



City Council Workshop & Meeting
Agenda
April 21, 2026
Auburn Hall, Council Chambers

5:30 PM Workshop

- FY27 School Committee Revised Budget – Superintendent Dr. Susan Dorris
- FY27 Capital Improvement Plan Auburn Middle School Bond Request
- FY27 City Manager’s Proposed Budget Presentation – City Manager Phil Crowell

7:00 PM Meeting

Pledge of Allegiance & Roll Call - *Roll call votes will begin with Councilor Randall*

I. Consent Items – *All items with an asterisk (*) are considered routine and will be enacted by one motion.*

There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Passage of items on the Consent Agenda requires majority vote.

- 1) **ORDER 35-04212026** – Authorizing Mayor Harmon to vote the shares at the LARC 2026 Annual Meeting to be held April 27, 2026.
- 2) **ORDER 36-04212026** – Accepting the 2025 Edward Byrne Memorial Justice Assistance Grant awarded to the Auburn Police Department in the amount of \$17,418.00 for the purchase of Class B uniforms for all sworn staff.

II. Minutes – April 6, 2026 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Casella & Ordinance Changes

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

V. Unfinished Business

1. **ORDINANCE 06-04062026** – Amending Chapter 60, “Zoning”, of the City’s Code of Ordinances regarding LD-427 “An Act to Regulate Municipal Parking Space Minimums”. *Second reading/public hearing. ROLL CALL VOTE.*

VI. New Business

1. **ORDINANCE 07-04212026** – Amending Chapter 2 “Administration” of the City’s Code of Ordinances regarding Article VIII. “Citation System of Code Enforcement”. *First reading. ROLL CALL VOTE.*
2. **ORDINANCE 08-04212026** – Amending Chapter 14, “Business Licenses and Permits”, of the City’s Code of Ordinances regarding penalties and violations. *First reading. ROLL CALL VOTE.*
3. **ORDER 37-04212026** – Approving Mass Gathering/Special Event for City of Auburn’s Lobster Festival on May 16, 2026. *Passage requires majority vote.*

VII. Reports

- a. **Mayor’s Report**
- b. **City Councilors’ Reports**
- c. **Student Representative Report**
- d. **City Manager Report**

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

IX. Executive Session pursuant to 1 M.R.S.A. Section 405(6) (C) for discussion of an economic development matter where premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.

X. Adjournment

**CITY OF AUBURN
FY 2027 EXPENDITURES
COMPARISON FY25, FY26 AND FY27 BUDGET**

	COUNCIL ADOPTED BUDGET FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager \$ Change	Manager % Change
Municipal Expenses					
Operating Expenses	41,434,118	42,591,211	44,393,887	1,802,676	4.23%
Intergovernmental	2,328,502	2,477,975	2,671,297	193,322	7.80%
County Tax	3,117,240	3,385,568	3,694,912	309,344	9.14%
Total Municipal Expenses	46,879,860	48,454,754	50,760,096	2,305,342	4.76%
TIF Expenses	3,049,803	3,272,673	3,627,256	354,583	10.83%
School Expenses					
Operating Expenses	50,697,851	53,454,558	57,372,499	3,917,411	7.33%
Total School Expenses	50,697,851	53,454,558	57,372,499	3,917,411	7.33%
Debt Service					
Municipal	9,772,812	11,799,434	12,886,598	1,087,164	9.21%
School	1,046,596	1,023,308	1,099,999	76,691	7.49%
Municipal Public Referendum	0	460,543	3,521,102	3,060,559	664.55%
School Public Referendum	10,379,025	10,016,027	9,213,246	(802,781)	-8.01%
Total Debt Expenses	21,198,433	23,299,312	26,720,945	3,421,633	14.69%
Total Expenses	121,825,947	128,481,297	138,480,796	9,999,499	7.78%
Less: Non-Tax Revenues					
Municipal	26,142,646	27,172,975	27,962,056	789,081	2.90%
School	41,368,735	43,505,641	45,997,235	2,491,594	5.73%
Total Non-Tax Revenues	67,511,381	70,678,616	73,959,291	3,280,675	4.64%
Tax Levy					
Municipal Operating	18,341,275	18,690,909	20,059,087	1,368,178	7.32%
School Operating	18,418,890	18,782,179	19,482,920	700,741	3.73%
Intergovernmental	5,445,742	5,863,543	6,366,209	502,666	8.57%
Debt Municipal	9,772,812	11,799,434	12,886,598	1,087,164	9.21%
Debt School	1,046,596	1,023,308	1,099,999	76,691	7.49%
Debt Municipal Public Referendum	0	460,543	3,521,102	3,060,559	100.00%
Debt School Public Referendum	1,289,250	1,182,765	1,105,590	(77,175)	-6.53%
Overlay	454,657	383,267	0	(383,267)	-100.00%
Total Tax Levy	54,769,222	58,185,948	64,521,505	6,335,557	10.89%

CITY OF AUBURN
FY 2027 PROPOSED EXPENDITURES

CLASSIFICATION	ACTUAL	COUNCIL	MANAGER	Manager	
	EXPENDED	ADOPTED	PROPOSED	\$ of Increase	% of Increase
	BUDGET	BUDGET	BUDGET	or (Decrease)	or (Decrease)
	FY 24-25	FY 25-26	FY 26-27		
<u>Municipal Services</u>					
General Government	7,698,584	8,850,771	8,499,275	(351,496)	-3.97%
Fringe Benefits	8,543,227	8,899,292	9,446,190	546,898	6.15%
Information Technology	1,082,514	1,095,845	1,305,949	210,104	19.17%
Fire & EMS Transport	6,813,374	6,770,859	7,151,110	380,251	5.62%
Police	5,278,613	5,549,367	5,869,363	319,996	5.77%
Public Works	8,306,265	8,262,820	8,312,594	49,774	0.60%
Solid Waste	1,923,115	1,771,977	2,278,627	506,650	28.59%
Water & Sewer	781,203	840,280	844,563	4,283	0.51%
Total Municipal Services	40,426,895	42,041,211	43,707,671	1,666,460	3.96%
<u>Fiscal Services</u>					
Debt Service	9,592,857	12,259,977	16,407,700	4,147,723	33.83%
Emergency Reserve	0	550,000	686,216	136,216	24.77%
Transfer to TIF	3,627,253	3,272,673	3,627,256	354,583	10.83%
Total Fiscal Services	13,220,110	16,082,650	20,721,172	4,638,522	28.84%
<u>Intergovernmental Programs</u>					
County Taxes	3,117,240	3,385,568	3,694,912	309,344	9.14%
Tax Sharing	205,121	260,000	260,000	0	0.00%
Arts & Culture	35,000	10,000	10,000	0	0.00%
Auburn-Lewiston Municipal Airport	217,850	205,000	205,000	0	0.00%
Lew-Aub Transit Committee	458,502	566,298	570,000	3,702	0.65%
Lew-Aub 911 Communications Center	1,384,110	1,436,677	1,626,297	189,620	13.20%
Total Intergovernmental Programs	5,417,823	5,863,543	6,366,209	502,666	8.57%
Grand Total Municipal Expenditures	59,064,828	63,987,404	70,795,052	6,807,648	10.64%
<u>Non-Tax Revenues</u>					
Total Non-Tax Revenue	26,142,646	27,172,975	27,962,056	789,081	2.90%

**CITY OF AUBURN
 FY 2027 REVENUES
 COMPARISON FY25, FY26 AND FY27 BUDGETS**

CLASSIFICATION	ACTUAL REVENUE FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager's Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
General Government					
Homestead Exemption Reimbursement	1,699,353	1,770,000	1,770,000	-	0.00%
Personal Property Reimbursement	3,094,948	3,100,000	3,100,000	-	0.00%
Tree Growth Reimbursement	11,323	13,000	13,000	-	0.00%
Veterans Reimbursement	12,757	18,000	18,000	-	0.00%
Special Events	-	25,000	25,000	-	0.00%
In Lieu of Taxes	111,126	94,000	94,000	-	0.00%
Excise Tax-Vehicles	5,165,529	4,800,000	5,100,000	300,000	6.25%
Excise Tax-Boats	14,041	15,000	15,000	-	0.00%
Excise Tax-Aircraft	75	5,000	5,000	-	0.00%
State Revenue Sharing	8,302,024	7,200,000	8,000,000	800,000	11.11%
Other State Aid	2,674	3,400	3,400	-	0.00%
Penalties & Interest	85,471	100,000	100,000	-	0.00%
Investment Income	577,662	350,000	350,000	-	0.00%
Transfer in from TIF		1,550,000	1,550,000	-	0.00%
Ingersoll Revenue		62,950	62,950	-	0.00%
Rental Income (ARC)	27,915	84,000	70,000	(14,000)	-16.67%
Sale of Property Assets	24,068	100,000	100,000	-	0.00%
Tax Sharing Revenue		182,000	182,000	-	0.00%
Cable Television Franchise		125,000	125,000	-	0.00%
Cable Television Franchise - City of Lewiston		71,000	71,000	-	0.00%
MMWAC Host Fees		232,110	250,000	17,890	7.71%
Utility Reimbursement		-	-	-	#DIV/0!
Miscellaneous (Unclassified)		150,000	150,000	-	0.00%
Reimbursed Services		364,500	111,122	(253,378)	-69.51%
Fund Balance Contribution		1,875,000	1,775,000	(100,000)	-5.33%
Total General Government	19,128,966	22,289,960	23,040,472	750,512	3.37%

CLASSIFICATION	ACTUAL REVENUE FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager's Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
City Clerk					
Hunting/Fishing/Dogs		700	700	-	0.00%
Neutered Animals		2,500	2,500	-	0.00%
Voter Reg List		200	200	-	0.00%
Clerk/Sale of Copies		60	60	-	0.00%
City Clerk Notary		1,300	1,300	-	0.00%
Commercial License		75,000	75,000	-	0.00%
Marijuana Licenses		220,000	220,000	-	0.00%
Marriage License		5,500	5,500	-	0.00%
Birth/Death/Marriage Cert		25,000	25,000	-	0.00%
Permits - Burial		2,000	100	(1,900)	-95.00%
Fines-Dog		3,500	3,500	-	0.00%
Total City Clerk	-	335,760	333,860	(1,900)	-0.57%
Finance					
Reg - Vehicles Agent Fee		95,000	95,000	-	0.00%
Total Finance	-	95,000	95,000	-	0.00%
Business & Community Development					
CDBG Reimbursement for Services		588,154	588,154	-	0.00%
General Assistance State Reimbursement		560,840	445,550	(115,290)	-20.56%
Total Business & Community Development	-	1,148,994	1,033,704	(115,290)	-10.03%
Planning & Permitting					
Maps & Copies	-	-	-	-	0.00%
Departmental Reviews		15,000	15,000	-	0.00%
Citation Ordinance -Court Fees (Legal Judgements)		3,000	3,000	-	0.00%
Private Vacant Bldg. Permits		105,000	105,000	-	0.00%
Advertising Costs		3,400	3,400	-	0.00%
Permits - Building		260,000	260,000	-	0.00%
Permits - Electrical		30,000	30,000	-	0.00%
Permits - Plumbing		25,000	25,000	-	0.00%
Permits - Sign		5,000	5,000	-	0.00%

CLASSIFICATION	ACTUAL REVENUE FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager's Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Total Planning & Permitting	-	446,400	446,400	-	0.00%
<u>Parks & Recreation</u>					
Recreation Fees		361,611	389,370	27,759	7.68%
Recreation Program		95,000	95,000	-	0.00%
Total Parks & Recreation		456,611	484,370	27,759	0.00%
<u>Engineering</u>					
Fees - Inspection		5,000	5,000	-	0.00%
Fees - Drive Opening		250	250	-	0.00%
Fees - Bid Documents		-	-	-	0.00%
Permits - Fill		200	200	-	0.00%
Permits - Street Opening		15,000	15,000	-	0.00%
Total Engineering	-	20,450	20,450	-	0.00%
<u>Fire & EMS</u>					
Copies of Reports		100	100	-	0.00%
Multiple Alarms				-	0.00%
EMS Transport		1,700,000	1,785,000	85,000	5.00%
EMS Grant		-	-	-	0.00%
Salvage Calls		-	-	-	0.00%
Crash Calls		30,000	30,000	-	0.00%
Total Fire Department	-	1,730,100	1,815,100	85,000	4.91%
<u>Police Department</u>					
Accident & Police		11,000	11,000	-	0.00%
Court		4,000	4,000	-	0.00%
Photos & Tapes		800	800	-	0.00%
False Alarms		15,000	15,000	-	0.00%
Animal Impound				-	0.00%
Veh Rel/Non Driver		3,000	3,000	-	0.00%
Veh Rel/Driver Licence		4,000	4,000	-	0.00%
MDEA Agent			153,000	153,000	0.00%
Transfer in -Opioid Settlement (for PACE program)		60,000	-	(60,000)	-100.00%

