



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

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**MANAGER'S REPORT**  
Belfast City Council Meeting  
Tuesday, June 18, 2024

**5:40 p.m.** Committee Interviews

**7:00 p.m.** Regular Council Meeting

**TO: Mayor Eric Sanders and Honorable Members of Belfast City Council**

**FROM: Erin Herbig, City Manager**

**DATE: Thursday, June 13, 2024**

**Agenda Items:**

**10-A Request from the Fire Chief to confirm Robert Banks of Belfast as a full-time Firefighter/EMT for the Belfast Fire and Ambulance Department.**

Robert, or Bob as he prefers, of Belfast is the son of Michael and Staci Banks and a graduate of Belfast Area High School. He joined the department as a Junior Firefighter in June of 2022 and has since been one of the department's most active members. Bob is currently enrolled in the Fire Science Program at Eastern Maine Community College. He has earned his EMT license and is enrolled in the Advanced EMT class this upcoming fall.

Both Chief Richards and I believe Bob will be a valuable full-time staff member of this department and are excited to see him develop as he furthers his education and training. We wholeheartedly recommend the confirmation of Robert Banks for the position of full-time Firefighter/EMT.

If approved by the City Council, City staff request that a motion is made to confirm Robert Banks as a full-time Firefighter/EMT for the Belfast Fire and Ambulance Department. If appointed by the City Council, Mr. Banks will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo (10-A) from Fire Chief Patrick Richards detailing the request. Chief Richards and Mr. Banks will be present at the meeting.

#### **10-B Consideration of an alternative location for small boat storage.**

At the Meeting of May 21, 2024, the City Council approved a proposal to seasonally store various sized rowing vessels in an area approximately 48' x 80' located in the parking lot adjacent to Front St. Shipyard's building #5 at Puddle Dock.

Following the Council's approval, members of the rowing group, JB Turner of Front Street Shipyard, and Harbor Master Kathy Given visited the site and determined that the location proposed is unfortunately not suitable for this use.

The group sought an alternative option for your consideration and determined the area located along Front Street in that same lot may be a more appropriate option. This location is currently used for City float storage in the winter and would coincide with the proposed summer seasonal use of rowing vessel storage. It would also allow rowboat owners to use the adjacent sidewalk to move their vessels in and out, rather than using extra space in the parking lot.

However, the storage area would take up approximately 8 parking spaces typically used during the summer for public parking. In order to offset this, the City could use the area adjacent to Front St. Shipyard's building #5 for parking. This area has typically not been utilized for public parking, but the City could post signage to notify the public it would be available for that purpose.

The Harbor Committee reviewed the new proposed location last night and approved the location at their regular meeting on Wednesday, June 12<sup>th</sup>.

If approved by the City Council, the Harbor Master requests that a motion be made to approve this proposed alternate location to store rowing vessels with the same conditions as the first proposal presented May 21, 2024.

Please see the attached memo (10-B) from Harbor Master Kathy Given detailing the request. Harbor Master Given will be at the meeting to present and answer any questions.

### **10-C Request from the Harbor Master to increase matching funds for the Pump-out Station Grant.**

On December 6, 2022, the City Council approved matching funds in the amount of \$2,500.00 from the Harbor Department's Enk Fund, for a Maine DEP Pump-Out Grant to replace the failing pump-out system at our Harbor. This system is used to pump out holding tanks on vessels. Maine DEP Pump-Out Grant Program pays 90% of all costs for municipalities to install and maintain these systems to encourage vessel owners to not dump sewage overboard.

In December of 2022, the total estimate for the pump itself, including plumbing and electrical installation costs, was \$24,932.34. Although the City was approved for the grant at that time, the project was delayed. The pump will be installed this year. Due to inflation, the current cost for the pump, plumbing and electrical costs now total approximately \$26,500.00. The City 10% match requirement now must be \$2,650.00

If approved by the City Council, the Harbor Master requests a motion for approval of up to \$2,650.00 from the Harbor Department's Enk Fund to cover the current 10% match requirement for the MEDEP Pump-Out Grant to install a new pump-out system.

Please see the attached memo (10-C) from Harbor Master Kathy Given detailing the request. Harbor Master Given will be at the meeting to present and answer any questions.

**10-D Consideration of a Draft Proclamation designating July as Parks and Recreation Month.**

The Parks and Recreation Director has drafted for your consideration a proclamation which designates July as "Parks and Recreation Month". This campaign is sponsored by the National Recreation and Park Association for departments across the United States to celebrate their agencies and their customers during the month of July. If approved, the Parks and Recreation Department would plan a few small events for our community throughout the month of July and provide information about the benefits of parks and recreation on the City website and social media.

If approved by the City Council, Mayor Sanders will read the proclamation recognizing July as Parks and Recreation Month.

Please see the attached memo and draft proclamation (10-D, E & F) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-E Consideration of a Draft Proclamation designating July 19<sup>th</sup> as Parks and Recreation Professionals Day.**

The Parks and Recreation Director has drafted for your consideration a proclamation which designates July 19, 2024, as “Parks and Recreation Professionals Day”. This event celebrates the professionals who work in this field during one of the busiest months of the year. It takes many hands to provide parks and recreation services from maintenance to pool operators and lifeguards to event planners and programmers to administration and this is a great opportunity to recognize that.

If approved by the City Council, Mayor Sanders will read the proclamation recognizing July 19<sup>th</sup> as Parks and Recreation Professionals Day. If approved, the Mayor and City Councilors would be invited to join Parks and Recreation staff on July 19<sup>th</sup> to celebrate the City’s team.

Please see the attached memo and draft proclamation (10-D, E & F) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-F Consideration of a Commercial Use Contract for Yoga by the Bay.**

During the pandemic, it was common for many for-profit health and fitness businesses to partner with local parks and recreation agencies to continue to operate their programming, as a way to survive financially in a very difficult time for businesses who only offered indoor programming. In Belfast, we did just that. Ananda Yoga and Wellness started offering Yoga by the Bay during COVID-19. At that time, the City did not charge a fee for use of the public space.

Post pandemic, every parks and recreation department handle for-profit business use differently—some do not allow for-profit business to run programming in their parks, some departments provide a Commercial Use Permit for a short-term rental period and with a rental fee associated with that permit, and some will ask that the for-profit business partner with the parks and rec department to develop programming appropriate for the park site, where each partner benefits.

The Parks and Recreation Director inquired about interest in becoming a partner with Belfast Parks and Recreation to provide this type of programming, open to the public and within the City's parks, as a department partner, but Ananda Yoga was not interested in a partnership.

In turn, Parks and Rec Director Pam Salokangas proposes use of a Commercial Use Contract as an interim solution for 2024 for Ananda Yoga. The drafted Commercial Use Contract includes a minimal rental fee, the same limitations that already exist in the City's contract used for waterfront activities and would run from late June to the end of September based on past practices.

The Parks and Recreation Commission meets again on Thursday, June 13<sup>th</sup>, and the Commission's feedback will be provided at Tuesday night's meeting.

If approved by the City Council, Director Salokangas recommends notifying the business that this would be the last year that this for-profit activity can take place in this format, and that the determined fee along with a Certificate of Insurance with the City listed as the additional insured for the length of the contract be required.

Please see the attached memo and draft Commercial Use Contract (10-D, E & F) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-G Council conversation regarding a proposed membership restructure for the Intown Design Review Committee and the Parks and Recreation Commission.**

The City of Belfast currently has 17 committees and boards in addition to the legislative body, the City Council. These committees and boards represent the community and facilitate work as directed by the Council throughout the range of City functions. Over the past several years, the City has restructured several committees to create uniformity in terms of membership and process in order to improve communication and produce better outcomes.

At this time, City staff propose consideration of minor membership restructuring for both the Intown Design Review Committee and the Parks and Recreation Commission. Unlike all other City Committees, these two committees' functions are detailed in the City Ordinances. Neither of these two committees was restructured previously in terms of membership, although the Rail Trail and Harbor Walk Committee was incorporated as a sub-committee of the Parks and Recreation Commission.

Both proposed restructurings concern committee membership, terms, quorums and roles. Any determination of individual term status can be discussed at the Committee level if the proposal is adopted. The current proposals are being discussed with both committees' membership concurrently to this topic being presented to City Council so that a potential First Reading and Public Hearing might occur later this summer.

The Intown Design Review Committee does not currently have a Chair or quorum requirements identified in the Code. The proposal would add these standard requirements, limit the number to 9 members, and identify staggered terms to be consistent with other City Committees. City staff believes there is sufficient language to allow non-Belfast citizens to serve on this Committee so long as they demonstrate a background in related local design review involvement, and/or knowledgeable expertise in a related field.

The Parks and Recreation Commission proposed restructuring contains similar edits in order to increase uniformity across City Committees and improve functionality. The Commission's membership could be increased to up to 9 members, each serving staggered 3-year terms, with the

quorum being moved up to 5 members. The proposal would allow members of the community who do not live in Belfast to serve if they can demonstrate a background in local related parks and recreation involvement or interest.

At this time, City staff are seeking City Council input regarding possible next steps. Please see the attached memo (10-G) from City Planner Alexandra Sykes explaining the request in further detail. City Planner Sykes, Director of Code and Planning Bub Fournier and Parks and Recreation Director Pam Salokangas will be at the meeting to present and answer any questions.

**10-H Presentation on proposed ordinance amendments to incorporate a three-way stop on Wight Street.**

Work is currently underway for the much-anticipated reconstruction of Wight Street. It is timely to bring this proposed Ordinance Amendment to the Belfast City Council in support of installation of a new three-way stop sign at the intersection of Martin Lane (Tall Pines Drive) and Wight Street as was planned in the engineered plan approved by the City Council following public input.

At this time, pursuant to Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking of the City Ordinance, the proposed three-way stop sign needs to be adopted by the City Council. While looking at the existing Ordinance, staff also identified the existing stop sign at Tara Road needing incorporation. This proposal would require vehicles to stop if they are traveling east or west on Wight Street, as well as when they come to the end of Martin Lane (Tall Pines Drive).

Planning and Codes staff ran a Public Hearing Notice for two weeks in the Republican Journal and mailed notices of this meeting to neighbors in the immediate area of Wight Street.

No City Council action is needed for this agenda item as this is strictly a presentation regarding the proposed amendments.

Please see the attached memo (10-H, I, & J) from City Planner Alexandra Sykes explaining the request in further detail. City Planner Sykes and the Director of Code and Planning Bub Fournier will be at the meeting to present.

**10-I Public Hearing on proposed ordinance amendments to incorporate a three-way stop on Wight Street.**

**NOTICE OF PUBLIC HEARING**

**BELFAST CITY COUNCIL**

**AMENDMENT TO CITY**

**CODE OF ORDINANCES**

The Belfast City Council, at its meeting of Tuesday, June 18th, 2024, beginning at 7:00PM or as soon as practical thereafter, shall conduct a public hearing regarding a First Reading on proposed amendments to the City Code of Ordinances, Chapter 58 Traffic and Vehicles. The meeting will be held in person in Council Chambers of City Hall at 131 Church Street in Belfast.

The amendments consist of modifications to Article II Stopping, Standing, and Parking, Section 58-44 Stop Signs. The Council will review ordinance language to turn the intersection of Martin Lane and Wight Street into a Three-way Stop and formalize other stop signs on Wight Street already in existence.

The City Council will conduct its First Reading of these Ordinance Amendments at the June 18th, 2024, meeting. The Council will conduct a Second Reading at a later date. The language for the proposed amendments is available at the Planning and Codes Department office in Belfast City Hall during regular business hours, Monday – Thursday, 7:00 am – 6:00 pm. Questions

regarding the proposed amendments should be directed to Bub Fournier, Director, or Alexandra Sykes, City Planner, at 338-3370 x 125 or at [directorplanning@cityofbelfast.org](mailto:directorplanning@cityofbelfast.org).

All interested people are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

Please see the attached memo (10-H, I, & J) from City Planner Alexandra Sykes explaining the request in further detail.

**10-J First Reading on proposed ordinance amendments to incorporate a three-way stop on Wight Street.**

This is a First Reading. At this time, the City Council may discuss, amend, table, or approve the First Reading of the proposed amended ordinance.

If approved by the City Council, City Planner Alexandra Sykes recommends that a motion is made to approve the First Reading of on proposed ordinance amendments to incorporate a three-way stop on Wight Street and to schedule the Second Reading and Public Hearing for an upcoming Council Meeting.

Please see the attached memo (10-H, I, & J) from City Planner Alexandra Sykes explaining the request in further detail. City Planner Sykes and the Director of Code and Planning Bub Fournier will be at the meeting to answer any questions.

**10-K Consideration of a Permit Fee Waiver Request for a project at 125 Union Street.**

Cedar Rodgers-Levell paid \$1,037.50 for a building permit to construct a two-story garage and accessory dwelling unit at 125 Union Street, Map 36 Lot 75, in December 2022 and the permit was issued at that time. Since that time no work has commenced on the project, thus expiring the building permit as per the City Code after one year with no initiation of work. At this time, the owner's agent has made an application for a new permit to conduct the project.

The owner's agent would like the fees paid by the expired permit to be applied to the new permit. Only the City Council can approve rate changes or fee waivers on behalf of the City of Belfast.

If approved by the City Council, the Planning and Codes Director recommends the City Council authorize the permit fee waiver totaling \$1,037.50 to be applied to the fees for a new permit for the project.

Please see the attached memo (10-K) from the Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to answer any questions.

**10-L Request from the of Director Planning and Codes to approve a Shared Use Parking Agreement between the City of Belfast and the Wentworth Event Center, LLLP for the Stephenson Lane Rangeway Parking located at 139 Searsport Ave.**

The City of Belfast Planning and Codes Department has received a food truck court development proposal from Kristine Wentworth for the former Wentworth Center property at 139 Searsport Ave. One of the items that came up when discussing this proposal was the "handshake" agreement between the City and the property owner regarding parking for the Stephenson Lane Rangeway. The parking for this Rangeway straddles the Rangeway itself as well as the 139 Searsport Ave property and there is no formal agreement. City staff suggested to Ms.

Wentworth that a written agreement between the two parties to document the arrangement may make sense so that they are not required to abandon the parking spaces in their official Site Plan and the City may continue to use the spaces to access the Rangeway.

Director of Code and Planning Bub Fournier drafted an agreement which has been reviewed by property owner Kristine Wentworth as well as the City Attorney Kristin Collins. As drafted the agreement would solidify the status quo verbal parking agreement for the Stephenson Lane Rangeway. The agreement identifies that the two nearest parking spots are available for Rangeway users for the next 5 years. The draft included will require additional technical changes but will remain the same in concept.

Director Fournier expects to have the Planning Board review of the food truck court development in late June and would like to have this agreement signed before the proposal goes before the Board, so they do not have to grapple with the handshake agreement that currently exists.

If approved by the City Council, the Planning and Codes Director recommends the City Council move to approve the Shared Use Parking Agreement between the City of Belfast and the Wentworth Event Center, LLLP for the Stephenson Lane Rangeway Parking located at 139 Searsport Avenue in concept, authorize the Director of Code and Planning to finalize the agreement with the property owner, and to authorize the City Manager to sign the agreement on behalf of the City of Belfast.

Please see the attached draft agreement (10-L) from the Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to present and answer any questions.

**10-M Request by the Deputy Economic Development Director to submit a grant application to the State of Maine's Land and Water Conservation Fund to upgrade and/or reconstruct public restrooms and pool bathhouse at City Park.**

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities. LWCF grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation. Grant funds can be used to develop designs, solicit public feedback, and construct improvements.

City staff are working with a design firm to evaluate the current conditions of the existing public bathrooms and the pool bathhouse at City Park. The firm will develop options to upgrade and/or reconstruct buildings to address aging infrastructure in order to meet park usage needs and ADA accessibility.

Applications are due July 1, 2024. City staff can provide an update at the Council Meeting on June 18<sup>th</sup>, 2024. A resolution to approve the submission of the grant and a confirmation of match will be provided to the City Council for approval once staff City clarifies project details with design professional.

Please see the attached memo (10-M) from the Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

**10-N Request by the Deputy Economic Development Director to submit a grant application to the State of Maine's Department of Transportation for the Maine Infrastructure Adaptation Fund to adapt critical infrastructure at City Landing.**

The Maine Department of Transportation (MDOT) is seeking applications for the Maine Infrastructure Adaptation Fund (MIAF) to provide one-time funding to municipal, tribal, and infrastructure districts to adapt their critical infrastructure to reduce vulnerability to climate change. The maximum funding available for scoping and designs is \$75,000 with a 5% match.

Funds from this program would help develop a scope and preliminary designs to rebuild the City's breakwater. The City intends to engage a consultant to evaluate mitigation measures to rebuild the breakwater based on results from the Belfast Breakwater Options Evaluation and subsequent Sedimentation Study. The consultant would develop preliminary designs, an estimate of costs, an outline of permits required, a benefit cost analysis and determine next steps. A cost benefit analysis is required for any FEMA mitigation and construction funds.

If approved by the City Council, the Deputy Economic Development Director requests that a motion is made to approve the submission of the City Landing Breakwater Preliminary Project Design grant application to MDOT for the MIAF for \$75,000 and to commit to the required match of up to \$3,750 from the Harbor Department's Enk Fund; and to authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-N) from the Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

**10-O Request by the Deputy Economic Development Director to submit a grant application to the State of Maine's Department of Economic Development Business Recovery and Resiliency Fund to develop a scope and design to improve and upgrade the Harbor Master's Office and other infrastructure at City Landing.**

The Maine Legislature established the Business Recovery and Resiliency Fund with designed funding in the amount of \$10,000,000 to provide grant opportunities to businesses and organizations affected by the specified severe weather-related events, including January 10, 2024.

Funding from this program would help the City develop designs and construct improvements to raise and/or relocate the Harbor Master's office and address any infrastructure facilities at City Landing not covered by insurance or FEMA to make them more resilient.

If approved by the City Council, the Deputy Economic Development Director requests that a motion be made to approve the submittal of the City Landing Infrastructure Resiliency project grant application to the State of Maine's Department of Economic Development Business Recovery and Resiliency Fund for \$50,000 and to commit to the required match of \$50,000 from the Capital Improvement Fund to be approved in the FY2024-25 budget; and to authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-O) from the Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

#### **10-P Request to remove 6 City Street trees.**

Public Works Director and Tree Warden Bob Richards has been contacted regarding tree removal requests for the following locations:

216 Main Street – Tree keeps losing limbs. The homeowner is concerned about the tree falling on the house.

220 Main Street – Tree is dead. The homeowner would like the tree to be removed.

210 Main Street (Lincolnville Ave. side) – The homeowner is concerned about the condition of the tree and falling on his garage.

14 John Street (Waldo Ave. side) – Tree has storm damage. The homeowner would like the rest removed.

15 Alto Street – Tree is partially hollow. The homeowner is concerned about its condition, coming down on the house.

19 Elm Street – The tree keeps losing limbs. The homeowner is concerned about the tree falling on the house.

This list includes information provided by Director Richards regarding the current condition of each tree. Each tree has been referenced to the 2021 City of Belfast Street Tree Inventory, which provides conditions of City street trees based on an informal scale of 1-5; with 1 generally indicating the lowest level of health and a 5 representing a tree with no outward appearance of decline, although there are some found discrepancies regarding these trees.

Per the City Tree Ordinance these trees have been tagged, notifying the public of the requested removal and contact information for the City Manager's Office to report any questions or concerns regarding the request. As required, they must be posted at least two weeks before being brought before the City Council for discussion and consideration. As of Thursday, June 13th the City Manager's Office has not received any comments. We will update at the meeting with any comments that come in before the meeting on Tuesday.

Attached (10-P) are photos of each of the tree locations, excerpts from the 2021 City of Belfast Street Tree Inventory and memo from the Public Works Director. Deputy City Manager Manda Cushman will be at the meeting to present and answer any questions.

**10-Q Request to approve a one-year contract extension with Comdoctor.net, Inc. for IT Services for the City of Belfast.**

The City's current IT Services contract with Comdoctor.net, Inc. expires on June 30, 2024. The City of Belfast has been happy with the services that Comdoctor.net has provided over the last three years as our contracted IT service provider. To prepare for next year's budget, I requested that Comdoctor.net provide the City with a one-year extension agreement for consideration. After a careful audit of the City's Microsoft Licensing, Comdoctor.net, Inc. proposes an increase of the monthly service contract fees from \$7,958.30 per month to \$8,128.20 per month. This is an increase of \$169.90 per month to address increased licensing and additional needed equipment.

If approved by the City Council, City staff request a motion is made to authorize a one-year contract extension with Comdoctor.net, Inc. to provide information technology services to the City of Belfast for the period of July 1st, 2024 to June 30th, 2025; to authorize the City Manager to sign any documents related and necessary to the execution of the contract extension with Comdoctor.net, Inc.; and authorize funding in the amount of \$8,128.20 per month to pay for Comdoctor.net, Inc. estimated service costs for the period of July 1st, 2024 to June 30th, 2025, this is a total of \$97,538.4, which will be included in the FY2024-25 City budget proposal account #110-834 City Administration IT services.

Please see the attached copy of the one-year contract extension with Comdoctor.net, Inc. (10-Q) for IT Services for the City of Belfast for your consideration. I will be at the meeting to present and answer any questions.

**10-R Request to go into Executive Session to discuss a Poverty Abatement pursuant to Title 36 M.R.S.A. 841.**

## **10-S Signing of Council Orders**

On Tuesday, June 11th the Belfast City Clerk's Office, Tax Office and General Assistance Offices were closed to allow staff to aid at election polling locations. It is important to note that following her appointment as City Clerk last spring, Angie Crosby and her team continue to seamlessly run elections for the City of Belfast. This is a true testament to Ms. Crosby's leadership and dedication to ensuring that all City of Belfast Elections are operated with the utmost professionalism and precision.

Each Election Day, I am reminded of all the time and attention our citizens that serve as poll workers, wardens, clerks and City staff put in to plan for an election in addition to the efforts required that day. Voting is not a right that all citizens of the world share, but here we do, and because of these folks, that is possible.

On behalf of the City of Belfast, thank you to City Clerk Angie Crosby and her team, Andrew Legacy, Brittany Harris, and Kristi Osgood, along with all our citizen election workers on another successful election and a job well done.

**City of Belfast  
Consent Agenda  
Tuesday, June 18, 2024  
Meeting #24**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

**9) Permits, Petitions and Licenses - Consent Agenda**

- A. Request to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private wedding on June 7, 2024, from 4:00 p.m. to 10:00 p.m. located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine.**

Motion to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private wedding on June 7, 2024, from 4:00 p.m. to 10:00 p.m. located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine.

- B. Request to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private wedding on June 8, 2024, from 4:00 p.m. to 10:00 p.m. located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine.**

Motion to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private wedding on June 8, 2024, from 4:00 p.m. to 10:00 p.m. located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine.

- C. Request to approve an off premises catering permit for Sofia LK d/b/a Blue Spoon for a private wedding on June 22, 2024, from 6:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine.**

Motion to approve an off premises catering permit for Sofia LK d/b/a Blue Spoon for a private wedding on June 22, 2024, from 6:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine.

- D. Request to approve a Special Amusement Permit for Shawna Aitken d/b/a Nautilus for live music, DJ, Karaoke, dancing, and all live entertainment located at 3 Main Street, Belfast, Maine, indoor and outdoor.**

Motion to approve a Special Amusement Permit for Shawna Aitken d/b/a Nautilus for live music, DJ, Karaoke, dancing, and all live entertainment located at 3 Main Street, Belfast, Maine, indoor and outdoor.

- E. Request to approve a Facility Use request from Belfast Flying Shoes to utilize the Armistice Bridge (east end) for the annual Community Dance on June 22, 2024, from 4:30PM to 8:30PM and September 7, 2024, from 4:00PM to 8:00PM.**

Motion to approve a Facility Use request from Belfast Flying Shoes to utilize the Armistice Bridge (east end) for the annual Community Dance on June 22, 2024, from 4:30PM to 8:30PM and September 7, 2024, from 4:00PM to 8:00PM.

- F. Request to approve a Facility Use request from Ando Anderson to utilize Steamboat Landing Park for the annual Belfast Summer Nights on June 27, July 4, 18, 25, Aug. 1, 8, 15, 22, 29, and Sept. 5, 2024 (July 11 is being held off-site due to Boathouse wedding) from 3:00PM to 8:30PM.**

Motion to approve a Facility Use request from Ando Anderson to utilize Steamboat Landing Park for the annual Belfast Summer Nights on June 27, July 4, 18, 25, Aug. 1, 8, 15, 22, 29, and Sept. 5, 2024 (July 11 is being held off-site due to Boathouse wedding) from 3:00PM to 8:30PM.

- G. Request to approve a Facility Use request from Our Town Belfast to utilize Steamboat Landing Park for the annual Outdoor Summer Movies on July 12 and 26, and August 9 and 23, 2024 from beginning at dusk.**

Motion to approve a Facility Use request from Our Town Belfast to utilize Steamboat Landing Park for the annual Outdoor Summer Movies on July 12 and 26, and August 9 and 23, 2024 from beginning at dusk.

**H. Request to approve a Facility Use request from the First Church to utilize Spring Street (between Church and Court Streets) for the annual Strawberry Festival & Fair on July 13, 2024, from 7:00AM to 3:00PM.**

Motion to approve a Facility Use request from the First Church to utilize Spring Street (between Church and Court Streets) for the annual Strawberry Festival & Fair on July 13, 2024, from 7:00AM to 3:00PM.

9.E, F, G + H



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRP, CPSI**  
Parks & Recreation Director

**Email:** parksandrec@cityofbelfast.org  
**Phone:** (207) 338-3370, ext. 127

### MEMORANDUM

**TO:** Erin Herbig, City Manager  
**FROM:** Pam Salokangas, Parks and Recreation Director  
**DATE:** June 11, 2024  
**RE:** Event/Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following annual events for the City Council's June 18 Consent Agenda. All of these events were reviewed by the Parks and Recreation Commission at their June 13, 2024, meeting, and these annual events do not have any major changes.

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9.E

The Belfast Flying Shoes is requesting to host their annual dances on the Armistice Bridge on two separate dates this year; the first would be Saturday, June 22 (4:30-8:30 PM) and the second would be Saturday, September 7 (4-8 PM). This year, they are requesting to be on the east end of the bridge for their annual dances. At this time, the only request from the group is to ensure that electricity is available for their events. The Belfast Flying Shoes have already provided the required Certificate of Insurance naming the City as an additional insured. **Only a facility use request approval is needed to approve this annual event.**

9.F

Belfast Summer Nights is an annual musical concert series held in Steamboat Landing Park; this event is sponsored by the City, including infrastructure support through Belfast Parks and Recreation. Mr. Ando Anderson has submitted the Facilities Use Request for the series and has included all dates that will be held at the park; there is one concert that will be held off-site at Waterfall Arts due to an outdoor wedding at the park that was reserved in 2023. Dates for the concerts to be held in Steamboat Landing Park include June 27, July 4, 18, 25, August 1, 8, 15, 22, 29, and Sept. 5. The July 11 concert will be held off-site as noted. Time is set as 3-8:30 PM which includes set-up, concert, and clean-up. So far, one vendor has inquired about vending for the concerts, with a possible second vendor interested as well. The Parks and Recreation Dept. has notified the vendors that a Belfast Lunch Wagon license would be required. Parks and Recreation will handle the provision of the staging and provide access to electricity. **Only a facility use request approval is needed to approve this annual event; the City's general liability insurance covers this co-sponsored activity.**





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

Memo to City Manager  
June 11, 2024  
Page 2

9. G

Our Town Belfast has submitted their Facility Use Request for the annual Outdoor Summer Movies, held at Steamboat Landing Park. This year, Ms. Cunningham, Executive Director, has requested the dates of July 12 and 26 and August 9 and 23, all Fridays, for the movie series. Parks and Recreation is responsible for providing electrical access for the screen and projector. Our Town Belfast will need to provide their Certificate of Insurance for these dates, noting the City as an additional insured. **Only a facility use request approval is needed to approve this annual event.**

9. H

Lastly, the First Church Strawberry Festival & Fair is requesting permission to close Spring Street between Church and Court Streets for this annual event (+50 yrs.!). This year's event is scheduled for Saturday, July 13 and their total time for street closure is 7 AM-3 PM, and this includes set-up, event, and clean-up. Between 200-300 people are expected and they plan for 2-3 food trucks, craft tables, music, and they will utilize their own church restrooms. They plan to set-up on the church's grounds and in the street. There are no homes on Spring Street between Church and Court Street, but there is a business with parking off of Court Street with their main entrance off of Church Street; Parks and Recreation is recommending that they alert their neighbor across Spring Street of the event. Chief Cormier reviewed the church's application and requested that through their event advertising to remind volunteers and attendees to not block anyone's driveway when parking for the event, and to ensure that fire hydrants and intersections are not blocked to emergency vehicles. **Only a facility use request approval is needed to approve this annual event.**





9.E

**Facilities Use Request  
City of Belfast, Maine**

**EVENT:** Belfast Flying Shoes community dance on the Armistice Footbridge

**DATES:** Th 6/20/24 or Sa 6/22 **EVENT REPRESENTATIVE:** \_\_\_\_\_  
Chrissy Fowler, Executive Director of Belfast Flying Shoes

**PROPOSED LOCATION/AREA TO BE USED:** East end of the Armistice footbridge, no need to close the footbridge to foot traffic. (We will keep a pedestrian path clear.)

**All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.**

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request. If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

Chrissy Fowler 207-338-0979 (land line) or 207-323-5665 cell belfastflyingshoes@gmail.com

Belfast Flying Shoes (local participatory dance & music nonprofit)

2) Describe in detail the nature of this event (What are you planning on?):

Free community dance on the footbridge, repeating past successful dances there.

Open All Corners Band will play, bringing their own optional chairs; we'll use the electrical outlets to power a small sound system to amplify the musicians and a caller.

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific. <sup>aka "Footbridge Rd."</sup>

Armistice Footbridge (east end); parking in the spaces and along the access road on that side of the bridge;

A/C power from the outlets on the lampposts at that end of the bridge (& confirmation that there is

power running to at least one of those outlets); we will leave space for pedestrian traffic.

