



CITY OF BELFAST

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Belfast, Maine 04915

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City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, March 4, 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 27, 2025

Agenda Items:

10-A Request from the Director of Planning and Codes to appoint Jaime Whiting of Belfast as the Administrative Assistant for the Belfast Planning and Codes Department.

The City of Belfast advertised the position of Administrative Assistant for the Planning and Codes Office beginning on January 14, 2025. Applications were accepted until February 5, 2025. The City received thirty-seven applications.

On February 12, 2025, the Administrative Assistant Hiring Committee held first-round interviews with nine well qualified candidates, narrowing it down to six candidates for the second round of interviews on February 25, 2025. The Administrative Assistant Hiring Committee was composed of Director of Planning and Codes Bub Fournier, HR Administrator Nancy Driscoll and me.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Jaime Whiting of Belfast as the Administrative Assistant for the Planning and Codes Department.

Ms. Whiting has worked in healthcare administration for HealthReach Community Health Centers in Waterville, and most recently as administrative support for Action Facilities Management in Augusta. She brings with her experience in customer service, data tracking and organization skills.

This position provides support for day-to-day operations of the Planning and Codes Department, works effectively with the City's Planning and Codes staff, City Departments, City Committees, and provides customer service to the public seeking information regarding development projects and permits. I am confident Ms. Whiting, if appointed, will serve our community and the department well.

If approved by the City Council, City staff request that a motion is made to appoint Jaime Whiting of Belfast as the Administrative Assistant for the Belfast Planning and Codes Department.

Please see the attached employment ad, job description and application (10-A) from Director of Planning and Codes Bub Fournier explaining the request. Director Fournier will be at the meeting to present, introduce Ms. Whiting to the community, and answer any questions.

10-B Presentation on the Belfast Park Project by the Belfast Rotary and request to submit a Land and Water Conservation Grant Application.

Over the last year, the Parks and Recreation Director and I have been working with the Belfast Rotary Club to establish a location for their Rotary Legacy Project—celebration 100 years of the Belfast Rotary Club. The Club wanted to construct a modern playground with accessible access and features. Replacing the aging playground at Belfast City Park was determined to be a great fit.

In 2024, the Belfast Rotary Club presented the project at a Regular Council Meeting to review their custom playground design concept. Since then, the Playground Committee has worked through additional costs outside of the purchase of the playground, including surfacing, site development/site preparation costs, estimates for an accessible route to the playground, and any updates needed for the bridge work.

Through discussion, it was determined that combining this playground project with the replacement of the City Park bathrooms, would provide a stronger grant application. The Playground Committee reviewed this proposal with Rotary Club Leadership and all agreed that they would fundraise toward a goal of \$230,000 which covers the majority of the playground and surface purchases and installation costs.

The proposed grant application is for \$500,000 to the Land Water Conservation Fund (LWCF) with a \$500,000 match. The match would include \$230,000 from the Belfast Rotary Club, leaving \$270,000 in funding match from the City of Belfast, which could include in-kind donations.

If approved by the City Council, City staff recommend a motion be made to submit a grant application to the Land Water Conservation Fund (LWCF) by the grant deadline of June 27, 2025, for \$500,000 and to authorize the grant match. If approved, the City match up to \$270,000 would be included in the FY25-26 Capital Improvement Plan.

Please see the attached memo (10-B) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas, along with representatives from the Belfast Rotary, will be at the meeting to present and answer any questions.

10-C Request by the Parks and Recreation Director to install a memorial at the Belfast Dog Park.

The Belfast Parks and Recreation Department was approached in early January by a local artist for a donation of a Dog Memorial for the Belfast Dog Park. Gary Cooper's artistic work includes several bronze memorials across the State of Maine.

The recommended location of the memorial is set to be outside of the Belfast Dog Park entrance gate off to one side of the sidewalk. Mr. Cooper will invest personal funds in the granite plinth and the delivery costs. It is recommended that Parks and Recreation staff handle preparing the site, pouring the concrete, and setting the plinth onto the concrete base.

The request has been reviewed by the Friends of Belfast Parks and the Parks, Trails and Recreation Committee and is supported and recommended by both.

If approved by the City Council, a motion is recommended to accept the donation of a Dog Memorial for the Belfast Dog Park and authorize City staff to work with Mr. Cooper for the coordination and installation of this project this spring.

Please see the attached memo, photos, and design and installation renderings (10-C) 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-D Council discussion regarding City Park Tennis Court Reservation Policy.

At the January 7th, 2025, Regular Council Meeting, Parks and Recreation Director Pam Salokangas presented a revised reservation fee policy, which included reservations for the City Park Tennis Courts, that were discussed, amended and approved at that meeting.

Pages five through seven of the Belfast Parks and Recreation Department 2025 Fee Policy outlines the current Court Reservation Policies which include tennis court, pickleball court and basketball court scheduling and fees.

Since the approval of the policy, the Parks and Recreation Director has met with several tennis enthusiasts on this issue to better understand their concerns. As a change to the policy requires City Council authorization, Parks and Recreation Director Pam Salokangas will be present to discuss the policy and potential options should the Council choose to update to the policy.

Please see the attached fee policy (10-D) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-E Presentation on proposed amendments to the City Code of Ordinances, regarding a Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

At the Regular Council Meeting on Jan. 7, 2025, the City Council discussed a proposed Transitional Housing Facility to be located at 23 Mill Lane, the United Methodist Church. The project's supporters, the Midcoast Maine Homeless Coalition, were given specific questions to address at the Council's next regular meeting on Jan. 21, 2025. At that time, the Council directed City staff to begin work on the necessary ordinance amendments to include allowance of the proposed facility for Planning Board Review.

On Jan. 22, 2025, the Planning Board reviewed necessary changes to the City Code to facilitate the proposed Transitional Housing Facility at 23 Mill Lane. The Board reached consensus on most of the standards that staff identified, including the potential requirement of an annual City License for any Transitional Housing Facility. Additionally, a requirement to submit a description of how the bathrooms might function for any Transitional Housing Facility has been

included with the proposed performance standards for this use in the draft language was added following feedback from the State Fire Marshall's Office.

This amendment involves four different Chapters of the City Code and would allow a Transitional Housing Facility at one specific property, 23 Mill Lane, with Planning Board approval.

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-E, F and G) from Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to present.

10-F Public Hearing on proposed amendments to the City Code of Ordinances, regarding a Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

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

The Belfast City Council, at its meeting of Tuesday March 4th, 2025, beginning at 7:00 pm in the Belfast City Hall Council Chambers, located at 131 Church Street, Belfast, ME 04915, shall conduct a public hearing and First Reading on proposed amendments to the City Code of Ordinances, Chapter 14 Businesses, Chapter 66 Definitions, and Chapter 102 Zoning. The proposed zoning amendments include changes in the City Ordinance to accommodate Planning Board review of a new use, a Transitional Housing Facility, through a Special Use Area designation of 23 Mill Lane, the United Methodist Church, located in the Outside Rural 2 zoning district. 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 of Belfast encourages persons who may be affected by the proposed amendments to offer comments to the City Council. The Council is accepting comments in the following ways:

- 1) Submit written comments by 12 noon on March 4th, 2025, by email to directorplanning@cityofbelfast.org. This is the preferred method to submit comments.
- 2) Submit written comments by 12 noon on March 4th, 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 amendments that the City 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 Director of Code and Planning 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 regarding a proposed Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

Please see the attached memo and proposed amendments (10-E, F and G) from Director of Code and Planning Bub Fournier explaining the request in further detail.

10-G First Reading on proposed amendments to the City Code of Ordinances, regarding a Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

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, Director of Code and Planning Bub Fournier recommends that a motion is made to approve the First Reading of proposed amendments to the City Code of Ordinances regarding a proposed Transitional Housing Facility at 23 Mill Lane, the United Methodist Church, 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-E, F and G) from Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to answer Council questions.

10-H Presentation on proposed amendments to the City Code of Ordinances, Residential 5 and Residential 6 Zoning District Map adjustment to accommodate increased housing opportunities.

The Residential 5 and Residential 6 zoning districts were created in 2022 as part of the comprehensive Outside Rural Ordinance Amendments.

In 2022, the Planning Board sought ways to increase housing opportunities and identified the area along Robbins Road as having the potential for additional housing because it was served by City sewer and consisted of many smaller lots. The Board identified the potential for increased housing, including multi-family dwellings, in this area with the creation of the Residential 5 zoning district. The City Council adopted the new multi-family and flex housing standards for the east side (away from the water) of Robbins Road only due to Shoreland Zoning Restrictions. Additionally, the Planning Board proposed, and the City Council adopted, no changes for multi-family or flex housing development Regarding the Residential 6 zoning district.

The current proposal is unanimously supported by the Planning Board concurrent with the duly noticed public hearing on January 8, 2025. Staff had brought the proposal to the Board after discussions with the subject property owner in regard to increasing housing opportunities. The

proposal includes a minor reconfiguration of the Residential 5 and 6 zoning districts to facilitate increased housing opportunities. In the proposal, 3 parcels identified as Map 18 Lots 48, 49, and 50, would be rezoned from Residential 5 to Residential 6. This proposed map amendment would allow the potential for additional housing in the form of either multi-family housing or a “flex housing” approach.

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-H, I and J) from the Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to present.

10-I Public Hearing on proposed amendments to the City Code of Ordinances, Residential 5 and Residential 6 Zoning District Map adjustment to accommodate increased housing opportunities.

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

The Belfast City Council, at its meeting of Tuesday March 4th, 2025, beginning at 7:00 pm in the Belfast City Hall Council Chambers, located at 131 Church Street, Belfast, ME 04915, shall conduct a public hearing and Second Reading on proposed amendments to the City Code of Ordinances, Chapter 102 Zoning. The proposed zoning amendments for consideration include the modification of the boundary of the Residential 5 and Residential 6 zoning districts to support increased housing opportunities. 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 of Belfast encourages persons who may be affected by the proposed amendments to offer comments to the City Council. The Council is accepting comments in the following ways:

- 1) Submit written comments by 12 noon on March 4th, 2025, by email to directorplanning@cityofbelfast.org. This is the preferred method to submit comments.

2) Submit written comments by 12 noon on March 4th, 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 amendments that the City 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.

Please see the attached memo and proposed amendments (10-H, I and J) from the Director of Code and Planning Bub Fournier explaining the request in further detail.

10-J Second Reading on proposed amendments to the City Code of Ordinances, Residential 5 and Residential 6 Zoning District Map adjustment to accommodate increased housing opportunities.

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

If approved by the City Council, Director of Code and Planning Bub Fournier recommends that a motion is made to adopt the proposed Ordinance Amendment consisting of a map amendment to the Residential 5 and Residential 6 zoning districts in support of housing opportunities as presented.

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

10-K Request by the Economic Development Director to authorize the issuance of a Request for Responses for Architectural and Engineering Services for a proposed Public Safety Building.

The City of Belfast has been laying the groundwork for a proposed Public Safety Building, one that will serve as a unified home for Ambulance, Fire, and Police Departments, replacing these departments' current facilities. The City expects to be able to locate this new facility at 273 Main Street, home of the current Fire and Ambulance Department as it is best located for emergency response.

The City Council has previously authorized and completed a boundary and topographic survey, phase I environmental site assessment, phase II environmental site assessment, and an environmental media management plan. At the January 16, 2024, Regular Council Meeting, the City Council authorized a site fit plan for this project.

The next stage along this project's path is for the City to hire an entity that will begin the design of this Public Safety Building and its related site improvements.

The Public Safety Building Committee met on Monday, February 24th for a final review of the site fit plan and to review a draft Request for Responses for architect/engineering services. The Committee is comprised of Councilor Dean, Councilor Mortier, Chief Cormier, Chief Richards, Planning and Codes Director Bub Fournier, Economic Development Director Thomas Kittredge and me.

The Public Safety Building Committee recommends the issuance of the attached Request for Responses for Architectural and Engineering Services for a City of Belfast Public Safety Building at this time.

If approved by the City Council, Economic Development Director requests that a motion is made to authorize the issuance of a Request for Responses for Architectural and Engineering Services for a City of Belfast Public Safety Building on March 5th, 2025.

If approved, City staff would post this request on its website's bid module, as well as emailing it directly to a list of entities who have been identified to have performed this type of work on these types of projects. The submission deadline for responses would be 12:00pm local time on Monday, March 31st, 2025, and a recommended selection from the Committee would be presented to the City Council at their meeting of April 15th, 2025.

Please see the attached memo (10-K) from the 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-L Council discussion regarding downtown sidewalk snow removal.

A downtown business owner recently reached out to the City Council regarding consideration of the City assuming all responsibility of snow removal of all downtown sidewalks, rather than the current shared responsibility between the City and local business owners. Following this communication, Councilor Bitely requested this item be placed on the agenda for discussion.

Currently, Section 50 – 72 of the City Code of Ordinances reads as follows:

“Sec. 50-72 Removal from roofs and sidewalks

(a) The owners of all buildings with sloped roofs from which snow and ice may fall upon a public sidewalk or public way are required to take appropriate measures to protect persons and property from injury or damage occurring from such snow or ice falling from the roof.

(b) The tenants, occupants, or persons having the care of any building adjacent to public sidewalk, or if there is no tenant, the occupant or other person having care of such buildings, or the owner thereof, shall within a reasonable time after snow ceases to fall in the daytime, and before 10:00 am in the morning on the first business day after a fall of snow in the night, cause to be removed from the sidewalks so much of the snow and ice, as will create a reasonable passage sufficient for pedestrian traffic. If he fails to do so, the Highway Department may have such snow and ice removed, and such Tenant, Occupant, Custodian, or Owner of such building, whose duty it is, under this section, to remove such snow shall reimburse the City for all sums paid and expenses incurred by the Highway Department.”

Each year a snow removal reminder letter is distributed to all tenants, property managers, and owners of downtown property ahead of the first snowfall, by the City Manager, regarding the obligation to clear sidewalks in front of their property. The City is responsible for all other sidewalks in front of City owned buildings, intersections, nodes, and sidewalks outside of the downtown.

As this requirement is outlined within the City’s Ordinances the only way to change that would be to amend the ordinances, which only the Belfast City Council has the authority to do.

If the Council determines an ordinance change is necessary at this time, it will require an ordinance amendment which would require public notice, first and second reading, and public hearings.

Please see the attached map (10-L) which indicates the location of sidewalks in Belfast.

Public Works Foreman Steve Warman and I will be available to answer any questions.

10-M Council discussion on the composition of the Waldo County Budget Committee.

Northport Town Administrator James Kossuth reached out on behalf of the Town of Northport for City support of a change to state statute that would expand the eligibility requirements for members of the Waldo County Budget Committee. Councilor Mortier currently serves as a member of the Waldo County Budget Committee.

Currently, only municipal officers are eligible to serve on the committee and Northport seeks to expand eligibility. Please see the attached draft amendments to state statutes provided that propose eligibility expansion of the Waldo County Budget Committee to include either municipal officials, rather than municipal officers, or any resident that is at least 18 years old.

Waldo County Commissioners are divided regarding their support regarding a change in eligibility and members of the state delegation appear interested in the concept.

Administrator Kossuth is seeking Belfast City Council support for expanded eligibility, and if supported, to send a letter to the Waldo County Commissioners and members of the State Legislative Delegation indicating that support.

Please see the attached chart (10-M) provided by Administrator Kossuth showing the budget committee eligibility standards for all Maine counties, and several draft legislative documents. I will be available to answer any questions.

10-N Signing of Council Orders

This past weekend, Belfast's 5th Annual Ice Festival, hosted by Our Town Belfast, was a glittering success.

With over twenty-five ice sculptures displayed all over town, neighbors and tourists alike were out in droves to enjoy this wonderful winter tradition. Business owners were overwhelmed by the welcome flood of Mainers itching to get out and about.

Our family has made it an annual tradition to attend, and we always have a wonderful time.

This event highlights an aspect of our City we all love to see: our tight-knit community throwing a downtown bash worthy of a venture out into the winter weather.

Many, many thanks to Our Town Belfast, the business sponsors, and everyone who showed up and showed out as a community to celebrate this year's Ice Festival. You make the City of Belfast the place we absolutely love to be, no matter the season.

**City of Belfast
Consent Agenda
Tuesday, March 4, 2025
Meeting #17**

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

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an application by Bowen's Pizzeria & Deli, LLC d/b/a Bowen's Pizzeria & Deli located at 181 Waterville Rd., Belfast, Maine for a renewal Malt and Vinous Restaurant liquor license.**

Motion to approve an application by Bowen's Pizzeria & Deli, LLC d/b/a Bowen's Pizzeria & Deli located at 181 Waterville Rd., Belfast, Maine for a renewal Malt and Vinous Restaurant liquor license.

10.A



**City of Belfast
Employment Opportunity
Planning and Codes Administrative Assistant**

The City of Belfast, a vibrant, development-focused community of 7,000 located in Midcoast Maine, seeks a full-time Planning and Codes Administrative Assistant. This position provides support for day-to-day operations of the Planning and Codes Department, works effectively with the City's Planning and Codes staff, City departments, City committees, and provides customer service to the public seeking information regarding development projects and permits.

The successful applicant must have excellent communication skills, proficiency with organizing data and record keeping, and ability to collect and account for money accurately. Capacity to work on a variety of tasks with the public, including homeowners, contractors, developers, real estate agents and various City staff and officials. The salary range for this position is \$45,000 to \$56,000 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday.

Minimum of a high school diploma, or a related field; or an equivalent combination of education and work experience may be considered, preferably in municipal government. Applicants must possess basic computer skills for performing typical administration tasks, including experience with Outlook, Excel, Word and Adobe software and other internet applications desired.

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, February 5, 2025. Applications should be in a sealed envelope and may be delivered by mail or in person to:

City of Belfast
Planning and Codes Administrative Assistant Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



Planning and Codes Administrative Assistant Job Description

Nature of this Position:

This is a full-time position that provides support for day-to-day operations of the Planning and Codes Department and reports to the Director of Planning and Codes. The position includes providing high-quality customer service to the public and providing administrative support to the Department at City Hall. This position is often the first point of contact for community members seeking information regarding development projects and permits from the Department, and excellent customer service is essential.

Typical Duties and Responsibilities:

The following duties are normal for this position, and they are not to be considered exclusive or all-inclusive as other duties may be required or assigned:

Provides excellent customer service in helping community members at the front counter, answering and re-directing phone calls and responding to electronic communications regarding construction and development projects, permitting, property maintenance, and code enforcement.

Receives electronic, cash and check payments for permits and fees assessed by the Department and assists City Treasurer and Department Director with processing and accounting for Department finances.

Maintains, edits and files permits, findings, site plans and other documents with accuracy in an efficient systematic way. The City is currently utilizing iWorQ, a web based permitting platform, along with hard copy file management.

Assists in maintaining the Belfast Planning and Codes webpage and other relevant pages with accurate and informative data including permit application materials, educational materials, agendas, meeting minutes, etc.

Communicates with Applicants and City staff/officials regarding the City ordinance and ongoing development reviews by both the CEO and Planning Board.

Coordinates scheduling inspections and meetings with other Planning and Codes staff and committees.

Performs various office tasks involving the Department's PC's, printers and copiers, and large filing system.

Orders and stocks office supplies.

Facilitates mailings, public notices, and delivery of Planning Board documents.

Work Skills Sought for this Position:

Background in municipal government in a small, vibrant community experiencing growth.

Background in construction, development, planning and/or permitting.

Background in assisting the public and/or customer service.

Positive attitude with community service, equality, efficiency, and teamwork as priorities.

Requirements for this Position:

Must have effective communication skills in person and in writing.

Must be able to organize data and possess good record keeping skills.

Must be able to collect and account for money accurately.

Must enjoy working on a variety of tasks with the public including homeowners, contractors, developers, real estate agents and various City staff/officials.

Must possess basic computer skills for performing typical administration tasks. Experience with Outlook, Excel, Word and Adobe software and other internet applications desired.

Must be comfortable working in a dynamic small office environment and be proficient at diplomatic public interactions. Typical schedule is M-Th 7am-6pm with one hour lunch break.

Working Conditions:

Physical Demands - The Administrative Assistant will have to sit and use office equipment and computers and may also have to do some light lifting of files, supplies and materials from time to time.

Environmental Conditions - The Administrative Assistant may find the environment to be busy and will need excellent organizational and time management skills to complete the required tasks. The Planning and Codes Department office may be busy and ability to multi-task is essential.

Other Demands-The Administrative Assistant will have to manage several requests and situations at one time, sometimes with tight deadlines. After hours work may be required approx.

twice a month on average to attend meetings. Delivery of documents ahead of meetings is also a regular occurring task.

Educational Background and/or Work Experience:

Minimum of a high school diploma, or a related field; or an equivalent combination of education and work experience may be considered, preferably in municipal government.

Jaime Whiting

Contact

Belfast, ME 04915

Nancy Driscoll
HR Administrator
City of Belfast
131 Church St
Belfast ME 04915

Dear Nancy,

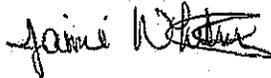
I am interested in discussing the Planning and Codes Administrative Assistant opportunity with the City of Belfast, that I saw posted on Glassdoor.

I believe that my extensive experience in office settings, with strict adherences to policies and procedures and background in customer service would be an asset in this role.

To schedule an interview, please call me at the phone number provided. The best time to reach me is between 9am and 4pm.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,



Jaime Whiting

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: 01/24/2025

Position(s) applied for: Planning and Codes Administrative Assistant

Referral Source: Advertisement Friend Relative
 Job Service Other _____

Name: Whiting, Jaime, C.
Last First Middle

Residence Address: Belfast ME 04915
Street City State Zip Code Mailing

Address: Belfast ME 04915

Phone Number: _____

Email Address: _____

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

If so, what name: Jaime C Cole

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

If yes, date(s): not applicable

(2)

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

Scott Reid

Erica Pound

Britni Smith

Employment Experience:

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

1. Employer Action Facilities Management 2. Employer HealthReach Community Health Centers

From June 2024 to present

From September 2019 to June 2024

Address 40 Western Ave Augusta ME

Address 10 Water St Waterville Me

Type of Work Administrative Support

Type of Work Healthcare Administration

Reason for Leaving looking for more flexible hours

Reason for Leaving no room for advancement

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.

Customer Service, Data Tracking and Presentation, Policy and protocol adhesion,

Extensive knowledge of Microsoft programs including Word, Excel, Teams, and Outlook

Organization and prioritization

Education:

Level	Name	Location	Years Completed
Elementary	Artesia Public Schools	Artesia NM	4 5 6 7 (8)
High School	Hagerman High School	Hagerman NM	9 10 11 (12)
Undergraduate			1 2 3 4
Graduate			1 2 3 4

City of Belfast

131 Church Street, Belfast, Maine 04915

(3)

Diploma: Academic Vocational

Degree(s) High School Diploma

Describe course of study, specialized training, apprenticeship, skills, and extra-curricular activities: _____

AGREEMENT:

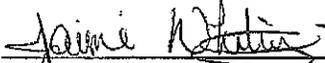
I certify that the answers provided by me herein are true and complete to the best of my knowledge.

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: 01/24/2025


Signature of Applicant

• JAIME WHITING

Professional Summary

Administrative professional offering excellent communication and leadership skills. Meets deadlines and works with a high level of multicultural awareness and adaptability.

Skills

- Critical thinking
- Skilled in planning and organizing through delegation and project management.
- Project planning
- Attention to detail
- Extensive knowledge of MS Office and Google programs
- Team building
- Familiar with usage of office equipment such as copier, scanners, and
- HIPAA compliance
- Patient scheduling
- Highly skilled in written and verbal communication.
- Self directed and highly motivated to problem solve.
- Able to coordinate and manage several priorities and projects simultaneously.
- Knowledge of health care administration.
- Excellent customer service skills, both over the phone and in person.
- Accomplished in building cohesive teams capable of tackling several large projects.
- Building and maintaining training programs

Work History

Production Clerk- June 2024 to present

Action Facilities Management- Augusta ME

- Provide administrative support to the maintenance departments of 4 Federal buildings in Maine
- Acts as point of contact between tenants and the maintenance department
- Log and track maintenance tasks.
- Financial tracking for 4 buildings.
- Run monthly reports on maintenance performed at each building.
- Maintain secure logs for keyholders

Application Support Educator-September 2019 to June 2024

Healthreach Community Health Centers- Waterville ME

- Manage projects with stakeholders at multiple sites across the state. Implementing new workflows and policies as needed to support projects.
- Facilitate training in person, remotely, through video and other media as necessary for all employees.

Configuration Associate -June 5 2018 to September 2019

AthenaHealth- Belfast ME

- Work with practices new to Athena Health identify top payers for their practice

Medical Receptionist October 2011-June 2013/Patient Service Representative June 2013 - March 2014/ Outreach and Enrollment Specialist March 2014 -August 2014/ Lead Patient Service Representative August 2014- April 2015/ Administrative Coordinator April 2015 to October 2016/ EMR and Operations Coordinator October 2016 to November 2017, 10/2011 to 11/2017

Seaport Community Health Center (Seaport Family Practice) – Belfast ME

- Answer incoming phone calls, assist patients or take messages as appropriate.
- Schedule and check patients in for appointments.
- Oversee daily office operations for staff of eight employees, both call center and front desk staff.
- Responsible for setting up and conducting interviews for potential employees.
- Completes employee performance reviews.
- Manage and approve hours in Timetrak for a staff of 54, including eight direct reports.
- Oversees inventory and office supply purchases.
- Trains new employees, including providers on Athena, the electronic medical record.
- Creates and maintains provider schedules up to one year in advance.
- Manages appropriate staffing levels in the front office.
- Builds and facilitates training on new procedures and products offered by the Athena Health.
- Resolves patient and staff concerns through mediation or escalation to the Practice Director as needed.
- Gathers and prepares data for weekly, monthly, and quarterly meetings as directed.
- Works as a liaison between Seaport Community Health Center and Athena health on projects imperative to the growth of the health center.
- Ensure that staff is knowledgeable about and actively using protocols put in place by Penobscot Community Health Center, keeping in compliance with HIPAA and all safety procedures.
- Manages several large projects simultaneously as assigned by Practice and Medical Directors.
- Prepared practice for updates to the EMR.
- Gather reports and put protocols in place for certification of Federally Qualified Health Center Level 3.
- Troubleshoots issues users are having with the EMR and workflows. Contacting the vendor for direction as needed.
- Maintain a list of open items and issues working in coordination with representatives from Athenahealth.

Teller, 05/2009 to 05/2010

Camden National Bank – Camden ME

- Managed a cash drawer, processed deposits and withdrawals for customers.
- Using service based selling techniques as outlined in Integrity Selling, assisted customers in meeting their financial goals
- Balanced Automatic Teller Machine and Cash Vault daily, doing a fine count weekly.
- Maintained a working supply of Canadian currency as well as Visa Gift cards.
- Created Cash Transactions Reports as necessary for all cash transactions over \$10,000.00.
- Worked within compliance of all federal regulations regarding cash handling
- Answer incoming calls and assist customers.

Education

High School Diploma: 2001

Hagerman High School - Hagerman NM

Certified Application Counselor : 2014

The Health Insurance Marketplace - healthcare.gov



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

10.B

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 25, 2025
RE: Request Approval for Grant Application

Over the last year, the City Manager and the Belfast Parks and Recreation Director have been working with the Belfast Rotary Club to establish a location for their Rotary Legacy Project—celebration 100 years of the Belfast Rotary Club. It was determined that the Club desired to construct a modern playground with accessible access and features, and after looking at a downtown location, it was suggested that the Belfast Rotary Club consider replacing the aging playground at Belfast City Park.

In 2024, the Belfast Rotary Club did a short presentation for Belfast City Council to review their custom playground design, created by Landscape Structures, Inc., and to discuss some preliminary budget figures for the installation of the playground. Through continued work at regular monthly Playground Committee meetings, the Committee worked through additional costs outside of the purchase of the playground and the poured-in-place surfacing and the installation of both. We pulled estimates for the site development/site preparation costs, estimates for an accessible route to the playground, and any updates needed for the bridge work. The Belfast Rotary Club, through the project partnership with the City, was considering an application for a Land, Water, and Conservation Fund (LWCF) grant through the Grants & Community Recreation Program with the Maine Bureau of Parks and Lands. While Rotary couldn't apply directly, the partnership was needed so that the City could apply for that grant, while the Rotary provided the grant match. After calculating all costs, the group realized that the construction costs were a bit beyond their fundraising limits, even if this \$1-for-\$1 grant provided some additional funding.

Simultaneously, the City was considering applying for a grant from the LWCF for updating Belfast City Park's restroom building along with the creation of an accessible route to that building. The City just didn't have enough time to get estimates and a building design in place before the grant deadline, nor was their time to discuss the funding match required by the grant as the budget process for FY25 was almost complete.

During the latter part of 2024, several City staff members discussed combining these two projects





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

February 25, 2025

Page 2

together, which could provide a stronger project and grant application by developing the playground and the accessible playground route, the restroom building and accessible route, and handicap parking as one project. This idea to combine efforts and submit a larger grant request was broached with the Belfast Rotary Club's Playground Committee. The Playground Committee reviewed this proposal with Rotary Club Leadership and all agreed that they would fundraise toward a goal of \$230,000 which covers the majority of the playground and surface purchases and installation costs.

Both the playground and the restroom building received grants from the LWCF program many years ago, and both projects are at the end of their current life cycle; since LWCF-funded projects are to be kept as public assets in perpetuity, all those at the table felt that a combined grant could score very high. The proposed grant application is for \$500,000 from the LWCF fund with a \$500,000 match from the City of Belfast.

The \$500,000 match would include \$230,000 from the Belfast Rotary Club, leaving \$270,000 in funding solely from the City's side to include any additional private grant funding awarded to the Belfast Parks and Recreation Department and City general funds. The Belfast Rotary Club is also working with another funding partner to possibly add to their overall fundraising goal, thereby reducing the amount the City would need to fund; more information on this funding strategy may be available soon.

As part of the March 4, 2025 City Council agenda, the Belfast Rotary Club will present some updated information about the playground project as well as their fundraising plans. Additionally, City Staff, to include Pam Salokangas, Parks and Recreation Director, and Joellyn Warren, Deputy Economic Development Director, are requesting that the Belfast City Council approve the \$500,000 funding match for the LWCF Grant Application that Ms. Salokangas and Ms. Warren will be submitting by the grant deadline of June 27, 2025. While there are questions from many about federal grant funding for the State of Maine, these grants take months of work, and City Staff would like to proceed with this work so that if the funding opportunity remains open and on schedule, City Staff will be ready to submit our grant application in June. City Staff also pledge that we will return with additional updates regarding the City's portion of funding based on the Belfast Rotary Club's fundraising efforts, private grants, and other funding partners, in the hopes of reducing the \$270,000 City-match. If approved, this \$270,000 match would be placed into the FY26 budget draft as a capital request.





BELFAST CITY PARK/ROTARY LEGACY



MEO24471 • 5.7.2024

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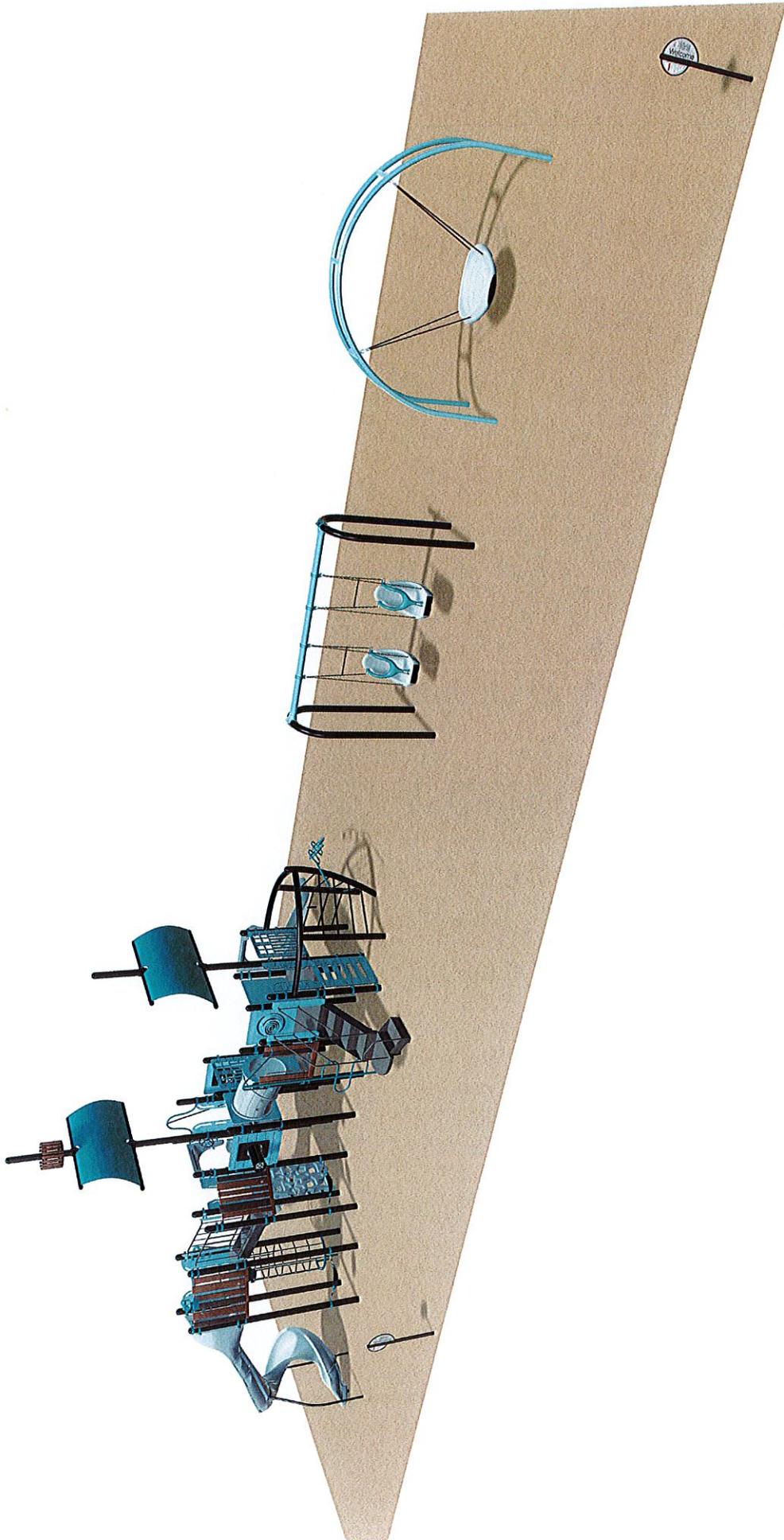


BELFAST CITY PARK/ROTARY LEGACY



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10.C



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 25, 2025
RE: Dog Park Memorial Donation/Installation Request

The Belfast Parks and Recreation Department was approached in early January by Mr. Gary Cooper, local artist, for a donation of a Dog Memorial for the Belfast Dog Park. Mr. Cooper's artistic work includes several bronze memorials across the State of Maine; he has owned 14 dogs in his lifetime, and he wanted to honor all of them, especially his current muse, Neuelle, with a beautiful bronze plaque demonstrating that dogs are the best friends in the world.

Included with this memo are photographs of the bas relief style plaque to include Neuelle's portrait. She is holding a ball in her mouth with a relief map of the Earth, and encircling her portrait, "Best Friend" is expressed in nine major world languages to include Chinese, Spanish, Arabic, Hindi, Bengali, Portuguese, Russian, Japanese, and Lahnda (Western Punjab). The bronze plaque measures 14" in diameter by 2.25" thick. Other documents include the Granite Plinthe design on which this bronze would be attached, its measurements, and how it is installed.

I invited Mr. Cooper to a Friends of Belfast Parks meeting in January to present this bronze memorial since this group had a direct role in developing the Belfast Dog Park. This group enthusiastically supported this installation, and they recommended it move to the Parks, Trails, and Recreation Committee. Then, I invited Mr. Cooper to the Parks, Trails, and Recreation Committee's meeting in February; this group also supported this bronze memorial installation, and the group recommended it to move forward to City Council for their review.

The bronze plaque has been cast, and now the granite plinth will need to be cut and delivered to the site for installation; Mr. Cooper is using Sullivan Granite to source the plinth. The location of the memorial is set to be outside of the Belfast Dog Park entrance gate, and the general location will be off to one side of the sidewalk, with room around it for mowers to access the grass and the double-gate for





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo. to City Manager

February 25, 2025

Page 2

maintenance, with enough space that the memorial isn't damaged during winter maintenance of the sidewalk. Enclosed are two pictures showing general areas; these may slightly change after snow melt since there is topography change in both areas to the left and right of the sidewalk. The memorial will face toward the sidewalk.

It is important to note that the City Council is not being asked for any funding for this installation. Mr. Cooper has stated that he will be investing personal funds for the granite plinth and the delivery costs, and park staff will handle preparing the site, pouring the concrete, and setting the plinth onto the concrete base. Our staff will also oversee the area and cover it with straw to allow the seed to germinate.

Should the City Council approve this Memorial Donation/Installation at Walsh Field Recreation Area/Belfast Dog Park, the Parks and Recreation Department Director will place this work onto the spring calendar and work with Mr. Cooper for the coordination of this project's next steps.





