

These are "Action Only" minutes. Video of comments may be found on recorded discs at City Hall or at www.cityofbelfast.org.

**City of Belfast
Council Chambers-Belfast City Hall
Tuesday, March 18, 2025**

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

*See March 18, 2025, Special Council Meeting Minutes

6:30 p.m. Council Work Session with the Pedestrian, Transportation, and Accessibility Committee.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 18

1) Call to order

2) Present: Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, Chris Bitely, Paul Dean; City Manager Erin Herbig and Deputy City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

Councilor Bitely, seconded by Councilor Harkness, made a motion to adopt the agenda. This motion was approved, 5-0.

5) Acceptance of the minutes

Regular Council Meeting of March 4, 2025.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of March 4, 2025. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received one email from Bill Durkin and no postal mail, prior to noon today which were shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Deb Derecktor of Belfast discussed a letter she received from the Code and Planning Department.

B. Organization and Department Reports

City Manager Erin Herbig noted that the City is confirming two new part-time employees Anne Saggese as a Part-time Attendant for the Belfast Transfer Station and Carolyn Steeves as a Part-time Seasonal Parks & Recreation Pool Operator/Groundskeeper for the Parks and Recreation Department as part of tonight's Consent Agenda and welcomed both to the City of Belfast team.

City Manager Erin Herbig noted a recent email sent from the current Belfast Poet Laureate requesting a member of the Council to serve on Poet Laureate Selection Committee.

Councilor Bitely volunteered to serve on the Selection Committee.

7) Communications

Councilor Harkness addressed the public comment by Ms. Director.

Mayor Sanders thanked Councilor Harkness for running the meeting, noting that he will not be available for the May 20th Council Meeting if another Councilor would like to run the meeting in his absence. Councilors discussed; no action was taken.

8) Old Business and City Committee Reports

Mayor Sanders noted that the Council held a Work Session with the Pedestrian, Transportation and Accessibility Committee ahead of tonight's meeting and thanked the committee for their time.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request from the Transfer Station Manager to confirm Anne Saggese as a Part-time Attendant for the Belfast Transfer Station.
- B. Request from the Parks and Recreation Director to confirm Carolyn Steeves as a Part-time Seasonal Parks & Recreation Pool Operator/Groundskeeper for the Parks and Recreation Department.

- C. Request to approve an application by Daniel Rock d/b/a Fon's Kitchen located at 132 High Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous liquor license.
- D. Request to approve an application for a Special Amusement Permit for Shawna Aitken d/b/s Nautilus for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 3 Main Street, Belfast, Maine, interior and exterior.
- E. Request to approve a Farmers Market Authorization liquor license sales application by Michael Holland d/b/a Outland Farm Brewery operating at The United Farmers Market of Maine, 18 Spring Street, Belfast, Maine.
- F. Request to approve a Facility Use Application by the RSU #71 Peer Leadership for the annual 5K Race, walk and run along the Belfast Rail Trail on Saturday, May 3, 2025, starting at 9:00 a.m.
- G. Request to approve a Facility Use Application by the Belfast Bay Watershed Coalition for the annual Walk and Roll for Conservation event located at Steamboat Landing Park on Saturday, May 31, 2025, from 10:00 a.m. to 2:00 p.m.
- H. Request to approve a Facility Use Application by PAWS Animal Adoption Center for the annual Paces for PAWS 5K and 1 mile Fun Run event along the Belfast Rail Trail on Saturday, June 14, 2025, from 7:00 a.m. to 10:00 a.m.
- I. Request to approve a Facility Use Application by Collin Brewster Cuning for the annual Cold Water Connections "Dip-A-Thon" fundraiser on Saturday, March 15th at 10:00 a.m. at the Belfast Boathouse Beach.

Councilor Harkness, seconded by Councilor Dean, made a motion to approve the Consent Agenda. This motion was approved, 5-0.

10) Business

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

Director of Code and Planning Bub Fournier gave a presentation on proposed amendments to the City Code of Ordinances, regarding a Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

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

Mayor Sanders asked for proponents and opponents and hearing none declared the hearing closed.

