



CITY OF BELFAST

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, February 18, 2025

6:00 p.m. Request to go into an Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A.

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, February 13, 2025

Agenda Items:

10-A Request to appoint Mindi Peavey of Thorndike as a Truck Driver/Laborer for the Public Works Department.

The City of Belfast advertised the position of Truck Driver/Laborer beginning on January 9, 2025, and applications were accepted until January 29, 2025. The City received seven applications.

On February 3, 2025, the Truck Driver/Laborer Hiring Committee held first-round interviews with six well qualified candidates. The Truck Driver/Laborer Hiring Committee was composed of Public Works Director Kip Faulkner, HR Administrator Nancy Driscoll and me.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Mindi Peavey of Thorndike as a Truck Driver/Laborer for the City of Belfast.

Ms. Peavey has owned and operated Sinister Transport out of Brook since 2023 where not only did she operate the truck but maintained all business records and the vehicle maintenance. Prior to this she worked as a truck driver for NRF Distributions Inc. out of Augusta where she hauled flooring all over New England.

This position is a vital aspect of the City public safety team and is responsible for operating large pieces of equipment and the performance of manual labor tasks to complete seasonal work projects. I am confident Ms. Peavey, if confirmed, will serve our community and the department well.

If approved by the City Council, City staff requests that a motion is made to appoint Mindi Peavey of Thorndike as a Truck Driver/Laborer for the Public Works Department.

Please see the attached job application, advertisement, and job description (10-A) providing further detail. Ms. Peavey, Public Works Director Kip Faulkner, and I will be available at the Council Meeting to answer any questions.

10-B Request to appoint Daniel Armstrong of Northport as a Laborer for the Public Works Department.

The City of Belfast advertised the position of Laborer beginning on January 15th, 2025, and applications were accepted until February 5, 2025. The City received fifteen applications.

On February 11, 2025, the Laborer Hiring Committee held first-round interviews with six well qualified candidates. The Laborer Hiring Committee was composed of Public Works Director Kip Faulkner, HR Administrator Nancy Driscoll and me.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Daniel Armstrong of Northport as a Laborer for the City of Belfast. Mr. Armstrong worked at Ironwood and Drinkwater Landscape and brings a great deal of experience to the department.

This position is a vital aspect of the City public safety team and is responsible for the performance of manual labor tasks and completing seasonal work projects as needed. I am confident Mr. Armstrong, if confirmed, will serve our community and the department well.

If approved by the City Council, City staff request that a motion is made to appoint Daniel Armstrong of Northport as a Laborer for the Public Works Department.

Please see the attached job application, advertisement, and job description (10-B) providing further detail. Mr. Armstrong, Public Works Director Kip Faulkner, and I will be available at the Council Meeting to answer any questions.

10-C Presentation on proposed Ordinance Amendments for Chapter 30, Marine Activities.

At the November 16th, 2024, City Council Workshop, the Harbor Advisory Committee recommended the Council consider adopting regulations for large passenger vessels that carry 50 or more passengers within the Harbor. The topic was discussed by the Council, various stakeholders, and staff during the meeting. The Council requested the Harbor Advisory Committee prepare further specificity to their recommendation and present this information to be at an upcoming Regular Council meeting.

At the January 21st, 2025, Regular Council Meeting, Councilors revisited the topic of defining further regulations in regard to limiting the number of passengers for large passenger vessels to embark and disembark, including by tender, at the City Landing or other City property or marine facilities. After discussion and consensus by the Council, the Council unanimously approved a motion to direct Planning and Codes staff to draft Ordinance language to reflect said recommendations by the Harbor Advisory Committee.

The amendments proposed outline that any marine vessel certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities. The draft ordinance language for your review is marked up in the typical manner, in which the proposed changes are indicated in red.

Planning and Codes staff ran a public hearing notice for two weeks in the Midcoast Villager. In addition, mailed notices of this meeting were sent to all property owners in the Waterfront Mixed Use-1 and Waterfront Mixed Use-2 zoning districts as well as other stakeholders, which included local business groups and cruise ship industry contacts.

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 and proposed amendments (10-C, D and E) from City Planner Alexandra Sykes explaining the request in further detail. Planner Sykes and Harbor Master Kathy Given will be at the meeting to present.

10-D Public Hearing on proposed ordinance amendments for Chapter 30, Marine Activities.

NOTICE OF PUBLIC HEARING
BELFAST CITY COUNCIL

PROPOSED AMENDMENTS TO CITY CODE OF ORDINANCES

The Belfast City Council at its meeting of Tuesday, February 18th, 2025, beginning at 7:00 P.M. or as soon as practical thereafter, shall conduct a First Reading and an accompanying Public Hearing on proposed amendments to the City Code of Ordinances, Chapter 30 Marine Activities. The public hearing will be conducted in person at City Hall and can be streamed on the City website at www.cityofbelfast.org.

The City Council is considering proposed amendments to Chapter 30 Marine Activities that would modify the allowances for large passenger vessels. The Amendments propose that any marine vessel certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities. After a First Reading and Public Hearing, the Council will discuss the proposed amendments and may consider options for moving forward. A Second Reading at a later date is required before any amendments may be adopted.

The City encourages persons who may be affected by the proposed amendments to offer comments to the Board. The Board is accepting comments in the following ways:

- 1) Submit written comments by 12 noon on February 18th, 2025 by email to directorplanning@cityofbelfast.org. This is the preferred method to submit comments.
- 2) Submit written comments by 12 noon on February 18th, 2025 by letter to: City of Belfast, Planning and Codes Dept, 131 Church Street, Belfast ME 04915.
- 3) Submit oral comments in person during the public hearing portion of the meeting.

The complete text of amendments the Board is considering can be found on the city website, www.cityofbelfast.org, reference Planning and Codes. A copy of the proposed amendments is also available for inspection in the Planning and Codes Department offices during normal business hours, 7:00am – 6:00pm, Monday-Thursday.

Questions regarding the proposed amendments can be directed to the Planning and Codes Department offices, 338-3370 x 125, or by email to Bub Fournier, Director of Planning and Codes, directorplanning@cityofbelfast.org.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time. If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the City Planner will present them at this time.

No City Council action is needed for this agenda item as this is strictly a public hearing regarding proposed ordinance amendments for Chapter 30, Marine Activities.

Please see the attached memo and proposed amendments (10-C, D and E) from City Planner Alexandra Sykes explaining the request in further detail.

10-E First Reading on proposed ordinance amendments for Chapter 30, Marine Activities.

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 proposed amendments to the City Code of Ordinances, Chapter 30, Marine Activities and to schedule the Second Reading and Public Hearing for an upcoming Regular City Council Meeting.

Please see the attached memo and proposed amendments (10-C, D and E) from City Planner Alexandra Sykes explaining the request in further detail. Planner Sykes and Harbor Master Kathy Given will be at the meeting to answer Council questions.

10-F Request by the Belfast Garden Club for approval of a Facility Use Request and consideration of a Boathouse Rental fee waiver for May 24, 2025, for the Annual Plant Sale.

The Belfast Garden Club has submitted a Facility Use Request for Steamboat Landing Park and the Belfast Boathouse for the Belfast Garden Club's Annual Plant Sale. This event is scheduled for Sunday, May 24, 2025, from 10:00 a.m. to 2:00 p.m. The Club also requests a fee waiver for use of the facilities for the event.

Due to the extraordinary services provided by the Belfast Garden Club to the City of Belfast, including maintenance of the public gardens, the TWiG program, and other educational programs, tours, and activities, the Parks and Recreation Director recommends a waiver of the \$1,500 non-profit rental rate for this event. The costs to provide the public gardens supplies are approximately \$3,600/year, and this large fundraiser supports that program as well as other work that this group does in our community.

The Belfast Garden Club has completed both rental packets for the Belfast Boathouse and Steamboat Landing Park and have paid their \$500 security deposit. Additionally, their Certificate of Insurance is in place for this event and for all other activities coming up in 2025.

Only the City Council can approve rate changes or waivers for the Belfast Boathouse. If approved by the City Council, a recommended motion would be to approve the Facility Use Request and Boathouse Rental fee waiver of \$1,500, non-profit rental rate for this event, for May 24, 2025, for The Belfast Garden Club's Annual Plant Sale.

Please see the attached memo (10-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 Request for Approval of a new Facility Use Request by Kelly Hutchinson for May 10, 2025, for The Coastal Connections Craft Fair.

Kelly Hutchinson has submitted a Facility Use Request for use of Steamboat Landing Park for the Coastal Connections Craft Fair. This event is scheduled for Sunday, May 10, 2025, from 10:00 a.m. to 4:00 p.m.

Ms. Hutchinson proposes hosting a non-juried craft fair on Mother's Day weekend to host local and regional vendors in Steamboat Landing Park that is slated to include up to 66 vendors. Vendors would include some children's craft sales tables as well as acoustic music. No food

vendors are proposed as part of this event, and she intends to encourage visitors to visit the restaurants downtown.

The Certificate of Insurance will be due in late April. The Parks and Recreation Director recommends the approval of this Steamboat Landing Park rental request.

If approved by the City Council, a motion is recommended to approve the new Facility Use Request for use of Steamboat Landing Park for the Coastal Connections Craft Fair event on Sunday, May 10, 2025, from 10:00 a.m. to 4:00 p.m.

Please see the attached memo (10-G) 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-H Request by the Parks and Recreation Director to submit a grant application for an Environmental Steward through the Maine Conservation Corps.

Last year, the Belfast Parks and Recreation Department was looking to submit an application for an Environmental Steward through the Maine Conservation Corps. Environmental Stewards “are placed individually with host sites to accomplish conservation initiatives.”

Due to the summer workload in Parks and Recreation Department, the City was not able to submit a grant application prior to the fall deadline, but the Director recently learned that the Maine Conservation Corps had an overabundance of Steward applications; therefore, they have re-opened the application in order to secure a few more placements for their applicants.

If awarded an Environmental Steward would serve 900-hours from mid-June through November. The City of Belfast has many projects that could be accomplished by this Environmental Steward.

This grant requires a \$11,000 match due from the City to the Maine Conservation Corps during the first two months of the program. We have existing funds in the current budget year, but this would require a match commitment in the next fiscal year to cover the salary of the position from July 1 through November 20, 2025, of up to \$9,500.

If approved by the City Council, a motion is recommended to authorize the Parks and Recreation Director to submit a grant application for an Environmental Steward through the Maine Conservation Corps and authorize a grant match up to \$9,500 in funding from the FY25-26 Capital Improvement Plan.

Please see the attached memo (10-H) 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-I Request by the Parks and Recreation Director to solicit Request for Proposals (RFPs) for the City Park Concession Stand for the 2025 and 2026 seasons.

The City of Belfast Parks and Recreation Director requests authorization to solicit RFPs for a business to operate the Belfast City Park Concession stand for the two-year period of May 1, 2025, through September 30, 2026, or two summer seasons. The building has the capability of operating as a lunch counter or snack shack.

Interested parties are to submit a simple one-page RFP that will then be reviewed by City staff. The Concession Building at Belfast City Park has all modern small restaurant-style equipment for park-style food. It would be open between the dates of early June through Labor Day, at a minimum. The recommended RFP will be brought back to the City Council at a future meeting for acceptance.

If approved by the City Council, a recommended motion would be to authorize the Parks and Recreation Director to solicit Request for Proposals (RFPs) for the City Park Concession Stand for the 2025 and 2026 seasons.

Please see the attached draft RFP (10-I) 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-J Request from the Economic Development Director and the Fire Chief to submit a grant application to the 2025 Live Fire Training Facilities Grant Program.

In 2023, the Maine Legislature appropriated \$1,500,000 in funding to Maine Fire Protection Services Commission to develop and implement the Live Fire Training Facilities Program. The primary purpose of this program is to repair, replace existing, or construct new live fire training facilities, with the ultimate goal of having a network of such facilities that meet and maintain NFPA standards and are located within an hour's travel time for at least 90% of Maine's firefighters.

This program is only available to individual municipalities, who may apply to the program for 100% of the funding needed for the purchase and construction/installation of one of two already spec'd and bid fire training facilities. If awarded, the City would be responsible for providing the land where the training facility is to be permanently installed, ensuring that the site is geotechnically suitable for construction of the training facility, that it is properly cleared and prepared with a base layer of gravel, and providing all necessary permits. This grant program does not have a required local match.

If the City of Belfast were to be awarded funding, it could site this training facility near our current Public Works facility. This site has been geotechnically validated and is located within 100 feet of available electrical infrastructure.

The deadline for applications to this program is 4:00 PM on March 14th, 2025. Awards are anticipated to be announced during April of 2025.

If approved by the City Council, a motion is recommended to authorize the submission of a grant application to the Live Fire Training Facilities Program; authorize the provision of City of Belfast's match for this application (labor for clearing the site and for laying a base layer of gravel, and the actual supply of gravel); and authorize the City Manager to sign any and all documents necessary for the submission of this grant application.

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

10-K Request to go into an Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

10-L Signing of Council Orders

It took a while for the snow to fly this winter season, but it's making up for lost time as we approach Valentine's Day and the midwinter hump.

A huge THANK YOU goes out to our invaluable Public Works Crew as they show up time and again to keep our community running all year round by maintaining our streets and sidewalks. One may not think of the work they do to keep our community running because it is done so well. Their role is especially tough during this time of year with inclement weather and extremely low temperatures.

As an on-call, essential service, Public Works goes out into the storm and ensures that our roads are as clear as possible for our emergency vehicles and other essential workers to serve critical roles in our community. Their work begins hours before the start of any weather or storm and ends long after the weather has ceased.

The upcoming forecast promises more of the same, so please plan accordingly. Be prepared with groceries, salt and sand, or gas for the snowblower, so that you can stay cozy and safe while the snow is coming down. What better excuse to spend extra time with your Valentine this weekend?

Thank you again to Director Kip Faulker and our Public Works Crew for all their hard work and dedication. And to all of you from the City of Belfast, Happy Valentine's Day!

**City of Belfast
Consent Agenda
Tuesday, February 18, 2025
Meeting #16**

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 from the Fire Chief to confirm Ashley Doughty as a Part-time EMT for the Belfast Ambulance Department.

Motion to confirm Ashley Doughty as a Part-time EMT for the Belfast Ambulance Department.

B. Request from the Fire Chief to confirm Noah Carlson as a Part-time EMT for the Belfast Ambulance Department.

Motion to confirm Noah Carlson as a Part-time EMT for the Belfast Ambulance Department.

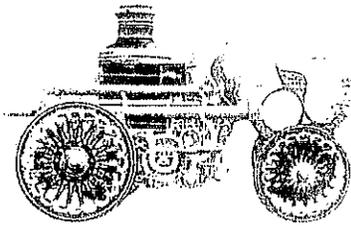
C. Request from the Fire Chief to confirm Eric Mathews as a Part-time EMT for the Belfast Ambulance Department.

Motion to confirm Eric Mathews as a Part-time EMT for the Belfast Ambulance Department.

D. Request to approve a Facility Use Request Application by the Belfast Area Chamber of Commerce to utilize Steamboat Landing Park for the annual Arts in the Park event on Saturday June 28th and Sunday, June 29th, 2025.

Motion to approve a Facility Use Request Application by the Belfast Area Chamber of Commerce to utilize Steamboat Landing Park for the annual Arts in the Park event on Saturday June 28th and Sunday, June 29th, 2025.

9.A,B+C



Belfast Fire & Ambulance Department
*151 Church Street * Belfast, Maine 04105*
Phone 338-3302

February 5, 2025

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Part time EMT's Doughty, Carlson and Mathews

I submit for your confirmation, Ashley Doughty, Noah Carlson and Eric Mathews for the position of Part time EMT's.

Ashley Doughty is an EMT-B and currently works part time for Liberty and Unity Ambulance services. She has had her Maine EMS license for 2 years, has completed the Maine Fire Service Institute Basic Fire Academy and is looking for a larger volume of calls with a busy service.

Noah Carlson is an EMT-B and is a full-time member for Camden Fire Dept. He has worked for St. George and South Thomaston Ambulance. Noah has recently achieved his Pro Board Fire Fighter certification as well. Noah also comes to us looking for a larger volume of calls.

Eric Mathews is an Advanced EMT/Firefighter that works as a Land surveyor, contract Wildland firefighter for the State of Maine and part-time Advanced EMT for Liberty Ambulance. He has been an EMT since 2004 and an Advanced EMT since 2021. He is also looking for a large volume of calls to keep his skills sharp.

Thank you for these considerations.

Patrick Richards

Fire Chief/Ambulance Director

9.D



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: February 10, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Request for the Consent Agenda.

Belfast Chamber of Commerce – Arts In The Park

The Belfast Chamber of Commerce intends to hold its annual Arts In The Park juried arts and craft show on Saturday and Sunday, June 28 and 29, with the set-up and partial load-in day set for Friday, June 27. This request is to utilize all of Steamboat Landing Park for their arts and crafts booths and food vendors as well as information tent.

