

Last name: DANICO First name: ROLAND Middle initial: A

Residence address: 39 ROBELLITE LANE Ward: 3

City: AUBURN State: MAINE Zip code: 04210

Home phone: 784-2686 Work phone: _____ Cell phone: 240-5661

Email address: DANSHE13@AOL.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): BANKING (BANK OF AMERICA)

Educational and/or experience (or attach your resume): SEE ATTACHED MEMO

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input checked="" type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). SEE ATTACHED

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). SEE ATTACHED

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

How did you learn of this vacancy? E-MAIL

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert Daniso Date: February 1, 2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2-1-2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

ROLAND DANICO

39 Rubellite Lane, Auburn, Maine 04210
(207-784-2686) (207-240-5661 cell)
danshe13@aol.com

SUMMARY

45+ Years of progressive and diverse experience in bank operations and/ or accounting operations management. Retired in 2008. Currently since 2005 have been the Treasurer of Granite Mills Condo Association.

Strong background in designing and implementing new systems for multiple mergers, divestitures and consolidations.,

Extensive background in reviewing, analyzing, and correcting a broad range of operational problems.

Excellent people management skills and able to develop a cohesive team of dedicated individuals.

EXPERIENCE

2004 – 2008 Bank of America, Vice President Finance Change Manager.

Represented finance division on various conversions to ensure that conversion was done in a controlled environment and no issues to financial systems. Oversaw the work on the MBNA consumer card conversion to track and adjust the large outage. Monitored the accounts payable system to track invoices for the divested line of business that were the responsibility of the buyers and ensure that Bank of America was made whole.

1995 – 2004 Fleet Bank, Vice President Financial System Manager.

Member of finance team on various conversions of acquired companies to fleet systems and insure that a controlled process was in place.

Was the finance representative on all divestitures that occurred and in 2000/2001 was responsible for the overall settlement of the largest divestiture that had occurred which represented over \$13.5 billion and 389 branches.

1988 – 1995 Fleet Bank of Maine, Vice President Accounting Operations

Oversaw the control and settlement areas of a \$3.1 billion bank with 105 branch offices.

Responsible for all accounting policies and procedures, fixed asset accounting, OREO accounting,

Put accounting, and teller settlement. During 1988/1991, in charge of the overall accounting

operations which included VISA processing and settlement, general ledger processing, accounts

payable, and internal payroll department. Responsible for developing standard accounting forms

and procedures to be used system wide. During 1991 responsible for consolidation of Maine

Savings Bank's and Maine National Bank's accounting operations into Fleet's after those banks were

taken over from the FDIC. In 1991 also directed Loan Operations, with 45 additional employees

located in Bangor, in implementing correct controls and accounting procedures.

1983 – 1988 Northeast Bank (1983-85) Norstar Bank (1985-88), Vice President & Controller

In 1983 became the Controller of the seven banks that were merged to become the \$700 million

Northeast Bank. Responsible for complying with various internal and external reporting

requirements. Responsible for integrating all general ledgers into the Norstar accounting system in

1985. Also oversaw the daily funds settlement and wire transfer area of Norstar Bank of Maine.

1975 – 1983 Northeast Bank & Trust Company, Bangor, Maine, V.P., Treasurer & Operations Officer. Directed the \$150 million bank's overall operations which included funds management, general ledger accounting, financial reporting, fixed assets, deposit and loan operations, expense control, accounts payable, teller settlement, branch operations, and human resources.

1973 – 1975 Northeast Bankshare Association, A.V.P. Controller's Division
Oversaw the various accounting functions for four banks with combined assets of approximately \$200 million.

1972 – 1973 Northeast Bankshare Association, Assistant Auditor
Responsible for financial and operational auditing of the four member banks. Supervised various audits. Developed new audit programs and procedures. Reported audit findings, including recommendations for improvement. Planned and coordinated departmental workload.

1970 – 1972 Eastern Trust & Banking Company, Bangor, Maine, Auditor
Responsible for financial and operational auditing of Eastern Trust and three other banks prior to merger. Supervised various audits performed by assistants. Developed new audit programs and procedures. Reported audit findings, including recommendations for improvement. Planned and coordinated departmental workload.

1969 – 1970 Eastern Trust & Banking Company, Bangor, Maine, Assistant Auditor.

1963 – 1969 Eastern Trust & Banking Company, Bangor, Maine, Staff Auditor

EDUCATION

1979	Graduate/High Honors, Bank Administrative Institute, University of Wisconsin, Madison, Wisconsin. Major: Community Bank Management. 1 of 7 out of 390 to receive high honors for the three year program.
Various	Accounting/Business Courses, University of Maine at Orono, U. Maine at Augusta, and Husson College.
Various	Banking/Other Courses: AIB courses, BAI Courses, BAI Auditing School and IBM
1963.	Diploma in Accounting, Beal Business College, Bangor, Maine.

Reason I want to serve on this committee.

I have lived in the City of Auburn since 1983 and take pride in this community. I believe the water quality is excellent and want to ensure that it is maintained. When I moved into Granit Mill Estates Condo Association I volunteered to be the Treasurer because I take pride in working to ensure that this development is run as efficient as possible while maintaining the high standards it has. Now that I am retired I would like to give back to the area and would like to help ensure that the Water District continues to maintain its high standard.

What do I hope to accomplish.

As I have indicated above I hope to ensure that the excellent water quality is maintained and the Water District continues to run as efficient as possible and hopefully bring new ideas as well as being able to learn the current process that is in place today.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: February 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached I have **significant experience with State and Federal regulations, customer service, and financial reporting- all necessary skills for a Water District Trustee. I have served as the Mayor's Representative for 4 years, so have experience in the particular field. As a member of the Conservation Commission water quality and concern for water conservation is a complementary responsibility.**

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewerage District |
| <input type="checkbox"/> XXX Water District | <input type="checkbox"/> Zoning Board of Appeals |

CROWLEY, TIZZ AUBURN WATER DISTRICT APPLICATION page 2

Is this application for a XX new appointment or _____ reappointment or _____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____ **see attached** _____

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _____ **see attached** _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee _____

Dates served (if known)? **I was appointed in 2015 by both organizations** _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____
Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative _Dates served? **Noted**_

How did you learn of this vacancy? **City of Auburn e-alert and I continue to attend the Sewerage District Trustee Meetings** _____

If I was appointed to the Water District, I would hope I might resume my position as Treasurer, but have particular interest in being appointed the Trustee representative on the Lake Auburn Watershed Protection Commission. I would be a strong advocate for the residents of Auburn. This position will be available when the new Trustee is appointed.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ **Tizz E. H. Crowley** _____ Date: **February 22, 2016** _____

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/22/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Tizz E. H. Crowley Auburn Water District Board of Trustees application attachment:

Why do you want to serve?

I have enjoyed my time on the Boards of Trustees for the Auburn Water and Sewerage Districts and find working on both is beneficial to the work. Everyone knows I love the Auburn Sewerage District, yet I believe I can make a substantive contribution to the AWD. I bring specific skills and experiences in areas of HR, risk management, and general business administration. I have over 25 years in budget preparation and reporting, fee structure design, and definition and implementation of employment policies. I bring some experience working on this particular board, but not so many years that I can't look at new and different ways of addressing the problem.

The first responsibility for all, not just the Board of Trustees, is to maintain high quality, safe drinking water. For me, the second responsibility is to the citizens of Auburn to ensure the maximum benefits of having Lake Auburn, without risk to water quality, including recreation, development, and increasing tax revenues opportunities. I believe you can guard and secure the quality and availability of drinking water without placing the resources in a bubble.

What do you hope to accomplish?

I hope to continue the strong and stable financial position of the AWD, while continuing to invest in the infrastructure. As a Board, we need to continue an active fiduciary oversight of finances, assets, and long range planning. I would want to continue to look ahead and be held accountable for the stewardship of the drinking water and good governance of the District.