4) What dates and times do you wish to have this event?

~~Either Thursday June 29 from approximately 4:30-8:30~~

~~Or Saturday June 22 from approximately 4:30 - 8:30~~

<sup>(B)</sup> // Either Saturday Sept. 7 (4p-8p) <sup>most likely (will confirm)</sup>  
or Thurs Sept. 12 (4p-8p)

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

No.

If yes, then who will manage these closed off Streets?

N/A

6) Are you asking the City for anything other than use of the facilities you have described above?

Nothing besides (a) confirming that there is power at one or more of the outlets on the East side of the bridge.

(b) helping us alert the neighbors. (c) letting us post signs about the event beforehand

.. And general affirmation that our programs serve the community. :)

7) How many people do you expect?

50-100? (Hard to know for sure what a reasonable estimate is.)

8) Will you be selling things at this event? What and by who if not you?

No.

9) Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP No. (N/A)

By Whom: Name and Phone contact number:

(N/A)

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

No. (N/A)

11) Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No

If yes where do you propose they set up? (MAP Location)

(N/A)

12) Describe what type of vendor and the charges you propose to assess against them.

(N/A)

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes.

14) Who is your insurance agent that will provide proof of this coverage to the City?

See attached.

**15) Noise:** What kind of noise do you expect to generate at this event and during which specific period of time?

Amplified dance leader and acoustic fiddle music (no louder than Belfast Summer Nights or similar events.)

**16) How do you propose to handle garbage removal?**

We don't anticipate generating trash. After the dance, we will collect any litter from that part of the footbridge

and will dispose of it in City bins or bring it to the transfer station ourselves.

**17) How do you propose to handle parking?**

We will promote parking on the west side of the bridge (in the spaces and parking lot at that end.)

We don't anticipate parking issues. We expect people to park safely, as at all public events in the City.

**18) How do you propose to handle security?**

We don't anticipate any security issues, but will call 911 if the unexpected happens.

**19) How do you propose to handle the need for restrooms?**

Portable toilets at the end of the footbridge.

**20) What is your plan/need for electricity or water?**

Dancers & musicians will bring their own water.

See #3 and #6, above, re: electricity.

**21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?**

No, but we would appreciate your help and advice with how to handle this (see #6)

**22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?**

Chrissy Fowler 323-5665 cell is best (or belfastflyingshoes@gmail.com might wor

**23) Are you requesting any services from the City? Be specific on the services you are asking for**  
See above (3, 6, and other info)

**Department**

**Service Requested**

City Manager  
Approval

Police  
Nothing unusual (Just being available in an emergency, as they always are)

Fire/ Ambulance  
Nothing unusual (Just being available in an emergency, as they always are)

Parks  
Approval, and confirmation that there is power running to at least one outlet on the East end of the bridge.

Public Works  
Nothing in particular.

Harbor  
Nothing in particular.

Other? FYI, we're using the East end of the bridge to accommodate folks who may be fishing.

**Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.**



## FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
  - electrical needs
  - street closures
  - police assistance
  - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

**My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.**

Signature

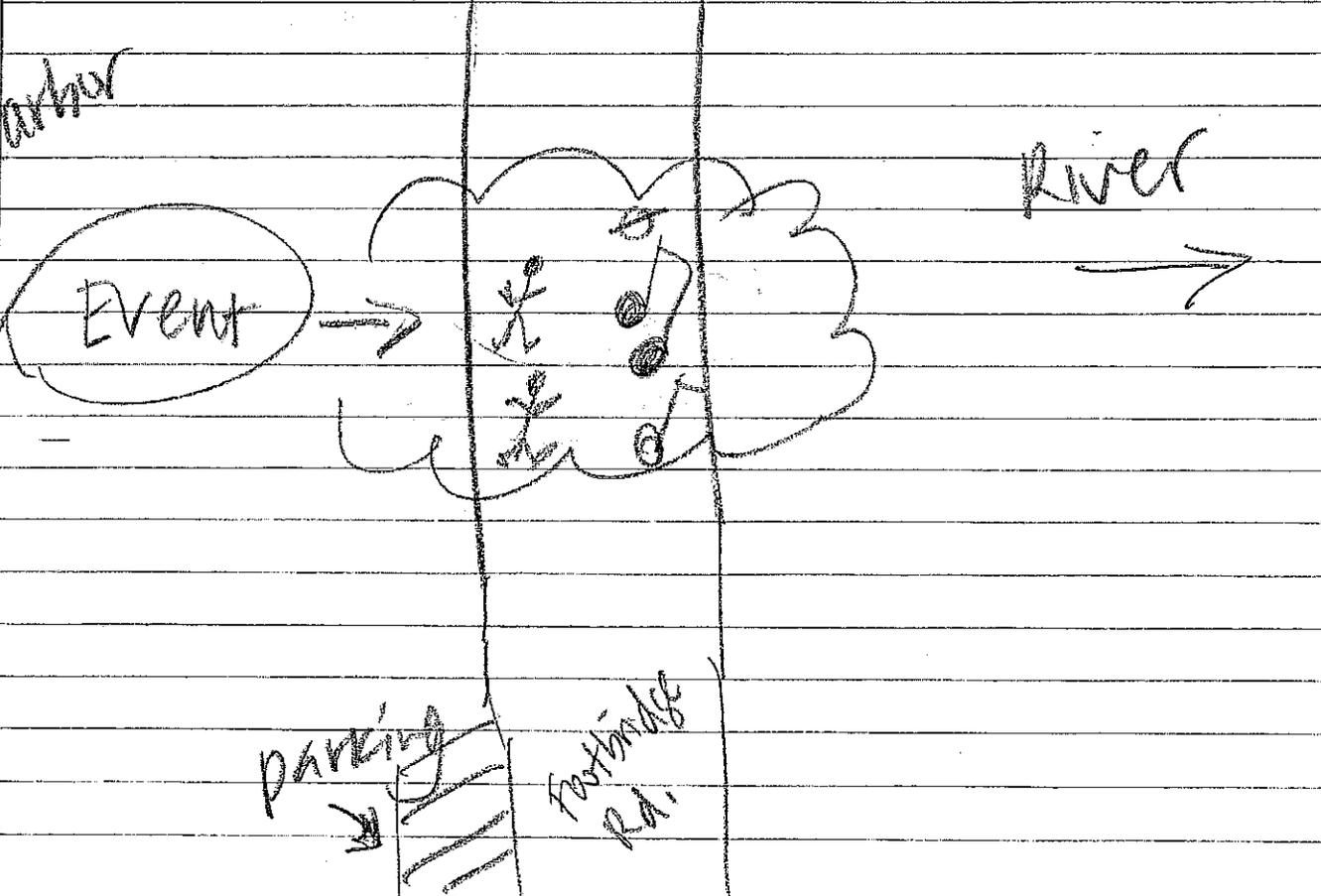
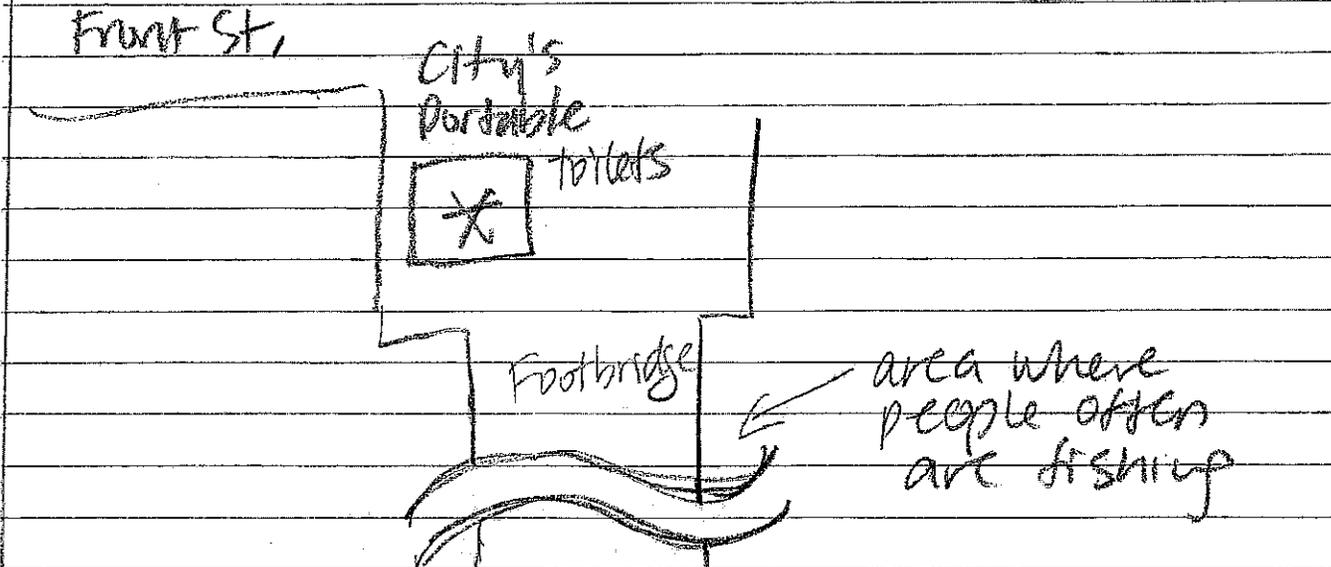
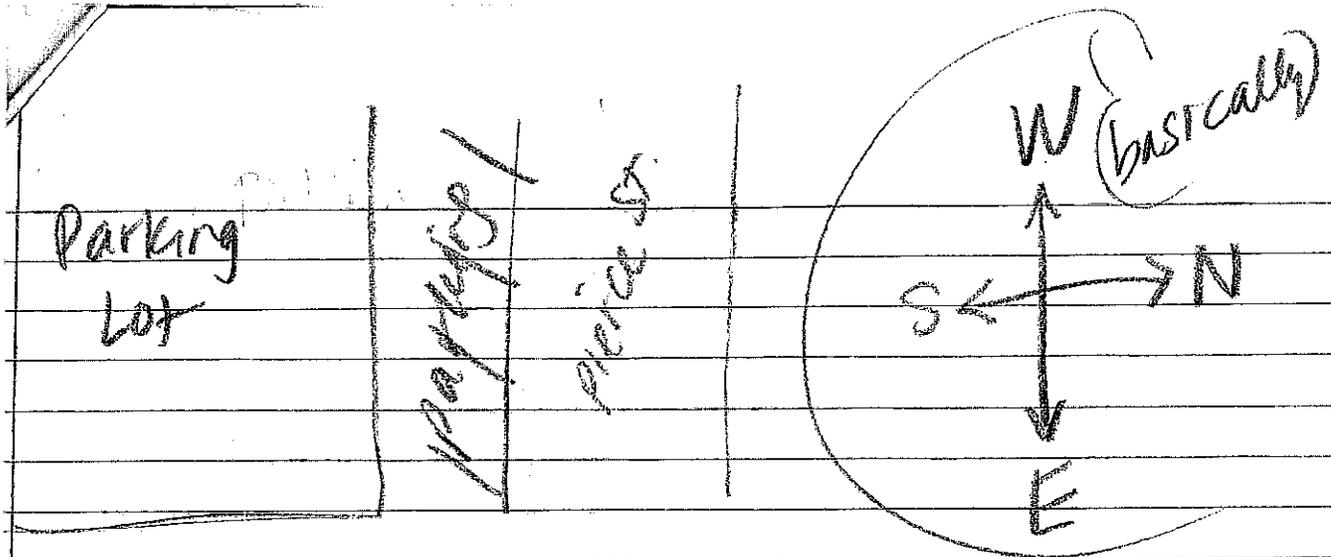
Date:

6/5/24

Printed Name:

Christine H. Fowler

aka Chrissy Fowler





**Facilities Use Request  
City of Belfast, Maine**

EVENT: Belfast Summer Nights

DATES: \_\_\_\_\_ EVENT REPRESENTATIVE: Arak Anderson

PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing Park

**All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.**

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This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.  
If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

Arak Anderson 207-322-7123  
arakanderson51@yahoo.com

2) Describe in detail the nature of this event (What are you planning on?):

the concert for citizens & visitors

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

Steam Boat Landing, Parks, Commons Park  
Boat house

4) What dates and times do you wish to have this event?

July 11 - 11:30 AM  
June 27  
July 4, 18, 25  
Aug 1, 8, 15, 22, 29  
Sept 5

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

No

If yes, then who will manage these closed off Streets?

6) Are you asking the City for anything other than use of the facilities you have described above?

7) How many people do you expect?

2 - 700 per show

8) Will you be selling things at this event? What and by who if not you?

No

9) Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP No, though we don't

By Whom: Name and Phone contact number: MORRIS

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

NO

11) Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No

If yes where do you propose they set up? (MAP Location) \_\_\_\_\_

12) Describe what type of vendor and the charges you propose to assess against them.

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

NO

14) Who is your insurance agent that will provide proof of this coverage to the City?

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?

Music from 5:30 - 7:30

16) How do you propose to handle garbage removal?

We pick up

17) How do you propose to handle parking?

18) How do you propose to handle security?

19) How do you propose to handle the need for restrooms?

(1) provides porta potties

20) What is your plan/need for electricity or water?

We need power

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?

Some

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

ANDY 207 322-7173

23) Are you requesting any services from the City? Be specific on the services you are asking for



**Facilities Use Request City of Belfast,  
Maine**

**EVENT:** Outdoor Summer Movies at Steamboat Landing

**DATES:** Friday evenings on July 12, July 26, August 9, and August 23, 2024

**EVENT REPRESENTATIVE:** Amanda Cunningham, Executive Director, Our Town Belfast

**PROPOSED LOCATION/AREA TO BE USED:** Steamboat Landing

**All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.**

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This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request. If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

- Amanda Cunningham, Executive Director, Our Town Belfast
- 207.218.1158
- [director@ourtownbelfast.org](mailto:director@ourtownbelfast.org)

2) Describe in detail the nature of this event (What are you planning on?):

3) Free, family-friendly, outdoor movies in Steamboat Landing. Attendees will bring their own chairs and blankets to enjoy the show.

4) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

- Steamboat Landing Park

5) What **dates and times** do you wish to have this event?

- Friday evenings of July 12, July 26, August 9, and August 23. Each movie will begin at dusk. Rain dates will be attempted the following Wednesday.

6) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

- No, we do not need any streets closed.

If yes, then who will manage these closed off Streets?

- n/a

7) Are you asking the City for anything other than use of the facilities you have described above?

- No, we do not need any other than the use of Steamboat Landing Park.

8) How many people do you expect?

- 75 - 100

9) Will you be selling things at this event? What and by who if not you?

- No

10) Will any alcohol be served or consumed at this event? (If yes provide details)

- No

Where? - Attach MAP n/a

By Whom: Name and Phone contact number: n/a

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

- There will not be any open fire.

11) Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No X

If yes where do you propose they set up? (MAP Location) n/a

12) Describe what type of vendor and the charges you propose to assess against them.

- n/a

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

- Yes

14) Who is your insurance agent that will provide proof of this coverage to the City?

- Allen Insurance and Financial

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?

- Movie sound through speakers. Minimal people talking before and after the movie.

16) How do you propose to handle garbage removal?

- Attendees will use public garbage bins.

17) How do you propose to handle parking?

- Use of the public parking lots and on street parking.

18) How do you propose to handle security?

- Will not have security

19) How do you propose to handle the need for restrooms?

- Attendees will use the public porta-potties at the Boathouse

20) What is your plan/need for electricity or water?

- We will receive power from the corner near Hamlin's Marine or from the center outlet by the retaining wall. Water is not needed.

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?

- Neighbors will not be affected by the sound.

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

- Amanda Cunningham  
207.218.1158 office  
207.939.5638 mobile  
director@ourtownbelfast.org

23) Are you requesting any services from the City? Be specific on the services you are asking for.

- We are not requesting any services from the City.

Department Service Requested City Manager \_\_\_\_\_

Police \_\_\_\_\_

Fire/ Ambulance \_\_\_\_\_

Parks \_\_\_\_\_

Public Works \_\_\_\_\_

Harbor \_\_\_\_\_

Other? \_\_\_\_\_

Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.



**Facilities Use Request  
City of Belfast, Maine**

EVENT: First Church Strawberry Festival + Fair

DATES: 7/13 EVENT REPRESENTATIVE: Pam Burrows

PROPOSED LOCATION/AREA TO BE USED: Spring Street between Church / Court streets

**All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.**

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This is a planning checklist for your benefit as well as the City's. If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity. Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request. If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?  
Pam Burrows (c) 2073222818  
peekytoe43@gmail.com

2) Describe in detail the nature of this event (What are you planning on?):  
Annual Summer Fair (held past 50 years)  
see attached

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

Spring Street between Court and Church Street

4) What dates and times do you wish to have this event?

7/13 - 7 AM - 3 PM

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

Spring Street between Court + Church Streets

If yes, then who will manage these closed off Streets?

Sam Burrows

6) Are you asking the City for anything other than use of the facilities you have described above?

NA

7) How many people do you expect?

200-300

8) Will you be selling things at this event? What and by who if not you?

2-3 food trucks, ie Stonefox Ice Cream, Moody Dog etc.

Several crafters will rent tables on church property - otherwise all on church property

9) Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP NA

By Whom: Name and Phone contact number: NA

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

NO

11) Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No NO

If yes where do you propose they set up? (MAP Location) \_\_\_\_\_

12) Describe what type of vendor and the charges you propose to assess against them.

NA

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

YES, we'll provide insurance etc.

14) Who is your insurance agent that will provide proof of this coverage to the City?

Church Mutual

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?

people gathering, Belfast fiddlers,  
11-2 pm

16) How do you propose to handle garbage removal?

We have trash removal, Pinkerton

17) How do you propose to handle parking?

Street parking as per previous fairs

18) How do you propose to handle security?

NA

19) How do you propose to handle the need for restrooms?

Church has restrooms

20) What is your plan/need for electricity or water?

NA

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?

NA

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

same Pam Burrows

23) Are you requesting any services from the City? Be specific on the services you are asking for

NA

**Department**

**Service Requested**

City Manager

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Police

---

Fire/ Ambulance

---

Parks

---

Public Works

---

Harbor

---

Other?

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**Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.**



## FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
  - electrical needs
  - street closures
  - police assistance
  - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

**My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.**

Signature

Pam Burrows

Date:

5-1-24

Printed Name:

Pam Burrows



**ADMINISTRATIVE COMMENTS**  
**(Internal City use only)**

City Manager's Office

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Police Department

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Fire/Ambulance Department

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Parks Department

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Public Works Department

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Harbor Master

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Boat House Rental Agent

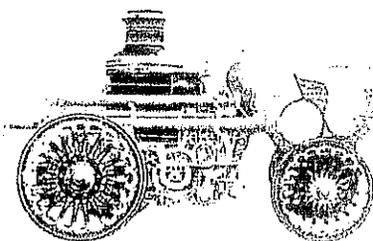
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Other Notes:

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10.A



*Belfast Fire & Ambulance Department*  
*131 Church Street \* Belfast, Maine 04015*  
*Phone 338-3302*

June 10, 2024

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Robert Banks Full time Firefighter/EMT

I submit for your confirmation the name of Robert Banks for the position of full time Firefighter/EMT. Robert or Bob, as he prefers, is the son of Michael and Staci Banks. His family has deep roots and is well known in the community. His grandfather, Bob Banks, had operated Banks Brothers machine shop here in town for many years.

Bob joined our department as a Jr firefighter in June of 2022. He has been one of our most active members and is currently in the fire science program at Eastern Maine Community College. Bob earned his EMT license in his first semester at Eastern Maine Community College and is enrolled this fall into the Advanced EMT class.

I believe Bob will be a valuable member of this department and community. I am excited to see him develop as he furthers his education and training eventually to the Paramedic level EMT. I recommend starting pay at Range 9, Step 1 (24.32).

Thank you for this consideration.

Patrick Richards

Fire Chief

June 12, 2024

Memo to Erin Herbig, Belfast City Manager  
From, Katherine Given, Harbor Master  
City Council Agenda June 18, 2024  
Rowboat Storage Alternate Location Proposal

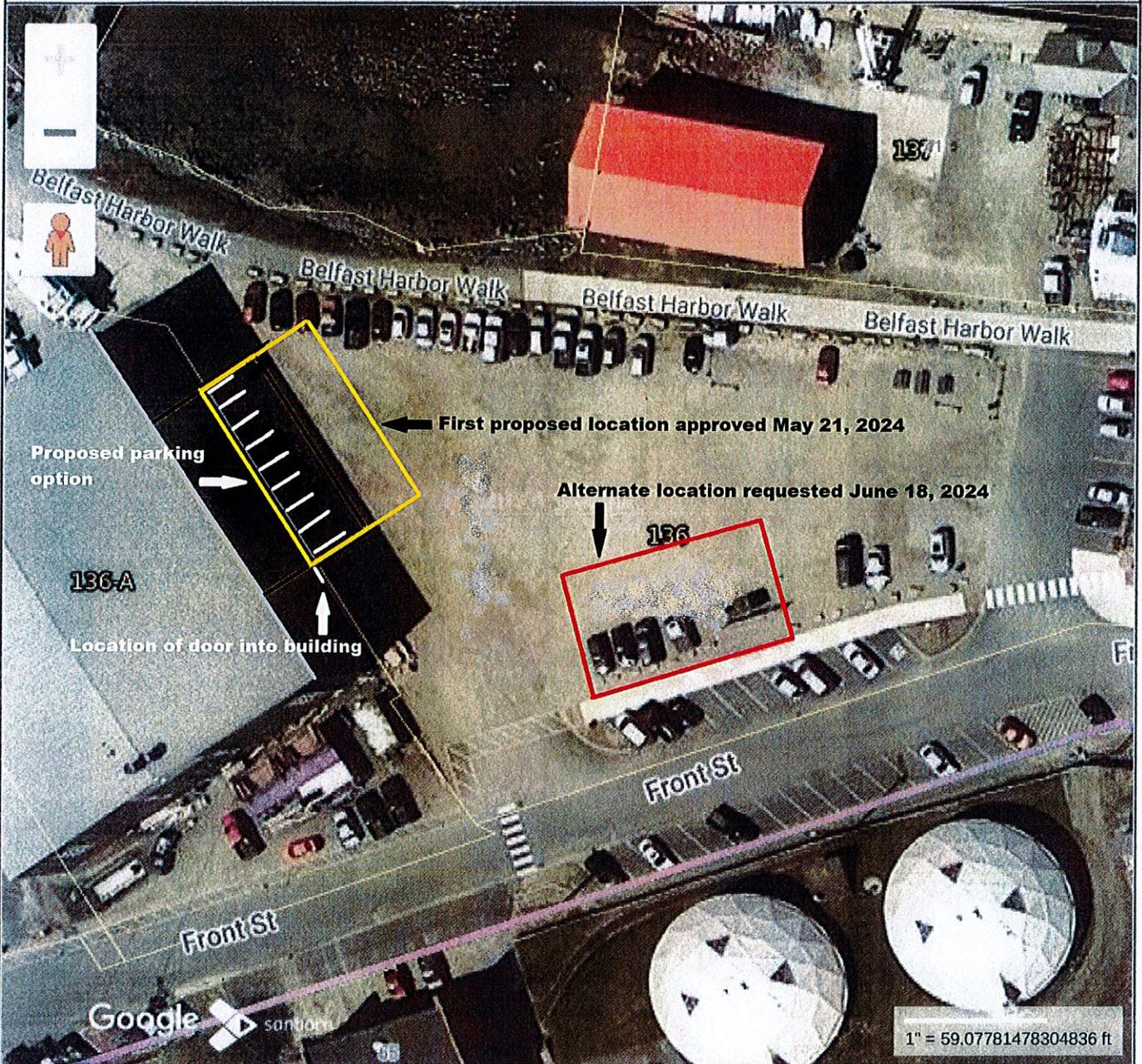
At the Belfast City Council's May 21, 2024 meeting, a group of rowboat owners and the Harbor Advisory Committee and Harbor Master, presented a proposal to the Council to seasonally store various sized rowing vessels in an area of approximately 48' x 80' located in the parking lot at Puddle Dock adjacent to Front St. Shipyard's building #5. The Harbor Committee, Harbor Master, and JB Turner all supported this proposal.

Unfortunately, the Harbor Committee and Harbor Master only relied on the maps which were provided as part of the proposal and presentation to the Council, and did not look at the area measured out in-person. After the Council's approval of the proposal on May 21<sup>st</sup>, members of the rowing group, JB Turner, and the Harbor Master looked at the area and determined that the location proposed will not work as it would partially block off both the loading access to Thompson's Wharf, and partially block the entrance to Front St. The proposed storage area cannot be easily shifted along Front Street's building #5 as it would block the access door into the building.

When we looked at alternative options, we determined that the area in the Puddle Dock parking lot where we currently have 'junk' floats, and where we store floats in the winter may be a better space to use. This area would not block any vehicle access and would allow the rowboat owners to use the adjacent sidewalk to move the vessels in and out, rather than needing extra space in the parking lot. The seasonal use of this area for rowboat storage would also coincide with when the Harbor Department uses it for storing floats.

The size of this storage area would take up approximately 8 parking spaces typically used during the summer. One option may be to use the area adjacent to Front St. Shipyard's building #5 for parking (a concept presented in the Downtown Waterfront Master Plan in 2013). This area is not really used now and could be posted or marked so people know it is available for parking. The Harbor Committee will be reviewing this alternate proposal at their regular meeting on Wednesday, June 12<sup>th</sup>. I will also provide the Council with a current map showing the property boundaries and Puddle Dock area.

I would like to ask the Belfast City Council to consider and approve this proposed alternate location to store rowing vessels with the same conditions as the first proposal presented May 21, 2024.



**Property Information**

Property ID 011-124  
 Location 23 MAIN ST WASH & FRONT ST  
 Owner BELFAST, CITY OF

  
**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**  
 City of Belfast, ME makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.  
 Geometry updated September 15, 2020  
 Data updated September 15, 2020

**ROWBOAT STORAGE  
 PROPOSED ALTERNATE LOCATION**

**Approved location - yellow box  
 Proposed location - red box**

**June 18, 2024**

10.C

June 12, 2024

Memo to Erin Herbig, Belfast City Manager

From Katherine Given, Harbor Master

Council Agenda June 18, 2024

Request for Matching Funds for Pump-Out System Grant

On December 6, 2022 the Belfast City Council approved matching funds in the amount of \$2,500.00 to come from the Harbor Department's Enk Fund, for a Maine DEP Pump-Out Grant to replace our failing pump-out system at the harbor. This system is used to pump out holding tanks on vessels. Maine DEP Pump-Out Grant Program pays 90% of all costs for municipalities to install and maintain these systems to encourage vessel owners to not dump sewage overboard. This grant program works on a reimbursement bases.

The City of Belfast was approved for this grant funding in 2022, but because it has taken a while for the State to actually get the paperwork through, the estimate for the pump-out system has increased. In December of 2022 our total estimate for the pump itself, including plumbing and electrical installation costs, was \$24,932.34, so our match the Council had approved of \$2,500.00 was sufficient to cover the 10% match requirements. Currently the cost for the pump is \$24,496.14, with the plumbing and electrical costs estimated between \$1,500 and \$2,000.00, bringing the total cost to approximately \$26,500.00. Our 10% match requirement will be \$2,650.00

Some of the installation costs may be considered in part storm damage, but that may be difficult for the contractors to determine and for our 10% match requirement (up to \$200), it may not be worth sorting out the paperwork. We may also be able to use in-house labor as part of the in-kind match which is allowed.

I would like to ask the Council for approval to take up to \$2,650.00 from the Harbor Department's Enk Fund to cover our 10% match requirement for the MEDEP Pump-Out Grant to install a new pump-out system.

10.D, E + F



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRP, CPSI**  
Parks & Recreation Director

**Email:** parksandrec@cityofbelfast.org  
**Phone:** (207) 338-3370, ext. 127

## MEMORANDUM

**TO:** Erin Herbig, City Manager  
**FROM:** Pam Salokangas, Parks and Recreation Director  
**DATE:** June 11, 2024  
**RE:** Proclamations and Commercial Use Contract

The City of Belfast Parks and Recreation Department is presenting two Proclamations for the month of July and a Commercial Use Contract for 2024 as an interim solution until a new Parks and Recreation Fee Policy is in place that will address for-profit uses of the City's parks and recreation facilities.

### Proclamations

10. D  
Belfast Parks and Recreation is presenting two proclamations for the month of July. The first is designating "July as Parks and Recreation Month." This campaign is sponsored by the National Recreation and Park Association and departments across the United States celebrate their agencies and their customers during the month of July. This program has been around since 1985 and was created to promote strong, vibrant, and resilient communities through the power of parks and recreation and to recognize the professionals who create so many opportunities for their residents. We are requesting that Belfast City Council celebrate this month with us by endorsing this proclamation; we will be planning a few small events for our community throughout the month and also be providing some data about the benefits of parks and recreation through our website and social media.

10. E  
The second proclamation is for Parks and Recreation Professionals Day scheduled for July 19, 2024. This is a very special program that started in Central Pennsylvania in 2019, on the same date coincidentally, for the state's parks and recreation professionals, and my former agency was the host of the very first Parks and Recreation Professionals Day celebratory event. Our Agency won the Good Job Award for the brand new #GoodForYou #GoodForAll statewide marketing campaign built around getting our residents into our local parks as well as our statewide parks, and we planned a month of activities to coincide with this celebration and with July is Parks and Recreation Month. The Pennsylvania Recreation and Parks Society pitched this event to the National Recreation and Park Association to make this a national celebration, and they agreed; this celebration is in its 3<sup>rd</sup> year as a nationwide event. Celebrating the professionals who work in this field during one of the busiest months of the year really helps to re-



charge the batteries and confirms that they are an important part of the team; it takes many hands to provide parks and recreation services from your summer camp staff to your maintenance team to your pool operators and lifeguards to your event planners and programmers to your administration staff. We will be formally inviting Belfast City Council members, City Mayor, and the City Manager to join us on July 19, which is a Friday, for about an hour of your time to celebrate our small-but-mighty team on this special day.