This will be the first year that the Chamber of Commerce will be operating this festival solely as the Parks, Trails, and Recreation Commission (PTRC) and Chamber opted to dissolve its partnership that has been in place for several years. The Director will be involved in the jurying process and the Maintenance team will still be assisting with field lining (fee-based) and set-up needs; the PTRC will still have access to volunteer opportunities at the festival as well.

There are very minor changes to the festival for 2025 and most of those will be focused on a new parking plan to include handicap parking, pick-up areas for large purchases, customer parking (+ pre-event communications), and volunteer parking. This parking plan will be set in place once the final recommendations come from the Large Event/Parking Safety group completes its work; the Chamber will be responsible for some additional signage as well as monitoring barricades in place at the Belfast Boathouse parking lot. The Chamber will handle securing additional porta-johns and a dumpster for its event. A Steamboat Landing Park site plan has been attached; there may be minor revisions to this plan based on the number of craft and food vendors secured. This field use request is in conjunction with the Belfast Boathouse rental as it will serve as a staging area for the event.

The Parks and Recreation Department recommends approval of this park use request for this annual event.





Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME:

BRIEF EVENT DESCRIPTION:

DATES and TIMES:

PROPOSED LOCATIONS/AREAS TO BE USED:

ORGANIZING GROUP (if applicable):

GROUP REPRESENTATIVE/INDIVIDUAL NAME:

MAILING ADDRESS:

PHONE NUMBER: **CELL PHONE:**

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207-338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

125 artists selling thier wares, 6 musical events over the two days, 5 food vendors
Friday June 27 7 am to 6 pm on Sunday the 29th at 6 pm
Set up Friday June 27, vendors arrive, Sat and Sunday sales from 10 to 4, clean out by 6 pm

Based on the facilities noted above, how do you intend to use the spaces requested?

We will have access to the boathouse for our VENDORS to use the bathroom, they appreciate the oppportunity to have running water to wash their hands as they are handling money, etc. Gazebo is where the musicians play and of ocurse Steamboat Landing

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

per the large event discussion happening in Feb, I'm sure there will be some modifications requests

If yes, who will be managing the street closures?

pending the answer to above question

How many people do you expect at your event?

impossible to count but thouands of people attend this event daily.

How many volunteers do you expect at your event?

20 volunteers

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

The chamber rents the space to the artists who are juried into the show.

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

The chamber rents the space to the artists who are juried into the show.

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

The chamber rents the space to the artists who are juried into the show.

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

11 by 11 ft squares mapped out on Steamboat landing

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

no open fire.

How do you propose to handle garbage removal?

I will rent dumpster

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Two staff members/volunteers direct people onto Steamboat landing to unload, and leave. This event has been taking place for over 29 years the artist receive instructions prior to arriving. multi page instructions part of the artist application. manned information booth daily

How do you propose to handle security, if needed.

Overnight, we will provide a low level of security ourselves and will ask Belfast Police to drive by occasionally through the evening

How do you propose to handle the need for regular and accessible restrooms?

renting two porta potties in addition to boathouse portapotties.

What are your electrical needs, and how will you provide electricity?

Food Vendors are the only ones needing electricity, need to discuss location of food vendors. would like to keep them on Steamboat Landing.

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

modest level of noise, bands are chosen based on the type of music played, event closes at 4 pm each day.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

No first aid tent. The Chamber director cancels the event for weather if necessary and visits each vendor to let them know of the decision. Injury or other safety issue would be handled in the same manner. We would call an ambulance if there was a medical incident
2/10/25 Update: Chamber has agreed to provide a first aid kit at the information tent.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

We are prepared for parking signs and this event is widely publilzed and has occurred for decades. but I have not spoken with neighbors.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

no alcohol

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Robina Lods Varney Insurance Searsport

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Dorothy Havey director@belfastmaine.org 207-505-2321

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

possible street closure, electricity, striping Steamboat landing, 10 x 20 tent, 5 older tables that can come outside. Information flag, barricades

Are there any other details you haven't addressed and that you would like to include?

handicapped parking on upper lot

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?



Yes



No

Department and Services Requested

City Manager:

Police:

Fire/ Ambulance:

Parks and Rec.:

Public Works:

Harbor Master:

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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE: Dorothy Havey

DATE: 2/3/2025

REVIEW #1: Pamela J. Salokangas

DATE: 2/5/25

REVIEW #2: _____

DATE: _____

APPROVAL: Pamela J. Salokangas

DATE: 2/10/25

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director at least 60 days prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

10.A



**City of Belfast
Employment Opportunity
Truck Driver / Laborer**

The City of Belfast is accepting applications for a Truck Driver/Laborer at the Public Works Department. Applicants must be 18 years of age or older, be in good physical condition, and have a flexible schedule. This position requires at least a Maine Class B motor vehicle operator's license.

This is a full-time position with full benefits.

Compensation with CDL is \$24.64 for the first 6 months, then \$25.26 plus \$0.25 if pass a 6-month evaluation. Automatic annual increase per union contract and 4-year step increases.

Hours of operation: 6AM - 4:30PM, Monday through Thursday 40hrs/wk with overtime + stipend (May-November) for holiday and weekend on-call duties.

All applications are to be submitted in confidence, a completed Belfast Employment Application form (<https://www.cityofbelfast.org/Jobs.aspx>) which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Wednesday, January 29, 2025. Applications should be in a sealed envelope and may be delivered by mail or in person to:

City of Belfast
Public Works Truck Driver / Laborer Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST
PUBLIC WORKS
TRUCK DRIVER/LABORER**

Nature of Work:

This is manual labor in the operation of trucks and motorized equipment used for road construction and repair, and in the snow and ice removal operations of the Public Works Department.

Employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease. Employee may operate larger pieces of equipment, but only on a temporary or emergency basis. Employees participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks or during completion of seasonal work projects. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to check while in progress and upon completion by the Public Works Foreman.

Essential Duties and Responsibilities:

Operates trucks and sanders in the plowing, sanding and snow removal of City streets.

Operates light to moderately heavy trucks in performance of Public Works Department duties.

May operate other light equipment as needed and may operate heavier equipment such as front-end loaders on an incidental or emergency basis.

Assists the Harbor with installation and removal of floats, docks and other structures at the City waterfront.

Operates a light or moderately heavy truck transporting dirt, gravel, wood and construction materials; assists in loading or unloading trucks.

Performs varied maintenance work including rebuilding storm drains and culverts, patching and building roads and other general duties.

Picks up debris such as blow downs, straightens signs and posts; picks up leaves and brush.

Assists in general repair and preventive maintenance on vehicles and equipment and assists in general maintenance of the Public Works Garage.

Performs related work as may be required.

Requirements of Work:

Thorough knowledge of the standard practices, methods, equipment and tools of the automotive and construction equipment trade.

Working knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of the operating and repair characteristics of a variety of equipment utilized by the Public Safety employees and the Public Works Department.

Training and Experience Required:

Experience as a Truck Driver or Equipment Operator, particularly on light trucks; or any equivalent combination of experience and training.

Necessary Special Requirements:

Class B Maine Driver's License and permit for Class A Operator's License. Must obtain a Class A Operator's License within the promotional period as specified in the union contract.

Must have and maintain a good driving record.

City of Belfast

Employment Application

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job-related medical condition or handicap. Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: # 1/14/25

Position(s) applied for: Truck Driver/Laborer

Referral Source: Advertisement Friend Relative
 Job Service Other Indeed

Name: Webster Peavey Mindi L
Last First Middle

Residence Address: _____
Street City State Zip Code Mailing

Address: _____

Phone Number: _____

Email Address: _____

Are you known to schools/references by some other name? _____

If so, what name: Mindi Boon

Have you filed an application or been employed here before? No

If yes, date(s): _____

(2)

Give name, address, and phone number of three references not related to you:

Kirk Newhall
Victoria Patrick
Tara Skibles

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer Newhall Trucking 2. Employer Sinister Transport
From 1/22 to 9/24 From 1/22 to 2/2024
Address North Anson, Me Address Brooks, Me
Type of Work OTR Flatbed Type of Work OTR Flatbed
Reason for Leaving Rules Dropped Reason for Leaving parked truck

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Tanker endorsement, Class A, hauled several types of loads from logs, flow box, equipment

Education:	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School	<u>N.F. View</u>		9 10 11 <u>12</u>
Undergraduate			1 2 3 4
Graduate			1 2 3 4

(3)

Diploma: Mr View Academic Vocational

Degree(s) _____

Describe course of study, specialized training, apprenticeship, skills,
and extra-curricular activities: Hard worker willing to learn.

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also that I am required to abide by all the rules and regulations of the City.

Date: 1/14/25

Hindi W Peery
Signature of Applicant

Mindi Peavey

Commercial Class A Driver with Tanker Endorsement

Thorndike, ME 04986

Professional Summary

I have a strong desire to work within the Trucking Industry. I am safety oriented, comply with DOT guidelines, and extremely dependable.

Work Experience

Owner/Operator

Sinister Transport-Brooks, ME

January 2023 to Present

Owner and Operator in trucking. Maintained all records for the business. I did all the maintaining of the truck needs. I also operated the truck. Met timely deadlines.

Truck Driver Class A

NRF Distributors Inc-Augusta, ME

July 2021 to Present

Pre trip, during trip, post trip inspections. I haul flooring all over New England. I make sure all product is delivered in a timely manner. I have been 8-18 stops per run. Current medical card. And I make sure I am 100 percent safety compliant.

Business Manager

P&B Trucking-Brooks, ME

May 2015 to May 2020

I managed a trucking business as an Owner Operator. I did the book work aspect as far as maintaining log books, payroll, DOT guidelines, employees and other various tasks.

Education

High school or equivalent in Commercial Class A

Keep Right Driving School - Albion, ME

January 2021 to June 2021

High school diploma in General Studies

Mt View High School - Thorndike, ME

September 1992 to June 1996

Commercial Driver's License (CDL)

Class A

Expires: October 2028

Endorsements: N (Tank vehicles)

Skills

- Commercial driving
- Commercial Vehicle Experience
- Tractor-Trailer
- Computer Skills
- Tanker
- Delivery Driver Experience
- Route Driving
- Freight Experience
- Tractor-trailer
- Driving
- Freight
- Truck driving
- Commercial driving
- Customer service
- Forklift
- Manual transmission
- Communication skills
- Body mechanics
- Delivery driver experience
- Flatbed
- Van driver
- Bus driving
- Shuttle driving

Certifications and Licenses

CDL

CDL B

10.B



**City of Belfast
Employment Opportunity
Public Works Laborer**

The City of Belfast is accepting applications for a Laborer at the Public Works Department. Applicants must be 18 years of age or older, be in good physical condition, and have a flexible schedule. This position requires bending, stooping, climbing, work on uneven ground, reaching above the shoulders, crouching, lifting, and carrying objects up to 50 lbs. individually or 100 lbs. with assistance. Position will operate light equipment such as (chainsaws, pavement cutters, sewer machines, woodchipper, jack hammers, compactors, sidewalk machine, roller).

This is a full-time position with full benefits. Compensation is \$20.96 an hour for the first 6 months, then \$21.48 an hour effective July 1, 2025. \$22.57 once a 6-month evaluation has been successfully completed. Automatic annual increase per union contract and 4-year step increases.

Hours of operation: 6AM - 4:30PM, Monday through Thursday 40hrs/wk with overtime + stipend (May-November) for holiday and weekend on-call duties.

All applications are to be submitted in confidence. A completed Belfast Employment Application form must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Wednesday, February 5th, 2025. Applications should be in a sealed envelope and may be delivered by mail or in person to:

City of Belfast
Public Works Laborer Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

Forms can be found at www.cityofbelfast.org/Jobs or picked up in person.

The City of Belfast is an equal opportunity employer.



**City of Belfast
Job Description
Public Works Laborer**

Duties and Responsibilities:

May be asked to operate light equipment such as (chainsaws, pavement cutters, sewer machines, woodchipper, jack hammers, compactors, sidewalk machine, roller).

Essential Job Functions:

Performs wide array of manual and cognitive tasks including:

Shoveling, raking, sweeping, digging, painting crosswalks, icons, paving and patching pavement

Pipe laying or repair, rebuilding storm drains, culverts, building roads, sewer maintenance, rubbish pickup.

Floats installation/removal, snow removal or any other maintenance work required by the Public Works Department.

Work zone traffic control, sign placement.

Cleaning and maintenance of equipment and vehicles, fueling, vehicle inspection check lists.

Employment of safety procedures.

Knowledge/skills:

Knowledge of proper care of vehicles.

Good visual acuity for driving.

Good physical strength and agility sufficient to perform strenuous manual labor under varying weather conditions.

Considerable knowledge of the geography of the City of Belfast, including the location of the streets.

Ability To:

Understand and follow oral and written instructions.

Understand and complete checklists or safety records.

Establish and maintain effective working relationships with supervisors, coworkers, contractors, and the public.

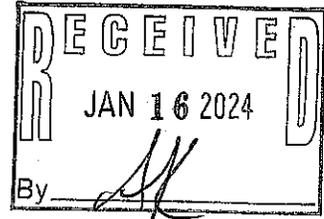
Working Conditions:

Requires bending, stooping, climbing, work on uneven ground, reaching above the shoulders, crouching, lifting, and carrying objects up to 50 lbs. individually or 100 lbs. with assistance.

Exposure to moving equipment and machinery.

Exposure to marked changes in climate including hot, cold, wet, and dark conditions.

Long hours of overnight roadway or other services at times.



City of Belfast **Employment Application**

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job-related medical condition or handicap. Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: 1/16/25

Position(s) applied for: laborer

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Daniel Armstrong Daniel Amos
Last First Middle

Residence Address: _____
Street City State Zip Code Mailing

Address: _____

Phone Number: _____

Email Address: _____

Are you known to schools/references by some other name? NO

If so, what name: _____

Have you filed an application or been employed here before? Yes

If yes, date(s): 12/19/24

(2)

Give name, address, and phone number of three references not related to you:

Rick Salisbury Pears Mill Belfast
Harold Drinkwater Route 1 Northport
Kip Faulkner Monroe Maine

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer Fronwood 2. Employer Drinkwater Landscaping
From 1/4/24 to 12/19/24 From 3/10/21 to 1/1/24
Address New York Address Northport
Type of Work _____ Type of Work landscaping
Reason for Leaving layoff Reason for Leaving New Job

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Hard working, good with directions,
on time,

Education: Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School			9 10 11 12
Undergraduate			1 2 3 4
Graduate			1 2 3 4

10.C,D+E



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

MEMO:

To: Mayor and City Council
From: Alexandra E. Sykes - City Planner
CC: Erin Herbig – City Manager; Bub Fournier – Director Planning and Codes, and
Kathy Givens – Harbor Master
Date: February 6th, 2025
Re: First Reading – Proposed Amendments to Chapter 30 Marine Activities

BACKGROUND INFORMATION

At the November 16th, 2024 City Council Workshop, the Harbor Advisory Committee recommended the Council consider adopting regulations for large passenger vessels that carry 50 or more passengers within the Harbor. The topic was discussed amongst the Council, various stakeholders, and staff during the meeting. As a culmination of the meeting, Council proposed the Harbor Advisory Committee prepare further specificity to their recommendation and present said information to be discussed at a future subsequent regular Council meeting.

During the regular City Council meeting of January 21st, 2025, Councilors revisited the topic of defining further regulations in regard to limiting the amount of passengers for large passenger vessels to embark and disembark, including by tender, at the City Landing or other City property or marine facilities. After discussion and consensus by the Council, the Council directed Planning and Codes staff to draft Ordinance language to reflect said recommendations by the Harbor Advisory Committee.

In the documents provided, you will find drafted Ordinance Amendments to Chapter 30 Marine Activities that would modify the allowances for large passenger vessels. The Amendments propose that any marine vessel certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities. The draft Ordinance language for your review is marked up in the typical manner, in which the proposed changes are indicated in red.

Planning and Codes staff ran a public hearing notice for two weeks in the Midcoast Villager. In addition, mailed notices of this meeting were sent to all property owners in the Waterfront Mixed Use-1 and Waterfront Mixed Use-2 zoning districts as well as other stakeholders, which included local business groups and cruise ship industry contacts.

REQUESTED COUNCIL ACTIONS

I respectfully request the Council to allow Planning and Codes staff to present the proposed Ordinance Amendment incorporating language to modify the allowances for large passenger vessels. In addition, I respectfully request the Council conduct a public hearing. After discussion, I respectfully request the Council consider accepting the First Reading and direct staff to arrange a Second Reading for potential adoption.

Draft Motion: To accept the First Reading of the proposed Ordinance Amendment consisting of proposed ordinance language updates to Chapter 30 Marine Activities and direct staff to arrange a Second Reading at an upcoming meeting.

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.

**ARTICLE II
Harbors****DIVISION 1
Generally****Sec. 30-31. Purpose of article. [Ord. No. 55-2003,¹6-17-2003]**

This article is established in order to regulate marine activities within the City harbor and waters adjacent to the shoreline of the City in order to ensure safety to persons and property, to promote availability and use of valuable public resources, and to create a fair and efficient framework for the administration of such regulations.