As a member of the Board, I would continue to work to be an informed ambassador and advocate that helps sustain and increase public and private support for the work of the District. I would also hope to provide regular tips to the public on water conservation... which will save residents money on both water and sewer bills in most situations.

This says it all: The Portland Water District has key points in their Promise and Vision statement. These should also apply to the Auburn Water District and its work. My paraphrasing:

- **Protect public health, safety and the environment by providing the customer with first class water and related services (fire protection, as an example).**
- **Promote an atmosphere that values openness, respect, and fair treatment from the Board of Trustees and throughout the organization.**
- **Maintain the highest standards related to Quality of Life concerns. This means a working environment that values community, provides quality services that enrich our customers and the community's lives.**

From the City of Auburn's Website page for Auburn Water District- John Storer- former Supt of AWD

Specific responsibilities of the Trustees include approving the annual budget, establishing customer rates, and implementing general employment policies.

Serving as the Superintendent, it is helpful to have Board members with diverse and varying backgrounds. I believe it is beneficial to have a few long-standing members, such that there is continuity and institutional knowledge in regards to some long-standing issues.

Although there is nothing specifically listed in the original District Charter, historical practice has tried to accommodate a representative from each of the 5 City Wards.

In my opinion, any citizen of Auburn could serve effectively as a Trustee. The person would just need to devote sufficient time and attention to reviewing monthly reports and data. Related skills as a private business owner, engineer, chemist, fire service, accounting, legal, financial, etc. might provide some valued skills to diversify the Trustee make-up.

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468

EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice. Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
 - chart audits for coding and documentation compliance
 - special projects including "lost charges" searches, pricing and reimbursement concerns
 - Very successful in uncovering missing revenue generated by unbilled services
 - education and training for providers regarding billing, documentation and compliance
 - trained other staff in charge entry and basic coding for family practice and pediatrics
 - designing charge forms for capture of services
 - assisted billing staff with patient and insurance questions.
- I received a 'Citation for Excellence' for work with patient statements generation.

Current Employment: **Retired.**

Prior Employment:

Coder Physician Services- *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center
Physician Practices
Brunswick, Maine

Practice Manager- *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*

2004-2007 Central Maine Obstetrics & Gynecology
Lewiston, Maine 04240

Administrator- Chief Executive Officer *responsible for all non-medical aspects of the practice.*

1985- 2005 Bangor Ear, Nose, and Throat Professional Association
Bangor, Maine
Continue to handle any remaining business of the practice since the closure.

Administrator- Chief Administrative Officer *responsible for all non-medical aspects of the practice.*

1983-1985 Maxwell, Roediger, & Knowland, MDPA
Portland, Maine

Administrator- Chief Executive Officer *responsible for all non-medical aspects.*

1977-1983 Kennebec Radiology Professional Association
Augusta, Maine

Principal- Management Consultant *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*

1980 – 2005 Hampden, Maine

Medical Industry Marketing Representative- *vertical industry representative for healthcare including small hospitals and physician offices*

1973- 1977 International Business Machines
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member
 1978-1983, 1991-1994 **New Hampshire MGMA:** Member
 1979-1991 **Maine Medical Practice Management Association:** Charter Member, President (2 terms)
 1979-present **American College of Medical Practice Executives:** Certification 1980 Life Member
 1988-2004 **Otolaryngology Administration Assembly:** President (two terms)
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker
 1991-1995 **Professional Association of Health Care Office Managers:** Member
 1993-1994 American Academy of Otolaryngology- Head & Neck Surgery, Inc. **Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**
 1985-1991 Board of Directors: **Breast Diagnostic Center**
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors
 1986-1989 Board of Directors: **Opera League of Maine**
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work
 1992-1993 **Hampden Academy Project Graduation**
 1987-1989 **Hampden Congregational Junior High Youth Group**
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member
 1995-1996 **American Field Service** Host Family /Former Returnee
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model
 2007 Public Service Announcements for **Buddy to Buddy** Campaign
 2011-2015 Auburn City Councilor Ward 1
 2011-2015 Auburn Sewerage District Board of Trustees
 2011-2015 Auburn Water District Board of Trustees – Treasurer 2015
 2015- present Auburn Conservation Commission- current Secretary-Treasurer
 2012- present Woman’s Literary Union- By-Laws Committee Chair, Membership Committee Chair, and Special Events Committee, member of the Executive Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request

Katherine Phillips
520 Minot Avenue
Auburn, ME 04210

November 15, 2015

Susan Clements-Dallaire
City Clerk
60 Court Street
Auburn, ME 04210

Dear Ms. Clements-Dallaire:

I wish to apply for the vacant position on the Community Development Block Grant committee. I have enclosed my application and a current copy of my resume for review.

If there are any questions regarding my application please contact me at (207)514-7837.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kath Phillips", written in dark ink.

Katherine Phillips



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 11/15/2015

Last name: Phillips First name: Katherine Middle initial: M

Residence address: 520 Minot Ave. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: 207-514-7837 Work phone: _____ Cell phone: _____

Email address: Kathie.phillips95@msn.com

Current occupation: Manager, Revenue Cycle Operations

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

___ Water District

___ Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I would like to become more involved in the community. I am interested in community development and am also a past recipient of a CDBG loan.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

I would like to participate in the process of community development. I would like to expand my knowledge and experience while helping others.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO.

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? City website.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Kamryn Allen Date: 11/15/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

DATE APPLICATION RECEIVED: <u>11/18/15</u>	FOR OFFICE USE ONLY
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

Katherine Phillips
520 Minot Avenue
Auburn, ME 04210
(207) 514-7837
KathiePhillips95@msn.com

SUMMARY

Self-motivated professional offering excellent organization, communication and public relations skills. Strong analytical skills. Creative problem solver with demonstrated ability to handle a variety of tasks while maintaining attention to detail. Seeking a position that will utilize current skills while providing an opportunity for professional growth.

EMPLOYMENT EXPERIENCE

Manager, Revenue Cycle Operations – Central Maine Orthopaedics, PA **September 2015 – present**

Responsible for oversight of revenue cycle for the organization including Billing and Patient Services departments. Collaborate with colleagues to grow market presence and ensure provision of needed services to the population. Responsible for adherence to Federal regulations and participation in Federal programs. Project management of new initiatives to provide additional services to patients and increase business efficiency. Manage daily operations of the departments to ensure best practices for revenue generation while balancing the needs of staff. Responsible for development and management of expense and staffing budgets.

• Supervisor, Revenue Cycle Operations – Central Maine Orthopaedics, PA **August 2013 – September 2015**

Responsible for all operations related to medical billing, coding, prior authorization and accounts receivable for Orthopedic practice of fifteen medical providers. Manage staff of fourteen people based on the priorities of the organization. Responsible for maintaining continued profitability of the organization through: workflow mapping and priority setting, management of staff including hiring, scheduling and performance reviews, staff training and continuing education, implementation of new processes and procedures based on industry changes and needs of the organization, maintaining compliance with Federal standards in billing and coding, project management working collaboratively with other departments in the organization including clinical, marketing and information systems.

• Accounts Receivable Specialist – Central Maine Orthopaedics, PA **October 2012 – August 2013**

Resolved outstanding accounts through communication with insurance companies and patients, interpreted written communications from various payers, resolved denials through claim corrections and appeals, reviewed and corrected claim coding, monitored trends in claims payments and denials, worked with patients to ensure understanding of insurance benefits as well as medical billing practices, negotiated payment options acceptable to both the patient and the organization. Practiced thorough documentation of work for patient charting and claims payment.