CLASSIFICATION	ACTUAL REVENUE FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager's Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Permits - Firearms		1,900	1,900	-	0.00%
Fines - Parking Violations		50,000	-	(50,000)	-100.00%
Total Police Department	-	149,700	192,700	43,000	28.72%
Public Works					
State/Local Road Assistance		500,000	500,000	-	0.00%
Total Public Works	-	500,000	500,000	-	0.00%
Total Municipal	19,128,966	27,172,975	27,962,056	789,081	2.90%
School Department					
Reg Secondary Tuition / Adult Education (Other)		44,754	66,000	21,246	47.47%
Section 28/65 Reimbursement		-	135,000	135,000	0.00%
Franklin Tuition		160,000	180,000	20,000	12.50%
State Subsidy for Education		32,046,130	34,658,280	2,612,150	8.15%
Debt Service Reimbursement		8,833,262	8,151,425	(681,837)	-7.72%
Special Ed/Mainecare		120,000	140,000	20,000	16.67%
State Agency Clients / SOS		30,000	40,000	10,000	33.33%
State Aid for Adult Education		101,495	116,530	15,035	14.81%
Miscellaneous		145,000	160,000	15,000	10.34%
Fund Balance		2,025,000	2,350,000	325,000	16.05%
Total School	-	43,505,641	45,997,235	2,491,594	5.73%

**CITY OF AUBURN
 FY 2027 PROPOSED EXPENDITURES
 COMPARISON FY25, FY26 AND FY27 BUDGETS**

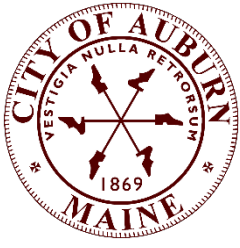
CLASSIFICATION	ACTUAL EXPENDED BUDGET FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager	
				Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>					
City Clerk	286,282	535,326	585,489	50,163	9.37%
City Manager	787,734	600,469	703,611	103,142	17.18%
Finance	1,456,121	1,425,451	1,413,938	(11,513)	-0.81%
Human Resources	258,923	280,420	380,479	100,059	35.68%
Communication and Engagement	348,900	315,205	307,731	(7,474)	-2.37%
Mayor & Council	195,983	181,800	185,000	3,200	1.76%
Information Technology	1,082,514	1,095,845	1,305,949	210,104	19.17%
Fringe Benefits	7,824,202	8,180,267	8,727,165	546,898	6.69%
Workers' Compensation	719,025	719,025	719,025	0	0.00%
Total Administration	12,959,684	13,333,808	14,328,387	994,579	7.5%
<u>Community Services</u>					
Health & Social Services-General Assistance	845,729	801,200	636,500	(164,700)	-20.56%
Public Services (Economic Development)	134,626	533,073	293,479	(239,594)	-44.95%
Engineering	320,781	363,646	386,288	22,642	6.23%
Business and Community Development	511,769	904,162	894,627	(9,535)	-1.05%
Planning and Permitting	719,656	834,030	723,793	(110,237)	-13.22%
Recreation	629,947	890,095	750,314	(139,781)	-15.70%
Public Library	1,202,133	1,185,894	1,238,026	52,132	4.40%
Total Community Services	4,364,641	5,512,100	4,923,027	(589,073)	-10.69%
<u>Fiscal Services</u>					
Debt Service	9,592,857	12,259,977	16,407,700	4,147,723	33.83%
Emergency Reserve	0	550,000	686,216	136,216	24.77%
Transfer to TIF	3,627,253	3,272,673	3,627,256	354,583	10.83%
Total Fiscal Services	13,220,110	16,082,650	20,721,172	4,638,522	28.84%
<u>Public Safety</u>					
Fire & EMS Transport	6,813,374	6,770,859	7,151,110	380,251	5.62%
Police	5,278,613	5,549,367	5,869,363	319,996	5.77%

CLASSIFICATION	ACTUAL EXPENDED BUDGET FY 24-25	COUNCIL ADOPTED BUDGET FY 25-26	MANAGER PROPOSED BUDGET FY 26-27	Manager	
				Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Total Public Safety	12,091,987	12,320,226	13,020,473	700,247	5.68%
Public Works					
Facilities	2,087,912	1,854,151	1,897,760	43,609	2.35%
Operations	6,218,353	6,408,669	6,414,834	6,165	0.10%
Solid Waste	1,923,115	1,771,977	2,278,627	506,650	28.59%
Water & Sewer	781,203	840,280	844,563	4,283	0.51%
Total Public Works	11,010,583	10,875,077	11,435,784	560,707	5.16%
Total Municipal	53,647,005	58,123,861	64,428,843	6,304,982	10.85%
Intergovernmental Programs					
County Taxes	3,117,240	3,385,568	3,694,912	309,344	9.14%
Tax Sharing	205,121	260,000	260,000	0	0.00%
Arts & Culture	35,000	10,000	10,000	0	0.00%
Auburn-Lewiston Municipal Airport	217,850	205,000	205,000	0	0.00%
Lew-Aub Transit Committee	458,502	566,298	570,000	3,702	0.65%
Lew-Aub 911 Communications Center	1,384,110	1,436,677	1,626,297	189,620	13.20%
Total Intergovernmental Programs	5,417,823	5,863,543	6,366,209	502,666	8.57%
Grand Total Municipal	59,064,828	63,987,404	70,795,052	6,807,648	10.64%
Education Operation	48,801,317	53,454,558	57,372,499	3,917,941	7.33%
Education Debt Service	10,269,972	11,039,335	10,313,245	(726,090)	-6.58%
Total School	59,071,289	64,493,893	67,685,744	3,191,851	4.95%
Total Budget	118,136,117	128,481,297	138,480,796	9,999,499	7.78%

	FY 2025 Actual	FY 2026 Approved	FY 2027 MGR Request	Increase/ Decrease (Manager)	%
<i>Mayor and Council- 1004</i>	195,983	181,800	185,000	3,200	1.76%
<i>City Manager- 1005</i>	787,734	600,469	703,611	103,142	17.18%
<i>City Clerk- 1007</i>	286,282	535,326	585,489	50,163	9.37%
<i>Finance Department- 1008</i>	1,456,121	1,425,451	1,413,938	(11,513)	-0.81%
<i>Human Resources - 1009</i>	258,923	280,420	380,479	100,059	35.68%
<i>Communication & Community Engagement - 1006</i>	348,900	315,205	307,731	(7,474)	-2.37%
<i>Health & Social Services-General Assistance - 1032</i>	845,729	801,200	636,500	(164,700)	-20.56%
<i>Business and Community Development - 1013</i>	511,769	904,162	894,627	(9,535)	-1.05%
<i>Public Services (Econ.Dev) - 1011</i>	134,626	533,073	293,479	(239,594)	-44.95%
<i>Planning & Permitting - 1010</i>	719,656	834,030	723,793	(110,237)	-13.22%
<i>Information Technology (IT) - 1025</i>	1,082,514	1,095,845	1,305,949	210,104	19.17%
<i>Recreation - 1030</i>	629,947	890,095	750,314	(139,781)	-15.70%
<i>Public Library - 1050</i>	1,202,133	1,185,894	1,238,026	52,132	4.40%
<i>Facilities & Energy - 1015</i>	2,087,912	1,854,151	1,897,760	43,609	2.35%

	FY 2025 Actual	FY 2026 Approved	FY 2027 MGR Request	Increase/ Decrease (Manager)	%
<i>Engineering - 1014</i>	320,781	363,646	386,288	22,642	6.23%
<i>Workers Compensation - 1016</i>	719,025	719,025	719,025	-	0.00%
<i>Fringe Benefits - 1017</i>	7,824,202	8,180,267	8,727,165	546,898	6.69%
<i>Emergency Reserve - 1018</i>	-	550,000	686,216	136,216	24.77%
<i>Fire & EMS Transport - 1021</i>	6,813,374	6,770,859	7,151,110	380,251	5.62%
<i>Police - 1022</i>	5,278,613	5,549,367	5,869,363	319,996	5.77%
<i>Public Works - 1042</i>	6,218,353	6,408,669	6,414,834	6,165	0.10%
<i>Water & Sewer - 1052 (Fire Hydrants)</i>	781,203	840,280	844,563	4,283	0.51%
<i>Solid Waste - 1043</i>	1,923,115	1,771,977	2,278,627	506,650	28.59%
<i>Tax Sharing - 1053</i>	205,121	260,000	260,000	-	0.00%
<i>Municipal Operating</i>	40,632,016	42,851,211	44,653,887	1,802,676	4.21%
<i>Debt Service - 1019</i>	9,592,857	12,259,977	16,407,700	4,147,723	33.83%
<i>Auburn-Lewiston Airport - 1054</i>	217,850	205,000	205,000	-	0.00%

	FY 2025 Actual	FY 2026 Approved	FY 2027 MGR Request	Increase/ Decrease (Manager)	%
<i>LA Transit Authority - 1056</i>	458,502	566,298	570,000	3,702	0.65%
<i>LA 911 -1057</i>	1,384,110	1,436,677	1,626,297	189,620	13.20%
<i>Arts & Culture - 1049</i>	35,000	10,000	10,000	-	0.00%
<i>County Tax - 1045</i>	3,117,240	3,385,568	3,694,912	309,344	9.14%
Total Municipal	55,437,575	60,714,731	67,167,796	6,453,065	10.63%



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

ORDER 35-04212026

Author: Jonathan P. LaBonte, Transportation Systems Director

Subject: 2026 LARC Annual Meeting

Information: The Cities of Auburn and Lewiston have shared ownership of a real estate holding entity known as the Lewiston and Auburn Railroad Company (LARC). It owns commercial real estate in the City of Lewiston and an active freight rail line in the City of Auburn. At each Annual Meeting, a designated person votes to accept and approve the nominations for the Board of Directors that are put forward by the respective cities, if there are openings. Pursuant to Article IV Sec. 2 and Article VI Sec. 4 of the Bylaws of the Lewiston and Auburn Railroad Company, the Auburn Directors of the LARC shall be nominated by the Auburn City Council and only the municipal official designated by the municipal legislative body shall be authorized to vote the shares held by that Shareholder.

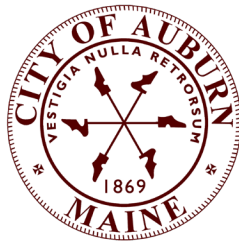
For 2026, Auburn has no openings on the Board of Directors, but Lewiston will nominate two individuals.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Application, ORDER



ORDER 35-04212026

City Council Order

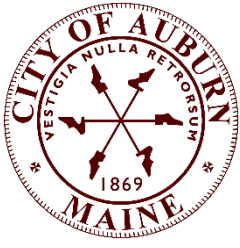
IN COUNCIL

ORDERED, that Mayor Jeffrey Harmon is hereby authorized to vote the shares at the 2026 Annual Meeting of the LARC to be held April 27, 2026.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

ORDER 36-04212026

Author: Jason D. Moen, Chief of Police

Subject: 2025 Byrne Jag Grant – Auburn Police Department

Information: The Auburn Police Department has been awarded a FY2025 Edward Byrne Memorial Justice Assistance grant in the amount of \$17,418.00. The formula grant application will provide for the purchase of Class B uniforms for all sworn staff.

The grant requires Certifications and Assurances by the Chief Executive of the Applicant Government.

City Budgetary Impacts: None

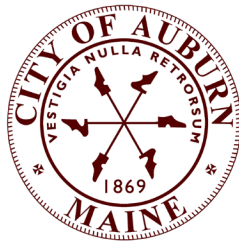
Previous Meetings and History: None

City Manager Comments:

I concur with the recommendation. Signature _____



Attachments:



ORDER 36-04212026

City Council Order

IN COUNCIL

ORDERED, that the City Council hereby authorizes Mayor Jeffrey D. Harmon, on behalf of the City of Auburn, to execute the Edward Byrne Justice Assistance Grant Program FY2025 Local Solicitation – Certifications and Assurances by the Chief Executive of the Applicant Government document to be submitted with the grant application.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

City of Auburn
City Council Meeting
April 6, 2026
Council Chambers, 60 Court St

Mayor Harmon called the meeting to order at 7:00pm and led the assembly in the Pledge of Allegiance. All Councilors were present. Student Representative Mubarik Abdulahi was absent.