Sec. 30-32. Definitions. [Ord. No. 55-2003, 6-17-2003; Ord. No. 3-2005, 7-20-2004; Ord. No. 9-2005, § B, 9-6-2005; Ord. of 2-15-2011; Amd. of 5-2-2012; Ord. No. 5-2016, 7-19-2016]

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:

to ANCHOR—Shall mean to secure a vessel to the sea floor within a body of water by dropping an anchor(s) or other ground tackle, which is carried aboard a vessel when underway as regular equipment. [Ord. No. 5-2016, 7-19-2016]

AQUACULTURE — The growing or propagation of harvestable freshwater, estuarine, or marine plant or animal species.

BOAT AND VESSEL — Includes boats of all sizes powered by: sail, machinery or hand; floats, rafts, scows, dredges, lobster, crab and shellfish cars, and craft of any kind.

COMMERCIAL — A vessel or mooring activity used in a business, occupation or enterprise from which the owner obtains a substantial portion of his/ her income. Rental moorings are not considered a Commercial use for the purposes of this Chapter. [Ord. No. 40-2016, 3-15-2016]

CONCESSIONS CONTRACT — "Concessions" are defined as all businesses offering for sale to the public goods or services, which advertise or provide information, ticket sales, retail sales, or conduct other such activities within the areas described in subsection [30-126](b) and depicted on appendix A. "Concessions" include, but are not limited to sales of food or goods, motorized or non-motorized watercraft rentals, tours, charters, or sightseeing, overnight or fishing trips. This definition shall not apply to any business which operates exclusively from October 15 through May 15.

FLOATING BUSINESS — A building constructed on a raft or hull that is represented as a place of business, including but not limited to waterborne hotels, restaurants, marinas or marina-related businesses.

HOUSEBOAT — A building constructed on a raft, barge, or hull that is used primarily for single or multifamily habitation: if used for transportation, this use is secondary.

INNER HARBOR BASINS — Commercial user areas designated in the inner harbor to better utilize harbor space by keeping similar vessels moored together.

MOORED FLOAT — Any floating structure not attached to or associated with a pier or wharf, anchored or moored, and used normally for a berth, lobster car, or other approved purpose.

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- I. Editor's Note: This ordinance repealed and reenacted former Ch. 30, Marine Activities, in its entirety. Former Ch. 30, was adopted 3-21-1995, and amended 7-2-1996 by Ord. No. 1-1996; 4-1-1997 by Ord. No. 37-1997; 7-21-1998 by Ord. No. 9-1998; 9-15-1998 by Ord. No. 17-1998; 12-15-1998 by Ord. No. 44-1998; 5-18-1999 by Ord. No. 67-1999; 4-3-2001 by Ord. No. 55-2001; and 11-6-2002 by Ord. No. 20-2002.

MOORING — Any device used by a craft for anchoring purposes and which device is not carried aboard such craft when underway as regular equipment.

NONRESIDENT COMMERCIAL BUSINESS — A business that provides marine-related services, including but not limited to construction, service, storage, or maintenance of vessels, mooring inspections, charters, launch services or other services to boaters, such as food or supplies, but does not have its principal place of business within the City of Belfast. In order to receive a mooring permit, a nonresident commercial business shall demonstrate to the satisfaction of the Harbor Master that it requires a mooring as an operational necessity of its business.[Added 3-17-2015]

NONRESIDENT COMMERCIAL FISHERMAN — A person who holds a marine license issued by the Department of Marine Resources and who requires use of a moored vessel to earn a substantial portion of his or her income through fishing, but does not occupy a dwelling in the City of Belfast for more than 180 days in a calendar year.[Added 3-17-2015]

OCCASIONAL USE CONTRACT — Occasional use of the City-owned dock, launch ramp and breakwater is defined as the commercial operation of a vessel(s) for purposes including but not limited to tours, sightseeing, overnight or fishing trips, cruises or charters (educational, scientific, recreational or otherwise), which meets the following criteria: [Added 3-15-2016]

- (1) The vessel shall not make more than 12 departures from the City-owned dock between May 15 and October 15 of a particular year;
- (2) The vessel and/or its crew or other employees do not have a concessions contract pursuant to subsection (d) of [section 30-126]; and
- (3) The vessel, specifically large passenger vessels, certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.**
- ~~(3)~~ **(4)** The vessel has a home port of Belfast, Maine, meaning that:
 - a. The vessel makes the majority of its commercial departures during a given year from Belfast Harbor, including trailered and launched vessels;
 - b. The vessel is documented as a Belfast vessel; or
 - c. The vessel has a mooring, float or slip in Belfast Harbor or its coastal waters.

This definition shall not apply to any business that operates exclusively from October 15 through May 15.

PRIVATE NONCOMMERCIAL MOORING: A mooring placed by a vessel owner for his private use including commercial fisherman moorings.

RENTAL MOORING: A mooring for which any type of fee is charged in exchange for use rights. [Added 3-15-2016]

RESIDENT — A person who occupies a dwelling in the City of Belfast for more than 180 days in a calendar year.

RESIDENT COMMERCIAL BUSINESS — A business that has its principal place of business within the City of Belfast and that provides marine-related services, including but not limited to

construction, service, storage, or maintenance of vessels, mooring inspections, charters, launch services, or other services to boaters, such as food or supplies. In order to receive a mooring permit, a resident commercial business shall demonstrate to the satisfaction of the Harbor Master that it requires use of a mooring as an operational necessity of its business.[Added 3-17-2015]

RESIDENT COMMERCIAL FISHERMAN — A person who occupies a dwelling in the City of Belfast for more than 180 days in a calendar year, who holds a commercial marine license issued by the Department of Marine Resources, and who requires use of a moored vessel to earn a substantial portion of his or her income through fishing.[Added 3-17-2015]

SEASONAL RENTAL MOORING: A mooring used to secure a visiting vessel for no less than two months.

SERVICE MOORING: A mooring assigned to a resident or Non-resident Commercial Business and used for the service, support, or temporary mooring of vessels served by the business. [Added 3-15-2016]

SHOREFRONT OWNER —

- (1) Persons who, prior to January 1, 1987, owned shore rights of at least 100 feet of frontage regardless of the size of lot, in Belfast Harbor or water adjacent to the shoreline of the City, or
- (2) An owner of the shore rights of a parcel of land with the larger of the minimal buildable lot size in the municipality or 20,000 square feet and, in either case, including 100 feet of shoreline frontage.

TRANSIENT RENTAL MOORING: A mooring used to secure a visiting vessel for no more than two weeks.

VESSEL LENGTH: The length of a vessel as berthed, measured to include any and all extensions or overhangs from the hull's stem or stern, such as bowsprits, boomkins, rudderposts, booms, davits, outboard motors, swim platforms, or any other extensions from the hull. [Added 3-15-2016]

WHARF LINE — A line along the shoreline of Belfast as designated in this chapter and chapter 82, shoreland zoning, that defines the boundary beyond which there shall be no marine construction of a pier, wharf, dock, float or similar structure that is connected to land.

Sec. 30-33. Establishment and use of harbor usage fees. [Ord. No. 55-2003, 6-17-2003]

The City council, upon recommendation by the harbor advisory committee, shall set harbor usage fees to be paid by the owner or master of vessels at all municipal facilities. The fees are to be paid to the City for the harbor advisory committee to use to upgrade, maintain and supervise all municipal facilities. In setting the dockage fees, the following criteria will be used: boat length, dockage duration, and overall cost of upgrading, maintaining and supervising all municipal facilities.

Sec. 30-34. Authority to deny access to municipal facilities. [Ord. No. 55-2003, 6-17-2003]

The Harbor Master may deny access to municipal facilities to a vessel if **it does not meet standards identified in this chapter**, if it is unsafe, or if it emanates obnoxious fumes, fluids, oils and other noxious substances.

City of Belfast, ME

Sec. 30-32

Sec. 30-35

Sec. 30-35. through Sec. 30-45. (Reserved)

DIVISION 2
Harbor Advisory Committee

Sec. 30-46. Membership. [Ord. No. 55-2003, 6-17-2003]

The harbor advisory committee shall consist of five members and one alternate member, appointed by the City council. Each committee member shall be a resident of the City.

Sec. 30-47. Term of members. [Ord. No. 55-2003, 6-17-2003]

The term of office of a member of the harbor advisory committee shall be two years. The terms shall be overlapping so that in any one year no more than three new members are appointed to the committee.

Sec. 30-48. Officers; records and reports. [Ord. No. 55-2003, 6-17-2003]

The harbor advisory committee shall annually choose one of its members as chair and a different member as clerk. The clerk shall keep a record of all proceedings and make a report at the close of each year for inclusion in the annual report.

Sec. 30-49. Compensation of members. [Ord. No. 55-2003, 6-17-2003]

The members of the harbor advisory committee shall serve without compensation.

Sec. 30-50. Duties. [Ord. No. 55-2003, 6-17-2003; Ord. No. 3-2005, 7-20-2004]

The harbor advisory committee, under the general direction of the City council, shall advise the City manager and Harbor Master as to the custody, care and management of the harbor and its facilities, not inconsistent with the duties of the Harbor Master as set forth in City ordinance or by the Maine Revised Statutes, and shall hear appeals in such instances as provided in this article. The committee shall review and provide recommendations to the City planning board regarding shoreland permit applications for uses identified in section 82-31, including participation in the contract rezoning process identified in chapter 82, shoreland zoning, and chapter 102, zoning, article X, division 4.

Sec. 30-51. Appeals. [Ord. No. 55-2003, 6-17-2003; Ord. No. 9-2005, § B, 9-6-2005]

- (a) Any person aggrieved directly or indirectly by a decision, order, rule or act, or failure to act of the Harbor Master under this article may appeal such decision, order, rule, act or failure to act to the harbor advisory committee. There is no right to appeal an award or failure to award an application and/or request for a concessions or occasional use contract pursuant to section 30-126. Said decisions of the City council are final. In deciding an appeal, the harbor committee shall hear and approve, or approve with modifications or conditions, or disapprove, the decision, order, rule, act or failure to act of the Harbor Master from which the appeal is taken.
- (b) Such appeals shall be made in writing directed to the chairman of the harbor advisory committee, which shall be received by the City Clerk's office at City hall within five business days of the decision, order, rule, act or failure to act of the Harbor Master from which the

appeal is taken. It must state with specificity the decision, order, rule, act or failure to act from which the appeal is taken and the reason for the appeal. The appeal shall be considered by the harbor advisory committee within 30 days of notification of appeal.

- (c) An appeal may be taken by any party from a decision of the harbor advisory committee to the county superior court in accordance with Rule 80B of the Maine Rules of Civil Procedure. The appeal to superior court from the decision of the harbor advisory committee must be made within 20 days.

Sec. 30-52. through Sec. 30-70. (Reserved)

DIVISION 3
Harbor Master

Sec. 30-71. Appointment; qualifications; term. [Ord. No. 55-2003, 6-17-2003]

There shall be appointed by the City council some suitable person, who should live within 30 minutes of the City landing, to act as Harbor Master, who shall serve until a successor has been appointed.

Sec. 30-72. Powers and duties. [Ord. No. 55-2003, 6-17-2003]

- (a) The duties and responsibilities of the Harbor Master are prescribed by 38 M.R.S.A. In addition, the Harbor Master, acting under the orders of the City council, shall have full authority in the interpretation and enforcement of all regulations affecting Belfast Harbor and waters adjacent to the shoreline of the City to the fullest extent permitted by law.
- (b) The Harbor Master shall be the overseer of the City's moorings, floats, docks, ramps, breakwater, channels and adjacent municipal property and ensure that their proper maintenance shall be provided for by the public grounds maintenance division upon request from the Harbor Master.
- (c) The Harbor Master shall regularly attend the harbor advisory committee's meetings and inform the committee of his activities, as well as provide such information as may be requested by the committee for the execution of its duties.
- (d) The Harbor Master may utilize the City hall staff and harbor advisory committee for assistance in the administrative aspects of this position.
- (e) The Harbor Master is encouraged to attend both the basic and advanced course of the Harbor Master's Association annual training. The City of Belfast will maintain a membership to the association.

Sec. 30-73. Compensation. [Ord. No. 55-2003, 6-17-2003]

The compensation of the harbor master shall be determined by the City council.

Sec. 30-74. through Sec. 30-90. (Reserved)

DIVISION 4
Belfast Harbor

Sec. 30-91. Violations; penalty. [Ord. No. 55-2003, 6-17-2003]

- (a) If the Harbor Master has probable cause to believe that any provision of division 4 of this article has or may have been violated, the Harbor Master may commence a civil action in the district court by service of a summons in the form of the uniform traffic ticket as provided by 29 M.R.S.A. § 2300. Complaints for filing in the district court may be drawn by the City attorney or by the district attorney's office. For any violations of division 4 of this article, the district court may impose a fine of not less than \$25 and not more than \$200 for each violation. Each day such a violation is continued may be considered a separate offense. Unless otherwise prohibited by state law, all fines collected shall be payable to the City.
- (b) If the Harbor Master shall find provisions other than those in division 4 of this article to be violated, the Harbor Master shall notify the person responsible for the violation, either verbally or in writing, indicating the nature of violation and ordering the action necessary to correct it. The Harbor Master shall maintain a written record of such notices. If the violation causes or threatens to cause property damage, then notification of the violation shall be by the fastest means possible. In this case, if contact with the mooring or boat owner or corrective action cannot be made within 24 hours, the Harbor Master is authorized to take whatever action is necessary, the expense and risk for which shall be borne by the mooring or boat owner. If the mooring or boat owner fails to satisfy all financial obligations arising out of this incident prior to January 1 of the succeeding year, it shall not limit in any way the authority of the Harbor Master to act as provided in 38 M.R.S.A. § 1.
- (c) When the action described in subsection (b) of this section does not result in the correction or abatement of the violation or condition, the City council, upon notice from the Harbor Master or the harbor advisory committee, is hereby authorized and directed to institute any and all actions and proceedings, either legal or equitable, including seeking injunctions of violations, that may be appropriate or necessary to enforce the provisions of this article in the name of the City. In any action in which the City prevails, the City shall be awarded reasonable attorneys' fees and court costs in addition to any other relief to which it may be entitled.

Sec. 30-92. Harbor limits. (See Appendix B to Ord. No. 55-2003.) [Ord. No. 55-2003, 6-17-2003; Ord. No. 3-2005, 7-20-2004] [Ord. No. 40-2016, 3-15-2016]

For the purpose of this Article, the harbor limits shall be defined as follows:

- (1) Coastal Harbor. The Coastal Harbor of Belfast shall be defined as an area bounded on the south by a line extending from the Northport/Belfast town line (44 23.647N, 068 59.274W) to the Searsport/Belfast town line (44 25.733N, 068 57.468W) and on the north by a line from point "A" at Steamboat Landing (44 25.510N, 068 59.985W) to point "B" near Goose River (44.25740N, 068 59.525W).
- (2) Outer Harbor. The Outer Harbor of Belfast shall be defined as an area bounded on the south by a line from point "A" at Steamboat Landing to point "B" at Goose River, and on the north by a line on the north side and parallel to the outer section of the breakwater, point "C", (44 25.735N, 069 00.192W) to point "D" (44 25.880N, 068 59.980W) on the eastern shore of the harbor.

- (3) Inner Harbor. The Inner Harbor of Belfast shall be defined as an area bounded on the south by a line on the north side of and parallel to the outer section of the breakwater, point "C", to the eastern shore of the harbor, point "D", and on the north by the northerly face of the Armistice Bridge (44 25.876N, 069 00.597W to 44 25.974N, 069 00.406W).
- (3.5) Bridge Harbor. The Bridge Harbor of Belfast shall be defined as an area bounded on the south by the northerly face of the Armistice Bridge, and on the north by the northerly face of the Veteran's Memorial Bridge, (44 25.976N, 069 00.731W to 44 26.038N, 069 00.478W).
- (4) River Harbor. The River Harbor of Belfast shall be defined as an area bounded on the south by the northerly face of the Veteran's Memorial Bridge, and on the north at the Head of Tide.

Sec. 30-93. Channel limits. (See Appendix B to Ord. No. 55-2003.) [Ord. No. 55-2003, 6-17-2003; Amd. of 5-2-2012]

The Belfast Harbor channel shall extend westerly of and northwesterly from a point delineated as (44 N 69 W) near Steels Ledge to a point near the US Rt. 1 bridge where the channel does not exceed a distance of 25 feet [on] either side of the deepest point and extends to the head of tide. (44 N 69 W). A twenty-five-foot buffer area shall be maintained on either side of the channel. A detailed description of the channel location, turning basins, channel buffer, and private aids is attached and can be found in Appendix B.