- **Business Owner/Operator- Kathie Phillips, CPC- Auburn, ME
August 2004- July 2011**

Provided administrative support to a variety of business professionals, specializing in mental health billing. Achieved positive cash flow for clients by managing entire process of medical billing; pre-certifying patient services with insurance carriers, communication with patients to explain insurance benefits, charge entry and billing, claim follow-up and collections. Identified potential issues with procedure and diagnosis coding to facilitate payment of claims while ensuring compliance with billing regulations. Maintained accurate database of patient information and ensured confidentiality. Additionally, provided general office functions such as mass mailings, scheduling of appointments and meetings and verbal and written communications with consumers and outside vendors such as insurance carriers. Ensure profitability of business by using best practices for time and business management.

EDUCATION

Central Maine Community College – Business Administration
January 2010-present

Certificate in Project Management – University of Southern Maine
2015

Certified Professional Coder, American Academy of Professional Coders

Graduate, Androscoggin Leadership Development Institute
2014

Independent Study Course, American Academy of Professional Coders
March 2005- March 2006

Medical Terminology and Anatomy, Auburn Adult Education
December 1998

High School Diploma, State of Connecticut

SKILLS

Proficient in: Microsoft Word, Excel, Outlook and PowerPoint, as well as several database management software programs.

REFERENCES

Available upon request.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 10-21-2015

Last name: Chabot First name: Nikki Middle initial: B

Residence address: 24B Martindale Rd Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: n/a Work phone: 333-6001 Cell phone: 577-4350

Email address: nchabot@mainesource.com

Current occupation: Realtor/former office manager at maine source realty

Previous occupation (if retired or no longer working): n/a

Educational and/or experience (or attach your resume): See attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☒ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ Finance Committee

☐ L/A Transit Committee

☐ Planning Board

☐ Poland-Auburn Economic Development Committee

☐ Recreation & Special Events

☐ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). See Attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See Attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

Have you previously served on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

How did you learn of this vacancy? City of Auburn Website

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Nikki Chabot Date: 10-21-2015

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 10/21/15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Briefly describe why you want to serve on this committee:

I would like to serve on the Community Development Loan Committee to bring forth the skills I have to offer to help strengthen the Committee as well as the community. While working as the Office Manager for three years at Maine Source Homes & Realty, not only did I assist Bill Turner in personally obtaining a loan from the Committee to strength the appeal of his rental units, but I also assisted directly in managing the rental projects he has throughout Auburn. I've also received, and continue to increase my education on credit analysis, using this knowledge to pre-qualify individuals to purchase homes while serving as Office Manager. I would like to assist in making decisions to improve the conditions of the neighborhoods locally.

What do you hope to accomplish?

I hope to be a part of this Committee to have the chance to personally make a difference in the town that I reside in. I would like to be a part of the decision making that takes place to improve the buildings that are within our neighborhoods, and make affordable housing more so available to those within our community. I hope to use my skills to further the overall knowledge of the Committee, while also gaining skills from others.

NIKKI CHABOT

24B Martindale Road, Auburn, Maine,
04210 | 2075774350 | Nchabot@mainesource.com

SUMMARY

Seeking a local committee/board to serve on to be an active member of my community. I would like to gain knowledge on how different aspects of my community run, and are affected. I would like to be actively involved in improving conditions locally while promoting my services and knowledge of real estate where they may be needed.

CERTIFICATIONS AND SKILLS

Certifications/Licenses/Memberships

- Maine Sales Agent Real Estate License
- National Association of Realtors Member
- Androscoggin Valley Board of Realtors Member
- CPR Certified

Courses Completed/Skills

- Maine Associate Broker Course- The Real Estate Learned Group
- 20 Hour SAFE Class- Mortgage Training Solutions
- Understanding & Maximizing Consumer Credit Scores – Birchwood Credit Services, Inc.
- Completed Introduction to QuickBooks course
- Completed Social Media Marketing course
- 63 WPM
- Proficient in Word, Excel, and PowerPoint

EXPERIENCE

August 2015-
Present

Sales Agent (Realtor), *Maine Source Realty, Auburn, Maine*

- Represent Buyers in seeking out finance, purchasing homes.
- Represent Sellers in sale of home.
- Credit education

April, 2012 –
August, 2015

Office Manager/Sales Agent, *Maine Source Realty, Auburn, Maine*

- Handle daily office duties; scheduling, phones, walk-ins, payments
- Educate and counsel clients on credit

- Draft sales contracts for new modular and pre-existing homes
- Handle rental property repairs, tenants, rents.
- Represent Buyers/Sellers in purchasing or selling homes

January 2011 -
February 2012

Childcare Provider, *YMCA, Auburn, Maine*

- Cared for children ranging from 6 weeks old to school age
- Participated in educational play with children
- Assisted in swim lessons

May 2010 – January
2011

Direct Support Professional, *John F Murphy Homes, Auburn, Maine*

- Cared for individuals with Special Needs
- Assisted in personal hygiene care, bathing, cooking, cleaning
- Taught life skills to individuals

March 2009 – May
2010

Sales Associate, *Amcomm Wireless, Auburn, Maine*

- Trained Employees
- Sold and educated customers on devices and plans
- Handled office duties; scheduling, phones, payments

April 2007 – March
2009

Cashier/Kitchen Help, *Papa Gino's, Auburn, Maine*

- Ran cash register
- Cleaning duties
- Cooked/Served food

September 2005 –
August 2006

Cashier, *Dunkin' Donuts, Auburn, Maine*

- Ran cash register
- Cleaning tasks
- Prepared food

EDUCATION

January 2014-
Present

Currently Enrolled in the Business Administration & Management Program, *Central Maine Community College, Auburn, Maine*

September 2004 –
May 2008

High School Diploma, *Edward Little High School, Auburn, Maine*

REFERENCES

William Turner
Owner
Maine Source Homes & Realty
Auburn, Maine 04210
207-333-6001

Jon Mercier
Designated Broker
Maine Source Homes & Realty
Auburn, Maine 04210
207-577-2365

Kate Hiss
Director
YMCA
Auburn, Maine 04210

Clair Rice
Manager
Helping Hands
Auburn, Maine 04210
207-777-5294

Kaitlynn Hinson
Friend
St. Mary's Medical Center
Lewiston, Maine 04240
207-713-8051



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: _____

Last name: Simpson First name: Kevin Middle initial: A.

Residence address: 84 Summer St., Apt 1 Ward: 2

City: Auburn State: Maine Zip code: 04210-5121

Home phone: 784-0232 Work phone: _____ Cell phone: wife's 576-8751

Email address: kajs@myottmail.com

Current occupation: retired

Previous occupation (if retired or no longer working): electronic impositor & others

Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ☒ new appointment or ☐ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To get back into some community involvement after having had to withdraw from such due to illness in my immediate family.
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To contribute to careful consideration and sufficient review of cases presented to board.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

How did you learn of this vacancy? Reine Magnan told me of it.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Kevin Simpson Date: 10-07-2015

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 10/16/15
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____
Page 2 of 2

Kevin Andre Simpson
84 Summer St Apt 1
Auburn, ME 04210-5121

ISSUED TO STUDENT

ID Number: 2049158
Student Number: XX-XXX-3593
DOB: 4/3/1936

Course	Grade	Rpt	Hours	Course	Grade	Rpt	Hours
Credit Division				Credit Division (cont.)			
Degree Information :				2009-2010: Transfer			
(1) Date Conferred :				Organization : Univ Of Maine - Orono			
Major(s)				CH -001	Chemistry	T	3.00
Non Matric				CH -001	Chem Lab	T	1.00
(2) 'Assoc in Applied Science' Date Conferred : 05/09/2011				ENG-101	College Writing	T	3.00
Major(s)				FRE-101	Beginning French I	T	3.00
Criminal Justice				GEL-1XX	General Elective	T	4.00
Honor(s)				MAT-100	Intermediate Algebra	T	3.00
Phi Theta Kappa				MAT-122	College Algebra	T	3.00
Graduated w/Pres Honors							
1989-1990: Fall Semester							
CPT-120	INTRO COMP APP	A	3.00				