I. Consent Items

1. ORDER 29-04062026 – Appointing Election Clerks for a 2 year term from May 1, 2026 to April 30, 2028.

Councilor Walker moved for passage, seconded by Councilor Cowan. Motion passed 7-0.

II. Minutes - March 16, 2026 Regular Council Meeting

Councilor Walker moved for passage, seconded by Councilor Platz. Motion passed 7-0.

III. Communications, Presentations, and Recognitions

None.

IV. Open Session

None.

V. Unfinished Business

ORDINANCE 05-03162026 - Amending Chapter 60, "Zoning", of the City's Code of Ordinances regarding protections for important farmland and natural resources. Second reading/public hearing. ROLL CALL VOTE.

Councilor Gerry moved for passage, seconded by Councilor Platz.

Mayor Harmon opened this item for public hearing. There was no comment. Public hearing was closed.

Motion passed 7-0 on a roll call vote.

VI. New Business

ORDER 30-04062026 – Approving On-Premise Beer & Wine license for CRL Seafood, D/B/A Always Fresh Larochelles Seafood, 22 Mill St. Public hearing.

Councilor Walker moved for passage, seconded by Councilor Cowan. Mayor Harmon opened this item for public comment. There was no comment.

Motion passed 7-0.

ORDER 31-04062026 – Approving On-Premise Beer license for Luchador Corp D/B/A Luchador Tacos, 945 Center St. Public hearing.

Councilor Walker moved for passage, seconded by Councilor Randall.

Mayor Harmon opened this item for public comment. There was no comment.

Motion passed 7-0.

ORDER 32-04062026 – Adopting 5 Year CIP Plan (FY27-FY31). Passage requires majority vote.

Councilor Cowan moved for passage, seconded by Councilor Platz.

Motion passed 6-1 (Gerry opposed).

ORDER 33-04062026 – Annual Reports to Maine State Housing Authority regarding Affordable Housing Districts and associated TIFs. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Platz. Mayor Harmon opened this item for public comment. There was no comment.

Motion passed 7-0.

ORDER 34-04062026 – Amending agreement with the Auburn Lewiston Municipal Airport to refinance the outstanding principal on the Hangar #5 loan for 20 years at 2.58% interest. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Cowan.

Director LaBonte explained the proposed amendment that would match the agreement Lewiston passed.

Motion passed 7-0.

ORDINANCE 06-04062026 – Amending Chapter 60, “Zoning”, of the City’s Code of Ordinances regarding LD-427 “An Act to Regulate Municipal Parking Space Minimums”. First reading. ROLL CALL VOTE.

Councilor Walker moved for passage, seconded by Councilor Duvall. Motion passed 7-0 on a roll call vote.

1. VII. Reports

a. Mayor’s Report – Addressed the revised Council budget schedule; public meeting of Mobile Home Rent Stabilization was held, draft ordinance to come before the Council for discussion in Maine; addressed recent meeting with Home for Good; Auburn Water District Water Tabletop exercise; attended a tour of Good Shepherd Food Bank; PAL center held the Easter Egg hunt, Exchange Club provided food., great event. Upcoming Comprehensive Plan Open Houses are scheduled over upcoming weeks to present a draft of future land use maps and receive feedback from the public.

b. City Councilors’ Reports – Councilor Cowan and Councilor Duvall encouraged residents to come give feedback regarding the Comprehensive Plan Committee meetings. Councilor Platz noted that the Harriman Plan has been posted on the Auburn School Department page.

c. Student Representative Report – ELHS is looking for volunteer opportunities; Spring Sports have started; 30 days until Seniors last day.

d. City Manager Report – Report will be forthcoming regarding NSBA recent events and the weekend impact of these events.

2. VIII. Open Session

John Cleveland, Davis Ave

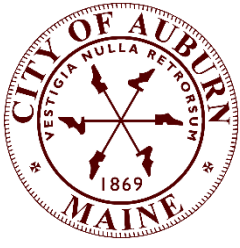
3. IX. Executive Session

4. Executive Session pursuant to 1 M.R.S.A. Section 405(6) (D) for labor contract negotiations concerning Police Department Patrol Unit.
5. Executive Session pursuant to 1 M.R.S.A. Section 405(6) (D) for labor contract negotiations concerning Public Works Department.

Councilor Walker moved to enter executive session, seconded by Councilor Cowan. Motion passed 7-0, 7:45pm. Council came out of executive session.

6. X. Adjournment

Council adjourned the meeting at 8:15pm.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

Author: Denis D'Auteuil

Subject: Transition to Automated Collection of Solid Waste and Recycling

Information: Casella will present an implementation plan to transition to automated collection of solid waste and recycling. City staff will address necessary parking ordinance changes for automated collection.

City Budgetary Impacts: None

Staff Recommended Action: Discussion

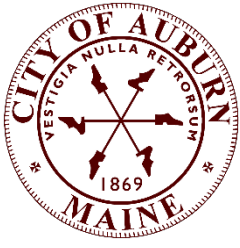
Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:



Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

ORDINANCE 06-04062026

Author: Sam Peikes, Planning Coordinator

Subject: Review and adoption of LD-427 “An Act to Regulate Municipal Parking Space Minimums”

Information: LD-427 is one of three new housing bills passed by the state that requires local municipal ordinances to be more permissible towards new housing development. LD-427 prohibits a municipality from requiring more than one off-street parking space per residential dwelling unit in a growth area and allows a developer to enter into an off-site parking agreement within a ¼ mile of the development site.

City Budgetary Impacts: None

Previous Meetings and History: Staff presented a draft of proposed ordinance changes to the Planning Board at the February 10, 2026 meeting and at the March 10, 2026 meeting. The Planning Board recommended the proposed ordinance changes be forwarded to the City Council. Passed first reading on April 6, 2026.

City Manager Comments: *Phillip Crowell, Jr.*

Attachments: LD-427 state bill and amendments to Chapter 60 Zoning with track changes.

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.

Parking agreement, means an agreement between a property developer and the owner of an off-site parking facility to provide required parking spaces within 1/4 miles of a development site.

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.

ARTICLE V. OFF-STREET PARKING AND LOADING

Sec. 60-607. General provisions and design standards.

Development of the parking and loading spaces required by this section is subject to the following general provisions and design standards:

- ~~(5) The required parking and/or loading spaces shall be provided on the same lot as the principal use, building or structure they are required to serve. For buildings other than dwellings, parking spaces may be located not more than 300 feet there from should practical difficulties prevent their provision on the same lot.~~
- (10) ~~The planning board may impose conditions for off-street parking serving a business or industrial use which abuts the side or rear lot line of a lot in a residential district regarding location, fencing, screening, drainage, ingress and egress, signs and lighting and total capacity of the parking area designed to protect the residential character of the neighborhood are met. Any parking or loading space serving a business or industrial use which abuts the side or rear lot line of a lot in a residential district or use shall be~~ Screeningscreened shall include ~~from said lot by~~ a tight evergreen shrub hedge or similar landscaping, a fence, a solid wall or a combination of two or more of the foregoing. The screen landscaping, wall or fence shall be at least six feet high and may be extended no closer than 15 feet from the street line.
- (18) Required off-street parking as permitted in any residential or commercial zoning district in the Form Based Code areas for lots which cannot provide their own parking because of location, lot size or existing development may be substituted by parking facilities which, in the public's interest may be provided for by the municipality or private parking resources. No such public or private off-street parking shall be considered as a substitute unless located within 1/41,000 milefeet of the principal building or use as measured along lines of public access. A developer engaged in an off-site parking agreement shall provide documentation demonstrating the availability of sufficient capacity at the off-site parking facility.

~~(19) In calculating the required number of off street parking spaces, the gross leasable area shall be used.~~

(Ord. of 9-21-2009, § 4.1A; Ord. No. 0403212016, 4-4-2016; Ord. No. 11-03012021, §§ 39, 71, 3-15-2021)

Sec. 60-608. Parking requirements.

A minimum number of off-street parking spaces shall be provided with each residential use permitted, erected, altered or changed, in accordance with the following standards:

Off-street land use	Minimum number of parking spaces
Residential	
Single-family; farm	1 space /dwelling per unit
Multifamily; two-family	1 space /dwelling per unit
Elderly**	One-half per dwelling unit
Affordable housing development	Off-street parking requirement may not exceed 2 spaces for every 3 units.

**Applies to elderly housing as constructed under special local, state or federal guidelines restricting occupancy to elderly persons.

(Ord. of 9-21-2009, § 4.1B; Ord. No. 28-06212021, 7-19-2021; Ord. No. 23-12022024, 1-6-2025)

DIVISION 7. MULTIFAMILY SUBURBAN DISTRICT

Sec. 60-305. Purpose.

This district is intended to stabilize and protect medium to high density residential areas by providing for a varied denser urban pattern made suitable to the needs of the population by encouraging a range of dwelling types. This multifamily zone has a maximum density of 17 dwelling units per acre, yet retains the open character of residential areas by requiring 50 percent green space. It is intended that this district will provide the maximum possible freedom in the design of structures and their grouping and will encourage flexible and imaginative layouts and designs.

(Ord. of 9-21-2009, § 3.44A)

Sec. 60-306. Use regulations.

(b) *Special exception uses.* The following uses are permitted as special exceptions after approval by the planning board in accordance with division 3 of article XVI of this chapter:

- (1) All uses are permitted by special exception in the Urban Residence (UR) District (division 6 of article IV of this chapter).
- (2) Off-street parking lot, ~~provided that:~~
 - a. ~~Such parking is limited to occupants of buildings located within 500 feet of such parking area whether or not within the same zone.~~
 - b. ~~Reasonable conditions imposed by the planning board regarding location, fencing, screening, drainage, ingress and egress, signs and lighting and total capacity of the parking area designed to protect the residential character of the neighborhood are met.~~

Sec. 60-361. General standards.

The following provisions apply to all planned unit development districts:

- (1) The dimensional requirements as stated in individual zoning districts shall apply within the PUD but may be increased or decreased due to individual site characteristics as determined by the planning board to promote the purposes set forth in section 60-359 of this chapter.
- (2) ~~Off-street parking and loading spaces shall be provided in accordance with article V of this chapter. The planning board may increase or decrease the required number of off-street parking spaces as stated in article V of this chapter in consideration of the following factors:~~
 - ~~a. The probable number of cars owned by occupants of dwellings in the planned unit development;~~
 - ~~b. The parking needs of any nonresidential uses;~~
 - ~~c. Varying time periods of use, and whatever joint use of common parking areas is proposed.~~
- (3) ~~Whenever the number of off-street parking spaces is reduced because of the nature of the occupancy, the city shall obtain assurance that the nature of the occupancy will not change.~~
- (4) A PUD involving residential uses shall reserve an amount of land equal to that required by section 60-1367 to be held as open space for the mutual use of the residents of the PUD or open to the public. Land reserved to satisfy the open space requirement shall be:
 - a. Administered through a homeowner's association; or
 - b. Dedicated to and accepted by the city for public use; or
 - c. Land occupied by a major recreational use adjacent to a PUD-RR; or
 - d. Managed by a non-profit organization or land trust deemed capable of management by the planning board; or
 - e. A combination of a, b, c and/or d above.
- (5) All of the requirements of the City Code of Ordinances applicable to the zoning district not addressed in this division, shall apply.
- (6) Before granting approval of the final development plans, the planning board must find that said plan addresses each of the following criteria or that one or more of the criteria are not applicable to the proposed development and/or that a practical substitute to one or more of the criteria has been achieved::
 - a. The proposed development has an appropriate relationship to the surrounding area;
 - b. Circulation, in terms of internal street circulation system, is designed for the type of traffic generated, safety, separation from living areas, convenience, access and control of noise and exhaust. Proper circulation in parking areas is designed for safety, convenience, separation and screening;
 - c. Adequate open space has been provided with consideration given to preservation of natural features including trees and drainage areas, topographic features, recreation and views.
 - d. Privacy in terms of needs of individuals, families and neighbors;
 - e. Pedestrian and bicycle traffic in terms of safety, separation, convenience and access points;
 - f. Building types in terms of appropriateness to density, site relationship and bulk;

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- g. Building design in terms of orientation, spacing, character, storage, signs and lighting;
 - h. Landscaping of total site in terms of purpose such as screening, ornamental types used, and materials uses, if any;
 - i. Preservation of historically or architecturally significant buildings or places, if any;
 - j. There is public sewer available to the lot or will be made available by the developer prior to certificates of occupancy being issued, except as allowed by section 60-360(a) in the case of a PUD-RR.
 - k. That the proposal meets the requirements of section 60-1335, special exception of this ordinance.