Sec. 30-94. Anchorage areas. (see Appendix B-1)

Three overlaid anchorage areas (A, B and C) are hereby established within the Outer and Coastal Harbors in order to better manage usage of prime mooring and navigation areas and to ensure opportunity for access by all types of harbor users. These anchorage areas are depicted on the map attached as Appendix B-1 to this chapter, which shall be controlling as to the location of the anchorage areas.

Sec. 30-95. Wharf lines. [Ord. No. 55-2003, 6-17-2003; Ord. No. 3-2005, 7-20-2004]

A wharf line is established in Belfast Harbor beyond which there shall be no marine construction of piers, wharves, docks, floats, or similar structures connected to the land. No construction within these boundaries shall infringe on or encroach upon any channel located in Belfast Harbor. Wharf lines are further described as follows and are generally depicted on the Official Wharf Line Map:

- (1) Coastal Harbor wharf line. Any point or location not to exceed 300 feet from the normal high water mark.
- (2) Outer Harbor wharf line. Any point or location not to exceed 200 feet from the normal high water mark. Notwithstanding this provision, the City Council shall have the authority to adopt a contract rezoning agreement for a specific property that has shore frontage in the Outer Harbor and that is located in the Waterfront Development Shoreland Zone regarding the specific designation of the wharf line for that property; reference Chapter 102, Zoning, Article X, Contract Rezoning, Division 4, Waterfront Mixed Use1 and Waterfront Mixed Use-2 Zoning Districts and Waterfront Development Shoreland District.
- (3) Inner Harbor wharf line.
 - a. West side of harbor. Any point or location not to exceed 25 feet from the designated channel for Belfast Harbor.
 - b. East side of harbor. Any point or location not to exceed 100 feet from the normal high water mark.
- (3.5) Bridge harbor wharf line.
 - a. West side of harbor. Any point or location that is a minimum of 25 feet from the designated channel of Belfast Harbor.
 - b. East side of harbor. Any point or location that is a minimum of 100 feet from the normal high water mark if the structure is connected to the shore. If the structure is connected to the Armistice Bridge (foot bridge), any point or location that is a minimum of 25 feet from the designated channel of Belfast Harbor.
- (4) River area wharf line. Any point or location not to exceed 100 feet from the normal high water mark.

Sec. 30-96. Removal of vessels by Harbor Master; abandoned vessels. [Ord. No. 55-2003, 6-17-2003]

- (a) The Harbor Master is hereby authorized to remove or cause to be removed any vessel or boat from any wharf in Belfast Harbor when so requested by the owner of wharf and whenever the Harbor Master shall deem it necessary, may remove or cause to be removed any vessel, boat or craft which shall anchor or lie contrary to this article, rule, regulation or state statute. Prior to taking such action the Harbor Master shall make a good faith effort to attempt to notify the owner or person having care of the vessel, boat or craft and to order the owner or person to remove the vessel, boat or craft forthwith. If actual notice of the order to remove cannot be provided to the owner or person responsible for the boat in an expeditious fashion, the Harbor Master may remove or cause the removal at the expense of the owner of the vessel. If any person, after having been ordered to comply forthwith, fails to comply, action may be undertaken by the Harbor Master as in other cases where violations occur, as provided in section 30-91.
- (b) No person shall cause to be abandoned any boat, vessel, cradle or craft within the confines of Belfast Harbor or the waters adjacent to the shoreline of the City. Any such objects left in the

confines of the harbor which shall appear to the Harbor Master to have been unattended for a period of 30 days shall be deemed abandoned. The Harbor Master, upon determining such abandonment, may order the last owner, if known, to remove such object within 10 days. If the last owner is unknown or uncertain, or not reasonably available for notification or determination, the Harbor Master shall attach to the abandoned property a notification ordering the object's removal within 10 days. If removal as provided in this section and as may be ordered by the Harbor Master is not accomplished within the ten-day period, the Harbor Master may remove or cause the removal of such object at the expense of the last known owner. If such object or property is not claimed, and removal expenses are not paid by October 10 of each year, the object or property may be sold by the City, and all monies retained from the sale shall inure to the benefit of the City's harbor account.

- (c) Any tender or skiff tied to the City floats that is left sunk or awash for a period exceeding seven days shall be deemed abandoned. The tender or skiff may be impounded by the Harbor Master, and may be disposed of in the same manner as noted in subsection (b) of this section. The City shall not be liable for any damages sustained by an impounded tender or skiff.

Sec. 30-97. through Sec. 30-110. (Reserved)

DIVISION 5
Harbor Rules and Regulations

Sec. 30-111. Operation of vessels. [Ord. No. 55-2003, 6-17-2003]

Vessels shall be operated in Belfast Harbor in a reasonable manner so as not to endanger persons or property or to cause excessive wash. Within the anchorage or mooring areas, headway speed shall not exceed five knots or such speed as may be necessary for maintaining steerage and control.

Sec. 30-112. Obedience to Harbor Master. [Ord. No. 55-2003, 6-17-2003]

No person shall refuse to obey a lawful order of the Harbor Master.

Sec. 30-113. Anchoring in channel. [Ord. No. 55-2003, 6-17-2003; Amd. of 5-2-2012]

No vessel shall anchor in a manner so that any portion of the vessel, anchor or line shall lie, at any time, within the boundaries of the channel or any turning basin.

Sec. 30-114. Control of anchoring by Harbor Master. [Ord. No. 55-2003, 6-17-2003]

Boats may anchor only in those areas and for the length of time permitted by the Harbor Master.

Sec. 30-115. Procedure when passenger of vessel is afflicted with contagious disease. [Ord. No. 55-2003, 6-17-2003]

Whenever a vessel arrives in the Port of Belfast having on board any person afflicted with a contagious disease, the master, commander, or pilot thereof, and the health officer of the City, shall comply with the provisions of the Revised Statutes of Maine.

Sec. 30-116. Mooring to or injuring buoy or beacon. [Ord. No. 55-2003, 6-17-2003]

No person shall moor, or cause to be moored, any vessel, boat, scow or raft to any buoy or beacon placed by the City, State of Maine, or a United States government agency in Belfast Harbor, or willfully destroy or injure a buoy or beacon.

Sec. 30-117. Depositing matter in water. [Ord. No. 55-2003, 6-17-2003]

No person shall deposit, throw, sweep or cause to be deposited or swept, from any vessel, wharf, dock or other place, into the waters of Belfast Harbor or into the waters adjacent thereto, any gas or oil, or bilge water containing gas or oil, ashes, dirt, stones, gravel, mud, logs, planks, or other substance tending to obstruct the navigation of the waters adjacent thereto, or to shoal the depth of the harbor or pollute the water thereof.

Sec. 30-118. Discharge of waste, garbage, or refuse. [Ord. No. 55-2003, 6-17-2003]

No person, firm, corporation, or other legal entity shall discharge, spill, or permit to be discharged sewage, garbage, or other waste material from a watercraft or houseboat, into waters of Belfast Harbor, or on the ice thereof, or on the banks thereof, in such a manner that the same may fall

or be washed into such waters, or in such manner that the drainage therefrom may flow into such waters.

Sec. 30-119. Noise. [Ord. No. 55-2003, 6-17-2003]

No person shall cause or allow to be caused an unreasonable noise in the Belfast Harbor.

Sec. 30-120. Water skiing and related activities. [Ord. No. 55-2003, 6-17-2003]

No water skiing or related activities shall be permitted within the anchorage or mooring area.

Sec. 30-121. Cleanup requirements. [Ord. No. 55-2003, 6-17-2003]

All persons are responsible for promptly cleaning up any spillage or untidiness resulting from their operations.

Sec. 30-122. Leaving personal property on City property. [Ord. No. 55-2003, 6-17-2003]

No person shall leave any personal property on any municipal property for a period of time in excess of 24 hours without the permission of the Harbor Master.

Sec. 30-123. Parking on public landing. [Ord. No. 55-2003, 6-17-2003]

All persons shall park their cars and trailers when using the public landing in an area set aside and marked by the City in such a manner as to ensure free access to the harbor facilities and boat launch ramp.

Sec. 30-124. Removal of boat cradles. [Ord. No. 55-2003, 6-17-2003]

All boat cradles shall be removed from the public premises when not in actual use unless permitted by Harbor Master.

Sec. 30-125. Repair work. [Ord. No. 55-2003, 6-17-2003]

Permission of the Harbor Master is required for any repair work on boats at the City-owned floats, pier or adjacent municipal property before such work is started.

Sec. 30-126. Commercial use of City-owned dock, floats, launch ramp and breakwater. (see Appendix A) [Ord. No. 55-2003, 6-17-2003; Ord. No. 9-2005, § A, 9-6-2005]

- (a) Statement of purpose. This section is established in furtherance of the purposes of this article as set forth in section 30-31. More specifically, because the City harbor, City-owned dock, floats, launch ramp and breakwater are valuable and finite public resources, the purpose of this section is to regulate the level of commercial activity both within the harbor and on the City-owned dock, floats and breakwater, so as to minimize user conflicts and maximize the efficient use of both the water space and the City-owned waterfront. This section seeks to provide opportunities for both occasional and daily use of the harbor and City-owned dock, floats, launch ramp and breakwater, so as to best take advantage of their economic benefits to the City. This section authorizes the City council, with the input and advice of the

Harbor Master, to maintain and regulate the overall level of activity within these areas so as to prevent overcrowding, clutter, or disorder on the City-owned dock and around the harbor and to promote the safety of the public. The City must balance economic development with sustainable business and therefore limit the number of similar commercial activities making direct use of these areas.

(b) Applicable area. The area to which this section applies is as follows:

- (1) Bounded on the west by Front Street; the south by Heritage Park; the north by property now or formerly occupied by the Weathervane Restaurant; and bounded on the east by the westerly bound of the channel of Belfast Harbor, as depicted on the map attached in Appendix A to this chapter;
- (2) The Thompsons Wharf area;
- (3) The Belfast Boathouse area;
- (4) Heritage Park area; and
- (5) All tidal waterfront property owned by the City of Belfast.

(c) Contract required.

- (1) Commercial activities. No commercial activity meeting the definition of a "concession" or of an "occasional use" under this section may be conducted in the areas described in subsection (b) of this section and depicted on Appendix A, unless the City Council has approved a valid concessions contract or occasional use contract. Commercial fishing operations, divers, marine support services (such as for the tending of moorings and the fueling or maintenance of vessels) and any other operations not meeting the definitions of "concessions" or "occasional use" are not subject to the requirements of this section 30-126. **No vessels, in particular large passenger vessels, certified to carry 50 or more passengers shall be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.**
- (2) Posting or distribution of materials. No person shall post or hand out fliers, notices, pamphlets, brochures or other materials on the City-owned dock, floats or breakwater unless the City council has approved a valid concessions contract pursuant to subsection (d) of this section. Such materials may be placed in the Harbor Master 's office, if space permits in the Harbor Master 's discretion.
- (3) **No vessels, in particular large passenger vessels, certified to carry 50 or more passengers shall be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.**

(d) Concessions.

- (1) Concessions defined. "Concessions" are defined as all businesses offering for sale to the public goods or services, which advertise or provide information, ticket sales, retail sales, or conduct other such activities within the areas described in subsection (b) and depicted on appendix A. "Concessions" include, but are not limited to sales of food or goods, motorized or non-motorized watercraft rentals, tours, charters, or sightseeing, overnight or fishing trips. This definition shall not apply to any business which operates exclusively from October 15 through May 15.

- (2) Concessions contract. No concessions of any kind shall be allowed at the City-owned dock unless the operator of such concession has first obtained a concessions contract from the City Council, and then only on terms deemed to be in the best interest of the

City. In awarding contracts, the City Council shall consider the purposes of this section as set forth in subsection (a), above, in order to best promote economic development, provide for the safety of the public, and minimize congestion and clutter. Said contracts may vary in scope and form depending on the type of concession.

- a. Form of applications. Applications for concessions contracts shall be made on a form prescribed by the City Council and available at the City Clerk's office or may be obtained from the Harbor Master. Applications shall be submitted on or before October 30 of the year preceding the contract year.
 - b. Applicable fees. Fees for the concessions application shall be determined by the City Council on an annual basis.
 - c. Term of contract. All concessions contracts shall be valid for a term commencing May 15 and terminating October 15 of the year following the submission of the application. Any concession wishing to operate between October 15 and May 15 shall be addressed by the City Council on a case-by-case basis. After an owner has been awarded two consecutive annual contracts, the City Council may consider a longer term, in the best interests of the City of Belfast.
 - d. Number of contracts available. The City Council, in its discretion and with the input and advice of the Harbor Master, shall announce on or about October 30 of each year the number of concessions contracts to be available for the following season. In making its determination as to the number of contracts available, the City Council shall consider the number of applications received and the amount of activity reasonably anticipated in the harbor and shall determine the appropriate level of concessions activity so as to best promote economic development, promote safety, and limit clutter and congestion. Businesses which have held a concessions contract for the prior season may be given priority over new applicants in order to sustain services which appear to be safe, reliable, and economically viable.
 - e. No expectancy. The award of a contract shall not create vested rights or any expectation of a future award of a contract.
- (3) Contract provisions. All concessions shall be subject to the following provisions, and the failure to comply with these provisions may result in the revocation of the concessions contract:
- a. Commercial signage shall be allowed. Signs shall be no larger than three feet by two feet. Only one sign shall be allowed per contract.
 - b. Information tables are allowed, but must be attended at all times tickets are being sold. Information tables shall be no larger than three feet by three feet and tables shall be placed at the Harbor Master's discretion to avoid clutter.
 - c. Brochures or other materials marketing the business may be displayed at the concessions table and/or placed in the Harbor Master's office, but may not be affixed to the dock, wharf or breakwater.
 - d. Concessions must validly maintain all applicable Coast Guard licenses.

inspections, and all other contractual requirements.

- e. Any vessel operator must obey all applicable City, state and federal regulations at all times.
- f. A concessions operator may display one sign on the vessel for the purpose of advertising the vessel.
- g. Vessels must be operated safely at all times. For vessels which reapply after an initial award of a concessions contract, said vessels previous year safety record shall be considered by the City Council.

(e) Occasional use.

- (1) Occasional use defined. Occasional use of the City-owned dock, launch ramp and breakwater is defined as the commercial operation of a vessel(s) for purposes including but not limited to tours, sightseeing, overnight or fishing trips, cruises, or charters (educational, scientific, recreational or otherwise), which meets the following criteria:
 - a. The vessel shall not make more than 12 departures from the City-owned dock between May 15 and October 15 of a particular year, with the exception of cruise ships;
 - b. The vessel and/or its crew or other employees do not have a concessions contract pursuant to subsection (d) of this section; and
 - c. **The vessel, specifically large passenger vessels, certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.**
 - ~~d.~~ **d.** With the exception of cruise ships, the vessel has a home port of Belfast, Maine, meaning that:
 1. The vessel makes the majority of its commercial departures during a given year from Belfast Harbor, including trailered and launched vessels;
 2. The vessel is documented as a Belfast vessel; or
 3. The vessel has a mooring, float or slip in Belfast Harbor or its coastal waters.
 - ~~e.~~ **e.** This definition shall not apply to any business that operates exclusively from October 15 through May 15.
- (2) Occasional use contract. No occasional use of the City-owned dock shall be made unless the operator of the vessel has first obtained an occasional use contract from the City Council. In awarding contracts, the City Council shall consider the purposes of this Section as set forth in subsection (a), above, in order to best promote economic development, provide for the safety of the public, and minimize congestion and clutter. Said contracts may vary in scope and form depending on the type of occasional use. For vessels which reapply after an initial award of an occasional use contract, said vessels previous year safety record shall be considered by the City Council.
- (3) Form of applications. Applications for occasional use contracts shall be made on a form

prescribed by the City Council and available at the City Clerk's office or may be obtained from the Harbor Master. Applications shall be submitted on or before October 30 of the year preceding the contract year.

- a. Applicable fees. Fees for the occasional use application shall be determined by the

City Council on an annual basis.

- b. Eligibility criteria. An occasional use contract may only be granted if the applicant meets the definition of an occasional use as defined herein.
- c. Term of contracts. All occasional use contracts shall be in effect for a term commencing May 15 and terminating October 15 of the year following the submission of the application.
- d. Number of contracts available. The City Council, in its discretion and with the input and advice of the Harbor Master, shall set forth on or about October 30 of each year the number of occasional use contracts to be available for the following season. In making its determination as to the number of occasional use contracts available, the City Council shall consider information such as the number of applications received and the amount of other activity expected in the harbor and shall determine the appropriate level of occasional use activity so as to best promote economic development, promote safety, and limit clutter and congestion. Vessels which have held an occasional use contract for the prior season may be given priority over new applicants in order to sustain services which appear to be safe, reliable, and economically viable.
- e. No expectancy. The award of a contract shall not create vested rights or any expectation of a future award of a contract.
- f. Contract provisions. Vessels operating under occasional use contracts shall be subject to the following provisions, and the failure to comply with these provisions may result in the revocation of the occasional use contract:
 1. With the exception of cruise ships, the vessel may make no more than 12 departures from the City-owned dock between May 15 and October 15 of the contract year.
 2. The vessel owner or operator is to schedule all departures and arrivals with the Harbor Master and the Harbor Master shall have sole discretion over the time, place, and manner of the departures and arrivals. Proposed schedules shall be given to the Harbor Master before May 15 of each contract year. Scheduling may be amended by the Harbor Master for emergency situations, the scheduling of cruise ships, yacht clubs, or private reservations. Vessel operators may request schedule changes with sufficient advance notice to the Harbor Master. Occasional use contractors shall not have priority nor a right to overnight dockage.
 3. No signs or other advertising materials shall be placed on the City-owned dock to market the vessel or for any other purpose, nor shall any representative of the business be permitted to use the dock, floats and breakwater for the purposes of advertising, information, ticket sales, or retail sales. Brochures or other materials marketing the business may be placed in the Harbor Master's office if space is available, but may not be affixed to the dock. No sign or other advertising may be placed on the vessel while that vessel is docked.

