



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

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**MANAGER'S REPORT**  
Belfast City Council Meeting  
Tuesday, March 17, 2026

**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, March 12, 2026

**Agenda Items:**

**10-A Presentation on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.**

At the Regular City Council Meeting of February 3, 2026, the City Council conducted a Presentation, Public Hearing and First Reading of the proposed amendments to the City Code of Ordinances Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions. These proposed amendments represent the culmination of a multi-month, public process to modernize the City's subdivision regulations, which had not been substantially amended since the early 1990s.

Following the Public Hearing, the City Council requested additional feedback from the Housing and Property Development Committee on the proposed amendments before conducting a Public Hearing and Second Reading. The Housing and Property Development Committee provided their unanimous support for the proposed amendments as presented at the March 3, 2026, Council Meeting.

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

Please see the attached memo and proposed amendments (10-A, B and C) from Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to present.

**10-B Public Hearing on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.**

NOTICE OF PUBLIC HEARING  
CITY COUNCIL  
TUESDAY MARCH 17th, 2026, at 7pm

The Belfast City Council, at its meeting of March 17th, 2026, at 7:00 pm shall conduct a Second Reading and Public Hearing on proposed City Ordinance amendments to Chapter 66 General Provisions, Chapter 94 Subdivision and Chapter 98 Technical Standards. The proposal represents several ordinance workshop meetings with the Planning Board, including open to the public portions and two duly noticed public hearings, to align the City's land development code with the community's desire to increase housing opportunities by bringing the Subdivision Ordinance up to date.

All of the proposed changes can be found on the city website, [cityofbelfast.org](http://cityofbelfast.org). Go to the Planning and Codes page and look for Subdivision Ordinance Amendments 2025-2026 on the left side or go to <https://www.cityofbelfast.org/647/Subdivision-Ordinance-Amendments-2025-2026>. A hard copy can be viewed at the Planning and Codes office at City Hall.

The Public is invited to attend the hearing in person at Belfast City Hall, to watch the meeting on BelTV or live stream at [cityofbelfast.org](http://cityofbelfast.org). Comments can be offered to the City Council during the public hearing agenda item. The Public may also provide written comments to the Council. Comments can be mailed to the City of Belfast, Planning and Codes Department 131 Church St., Belfast, ME 04915, or emailed to [directorplanning@cityofbelfast.org](mailto:directorplanning@cityofbelfast.org). All written comments must be received by 12 noon on March 17th before the City Council meeting. After the Second Reading and Public Hearing, the City Council may discuss and then act on this proposal.

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 the second Public Hearing regarding the proposed amendments.

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

**10-C Second Reading on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.**

This is the Second Reading. The First Reading was held at the Regular City Council Meeting of February 3, 2026, including a Presentation and the first Public Hearing. 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, the Director of Code and Planning recommends a motion is made to approve the Second Reading and Public Hearing of proposed amendments to the City Code of Ordinances focused on Subdivisions in Chapter 66 General Provisions incorporating new and amended definitions into the City Ordinance for the proposal as presented, Chapter 94 Subdivision incorporating a complete deletion and substitution of the former Chapter into the City Ordinance, and Chapter 98 Technical Standards incorporating new, amended and relocated sections into the City Ordinance for the proposal, as presented.

Please see the attached memo and proposed amendments (10-A, B and C) from 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-D Review of Curbside Belfast Program ahead of 2026 Summer Season.**

The City Council first approved the Curbside Belfast program in 2020 as a response to the COVID-19 pandemic. The program enables businesses in the City's downtown area to utilize City-owned outdoor parking spaces for commercial use. The program continues to activate the vibrant downtown community and has been a widely celebrated addition to our downtown.

This program has been reviewed bi-annually by the City Council to further refine the program to ensure it continues to meet the needs of the community. In 2025, updates included the addition of improved traffic visibility, temporary closure of curbside areas during extreme temperature events, a requirement to complete installation by May 15, and a user fee increase.

This is an opportunity for the Council to discuss the 2026 Curbside Belfast program, implement any changes to the program, and direct staff to generate appropriate permitting documents to facilitate the program ahead of the 2026 Summer Season.

Please see the attached memo and 2026 Curbside Belfast draft documents (10-D) from Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to present and answer any questions.

**10-E Request from the Parks and Recreation Director to accept and award the Request for Proposals for Belfast City Park Concessions for the 2026 Summer Season.**

This winter, the Parks and Recreation Department solicited Request for Proposals (RFP) for a concessionaire for the Belfast City Park Concession Stand. The City received three proposals for consideration. The three proposals were from JJ's Taco Hut, Joshua and Dakota's Cantina, and Taqueria Max.

The Parks, Trails and Recreation Committee will meet on Thursday, March 12th to review the proposals and meet the applicants. A recommendation from the Committee will be presented at the Council Meeting.

Please see the attached memo (10-E) from the Assistant to the Parks and Recreation Director Carolyn Steeves explaining the request in further detail. Parks and Recreation Director Adrien Lumbumba and Assistant to the Director Steeves will be at the meeting to present and answer any questions.