UNITED STATES MINT
APOLLO 11
50th ANNIVERSARY
COMMEMORATIVE COIN PROGRAM
DESIGN COMPETITION (2017)

**WINNING
OBVERSE
DESIGN**

UNITED STATES MINT
APOLLO 11
2019 50th ANNIVERSARY
COMMEMORATIVE COINS

**OBVERSE
DESIGN
(as struck)**



GARY COOPER

26 SEAVIEW TERRACE * BELFAST, MAINE 04915
207 930-5655 * gacooper9@myfairpoint.net



Maine Women Veterans Memorial Plaque

Cast Bronze: 30.0" x 48.5" • December 2010

Dedication date: February 11, 2011

Commissioning Agency: Women Veterans Committee to Arrange for a Bronze Plaque Recognizing
Maine Women Veterans in the State House Hall of Flags • Augusta, Maine

Artist/Sculptor: Gary Cooper • Fayette, Maine

Legends: Outer oval, top: **MAINE WOMEN VETERANS** Outer oval, bottom: **A HERITAGE OF SERVICE**
Inner circle: **ARMY • MARINES • NAVY • AIR FORCE • COAST GUARD • NATIONAL GUARD**

Design: An oval tablet comprising four portraits of Maine women who, in the span of four centuries, performed patriotic and military service to the United States of America...

Top, left: (18th century), Hannah Watts Weston, (1758-1855), Patriot, Battle of Machias, Maine 1775, American War for Independence.
Top, center: (19th century), Emily W. Dana, (1840-1929), Union Army Nurse, Annapolis (Maryland) Naval Hospital, 1863-4, U.S. Civil War.
Top, right: (20th century), Patricia A. (Chadwick) Erickson, (1920-2013), U.S. Women Airforce Service Pilot, 1943-4, World War II.
Bottom, center: (21st century), E4/Tech. Engineer Specialist Annette M. Bachman, (1986-), Maine Army National Guard: 240th Engineer Group, Deployed to serve in Afghanistan, January 2006 – May 2007.

Our sun, with 23 rays (Maine, 23rd State, admitted to the Union, 1820) rises from bottom of the plaque to signify the centuries of the future. Above the rising sun, at left & right, are a pair of Maine pine sprays embedded with 16 pine cones representing the 16 Maine counties.

A bundle of 13 arrows at right is emblematic of strength in unity, readiness and preparedness in times of conflict and War. At left, the olive branch, symbolic of tranquility and Peace.

Maine World War II Veterans Memorial Plaque

*Bronze, 39" x 53", March 2006, Dedication: August 14, 2006
Commissioning Agency: Commission to Arrange for a Plaque
in the State House Hall of Flags to Honor Maine Veterans
of World War II and the Korean War - Augusta, Maine*

Sculptor: Gary Cooper • Fayette, Maine • ☞

**Legends: IN TRIBUTE TO THE – MEN AND WOMEN – VETERANS OF MAINE –
WHO SERVED IN – WORLD WAR II – 1941 – 1945 – ★ MAJOR CAMPAIGNS ★**

Design: A rectangular tablet composed of pine boughs at left and right sides with 16 pine cones representing the counties of Maine. Below is a topographic world map globe fractured at the established demarcation lines of the three world war theaters: Asiatic Pacific Campaign, American Campaign and European African Middle Eastern Campaign. The top of the map is crested with reproductions of the medals awarded to U.S. men and women who served in each theater of conflict. Stars dot the globe indicating sites of major individual campaigns of the war. At top between the tips of the pine boughs is a layered symbol composed of the ubiquitous "V" for Victory superimposed with an outline of the state of Maine. The eagle element takes it's inspiration from an award given to all returning servicemen and servicewomen, affectionately referred to as the "Ruptured Duck".



Maine Vietnam Veterans Memorial Plaque

Bronze, 30" diameter, June 2002, Dedication: March 3, 2003

Commissioning Agency: Commission to Recognize Maine Vietnam Veterans
in the Maine State House Hall of Flags • Augusta, Maine

Sculptor: Gary Cooper • Durham, Maine • ☞

Legends: *IN HONOR OF – ALL – MAINE – VETERANS – OF THE – VIETNAM WAR – 1961-1975 – AND IN MEMORY OF THOSE – KILLED AND MISSING – IN ACTION*

Design: An allegorical wreath, at left, composed of white pine boughs with 16 pine cones representing each of the Maine counties. At bottom, white oak leaves with a cluster of five acorns at center bottom personifies the military composed of the five branches of the U.S. Armed Services. At right, bamboo stalks typify the forests of southeast Asia. Encircling the rim and the legend *IN HONOR OF* are 343 stars which stand for Maine's killed and missing in action in the war. Within the wreath at bottom are the official seals of the five U.S. Armed Services.





Best Friend

Inspired by the artist's dog & muse: Neuelle. She holds a ball in her mouth with a relief map of the EARTH. Encircling her portrait "Best Friend" is expressed in nine major world languages: Chinese, Spanish, Arabic, Hindi, Bengali, Portuguese, Russian, Japanese and Lahnda (Western Punjab).

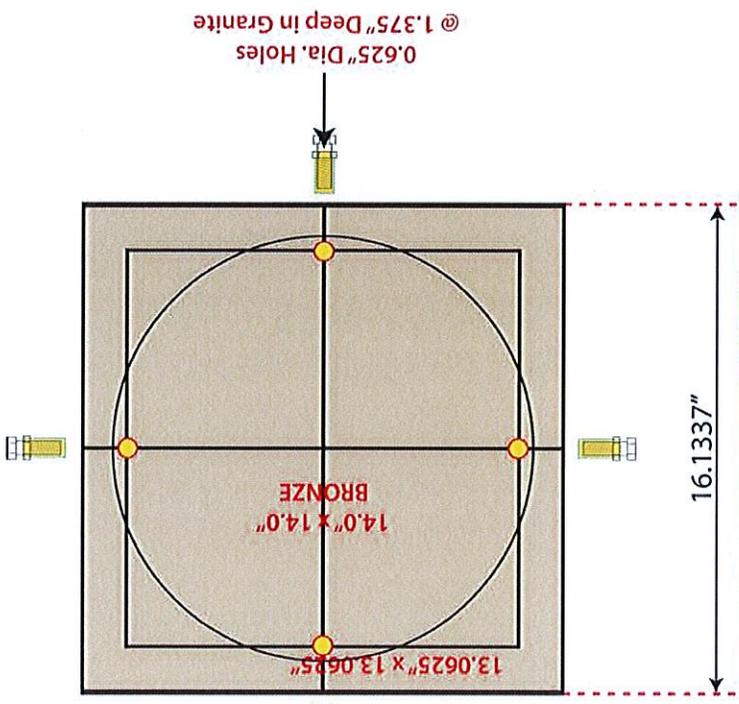
Dogs certainly are the best friends in the world!

Bronze, 14.0" diameter x 2.25" • Sculptor: Gary Cooper, Belfast, Maine

AFFIX
POSTCARD
STAMP
HERE

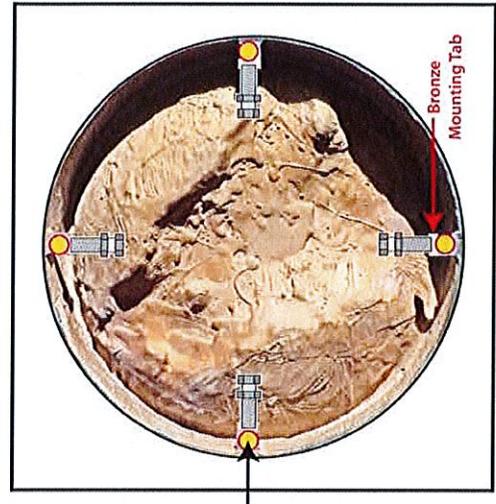
To:

16.1337" H x 16.0" W
 FIBER BOARD TEMPLATE WILL BE PROVIDED WITH THE LOCATION MARKINGS FOR 4 DRILLED HOLES PERPENDICULAR TO THE 16.1337 x 16.0" BRONZE MOUNTING SURFACE

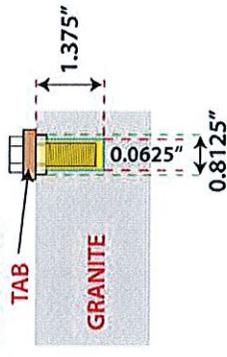


0.625" Dia. Holes @ 1.375" Deep in Granite

0.625" Dia. Holes x 1.375" Depth in GRANITE
 0.625" x 1.75" Length
 0.375" Dia. Threads



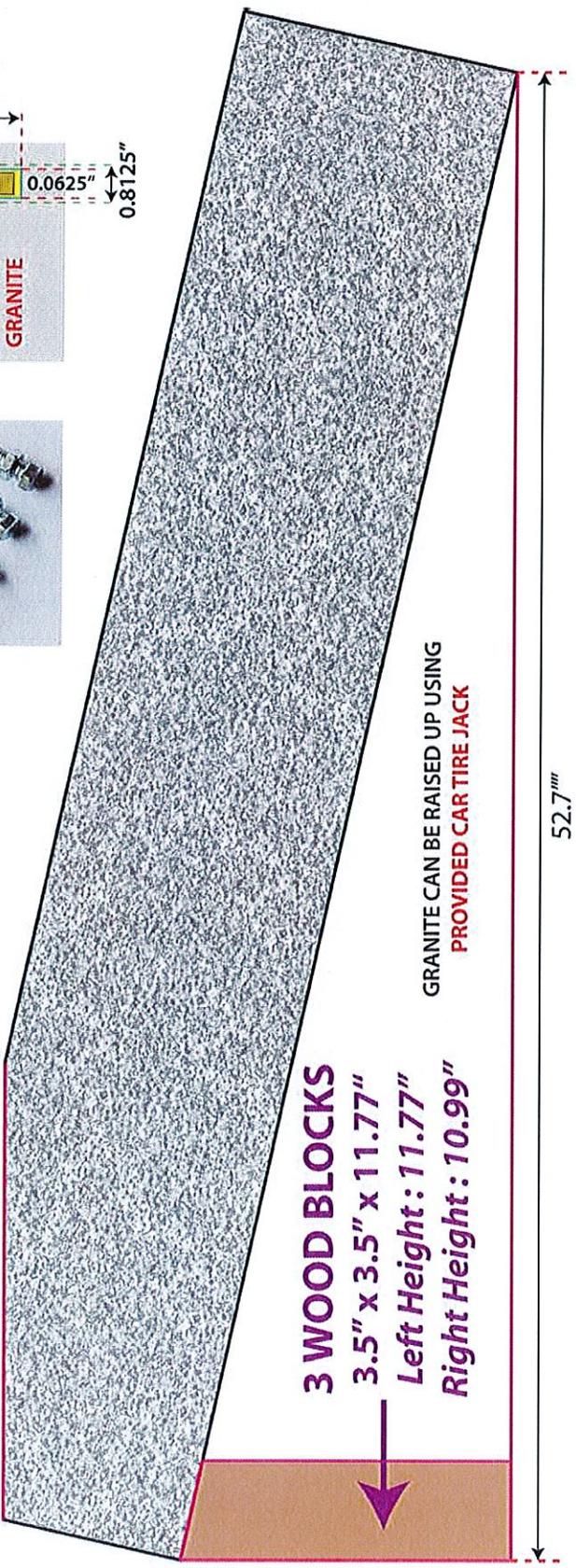
BRONZE MOUNTING TAB



THREE WOOD BLOCKS WILL BE PROVIDED AND CAN BE USED TO SUPPORT GRANITE IN A POSITION THAT WILL PERMIT EASIER DRILLING OF THE 4 HOLES FOR THE MOUNTING BOLTS.

3 WOOD BLOCKS
 3.5" x 3.5" x 11.77"
 Left Height : 11.77"
 Right Height : 10.99"

GRANITE CAN BE RAISED UP USING PROVIDED CAR TIRE JACK



52.7"



Best Friend

Лучший друг

ਪੰਕੇ ਮਤਿਰ

最好的朋友

Mejor Amiga

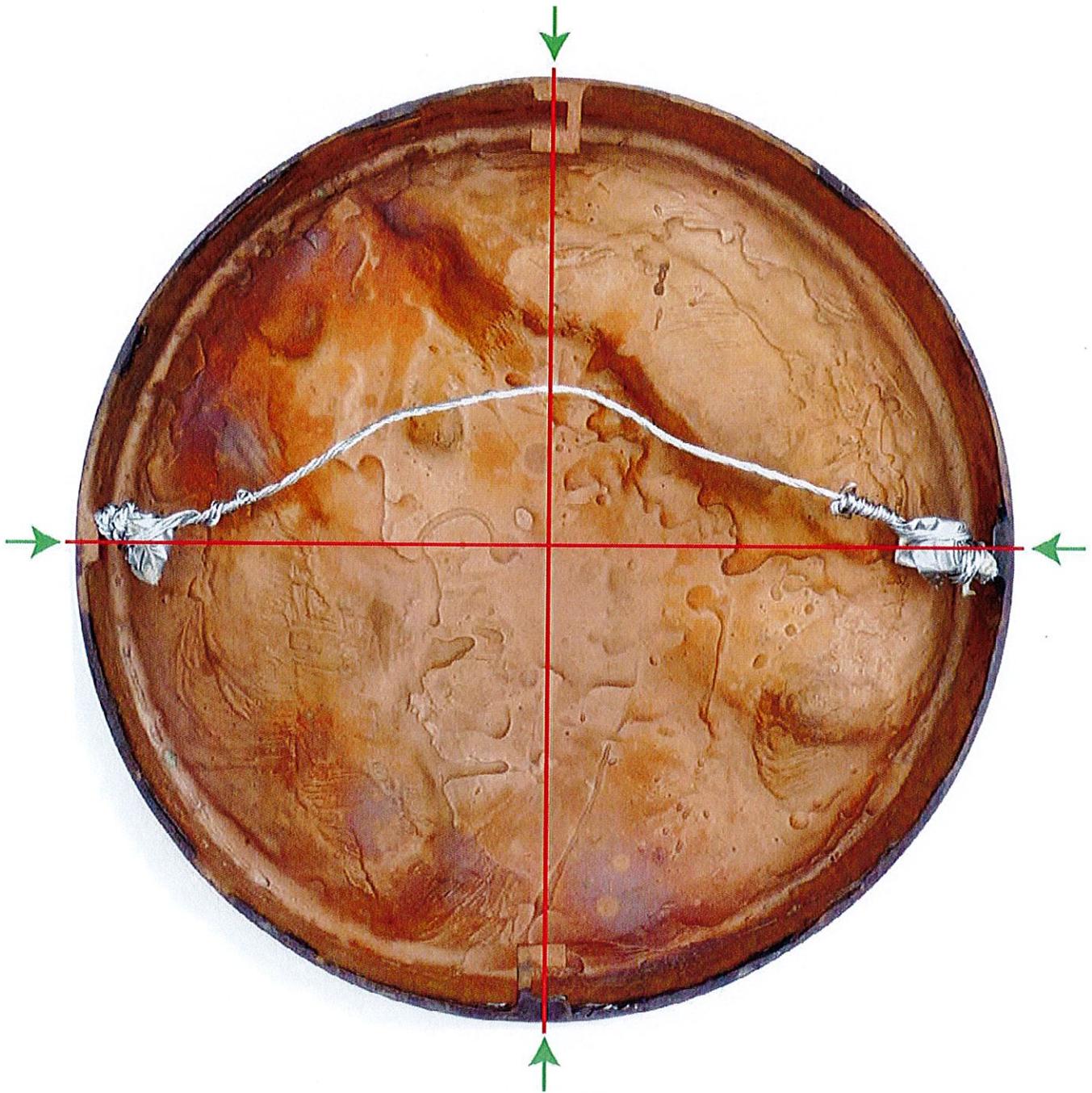
أفضل صديقاً

Mejor Amiga

સબસે અચ્છા દોસ્ત

જાણીતો મિત્ર

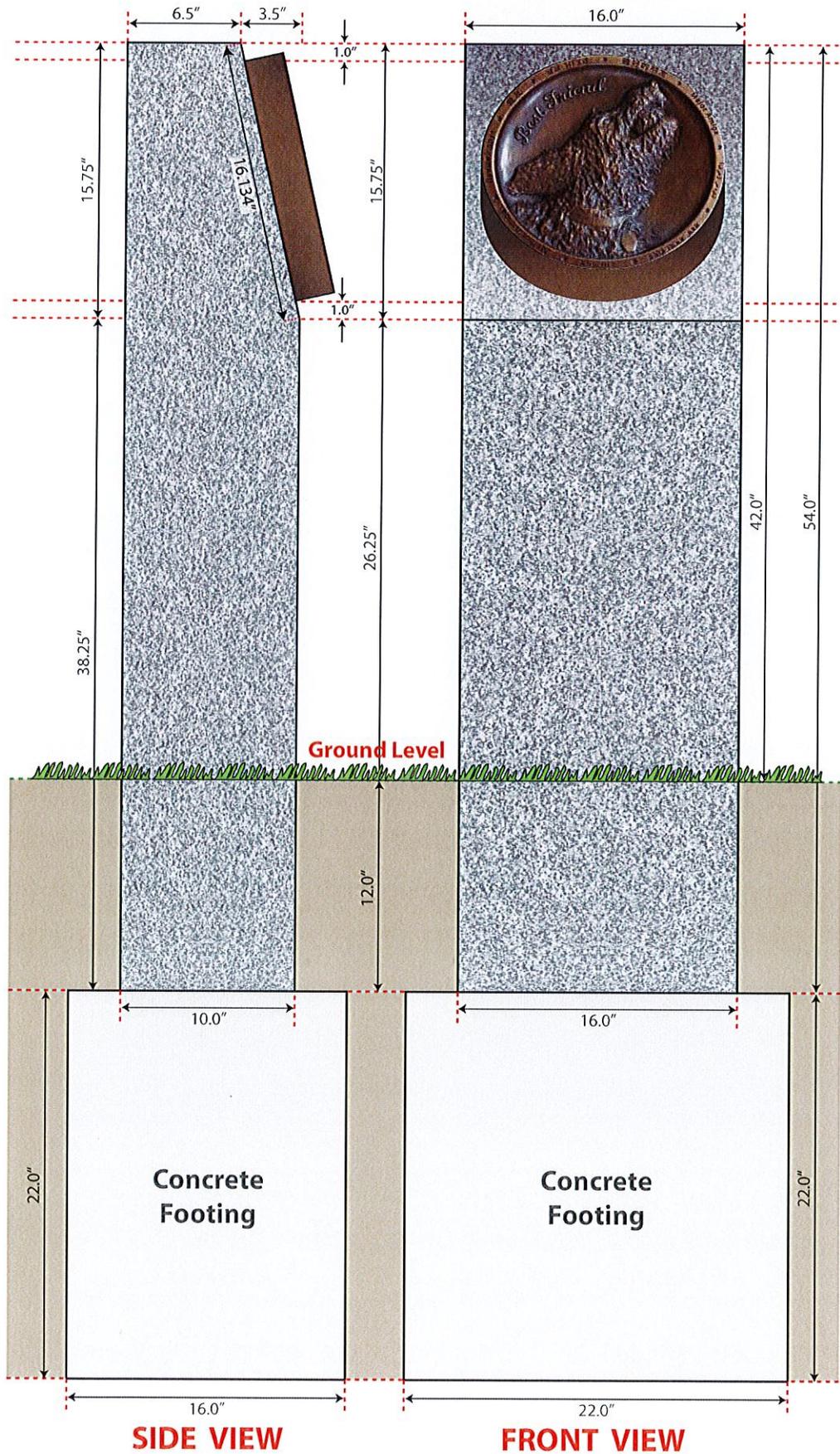
2024



**4 Bronze Tabs
for wall mounting anchors**



**14.0" Diameter Bronze Plaque on
10.0" x 16.0" x 54.0" Granite Plinthe**



10.D



Belfast Parks and Recreation Department 2025 Fee Policy

Parks, Trails, and Recreation Committee Approval: December 12, 2024
Belfast City Council Approval: January 7, 2025



This Fee Policy establishes charges for programming and department-generated special events by the Belfast Parks and Recreation Department.

This Fee Policy includes a philosophy statement regarding program fees and direct/indirect costs, revenue projections, minimum and maximums, etc. We will use an updated business model for program fees and this document shows how Department staff will be pricing programming, including the options for instructor pay scales, as well as a definition of direct and indirect costs related to program expenses.

A program fee business model balanced with a combination of grants, donations, and City funding support is vital to the ongoing success of the Department. The annual Fee Policy works in conjunction with the 2025 Department Budget, as approved by Belfast City Council.

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Program Pricing Philosophy

The Belfast Parks and Recreation Department is beginning to build its programming options for the community, ranging from free events to fee-based programs like instructional classes, learn to play programs, make-and-take arts and crafts, bus trips, and small special events. The Department seeks to schedule popular programs as well as provide high-quality programming and events. This process involves careful consideration of all program expenses, including rental costs, fair and competitive program fees, wages for instructors, and facility costs.

When creating a program or special event for the Department, staff must calculate an individual budget for each program during the planning phase. This budget shall include all direct costs for the program (i.e., instructor fees, facility rental/custodial fees, supplies, equipment, transportation, staff time invested in the actual, physical operation of the program and program prep, vehicle rentals, tickets, etc.). These direct costs are crucial to determining a program's registration fee and minimum/maximum enrollment and break-even points based on the proposed model.

Programs do not cover indirect costs of the Department (i.e., FT staff costs, electricity, heat, vehicle maintenance, insurance, etc.). These indirect expenses are considered as the cost of doing business and are covered directly through municipal support. The exception to this rule is the cost of providing a credit card payment option; those payment processing fees (2.5%) are paid at the time of registration by the customer as the City's credit card system is part of the State of Maine's processing system and 2.5% is what is charged to all users.

Minimum/Maximum Enrollment

It is important to note that determining the minimum/maximum enrollment, with instructor input, is very important to staying on track with each program's budget. The minimum enrollment should always be the break-even point for each program; this means that all direct costs are covered when the minimum enrollment is met. Once minimum enrollment is exceeded, even by one person, the program then generates a positive variance. There are exceptions to this rule; for example, Department staff create a brand-new program through a partnership with another agency and they are one person short of the minimum enrollment. If Department staff decide to run this program without the minimum, they must determine that the negative variance from doing so can be covered by revenue generated from other programs.

Programs that continue to run with a negative variance should be re-evaluated through a SWOT-analysis and either cancelled or modified to meet the minimum.

Minimum/maximum enrollment is typically based on an instructor's ability to manage the participants, based on age, as well as the facility's overall space availability. If there is demand for a program through a wait list option, a second instructor can be added if the program fees will cover that cost and if a second instructor is available. Opportunities to supplement an instructor's coverage will always be reviewed and volunteers can be considered when appropriate.

Pricing Model for Program Budgets

There is a mix of free and fee-based programs within all genres noted below. These guidelines are simple to use, and they will guide staff toward making the Department's programming more self-sustaining over time. This business model has worked for many parks and recreation agencies; whenever possible, the Department will utilize free space, look for the lowest cost supplies when appropriate, and keep other costs as low as possible. The following margins will be used for programming and special events:

- **Youth Instructional Programs – 5% margin:** these programs will generate a small positive variance, and fees will cover all expenses plus an additional 5% margin over break-even costs of running each program. This covers the hours of work that it takes to schedule, hire staff/find partnered instructors, secure space, purchase supplies, evaluate the program, etc.
- **Youth Sports Leagues – 10% margin:** when and if the Department hosts youth leagues, these programs will generate a small positive variance, and fees will cover all expenses plus an additional 10% margin over break-even costs of running each program.
- **Adult Instructional Programs – 15% margin:** these programs generate an additional 15% margin over the break-even costs of running each program. This covers the hours of work that it takes to schedule, hire staff/find partnered instructors, secure space, purchase supplies, evaluate the program, etc.
- **Senior Instructional Programs (60+ yrs.) – 0% margin:** these programs do not generate a positive variance, and simply cover all expenses based on a minimum enrollment.
- **Adult Sports Leagues/Tournaments – 15% margin:** these programs generate an additional 15% margin over the break-even costs of running each league. Tournaments are typically priced as a flat fee, so staff must calculate tournament expenses to ensure that team fees meet this margin.
- **Bus Trips – 10% margin:** these travel programs generate an additional 10% margin over the break-even costs. Please note that if this is an all-ages bus trip, then discounted rates will be provided for seniors (60+ yrs.) and youth (17 yrs. and under) whenever possible and appropriate.
- **Special Events – 0% margin:** these programs typically are not designed to generate a positive variance as they are typically free community events. However, at least **35% of the expenses should be covered** through sponsorships, donations, or in-kind services, or through positive variance generated from other programs. When possible, donations should be accepted at each special event via the Friends of Belfast Parks (FOBP) to support Department initiatives. It's imperative to know the overall budget in advance to ensure this percentage is being met. A sponsorship program will be in place in the near future to formally recruit new partners and sponsors.

It should be noted that approximately 60%-80% of all programs will run during a programming season and the Department will have three programming seasons throughout the year (Summer, Fall, and Winter/Spring). The reason for this is that not all programs are successfully embraced by the citizenry, instructors may need to cancel, or a facility's availability changes, or a program doesn't meet its minimum enrollment. It is the Department's goal to average an 80% success rate across all programming seasons; of the 20% of programs that do fail, the Department will have the opportunity to evaluate that program to determine the "why" behind the failure. If it simply was an instructor scheduling issue, that program can be offered again. If there was not an obvious determining factor, the staff will need to take a close look at program outcomes, day/time, price, location, etc., and attempt the program again.

The Department may also offset any direct costs by looking for good, meaningful community partnerships that would allow for these costs to be covered through donations, an on-site partnership, or reduced fees in trade for advertising/promotion as examples.

Staff and Contract Instructors

Department staff have two options for program instruction: 1) programs can be taught by the Department staff, whether full- or part-time, seasonal paid staff, or 2) programs can be taught by independent contractors.

A formal Background Check program will be established for Department staff and for contracted instructors, particularly for those who are working with youth programming. Costs *for Department staff* will be reimbursed to the individual, based on their request once the Department completes the hiring process and a successful background check is returned. This program will utilize multiple cross-

reference checks, and they are currently suggested as: Office of Child and Family Services Background Check, a Maine State Police background check, and an FBI fingerprint check. Department staff are still working on these details and plan to update this section as this program is established.

Any time new instructors come on board, the Department staff can use two models to evaluate whether the instructor should be paid staff or an independent contractor: 1) the Manufacturer & Business Association evaluation tool, and 2) the IRS' Form SS-8. Any potential instructor deemed an independent contractor will sign a contract for each programming season (this includes program instructors and sports officials), provide proof of insurance, and provide copies of or complete required background checks at the individual's expense, and then the instructor will be issued a Misc. 1099 form for the previous tax period.

Instructors will be evaluated using a program evaluation available to program participants. Results of those program evaluations will be shared with instructors—both paid staff and independent contractors—for consideration of program improvements, location needs, etc. This is an important task to ensure the instructors are the right fit for the program and for the Department.

Defining Residency Rates

“Resident Rate” applies only to residents within the City of Belfast boundary. The “Non-Resident Rate” applies to non-residents, those living outside of the City boundary. Non-residents are welcome to participate in Belfast Parks and Recreation programming. A Non-Resident rate is proposed to be the base Resident Rate plus \$5.

The exception to this policy is for programs at the Belfast Senior Center; all participants at the Center are considered Waldo County Residents through Spectrum Generations, the local Aging and Disability Resource Center.

Program Refunds and Policies

General Program Refunds: These refunds must be requested a minimum of seven (7) days in advance of the program start date to be considered; if request is made seven (7) days or more in advance of program start date, a refund will be provided minus a \$5 administration fee.

Bus Trip/Travel Program Registration Refunds: These refunds must be requested a minimum of fourteen (14) days in advance of the registration deadline to be considered; if request is made fourteen (14) days or more in advance of the registration deadline, a refund will be provided minus a \$15 administration fee. If a bus trip/travel program registration refund is requested less than fourteen (14) days in advance of the registration deadline, a refund will be provided ONLY if the spot can be filled and minus a \$15 administration fee.

For adult sports leagues, staff does not prepare, distribute, or post league schedules until all participating teams are paid-in-full to ensure accurate information is distributed to participants.

Youth Scholarship Program

Recreation services are especially valuable to youth. It is the goal of this Department to create a Youth Scholarship Program. Once that program is established, youth scholarships can be provided to those who qualify for those funds.

Once this program is available, the Belfast City Council will be asked to authorize the Belfast Parks and Recreation Director to waive any amount of the fee for qualifying resident youth as necessary through the Department's Youth Scholarship Program. This program would be available only to youth residents of the City of Belfast.

More information on the operation of this program will be provided in this policy document once the

fund and operating policy is established. The goal will be to offer two scholarships per fiscal year for City youth, 17 and under. Additionally, if a summer camp program is established in the future, summer camp scholarships would be available as well.

To fund this program, Department staff will fundraise for these scholarships and/or compete for grants or request donations to this program.

Credit Card Processing Fees

When the department purchases its first recreation management software to handle program registrations, facility rentals, Point of Sale (POS), and other needs, there will be a need to create the payment processing system to include a payment gateway and merchant account.

This system will charge the City a monthly fee plus either a transaction fee or batch fee. This will be a cost of doing business.

Philosophically and to follow suit in other departments, credit card processing fees will be passed onto the customer to pay for the convenience of using the online payment services. The City will evaluate payment gateway options and processing fees every 1-2 years to determine if current rates can be reduced.

Courts Reservation Policies

The purpose of the Sports Fields/Courts Reservation Policy is to effectively manage the demand for safe, public sports fields and recover costs associated with sports fields maintenance. This process is intended to operate in line with the Pavilion Reservation Policy by posting an informational sign at the reservable sports fields and issuing reservations; it does not include posting weekly schedules at fields. Group requests involving the City's tennis, pickleball, and basketball courts are part of this policy section.

Tennis Court Scheduling

The Department is authorized to schedule the two (2) lighted tennis courts for public programming at the Belfast City Park.

The Department provides tennis court access to the RSU #71 boys and girls tennis teams in the spring, and these practices and matches take precedent over public use. This is the only reservation/group activity that precludes public use of the courts; the RSU #71 schedule for practices and matches will be posted online and at the courts for the public's knowledge. Fees are waived for RSU #71 tennis programs.

Other drop-in users, including informal organized group play, may use the courts for FREE at any time, but must adhere to the 30-min. maximum wait time. If other public users show-up to play on the courts, who are not part of this informal, organized group, the informal drop-in users or group play must start the clock for a 30 min. maximum waiting period, and then concede a court or both courts to those who are waiting after the waiting period. Signs will be posted at the courts with this information.

All other commercial, for-profit, or fundraising activity tennis court requests must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, classes, or activities, when possible. General liability insurance will be required.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

The commercial/for-profit/small special event/fundraiser reservation fees for the Belfast City Park Tennis Courts, during the May 1-October 31 rental season:

Belfast City Residents	Non-Residents*
\$60 for a two-hour block (minimum) for both courts; \$20/hr. for each additional hour	\$65 for a two-hour block (minimum for both courts; \$25/hr. for each additional hour

*Belfast City Residents and organized events take precedence over non-resident requests.

For a fundraiser, the sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

All special event requests will be considered on a case-by-case basis. Approval is at the discretion of the Department Director.

Pickleball Court Scheduling

The Department is authorized to schedule the four (4) lighted pickleball courts for public programming at the Belfast City Park. Department-based programming is the only reservation/group activity that precludes public use of the courts.

Other drop-in users, including informal organized group play, may use the courts for FREE at any time, but must adhere to the 30-min. maximum wait time. If other public users show-up to play on the courts, who are not part of this informal, organized group, the informal drop-in users or group play must start the clock for a 30 min. maximum waiting period, and then concede a court or courts to those who are still waiting after the waiting period.

All other commercial, for-profit, or fundraising activity pickleball court requests must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, when possible. General liability insurance will be required.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

The commercial/for-profit/small special event/fundraiser reservation fees for the Belfast City Park Pickleball Courts, during the May 1-October 31 rental season:

Belfast City Residents	Non-Residents*
\$80 for a two-hour block (minimum) for all four courts; \$20/hr. for each additional hour	\$85 for a two-hour block (minimum for both courts; \$25/hr. for each additional hour

*Belfast City Residents and organized events take precedence over non-resident requests.

For a fundraiser, the sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

All special event requests will be considered on a case-by-case basis. Approval is at the discretion of the Department Director.

Basketball Court Scheduling

The Department is authorized to schedule the single, lighted basketball court for public programming at the Belfast City Park. Department-based programming is the only reservation/group activity that precludes public use of the courts.

Other drop-in users, including informal organized group play, may use the courts at any time for FREE, but must adhere to the 30-min. maximum wait time. If other public users show-up to play on the courts, who are not part of this informal, organized group, the informal drop-in users or group play must start the clock for a 30 min. maximum waiting period, and then concede the court to those who are still waiting after the waiting period.

All other commercial, for-profit, or fundraising activity basketball court requests must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, when possible. General liability insurance will be required.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

The commercial/for-profit/small special event/fundraiser reservation fees for the Belfast City Park Basketball Court, during the May 1-October 31 rental season:

Belfast City Residents	Non-Residents*
\$20 for a two-hour block (minimum) for all four courts; \$10/hr. for each additional hour	\$25 for a two-hour block (minimum for both courts; \$15/hr. for each additional hour

*Belfast City Residents and organized events take precedence over non-resident requests.

For a fundraiser, the sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

All special event requests will be considered on a case-by-case basis. Approval is at the discretion of the Department Director.

Sports Fields Reservation Policies

Sports Field Reservation Request Schedule

This reservation system only applies to sports fields available during the late spring, summer, and early fall months. All recreation-related requests must be submitted to the Department in writing by a specific

date prior to the individual sports season:

WINTER (Jan-Mar):	(Not applicable for sports fields use)
SPRING/SUMMER* (Apr-Aug):	February 15, 2025, application deadline
FALL (Sept-Nov):	July 1, 2025, application deadline
SUMMER TOURNAMENTS:	March 1, 2025, application deadline

**April weather may affect the availability of sports fields for play. The Belfast Parks and Recreation Department will not open fields for use when damage may occur to any of the sports fields. The department will work with each individual group for additional make-up time when necessary.*

Sports Fields Roster

Belfast City Park:

- One (1) small baseball field (Center Field = 181', Left and Right Field = 171'); no lights

Walsh Field Recreation Area:

- One (1) softball field (Center Field = 290', Left and Right Field = 265'); no lights
- One (1) Little League field with mound (Center Field = 200', Left and Right Field = 200'); no lights

Sports Field Reservations Process

The following reservation rules and regulations apply in 2025 for the sites listed above:

- All sports fields use must follow the Department's Safe Sports Fields Weather Policy (see Appendix) especially in regard to weather-related cancellations. The Department strives to accommodate weather-related cancellations and reservations for make-ups.
- Organizations must provide, in advance, the required insurance certificates and waivers.
- Sports fields requests from RSU #71 groups are processed as a priority request and before other youth and/or adult leagues.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any City park or recreational area.
- The Sports Fields Reservation process may be refined or revised by the City of Belfast, as necessary.
- On a per-event basis, the Department Director is authorized to adjust the provisions of this policy to accommodate special situations.

A. Single Day Sports Fields Reservations (non-league)

Groups requesting the reservation of a sports field for general use are subject to a Sport Field Reservation Fee. If needed, additional two-hour time blocks may be reserved in advance. General liability insurance will be required. This fee is typically for practices, single games, or for a game associated with a family outing, reunion, celebration, etc.

If a group is requesting a single day for a commercial, for-profit, or fundraising activity, the event must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, when possible. General liability insurance will be required.

Belfast City Residents Single Day Fee	Non-Residents* Single Day Fee
\$25/two hours	\$30/two hours
Belfast City Residents Single Day Commercial Fee	Non-Residents* Single Day Commercial Fee
\$100/day	\$105/day

*Belfast City Residents and organized events take precedence over non-resident requests.

B. Seasonal Sports Fields Reservations

Location	Fees
Softball/Little League Fields (Walsh Field Recreation Area)	\$150 per field per sport season for Resident Groups \$300 per field per sport season for Non-Resident Groups*
Small Baseball Field (Belfast City Park)	\$75 per field per sport season for Resident Groups \$150 per field per sport season for Non-Resident Groups*
Soccer/Lacross/Football Fields (Walsh Field Recreation Area)*	\$200 per field per sport season for Resident Groups \$400 per field per sport season for Non-Resident Groups*

*Belfast City Residents and organized events take precedence over non-resident requests.

Resident groups are those with an organizational address within the City of Belfast or with at least 50% of the participants residing in the City of Belfast and verified by a complete roster.

The Seasonal Use Fee includes:

- An initial line painting on soccer, lacrosse, or football fields ensuring that fields are in a safe and approved area, or
- An initial outfield line painting on softball and baseball fields. Lines will be repainted twice per season. Daily dragging is provided.
- Daily chalking of softball and baseball fields is not provided for seasonal reservations, except for league games organized and operated by the Department.
- Regular maintenance and mowing.