(Ord. of 3-16-2009, § 3.51(D); Ord. of 9-21-2009, § 3.51D; Ord. No. 08-08072017, 9-11-2017)

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

In all residential, general business and 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.
- (5) Single-family dwellings may be converted into two- or multi-family buildings if located in the growth area as delineated in the future land use map of the most recent comprehensive plan and pursuant to sections 60-53 and 60-54.
- (6) Lots in the designated growth areas that are zoned urban residential, suburban residential, rural residential, and low-density country residential shall contain no more than two dwelling units per building.

(Ord. of 9-21-2009, § 3.1C; Ord. No. 04-03072016, 5-16-2016; Ord. No. 23-12022024, 1-6-2025)

Sec. 60-499. Use regulation.

(a) *Permitted uses.* The following uses are permitted:

- (1) Residential dwelling uses permitted in the Multifamily Suburban District (MFS) (division 7 of article IV of this chapter).
- (2) Grocery stores and supermarkets.
- (3) Clothing stores.
- (4) Furniture stores.
- (5) Department stores.
- (6) Specialty shops.
- (7) Hotels and motels.
- (8) Funeral homes and mortuaries.
- (9) Child day care centers.
- (10) Medical and dental clinics.
- (11) Wholesale bakeries.
- (12) Retail laundries and dry cleaners, but not plants.
- (13) Banks, business and professional offices.
- (14) Public transportation passenger offices.
- (15) Governmental offices.
- (16) Municipal, civic or public service buildings and other utility facilities.
- (17) Warehouses, wholesale offices, salesrooms and showrooms.
- (18) Restaurants, bars, dining rooms or lunchrooms, but not to include drive-in and carry-out restaurants.
- (19) Halls, private clubs and lodges, bowling alleys, ice and roller skating rinks, indoor theaters and similar places of indoor amusement or recreation.
- (20) Animal hospitals and pet shops, but no kennels.
- (21) Business equipment repair and business services.
- (22) Radio and television studios.
- (23) Printing shops, but not publishing plants.
- (24) Retail, service, office and commercial uses similar to the foregoing.
- (25) Carwashes.
- (26) Accessory uses, building and structures.
- (27) Shelters for abused persons.
- (28) Greenhouses and lawn maintenance services.
- (29) Temporary outdoor places of amusement.
- (30) Churches and temples.

-
- (31) Adult use and medical marijuana stores subject to the requirements of chapter 14, article XVIII of the City of Auburn Ordinances.
- (32) Marijuana cultivation accessory to a licensed retail store on the same property.
- (b) *Special exception uses.* The following uses are permitted as special exceptions after approval by the planning board in accordance with division 3 of article XVI of this chapter:
- (1) Automobile filling stations.
 - (2) Automobile repair and service stations.
 - (3) Automobile and marine sales lots and sales and service agencies.
 - (4) Automobile and marine paint and body repair shops.
 - (5) Hospitals, care homes, boardinghouses and lodginghouses.
 - (6) Research or philanthropic institutions.
 - (7) Outdoor theaters.
 - (8) Drive-in or carry-out restaurants.
 - (9) Commercial parks.
 - (10) Sales, rental and service agencies for mobile homes, farm equipment, trucks and trailers, and machine equipment.
 - (11) Light industrial plants which will not create a nuisance by noise, vibration, smoke, odor or appearance.
 - (12) Off-street parking as a commercial or municipal use, ~~provided that such parking is limited to occupants of buildings located within 500 feet of such parking area whether or not within the same district. The planning board may impose conditions regarding fencing and screening, drainage, ingress and egress, signs and lighting, and total capacity of the parking area as it deems necessary to protect the character of the neighborhood.~~
 - (13) Trucking terminals and similar nonprocessing storage and distribution uses, except bulk storage of chemicals, petroleum products and other flammable, explosive or noxious materials.
 - (14) Convenience stores.
 - (15) Research, experimental and testing laboratories.
 - (16) Landscape services.
 - (17) Any new building of 5,000 square feet or more or any existing building which proposes a use permitted under subsection (a) of this section which will occupy an area of 5,000 square feet or more.
 - (18) Automotive towing and storage.
 - (19) Major retail development provided that it meets the conditions noted in section 60-45(g).
 - (20) Outpatient addiction treatment clinics.
 - (21) Adaptive reuse of structures of community significance.
 - (22) Public safety services.
 - a. All projects shall provide a community impact and needs analysis with review and approval from city council or its designee.
 - (23) Government services.

-
- a. All projects shall provide a community impact and needs analysis with review and approval from city council or its designee.
- (24) Manufacture, compounding or assembling of articles using Maine derived forest products, agricultural products or other natural resource inputs.
- a. The property is located in the Maine Forest Bioproducts Advanced Manufacturing Tech Hub Overlay District.

(Ord. of 9-21-2009, § 3.62B; Ord. No. 11-11072016, 11-21-2016; Ord. No. 05-04032017, § 2, 4-24-2017; Ord. No. 05-05202019, 6-3-2019; Ord. No. 11-03012021, §§ 30, 31, 3-15-2021; Ord. No. 02-02132023, 2-17-2023; Ord. No. 09-05062024, 5-20-2024)

Sec. 60-669. Mobile home park standards.

Mobile home parks proposed to be established must have a minimum of three lots and be located within 1,500 feet of municipal sewer and water. Mobile home parks shall meet all of the following standards set forth in this division:

- (1) *Minimum lot size.*
 - a. The minimum lot size shall be 5,000 square feet.
 - b. The following frontage and setbacks shall apply:

Frontage	50 feet
Front setback	15 feet
Side	10 feet
Rear	10 feet

- (2) *Parking in front yard to zero lot line.* Setbacks may be reduced along rear lot lines of lots adjacent to abutting property where buffers are proposed along the perimeter of the proposed park.
- (3) *Siting.* All mobile home lots shall be laid out on the proposed subdivision and site plan showing approximate pad locations prior to final approval. On sites/lots which abut rear lot lines, the pads shall be offset as to not obstruct view from the rear portion of each unit. Units/lots that abut public roads shall meet front yard setbacks established by the zone in which the park is proposed.
- (4) *Off-street parking requirements.*
 - a. Off-street parking in the form of parking lots or carports for mobile home parks shall meet the same standards as provided in article V of this chapter.
 - ~~b. Residential parking spaces need not be located on lots occupied by the dwelling units served, but at least two such spaces per unit shall be reserved for, and located within 100 feet walking distance of the dwelling unit it is intended to serve. No on-street parking will be provided.~~
 - ~~b.e.~~ Parking on each individual lot will be allowed to infringe the principal structure setbacks. All off-street parking must be of an impervious material. All off-street parking lots proposed must be shown on the site and subdivision plans at time of planning board review.
 - ~~c.d.~~ Lots with 50 feet of frontage will allow parking within the ten-foot side yard setback and associated front setback.
- (5) *Buffering and landscaping.*
 - a. All parks shall provide and maintain a buffer strip of 50 feet around the perimeter of the mobile home park. If the per acre density of homes within the mobile home park is at least two times greater than:
 1. The density of residential development on immediately adjacent parcels of land; or
 2. If the immediately adjacent parcels of land are undeveloped, the maximum net residential density permitted by applicable municipal ordinances or state law. This buffer must include either a wooden stockade fence, a chainlink fence with vegetative cover at a minimum height of six feet or the buffer must be heavily vegetated with coniferous trees that at the time of planting must be six feet in height. Heavily vegetated is considered to mean trees planted in a row at least eight feet on center. The buffer vegetation shall not exceed 25 feet in width. Each row shall be offset from the adjacent row. The planning board may

allow a reduction in the buffer width, if the developer can prove that the intent of this provision is not impaired.

- b. Where possible, existing trees shall be preserved, mobile home sites shall be oriented with respect to scenic vistas, natural landscape features, topography and natural drainage areas. Areas such as wetlands shall be preserved in accordance with the Army Corps of Engineers standards.
 - c. Open space, storage or recreation requirements shall not exceed ten percent of the combined area of the individual lots within a mobile home park. If the developer wishes to develop more than ten percent open space, storage and/or recreation area, he may do so.
- (6) *Accessory buildings and utility sheds.*
- a. Utility sheds or accessory buildings will be allowed along the rear portion of the lot and along the rear lot line and shall not exceed two percent of the lot size.
 - b. At least one large storage facility may be required in the park in order to store such items as recreation vehicles, boats, snowmobiles and all other licensed and unlicensed recreation vehicles which might otherwise be stored in a parking space to be utilized by an individual unit. This area shall in total not be less than 50 square feet for each mobile home lot and shall have screening around the storage area on all four sides. Fully enclosed security fencing is encouraged.
- (7) *Street design standards.* Privately owned and maintained streets shall meet the following requirements:
- a. Streets shall have a right-of-way of 23 feet in width, and pavement shall be 20 feet in width.
 - b. Intersections proposed as part of the mobile home park which will tie directly into city accepted streets, shall meet minimum intersection geometric design standards as developed by the institute of transportation engineers or the American Association of State Highway and Transportation Officials.
 - c. All street design plans must be stamped and signed by a registered professional engineer.
- (8) *Refuse.* Refuse containers shall be conveniently located throughout the site at a rate of one eight yard garbage container for every 20 mobile home units and shall be fenced in on three sides in order to protect the health and safety of the park residents. This standard is based on a weekly pickup and may be reduced if pick-up is more frequent. In the event lot-to-lot pickup is provided by the park management, this provision shall be waived.
- (9) *Fire hydrants.* Fire hydrants shall be placed at a distance of no more than 1,000 feet apart in order to service the complete mobile home park.
- (10) *Mailboxes.* Must be established in such a manner that at a minimum five vehicles may be able to either park or be queued in order to pick up mail at the proposed mail box location. This location must also be approved in writing by the local postmaster.
- (11) *Design and anchoring of units.* All units being established within an approved mobile home park are subject to all standards noted in section 60-1010(d)(1) through (10).
- (12) *Site plan standards for review.* Provisions of this section are subject to both division 4, subdivision, and division 2, site plan review, of article XVI of this chapter for review.
- (13) *PUDs.* Planned unit developments (PUDs) are encouraged under section 60-385. If a developer proposes a park under the PUD section, then all standards and sections of that article must be met.

(Ord. of 9-21-2009, § 4.3E; Ord. No. 11-03012021, § 37, 3-15-2021)

PART II - CODE OF ORDINANCES
 Chapter 60 - ZONING
 ARTICLE IV. - DISTRICT REGULATIONS
 DIVISION 14. FORM BASED CODE

DIVISION 14. FORM BASED CODE¹

Subdivision I. In General

Sec. 60-554. Form based code use and parking matrix.

Key:	
S =	Special exception
P =	Permitted
X =	Prohibited
sp =	Parking space
sf =	Square foot of gross floor space
DU	Dwelling unit
=	

USE(1)	T-4.1	T-4.2B (4)	T-4.2	T-5.1	T-5.2	T-6	PARKING REQUIREMENTS(2)
Residential Use Type							
Single family	P	P	P	P	<u>P</u>	<u>P</u>	1 sp/DU
Duplex	P	P	P	P	P	P	1 sp/DU
Townhouse	P	P	P	P	P	P	1 sp/DU
Multi-family	P	P	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & breakfast < 4 rooms	S	S	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & breakfast > 4 rooms	S	S	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel	X	X	X	S	S	P	½ sp/employee plus 1 sp/room

¹Editor's note(s)—Ord. No. 04-03072016, adopted May 16, 2016, repealed former Div. 14, §§ 60-546—60-549, in its entirety and enacted new provisions as herein set out. Former Div. 14 pertained to the central business district and derived from Ord. of 9-21-2009, §§ 3.69A—3.69D; Ord. of 2-16-2010.

