



City of Auburn, Maine

Office of Planning & Permitting

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**Meeting Minutes**  
**Comprehensive Planning Committee**  
**February 25, 2025 at 6:PM**  
**Council Chambers Second Floor Auburn Hall**

**1. INTRODUCTIONS:** Committee Members, City Staff and Consultants

The meeting began with introductions from committee members, staff, and consultants. Each person shared their name, background, and experience relevant to the committee's work.

Committee Members in attendance included: Becky Conrad, Rex Rhodes, Riley Bergeron, Jane Coslow, Paul Jacques, Dana Staples, John Cleveland, Jeff Harmon, Rick Whiting, Denis Bergeron, Bruce Rioux, Matt Duvall, Kelly Butler, Virginia Keel, Timothy Cowen. (*Adam Lee and Heidi Bertels were absent*)

Staff Members in attendance included: Denis D'Auteuil, Phil Crowell, Eric Cousens, David Hediger and Natalie Thomsen.

Consultant members from Berry Dunn in attendance included: Kevin Price, Keri Ouelette and Alison Tobey.

0:11:00

**2. MINUTES:** Review Minutes from December 17, 2024 and January 28, 2025

**Motion to approve Minutes from December 17<sup>th</sup> Meeting:** Dana Staples

**Second:** Paul Jacques

**Vote:** Unanimous in favor

**Motion to approve Minutes from January 28<sup>th</sup> Meeting:** Dana Staples

**Second:** Paul Jacques

**Vote:** Unanimous in favor

0:12:07

### 3. PUBLIC COMMENT

Harrison - Moved to Auburn last year and is interested in seeing some development in the Great Falls plaza and downtown area to make it more walkable and bring in more businesses. Lives in Ward 2.

0:14:25

### 4. MEETING PROTOCOLS AND RULES: Refer to guidance provided by City Clerk.

Chairman Cleveland reiterates that the committee will follow the recommended procedures and protocols as presented by the City Clerk from the first meeting in December.

0:16:02

### 5. CONSULTANT DISCUSSION: Project Schedule and Consultant Work Program

Consultants give a presentation about Berry Dunn and the services and timeline to be expected working on the Auburn plan. They discussed strategies for engaging with the community during the process and highlighted other communities that they have worked with in the same capacity.

A general timeline for project would include: Inventory Chapters (March-June 2025), Visioning (March – August 2025), Action Plan Development (September 2025 – March 2026), Final Plan Development (March – June 2026).

The committee asks about being able to connect with community members from all backgrounds, ages, languages, etc. Berry Dunn explained that they have translation tools for online content but also explained that the committee and staff will be connecting with community organizations, other boards and committees and businesses to engage a large spectrum of the population.

0:40:29

### 6. STAFF UPDATE: Long- Range Planning Position and Comp. Plan Role

Eric Cousens shares that the city has received more than a dozen applications for the Long-Range Planner and now with the new Planning Director in place, they will begin reviewing and interviewing candidates in the coming weeks.

0:42:53

### 7. COMMITTEE DISCUSSION: Questions and Comments

Chariman Cleveland says he will aim to have meeting agendas to the committee a week before the meetings so they can review and be prepared for discussion.

Berry Dunn will work with staff to develop a community engagement plan that will be discussed at the next meeting and will begin drafting inventory chapters based on State provided data.

Dana Staples asks if the committee is starting from scratch for this comp plan or whether we look back at the previous comp plan and start working from that plan and where it left off. Phil Crowell references the 2021 Strategic Plan and says that is a good document that shows what has been accomplished from the previous Comp Plan and what had been accomplished as of 2021. Mayor Harmon points out that we should not feel constrained by the tasks and recommendations from the previous Comp Plan or the Strategic Plan.

Berry Dunn will work with the city GIS map layers to utilize information the city already has in place and will look to build layers specific to some of the goals for this comprehensive plan.

0:54:20

8. **UPCOMING ITEMS:** Discuss date and anticipated tasks for the next meeting

The committee should start thinking about the groups, boards, committees and businesses they know within Auburn so they can begin to compile a list with contact information.

9. **ADJOURNMENT** 55:27