Kevin Andre Simpson
84 Summer St Apt 1
Auburn, ME 04210-5121

ISSUED TO STUDENT

ID Number: 2049158
Student Number: XX-XXX-3593
DOB: 4/3/1936

Course	Grade	Rpt	Hours
Credit Division (cont.)			
2009-2010: Summer Session			
PHI-111	Intro to Ethics	A	3.00
	AHRS:	EHRS:	QPTS:
	QHRS:	GPA:	
Curr Totals:	3.00	3.00	12.00
Cum Totals:	57.00	57.00	133.00
2010-2011: Fall Semester			
CPT-261	Computer Forensics I	A	3.00
CRJ-110	Introduction to Corrections	A	3.00
CRJ-201	Civil Liberties	A	3.00
CRJ-225	Race/Ethnicity Issues in Law Enforc	A	3.00
	Criminal Justice		
	President's Honors		
	Good Standing		
	AHRS:	EHRS:	QPTS:
	QHRS:	GPA:	
Curr Totals:	12.00	12.00	48.00
Cum Totals:	69.00	69.00	181.00
2010-2011: Spring Semester			
Subterm : Full Spring Term			
CPT-225	Advanced PC Repair	A	3.00
CPT-266	Server Administration	A	3.00
CPT-271	Network Security	A	3.00

Course	Grade	Rpt	Hours
Credit Division (cont.)			
2010-2011: Spring Semester			
CRJ-250	Criminalistics	A	3.00
	Subterm Totals :	12.00	12.00
	12.00	12.00	48.00
	4.0000		
	Criminal Justice		
	President's Honors		
	Good Standing		
	AHRS:	EHRS:	QPTS:
	QHRS:	GPA:	
Curr Totals:	12.00	12.00	48.00
Cum Totals:	81.00	81.00	229.00
Division Totals:	81.00	81.00	229.00
*** END OF RECORD ***			



Kevin Andre Simpson
84 Summer St Apt 1
Auburn, ME 04210-5121

ISSUED TO STUDENT

ID Number: 2049158
Student Number: XX-XXX-3593
DOB: 4/3/1936

Course	Grade	Rpt	Hours
Non-Credit Division			
2009-2010: Spring Semester			
CRJ-001	Evolving Criminal Justice System	P	0.00

President's Honors

Inducted into Phi Theta Kappa

	AHRS:	EHRS:	QPTS:	QHRS:	GPA:
Curr Totals:	0.00	0.00	0.00	0.00	0.000
Cum Totals:	0.00	0.00	0.00	0.00	0.000
Division Totals:	0.00	0.00	0.00	0.00	0.000

*** END OF RECORD ***

*Bohstridge*

KEVIN A. SIMPSON
84 Summer Street Apt. 1, Auburn, Maine 04210-5121
(207) 784-0232
jks@exploremaine.com

Objective An interesting position where my skills and aptitudes can be useful

Experience

Geiger Bros. Lewiston, Maine

Digital Press Technician 2007 to 2009

- Created paper profiles and spot color sets
- Set up job, imposition, and cutting-scoring and creasing templates
- Corrected copy and color errors, and made requested changes
- Ran and maintained digital press
- Re-installed software and managed updates and backups

Pre-Flight Technician 2004 to 2007

- Determined print readiness of files from customers or archives
- Fixed problematic files if action within minimum charge
- Notified sales representative by e-mail of files' condition and action needed
- Prepared and sent press-ready PDF or postscript files
- Redesigned page sizes, sequence, copy position, and color per coordinator's request
- Worked in Quark Express, Adobe Illustrator, Acrobat with Pitstop, and Microsoft Word

Imposition Technician 1994 to 2004

- Created user controllable and context sensitive printer's marks in postscript code
- Developed a large library of specialized imposition templates
- Designed and maintained database of job information
- Created electronic and film layouts for checking copy position
- Imposed a variety of signature sets for several presses, offset and web

Hood's Mailing and Printing Lewiston, Maine

Graphic Artist 1986 to 1994

- Discussed project specifics with customers
- Designed and output ads, flyers, booklets, and business cards
- Restructured files for greater automation and ease of modification
- Prepared variable data print files in Microsoft Word
- Created layouts and paste-ups in Pagemaker, graphics in Arts & Letters

Education University of Southern Maine Gorham, Maine
 Bachelor of Science, Vocational Education 1980

Volunteer Experience

Trinity Jubilee Center Lewiston, Maine
2000 to present

- Pickup food and drink from various donors
- Socialize with clientele in friendly encouraging manner
- Serve food, clean dishes, find ways to help make space healthful and safe

References Available upon request

Dear Human Resources Representative,

As my enclosed resume indicates, I have a diverse recent background in the graphic arts, performing a variety of tasks with many software platforms; including 2 years in pre-flight, where I communicated with customers and technical sales representatives via e-mail, phone, and in person regarding suitability of supplied files and options for achieving optimal results.

I have also taught adult education classes at Central Maine Community College: color separation camerawork in 1975, and halftone photography in 1979.

In 1961-1962 I taught art classes for children ages 6-14 at the Norfolk House Centre in Roxbury Massachusetts.

I have a Bachelor of Science degree in Vocational Education from the University of Southern Maine.

The opportunity to discuss my credentials with you would be greatly appreciated. Thank you for your consideration.

Respectfully yours,

A handwritten signature in cursive script that reads "Kevin A. Simpson". The signature is fluid and written in dark ink.

Kevin A. Simpson
84 Summer Street Apt. 1
Auburn, Maine 04210-5121
(207) 784-0232
jks@exploremaine.com

KEVIN A. SIMPSON

84 Summer Street
Auburn, Maine 04210
(207) 784-0232

Position Desired

Graphic Artist or whatever position open

EXPERIENCE

May 1991–June 1994

Graphic Artist

Hood's Mailing & Printing, Inc., Lewiston, Maine

Computer and manual paste-up, layout and design. Used the following software: PageMaker, Arts & Letters and Microsoft Word.

June 1986–May 1991

Art Director

Hood's Mailing & Printing, Inc., Lewiston, Maine

Responsible for workflow and training as well as computer and manual paste-up layout and design. Used the following software: PageMaker, Arts & Letters and Microsoft Word.

Nov. 1975–June 1986

Lithographic Cameraperson

Hood's Mailing & Printing, Inc., Lewiston, Maine

Stripper and platemaker.

Fall 1989

Adult Education Instructor

Central Maine Vocational Technical Institute, Auburn, Maine

Created course description, objectives and outline for courses in halftone photography and film negative making.

Sept. 1979–Dec. 1979

Adult Education Instructor: Halftone Photography

Central Maine Vocational Technical Institute, Auburn, Maine

Created course description, objectives and outline for 10-session course. Instruct and assist adult students in theory and practice of halftone photographic procedures.

Feb. 1975–April 1975

Instructor and Consultant:

Color Separation Camera Work

Central Maine Vocational Technical Institute, Auburn, Maine

Prepared lesson plan and taught weekly class. Provided technical consultation to full-time instructor.

Feb. 1968–Oct. 1975

Chief Color Separator

Twin City Printery, Lewiston, Maine

Made color separations and supervised assistants.

Sept. 1967–Feb. 1968

Stripper and Platemaker

Twin City Printery, Lewiston, Maine

June 1967–Sept. 1967

Assistant Supervisor

Boxographics Inc., Dedham, Massachusetts

Controlled workflow in art, engraving, die mounting and camera departments.

ACTIVITIES

1992 – present First Universalist Church, Auburn
Social Action Committee Member

1992 – present Unitarian Universalist Service Committee
Contact Person

1991 – present Neighbor to Neighbor Contact Person

1988 – 1991 Neighbor to Neighbor Chairperson
1990-1991, Lewiston–Auburn Branch

1981 – 1988 Lewiston–Auburn Coalition
Central America — Member

Jan. 1974 – Feb. 1976
AUBURN DEMOCRATIC CITY COMMITTEE
Auburn, Maine

CHAIRPERSON
Responsible for meetings, fund
raising, committee presentation
at convention, and publicity for
party campaigns.