**10-F Request from the Parks and Recreation Director to expend up to \$32,265.00 to purchase a 2026 Chevrolet Silverado 3500HD Crew Cab.**

As the Parks and Recreation Department gears up for the 2026 summer season, City staff have assessed current equipment to ensure they best align with day-to-day operations. This assessment determined that 2025 GMC Sierra does not meet the needs of day-to-day operations.

Public Works Director Kip Faulkner worked with Parks and Recreation Grounds Staff Tyler Aldus to determine the best dump truck configuration to meet Department needs at a competitive price. A 2026 Chevrolet Silverado 3500HD Crew Cab equipped with a dump body was identified as the best fit. O'Connor Chevrolet Buick GMC in Augusta currently has one in stock, can deliver the vehicle, and retrieve the trade-in. Less the trade in value of the 2025 GMC Sierra of \$32,00.00, the remaining cost would total \$32,265.00.

This vehicle would provide the Parks and Recreation Department with enhanced capacity for cleanup operations and delivery and distribution, enabling crew to collect and transport materials without requiring multiple trips that are needed with the current vehicle. It would greatly streamline the Department's operations resulting in reduced labor time, increased productivity, and more effective resource allocation across the Department.

If approved by the City Council, a recommended motion would be to expend up to \$32,265.00, to purchase a 2026 Chevrolet Silverado 3500HD Crew Cab equipped with a dump body from O'Connor Chevrolet Buick GMC in Augusta with funding allocated from Account #G-1-2026-00 Storm Damage. This account has a current balance of \$834,145.96.

Please see the attached memo (10-F) from Parks and Recreation Director Adrien Lumumba explaining the request in further detail. Director Lumumba and I will be at the meeting to present and answer any questions.

**10-G Request by the Belfast Area High School Peer Leader LEOs Community Service Program for approval of a Facility Use Request for use of the Belfast Rail Trail on Saturday, May 2, 2026.**

The Belfast Area High School Peer Leader LEOs Community Service Program requests use of the Belfast Rail Trail on Saturday, May 2<sup>nd</sup> to conduct a 5K walk/run charity race.

Parks and Recreation Department Staff have reviewed the request and determined that it does not conflict with any other events along the Rail Trail that day. The Parks, Trails, and Recreation Committee will review the request at their meeting on Thursday, March 12<sup>th</sup> and a recommendation will be presented at the Council Meeting.

If approved by the City Council, a recommended motion would be to approve the Facility Use Request submitted by the Belfast Area High School Peer Leader LEOs Community Service Program for use of the Belfast Rail Trail on Saturday, May 2, 2026.

Please see the attached memo and completed Facility Use Request (10-G) from Assistant to the Parks and Recreation Director Carolyn Steeves explaining the request in further detail. Parks and Recreation Director Adrien Lumbumba and Assistant to the Director Steeves will be at the meeting to present and answer any questions.

**10-H Request by Fuelfed for approval of a Facility Use Request for use of the Washington Street Parking Lot the last Sunday of each month from May through October 2026.**

Fuelfed requests approval of a Facility Use Request to hold “Coffee and Classics” car meets to host European classic cars in downtown Belfast this summer. The event would be open to the public and would encourage participants to patronize downtown businesses and restaurants.

The request is for use of the Washington Street Parking lot the last Sunday of each month from May through October 2026 (May 31, June 28, July 26, August 30, September 27, and October 25) from 8AM to 11AM.

The Parks, Trails, and Recreation Committee will review the request at their meeting on Thursday, March 12th and a recommendation will be presented at the Council Meeting.

If approved by the City Council, a recommended motion would be to approve the Facility Use Request by FuelFed for use of the Washington Street Parking lot on the last Sunday of each month from May through October.

Please see the attached memo and completed Facility Use Request (10-H) from Assistant to the Parks and Recreation Director Carolyn Steeves explaining the request in further detail. Parks and Recreation Director Adrien Lumbumba and Assistant to the Director Steeves will be at the meeting to present and answer any questions.

#### **10-I Request to authorize repointing work on the southeast side of Belfast City Hall.**

This winter, water damage occurred in City Hall Offices along the southeast side of the building. Coastal Brick and Stone LLC were contacted to conduct an inspection to determine the cause. The inspection identified that water was entering the building through deteriorated masonry in the brickwork and the drip edge above several windows. It was further determined that there is likely a cracked sealant around the windows.

Coastal Brick and Stone LLC recommend that work be completed as soon as possible to prevent additional water damage. They submitted a quote of \$21,500.00 to grind out and repoint all mortar from the top windows up to the peak on the southeast side of the building, ensuring that it would blend into the newest portion of masonry on the right side of the building. This quote also includes the re-painting of the circular window and re-sealing of all the windows. Coastal Brick and Stone LLC currently has availability to begin the work in late March to prevent further damage. The

work would be performed mainly on Fridays, Saturdays, and Sundays when City Hall is closed so it does not negatively impact public foot traffic.

If approved by the City Council, a recommended motion would be to authorize repointing work to be completed by Coastal Brick and Stone LLC on the southeast side of City Hall for \$ 21,500.00, with funding allocated from Account #G-1-2026-00 Storm Damage. This account has a current balance of \$834,145.96.

Please see the attached estimate(10-I) from Coastal Brick and Stone LLC. I will be available to present the request and answer any questions.