C. Tournaments

Tournament Reservation Fee

- A Tournament Reservation Fee of \$200 per Softball/Little League field per day is required for one to three-day tournaments. This fee includes dragging and field-lining services by the Department.
- The Tournament Reservation Fee is due in full at the time of the facility request.
- A refund of Tournament Reservation Fees is provided only if a tournament is cancelled 10 or more business days before the scheduled event or if extreme weather conditions affect overall tournament field use.

Other Tournament Policies

- If weather conditions prohibit or delay tournament play, the Department will schedule facilities for make-up games at no additional charge; those facilities will be provided pending available dates for the requested sports fields.
- Tournament Organizers are responsible for reimbursing the Department for any extra repair and clean-up costs, to include staff time, associated with their tournament (non-weather related); additional fees will be invoiced at cost, net 30 days.

D. Sports Field Goals Policy

The Belfast Parks and Recreation Department will not transport goals to and from the sports fields/parks; all sports groups will be responsible for transporting goals to and from the sports fields if goals need to be replaced, relocated, or removed completely.

At no time is a sports group allowed to drive onto a field for loading/unloading any sports goals. Equipment can be delivered to the closest parking lot, unloaded, and then hand-carried to the sports field for assembly and placement.

During the sports season, any goals that become damaged or broken and are unusable must be removed from the sports field and the park for repairs within one week of being notified of the damage by the Department. If damaged or broken goals are not removed when they become unusable, the Department staff will remove those goals and dispose of them at the owner's expense.

Only goals that will be used for the upcoming season can be stored at each sports field/park. Extra goals that are not going to be used for any sports field rental/tournament during the rental period must be removed from the sports fields/parks. Extra goals cannot be stored at the sports fields/parks.

At the conclusion of each sports season, whether June, August, or November, goals used that season will need to be removed and stored off-site. No vehicles will be allowed to drive on the fields to move goals or goal parts. All sports groups should coordinate their goal moving with the Department to ensure that there is no damage or for access issues.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

E. Drop-In Sports Field Use

When seasonal or single-day reservations are not on the schedule, drop-in use is allowed at all sports fields.

The only exception to this rule is when the fields are posted "closed" due to inclement weather conditions. These closures are to protect the field surfaces and will be opened for use once conditions improve. Signs are posted at the fields (typically entrance gates) and on the Department's social media pages and the City website.

F. Other Sports Field Policies

Portable Outfield Fences (for softball / baseball games requiring shorter outfields)

The Portable Fence Fee provides for the use, set-up, and removal of portable outfield fencing at Walsh Field Recreation Area. The fee is \$100 per field for "one set-up and one removal" (multi-day tournaments are not charged for multiple days). Groups must request and pay for the portable fencing **at least** two weeks in advance of when they first need the fencing.

If an organization owns its own portable fencing, the Department will work with those groups to oversee installation to ensure that our maintenance team will still be able to maintain the outfield without any issues to include mowing and weedeating.

Outfield Fence Banners

The Department will soon be offering businesses and organizations the opportunity to show their support for our parks and recreation program by purchasing a 4' x 6' vinyl banner at the Belfast City Park or the

Walsh Field Recreation Area.

Promotional banners are displayed on outfield fences for the 2025 season (Apr-Oct). Full details of this program will be available on the Department website. 2025 Banner sponsorship fees are listed below:

One (1) 4' x 6' Banner at Belfast City Park <i>OR</i> Walsh Field Recreation Area = \$315	Two (2) Identical 4' x 6' Banners at Belfast City Park <i>AND</i> Walsh Field Recreation Area = \$515
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Belfast City Park Picnic Pavilion Reservations

The Reservation Fees for the Belfast City Park Pavilion, during the May 1-October 31 rental season:

Standard Rental	Belfast City Residents	Non-Residents
Two-hour block (minimum)	\$30 rental \$10 for each additional hour	\$35 rental \$15 for each additional hour
	40-person capacity	40-person capacity
Examples: Birthday Parties, Family Reunions, Meetings		
Commercial/Small Special Event/Small Fundraiser Rental	Belfast City Residents	Non-Residents
Two-hour block (minimum)	\$60 \$20 for each additional hour	\$65 \$25 for each additional hour
	75-person max. capacity	75-person max. capacity
	One 10' x 20' tent	One 10' x 20' tent
	General Liability Insurance required	General Liability Insurance required.
Examples: Meals, Ticketed Events, Small Fundraisers		

Belfast City Park Pavilion is rented on a first-come, first-serve basis.

For a fundraiser, sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

For Special Event/Fundraisers requests, these will be considered on a case-by-case basis. Approval is at the discretion of the Department Director. See Special Event/Fundraiser section on page 13.

Additional Pavilion Policies:

- Belfast City Park Picnic Pavilion rentals must be secured via the reservation and payment process at a minimum of eight (8) days in advance.
- Belfast City Park Picnic Pavilion can be reserved up to one (1) year in advance.
- The season for picnic pavilion rentals is May 1 through the end of October, and the daily rental period runs between 8 AM-8 PM.
- All family rentals such as birthday parties, small reunions, or picnics DO NOT need to provide

- proof of General Liability Insurance.
- Groups, clubs, organizations, special events, and fundraiser rentals must provide proof of General Liability Insurance with a minimum general liability policy of \$1,000,000.
- For Special Events/Fundraisers, please refer to additional policy information under the Special Events/Fundraising Policy.
- When the pavilion is not reserved, the pavilion is available for drop-in use on a first-come, first-serve basis. Drop-in users cannot ask another drop-in user to vacate the pavilion; the space should be shared if there is room.
- Reserving groups are entitled to sole occupancy of the rented pavilion.
- Facility reservations must be paid in full at the time of reservation; **tentative reservations are not accepted.** A rental is complete once all documentation has been provided and the fees are paid. A Pavilion Rental Sign will be placed at the pavilion noting your reservation time and under the person's name who rented the facility.
- If a group or business requires an invoice for pavilion rental payment, that group or business will have **10 business days** to make payment; if that payment deadline is not made, the reservation will be removed from the schedule. This 10-business day policy for invoicing still needs to be prior to the 8-day minimum advance period for reservations.
- Pavilion reservations must include set-up time, the actual event time, and clean-up.
- Pavilion renters are required to remove their trash from the pavilion and park.
- Per City of Belfast ordinances, the Belfast City Park is non-smoking.
- RSU #71 clubs and groups are exempt from pavilion rental fees; for more information, see page 18.
- Fees will be waived for sanctioned City events (i.e., public meetings, committee meetings, etc.).
- The mowed areas around the pavilion are available for yard games and play areas.
- All vehicles must be parked in the large parking lot to the south of the pavilion. Vehicles are permitted to pull up to the pavilion to load/unload ONLY, and must be removed to the parking lot when unloading/loading is complete.
- New in 2025 will be one signed Handicap Parking Space in front of the City Park Pavilion; vehicles must have either a Handicap Placard or a Handicap Plate to park in this space.
- New in 2025 will be one signed Drop-Off Space in front of the City Park Pavilion; vehicles will have up to 20 min. for drop-off/pick-up of supplies.
- The ONLY time tents are allowed are through the rental process for a Commercial/Small Special Event/Fundraiser per the table above.
- Outside grills are not allowed in the park; this includes propane grills, portable hibachi-style grills, etc. The ONLY grills allowed to be used are the pre-installed charcoal grills at the park pavilion or at the park's picnic areas.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any city park or recreational area.

Rental Reservation Revision

Once a pavilion rental payment is received, a reservation can be changed as long as it is not within the eight (8) day period prior to a rental.

Cancellation Policy

- Any cancellation outside of the **minimum of eight (8) days in advance** of the reserved time is eligible for a refund, credit, or transfer to another date (in the same year).
- Any cancellation **less than eight (8) calendar days** prior to the reserved time is not eligible for a refund, credit, or transfer.

Inclement Weather Policy

If severe weather (very heavy rain/downpours, thunderstorms, flooding, or high-wind conditions) prohibit the scheduled pavilion use, a request to reschedule must be submitted to the Department **on the**

first business day after the reservation no later than 6 PM (business days are Mondays-Thursdays). Otherwise, cancellations or reschedules will not be honored since the pavilion is covered.

If a severe weather reschedule request is made, the Department will attempt to reschedule the group at no additional charge during the current season (May 1- October 31), pending availability. If rescheduling cannot be accommodated, a refund will be provided.

Staff is authorized to establish reservation conditions and applicable fees (as specified in this policy) for non-family group use in the Belfast City Park Pavilion. Generally, this site is not equipped currently to host large non-family groups or special events. Typically, the Department must account for all uses within the park to ensure that there is appropriate parking, restroom availability, etc.

Mobile Concessions Vendors

Belfast City Park has an annual concession operation within the park; no additional outside, third-party mobile concession vendors are allowed to be on-site for a private or public pavilion rental, sports function, pool party, or general use, unless authorized by the Department.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

Special Events/Fundraisers Requirements

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.

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:

- A. 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;
- B. A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- C. 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.

Other Policies

Commercial Activities

The City of Belfast park ordinances specify that any commercial activity in parks requires a special contract from the Department. Commercial activities involve, but are not limited to, selling goods or services to the public, or holding private classes or activities in the parks where participants register with a third-party program operator (i.e., health and fitness, role play programs, personal training, summer camps). Commercial activities are prohibited in all parks, except as specifically contracted by the Director of Parks & Recreation and Belfast City Council. **Organizers must allow 60 days prior to the event/activity to obtain the necessary approvals.**

If a commercial activity is found operating within a park without a contract, the Parks and Recreation Director has the right to request that the vendor cease all activity immediately. Additional steps will be taken if that request is not heeded by the vendor.

Given the range of commercial activities, the Director is designated to:

- A. Issue contracts for commercial activities that are compatible with City of Belfast's park operations and ordinances,

- B. Require proof of insurance by the applicant,
- C. Specify in writing all restrictions associated with the request,
- D. Require periodic reports from applicants with regard to park activities,
- E. Request a contract fee or recommended donation (based upon the requested activity), and
- F. Complete approval process with the Belfast City Council for the Commercial Activities Contract.

Those who wish to apply for a commercial activity contract will need to do so directly with the Parks and Recreation Director and will need to provide the proper documentation to supplement a commercial activity application (class proposal, number of days/weeks, time, registration levels, class fee, product and sales information, etc.). Fees will be assessed based on the use request to include determining the length of time being requested, hours of operation, type of operation, etc. If a commercial activity is in competition with an activity/class/program that Parks and Recreation is already doing, it will not be forwarded to City Council for approval. A commercial activity request must be approved by Belfast City Council.

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

Renters: Fees to Participants

No private group may charge an entrance fee to visitors for admittance to public park property.

Similarly, a parking fee cannot be charged. For fundraisers, it is recommended to host registration in advance for a 5K for example, although late registration will be allowed. For officially-designated non-profits, donations may be accepted for special services, products, or events offered by the organizer (i.e., food, family or individual games); it's preferable that these donation be done online vs. being collected at the park.

Collection of any donations must remain on-site at the location approved for the special event/fundraiser, and general public users cannot be approached for donations unless they approach the event.

Rentals: Miscellaneous Items

- The placement of all temporary structures and activity locations related to an event must be approved by the Department staff. A map should be provided with the event application. A base Google Map is very helpful for locating the event's activities.
- The event organizer shall contact the Belfast Police Department **60 days or longer in advance** of the event if making a special request for police detail. This information is required as part of the event application.
- The sponsor should make provisions for adequate first aid care during the event.
- All provisions of the City of Belfast park-related ordinances apply to Special Events/Fundraisers.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any City park or recreational area.
- Pets must be kept on a leash at all times in any Belfast parks or park areas and during any and all special events/fundraisers in the parks and park areas.

Third-Party Vendors and/or Third-Party Rented Services/Equipment

Often, the Department receives requests with special events and fundraisers for additional entertainment activities or rented equipment. The following items are NOT permitted at any special event/fundraiser unless special permission is granted by the Department Director and/or Belfast City Council. Additional steps will be required if any of these items are approved for use at a special event/fundraiser.

- Inflatables (ex.: bounce houses, inflatable obstacle courses)
- Generators

- Pony Rides
- Third-Party Concessionaires (outside of food trucks)
- Food trucks
- Party Equipment (ex.: dunk tanks, basketball tosses, climbing walls)
- Party Services (ex.: DJs, specialty vehicles, Bubble Football)
- DJs
- Portable Gas Grills

Scheduling of School District Events within Municipal Parks

The following Reservation Fee Waiver applies to sanctioned RSU #71 student-based functions involving **Belfast Boathouse Rentals, Pavilion Reservation Fees & Sports Field Reservation Fees:**

- Reservations fees are waived for weekday (daytime and evening) student activity uses during the school year (from 14-days prior to the opening of school through two-weeks after the last day of school). The security deposit is not waived.
- **Non-student uses and uses at other times of the year are charged the standard fees. This includes the rental fee and security deposit.**
- The Large Groups/Special Events/Fundraising Policy, facility maintenance fees, and special conditions specified by staff may apply pending the event logistics.
- In all cases, RSU #71 must provide Proof of Insurance for all sanctioned events in Belfast City Parks and park areas, naming the City of Belfast as an additional insured. The Department is authorized to invoice the schools, if necessary, for any clean-up or damage repair costs associated with school uses and that will cost more than the collected security deposit.

Unmanned Aircraft

Unmanned Aircraft include radio-controlled, string-controlled, remote-controlled, and tethered model aircraft and drones. Unmanned Aircraft shall not be placed in flight, flown over, or landed in the children’s playground or pool area within the Belfast City Park.

All Unmanned Aircraft operators must follow all Federal Aviation Administration’s (FAA) protocols to include safe operations, licensing, inspections, training, flight patterns, distances, heights, etc. Proof of licensing will be required upon any requests for commercial flying (i.e., commercial filming for businesses, tourism videos, etc.) above any City park areas (except the areas noted above) with a request and proof of licensing to the Director of Parks and Recreation.

Aquatics: Belfast City Park Pool

Priorities

- Provide safe, fun, and clean facilities that are open and accessible to individuals and families.
- Pool revenue should seek to offset some operational expenses.
- Pool Admission Process and Resident Confirmation must be simple and hassle-free for both patrons and seasonal staff. Belfast Parks and Recreation recommends verifying address in early summer or in advance of pool visit by securing a residency card.

Membership for Residents

When this program goes operational, a FREE **Membership Card** can be obtained to indicate that you are a City Resident. To obtain a FREE Membership Card for pool visits, proof of residency is required when requesting a Membership Card. Proof of residency can include current Driver’s License, current

utility bill, or current lease/homeowner's insurance document.

Daily Pool Sign-In will still be required.

Pool Categories	2025
Daily – Toddlers, 2 yrs. and under (In water chaperone & swim diaper required)	FREE
Daily – Youth, 3-10 yrs. (Chaperone required) and 60+ yrs.	FREE
Daily – Regular, 11-59 yrs.	FREE
Daily – Non-Swimming Adult (not in swimwear attire and not entering the water)	FREE
Pre-scheduled Group Admissions during public operational hours (i.e., 4-H Clubs, Scouts, Birthday Parties, Summer Camps); Membership Card is not required.	<ul style="list-style-type: none"> • Groups of 10-25 people: \$25 • Groups of 26-50 people: \$50 • Please schedule ahead; groups may be limited due to overall pool capacity. • Payable by cash or check or credit card with pre-scheduled reservation.

Pool Rental Rates for Private Groups

The pools are available to rent for private activities during the regular operating season from **6:30-8:30 PM on Friday, Saturday, and Sunday evenings**. Time block includes your set-up, activity time, and clean-up. In order to provide proper staffing, reservations must be made a minimum of 14 calendar days in advance.

Private rentals must include a ratio of 1 adult for every 10 children, and pool staff do not count as chaperones. The adults must be actively watching and/or swimming with the children.

Rental Type	Fee
All Two-Hour Rentals for small families, birthday parties, small events and fundraisers, etc.	1-25 Guests: \$30 Resident Rental 26-75 Guests: \$60 Resident Rental
	1-25 Guests: \$35 Non-Resident Rental 26-75 Guests - \$70 Non-Resident Rental

- Regular rentals include use of pool, pool grounds, and bathhouse. The proper forms must be completed for pool rental request, and the fee must be paid to secure the date. All rentals must be secured a minimum of 14 days in advance of rental date requested. All regular pool rules and municipal ordinances apply.
- All activity locations and event plans must be approved in advance by the Pool Manager.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any City park or recreational area.

Inclement Weather Policy

The Department staff will attempt to reschedule groups at no additional charge during the current season, pending availability. If the pool schedule cannot accommodate a rescheduled date, a full refund will be provided.

Pre-Scheduled Groups Admission Policy

If an organization requests the Pre-Scheduled Group Admission Rate during our regular swim days, the request is considered with the following provisions:

- A group is defined as a non-family party consisting of at least 10 people, including supervisors and chaperones.
- Groups must request swim dates and times at least 14 days in advance with the Pool Manager. **No more than two groups (up to 25 members each)** are admitted to the pool at one time. For safety reasons, pool staff may decline requests for unscheduled groups at the Group Admission Rate.
- An organization may send no more than 50 group members (including supervisors) at any one time onto pool grounds.
- The 50 members from an organization may stay on pool grounds no longer than two (2) hours (i.e., 1-3 PM, 3-5 PM).
- **Group supervisors/chaperones must accompany and actively supervise swimmers during the entire period, requiring at least one chaperone for every 10 children they are actively supervising.**
- All patrons related to the group are included in the calculation of the group admission fee (i.e., supervisors, chaperones, group leaders, babysitters, parents, and swimmers), except non-swimming chaperones, not attired in swimwear who are admitted for FREE.

This policy applies to all groups and organizations including the Department's summer camps. The maximum time per day is two (2) hours per swimmer-group (*vs. two-hours per organization*). If the organization has more than 50 children, they may choose to rotate groups of up to 50 into the pool, reduce their pool time to accommodate their schedule, or rotate the days per week that a particular group would visit the pool. Pre-Scheduled Group Admission fees are not eligible for refund, credit, same-day re-admission or rain checks.

Group leaders are responsible to check-in and out with the Front Desk Staff, certify the group count for each visit, sign invoices for payment of the appropriate entrance fees (terms: net 10 days) if not paying in cash or by check, and be responsible for the patron conduct and the two-hour (maximum) schedule of the group on pool grounds. Groups that abuse the Department's Policies and Procedures may be suspended from using the pool by the Pool Manager or the Department Director.

Belfast Boathouse Rental Program

The Belfast Boathouse is a rentable facility, owned by the City of Belfast, that is used for a multitude of functions, special events, and community activities. The Belfast Boathouse is a year-round rentable facility starting in the fall of 2025 for meetings, weddings, special activities, reunions, rehearsal dinners, and more. Based on your event style, capacity is as follows:

- Educational-style seating with tables: 150 ppl.
- Sit-down dinner with round tables: 150 ppl.
- Standing reception-style events: 200 ppl.
- Auditorium-style seated event (seating in rows): 160 ppl.
- Occupancy does not change if you decide to add an outside tent.

The rental program includes the Belfast Boathouse and its fenced grounds. Small activities may be held outside of the grounds, but those are reviewed on a case-by-case basis as part of the renting process.

The Belfast Boathouse includes a vestibule with coat rack, large event room, small event room with pass-through window from kitchen (chair and table racks are stored here), two single restrooms, maintenance closet, and a warming kitchen.

The overall square footage of the building is 3,960 sq. ft., and the fenced-in grounds are part of the Belfast Boathouse property. There are a total of 14 parking spaces in the small parking lot for the Belfast Boathouse, for the small picnic area, and for the kayak launch area. There are two (2) handicapped parking spaces in front of the Belfast Boathouse entrance. This parking lot is open to the public at all times. Please see the appendix for additional parking information that you can share with your attendees, as there is a lot at the bottom of the Belfast Common on the corner of Commercial and Front Streets, and parallel parking along Front Street, downhill only, on the west side of the street.

The Belfast Boathouse provides a limited collection of supplies for your rental fee; please consider if this works for your type of event or activity as you may need to consider contracting with a third-party vendor to provide additional event supplies. Items supplied with your Belfast Boathouse rental:

- Small single-speaker sound system with either a wired microphone or two cordless microphones, extension cord, and laminated instructions for set-up.
- 50" Smart TV with HDMI connection for showing PowerPoints, video montages, etc. Laptop not provided.
- Wi-Fi for the building.
- 162 Lifetime plastic folding chairs and chair racks. These can be used outside, but the chairs must be wiped down before returning them to their racks.
- 17 5' (60") round dining tables and table racks. Tables seat 8 tightly (136 ppl) and seat 6 comfortably (102 ppl).
- Seven (7) 8' rectangular plastic tables and table racks.
- 12 6' rectangular plastic tables and table racks.
- Three (3) 32-gallon trash receptacles in main event area.
- Two (2) small trash receptacles in restrooms (1 in each restroom).
- Four-burner electric stove with oven.
- Two-shelf convection oven.
- Small 1.9 cu. ft. microwave.
- One large (100 cup) and one small (50 cup) Coffee Pro coffeemakers.
- One 22 cu. ft. refrigerator (no freezer).
- One-time stocked paper products (paper towels and toilet paper) and trash bags (large black trash bags and small clear bags for each container) for your event. Additional trash bags need to be provided by you.
- Two (2) 6' stainless steel prep tables and several kitchen countertops.
- Two full-size sinks and one bar sink (in kitchen).
- One small 3' step-stool.
- Fully-stocked Maintenance's Closet for clean-up after your event, which is required.
- Several on-the-wall hangars for draping fabric and/or lights for decorations.
- Fire extinguisher located in the kitchen.
- The Boathouse's power is a 200 amp service with 20 amp breakers except for the restroom breakers which are 15 amp and the electric stove breaker which is a 30 amp. At no time should breakers be tripping; if they are, you have overloaded the circuits.

Items not supplied with your Belfast Boathouse rental; you will need to consider renting these items or providing them yourself:

- Table linens.
- Tableware to include plates, silverware, and glasses.
- Serving dishes.

- Decorations
- Trash removal (must be removed by you).
- Large multi-speaker sound system.
- Dance floor.
- Additional accent lighting.
- A separate bar.
- The building is not air conditioned, but it does have two very powerful ceiling fans; windows do allow a very nice breeze to blow through the building as well.
- The Boathouse's warming kitchen is NOT a commercial catering kitchen. It is recommended that your caterer prepare food off-site and transport it for warming/staging/plating in the warming kitchen.

Items not allowed inside the Belfast Boathouse or on the fenced grounds surrounding the Boathouse as part of your rental:

- Natural flame candles. Flameless candles are acceptable.
- Paper Lanterns cannot be launched from the Belfast Boathouse grounds, nor from any waterfront park areas near the Boathouse.
- Consumer fireworks on the Boathouse grounds are not allowed at any time.
- Steamboat Landing Park and Gazebo, the Harbor Walk, the public beach, and the kayak launch are not part of your Belfast Boathouse rental. To request use of any of these spaces as part of your rental, please discuss that request with the Parks and Recreation Director.

Belfast Boathouse Rental Guidelines

- The Belfast Boathouse Rental Application is required to start the rental process.
- Photos and videos of the facility are available for viewing via email links, along with a building layout with measurements (see appendix).
- An initial tour is available without charge; please know that these need to be scheduled around any other rentals that take place and/or in consultation with the Department Director's schedule.
- With your paid rental, you may have one additional tour closer to your event date so that you can do final measurements, secure your layout ideas, ask any additional questions, etc. Bring as many friends and family members to that final tour so that they are familiar with the building's equipment and layout, and your set-up/clean-up plans. This is very important for any wedding rentals, especially if the bride and groom are not going to be available during the clean-up post event.
- Your rental is not secure until you have submitted a rental application, you've discussed the rental policies with the Director, and you've paid either your 50% rental deposit [when renting more than three months (90 days) ahead of your rental date] or your 100% rental payment [when renting inside three months (89 days or less) from your rental]. A completed application and your deposit/payment secure your date(s).
- Your security deposit is due at your 2nd 50% rental payment [when renting more than three months (90 days) ahead of your rental date] or when you pay your 100% rental payment [when renting inside three months (89 days or less) from your rental].
- **The individual signing the rental application and providing the rental fee, the security deposit, and the credit card authorization must be at least 21 years of age and be on-site during the entire event.**
- Access to the Boathouse is by electronic code; each renter receives their code 24 hours in advance; there are exceptions to this process and those exceptions are communicated to each renter. Codes are changed frequently to prevent inappropriate access to the building.

- The Belfast Boathouse overall rental hours are as follows, and can be shortened for rentals that have limited set-up needs:
 - Fri., Sat. and Sun. Weekend Rental – 8 AM Friday through 11 PM Sunday
 - Single Rental Day (weekday or weekend) – 8 AM-11 PM

Belfast Boathouse Rental Fees			
Off-Season Rental (starting November 2025): November 1-April 30			
	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$1,600	\$2,400	\$500
Weekend Day Rate (Sat. or Sun.)	\$525	\$800	\$100
Weekday Rate	\$140	\$210	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$800	\$1,200	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	\$260	\$400	\$100
Non-Profit Weekday Rate	\$100	\$150	\$100
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$575	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	\$200	N/A	\$100
Belfast City Employee Weekday Rate	\$70	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100
High-Season Rental: May 1-October 31			
	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$3600	\$5,800	\$500
Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Weekday Rate	\$200	\$300	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$1,500	\$2,900	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Non-Profit Weekday Rate	\$130	\$200	\$100
Belfast City Employee Weekend Rate (Sat. and Sun.)	\$1,000	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Belfast City Employee Weekday Rate	\$100	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100
Belfast Boathouse Custodial Fees			
\$55/hr. – If you know that you will not be able to accommodate the required cleaning per the rental contract, you can pay a custodial fee in advance for cleaning. The minimum is \$110 for two hours. HOWEVER , the City's custodial services must be utilized, and they must be contracted and confirmed in advance.			

*Belfast residents must have a residential or business address within the City limits. Address will be required. A Waldo County resident does not qualify unless that resident also lives within the Belfast City limits.

**To qualify for this non-profit rate, the organization must be able to provide proof of its IRS Non-Profit Designation and associated Tax ID number.

Belfast Boathouse Security Deposits

- The security deposit is paid in advance and covers non-cleaning and building damage (walls, windows, floor, doors, toilets, sinks, etc.) and the removal or damage to equipment (tables, chairs, racks, sound equipment, podium, microphone, kitchen equipment, trash cans, etc.).
- If a renter does not clean per the cleaning checklist, cleaning fees will be deducted from the security deposit. It takes a minimum of two hours to clean the Boathouse properly, including tables and chairs, by one person. This estimate is based on not having to move tables/chairs, remove decorations, etc.
- The Belfast Parks and Recreation Department reserves the right to invoice or charge a credit card on file for damages over and above the security deposit amount. The charges for cleaning fees are \$55/hr., and charges for damaged or removed equipment will be based on the replacement cost for an equal or similar item.
- Cleaning fee rates will be updated as they change.

Belfast Boathouse Insurance Requirements

- Renting at the Belfast Boathouse requires your ability to provide a Certificate of Insurance with the City of Belfast named as an additional insured, demonstrating that you have a \$1,000,000 General Liability Insurance policy in place. If you're not able to secure this policy through your homeowner's insurance agency, you can secure a policy through a special event insurance company.
- Your Certificate of Insurance is due to the Department Director no later than 10 days prior to your rental.
- If you are hosting a private event with alcohol (BYOB or you are providing the alcohol), you are required to also have the Liquor Liability Endorsement on your policy. Be sure that the Certificate of Insurance notes that endorsement. Alcohol cannot leave the Belfast Boathouse's fenced, outside grounds, or your rental party faces a violation of the City of Belfast alcohol ordinance.
- No person less than 21 years of age may consume, possess, or distribute alcoholic beverages. **Renter** is responsible for verifying the age of all persons to whom alcoholic beverages are served and/or consumed during the event, unless that responsibility is being passed to a professional catering service.
- In the case of a caterer/professional bartending service providing and serving alcohol at the Belfast Boathouse, the caterer's Off-Premises Permit/RAMP Certification as well as their Certificate of Insurance noting their general liability limits and types of coverage including the liquor liability endorsement must be provided to Belfast Parks and Recreation at least 10 days prior to the event, and the Certificate of Liability must also list the City of Belfast as an Additional Insured for the duration of the event. The caterer's liability insurance **must be a minimum of \$1,000,000 coverage**, and the caterer's staff must check photo-identification cards to verify the age of each person consuming alcohol.
- There is a noise ordinance for the City of Belfast; remember, there are many private homes adjacent to the Boathouse property. Please be cognizant of the ordinance, or the police may be called to your event.

Set-Up and Clean-Up

- The **ONLY** tape permissible to be used for decorations on the walls or taped to tables is painter's or masking tape. Please, no packing tape, electrical tape, box tape, duct tape, or any other heavy-duty tape. If we find tape on our chairs, tables, walls, or floor, we will deduct additional cleaning expenses from your security deposit.
- Please do not add any additional hooks to the walls; there are plenty of hooks available on both long walls as well as the long center ceiling beam.

- There are plenty of plugs on the walls of the large and small event rooms; remember, the plugs are approx. 3' high off of the floor. Please limit the amount of extension cords used, and if you plan to utilize a multi-plug strip, ensure that it is a certified surge protector.
- Renters are responsible for renting a large ladder or scissor lift to decorate; the City of Belfast will not provide this equipment due to liability issues.

End-of-Rental Requirements

- You are required to clean the facility after your rental; it is important to provide the end-of-rental guidelines to your support team so that they know where everything is located, where it should be returned to, where cleaning supplies are located, and exactly what is required for cleaning. This is especially important for wedding rentals if the bride and groom will not be part of the clean-up team.
- Per the fee table, you can contract with the City's custodial services in advance if you know that you or your team will not be able to clean, assuming the custodial team is available. If the Boathouse is not cleaned by your team or by the custodians, deductions will be made from your security deposit for a minimum of 2 hrs. at \$55/hr.
- If you are using a caterer for your event or activity, please know that your caterer must be out of the building when you are. They cannot return at a future time to pick-up their supplies and equipment due to the busy rental schedule.
- If you are renting equipment such as additional tables or a different style of chairs or lights, please discuss with your vendor the drop-off and pick-up details. On holidays, staff are not available to meet vendors at the Boathouse. You may need to rent additional days on the front or back-end of your event to accommodate these additional steps. The Boathouse is very busy in the summer months and there could be a rental back-to-back to your rental. If you haven't secured the additional time you need, there may be issues for the next renter.
- All trash, decorations, and recyclables must be removed from the property at the conclusion of your rental. There is not a dumpster on the Belfast Boathouse grounds.
- If you think you're going to need additional time for set-up and clean-up, in addition to your event, please book it in advance, as it may not be available closer to your event due to other rentals.
- City of Belfast Parks and Recreation Department will conduct a pre- and post-facility inspections to determine if the checklist for end-of-rental requirements has been met or if there is any damage to the facility or equipment; if there are issues, then the Director will contact the renters to inform them of the security deposit deductions if the checklist is incomplete.

Cancellations

The Belfast Boathouse has the following policies for cancellations:

- More than 120 days prior to the event, you will receive 75% of your rental deposit; remember, at this point, you may have only paid your 50% deposit so you would receive 75% of that payment.
- If you are between 45-119 days prior to the event, you will receive 50% refund of your rental deposit and you will receive 100% refund of your security deposit if you have paid it within this period.
- If you are less than 44 days out from your event, there is no refund for your rental payment, but you will receive 100% refund of your security deposit.
- Refunds will be paid by the City of Belfast by check within 30 days after written notice of cancellation of your rental.

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

Belfast Senior Center

The Belfast Senior Center meeting site, the Belfast Boathouse, is a cooperative arrangement between the City of Belfast Parks and Recreation Department and the Belfast Senior Center Group as well as Spectrum Generations, the Central Maine Area Agency on Aging and Aging and Disability Resource Center. Spectrum Generations provides some operational support for the Center while the Department provides space during the high season and in the off-season starting November 2025. In the future, the Department will also assist with some programming that is free or fee-based.

Proposed Program Fee Levels (also see Pricing Model on Page 2):

1. **Level I (Core) Programs:** No fees are charged since they are led by staff, volunteers, or interns or even from Spectrum Generations. These are typically life-based educational programming, TRIAD programs, scam/safety programming, etc.
2. **Level II Programs:** Participant fees offset the program costs involved.
3. **County Resident/Non-County Resident:** All Waldo County senior residents will pay 100% of any program fees (County Resident rate; CR), and all non-Waldo County residents will pay 125% of any program fees (County Non-Resident Rate; CNR). This policy includes all fee-based programming, special events, and trips.

Trip Refund Fees

The refund deadline for trips is set for two weeks prior to the scheduled trip; the Department must pay the vendor and trip fees at that time. With respect to withdrawals and cancellations:

- Full refunds will be provided to registrants for trips that are cancelled or withdrawn by the Department or the tour company.
- For registrants, a full refund will be provided to trip registrants who provide notice to the Parks and Recreation Office no less than 14 calendar days before the trip. No refund or credit can be provided less than 14 calendar days before a trip. However, that person may transfer their space and payment to another individual. It shall not be the responsibility of the staff to facilitate these transfers.

Other Department Services / Programs

Amusement/Water Park Discount Ticket Sales

The Department is authorized to participate in the annual amusement/water park discount ticket program offered by the Maine Recreation and Park Association (MRPA). The proceeds of this program are general revenue for the Department; in the future, these proceeds will be directed toward the Youth Scholarships Program. Fees and policies for the ticket sales are specified by MRPA each year.

Tickets are purchased in-person at the City Clerk's Office, and the Belfast Parks and Recreation Department handles all inventory management and financial reporting and communication with City Clerk staff members. These sales are cash or credit card only, and the credit card fee is paid by the purchaser. No personal checks are accepted since the customer leaves with tickets in-hand.

Winter Kids Programming

The Department is authorized to participate in the annual Winter Kids programming through the Maine Recreation and Park Association (MRPA). This is a pass-through program that allows the Department to provide discounts to families for membership with Winter Kids, which provides discounted lift tickets and access to learn to ski/board programs as well as discounted equipment rentals. This partnership also

allows the Department to have access to winter loaner equipment for programs and access to grant opportunities for improvement of programs and facilities.

Belfast Dog Park Events

The Friends of Belfast Parks established the Belfast Dog Park within the boundary of the Walsh Field Recreation Area. The park was built as a result of the efforts of the committee's fundraising and volunteer efforts. Use of the Belfast Dog Park is free with operational assistance by volunteers. Capital improvements have been handled by the Friends of Belfast Parks in the past, and this relationship between the Friends and the City of Belfast will continue.

Wales Park Community Gardens

The Wales Park Community Gardens were established through the efforts of the Wales Park Community Garden's Steering Committee, Belfast Parks and Recreation, and Waldo County Soil and Water Conversation. This work established a mission statement, guidelines, by-laws, and the Memorandum of Understanding which note the relationship between these groups and various responsibilities.

Funds collected from plot fees and/or donations/grants are held by the City of Belfast in a special account. There is a cooperative arrangement between the Wales Park Garden's Steering Committee and the Department for coding invoices from the group and processing payments, as well as in reverse for charges the City incurs but are the responsibility of the Steering Committee's Treasurer.

The Wales Park Community Gardens contain standard garden plots which measure 4' x 16' and two accessible raised-bed garden plots, each measuring 3' x 8' and table height. These are not certified-organic plots, but pesticides are not allowed within this garden community. A lottery is held for Belfast residents who apply and win the opportunity to rent a plot. The lottery is typically conducted on February 15 each year. Plot applications are due by January 31 each year.

The plot rental fee is a standard \$25, but the Wales Park Community Garden's Steering Committee does ask for a donation about that rate if someone has the ability to add funds. Those additional funds are to help others who may not be able to pay the plot rental fee, or to hold for additional expenses for water use, the purchase of supplies, or other unforeseen expenses.

Donor Bench Program

The Belfast Parks and Recreation Department has a Donor Bench Program which provides bench seating at several parks to include Belfast Common, Heritage Park, Park on Main, and Wales Park; additionally, there are just a handful of bench spaces remaining for the Harbor Walk and Armistice Bridge (aka the Footbridge).

The Department has a standard bench design that includes cedar-colored recycled plastic slats, a black metal frame, a zinc-edged 2" x 10" plaque, and a plaque slat for a 2" x 10" plaque. There are two bench sizes, but depending on the site location, the smaller bench may be the only one that is suitable for that location.

The Donor Bench Program fees included an initial bench purchase and shipping as well as a small maintenance fee for any repairs or replacement parts needed for the bench. The Department will also begin providing GPS coordinates and recognition online for the bench program in 2025 as it pulls the bench history from its archives.