Jan. 1972 – Dec. 1973
AUBURN DEMOCRATIC CITY COMMITTEE
Auburn, Maine

VICE CHAIRMAN
Assisted chairman and led
Auburn delegation at the
state convention.

1970
DEMOCRATIC PARTY

DELEGATE TO STATE
CONVENTION
(also in '72, '74, '76, '80)

1968
LEWISTON–AUBURN JAYCEES

Was responsible for design and
printing of program for 1968 Miss
Lewiston–Auburn Pageant.
Participated in Leadership Training
Program. Spoke before State Jaycee
Convention.

PERSONAL DATA

AGE:	58
MARITAL STATUS:	Married, 3 children, ages 34, 32, 31; 1 grandchild, Isaiah F. Rembert, age 3
HEIGHT:	5'8"
WEIGHT:	165 lbs.
HEALTH:	Excellent
SPECIAL INTERESTS:	Art, Music, Poetry, Human Rights Activism, History, Politics, Camping, and Swimming.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 2-16-2016

Last name: McCarthy First name: Heidi Middle initial: L

Residence address: 132 Main St Apt 102 Ward: 4

City: Auburn State: ME Zip code: 04210

Home phone: 207-907-6730 Work phone: 207-353-9333 Cell phone: 207-907-6730

Email address: mccarthyh13@yahoo.com

Current occupation: Music Educator

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): I have been a trustee for the Sewer District for 4 years.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input checked="" type="checkbox"/> Sewer District | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ☐ new appointment or ☒ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I believe the Sewer District is doing important work.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I am interested in seeing the CSO separation through to its completion. I am also pleased about the rate at which debt is being eliminated and would like to see that continue.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
Yes, I am currently a sewer trustee.

Dates served (if known)? March 2012-March 2016

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____
Please see above.

Dates served (if known)? _____

How did you learn of this vacancy? The vacancy is my current seat on the committee.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature:  Date: 2-16-2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/16/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____
Page 2 of 2



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: February 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached I have significant experience with State and Federal regulations, customer service, and financial reporting- all necessary skills for a Sewerage District Trustee. I have served as the Mayor's Representative for 4 years, so have experience in the particular field.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

<input type="checkbox"/> 9-1-1 Committee	<input type="checkbox"/> Airport Board
<input type="checkbox"/> Auburn Housing Authority	<input type="checkbox"/> Audit & Procurement Committee
<input type="checkbox"/> Board of Assessment Review	<input type="checkbox"/> Cable TV Advisory Board
<input type="checkbox"/> CDBG Loan Committee	<input type="checkbox"/> Community Forest Board
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Ethics Panel
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> L/A Transit Committee
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Poland-Auburn Economic Development Committee
<input type="checkbox"/> Recreation & Special Events	<input checked="" type="checkbox"/> Sewerage District
<input type="checkbox"/> Water District	<input type="checkbox"/> Zoning Board of Appeals

Is this application for a XX new appointment or reappointment or desire to move from an alternate/associate to full member?

CROWLEY, TIZZ AUBURN SEWERAGE DISTRICT APPLICATION page 2

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). see attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). see attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee

Dates served (if known)? I was appointed in 2015 by both organizations

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative Dates served? Noted

How did you learn of this vacancy? City of Auburn e-alert and I continue to attend the Sewerage District Trustee Meetings

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Tizz E. H. Crowley Date: February 22, 2016

I definitely understand the need to have as much diversity as possible on Citizen Committees. I am not sure whose term is ending on the Auburn Sewerage District Board of Trustees. While sewer related services and needs are my strongest passion and interest, if Ms. Heidi McCarthy term is up, and she has expressed a desire to be re-appointed, I would urge the Council to re-appoint her. She has only served 4 years and has been the Treasurer for two terms. She is likely to be elected President if she continues and if she so desires. I would submit another application in a future round.

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/22/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Tizz E. H. Crowley Auburn Sewerage District attachment:

Why do you want to serve?

I'd like to serve on the Sewer Board because I have enjoyed representing the Mayor and wish to continue in my own position. I would continue providing sewer tips each month that will educate the public. I think I can contribute to the work of the Board as I bring some skills and experience not fully represented in the Board- HR administration, marketing and office management.

The Sewer Board is very customer serve focused which is a core value for me. The District strives to be a good employer and I believe I can make a contribution to this goal. I know that investment in infrastructure is important and I feel I've been listened to and would like to continue to support this need.

What do you hope to accomplish?

Besides representing the residents of Auburn and making sure their interests and needs are heard, I hope to provide information and education to the public that maintain a good sewer system so resources- money, staff, time can be focused on updating the pipes. If we can meet the goal of a mile a pipe a year, it will still take us over 100 years to complete the system.

I also want to assist the District in creating policies and procedures to improve service and be a good and fair employer.

In my career I've been responsible for compliance for a variety of State and Federal regulations. I believe the skills and experience are transferrable to the types of regulation requirements faced by the District regarding major pollutants, water treatment facilities and other toxic issues.

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468

EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
 - chart audits for coding and documentation compliance
 - special projects including "lost charges" searches, pricing and reimbursement concerns
 - Very successful in uncovering missing revenue generated by unbilled services
 - education and training for providers regarding billing, documentation and compliance
 - trained other staff in charge entry and basic coding for family practice and pediatrics
 - designing charge forms for capture of services
 - assisted billing staff with patient and insurance questions.
- I received a 'Citation for Excellence' for work with patient statements generation.

Current Employment: **Retired.**

Prior Employment:

Coder Physician Services- *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center
Physician Practices
Brunswick, Maine

Practice Manager- *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*
2004-2007 Central Maine Obstetrics & Gynecology
Lewiston, Maine 04240

Administrator- Chief Executive Officer *responsible for all non-medical aspects of the practice.*
1985- 2005 Bangor Ear, Nose, and Throat Professional Association
Bangor, Maine
Continue to handle any remaining business of the practice since the closure.

Administrator- Chief Administrative Officer *responsible for all non-medical aspects of the practice.*
1983-1985 Maxwell, Roediger, & Knowland, MDPA
Portland, Maine

Administrator- Chief Executive Officer *responsible for all non-medical aspects.*
1977-1983 Kennebec Radiology Professional Association
Augusta, Maine

Principal- Management Consultant *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*
1980 – 2005 Hampden, Maine

Medical Industry Marketing Representative- *vertical industry representative for healthcare including small hospitals and physician offices*
1973- 1977 International Business Machines
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member
 1978-1983, 1991-1994 **New Hampshire MGMA:** Member
 1979-1991 **Maine Medical Practice Management Association:** Charter Member, President (2 terms)
 1979-present **American College of Medical Practice Executives:** Certification 1980 Life Member
 1988-2004 **Otolaryngology Administration Assembly:** President (two terms)
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker
 1991-1995 **Professional Association of Health Care Office Managers:** Member
 1993-1994 American Academy of Otolaryngology- Head & Neck Surgery, Inc. **Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**
 1985-1991 Board of Directors: **Breast Diagnostic Center**
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors
 1986-1989 Board of Directors: **Opera League of Maine**
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work
 1992-1993 **Hampden Academy Project Graduation**
 1987-1989 **Hampden Congregational Junior High Youth Group**
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member
 1995-1996 **American Field Service** Host Family /Former Returnee
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model
 2007 Public Service Announcements for **Buddy to Buddy** Campaign
 2011-2015 Auburn City Councilor Ward 1
 2011-2015 Auburn Sewerage District Board of Trustees
 2011-2015 Auburn Water District Board of Trustees – Treasurer 2015
 2015- present Auburn Conservation Commission- current Secretary-Treasurer
 2012- present Woman's Literary Union- By-Laws Committee Chair, Membership Committee Chair, and Special Events Committee, member of the Executive Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2/23/2016

Last name: LeFean First name: Charles Middle initial: H.