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

This year, St. Patrick's Day coincides with our City Council Meeting.

In 1991, the United States Congress proclaimed the month of March as Irish American Heritage Month. March 17<sup>th</sup>, St. Patrick's Day, was originally a holiday designated to honor Saint Patrick, who introduced Christianity to the Country of Ireland in the 5<sup>th</sup> century. St. Patrick's Day later evolved into a celebration of all things Irish.

In 2021, the Maine Irish Heritage Center gifted the Irish Flag to the City of Belfast along with many other cities, towns, and businesses across the State to honor Maine's Irish heritage. The City Council authorized this flag to be flown at City Hall in Belfast. Since 2021, the City of Belfast has flown the Irish Flag at City Hall each March 17<sup>th</sup> as a statement of cultural solidarity with our sister City with which we share a name, Belfast, Ireland.

Happy St. Patrick's Day!



## City of Belfast Committees

- Airport Advisory Committee
- Board of Assessment Review
- Cemetery Trustees
- **Climate, Energy, and Utilities Committee**
- Comprehensive Planning Committee
- Harbor Advisory Committee
- **Housing and Property Development Committee**
- In-Town Design Review Board
- Library Board of Trustees
- **Parks, Trails, and Recreation Committee**
- **Pedestrian, Transportation, and Accessibility Committee**
- Planning Board
- Zoning Board of Appeals

**City of Belfast  
Consent Agenda  
Tuesday, March 17, 2026  
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 a Facility Use Application by Our Town Belfast for use of Heritage Park for the annual Belfast Pride Celebration event following the Pride Parade on Saturday, June 6, 2026, from 10:30 a.m. to 2:00 p.m.**

Motion to approve a Facility Use Application by Our Town Belfast for use of Heritage Park for the annual Belfast Pride Celebration event following the Pride Parade on Saturday, June 6, 2026, from 10:30 a.m. to 2:00 p.m.

- B. Request to approve an application by Daniel and Sarunya Rock d/b/a Fon's Kitchen located at 132 High Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Class A Restaurant liquor license.**

Motion to approve an application by Daniel and Sarunya Rock d/b/a Fon's Kitchen located at 132 High Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Class A Restaurant liquor license.

- C. Request to approve an application by Seven Sisters Provisions, LLC d/b/a Vinolio located at 74 Main Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (not Class A) liquor license.**

Motion to approve an application by Seven Sisters Provisions, LLC d/b/a Vinolio located at 74 Main Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (not Class A) liquor license.

- D. Request to approve an application by Trillium Events Inc d/b/a Trillium Caterers/ Trilly located at 62 Little River Drive, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Qualified Catering Service liquor license.**

Motion to approve an application by Trillium Events Inc d/b/a Trillium Caterers/ Trilly located at 62 Little River Drive, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Qualified Catering Service liquor license.

9.A



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

**EVENT:** Belfast Pride Celebration after the Parade

**DATES:** June 6, 2026 **EVENT REPRESENTATIVE:** Amanda Cunningham, Executive Director  
Our Town Belfast

**PROPOSED LOCATION/AREA TO BE USED:** Heritage Park

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

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

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

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

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

Amanda Cunningham, 207.218.1158/207.939.5638, director@ourtownbelfast.org

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

Pride Gathering in Heritage Park at the end of the parade that has been organized by Belfast Area High School's Gender and Sexuality Alliance Group. We will dance to a DJ and enjoy refreshments/food.

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

Heritage Park

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

Saturday, June 6, 10:30 a.m. - 2:00 p.m.

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

No

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

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

We would like access to the lightpole electrical unit for our speakers.

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**7) How many people do you expect?**

350 - 500 people will be in and out.

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

Nothing will be sold.

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

Where? - Attach MAP No alcohol will be sold

By Whom: Name and Phone contact number:

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

No open fire

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11) Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No<sup>x</sup> \_\_\_\_\_

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

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

n/a

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

Yes

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

Allen Insurance and Financial

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

We will have music playing at approximately 11:10/11:15 as the parade comes down Main and until approx. 1 p.m.

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

There are garbage bins near by and we request we have one additional.

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

Street/Public Lot parking as needed however the majority of attendees come from the parade beginning at Belfast Area High

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School or join the parade along the way.

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

Belfast PD will be staffed on site.

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

There are public restrooms nearby.

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

Water is not needed. We would like access to the electrical unit at the light pole. We will have our own cords.

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

Local business are aware of the event.

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

Amanda Cunningham, 207.939.5638, [director@ourtownbelfast.org](mailto:director@ourtownbelfast.org)

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

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**Department**

**Service Requested**

City Manager

none

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Police

extra presence on site.

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Fire/ Ambulance

none

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Parks

as listed above

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Public Works

none

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Harbor

none

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Other? 