DuMor 6' 165-60PLC Cast Bench with cedar recycled plastic slats, black powder coating, a 2" x 10" plaque slat, and S/H.	DuMor 8' 165-80PLC Cast Bench with cedar recycled plastic slats, black powder coating, a 2" x 10" plaque slat, and S/H.
<p style="text-align: center;">\$2,251 Purchase Price (current market rate, 11/2024)</p> <p>The Department will always provide a quote to purchase in advance to capture current market rates before completing the sale.</p>	<p style="text-align: center;">\$2,900 Purchase Price (current market rate, 7/2024)</p> <p>The Department will always provide a quote to purchase in advance to capture current market rates before completing the sale.</p>
<p style="text-align: center;">\$250 Maintenance / Repairs</p>	<p style="text-align: center;">\$250 Maintenance / Repairs</p>
<p style="text-align: center;">\$2,501 Total</p>	<p style="text-align: center;">\$3,150 Total</p>

Little Free Libraries

The Belfast Parks and Recreation Department supports Little Free Libraries within our parks system; however, the libraries’ owners must be willing to adhere to the following guidelines. As of 11/2024, we have a moratorium on new library additions while we bring the current libraries up-to-date via the checklist below:

- Little Free Library must be registered with the Little Free Library at this web address: <https://littlefreelibrary.org/> Registering your Little Free Library allows the agency to contact you when and if a problem develops with your library—broken doors, rotting wood, vandalism, etc.
- Little Free Library owners/managers must periodically check their library to ensure it is in good working condition and inappropriate materials have been removed.
- Before a Little Free Library can be installed, the Department must receive a request with a location (street address, description, and/or GPS coordinates). The Department will evaluate the location in reference to other libraries in the area.
- If approved, our maintenance team will work with library owner to install the Little Free Library.
- If an owner is moving away, the Department requests that either 1) the owner transfers ownership to another local person and updates the contact info. within the Little Free Library, or 2) the owner transfers ownership to the Department temporarily, while our staff looks for a new owner, subsequently adopting the library to a new owner.

Adopt-A-Park Program

The Department is in the process of working with the Friends of Belfast Parks and Recreation to form an Adopt-A-Park program. As those policies come together, we will add those details here and have this document reviewed and approved by the Parks, Trails, and Recreation Committee and the Belfast City Council.

Park Concessions Contracts

The Department, through an annual bid process, will accept parks concessions contracts for its concessions’ operation at Belfast City Park. The typical operational season is mid- to late-May through the end of September.

In the future, a concessions contract may be added at the Walsh Field Recreation Area concession stand; in the interim, the Department works with the Belfast Little League to provide a limited concessions service for league fundraising.



CITY OF BELFAST, MAINE 04915
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PLANNING AND CODES DEPARTMENT

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Feb. 25, 2025

**NOTE TO BELFAST CITY COUNCIL
MARCH 4, 2025
FIRST READING AND PUBLIC HEARING
TRANSITIONAL HOUSING FACILITY AT 23 MILL LANE,
THE UNITED METHODIST CHURCH
FROM BUB FOURNIER, DIRECTOR OF PLANNING AND CODES DEPARTMENT**

TRANSITIONAL HOUSING BACKGROUND

At the regular meeting of Jan. 7, 2025, the Belfast City Council discussed a proposed Transitional Housing Facility to be located at 23 Mill Lane, the United Methodist Church. The project's supporters, the Midcoast Maine Homeless Coalition, were given specific questions to address at the Council's next regular meeting on Jan. 21, 2025. At that time, the Council directed staff to begin work on the necessary Ordinance Amendments to facilitate the proposal based on the details of the proposal and the discussion at the two Council meetings.

On Jan. 22, 2025, the Planning Board received the same information that the Council had reviewed the evening before, with the direction of making the necessary changes to the City Code to facilitate the proposed Transitional Housing Facility at 23 Mill Lane. At that meeting, the Board, with assistance from staff, began to look at specific standards that might be applied to such a use. The Board discussed language regarding definitions of the proposed use, as well as uses that may be conflated with the Transitional Housing Facility. The Board reached consensus on most of the standards that staff identified, including the potential requirement of an annual City License for any Transitional Housing Facility.

The one topic that the Board did not reach consensus on was how the shared bathrooms might work at the proposed facility. Staff identified the 23 Mill Lane proposal to utilize existing bathroom areas, with some upgrades, to provide bathrooms for residents of the facility. These shared bathrooms would also be available to other users in the mixed-use building such as the Church and other office tenants. Staff identified the potential conflicts with such an arrangement, and some Board members identified their concerns. After consulting with our Local Plumbing Inspector, State Fire Marshall's Office staff and State Plumbing Inspectors, City staff identified a conflict with the proposed function of the bathrooms at the proposed facility. Basically, because residential and nonresidential bathroom requirements are different

in the Plumbing Code, they become mutually exclusive. Therefore, allowing a mixed-use building's nonresidential uses to access the same bathrooms utilized by a residential occupancy cannot be allowed. Thus, the requirement to submit a description of how the bathrooms might function for any Transitional Housing Facility has been included with the proposed performance standards for this use in the draft language.

At a duly noticed public hearing on February 12th, 2025, the Planning Board reviewed a more developed draft of Ordinance Amendments on this topic. The Board received written and oral comments from community members in support and opposed to the proposal. The Board, after the public hearing and discussion, directed staff to make final minor adjustments to the draft language and recommended the proposal for City Council adoption unanimously.

The work being contemplated in this particular Ordinance Amendment package involves four different Chapters of the City Code and would allow a Transitional Housing Facility at one specific property, 23 Mill Lane, with Planning Board approval. The proposed amendments to Chapter 66 would define the proposed use. The proposed amendments to Chapter 14 Business would facilitate the annual licensing of any Transitional Housing Facility, including an annual inspection by the Code Enforcement Officer with final approval by the City Council for the license. The proposed amendments to Chapter 72 Housing and Lodging support the licensure and direct any such use to the standards in Chapter 102 as well as the adopted building, plumbing and electrical codes. The proposed amendments to Chapter 102 identify the standards that the Planning Board would apply in their review of any Transitional Housing Facility, incorporate the use into the user-friendly tables with footnotes for each zoning district, and implement a zoning map amendment to identify 23 Mill Lane as a Special Use Area (SUA-3) within the Outside Rural 2 zoning district that may allow such a use.

It's important to remember that a Transitional Housing Facility is not currently mentioned in the City Ordinance and would not be allowed under the current language. The most similar use in the current Ordinance would be a rooming house, and only "owner-occupied" rooming houses are currently allowed anywhere in the City.

The format of the draft language for this amendment package is typical. ~~Blue strikethrough~~ font is text to be deleted from the current Ordinance. **Red** font is new language being proposed. **Black** font is currently existing.

FIRST READING AND PUBLIC HEARING

Staff would like to present the draft proposal consisting of Ordinance Amendments regarding a Transitional Housing Facility at 23 Mill Lane. The proposal includes amendments to Chapter 66 Definitions, Chapter 14 Businesses, Chapter 72 Housing and Lodging, Chapter 102 Zoning, and a zoning map amendment. Please note that all property owners within 1,500' of the 23 Mill Lane property were notified directly during the Planning Board process. The notice has also been advertised for two weeks during the Planning Board process and two weeks prior to this First Reading at City Council. I am including all written comments to date with the proposal materials.

I respectfully request that you consider holding a public hearing after the presentation followed by a discussion and possible action. A Second Reading and Public Hearing at the upcoming meeting on March 18th, 2025 is possible. Following a Second Reading and Public Hearing on the proposal, the City Council could potentially adopt, table or amend the proposal. Only the City Council can adopt any proposed Ordinance Amendments.

Draft motion: To accept the First Reading (as amended) on the proposed Ordinance Amendments regarding a Transitional Housing Facility at 23 Mill Lane and direct staff to arrange a Second Reading and Public Hearing at an upcoming meeting.

Editor's Note: The City has used the following format to identify the proposed amendments to the City Ordinance. All text shown in **Red Font** is language that is proposed to be added to the Chapter/Ordinance. All text shown in ~~Blue Strike-Through Font~~ is language that is proposed to be deleted from the Chapter/Ordinance. All text shown in **Black Font** is existing language in the Chapter/Ordinance that is not proposed to be either added or deleted.

CHAPTER 66, GENERAL PROVISIONS

Sec. 66-1 Definitions.

TRANSITIONAL HOUSING FACILITY

A residential use, in which residents sign leases or occupancy agreements, that provides temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing. This definition includes facilities that comply with applicable performance standards in Chapter 102 Article VII Supplementary District Regulations, Division 10 *Transitional Housing Facilities*. This definition does not include an *Emergency Shelter*.

EMERGENCY SHELTER

A facility, the primary purpose of which is to provide a temporary shelter for people experiencing homelessness in general and which does not require occupants to sign leases or occupancy agreements.

HOTEL

A building in which lodging, or meals and lodging, are transient in nature and offered to the general public for compensation and which ingress and egress to and from the rooms are made primarily through an inside lobby or office and offer no less than four rooms for rent. **This definition does not include a *Transitional Housing Facility* or *Emergency Shelter*.**

MOTEL

A building or group of buildings in which lodging is transient in nature and offered to the general public for compensation and where entrances to rooms are made directly from the outside of the building and offer no less than four rooms for rent. Motels include terms such as sporting camps and cottages. . **This definition does not include a *Transitional Housing Facility* or *Emergency Shelter*.**

CHAPTER 14, BUSINESSES

Article XI Transitional Housing Facility License

Division 1 Generally

Sec. 14-390 Reserved.

Sec. 14-391 Purpose of article. The purpose of this article is to establish a procedure and standards for the City to annually review the operations of *Transitional Housing Facilities*. The City finds it is in the public health, safety, and economic welfare to regulate such uses.

Sec. 14-392 Penalty. Any person or entity operating a *Transitional Housing Facility* within the City without the required license shall be subject to a civil penalty of \$100 per day for each day of operation without the required license.

Sec. 14-393 Other applicable codes. Any *Transitional Housing Facility* use within the City shall be subject to all applicable City Ordinances, particularly but not limited to those in this Chapter, Chapter 66 General Provisions, Chapter 72 Housing and Lodging, Chapter 102 Zoning as well as applicable State Laws.

Sec. 11-394 Reserved.

Division 2 License

Sec. 14-395 Required; display. An annual license issued by the City shall be required for any *Transitional Housing Facility* that have met the requirements of the zoning regulations (chapter 102) for such use. No person may conduct, control, manage or operate, directly or indirectly, any *Transitional Housing Facility* unless reviewed and licensed as directed by this article for this specific use. Licenses must be displayed in a place readily visible to residents, City officials, or other persons using the licensed facility.

Sec. 14-396 Initial and renewal licenses.

- (a) Initial license. Any person desiring to operate a *Transitional Housing Facility* who is not already licensed by the City to operate such must apply for and obtain an initial license.
- (b) Renewal license. Any person already licensed as a permitted *Transitional Housing Facility* who desires to continue operating beyond the expiration of a license must apply for and obtain a renewal license.

Sec. 14-397 Application. An application for a *Transitional Housing Facility*, initial and renewal, shall be available in the City Clerk's office. The applicant must complete such an application in its entirety, sign it, and submit it to the City Clerk, along with any reasonable documentation that may be required by written application instructions

prepared by the City Clerk and approved by the City Council. The application shall include documentation that the applicant has submitted an application to the City Planning Board to determine compliance with the requirements of the zoning regulations (Chapter 102) for the *Transitional Housing Facility*.

Sec. 14-398 Term;transfer. Any *Transitional Housing Facility* license issued for a permitted use initially issued by the City shall be effective for one year from the date of issuance and must be renewed annually. No license is assignable or transferable.

Sec. 14-398 New license required upon change in operation. Each license issued under this article is for operation pursuant to the information contained in the application when filed. If the licensee experiences or desires to make any material change in its operations, the licensee must apply for a new initial license. Such change, on the date it occurs, effectively terminates the licensee's authority to continue operating under the licensee's existing license.

Sec. 14-399 Fees. Each application for a *Transitional Housing Facility* license, initial or renewal, must be accompanied by an administrative fee in the amount of \$50, or as amended by the City Council. No application will be considered without payment of this fee.

Sec. 14-400 Issuance.

- (a) **Initial license.** Upon receipt of a completed application for a *Transitional Housing Facility* license and the required application fee, the City Clerk shall schedule the request for an initial license on the regular agenda of the City Council. All initial licenses shall be approved by the City Council prior to their issuance by the City Clerk.
- (b) **Renewal license.** Upon receipt of a completed application and the required application fee, the City Clerk shall schedule the request for a renewal license under the Consent Agenda of the City Council. The completed application shall include an annual report on the number of residents that may have utilized the facility. All renewal licenses shall be approved by the City Council prior to their issuance by the City Clerk.
- (c) **Standards for issuance.** The City Council shall approve issuance of an initial or renewal *Transitional Housing Facility* license provided the applicant is in compliance with all City zoning regulations (Chapter 102), the technical standards (Chapter 98), and other applicable City ordinances and City land use regulations and state and local health and safety codes and regulations. The City Council shall rely on a written statement from the Code Enforcement Officer, which may be in the form of a Certificate of Occupancy for initial licenses, regarding compliance with Planning Board issued permits and other applicable building, electrical, plumbing, or life safety codes for any *Transitional Housing Facility*.

Sec. 14-401 Inspection of premises. The City Code Enforcement Officer shall have the right to enter and inspect the premises of any establishment for which an application for a license as a *Transitional Housing Facility* has been completed and submitted to the City Clerk. Inspections will be based on public health, safety and welfare along with performance requirements identified in any Planning Board issued permits, the adopted Property Maintenance Code, applicable zoning regulations (Chapter 102), plumbing code, electrical code, and building code adopted by the City. Inspection will include, but not be limited to, fire safety, sanitation, water supply and waste disposal. No entry or inspection shall be made without the permission and presence of the owner or the owner's designee. Entry and inspection shall be during business hours, or at a reasonable time.

Sec. 14-402 Suspension or revocation. In addition to the remedies provided in sections 14-392 and 14-393, the City Council, upon notice and hearing, for cause, may at any time suspend or revoke a *Transitional Housing Facility* license issued pursuant to this article. Cause shall mean the violation of any license provision or any provision of this article, or any condition causing a threat to the public health, safety, or welfare, including but not necessarily limited to the following: neighborhood disruption, disorderly customers, or excessively loud or unnecessary noise that initiates complaints to or requires a response from police, fire or other City regulatory bodies or employees.

Sec 14-403-409 Reserved.

CHAPTER 72, HOUSING AND LODGING

Article II. Short-Term Rental Registration

Sec. 72-103. Registration Requirements

1. Dwelling units that are required to be registered.
 - (a) Any residential STR dwelling unit located within the bounds of the City of Belfast must register the dwelling unit with the Planning and Codes Department.
 - (b) Any lodging establishment already licensed with the State and/or City is exempt from this provision.
 - (c) Any person renting out their primary residence or a room that is part of their primary residence is exempt from this provision.
 - (d) Any person renting out a residential dwelling unit that is not their primary residence but is located on the same property as their primary residence is required to register the dwelling unit or units.
2. Application required
The applicant must submit an application to apply for the short-term rental registry. The Planning and Codes Department is responsible for creating the application and may amend the application as needed.
3. Initial and renewal registration
 - (a) Initial registration.
Any property owner or management company on behalf of the property owner wanting to operate a short-term rental unit must register the short-term rental unit with Code Enforcement Officer before advertising or renting said short-term rental unit.
 - (b) Registration Renewal
Any property owner or management company on behalf of the property owner already registered as a short-term rental unit who wishes to continue operating beyond the expiration of the registration period must apply for and obtain a registration renewal.
4. Registration time period
A short-term rental registration is valid for one year from November 1 to October 31 of the following year.

Article III. Transitional Housing Facilities.

Sec. 72-110 Generally. Any Transitional Housing Facility in the City shall be licensed pursuant to Chapter 14 Businesses and remain in compliance with all applicable Chapter 102 Zoning and Chapter 74 Buildings and Building Regulations requirements.

CHAPTER 102 ZONING

Article V, District Regulations

Division 16. Northwesterly of Bypass and Outside Rural Zoning Districts.

Sec. 102-625. Footnotes to Use Table for Northwesterly of Bypass and Outside Rural zoning districts. The Footnotes in Sec 102-625 apply to the Use Table for the Northwesterly of Bypass and Outside Rural area; reference Sec 102-624, Table of Uses. The Footnotes identify specific provisions that apply to certain uses identified in the Use Table, and are intended to make persons aware of said provisions. The respective Footnotes, however, do not identify all Ordinance standards that may apply to a specific use, and all persons must review all provisions in the City Code of Ordinances to determine the applicability of other requirements. The Footnotes appear next to the information that is subject to the Footnote, and are shown in the Use Table as follows: *[letter of alphabet, lower case].

***[aaa] Reference the Performance Standards for Transitional Housing Facilities identified in Chapter 102, Zoning, Article VII, Supplementary District Regulations, Division 10. Transitional Housing Facilities, as defined by the City Ordinance, are only allowed with Planning Board review on Map 24 Lot 9-C, as part of the Special Use Area 3 (SUA-3) designation for this lot.**

Sec. 102-626 Special Use Areas, Outside Rural-1 and Outside Rural-2 zoning districts. Section 102-626, Special Use Areas (SUA), identifies certain properties located in the Outside Rural-1 or Outside Rural-2 zoning districts that the City has determined qualify to be used for certain potential additional uses compared to the underlying zoning district in which the properties are located. The identified properties were selected for designation as a Special Use Area (SUA) primarily because of the current or past use of the respective properties, and said uses not being a permitted use through-out the entirety of the respective zoning district.

c) Special Use Area 3. Section 102-624, Table of Uses, identifies the Uses allowed in the Outside Rural-1 and Outside Rural-2 zoning districts, and Section 102-632, Dimensional Tables, identifies the Dimensional Standards that apply to properties, structures and uses in these respective zoning districts. The City hereby designates the following properties located in the Outside Rural-2 (OR-2) zoning district as a 'Special Use Area 3 (SUA-3)'. This designation allows the respective property to be used for any permitted use identified in the Section 102-624, Table of Uses, for the Outside Rural-2 zoning district, provided the use complies with applicable City standards, and to be used for the following additional uses that are identified as a Prohibited Use (NO) in the Table of Uses, again, subject to compliance with applicable City standards. A property owner must obtain a permit from the Planning Board to conduct any of the following uses on the property, or to expand an existing use on the property that is identified in this list of uses. The additional uses (reference Section 102.624, Table of Uses) that apply to the 'Special Use Area 3' (SUA-3) designation are as follows: 32) *Transitional Housing Facility*.

Article VII Supplementary District Regulations

Division 10 Transitional Housing Facilities

Sec. 102-1020 Purpose and Applicability. The purpose of the *Transitional Housing Facility* provisions is to provide standards for this use. The City recognizes the need to provide community members experiencing homelessness with interim stability and support in order to successfully find, move into, and maintain permanent housing. Any *Transitional Housing Facility* in the City must demonstrate compliance with these standards before being issued a use permit by the Planning Board or obtaining a license from the City Council.

Sec. 102-1021 Standards for Transitional Housing Facilities. Any proposed *Transitional Housing Facility* in the City shall demonstrate compliance with the following standards and requirements. No such facility shall be approved unless the Planning Board makes an affirmative finding that the proposal is satisfactory regarding the following standards:

- (a) Scaled floor plans of the *Transitional Housing Facility* building shall be submitted for review.
- (b) Bathroom layout and function shall be submitted for review. A *Transitional Housing Facility* is considered a residential use that has specific bathroom requirements identified in the adopted Plumbing Code.
- (c) 24-hour, on-site staff shall be provided for the facility.
- (d) An applicant for a proposed *Transitional Housing Facility* shall submit a copy of an approved agreement to provide support services for residents or shall provide those services within their organization.
- (e) An applicant for a proposed *Transitional Housing Facility* shall submit a Communication Plan for City services and neighbors.
- (f) An applicant for a proposed *Transitional Housing Facility* shall submit a Transportation Plan
- (g) An applicant for a proposed *Transitional Housing Facility* shall submit an Emergency Response and Closure Plan.
- (h) An applicant for a proposed *Transitional Housing Facility* shall submit a Security, Maintenance and Sanitation Plan.
- (i) An applicant for a proposed *Transitional Housing Facility* shall submit Eligibility Requirements, Rules of Conduct, and a Turn Away policy.
- (j) An applicant for a proposed *Transitional Housing Facility* shall submit a copy of applicable State Fire Marshall's Office approvals.
- (k) An Applicant for a proposed *Transitional Housing Facility* shall be licensed by the City before any operations commence.

- (l) Applicants shall submit application materials that address standards in Chapter 90 Site Plan, Chapter 102 Zoning, and Chapter 98 Technical Standards if applicable.

Sec. 102-1022 through 1029 Reserved.

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL- (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
RESIDENTIAL USES							
1) Dwelling, single-family	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
2) Dwelling, Accessory dwelling unit; See Footnote *[a] .	P-CEO *[a]	P-CEO *[a]	P-CEO *[a]	P-CEO *[a]	P-CEO *[a]		
3) Dwelling, two-family.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
4) Dwelling, Flex Housing.	P-CEO or P- PBR *[b] & *[c]	P-CEO or P- PBR *[b] & *[c]	P-CEO or P- PBR *[b] & *[c]	P-CEO or P- PBR *[b] & *[kk] & *[c]	NO		
5) Dwelling, multi-family (3 or more units in one structure). See Footnote *[c].	P-PBR *[c] &*[e]	P-PBR *[c] &*[e]	P-PBR *[c] & *[e]	P-PBR *[c] & *[d]	NO		
6) Dwelling, multi-family in a residential planned unit development. See Footnote *[g]	P-PBR *[g]	P-PBR *[g]	P-PBR *[g]	P-PBR *[g]	NO		
7) Residential Planned Unit Development (PUD). See Footnote *[g]	P-PBR *[g]	P-PBR *[g]	P-PBR *[g]	P-PBR *[g]	NO		
8) Rural affordable housing development (PUD).	NO	NO	NO	NO	NO		
9) Manufactured housing on a chassis/mobile home.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
10) Manufactured housing (units on permanent foundation).	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
11) Manufactured housing community (units on chassis) or mobile home park.	NO	NO	P-PBR *[i]	NO	NO		
12) Accessory residential structures.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
13) Accessory residential uses.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
14) Accessory residential uses on the upper stories of nonresidential structures. See Footnote *[j]	P-CEO or P- PBR *[j]	P-CEO or P- PBR *[j]	P-CEO or P- PBR *[j]	P-CEO or P- PBR *[j]	P-CEO or P- PBR *[j]		
15) Yard sales, residential held no more than 10 days in a calendar year.	P	P	P	P	P		
16) Home occupation class 1: Small scale. See Footnote *[k]	P *[k]	P *[k]	P *[k]	P *[k]	P *[k]		
17) Home occupation class 2: Mid-scale. See Footnote *[k].	P-CEO *[k]	P-CEO *[k]	P-CEO *[k]	P-CEO *[k]	P-CEO *[k]		
18) Home occupation class 3: Large scale. See Footnote *[k].	P-PBR *[k]	P-PBR *[k]	P-PBR *[k]	P-PBR *[k]	P-PBR *[k]		
19) Owner-occupied boarding or owner-occupied lodging house with up to 3 borders or lodgers.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
20) Owner-occupied boarding or owner-occupied lodging house with 4 or more borders or lodgers.	P-PBR	P-PBR	P-PBR	NO	NO		
21) Owner-occupied group home or owner-occupied hospice with a capacity of up to 8 residents.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR		
22) Owner-occupied group home or owner-occupied hospice with a capacity of 9 or more residents.	P-PBR	P-PBR	P-PBR	NO	NO		
23) Group home with a capacity of up to 8 residents.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR		
24) Group home with a capacity of 9 or more residents.	P-PBR	P-PBR	P-PBR	NO	NO		
25) Up to 8 residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Levels I, II and III Residential Care Facility and State defined Levels I, II and III Private Non-Medical Institution]	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR		

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL- (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
26) Nine or more residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Level IV Residential Care Facility, and State defined Level IV Private Non-Medical Institution]	P-PBR	P-PBR	P-PBR	NO	NO		
27) Bed and breakfast class 1. See Footnote *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]		
28) Bed and breakfast class 2. See Footnote *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]		
29) Bed and breakfast class 3. See Footnote *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]		
30) Bed and breakfast, non-owner occupied. Class 1, 2, or 3 *[1]	P-PBR *[1]	P-PBR *[1]	P-PBR *[1]	NO	NO		
31) Emergency Shelter, as defined by City Ordinance	NO	NO	NO	NO	NO		
32) Transitional Housing Facility, as defined by City Ordinance *[aaa]	NO	NO	NO	NO	NO		
(Reserved 3133-44)							
OFFICE, CHILD CARE, HEALTH CARE & VETERINARY USES							
45) Professional offices and health care offices.	P-PBR *[m] & *[mm]	P-PBR *[m] & *[mm]	P-PBR *[m]	NO	NO		
46) Health care facilities and hospitals.	P-PBR *[mm]	NO	NO	NO	NO		
47) Nursing homes and Long-term care facilities	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
48) Care facility, child care facility serving up to 12 children. [State defined Small Childcare Facility for 3 -12 children] *[vv]	P-CEO *[k] & *[vv]	P-PBR - *[k] & *[vv]	P-PBR - *[k] & *[vv]	P-PBR - *[k] & *[vv]	P-PBR - *[k] & *[vv]		
49) Care facility, child care facility serving more than 12 children. [State defined Child Care Center]. *[vv]	P-PBR *[mm] & *[vv]	P-PBR *[mm] & *[vv]	P-PBR *[vv]	P-PBR *[vv]	P-PBR *[vv]		
50) Care facility, youth and adult.	P-PBR *[mm]	P-PBR *[mm]	P-PBR	P-PBR	P-PBR		
51) Veterinary clinic and veterinary hospital.	P-PBR *[mm]	NO	P-PBR	NO	NO		
52) Animal kennel Class 1, includes day-time training facilities.	NO	NO	P-PBR *[v]	NO	NO		
53) Animal kennel Class 2.	P-PBR *[v] & *[mm]	NO	P-PBR *[v]	NO	NO		
Reserved 54) - 70)							
RETAIL, MOTOR VEHICLE, SERVICES, & REPAIR USES							
70) Retail Store, See Footnote *[n] regarding size limits that apply.	P-PBR *[n] & *[mm]	P-PBR *[n] & *[mm]	P-PBR *[n]	NO	NO		
71) Shopping centers, including mixed use development (service, retail, restaurant, and/or office in same complex). See Footnote *[o] regarding size limits that apply.	P-PBR *[o] & *[mm]	P-PBR *[o] & *[mm]	NO	NO	NO		
72) Commercial agricultural greenhouse or nursery: Sale of materials, plants or similar items commonly associated with landscaping activities.	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
73) Farmers Market, indoor or outdoor, that may also include food and craft sales.	P-PBR *[n] & *[mm]	P-PBR *[n] & *[mm]	P-PBR *[n]	NO	NO		
74) Medical Marijuana caregiver retail stores	P-PBR *[n] & *[cc] & *[mm]	P-PBR *[n] & *[cc] & *[mm]	P-PBR *[n] & *[cc]	NO	NO		
75) Adult Use, Marijuana Retail Store	NO	NO	NO	NO	NO		

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

76) Convenience stores. See Footnote *[q] regarding size limits that apply.	P-PBR *[q] & *[mm]	NO	P-PBR *[q]	NO	NO		
SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL- (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
77) Redemption Centers for Beverage Containers	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
78) Motor vehicle, snowmobile, utility-terrain vehicle (UTV) and all-terrain vehicle (ATV) and similar repair business. Reference Footnote *[uu]	P-PBR *[mm] & *[uu]	NO	P-PBR *[uu]	NO	NO		
79) Motor vehicle fuel sales.	P-PBR *[mm]	NO	P-PBR *[w]	NO	NO		
80) Motor vehicle sales including automobiles, snowmobiles, utility-terrain vehicles (UTV) and all-terrain vehicles (ATV). Primary use.	P-PBR *[mm]	NO	P-PBR	NO	NO		
81) Motor homes, heavy trucks, and related equipment sales, repairs and services.	P-PBR *[mm]	NO	P-PBR	NO	NO		
82) Mobile home, manufactured home and modular home sales.	P-PBR *[mm]	NO	P-PBR	NO	NO		
83) Personal services. See Footnote *[p] regarding size limits that may apply.	P-PBR *[p] & *[mm]	P-PBR *[p] & *[mm]	P-PBR *[p]	NO	NO		
84) Service Business. See Footnote *[xx] regarding size limits that may apply.	P-PBR *[xx] & *[mm]	P-PBR *[xx] & *[mm]	P-PBR *[xx]	NO	NO		
85) Lumber Yard & Building Supply Store. See definition of a Lumber Yard & Building Supply Store in Chapter 66.	P-PBR *[tt] & *[mm]	NO	NO	NO	NO		
86) Laundromat	P-PBR *[mm]. If on public sewer	P-PBR *[mm]. If on public sewer	P-PBR. If on public sewer.	NO	NO		
87) Dry Cleaning (on-site)	P-PBR *[mm]. If on public sewer	NO	NO	NO	NO		
88) Funeral Home	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
89) Mausoleum/crematory	NO	NO	NO	NO	NO		
Reserved. 90) - 109)							
RESTAURANT & LODGING USES							
110) Hotel and motel.	P-PBR *[mm]	P-PBR *[mm]	NO	NO	NO		
111) Campground excluding Recreation Vehicle (RV) Park.	P-PBR *[mm]	P-PBR *[mm]	NO	NO	NO		
112) Campground, including a Recreation Vehicle (RV) Park and Motor Homes	P-PBR *[mm]	P-PBR *[mm]	NO	NO	NO		
113) Restaurant, fast food.	P-PBR *[mm]	NO	NO	NO	NO		
114) Restaurant, formula	P-PBR *[mm]	P-PBR *[mm]	NO	NO	NO		
115) Restaurant with indoor seating.	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
116) Restaurant with outdoor seating.	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
117) Restaurant, take out.	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
118) Restaurant with drive through window.	P-PBR *[mm]	NO	NO	NO	NO		
119) Restaurant, ice cream stand.	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
120) Lobster pound, and accessory fish/seafood processing	P-PBR *[mm]	P-PBR *[mm]	P-PBR	NO	NO		
Reserved 121) - 139)							

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL- (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
INDUSTRIAL, MANUFACTURING, LABORATORY, WAREHOUSE, STORAGE & AQUACULTURE							
140) Light industrial/Light manufacturing	P-PBR '[s] &'[mm] & '[vv]	NO	P-CEO '[s] & '[vv]	NO	NO		
141) Manufacturing, processing and industrial activities, including accessory retail sales	P-PBR '[t] &'[mm] & '[vv]	NO	NO	NO	NO		
142) Bituminous asphalt plant/mixing operations.	NO	NO	NO '[oo] & '[pp]	NO	NO		
143) Storage, contractor operations including exterior storage of materials and equipment	P-PBR '[u] & '[mm]	NO	P-PBR '[u]	NO	NO		
144) Storage facility/warehouse	P-PBR '[r] & '[mm]	NO	P-PBR '[r]	NO	NO		
145) Storage, self-storage facility.	P-PBR '[mm]	NO	P-PBR	NO	NO		
146) Storage tanks for petroleum products, including propane for sale.	NO	NO	NO	NO	NO		
147) Boat building, boat repair, boat retrofitting or boat storage, including allowing limited onsite sales as an accessory use.	P-PBR '[y] & '[mm]	P-PBR '[y] & '[mm]	P-CEO '[y]	NO	NO		
148) Research laboratory.	P-PBR '[mm]	NO	P-PBR	NO	NO		
149) Medical Marijuana testing facilities	P-PBR '[cc] & '[mm]	P-PBR '[cc] & '[mm]	P-PBR '[cc]	NO	NO		
150) Medical Marijuana manufacturing facilities	P-PBR '[cc] & '[mm]	P-PBR '[cc] & '[mm]	P-PBR '[cc]	NO	NO		
151) Adult Use Marijuana Cultivation, Tier 1	P-CEO '[dd] &'[mm]	P-CEO '[dd] &'[mm]	P-CEO '[dd]	NO	NO		
152) Adult Use Marijuana Cultivation, Tier 2	P-PBR '[dd] & '[mm]	P-PBR '[dd] & '[mm]	P-PBR '[dd]	NO	NO		
153) Adult Use Marijuana Cultivation, Tier 3	P-PBR '[dd] & '[mm]	NO	NO	NO	NO		
154) Adult Use Marijuana Cultivation, Tier 4	P-PBR '[dd] & '[mm]	NO	NO	NO	NO		
155) Adult Use, Marijuana Cultivation Nursery	P-PBR '[dd] & '[mm]	NO	P-PBR '[dd]	NO	NO		
156) Adult Use, Marijuana Testing Facility	P-PBR '[dd] & '[mm]	P-PBR '[dd] & '[mm]	P-PBR '[dd]	NO	NO		
157) Adult Use, Marijuana Manufacturing Facility	P-PBR '[dd] & '[mm]	P-PBR '[dd] & '[mm]	P-PBR '[dd]	NO	NO		
158) Aquaculture, Land-Based	NO	NO	NO	NO	NO		
159) Aquaculture, Freshwater	NO	P-PBR '[mm]	NO	NO	NO		
160) Aquaculture, Marine	NO	P-PBR '[mm]	NO	NO	NO		
161) Aviation and uses accessory to aviation.	NO	NO	NO	NO	NO		
Reserved 162) - 179)							
AGRICULTURE & NATURAL RESOURCE USES							
180) Commercial agricultural, dairy and horticultural activities, including you pick operations. Also reference 181) - 184) below.	P-PBR	P-PBR	P-PBR	P-CEO	P-PBR		
181) Farm Stand and/or Small Craft Sales as an Accessory Use to an Agricultural Use	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR		

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL-L (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
182) Commercial Poultry. (Refer to Chap 66, Definition)	NO	NO	NO	NO	NO		
183) Commercial Piggeries. (Refer to Chap 66, Definition)	NO	NO	NO	NO	NO		
184) Accessory Uses to Commercial Agriculture. An operating agricultural use may operate a small campground (No RV's) or an outside event activity, subject to Performance Standards identified in Division (YTBD - Performance Standards have not yet been prepared)	P-PBR	NO	NO	NO	NO		
185) Domestic chickens - Reference City Code of Ordinances, Chapter 10, Animals, Article III, Domesticated Chickens	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
186) Slaughterhouse.	NO	NO	NO	NO	NO		
187) Horses and horse barns/Stables.	P-PBR *[ij]	P-PBR *[jj]	P-PBR	NO	P-PBR		
188) Animal breeding, husbandry.	P-PBR	P-PBR	P-PBR	NO	P-PBR		
189) Tree farm.(Including on-site sales)	P-PBR	NO	P-PBR	NO	P-PBR		
190) Forestry: Woodlot management and timber harvesting. Reference State Permitting requirements from DEP.	State	State	State	State	State		
191) Forestry: Commercial firewood processing.	P-PBR	NO	P-PBR	NO	NO		
Reserved 192) - 209)							
UTILITIES							
210) Stealth telecommunications facilities.	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]		
211) Minor telecommunications facilities including co-location on existing structures.	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]		
212) Telecommunications facilities.	P-PBR *[ff]	NO	P-PBR *[ff]	NO	NO *[ll]		
213) Small Wireless Facility (as defined by State Statute)	P	P	P	P	P		
214) Essential Services. Also see 215) below.	P	P	P	P	P		
215) Power Generation & Substations, Phase 3 Power Transmission Lines, & natural gas line facilities	P-PBR *[gg] & *[mm]	P-PBR *[gg] & *[mm]	P-PBR *[gg]	P-PBR *[gg]	P-PBR *[gg]		
216) Solar Energy Systems, Large-Scale, ground-mounted.	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]		
217) Solar Energy Systems, Small-Scale and Medium-Scale, ground-mounted and roof-mounted.	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]		
218) Solar Energy Systems, Large-Scale, roof-mounted.	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]		
219) Wind Generation - Turbines (Commercial)	NO	NO	NO	NO	NO		
220) Wind Generation - Turbines (Residential)	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
221) Hydroelectric Power Generation facilities	P-PBR*[ss]	P-PBR*[ss]	P-PBR*[ss]	NO	NO		
Reserved 222) - 239)							
PUBLIC, SCHOOLS, COMMUNITY FACILITIES, PERFORMANCE FACILITIES & RECREATION							
240) Municipal uses deemed necessary by the City Council for which the Council shall hold a public hearing with ten days' public notice given.	P-CEO *[mm]	P-CEO *[mm]	P-CEO	P-CEO	P-CEO		