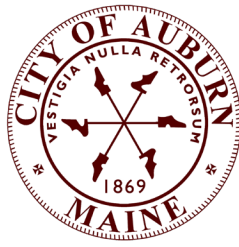
Elderly/child care facility	S	S	S	S	S	P	½ sp/employee plus 1 sp/8 users
Home occupation	P	P	P	P	P	P	Based on use type (ch. 60, art. IX)
Community based residential facilities	P	S	P	P	P	P	1 sp/employee plus 1 sp/client
Boarding house/ lodginghouse	P	S	P	P	S	X	1 sp/guestroom plus 1 sp/employee
Office/Service							
Professional offices	S	S	S	P	P	P	None
Medical and dental clinics	S	S	S	P	P	P	None
Personal services	S	S	P	P	P	P	None
Retail Type Use							
General retail	S	S	S	P	P	P	None
Age restricted retail(3)	S	X	S	S	S	S	None
Specialty shops	S	P	P	P	P	P	None
Restaurant up to 30 seats w/16 outdoor	X	S	S	P	P	P	None
Restaurant over 30 seats w/16 outdoor	X	X	S	S	P	P	None
Halls, private clubs, indoor amusement	S	S	S	S	P	P	None
Artist studios, performing art center	S	S	S	P	P	P	None
Civic							
Church or places of worship	S	S	S	P	P	P	None
Government offices	X	S	X	P	P	P	None
Art galleries	S	P	P	P	P	P	None
Transportation facilities	X	X	X	S	S	S	None
Adaptive reuse of structures of community significance	S	S	S	S	S	S	None
Public safety services(5)	S	S	S	S	S	S	None
Government service(5)	S	S	S	S	S	S	None
Municipal or public utilities and	S	S	S	S	S	S	None

communication facilities(5)							
Municipal services	P	P	P	P	P	P	None
Detention facility(5)	X	X	X	X	S	X	None

Notes:

- (1) Uses not listed are considered prohibited unless deemed similar by the director of planning or by the planning board through a special exception approval.
- ~~(2) * Parking requirements in T 4.1, T 4.2B, T 4.2, T 5.1, T 5.2 and T 6 may be provided by the municipality or private parking resources within 500 feet of the principal building, subject to planning board approval.~~
- (3) Where more than 50 percent of floor space is devoted to age restricted goods. This may include licensed adult use or medical marijuana stores.
- (4) Office, service and retail uses limited to 1,500 SF footprint and must include a residential unit; no drive through businesses allowed.
- (5) All projects shall provide a community impact and needs analysis with review and approval from city council or its designee.
- ~~(6) For an affordable housing development, off street parking requirements may not exceed two spaces for every three units.~~

(Ord. No. 04-03072016, 5-16-2016; Ord. No. 05-04032017, § 2, 4-24-2017; Ord. No. 07-05202019, 6-3-2019; Ord. No. 29-06212021, 7-19-2021; Ord. No. 20-09062022, § 3, 9-19-2022; Ord. No. 02-02132023, 2-17-2023; Ord. No. 23-12022024, 1-6-2025)



City Council Ordinance

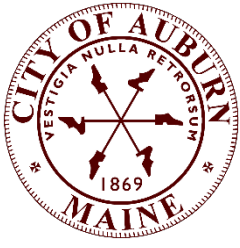
IN CITY COUNCIL

BE IT ORDAINED, that THE CITY OF AUBURN hereby amends Auburn’s Code of City Ordinances Chapter 60 to comply with LD-427 “An Act to Regulate Municipal Parking Space Minimums”, which prohibits a municipality from requiring more than one off-street parking space per dwelling unit and allows a developer to satisfy parking requirements through an off-site parking agreement within existing facilities located within a ¼ mile of the development site.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

ORDINANCE 07-04212026

Author: Emily F. Carrington, City Clerk

Subject: Amending Chapter 2 "Administration" of the City's Code of Ordinances regarding Article VIII. "Citation System of Code Enforcement"

Information: This proposed amendment to Chapter 2, Article VIII "Citation System of Code Enforcement", adds Chapter 14, licenses, under its applicability and details the process for violations and the order of correction for general code violations, to include licensing violations, including failure to apply for a license. As recommended by the Council at the January workshop, the fees for penalties outlined in Sec. 2-641 and Sec. 2-642 are removed and are to be included in the City's fee schedule which will accompany second reading as a companion order. ORDINANCE 07-04212026 is a companion ordinance to ORDINANCE 8-04212026.

City Budgetary Impacts: N/A

Previous Meetings and History: Presented at Council Workshop on 1/20/26, reviewed by city attorney and recommended for first reading on April 21 and second reading on May 4, 2026.

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Proposed ordinance amendment

ARTICLE VIII. CITATION SYSTEM OF CODE ENFORCEMENT¹

DIVISION 1. GENERALLY

Sec. 2-605. Applicability; enforcement officials.

- (a) This article shall apply to enforcement proceedings under the following:
- (1) Chapter 12, article III, the building code.
 - (2) [Chapter 14, article II, licenses](#)
 - (23) Section 18-1, pertaining to prohibited activities in Lake Auburn watershed.
 - (34) Chapter 18, article II, pertaining to soil disturbance and fill standards.
 - (45) Chapter 18, article III, pertaining to post-construction stormwater management.
 - (56) Chapter 20, article III, the fire code.
 - (67) Chapter 12, article III, division 2, the electrical code.
 - (78) Chapter 12, article IV, the housing code.
 - (89) Chapter 44, pertaining to solid waste.
 - (910) Chapter 46, pertaining to streets, sidewalks and other public places.
 - (1011)——Chapter 60, pertaining to zoning.
- (b) The inspectors under the various codes are referred to in this article collectively as enforcement officials.
(Code 1967, § 33-1.1)

Sec. 2-606. Effect of article on other ordinances.

This article does not supersede or repeal other enforcement procedures or preclude the initiation of other enforcement proceedings under state law or other municipal ordinances ~~except to the extent that enforcement proceedings are inconsistent with this article.~~ The enforcement official has discretion to enforce violations of ordinance or state law under this article and / or pursuant to other authority.

(Code 1967, § 33-2.10)

¹State law reference(s)—Enforcement of civil violations, 17-A M.R.S.A. § 17.

Sec. 2-607. Investigation of violation.

Upon receipt of information indicating the likelihood of a violation subject to this article, the enforcement official or ~~a his~~ duly authorized agent shall investigate the facts and may ~~make an inspection of~~ inspect the premises when legally authorized to do so.

(Code 1967, § 33-1.2)

Sec. 2-608. Notice of violation and Order of Correction.

(a) If the investigation reveals that a code violation has occurred, the enforcement official shall give written notice of such violation to the person having control of the land, building, structure or sign involved in the violation, referred to in this section as "the violator," and ~~demand order~~ that the violation be corrected.

(b) Notice of the violation may be served as follows:

(1) delivered in hand to the violator or by leaving a copy thereof at the violator's dwelling house or usual place of abode left for him with a person of suitable age and discretion then living therein in the same household. 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 planning and development.

(2), or mailed to him the violator by certified mail to his last known address. If the return receipt is not returned, a notice shall be conclusively presumed to have been served if it is also sent by regular mail, postage prepaid, which is not returned as undeliverable by the postal service.

(c) ~~Such A~~ notice of violation shall

(1) be in writing;

(2) include a statement of the reasons why it is being issued;

(3) describe the violation, including a reference to the ordinance section violated;

(4) specify a reasonable period as to each violation within which corrective action must be completed; ~~and~~

(5) state the potential consequences if the violation is not corrected; and ~~The notice~~

(6) inform the violator of the right to dispute the order and how that right is exercised by appeal, and specify the consequences of the failure to appeal shall also advise the property owner of his right to appeal to the appropriate authority if he disagrees with the enforcement official's determination that he is violating the ordinance.

(Code 1967, § 33-1.3)

Sec. 2-609. Civil proceedings.

If appropriate action to correct the violation has not been taken within the period established in this article, the enforcement official or the city solicitor may initiate appropriate court proceedings to prevent, correct or abate the violation. Such court proceedings may include the initiation of a land use complaint pursuant to rule 80K of the Maine Rules of Civil Procedure.

(Code 1967, § 33-1.4)

Sec. 2-610. Penalties.

~~The following penalties shall apply to citations issued pursuant to this division as defined in the city's fee schedule. The enforcement official or the city solicitor seek penalties pursuant to 30-A M.R.S. § 4452 as applicable.:~~

~~First citation \$105.00~~

~~Second citation \$210.00~~

~~Third citation \$420.00~~

~~Fourth and subsequent citations \$840.00~~

~~(Ord. of 5-3-2010)~~

Secs. 2-6110—2-636. Reserved.

DIVISION 2. ALTERNATIVE ENFORCEMENT PROCEDURE

Sec. 2-637. Issuance of citation.

If appropriate action to correct the violation has not been taken within the period established by the enforcement official pursuant to this article, he may, as an alternative to initiating court action, issue a citation to the violator.

(Code 1967, § 33-2.1)

Sec. 2-638. Contents of citation.

- (a) ~~The citation provided for in this division shall be in writing, describe the nature of the violations, including the ordinance sections violated, and state the dates by which the violations were to have been corrected, that a civil penalty of \$50.00 has been imposed for the violation, the date by which the penalty must be paid and to whom, and the consequences of failing to pay within the period stated.~~

The citation provided for in this division shall be in writing, describe the nature of the violations, including the ordinance sections violated, and state the dates by which the violations were to have been corrected, that a civil penalty as established in the fee schedule set forth later in this chapter has been imposed for the violation, the date by which the penalty must be paid and to whom, and the consequences of failing to pay within the period stated.

- (b) The number of days allowed by the enforcement official within which corrective action must be taken shall be reasonable given the notice period previously given to the violator, the nature of the violation to be corrected, and the time which the code enforcement official estimates will be required to perform the corrective work.
- (c) The citation shall also advise the violator of his right to request an extension of time to correct the violation as provided in this division. The citation shall state that an additional civil ~~penalty of \$100.00 penalties~~ will be imposed and that further citations may be issued if the violation has not been corrected within the time specified.

(Code 1967, § 33-2.2)

Sec. 2-639. Time limits for corrective action.

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

Immediate risk or nuisance means a condition or circumstance which poses an immediate threat to the health or safety of individuals or their property.

Long term risk or nuisance means a condition or circumstance which does not pose an immediate threat to the health or safety of individuals or their property, but could cause a hazard or create a physical or aesthetic nuisance if not corrected.

Short term risk or nuisance means a condition or circumstance which, while posing a serious threat to the health or safety of individuals or their property, is not likely to occur so soon as to be an immediate danger.

(b) *Time periods which corrective action taken.* The following time periods within which corrective action must be taken shall be presumed to be reasonable for purposes of this article:

Description of risk	Corrective action time period
Immediate risk or nuisance	Zero hours to 24 hours
Short-term risk or nuisance	24 hours to one week
Long-term risk or nuisance	One week to 30 days

(Code 1967, § 33-2.3)

Sec. 2-640. Service of citation.

- (a) Citations issued pursuant to this division may be delivered in hand to the violator or left ~~for him~~ with a person of suitable age and discretion living in the same household. If the violator is a corporation, citations may be served on an authorized official, or, if none is available, upon any employee of the corporation.
- (b) Citations may also be served by certified mail, return receipt requested. If the return receipt is not signed, the citation shall be presumed to have been served if also sent by ordinary mail which has not been returned by the postal service.

(Code 1967, § 33-2.4)

Sec. 2-641. Amount of penalty.

~~(a)~~—The penalties for violations punishable by citations under this division shall be as defined in the city's fee schedule, as follows:

~~First citation \$105.00~~

~~Second citation \$210.00~~

~~Third citation \$420.00~~

~~Fourth and subsequent citations \$840.00~~

~~(b) The fines imposed shall be cumulative.~~

~~(Code 1967, § 33-2.5; Ord. of 5-3-2010)~~

Sec. 2-642. Further citations.