Residence address: 86 Orchard St. Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 207-712-1563 Work phone: 207-347-5000 Cell phone: 207-712-1563

Email address: clafean@gmail.com

Current occupation: Chief Operating Officer

Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): BS Communications, MaineMaster Naturalist.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a new appointment or _____ reappointment or _____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). The outdoors has always been my "medicine". I am very interested in taking the best care of it possible.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I would like to increase public awareness and engagement on issues related to environmental conservation within our city through education & exposure to our wonderful outdoor resources.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? yes, Community Forest Board, Parks Subcommittee

Dates served (if known)? Oct/Nov 2015 to present

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? Email

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 2/23/16

Please submit your application to:

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

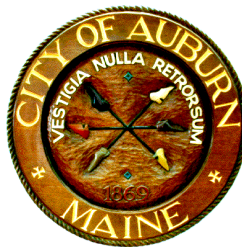
DATE APPLICATION RECEIVED: 2/23/16

APPOINTMENT DATE: _____

TERM EXPIRATION DATE: _____

OATH DATE: _____

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 14-03072016

ORDERED, that the City Council hereby makes the follow board and committee appointments with term expirations as noted:

Board or Committee	Term Expiration Date	Name of Person Appointed or Reappointed
Planning Board	10/1/2019	Robert Bowyer (re-appointment)
Auburn Water District	3/1/2019	Tizz E.H. Crowley (new appointment)
Auburn Sewerage District	3/1/2019	Heidi McCarthy (re-appointment)
Ethics Committee (full member)	1/1/2019	Leonard Kimble (new appointment)
Ethics Committee (alternate)	1/1/2019	Marc Bernier (new appointment)
Ethics Committee (alternate)	1/1/2019	Robert Sevigny (new appointment)
Conservation Commission	6/1/2017	Charles Lafean (new appointment)
Community Development Block Grant (CDBG) Loan Committee	10/1/2016	Nikki Chabot (new appointment)
Board of Assessment Review	10/01/2019	Robert Hayes (new appointment)
Board of Assessment Review	10/01/2019	Larry Pelletier (new appointment)
Board of Assessment Review (alternate)	10/01/2017	Tizz E.H. Crowley



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: March 7, 2016

Order 15-03072106

Author: Jill Eastman, Finance Director

Subject: Fund Balance Strategy

Information: The City's General Fund Unassigned Fund Balance is below the percentage in the Fund Balance Policy adopted by City Council in 2011. The information provided is to present a strategy to the City Council to bring the fund balance into compliance with policy.

Advantages: Reduce the City's dependence on fund balance to balance the budget annually.

Disadvantages: This will require the City Council to either make large reductions in the FY 17 and FY 18 budgets or increase property taxes balance the budget without the use of fund balance.

City Budgetary Impacts: see attached.

Staff Recommended Action: City Council commit to discontinuing the use of fund balance to balance the budget over the next two fiscal years.

Previous Meetings and History: February 22, 2016, Council Meeting Presentation

Attachments:
Narrative and Spreadsheets

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 15-03072016

ORDERED, that the City Council hereby commit to discontinuing the use of Fund Balance to balance the General Fund budget over the next 2 fiscal years, FY 17 and FY 18 as recommended by the Finance Director per attached documentation.



City Council Information Sheet

City of Auburn

Council Meeting Date: March 7, 2016

Subject: Executive Session

Information: Discussion on a poverty abatement case # 2879-16 pursuant to (36 M.R.S.A § 841). A hearing and written notice needs to be provided within 30 days of the application.

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 Council Information Sheet

City of Auburn

Council Meeting Date: 03/07/2016

Subject: Executive Session

Information: Discussion regarding an real estate matter, 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.

**THE FOLLOWING
INFORMATION IS
PROVIDED BY
COUNCILOR
LEROY WALKER
AUBURN WARD 5**

Mid-Maine Waste Action Corporation

*110 Goldthwaite Road
P.O. Box 1750
Auburn, Maine 04211-1750
(207) 783-8805
Fax (207) 783-9831
www.midmainewaste.com*

MEMORANDUM

To: MMWAC Executive Committee
From: Joseph E. Kazar, Executive Director
Subject: Executive Committee Meeting
Date: February 10, 2016



The Executive Committee will meet at 11:30 AM, Tuesday, February 16, 2016 at MMWAC's offices in Auburn.

The agenda as well as minutes from the last meeting are attached.

Please contact me if you have any questions.

cc: Board of Directors

Reference No.: 03698

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

**MID-MAINE WASTE ACTION CORPORATION
EXECUTIVE COMMITTEE MEETING**

Tuesday, February 16, 2016; 11:30 A.M.

Mid-Maine Waste Action Corporation
Conference Room
110 Goldthwaite Rd., Auburn

Agenda

1. Roll Call

- There are five (5) members of the Committee and three (3) members constitute a quorum.

2. Minutes

- Consider approval of the January 19, 2016 minutes

3. Monthly Activity Reports

- Consider approval of the January 2016 Monthly Activity Report

4. Updates

- Succession
- Real Estate
- Marketing
- Legislation
- Other

Portions of the agenda of the Executive Committee meeting may be conducted in Executive Session, when appropriate, and upon a vote of the Committee.

**Draft - Minutes of the January 19, 2016
Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday, January 19, 2016, at 11:57 AM, at MMWAC's offices in Auburn.

1. Roll Call

President Landry called the meeting to order. Members present were: Eda Tripp and Leroy Walker, as well as Executive Director Joseph Kazar.

2. Minutes

Ms. Tripp made a motion, seconded by Mr. Walker, and approved 3/0, to accept the minutes of the January 5, 2016 Executive Committee meeting.

3. Monthly Activity Reports

Mr. Walker made a motion, seconded by Ms. Tripp, and approved 3/0, to accept the December Monthly Activity Report.

4. Updates

- **Legislature's EUT Committee**

On January 7 the Legislature's Energy Utilities and Technology Committee held a Work Session on LD 273, a held-over bill from last year's session which has been promoted by MMWAC and Ecomaine. It would create an enhanced special renewable energy credit class for Waste-to-Energy to improve the value of those publically traded credits. Landfills with gas recovery projects earn Class I Maine credits, currently valued at \$23/MWhr vs. WTE's Class II currently at \$0.25/MWhr. The bill seeks closer parity with Class I. The Committee voted 6 Ought Not To Pass and 5 Ought to Pass As Amended. Another Work Session was held on January 26, however no additional voting took place, and the Minority Report on the amended bill will be presented for a Floor Vote later this session.

- **FY17 Budget Schedule**

The Staff Draft Budget will be distributed for review on March 7 in preparation for discussion at the March 15 Executive Committee meeting.

- **Succession, Real Estate, and Marketing**

The Committee entered Executive Session at 12:21 PM to discuss contract negotiations and personnel issues for the Succession, Real Estate, and

Marketing items on a motion by Ms. Tripp, seconded by Mr. Walker, and approved 3/0.

President Landry declared the Committee in Public Session at 1:52 PM.

Mr. Walker made a motion, seconded by Ms. Tripp, and approved 3/0, to authorize the Executive Director to participate in the public auction for 81 Goldthwaite Rd, the former grain mill, for bidding up to \$200,000.