10.F

**Commercial Use Request**

During the 2020 pandemic, it was a common theme for many for-profit health and fitness businesses to partner with local parks and recreation agencies to continue to operate their programming, as a way to survive financially a very difficult time for businesses who only offered indoor programming. For many parks and recreation departments, this actually allowed long-term relationships to develop where the business became a programming partner vs. a short-term renter of the outdoor spaces; for others, businesses conducted outdoor programming that summer until they could find a way to operate within their facilities safely and effectively using the CDC guidelines.

Every parks and recreation department handles for-profit business use differently—some do not allow for-profit business to run programming in their parks, outside of the summer/fall of 2020; some departments provide a Commercial Use Permit for a short-term rental period and with a rental fee associated with that permit; and some will ask that the for-profit business partner with the department to develop programming appropriate for the park site, where each partner benefits.

Upon receiving the request from Ananda Yoga and Wellness, I inquired about the history of this program (COVID-19 established) and what relationship did they have with Parks and Recreation. They stated that this program started during COVID-19, and that they did not file a Facility Use Request nor were charged a fee for use of the public space. At the end of the year, Ananda Yoga stated that they would make a donation back to Parks and Recreation. I am not sure how many years donations were offered, possibly two years or more. I also asked them if they would be willing to become a partner with

Belfast Parks and Recreation to provide this type of programming, open to the public and within the city's parks, as a department partner. I explained how those contracts are traditionally handled as there are a few options, but Ananda Yoga was not interested in a partnership. I then took their request to the Parks and Recreation Commission meeting on May 9, 2024, for further discussion. The Commission was not in support of this request and stated that they had not seen this request in prior years, but that several of them had seen that a program was taking place within Steamboat Landing Park.

Shortly after the Commission's meeting, I learned about the City's Commercial Use Contract which has allowed the City to contract with for-profit businesses for harbor front-related activities, programs, rentals, etc. I thought that the Commercial Use Contract could be an interim solution for 2024 for Ananda Yoga. I drafted the Commercial Use Contract, charging a very low rental fee, and included the same limitations that already exist in the City's contract used for waterfront activities—no advertising regarding flyers and handouts, and on-site signage is not allowed (yard signs, posters, etc.).

**Memo to City Manager**  
**June 11, 2024**  
**Page 3**

The draft document included in the packet would run from late June to the end of September, based on past practices. There are approximately 10-12 blackout dates where other activities preclude yoga programs cannot be held in Steamboat Landing Park nor the back-up location of Belfast Common. That leaves this for-profit business approximately 73 days of opportunity to generate income from a public facility, as they plan to run yoga from 8-9 AM, seven days a week, outside of any inclement weather.

The Parks and Recreation Commission meets again on Thursday, June 13, 2024, and the group will revisit this for-profit business request and review the draft contract, as this option was a pivot from the last Commission meeting conversation. I will bring forward to the City Council meeting the Commission's feedback.

If the City Council is interested in entertaining this Commercial Use Contract, it would be my recommendation to notify the business that this would be the last year that this for-profit activity can take place in this format, and that the suggested fee or one that the City sets is required along with a Certificate of Insurance with the City listed as the additional insured for the length of the contract. In the draft Fee Policy for this department, there is a plan to include a short-term Commercial Use Permit Fee for single-day or short-term programs or events, sponsored by for-profit businesses; a long-term Commercial Use Permit, like this one, is not being entertained for the future Parks and Recreation Fee Policy.

# PROCLAMATION

*This proclamation recognizes the designation of July as Park and Recreation Month in the City of Belfast.*

**WHEREAS** parks and recreation is an integral part of communities throughout this country, including the City of Belfast, Maine; and

**WHEREAS** parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

**WHEREAS** parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

**WHEREAS** parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

**WHEREAS** parks and recreation is a leading provider of healthy meals, nutrition services and education; and

**WHEREAS** park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

**WHEREAS** parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS** parks and recreation is fundamental to the environmental well-being of our community; and

**WHEREAS** parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

**WHEREAS** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS** the U.S. House of Representatives has designated July as Parks and Recreation Month; and

**WHEREAS** the City of Belfast, Maine recognizes the benefits derived from parks and recreation resources.

**NOW THEREFORE, BE IT RESOLVED BY** Belfast City Council that July is recognized as Park and Recreation Month in the City of Belfast, Maine.

**IN WITNESS WHEREOF**, I hereunto set me hand and seal this 18th day of June, 2024.

\_\_\_\_\_  
**ERIC SANDERS**  
Mayor

\_\_\_\_\_  
**NEAL HARKNESS**  
Councilor

\_\_\_\_\_  
**CHRIS BITELY**  
Councilor



\_\_\_\_\_  
**MARY MORTIER**  
Councilor

\_\_\_\_\_  
**BRENDA BONNEVILLE**  
Councilor

\_\_\_\_\_  
**PAUL DEAN**  
Councilor

# PROCLAMATION

*This proclamation recognizes the Designation of July 19  
as Park and Recreation Professionals Day*

**WHEREAS**, the Belfast City Council of the City of Belfast, Maine, recognizes that the parks and recreation field is a diverse and comprehensive system that improves personal, social, environmental and economic health; and

**WHEREAS**, the Belfast City Council recognizes the importance and benefits of park and recreation services that enrich the lives of its citizens, and help make this community a desirable place to live, work and visit; and

**WHEREAS**, the Belfast City Council supports the skilled work of park and recreation professionals to strengthen community cohesion and resiliency, connect people with nature and each other, and provide and promote opportunities for healthful living, social equity and environmental sustainability; and

**WHEREAS**, the Belfast City Council values the essential services that park and recreation professionals and volunteers perform to provide recreational and developmental enrichment for our children, youth, adults and older adults; and to ensure our parks and recreational spaces are clean, safe, inclusive, welcoming and ready to use.

**NOW, THEREFORE, BE IT RESOLVED** the Belfast City Council does hereby proclaim July 19, 2024, as "Park and Recreation Professionals Day" in the City of Belfast, Maine.

**IN WITNESS WHEREOF**, I hereunto set me hand and seal this 18th day of June, 2024.

\_\_\_\_\_  
**ERIC SANDERS**  
Mayor

\_\_\_\_\_  
**NEAL HARKNESS**  
Councilor

\_\_\_\_\_  
**CHRIS BITELY**  
Councilor



\_\_\_\_\_  
**MARY MORTIER**  
Councilor

\_\_\_\_\_  
**BRENDA BONNEVILLE**  
Councilor

\_\_\_\_\_  
**PAUL DEAN**  
Councilor



undertake to monitor, supervise, or in any way be responsible for the safety of the Ananda Yoga's employees or the public as it relates to those activities, nor to 3<sup>rd</sup> party property damage (including damage to City property) arising out of Ananda Yoga's activities.

12. Ananda Yoga will name the City as an Additional Insured on Ananda Yoga's Commercial General Liability policy and cause to be issued a certificate of insurance to the City of Belfast as evidence of same. This certificate must be received by the City of Belfast prior to the commencement of the described business activity and on each subsequent renewal of the CGL policy.

13. Ananda Yoga shall at all times maintain and provide evidence of the following insurance as applicable to business:

- (a) Commercial General Liability with limits of:
  - \$1,000,000 Each occurrence
  - \$2,000,000 Annual aggregate
  - \$1,000,000 each occurrence products and completed operations
  - \$5,000 Medical payments

(b) Workers Compensation State of Maine Statutory Coverage

14. This contract is not assignable in whole or in part without the written consent of the City of Belfast.

15. This agreement may be terminated by the City Council for any major violation or repeated violation of the City's Parks and Recreation Ordinances or other ordinances, or failure to follow a directive made by the Parks and Recreation Director or by any major violation or repeated violation of any term, condition or provision hereof.

16. Day to day management of this contract shall be by consultation between the Parks and Recreation Director of the City of Belfast and Amanda Caldwell of Ananda Yoga.

17. This document of two (2) pages includes all the terms of the agreement between the parties. No oral promises, presentations, or statements not contained in this agreement are being relied upon by either of the parties in entering into this agreement.

18. Jurisdiction for any dispute regarding the terms of this agreement shall lie with the court having appropriate jurisdiction within Waldo County; the statutory and common law of the State of Maine shall govern all disputes and court procedures.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Pamela J. Salokangas  
Parks and Recreation Director, City of Belfast

Dated: \_\_\_\_\_

pBy: \_\_\_\_\_  
Amanda Caldwell  
Ananda Yoga



10.G

CITY OF BELFAST, MAINE 04915  
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

[planningandcodes@cityofbelfast.org](mailto:planningandcodes@cityofbelfast.org)

MEMORANDUM

DATE: June 11, 2024

TO: Belfast Mayor and City Council, City Manager Erin Herbig

FROM: Alexandra E. Sykes, City Planner

CC: Bub Fournier – Director Planning and Codes

RE: Committee membership restructuring for Intown Design Review Committee and Parks and Recreation Commission.

**Background Information:** The City of Belfast currently has 17 committees and boards in addition to the legislative body, the Belfast City Council. These committees and boards represent the community and facilitate work as directed by the Council throughout the range of City functions. The City has recently undertaken restructuring of several committees, and at this time Planning and Codes staff are proposing consideration of minor membership restructuring for both the Intown Design Review Committee and the Parks and Recreation Commission. These two Committees' functions are detailed in the City Ordinance. Please find enclosed draft Ordinance Amendment language for the proposed minor restructuring.

Neither of these two committees was restructured previously in terms of membership, although the Rail Trail Committee was incorporated as a sub-committee of the Parks and Recreation Commission. The current proposals are being discussed at both committees concurrently to this topic being presented to City Council so that a potential First Reading and Public Hearing might occur later this summer. Both proposed restructurings concern committee membership, terms, quorums and roles. Any determination of individual term status can be discussed at the Committee level if the proposal is adopted.

As for Intown Design Review, it's important to remember that this Committee functions very differently than many other Committees in the City of Belfast. The Committee is tasked with design review for proposed exterior changes in zoning districts Inside the Bypass area. The City Council recently adopted changes to incorporate residential design review for multi-family and

“flex housing” projects as well. Although the Committee currently has a large potential number of members, it is not full and has not been for many years. This Committee also does not currently have a Chair or quorum requirements identified in the Code. The proposal would add these standard requirements, limit the number to 9 members, and identify staggered terms. Staff believes there is sufficient language to allow non-Belfast citizens to serve on this Committee so long as they demonstrate a background in related local design review involvement, and/or knowledgeable expertise in a related field.

In regard to the Parks and Recreation Commission proposal, similar edits could improve functionality. The Commission’s membership could be increased to up to 9 members, each serving staggered 3-year terms, with a quorum being moved up to 5 members. The proposal would allow members of the community who do not live in Belfast to serve if they can demonstrate a background in local related parks and recreation involvement or interest.

### **REQUESTED ACTION**

I request that the City Council consider discussing the proposed Committee membership restructuring for the Intown Design Review Committee and the Parks and Recreation Commission and direct staff regrading possible next steps.

**CITY CODE of ORDINANCES**  
**CHAPTER 80, INTOWN DESIGN REVIEW**  
**(Includes Amendments Adopted 3-6-18 and 7MAY24)**  
**(Includes proposed draft language to support multi-family and “flex housing”  
design review in Residential 1, 2, Residential 3, Downtown Commercial and  
Waterfront Mixed Use 1 and 2 zoning districts)**

**Format of Amendments.**

All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 80 Intown Design Review. **All text shown in red font** is new language that is proposed to be added. ~~All text shown with blue strike through~~ is to be removed. Bold text indicates the specific intersection.

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**Chapter 80 IN-TOWN DESIGN REVIEW**

**Article I. In General**

- Sec. 80-1. Statement of purpose.
- Sec. 80-2. Definitions
- Sec. 80-3. Establishment of In-Town Design Review Committee.
- Sec. 80-4. Activities subject design review.
- Sec. 80-5. Areas subject to design review.
- Sec. 80-6. Guidelines for new construction, renovations and restorations.
- Sec. 80-7. Standards for demolitions or relocations.
- Sec. 80-8. Annual meeting of In-town Design Review Committee members.
- Secs. 80-9 -- 80-30. Reserved.

**Article II. Applications and Process**

- Sec. 80-31. Permit application.
- Sec. 80-32. Classification of permit application.
- Sec. 80-33. Review process for a Type 1 Mandatory In-town Design Review Permit
- Sec. 80-34. (Repealed on March 6, 2018, replaced on May 7, 2024). Review process for a Type 2 Major Voluntary In-town Design Review Permit.
- Sec. 80-35. Review process for a Type 3 Minor Voluntary In-town Design Review Permit.
- Sec. 80-36. Failure to submit permit application or obtain a permit.
- Sec. 80-37. Application fee.

**Article III. Appeals.**

- Sec. 80-50. Permit subject to appeal.
  - Sec. 80-51. Administrative appeal of a Type 1 Mandatory In-town Design Review Permit.
  - Sec. 80-52. Zoning Board of Appeals review of a Certificate of Economic Hardship.
-

## **Article I. In General**

### **Sec. 80-1. Statement of purpose.**

The City hereby establishes a design review process for all residential and nonresidential construction activities located within the city's commercial core, its downtown and the associated waterfront, and for all other proposed nonresidential, multifamily and flex housing construction activities located within most of the Route One bypass. The goals are:

- (1) To foster a healthy downtown commercial area;
- (2) To retain and enhance the existing character of the downtown and inside the bypass areas;
- (3) To strengthen the connection between the downtown and the waterfront;
- (4) To apply design review standards in a reasonable and flexible manner to prevent the unnecessary loss of the community's character, while not stifling change;
- (5) To require or strongly encourage proposed new development, including the construction of new structures and the renovation or restoration of existing residential, nonresidential and mixed use structures, to be compatible with existing development, and to positively contribute to the character of the community;
- (6) To prohibit or strongly discourage the demolition or removal of existing "noteworthy" structures that have helped to shape and create the present character of the city; **and**
- (7) To encourage development of housing while conducting design review and maintaining economic feasibility for applicants.
- (8) To enable a diverse portfolio of housing "inside the bypass" that not only increases the availability and affordability of living options, but also supports and enhances Belfast's key strength as a welcoming, hospitable place to live. Residents from all walks of life need more housing that will provide them with walking access to shops, entertainment, and employment opportunities.

Architectural diversity is a hallmark of Belfast's neighborhoods. In this vein, the code encourages projects to be pedestrian friendly, with building mass, scale, fenestration, and landscaping fitting into the existing context of the neighborhood, without dictating a specific style.

The City will pursue these goals through a design review process that emphasizes a productive and respectful dialogue between the citizens, property and business owners, and developers who choose to live and work in the community, and the reasonable and flexible application of design standards identified in this chapter.

(Ord. of 3-27-2001, § 1.0)

### **Sec 80-2. Definitions.**

**Certificate of Economic Hardship.** A certificate issued by the Planning and Codes Department evidencing a hardship variance approved by the Belfast Zoning Board of Appeals in accordance with Article III, Appeals, of this chapter.

Committee Facilitator. The staff representative from the Planning and Codes Department who serves as a non-voting Facilitator at each Committee meeting.

Department refers to the Planning and Codes Department.

In-town Design Review Committee. Committee appointed by the City Council that is responsible for conducting the review of permit applications identified in this chapter, and the review of other applications specifically identified in Chapter 102, Zoning.

Notice of Decision. The Notice of Decision identifies the findings of the In-Town Design Review Committee and the Committee's conditions of approval (conditions that an applicant must comply with) or recommendations (voluntary recommendations that an applicant is not required to comply with). Said Notice typically is prepared by the Committee Facilitator.

Type 1, Mandatory In-town Design Review Permit. A permit which requires applicant compliance with the findings and conditions established by the In-town Design Review Committee; reference Subsection 80.4(a) of this chapter.

Type 2, Major Voluntary In-town Design Review Permit. This definition was repealed on March 6, 2018 and replaced on May 7, 2024. A permit which requires an applicant to submit an application for review by the In-Town Design Review Committee of a proposed new or exterior alteration of any multi-family (3 or more dwellings per structure) or flex housing structure, but does not require an applicant to comply with the Committee's findings and conditions; reference Subsection 80.4(a) of this Chapter.

Type 3, Minor Voluntary In-town Design Review Permit. A permit which requires an applicant to obtain review by the In-Town Design Review Committee of a minor alteration to the exterior of an existing structure, but does not require an applicant to comply with the Committee's findings and conditions; reference Subsection 80.4(c) of this Chapter.

### **Sec. 80-3. Establishment of In-Town Design Review Committee.**

- (a) Membership. The In-town Design Review Committee shall include no less than five and no more than ~~fifteen~~ **nine** qualified persons who have been appointed by the City Council. Five persons from this membership shall be selected to serve in the review of each project application subject to review as a Type 1 In-town Design Review Permit, and three persons from this membership shall be selected to serve in the review of each project application subject to review as a **Type 2 and** Type 3 In-town Design Review Permit.
- (b) Qualifications to serve. An individual must meet the following qualifications to serve on the In-town Design Review Committee:
  - (1) Must be a resident of the city; or
  - (2) A property owner in one of the areas subject to design review; or
  - (3) The operator of a business in an area subject to design review; and

- (4) Must have a demonstrated interest, knowledge, ability, experience or expertise in a field that involves construction, renovation or restoration of structures or downtown and waterfront development.
- (c) Term of appointment. A member shall be appointed for a period of three years and shall serve without compensation. A member may be appointed for additional terms. **Terms shall be staggered so that only one third of the committee members' terms expire in any given year.**
- (d) Committee Coordinator. One member of the committee may be assigned the role of serving as coordinator for the committee. The role of the coordinator would include but is not necessarily limited to: maintaining contact among committee members, arranging training sessions for committee members, publishing a newsletter, and assisting the Planning and Codes Department in the Committee performing its assigned responsibilities.  
(Ord. of 3-27-2001, § 2.0)
- (e) **Committee Acting Chair. One member of the committee shall be chosen at each development review for the role of acting chair. The chair shall preside at the meeting for which they have been chosen, direct the meeting based on the agenda, gather consensus, and work to maintain the efficiency and dignity of the committee.**

#### **Sec. 80-4. Activities subject to design review.**

In-town design review by the In-town Design Review Committee shall apply to the activities identified in subsections (a) and (c) of this section. This requirement also explicitly applies to all construction activities proposed by the city or other governmental, public or quasi-public agencies.

- (a) Type 1 Mandatory In-Town Design Review Permit.

The following construction activities that affect the exterior appearance of any structure occupied by a non-residential use on one or more floors, including such structures that also may include a residential use on one or more upper floors, that are proposed to occur in the following zoning districts shall be subject to obtaining a Type 1 Mandatory In-town Design Review Permit: Downtown Commercial, Residential 1, Residential 2, Residential 3, Waterfront Mixed Use 1 and Waterfront Mixed Use 2.

- (1) The construction of any new primary or accessory structure;
- (2) Any exterior alteration or construction to an existing structure that involves an increase or decrease in height of said structure or change in roof configuration, which also includes rooftop additions, fences or decks.
- (3) Any exterior alteration or construction to an existing structure that involves an increase or decrease in the footprint of an existing structure, which also includes the addition, alteration or removal of exterior stairs, stoop or bulkheads.

- (4) Window or door replacement for an existing structure that results in the enlargement or diminishment in the size of existing openings, or a change in the location of said openings.
  - (5) Any exterior alteration or construction to an existing structure that involves the addition, change or removal of any faced or cladding (facing) material or decorative trim.
  - (6) Any exterior alteration that involves the addition, change or removal of any deck, balcony, porch or pergola.
  - (7) The addition, change or removal of any appurtenances to the exterior of an existing structure such as but not limited to chimneys, antennae, satellite receiving dishes, and solar collectors that exceed two feet by two feet in size.
  - (8) The demolition or relocation of an existing structure.
  - (9) A request for a sign permit that involves erecting or altering a freestanding sign, and
  - (10) If a project that requires review as a Type 1 Permit also proposes to erect new or replace existing on-building signage, such signage shall be subject to Committee review.
- (b) Type 2 Major Voluntary In-town Design Review Permit. This subsection was repealed on March 6, 2018 and replaced on May 7, 2024. The following construction activities that affect the exterior appearance of any structure occupied by a multi-family or flex housing residential use on one or more floors, that are proposed to occur in the following zoning districts shall be subject to obtaining a Type 2 Major Voluntary In-town Design Review Permit: Downtown Commercial, Residential 1, Residential 2, Residential 3, Waterfront Mixed Use 1 and Waterfront Mixed Use 2.
- (1) The construction of any new primary or accessory structure;
  - (2) Any exterior alteration or construction to an existing structure that involves an increase or decrease in height of said structure or change in roof configuration, which also includes rooftop additions, fences or decks.
  - (3) Any exterior alteration or construction to an existing structure that involves an increase or decrease in the footprint of an existing structure, which also includes the addition, alteration or removal of exterior stairs, stoop or bulkheads.
  - (4) Window or door replacement for an existing structure that results in the enlargement or diminishment in the size of existing openings, or a change in the location of said openings.
  - (5) Any exterior alteration or construction to an existing structure that involves the addition, change or removal of any faced or cladding (facing) material or decorative trim.
  - (6) Any exterior alteration that involves the addition, change or removal of any deck, balcony, porch or pergola.
  - (7) The addition, change or removal of any appurtenances to the exterior of an existing structure such as but not limited to chimneys, antennae, satellite receiving dishes, and solar collectors that exceed two feet by two feet in size.
  - (8) The demolition or relocation of an existing structure.
- (c) Type 3 Minor Voluntary In-town Design Review Permit. The following construction activities that affect the exterior appearance of any structure occupied by a non-residential use on one or more floors, including such structures that also may include a residential use

on one or more upper floors, that are proposed to occur in the following zoning districts shall be subject to obtaining a Type 3 Minor Voluntary In-town Design Review Permit: Downtown Commercial, Waterfront Mixed Use 1 and Waterfront Mixed Use 2.

- (1) Window replacement within existing window openings.
  - (2) Door replacement within existing door openings.
  - (3) Replacement of existing stoops or steps.
  - (4) Addition or replacement of awnings.
- (d) Activities exempt from in-town design review. Design review shall not be required for the construction activities identified in subsections (a), (b) and (c) above, if the work consists solely of ordinary maintenance, or the work consists solely of an emergency repair of a temporary nature.  
(Ord. of 3-27-2001, § 3.0)

#### **Section 80-5. Areas subject to in-town design review.**

This Chapter shall apply to certain activities located in the following zoning districts: Downtown Commercial, Residential 1, Residential 2, Residential 3, Waterfront Mixed Use 1, and Waterfront Mixed Use 2, as such are depicted on the adopted official zoning map for the City; reference Chapter 102, Zoning, Article V, District Regulations (copy of map attached).

#### **Sec. 80-6. Guidelines for new construction, renovations and restorations.**

The In-town Design Review Committee, in issuing its findings on an application for a Type 1, Type 2 or Type 3 In-town Design Review Permit shall consider the following guidelines, subsections (1) through (3), in making a decision regarding the compatibility of the proposed renovation or restoration of an existing structure, or the proposed construction of a new structure.

- (1) Scale and form.
  - a. Height. In addition to applicable requirements of Chapters 82 and 102, the proposed height of a structure shall be visibly compatible with surrounding structures when viewed from any street or open space, and in compliance with any design guidelines.
  - b. Width. The width of a building shall be visually compatible with surrounding structures when viewed from any street or open space and in compliance with any design guidelines.
  - c. Proportion of principal facades. The relationship of the width to the height of the principal elevations shall be visually compatible with structures, public ways and open spaces to which it is visually related.
  - d. Roof shapes. The roof shape of a structure shall be visually compatible with the structures to which it is visually related.
  - e. Scale of a structure. The size and mass of structures in relation to open spaces, windows, door openings, porches and balconies shall be visually compatible with the structures, public ways and places to which they are visually related.
- (2) Composition of principal facades.

- a. Proportion of openings. The relationship of the width to height of windows and doors shall be visually compatible with structures, public ways and places to which the building is visually related.
- b. Rhythm of solids to voids in facades. The relationship of solids to voids in the facade of a structure shall be visually compatible with structures, public ways and places to which it is visually related.
- c. Rhythm of entrance porch and other projections. The relationship of entrances and other projections to sidewalks shall be visually compatible with the structures, public ways and places to which they are visually related.
- d. Relationship of materials. The relationship of the color and texture of materials (other than paint color) of the facade shall be visually compatible with the predominant materials used in the structures to which they are visually related.
- e. Retaining architectural character. The distinguishing original qualities and character of a structure or site and its environment shall be retained, and the removal or alteration of any such material or distinctive architectural feature shall be avoided when possible. Further, any distinctive stylistic features or examples of skilled craftsmanship that characterize a structure or site shall be treated with sensitivity.

(3) Relationship to street.

- a. Walls of continuity. Facades and site structures, such as masonry walls, fences and landscape masses, shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the structures, public ways and places to which such elements are visually related.
- b. Rhythm of spacing and structures on streets. The relationship of a structure or object to the open space between it and adjoining structures or objects shall be visually compatible with the structures, objects, public ways and places to which it is visually related.
- c. Directional expression of principal elevation. A structure shall be visually compatible with the structures, public ways and places to which it is visually related in its directional character, whether this is vertical character, horizontal character or non-directional character.
- d. Streetscape and pedestrian improvements. Streetscape and pedestrian improvements and any change in the appearance thereof, which are readily visible from any street or open space, shall not be incongruous to the area's character and shall comply with these design guidelines.
- e. Location of mechanical equipment. Whenever possible, mechanical equipment or other utility hardware on the roof, ground or buildings shall be screened from public view with materials harmonious to the structure, or shall be located so as not to be readily visible from public ways.

(Ord. of 3-27-2001, § 5.0)

- f. Site Layout and Design. Site layout and design shall be visually compatible with nearby features in the neighborhood.
- g. Historic Districts. New construction and exterior alterations in historic districts shall be visually compatible with surrounding structures.

**Sec. 80-7. Standards for demolitions or relocations.**

The In-town Design Review Committee shall apply the following standards in evaluating a request to demolish or relocate an existing structure:

- (1) Character of area. The demolition or relocation of the building will not adversely affect the character of the area in which the structure is located, or that the demolition or relocation of the building will positively contribute to the character of the area.
- (2) Use of site. The reuse of the site will be a permitted use or continuation of a nonconforming use that is compatible with the character of the area, and proposed buildings or structures will comply with design guidelines for new construction.
- (3) Alternatives to demolition or relocation. There is no practical alternative that will allow the retention of the building. The Committee can require an owner to demonstrate that the existing building is incapable of earning an economic return.
- (4) Unsafe structure. The building has been deemed unsafe by the Code Enforcement Officer.
- (5) The property owner is unable to obtain insurance on the structure.
- (6) Slum and blight. The building is located in an area that has been formally declared as a slum and blight area by the City, and such designation has been accepted by the State.

(Ord. of 3-27-2001, § 6.0)

**Sec. 80-8. Annual meeting of In-town Design Review Committee members.**

It is recommended that an annual meeting of all members of the In-town Design Review Committee be held. The purpose of the annual meeting is to share member experiences in the review of permit applications, to evaluate how the design review process is functioning, and to prepare and issue an annual written report to the City Council and citizens of the City. The annual meeting will routinely be held, but shall not be required to be held, between January and March of each year.

(Ord. of 3-27-2001, § 9.0)

**Secs. 80-9 -- 80-30. Reserved.**

**Article II. Applications and Process**

**Sec. 80-31. Permit application.**

A person who proposes to undertake an activity subject to this chapter shall file an In-town Design Review Permit application with the Planning and Codes Department and shall provide all information required on the application form. Department staff at the Planning and Codes Department are authorized to request any and all reasonable information that the In-town Design Review Committee may need to make a finding on a permit application. This information may include but is not limited to sketches, photographs, drawings, plans, and examples of sample materials.

(Ord. of 3-27-2001, § 4.0)

**Sec. 80-32. Classification of permit application.**

The Planning and Codes Department, upon receipt of an application, shall review the application and determine the classification of permit review required by the In-town Design Review Committee. The two classifications of permits are:

- (1) Type 1, Mandatory In-Town Design Review Permit Review; reference Section 80-33 for a description of the applicable review process.
  - (2) Subsection repealed on March 6, 2018 and replaced on May 7, 2024. Type 2 Major Voluntary In-town Design Review Permit; reference Section 80-34 for a description of the applicable review process.
  - (3) Type 3, Minor Voluntary In-Town Design Review Permit; reference Section 80-35 for a description of the applicable review process.
- (Ord. of 3-27-2001, § 4.0)

### **Section 80-33. Review Process for Type 1 Mandatory In-town Design Review Permit.**

- (a) Schedule of Committee meeting. The Code and Planning Department, upon receipt of a complete application that requires review as a Type 1 Mandatory In-town Design Review Permit, shall date the application, and within five working days, shall schedule an In-town Design Review Committee meeting to review the application. The meeting of the In-town Design Review Committee shall occur within fifteen working days of the date that the Code and Planning Department deems the application for a Type 1 Permit complete.
- (b) Public notice requirement. The Code and Planning Department, a minimum of ten calendar days prior to the In-town Design Review Committee meeting, shall provide written notice of the application and the proposed meeting date to all property owners located within a radius of 150 feet of the applicant property, and also shall post this notice in City Hall or on the City website.
- (c) Selection of In-town Design Review Committee. The Code and Planning Department shall select the five members of the In-town Design Review Committee that will serve on the review of an application for a Type 1 Permit randomly choosing the members from the list of appointed members. If any of the five members initially contacted to serve on a permit review has a conflict or chooses not to serve on the review of a specific permit application, the Department shall contact additional members on the list of appointed members to select a five member committee. **3 members are required for a quorum and a majority of members present at any review must support any motion.** The Code and Planning Department shall provide the five members of the In-town Design Review Committee that will participate in the review of an application for a Type 1 Permit a copy of the application subject to review.
- (d) Process open to public. The Committee will allow an opportunity for public comment at the meeting at which the application is reviewed, and will accept written comment on the application. The open to public comment period will occur prior to the Committee's deliberations on the application. Public comment must be directed to issues which are within the purview of the Committee. All proceedings of the Committee, including any site visits which the Committee may conduct, shall be open to the public to attend and observe.