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL- (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
241) Quasi-public and non-municipal public uses. Reference Footnote '[z]' regarding City authority responsible for issuing a permit.	P-CEO or P-PBR '[z]' & '[mm]	P-CEO or P-PBR '[z]' & '[mm]	P-CEO or P-PBR '[z]	P-CEO or P-PBR '[z]	P-CEO or P-PBR '[z]		
242) Public park.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
243) Public parking facility.	P-PBR	P-PBR	P-PBR	NO	NO		
244) School, public	P-PBR '[mm]	P-PBR '[mm]	P-PBR	NO	P-PBR		
245) School, private/parochial/charter.	P-PBR '[mm]	P-PBR '[mm]	P-PBR	NO	P-PBR		
246) Community center.	P-PBR '[mm]	P-PBR '[mm]	P-PBR	P-PBR	P-PBR		
247) Social club.	P-PBR '[mm]	P-PBR '[mm]	NO	NO	NO		
248) Museum.	P-PBR '[mm]	P-PBR '[mm]	P-PBR	NO	NO		
249) Convention center.	P-PBR '[mm]	NO	NO	NO	NO		
250) Theater/Performing arts center.	P-PBR '[mm]	P-PBR '[mm]	NO	NO	NO		
251) Theater, outdoor and event facility. Permitted as an accessory use to a residential or agricultural use.	P-PBR '[mm]	NO	NO	NO	NO		
252) Recreational facility, indoor (public or private).	P-PBR '[mm]	P-PBR '[mm]	P-PBR '[mm]	NO	NO		
253) Recreational facility, outdoor, excluding motorized vehicles.	P-PBR '[mm]	P-PBR '[mm]	P-PBR	P-PBR	P-PBR		
254) Recreational facility, outdoor, including motorized vehicles.	NO	NO	NO	NO	NO		
255) Recreational or community activities.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
256) Shooting or rifle range (public allowed).	NO	NO	NO	NO	NO		
257) Drive-in movie theater.	NO	NO	NO	NO	NO		
258) Amusement park.	NO	NO	NO	NO	NO		
Reserved 259) - 279)							
MISCELLANEOUS USES							
280) Accessory non-residential structure if the principal structure was subject to review by Code Enforcement Officer.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
281) Accessory non-residential structure if the principal structure was subject to review by the Planning Board.	P-PBR '[mm]	P-PBR '[mm]	P-PBR	P-PBR	P-PBR		
282) Accessory non-residential use in which the principal use was subject to review by the Code Enforcement Officer.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
283) Accessory non-residential uses in which the principal use was subject to review by the Planning Board. (Permitted uses & expansions of legally established nonconforming uses).	P-PBR '[mm]	P-PBR '[mm]	P-PBR	P-PBR	P-PBR		
284) Marinas and marina related service businesses.	NO	P-PBR '[mm]	NO	NO	NO		
285) Docks, floats and similar uses that occur below the normal high water mark. This use also requires review by the Harbor Committee pursuant to Chapter 82.Shoreland.	NO	P-PBR	P-PBR	NO	NO		

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL-L (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)		
286) Water borne transportation and recreation.	NO	P-PBR	NO	NO	NO		
287) Fill, loam, sand, and gravel extraction operations provided the operation does not include the removal of bedrock material through blasting or any other mechanical means or the crushing or further processing of such bedrock material.	NO	NO	NO *[oo] & *[pp]	NO	NO		
288) Fill, loam, sand, gravel extraction, excluding bedrock, with restrictions on extent of area to be extracted at one time, and establishment of a continuing reclamation and reforestation program.	P-PBR	NO	NO *[oo] & *[pp]	NO	NO		
289) Fill activities that involve the addition or removal of at least 25 cubic yards of fill, but less than 100 cubic yards of material.	P	P	P	P	P		
290) Fill activities that involve the addition or removal of 100 cubic yards or more of material.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO		
291) Septage, storage and spreading.	NO	NO	NO	NO	NO		
292) Junkyards, including auto graveyards.	NO	NO	NO	NO	NO		
293) Significant Groundwater Well	P-PBR *[hh]	P-PBR *[hh]	NO	NO	NO		
294) Significant Water Intake or Significant Water Discharge/Outfall Pipe	P-PBR *[ii]	P-PBR *[ii]	P-PBR *[ii]	NO	NO		
Reserved 295) - 310)							
SPECIAL USES							
311) Special Use Areas	N/A	N/A	N/A	N/A	N/A		
312) Special Uses that Require City Review Pursuant to Contract Rezoning	None	None	None	None	None		
Reserved 313) - 340)							
USES SPECIFIC TO CHAPTER 82, SHORELAND *[yy]							
340) Nonintensive recreational uses not requiring structures, such but not limited to hunting, fishing and hiking.	P	P	P	P	P		
341) Motorized vehicular traffic on existing roads and trails.	P	P	P	P	P		
342) Clearing of Vegetation for Development	P	P	P	P	P		
343) Fire Prevention Activities	P	P	P	P	P		
344) Wildlife Management Practices	P	P	P	P	P		
345) Soil and Water Conservation Practices	P	P	P	P	P		
346) Mineral Exploration	CEO	CEO	CEO	CEO	CEO		
347) Surveying and Resource Analysis	P	P	P	P	P		
348) Emergency Operations	P	P	P	P	P		
349) Conversion of Seasonal Residences to Year-Round Residences	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)		
350) Service Drops to Allowed Uses	P	P	P	P	P		
351) Private Sewage Disposal Systems of Allowed Uses	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)		
352) Road and Driveway Construction	CEO	CEO	CEO	CEO	CEO		
353) Small Nonresidential Facilities for Educational, Scientific, or Nature Interpretation Purposes	P	P	P	P	P		

SEC 102-514 USE TABLE - EASTSIDE DISTRICTS

SECTION 102-514 TABLE OF USES, EASTSIDE ZONING DISTRICTS, TYPE OF USE	SEARSPORT AVENUE COMMERCIAL - (SAC)	SEARSPORT AVENUE WATERFRONT - (SAW)	SWAN LAKE AVENUE MIXED USE (SLA-MU)	RESIDENTIAL 5 (RES- 5)	RESIDENTIAL 6 (RES- 6)	
NOTES TO TABLE						
Shoreland Zones and Shoreland Uses are not shown. Refer to Chapter 82, Shoreland, for Shoreland Table of Uses						
KEY TO TABLE						
<p>P Permitted Use - No Permit Required</p> <p>P -CEO Permitted Use that requires CEO Review & Permit</p> <p>P-PBR Permitted Use that requires Planning Board review & permit</p> <p>SU-CZ Special Use - Contract Rezoning Approval required</p> <p>SUA Special Use Area in Outside Rural 1 or Outside Rural 2</p> <p>P-LPI Licensed Plumbing Inspector review & permit required</p> <p>NO Prohibited Use</p> <p>STATE Permit required from State in lieu of City Permit review</p> <p>YTBD Yet to Be Determined. City has not yet adopted referenced standards for Certain Uses that are cited.</p>						

SECTION 102-460 USE TABLE

SECTION 102-462, TABLE OF USES, INSIDE THE BYPASS ZONING DISTRICTS	Residential 1	Residential 2	Residential 3	Downtown Commercial	Waterfront Mixed Use 1	Waterfront Mixed Use 2
RESIDENTIAL USES *[2]						
1) Dwelling, single-family.	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
2) Dwelling, Accessory dwelling unit (ADU). *[a]	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
3) Dwelling, two-family.	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
4) Dwelling, Flex Housing (single-family, duplex, triplex, quadplex only). *[b and e]	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
5) Dwelling, multi-family (3 or more units in one structure). *[c and e]	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
6) Dwelling, multi-family in a residential planned unit development. *[g and e]	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
7) Residential Planned unit development (PUD). *[f and g]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
8) Rural affordable housing development (PUD). *[h]	NO	NO	NO	NO	NO	NO
9) Manufactured housing on a chassis/mobile home.	NO	NO	NO	NO	NO	NO
10) Manufactured housing (units on permanent foundation).	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
11) Manufactured housing community (units on chassis) or mobile home park.	NO	NO	NO	NO	NO	NO
12) Accessory residential structures.	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
13) Accessory residential uses.	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
14) Accessory residential uses on the upper stories of nonresidential structures. *[j]	P-CEO	P-CEO	P-CEO	P-CEO *	P-PBR *[3]	P-PBR *[3]
15) Yard sales, residential held no more than 10 days in a calendar year.	P	P	P	P	P	P
16) Home occupation class 1: Small scale.*[k]	P-CEO	P-CEO	P-CEO	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
17) Home occupation class 2: Mid-scale.*[k]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	P-PBR *[3]	P-PBR *[3]
18) Home occupation class 3: Large scale.*[k]	NO	NO	NO	NO	NO	NO
19) Owner occupied boarding or owner occupied lodging house with up to 3 borders or lodgers.	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
20) Owner occupied boarding or owner occupied lodging house with 4 or more borders or lodgers.	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
21) Owner occupied group home or owner occupied hospice with a capacity of up to 8 residents.	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
22) Owner occupied group home or owner occupied hospice with a capacity of 9 or more residents.	NO	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
23) Group home with a capacity of up to 8 residents.	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
24) Group home with a capacity of 9 or more residents.	NO	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
25) Up to 8 residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Levels I, II and III Residential Care Facility and State defined Levels I, II and III Private Non-Medical Institution]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
26) Nine or more residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Level IV Residential Care Facility, and State defined Level IV Private Non-Medical Institution]	NO	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
27) Bed and breakfast class 1. *[l]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
28) Bed and breakfast class 2. *[l]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
29) Bed and breakfast class 3. *[l]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
30) Bed and breakfast, non-owner occupied. *[l]	P-PBR	P-PBR	P-PBR	P-CEO *[9]*	NO	NO
31) Emergency Shelter, as defined by City Ordinance	NO	NO	NO	NO	NO	NO
32) Transitional Housing Facility, as defined by City Ordinance *[aaa]	NO	NO	NO	NO	NO	NO
(Reserved 3133-44)						
OFFICE, CHILD CARE, HEALTH CARE & VETERINARY USES						
45) Professional offices and health care offices.	NO	NO	P-PBR	P-PBR*[8]	P-PBR	P-PBR
46) Health care facilities and hospitals.	NO	NO	P-PBR	P-PBR	P-PBR	P-PBR
47) Nursing homes and Long-term care facilities	NO	NO	P-PBR	P-PBR	NO	NO
48) Care facility, child care facility serving up to 12 children. [State defined Small Childcare Facility for 3 -12 children] *[vv]	P-PBR	P-PBR	P-PBR	P-PBR*[8]	P-PBR	P-PBR
49) Care facility, child care facility serving more than 12 children. [State defined Child Care Center]. *[vv]	P-PBR	P-PBR	P-PBR	P-PBR*[8]	P-PBR	P-PBR
50) Care facility, youth and adult.	P-PBR	P-PBR	P-PBR	P-PBR	NO	NO
51) Veterinary clinic and veterinary hospital.	NO	NO	NO	P-PBR	NO	NO
52) Animal kennel Class 1, includes day-time training facilities.	NO	NO	NO	NO	NO	NO
53) Animal kennel Class 2.	NO	NO	NO	NO	NO	NO
Reserved 54) - 70)						
RETAIL, MOTOR VEHICLE, SERVICES, & REPAIR USES						
70) Retail Store, See Footnote *[n] regarding size limits that apply.	NO	NO	NO	P-PBR*[8]	NO	NO
71) Shopping centers, including mixed use development (service, retail, restaurant, and/or office in same complex).	NO	NO	NO	NO	NO	NO
72) Commercial agricultural greenhouse or nursery: Sale of materials, plants or similar items commonly associated with landscaping activities.	NO	P-PBR*[6]	NO	P-PBR*[8]	P-PBR	P-PBR
73) Farmers Market, indoor or outdoor, that may also include food and craft sales.	P-PBR	P-PBR	P-PBR	P-PBR*[8]	P-PBR	P-PBR
74) Medical Marijuana caregiver retail stores *[cc]	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
75) Adult Use, Marijuana Retail Store *[dd]	NO	NO	NO	NO	NO	NO
76) Convenience stores.	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR

SECTION 102-460 USE TABLE

SECTION 102-462, TABLE OF USES, INSIDE THE BYPASS ZONING DISTRICTS	Residential 1	Residential 2	Residential 3	Downtown Commercial	Waterfront Mixed Use 1	Waterfront Mixed Use 2
77) Redemption Centers for Beverage Containers	NO	NO	NO	P-PBR*[8]	NO	NO
78) Motor vehicle, snowmobile, utility-terrain vehicle (UTV) and all-terrain vehicle (ATV) and similar repair business.	NO	NO	NO	NO	NO	NO
79) Motor vehicle fuel sales.	NO	NO	NO	P-PBR*[8]	NO	NO
80) Motor vehicle sales including automobiles, snowmobiles, utility-terrain vehicles (UTV) and all-terrain vehicles (ATV). Primary use.	NO	NO	NO	NO	NO	NO
81) Motor homes, heavy trucks, and related equipment sales, repairs and services.	NO	NO	NO	NO	NO	NO
82) Mobile home, manufactured home and modular home sales.	NO	NO	NO	NO	NO	NO
83) Personal services.	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
84) Service Business.	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
85) Lumber Yard & Building Supply Store. See definition of a Lumber Yard & Building Supply Store in Chapter 66.	NO	NO	NO	NO	NO	NO
86) Laundromat	NO	NO	NO	P-PBR*[8]	NO	NO
87) Dry Cleaning (on-site)	NO	NO	NO	P-PBR*[8]	NO	NO
88) Funeral Home	P-PBR	P-PBR	P-PBR	NO	NO	NO

SECTION 102-460 USE TABLE

SECTION 102-462, TABLE OF USES, INSIDE THE BYPASS ZONING DISTRICTS	Residential 1	Residential 2	Residential 3	Downtown Commercial	Waterfront Mixed Use 1	Waterfront Mixed Use 2
89) Mausoleum/crematory Reserved. 90) - 109)	NO	NO	NO	NO	NO	NO
RESTAURANT & LODGING USES						
110) Hotel and motel.	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
111) Campground excluding Recreation Vehicle (RV) Park.	NO	NO	NO	NO	NO	NO
112) Campground, including a Recreation Vehicle (RV) Park and Motor Homes	NO	NO	NO	NO	NO	NO
113) Restaurant, fast food.	NO	NO	NO	NO	NO	NO
114) Restaurant, formula	NO	NO	NO	NO	NO	NO
115) Restaurant with indoor seating.	NO	NO	P-PBR * [4]	P-PBR*[8]	P-PBR	P-PBR
116) Restaurant with outdoor seating.	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
117) Restaurant, take out.	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
118) Restaurant with drive through window.	NO	NO	NO	NO	NO	NO
119) Restaurant, ice cream stand.	NO	NO	P-PBR *[4]	P-PBR*[8]	P-PBR	P-PBR
120) Lobster pound, and accessory fish/seafood processing Reserved 121) - 139)	NO	NO	NO	NO	P-PBR	P-PBR
INDUSTRIAL, MANUFACTURING, LABORATORY, WAREHOUSE, STORAGE & AQUACULTURE						
140) Light industrial/Light manufacturing	NO	NO	NO	P-PBR*[8]	P-PBR *[5]	P-PBR *[5]
141) Manufacturing, processing and industrial activities, including accessory retail sales	NO	NO	NO	P-PBR*[8]	P-PBR *[5]	P-PBR *[5]
142) Bituminous asphalt plant/mixing operations.	NO	NO	NO	NO	NO	NO
143) Storage, contractor operations including exterior storage of materials and equipment	NO	NO	NO	NO	P-PBR *[5]	P-PBR *[5]
144) Storage facility/warehouse	NO	NO	NO	P-PBR*[8]	P-PBR *[5]	P-PBR *[5]
145) Storage, self-storage facility.	NO	NO	NO	NO	NO	NO
146) Storage tanks for petroleum products, including propane for sale.	NO	NO	NO	P-PBR*[8]	P-PBR *[5]	P-PBR *[5]
147) Boat building, boat repair, boat retrofitting or boat storage, including allowing limited onsite sales as an accessory use.	NO	NO	NO	NO	P-PBR	P-PBR
148) Research laboratory.	NO	NO	P-PBR	P-PBR*[8]	P-PBR *[5]	P-PBR *[5]
149) Medical Marijuana testing facilities *[cc]	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
150) Medical Marijuana manufacturing facilities *[cc]	NO	NO	NO	P-PBR*[8]	P-PBR	P-PBR
151) Adult Use Marijuana Cultivation, Tier 1 *[dd]	NO	NO	NO	NO	NO	NO
152) Adult Use Marijuana Cultivation, Tier 2 *[dd]	NO	NO	NO	NO	NO	NO
153) Adult Use Marijuana Cultivation, Tier 3 *[dd]	NO	NO	NO	NO	NO	NO
154) Adult Use Marijuana Cultivation, Tier 4 *[dd]	NO	NO	NO	NO	NO	NO
155) Adult Use, Marijuana Cultivation Nursery *[dd]	NO	NO	NO	NO	NO	NO
156) Adult Use, Marijuana Testing Facility *[dd]	NO	NO	NO	NO	NO	NO
157) Adult Use, Marijuana Manufacturing Facility *[dd]	NO	NO	NO	NO	NO	NO
158) Aquaculture, Land-Based	NO	NO	NO	NO	NO	NO
159) Aquaculture, Freshwater	NO	NO	NO	NO	P-PBR	P-PBR
160) Aquaculture, Marine	NO	NO	NO	NO	P-PBR	P-PBR
161) Aviation and uses accessory to aviation. Reserved 162) - 179)	NO	NO	NO	NO	NO	NO
AGRICULTURE & NATURAL RESOURCE USES						
180) Commercial agricultural, dairy and horticultural activities, including you-pick operations. Also reference 181) - 184) below.	NO	P-PBR*[6]	NO	NO	NO	NO
181) Farm Stand and/or Small Craft Sales as an Accessory Use to an Agricultural Use	NO	P-PBR*[6]	NO	NO	NO	NO
182) Commercial Poultry. (Refer to Chap 66, Definition)	NO	NO	NO	NO	NO	NO
183) Commercial Piggeries. (Refer to Chap 66, Definition)	NO	NO	NO	NO	NO	NO
184) Accessory Uses to Commercial Agriculture. An operating agricultural use may operate a small campground (No RV's) or an outside event activity, subject to Performance Standards identified in Division (YTBD - Performance Standards have not yet been prepared)	NO	NO	NO	NO	NO	NO
185) Domestic chickens - Reference City Code of Ordinances, Chapter 10, Animals, Article III, Domesticated Chickens	P-CEO	P-CEO	P-CEO	NO	NO	NO
186) Slaughterhouse.	NO	NO	NO	NO	NO	NO
187) Horses and horse barns/Stables accessory to residential uses. *[jj]	NO	P-PBR*[6]	NO	NO	NO	NO
188) Animal breeding, husbandry.	NO	P-PBR*[6]	NO	NO	NO	NO
189) Tree farm.(Including on-site sales)	NO	P-PBR*[6]	NO	NO	NO	NO
190) Forestry: Woodlot management and timber harvesting. Reference State Permitting requirements from DEP.	NO	NO	NO	NO	NO	NO
191) Forestry: Commercial firewood processing. Reserved 192) - 209)	NO	NO	NO	NO	NO	NO
UTILITIES						
210) Stealth telecommunications facilities. *[ff]	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR

SECTION 102-460 USE TABLE

SECTION 102-462, TABLE OF USES, INSIDE THE BYPASS ZONING DISTRICTS	Residential 1	Residential 2	Residential 3	Downtown Commercial	Waterfront Mixed Use 1	Waterfront Mixed Use 2
211) Minor telecommunications facilities including co-location on existing structures. *[ff]	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
212) Telecommunications facilities. *[ff]	NO	NO	NO	NO	NO	NO
213) Small Wireless Facility (as defined by State Statute) in public ROW	P	P	P	P	P	P
214) Essential Services. Also see 215) below.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
215) Power Generation & Substations, 3 Phase Power Transmission Lines, & natural gas line facilities *[gg]	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR

SECTION 102-460 USE TABLE

SECTION 102-462, TABLE OF USES, INSIDE THE BYPASS ZONING DISTRICTS	Residential 1	Residential 2	Residential 3	Downtown Commercial	Waterfront Mixed Use 1	Waterfront Mixed Use 2
216) Solar Energy Systems, Large-Scale, ground-mounted. *[ee]	NO	NO	NO	NO	NO	NO
217) Solar Energy Systems, Small-Scale, ground-mounted and roof-mounted. *[10, 12 and ee]	P-CEO	P-CEO *[11]	P-CEO	P-CEO	P-CEO	P-CEO
218) Solar Energy Systems, Large-Scale and Medium Scale, roof-mounted. *[ee]	P-PBR	P-PBR	P-PBR	NO	NO	NO
219) Wind Generation - Turbines (Commercial)	NO	NO	NO	P-PBR	P-PBR	P-PBR
220) Wind Generation - Turbines (Residential)	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
221) Hydroelectric Power Generation facilities *[gg]	NO	NO	NO	NO	NO	NO
Reserved 222) - 239)						
PUBLIC, SCHOOLS, COMMUNITY FACILITIES, PERFORMANCE FACILITIES & RECREATION						
240) Municipal uses deemed necessary by the City Council for which the Council shall hold a public hearing with ten days' public notice given.	P	P	P	P	P	P
241) Quasi-public and non-municipal public uses.	P-PBR	P-PBR	P-PBR	P-PBR [8]*	P-PBR	P-PBR
242) Public park.	P	P	P	P	P	P
243) Public parking facility.	NO	NO	P-PBR	P-PBR [8]*	P-PBR	P-PBR
244) School, public	P-PBR	P-PBR	P-PBR	P-PBR [8]*	P-PBR	P-PBR
245) School, private/parochial/charter.	P-PBR	P-PBR	P-PBR	P-PBR [8]*	P-PBR	P-PBR
246) Community center.	NO	P-PBR	P-PBR	P-PBR [8]*	P-PBR	P-PBR
247) Social club.	NO	P-PBR	P-PBR	P-PBR [8]*	NO	NO
248) Museum.	NO	NO	NO	P-PBR [8]*	P-PBR	P-PBR
249) Convention center.	NO	NO	NO	P-PBR [8]*	P-PBR	P-PBR
250) Theater/Performing arts center. *[bb]	NO	NO	NO	P-PBR [8]*	P-PBR	P-PBR
251) Theater, outdoor and event facility. Permitted as an accessory use to an agricultural use. *[bb]	NO	NO	NO	P-PBR [8]*	P-PBR	P-PBR
252) Recreational facility, indoor (public or private).	NO	NO	NO	P-PBR [8]*	NO	NO
253) Recreational facility, outdoor, excluding motorized vehicles.	NO	NO	NO	NO	NO	NO
254) Recreational facility, outdoor, including motorized vehicles.	NO	NO	NO	NO	NO	NO
255) Recreational or community activities.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
256) Shooting or rifle range (public allowed).	NO	NO	NO	NO	NO	NO
257) Drive-in movie theater.	NO	NO	NO	NO	NO	NO
258) Amusement park.	NO	NO	NO	NO	NO	NO
259) Churches	P-PBR	P-PBR	P-PBR	P-PBR *[8]	NO	NO
Reserved 260) - 279)						
MISCELLANEOUS USES						
280) Accessory non-residential structure if the principal structure was subject to review by Code Enforcement Officer.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
281) Accessory non-residential structure if the principal structure was subject to review by the Planning Board.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
282) Accessory non-residential use in which the principal use was subject to review by the Code Enforcement Officer.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
283) Accessory non-residential uses in which the principal use was subject to review by the Planning Board. (Permitted uses & expansions of legally established nonconforming uses).	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
284) Marinas and marina related service businesses.	NO	NO	NO	P-PBR [8]*	P-PBR	P-PBR
285) Docks, floats and similar uses that occur below the normal high water mark. This use also requires review by the Harbor Committee pursuant to Chapter 82, Shoreland.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
286) Water borne transportation and recreation.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
287) Fill, loam, sand, and gravel extraction operations provided the operation does not include the removal of bedrock material through blasting or any other mechanical means or the crushing or further processing of such bedrock material.	NO	NO	NO	NO	NO	NO
288) Fill, loam, sand, gravel extraction, excluding bedrock, with restrictions on extent of area to be extracted at one time, and establishment of a continuing reclamation and reforestation program.	NO	NO	NO	NO	NO	NO
289) Fill activities that involve the altering at least 10 cubic yards of fill, but less than 100 cubic yards of material.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
290) Fill activities that involve the addition or removal of 100 cubic yards or more of material.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
291) Septage, storage and spreading.	NO	NO	NO	NO	NO	NO
292) Junkyards, including auto graveyards.	NO	NO	NO	NO	NO	NO
293) Significant Groundwater Well	NO	NO	NO	NO	NO	NO
294) Significant Water Intake or Significant Water Discharge/Outfall Pipe	NO	NO	NO	NO	NO	NO
Reserved 295) - 310)						
SPECIAL USES						
311) Special Use Areas	N/A	N/A	N/A	N/A	N/A	N/A
312) Special Uses that Require City Review Pursuant to Contract Rezoning	YES	YES	YES	YES	YES	YES
Reserved 313) - 340)						
USES SPECIFIC TO CHAPTER 82, SHORELAND *[yy]						

SECTION 102-460 USE TABLE

SECTION 102-462, TABLE OF USES, INSIDE THE BYPASS ZONING DISTRICTS	Residential 1	Residential 2	Residential 3	Downtown Commercial	Waterfront Mixed Use 1	Waterfront Mixed Use 2
340) Nonintensive recreational uses not requiring structures, such but not limited to hunting, fishing and hiking subject to State and City laws.	YES	YES	YES	YES	YES	YES
341) Motorized vehicular traffic on existing roads and trails.	YES	YES	YES	YES	YES	YES
342) Clearing of Vegetation for Development, may require permit in Shoreland Zoning districts	YES	YES	YES	YES	YES	YES
343) Fire Prevention Activities	YES	YES	YES	YES	YES	YES
344) Wildlife Management Practices	YES	YES	YES	YES	YES	YES
345) Soil and Water Conservation Practices	YES	YES	YES	YES	YES	YES
346) Mineral Exploration	NO	NO	NO	NO	NO	NO
347) Surveying and Resource Analysis	YES	YES	YES	YES	YES	YES
348) Emergency Operations	YES	YES	YES	YES	YES	YES
349) Conversion of Seasonal Residences to Year-Round Residences	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
350) Service Drops to Allowed Uses	YES	YES	YES	YES	YES	YES
351) Private Sewage Disposal Systems of Allowed Uses, as per Chap. 62 Utilities	P-LPI	P-LPI	P-LPI	NO	NO	NO
352) Road and Driveway Construction	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
353) Small Nonresidential Facilities for Educational, Scientific, or Nature Interpretation Purposes	NO	NO	NO	P-PBR *8]	P-PBR	P-PBR
Shoreland Zones and Shoreland Uses are not shown. Refer to Chapter 82, Shoreland, for Shoreland Table of Uses						
KEY TO TABLE						
N/A - Not Applicable						
P Permitted Use - No Permit Required						
P -CEO Permitted Use that requires CEO Review & Permit						
P-PBR Permitted Use that requires Planning Board review & permit						
P-LPI Licensed Plumbing Inspector review & permit required						
NO Prohibited Use						
STATE Permit required from State in lieu of City Permit review						
YTBD Yet to Be Determined. City has not yet adopted referenced standards for Certain Uses that are cited.						

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL- 4 (RES-4)	ROUTE 3- RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
RESIDENTIAL USES								
1) Dwelling, single-family.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
2) Dwelling, Accessory dwelling unit; See Footnote *[a].		P-CEO *[a]	P-CEO *[a]	P-CEO *[a]				
3) Dwelling, two-family.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
4) Dwelling, Flex Housing.		P-CEO or P- PBR *[b] & *[c]	P-CEO or P- PBR *[b] & *[c]	P-CEO or P- PBR *[b] & *[c]				
5) Dwelling, multi-family (3 or more units in one structure). See Footnote *[c].		P-PBR *[c] & *[e]	P-PBR *[c] & *[d]	P-PBR *[c] & *[d]	P-PBR *[c] & *[d]	P-PBR *[c] & *[e]	P-PBR *[c] & *[e]	P-PBR *[c] & *[e]
6) Dwelling, multi-family in a residential planned unit development See Footnotes *[g]		P-PBR *[g]	P-PBR *[g]	P-PBR *[g]				
7) Residential Planned unit development (PUD). See Footnote *[g]		P-PBR *[g]	P-PBR *[g]	P-PBR *[g]				
8) Rural affordable housing development (PUD). See Footnote *[h]		P-PBR *[h]	P-PBR *[h]	P-PBR *[h]	P-PBR *[h]	NO	NO	NO
9) Manufactured housing on a chassis/mobile home.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
10) Manufactured housing (units on permanent foundation).		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
11) Manufactured housing community (units on chassis) or mobile home park. See Footnote *[i]		P-PBR *[i]	NO	P-PBR *[i]	P-PBR *[i]	NO	NO	NO
12) Accessory residential structures.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
13) Accessory residential uses.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL- 4 (RES 4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
14) Accessory residential uses on the upper stories of nonresidential structures. See Footnote *[J]		P-CEO or P-PBR *[J]	P-CEO or P-PBR *[J]	P-CEO or P-PBR *[J]	P-CEO or P-PBR *[J]	P-CEO or P-PBR *[J]	P-CEO or P-PBR *[J]	P-CEO or P-PBR *[J]
15) Yard sales, residential held no more than 10 days in a calendar year.		P	P	P	P	P	P	P
16) Home occupation class 1: Small scale. See Footnote *[K]		P *[K]	P *[K]	P *[K]	P *[K]	P *[K]	P *[K]	P *[K]
17) Home occupation class 2: Mid-scale. See Footnote *[K].		P-CEO *[K]	P-CEO *[K]	P-CEO *[K]	P-CEO *[K]	P-CEO *[K]	P-CEO *[K]	P-CEO *[K]
18) Home occupation class 3: Large scale. See Footnote *[K].		P-PBR *[K]	P-PBR *[K]	P-PBR *[K]	P-PBR *[K]	P-PBR *[K]	P-PBR *[K]	P-PBR *[K]
19) Owner-occupied boarding or owner-occupied lodging house with up to 3 borders or lodgers.		P-PBR	P-PBR	P-PBR	P-PBR	P-CEO	P-CEO	P-CEO
20) Owner-occupied boarding or owner-occupied lodging house with 4 or more borders or lodgers.		P-PBR	P-PBR	P-PBR	NO	P-PBR	P-PBR	P-PBR
21) Owner-occupied group home or owner-occupied hospice with a capacity of up to 8 residents.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
22) Owner occupied group home or owner-occupied hospice with a capacity of 9 or more residents.		P-PBR	NO	NO	NO	P-PBR	P-PBR	P-PBR
23) Group home with a capacity of up to 8 residents.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
24) Group home with a capacity of 9 or more residents.		P-PBR	NO	NO	NO	P-PBR	P-PBR	P-PBR
25) Up to 8 residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Levels I, II and III Residential Care Facility and State defined Levels I, II and III Private Non-Medical Institution].		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
26) Nine or more residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Level IV Residential Care Facility, and State defined Level IV Private Non-Medical Institution].		P-PBR	NO	NO	NO	P-PBR	P-PBR	P-PBR
27) Bed and Breakfast, Class 1. See Footnote *[J]		P-PBR *[J]	P-PBR *[J]	P-PBR *[J]	P-PBR *[J]	P-PBR *[J]	P-PBR *[J]	P-PBR *[J]

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL-4 (RES 4)	ROUTE 3 -RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
28) Bed and Breakfast, Class 2. See Footnote *[I]		P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]
29) Bed and Breakfast Class 3. See Footnote *[I]		P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]
30) Bed and Breakfast, Non-owner Occupied, See Footnote *[I]		P-PBR *[I]	P-PBR *[I]	NO	NO	P-PBR *[I]	P-PBR *[I]	P-PBR *[I]
31) Emergency Shelter, as defined by City Ordinance		NO	NO	NO	NO	NO	NO	NO
32) Transitional Housing Facility, as defined by City Ordinance *[aaa]		NO	NO	NO	NO *[aaa]	NO	NO	NO
(Reserved 34-33-44)								
OFFICE, CHILD CARE, HEALTH CARE & VETERINARY USES								
45) Professional offices and health care offices. See Footnote *[m] regarding size standards for a professional office.		P-PBR *[m]	P-PBR *[m]	P-PBR *[m]	P-PBR *[m]	P-PBR *[m] & *[mm]	P-PBR *[m] & *[mm]	P-PBR *[m] & *[mm]
46) Health care facilities and hospitals.		NO	NO	NO	NO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
47) Nursing homes and Long-term care facilities.		P-PBR	NO	NO	NO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
48) Care facility, child care facility serving up to 12 children. [State defined Small Childcare Facility for 3 -12 children]. *[vv]		P-PBR	P-PBR	P-PBR	P-PBR	P-CEO	P-CEO	P-CEO
49) Care facility, child care facility serving more than 12 children. [State defined Child Care Center]. *[vv]		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
50) Care facility, youth and adult.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
51) Veterinary clinic and veterinary hospital.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

52) Animal Kennel Class 1, includes day-time training facilities.	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	NO	NO	NO
SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE	RESIDENTIAL- 4 (RES-4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)			
53) Animal kennel Class 2.	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	P-PBR *[V]	NO	NO	NO			
Reserved 55) 54) - 70)										
RETAIL, MOTOR VEHICLE, SERVICES, & REPAIR USES										
70) Retail Store. See Footnote *[n] that identifies size standards that apply to a retail store in the respective zoning districts.	NO	NO	NO	NO	P-PBR *[n] & *[mm] & *[ft] & *[in]	P-PBR *[n] & *[mm] & *[ft] & *[in]	P-PBR *[n] & *[mm]			
71) Shopping centers, including mixed use development (service, retail, restaurant, and/or office in same complex. See Footnote *[o] that identifies size standards that apply to a Shopping Center.	NO	NO	NO	NO	P-PBR *[o] & *[mm] & *[ft] & *[in]	P-PBR *[o] & *[mm] & *[ft] & *[in]	P-PBR *[o] & *[mm]			
72) Commercial agricultural greenhouse or nursery: Sale of materials, plants or similar items commonly associated with landscaping activities.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]			
73) Farmers Market, indoor or outdoor, that may also include food and craft sales.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[n] & *[mm]	P-PBR *[n] & *[mm]	P-PBR *[n] & *[mm]			
74) Medical Marijuana caregiver retail stores.	NO	NO	NO	NO	P-PBR *[n] & *[cc] & *[mm]	P-PBR *[n] & *[cc] & *[mm]	P-PBR *[n] & *[cc] & *[mm]			
75) Adult Use, Marijuana Retail Store.	NO	NO	NO	NO	NO	NO	NO			
76) Convenience store. Reference Footnote *[q] regarding size standards.	NO	NO	NO	NO	P-PBR *[q] & *[mm] & *[ft]	NO	P-PBR *[q] & *[mm]			
77) Redemption Centers for Beverage Containers.	NO	NO	NO	NO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]			

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

78) Motor vehicle, snowmobile, utility-terrain vehicle (UTV) and all-terrain vehicle (ATV) and similar repair business. Reference Footnote * [uu]	P-PBR * [uu]	P-PBR * [uu]	P-PBR * [uu]	P-PBR * [uu]	P-PBR * [uu]	P-PBR * [uu]	P-PBR * [mm]	NO	P-PBR * [mm]
SECTION 102- 604									
TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE									
79) Motor vehicle fuel sales.	NO	NO	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	P-PBR * [mm]	NO	P-PBR * [mm]
80) Motor vehicle sales including automobiles, snowmobiles, utility-terrain vehicles (UTV) and all-terrain vehicles (ATV). Primary use.	NO	NO	NO	NO	NO	P-PBR * [mm]	P-PBR * [mm]	NO	P-PBR * [mm]
81) Motor homes, heavy trucks, and related equipment sales, repairs and services.	NO	NO	NO	NO	NO	P-PBR * [mm]	P-PBR * [mm]	NO	P-PBR * [mm]
82) Mobile home, manufactured home and modular home sales.	NO	NO	NO	NO	NO	P-PBR * [mm]	P-PBR * [mm]	NO	P-PBR * [mm]
83) Personal services. Reference Footnote * [p] regarding size standards for a personal services business.	P-PBR * [p]	P-PBR * [p]	P-PBR * [p]	P-PBR * [p]	P-PBR * [p]	P-PBR * [p] & * [o] & * [mm]	P-PBR * [p] & * [o] & * [mm]	P-PBR * [p] & * [o] & * [mm]	P-PBR * [p] & * [o] & * [mm]
84) Service Business. See Footnote * [xx] regarding size standards that may apply to a service business.	P-PBR * [xx]	P-PBR * [xx]	P-PBR * [xx]	P-PBR * [xx]	P-PBR * [xx]	P-PBR * [xx] & [mm]	P-PBR * [xx] & [mm]	P-PBR * [xx] & [mm]	P-PBR * [xx] & [mm]
85) Lumber yards and building supply Store. See definition of a lumberyard and building supply store in Chapter 66, General Provisions.	NO	NO	NO	NO	NO	P-PBR * [tt] & [mm]	P-PBR * [tt] & [mm]	NO	NO
86) Laundromat.	P-PBR	NO	NO	NO	NO	P-PBR * [mm]	P-PBR * [mm]	P-PBR * [mm]	P-PBR * [mm]
87) Dry Cleaning (on-site).	NO	NO	NO	NO	NO	P-PBR * [mm]	P-PBR * [mm]	NO	P-PBR * [mm]
88) Funeral Home.	P-PBR	NO	NO	NO	NO	P-PBR * [mm]	P-PBR * [mm]	P-PBR * [mm]	P-PBR * [mm]
89) Mausoleum/crematory.	P-PBR	NO	NO	NO	NO	NO	NO	NO	NO
Reserved 90) - 109).									
RESTAURANT & LODGING USES									