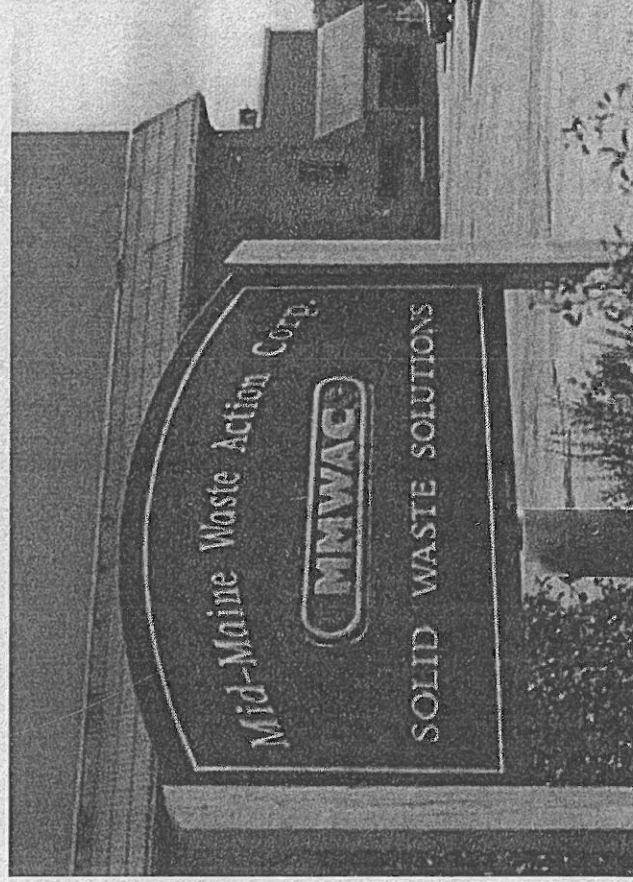
Ms. Tripp made a motion, seconded by Mr. Walker, and approved 3/0, to authorize the Executive Director to negotiate for 726 Poland Rd. up to \$90,000.

The next Executive Committee meeting is scheduled for February 16, 2016 at 11:30 AM.

There being no further business Mr. Walker made a motion, seconded by Ms. Tripp, and approved 3/0, to adjourn at 1:58 PM.

MONTHLY ACTIVITY REPORT

*Mid-Maine Waste Action Corporation
January 2016
2016 Fiscal Year*



Member Communities

*Auburn • Bowdoin • Buckfield • Lovell • Minot • Monmouth • New Gloucester • Poland
Raymond • Sumner • Sweden • Wales*

Mid-Maine Waste Action Corporation

110 Goldthwaite Road
P.O. Box 1750
Auburn, Maine 04211-1750
(207) 783-8805
Fax (207) 783-9831
www.midmainewaste.com

MEMORANDUM

To: Board of Directors
From: Joseph E. Kazar, Executive Director
Michael Daily, Finance Director *MD*
Subject: January Financial/Activity Report - Unaudited
Date: February 12, 2016

Enclosed please find the unaudited January Activity Report covering the period from January 1 through January 31, 2016.

General Summary

Plant throughput for the month was 6,273 tons processed, or about 202 tons per day and running time throughput was 202 tons per day. Operating Revenues exceeded Expenses resulting in January having an operating gain of \$50,009 (These figures do not reflect balance sheet expenses). Year-to-date operating gain is \$79,003 compared to \$191,950 projected budget and a loss of \$40,150 in FY15. Cash and investments totaled \$5,767,962. Cash and investments are down \$180,658 from the start of FY16. The reserve goal established by the Board for FY16 is \$5,872,511 and is now at 98.2% of goal. The balance sheet shows current assets less liabilities at \$6,314,193, which is down \$8,858 from the beginning of the fiscal year.

Waste Deliveries/Operations

A total of 5,835 tons were delivered to the pit for an average of 188 tons per day. 6,527 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY16 Actual	FY15 Actual	Tons	%
MSW Member	9,982	9,629	353	3.7%
Comm Member	8,736	8,574	162	1.9%
Municipal Non-Member	13,117	13,031	86	0.7%
Gate/Hauler	10,330	9,853	477	4.8%
OBW/Res TS	5,797	5,273	524	9.9%
Other	5,118	5,208	(90)	-1.7%
Total	53,080	51,568	1,512	2.9%

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Waste flows to the plant and transfer station are running 2.9% above last year. Waste processed in the plant during the month was recorded at 6,273 tons, or an average of 202 tons per day. The monthly running time thruput was 202 tons. Year-to-date tons processed in the plant are equal to 190 tons per day. Running time year-to-date throughput equaled 199 tons per day. The transfer station processed 523 tons during the month from all sources and averaging 23.2 tons per day for the month, (5.5 day receiving week) and 11,291 tons year-to-date. Recyclables totaled 167 tons for the month and 1,140 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY16	FY15	Variance		FY16	FY16	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	40,924	42,058	(1,134)	-2.7%	40,924	41,211	(287)	-0.7%
Transfer Station	11,291	8,281	3,010	36.3%	11,291	7,908	3,383	42.8%
Recycling	1,140	1,511	(371)	-24.6%	1,140	1,571	(431)	-27.4%
Total	53,355	51,850	1,505	2.9%	53,355	50,690	2,665	5.3%

Cash Available to Operations

Cash balances in checking and investments total \$5,767,962 up \$100,721 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 16 Goal	As of 1/31/16
Operating	1,996,654	1,961,107
Capital Improvement	939,602	922,874
20-Year Plan	1,703,028	1,672,709
Rate Stabilization	1,233,227	1,211,272
Total	5,872,511	5,767,962
Total Cash		5,767,962
Surplus or (Deficit)		(104,549)

Revenue

Revenue for the month totaled \$468,239. Major categories of revenue by month include: tipping fees, \$400,446; power contract, \$56,205; recycling, \$6,039; interest, \$4,584; other, \$965. Revenue for the month was \$102,073 below budget projections and \$8,417 below FY15. Year-to-date revenue is \$3,779,708, which is \$123,959 below budget and \$123,913 above FY15.

The table that follows shows detail relative to electrical sales:

	Price per MWHr			Electrical Output MWHr			Electrical Revenue		
	FY15		FY16		FY15		FY15		FY16
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Month									
Jul	\$35	\$45	\$27	1,421	1,421	1,408	\$49,759	\$63,345	\$38,308
Aug	\$32	\$38	\$38	1,514	1,514	1,418	\$48,475	\$58,112	\$54,164
Sep	\$38	\$37	\$36	1,528	1,528	1,447	\$58,184	\$56,468	\$51,492
Oct	\$34	\$38	\$38	1,256	1,256	1,207	\$42,871	\$47,935	\$45,409
Nov	\$46	\$52	\$29	1,564	1,564	1,426	\$72,501	\$80,742	\$41,838
Dec	\$45	\$46	\$25	1,503	1,503	1,476	\$67,378	\$69,385	\$36,311
Jan	\$67	\$76	\$37	1,422	1,422	1,535	\$94,846	\$108,310	\$56,205
YTD	\$43	\$47	\$33	10,208	10,208	9,917	\$434,014	\$484,297	\$323,728

Total gross kWh for the latest period was 2,100,520 of which 1,535,411 were sold to the grid. Net kWh per ton equaled 245, as compared to 236 for the comparable period in FY15.

Expenditures

Operating expenses in all categories total \$418,231 for the month, which is \$29,197 below budget projections, and \$10,554 below last year. Year-to-date expenses are \$3,700,705 which is \$11,012 below budget and \$4,761 above FY15.

Investments Status

As of January 31, MMWAC's investments totaled \$5,767,962. Table 8 details all of our investments.

Capital Expenditures:

For the month of January, \$18,312 was spent as a 10% downpayment on the Grain Mill at 81 Goldthwaite Rd.

cc: Member Municipalities
Reference No.: 03701



SALUTE TO DINNY SULLIVAN



HATS OFF TO NEIGHBORHOOD BUSINESSES!

SATURDAY, MARCH 12TH - AUBURN, MAINE

5TH ANNUAL CELEBRATION 2016

It's been 5 years since we first tipped our hat and said "Thank you" to Auburn's Neighborhood Businesses. Let's salute Dinny Sullivan on Saturday, March 12th with a "Hats Off" to Neighborhood businesses. Mr. Sullivan was a local merchant in New Auburn. He exemplifies the hard work, long hours, and commitment to the local community. We want to tip our hat to neighborhood businesses that are essential to the fabric of life in Auburn. Neighborhood business owners are our friends and neighbors. Often they work daily in the business and yet find time to support many community activities and events. They are the first to volunteer time and resources to help.