- (e) Committee Facilitator. A staff representative from the Code and Planning Department shall serve as the Facilitator of an In-town Design Review Committee meeting at which an application for a Type 1 Permit is considered. The Facilitator shall not have a vote on a permit application.
- (f) Committee review meeting and decision. The In-town Design Review Committee shall review each application for a Type 1 Permit to determine if the proposed construction activity is compatible with the design review guidelines identified in Sections 80-6 and 80-7. **The Committee shall elect an Acting Chair for each meeting.** The Committee shall pursue each review as a constructive dialogue between the applicant and the Committee, with the goal of encouraging an applicant to use construction practices that satisfy the guidelines in this chapter. The Committee shall make its findings in its Notice of Decision, and shall present said Notice of Decision to the applicant and the Code and Planning Department as soon as practical, but not later than 30 working days of the date of the initial Committee meeting. This date may be extended upon the mutual written consent of the applicant and the Committee.
- (g) Permit issuance. The Code Enforcement Officer shall acknowledge the Notice of Decision for a Type 1 Permit that complies with the findings of the In-town Design Review Committee on the respective building permit issued by the Code Enforcement Officer
- (h) Binding decision. The written decision and conditions of approval (Notice of Decision) established by the In-town Design Review Committee shall be binding upon the applicant.
- (i) Other permit requirements. The design review process shall not be interpreted as a waiver of any City regulation governing the issuance of a building permit or other City land use permit. In cases when a Type 1 review is required by this chapter, completion of the design review process shall be a precondition of receipt of a building permit.
- (j) Appeal of Committee decision. An applicant may seek an Administrative Appeal or an Economic Hardship Variance from the Belfast Zoning Board of Appeals with respect to permit requirements established by the In-town Design Review Committee. All appeals shall comply with guidelines established in Section 80-50 of this chapter.

**Sec. 80-34. Review process for Type 2 Major Voluntary In-town Design Review Permit.**

This section was repealed on March 6, 2018 and replaced on May 7, 2024.

- (a) Schedule of Committee meetings. The In-town Review Committee shall meet on an as needed basis to review any complete applications that are filed for a Type 2 Major Voluntary In-town Design Review Permit. The Planning and Codes Department shall schedule all meetings of the In-town Design Review Committee associated with the review of Type 2 Major Voluntary Permits, and shall inform the Committee members of the meeting schedule. A preliminary workshop with the Applicant and members of the Committee is also be available at the Applicant's request.

- (b) Public notice requirement. The Planning and Codes Department shall post in City Hall and on the City website a public notice of the agenda for a meeting of the In-town Review Committee that involves the Committee's review of a complete application for a Type 2 Major Voluntary In-town Design Review Permit. This notice shall be posted a minimum of 48 hours prior to the scheduled meeting. No other public notification is required of this Committee meeting.
- (c) Selection of In-town Design Review Committee. The Planning and Codes Department shall select the three members of the In-town Design Review Committee that will serve on the review of an application for a Type 2 Permit by randomly choosing the members from the list of appointed members. If any of the three members initially contacted to serve on a permit review has a conflict or chooses not to serve on the review of a specific permit application, the Department shall contact additional members on the list of appointed members to select a three-member Committee. **3 members are required for a quorum and a majority of members present at any review must support any motion.** The Planning and Codes Department shall provide the three members of the In-town Design Review Committee that will participate in the review of an application for a Type 2 permit a copy of the application subject to review.
- (d) Process open to the public. All scheduled meetings of the In-town Design Review Committee for the review of a Type 2 Major Voluntary In-town Design Review Permit, including any site visits, shall be open to the public. The Committee is not required to accept oral public comment on a permit application at the meeting. All public comments should be submitted in writing to the Committee.
- (e) Committee Facilitator. A representative of the Planning and Codes Department shall serve as the Facilitator of the In-town Design Review Committee meeting. The Facilitator shall not have a vote on a permit application.
- (f) Committee review meeting and decision. The In-town Design Review Committee shall review each application for a Type 2 Major Voluntary In-town Design Review Permit to determine if the proposed construction activity is compatible with the design review guidelines identified in Section 80-6. **The Committee shall elect an Acting Chair for each meeting.** The Committee shall pursue each review as a constructive dialogue between the applicant and the Committee, with the goal of encouraging an applicant to use construction practices that satisfy the guidelines in this chapter. The Committee shall make its findings in its Notice of Decision, and shall present said Notice of Decision to the applicant and the Code and Planning Department as soon as practical, but not later than 15 working days of the date of the initial Committee meeting. This date may be extended upon the mutual written consent of the applicant and the Committee.
- (g) Permit issuance. Reserved.
- (h) Nonbinding decision. The Notice of Decision of the In-town Design Review Committee with respect to a Type 2 Permit shall be nonbinding upon the applicant. While the

Committee and the City will strongly encourage an applicant to adhere to the decision of the In-town Design Review Committee, the City will not deny an applicant a building permit for failing to adhere to the Committee's Notice of Decision, will not establish conditions on a building permit that are related solely to the Notice of Decision of the In-town Design Review Committee, and will not revoke a building permit if an applicant who received a Notice of Decision on a Type 2 Permit subsequently fails to comply with recommendations identified in said Notice.

- (i) Other permit requirements. The design review process shall not be interpreted as a waiver of any City regulation governing the issuance of a building permit. In cases when a Type 2 Major Voluntary In-town Design Review Permit application review process is required by this chapter, completion of the design review process shall be a precondition of receipt of a building permit.

**Sec. 80-35. Review process for Type 3 Minor Voluntary In-town Design Review Permit.**

- (b) Schedule of Committee meetings. The In-town Review Committee shall meet on an as needed basis to review any complete applications that are filed for a Type 3 Minor In-town Design Review Permit. The Planning and Codes Department shall schedule all meetings of the In-town Design Review Committee associated with the review of Type 3 Permits, and shall inform the Committee members of the meeting schedule.
- (b) Public notice requirement. The Planning and Codes Department shall post in City Hall and on the City website a public notice of the agenda for a meeting of the In-town Review Committee that involves the Committee's review of a complete application for a Type 3 Minor In-town Design Review Permit. This notice shall be posted a minimum of 48 hours prior to the scheduled meeting. No other public notification is required of this Committee meeting.
- (c) Selection of In-town Design Review Committee. The Planning and Codes Department shall select the three members of the In-town Design Review Committee that will serve on the review of an application for a Type 3 Permit by randomly choosing the members from the list of appointed members. If any of the three members initially contacted to serve on a permit review has a conflict or chooses not to serve on the review of a specific permit application, the Department shall contact additional members on the list of appointed members to select a three member Committee. The Code and Planning Department shall provide the three members of the In-town Design Review Committee that will participate in the review of an application for a Type 3 permit a copy of the application subject to review.
- (d) Process open to public. All scheduled meetings of the In-town Design Review Committee for the review of a Type 3 Minor In-town Design Review Permit, including any site visits, shall be open to the public. The Committee is not required to accept oral public comment on a permit application at the meeting. All public comment should be submitted in writing to the Committee.

- (e) Committee Facilitator. A representative of the Planning and Codes Department shall serve as the Facilitator of the In-town Design Review Committee meeting. The Facilitator shall not have a vote on a permit application.
- (f) Committee review meeting and decision. The In-town Design Review Committee shall review each application for a Type 3 Minor In-town Design Review Permit to determine if the proposed construction activity is compatible with the design review guidelines identified in Section 80-6. **The Committee shall elect an Acting Chair for each meeting.** The Committee shall pursue each review as a constructive dialogue between the applicant and the Committee, with the goal of encouraging an applicant to use construction practices that satisfy the guidelines in this chapter. The Committee shall make its findings in its Notice of Decision, and shall present said Notice of Decision to the applicant and the Planning and Codes Department as soon as practical, but not later than 15 working days of the date of the initial Committee meeting. This date may be extended upon the mutual written consent of the applicant and the Committee.
- (g) Permit issuance. This subsection repealed on March 6, 2018.
- (h) Nonbinding decision. The Notice of Decision of the In-town Design Review Committee with respect to a Type 3 Permit shall be nonbinding upon the applicant. While the Committee and the City will strongly encourage an applicant to adhere to the decision of the In-town Design Review Committee, the City will not deny an applicant a building permit for failing to adhere to the Committee's Notice of Decision, will not establish conditions on a building permit that are related solely to the Notice of Decision of the In-town Design Review Committee, and will not revoke a building permit if an applicant who received a Notice of Decision on a Type 3 Permit subsequently fails to comply with recommendations identified in said Notice.
- (i) Other permit requirements. The design review process shall not be interpreted as a waiver of any City regulation governing the issuance of a building permit. In cases when a Type 3 Minor In-town Design Review Permit application review process is required by this chapter, completion of the design review process shall be a precondition of receipt of a building permit.  
(Ord. of 3-27-2001, § 4.0)

**Sec. 80-36. Failure to submit a permit application or obtain an appropriate permit.**

It is the responsibility of an applicant to be aware of the requirements of the City Code of Ordinances and to submit the appropriate application for a permit identified in this chapter. The failure to submit an application and to obtain the appropriate permit prior to the start of construction activities shall be subject to the following penalties:

- (1) An applicant that fails to submit an application or obtain a permit for an activity subject to review as a Type 1 Mandatory In-town Design Review Permit shall be subject to the same penalties that apply to the failure to submit and obtain a building permit that are identified in chapter 102, zoning.

- (2) Subsection repealed on March 6, 2018 and replaced on May 7, 2024. An applicant that fails to submit an application or obtain a permit for an activity subject to review as a Type 2 Major Voluntary In-town Design Review Permit shall be subject to the same penalties that apply to the failure to submit and obtain a building permit that are identified in chapter 102, zoning.
- (3) An applicant that fails to submit an application or obtain a permit for an activity subject to review as a Type 3 Minor Voluntary In-town Design Review Permit shall be subject to a penalty of \$50.00.

The City Council shall have the authority to waive any and all penalties that may be assessed per this chapter.

(Ord. of 3-27-2001, § 7.0)

#### **Sec. 80-36. Application fee.**

The fee to submit an application for a Type 1 Mandatory In-town Design Review Permit, a Type 2 Major Voluntary In-town Design Review Permit, or a Type 3 Minor Voluntary In-town Design Review Permit shall be established by the City Council, and may be adjusted from time-to-time by the Council.

(Ord. of 3-27-2001, § 8.0)

#### **Secs. 80-37 --- 80-49. Reserved.**

### **Article III. Appeals**

#### **Sec 80-50. Permit subject to appeal.**

An applicant for a Type 1 Mandatory In-town Design Review Permit may request an Administrative Appeal of a decision by the In-town Design Review Committee, or may request a Certificate of Economic Hardship Variance from the Belfast Zoning Board of Appeals. The process for the review of an application for an Administrative Appeal or a Certificate of Economic Hardship Variance are identified in this article. An applicant cannot request either an Administrative Appeal or a Certificate of Economic Hardship Variance for a Type 2 Major Voluntary In-town Design Review Permit or a Type 3 Minor Voluntary In-town Design Review Permit since any decision of the In-town Design Review Committee with respect to said permit is non-binding on an applicant.

#### **Sec 80-51. Administrative appeal of a Type 1 Mandatory In-town Design Review Permit.**

- (a) Process to receive and review an appeal. An applicant who has received or has been denied the issuance of a Type 1 Mandatory In-town Design Review Permit by the In-town Design Review Committee may file and request that the Zoning Board of Appeals consider an application for an Administrative Appeal regarding the Committee decision on said permit and their interpretation of the requirements of Chapter 80, In-town Design Review. The following standards identified in Chapter 102, Zoning, Article II, Administration, Sec 102-134 shall apply to said Administrative Appeal: (a) Filing; (b) Public Hearing required,

notice; (c) Failure to receive notice; (d) Right of parties to appear by agent or attorney; (e) Attendance at hearing by city officials; (g) De novo review and (h) Conduct of hearing.

- (b) Standard of review of an appeal. The Zoning Board of Appeals shall act as an appellate board which shall entertain all evidence of record submitted in the underlying hearing, including any transcripts, findings of fact, and decisions made by the In-Town Design Review Committee. The Board shall review the entire record and determine if the evidence of record compels the Zoning Board of Appeals to find that all or part of the decision on appeal was arbitrary or capricious and compels a contrary decision based on substantial evidence in the record. In such Administrative Appeals the Zoning Board of Appeals is hereby authorized to take the following action.
1. Approve the decision issued by the In-town Design Review Committee.
  2. Reverse in total the decision of the In-town Design Review Committee.
  3. Remand to the Design Review Committee for further proceedings necessary to:
    - a. Compare the record in the event that the Board finds it unable to render a decision due to the absence of critically important factual information;
    - b. Consider how a decision of the Zoning Board of Appeals to reverse part of the decision of the Design Review Committee affects the proposed improvement; or
    - c. Remand for further proceedings consistent with the order of the Zoning Board of Appeals.

The actions described in subsections (c) – (e) below may or shall occur in response to the above decisions of the Zoning Board of Appeals.

- (c) Zoning Board of Appeals decision to approve decision issued by the In-town Design Review Committee. If the Zoning Board of Appeals acts pursuant to (b)1. above to approve a decision of the In-town Design Review Committee an aggrieved applicant may appeal said decision to the Maine Superior Court. (d) Zoning Board of Appeals decision to reverse in total a decision of the In-town Design Review Committee. If the Zoning Board of Appeals chooses to reverse a decision of the In-Town Design Review Committee, (b) 2. above, the decision of the Zoning Board of Appeals shall be binding unless said decision is appealed to the Superior Court.
- (e) Remand by Zoning Board of Appeals. If the Zoning Board of Appeals chooses to reject in part a decision of the In-town Design Review Committee and to remand a specific decision to the In-town Design Review Committee, pursuant to (b)3. above, the membership of the In-town Design Review Committee which initially heard the application shall sit in review of the remand order. The Committee shall confine its review to the remand decision issued by the Zoning Board of Appeals, and shall issue findings describing how it has addressed issues identified in the order from the Zoning Board of Appeals. The decision of the In-town Design Review Committee regarding such a remand is subject to the administrative appeal procedure identified in this section.

**Sec. 80-52 Zoning Board of Appeals review of a Certificate of Economic Hardship.**

- (a) An applicant that asserts it cannot comply with conditions of approval established by the In-town Design Review Committee for issuance of a Type 1 Mandatory In-town Design Review Permit may apply to the Zoning Board of Appeals for relief by issuance of a Certificate of Economic Hardship. Said application shall be submitted on the official form within 30 days of the written Notice of Decision of the In-town Design Review Committee to the Code and Planning Department. The Department shall schedule the request for a Certificate for a meeting before the Zoning Board of Appeals. Zoning Board of Appeals review of the application shall occur in accordance with the process for the review of variances that is described in Chapter 102, Zoning, Article II, Administration, Section 102-133, Variances.
- (b) The Zoning Board of Appeals shall approve an application for a Certificate of Economic Hardship only upon a determination that applicant compliance with conditions of approval established by the In-town Design Review Committee will result in the loss of all reasonable use of the structure.
- (c) In considering an application for a Certificate of Economic Hardship, the Zoning Board of Appeals shall consider among other things any evidence presented concerning the following:
  - (1) Any opinion from a licensed engineer or architect with experience in renovation, restoration or rehabilitation as to the structural soundness of the structure and its suitability for continued use, renovation, restoration or rehabilitation.
  - (2) Any estimates of the cost of the proposed alteration, construction, demolition or removal and an estimate of any additional cost that would be incurred to comply with the conditions of approval established by the Committee.
  - (3) Any estimates of the market value of the property in its current condition; after completion of the proposed alteration, construction, demolition or removal; and after any expenditures necessary to comply with conditions of approval established by the Committee.
  - (4) A comparison of the cost of improvements associated with 1 – 3 above, as proposed by the applicant, and the cost of improvements required to comply with conditions of approval established by the Committee.
  - (5) Information supplied by the applicant with respect to the following:
    - a. The assessed value of the property and/or the structure for the current year.
    - b. Real property taxes paid for the previous two years.
    - c. The amount paid for the property by the owner, the date of purchase and the party from whom purchased.

- d. The current balance of any mortgages or other financing secured on the property and annual debt service on the property.
- e. Any appraisals obtained within the last 2 years.
- f. Any listings of the property for sale or rent, including the price asked and offers received, if any within the past 2 years.
- g. All studies commissioned by the owner as to the profitable renovation, rehabilitation or utilization of any structures on the property.
- h. For income producing property, itemized income and expense statements for the property for the previous two years.

Notwithstanding this list of information, the Zoning Board of Appeals may request additional information to assist in its decision regarding the issuance for a Certificate of Economic Hardship.

- (d) The Zoning Board of Appeals, in its written decision, shall define why or why not the Certificate of Economic Hardship should or should not be granted, and the specific conditions that apply to the issuance of a Certificate. The only appeal of any decision regarding issuance or denial of an Economic Hardship Variance shall be to the Superior Court.

**Secs. 80-53 --- 80-60. Reserved.**

City of Belfast, ME  
Tuesday, June 4, 2024

## Chapter 38. Parks and Recreation

### GENERAL REFERENCES

Bicycles — See Ch. 58, Art. IV.

Noise and public conduct — See Ch. 34, Art. II.

## Article I. In General

### Sec. 38-1. through Sec. 38-30. (Reserved)

## Article II. Parks and Recreation Commission

### Sec. 38-31. Established.

[Ord. No. 21-1996, art. I, § 1, 2-6-1996]

There shall be a City parks and recreation commission.

### Sec. 38-32. Purpose.

[Ord. No. 21-1996, art. II, § 1, 2-6-1996; Amd. of 1-2-2013]

The parks and recreation committee, under the general direction of the City council, shall advise the City manager and the parks and recreation director as to the custody, care and management of the parks and their facilities, not inconsistent with the duties of the parks and recreation director.

The object of the parks and recreation commission is to:

- (1) Advise the City council, City manager, and parks and recreation director as to the establishment, maintenance and improvement of City parks and open areas, including range ways and right-of-ways to the water, and as to the recreational needs of the community.
- (2) Provide volunteer support for the City parks and for City-sponsored recreational activities.
- (3) To serve as a liaison between the public and City government in matters pertaining to the parks.
- (4) To work with outside individuals, groups, and other local recreational resources and entities to foster quality activity in the parks and to coordinate local recreational programming in the City.

### Sec. 38-33. Membership; appointment and term of members; vacancies.

[Ord. No. 21-1996, art. III, §§ 1-5, 2-6-1996; Ord. No. 26-2008, 1-2-2008; Amd. of 1-2-2013]

- (a) The membership of the parks and recreation commission shall be seven members. All members shall be residents of the City.

- (b) The term of office shall be three years.
- (c) Each year, the City council shall meet and appoint a new member for the term of three years to succeed the outgoing member. Such member will take office when appointed.
- (d) In the event of the resignation of any parks and recreation commission member, or their death, inability to serve, or absence without acceptable reasons from three regular consecutive meetings, the City council shall appoint a member to finish any unexpired term that might remain.

## Sec. 38-34. Compensation of members.

[Ord. No. 21-1996, art. VIII, § 3, 2-6-1996]

All members of the parks and recreation commission shall serve without remuneration.

## Sec. 38-35. Meetings.

[Ord. No. 21-1996, art. IV, §§ 1-9, 2-6-1996; Amd. of 9-6-2011(1); Amd. of 1-2-2013]

- (a) Regular meetings of the parks and recreation commission shall be held the second Thursday of each month during the year, unless an alternative schedule is approved by the commission and posted and noticed on the City website.
- (b) The parks and recreation director will make an effort to be at the monthly meetings of the commission.
- (c) All regular meetings are to be held at City hall.
- (d) Special meetings shall be called by the chair or upon the written request of at least two members.
- (e) The regular meeting held in September of each year shall be known as the organization meeting. The purpose of this meeting shall be the writing of the annual report, and other business that may need to come before such meeting.
- (f) The purpose of the regular December meeting shall be the election and installation of officers, namely the chair and the secretary.
- (g) (Reserved)
- (h) Four voting members constitute a quorum at any regular or special meeting. Four votes, present at the meeting, will be needed to pass any motion of the committee.
- (i) All meetings shall be open to the public.

## Sec. 38-36. Officers.

[Ord. No. 21-1996, art. V, §§ 1, 2, 2-6-1996; Amd. of 1-2-2013]

- (a) The officers of the parks and recreation commission shall be a chair and a secretary, who shall be elected at the December meeting to serve for one year or until a successor shall be elected and qualified.

## Sec. 38-37. (Reserved)

[1] *Editor's Note: Former Section 38-37, adopted 2-6-1996 by Ord. No. 21-1996, which contained provisions on election of officers, was repealed 1-2-2013.*

## Sec. 38-38. Duties of chair.

[Ord. No. 21-1996, art. VI, § 1, 2-6-1996; Amd. of 1-2-2013]

The chair shall preside at all meetings of the parks and recreation commission, and shall assume or delegate to another commission member, the responsibility for communicating commission perspective, recommendations or decisions to the City council, City manager or City parks and recreation director.

## Sec. 38-39. Duties of secretary.

[Ord. No. 21-1996, art. VI, § 3, 2-6-1996; Amd. of 1-2-2013]

The secretary shall keep a record of the proceedings of the parks and recreation commission. Once approved, minutes of meetings should be filed with the City Clerk for recording and distribution.

## Sec. 38-40. (Reserved)

[1] *Editor's Note: Former Section 38-40, which contained provisions on authority to inspect recreational facilities, was repealed 1-2-2013.*

## Sec. 38-41. Duties.

[Ord. No. 21-1996, art. VIII, §§ 1, 2, 2-6-1996; Ord. No. 36-2005, 4-5-2005; Amd. of 1-2-2013]

(a) The parks and recreation commission, under the general direction of the City council, shall advise and make recommendations to the council, City manager and parks and recreation director as to the custody, care and management of the City parks and parks facilities.

Specifically the commission will provide advice and give recommendations on:

- (1) Annual budget expenditures.
- (2) Rules and regulations in the parks.
- (3) Establishing multi-year capital project plans and in setting priorities for capital project work.
- (4) Establishing policies for uses of the parks.
- (5) Recreational program-related matters.
- (6) Gifts of money, equipment or property to the City for the parks.

The commission will not be involved in the day to day operation of the parks nor in the direction or management of any City employee.

## Sec. 38-42. Committees.

[Ord. No. 21-1996, art. IX, § 1, 2-6-1996; Amd. of 1-2-2013]

Special subcommittees may be appointed by order of the parks and recreation commission as needs may arise. Such committees shall not necessarily be restricted to members of the present commission.

## Sec. 38-43. (Reserved)

[1]

*Editor's Note: Former Section 38-43, adopted 2-6-1996 by Ord. No. 21-1996, which contained provisions on amendments to rules, was repealed 1-2-2013.*

## Sec. 38-44. through Sec. 38-70. (Reserved)

## Article III. Park Rules and Regulations

### Sec. 38-71. (Reserved)

[1] *Editor's Note: Former Section 38-71, adopted 4-17-1979, as amended 1-4-2000 by Ord. No. 40-1999, which contained provisions on purpose, was repealed 1-2-2013.*

### Sec. 38-72. Definitions.

[Ord. of 4-17-1979, § 2; Ord. No. 40-1999, § 2, 1-4-2000; Ord. No. 36-2005, 4-5-2005; Amd. of 11-15-2011; Amd. of 1-2-2013]

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

#### **PARKS AND PARK AREAS**

The areas of the City specifically set aside for the common use of its citizens for the purpose of recreation and enjoyment. They shall include the Belfast City Park, Belfast Common, Steamboat Landing, Heritage Park, Wales Park, Walsh Field Recreation Area, Four Seasons Recreation Area, Sportsman Park, Kirby Lake and its environs, Eleanor Crawford Park, and the so-called Mini Park in East Belfast.

### Sec. 38-73. Penalty.

[Ord. of 4-17-1979, § 12; Ord. No. 21-1996, 2-6-1996; Amd. of 1-2-2013]

Any person violating any of the provisions of [section] 38-76 up to and including [section] 38-85 of this article shall be fined up to \$50 per offense. In addition to any fine, the court may order restitution to the City for any damages to the City resulting either directly or indirectly from such violation.

### Sec. 38-74. Enforcement.

[Ord. of 4-17-1979, § 11]

This article shall be enforced by the City police department, or by the county sheriff's department and the state police when requested by the City police department or the City manager.

### Sec. 38-75. Waiver of regulations.

[Ord. of 4-17-1979, § 13; Amd. of 1-2-2013]

Upon written application, the City council may by order vary or suspend the operation of any section of this article for a specified period of time if the applicant establishes that:

- (1) The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.
- (2) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

- (3) The proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the City.

### Sec. 38-76. Hours.

[Ord. of 4-17-1979, § 3; Ord. No. 21-1996, 2-6-1996; Ord. No. 40-1999, § 3, 1-4-2000; Ord. No. 19-2005, 12-6-2005; Amd. of 5-18-2011; Amd. of 1-2-2013]

It is hereby established that the hours during which the various individual park areas are open for public use shall be set from time to time by the City council and shall be enforceable when posted by signs set in a reasonable locations at or near the primary entrances to such park. The City park will be closed from 11:00 p.m. until 6:00 a.m. The playground within the park will be closed from dusk until dawn. Vehicles are prohibited from entering the park from dusk to dawn. The opening period shall be May 1 through November 15, unless weather conditions make it unfeasible for the park to be open these days, or unless weather conditions and the condition of the park would permit the park to be opened earlier than May 1 or be closed later than November 15. Weather-determined changes to the opening period may be determined by the parks and recreation director and the City manager.

### Sec. 38-77. Speed limit.

[Ord. of 4-17-1979, § 4; Ord. No. 21-1996, 2-6-1996]

The vehicular speed limit in all City parks shall be 10 miles per hour.

### Sec. 38-78. Motor vehicles prohibited in certain areas.

[Ord. of 4-17-1979, § 5; Amd. of 1-2-2013]

No person shall operate or park a motor vehicle in a park other than on a public roadway or a designated parking area.

### Sec. 38-79. Remaining in park after closing hours.

[Ord. of 4-17-1979, § 6]

No camping, tenting or parking of motor vehicles shall be allowed in a park after closing hours.

### Sec. 38-80. Peddling or soliciting.

[Ord. of 4-17-1979, § 7]

No soliciting or peddling shall be allowed in any park area.

### Sec. 38-81. Dogs.

[Ord. of 4-17-1979, § 8]

The regulations regarding dogs and the leash law in chapter 10 shall apply to the City parks.

### Sec. 38-82. Horseback riding.

[Ord. of 4-17-1979, § 9; Amd. of 1-2-2013]

Horseback riding shall be prohibited in City parks, except Sportsman Park.

## Sec. 38-83. Littering.

[Ord. of 4-17-1979, § 10]

The state laws restricting littering shall apply to the City parks.

## Sec. 38-84. Vehicle regulations in Belfast City Park.

[Ord. of 8-5-1997, § 9515; Amd. of 1-2-2013]

- (a) Speed limit. No person shall drive or operate a vehicle of any type within the limits of the Belfast City Park on the generally easterly side of Northport Avenue, so called, in excess of the speed of 10 miles per hour.
- (b) Operation off of designated areas. No person shall operate any vehicle outside of the roadways or parking lots except when in conjunction with a duly issued special use permit. Any person who shall violate or assist in the violation of this subsection shall be subject to a fine of \$50.
- (c) Leaving vehicle in park at night. No vehicle shall be left, either attended or unattended, in the City park during the hours between 10:00 p.m. and 6:00 a.m. Any vehicle found in the park during these hours will be subject to removal at the registered owner's expense.
- (d) Direction of travel. No person shall operate any vehicle of any type within the limits of the Belfast City Park except in one direction traveling around the roadway in the park. When entering the City park all vehicles shall turn to the right and follow the roadway around the park in one direction. Any person who shall violate or assist in the violation of this subsection shall be subject to a fine of \$50.

## Sec. 38-85. Smoking prohibited.

[Amd. of 9-6-2011(2)]

There shall be no smoking or tobacco use in any City parks.



## City of Belfast Committee Training 10/5/23

The City of Belfast Charter outlines:

“The City Council shall establish the following standing committees: *Zoning Board of Appeals, Comprehensive Planning and Review Committee, Harbor Committee, Planning Board, and Board of Assessment Review.*”

Additionally,

“The City Council may establish and appoint such boards, commissions, and committees, not otherwise provided for in this Charter, which it may determine to be needed from time to time. City Councilors and City employees shall not constitute a majority of any board, commission or committee not provided for in this City Charter. City Councilors or City employees shall not serve as the chairperson [chair].”

The City of Belfast currently has 16 committees, 11 committees in addition to the 5 outlined by our City Charter:

*Housing and Property Development Policy Committee*  
*Climate, Energy, and Utilities Policy Committee*  
*Pedestrian, Transportation, and Accessibility Policy Committee*  
*Parks and Recreation Commission*  
*Harbor Walk and Rail Trail Committee*  
*Airport Advisory Committee*  
*Broadband Committee*  
*Brownfields Selection Committee*  
*Cemetery Trustees*  
*In-Town Design Review Board*  
*Library Board of Trustees*

The City Council’s intention in creating each of these committees is to have a group of appointed citizens that will research and gather information on particular subject matters in order to make recommendations to the City Council for consideration. City Committees are designed to assist in developing policy and program recommendations to address each of these specific topics.

- All members are appointed by the City Council.
- All members are sworn in by the City Clerk.
- Terms expire on July 1<sup>st</sup> or until a new member is appointed. Vacancies will be advertised twice a year, once before June and once before February each year.
- Each Committee will select a set consistent day, time, and location for a consistent monthly meeting.
- Each Committee may schedule a special meeting or a sub-committee meeting outside the set schedule.
- All Committee members are encouraged to attend City Committee Training in September of each year.
- Each Committee will elect a Chair and Secretary at a meeting in August of each year.
- One City staff member will be assigned by the Manager to each Committee to serve as a staff liaison for consultation and to provide expertise.
- Each Committee will conduct all business according to the Policy for Committees Regarding Filing of Agendas and Minutes; Updated April 4, 2023.