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL-4 (RES-4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
110) Hotel and motel.		NO	NO	NO	NO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
111) Campground excluding a Recreational Vehicle (RV) Park. Reference Footnote [X].		NO	P-PBR *[X]	P-PBR *[X]	NO	NO	NO	NO
112) Campground, including a Recreational Vehicle (RV) park and including motor homes. Reference Footnote [X]		NO	P-PBR *[X]	P-PBR *[X]	NO	NO	NO	NO
113) Restaurant, fast food.		NO	NO	NO	NO	P-PBR *[mm] & *[II]	NO	NO
114) Restaurant, formula.		NO	NO	NO	NO	P-PBR *[mm] & *[II]	NO	NO
115) Restaurant with indoor seating.		NO	NO	NO	NO	P-PBR *[mm] & *[II] & *[ss]	P-PBR *[mm] & *[II]	P-PBR *[mm]
116) Restaurant with outdoor seating.		NO	NO	NO	NO	P-PBR *[mm] & *[II] & *[ss]	P-PBR *[mm] & *[II]	P-PBR *[mm]
117) Restaurant, take out.		NO	NO	NO	NO	P-PBR *[mm] & *[II]	P-PBR *[mm] & *[II]	P-PBR *[mm]
118) Restaurant with drive through window.		NO	NO	NO	NO	P-PBR *[mm] & *[II]	NO	NO
119) Restaurant, ice cream stand.		NO	NO	NO	NO	P-PBR *[mm] & *[II]	P-PBR *[mm] & *[II]	P-PBR *[mm]
120) Lobster pound, and accessory fish/seafood processing.		NO	NO	NO	NO	P-PBR *[mm] & *[II]	P-PBR *[mm] & *[II]	P-PBR *[mm]
Reserved 121 - 139).								
INDUSTRIAL, MANUFACTURING, LABORATORY, WAREHOUSE, STORAGE & AQUACULTURE								
140) Light industrial/Light manufacturing. Reference Footnote [s] regarding size standards.		NO	P-PBR *[s]	P-PBR *[s]	P-PBR *[s]	P-PBR *[s] & *[mm]	P-PBR *[s] & *[mm]	P-PBR *[s] & *[mm]

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL-4 (RES-4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
141) Manufacturing, processing and industrial activities, including retail sales. Reference Footnote '[t]' regarding size standards.		NO	NO	NO	NO	P-PBR *[t] & *[mm]	P-PBR *[t] & *[mm]	NO
142) Bituminous asphalt plant/mixing operations.		NO	NO	NO	NO	NO	NO	NO
143) Contractor operations/storage, including interior and exterior storage of materials and equipment. Reference Footnote '[u]' regarding size standards.		P-PBR *[u]	P-PBR *[u]	P-PBR *[u]	P-PBR *[u]	P-PBR *[u]	P-PBR *[u]	P-PBR *[u]
144) Storage facility/warehouse. Reference Footnote '[r]' regarding size standards.		P-PBR '[r]	P-PBR '[r]	P-PBR '[r]	P-PBR '[r]	P-PBR '[r] & *[mm]	P-PBR '[r] & *[mm]	P-PBR '[r] & *[mm]
145) Storage, self-storage facility.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
146) Storage tanks for petroleum products, including propane for sale.		NO	NO	NO	NO	NO	NO	NO
147) Boat building, boat repair, boat retrofitting or boat storage, including allowing limited onsite sales as an accessory use.		P-PBR '[y]	P-PBR '[y]	P-PBR '[y]	P-PBR '[y]	P-PBR '[y] & *[mm]	NO	P-PBR '[y] & *[mm]
148) Research laboratory.		NO	NO	NO	NO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
149) Medical Marijuana testing facilities. Reference Footnote '[cc]' regarding standards that apply to a Medical Marijuana facility.		P-PBR '[cc]	P-PBR '[cc]	P-PBR '[cc]	P-PBR '[cc]	P-PBR '[cc] & *[mm]	P-PBR '[cc] & *[mm]	P-PBR '[cc] & *[mm]
150) Medical Marijuana manufacturing facilities. Reference Footnote '[cc]' regarding standards that apply to a Medical Marijuana facility.		P-PBR '[cc]	P-PBR '[cc]	P-PBR '[cc]	P-PBR '[cc]	P-PBR '[cc] & *[mm]	P-PBR '[cc] & *[mm]	P-PBR '[cc] & *[mm]
151) Adult Use Marijuana Cultivation, Tier 1. Reference Footnote '[dd]' regarding standards that apply to an Adult Use Marijuana activity.		P-CEO '[dd]	P-CEO '[dd]	P-CEO '[dd]	P-CEO '[dd]	P-CEO '[dd]	P-CEO '[dd]	P-CEO '[dd]
152) Adult Use Marijuana Cultivation, Tier 2. Reference Footnote '[dd]' regarding standards that apply to an Adult Use Marijuana activity.		P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd] & *[mm]	P-PBR '[dd] & *[mm]	P-PBR '[dd] & *[mm]
153) Adult Use Marijuana Cultivation, Tier 3. Reference Footnote '[dd]' regarding standards that apply to an Adult Use Marijuana activity.		NO	NO	NO	NO	NO	NO	NO
154) Adult Use Marijuana Cultivation, Tier 4. Reference Footnote '[dd]' regarding standards that apply to an Adult Use Marijuana activity.		NO	NO	NO	NO	NO	NO	NO
155) Adult Use Marijuana Cultivation Nursery. Reference Footnote '[dd]' regarding standards that apply to an Adult Use Marijuana activity.		P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd] & *[mm]	P-PBR '[dd] & *[mm]	P-PBR '[dd] & *[mm]

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156) Adult Use, Marijuana Testing Facility. Reference Footnote * [dd] regarding standards that apply to an Adult Use Marijuana activity.	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd] & * [mm]	P-PBR * [dd] & * [mm]	P-PBR * [dd] & * [mm]
157) Adult Use, Marijuana Manufacturing Facility. Reference Footnote * [dd] regarding standards that apply to an Adult Use Marijuana activity.	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd]	P-PBR * [dd] & * [mm]	P-PBR * [dd] & * [mm]	P-PBR * [dd] & * [mm]
158) Aquaculture, Land-Based.	NO	NO	P-PBR	NO	NO	NO	NO	NO
159) Aquaculture, Freshwater.	NO	NO	P-PBR	NO	NO	NO	NO	NO
160) Aquaculture, Marine.	NO	NO	NO	NO	NO	NO	NO	NO
161) Aviation and uses accessory to aviation.	NO	NO	NO	NO	NO	NO	NO	NO
Reserved 162) - 179).								
AGRICULTURE & NATURAL RESOURCE USES								
180) Commercial agricultural, dairy and horticultural activities, including you-pick operations. Also reference Uses 181) and 184) below.	P-PBR	P-PBR	P-PBR	P-CEO	P-CEO	P-PBR	P-PBR	P-CEO
181) Farm Stand and/or Craft Sales as an Accessory Use to an Agricultural Use.	P-PBR	P-PBR	P-PBR	P-CEO	P-CEO	P-PBR	P-PBR	P-CEO
182) Commercial Poultry. (Refer to Chap 66, Definition).	NO	NO	P-PBR	NO	NO	NO	NO	NO
183) Commercial Piggeries. (Refer to Chap 66, Definition).	NO	NO	P-PBR	NO	NO	NO	NO	NO
184) Accessory Uses to Commercial Agriculture. An operating agricultural use may operate a small campground (No RV's) or an outside event activity, subject to Performance Standards identified in Division. (Note: YTB - Performance Standards have not yet been prepared as of 4-5-22.)	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	NO	P-PBR
185) Domestic chickens - Reference City Code of Ordinances, Chapter 10, Animals, Article III, Domesticated Chickens.	P-CEO	P	P	P	P	P-CEO	P-CEO	P-CEO

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186) Slaughterhouse.		NO	NO	P-PBR	NO	NO	NO	NO
187) Horses and horse barns/Stables.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
188) Animal breeding, husbandry.		P-PBR	P-PBR	P-CEO	P-CEO	P-PBR	P-PBR	P-CEO
189) Tree farm (including on-site sales)		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
190) Forestry: Woodlot management and timber harvesting. Reference State Permitting requirements from DEP.		State	State	State	State	State	State	State
191) Forestry: Commercial firewood processing.		NO	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	NO	P-PBR *[mm]
Reserved 192) - 209).								
UTILITIES								
210) Stealth telecommunications facilities. Reference Footnote *[ff] regarding standards that apply to a Stealth Telecommunication Facility.		P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]
211) Minor telecommunications facilities including co-location on existing structures. Reference Footnote *[ff] regarding standards that apply to a Minor Telecommunication Facility.		P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]
212) Telecommunications facilities. Reference Footnote *[ff] regarding standards that apply to a Telecommunication Facility.		P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]
213) Small Wireless Facility (as defined by State Statute).		P	P	P	P	P	P	P
214) Essential Services. Also see 215) below.		P	P	P	P	P	P	P
215) Power Generation & Substations, Phase 3 Power Transmission Lines, & natural gas line facilities. Reference Footnote *[gg] for standards that apply.		P-PBR *[gg]	P-PBR *[gg]	P-PBR *[gg]	P-PBR *[gg]	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]

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216) Solar Energy Systems, Large-Scale, ground-mounted. Reference Footnote *[ee] for standards that apply.		P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]
217) Solar Energy Systems, Small-Scale and Medium-Scale, ground-mounted and roof-mounted. Reference Footnote *[ee] for standards that apply.		P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]
218) Solar Energy Systems, Large-Scale, roof-mounted. Reference Footnote *[ee] for standards that apply.		P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]	P-CEO *[ee]
219) Wind Generation - Turbines (Commercial).		NO	NO	NO	NO	NO	NO	NO
220) Wind Generation - Turbines (Residential).		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
221) Hydroelectric Power Generation facilities.		NO	NO	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
Reserved 222) - 239).								
PUBLIC, SCHOOLS, COMMUNITY FACILITIES, PERFORMANCE FACILITIES & RECREATION								
240) Municipal uses deemed necessary by the City Council for which the Council shall hold a public hearing with ten days' public notice given.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
241) Quasi-public and non-municipal public uses. Reference Footnote *[z].		P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]
242) Public park.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
243) Public parking facility.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
244) School, public.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
245) School, private/parochial/charter.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]

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246) Community center.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
247) Social club.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
248) Museum.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
249) Convention center.		NO	NO	NO	NO	NO	P-PBR *[mm]	NO
250) Theater/Performing arts center.		NO	NO	NO	NO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
251) Theater, outdoor and event facilities. Permitted as an accessory use to a residential or agricultural use. Reference Footnote *[bb] regarding this use.		P-PBR *[bb]	P-PBR *[bb]	P-PBR *[bb]	P-PBR *[bb]	P-PBR *[bb]	P-PBR *[bb]	P-PBR *[bb]
252) Recreational facility, indoor. (public or private).		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
253) Recreational facility, outdoor, excluding motorized vehicles.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
254) Recreational facility, outdoor, including motorized vehicles.		NO	NO	NO	NO	NO	NO	NO
255) Recreational or community activities.		P-CEO	P-CEO	P-CEO	P-CEO	P-PBR *[mm]	P-PBR *[mm]	P-PBR *[mm]
256) Shooting or rifle range (public allowed).		NO	NO	P-PBR	NO	NO	NO	NO
257) Drive-in movie theater.		NO	NO	NO	NO	NO	NO	NO
258) Amusement park.		NO	NO	NO	NO	NO	NO	NO
Reserved 259) - 279).								

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MISCELLANEOUS USES								
280) Accessory non-residential structure if the principal structure was subject to review by Code Enforcement Officer.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
281) Accessory non-residential structure if the principal structure was subject to review by the Planning Board.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
282) Accessory non-residential use in which the principal use was subject to review by the Code Enforcement Officer.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
283) Accessory non-residential uses in which the principal use was subject to review by the Planning Board. (Permitted uses or expansions of legally established nonconforming uses). Note - Article IX Nonresidential Development Standards may apply to a Permit Application.		P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR
284) Marinas and marina related service businesses.		NO	NO	NO	NO	NO	NO	NO
285) Docks, floats and similar uses that occur below the normal high water mark. This use also requires review by the Harbor Committee pursuant to Chapter 82, Shoreland.		NO	NO	P-PBR	NO	NO	NO	NO
286) Water borne transportation and recreation.		NO	NO	P-PBR	NO	NO	NO	NO
287) Fill, loam, sand, and gravel extraction operations provided the operation does not include the removal of bedrock material through blasting or any other mechanical means or the crushing or further processing of such bedrock material.		NO	P-PBR * [pp] & * [aa]	P-PBR * [aa]	P-PBR * [aa]	NO	NO	NO
288) Fill, loam, sand, gravel extraction, excluding bedrock, with restrictions on extent of area to be extracted at one time, and establishment of a continuing reclamation and reforestation program.		NO	P-PBR * [aa]	P-PBR * [aa]	P-PBR * [aa]	NO	NO	NO
289) Fill activities that involve the addition or removal of at least 25 cubic yards of fill, but less than 100 cubic yards of material.		P	P	P	P	P	P	P
290) Fill activities that involve the addition or removal of 100 cubic yards or more of material.		P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO
291) Septage, storage and spreading.		NO	NO	P-PBR	NO	NO	NO	NO

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL-4 (RES-4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
292) Junkyards, including auto graveyards.		NO	NO	NO * [qq]	NO	NO	NO	NO
293) Significant Groundwater Well.		NO	P-PBR *[hh]	P-PBR *[hh]	NO	P-PBR *[hh]	NO	P-PBR *[hh]
294) Significant Water Intake or Significant Water Discharge/Outfall Pipe.		NO	NO	P-PBR *[ij]	NO	NO	P-PBR *[ij]	P-PBR *[ij]
Reserved 295) - 310).								
SPECIAL USES & CONTRACT REZONING AGREEMENTS								
311) Special Use Areas.		N/A	N/A	P-PBR *[ij]	P-PBR *[ij]	N/A	N/A	N/A
312) Special Uses that Require City Review Pursuant to Contract Rezoning.		NONE	NONE	NONE	NONE	See 312.1 Below	NONE	NONE
312.1) Map 5/Lot 23A, DMK Development, October 1, 2019, and subsequent amendments. Contract to allow a Tractor Supply Store. Contract available at Planning and Codes Department.		N/A	N/A	N/A	N/A	Map 5/Lot 23A	N/A	N/A
Reserved 313) - 339).								
USES SPECIFIC TO CHAPTER 82, SHORELAND *[WY]								
340) Nonintensive recreational uses not requiring structures, such but not limited to hunting, fishing and hiking.		P	P	P	P	P	P	P
341) Motorized vehicular traffic on existing roads and trails.		P	P	P	P	P	P	P
342) Clearing of Vegetation for Development		P	P	P	P	P	P	P

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL-4 (RES-4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
343) Fire Prevention Activities		P	P	P	P	P	P	P
344) Wildlife Management Practices		P	P	P	P	P	P	P
345) Soil and Water Conservation Practices		P	P	P	P	P	P	P
346) Mineral Exploration		CEO	CEO	CEO	CEO	CEO	CEO	CEO
347) Surveying and Resource Analysis		P	P	P	P	P	P	P
348) Emergency Operations		P	P	P	P	P	P	P
349) Conversion of Seasonal Residences to Year-Round Residences		LPI(CEO)	LPI(CEO)	LPI(CEO)	LPI(CEO)	LPI(CEO)	LPI(CEO)	LPI(CEO)
350) Service Drops to Allowed Uses		P	P	P	P	P	P	P
351) Private Sewage Disposal Systems of Allowed Uses		LPI(CEO)	NO	LPI(CEO)	LPI(CEO)	LPI(CEO)	LPI(CEO)	LPI(CEO)
352) Road and Driveway Construction		CEO	CEO	CEO	CEO	CEO	CEO	CEO
353) Small Nonresidential Facilities for Educational, Scientific, or Nature Interpretation Purposes		P	P	P	P	P	P	P

NOTES TO TABLE

Refer to Chapter 82, Shoreland, Table of Uses for a complete list of uses allowed in the Shoreland Zone.

TABLE OF USES - NORTHWEST OF BYPASS OUTSIDE RURAL DISTRICTS

SECTION 102- 604 TABLE OF USES, NORTHWEST OF BYPASS AND OUTSIDE RURAL DISTRICTS TYPE OF USE		RESIDENTIAL-4 (RES-4)	ROUTE 3 - RURAL (RTE 3-R)	OUTSIDE RURAL-1 (OR-1)	OUTSIDE RURAL-2 (OR-2)	ROUTE 3 COMMERCIAL (RTE 3-COM)	OFFICE PARK (OP)	ROUTE 137 MIXED USE (RTE 137-MU)
P	Permitted Use - No Permit Required							
P -CEO	Permitted Use that requires CEO Review & Permit							
P-PBR	Permitted Use that requires Planning Board review & permit							
SU-CZ	Special Use - Contract Rezoning Approval required							
SUA	Special Use Area in Outside Rural 1 or Outside Rural 2							
P-LPI	Licensed Plumbing Inspector review & permit required							
NO	Prohibited Use							
State	Permit required from State Agency in lieu of City Permit							

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

SECTION 102-544 TABLE OF USES, SOUTHERLY ZONING DISTRICTS, TYPE OF USE	ROUTE ONE SOUTH MIXED USE - (ROS- MU)	ROUTE ONE SOUTH BUSINESS PARK - (ROS-BP)	AIRPORT BUSINESS PARK - (ABP)	LOWER CONGRESS MIXED USE - (LC-MU)	AIRPORT GROWTH - (AG)	RESIDENTIAL 7 - (RES-7)	
RESIDENTIAL USES							
1) Dwelling, single-family	P-CEO	P-PBR *[rr]	NO	P-CEO	NO *[h]	P-CEO	
2) Dwelling, Accessory dwelling unit; See Footnote *[a] .	P-CEO *[a]	P-PBR *[a] & *[rr]	NO	P-CEO *[a]	NO	P-CEO *[a]	
3) Dwelling, two-family.	P-CEO	P-PBR - *[rr]	NO	P-CEO	NO	P-CEO	
4) Dwelling, Flex Housing.	P-CEO or P-PBR *[b] & *[c]	NO	NO	NO	NO	P-CEO or P-PBR *[b] & *[c]	
5) Dwelling, multi-family (3 or more units in one structure). See Footnote *[c].	P-PBR *[c] & *[e]	P-PBR *[c], *[e] & *[rr]	NO	NO	NO	NO	
6) Dwelling, multi-family in a residential planned unit development. See Footnote *[g]	P-PBR *[g]	NO	NO	NO	NO	P-PBR *[g]	
7) Residential Planned Unit Development (PUD). See Footnote *[g]	P-PBR *[g]	NO	NO	NO	NO	P-PBR *[g]	
8) Rural affordable housing development (PUD).	NO	NO	NO	NO	NO	NO	
9) Manufactured housing on a chassis/mobile home.	P-CEO	NO	NO	P-CEO	NO *[h]	P-CEO	
10) Manufactured housing (units on permanent foundation).	P-CEO	NO	NO	P-CEO	NO *[h]	P-CEO	
11) Manufactured housing community (units on chassis) or mobile home park.	NO	NO	NO	NO *[pp]	NO	NO	
12) Accessory residential structures.	P-CEO	P-CEO	NO	P-CEO	NO *[h]	P-CEO	
13) Accessory residential uses.	P-CEO	NO	NO	P-CEO	NO *[h]	P-CEO	
14) Accessory residential uses on the upper stories of nonresidential structures. See Footnote *[j]	P-CEO or P-PBR *[j]	P-PBR - *[j] & *[rr]	NO	P-CEO or P-PBR *[j]	NO	P-PBR - *[j]	
15) Yard sales, residential held no more than 10 days in a calendar year.	P	NO	NO	P	P *[h]	P	
16) Home occupation class 1: Small scale. See Footnote *[k]	P *[k]	P-CEO *[k] & *[rr]	NO	P *[k]	P *[h] & *[k]	P *[k]	
17) Home occupation class 2: Mid-scale. See Footnote *[k].	P-CEO *[k]	NO	NO	P-CEO *[k]	P-CEO *[h] & *[k]	P-CEO *[k]	
18) Home occupation class 3: Large scale. See Footnote *[k].	P-PBR *[k]	NO	NO	P-PBR *[k]	P-PBR *[h] & *[k]	P-PBR *[k]	
19) Owner-occupied boarding or owner-occupied lodging house with up to 3 borders or lodgers.	P-CEO	NO	NO	P-CEO	NO	P-CEO	
20) Owner-occupied boarding or owner-occupied lodging house with 4 or more borders or lodgers.	P-PBR	NO	NO	P-PBR	NO	P-PBR	
21) Owner-occupied group home or owner-occupied hospice with a capacity of up to 8 residents.	P-PBR	NO	NO	P-PBR	NO	P-PBR	
22) Owner-occupied group home or owner-occupied hospice with a capacity of 9 or more residents.	P-PBR	NO	NO	NO	NO	P-PBR	
23) Group home with a capacity of up to 8 residents.	P-PBR	NO	NO	P-PBR	NO	P-PBR	
24) Group home with a capacity of 9 or more residents.	P-PBR	NO	NO	NO	NO	P-PBR	
25) Up to 8 residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Levels I, II and III Residential Care Facility and State defined Levels I, II and III Private Non-Medical Institution]	P-PBR	NO	NO	P-PBR	NO	P-PBR	

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

SECTION 102-544 TABLE OF USES, SOUTHERLY ZONING DISTRICTS, TYPE OF USE	ROUTE ONE SOUTH MIXED USE - (ROS- MU)	ROUTE ONE SOUTH BUSINESS PARK - (ROS-BP)	AIRPORT BUSINESS PARK- (ABP)	LOWER CONGRESS MIXED USE - (LC-MU)	AIRPORT GROWTH - (AG)	RESIDENTIAL 7 - (RES-7)	
26) Nine or more residents in the following: Congregate care, residential retirement housing, assisted living facility or hospice. [State defined Level IV Residential Care Facility, and State defined Level IV Private Non-Medical Institution]	P-PBR	NO	NO	NO	NO	P-PBR	
27) Bed and breakfast class 1. See Footnote *[1]	P-PBR *[1]	NO	NO	P-PBR *[1]	NO	P-PBR *[1]	
28) Bed and breakfast class 2. See Footnote *[1]	P-PBR *[1]	NO	NO	NO	NO	P-PBR *[1]	
29) Bed and breakfast class 3. See Footnote *[1]	P-PBR *[1]	NO	NO	NO	NO	P-PBR *[1]	
30) Bed and breakfast, non-owner occupied. Class 1, 2, or 3 *[1]	P-PBR *[1]	NO	NO	NO	NO	P-PBR *[1]	
31) Emergency Shelter, as defined by City Ordinance	NO	NO	NO	NO	NO	NO	
32) Transitional Housing Facility, as defined by City Ordinance *[aaa]	NO	NO	NO	NO	NO	NO	
(Reserved 3433-44)							
OFFICE, CHILD CARE, HEALTH CARE & VETERINARY USES							
45) Professional offices and health care offices.	P-PBR *[m] & *[mm]	P-PBR *[m]	P-PBR *[m] & *[nn]	P-PBR *[m]	P-PBR *[m]	NO	
46) Health care facilities and hospitals.	P-PBR *[mm]	NO	NO	NO	NO	NO	
47) Nursing homes and Long-term care facilities	P-PBR *[mm]	NO	NO	NO	NO	P-PBR	
48) Care facility, child care facility serving up to 12 children. [State defined Small Childcare Facility for 3 -12 children]	P-CEO *[k] & *[vv]	P-PBR - *[k], *[q] & *[vv]	P-CEO *[k] & *[vv]	P-CEO *[k] & *[vv]	PB *[k] & *[vv]	P-CEO *[k] & *[vv]	
49) Care facility, child care facility serving more than 12 children. [State defined Child Care Center].	P-PBR *[mm] & *[vv]	P-PBR - *[qq] & *[vv]	P-CEO *[vv]	NO	NO	P-PBR *[vv]	
50) Care facility, youth and adult.	P-PBR *[mm]	NO	NO	NO	NO	P-PBR	
51) Veterinary clinic and veterinary hospital.	P-PBR *[mm]	NO	NO	P-PBR	NO	NO	
52) Animal kennel Class 1, includes day-time training facilities .	NO	NO	NO	P-PBR *[v]	P-PBR *[v].	NO	
53) Animal kennel Class 2.	NO	NO	NO	P-PBR *[v]	P-PBR *[v].	NO	
Reserved 54) - 70)							
RETAIL, MOTOR VEHICLE, SERVICES, & REPAIR USES							
70) Retail Store, See Footnote *[n] regarding size limits that apply.	P-PBR *[n] & *[mm]	NO	NO *[oo]	NO	NO	NO	
71) Shopping centers, including mixed use development (service, retail, restaurant, and/or office in same complex). See Footnote *[o] regarding size limits that apply.	P-PBR *[o] & *[mm]	NO	NO	NO	NO	NO	
72) Commercial agricultural greenhouse or nursery: Sale of materials, plants or similar items commonly associated with landscaping activities.	P-PBR *[mm]	NO	NO	NO	NO	NO	
73) Farmers Market, indoor or outdoor, that may also include food and craft sales.	P-PBR *[n] & *[mm]	NO	NO	NO	NO	NO	
74) Medical Marijuana caregiver retail stores	P-PBR *[n] & *[cc] & *[nm]	NO	NO	NO	NO	NO	
75) Adult Use, Marijuana Retail Store	NO	NO	NO	NO	NO	NO	

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

76) Convenience stores. See Footnote *[q] regarding size limits that apply.	P-PBR *[q] & *[mm]	NO	NO	NO	NO	NO	
SECTION 102-544 TABLE OF USES, SOUTHERLY ZONING DISTRICTS, TYPE OF USE							
	ROUTE ONE SOUTH MIXED USE - (ROS- MU)	ROUTE ONE SOUTH BUSINESS PARK - (ROS-BP)	AIRPORT BUSINESS PARK- (ABP)	LOWER CONGRESS MIXED USE - (LC-MU)	AIRPORT GROWTH - (AG)	RESIDENTIAL 7 - (RES-7)	
77) Redemption Centers for Beverage Containers	P-PBR *[mm]	NO	P-CEO	P-PBR	P-PBR	NO	
78) Motor vehicle, snowmobile, utility-terrain vehicle (UTV) and all-terrain vehicle (ATV) and similar repair business. Reference Footnote *[uu]	P-PBR *[mm] & *[uu]	NO	P-CEO *[uu]	P-PBR *[uu]	P-PBR *[uu]	NO	
79) Motor vehicle fuel sales.	P-PBR *[mm]	NO	NO	NO	NO	NO	
80) Motor vehicle sales including automobiles, snowmobiles, utility-terrain vehicles (UTV) and all-terrain vehicles (ATV). Primary use.	P-PBR *[mm]	NO	NO	P-PBR	NO	NO	
81) Motor homes, heavy trucks, and related equipment sales, repairs and services.	P-PBR *[mm]	NO	NO	P-PBR	NO	NO	
82) Mobile home, manufactured home and modular home sales.	P-PBR *[mm]	NO	NO	P-PBR	NO	NO	
83) Personal services. See Footnote *[p] regarding size limits that may apply.	P-PBR *[p] & *[mm]	NO	P-CEO *[p]	P-PBR *[p]	P-PBR *[p]	NO	
84) Service Business. See Footnote *[xx] regarding size limits that may apply.	P-PBR *[xx] & *[mm]	NO	P-CEO *[xx]	P-PBR *[xx]	P-PBR *[xx]	NO	
85) Lumber Yard & Building Supply Store. See definition of a Lumber Yard & Building Supply Store in Chapter 66.	P-PBR *[tt] & *[mm]	NO	NO	NO	NO	NO	
86) Laundromat	P-PBR *[mm]	NO	NO	P-PBR *[public sewer only]	NO	NO	
87) Dry Cleaning (on-site)	P-PBR *[mm]	NO	P-PBR *[public sewer only]	P-PBR *[public sewer only]	NO	NO	
88) Funeral Home	P-PBR *[mm]	NO	NO	P-PBR	NO	P-PBR	
89) Mausoleum/crematory	NO	NO	NO	NO	NO	NO	
Reserved. 90) - 109)							
RESTAURANT & LODGING USES							
110) Hotel and motel.	P-PBR *[mm]	NO	NO	NO	NO	NO	
111) Campground excluding Recreation Vehicle (RV) Park.	NO	NO	NO	NO	NO	NO	
112) Campground, including a Recreation Vehicle (RV) Park and Motor Homes	NO	NO	NO	NO	NO	NO	
113) Restaurant, fast food.	NO	NO	NO	NO	NO	NO	
114) Restaurant, formula	P-PBR *[mm]	NO	NO	NO	NO	NO	
115) Restaurant with indoor seating.	P-PBR *[mm]	NO	NO *[kk]	NO	NO	NO	
116) Restaurant with outdoor seating.	P-PBR *[mm]	NO	NO *[kk]	NO	NO	NO	
117) Restaurant, take out.	P-PBR *[mm]	NO	NO *[kk]	NO	NO	NO	
118) Restaurant with drive through window.	NO	NO	NO	NO	NO	NO	
119) Restaurant, ice cream stand.	P-PBR *[mm]	NO	NO *[kk]	NO	NO	NO	
120) Lobster pound, and accessory fish/seafood processing	P-PBR *[mm]	NO	NO *[kk]	NO	NO	NO	
Reserved 121) - 139)							

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

SECTION 102-544 TABLE OF USES, SOUTHERLY ZONING DISTRICTS, TYPE OF USE							
	ROUTE ONE SOUTH MIXED USE - (ROS- MU)	ROUTE ONE SOUTH BUSINESS PARK - (ROS-BP)	AIRPORT BUSINESS PARK - (ABP)	LOWER CONGRESS MIXED USE - (LC-MU)	AIRPORT GROWTH - (AG)	RESIDENTIAL 7 - (RES-7)	
INDUSTRIAL, MANUFACTURING, LABORATORY, WAREHOUSE, STORAGE & AQUACULTURE							
140) Light industrial/Light manufacturing	P-PBR '[s] & '[mm] & '[oo] & '[vv]	P-PBR '[s] & '[oo] & '[vv]	P-CEO '[s] & '[kk] & '[oo] & '[vv]	P-PBR '[s] & '[oo] & '[vv]	P-PBR '[s] & '[oo] & '[vv]	NO	
141) Manufacturing, processing and industrial activities, including accessory retail sales	NO	P-PBR '[t] & '[oo]	P-CEO '[t] & '[kk] & '[oo]	NO	NO	NO	
142) Bituminous asphalt plant/mixing operations.	NO	NO	NO	NO	NO	NO	
143) Storage, contractor operations including exterior storage of materials and equipment	P-PBR '[u] & '[mm]	NO	P-CEO '[u]	P-PBR '[u]	P-PBR '[u]	NO	
144) Storage facility/warehouse	P-PBR '[r] & '[mm]	P-PBR '[r]	P-CEO '[r] & '[ll]	P-PBR '[r]	P-PBR '[r]	NO	
145) Storage, self-storage facility.	P-PBR '[mm]	NO	NO	P-PBR	P-PBR	NO	
146) Storage tanks for petroleum products, including propane for sale.	NO	NO	NO	NO '[ww]	NO	NO	
147) Boat building, boat repair, boat retrofitting or boat storage, including allowing limited onsite sales as an accessory use.	P-PBR '[y] & '[mm]	P-PBR '[y]	P-CEO '[y]	P-PBR '[y]	P-PBR '[y]	NO	
148) Research laboratory.	P-PBR '[mm]	P-PBR	P-CEO	P-PBR	P-PBR	NO	
149) Medical Marijuana testing facilities	P-PBR '[cc] & '[mm]	NO	P-CEO '[cc]	P-PBR '[cc]	P-PBR '[cc]	NO	
150) Medical Marijuana manufacturing facilities	P-PBR '[cc] & '[mm]	NO	P-CEO '[cc]	P-PBR '[cc]	P-PBR '[cc]	NO	
151) Adult Use Marijuana Cultivation, Tier 1	P-CEO '[dd] & '[mm]	NO	P-CEO '[dd]	P-CEO '[dd]	P-CEO '[dd]	NO	
152) Adult Use Marijuana Cultivation, Tier 2	P-PBR '[dd] & '[mm]	NO	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	NO	
153) Adult Use Marijuana Cultivation, Tier 3	P-PBR '[dd] & '[mm]	NO	NO	NO	NO	NO	
154) Adult Use Marijuana Cultivation, Tier 4	P-PBR '[dd] & '[mm]	NO	NO	NO	NO	NO	
155) Adult Use, Marijuana Cultivation Nursery	P-PBR '[dd] & '[mm]	NO	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	NO	
156) Adult Use, Marijuana Testing Facility	P-PBR '[dd] & '[mm]	NO	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	NO	
157) Adult Use, Marijuana Manufacturing Facility	P-PBR '[dd] & '[mm]	NO	P-PBR '[dd]	P-PBR '[dd]	P-PBR '[dd]	NO	
158) Aquaculture, Land-Based	NO	P-PBR '[qq]	P-PBR '[qq]	NO	NO	NO	
159) Aquaculture, Freshwater	NO	P-PBR	NO	NO	NO	NO	
160) Aquaculture, Marine	NO	NO	NO	NO	NO	P-PBR	
161) Aviation and uses accessory to aviation.	NO	NO	P-CEO	P-PBR	P-PBR	NO	
Reserved 162) - 179)							
AGRICULTURE & NATURAL RESOURCE USES							
180) Commercial agricultural, dairy and horticultural activities, including you pick operations. Also reference 181) - 184) below.	P-CEO	NO	NO	P-CEO	P-CEO	P-CEO	
181) Farm Stand and/or Small Craft Sales as an Accessory Use to an Agricultural Use	P-CEO	NO	NO	P-PBR	P-PBR	P-PBR	

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

SECTION 102-544 TABLE OF USES, SOUTHERLY ZONING DISTRICTS, TYPE OF USE	ROUTE ONE SOUTH MIXED USE - (ROS- MU)	ROUTE ONE SOUTH BUSINESS PARK - (ROS-BP)	AIRPORT BUSINESS PARK- (ABP)	LOWER CONGRESS MIXED USE - (LC-MU)	AIRPORT GROWTH - (AG)	RESIDENTIAL 7 - (RES-7)	
182) Commercial Poultry. (Refer to Chap 66, Definition)	NO	NO	NO	NO	NO	NO	
183) Commercial Piggeries. (Refer to Chap 66, Definition)	NO	NO	NO	NO	NO	NO	
184) Accessory Uses to Commercial Agriculture. An operating agricultural use may operate a small campground (No RV's) or an outside event activity, subject to Performance Standards identified in Division (YTBD - Performance Standards have not yet been prepared)	NO	NO	NO	NO	NO	NO	
185) Domestic chickens - Reference City Code of Ordinances, Chapter 10, Animals, Article III, Domesticated Chickens	P-CEO	NO	NO	P-CEO	P-CEO *[h]	P-CEO	
186) Slaughterhouse.	NO	NO	NO	NO	NO	NO	
187) Horses and horse barns/Stables.	P-CEO	NO	NO	P-CEO	P-CEO	P-CEO	
188) Animal breeding, husbandry.	P-CEO	NO	NO	P-CEO	P-CEO	P-CEO	
189) Tree farm.(Including on-site sales)	NO	NO	NO	P-CEO	P-CEO	NO	
190) Forestry: Woodlot management and timber harvesting. Reference State Permitting requirements from DEP.	NO	NO	NO	State	State	NO	
191) Forestry: Commercial firewood processing.	NO	NO	NO	P-PBR	P-PBR	NO	
Reserved 192) - 209)							
UTILITIES							
210) Stealth telecommunications facilities.	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	
211) Minor telecommunications facilities including co-location on existing structures.	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	P-CEO *[ff]	
212) Telecommunications facilities.	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	P-PBR *[ff]	NO	
213) Small Wireless Facility (as defined by State Statute)	P	P	P	P	P	P	
214) Essential Services. Also see 215) below.	P	P	P	P	P	P	
215) Power Generation & Substations, Phase 3 Power Transmission Lines, & natural gas line facilities	P-PBR *[gg] & *[mm]	P-PBR *[gg]	P-PBR *[gg]	P-PBR *[gg]	P-PBR *[gg]	NO	
216) Solar Energy Systems, Large-Scale, ground-mounted.	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	P-PBR *[ee]	
217) Solar Energy Systems, Small-Scale and Medium-Scale, ground-mounted and roof-mounted.	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	
218) Solar Energy Systems, Large-Scale, roof-mounted.	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	P-CEO*[ee]	
219) Wind Generation - Turbines (Commercial)	NO	NO	NO	NO	NO	NO	
220) Wind Generation - Turbines (Residential)	P-CEO	NO	NO	NO	NO	P-CEO	
221) Hydroelectric Power Generation facilities	NO	NO	NO	NO	NO	NO	
Reserved 222) - 239)							
PUBLIC, SCHOOLS, COMMUNITY FACILITIES, PERFORMANCE FACILITIES & RECREATION							
240) Municipal uses deemed necessary by the City Council for which the Council shall hold a public hearing with ten days' public notice given.	P-CEO *[mm]	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