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



## FACILITY USE APPLICATION CHECKLIST

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

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

Signature \_\_\_\_\_ Date: 3/9/26

Printed Name: Amanda B. Cunningham



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

City Manager's Office

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Police Department

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Fire/Ambulance Department

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Parks Department

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Public Works Department

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Harbor Master

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Boat House Rental Agent

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Other Notes:

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CITY OF BELFAST, MAINE 04915  
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

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

MEMORANDUM

DATE: March 10, 2026

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

FROM: Bub Fournier, Director of Planning and Codes

CC: Alexandra E. Sykes, City Planner; Mandy J. Holway, PE, Olver Associates, City Engineer

RE: Second Reading and Public Hearing regarding Ordinance Amendments to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

**Background Information:**

The Belfast City Council held a First Reading and Public Hering on this proposal on February 3, 2026. After the presentation and public hearing and with consideration of public comments, the Council asked the City’s Housing and Property Development Committee to take another look at the proposal and consider an updated response for the Council to consider. Thus, the Committee addressed the Council on March 3, 2026 to deliver their full support of the proposed amendments. It should also be noted that the Planning Board voted 5–1, after their second duly noticed public hearing on January 14, 2026, to recommend that the City Council adopt this comprehensive Ordinance Amendment package affecting Chapter 94 Subdivision, Chapter 98 Technical Standards, and Chapter 66 General Provisions of the City Code. The City of Belfast has not substantively amended its Land Use regulations for subdivisions since the 1990’s.

The Ordinance Amendment package includes the following documents, some marked with **blue strikethrough** representing language to be deleted, **red** representing new language, **black** representing unchanged language and **green** representing guidance language that is not included in the Code:

- 1) Chapter 66 General Provisions proposed amendments to definitions, edited for this Second Reading.
- 2) Chapter 94 Subdivision proposed amendments, edited for this Second Reading.
- 3) Chapter 98 Technical Standards Appendices A-G proposed amendments, edited for this Second Reading
- 4) Chapter 98 Technical Standards Figures proposed amendments, edited for this Second Reading.

- 5) Chapter 98 Technical Standards Waivers, Summary and Articles IV, V and VI, edited for this Second Reading.

The amendments represent the culmination of a multi-month, public process undertaken to modernize the City's Subdivision regulations. The Planning Board found that the proposed amendments improve clarity, consistency, and effectiveness of subdivision review; align local regulations with current State guidance and engineering practice; and support the City's adopted Comprehensive Plan, including goals related to housing production, orderly development, and protection of public health, safety, welfare, and natural resources.

**Purpose:**

Subdivision regulation is a mechanism by which the City of Belfast implements land use policy, facilitates housing creation, ensures adequate infrastructure, and protects environmental and community resources. Subdivision is defined by the State of Maine and the City as development resulting in the creation of three or more lots or three or more dwellings on a single lot within a five-year period, subject to statutory exemptions.

Following comprehensive zoning updates adopted in 2023 and 2024, the Planning Board identified the Subdivision Ordinance as the next critical component of the City's land use framework requiring modernization. The overarching objectives of this effort were to:

- Update the ordinance to reflect current State guidance and planning best practices
- Improve procedural clarity and predictability for applicants, staff, and the Board
- Remove unnecessary regulatory barriers to housing creation
- Separate policy and process requirements from detailed technical specifications

**Planning Board Process:**

The Planning Board's work on these amendments was conducted through a transparent, publicly noticed process beginning in March 2025 and extending through January 2026, including multiple workshops, regular meetings, and formal public hearings.

Key milestones included:

- March 2025: Two public workshops identifying the need for comprehensive updates to Chapter 94.
- June 5, 2025: Consensus decision to remove most technical standards from Chapter 94 and consolidate them within Chapter 98.
- July–September 2025: Review and refinement of a fully rewritten, non-technical Chapter 94 and marked-up Chapter 98 Technical Standards including consideration of two letters from the City's Housing and Property Development Committee.
- October 22, 2025: Duly noticed public hearing on the full Ordinance Amendment package.
- January 14, 2026: Additional advertised public hearing and deliberation, followed by a 5–1 vote to recommend adoption by the City Council.

Throughout this process, the Board received input from planning staff, City Engineer Mandy Holway of Olver Associates Inc., and members of the public.

**Scope and Substance of the Amendments:**

**Chapter 94 Subdivision**

The amended Chapter 94 is a comprehensive rewrite that:

- Clarifies and standardizes the subdivision review process
- Improves alignment between review stages and submission requirements
- Streamlines review for smaller and less complex subdivisions
- Reduces ambiguity and internal conflicts in ordinance language
- Reflects current State guidance while remaining locally tailored

### **Chapter 98 Technical Standards**

Amendments to Chapter 98:

- Consolidate subdivision-related technical requirements into a single chapter
- Update infrastructure standards for roads, stormwater, and utilities
- Resolve outdated or conflicting provisions
- Reflect detailed technical review and recommendations from the City Engineer

### **Chapter 66 General Provisions**

Amendments to Chapter 66:

- Update and centralize definitions to ensure consistent interpretation across the City Code
- Reflect standard City practice for ordinance maintenance and amendment

### **Planning Board Recommendation:**

Following completion of the public hearing and deliberation on January 14, 2026, the Planning Board voted 5–1 to recommend that the City Council adopt the proposed Ordinance Amendments to Chapters 94 Subdivision, 98 Technical Standards, and 66 General Provisions. Supporting Board members agreed that the amendments:

- Are consistent with the City’s Comprehensive Plan
- Represent a balanced approach to housing facilitation and infrastructure protection
- Improve regulatory clarity and administrative efficiency
- Are the product of a thorough, inclusive, and well-documented public process

### **Next Steps:**

As mentioned at the beginning of this memorandum, the City Council has already held a First Reading and Public Hearing after which they asked for additional input from the City’s Housing and Property Development Committee. With that additional step completed, and without substantive changes, Second Reading documents have been generated for the upcoming City Council meeting. The documents have incorporated some minor typographical and layout edits thanks to a detailed review and markup by City Councilor Mortier. The Second Reading version also incorporate a minor change to accommodate updates from Maine State Law requiring Subdivision to identify “farmland” on the subject property as defined by the State.