~~If the corrective action required has not been taken within the time specified in the first citation issued under this division, the code enforcement official may issue a second citation. The second citation shall contain the same information set forth in the first citation regarding the nature of the violation, but may do so by reference to the first citation in the discretion of the code enforcement official. It shall also state that, in addition to the previous civil penalties, a civil penalty of \$200.00 will be imposed and that further citations may be issued if the violation has not been corrected within the specified time. The time limit indicated may be the same as the time allowed in the first citation or may be altered if there has been a change in circumstances. The same procedure may be repeated by the issuance of a third citation punishable by a civil penalty of \$500.00 if the corrective action has not been taken within the time specified.~~

If the corrective action required has not been taken within the time specified in the first citation issued under this division, the code enforcement official may issue a second citation. The second citation shall contain the same information set forth in the first citation regarding the nature of the violation but, may do so by reference to the first citation in the discretion of the code enforcement official. It shall also state that, in addition to the previous civil penalties, an additional civil penalty of two hundred ten dollars (\$210) will be imposed and that further citations may be issued if the violation has not been corrected within the specified time. The time limit indicated may be the same as the time allowed in the first citation or may be altered if there has been a change in circumstances. The same procedure may be repeated by the issuance of a third citation punishable by a civil penalty of four hundred twenty dollars (\$420) if the corrective action has not been taken within the time specified. Any fourth and each subsequent citation shall be punishable by a civil penalty as defined in the city's fee schedule, of eight hundred forty dollars (\$840). The fines imposed shall be cumulative.

(Code 1967, § 33-2.6)

Sec. 2-643. Interest on unpaid penalties.

All civil penalties imposed by citation under this division shall be due within five days after the date the corrective action specified was to be taken. Interest computed at the rate of 18 percent per annum shall be added to all unpaid civil penalties beginning five days after the date that the civil penalty became due. The code enforcement official or the city solicitor may initiate appropriate proceedings to collect any civil penalties which are not promptly paid, together with all outstanding interest.

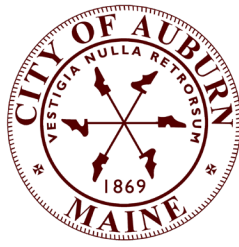
(Code 1967, § 33-2.7)

Sec. 2-644. Extension of time to correct violation.

In any case in which the violator asserts that there is good cause for extending the period during which the violation can be corrected under this division, he may request such an extension from the enforcement official in writing, setting forth the reasons for the request. The filing of such an application shall not suspend the running of the time limit specified. The enforcement official shall act upon the request within two working days of its being presented. The decision of the enforcement official shall be final.

(Code 1967, § 33-2.8)

Secs. 2-645—2-661. Reserved.



City Council Ordinance

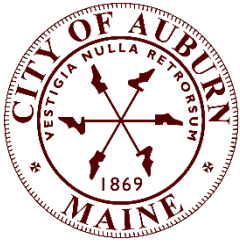
IN CITY COUNCIL

BE IT ORDAINED, that THE CITY OF AUBURN hereby amends Chapter 2, "Administration" of the City's Code of Ordinances regarding Article VIII. "Citation System of Code Enforcement", as seen on the attached.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

ORDINANCE 08-04212026

Author: Emily F. Carrington, City Clerk

Subject: Amending Chapter 14, Business Licenses, regarding citations and enforcement

Information: This proposed amendment to Chapter 14, Article II Licenses, directs violations to Article VIII, Citation System of Code Enforcement. In addition, Section 14-47 is modified to direct notice of violations in licensing to Code Enforcement for action. This is a companion ordinance to ORDINANCE 7-04212026.

City Budgetary Impacts: N/A

Previous Meetings and History: Presented at Council Workshop on 1/20/26, reviewed by city attorney and recommended for first reading on April 21 and second reading on May 4, 2026.

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Proposed ordinance amendment

ARTICLE II. LICENSES

Sec. 14-26. Compliance with state and local law and rules required.

- (a) Except as otherwise provided, no person shall engage in any business or activity, nor maintain any equipment or device, for which a license or permit is required, without having first complied with all applicable rules and regulations and having paid the proper fee and obtained a license therefore.
- (b) Specifically, all licensees and applicants for licenses are required to comply with state statutes and rules, city ordinances and rules and regulations of city departments which pertain to the business or activity for which a license is desired. State rules include and are not limited to:
 - (1) State of Maine Food Code 2013 as adopted by the Maine Department of Health and Human Services, Health Inspection Program, 10-144 CMR 200 and the Maine Department of Agriculture, Conservation and Forestry, 01-01 CMR 331, October 1, 2013.
 - (2) Rules Relating to Lodging Establishments, Department of Health and Human Services, Maine Center for Disease Control and Prevention, Division of Environmental Health 10-144 CMR 206, January 1, 2003.
 - (3) Rules relating to the Administration and Enforcement of Establishments Licensed by the Health Inspection Program, Department of Health and Human Services, Maine Center for Disease Control and Prevention, Division of Environmental Health Inspection Program 10-144 CMR Chapter 201, last Amended on October 7, 2012.

(Ord. No. 38-02072011-05, att. § 24-26, 2-7-2011; Ord. No. 07-12172012, § 24-36(a), 1-7-2013; Ord. No. 08-09222014, 10-6-2014)

Sec. 14-27. Penalty.

~~The violation of any provision of this division shall be punished by a civil penalty, payable to the city, of not less than \$100.00 and not more than \$2,500.00 for each offense, based on the severity of the offense and number of occurrences. Each act of violation and every day upon which any such violation occurs shall constitute a new and separate offense. In addition to such penalty, if the court finds for the city, the city shall recover its costs of suit, including reasonable experts' fees, reasonable attorneys' fees and reasonable and necessary investigative costs.~~

The violation of any provision of this division shall be addressed and enforced in accordance with ARTICLE VIII. CITATION SYSTEM OF CODE ENFORCEMENT. Each act of violation, and each day that a violation continues, shall constitute a separate and distinct offense. All enforcement actions, procedures, and associated processes shall follow the citation system established in Article VIII.

(Ord. No. 38-02072011-05, att. § 24-27, 2-7-2011)

Sec. 14-28. License for each location required.

A license is required for each place or premises where a business regulated by this chapter, or any part thereof, including storage, is conducted. No licensee shall engage in such business in any manner at any place without first obtaining such license. The provisions of this section shall not apply to the following licenses, except

that a separate license shall be required for each cart, vehicle, conveyance or other carrier employed by such licensees: peddler, solicitor, sound amplification and taxicab.

(Ord. No. 38-02072011-05, att. § 24-28, 2-7-2011)

Sec. 14-29. Written application to be on approved form; submitted with appropriate fee.

Except when otherwise provided by the ordinances of the city, every application for a license shall be made in writing to the city clerk or designee upon a form to be provided by the clerk. Such application shall be signed by the applicant. The proper fee shall be paid to the clerk at the time of filing the application.

(Ord. No. 38-02072011-05, att. § 24-29, 2-7-2011)

Sec. 14-30. Business beginning after application date.

The license fee for any business shall be due and payable before such business is begun, provided, that when the licensee begins such business after the expiration of six months of the current license year, then such licensee shall be required to pay one-half the applicable yearly license fee prescribed, except as provisions otherwise require payment of the full license fee.

(Ord. No. 38-02072011-05, att. § 24-30, 2-7-2011)

Sec. 14-31. Fees; waiver.

The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the city council. The city council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting.

(Ord. No. 38-02072011-05, att. §§ 24-31, 2-7-2011)

Sec. 14-32. Applicants required to furnish information.

- (a) Every applicant for a license shall furnish to the city the following information:
- (1) Complete and exact name under which the business is proposed to be operated;
 - (2) If the business is proposed to be operated by an individual under any assumed name, the name of such individual and his address;
 - (3) If the business is a partnership, the name and address of each partner;
 - (4) If the business is a corporation, the name and address of the officers of the corporation, and the location of the principal office;
 - (5) Nature of the business for which a license is desired;
 - (6) Proposed physical location; and
 - (7) Proof of ownership or legitimate interest in property where business is to be conducted.
- (b) In addition to the foregoing, the applicant shall furnish to the city clerk or designee such other information as may be required by him in order to enable him to determine the proper classification of the applicant and

the appropriate license fee and any other associated costs directly related to the application for a license, such as, but not limited to, the costs of public hearing ads and background check.

(Ord. No. 38-02072011-05, att. § 24-32, 2-7-2011)

Sec. 14-33. Investigation of applicants.

Wherever his approval is required or upon the request of the city clerk, the police chief may cause an investigation of any applicant for a license to be conducted prior to approval of such application for a license or permit.

(Ord. No. 38-02072011-05, att. § 24-33, 2-7-2011)

Sec. 14-34. Certification from city officials.

- (a) Before an applicant receives a license, the city clerk shall submit the application for certification to the code enforcement officer, fire chief, police chief and city treasurer or their designee.
- (b) Each city official has the authority to use back ground investigations, city records and any other means necessary to review each application in the course of the approval or denial process.
- (c) The code enforcement officer shall inspect the premises to determine whether the facilities are sanitary and in compliance with the provisions of land use regulations, building standards and codes as well as all state and city rules and regulations for the type of business activities intended to be conducted.
- (d) The fire chief shall determine whether the premises are free of a health safety and fire hazards and in compliance with all applicable standards.
- (e) The police chief shall certify that the applicant has not had a history of complaints or problems on the proposed business, applicants, owners or managers; where the approval of the license would be adverse to the public health, safety and welfare of the citizens of the city.
- (f) The city treasurer shall certify that all taxes and any monies due to the city have been paid or are current.
- (g) In any case where the city requires the approval of the building inspector, code enforcement officer, police chief, fire chief or any other city official prior to issuance of the license, it shall be the duty of the city clerk or designee to notify in writing the officials whose approvals are required.
- (h) The officials so notified, or their duly delegated representatives, shall approve or disapprove the application without delay and shall note their approval or disapproval thereon, stating the reasons for any disapproval.

(Ord. No. 38-02072011-05, att. § 24-34, 2-7-2011; Ord. No. 07-12172012, § 24-36, 1-7-2013)

Sec. 14-35. Hearing before city council; notice.

When required by the city council, a hearing will be held at which time the council shall decide whether to approve or disapprove any application for a license or permit. It shall be the duty of the city clerk or designee to notify the applicant of the time and place of the hearing. Such notice shall be mailed by the city clerk, postage prepaid, to the applicant at his last known address at least 48 hours prior to the date set for such hearing.

(Ord. No. 38-02072011-05, att. § 24-34, 2-7-2011; Ord. No. 07-12172012, § 24-36, 1-7-2013)

Sec. 14-36. Inspection of applicant's premises and merchandise.

Whenever required by state law, the ordinances of the city, the regulations of any city department, or upon the request of the city clerk, an inspection may be made of the applicant's premises or merchandise by the city assessors, police chief, fire chief, code enforcement officer, building inspector or other duly authorized city official prior to approval of any application for a license or permit. In addition, the premises or merchandise of every licensee shall be subject to such inspection at any time during the current license year; and the results of such inspections may be grounds for the suspension or revocation of any license issued by the city.

(Ord. No. 38-02072011-05, att. § 24-35, 2-7-2011)

Sec. 14-37. Disapproval by city officials; appeal to city council.

- (a) In any case where the city requires the approval of the building inspector, code enforcement officer, police chief, fire chief or any other city official prior to issuance of the license, it shall be the duty of the city clerk or designee to notify in writing the officials whose approvals are required.
- (b) The officials so notified, or their duly delegated representatives, shall approve or disapprove the application without delay and shall note their approval or disapproval thereon, stating the reasons for any disapproval. When required by the city council, a hearing will be held at which time the council shall decide whether to approve or disapprove any application for a license or permit. It shall be the duty of the city clerk or designee to notify the applicant of the time and place of the hearing. Such notice shall be mailed by the city clerk, postage prepaid, to the applicant at his last known address at least 48 hours prior to the date set for such hearing.
- (c) The decision and order of the council on such hearing shall be final and conclusive.

(Ord. No. 38-02072011-05, att. § 24-36, 2-7-2011)

Sec. 14-38. Grounds and procedure for denial of license applications; exceptions.