SECTION 102-544 TABLE OF USES, SOUTHERLY ZONING DISTRICTS, TYPE OF USE	ROUTE ONE SOUTH MIXED USE - (ROS- MU)	ROUTE ONE SOUTH BUSINESS PARK - (ROS-BP)	AIRPORT BUSINESS PARK- (ABP)	LOWER CONGRESS MIXED USE - (LC-MU)	AIRPORT GROWTH - (AG)	RESIDENTIAL 7 - (RES-7)	
241) Quasi-public and non-municipal public uses. Reference Footnote *[z] regarding City authority responsible for issuing a permit.	P-CEO or P-PBR *[z] & *[mm]	P-PBR *[z]	P-CEO *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	P-CEO or P-PBR *[z]	
242) Public park.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	
243) Public parking facility.	P-PBR	P-PBR	P-PBR	P-PBR	P-PBR	NO	
244) School, public	P-PBR *[mm]	NO	NO	P-PBR	NO	P-PBR	
245) School, private/parochial/charter.	P-PBR *[mm]	NO	P-CEO *[jj]	P-PBR	NO	P-PBR	
246) Community center.	P-PBR *[mm]	P-PBR	P-CEO *[jj]	P-PBR	P-PBR	P-PBR	
247) Social club.	P-PBR *[mm]	NO	NO	P-PBR	NO	NO	
248) Museum.	P-PBR *[mm]	P-PBR	NO	P-PBR	P-PBR	P-PBR	
249) Convention center.	P-PBR *[mm]	NO	NO	NO	NO	NO	
250) Theater/Performing arts center.	P-PBR *[mm]	NO	NO	P-PBR	NO	NO	
251) Theater, outdoor and event facility. Permitted as an accessory use to a residential or agricultural use.	NO	NO	NO	NO	NO	NO	
252) Recreational facility, indoor (public or private).	P-PBR *[mm]	NO	P-CEO *[jj]	P-PBR	P-PBR	P-PBR	
253) Recreational facility, outdoor, excluding motorized vehicles.	P-PBR *[mm]	P-PBR	P-CEO *[jj]	P-PBR	P-PBR	P-PBR	
254) Recreational facility, outdoor, including motorized vehicles.	NO	NO	NO	NO	NO	NO	
255) Recreational or community activities.	P-CEO	P-PBR	P-CEO *[jj]	P-PBR	P-PBR	P-PBR	
256) Shooting or rifle range (public allowed).	NO	NO	NO	NO	NO	NO	
257) Drive-in movie theater.	NO	NO	NO	NO	NO	NO	
258) Amusement park.	NO	NO	NO	NO	NO	NO	
Reserved 259) - 279)							
MISCELLANEOUS USES							
280) Accessory non-residential structure if the principal structure was subject to review by Code Enforcement Officer.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	
281) Accessory non-residential structure if the principal structure was subject to review by the Planning Board.	P-PBR *[mm]	P-PBR	P-CEO	P-PBR	P-PBR	P-PBR	
282) Accessory non-residential use in which the principal use was subject to review by the Code Enforcement Officer.	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	P-CEO	
283) Accessory non-residential uses in which the principal use was subject to review by the Planning Board. (Permitted uses & expansions of legally established nonconforming uses). *Note - Article IX Nonresidential Development Standards may apply to Permit Application.	P-PBR	P-PBR	P-CEO	P-PBR	P-PBR	P-PBR	
284) Marinas and marina related service businesses.	NO	NO	NO	NO	NO	NO	
285) Docks, floats and similar uses that occur below the normal high water mark. This use also requires review by the Harbor Committee pursuant to Chapter 82, Shoreland.	NO	P-PBR	NO	NO	NO	P-PBR	

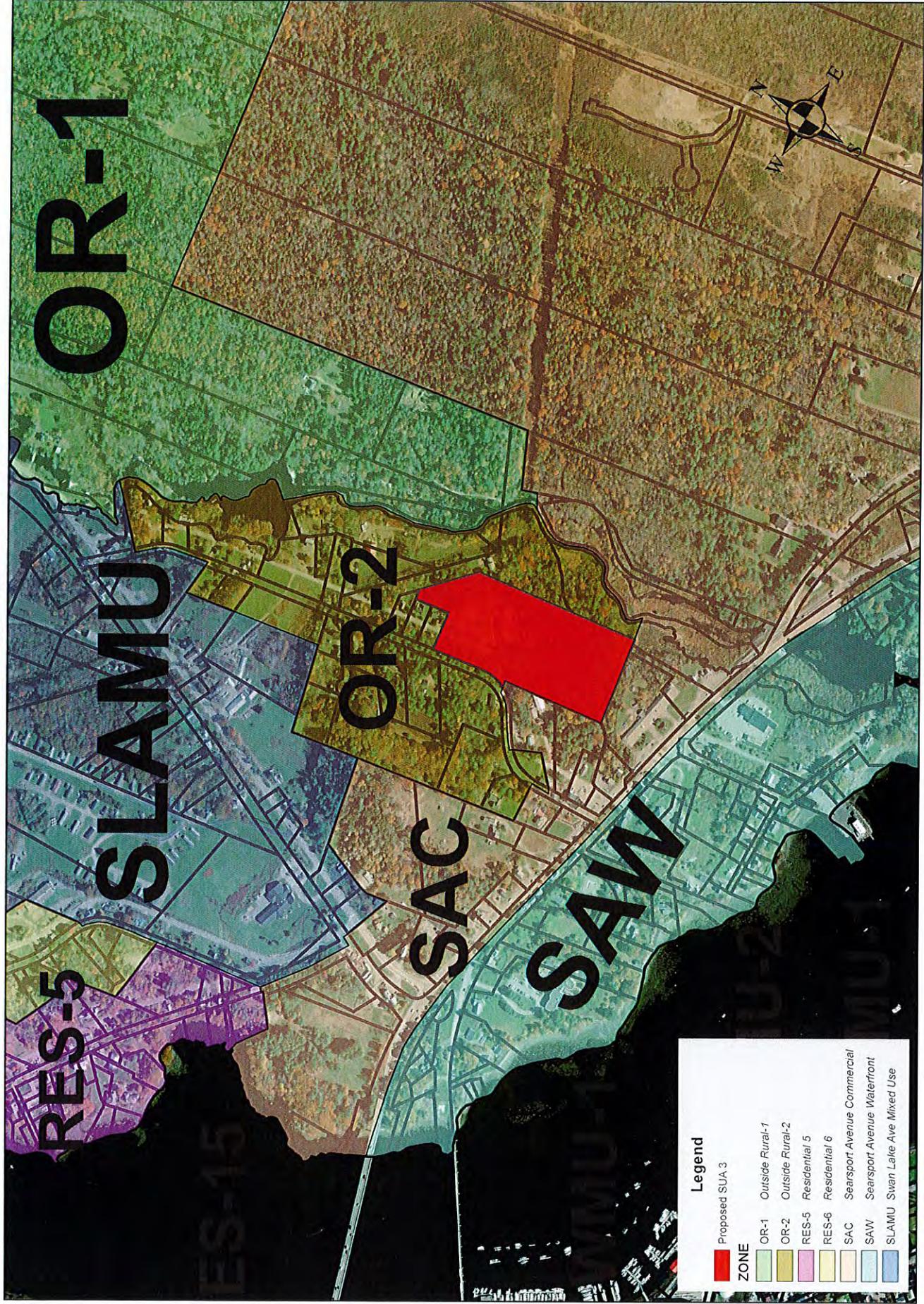
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286) Water borne transportation and recreation.	NO	NO	NO	NO	NO	P-PBR	
287) Fill, loam, sand, and gravel extraction operations provided the operation does not include the removal of bedrock material through blasting or any other mechanical means or the crushing or further processing of such bedrock material.	NO	NO	NO	NO	NO	NO	
288) Fill, loam, sand, gravel extraction, excluding bedrock, with restrictions on extent of area to be extracted at one time, and establishment of a continuing reclamation and reforestation program.	NO	NO	NO	NO	NO	NO	
289) Fill activities that involve the addition or removal of at least 25 cubic yards of fill, but less than 100 cubic yards of material.	P	P	P	P	P	P-CEO	
290) Fill activities that involve the addition or removal of 100 cubic yards or more of material.	P-CEO	P-PBR	P-CEO	P-CEO	P-CEO	P-CEO	
291) Septage, storage and spreading.	NO	NO	NO	NO	NO	NO	
292) Junkyards, including auto graveyards.	NO	NO	NO	NO	NO	NO	
293) Significant Groundwater Well	NO	P-PBR	NO	P-PBR	P-PBR	P-PBR	
294) Significant Water Intake or Significant Water Discharge/Outfall Pipe	NO	P-PBR	NO	NO	NO	P-PBR	
Reserved 295) - 310)							
SPECIAL USES							
311) Special Use Areas	N/A	N/A	N/A	N/A	N/A	N/A	
312) Special Uses that Require City Review Pursuant to Contract Rezoning	None	None	None	None	None	None	
Reserved 313) - 340)							
USES SPECIFIC TO CHAPTER 82, SHORELAND *[yy]							
340) Nonintensive recreational uses not requiring structures, such but not limited to hunting, fishing and hiking.	P	P	P	P	P	P	
341) Motorized vehicular traffic on existing roads and trails.	P	P	P	P	P	P	
342) Clearing of Vegetation for Development	P	P	P	P	P	P	
343) Fire Prevention Activities	P	P	P	P	P	P	
344) Wildlife Management Practices	P	P	P	P	P	P	
345) Soil and Water Consersation Practices	P	P	P	P	P	P	
346) Mineral Exploration	CEO	CEO	CEO	CEO	CEO	CEO	
347) Surveying and Resource Analysis	P	P	P	P	P	P	
348) Emergency Operations	P	P	P	P	P	P	
349) Conversion of Seasonal Residences to Year-Round Residences	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)	LPI (CEO)	
350) Service Drops to Allowed Uses	P	P	P	P	P	P	
351) Private Sewage Disposal Systems of Allowed Uses	LPI (CEO)	LPI (CEO)	LPI (CEO)	NO	NO *[zz]	LPI (CEO)	
352) Road and Driveway Construction	CEO	CEO	CEO	CEO	CEO	CEO	
353) Small Nonresidential Facilities for Educational, Scientific, or Nature Interpretation Purposes	P	P	P	P	P	P	

SEC 102-544. USE TABLE - SOUTHERLY DISTRICTS

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NOTES TO TABLE							
Shoreland Zones and Shoreland Uses are not shown. Refer to Chapter 82, Shoreland, for Shoreland Table of Uses							
KEY TO TABLE							
P	Permitted Use - No Permit Required						
P-CEO	Permitted Use that requires CEO Review & Permit						
P-PBR	Permitted Use that requires Planning Board review & permit						
SU-CZ	Special Use - Contract Rezoning Approval required						
SUA	Special Use Area in Outside Rural 1 or Outside Rural 2						
P-LPI	Licensed Plumbing Inspector review & permit required						
NO	Prohibited Use						
YTBD	Yet to Be Determined. City has not yet adopted referenced standards for Certain Uses that are cited.						

PROPOSED SPECIAL USE AREA 3





Comments on Proposed Amendments to City Code of Ordinances

From Allison Montgomery <allisonmariemontgomery@gmail.com>

Date Wed 2/12/2025 12:00 PM

To Bub Fournier <directorplanning@cityofbelfast.org>

Dear Planning Board members,

I'm writing to urge you to support the proposed amendments to the city zoning ordinances that would allow for the development of a transitional housing facility at 23 Mill Street. In the midst of an unprecedented housing crisis and rising costs of daily living, more accommodations like this are needed to assist unhoused individuals and families in our community. As we all know, homelessness is particularly dangerous in Maine and no one should have to worry that they have no where safe to stay while trying to move forward through hardship.

Thank you for your time.

Sincerely,
Allison Montgomery

3 R.W. MacLeod Ln, Belfast

Support for Transitional Housing at 23 Mill Lane

From Madeline VanAmringe <mvanamringe@gmail.com>

Date Wed 2/12/2025 10:03 AM

To Bub Fournier <directorplanning@cityofbelfast.org>

Dear Planning Board,

I am writing to express my strong support for the proposed Transitional Housing Facility at 23 Mill Lane, as I am a resident of Mill Lane and believe this facility is urgently needed to protect the most vulnerable members of our community.

Just this past Monday in Portland, two unhoused men were found dead outside from exposure to the cold. That same night, in Detroit, two young children froze to death in a van after their family, experiencing homelessness, went to sleep inside. This tragedy happened despite the family reaching out for help multiple times. These heartbreaking losses were preventable.

A facility like the one proposed at 23 Mill Lane would save lives, but beyond that, it would provide stability, comfort, and care for people who need it most. Homelessness isn't just about surviving the cold—it's about having a safe place to rest, access to support services, and a chance to rebuild one's life. Everyone in our community deserves dignity and security, and this facility will be a critical step toward that goal.

I urge the Board to approve this amendment and make Belfast a place where we take care of one another, not just in moments of crisis, but always.

Thank you for your time and consideration.

Sincerely,
Madeline VanAmringe
56 Mill Lane, Belfast, ME

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

The Belfast City Council, at its meeting of Tuesday March 4th, 2025, beginning at 7:00 pm in the Belfast City Hall Council Chambers, located at 131 Church Street, Belfast, ME 04915, shall conduct a public hearing and First Reading on proposed amendments to the City Code of Ordinances, Chapter 14 Businesses, Chapter 66 Definitions, and Chapter 102 Zoning. The proposed zoning amendments include changes in the City Ordinance to accommodate Planning Board review of a new use, a Transitional Housing Facility, through a Special Use Area designation of 23 Mill Lane, the United Methodist Church, located in the Outside Rural 2 zoning district. 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 of Belfast encourages persons who may be affected by the proposed amendments to offer comments to the City Council. The Council is accepting comments in the following ways:

- 1) Submit written comments by 12 noon on March 4th, 2025, by email to directorplanning@cityofbelfast.org. This is the preferred method to submit comments.
- 2) Submit written comments by 12 noon on March 4th, 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 amendments that the City 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.



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

February 25, 2025

**NOTE TO BELFAST CITY COUNCIL
MARCH 4, 2025
SECOND READING AND PUBLIC HEARING
RESIDENTIAL 5 AND RESIDENTIAL 6 ZONING DISTRICT MAP ADJUSTMENT TO
ACCOMMODATE INCREASED HOUSING OPPORTUNITIES
FROM BUB FOURNIER, DIRECTOR OF PLANNING AND CODES DEPARTMENT**

RESIDENTIAL 5 AND RESIDENTIAL 6 ZONING DISTRICTS BACKGROUND

The Residential 5 and Residential 6 zoning districts were created in 2022 as part of the comprehensive Outside Rural Ordinance Amendments package that the Belfast Planning Board worked on for much of 2021 into 2022. Previously, the Residential 5 zoning district was comprised of areas along the water side of Robbins Road being part of the General Purpose A zoning district and areas on the east side of Robbins Road being part of the Protection Rural II zoning district. The current Residential 6 zoning district was entirely part of the former Protection Rural II zoning district.

In 2022, the City had been looking at ways to increase housing opportunities and identified the area along Robbins Road as having the potential for additional housing because it was served by City sewer and was already made up of many fairly smaller lots. The Board identified the potential for increased housing, including multi-family dwellings, in this area with the creation of the Residential 5 zoning district with a minimum lot size of 10,000sqft for one- two-family homes on sewered lots, and the additional allowance at 20,000sqft of 3 and 4 unit multi-family dwellings and flex housing options. The Planning Board proposed and the City Council adopted the new multi-family and flex housing standards for the east side (away from the water) of Robbins Road only due to Shoreland Zoning restrictions.

Regarding the Residential 6 zoning district, in 2022 the Board proposed, and the Council adopted, no changes for multi-family or flex housing development. The adopted Ordinance changes continued the prohibition on multi-family housing in this area. This approach was in keeping with the history of the Protection Rural II zoning district being created by a citizen's initiative in 2000 in response to the 24-unit multi-family development owned and operated by

Penquis at 2 East Avenue completed in 2001. At the time, citizen's from the neighborhood brought a proposal to rezone the area to include the current dimensional requirements and prohibit new multi-family dwellings. The current minimum lot size for Residential 6 zoning district is a half-acre (21,780sqft) on sewer and an acre (43,560sqft) on a subsurface wastewater system.

RESIDENTIAL 5 AND RESIDENTIAL 6 ZONING DISTRICTS PROPOSAL

This will be the City Council's Second Reading and Public Hearing of this proposal, after an initial First Reading and Public Hearing on February 4, 2025. This public meeting at the Second Reading has been advertised in the newspaper two weeks prior to the upcoming meeting. Staff are bringing the proposal to the Council after unanimous support by the Planning Board concurrent with the duly noticed public hearing on January 8, 2025.

Staff brought the proposal to the Board after discussions with the subject property owner in regard to increasing housing opportunities. The proposal includes a minor reconfiguration of the Residential 5 and 6 zoning districts to facilitate increased housing opportunities. **In the proposal, 3 parcels identified as Map 18 Lots 48, 49, and 50, would be rezoned from Residential 5 (formerly Protection Rural II) to Residential 6.** This proposed map amendment would allow the potential for additional housing in the form of either multi-family housing or a "flex housing" approach. Please refer to the enclosed map that shows the proposed changes which would affect approx. 2.6 acres of land.

It's important to note that Residential 5 multi-family dwellings are limited to 3-4 unit structures, which is the same limit for "flex housing". According to the property owner of the affected lots, connection to the gravity private sewer line serving the multi-family dwelling facility at 2 East Avenue is allowed in their deed. When the idea of this proposal was briefly brought up at a previous Board workshop, members asked staff to reach out to the Wastewater Treatment Plant operator Olver Associates Inc regarding nearby infrastructure capacity to serve additional housing in the area. The proposal would represent an increase in housing opportunity for the subject lots from approx. 10 dwellings to potentially 22 via "flex housing" or multi-family dwellings. There are currently only 4 dwellings on these lots. Staff shared correspondence with Asst. Operations Manager at the sewer plant, Travis Jones of Olver Associates, Inc on this subject with the Board in October, and it is included in materials for the City Council to consider. A letter of support for the proposal from the City's Housing and Property Development Committee is also included.

In the City's most recently adopted Comprehensive Plan, housing is a common theme with several sections dedicated to the critical need for additional housing opportunities in the City. This particular proposal represents a minor adjustment to the City's Chapter 102 Zoning Ordinance to facilitate such an opportunity through increased utilization of existing infrastructure. This may be a great representation of smart growth as we continue to look for ways to generate more housing options in Belfast.

On October 9, 2024, the Planning Board had an opportunity to discuss this proposal and directed staff to arrange a public hearing on the proposed amendments. On January 8, 2025, the Board held a duly noticed public hearing, further discussed the proposal and unanimously recommended it for City Council consideration. The City Council held a First Reading on Feb. 4, 2025. I look forward to the discussion as we continue to look for increased housing opportunities.

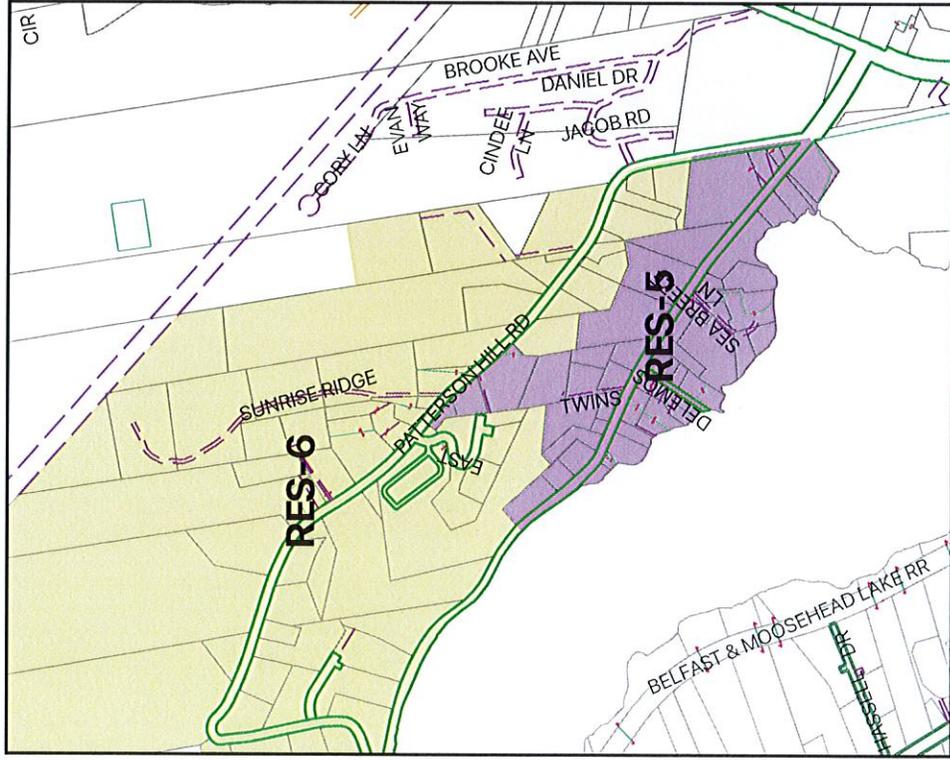
SECOND READING AND PUBLIC HEARING

Staff would like to present the draft proposal consisting of a map amendment. As there is no text necessary to amend, this agenda item would consist of a proposal of the Second Reading and Public Hearing of the proposed amendments. Please note that all property owners in both zoning districts were noticed directly during the Planning Board process. I respectfully request that you consider allowing staff to present this Second Reading, then hold a Public Hearing followed by discussion and possible action. The City Council could potentially adopt, table or amend the proposal. Only the City Council can adopt any proposed Ordinance Amendments.

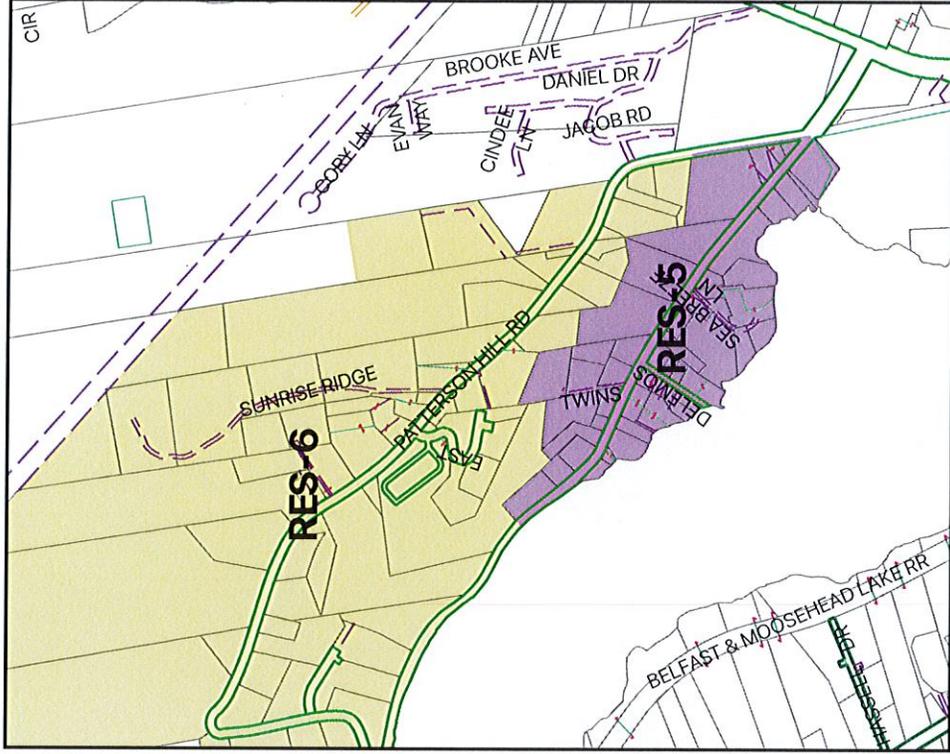
Draft motion: To adopt the proposed Ordinance Amendment consisting of a map amendment to the Residential 5 and Residential 6 zoning districts in support of housing opportunities as presented.

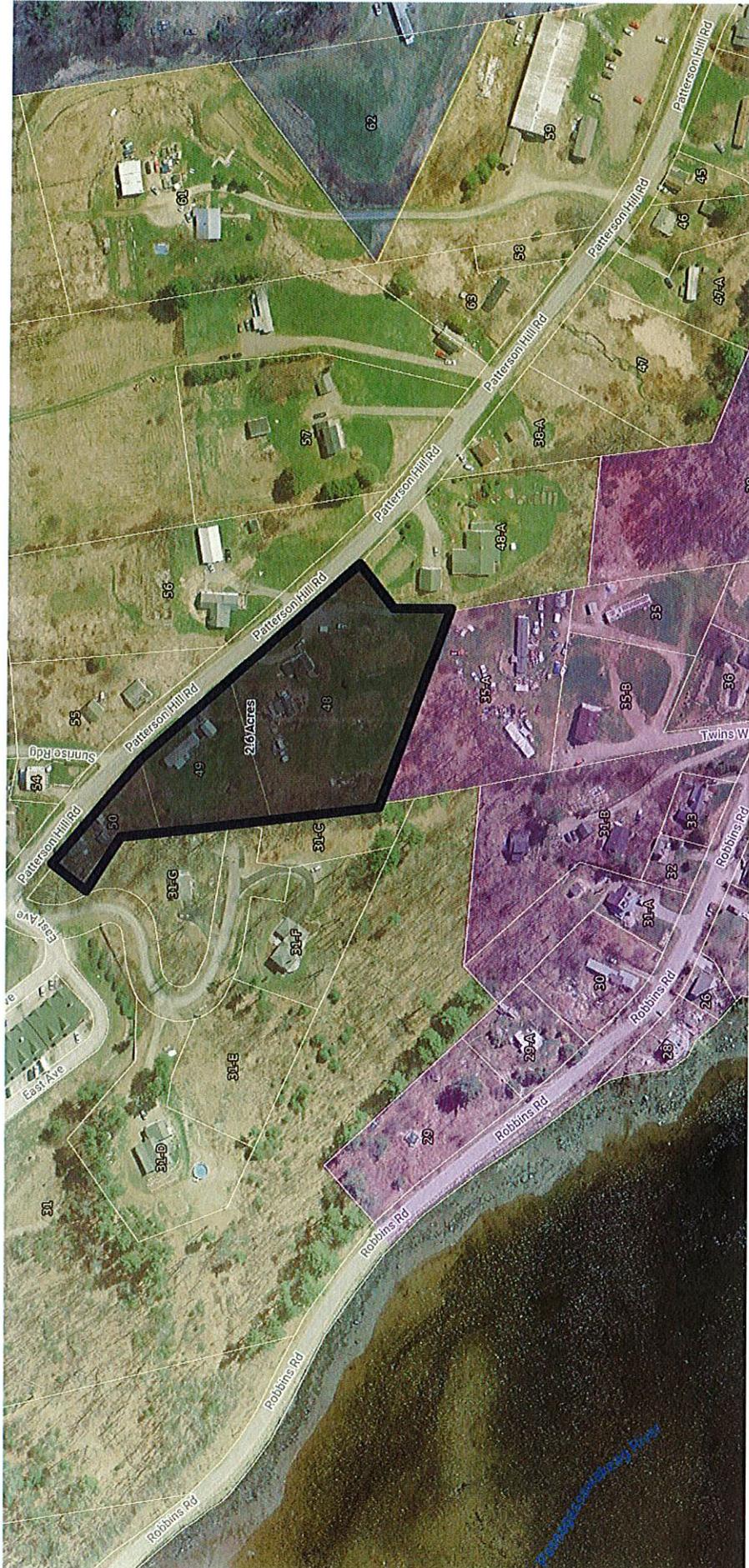
Proposed Changes to Residential 5 and Residential 6 Zoning District Boundary
Planning Board Public Hearing January 8, 2025

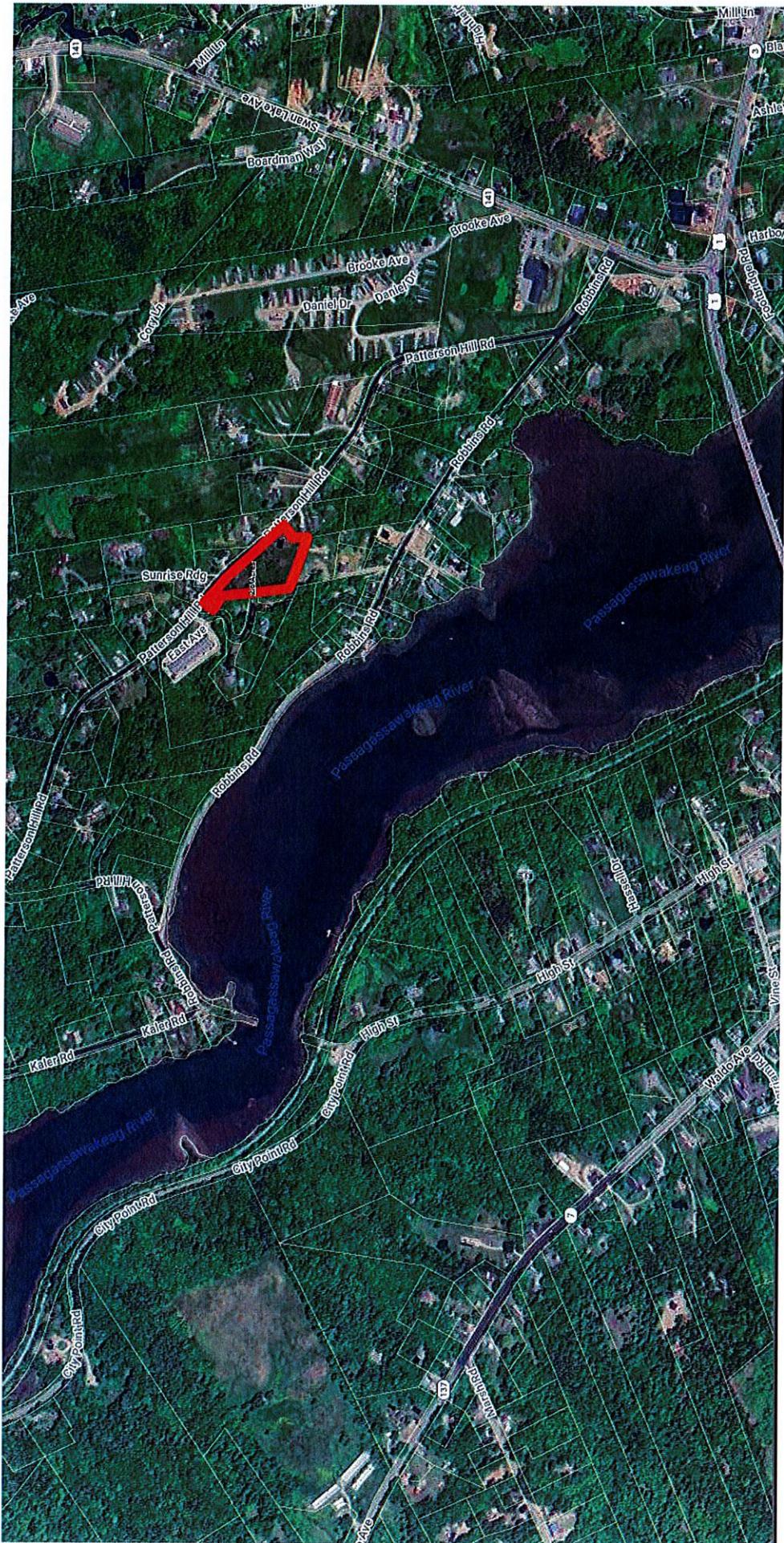
PROPOSED LAND USE AREA

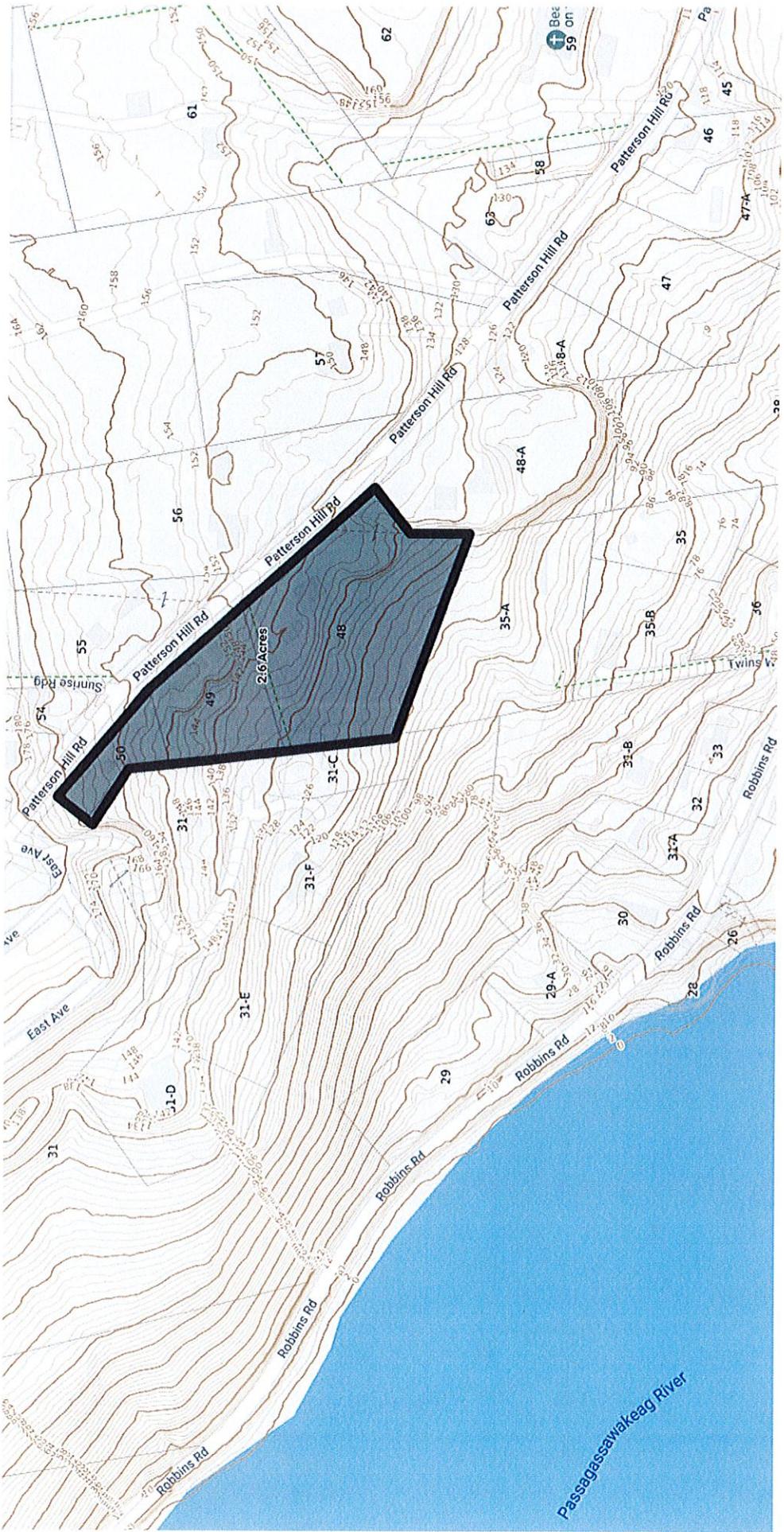


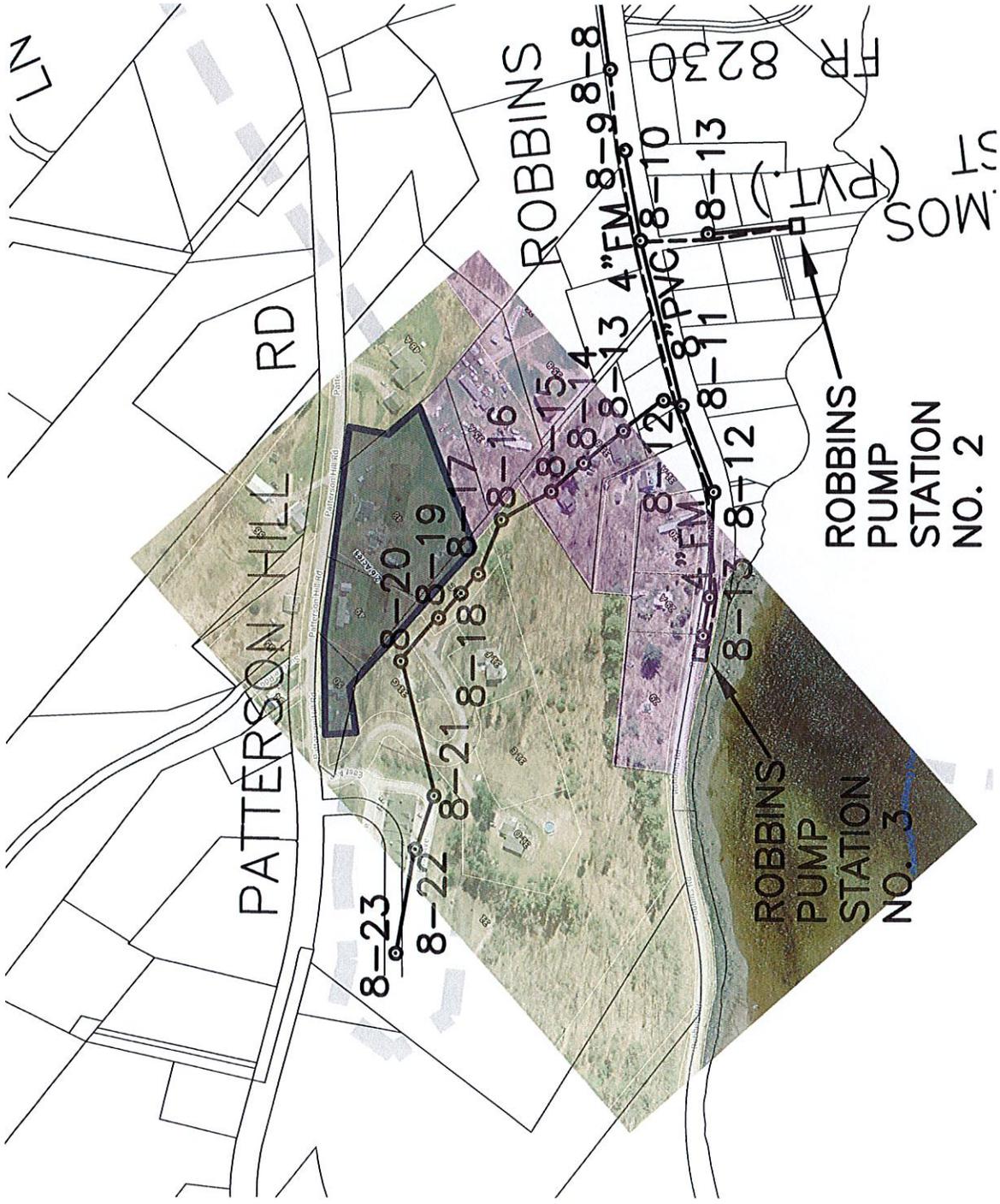
EXISTING ZONING











PATTERSON HILL RD

ROBBINS

ROBBINS
PUMP
STATION
NO. 2

ROBBINS
PUMP
STATION
NO. 3

SO
MOS

8-23

8-22

8-21

8-18

8-19

8-17

8-16

8-15

8-14

8-13

8-12

4" FM

8-10

8-13

4" PVC

8-9

8-8

LN

1 November 2024

To: Belfast Planning Board

From: Belfast Housing & Property Development Committee

Subject: Support for proposed zoning change for Map 18 Lots 48, 49, 50

The Housing and Property Development Committee supports efforts to reduce barriers to creating housing in Belfast, especially those where thoughtful adjustments to regulations or zoning can lead to development in areas already served by some infrastructure.