4. The vessel operation, in the Harbor Master's discretion, shall not directly compete so as to substantially interfere with the economic viability of a vessel then operating under a concessions contract with the City of Belfast.
5. The vessel must validly maintain all applicable Coast Guard licenses and inspections.
6. The vessel operator must obey all City, state and federal regulations at all times.
7. **The vessel, specifically large passenger vessels, certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.**

Sec. 30-127. Boats used as tenders. [Ord. No. 55-2003, 6-17-2003; Ord. No. 32-2008, 4-1-2008]

Boats used as tenders, not to exceed 12 feet under the discretion of the Harbor Master, shall be kept at designated locations only, and shall be properly cared for by the owner. The Harbor Master may order tenders to be relocated or removed in his or her discretion in order to manager space considerations. A tender shall be permitted on the dock only if the vessel served by it is currently located at its mooring. [added 3-15-2016] The tender shall display the owner's mooring number. Aluminum tenders will be berthed in a designated area to avoid damage to other tenders. **A tender from a large passenger vessel certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers at the City landing or other City property or marine facilities.**

Sec. 30-128. Tying up to floats or wharf. [Ord. No. 55-2003, 6-17-2003]

- (a) Fuel floats. No person shall leave any watercraft tied at the fuel floats of the City for any purpose other than fueling or discharging or loading supplies without the consent of the Harbor Master.
- (b) Launching ramp floats. No person shall leave any watercraft tied at the launching ramp floats of the City for any purpose, including fueling or discharging or loading supplies or passengers, for any longer than necessary to accomplish the required task.
- (c) Other floats; City wharf. At all other floats and the wharf, unattended boats are permitted to tie up for up to one hour or may remain for more extended periods with permission of the Harbor Master.
- (d) Reserved space for City harbor boat. A space at a float shall be designated and reserved for the Harbor Master's boat.

Sec. 30-129. Swimming and fishing. [Ord. No. 55-2003, 6-17-2003]

No swimming or fishing of any type shall be allowed from or around any float, dock, wharf or other municipal facility. Fishing from the floats, docks, wharf or other municipal facility may be permitted by the Harbor Master only.

Sec. 30-130. Houseboats and floating businesses. [Ord. No. 55-2003, 6-17-2003]

(a) Policies.

- (1) Belfast Harbor considers that placement of houseboats and floating businesses in tidal waters is a low priority use of any coastal water body and is acceptable only in limited numbers and in specific areas. Houseboats and floating businesses are not classified as water-dependent, since it is not their primary purpose to serve as a means of on-water transportation, recreation or commercial fishing.

- (2) A house boat or floating business is considered a boat or vessel and must meet all applicable state and Coast Guard standards and regulations.

(b) Prohibitions.

- (1) Houseboats and floating businesses are prohibited from mooring or anchoring in all tidal waters of Belfast Harbor unless within the boundaries of a marina.
- (2) Discharge of sanitary sewage into tidal waters from houseboats or floating businesses using marina facilities by devices other than those approved by the Coast Guard is prohibited. Houseboats and floating businesses shall tie into a marina holding tank or pump-out facilities where available.

Sec. 30-131. Marine construction permitting process. [Ord. No. 55-2003, 6-17-2003]

- (a) Permit approval requirement. No piers, wharves, bulkheads, breakwaters, marine railways, floats, or other structure shall be installed, constructed, repaired, enlarged or improved except upon approval and issuance of a permit in accordance with section 30-131.

(b) Procedure for permit.

- (1) Any construction, repair, renovation, or improvement of a pier, wharf, breakwater, or bulkhead shall require a written application to the code enforcement officer of the City of Belfast. Written application shall include the following information:
 - a. Evidence of submission of application for applicable state licenses, permits, and approvals.
 - b. Evidence of submission of application for applicable Army Corps of Engineers licenses, permits, and approvals.
 - c. A scale plan of the proposed project at a scale no smaller than one inch to 20 feet. The plan shall depict, as a minimum, the following:
 1. The length and width of the proposed project.
 2. Height of the structures in the project above mean high water and above mean low water.
 3. The wharf line, mean high water and mean low water.
 4. Side property lines as extended from the upland across the shores and flats.
- (2) A permit under this section shall not be issued by the City of Belfast until all applicable state licenses, permits, and approvals and federal licenses, permits, and approvals and local approvals under this section have been received.
- (3) The code enforcement officer shall review the application for compliance with subsection (1) above and the applicable requirements of the City of Belfast Zoning Ordinance. In the event the code enforcement officer determines the application is complete, then the application, together with related documents, shall be dated and forwarded within five business days to the harbor advisory committee. The harbor

advisory committee shall review the application by the next regularly scheduled meeting. The review and comments of the harbor advisory committee shall be in writing, shall state the reasons for the comments, and shall be forwarded to the planning board for their review and action within five business days of their meeting at which the project was reviewed.

- (4) Upon receipt of the review and comments of the harbor advisory committee, the planning board (after a public hearing) shall either approve, approve with conditions, or disapprove the proposed project, in accordance with the standards of [division 5] of this chapter.
 - a. If disapproved, the disapproval shall be in writing and shall include the reasons for disapproval.
 - b. If approved, the approval shall be in writing and shall not be effective until approval by the planning board under site plan review.
- (5) The harbor advisory committee shall also review the project in accordance with the following standards. Generally, the proposed project will not hinder navigation and it will not hinder future development. Specifically, the proposed project will not:
 - a. Encroach into, interfere with, or pose a hazard to navigational channels. Specifically, no project will extend within 25 feet of the established channels.
 - b. Interfere with access to and from existing mooring and berthing areas for both commercial and recreational uses.
 - c. Displace or eliminate existing mooring and berthing areas, both public and private, commercial and recreational.
 - d. Interfere with public access to and use of the harbor's waters, including public rights-of-way and public and private launching ramps and related facilities.
 - e. Extend outside of the wharf line, established in section 30-95.
 - f. Interfere with, or pose a hazard to navigation, in relation to either obscuring visibility or displaying distracting lights.
- (6) Construction of approved projects shall commence within six months from the date of issuance of the permit by the planning board and shall be completed within two years from the date of issuance of said permit.
- (7) The decision of the planning board concerning issuance or denial of the permit may be appealed to the Superior Court by the aggrieved party within 30 days of the date of decision and in accordance with Rule 80B of the Maine Rules of Civil Procedure.
- (8) Notwithstanding the above provisions of section 30-131, normal and emergency maintenance and repair of piers and wharves, such as piling, decking, or underpinning replacement, which does not require Department of Environmental Protection and/or U.S. Army Corps of Engineers permits or licenses, shall not require a permit under this chapter. The person causing emergency maintenance or repairs shall take photographs

of that maintenance or repair both before and after the completion of work. Such photographs shall be submitted to the Harbor Master and retained as a permanent record.

Sec. 30-132. Harbor Advisory Committee review of shoreland permit applications. [Ord. No. 3-2005, 7-20-2004]

The Belfast Harbor Advisory Committee shall participate in the administrative process regarding the following shoreland permit applications:

- (1) A pier, dock, wharf, bridge, or other structure and use extending over or below the normal high water line of a river or salt-water body or the upland edge of a coastal wetland;
- (2) A marina; and
- (3) Aquaculture operations located in Belfast Harbor that are subject to regulation pursuant to Chapter 82, Shoreland.

The Harbor Advisory Committee's review of such permits shall occur in accordance with City Code of Ordinances, Chapter 82, Shoreland, Section 82-54, procedure for permits issued by Planning Board. The Committee shall make a recommendation to the Planning Board regarding a project's compliance with standards identified in Chapter 82, Shoreland, Article V, Land Use Standards, Division 3, Section 82-204. Certain aquaculture operations in Belfast Harbor are also subject to standards identified in Chapter 82, Shoreland, Article V, Land Use Standards, Division 21, Marine Aquaculture Operations.

The Harbor Advisory Committee, per the procedures and requirements established in Chapter 82, Shoreland, and Chapter 102, Zoning, Article X, Contract Rezoning, Division 4, Waterfront Mixed Use 1 and Waterfront Mixed Use 2 zoning districts and Waterfront Development Shoreland District, shall participate in the review of an application to use contract rezoning.

Sec. 30-133. Permitting of moorings.

Installation of private, non-commercial moorings is subject to approval by the Harbor Master. Installation of commercial or service moorings is subject to the approval of the Harbor Master and the U.S. Army Corps of Engineers.

Sec. 30-134. *S e r v i c e m o o r i n g s*. The installation and use of service moorings is subject to the approval of the Harbor Master and the U.S. Army Corps of Engineers. The Harbor Master may allow the temporary use of City-owned moorings as service moorings during non-peak harbor usage periods, without the need for separate approval. No service mooring shall be occupied by the same vessel for more than two weeks without prior approval by the Harbor Master.

Sec. 30-135. *R e n t a l m o o r i n g s*. Rental moorings shall not be installed or rented without prior approval from the U.S. Army Corps of Engineers and the Harbor Master. This includes moorings offered by marinas for transient or seasonal rental and moorings controlled by yacht clubs is the annual membership fee includes a club-controlled mooring.

No seasonal rental moorings shall be permitted in Anchorage A. Seasonal rental moorings to be located elsewhere shall require approval by the U. S. Army Corps of Engineers and the Harbor Master. The number of commercial or rental moorings will be determined and/or limited by the

Harbor Master, in consideration of any limitations imposed by this Ordinance as well as navigational and safety considerations.

The Harbor Master shall not permit the maintenance of transient rental moorings unless the applicant can demonstrate the ability to provide adequate services to support the rental use, as follows:

- a. The mooring owner shall have the capacity to manage bookings and collect rental monies.
- b. The mooring owner shall be a commercial marine enterprise located in the City of Belfast or have a contracted relationship with a marine enterprise located in the City of Belfast, which has the capacity to perform maintenance, service and repair of boats, as well as towing, moving and tie-up of vessels.
- c. The mooring owner shall have a designated person or person(s) responsible for ensuring the safe use and timely turnover of rental moorings.

through Sec. 30-150. (Reserved)

DIVISION 6
Moorings

Sec. 30-151. Authority of Harbor Master. [Ord. No. 55-2003, 6-17-2003]

The Harbor Master shall have absolute authority over all moorings and mooring locations in accordance with the terms of this article and the laws of the state.

Sec. 30-152. Term of mooring permits; registration fee. [Ord. No. 55-2003, 6-17-2003; Ord. of 2-15-2011]

Mooring permits for Belfast Harbor or the waters adjacent to the shoreline of the City shall be issued for one year at a time and there shall be a yearly registration fee recommended by the harbor advisory committee and approved by the City council.

Sec. 30-153. Shorefront Owner.

It is the intent to give priority as required by state laws under 38 M.R.S.A to shorefront owners with 100 feet of frontage or more. This does not apply to Federal Navigation Project areas in Belfast Harbor or water adjacent to the shoreline of the City may apply for a temporary mooring assignment adjoining their lot, provided that the location of such mooring would not interfere with a mooring assigned to a shorefront owner defined above. The purpose of this provision is to allow the placement of moorings to lot owners adjoining Belfast Harbor or waters adjacent to the shoreline of the City with less than 100 feet of frontage, so long as these moorings can be accommodated based upon the swing of the boat on the mooring and adjoining properties.

Sec. 30-154. Priority for assignment of moorings. [Ord. No. 55-2003, 6-17-2003; Ord. of 2-15-2011]

- (a) Priority for assignment of mooring locations in Belfast Harbor shall be in accordance with the following priority guidelines, with the exception of moorings located within the Federal Navigation Project and the Inner Harbor:
- (1) Shorefront owners
 - (2) City-owned mooring
 - (3) Commercial fishermen
 - (4) Other Commercial Businesses
 - (5) All other vessel owners
 - (6) Secondary or subsequent moorings (see Section 30-157)
- (b) Mooring sites in the Inner Harbor shall be assigned by the following priority guidelines as space allows:
- (1) Shorefront owner
 - (2) City-owned mooring

- (3) Resident Commercial Fisherman
 - (4) Resident Commercial Business
 - (5) Non-Resident Commercial Fisherman
 - (6) Non-Resident Commercial Business
 - (7) Other
 - (8) Secondary or subsequent moorings (see Section 30-157)
- (c) Moorings located within the Federal Navigation Project shall be treated in accordance with federal regulations as open to all on equal terms.

Sec. 30-155. Dating of applications. [Ord. No. 55-2003, 6-17-2003]

Applications for moorings shall be dated upon receipt by the City.

Sec. 30-156. Limit on moorings; waiting lists. [Ord. No. 55-2003, 6-17-2003; Ord. No. 32-2008, 4-1-2008; Amd. of 5-2-2012]

- (a) Limit on Inner Harbor moorings. In recognition of the need to promote safety and convenient passage in the inner harbor, the total number of moorings located within the inner harbor at any time shall not exceed the number of moorings located within the inner harbor as of the date of enactment of this subsection.
- (b) Limit on Anchorage A moorings. There will be no separate waiting list for new or relocated moorings in Anchorage A; moorings within Anchorage A will be assigned from the Outer Harbor waiting list according to the priorities established in Sec. 30-153. However, the Harbor Master shall select names from the waiting list to provide, to the closest extent practicable, that 30% of all assigned mooring locations in Anchorage A are occupied by Commercial and municipal users, and that 70% of all assigned mooring locations in Anchorage A are occupied by Non-commercial users.
- (c) Waiting list for moorings. All mooring and moored float sites shall be under the direct control of the Harbor Master and assigned by him/her on a first-come-first-served basis to qualified applicants for mooring sites. If the Harbor Master receives more applications for mooring sites than there are available mooring spaces, the Harbor Master shall establish mooring waiting lists in accordance with the priorities established in section 30-154 and consistent with the provisions of Title 38 M.R.S.A. § 7-A. Separate waiting lists shall be maintained for the coastal, outer and inner harbors. Applicants shall be identified on the waiting lists by date of receipt of the application. An applicant may elect to refuse a location offered and remain on the waiting list, in which case the next applicant on the list shall be selected. The waiting lists shall be posted at City hall and at the public landing. Payment of an annual fee is required to remain on these lists, which payment must be made by the date shown on the permit renewal application.

Allocation to non-residents. If there are applicants who are non-residents who wish to moor a vessel, the principal use of which is noncommercial, and less than 10% of the moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list. If there are applicants who are nonresidents who wish to moor a vessel, the principal use of which is commercial, and less than 10%

of the assigned moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list. If both nonresident noncommercial and nonresident commercial assignments are below 10% and there are both types of applicants on the waiting list, the available space shall be assigned to an applicant in the category that is the furthest below 10%.

- (d) Assignment of mooring rights to those on waiting lists. The Harbor Master shall, in his or her discretion and in accordance with the assignment priorities identified in this article and under state law, assign moorings as they become available to the first person on the waiting list for a new or relocated mooring in that area of the harbor. Residency of the applicant shall not be considered in taking names from the waiting list(s) except as provided above.

Sec. 30-157. Secondary or subsequent moorings. [Ord. No. 55-2003, 6-17-2003]

Applications concerning a second or subsequent to be held by one person, entity or household shall be handled by the Harbor Master, who shall consider each application and limit moorings to the number of boats owned and registered to the owner's name. Second or subsequent moorings shall be assigned only if mooring space is available and there are no remaining names on the relevant waiting list. Second or subsequent moorings shall be assigned in accordance with the priorities established in Section 30-153, but only upon a showing that the number of moorings requested is required as an operational necessity of the business or entity. No such showing shall be required for City-owned moorings.

Sec. 30-157.5. Registration information. (See Appendix C to Ord. No. 55-2003.) [Ord. No. 55-2003, 6-17-2003]

The Harbor Master shall register all moorings with a completed mooring application including the following information: boat name, state or federal registration number, vessel identification and the name and address of the primary boat owner.