**Policy for Committees Regarding Filing of Agendas and Minutes.**

**Dec. 21, 2004; Jan. 17, 2017; Updated April 4, 2023**

It is the goal of Belfast City Council to allow for public input and open communication regarding all aspects of City business. To that extent, it is hereby adopted that all City of Belfast committees and boards shall hereby abide by the policy regarding filing of agendas and minutes as outlined below.

**Agendas:**

Each committee shall file a written agenda with the Communications Assistant a minimum of three (3) days in advance of regular meetings. Emergency meetings shall be called in the same manner for the City Council to call an emergency meeting, as prescribed in the City Charter: by providing at least six hours of notice to the members of the committee, to the Communications Assistant and to members of the local press.

The agenda must include but shall not be limited to:

- Name of Committee
- Date and time of meeting
- Place of meeting
- Open to the public
- Subject of meeting and/or topics to be discussed.

The Communications Assistant shall distribute copies of the agenda to any pertinent stakeholders. A copy of the agenda shall be posted at Belfast City Hall, placed on the City's website and be recorded and filed in the City of Belfast Clerk's Office.

**Minutes:**

Draft minutes will be approved at the next regularly scheduled meeting and the approved minutes will be filed within three (3) business days.

The minutes must include but shall not be limited to:

- Name of committee
- Date and time of meeting
- Place of meeting
- Names of members in attendance and any member absences
- Open to the public
- Action on any agenda items and/or topics, including any votes taken
- Brief description of topics discussed and/or statements made for the record
- Date, time and location of future meetings, if set

The Communications Assistant shall distribute copies of the minutes to any pertinent stakeholders. In addition, a copy of the minutes shall be posted on the City website and recorded and filed in the City of Belfast Clerk's Office.

Note: Agendas and minutes must be sent in Word or PDF format.

**City Policy Committees; Approved June 20, 2023**

- A minimum of five voting members and a maximum of nine voting members, one of which can be a student. Up to two non-voting representatives from the City Council.
- Three voting members terms to expire on July 1, 2024, three voting members terms to expire on July 1, 2025, three voting members terms to expire in 2026 and continue in the same annual pattern, following the expiration of the current term of any current member.
- The City Council will meet at least once a year with each City Policy Committee, or as needed.
- The City Council will review the subject matter jurisdiction of each City Policy Committee annually.
- The City Council may refer items from its Meeting Agenda to a specific Committee.

**Agenda and minutes submission, website content and room reservations:** Communications Assistant Mackenzie Barnhart

**Council Meeting agenda item requests:** Staff liaison will coordinate with Deputy City Manager Manda Cushman

**Council Work Session requests:** Staff liaison will coordinate with Deputy City Manager Manda Cushman

**Budget requests for committee projects:** Must be submitted before February 1 to the Staff liaison for coordination with City Administration

**Committee Staff Liaison Assignments:**

*Housing and Property Development Policy Committee:* Joellyn Warren

*Climate, Energy, and Utilities Policy Committee:* Joellyn Warren

*Pedestrian, Transportation, and Accessibility Policy Committee:* Jon Boynton

*Parks and Recreation Commission:* Zach Dozier

*Harbor Walk and Rail Trail Committee:* Zach Dozier and Bob Richards

*Airport Advisory Committee:* Kenn Ortmann

*Broadband Committee:* Thomas Kittredge

*Brownfields Selection Committee:* Thomas Kittredge

*Cemetery Trustees:* Leigh Wilcox

*In-Town Design Review Board:* Jon Boynton

*Library Board of Trustees:* Steve Norman

Staff liaisons are not to be responsible for agendas, minutes, website content, or room reservations. The role of staff liaison is for consultation and to provide expertise, not to provide administrative support to the committee and its members.

Any necessary communications with City staff members outside of the scheduled meeting should be directed through the committee chair. Please be mindful of their workload and keep requests outside of the scheduled meeting to a minimum.



10.H,I+J

## CITY OF BELFAST, MAINE 04915

131 Church Street

### PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

[planningandcodes@cityofbelfast.org](mailto:planningandcodes@cityofbelfast.org)

#### MEMO:

To: Mayor and City Council

From: Alexandra E. Sykes - City Planner

CC: Erin Herbig – City Manager; Bub Fournier – Director Planning and Codes

Date: June 11, 2024

Re: First Reading – Proposed Amendments to Chapter 58 Traffic and Vehicles

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#### BACKGROUND INFORMATION

As work is currently underway for the much-anticipated reconstruction of Wight Street, it is timely to bring this proposed Ordinance Amendment to the Belfast City Council in support of installation of a new three-way stop sign at the intersection of Martin Lane (Tall Pines Drive) and Wight Street.

Back in 2022, as the City conducted several meetings including a public gathering at the Shrine Club, the notion of traffic calming along Wight Street was discussed on multiple dates. As the project moved its way through the design process, a narrower paved roadway, a dedicated multi-use path outside the roadway, a raised pedestrian crossing near the newly constructed apartments and a three-way stop sign at Martin Lane (Tall Pines Drive) were incorporated.

At this time, pursuant to Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking of the City Ordinance, the proposed three-way stop sign needs to be adopted by the City Council. While looking at the existing Ordinance, staff also identified the existing stop sign at Tara Road needing incorporation. This proposal would require vehicles to stop if they are traveling east or west on Wight Street, as well as when they come to the end of Martin Lane (Tall Pines Drive).

Planning and Codes staff ran a public hearing notice for two weeks in the Republican Journal.

Planning and Codes staff also mailed notices of this meeting to neighbors in the immediate area of Wight Street.

**REQUESTED COUNCIL ACTIONS**

I request the Council to allow Planning and Codes staff to present the proposed Ordinance Amendment incorporating the three-way stop sign for traffic calming on Wight Street, and minor incorporation of technical language for the existing stop sign at Tara Road. In addition, I request the Council conduct a public hearing. After discussion, I request the Council consider accepting the first reading and direct staff to arrange a Second Reading for potential adoption.

**CITY OF BELFAST CITY COUNCIL  
TUESDAY, JUNE 18, 2024 7:00 pm**

**FIRST READING PROPOSED ORDINANCE AMENDMENTS**

**AMENDMENTS TO CITY CODE OF ORDINANCE  
CHAPTER 58 TRAFFIC AND VEHICLES,  
ARTICLE II STOPPING, STANDING AND PARKING  
SEC. 58-44 STOP SIGNS**

**Format of Amendments.**

All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 58 Traffic and Vehicles. **All text shown in red font** is new language that is proposed to be added. ~~All text shown with blue strike through~~ is to be removed. Bold text indicates the specific intersection.

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CHAPTER 58, TRAFFIC AND VEHICLES

ARTICLE II, STOPPING, STANDING, AND PARKING

Sec. 58-44 Stops Signs

(a) No Person shall drive vehicle past or through any intersection having a stop sign without bringing his vehicle to a full stop.

(b) Stop signs shall be located in the following places; on the first named street with its intersection with the second named street:

Allyn Street to Northport Avenue westbound  
Alto Street to Belmont Avenue northbound  
Alto Street to Lincolnville Avenue westbound  
Anderson Street to Waldo Avenue westbound  
Back Belmont Road to Route 52 eastbound  
Back Searsport Road to Swan Lake Avenue westbound  
Baker Road to Achorn Road  
Bayview Street to Allyn Street north and southbound  
Bayview Street to Commercial Street northbound  
Bayview Street to Condon Street southbound  
Bell Street to High Street westbound  
Bell Street to Union Street eastbound  
Beaver Street to High Street eastbound

Bradbury Street to Congress Street westbound  
Bridge Street to High Street southbound  
Bridge Street to Pierce Street eastbound  
Cedar Street to Franklin Street north and south end  
Cedar Street to Grove Street northbound and southbound  
Cedar Street to Main Street northbound  
Cedar Street to Miller Street northbound and southbound  
Cedar Street to Park Street north and southbound  
Cedar Street to Main Street northbound  
Cedar Street to Pearl Street north and southbound  
Charles Street to Grove Street both north and southbound  
Charles Street to Miller Street north and southbound  
Charles Street Extension to Main Street southbound  
Charles Street Extension to Waldo Avenue northbound  
Charles Street to Bradbury Street north and southbound  
Charles Street to Spring Street north and southbound  
Church Street to Main Street both northbound and southbound  
Church Street to Market Street north and southbound  
Church Street to Miller Street northbound  
Church Street to Miller Street southbound  
Church Street to Northport Avenue southbound  
Commercial Street to Union Street north and southbound  
Condon Street to Northport westbound  
Congress Street to Miller Street north and southbound  
Congress Street to Main Street northbound  
Congress Street to Salmond Street north and southbound  
Cottage Street to Condon Street southbound  
Cottage Street to Allyn Street northbound  
Court Street to Elm Street southbound  
Court Street to Elm Street westbound  
Court Street to Grove Street north and southbound  
Court Street to Miller Street north and southbound  
Court Street to Pearl Street both north and southbound  
Crocker Road to Belmont Avenue southbound  
Crocker Road to Marsh Road northbound  
Cross Street to Miller Street southbound  
Cross Street to Spring Street north and southbound  
Doak Road to head of the Tide Road  
Doak Road to Waldo Avenue southbound  
Durham Street to Northport Avenue eastbound  
Edgecomb Road to Route 3 northbound  
Edgecomb Road to Route 52 southbound  
Elm Street to Cedar Street westbound

Elm Street to Church Road eastbound  
Fahey Street to Northport Avenue westbound  
Field Street to High Street eastbound  
Front Street to Miller Street north and southbound  
Front Street to Pierce Street northbound  
Green Street to High Street westbound  
Grove Street to Church Road eastbound  
Harbor Street to High Street westbound  
Head of the Tide Road to City Point Road easterly  
Head of the Tide Road to Route 137 westbound  
Hunt Road to Back Belmont Road northbound  
Huntress Avenue to Northport Avenue westbound  
James Street to Cedar Street eastbound  
Jesse Robbins Road to Back Belmont Road southbound  
Jesse Robbins Road to Route 3 northbound  
John Street to High Street eastbound  
John Street to Waldo Avenue westbound  
Lincolnvill Avenue to Main Street northbound  
Market Street to Church Street eastbound  
Market Street to Church Street westbound  
Market Street to High Street eastbound  
Market Street to Main Street westbound  
Marsh Road to Waldo Avenue eastbound  
**Martin Lane northbound to Wight Street**  
Mayo Street to Northport Avenue westbound  
Mill Lane to Searsport Avenue southbound  
Mill Lane to Swan Lake Avenue northbound  
Miller Street to Church Street east and westbound  
Miller Street to Congress Street eastbound  
Miller Street to High Street eastbound  
Miller Street to Lincolnvill Avenue westbound  
Mitchell Street to Searsport Avenue northbound  
Old Route 1 to Searsport Avenue east and westbound  
Park Street to Church Street east and westbound  
Park Street to Cedar Street east and westbound  
Park Street to Congress Street westbound  
Park Street to High Street eastbound  
Patterson Hill Road to Robbins Road southbound  
Peach Street to Church Street westbound  
Peach Street to High Street eastbound  
Pearl Street to Church Street east and westbound  
Pearl Street to High Street eastbound  
Penobscot Terrace to Northport Avenue eastbound

Perkins Road to Northport Avenue to eastbound  
Pine Street to Cedar Street eastbound/westbound  
Pitcher Road to Route 3 southbound  
Primrose Street to High Street eastbound  
Primrose Street to Waldo Avenue westbound  
Race Street to Northport Avenue westbound  
Race Street to Ocean Street eastbound  
River Avenue to Pierce Street southbound  
Robbins Road to Swan Lake Avenue eastbound  
Salmond Street to Congress Street westbound  
Salmond Street to Northport Avenue eastbound  
Sea Side Drive to Route 1 eastbound  
Seaview Terrace to Northport Avenue eastbound  
Shepherd Road to Route 137 eastbound  
Shepherd Road to Poors Mills Road westbound  
Smart Road to Achorn Road both sides  
Smart Road to Swan Lake Avenue southbound  
Spring Street to Cedar Street eastbound/westbound  
Spring Street to Miller Street eastbound  
Spring Street to High Street east and westbound  
Starrett Drive to Belmont Avenue northbound  
Stephenson Lane to Route 1 southbound

**Tara Road southbound to Wight Street**

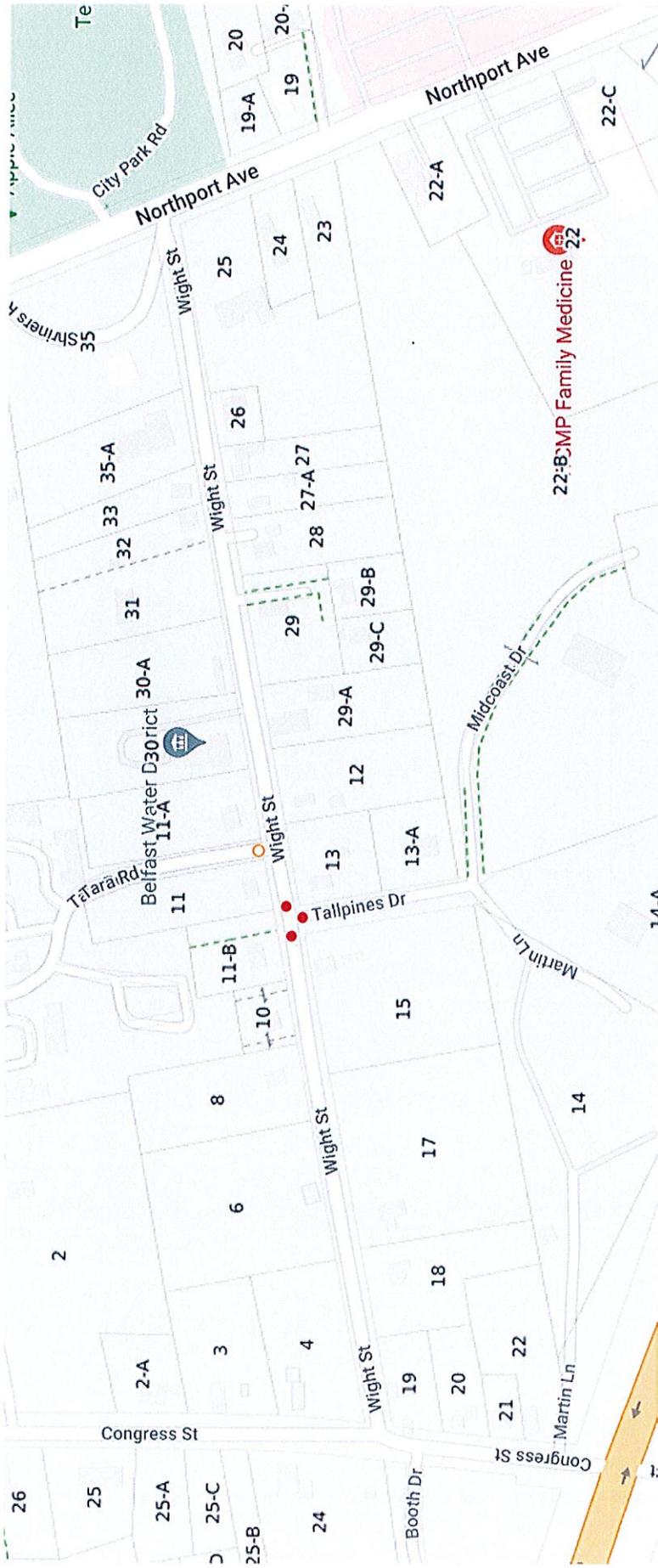
Tufts Road to the Jesse Robbins Road westbound  
Union Street to Allyn Street both sides  
Union Street to Commercial Street both sides  
Union Street to Pearl Street both sides  
Union Street to Condon Street both sides  
Union Street to Harbor Street both sides  
Vine Street to Waldo Avenue westbound  
Waldo Avenue to Main Street southbound  
Water Street to Bridge Street northbound  
Wight Street to Congress Street westbound

**Wight Street eastbound to Martin Lane**

**Wight Street westbound to Martin Lane**

Wight Street to Northport Avenue eastbound  
Woods Road to Route 52 westbound  
Woods Road to Lower Congress Street southbound

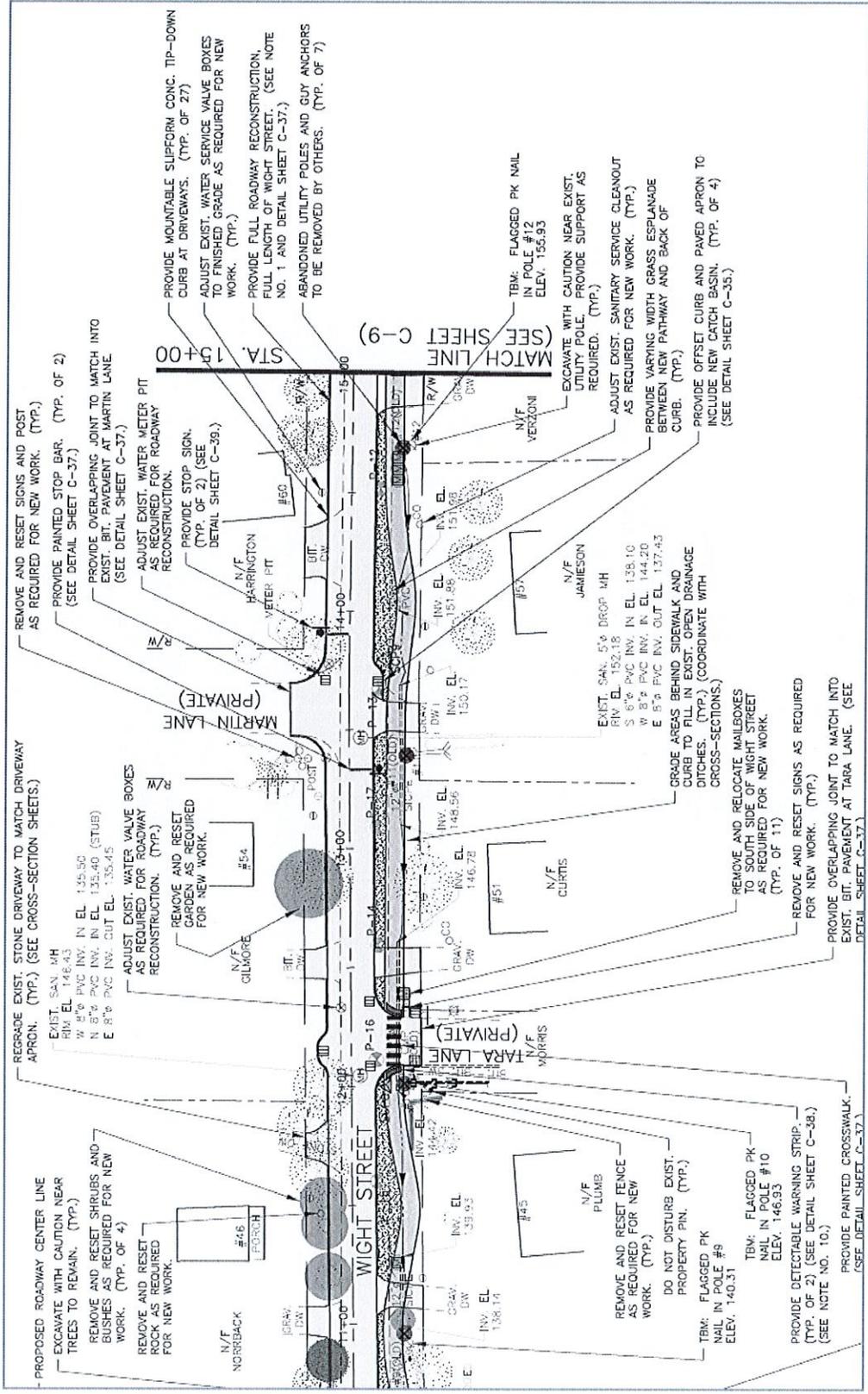
Overall Diagram of Existing and Proposed Stop Signs



LEGEND

- Existing\_Single Stop Sign  
Tara Road southbound to Wight Street
- New\_3-Way Stop Sign  
Wight Street eastbound to Martin Lane  
Wight Street westbound to Martin Lane  
Martin Lane northbound to Wight Street

Cropped Plan View from Sheet C-8



PLAN VIEW

not to scale

10.K



CITY OF BELFAST, MAINE 04915  
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

[planningandcodes@cityofbelfast.org](mailto:planningandcodes@cityofbelfast.org)

MEMORANDUM

DATE: May 22, 2024

TO: Belfast Mayor and City Council, City Manager Erin Herbig

FROM: Bub Fournier, Planning and Codes Director

RE: Request from Planning and Codes Director to consider a waiver for permit fees for a project at 125 Union Street.

**Background Information:** Cedar Rodgers-Levell paid \$1,037.50 for a building permit to construct a two-story garage and accessory dwelling unit at 125 Union Street, Map 36 Lot 75, in December 2022 and the permit was issued at that time. Since that time no work has commenced on the project, thus expiring the building permit as per the City Code after 1 year with no initiation of work. At this time, the owner's agent has made an application for a new permit to conduct the project. The owner's agent would like the fees paid by the expired permit to be applied to the new permit.

**REQUESTED ACTION**

I request that the City Council consider waiving a total of \$1,037.50 in permit fees to be applied to the fees for a new permit for the project at the request of the owner's agent.

## Fw: 125 Union St permit

Elena Thomas <communications@cityofbelfast.org>

Mon 5/20/2024 11:39 AM

To: Erin Herbig <citymanager@cityofbelfast.org>; Manda Cushman <managerassistant@cityofbelfast.org>  
Cc: Bub Fournier <directorplanning@cityofbelfast.org>

---

**From:** Declan O`Connor86 <decoslbath@gmail.com>  
**Sent:** Monday, May 20, 2024 10:47 AM  
**To:** Elena Thomas <communications@cityofbelfast.org>  
**Cc:** Cedar Rodgers-Lovell <ccrlovell@gmail.com>  
**Subject:** 125 Union St permit

Elena,

To summarize what we talked about this morning at your office:

- Cedar Rodgers-Lovell paid for a construction permit 2 years ago for work on her property at 125 Union St
- Work did not go ahead as planned.
- We have now applied for a new permit with the work starting in late summer.
- We are asking the city council to apply the fee for the expired permit to the new permit fee.

The application is with the planning office at city hall. Please let me know if this is a viable request.

Thanks

Declan

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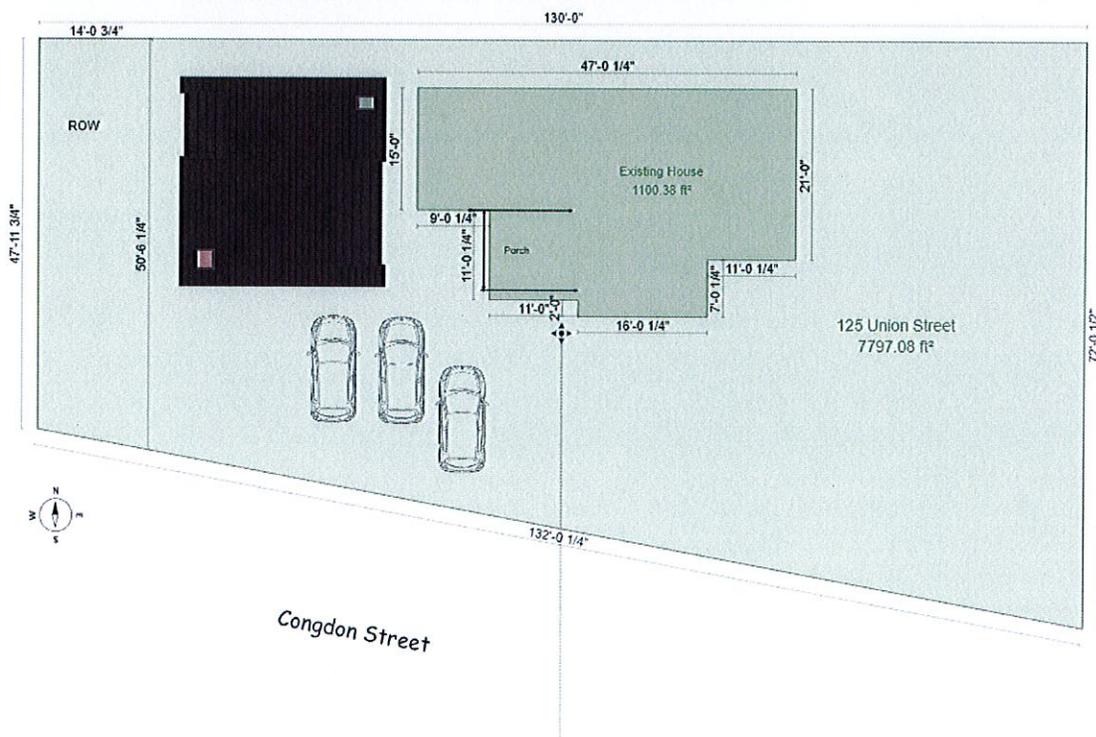
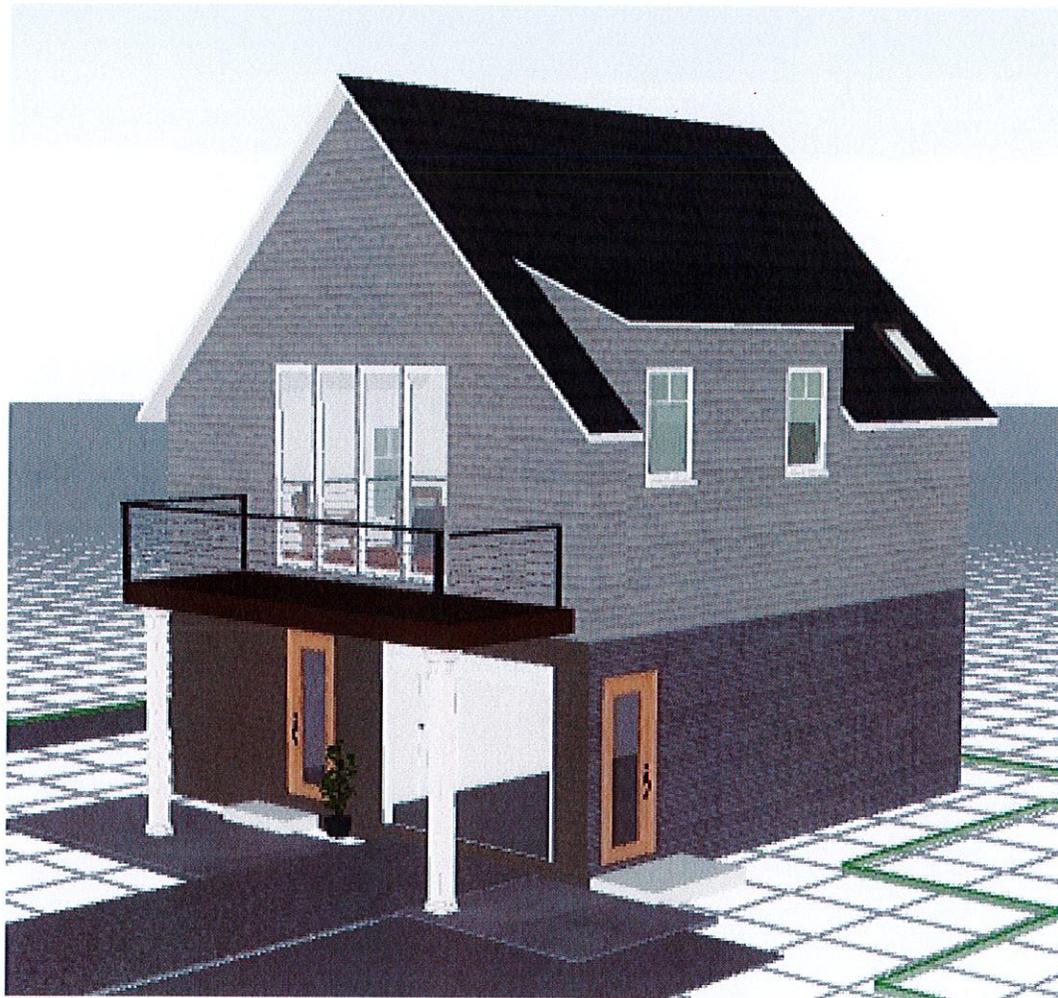
Declan O`Connor  
207-323-1028