Let's use the holiday to "toast" them one and all.

We want to celebrate our neighborhood businesses that generate a buzz of positive activity, which make them places where people want to be and shop. We appreciate the commitment and leadership our neighborhood business owners dedicate to making Auburn even better. This year's celebration includes favorite events from prior years- Celtic Echoes Music, Coffee with City Staff and tours at St. Louis Church.

(UPDATED AS OF WEDNESDAY MARCH 3RD)



All day – Bottle Drive to Benefit the Marshall Popcorn Truck. Drop off your bottles and cans at Wheeler's Market or the 4 Season Farm Market. Owned by the City and maintained by United New Auburn Association the Marshall Popcorn Truck is a cherished part of our local history.

All Day – Ingersoll Turf Facility is open all day, so the public can pop in at any time to check out the new services. A highlight event of the day is an **Athletic Combine Testing and a Speed Clinic** for area youth. It is being run by Central Maine Conditioning Clinic in conjunction with Ingersoll Turf Facility. The clinic offers local athletes a chance to identify their individual athletic numbers and abilities and compare themselves to other athletes in the area including the average Division 1-3 athlete tests results. With so many local kids moving on to play at the collegiate level it will be a great way for them to test and push themselves for that next level. The event itself is open to any area athlete from as young as 10 years old to collegiate athletes. Contact Jeremy Gatcomb for more information or to register (207) 333-6601 ext 2100 jgatcomb@auburnmaine.gov



All Day – 3rd Annual Fairy Godmother Project – The Woman's Literary Union sponsors a free prom gown giveaway activity to benefit local high school students. Last year 187 girls went home with a free gown for their upcoming prom. The remaining gowns were divided between several high schools to distribute to students unable to attend the Gown Giveaway. With our collection of gowns depleted, WLU is now accepting new or cleaned prom gowns for our 3rd Annual Fairy Godmother Prom Gown Giveaway. On Dinny Sullivan Day, gowns and accessories

may be dropped off at the following Auburn locations: Maine Gourmet Chocolates, Topit Frozen Yogurt, 4 Season Farm Market, and the WLU Foss Mansion.

All Day - Norway Savings Bank Arena is open all day with lots of activities for the community to enjoy. During the day, NSBA is hosting an all-day youth hockey Maine Amateur Hockey Association Tournament on March 12th. Come watch and support pee wee youth hockey ages 11 to 12 free of charge.



In the evening, NBSA will host the 3rd Annual Winter Classic. The **Winter Classic**, presented by United Insurance, is the Class A and B hockey senior all-star game. All ticket sales and proceeds will benefit the Barbara Bush Children's Hospital. This is an opportunity for the local residents to come out and see these student athletes play in the City of Auburn. Available tickets are limited; contact mgosselin@auburnmaine.gov or 333-6688 Press 1

5:30PM Class B all-stars game begins

7:30PM Class A all stars game begins

All Day The **Auburn Recreation Department** has a full day of fun planned at Hasty Community Center in Pettengill Park. Bring the family and enjoy time together.



9:00am-11:00am Family Open Gym \$5 per family (\$4 if you wear green)

11:00am-1:00pm Grades 3-5 Open gym \$2 per kid (\$1 if you wear green)

1:00pm-3:00pm Grades 6-8 Open gym \$2 per kid (\$1 if you wear green)

3:00pm-5:00pm Grades 9-12 Open gym \$2 per kid (\$1 if you wear green)

11:00am to 100pm Family Arts and Crafts- all ages welcome

1:00pm to 3:00pm Senior Arts and Crafts- all ages welcome however

Watch for more details on the projects and crafts offered. Everyone has the ability to make and take something special home.

All Day- Maine Gourmet Chocolate and **Top-It Frozen Yogurt Bar**, will give a 10% discount for anyone who tips their hat to Dinny Sullivan. Watch for other activities at these downtown locations.

9:00am to 11:00am Coffee with City Staff: Come enjoy coffee and donuts with staff members from Public Services, Police and Fire Departments. Staff will be in attendance to provide an overview of the many services and the successful Neighborhood Watch groups. This is also your opportunity to say "thank you" in person for the great work on your winter roads. Coffee with Public Services will be at the Auburn Public Library. Pick up your green gift!



11:30am to 2:00pm Rolly's Diner - Join us for a delicious, **traditional corned beef dinner**. Rolly's has been part of Dinny Sullivan Day every year. Owners Rolande and Ken Blais will be providing a free Pot of Gold dessert with every lunch. Rolly's Diner is just down the hill from the church so stop in after the tour.



1:00PM to 3:15PM Auburn Public Library presents the 1967 musical-comedy movie "**How to Succeed in Business Without Really Trying**". This movie got the essence of how a young fellow, armed with nothing but giant economy-size nerve and a set of rules of office conduct based largely on fraud and flattery, moves from lowest boy in the mail-room to chairman of the board of this Madison Avenue corporation in what appears to be a matter of days. Free admission.

1:00pm to 3:00pm Woman's Literary Union Open House with Celtic Harp Echoes at the Foss Mansion, 39 Elm Street. Harp music is captivating. Relax and enjoy the bewitching sound of Celtic music in the beautiful setting of this Auburn



historic home. Strings and air resonate- sure to enchant visitors. Elegant melodies provide a graceful backdrop for tea and conversation.

2:00pm to 4:00pm Farm Animals Petting Zoo. Valley View Farm will have baby animals on display at 4 Season Farm Market.

2:00pm to 4:00pm St. Louis Church- The Pilotage group, owners of **St. Louis**, is hosting an **open house**. Come admire the beautiful space and stained-glass windows, share your memories, and learn of the plans for the community-based future of the building. Please use the accessible entrance from the parking lot in Third Street. Free entry



3:00pm to 5:00pm Cards for Veterans Every day is a good day to thank the soldiers who serve our country in wartime and peace. Bettyann Sheats, an Army veteran and owner of Finishing Touches Shower Doors, will help you with that. She will be hosting a card signing event, providing patriotic cards which you can sign and add personal messages to. The cards will be delivered to veterans in Auburn and in Veteran's Homes in Oxford and Augusta.

5:00pm Sullivan Square Sign Unveiling and Toast to Neighborhood Businesses – Meet your neighbors in Sullivan Square to celebrate the day. In honor of 5th anniversary of Salute to Dinny Sullivan- Hats off to Neighborhood Businesses, we gather at “his” park. A new sign will be displayed with plans for a more permanent exhibit. We will also toast Auburn's Neighborhood Businesses and say “thank you” for all you contribute to the community.



7:00pm Kora Temple Highlanders at Gritty McDuff's Brew Pub in Auburn. The Highlanders will bang the drums and play the bagpipes at 6pm. Get here early for a good seat.



7:45pm to 8:00pm Enjoy last call in spirit with friends at **Crowley's Bar** in Kenmare, Ireland. We'll be meeting at Café LA to enjoy a good Irish whiskey or a cold beer and close out our holiday celebration.

Tizz Crowley, Event Co-Chair will raising a glass to Auburn and its wonderful community. Café LA has a number of Irish whiskeys, great food and entertainment.



For Updates- be sure to check out City of Auburn website

Have questions- Need more information? For more information or to join the group celebrating our Neighborhood businesses, contact:

Auburn City Councilor Ward 5 Leroy Walker 577-2694 or lwalker@auburnmaine.gov
Co- Chari Tizz Crowley tizzcrowley@yahoo.com



COME- EXPERIENCE AUBURN- Enjoy a day around our City and Say “thank you’ to the neighborhood business owners.