Sec. 30-158. Denial of application. [Ord. No. 55-2003, 6-17-2003; Ord. No. 35-2006, 4-18-2006]

The Harbor Master may deny an application because of insufficient information on the mooring registration application, failure to provide the required registration fee, failure to pay excise tax on the registered or documented vessel, or other reasons as specified by the harbor advisory committee. The Harbor Master may defer an application because of insufficient space for the desired mooring location or because of reasons specified by the Harbor Master.

Sec. 30-158.5 Winter mooring. [Ord. No. 5-2016, 7-19-2016]

With the exception of working Commercial Vessels moored in the Inner Harbor area, no moorings shall be occupied and no vessels shall be anchored in Belfast Harbor during the winter mooring period from November 1 to March 31, without advance approval by the Harbor Master. The Harbor Master will grant approval for use of moorings and anchorages outside the Inner Harbor during the winter mooring period only if the boat owner can demonstrate that : (i) the vessel to be moored or anchored is seaworthy; (ii) the mooring or anchoring gear is adequate to withstand ice and other adverse winter conditions; and (iii) the vessel owner has adequate access to the vessel in winter conditions in the event of an emergency.

Sec. 30-159. Assignment of locations. [Ord. No. 55-2003, 6-17-2003]

The Harbor Master shall annually assign locations to each mooring with the guidance of the mooring plan and ensure its placement is in the correct location. All moorings not located in the correct location shall be moved by the owner at his expense in accordance with the instruction of the Harbor Master. In the event of the failure of the owner to comply with these instructions, the Harbor Master shall move or remove the improperly located moorings, and the cost of this shall be borne by the owner of the mooring.

Sec. 30-160. Log of assignments. [Ord. No. 55-2003, 6-17-2003]

The Harbor Master shall keep a log of the assignment of moorings and submit this log to the harbor advisory committee annually on or before November 1 of each year.

Sec. 30-161. Moving mooring or buoy; transfer of use of mooring. [Ord. No. 55-2003, 6-17-2003]

No person shall place, alter or shift a mooring or buoy of any type within the boundaries of Belfast Harbor or the waters adjacent to the shoreline of the City without the written permission of the Harbor Master. The assignment or use of a mooring location shall not be transferable, except that, upon the death of the assignee, that location may be transferred to a member of the assignee's immediate family, only if the mooring assignment was and will be used for commercial fishing purposes (38 M.R.S.A. § 3-A).

Sec. 30-162. Size of moored vessel. [Ord. No. 55-2003, 6-17-2003; Amd. of 5-2-2012]

The Harbor Master shall be promptly notified by the owner of the mooring of a proposed change in the size of the vessel that is to be registered to a mooring. A change in size of the vessel may require a change of location and/or upgrading of the mooring.

No vessel exceeding 40 feet in overall length shall be allowed on a single point mooring within the inner harbor. Vessels exceeding 40 feet in overall length shall be placed on moored floats or in slips. No vessels over 50' in overall length shall be moored within the limits of Anchorage A, except City-owned moorings.

Sec. 30-163. Use by non-registered vessel. [Ord. No. 55-2003, 6-17-2003; Ord. No. 32-2008, 4-1-2008; Amd. of 5-2-2012]

The Harbor Master shall be promptly notified if a mooring is to be used for a vessel not registered to it. The Harbor Master may allow incidental use of a mooring, for a period of no more than 14 days per season and provided that the mooring owner receives no fee for the use. A vessel not registered to a specific mooring may not exceed 14 days of use per season on any mooring other than a designated seasonal rental mooring. Moorings in the inner harbor or in Anchorage A shall not be used by any vessel not registered to that mooring unless specifically designated as a rental or service mooring at the time of application and approved as such by the Harbor Master and, if necessary, the U.S. Army Corps of Engineers.

Sec. 30-164. Suspension or termination of mooring assignment. [Ord. No. 55-2003, 6-17-2003; Amd. of 5-2-2012; amended 3-17-2015]

The Harbor Master may suspend or terminate the mooring assignment of any mooring owner for noncompliance with the application rules, construction standards or marking standards, or failure to comply with any order of the Harbor Master given according to the provisions of this article.

All mooring and moored float permit holders with sites located in the Inner Harbor and Anchorage A and whose moorings/moored floats are not used as permitted at least 50% of the time for three consecutive months during the calendar year may have their mooring/moored float deemed abandoned and removed by the City. All mooring and moored float permit holders with sites located in the outer and coastal harbors, whose moorings/moored floats are not used as permitted at least every two years, may have their mooring/moored float deemed abandoned and removed by the City. The Harbor Master may grant exceptions to this section either upon advance request or on appeal made within 30 days of issuance of the written notice of abandonment. Such requests shall be granted only upon proof of extenuating circumstances such as selling the boat, inability to use the boat, or other reasonable unforeseen situations, and upon a showing of definite intent to use the mooring as provided herein. In the event any exceptions are made to this section, all fees and inspections must remain current.

Sec. 30-165. Placing more than one craft at mooring. [Ord. No. 55-2003, 6-17-2003]

No person shall permit or place more than one vessel at a mooring unless such vessel does not interfere with adjacent moorings and anchorages or other navigational conditions or exceed the limits of the weight of the mooring as determined by the Harbor Master with the exception of boats moored to floats.

Sec. 30-166. Numbering and marking. [Ord. No. 55-2003, 6-17-2003; Ord. No. 32-2008, 4-1-2008]

All moorings shall be numbered as assigned by the Harbor Master. The numbers shall be of adequate size to read easily. They shall be placed on a floatable, visible, and Coast Guard approved type buoy attached to the mooring. For all new or replacement mooring buoys as of January 1, 2001: To avoid mistaking mooring buoys for aids to navigation or regulatory markers,

they shall be colored white with a single blue horizontal band clearly visible above the water line. Pole moorings shall not be permitted for use in the harbor. All winter buoys shall be visible at all times and of adequate size to clearly read required mooring number. All winter buoys are to be replaced by proper mooring buoys no later than June 1.

Sec. 30-167. Design standards. [Ord. No. 55-2003, 6-17-2003; Ord. No. 32-2008, 4-1-2008; Amd. of 5-2-2012]

- (a) Standards for areas of Belfast Harbor other than, the inner harbor.
 - (1) All new moorings constructed or installed after the date of this amendment shall have

granite block anchors and steel staples, of sufficient weight to hold the vessel for which they are to be used. All staples shall have a minimum diameter of one inch. Refer to minimum standards. All moorings shall be approved by the Harbor Master. Boat and/or mooring owners may be liable for any damage caused by faulty, inadequate, or improperly placed moorings. The safe, serviceable condition and adequate size of all mooring equipment is the direct and ultimate responsibility of the mooring permit holder. The prudent seaman rule shall apply. The City of Belfast is not liable for any damage inflicted if a minimum standard mooring fails. Minimum standards below are for fair weather only. **[Amended 8-6-2019]**

- (2) Hand-mixed concrete blocks, old engine blocks and other miscellaneous weighted objects are not acceptable as mooring anchors in Belfast Harbor.
- (3) The moorings shall have heavy steel bottom chain of a minimum as stated in standards.
- (4) The minimum mooring scope shall be approximately two times the water depth at mean high water. Total scope shall include bottom chain and lighter gauge top chain with a minimum diameter, as stated in standards, each of which shall consist of approximately 1/2 of the total length.
- (5) Each mooring must have at least one swivel at the connection either between the top chain and mooring buoy or between the heavy bottom chain and the top chain. All swivels and shackles must be appropriate size for the chain size.
- (6) Pennants [pendants] connecting the mooring buoy to the moored boat shall be fastened to the top chain or top swivel and shall consist of nylon, or other appropriate pendant line equal in length up to 1/2 the length of the boat. Refer to minimum standards.
- (7) Despite the dimension standards established in this section, any part of a mooring showing excessive or obvious wear or any mooring which does not meet the Harbor Master's approval shall not be permitted.
- (8) Minimum standards: **[Amended 8-6-2019]**

Length of Vessel (in feet)	Granite (in pounds)	Top Chain	Bottom Chain	Pendant
0—9	500	3/8	Under 20 feet with approval	1/2
10—19	1,000	3/8	7/16	5/8
20—30	1,500	1/2	5/8	3/4
31—35	2,000	1/2	5/8	3/4
36—40	2,500	1/2	3/4	1
41—50	3,000	1/2	7/8	1
51 and over with approval				

- (9) When foul weather is forecast, vessel and mooring owners may take reasonable actions to protect their vessels, including lengthening the pendant beyond the scope provided above. All such actions are subject to direction and modification by the Harbor Master in the interest of protecting neighboring vessels and property.

(b) Inner harbor design standards.

- (1) All new moorings constructed or installed after the date of this amendment shall consist of granite block anchors and steel staples, of sufficient weight to hold the vessel for which they are to be used. Staples shall have a minimum diameter of one inch. Refer to minimum standards. All moorings shall be approved by the Harbor Master. Boat and/or mooring owners may be liable for any damage caused by faulty, inadequate, or improperly placed moorings. The safe serviceable condition and adequate size of all mooring equipment is the direct and ultimate responsibility of the mooring permit holder. The prudent seaman rule shall apply. The City of Belfast is not liable for any damage inflicted if a minimum standard mooring fails. Minimum standards below are for fair weather only. **[Amended 8-6-2019]**
- (2) Hand-mixed concrete blocks, old engine blocks and other miscellaneous weighted objects are not acceptable as mooring anchors in Belfast Inner Harbor. Mushroom anchors shall not be used as mooring anchors.
- (3) The moorings shall have heavy steel bottom chain of a minimum as stated in standards.
- (4) The minimum mooring scope shall be approximately 1 1/2 times the water depth at mean high water. Total scope shall include bottom chain and lighter gauge top chain with a minimum diameter, as stated in standards, each of which shall consist of approximately 1/2 of the total length.
- (5) Each mooring must have at least one swivel at the connection either between the top chain and mooring buoy or between the heavy bottom chain and the top chain. All swivels and shackles must be appropriate size for the chain size.
- (6) Pennants [pendants] connecting the mooring buoy to the moored boat shall be fastened to the top chain or top swivel and shall consist of nylon, or other appropriate pendant line equal in length up to 1/2 the length of the vessel. Refer to minimum standards.
- (7) Despite the dimension standards established in this section, any part of a mooring showing excessive or obvious wear or any mooring which does not meet the Harbor Master 's approval shall not be permitted.
- (8) Minimum standards for inner harbor:

Length of Vessel (in feet)	Granite or Equiv. (no mushrooms)	Top Chain	Bottom Chain	Pendant
0—9	500	3/8	5/8	1/2
10—19	1,000	1/2	5/8	5/8
20—30	2,000	1/2	3/4	3/4
31—35	2,500	1/2	1 inch	7/8
36—40	3,000	1/2	1 inch	1

- (9) When foul weather is forecast, vessel and mooring owners may take reasonable actions to protect their vessels, including lengthening the pendant beyond the scope provided above. All such actions are subject to direction and modification by the Harbor Master in

the interest of protecting neighboring vessels and property.

Sec. 30-168. Inspections. (See Appendix D to Ord. No. 55-2003). [Ord. No. 55-2003, 6-17-2003]

- (a) The Harbor Master or an appointed deputy shall inspect and approve or be otherwise satisfied that each mooring is in safe condition before it is placed in the anchorage.
- (b) Every two calendar years a mooring shall either be lifted by or at the expense of the owner and inspected at the direction of the Harbor Master or an appointed deputy or be inspected at the owner's expense by a diver at the direction of the Harbor Master or an appointed deputy. A mooring shall be removed if any maintenance or improvements noted by the inspector are not met to the Harbor Master's satisfaction within a reasonable period of time.
- (c) The Harbor Master shall maintain a file on each mooring listing the date of the last inspection and the name of the person who last inspected it.

Sec. 30-169. Relocation due to dredging. [Ord. No. 55-2003, 6-17-2003]

The moving or relocation of any mooring as a result of dredging of Belfast Harbor will be completed at the owner's expense.

Sec. 30-170. Removal by City. [Ord. No. 55-2003, 6-17-2003]

All moorings removed because of nonpayment, or for any other reason, shall be stored in an area south of the breakwater. If not removed within 60 days, they will become the property of the City. If the mooring owner still wants a mooring location, the owner must pay the mooring fee, the late payment fee, and the cost of removal of the mooring and cost of placing the mooring in the new location.

City of Belfast, ME

Sec. 30-171

Sec. 30-172

Sec. 30-172. through Sec. 30-190. (Reserved)

DIVISION 7
Moored Floats

Sec. 30-191. Maximum size; approval of plans. [Ord. No. 55-2003, 6-17-2003]

The size of a moored float is not to exceed eight feet by 30 feet without approval of the Harbor Master. Plans for construction of the float are to be submitted and approved by the Harbor Master.

Sec. 30-192. Position. [Ord. No. 55-2003, 6-17-2003]

A moored float shall be moored or anchored so as to stay in line with the current or in such a manner that would not create a navigational hazard.

Sec. 30-193. Permits. [Ord. No. 55-2003, 6-17-2003]

Moored floats are to have appropriate U.S. Army Corps of Engineers, City, or any other required permits.

Sec. 30-194. Applicability of mooring regulations. [Ord. No. 55-2003, 6-17-2003]

Moored floats, whether commercial, rental, or private, are to be regulated in the same manner as permitted moorings in this article, and by federal or state law.

Sec. 30-195. Fees. [Ord. No. 55-2003, 6-17-2003]

Moored float fees will be established annually by the City council, pursuant to section 30-221(a), on a per-structure basis, regardless of whether the use is for commercial, rental, or private purposes.

Sec. 30-196. Assignment of locations. [Ord. No. 55-2003, 6-17-2003; Amd. of 5-2-2012]

Moored float locations will be assigned by the Harbor Master in accordance with predetermined areas which the Harbor Master has identified as appropriate for moored float locations, and, within those areas, to a specific location requested by the applicant, or to the closest such location that is appropriate for the applicant's use and otherwise permissible under this article. Moored floats in the inner harbor shall be placed along the easterly edge of the channel buffer if space is available. No moored floats or structures shall be allowed within the twenty-five-foot buffer to the channel. Permits will not be granted for floats if the placement of the moored float interferes with navigation of other vessels or interferes with the use of other mooring sites by vessels with permits, or if the placement of such a float is inconsistent with space management of the harbor.

Sec. 30-197. Navigational hazards and unsafe floats. [Ord. No. 55-2003, 6-17-2003]

If a moored float creates a navigational hazard or is considered to have the potential to become a navigational hazard, or is not considered to be a sound or safe berth by structural failure or damage if the float is left in during winter months and ices up, etc., the Harbor Master may require the float not to be used or to be immediately removed by the individual the moored float is permitted to. If the float is not removed, the Harbor Master may remove it at the owner's expense.

Sec. 30-198. through Sec. 30-220. (Reserved)

DIVISION 8
Fees

Sec. 30-221. Establishment; use. (See Appendix E) [Ord. No. 55-2003, 6-17-2003]

- (a) The City council, at its last meeting in December of each year, or at such time as the council may designate, shall establish or amend the schedule of user fees for the City facilities and the harbor. The schedule of fees shall include but not be limited to the following:
- (1) Mooring fees.
 - (2) Dinghy fees.
 - (3) Public float fees, i.e., fees for overnight dockage, water, and electricity.
 - (4) Launching fees.
 - (5) Change of mooring list fees.
 - (6) Miscellaneous service fees.
- (b) The schedule shall include the billing date and the due date for payment of fees in full. Nonpayment of fees shall result in exclusion of the user who failed to pay the fee from the harbor facilities for which payment was required. All fees paid to the City are to be returned to the harbor account for upgrading and maintaining the harbor facilities.

Sec. 30-222. Payment of permit fees. [Ord. No. 55-2003, 6-17-2003]

Statements for mooring permit renewals are to be mailed by April 1 and will be due and payable by May 1 of each year, with no second notices being mailed. A late payment fee will be charged after May 1. After May 30, loss of privilege will occur.

Sec. 30-223. Harbor usage fees. [Ord. No. 55-2003, 6-17-2003]

See Appendix F to Ord. No. 55-2003.²

Sec. 30-224. through Sec. 30-249. (Reserved)

2. Editor's Note: Said Appendix F and any amendments thereto are on file in the City offices.

NOTICE OF PUBLIC HEARING BELFAST CITY COUNCIL PROPOSED AMENDMENTS TO CITY CODE OF ORDINANCES

The Belfast City Council at its meeting of Tuesday, February 18th, 2025, beginning at 7:00 P.M. or as soon as practical thereafter, shall conduct a First Reading and an accompanying Public Hearing on proposed amendments to the City Code of Ordinances, Chapter 30 Marine Activities. The public hearing will be conducted in person at City Hall and can be streamed on the City website at www.cityofbelfast.org.

The City Council is considering proposed amendments to Chapter 30 Marine Activities that would modify the allowances for large passenger vessels. The Amendments propose that any marine vessel certified to carry 50 or more passengers shall not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities. After a First Reading and Public Hearing, the Council will discuss the proposed amendments and may consider options for moving forward. A Second Reading at a later date is required before any amendments may be adopted.