For the your upcoming meeting, staff requests that the City Council:

- Allow staff to present the Second Reading.
- Conduct a Second Reading and public hearing on the proposed amendments.
- Take formal legislative action to adopt, amend, table or deny the proposed Ordinance changes.

**Possible Action:**

A motion to **accept the Second Reading and public hearing on proposed amendments to Chapter 66 General Provisions incorporating new and amended definitions into the City Ordinance for the proposal as presented (or amended).**

A motion to **accept the Second Reading and public hearing on proposed amendments to Chapter 94 Subdivision, incorporating a complete deletion and substitution of the former Chapter into the City Ordinance for the proposal as presented (or amended).**

A motion to **accept the Second Reading and public hearing on proposed amendments to Chapter 98 Technical Standards incorporating new, amended and relocated sections into the City Ordinance for the proposal as presented (or amended).**

**Black language remains unchanged.**  
**Proposed new language is in red.**  
**Proposed deleted language is in ~~blue-strikethrough~~.**  
**Guidance language that will not appear in the Code is in green.**

**Note: The definitions below from Chapter 66 General Provisions are proposed to be affected by the proposed Ordinance Amendments. Many of these definitions come from the State model Subdivision Ordinance or are defined by the State as well. There are many more definitions in Chapter 66 General Provisions that are not being changed.**

## City of Belfast Code of Ordinances

### CHAPTER 66 GENERAL PROVISIONS

#### Sec. 66-1. Definitions.

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**Sec. 66-1. Definitions. [Ord. No. 29-1997, 3-4-1997; Ord. No. 14-1998, 9-1-1998; Ord. No. 1-1999, 7-6-1999; Ord. No. 48-2001, 1-23-2001; Ord. No. 84-2001, 6-7-2001; Ord. No. 19-2001, 11-7-2001; Ord. No. 20-2001, 11-7-2001; Ord. No. 39-2002, 5-7-2002; Ord. No. 47-2003, 5-20-2003; Ord. No. 25-2005, 12-7-2004; Ord. No. 3-2005, 7-20-2004; Ord. No. 22-2006, 2-7-2006; Ord. of 10-2-2007(1); Ord. of 3-3-2009(1); Ord. of 4-6-2010(1); 10-21-2014; 12-5-2017; 10-16-2018; 12-18-2018; 1-7-2020; 10-6-2020; 8-3-2021]**

- (a) The purpose of this section is to provide a list of terms and their meanings so as to assist applicants and others in understanding the terms used in Subpart B, Land Use Regulations. Unless incorporated by reference in another chapter or another City ordinance, the definitions in this section are not controlling.

Further, definitions that are unique to a specific chapter of Subpart B, Land Use Regulations, can typically be found in that specific chapter rather than this chapter. Definitions are included in each of the following chapters:

- (1) Chapter 74, Buildings and Building Regulations;
- (2) Chapter 78, Floods;
- (3) Chapter 82, Shoreland Zoning;
- (4) Chapter 86, Signs;
- (5) Chapter 90, Site Plan;
- ~~(6) Chapter 94, Subdivisions;~~
- (7) Chapter 98, Technical Standards; and
- (8) Chapter 102, Zoning, Article VIII, Supplementary District Regulations, Divisions 5, 7 8, and 9, and Chapter 102, Zoning, Article X, Contract Rezoning. (For example, Division 8 includes terms related to the regulation of medical marijuana, and Division 9 includes terms related to the regulation of solar energy systems.)

Applicants and others are encouraged to consult the other chapters of Subpart B, Land Use Regulations, for a list of terms and their meanings that may apply to a specific chapter.

- (b) In the interpretation and enforcement of Subpart B, all words shall carry their customary dictionary meanings. For the purpose of Subpart B, certain words and terms are defined as follows:
  - (1) City means The City of Belfast.
  - (2) Municipal officers means the City Council.
  - (3) Tense and number. Words used in the present tense include the future tense. Words used in the singular include the plural, and words used in the plural include the singular.
  - (4) Shall, may. The word "shall" is always mandatory; the word "may" is permissive.
  - (5) Person. Includes a firm, association, organization, partnership, trust, company, corporation, or other legal entity, as well as an individual.
  - (6) Lot. The word "lot" includes the words "plot," "property," and "parcel."
  - (7) Building. The word "building" includes the word "structure."
- (c) The following words, terms and phrases shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

**Affordable Housing:** Affordable housing which is restricted by means of deed covenants, financing restrictions, or other binding long-term methods to occupancy by households making 80% or less of the area median household income.

**Applicant:** The person or entity applying for a permit or approval.

**Average Daily Traffic (ADT):** The average number of vehicles per day that enter and exit the premises or travel over a specific section of road.