We understand the Planning Board is reviewing a request to change zoning for subject lots totaling 2.6 acres from Residential 5 to Residential 6 which would allow construction of up to 22 housing units vs. the 10 currently allowed, and that there is dedeed access to an existing sewer line for the parcels and the wastewater system can accommodate additional housing.

The Housing Committee supports changing the zoning in subject lots to allow development of additional housing units and appreciates the Planning Board taking this action to help address the housing crisis.

Sincerely,



Nat Clifford, Chair

On Behalf of the Housing & Property Development Committee

cc: Bub Fournier, Director, Planning and Codes
Joellyn Warren, Deputy Economic Development Director
Neal Harkness, City Councilor

Wastewater Department Comments on potential zone change to allow more housing on Patterson Hill

From Travis Jones <travis@olverassociatesinc.com>

Date Sun 9/29/2024 9:22 PM

To Bub Fournier <directorplanning@cityofbelfast.org>

Cc Alexandra Sykes <cityplanner@cityofbelfast.org>; annaleis@olverassociatesinc.com <annaleis@olverassociatesinc.com>; Mandy Holway <Mandy@olverassociatesinc.com>

Dear Bub,

As requested, please find the Wastewater Department's comments for the proposed change to the Residential 5 zoning district boundaries along Robbins Road. Specifically, this proposal concerns three properties which are being considered for rezoning to Residential 6. The property owner has indicated they have deeded access to the private sewer line serving the 24 apartments at 2 East Avenue (Penquis), which would allow for connection.

Upon review, we would like to bring to your attention the following comments regarding this potential development:

- The development would be served by the Robbins Road III pump station, a duplex pump station that is currently close to capacity.
- The station's performance is often compromised by "flushable" products, which cause the pumps to plug and fail. When this happens in situations of high flows, there is a very limited response window for operators to address the issue due to the station's hydraulic capacity.
- In most cases, when a pump fails, operators need to pull the affected pump(s) and manually remove the "rags" clogging the them, ensuring raw wastewater does not overflow the wet-well.
- While the station continues to manage current demands, a complete upgrade will be necessary in the future to handle increased flow and mitigate the issue of "flushable" products.
- At this point, it has not been fully assessed how many more dwellings the station can support before reaching its operational limit. Given the station's current state, we are not working from a solid foundation.
- Additionally, the station's location may also present challenges. An upgrade would likely require an increased footprint to meet regulatory requirements. This will also need further assessment and information gathering.

Please let us know if you require any further details or analysis regarding this request. We would be happy to gather more information to ensure informed decision-making.

-Travis

Travis Jones
ASSISTANT OPERATIONS MANAGER

OLVER ASSOCIATES INC.
290 MAIN ST
PO Box 679
WINTERPORT, MAINE 04496

207-479-3330 – C
207-223-2232 – O

From: Bub Fournier <directorplanning@cityofbelfast.org>
Sent: Thursday, September 26, 2024 8:22 AM
To: Travis Jones <travis@olverassociatesinc.com>; Annaleis Hafford <annaleis@olverassociatesinc.com>; Mandy Holway <Mandy@olverassociatesinc.com>
Cc: Alexandra Sykes <cityplanner@cityofbelfast.org>
Subject: Re: Potential zone change to allow more housing on Patterson Hill

Good Morning,

I briefly discussed this with Travis recently and mentioned that we wouldn't be taking this to the Board until possibly November. Recent development review submissions have come up short for prime time, so we are pivoting to this for the Oct. 9th PB meeting. Any light you may be able to shine on this before then would be greatly appreciated. After the discussion with Travis, I do think I could convey the gist of the message, but some sort of correspondence from WWTP would be helpful for the Board. We will be sending out packets next Thurs. Oct. 3 so if possible before then. Thanks.

Bub Fournier
Director, Planning and Codes Department
City of Belfast
131 Church Street Belfast, ME 04915
(207) 338-3370 X125
directorplanning@cityofbelfast.org

From: Bub Fournier
Sent: Tuesday, September 17, 2024 10:23 AM
To: travis@olverassociatesinc.com <travis@olverassociatesinc.com>; annaleis@olverassociatesinc.com <annaleis@olverassociatesinc.com>; Mandy Olver <mandy@olverassociatesinc.com>
Cc: Alexandra Sykes <cityplanner@cityofbelfast.org>
Subject: Potential zone change to allow more housing on Patterson Hill

Hi Annaleise, Mandy and Travis,

I am reaching out regarding a proposal to make a slight change to the boundaries of the Residential 5 zoning district that currently includes properties along Robbins Road. The proposal would consider changing the 3 properties outlined in black on the attached map (Map 18 Lots 48,49, and 50) to Residential 6 from Residential 5. The property owner has indicated he has deeded access to connect to the private sewer line coming down the hill cross country from the 24 apartments controlled by Penquis at 2 East Avenue. The property owner of the subject lots would like to have the Planning Board consider this change to facilitate increased housing opportunities. The 2.6 acre subject properties currently have 4 dwelling units on septic. The zone change, coupled with connection to sewer, could potentially allow 22 dwellings.

The reason I am reaching out is that the Planning Board would like to know if the Wastewater Treatment Plant as well as the infrastructure from the apartments on East Ave could support the additional dwellings. Information regarding the capacity of downstream pump stations would be helpful as well. If you don't mind responding in writing after you consider what I've written here,

that would be helpful in conveying your response to the Board as we will begin to look at this proposal in the coming weeks. Thanks.

Sincerely,

Bub Fournier
Director, Planning and Codes Department
City of Belfast
131 Church Street Belfast, ME 04915
(207) 338-3370 X125
directorplanning@cityofbelfast.org

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

The Belfast City Council, at its meeting of Tuesday March 4th, 2025, beginning at 7:00 pm in the Belfast City Hall Council Chambers, located at 131 Church Street, Belfast, ME 04915, shall conduct a public hearing and Second Reading on proposed amendments to the City Code of Ordinances, Chapter 102 Zoning. The proposed zoning amendments for consideration include the modification of the boundary of the Residential 5 and Residential 6 zoning districts to support increased housing opportunities. The public hearing will be conducted in person at City Hall and can be streamed on the City website at www.cityofbelfast.org.

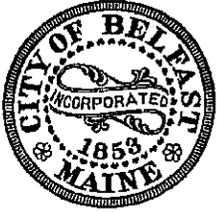
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The amendments that the City is considering can be found on the city website, www.cityofbelfast.org, reference Planning and Codes. A copy of the proposed amendments is also available for inspection in the Planning and Codes Department offices during 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.K



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, March 4th, 2025

Regarding: Request by the Economic Development Director to have the City Council authorize the issuance of a Request for Responses for Architectural and Engineering Services for a Public Safety Building.

The City of Belfast is planning at some point in the future to construct a new Public Safety Building, one that will serve as the unified home for its Ambulance, Fire, and Police Departments, replacing these departments' current facilities. The City expects to be able to locate this new Public Safety Building within the approximately 2.5-acre parcel that is the home of its current Ambulance and Fire Departments at 273 Main Street, as this site is already owned by the City and is well situated in regard to transportation access.

The City has already performed several activities in support of, and as due diligence for, this project, including: 1) a boundary and topographic survey, with wetlands delineated; 2) a phase I environmental site assessment, a phase II environmental site assessment, and an environmental media management plan; 3) a preliminary geotechnical report; and 4) a facilities assessment and site fit plan report, which included an assessment of the existing Ambulance and Fire Department facility, a site fit plan for the new Public Safety Building, recommendations for the new Public Safety Building, facility relationship diagrams for the new Public Safety Building, and an inventory of the types and amounts of space desired/needed in the new Public Safety Building.

The next stage along this project's critical path is for the City to hire an entity that will begin the design of this Public Safety Building and its related site improvements. To that end, the City has written a *Request for Responses for Architectural and Engineering Services for a City of Belfast Public Safety Building*, which would be used to solicit entities who are interested in performing this work.

If the issuance of this *Request for Responses for Architectural and Engineering Services for a City of Belfast Public Safety Building* is authorized at this time, then tomorrow, on March 5th, 2025, the City would post this request on its website's bid module, as well as emailing it directly to a list of entities who have been identified to have performed this type of work on these types (or similar types) of projects. The submission deadline for responses would be 12:00pm local time on Monday, March 31st, 2025, and a recommendation to select an entity to be contracted with would be presented to the City Council at their meeting of April 15th, 2025.

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

1) Authorize the issuance of a *Request for Responses for Architectural and Engineering Services for a City of Belfast Public Safety Building*.

**REQUEST FOR RESPONSES
CITY OF BELFAST
ARCHITECTURAL AND ENGINEERING SERVICES
PUBLIC SAFETY BUILDING
SUBMISSION DEADLINE: 12:00PM, MONDAY, MARCH 31ST, 2025**

1. PURPOSE OF THIS REQUEST

The City of Belfast, a midcoast Maine community of 6,938 persons, is seeking architectural and engineering services in order to prepare and generate opinions of probable cost, engineering and design plans, and requests for responses in support of a planned Public Safety Building.

The City currently has its Ambulance and Fire Departments operating out of a two-building facility with a total approximate area of 11,600 square feet, located at 273 Main Street, and has its Police Department operating out of a single-building facility with a total approximate area of 5,600 square feet, located at 112 Church Street. The City has determined that these facilities cannot meet either the current or the future anticipated operational needs of their respective departments.

The City now proposes to construct a new Public Safety Building that will serve as the unified home for its Ambulance, Fire, and Police Departments. The City is planning to locate this new Public Safety Building within the approximately 2.5-acre parcel that is the home of its current Ambulance and Fire Department facility at 273 Main Street, as this site is already owned by the City and is well situated in close proximity to Belfast's major transportation corridors. The construction of a new Public Safety Building at this location will necessitate the removal/demolition of the existing Ambulance and Fire Department facility (and for these departments to establish temporary operations at an offsite location during the period of construction).

The City has already performed significant due diligence regarding this property and the construction of this Public Safety Building in the form of generating: 1) a boundary and topographic survey, with wetlands delineated; 2) a phase I environmental site assessment, a phase II environmental site assessment, and an environmental media management plan; 3) a preliminary geotechnical report; and 4) a facilities assessment and site fit plan report, which included an assessment of the existing Ambulance and Fire Department facility, a site fit plan for the new Public Safety Building, recommendations for the new Public Safety Building, facility relationship diagrams for the new Public Safety Building, and an inventory of the types and amounts of space desired/needed in the new Public Safety Building (program workbook).

The City has been awarded funding that will be anticipated to cover a portion of the project's costs, in the form of a \$1,500,000 fiscal year 2023 Congressionally Directed Spending award/Community Facilities Grant from the United States Department of Agriculture, Rural Development (USDA RD). Though these funds are expected to be the last funds injected into the project (during construction), USDA RD does have a role in the oversight and approval of all processes and contracts for this project from now until project completion, including this request for responses and the contract with the selected entity. The City has also been awarded \$963,000 in fiscal year 2024 Community Project Funding/Byrne Discretionary Grant Program funding, which will be used for the purchase of equipment to be used by the Police Department, some of which will be used for the first time in the new Public Safety Building; this grant may also be used to pay to install/set up this equipment in the new Public Safety Building. The remainder of needed funds for this project will be provided by the City of Belfast, likely through a bond issue or another form of borrowing.

The City hopes to be able to put the construction of this Public Safety Building out to bid in 2026, and to see construction begin during 2027.

2. CURRENT ENVISIONED PROJECT

As mentioned above, the City of Belfast has already performed significant due diligence for this project, including the development of a detailed inventory of the types and amounts of space needed by its Ambulance, Fire, and Police Departments, taking into account both their immediate and their forecasted (20-25 years into the future) operational needs. This information was utilized in crafting a site fit plan, to be confident that the desired facility and related site improvements could fit on the City-owned parcel at 273 Main Street.

The major aspects/components of the project that are indicated on the current site fit plan include the following:

2.1.1: a 2-story building with a total area of 34,910 square feet, with 21,426 square feet for the Ambulance and Fire Departments, and the remaining 13,484 square feet for the Police Department;

2.1.2: within the Ambulance and Fire Department portion of this building, 6 vehicle bays (drive in and out, not drive through), each measuring approximately 80' long by 20' wide;

2.1.3: within the Police Department portion of this building, a lobby, a sally port, and a museum space (with an approximate area of 2,000 square feet);

2.1.4: a total of 93 parking spaces, consisting of 85 standard parking spaces, 5 handicap parking spaces, and 3 spaces located in a fenced-off impound area (of these 90 non-impound area spaces, 20 are intended for ambulance and fire department employee parking, 30 are intended for police department employee parking, 10 are intended for police vehicle parking, and the remaining 30 are intended for public parking);

2.1.5: the entrance to the property is aligned with the width and orientation of Starrett Drive (the street running north-south and ending at the south side of the parcel);

2.1.6: a radio tower to support Public Safety Building communications (underground conduit from the radio tower to the Public Safety Building is not shown however); and

2.1.7: no construction is to take place within any identified wetlands (this is a condition of utilizing USDA RD funding).

There are additional components of the overall project to be installed/built, which are not shown on the current version of the site fit plan, which shall be incorporated into the engineering and design plans that are part of the required tasks:

2.2.1: individual specific rooms/spaces within the Public Safety Building (*please refer to the Program Workbooks and the Facility Relationship Diagrams*);

2.2.2: a vehicle wash bay for vehicles for Ambulance, Fire, and Police Departments, estimated to be 1,200 square feet in area;

2.2.3: access/connections to utilities: the current Ambulance and Fire Department facility has access from Main Street to 3-phase electrical power (4.5.1), public sewer (4.1), public water (4.1), and fiber internet (4.5.3) (*numbers refer to specific numbered sections in the Public Safety Building Recommendations*);

2.2.4: mechanical, electrical, and plumbing systems: elevator; lighting (4.5.2); electronic security (4.5.4); station alert; fire alarm (4.5.5); heating (4.4); cooling (4.4); ventilation (4.4); and exclusively for the Ambulance and Fire Departments, vehicle exhaust (4.4) (*numbers refer to specific numbered sections in the Public Safety Building Recommendations*);

2.2.5: other indoor fixtures: for the Police Department: ballistic glass; ballistic wallboard; dry cabinet; evidence lockers; fume tank; sliding document storage vault; and for the Ambulance and Fire Departments: secure personal lockers; open air gear racks; and a cabinet-type hose dryer;

2.2.6: a backup generator (installed outside of the Public Safety Building, and including underground conduit connecting it to the Public Safety Building); and

2.2.7: 2 K-9 kennels (installed outside of the Public Safety Building, closer to the Police Department portion of the building).

3. TASKS REQUIRED (WORK PROGRAM) AND DEADLINES

The following is the list of tasks that the entity chosen will be required to perform (work program) and their proposed deadlines:

3.1. Generation of an Opinion of Probable Cost for the Public Safety Building and all related site improvements, to be shared with/presented to the City of Belfast Public Safety Building Committee (a group established to represent the City of Belfast in overseeing this project). This is to assist the City of Belfast in planning financially for this project, for the July 1st, 2025-June 30th, 2026 fiscal year and for subsequent fiscal years. **The proposed deadline for this task is May 15, 2025. The City**

expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).

3.2. Completion of a set of 20% engineering and design plans (schematic design) for the project site, the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee, and to be presented to the public at one Belfast City Council meeting (where the public will be given an opportunity to provide comments). This set of 20% engineering and design plans/schematic design is expected to include at the appropriate level of detail: schematic level floor plans and building elevations; building envelope system design; material recommendations; mechanical, electrical, and plumbing systems; the amount of square footage devoted to specific spaces and a preliminary layout of individual programmatic spaces; pedestrian site circulation; vehicular site circulation; parking lot design; stormwater management facilities; landscaping; fencing; and buffers. **The proposed deadline for this task is June 18, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.3. Working with the City of Belfast, creation of a Request for Responses for a *Construction Manager as Constructor*, to be shared with the City of Belfast Public Safety Building Committee. **The proposed deadline for this task is July 2, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.4. Working with the selected *Construction Manager as Constructor*, completion of a set of 60% engineering and design plans for the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee, and to be presented to the public at one Belfast City Council meeting (where the public will be given an opportunity to provide comments). **The proposed deadline for this task is October 23, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.5. Working with the selected *Construction Manager as Constructor*, completion of a set of 90% engineering and design plans for the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee. *This task is included in the work program as it is a condition for USDA RD funding, as USDA RD is required to review the engineering and design plans at a 90% stage (or later).* **The proposed deadline for this task is December 31, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.6. Working with the selected *Construction Manager as Constructor*, completion of a set of 100% engineering and design plans for the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee, and to be presented to the public at one Belfast City Council meeting (where the public will be given an opportunity to provide comments). **The proposed deadline for this task is January 29, 2026. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

4. RESPONSE FORMAT AND EVALUATION FACTORS

Responding entities are instructed to follow the format by providing a cover letter and responding to each of the 5 evaluation factors (4.1-4.5) listed below; the percentage weight for each evaluation factor follows. Responses that do not follow this format or do not contain the requested information may be considered unresponsive and will not be considered by the City.

Cover Letter: the entity's response shall be preceded by a cover letter that: 1) expresses the prime entity's and subentities', if applicable, interest in working with the City of Belfast Mayor, City Council, and City Manager, the City of Belfast Public Safety Building Committee, USDA RD representatives, and other potential stakeholders; 2) identifies the prime entity and provides their contact information, as well as similar information for any included subentities, if applicable; 3) provides an explanation of the proposed working relationship between the prime entity and any and all subentities, if applicable; 4) identifies and provides the contact information for the prime entity's representative that the City of Belfast can directly contact regarding questions about the entity's response to this request during the time period when the City is evaluating responses; 5) provides a brief profile of the prime entity, including form of organization, types of services offered, and date founded, and the same information for any subentities, if applicable; 6) provides a statement that commits the entity's project team to their availability to perform work identified in the response in the roles proposed during the course of this project and that they will not be reassigned, removed, or replaced without the consent of the City; 7) affirms that the prime entity and all subentities, if

applicable, will meet all requirements of the USDA RD Community Facilities Grant Program, meet all requirements of the Community Facilities Grant Agreement and Letter of Conditions, and will not be found to be debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs, unless an exception has been obtained from USDA RD under 2 CFR 180.135; 8) confirms that the entity's response will be valid for not less than 90 days after the submission deadline; and 9) is placed on the entity's letterhead and signed by an officer of the (prime) entity authorized to bind the entity to all comments made in the response and shall include the name, e-mail address, and phone number of the person(s) to contact who will be authorized to represent the entity. (This cover letter serves as a threshold criteria and therefore will not contribute to the response's score.)

4.1: Experience: the entity will provide a list of its recent (within the last 5 years) and current projects that are most similar in nature, scope, and/or complexity to the current proposed project. For each project, the entity shall include the following information: project status; project start and end dates; services performed; overall project cost; and the client's contact information name (for reference verification purposes). (This evaluation factor is worth 20% of a response's score.)

4.2: Project Approach: for each of the 6 tasks (3.1-3.6), the entity will describe their proposed approach they will take towards their successful completion, including addressing/confirming the reasonableness of the task's proposed deadline. For this evaluation factor, the entity will address each task individually. If applicable, the entity may also propose variations to the work program, with their explanation/justification. (This evaluation factor is worth 40% of a response's score.)

4.3: Personnel: the entity will identify any and all personnel that would be anticipated to be involved to any significant degree in the implementation of this work program and to describe their expertise. The entity will also provide background information for any subentities expected to be used, if applicable. The entity will also provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the entity personnel and any subentities if applicable. (This evaluation factor is worth 15% of a response's score.)

4.4: Capacity: the entity will identify and state its current project workload and address its capacity to undertake this project. Also, the entity will demonstrate that it possesses sufficient insurance coverage in place for the work program, and that it also possesses sufficient financial capacity to successfully and efficiently complete projects such as this. The entity should identify its projects that are most similar in nature, scope, and/or complexity to the current proposed project and how it was able to perform its work in a timely manner. (This evaluation factor is worth 10% of a response's score.)

4.5: Cost of Services: the entity will provide a budget, in table form, for each of the 4 tasks (3.1-3.4), with each of the 4 tasks receiving their own separate budget table. Each of these budget tables will identify the specific employee(s) assigned to that task (prime entity and subentities, if applicable), their hourly rate(s), and their estimated number of hours to be spent, along with any applicable non-labor costs. The entity will also indicate how hourly rates for the entity and any subentities, if applicable, will or will not be adjusted during the course of the project. (This evaluation factor is worth 15% of a response's score.)

5. QUESTIONS REGARDING THIS REQUEST

Questions regarding this request can also be emailed to economicdevelopment@cityofbelfast.org such that they are received by 3:00 p.m. local time on Thursday, March 13th, 2025 in order to be answered. The City of Belfast will provide confirmation of successful receipt of a question to the sender via email. All questions submitted by this deadline will be answered and posted **only on the City of Belfast's website at www.cityofbelfast.org/publicsafety by 5:00pm local time on Saturday, March 15th, 2025.** Answers to questions will not be emailed to entities.

The City will also hold an optional pre-response conference at **11:00am local time on Monday, March 17th, 2025**, in Belfast City Council Chambers, located at 131 Church Street, Belfast, Maine. The questions posed and answers provided at this conference will also be posted in written format, **only on the City of Belfast's website at www.cityofbelfast.org/publicsafety by 5:00pm local time on Wednesday March 19th, 2025.** Answers to questions will not be emailed to entities.

6. SUBMISSION REQUIREMENTS AND DEADLINE

Entities who wish to have their responses considered must follow these submission requirements:

6.1: the entity will submit 8 bound paper copies of their response;

6.2: the entity will also submit 1 electronic copy of their response, as a single Adobe Portable Document Format (.pdf) file on a USB flash drive, with both the file and the flash drive being PC-compatible;

6.3: the entity will submit both the paper and electronic copies of their response in a single package that is sealed and clearly marked "City of Belfast Public Safety Building" on its exterior;

6.4. the entity will either hand deliver or mail this package such that it is received by 12:00pm local time on Monday, March 31st, 2025;

6.5. the entity will see that this package is delivered to the following address/point of contact by the aforementioned deadline:

Thomas Kittredge
Economic Development Director
City of Belfast
Belfast City Hall
131 Church Street
Belfast, Maine 04915

(The office of the Economic Development Director is located on the top floor of Belfast City Hall at 131 Church Street, Belfast.)

6.6. All submissions will become the property of the City of Belfast and no materials will be returned. The City of Belfast reserves the right to accept or reject any or all responses without indicating reasons for such rejection, and further reserves the right to waive any defect or informality in any response, should it be in the best interest of the City of Belfast. While the cost of an entity's services is an evaluation factor, the City of Belfast is not required to select the lowest-cost entity. The City of Belfast is not liable for any costs incurred by entities prior to the issuance of a contract, including any costs incurred in responding to this request. It is expressly understood and agreed that the submission of a response does not require or obligate the City of Belfast to pursue an agreement or a contract with any entity.

7. EVALUATION PROCESS AND CONTRACT AWARD

Following the receipt of the responses, a working group comprised of members of the City of Belfast Public Safety Building Committee shall evaluate the responses and recommend an entity to hire to the Belfast City Council. The working group, at its discretion, may decide to conduct interviews of one or more entities prior to providing a recommendation to the Belfast City Council; entities are asked to keep the time period of **12:00pm to 5:00pm local time on Tuesday, April 8th, 2025** available, in the event that interviews will be conducted.

Final authority to hire an entity and authorization to execute a contract with that entity rests exclusively with the Belfast City Council; it is anticipated that the Belfast City Council will do this at their regularly scheduled meeting on the evening of **Tuesday, April 15th, 2025**. The hired entity is expected to begin work swiftly after this approval is granted by the Belfast City Council. The contract between the entity and the City of Belfast will have to be approved by USDA RD. The hired entity agrees to defend, protect, indemnify, and hold harmless the City of Belfast, its officers, agents, and employees from any and all causes of action or claims arising out of or related to the entity's performance on this project, including negligent acts or omissions. The entity shall ensure that all services provided to the City comply with appropriate standards or guides developed by professional organizations such as the American Consulting Engineers Council, the American Society of Civil Engineers, the National Society of Professional Engineers, and/or the American Institute of Architects, as appropriate.

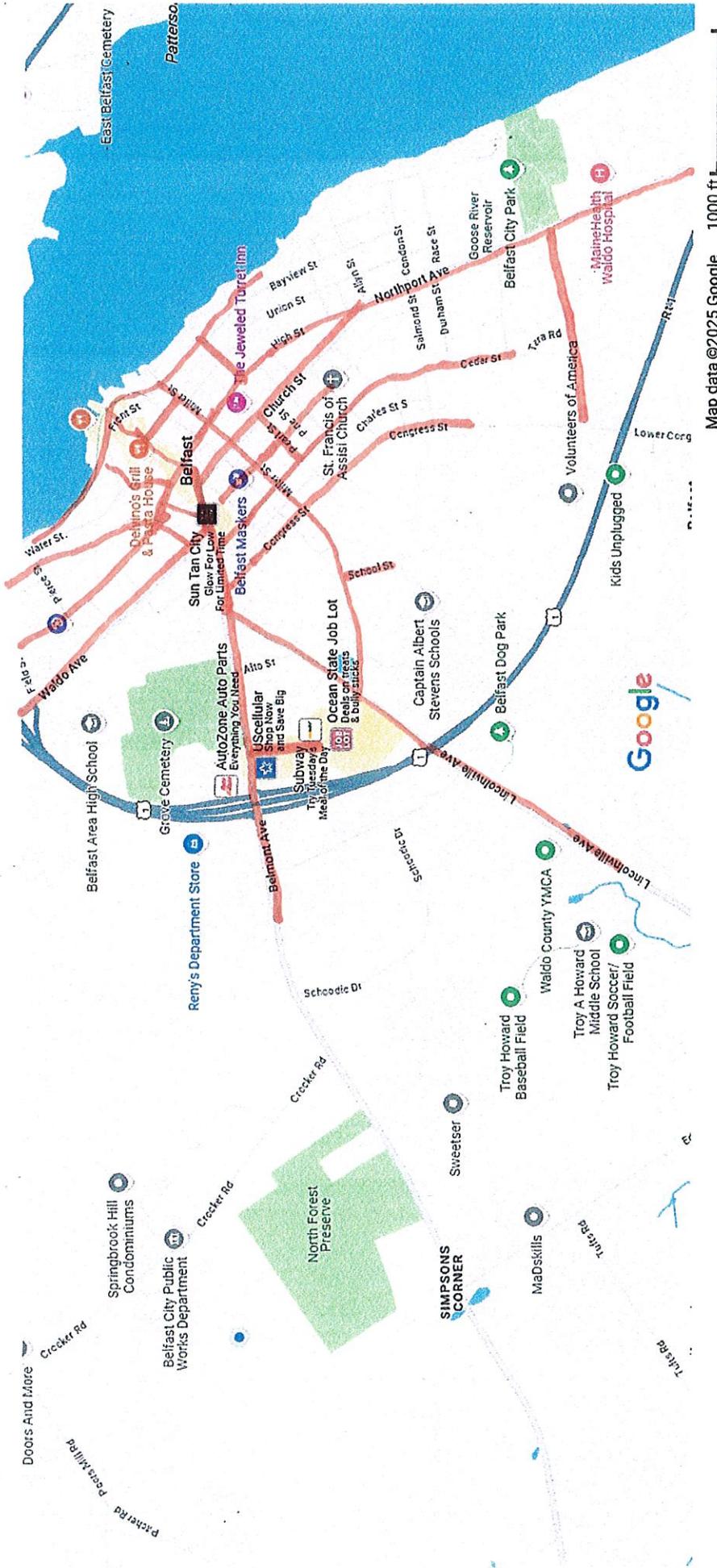
8. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION

Entities considering responding to this request may find the following documents and information to be helpful and informative, in preparation of a response and for an interview, if selected:

Assessment of Existing Ambulance and Fire Department Facility
Boundary Survey

Community Facilities Grant Agreement
Community Facilities Grant Letter of Conditions
Environmental Media Management Plan
Facility Relationship Diagrams
Phase I Environmental Site Assessment
Phase II Environmental Site Assessment
Preliminary Geotechnical Report
Program Workbooks
Public Safety Building Recommendations
Sewer Utilities Map
Site Fit Plan
Three-Phase Power Map
Topographic Survey with Wetlands
Water Utilities Map

(All of these above documents, along with the Request for Responses itself, are available for download at www.cityofbelfast.org/publicsafety (see under "Related Documents") or may be requested to be e-mailed by contacting Thomas Kittredge, Economic Development Director, City of Belfast, via e-mail at economicdevelopment@cityofbelfast.org.)



* Red markings indicate city sidewalks.

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* Red markings indicate city sidewalks

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An Act to Amend and Clarify Waldo County Budget Committee Eligibility

Be it enacted by the People of the State of Maine as follows:

30-A MRSA §853 is amended to read:

1. Membership. The budget committee shall consist of 9 members, 3 members from each commissioner district selected as provided for in this section. The county commissioners shall serve on the committee in an advisory capacity only and may not vote on any committee matters.

In 1987, and thereafter, at least 90 days before the end of every fiscal year, the members shall be elected by the following procedure.

A. The county commissioners shall notify all municipal officers in the county to caucus by county commissioner districts at a specified date, time and place for the purpose of nominating at least one municipal officer person who is at least 18 years old from each district as a candidate for the county budget committee; except that in 1987, at least 3 municipal officers shall be nominated from each district. A county commissioner shall serve as nonvoting moderator for his district's caucus. Nominations shall be received from the floor. The nominee receiving the most votes shall be approved. Any other nominees who receive a majority vote of those present shall also be approved. The names of those duly approved shall be recorded and forwarded to the county commissioners to be placed on a written ballot.

3. Term of office. The term of office shall be 3 years, provided that a budget committee member remains a municipal officer resident in the municipal officer's municipality committee member's district, except that of those elected in 1987, one from each district shall be elected for a term of 3 years; one from each district shall be elected for a term of 2 years; and one from each district shall be elected for a term of one year.

4. Vacancies. A vacancy occurring on the budget committee must be filled by the committee for the balance of the unexpired term. The person appointed to fill the vacant office must be a municipal officer at least 18 years old and from the same municipality as the person vacating the office. If the municipality of the person vacating the office declines to send a new member, the committee may solicit another municipality in the same district as the municipality of the vacating member that does not have a member sitting on the committee to send a municipal officer person at least 18 years old to fill the vacancy.

Summary

This expands eligibility for service on the Waldo County Budget Committee to include any resident of the district at least 18 years old.

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In 1987, and thereafter, at least 90 days before the end of every fiscal year, the members shall be elected by the following procedure.

- A. The county commissioners shall notify all municipal officers in the county to caucus by county commissioner districts at a specified date, time and place for the purpose of nominating at least one municipal officer official from each district as a candidate for the county budget committee; except that in 1987, at least 3 municipal officers shall be nominated from each district. A county commissioner shall serve as nonvoting moderator for his district's caucus. Nominations shall be received from the floor. The nominee receiving the most votes shall be approved. Any other nominees who receive a majority vote of those present shall also be approved. The names of those duly approved shall be recorded and forwarded to the county commissioners to be placed on a written ballot.

3. Term of office. The term of office shall be 3 years, provided that a budget committee member remains a municipal officer official in the officer's official's municipality, except that of those elected in 1987, one from each district shall be elected for a term of 3 years; one from each district shall be elected for a term of 2 years; and one from each district shall be elected for a term of one year.

4. Vacancies. A vacancy occurring on the budget committee must be filled by the committee for the balance of the unexpired term. The person appointed to fill the vacant office must be a municipal ~~officer~~ official from the same municipality as the person vacating the office. If the municipality of the person vacating the office declines to send a new member, the committee may solicit another municipality in the same district as the municipality of the vacating member that does not have a member sitting on the committee to send a municipal ~~officer~~ official to fill the vacancy.

Summary

This expands eligibility for service on the Waldo County Budget Committee to include municipal officials.

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COUNTY	MRSA TITLE 30-A SECTION	COMMITTEE ROLE	QUALIFICATIONS
Androscoggin	<u>723(1)(A)</u>	review proposed budget and make recommendations to commissioners; approve final budget	residents of the district of voting age; at least two must not be municipal officials
Aroostook	<u>739(1)(A)</u>	review proposed budget and make recommendations to commissioners; approve final budget	nonpartisan and made by petition
Cumberland	<u>741-A(1)</u>	review proposed budget and make recommendations to commissioners; send final budget to commissioners for approval	municipal officers
Knox	<u>751(1)(B)</u>	review proposed budget and make recommendations to commissioners; send final budget to commissioners for approval	nonpartisan and made by petition
Hancock	<u>763(1)</u>	review the budget and make recommendations to commissioners	two of three from each district must be municipal officers in that district and the third need only be a resident of the district (and may be another M.O.)
Lincoln	<u>793(1)(A)</u>	review the budget and make recommendations to commissioners	At least one municipal officer from each district. Plus one county resident appointed by state legislative delegation for Lincoln County
Piscataquis	<u>823(1)(A)</u>	review the budget and make recommendations to commissioners	Three members from each of three districts, at least one must be M.O. and at least one must be "a representative of the general public." All appointed by commissioners
York	<u>832(1)</u>	prepare proposed budget	three members from each of five districts, two must be M.O.s and one must be "a public representative"
Waldo	<u>853(1)(A)</u>	review proposed budget and approve final budget	three municipal officers from each district
Kennebec	<u>862(1)</u>	review budget estimates and submit recommendations to commissioners	three members from each district, 2 have to be M.O. and one may be either a M.O. or municipal official
Franklin	<u>873(1)</u>	review proposed budget and submit final budget for approval	municipal officers
Sagadahoc	<u>883(1)(A)</u>	review proposed budget and make recommendations to commissioners	two M.O.s and one "representative of the general public" from each of three districts
Oxford	<u>892(2)</u>	review budget estimate and submit budget to commissioners for approval	two M.O.s from each district

Somerset	<u>896(1)</u>	review estimated budget and submit proposed budget to commissioners and adopt final budget after public hearing	three members from each district, 2 have to be M.O. and one must be municipal official
Washington	<u>900-B</u>	review proposed budget and make recommendations to commissioners	At least one municipal officer from each district. Plus one member of Washington County legislative delegation (non-voting)
Penobscot	<u>900-M</u>	review the budget and make additions or deletions	One municipal official elected by caucus from each district, one municipal appointed by each county commissioner, and one member of the county legislative delegation