**Cedar Rodgers Lovell House**  
***Garage to Carriage House Conversion***

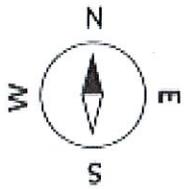
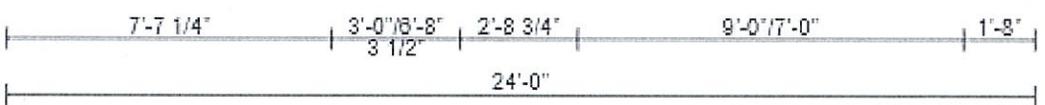
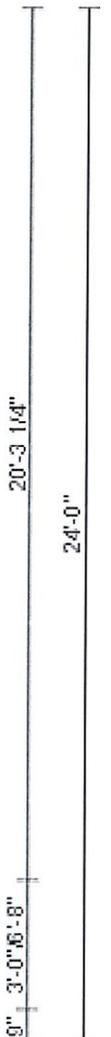
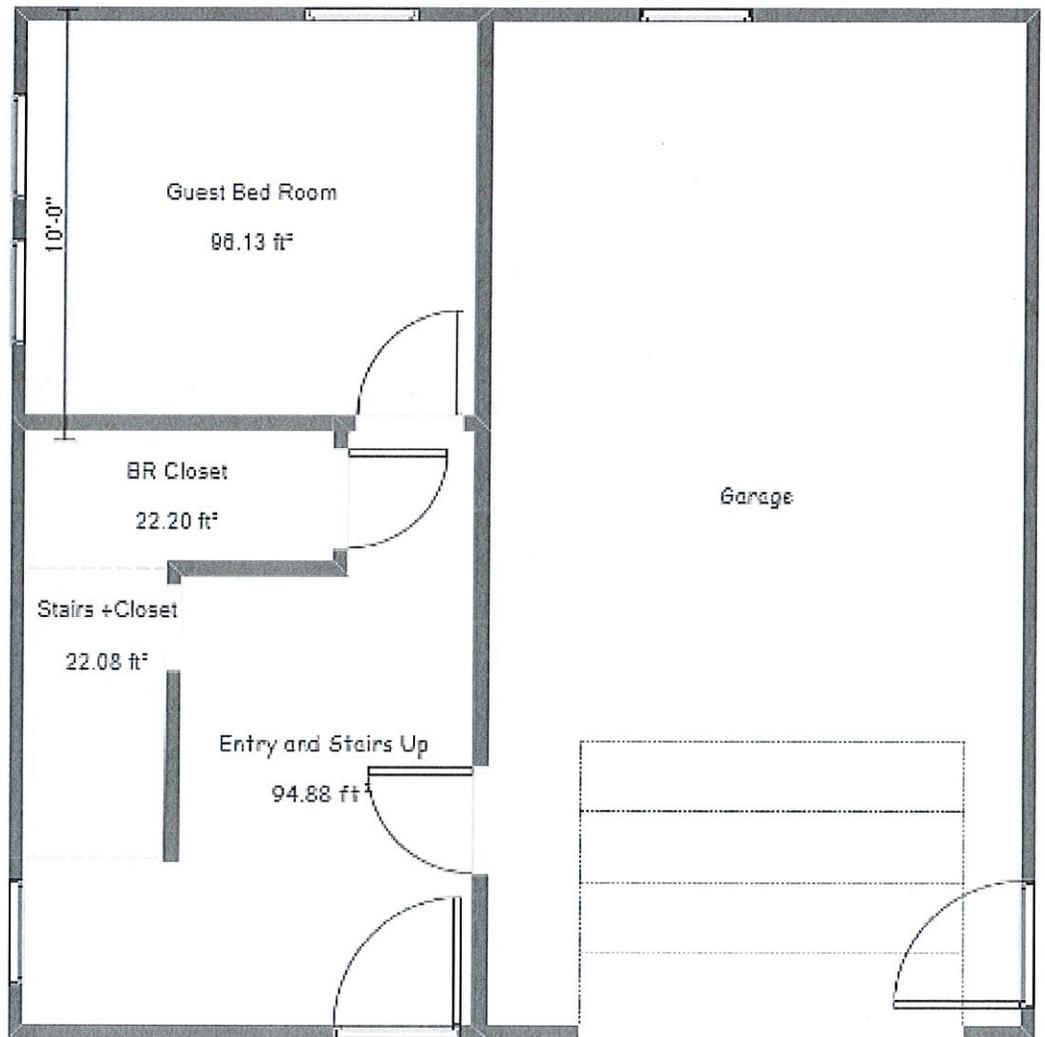
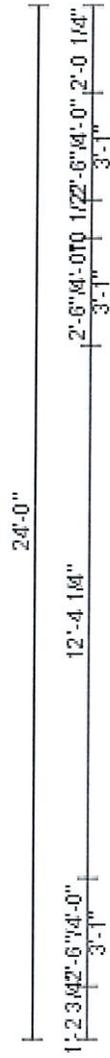
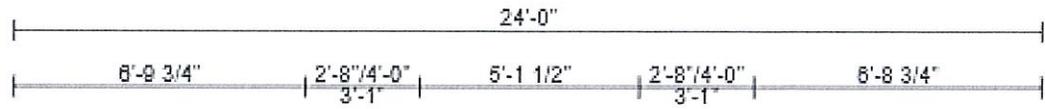
125 Union Street  
Belfast, Maine  
December 6, 2022

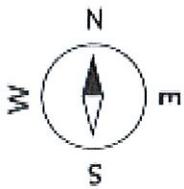
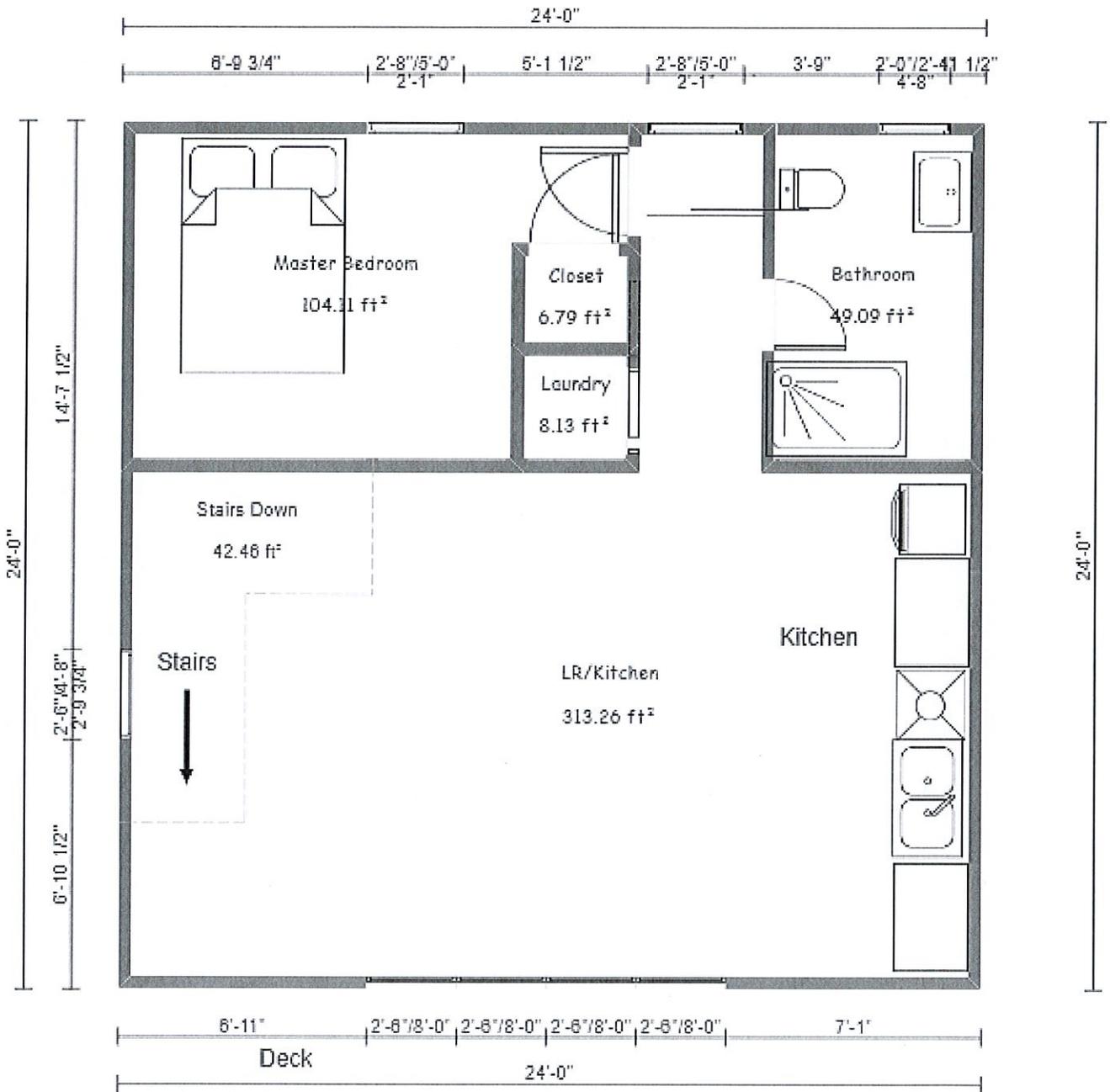
*Michael Skaling, Project Manager, 207-230-9164*  
*mmskaling@gmail.com*

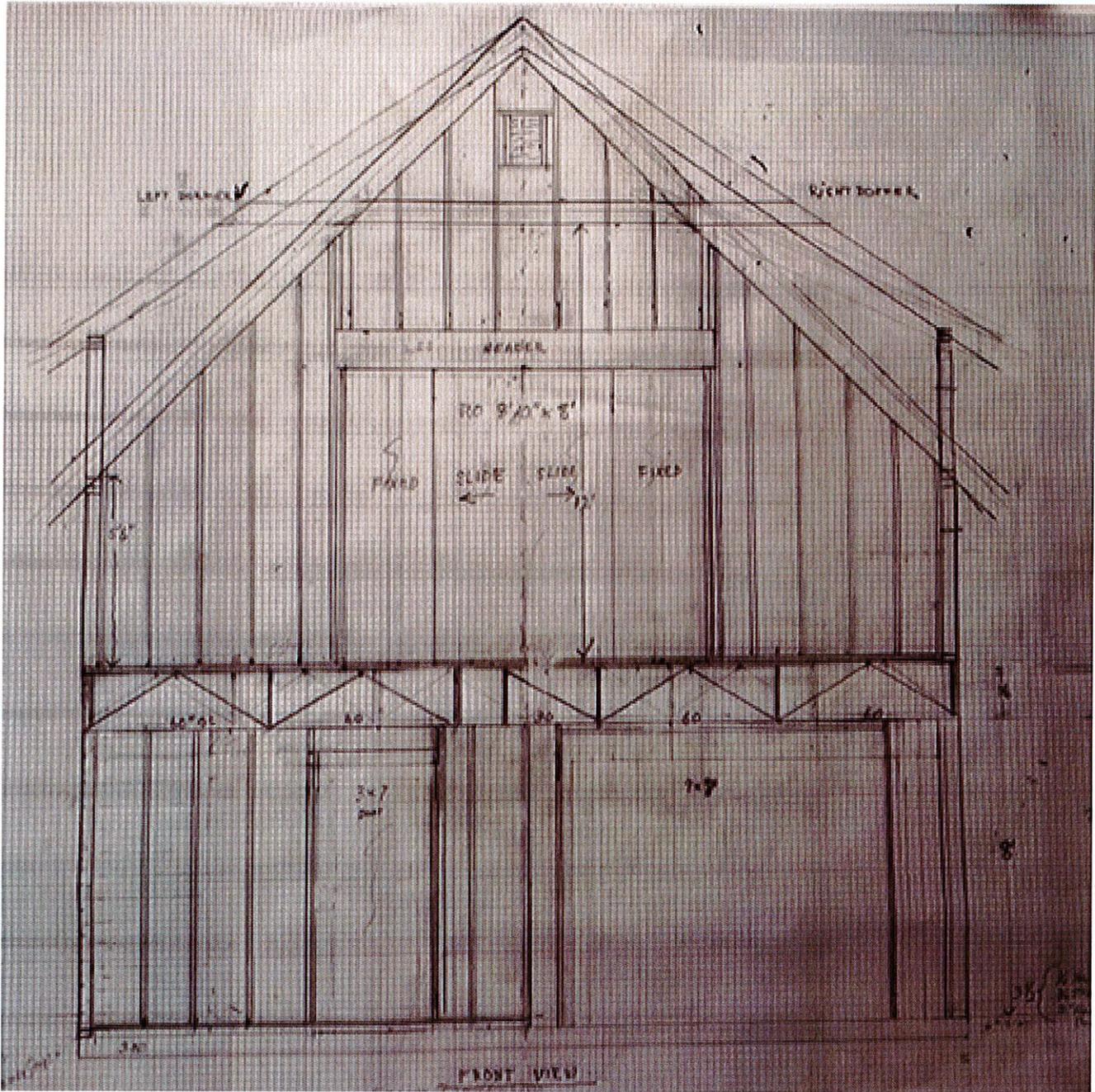


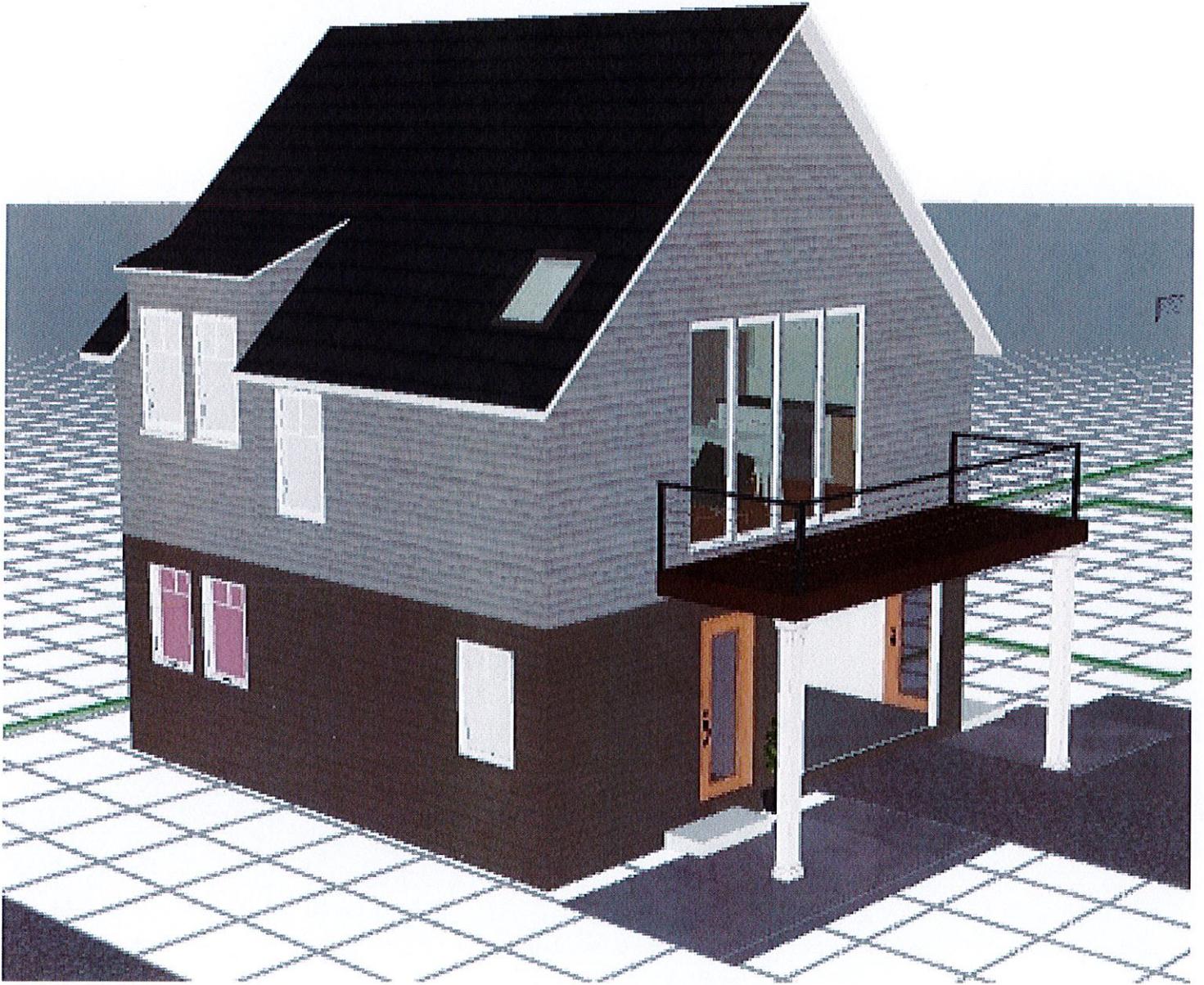


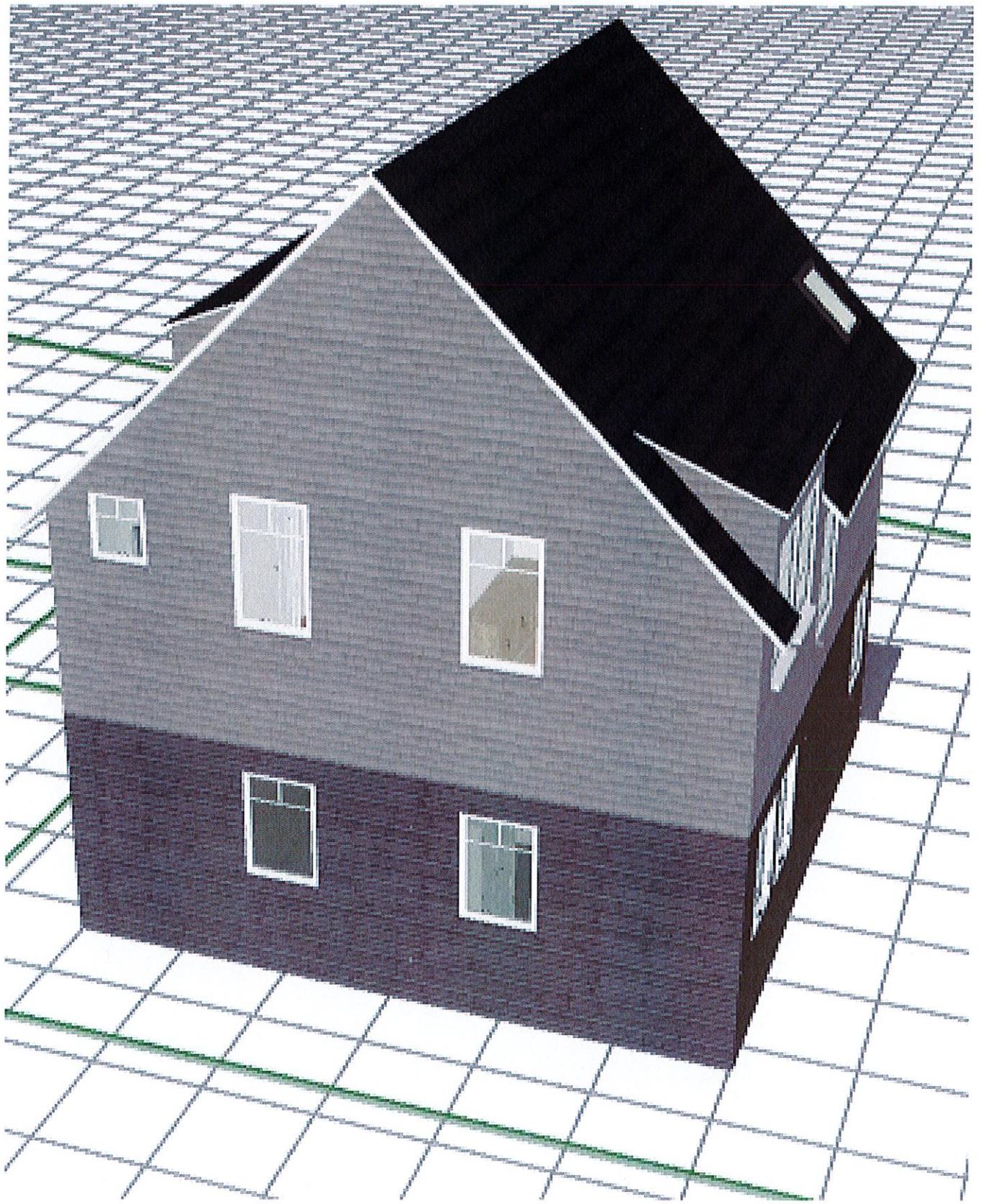
Union Street









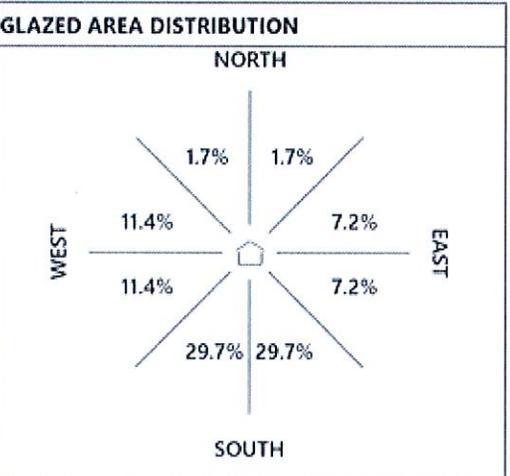


<b>PROJECT</b>	
LOT SQUARE FOOTAGE	7797.05 ft <sup>2</sup>
HOUSE FOOTPRINT	575.98 ft <sup>2</sup> (7.39%)
HOUSE FOOTPRINT INCLUDING ROOF OVERHANG	661.23 ft <sup>2</sup> (8.48%)
PLAIN GROUND SQUARE FOOTAGE	7221.18 ft <sup>2</sup> (92.61%)
WINDOWS SURFACE AREA	139.61 ft <sup>2</sup> (39.47%)

<b>FIRST FLOOR</b>	<b>AREA</b>	<b>A. ANNEX</b>
ENTRY AND STAIRS UP	94.83 ft <sup>2</sup>	
GUEST BED ROOM	96.12 ft <sup>2</sup>	
BR CLOSET	22.17 ft <sup>2</sup>	
STAIRS + CLOSET	22.07 ft <sup>2</sup>	
<b>FIRST FLOOR SQUARE FOOTAGE</b>	<b>235.19 ft<sup>2</sup></b>	

<b>SECOND FLOOR</b>	<b>AREA</b>	<b>A. ANNEX</b>
LR/KITCHEN		313.23 ft <sup>2</sup>
BATHROOM		49.08 ft <sup>2</sup>
CLOSET	6.78 ft <sup>2</sup>	
LAUNDRY	8.18 ft <sup>2</sup>	
MASTER BEDROOM		104.09 ft <sup>2</sup>
STAIRS DOWN		42.41 ft <sup>2</sup>
<b>SECOND FLOOR SQUARE FOOTAGE</b>	<b>14.96 ft<sup>2</sup></b>	<b>508.81 ft<sup>2</sup></b>

<b>TOTAL</b>	<b>353.70 ft<sup>2</sup></b>	<b>508.81 ft<sup>2</sup></b>
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## Cedar Rodgers Lovell Carriage House, 125 Union Street, Belfast, Maine

Below are overall dimensions and materials as it exist today and the new materials to be added.

### First Floor on top of slab

- Building is on 24'x24' slab - 12" of perimeter is about 10" thick tapering to 7" thick overall
- 2x4 PT sill plate
- 8.0' walls from concrete floor to top of double 2x4 top plate
- Walls are 2x4 on 16" centers
- 13 pcs of 24' trusses set on top of the top plate and are on 24" centers
- 16" deep Trusses are made of 2x4 KD Spruce with cross webs
- A 2x6 wall will separate the single car garage from the new living area and stairs.

### Second Floor

- A glued and nailed 3/4" T&G OSB floor (made of 4x8 sheets 24' x 24' cover the trusses.
- The west and east sidewalls are 5'6" tall from bottom 2x4 floor plate that rests on top of the 3/4" floor to the top of the double 2x4 top plate.
- All walls are 16"oc
- The two gable ends south (being the front) and north are ballooned framed.
- The roof slope is 12/12
- The roof rafters are 2x8 kd spruce on 16" centers
- Collar ties are at 2x6 and at 9'3" above the floor (measured to the bottom of the 2x6)
- The overall roof height is about 28' +/- from the slab

### New Construction: 2 Dormers

- **Kitchen dormer** designed so the collar tie height will be the interior ceiling height at the window side of the dormer.
- This dormer is about 12' wide +/-
- Dormer is set in about 2' +/- from edge of gable end roof line
- Dormer roof overhang about 3-4 inches with crown molding
- Roof rafters of the dormers will be 2x10s and going from ridge board to outside wall - this will allow for adequate insulation
- **Master bedroom dormer** is 8' +/- wide and centered on the back bedroom wall that is 10' wide.
- all other dimensions mimic the Kitchen dormer

### Outside covering

- The bottom of the house to just below the top of the Truss line will be in clapboards
- Just above the clapboards and mimicking the parent house will be done with Mabec cedar shingles that are stained gray. At the bottom of the shingles, there will be a slight kick-out and mimicking the main house.
- The top and bottom will be painted a light gray with white trim
- There will be a bottom finish board that will go completely around the building and I would use the AZEK material to protect the bottom from rot due to closeness to ground

## Insulation

- All exterior walls (2x4) sprayed-in-foam
- Ceiling, sprayed-in-polyurethane foam or other product
- First Floor living area to left of garage foam board or sprayed-in-polyurethane foam or foam blue board.
- This floor will end up being about 4" thick including  $\frac{3}{4}$ " hardwood finished floor. It will have treated wood strips attached to the concrete floor to provide nailers for the hard-wood floor.

## Heating

- Heat pumps with appropriate back-up to prevent water freezing

## Plumbing

### One Bathroom

- Custom approximately 5'x3' shower
- Toilet
- Sink

### Kitchen

- 14' counter with cabinets below and 6' of upper cabinets
- Refrigerator
- Double sink
- Stove and oven
- Microwave
- Exhaust hood

## Roofing

- The whole roof may need to be replaced – the north side is 20 years old and the South side is more recent.
- The dormers will push out the current roof
- The trim along the gables may be 6" wider, thus new roofing.

## Gas Fireplace

- **TBD, this could be the back-up for heat pump**

## Solar panels

- **Since putting on new roof, does it make sense to place solar panels on one side of roof?**

## Stairs

- Stairs will be of hardwood – Birch or Oak

## Deck

- 6x18 set on 4 posts and weight doesn't carry onto house structure



November 7, 2022

Michael Skaling  
16 Mountain Arrow Drive  
Camden, ME 04843

**Rodgers-Lovell House: Framing Recommendations**  
Project 2022-0345

Dear Michael:

We have analyzed the dormers and the required framing for the south sliding door opening for the proposed garage conversion at 125 Union Street, Belfast, ME based on the drawings provided by you on September 18 and September 26, 2022. This document provides structural framing recommendations necessary to complete the proposed work in accordance with the structural provisions of the Maine Uniform Building and Energy Code (MUBEC). This report includes a description of the framing upgrades to be performed, along with two sketches to clarify the written description.

**DESIGN CRITERIA**

All construction shall conform to all applicable codes, including the following:

- International Existing Building Code (IEBC) 2015 (alterations)
- International Residential Code (IRC) 2015 (new elements)

Applicable Design loads on the structure are as follows:

- Risk Category = II
- Live Loads
  - 20 psf – roof
  - 10 psf – uninhabitable attic without storage
  - 40 psf – 2<sup>nd</sup> floor level
- Dead Loads
  - 15 psf – roof & 2<sup>nd</sup> floor level
  - 5 psf - attic
- Ground Snow Load = 60 psf
  - Roof Snow Load = 46.2 psf
  - Snow Exposure Factor (Ce) = 1.0
  - Snow Load Importance Factor (I) = 1.0
  - Thermal Factor (Ct) = 1.1
- Wind Load
  - Base Wind Speed (V) = 118 mph (3-sec gust)
  - Wind Importance Factor (I) = 1.0
  - Wind Exposure Category = B

**MATERIAL SPECIFICATIONS**

Materials shall conform to the following specifications:

- Dimension lumber shall be #1/#2 or better Spruce-Pine-Fir with a moisture content less than 19%, unless noted otherwise.
- Laminated Veneer Lumber (LVL) beams shall be Coastal Forest Products "Pro-Lam",  $F_b = 3100$  psi

**DESIGN RECOMMENDATIONS***Dormer Framing:*

- Install 2x10 rafters at 16" on-center for the new dormer framing. Install Simpson LRU210Z hangers at the ridge and Simpson H2.5A hurricane clips at the eave.
- Sister (2) 1-3/4"x7-1/4" LVLs to each existing 2x8 rafter on the opposite roof plane of the dormer (16" on-center). Fasten the LVLs to the existing 2x8 rafters with 2 rows of 40D common nails, or alternatively SDWS22500DB screws, at 8" on center, staggered, and driven from opposite sides. Install (2) Simpson LS50 angles at the ridge, one attached to the LVLs and one attached to the existing 2x8. Install Simpson H2.5A hurricane clips at the eave.
- Install 2x8 rafter ties at 16" on-center. Fasten to the new 2x10 dormer rafters with (10) 10d common nails, or alternatively (5) SDS25300 screws. Fasten to the upgraded rafters in opposing roof slope, installed on the LVL side, with (6) 40d common nails, or alternatively (6) SDWS22500DB screws.
- Install full height 2x4 studs at 16" on-center for the dormer wall aligned with the studs below.
- Headers shall be minimum (2) 2x8 with a maximum span of 4'-0". Fasten the plies together with 2 rows of 10D common nails at 8" on center, staggered, and driven from opposite sides.

*South Sliding Door Framing:*

- Install (2) 1-3/4"x7-1/4" LVLs for the header (maximum span of 10'-0"). Fasten the plies together with 2 rows of 10D common nails at 8" on-center, staggered, and driven from opposite sides.
- Install (2) 2x6 jack studs and (3) 2x6 king studs at each end of the opening.
- Install 2x6 squash blocks on the interior face of the truss below, aligned with the posts above.

As a minimum, wood fasteners shall conform to International Residential Code (IRC 2015) Table R602.3(1), unless noted otherwise.

Contact us if unforeseen conditions arise in the field that prevent proper implementation of the work described above. If you or the field crew have questions on any aspect of the design or construction outlined herein, please contact us for further assistance and/or clarification.

Thank you for contacting Gartley & Dorsky to perform this structural evaluation. If you have any questions, please feel free to contact me at (207) 236-4365.