**Capital Improvement Plan (CIP):** The municipality's proposed schedule of future projects listed in order of construction priority together with cost estimates and the anticipated means of financing each project.

**City Engineer:** Any registered professional engineer hired or retained by the City of Belfast, either as staff or on a consulting basis.

**Coastal Wetlands:** All tidal and subtidal lands; all lands with vegetation present that is tolerant of salt water and occurs primarily in a salt water or estuarine habitat; and any swamp, marsh, bog, beach, flat or other contiguous low land that is subject to tidal action during the highest tide level for the year in which an activity is proposed as identified in tide tables published by the National Ocean Service. Coastal wetlands may include portions of coastal sand dunes.

**Complete Application:** An application shall be considered complete upon submission of the required fee and all information required by these regulations unless waived, after the Applicant's written request, by a vote by the Board. The Board shall issue a written statement to the Applicant upon its determination that an application is complete.

**Comprehensive Plan:** A document or interrelated documents adopted by the Legislative Body, containing the elements established under Title 30-A M.R.S.A. §4326 sub-§§ 1 to 4, including the strategies for an implementation program which are consistent with the State goals and guidelines established under Title 30-A M.R.S.A. §§4311 through 4350.

**Developed Area:** Any area on which a site improvement or change is made, including buildings, landscaping, parking areas, and streets.

**Direct Watershed of a Great Pond:** That portion of the watershed which drains directly to the great pond without first passing through an upstream great pond. For the purposes of these regulations, the watershed boundaries shall be as delineated in the comprehensive plan, or as depicted in the drainage divide data layer provided by the Maine office of GIS. Due to the scale of the map there may be small inaccuracies in the delineation of the watershed boundary. Where there is a dispute as to exact location of a watershed boundary, the Board or its designee and the Applicant shall conduct an on-site investigation to determine where the drainage divide lies. If the Board and the Applicant can not agree on the location of the drainage divide based on the on-site investigation, the burden of proof shall lie with the Applicant to provide the Board with information from a professional land surveyor showing where the drainage divide lies.

**Driveway:** A vehicular accessway serving not more than two lots or two dwelling units. (This is already in Chapter 66)

**Dwelling unit.** A room or suite of rooms used as a habitation which is separate from other such rooms or suites of rooms, and which contains independent bathing, cooking, and sleeping facilities; includes single family homes, manufactured homes, and the units in a duplex, apartment house, multifamily dwellings, and residential condominiums but not recreational vehicles.

**Engineered Subsurface Wastewater Disposal System:** A subsurface wastewater disposal system designed, installed, and operated as a single unit to treat and dispose of 2,000 gallons of wastewater per day or more; or any system designed to be capable of treating wastewater with higher BOD5 and total suspended solids concentrations than domestic wastewater. See Chapter 102, Article IX, Division 7 for specific standards for engineered wastewater systems for multi-family dwelling structures.

**Farmland:** A parcel consisting of 5 or more acres of land that is:

A. Classified as prime farmland, unique farmland or farmland of statewide or local importance by the Natural Resources Conservation Service within the United States Department of Agriculture; or [PL 2009, c. 356, Pt. C, §1 (NEW).]

B. Used for the production of agricultural products as defined in Title 7, section 152, subsection 2.

**Freshwater wetland:** Areas which are inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and which under normal circumstances do support, a prevalence of wetland vegetation typically adapted for life in saturated soils; and are not part of a great pond, coastal wetland, river, stream or brook. Freshwater wetlands may contain small stream channels or inclusions of land that do not conform to the above criteria.

**Great Pond:** Any inland body of water which in a natural state has a surface area in excess of ten acres, and any inland body of water artificially formed or increased which has surface area in excess of thirty acres, except for the purposes of these regulations, where the artificially formed or increased inland body of water is completely surrounded by land held by a single owner.

**High Intensity Soil Survey:** A map prepared by a Certified Soil Scientist, identifying the soil types down to 1/8 acre or less at a scale equivalent to the subdivision plan submitted. The soils shall be identified in accordance with the National Cooperative Soil Survey. The map shall show the location of all test pits used to identify the soils, and shall be accompanied by a log of each sample point identifying the textural classification and the depth to a limiting factor such as seasonal high-water table or bedrock at that location.

Single soil test pits and their evaluation for suitability for subsurface waste water disposal systems shall not be considered to constitute high intensity soil surveys.

**Level of Service:** A description of the operating conditions a driver will experience while traveling on a particular street or highway calculated in accordance with the provisions of the *Highway Capacity Manual*, most recent edition, published by the National Academy of Sciences, Transportation Research Board. There are six levels of service ranging from Level of Service A, with free traffic flow and no delays to Level of Service F, with forced flow and congestion resulting in complete failure of the roadway.

**Multifamily Development:** A subdivision which contains three or more dwelling units in the same structure, such as apartment buildings or condominiums. For zoning purposes, multifamily development includes buildings separated by fire walls such as condominiums and townhouses, even though the building code may consider these one- or two-family dwellings.