- (a) Except as otherwise specifically provided in this section, a license under this chapter shall be denied if the council makes a finding that:
 - (1) The applicant is a corporation that is not licensed to do business in the state;
 - (2) The applicant is a corporation, of which, at any time during the previous five years, a principal officer, or a person having an actual or beneficial ownership interest or management authority therein has been convicted of (a) any Class A, Class B, or Class C crime, or (b) a crime committed under the laws of the United States of America or of any other state or territory thereof, that is punishable (whether or not such punishment was actually imposed) by a sentence at least as harsh as that that is authorized for the commission of a Class C crime under state law; provided that such conviction was for an offense that is rationally related to the regulation of the business sought to be licensed;
 - (3) The applicant has been convicted of (a) any Class A, Class B or Class C crime, or (b) a crime committed under the laws of the United States of America or of any other state or territory thereof, that is punishable (whether or not such punishment was actually imposed) by a sentence at least as harsh as that that is authorized for the commission of a Class C crime under Maine law; provided that such conviction was for an offense that is rationally related to the regulation of the business sought to be licensed;
 - (4) The applicant has had his business license revoked within the five years preceding the date of the application;

-
- (5) The applicant is a corporation, person or other business entity which does or will employ a person (a) who will be substantially in the ownership or management of the business and the employee's business license has been revoked within the five years preceding the application; or (b) who was a principal of any corporation whose business license has been revoked within the five years preceding the application;
 - (6) The applicant is a corporation, person or other business entity of which any person is a principal who will be substantially involved in the ownership or management of the business and the principal's business license has been revoked within the five years preceding the application;
 - (7) The proposed licensed premises or its use fails to comply with zoning or other land use ordinances;
 - (8) The proposed licensed premises or its use fails to comply with any municipal ordinance or regulation;
 - (9) There exist on or about the premises proposed to be licensed conditions such as waste disposal violations, health or safety violations or other such conditions that unreasonably disturb, interfere with, or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use or enjoy their property in a reasonable manner;
 - (10) The applicant has knowingly furnished false or misleading information on his application.
- (b) No license or permit shall be issued by the city clerk or designee following a hearing at which the city council has disapproved any application for such license. In addition, the city clerk or designee shall deny a license or permit to any person whose application was disapproved by any city official whose approval was required.
 - (c) No license or permit shall be issued to any person who is indebted to the city upon any claim, tax or account that is more than 60 days delinquent. The city treasurer shall be responsible for making available to the city clerk or designee and any other license-issuing officers such information as is essential for compliance with this section.
 - (d) In case an application is disapproved, the city clerk or designee shall then notify the applicant in writing of such denial and shall refund the fee paid in. The city clerk or designee shall also notify the city council of such action at the next regularly scheduled meeting of the city council.
 - (e) In the event that the council, in an exercise of its sound discretion, determines that there exist extenuating circumstances with respect to the grounds for denial of a license or that the circumstances giving rise to the denial can be ameliorated by the imposition of conditions or limitations to the grant of a license, the council may, notwithstanding the grounds set forth in this section, grant a license to the applicant upon such conditions as the council in an exercise of its sound discretion deems to be just and appropriate.
- (Ord. No. 38-02072011-05, att. §§ 24-36, 24-37, 2-7-2011; Ord. No. 07-12172012, § 24-36, 24-37, 1-7-2013)

Sec. 14-39. Appeal.

- (a) Except as otherwise provided, appeals shall be made by filing a written notice of appeal with the office of the city clerk or designee within 30 days of the date of any such denial to the council in writing, whereupon a hearing will be scheduled, at which time the applicant shall have the right to be heard. It shall be the duty of the city clerk or designee to notify such applicants who have appealed, of the time and place of the hearing.
 - (b) Such notice shall be mailed by the city clerk, postage prepaid, to the applicant at the address furnished on the application form at least 48 hours prior to the date set for hearing. The city council may, at that time, approve any application previously denied by the affirmative vote of five or more members of the council.
- (Ord. No. 38-02072011-05, att. § 24-37, 2-7-2011)

Sec. 14-40. Issuance of licenses.

Except where the ordinances of the city require a license to be signed by some other official or where otherwise provided for by the city council, the city clerk or designee shall issue all licenses for which an application has been submitted and approved.

(Ord. No. 38-02072011-05, att. § 24-38, 2-7-2011)

Sec. 14-41. Display of licenses.

Every license shall be kept prominently displayed at the place of business of the licensee named in the license, or, in the case of equipment licenses, the license shall be affixed to such machines or equipment as required to allow such license to be inspected at any time by any proper city official.

(Ord. No. 38-02072011-05, att. § 24-39, 2-7-2011)

Sec. 14-42. Change of location of licensed business.

No license issued in accordance with the provisions of this chapter for the conduct of any business at a fixed place designated in the license issued therefore shall be valid for the conduct of such business at any place other than that designated in such license.

(Ord. No. 38-02072011-05, att. § 24-40, 2-7-2011)

Sec. 14-43. Nontransferability.

Every license issued by the city shall be a personal privilege and shall not be assignable or transferable.

(Ord. No. 38-02072011-05, att. § 24-41, 2-7-2011)

Sec. 14-44. Duration of licenses; expiration date.

All licenses, except when otherwise provided, shall be for 12 months' duration and shall expire on the last day of the expiration month according to the following schedule:

Type of License	Term of License	Expiration
Adult Amusement Device	One Year	June
Automobile Graveyard	One Year	October
Beano/Bingo	Six Months, Or Up To Three Years Maximum	December
Bowling/Pool	One Year	Coincides With Food License
Circus/Traveling Amusement Show	Per Day	Per Event
Coin-Operated Device	One Year	June
Exhibition/Performance /Show	Per Day	Per Event
Flea Market	30 Days, 60 Days, 90 Days, Or One Year	Per Event
Food Service Establishment Class A—E, G	One Year	One Year From Date Of Issuance
Food Service Establishment Class F	Up To 30 Days	Per Event

Itinerant Vendor	30 Days, 60 Days, 90 Days, Or One Year	Per Event
Junk Collector/ Pawnbroker/Secondhand Dealer	One Year	Date Of Issuance
Mass Gathering/Event	Per Day	Per Event
Massage Establishment	One Year	Date Of Issuance
Motion Picture Theater	One Year	January
Outpatient Addiction Treatment Clinic	One Year	Date Of Issuance
Peddler	Up To 30 Days	Per Event
Roller Skating Rink	One Year	April
Roving Diner/Mobile Food Vendor	3 Months, 6 Months, One Year	April
Special Amusement	One Year	Coincides With Liquor License
Tattoo	One Year	Date Of Issuance
Taxicab/Taxicab Driver	One Year	December

(Ord. No. 38-02072011-05, att. § 24-43, 2-7-2011)

Sec. 14-45. Effective date.

Unless otherwise provided upon issuance of the license, the effective date of all licenses shall be the date of issuance.

(Ord. No. 38-02072011-05, att. § 24-44, 2-7-2011)

Sec. 14-46. Responsibilities of licensee.

It shall be the responsibility of the licensee of establishments regulated by this chapter to make certain that all rules and regulations prescribed by this chapter and state law are complied with, and each licensee shall cooperate fully with city officials to enforce such regulations.

(Ord. No. 38-02072011-05, att. § 24-45, 2-7-2011)

Sec. 14-47. City officials to notify ~~police~~ Planning, Permitting and Code Office of violators; prosecutions.

Any city ~~official having~~official who has knowledge of any person operating any business or activity regulated by this chapter without the required license, or violating any state or local regulations, shall furnish the ~~police chief~~ Planning, Permitting and Code office the name of such person. It shall be the duty of the ~~police chief~~Code Enforcement official to commence proceedings against the offenders of this chapter.

(Ord. No. 38-02072011-05, att. § 24-46, 2-7-2011)

Sec. 14-48. Suspensions and revocations; hearings.

- (a) Where provided, duly authorized city officials; police chief, fire chief or code enforcement officer; shall have the power to temporarily suspend licenses, upon written notification of violation, for a period of up to five calendar days, when the continued operation of the licensed business or activity presents a danger to the

health, safety or general welfare of the public. This temporary suspension can be revoked when the licensed business rectifies the deficiencies which presented the danger.

- (b) Any license issued by the city may be suspended or revoked by the city council and any license fees retained by the city, upon a finding by the council that the licensee has violated the ordinances of the city or the laws of the State, or has willfully or persistently failed to comply with any applicable rules and regulations. Any action to suspend or revoke a license may be commenced upon the initiative of the council, upon the recommendation of any city official charged with approving, inspecting or otherwise regulating the licensee's business or activity, or upon complaint from any resident of the city.
- (c) Prior to suspending or revoking a license, the city council shall hold a hearing at the regular meeting of the council or a special meeting thereof called for that purpose. At such a meeting, the licensee shall have the right to be heard. Notice of the hearing for suspension or revocation of a license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall be mailed by the city clerk, postage prepaid, to the licensee at his last known address at least 48 hours prior to the date set for hearing. The decision and order of the city council at such hearings shall be final and conclusive.

(Ord. No. 38-02072011-05, att. § 24-47, 2-7-2011)

Sec. 14-49. Exemptions from license requirement or fees.

- (a) Persons acting pursuant to an order or process of a court of competent jurisdiction and persons acting in accordance with their powers and duties as public officers, such as sheriffs and marshals, shall not be required to secure a local license.
- (b) Orphanages and public and private hospitals, as defined in the laws of the State, shall not be required to secure a local business license to operate a children's home or day care facility.
- (c) Persons selling, exclusively, farm, dairy, orchard or fish products of their own production shall not be required to obtain a local license.
- (d) No charge shall be made for the issuance of a solicitor's license, blasting permit or chimney cleaner permit; however, persons traveling by foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house or from street to street selling magazines or other merchandise by sample, list or catalogue for future delivery shall be required to obtain a local itinerant vendor/peddler's license.
- (e) Persons licensed in accordance with state law to maintain an automobile graveyard or junkyard shall not be required to obtain a local license to also operate as a junk collector.
- (f) Persons who use their own homes to provide foster care to children shall not be required to obtain a local license.
- (g) Public or private school cafeterias and nursing homes shall not be required to obtain a local food service establishment license.
- (h) Minors operating a temporary concession stand on private property.

(Ord. No. 38-02072011-05, att. § 24-48, 2-7-2011; Ord. No. 22-10032022, 10-17-2022)

Sec. 14-50. Food sovereignty license exemption.

- (a) *Intent and purpose.* The intent and purpose of Auburn's Food Sovereignty Ordinance is to ensure that residents are provided unimpeded access to local food and to reduce governmental regulation of the local

food system to the fullest extent permitted by home rule authority under 30-A M.R.S.A. § 3001, the Constitution of Maine, Article VIII, Part Second, and pursuant to 7-A M.R.S.A. § 201 et seq.

(b) *Definitions.* As used in this section, the following words and phrases shall have the meanings indicated:

Consumer means any individual who purchases or otherwise receives local food or food products from a producer, grower or processor.

Grower means any individual who grows local food or food products.

Local food or food products means food, food products or drink grown, produced and processed by individuals within Auburn who sell or provide directly to consumers.

Local food system means a community food system within a municipality that integrates food production, processing, consumption, direct producer-to-consumer exchanges and other traditional foodways to enhance the environmental, economic, social and nutritional health and well-being of Auburn and its residents.

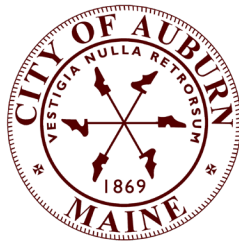
Processor means any individual who processes or prepares local food or food products.

Producer means any individual who produces local food or food products.

(c) *Exemption.* Producers, growers, and processors of local food or food products in the city are exempt from licensure and inspection with respect to their provision or sale of local food and food products to consumers within the local food system of the city. To the extent this section conflicts with any portion of the Code of Ordinances of the city, this section shall prevail and, as it pertains to this section, that portion of code shall be inapplicable.

(Ord. No. 07-08072017, 8-21-2017)

Secs. 14-51—14-71. Reserved.



City Council Ordinance

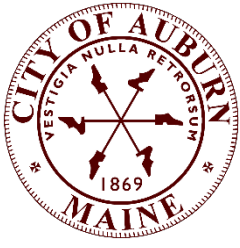
IN CITY COUNCIL

BE IT ORDAINED, that THE CITY OF AUBURN hereby amends Chapter 14, "Business Licenses and Permits", of the City's Code of Ordinances as seen on the attached.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 21, 2026

ORDER 37-04212026

Author: Emily F. Carrington, City Clerk

Subject: Mass Gathering/Special Event Application – Lobster Festival, May 16, 2026

Information: The City's first signature event of the year, Lobster Festival, is to be held May 16, 2026. Attached is the Mass Gathering/Special Event Application for this event, requiring Council approval due to the estimated attendance (2,000+ people). The Council has already held a public hearing and approved the alcohol service license at the January 5, 2026 meeting; this application is for the actual event itself to be held in Festival Plaza, May 16, 2026.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Application, ORDER

Date received: 3/30/26
Date approved: _____



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

Required for any special event on city property that will attract up to 1,000 people, or any outdoor event with continued attendance of 1,000 or more persons for 2 or more hours.

Applications must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 5,000 people.

Application must be submitted at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.