Sincerely,

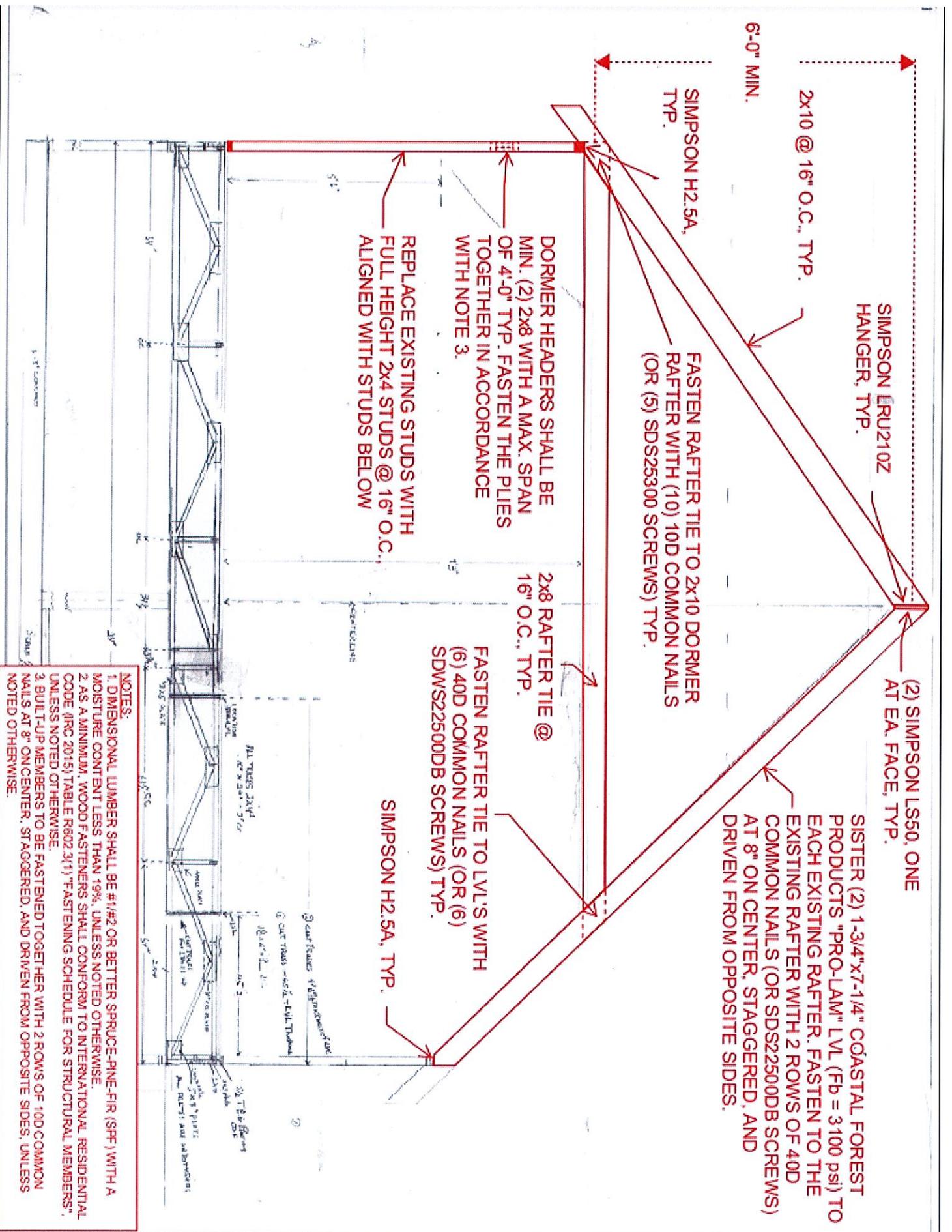
Gartley & Dorsky Engineering & Surveying, Inc.



Carmen B. Bombeke, PE  
Senior Engineer

A handwritten signature in cursive script that reads "Nick Merriam".

Nick Merriam, EI  
Design Engineer



2x10 @ 16" O.C., TYP.

6'-0" MIN.

SIMPSON ERU210Z HANGER, TYP.

SIMPSON H2.5A, TYP.

FASTEN RAFTER TIE TO 2X10 DORMER RAFTER WITH (10) 10D COMMON NAILS (OR (5) SDS25300 SCREWS) TYP.

(2) SIMPSON L550, ONE AT EA. FACE, TYP.

SISTER (2) 1-3/4"x7-1/4" COASTAL FOREST PRODUCTS "PRO-LAM" LVL (Fb = 3100 psi) TO EACH EXISTING RAFTER. FASTEN TO THE EXISTING RAFTER WITH 2 ROWS OF 40D COMMON NAILS (OR SDS22500DB SCREWS) AT 8" ON CENTER, STAGGERED, AND DRIVEN FROM OPPOSITE SIDES.

DORMER HEADERS SHALL BE MIN. (2) 2x8 WITH A MAX. SPAN OF 4'-0" TYP. FASTEN THE PILES TOGETHER IN ACCORDANCE WITH NOTE 3.

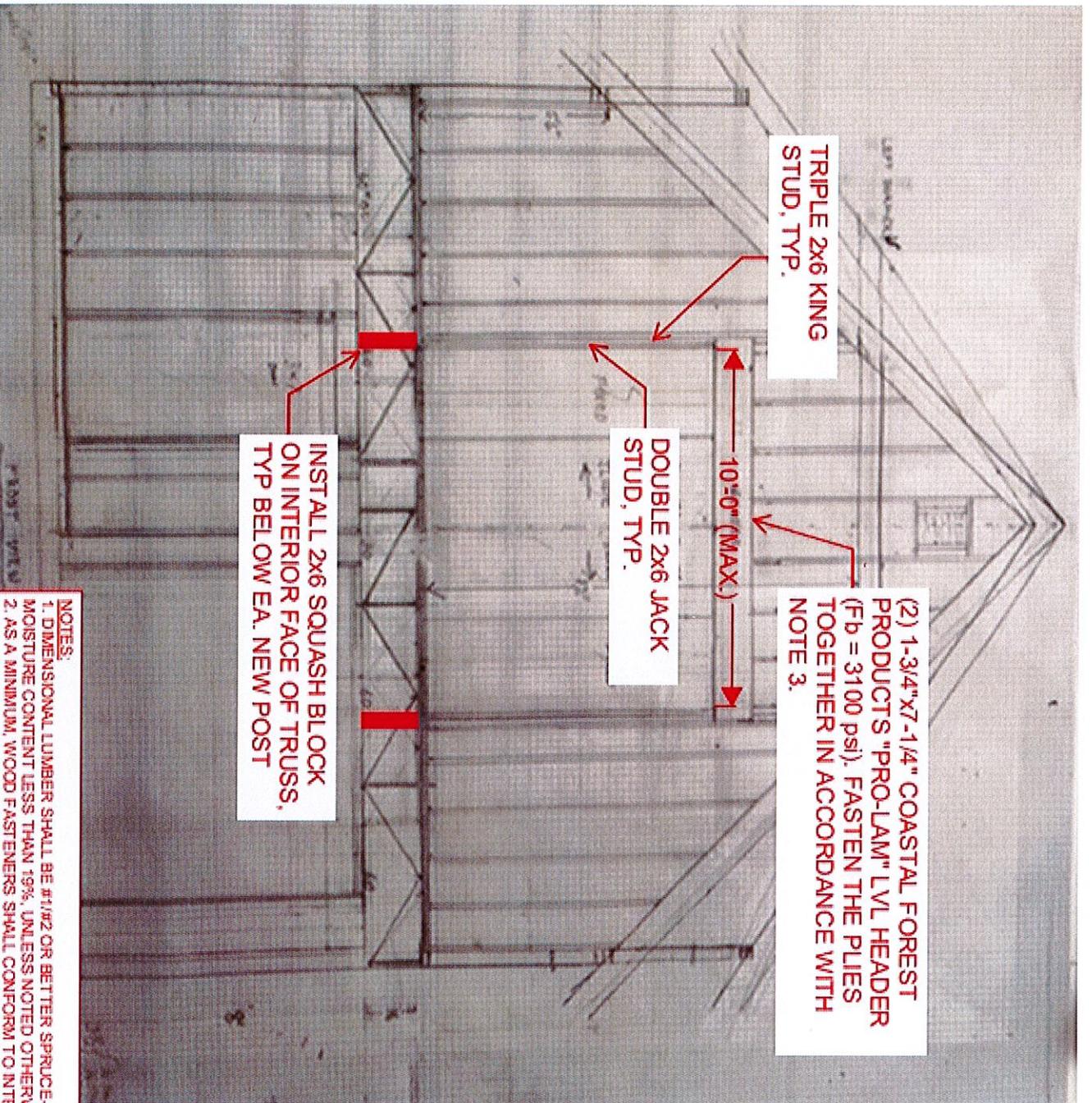
REPLACE EXISTING STUDS WITH FULL HEIGHT 2x4 STUDS @ 16" O.C., ALIGNED WITH STUDS BELOW

2x8 RAFTER TIE @ 16" O.C., TYP.

FASTEN RAFTER TIE TO LVL'S WITH (6) 40D COMMON NAILS (OR (6) SDWS22500DB SCREWS) TYP.

SIMPSON H2.5A, TYP.

- NOTES:**
1. DIMENSIONAL LUMBER SHALL BE #1/#2 OR BETTER SPRUCE-PINE-FIR (SPF) WITH A MOISTURE CONTENT LESS THAN 19%, UNLESS NOTED OTHERWISE.
  2. AS A MINIMUM, WOOD FASTENERS SHALL CONFORM TO INTERNATIONAL RESIDENTIAL CODE (IRC 2015) TABLE R602.3(1) "FASTENING SCHEDULE FOR STRUCTURAL MEMBERS", UNLESS NOTED OTHERWISE.
  3. BUILT-UP MEMBERS TO BE FASTENED TOGETHER WITH 2 ROWS OF 10D COMMON NAILS AT 8" ON CENTER, STAGGERED, AND DRIVEN FROM OPPOSITE SIDES, UNLESS NOTED OTHERWISE.



- NOTES:**
1. DIMENSIONAL LUMBER SHALL BE #1/#2 OR BETTER SPRUCE-PINE-FIR (SPF) WITH A MOISTURE CONTENT LESS THAN 19%, UNLESS NOTED OTHERWISE.
  2. AS A MINIMUM, WOOD FASTENERS SHALL CONFORM TO INTERNATIONAL RESIDENTIAL CODE (IRC 2015) TABLE R602.3(1) "FASTENING SCHEDULE FOR STRUCTURAL MEMBERS", UNLESS NOTED OTHERWISE.
  3. BUILT-UP MEMBERS TO BE FASTENED TOGETHER WITH 2 ROWS OF 10D COMMON NAILS AT 8" ON CENTER, STAGGERED, AND DRIVEN FROM OPPOSITE SIDES, UNLESS NOTED OTHERWISE.



November 2, 2022

Michael Skaling  
16 Mountain Arrow Drive  
Camden, ME 04843

**Rodgers-Lovell House: Floor Truss Reinforcement Details**  
Project 2022-0345

Dear Michael:

We have evaluated the existing open web floor trusses for the proposed modifications indicated on the drawings provided September 26, 2022. The attached reinforcement details address the three modification configurations as follows:

- Detail 1: use for all unaltered floor trusses
- Detail 2: use for trusses bearing on the new top stair wall
- Detail 3: use for trusses bearing on the new lower stair wall

Our analysis considered a 10 psf dead load on the top chord, a 5 psf dead load on the bottom chord, and a 40 psf live load for residential loading. The new interior bearing wall as indicated on Detail 1 must be continuous and support each truss. The observed MSR grade stamp was used to analyze the capacity of the chords and it was assumed that no previous alterations or damage has occurred to any of the truss members or plate connectors.

We also analyzed the existing slab for the new interior bearing wall loads. Our slab analysis was based on an unreinforced concrete slab with a thickness of 6" to 8", as reported by you based on field investigation. The existing slab is acceptable to remain and support the new bearing wall loads.

Please see the attached annotation for the floor truss reinforcement details.

Contact us if unforeseen conditions arise in the field that prevent proper implementation of the work described. If you or the field crew have any questions on any aspect of the design or construction outlined above, please contact us for further assistance and/or clarification.

Thank you for contacting Gartley & Dorsky to perform this structural evaluation. If you have any questions, please feel free to contact me at (207) 236-4365.

Sincerely,  
Gartley & Dorsky Engineering & Surveying, Inc.



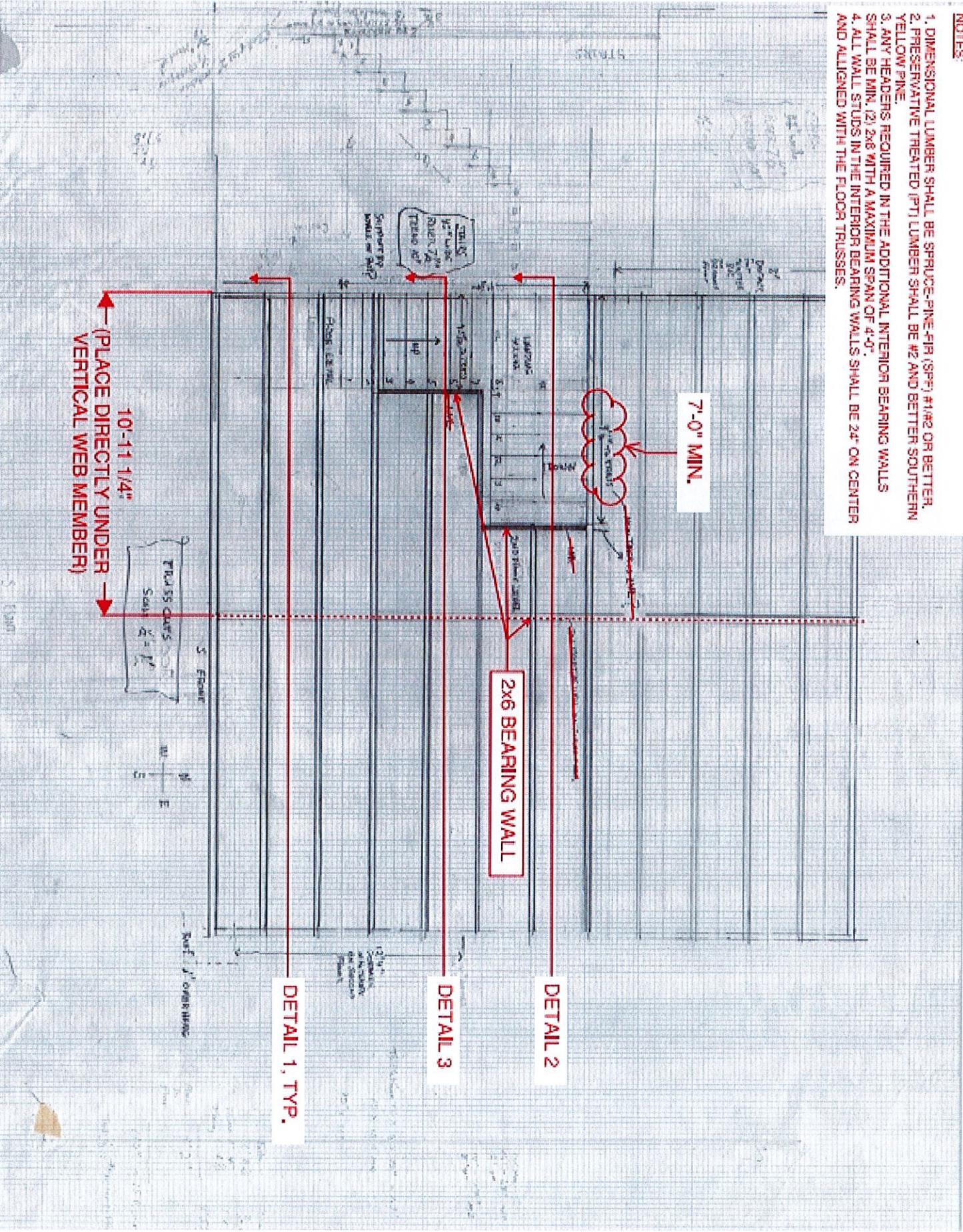
Carmen B. Bombeke, PE  
Senior Engineer

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Nick Merriam, EI  
Design Engineer

NOTES:

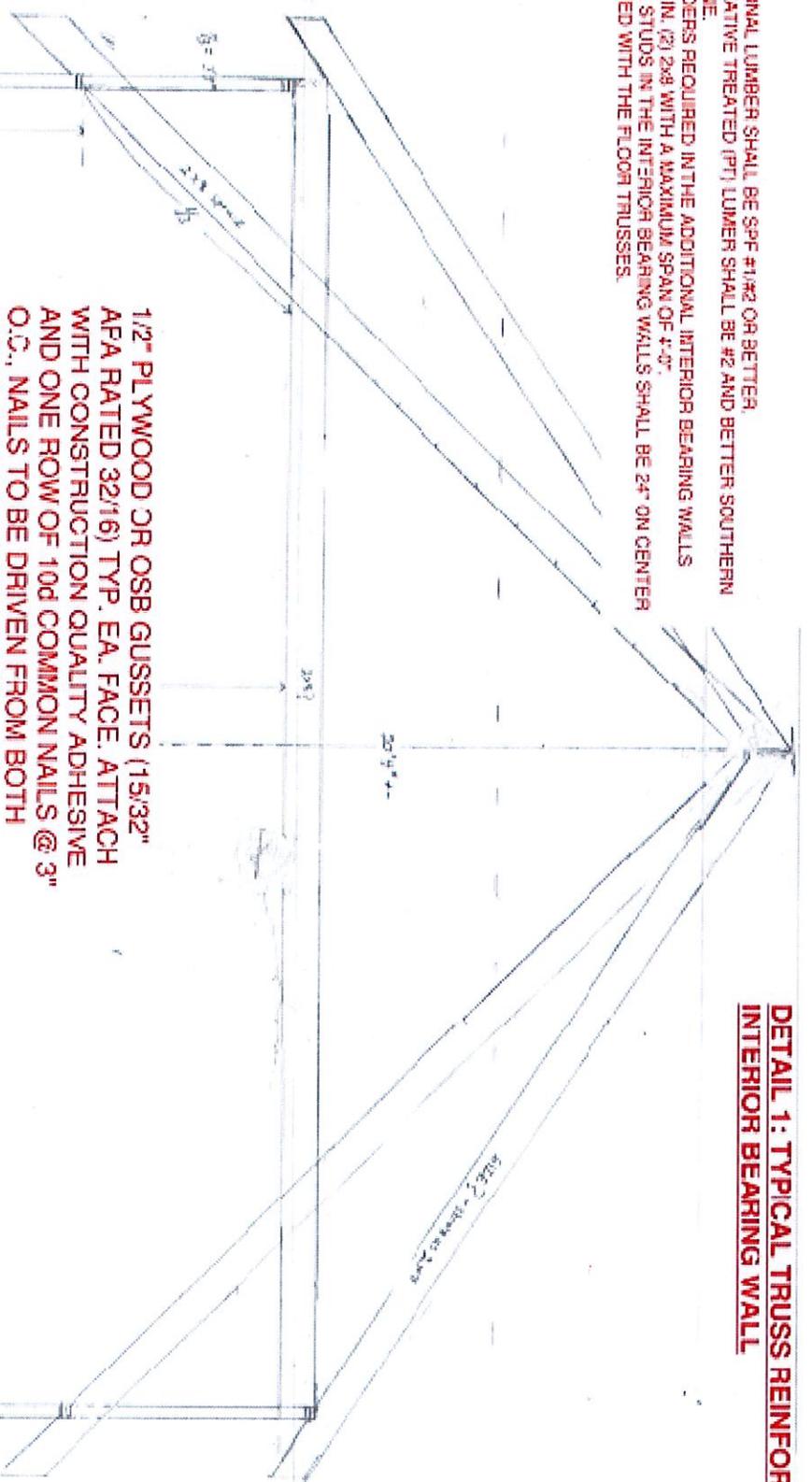
1. DIMENSIONAL LUMBER SHALL BE SPRUCE-PINE-FIR (SPF) #1/#2 OR BETTER.
2. PRESERVATIVE TREATED (PT) LUMBER SHALL BE #2 AND BETTER SOUTHERN YELLOW PINE.
3. ANY HEADERS REQUIRED IN THE ADDITIONAL INTERIOR BEARING WALLS SHALL BE MIN. (2) 2x6 WITH A MAXIMUM SPAN OF 4'-0".
4. ALL WALL STUDS IN THE INTERIOR BEARING WALLS SHALL BE 2x4 ON CENTER AND ALIGNED WITH THE FLOOR TRUSSES.



**NOTES:**

1. DIMENSIONAL LUMBER SHALL BE SPF #1/#2 OR BETTER.
2. PRESERVATIVE TREATED (PT) LUMBER SHALL BE #2 AND BETTER SOUTHERN YELLOW PINE.
3. ANY HEADERS REQUIRED IN THE ADDITIONAL INTERIOR BEARING WALLS SHALL BE MIN. (2) 2x6 WITH A MAXIMUM SPAN OF 4'-0".
4. ALL WALL STUDS IN THE INTERIOR BEARING WALLS SHALL BE 2x4 ON CENTER AND ALIGNED WITH THE FLOOR TRUSSES.

**DETAIL 1: TYPICAL TRUSS REINFORCEMENT AT INTERIOR BEARING WALL**



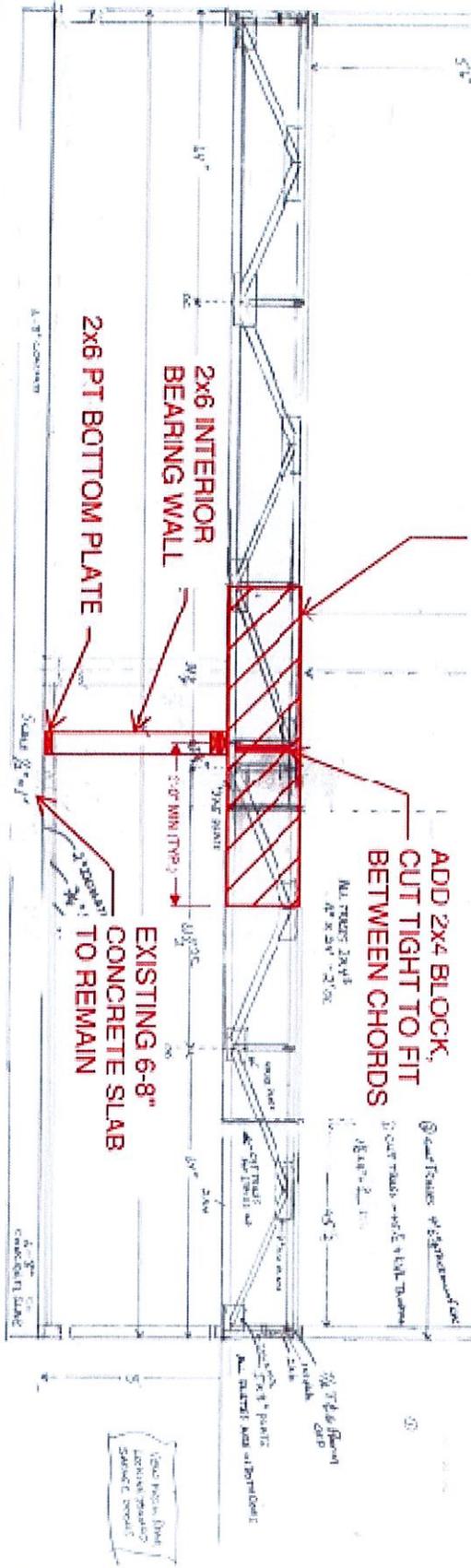
**1/2" PLYWOOD OR OSB GUSSETS (15/32" APA RATED 32/16) TYP. EA. FACE. ATTACH WITH CONSTRUCTION QUALITY ADHESIVE AND ONE ROW OF 10d COMMON NAILS @ 3" O.C., NAILS TO BE DRIVEN FROM BOTH FACES AND STAGGERED FOR A NET SPACING OF 1.5".**

**ADD 2x4 BLOCK, CUT TIGHT TO FIT BETWEEN CHORDS**

**2x6 INTERIOR BEARING WALL**  
**2x6 PT BOTTOM PLATE**

**EXISTING 6-8" CONCRETE SLAB TO REMAIN**

See Notes for  
Concrete Slab  
Reinforcement  
Details

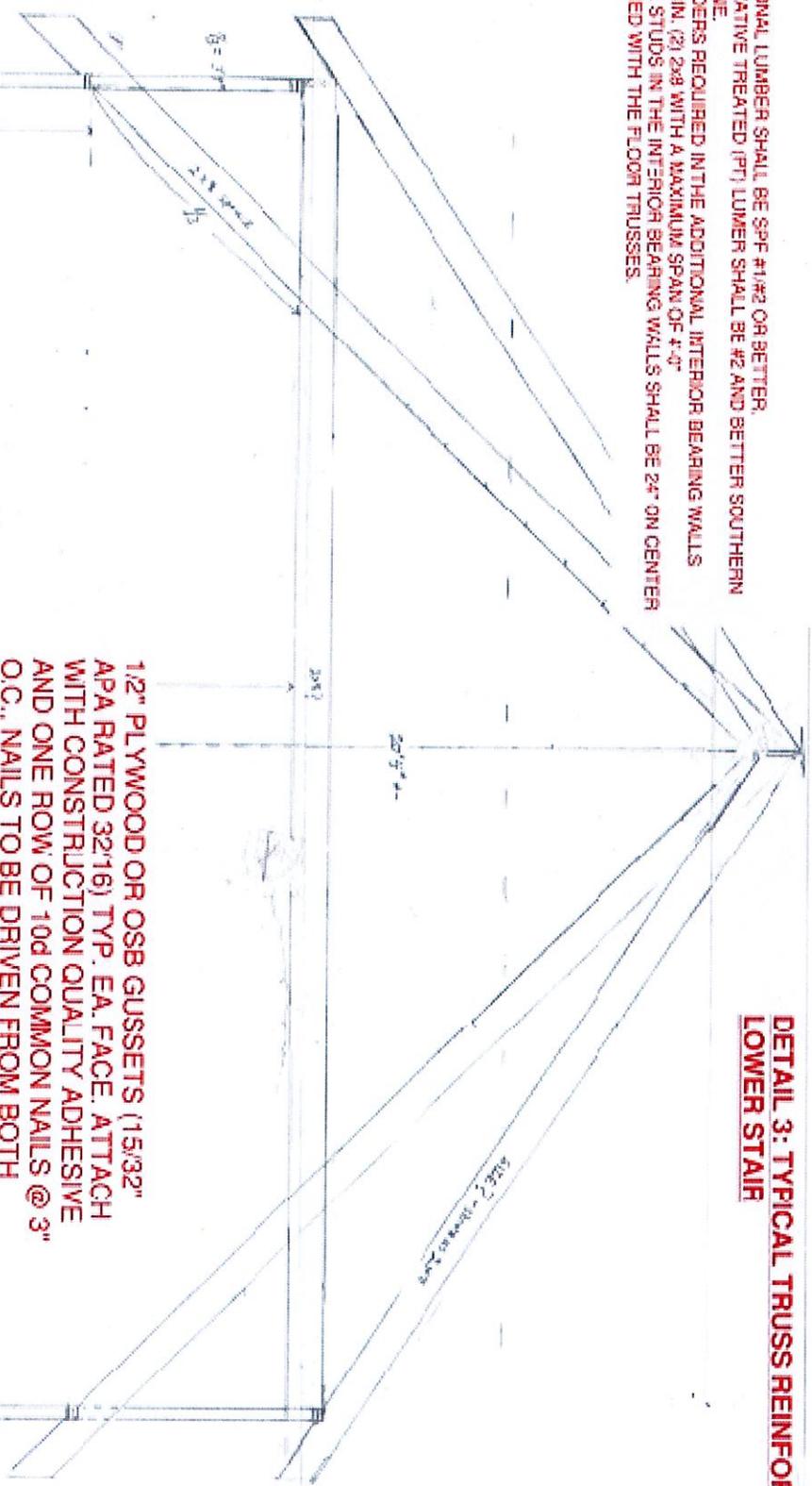




**NOTES:**

1. DIMENSIONAL LUMBER SHALL BE SPC #1/#2 OR BETTER.
2. PRESERVATIVE TREATED (PT) LUMBER SHALL BE #2 AND BETTER SOUTHERN YELLOW PINE.
3. ANY HEADERS REQUIRED IN THE ADDITIONAL INTERIOR BEARING WALLS SHALL BE MIN. (2) 2x8 WITH A MAXIMUM SPAN OF 4'-0".
4. ALL WALL STUDS IN THE INTERIOR BEARING WALLS SHALL BE 24" ON CENTER AND ALIGNED WITH THE FLOOR TRUSSES.

**DETAIL 3: TYPICAL TRUSS REINFORCEMENT AT LOWER STAIR**



**1/2" PLYWOOD OR OSB GUSSETS (15/32" APA RATED 3216) TYP. EA. FACE. ATTACH WITH CONSTRUCTION QUALITY ADHESIVE AND ONE ROW OF 10d COMMON NAILS @ 3" O.C., NAILS TO BE DRIVEN FROM BOTH FACES AND STAGGERED FOR A NET SPACING OF 1.5".**

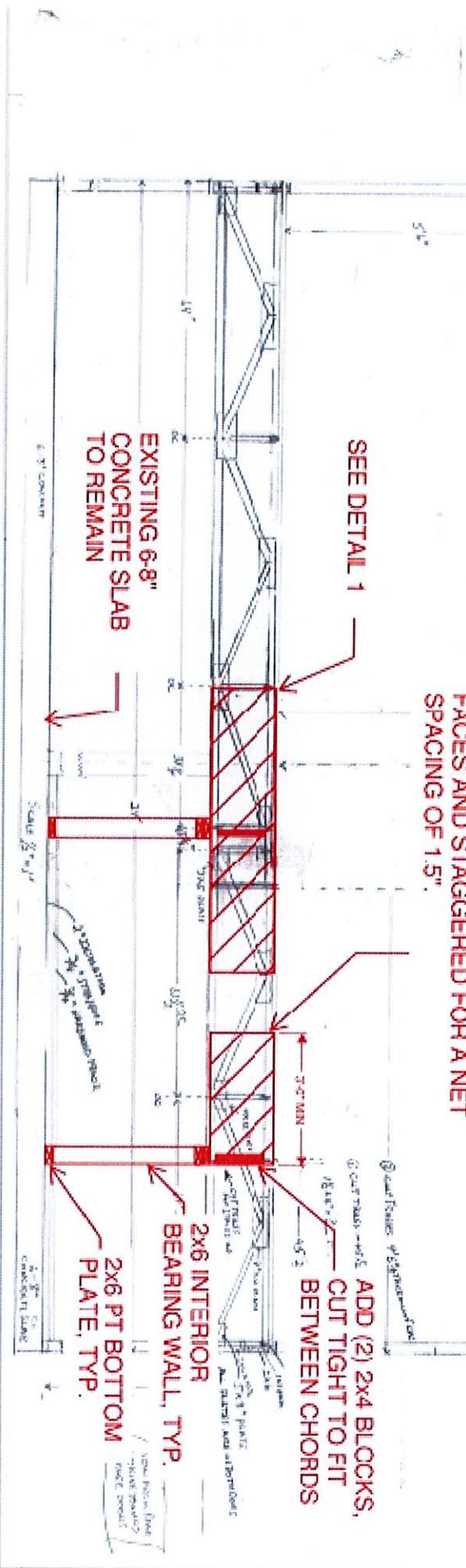
**ADD (2) 2x4 BLOCKS, CUT TIGHT TO FIT BETWEEN CHORDS**

**2x6 INTERIOR BEARING WALL, TYP.**

**2x6 PT BOTTOM PLATE, TYP.**

**EXISTING 6-8" CONCRETE SLAB TO REMAIN**

**SEE DETAIL 1**



10.L

SHARED USE PARKING AGREEMENT

City of Belfast

and

Wentworth Event Center, LLLP

WHEREAS, Wentworth Event Center, LLLP (“Wentworth”) is the owner of the property located at 139 Searsport Avenue, Map 26, Lot 12 (“the Property”);

WHEREAS, the City of Belfast holds title to a public way known as the Stephenson Lane rangeway, which provides public access to the shore of Belfast Bay, and which runs along the southerly boundary line of the Property;

WHEREAS, Wentworth has maintained a commercial parking area which is located in part within the boundaries of the rangeway;

WHEREAS, Wentworth has in recent years permitted members of the public to park in the parking area on the Property to access the rangeway; and

WHEREAS, the parties wish to formalize the current unwritten parking arrangement;

NOW THEREFORE the parties agree as follows:

1. The term of this agreement shall be for five (5) years from the date of execution and may be renewed by written election of the parties for successive terms of one (1) to five (5) years.
2. Wentworth shall permit the City and members of the public to park in the two existing parking spaces that extend into the bounds of the rangeway. The City may post appropriate signage to indicate that these spaces are for public rangeway use.
3. If the two designated rangeway spaces are unavailable for any reason, Wentworth shall accommodate rangeway parking elsewhere within its lot on a space-available basis.
4. The City shall not allow parking in connection with the rangeway to unreasonably interfere with Wentworth’s business operations on the Property.
5. Understanding that the terms of this agreement are of mutual benefit to the parties, no further consideration is contemplated.