**Net Developable Area:** The area of a lot that does not include any of the following:

- 1) Areas of Special Flood Hazard as identified by the Federal Emergency Management Agency,
- 2) Area (land) below the normal high annual tide or normal high watermark of a waterbody,
- 3) Area (land) that would be classified as a freshwater wetland of special significance as such is defined by the State Department of Environmental Protection,
- 4) Area (land) that is part of a right-of-way or access easement that serves more than one other lot or is part of a utility easement granted to the City, Belfast Water District, Waldo County, or Central Maine Power or similar utility companies.

**Net Residential Density:** The number of dwelling units permitted per net developable area, which often is identified in terms of the number of dwelling units that would be permitted per net acre.

**Planned Unit Development (Cluster Subdivision):** A subdivision in which dimensional requirements are negotiable for good cause in return for the provision of permanent open space. See Chapter 102, Article VI, Division 1 of the City Ordinance.

**Principal Structure.** "Principal structure" means any building or structure in which the primary use of the premises takes place.

**Professional Engineer:** A professional engineer, registered in the State of Maine.

**Recording Plan:** An original of the Final Plan, suitable for recording at the Registry of Deeds, and which need show only information relevant to the transfer of an interest in the property, and which does not show other information presented on the plan such as sewer and water line locations and sizes, culverts, and building lines.

**Sight Distance:** The length of an unobstructed view from a particular access point to the farthest visible point of reference on a roadway. Used in these regulations as a reference for unobstructed road visibility.

~~**Street:** Is a general term denoting a public way for the purpose of vehicular travel, including the entire area with the right-of-way.~~

**Street:** Public and private ways such as alleys, avenues, highways, roads, and other rights-of way, as well as areas on subdivision plans designated as rights-of-way for vehicular access other than driveways.

**Street, Arterial:** A major thoroughfare which serves as a major traffic way for travel between and through

the municipality. The following roadways shall be considered arterial streets:

- Back Belmont Road
- Back Searsport Road
- Belmont Avenue
- City Point Road
- Congress Street
- Edgecomb Road
- Field Street
- High Street
- Lincolville Avenue
- Main Street
- Marsh Road
- Northport Avenue
- Oak Hill Road
- Poors Mill Road
- Route 1
- Searsport Avenue
- Swan Lake Avenue
- Vine Street
- Waldo Avenue
- Waterville Road
- West Waldo Road

**Street, Collector:** A street with average daily traffic of 600 vehicles per day or greater, or streets which serve as feeders to arterial streets, and collectors of traffic from minor streets.

**Street, Commercial or Industrial:** Streets servicing industrial or primarily commercial uses.

**Street, Residential:** A street servicing only residential properties and which has an average daily traffic of between 250 and 900 vehicles per day.

**Tract or Parcel of Land:** All contiguous land in the same ownership, provided that lands located on opposite sides of a public or private road shall be considered each a separate tract or parcel of land unless such road was established by the owner of land on both sides thereof.

**Subdivision:** "Subdivision" means the division of a tract or parcel of land into 3 or more lots within any 5-year period, which period begins after September 23, 1971. This definition applies whether the division is accomplished by sale, lease, development, buildings or otherwise. The term "subdivision" also includes the division of a new structure or structures on a tract or parcel of land into 3 or more dwelling units or division of a structure for commercial or industrial use within a 5-year period, the construction or placement of 3 or more dwelling units on a single tract or parcel of land and the division of an existing structure or structures previously used for commercial or industrial use into 3 or more dwelling units with a 5-year period.

A. In determining whether a tract or parcel of land is divided into 3 or more lots, the first dividing of such tract or parcel is considered to create the first 2 lots and the next dividing of either of these first 2 lots, by whom ever accomplished, is considered to create a 3rd lot, unless.

1. Both dividings are accomplished by a subdivider who has retained one of the lots for the subdivider's own use as a single-family residence or for open space as defined in Title 36, Section 1102 for a period of at least 5 years prior to the 2nd dividing occurs; or

2. The division of the tract or parcel is otherwise exempt under this section.

**B.** The dividing of a tract or parcel and the lot or lots so made, which dividing or lots when made are not subject to this regulation do not become subject to this regulation by the subsequent dividing of that tract or parcel of land or any portion of that tract of parcel. The Planning Board shall consider the existence of the previously created lot or lots in reviewing a proposed subdivision created by a subsequent dividing.

**C.** A lot of 40 or more acres shall not be counted as a lot except when the lot or parcel from which it was divided is located entirely or partially within any shoreland area as defined in Title 38, Section 435 of the shoreland zoning ordinance, for the City of Belfast.

**D.** A division accomplished by devise, condemnation, order of court, gift to a person related to the donor by blood, marriage, or adoption or a gift to a municipality or by the transfer of any interest in land to the owner of land abutting that land does not create a lot or lots for the purposes of this definition, unless the intent of the transferor in any transfer or gift within this paragraph is to avoid the objectives of this section. If the real estate exempt under this paragraph by a gift to a person related to the donor by blood, marriage or adoption is transferred within 5 years to another person not related to the donor of the exempt real estate by blood, marriage or adoption, then that exempt division creates a lot or lots for the purpose of this subsection.

**E.** The division of a tract or parcel of land into 3 or more lots and upon each of which lots permanent dwelling structures legally existed before September 23, 1971 is not a subdivision.