Date of Application: 3/30/26

SPONSOR INFORMATION

Name of Sponsoring Organization: City of Auburn

Name of Contact Person for Event: Jennifer Boenig

Title of Contact Person: Events & Engagement Manger

Mailing Address: 60 Court Street, Auburn, ME 04210

Daytime Telephone: 207.333.6601 ext. 1132 Cell Phone: 207.576.5348

Email Address: jboenig@auburnmaine.gov

Contact Name and Cell Phone Number DURING the Event: Jennifer Boenig, 207.576.5348

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Auburn Lobster Festival

Type of Event (walk, festival, concert, etc.): Festival

Date of Event: Saturday, May 16, 2026 Rain Date: na

Times of Event: Start Time including set-up: 8AM Ending time including clean up: 10P

Actual Event Start Time: 1PM Actual Event End Time: 6PM

Estimated Attendance: 2,000 people

Location of Event: Festival Plaza and Main Street

Have you held an event at this location within the last 12 months? Yes No

If the location is a city park, have you applied for use of the property with the Recreation Department and has your request been approved?

Yes No Pending Date submitted to the Recreation Department: _____

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Not permitted	CROSS-STREET BANNERS Please note that the city no longer allows cross-street banners.			
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>6 food trucks, 1 concession stand vendor, lobster dinner</u> Note - A food service license may be required and must be submitted 14 days prior to the event. Other requirements and/or restrictions may apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: <u>City and Hearth & Key Realty will give away swag/promo items.</u> Note - A peddler permit may be required and must be submitted 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: <u>3 bands are performing</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound? <u>HPA Productions providing stage,sound,lighting</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	ALCOHOL – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and Permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and Permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	PARADE – Will there be a parade? If yes, describe route: Note – A permit from the Police Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate permit required	BURN PERMIT – Will there be any open flame such as a bonfire? If yes, describe activity: Note - A permit from the Fire Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: 3-20x40 tents, 6-10x10 ez-ups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? Using power in Festival Plaza for stage/sound equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Main Street closed with hard barricades from Festival Plaza to Court Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a mandatory requirement for this application and must be included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Municipal parking garage and surface lot. Overflow in Great Falls Plaza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	TOILETS – Please list amount at event and/or nearest location: 12 portable toilets along Main Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	WASTE DISPOSAL – Please list process and location: Auburn Public Works will haul out any trash	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: Portable station in lobster dinner area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	POTABLE WATER – Please list amount at event and location: In Festival Plaza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	FIRST AID FACILITIES – Please list location at event: AFD rescue on-site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$	TOTAL FEE INCLUDED – Checks payable to "City of Auburn"			

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

For an event such as a walk-a-thon, race, festival, concert, etc., the city requires general liability insurance coverage. The **City of Auburn** is to be named as "additionally insured" for the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received at least 30 days before the event and before permits can be issued. Please have the City of Auburn listed on the Certificate of Insurance (minimum coverage \$1,000,000 Bodily Injury or Death, per occurrence, and \$300,000 Property Damage, per occurrence). It should contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the city. Please have your insurance company fax a copy to: City Clerk 207-333-6623.

DESCRIPTION OF EVENT – Please describe what will occur during your event

The 4th annual Auburn Lobster Festival is a free, all ages community event with amazing live music, delicious food, local brews and craft cocktails.

Signature of Applicant:

Printed Name:

Date Submitted:

Jennifer Boenig

Jennifer Boenig

3/30/26

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: City Clerk's Office
60 Court Street
Auburn, ME 04210
FAX: 207-333-6623
EMAIL: ecarrington@auburnmaine.gov
PHONE: 207-333-6600

******FOR STAFF USE******

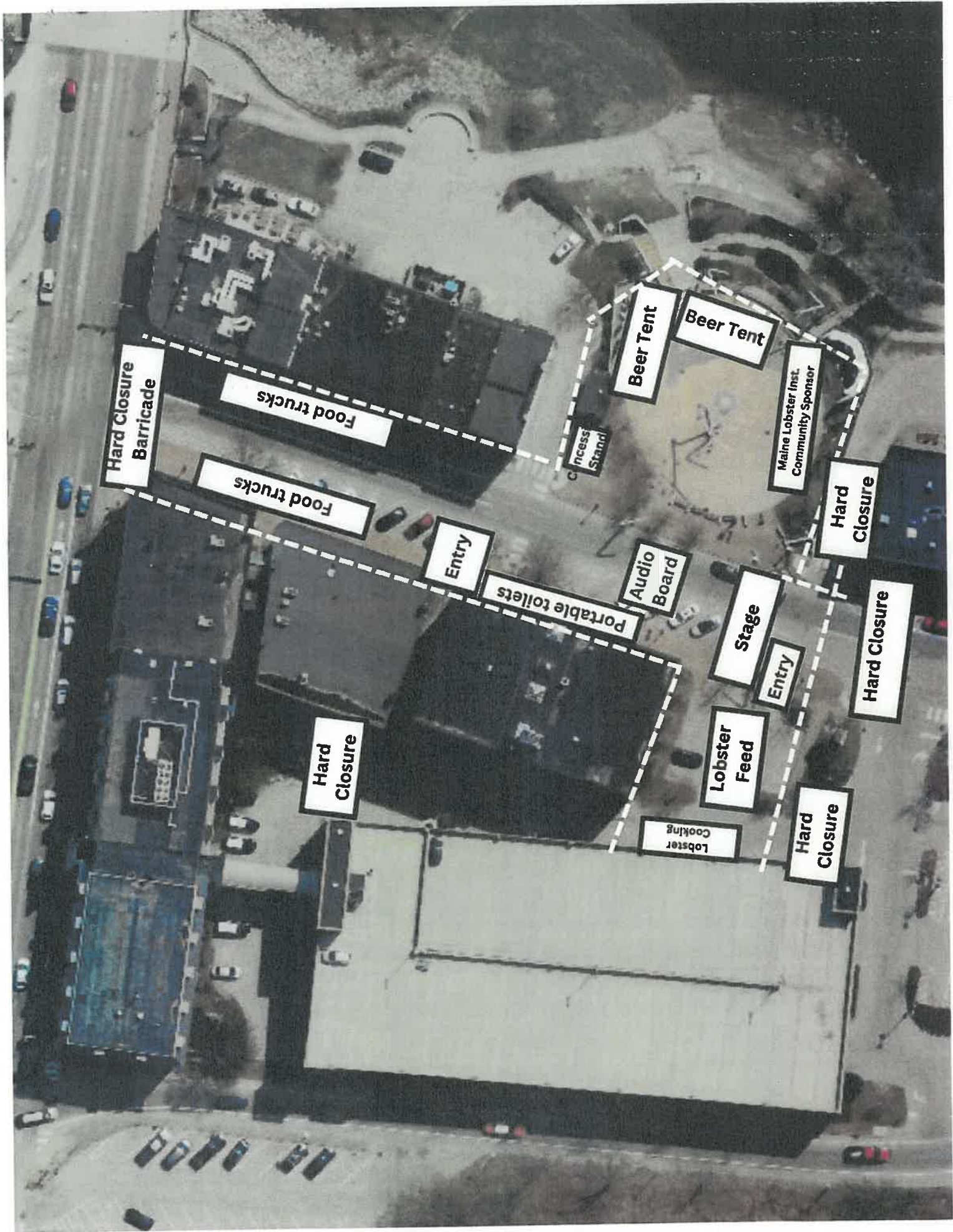
DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Sanitarian/Health Inspector	<input checked="" type="checkbox"/>		↑	<i>Grant</i>
Code Officer/Land Use & Zoning	<input checked="" type="checkbox"/>			
Fire Department	<input checked="" type="checkbox"/>			
Police Department	<input checked="" type="checkbox"/>			
Public Works Department	<input checked="" type="checkbox"/>			
Recreation Department	<input checked="" type="checkbox"/>		3/30	

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: 4/21/26 ~ For Event

License Approved/Denied: _____ Date applicant notified: _____



Hard Closure
Barricade

Food trucks

Food trucks

Entry

Portable toilets

Audio Board

Stage

Entry

Lobster Feed

Lobster Cooking

Hard Closure

Beer Tent

Beer Tent

Maine Lobster Inst.
Community Sponsor

Hard Closure

Hard Closure

Hard Closure



State of Maine

Council approval 1/5/26

Bureau of Alcoholic
Beverages & Lottery
Operations

Application Copy

File Number: 140965

Job Type: New Application

LICENSE TYPE / EVENT TYPE Incorporated Civic Organization Special Event	APPLICATION DATE RECEIVED 2026-03-30
LICENSEE LEGAL NAME	LICENSEE TYPE Public Instrumentality
DOING BUSINESS AS	CORPORATE NUMBER
INCORPORATION DATE	
CORRESPONDENCE ADDRESS 60 Court Street Auburn ME 04210	
MAILING ADDRESS	
PHYSICAL ADDRESS	
CONTACT NAME Jennifer Boenig	PREFERRED CONTACT METHOD Email
CONTACT PHONE (207) 333-6601	ALTERNATE PHONE
FAX	EMAIL jboenig@auburnmaine.gov

CORPORATE STRUCTURE

None selected

NAME	POSITION/TITLE	% Interest

MANAGED BY AGENT

No

LOCATION

Festival Plaza and Main Street

EVENT DATE(S)

Saturday, May 16, 2026

NUMBER OF EVENT DAYS

1

EVENT HOURS OF OPERATION

12 PM to 6 PM

EVENT CONTACT INFORMATION

Jennifer Boenig

Events & Engagement for the City of Auburn

jboenig@auburnmaine.gov or 207.333.6601 ext. 1132

EVENT ADDRESS

112 Main Street Auburn ME 04210

Municipality

Auburn

County

Androscoggin

QUESTIONS

Incorporated Civic Organization

1. What is the type of building and the area in the building to be licensed.
Festival Plaza and Main Street- see attached map. Alcohol will be permitted inside the white dotted lines in the outdoor space.
2. What is the purpose of the event?
The Auburn Lobster Festival is a free community event with amazing live music, delicious food, local brews and cocktails.
3. Is the event open to the public?
Yes

4. Will the event be outdoors?

Yes

(document uploaded)

5. How many people are expected at the event?

2,000 people estimated

6. Provide the name and title of the officer of the incorporated civic organization submitting this application.

City of Auburn

Jennifer Boenig, Events & Engagement Manager

7. Is everyone serving alcohol at this event employed by a licensed manufacturer/supplier or wholesaler?

Yes

8. Will food be served at the event by someone other than the licensee?

Yes

Cruzin Slice, Lewiston, ME

Cheese the Day, Portland, ME

Lucky Cat Coffee, Lewiston, ME

Ye Olde English Fish & Chips, Richmond, ME

LA Taco, Auburn, ME

Mr. Sea's, Lewiston, ME

KP's Place, Auburn, ME

9. You must complete this application as a non-profit organization.

Select "Yes" if you have the organization's corporate structure information that will be required in the next step.

Select "No" if you need to gather the information and come back later to complete the application.

Note: If you want to see what information is required for the corporate structure, select "Yes" and review the forms in the Licensee section.

Yes

TYPE	FILE NAME	DESCRIPTION
Event Area Description and Diagram	Lobster 2026 layout (1).pdf	Alcohol will be permitted in the outdoor space inside the white dotted lines. There are two entry points where staff will check IDs to provide wristbands to people who are 21+. Auburn Police Department will have a supervisor and three officers on-duty at the event and will have at least one officer at the entry points throughout the event. All alcohol vendors are licensed bars/restaurants from the area. Metal barricades and Public Works trucks will serve as the barricades represented by the white dotted lines unless its blocked by a building.

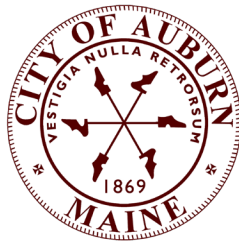
APPLICANT

Jennifer Boenig

DECLARATION

I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



ORDER 37-04212026

City Council Order

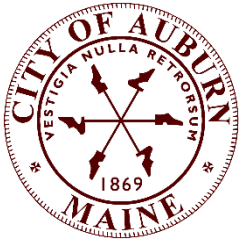
IN COUNCIL

ORDERED, that the City Council hereby approves the Mass Gathering/Special Event Application for the Lobster Festival to be held May 16, 2026, as outlined.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: April 21, 2026

Subject: Executive Session

Information: Pursuant to 1 M.R.S.A. Section 405(6) (C) for discussion of an economic development matter where premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.

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.