The City encourages persons who may be affected by the proposed amendments to offer comments to the Board. The Board is accepting comments in the following ways:

- 1) Submit written comments by 12 noon on February 18th, 2025 by email to directorplanning@cityofbelfast.org. This is the preferred method to submit comments.
- 2) Submit written comments by 12 noon on February 18th, 2025 by letter to: City of Belfast, Planning and Codes Dept, 131 Church Street, Belfast ME 04915.
- 3) Submit oral comments in person during the public hearing portion of the meeting.

The complete text of amendments the Board is considering can be found on the city website, www.cityofbelfast.org, reference Planning and Codes. A copy of the proposed amendments is also available for inspection in the Planning and Codes Department offices during normal business hours, 7:00am – 6:00pm, Monday-Thursday.

Questions regarding the proposed amendments can be directed to the Planning and Codes Department offices, 338-3370 x 125, or by email to Bub Fournier, Director of Planning and Codes, directorplanning@cityofbelfast.org.

10.F+G



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: February 10, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Request for the Regular Agenda.

10.F Belfast Garden Club – Annual Plant Sale

The Belfast Garden Club intends to host their Annual Plant Sale, one of their largest fundraisers of the year, and they intend to rent the Belfast Boathouse while also securing space within Steamboat Landing Park for this event.

The Belfast Garden Club's Annual Plant Sale will be held on Saturday, May 24 between 10 AM-2 PM; in coordination with Parks and Recreation, they will utilize parking spaces for pick-ups of large plant orders, and the Belfast Garden Club will monitor the parking lot at the Boathouse to ensure that handicap parking is available for this event while allowing kayak put-in users to access the boat launch. The use of Steamboat Landing Park is the southern 1/3 of the park, closest to the Belfast Boathouse. The Club will utilize the outdoor porta-johns for this event, while the restrooms inside the Boathouse will be held for volunteers.

The Club would like to secure the Belfast Boathouse for Friday-Sunday, May 23-25 and Steamboat Landing Park for Saturday, May 25. The Club will complete event prep. on Friday, host the sale on Saturday, and use Sunday for any last clean-up and organization within the Belfast Boathouse. Due to the extraordinary services provided by the Belfast Garden Club to the City of Belfast to include the public gardens, the TWiG program, and other educational programs, tours, and activities, the Parks and Recreation Director is recommending a waiver of the \$1,500 non-profit rental rate for this event. The costs to provide the public gardens supplies are approximately \$3,600/year, and this large fundraiser supports that program as well as other work that this group does in the community.

At this time, the Belfast Garden Club has completed both rental packets for the Belfast Boathouse and Steamboat Landing Park, and have paid their \$500 security deposit for the Belfast Boathouse rental. Additionally, their Certificate of Insurance is in place for this event and for all other activities coming up in 2025.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

February 10, 2025

Page 2

The Parks and Recreation Department recommends approval of this park use request, and requests approval of the Belfast Boathouse rental with a 100% waiver of the non-profit rental fee.

10.6

Kelly Hutchinson - Coastal Connections Craft Fair

Ms. Kelly Hutchinson is proposing to host a non-juried craft fair on Saturday, May 10 (Mother's Day weekend), and is proposing to host local and regional vendors in Steamboat Landing Park. Per Kelly's initial map she has allowed for approx. 66 spaces, although the layout may need to change based on final vendor count; the width of Steamboat Landing Park is at its shortest in the gazebo area, so Parks and Recreation will work with Kelly on final layout once vendor count is known.

This brand-new craft fair is proposed for a single day from 10 AM-4 PM, with an overall rental time of 7:45 AM-6 PM to include set-up and load-in, and load-out and clean-up. Ms. Hutchinson is charging a \$70 fee to vendors for their 10' x 10'x space; those funds will be used for marketing and publicity for the event. Vendors are responsible for bringing their own tents, stakes/weights, tables, and chairs. Ms. Hutchinson is proposing some children's craft sales tables as well as acoustic music. There are no food vendors proposed for this event, and she intends to encourage visitors to visit the restaurants downtown.

Ms. Hutchinson will work with Parks and Recreation for parking recommendations, barricade management for the Belfast Boathouse parking lot, and for gate access. The Belfast Boathouse supplies will not be used for this event. The Certificate of Insurance will be due in late April, and once she has received feedback on her event approval, she will secure the liability insurance per City requirements.

Parks and Recreation recommends the approval of this Steamboat Landing Park rental request.





Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Belfast Garden Club Plant Sale fundraiser

BRIEF EVENT DESCRIPTION: Plant Sale at Steamboat landing park
and Belfast Boathouse on Memorial Day Weekend

DATES and TIMES: Friday, May 23 - Sun. May 25. Sale is Saturday May 24, 9-12pm

PROPOSED LOCATIONS/AREAS TO BE USED: Boathouse and ~ 1/4 of Steamboat
Landing park

ORGANIZING GROUP (if applicable): Belfast Garden Club

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Alexa Clifford, President

MAILING ADDRESS: PO Box 502, Belfast ME 04915

PHONE NUMBER: 207-218-1110 **CELL PHONE:** 202-560-2952

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207-338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Set up begins Friday a.m. inside the Boat House; Saturday begins with moving tables and plants outside to lawn. Plant Sale starts at 9am and ends at noon. Will only use boathouse tables allowed outside and some tables used inside. Clean up is Saturday and maybe

Based on the facilities noted above, how do you intend to use the spaces requested?

Tables allowed outside will have donated plants for sale to the general public; some tables will be used inside by cashiers for public to pay for plants and to hold houseplants. About 7-10 chairs needed. Kitchen would be used by volunteers only for free coffee/snacks.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No.

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

not sure - depends on weather; likely over 200 over 4 hour sales period.

How many volunteers do you expect at your event?

30

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

Plants and garden-related items (no other vendors will be selling anything)

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

Plants and garden-related items (no other vendors will be selling anything)

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No.

How do you propose to handle garbage removal?

Belfast Garden Club volunteers will remove all garbage.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

We will work with P & R on new parking arrangements—designated pick-up areas, designated H/C parking, spaces held for boat ramp/kayak rack access, designated customer parking, and volunteer parking recommendations.

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

Porta-johns outside the Boathouse will be used by the public. The Boathouse restrooms will be used by club volunteers only.

What are your electrical needs, and how will you provide electricity?

Minimal - charging POS sales systems (iPhone, Square), powering cleaning equipment post sale.

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

Conversational crowd noise during sale.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

No plans for a first aid tent; in case of inclement weather will use Boathouse for most sales.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

No.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No.

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Allen / undewritten by MMG

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Alexa Clifford, President, azclifford@me.com; (c) 202-560-2952

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

Barricades/cones from Parks & Recreation; Gate unlocked for access to SBL, and outside tables & chairs

Are there any other details you haven't addressed and that you would like to include?

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes

No

Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE: *[Handwritten Signature]*

DATE: Feb. 10, 2025

REVIEW #1: *Pamela J. Salokangas*

DATE: February 3, 2025

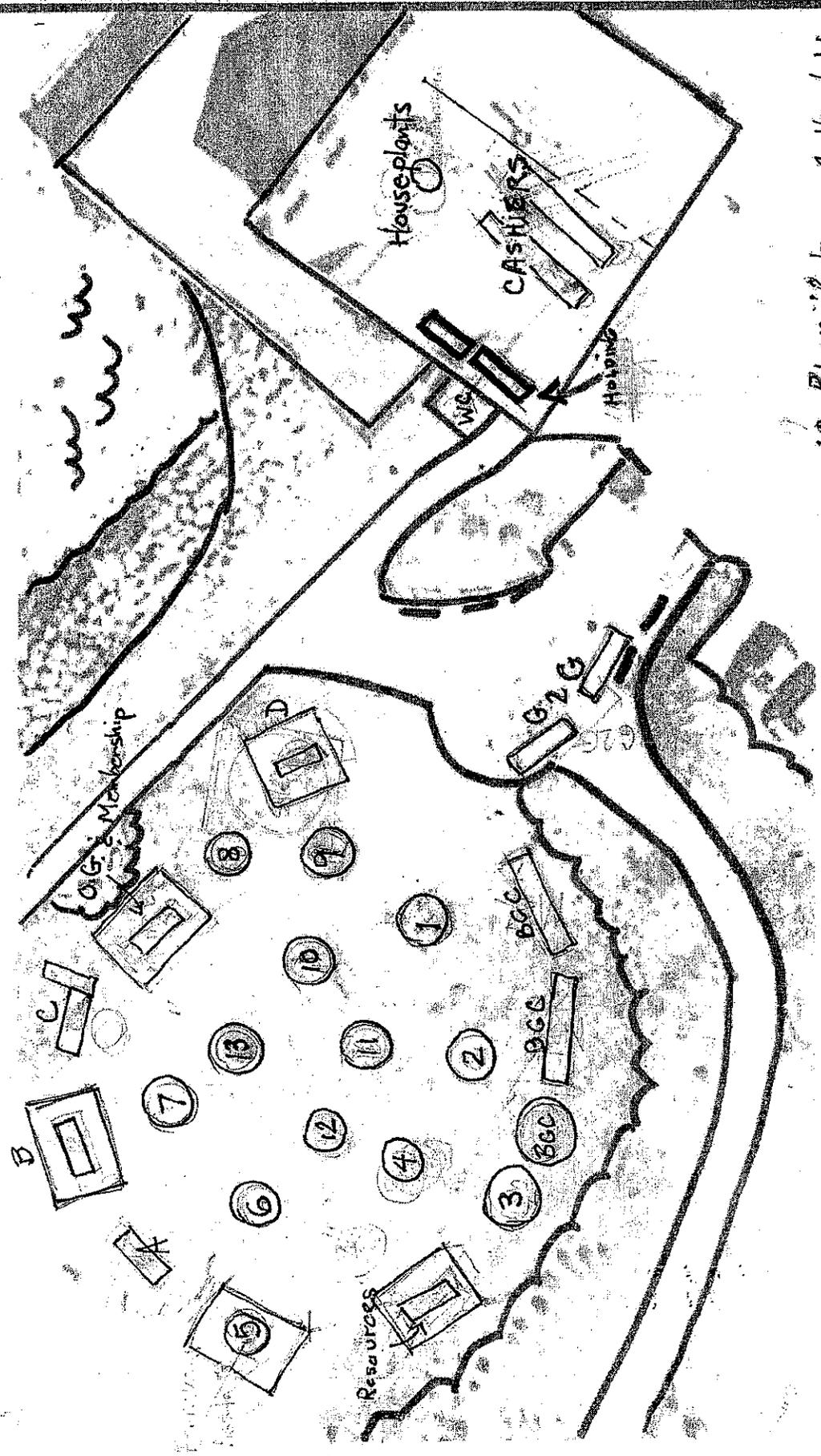
REVIEW #2: _____

DATE: _____

APPROVAL: *Pamela J. Salokangas*

DATE: February 10, 2025

Plant Sale Map 2024



- 10. Bloom in Roots
- 11. Aubuchon
- 12. Evergreen
- 13. Plants Unlimited

- 7 - Fireflower
- 8 - Tree/shrub
- 9 - Village side

- 4 - Native
- 5 Fernwood/Hosta
- 6 Peace meal

- 1 - Baker
- 2 - Honey Petal
- 3 - Herbs

- A Vegetable
- B Partial
- C Sun
- D Shade



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Coastal Connections Craft Fair

BRIEF EVENT DESCRIPTION: An event to get all the local crafters together to show their items. From the established vendors to the "Ma and Pa" Craft Vendors

DATES and TIMES: May 10th from 10 AM to 4 PM

PROPOSED LOCATIONS/AREAS TO BE USED: Steamboat Landing Park

ORGANIZING GROUP (if applicable):

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Kelly Hutchinson/ Tedi Ahern

MAILING ADDRESS: 397 Mount Ephraim RD. Searsport, ME, 04974

PHONE NUMBER: **CELL PHONE:** (207)735-3254

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207-338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

I hope to put on a craft fair Sat, May 10th (Which is also my birthday) that allows all sorts of crafters to show their items. I would like to use the Gazebo for the children crafters to set up. I also hope to have acoustic music playing for the shoppers and have the Pixel Fund, an Animal Rescue, there to show what animals they may have up for adoption, especially with it being spring time there is always an increase of baby animals. The shopping part of the event will be from 10 AM - 4 PM. Set up will be from 7 AM - 9:45 AM and break down will be from 4 PM - 6 PM.

Based on the facilities noted above, how do you intend to use the spaces requested?

I would use the Gazebo for the children sellers to set up under, since they would not have tents like others vendors would have. And provide some card tables for them. I would also use the Gazebo for the acoustic music. I would use the center of the Steamboat park and setup a broken "U" around the Gazebo for vendors to sell their items. And have in the back corner an extra Porta Potty

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No. I would not need any streets closed off.

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

Hoping to have 300+ with advertisement.

How many volunteers do you expect at your event?

I would have four people to help with vendor load in and break down. But this event will not be one that needs vendors to help with the customers. I will have one person helping with parking at the Boathouse Landing lot and will have one at the Belfast Common lot. Both will have bright Colors to stand out and to help with parking. There will also be one to two at the first AID Tent

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

There will be other vendors there selling their items which could include, jewelry, stones, pottery, freeze dried candy, slime, clothing, art, plants, and more.

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

There will be other vendors there selling their items which could include, jewelry, stones, pottery, freeze dried candy, slime, clothing, art, plants, and more.

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

Yes. I will be renting spaces for \$70 to the adult vendors to help pay for advertisement, Flyers, and volunteers. I am going to charge the children \$10. So they can start to learn the full process of what goes into an event. Fee, Setup, Payment, etc.

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

Vendor spaces will be 10x10 or 10x20 for a double space. There will be a foot space in between tents. Children will be under the gazebo, two per table. We will load in and out by the boat house. If allowed, drive up, drop off, park, but that's weather depending leading up to the event. I will have people come in time slots to help avoid clustering of vehicles when unloading. I will make sure to have it in the notes that they under NO circumstance can drive on the harbor walk. Pedestrians will be using the pathway and we can not disturb that.

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No Fire at this event.

How do you propose to handle garbage removal?

I will put out a large barrel for customer to throw items they may have. I will let the vendors know to take care of their own trash. I will take the trash with me at the end of the day and toss it in our dumpster at our house. There will be no food so not a lot of trash.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

I will tell vendors to please car pool. I will tell them to unload their vehicles, then tell them to move to to park at the Washington Street Parking Lot. I will give them a heads up that they will have to walk back, but this allows all the best parking spots for the shoppers. I will advertise to the public that they can park at the upper parking lot of Belfast Common (Union Street), head-in parking along Belfast Common on Miller Street, and right-side ONLY (downhill) parallel parking on Front Street. After that, you can suggest, Washington Street Parking Lot, Main Street parking, or Front Street Shipyard lot. I will make sure to have no parking signs put out on the neighborhood streets above the Boathouse and NO event parking allowed on Commercial Street.

How do you propose to handle security, if needed.

No security is needed for the event. It will only be a day event and not an over night event.

How do you propose to handle the need for regular and accessible restrooms?

I was told that there is two down there already. I will be also having on the flyers all the different restaurants shoppers can visit to get food and drinks and shops they can shop at. This will also help with the shoppers needing the porta potties.

What are your electrical needs, and how will you provide electricity?

No electrical is needed for the event.

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

I do not believe there will be a lot of noise for this event. Just the noise of shoppers and one acoustic person playing. from 10-4 will be the most noise. With a little for setting up and breaking down. Set up will be from 7 am - 9:30 am (All cars must be moved by then)

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

I will require all vendors to stake down their tents along with having their tents weighted down for any wind we may have. They must bring their own stakes and weights for the event. I will also have a first aid kit at a tent, marked out, for anyone who may need it. My mom also has some medical experience.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

I have not talked to the neighbors in the area for the event yet, but will do so if approved. I will provide whatever parking signage is needed for the event.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No alcohol will be served at the event. If asked can always direct them to a nice meal at one of the local restaurants like, Darby's, Rollies, Front Street Pub to name a few for them to eat and drink at.

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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. I am able to get the event covered. I just need the date approved for the event before they will take payment.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

ACT Insurance

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Kelly Hutchinson (207)735-3254
Tedi Ahern (207)&35-8334 Both share Coastalcreations049@gmail.com

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

N/A

Are there any other details you haven't addressed and that you would like to include?

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?



Yes



No

Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	Steamboat Landing Park gate access; barricades for Boathouse lot.
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE:	<u>Kelly T. Hutchinson</u>	DATE:	<u>1/26/25</u>
REVIEW #1:	<u>Pamela J. Salokangas</u>	DATE:	<u>2/5/25</u>
REVIEW #2:	_____	DATE:	_____
APPROVAL:	<u>Pamela J. Salokangas</u>	DATE:	<u>2/10/25</u>

Certificate of Insurance will be due April 28, 2025.