C) Second Reading on proposed amendments to the City Code of Ordinances, regarding a Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

Director of Code and Planning Bub Fournier answered Council questions regarding the proposed amendments to the City Code of Ordinances, regarding a Transitional Housing Facility at 23 Mill Lane, the United Methodist Church.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Second Reading of proposed amendments to the City Code of Ordinances regarding a proposed Transitional Housing Facility at 23 Mill Lane, the United Methodist Church which includes amendments to Chapter 66 Definitions, Chapter 14 Businesses, Chapter 72 Housing and Lodging, Chapter 102 Zoning, and a zoning map amendment as presented. This motion was approved, 5-0.

D) Request from Planning and Codes Director to waive Building, Electrical and Planning Board Permit Fees for a proposed Transitional Housing Facility at 23 Mill Lane.

Director of Code and Planning Bub Fournier gave a presentation on the request to waive Building, Electrical and Planning Board Permit Fees for a proposed Transitional Housing Facility at 23 Mill Lane and answered Council questions.

Councilors thanked Planning and Code Department staff for their work on this proposal and inquired about the next steps in the process.

Councilor Dean, seconded by Councilor Bitely, made a motion to waive Building, Electrical and Planning Board Permit Fees for a proposed Transitional Housing Facility at 23 Mill Lane. This motion was approved, 5-0.

E) Presentation on proposed Ordinance Amendments for Chapter 30, Marine Activities.

City Planner Alexandra Sykes and Director of Code and Planning Bub Fournier gave a presentation on proposed Ordinance Amendments for Chapter 30, Marine Activities.

F) Public Hearing on proposed ordinance amendments for Chapter 30, Marine Activities.

Mayor Sanders asked for proponents and opponents and hearing none declared the hearing closed.

City Planner Alexandra Sykes noted that the City received one written comment from Bill Durkin regarding this proposed ordinance amendment, which the Councilors received prior to the meeting.

G) Second Reading on proposed ordinance amendments for Chapter 30, Marine Activities.

City Planner Alexandra Sykes and Harbor Master Kathy Given answered Council questions regarding proposed ordinance amendments for Chapter 30, Marine Activities.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve the Second Reading of proposed amendments to the City Code of Ordinances, Chapter 30, Marine Activities as presented. This motion was approved, 5-0.

H) Discussion and potential action regarding the 2025 Summer Curbside Belfast Program.

Director of Code and Planning Bub Fournier reviewed the proposed 2025 Summer Curbside Belfast Program and answered Council questions.

City Manager Erin Herbig discussed the recent meeting with business owners and thanked them for attending and continuing to collaborate with the City as this program evolves.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to direct staff to generate appropriate permitting documents to facilitate the program for the summer 2025 program to launch as soon as possible ahead of the season. This motion was approved, 5-0.

I) Request by the Deputy Economic Development Director to apply for CDBG Community Enterprise Program funds to implement a business façade improvement program.

Deputy Economic Development Director Joellyn Warren reviewed the request to apply for CDBG Community Enterprise Program funds to implement a business façade improvement program and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to authorize the submission of Letter of Intent to the Office of Community Development Community Enterprise Grant (CE) Program, and to authorize the City Manager to sign all paperwork related to and necessary for the submission of this request. This motion was approved, 5-0.

J) Request by the Economic Development Director to have the City Council finalize a ranked list of Fiscal Year 2026 Congressional Earmark Requests and authorize applications for them to be submitted.

Economic Development Director Thomas Kittredge and Deputy Economic Development Director Joellyn Warren reviewed the proposed list of Fiscal Year 2026 Congressional Earmark Requests and discussed with the Council how they would like to rank them.

The City Council unanimously decided to keep the list ranking from 2025 requesting that staff update and refresh the names and descriptions of each of the items before it is submitted.

Councilor Dean, seconded by Councilor Bonneville, made a motion to submit the finalize a ranked list of fiscal year 2026 earmark requests applications to the offices of Senator Susan Collins, Senator Angus King, and Representative Jared Golden; and to authorize the City Manager to sign any and all paperwork related to and necessary for the submission of these requests. This motion was approved, 5-0.

K) Request from the Fire Chief to accept a donation of \$1,000.00 from the Reny’s Foundation.