Understood and agreed this \_\_\_\_ day of May, 2024.

CITY OF BELFAST

WENTWORTH EVENT CENTER, LLLP

\_\_\_\_\_  
Erin Herbig, City Manager  
Duly Authorized

\_\_\_\_\_  
Kristine Wentworth  
Duly Authorized

10.M



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Joellyn Warren  
Deputy Economic Development Director

E-mail: [deputyecondev@cityofbelfast.org](mailto:deputyecondev@cityofbelfast.org)  
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: June 11, 2024

RE: Approval to submit a grant application to the State of Maine's Land and Water Conservation Fund to upgrade and/or reconstruct public restrooms and pool bathhouse at City Park.

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities. Administered at the federal level by the National Park Service and at the state level by the Bureau of Parks and Lands in the Maine Department of Agriculture, Conservation and Forestry, LWCF grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation.

City staff are working with a design firm to evaluate the current conditions of the existing public bathrooms and the pool bathhouse at City Park. The firm will develop options to upgrade and/or reconstruct buildings to address aging infrastructure and to meet park usage and ADA accessibility. Grant funds can be used to develop designs, solicit public feedback, and construct improvements.

LWCF grants can provide up to 50% of the allowable costs for approved development projects for public outdoor recreation. Based on the preliminary recommendation by our design professional, the City intends to apply for up to \$275,000 for a total project cost of \$550,000. City match could be provided under city account 610-587 Parks Capital Reserve and the Capital Improvement account.

Applications are due July 1, 2024. Staff can provide an update at the meeting on June 18, 2024. A resolution to approve submission of the grant and confirmation of match will be provided to the City Council for approval once staff clarifies project details with design professional.

10.N



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Joellyn Warren  
Deputy Economic Development Director

E-mail: [deputyecondev@cityofbelfast.org](mailto:deputyecondev@cityofbelfast.org)  
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: June 11, 2024

RE: Approval to submit a grant application to the State of Maine's Department of Transportation (Maine DOT) for the Maine Infrastructure Adaptation Fund (MIAF) to adapt critical infrastructure at City Landing.

The Maine Department of Transportation (MaineDOT) is seeking applications for the Maine Infrastructure Adaptation Fund (MIAF) to provide one-time funding to municipal, tribal, and infrastructure districts to adapt their critical infrastructure to reduce vulnerability to climate change. All projects must demonstrate increased resilience to future storm and flooding impacts. The program is administered by MaineDOT and uses State funding. The maximum funding available for scoping and designs is \$75,000 with a 5% match.

Funds from this program will help develop a scope and preliminary designs to rebuild the city's breakwater. The city intends to engage a consultant to evaluate mitigation measures to rebuild the breakwater based on results from the Belfast Breakwater Options Evaluation and subsequent Sedimentation Study. The consultant will develop preliminary designs, an estimate of costs, outline of permits required, a benefit cost analysis and next steps. A cost benefit analysis is required for any FEMA mitigation and construction funds.

At this time, the Deputy Economic Development Director requests that the City Council take the following actions:

- 1) Approve the submittal of the City Landing Breakwater Preliminary Project Design grant application to the Maine Department of Transportation (MaineDOT) is seeking applications for the Maine Infrastructure Adaptation Fund (MIAF) for \$75,000 and to commit to the required match of 5% from the Harbor Department's Enk Fund.
- 2) Authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.



**CITY OF BELFAST**

City Hall  
131 Church Street  
Belfast, Maine 04915

Joellyn Warren  
Deputy Economic Development Director

E-mail: [deputyecondev@cityofbelfast.org](mailto:deputyecondev@cityofbelfast.org)  
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: June 11, 2024

RE: Approval to submit a grant application to the State of Maine’s Department of Economic Development Business Recovery and Resiliency Fund to develop a scope and design to improve and upgrade the Harbor Master’s Office and other infrastructure at City Landing.

The Maine Legislature established the Business Recovery and Resiliency Fund and funded it with \$10,000,000 to provide grant opportunities to businesses and organizations, including nonprofit organizations, affected by the specified severe weather-related events, including January 10, 2024. Projects may include a recovery component for damage sustained and must include efforts to increase business resilience to future storms and other climate conditions.

Funds from this program will help develop designs and construct improvements to raise and/or relocate the Harbor Master’s office and address any infrastructure facilities at City Landing not covered by insurance or FEMA to make them more resilient.

At this time, the Deputy Economic Development Director requests that the City Council take the following actions:

- 1) Approve the submittal of the City Landing Infrastructure Resiliency project grant application to the State of Maine’s Department of Economic Development Business Recovery and Resiliency Fund) for \$50,000 and to commit to the required match of 1:1 match from the Capital Improvement Fund.
- 2) Authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

10.P

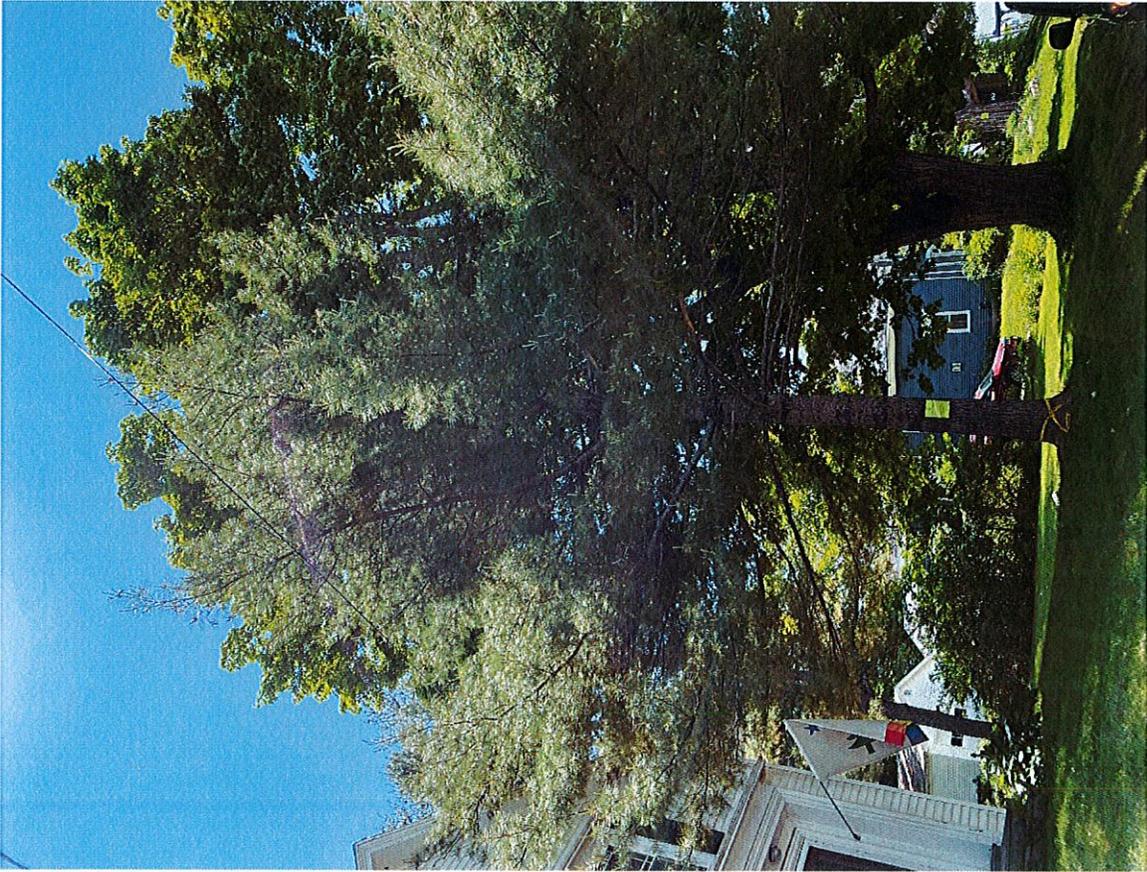
**Manda Cushman**

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**From:** Bob Richards  
**Sent:** Wednesday, June 12, 2024 7:15 AM  
**To:** Manda Cushman  
**Subject:** Trees

1. 14 John St. / Waldo Ave. side, tree has storm damage. Home owner would like the rest removed .
2. 15 Alto St. tree is partially hollow. Home owner is concerned about its condition, coming down on his house.
3. 220 Main St. tree is dead. Home owner would like it to be removed.
4. 216 Main St. tree keeps losing limbs. Home owner concerned about falling on her house.
5. 210 Main St. / Lincolnville Ave. side, Home owner concerned condition of tree and falling on his garage.
6. 19 Elm St. tree keeps losing limbs. Home owner concerned of the tree falling on her house.

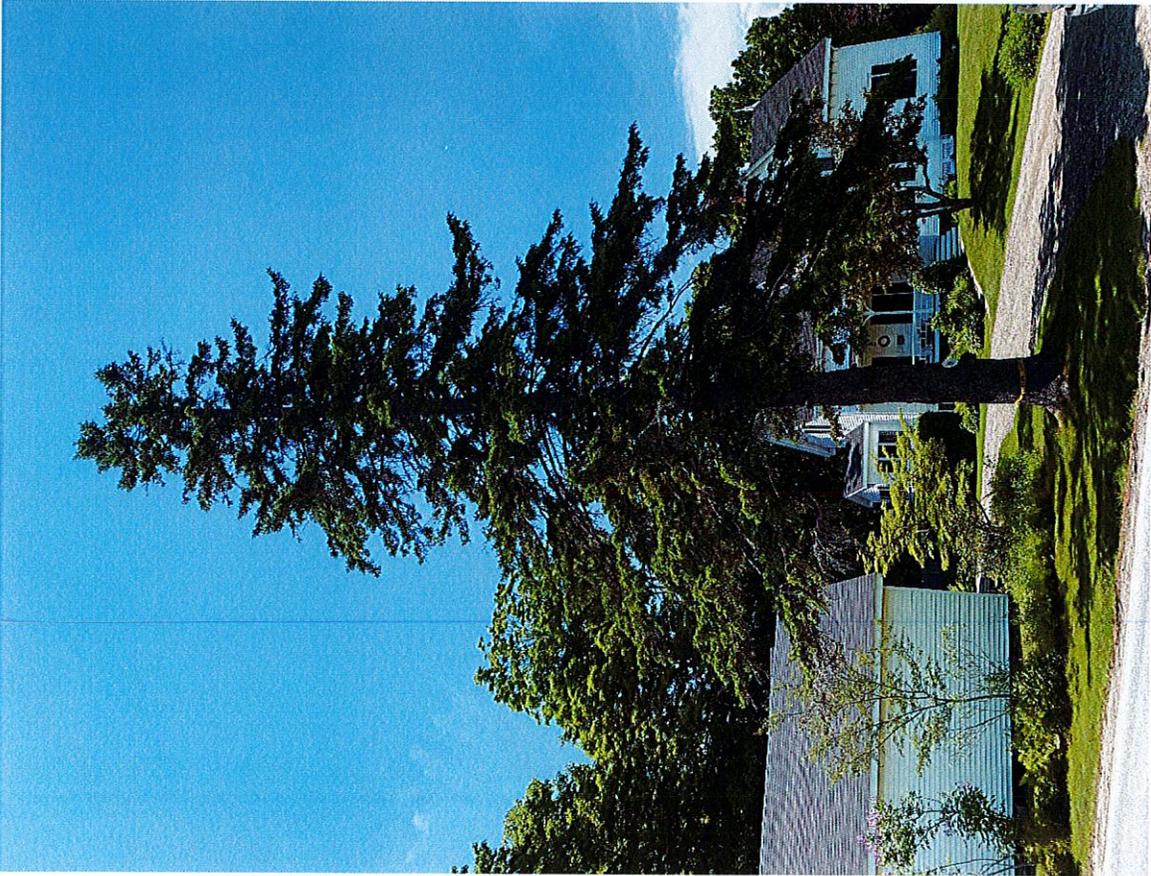
Thanks Bob



**216 Main Street**



**220 Main Street**



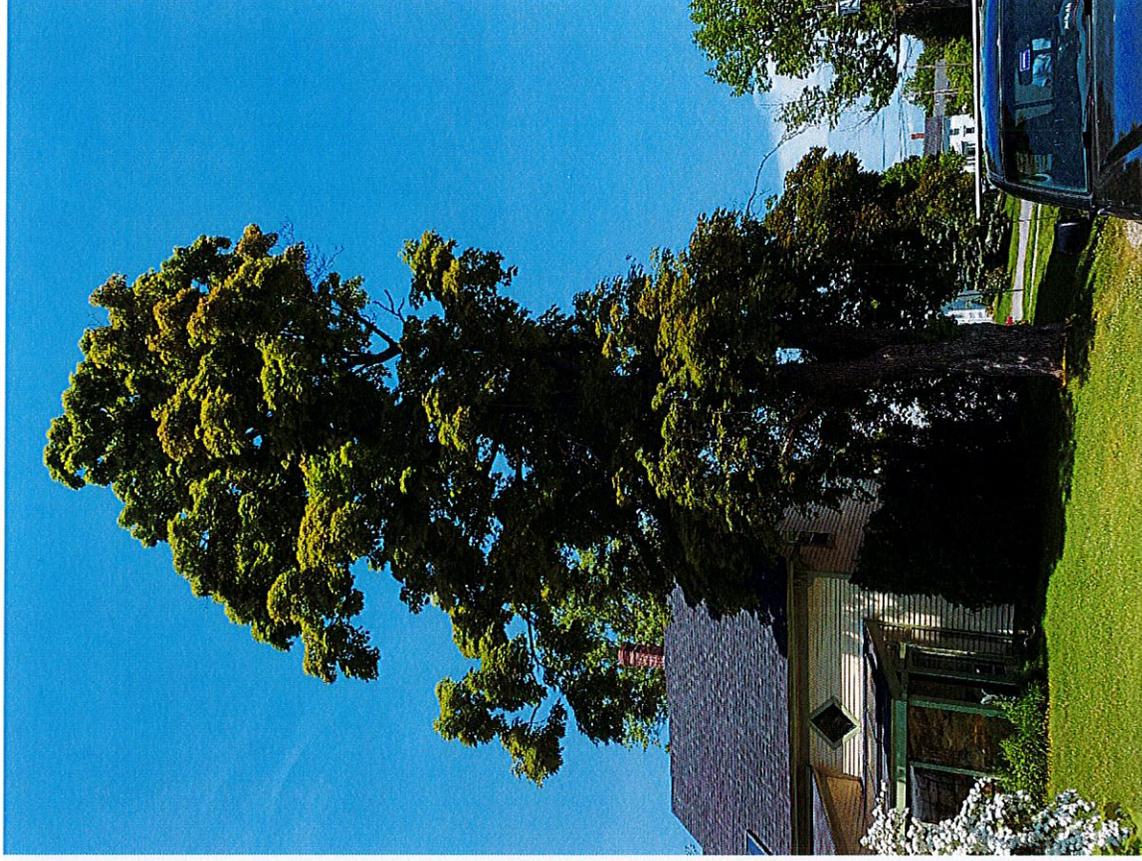
**210 Main St. (Lincolnville Ave. side)**



**14 John Street (Waldo Ave side)**



**15 Alto Street**



**19 Elm Street**

Tree #	Specie	Diameter (")	Condition (1-5)	Street Name	Street #	Tax Map & Lot	Treatment Needed	Notes
33	ash	18	5	Main Street	170	Map 11 Lot 228	none	
34	sugar maple	18	5	Main Street	176	Map 11 lot 233	none	
35	maple	24	5	Main Street	180	Map 11 lot 233	none	
36	norway maple	10	5	Main Street	187	Map 11 lot 214	none	
37	sugar maple	14	5	Main Street	192	Map 12 Lot 9	none	
38	silver maple	18	5	Main Street	199	Map 12 lot 49	none	
39	Red Oak	10	5	Main Street	203	map 12 lot 48	none	
40	hemlock	8	5	Main Street	204	map 12 lot 23	none	
41	Norway maple	24	5	Main Street	203	map 12 lot 48	none	
42	sugar maple	40	4	Main Street	206	Map 12 lot 23	none	
43	norway maple	20	5	Main Street	209	map 12 lot 47	none	
44	sugar maple	30	1	Main Street	210	map 12 lot 23	remove/ replace rotten trunk, safety haza	
45	white pine	12	5	Main Street	214	map 12 lot 24	none	
46	sugar maple	40	4	Main Street	216	map 12 lot 24	none	
47	norway maple	24	5	Main Street	219	Map 12 lot 46	none	
48	red oak	36	5	Main Street	219	map 12 lot 46	none	
49	sugar maple	40	4	Main Street	220	map 12 lot 25	none	
50	sugar maple	24	5	Main Street	222	map 12 lot 25	none	
51	red oak	44	5	Main street	224	map 12 lot 26	none	
52	sugar maple	18	5	Main Street	226	map 12 lot 27	none	
53	sugar maple	24	4	Main Street	226	map 12 lot 27	none	
54	red oak	36	5	Main street	230	map 12 lot 35	none	
55	sugar maple	18	3	Main street	234	map 12 lot 36	none	
56	pin oak	14	5	Main street	238	map 12 lot 36	none	
57	basswood	6	5	Main street	239	map 12 lot 50	none	
58	red maple	10	5	Main Street	239	map 12 lot 50	none	
59	silver maple	40	3	Main Street	239	map 12 lot 50	none	
60	red maple	8	5	Main street	251	map 12 lot 50	none	
61	red maple	8	5	Main Street	253	map 12 lot 50	none	
62	white birch	6	5	Main Street	255	map 12 lot 50	none	
63	ash	6	5	Main Street	257	map 12 lot 50	none	
64	sugar maple	10	5	Main Street	263	map 5 lot 116	none	

Tree #	Specie	Diameter (")	Condition (1-5)	Street Name	Street #	Tax Map & Lot	Treatment Needed	Notes
514	Ash	36	5	Court Street	80	37-192		
515	Ash	36	5	Court Street	80	37-192		
516	Ash	36	5	Court Street	82	37-192		
517	sugar maple	20	5	Court Street	93	36-151		
518	Norway maple	16	5	Court Street	95	36-151		
519	red maple	8	5	Court Street	97	36-151		
520	Ash	24	5	Court Street	100	36-142		
521	Ash	24	5	Court Street	103	36-150		
522	Ash	24	4	Court Street	104	36-147		
523	Ash	30	4	Court Street	107	36-150		
524	apple	6	5	Peach Street	1	37-141		
525	rock elm	28	5	Peach Street	5	37-141		
526	Sugar maple	18	5	Peach Street	5	37-141		
527	Sugar maple	48	3	Peach Street	7	37-144A	prune	
528	Sugar maple	20	5	Peach Street	8	37-132		
529	White birch	12	5	Peach Street	15	37-147		
530	Sugar maple	20	5	Peach Street	18	37-134		
531	White birch	10	5	Peach Street	19	37-147		
532	Norway maple	18	5	Elm Street	3	37-193		
533	Sugar maple	40	3	Elm Street	4	36-145		
534	Ash	26	5	Elm Street	10	36-146		
535	Norway maple	30	5	Elm Street	19	37-197		
536	silver maple	60	4	Elm Street	24	36-153		
537	Norway maple	12	5	Elm Street	26	36-154		
538	spruce	36	5	Park Street	1	37-24		
539	Norway maple	20	5	Park Street	8	37-42		
540	Norway maple	18	5	Park Street	8	37-26		
541	Norway maple	18	4	Park Street	9	37-22		
542	Basswood	20	4	Park Street	12	37-26		
543	cherry(orn.)	4	5	Park Street	15	37-149		
544	Ash	48	5	Park Street	19	37-149		
545	Sugar maple	38	2	Park Street	24	37-144	evaluate/remove	

Tree #	Specie	Diameter (")	Condition (1-5)	Street Name	Street #	Tax Map & Lot	Treatment Needed	Notes
1122	silver maple	40	3	Lincolnville Avenue	21	12-21		
1123	Red Oak	14	5	Lincolnville Avenue	21	12-21		
1124	Red Oak	10	5	Lincolnville Avenue	31	12-29		
1125	Red Oak	10	5	Lincolnville Avenue	33	12-29		
1126	Ash	36	3	Lincolnville Avenue	41	12-37B	prune	
1127	Red Oak	8	5	Lincolnville Avenue	41	12-37B		
1128	red maple	18	5	Lincolnville Avenue	51	12-18		
1129	red maple	24	1	Lincolnville Avenue	65	12-17C	remove and replace	
1130	red maple	12	5	Lincolnville Avenue	71	12-17A		
1131	red maple	24	3	Lincolnville Avenue	72	10-22		
1132	Ash	24	5	Lincolnville Avenue	74	10-22		
1133	red maple	10	5	Lincolnville Avenue	77	12-16		
1134	horse chestnut	36	5	Lincolnville Avenue	84	10-20		
1135	Ash	36	5	Lincolnville Avenue	84	10-20		
1136	Sugar maple	8	4	Lincolnville Avenue	89			
1137	Red Oak	36	5	Alto Street		12-35		
1138	Sugar maple	28	4	Alto Street		12-27		
1139	Ash	20	5	Alto Street		12-35		
1140	Ash	30	4	Alto Street		12-34		
1141	Ash	36	4	Alto Street		12-34		
1142	horse chestnut	36	3	Alto Street		12-33		
1143	Sugar maple	22	5	Alto Street		12-28		
1144	Ash	16	5	Alto Street		12-33		
1145	Sugar maple	22	5	Alto Street		12-28		
1146	silver maple	50	4	Alto Street	12	12-32		
1147	red maple	38	2	Alto Street		12-29	evaluate	
1148	Poplar	14	5	Alto Street		12-29		
1149	Sugar maple	30	5	Alto Street		12-29		
1150	Black Locust	16	5	John Street	1	13-30		
1151	Black Locust	18	5	John Street	2	13-25		
1152	silver maple	24	5	John Street	5	13-29		
1153	Sugar maple	10	5	John Street	8	13-26		



COMDOCTOR.NET INC.

5 DR. MANN ROAD, CHELSEA, MAINE 04330  
(207) 621 - 0658  
HTTP://WWW.COMDOCTOR.NET

10.Q

*City of Belfast Service Contract Renewal, 1 year option*

To: City Manager Erin Herbig  
Re: IT Support Service Contract Renewal

5/23/2024

Good day,

As per our discussion, Comdoctor.net, Inc. would be more than happy to extend our Service Contract for a 1-year term beginning July 1, 2024 and running through to June 30, 2025.

The monthly fees have gone up slightly due to increased licensing and additional equipment. This results in an increase of the monthly Service Contract Fees from the current \$7958.30 per month to \$8128.20 per month.

I have attached a revised addendum 3.4(B) for year 5 that list the additions and rate changes.

Any changes that come up can be tracked and adjusted via email and added or subtracted from the monthly invoices.

We very much look forward to working with everyone in the City of Belfast's various organizations in the coming year!

Sincerely,  
Bill Roy

President  
Comdoctor.net, Inc.  
5 Dr. Mann Rd.  
Chelsea, ME 04330  
Tel: 207-621-0658



# COMDOCTOR.NET INC.

5 DR. MANN ROAD, CHELSEA, MAINE 04330  
(207) 621 - 0658  
HTTP://WWW.COMDOCTOR.NET

### SERVICE CONTRACT – 1 YEAR RENEWAL

<b>City of Belfast Maine</b> <b>131 Church Street</b> <b>Belfast, ME 04915</b> <b>207-338-3370</b> hereinafter referred to as "Customer"	Contract Commencement Date: <b>7/1/2024</b>
	Contract to run for one year, from <b>7/1/2024 to 6/30/2025</b>
	Customer's Representative Contact Name: Erin Herbig
	Customer's Representative Contact Number: 207-338-3370
<b>Comdoctor.net, Inc.</b> <b>5 Dr. Mann Road</b> <b>Chelsea, ME 04330</b>  <b>207-621-0658</b>  hereinafter referred to as "Comdoctor"	Comdoctor.net, Inc. Representative Contact Name: William Roy
	Comdoctor.net, Inc. Representative Contact Number: 207-621-0658

#### WHEREAS

- A. Comdoctor offers to provide services to maintain and to provide technical support services for the Customer's IT equipment and software, subject to the terms and conditions of this Agreement and its Schedules and the Comdoctor General Conditions of Service and Maintenance, a copy of which is annexed hereto as **addendum 3.4(B) year 5** from the original proposal with omissions and clarifications attached as **addendum 3.4(B) year 5**.
- B. The Customer accepts the offer on the terms and conditions specified above

#### NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

##### I. Scope of Services

Please refer to **addendum 3.4(B) year 5**

##### II. Fees and Payments

The fee covering the Services for **12 months** commencing on the date stated above shall be **\$ 8128.20 per month**, Due and Payable on the first of the month (the "Fee") and excludes any applicable goods, hardware, or any licensing that may come up that is not part of the original quote (addendum 3.4(B) or onsite support time over 40 hours per month. Detailed monthly service reports will be generated and any overages will be billed at the end of the monthly billing cycle for the previous month's overages, if any. Comdoctor.net, Inc. will be mindful to stay in support service contract agreed time frames and to minimize overages. Comdoctor.net, Inc. will contact the City's IT group if any anticipated overages in a given month are forthcoming, with reasonable care to stay on budget.

\* A. The Fee is payable in advance, and shall be paid in instalments of **\$ 8128.20**

[ X ] Monthly

##### III. Validity of Agreement & Option to Renew

This Agreement shall commence on the date stated above and shall be in force for a term of **12 months** (the "Term"). The Customer shall have the option to renew this Agreement for further periods of one (1) year subject to Parties' agreement on any revisions to the Fee, and provided that such option is exercised at least one (1) month before the date of expiry of this Agreement and is accepted by Comdoctor.

##### IV. Termination of Contract

The City of Belfast shall reserve the right to terminate a contract with a firm at any time and without advance notice if that firm acquires/merges with another IT-related firm, or if that firm and/or its contracts are acquired by another

IT-related firm. The City of Belfast will also reserve the right to cancel a contract with a firm for any reason as long as sufficient advance notice (90 days) is provided. Comdoctor.net, Inc. shall also reserve the right to terminate this service contract for any reason and with no less than 90-day notice to the City of Belfast.

- V. The City of Belfast shall reserve the right to purchase and own its own servers, network infrastructure, hardware, peripherals, software, applications, and VoIP phones and have them be managed by the selected firm. Should the City have the selected firm lease servers, network infrastructure, hardware, peripherals, software, applications, and/or VoIP phones to them, the City shall reserve the right to purchase any or all of these items from the selected firm at any time during the contract or at its conclusion, at fair and reasonable prices that accurately reflect the age, condition, and remaining utility of those items.
  
- VI. The City of Belfast shall be acknowledged to be the owner of all its data, software and/or software licenses, and shall retain the right to immediately receive, at no cost, a full and complete copy thereof. Additionally, the infrastructure inventories that are identified in the Scope of Services Required will also remain the property of the City of Belfast.

**Schedule 1**

Scope of Services

Comdoctor will provide onsite and remote support for all IT equipment owned, leased, or otherwise in possession of customer. Comdoctor will provide recommendations and procurement of any agreed upon hardware, software and any other IT needs with all prices, specs and estimated delivery times to be in writing and agreed upon by Customer.

Dispute Resolution

Dispute Resolution: If a dispute arises concerning the provisions of this contract or the performance by the parties, then the parties agree to settle this dispute by jointly paying for Mediation, in which the parties negotiate through a neutral mediator in an effort to resolve their differences in advance of filing a lawsuit.

IN WITNESS WHEREOF the Parties have caused this Agreement to be duly executed

For and on Behalf of Comdoctor.net, Inc.

Name printed: William Roy

Signature: Wm T. Roy

Title: President

Date: 5-23-24

For and on Behalf of The City of Belfast

Name printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**We propose to furnish services as outlined above. All fees above contract are to be paid when billed. In the event of nonpayment, customer agrees to pay all reasonable attorney's fees and court costs associated with collection**

**Acceptance of Proposal:** By signing this contract, all parties acknowledge that they have read the above contract, understand its contents, and agree with the language contained therein. Both parties also agree that the above prices, specifications, and conditions are satisfactory. You are authorized to do the work as specified and payment will be made as outlined above.