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director at least 60 days prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

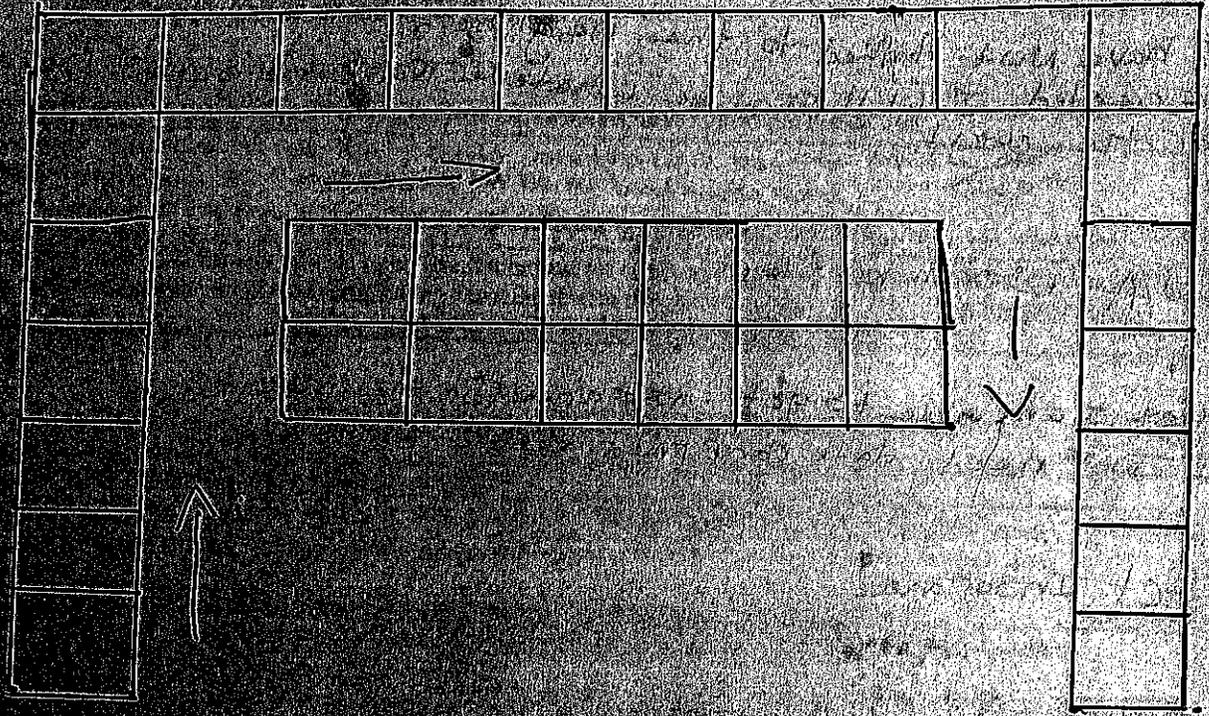
Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

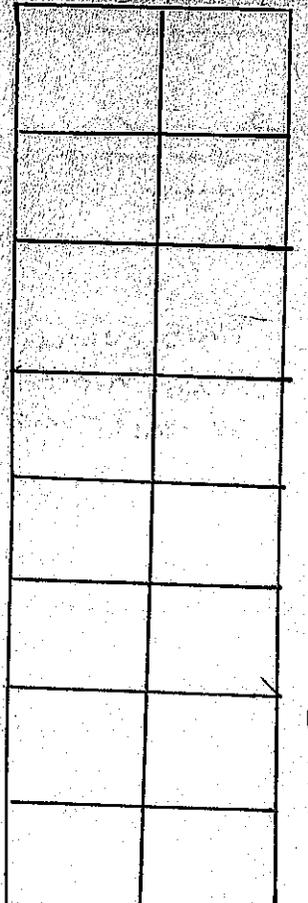
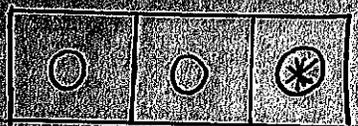
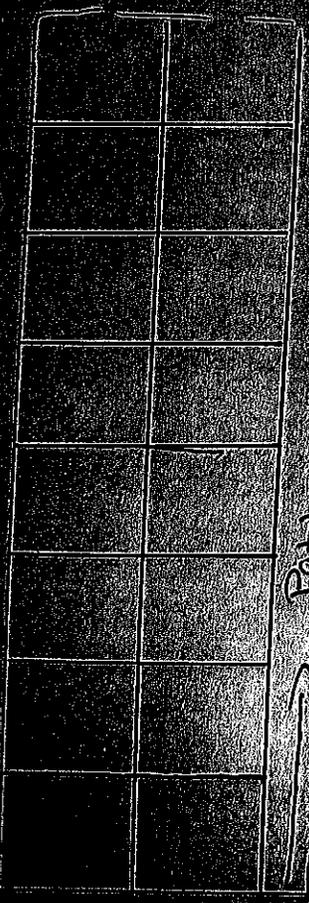
- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.



Entry path

Entry path

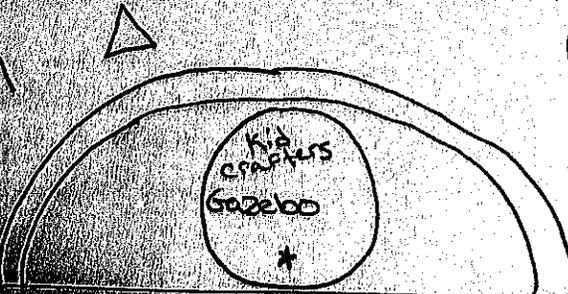


Path

Path

Path

Path



10x10 space

* = Kid Craft Gazebo

O = our booth/info

10x10 space

△ = Acoustic Area

⊗ = Pixel Fund Spot

10.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: February 11, 2025
RE: Request Approval for Grant Application

Last year, the Belfast Parks and Recreation Department was targeting an application for an Environmental Steward through the Maine Conservation Corps. Environmental Stewards “are placed individually with host sites to accomplish conservation initiatives. These can include volunteer recruitment and management, water quality monitoring, protecting endangered species, increasing capacity, habitat restoration and more.”

Belfast Parks and Recreation wasn’t able to submit a grant application prior to the fall deadline, but I recently learned that the Maine Conservation Corps had an overabundance of Steward applications; therefore, they have re-opened the application in order to secure a few more placements for their applicants.

The Department is requesting permission to apply for this grant opportunity which does require matching funds of approximately \$11,000 if the department is chosen. This program is funded through Americorps, and funding is in place at this time as this is from a previous budget year; while something could change, staff consider funding in place at this time. An Environmental Steward serve 900-hours from mid-June through November, and they are recruited based on specific conservation projects proposed by the grant applicant.

- At this time, we have several projects that could be accomplished by this Environmental Steward:
- Assist the Department with the Shore Corps. Stewards design and execute the community programs at Belfast shorelines (Belfast City Park and along some of the Rangeways).
- Inventory and investigate Pendleton Park to include trail review and GPS work, inventorying tree canopy, and document invasive species.
- Work with our partner group—the Belfast Garden Club—to assist with our replacement tree plantings at Belfast City Park, conduct a tree canopy inventory and identify invasive species near the playground area, assist with the TWiG project taking place at the Wales Park Patch Forest.
- Assist with the launch of the Adopt-A-Park program once it is approved to move forward.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

February 11, 2025

Page 2

- Assist with the development of Rangeway and Park signage and complete sign installations with assistance from our Parks Maintenance team.
- Complete a full Donor Bench inventory to include photography, GPS work, and mapping.

The Parks and Recreation Department has salary savings within its FY25 budget since our seasonal maintenance position remains open since July 1, 2024; the salary savings could be applied toward the overall \$11,000 in salary costs for the first two-three weeks that the Environmental Steward would be working (early- to mid-June, 2025). Department staff would also complete a Capital request during the FY26 Budget Process for the funds to cover the remaining salary from July 1-November 30, 2025. The \$11,000 in salary match due from the City is due to the Maine Conservation Corps during the first two months of the program. Additionally, there may be an opportunity to apply for a Conservation Field Team in 2026 to complete some of the trail and inventory work completed by the Environmental Steward, if we're awarded a position.

I am hopeful that City Council would support this project as the work tasks noted above help with several projects that will be coming forward in 2025 and 2026.



10.I



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

Dear Business Owner:

The City of Belfast Parks and Recreation announces its solicitation for the Belfast City Park Concession Stand! We are searching for business to operate the Belfast City Park Concession stand for the two-year period of May 1, 2025 through September 30, 2026 (two summer seasons). The building has the capability of operating as a lunch counter or snack shack.

The City is soliciting for interested parties to submit a simple one-page Request For Proposal (RFP) that will then be reviewed by City staff. The Concession Building at Belfast City Park has all modern small restaurant-style equipment for park-style food. The Concession Building should be open between the dates of early June through Labor Day, at a minimum.

If you have an interest in providing the Parks and Recreation Department with a proposal, please complete the following Request for Proposal form (fillable PDF). All questions should be directed to the Director of Belfast Parks and Recreation Department at 338-3370, x127, or by email to parksandrec@cityofbelfast.org. Proposals will be reviewed on March 24, 2025 at 10 AM at Belfast City Hall.

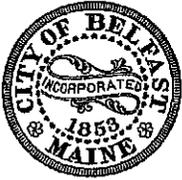
Park Use Notes: There are many morning and early evening fitness users walking the trail and main road, and there are a large contingent of tennis and Pickleball players who play in the early mornings. Little League T-Ball games are played on Saturdays at the park. Lunchtime is a very busy time at the park, especially on weekdays, as folks will come to enjoy lunch near the water. When the pool is in operation, families enjoy purchasing lunch, drinks, snacks, etc. The playground tends to be busy at lunchtime and in the afternoon hours. When programming is scheduled at the park, there can be good crowds; this includes Storytime hours, arts and crafts programs, and special events when scheduled. We also handle many pavilion rentals during the summer months, and they mostly fall on the weekends; sometimes we'll host weekday pavilion rentals to summer camps and visiting parks and recreation departments.

Proposals received after this date may be considered, but there is no guarantee. The City reserves the right to accept and/or reject all proposals. We look forward to receiving your proposal!

Cordially,

Pamela J. Salokangas, CPRE, CPSI, Belfast Parks and Recreation





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Request For Proposal City Park Concessions Operation

Business / Company: _____

Daytime Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact Person: _____ Email: _____

Proposed Operational Schedule (days/hours): _____

Proposed General Menu (daily specials and rotational items are allowed; **looking for base menu info.**):

Monthly Rent is \$200/month, due the first of each month. What is your preferred method to pay your monthly rent? _____

Do you currently have the appropriate licensing to operate a concession stand to include State of Maine Department of Health & Human Services "Eating Place – Takeout" license, and ServSafe Certifications?

Yes No

If no, will you be able to secure all local/state permits and licensing/certification by June 1, 2025?

Yes No

Are you currently insured with a General Liability Insurance Policy at the \$1,000,000 threshold, and with worker's compensation coverages?

Yes No

How will you advertise the concession stand to the local community? _____

Some Important Policies: The City currently pays for the stand's utilities and the City is responsible for the restaurant equipment to include griddle, deep fryer, deli prep table, freezer, refrigerator, drink cooler, ice cream freezer, and sinks. The City will supply a minimum of four picnic tables in the general area of the Concession Building.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

All food supplies, paper products, cleaning supplies, and other needs are the responsibility of concessions vendor. Vendor is responsible for maintaining the building and immediate surrounding grounds of the premises in good, sanitary, and neat condition, and immediately restore and rehabilitate landscaping and other grounds which may be destroyed or damaged by Vendor's patrons. Vendor is responsible for providing trash containers, the regular removal of any and all trash generated by patrons, and policing the grounds for loose trash. Any maintenance or repair which is the result of the Lessee's negligence will be repaired or replaced at the Lessee's expense.

Vendor is responsible for disposal of cooking oil in a Health Department-approved container.

As a potential Vendor, do you have any issues with the above-noted polices? Yes No

List of References:

Name: _____ Daytime Phone: _____

Relationship to Vendor: _____

Name: _____ Daytime Phone: _____

Relationship to Vendor: _____

Name: _____ Daytime Phone: _____

Relationship to Vendor: _____

Name: _____ Daytime Phone: _____

Relationship to Vendor: _____

Signature of Owner / Business Date

If there is additional information that you would like to include, please attach it to this document (i.e., sample menus, items that you'll sell, pricing info., etc.).

Section To Be Completed By Belfast Parks and Recreation Department

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____



10.5



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of Tuesday, February 18th, 2025

Regarding: Request by the Fire Chief/Ambulance Director to have the City Council authorize the submission of an application to the Live Fire Training Facilities Program.

In 2023, the Maine Legislature appropriated \$1,500,000 in funding, which was used by the Maine Fire Protection Services Commission to develop and implement the Live Fire Training Facilities Program. The primary purpose of this program is to repair, replace existing or construct new live fire training facilities, with an ultimate goal of having a network of such facilities that meet and maintain NFPA standards and are located within a hour's travel time for at least 90% of Maine's firefighters.

This program is only available to individual municipalities, who may apply to the program for 100% of the funding needed for: 1) the purchase and construction/installation of one of two already spec'd and bidded fire training facilities (either a 3,600-square foot, 2-story CONEX box facility or a 1,850-square foot, 2-story fixed steel facility); and 2) the purchase and installation of an 4' concrete pad around all sides of the training facility and an additional 12' section of asphalt extended past the 4' concrete pad.

Grantees are responsible for: 1) providing the land where the training facility is to be permanently installed, either through ownership or a long-term lease); 2) ensuring that the site is geotechnically suitable for construction of the training facility, concrete pad, and section of asphalt and that it is properly cleared and prepared with a base layer of gravel; and 3) providing all necessary permits. This grant program does not have a required local match. However, all matches, whether cash or in-kind, will help to leverage local investments and maximize the cost-benefit analysis of the proposal and result in it being scored more favorably.

The City of Belfast wishes to apply to this program for funding for the 3,600-square foot, 2-story CONEX box facility, its 4' concrete pad, and its 12' section of asphalt (for a total footprint of 88 feet by 56 feet, or 4,928 square feet); the maximum grant amount for this facility type is \$676,850. If the City of Belfast were to be awarded funding, it would site this training facility near its current public works facility, as the site is: 1) owned by the City of Belfast; 2) has been geotechnically validated; and 3) is located within 100 feet of available electrical infrastructure. More generally, having such a facility located in Belfast would help the program reach its ultimate goal of having such a facility within an hour's drive of 90% of Maine's firefighters, as it would help to close a significant gap that currently exists in the midcoast region.

The City of Belfast plans to indicate and include (at a minimum) the following sources of match in its application: 1) the value of the fund that will pay for the continued maintenance of the training facility, which will be funded entirely by the Waldo County Firefighters Association; 2) the value of estimated daily site usage fees paid by other fire departments (ones both within and outside of Waldo County); and 3) the value of the City of Belfast's labor to clear the site and to lay a base layer of gravel, and the value of the necessary gravel provided by the City of Belfast (estimated to be 200 cubic yards, at \$16.00 per cubic yard, for a total value of \$3,200.00).

The deadline for applications to this program is 4:00 PM on March 14th, 2025. Awards are anticipated to be announced during April of 2025.

At this time, the Fire Chief/Ambulance Director requests that the City Council take the following actions:

- 1) Authorize the submission of a grant application to the Live Fire Training Facilities Program;**
- 2) Authorize the provision of City of Belfast's match for this application (labor for clearing the site and for laying a base layer of gravel, and the actual supply of gravel); and**
- 3) Authorize the City Manager to sign any and all documents necessary for the submission of this grant application.**

**MAINE FIRE PROTECTION SERVICES COMMISSION
LIVE FIRE TRAINING FACILITIES GRANT PROGRAM
2025 BASIC SPECIFICATIONS**



CONEX BOX LIVE FIRE TRAINING FACILITY

- The proposed training facility is a 3,600-square-foot
- Approximate overall dimensions of training ground is 88' by 56'
 - Training facility is approximately 56' by 24'.
 - Additional 4' concrete pad around all sides of the training facility
 - An additional 12' section of asphalt extended past the 4' concrete pad
- 2 story tall
- Has 3 burn rooms: 2 on the first floor, one on the second floor
- Has interior and exterior stairs
- Full size forcible entry door
- Multiple vertical ventilation training props
- Contains interior electrical outlets, interior and exterior lighting



STEEL LIVE FIRE TRAINING FACILITY

- The proposed training facility is approximately 1,850-square-foot
- Approximate overall dimensions of training ground is 82' by 54'
 - Training facility is approximately 50' by 22'.
 - Additional 4' concrete pad around all sides of the training facility
 - An additional 12' section of asphalt extended past the 4' concrete pad
- 2 story tall
- Has 2 burn rooms: One larger burn annex on the first floor, one on the second floor
- Has interior and exterior stairs
- Contains 4' by 4' and 4' by 8' vertical ventilation training props
- Contains interior electrical outlets, interior and exterior lighting