City Manager Erin Herbig briefly reviewed the request from the Fire Chief to accept a donation of \$1,000.00 from the Reny’s Foundation.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the donation of \$1,000.00 from the Reny’s Foundation and that the funding be placed into Account G 1-2100-00 Jaws of Life. This motion was approved, 5-0.

L) Request from the Sexual Assault Support Services of Midcoast Maine to recognize Sexual Assault Awareness Month and Child Abuse Awareness Month in Belfast.

City Manager Erin Herbig briefly reviewed the request from the Sexual Assault Support Services of Midcoast Maine to recognize Sexual Assault Awareness Month and Child Abuse Awareness Month in Belfast.

Councilors discussed support for the request and requested city staff communicate to the organizers that nothing should be hung or attached to City trees.

Councilor Bonneville, seconded by Councilor Dean, made a motion to authorize the Sexual Assault Support Services of Midcoast Maine to conduct the previously mentioned activities in Belfast in April in recognition of Sexual Assault Awareness month and Child Abuse Awareness Month. This motion was approved, 5-0.

M) Signing of Council Orders and housekeeping items.

Council Order #40 Signed by Councilor Bitely Ordered That:

**AMENDMENTS TO CITY CODE OF ORDINANCE
CONSISTING OF A MAP AMENDMENT TO THE
RESIDENTIAL 5 AND RESIDENTIAL 6 ZONING
DISTRICTS IN SUPPORT OF HOUSING
OPPORTUNITIES**

Editor’s Note: There is no text necessary to amend, this is a map amendment only. (See attached adopted maps).

First Reading: February 4, 2025

Second Reading: March 4, 2025

(Approved March 4, 2025)

Council Order #41 Signed by Councilor Mortier Ordered That:

**AMENDMENTS TO CITY CODE OF ORDINANCE
REGARDING A PROPOSED TRANSITIONAL HOUSING
FACILITY AT 23 MILL LANE, THE UNITED
METHODIST CHURCH**

Editor’s Note: All text shown in black font is current text in the adopted City Code of Ordinances, regarding a proposed transitional housing facility at 23 Mill Lane, the United Methodist Church which includes amendments to Chapter 66 Definitions, Chapter 14 Businesses, Chapter 72 Housing and Lodging, Chapter 102 Zoning, and a zoning map amendment. **All text shown in red font** is new language that is proposed to be added. ~~All text shown with blue strike through~~ is to be removed. (See attached text of adopted amendments).

First Reading: March 4, 2025

Second Reading: March 18, 2025

(Approved March 18, 2025)

Council Order #42 Signed by Councilor Dean Ordered That:

**AMENDMENTS TO CITY CODE OF ORDINANCE
CHAPTER 30, MARINE ACTIVITIES**

Editor’s Note: All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 30, Marine Activities. **All text shown in red font** is new language that is proposed to be added. ~~All text shown with blue strike through~~ is to be removed. (See attached text of adopted amendments).

First Reading: February 18, 2025

Second Reading: March 18, 2025

(Approved March 18, 2025)

Council Order #43 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to accept the donation of \$1,000.00 from the Reny’s Foundation, with funding be placed into Account G 1-2100-00 Jaws of Life. (Approved March 18, 2025)

11) Open to the Public

1. Deb Derecktor of Belfast inquired about if she could be added to an upcoming agenda to discuss with the Council the letter she received from the Code and Planning Department.

City Manager Erin Herbig responded to Ms. Derecktor’s request and encouraged her to reach out to the Code and Planning Department to schedule a meeting to discuss the letter she received.

12) Communications

Mayor Sanders noted that the stop sign at the corner of Miller and High Streets by the Library survived the winter season and is still standing.

Councilor Harkness noted that he had reached out to the Police Department regarding the traffic lights at the corner of Main and High Streets and that Maine Department of Transportation has been made aware and are looking into it.

13) Adjourn

Councilor Dean, seconded by Councilor Bonneville, made a motion to adjourn at 8:20 p.m. This motion was approved, 5-0.

I HEREBY CERTIFY THAT THE ABOVE
IS A TRUE COPY OF INFORMATION
ON THE RECORD WHICH IS IN MY
OFFICIAL CUSTODY

ATTEST



AMANDA CUSHMAN, BELFAST MAINE