**F.** In determining the number of dwelling units in a structure, the provision of this section regarding the determination of the number of lots apply, including exemptions from the definition of a subdivision of land.

**G.** Notwithstanding the provisions of this section, leased dwelling units are not subject to subdivision review if the Planning Board has determined that the units are otherwise subject to municipal review at least as stringent as that required under this section.

**Open Space:** As described in Chapter 102 Zoning, Section 102-804 (6) c, Open space areas that are proposed to satisfy the requirements (...) above shall include features on the site that warrant preservation, such as but not limited to: large trees, tree groves, woods, ponds, streams, wetlands, floodplains, aglens, rock outcrops, steep slopes, native plant life and wildlife cover, and special wildlife areas, as well as natural areas that can be used for passive recreational activities, such as walking and hiking. In addition, open space areas can include areas for active recreational and community activities, such as but not limited to: play fields, playgrounds, pavilions, barbecue pits, agricultural fields, and similar facilities. The applicant shall consider, and if deemed warranted by the Board, create opportunities for project residents to access and use open space areas, such as by the construction of a trail system. Stormwater management facilities, such as constructed sand filters and detention or retention basins, shall not be included in the calculation of open space requirements.

**Note: The proposed language below represents a complete overhaul of Chapter 94 Subdivision. There is no markup for this chapter as it represents a complete replacement.**

## **CITY OF BELFAST CHAPTER 94 SUBDIVISION ORDINANCE**

### **CHAPTER ONE**

#### **Purposes, Authority, Definitions, Statutory Review Criteria, and Administration**

##### **Section I - Purposes:**

The purpose of this subdivision ordinance is to encourage the most appropriate use of land, provide for the orderly development of the City and protect and preserve the health, safety, and general welfare of the citizens of the City of Belfast including the future occupants of such subdivisions, whether residential, commercial, or industrial.

This Ordinance shall be used to ensure that new development meets the goals and follows guidance in the adopted comprehensive plan and provide for a consistent and efficient process for the review of proposed subdivisions.

This ordinance is adopted pursuant to and consistent with Maine Revised Statutes Title 30A, Part 2, Subpart 6-A, Chapter 187, Subchapter 4 Subdivisions.

##### **Section II - Definitions:**

The definitions of words and terms used in this chapter shall be as set forth in Chapter 66 General Provisions.

##### **Section III - Statutory Review Criteria:**

When reviewing any application for a subdivision, as defined by Article 3, the Planning Board shall find that the following criteria as found in Title 30-A M.R.S.A. §4404 have been met, as well as all applicable provisions of the Zoning Ordinance and other applicable sections of the City Code of Ordinances. When reviewing any subdivision for approval, the Planning Board shall consider the following criteria and, before granting approval, must determine that:

- 1. Pollution.** The proposed subdivision will not result in undue water or air pollution. In making this determination, it shall at least consider:

- A. The elevation of land above sea level and its relation to the floodplain;
  - B. The nature of soils and subsoils and their ability to adequately support waste disposal;
  - C. The slope of the land and its effect on effluents;
  - D. The availability of streams for disposal of effluents; and
  - E. The applicable state and local health and water resource rules and regulations.
2. **Sufficient water.** The proposed subdivision has sufficient water available for the reasonable foreseeable need of the subdivision.
  3. **Municipal water supply.** The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used.
  4. **Erosion.** The proposed subdivision will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
  5. **Traffic.** The proposed subdivision will not create unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed and, if the proposed subdivision requires driveways or entrances onto a state or state aid highway, located outside the urban compact area of an urban compact municipality, the Department of Transportation has provided documentation indicating that the driveways or entrances conform to Title 23, section 704 and any rules adopted under that section;
  6. **Sewage disposal.** The proposed subdivision will provide for adequate sewage, and will not cause an unreasonable burden on municipal services if they are utilized.
  7. **Municipal solid waste.** The proposed subdivision will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized.
  8. **Aesthetic, cultural and natural values.** The proposed subdivision will not have an undue adverse effect of the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Maine Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline. Open space should remain largely consistent and connected with existing patterns.
  9. **Conformity with local ordinances and plans.** The proposed subdivision conforms to the adopted zoning ordinance, subdivision ordinance, comprehensive plan, development plan or land use plan, if any. In making this determination, the Planning Board may interpret these ordinances and plans.

**10. Financial and technical capacity.** The subdivider has adequate financial and technical capacity to meet the standards of this section.

**11. Surface water; outstanding river segments.** Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet (in the Shoreland Zone as described in the most recently adopted Shoreland Zoning Map) of wetland, freshwater wetland, great pond or river as defined in Title 38, Chapter 3, Subchapter I, Article 2-BI, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.

**A.** When lots in a subdivision have frontage on an *outstanding river segment*, the proposed subdivision plan must require principal setback from the normal high-water mark of 500 feet.

1. To avoid circumventing the intent of this provision, whenever a proposed subdivision adjoins a shoreland strip narrower than 250 feet which is not lotted, the proposed subdivision shall be reviewed as if lot lines extended to the shore.

2. The frontage and set-back provisions of this paragraph do not apply either within areas zoned as general development or its equivalent shoreland zoning, Title 38, Chapter 3, Subchapter I, Article 2-B, or within areas designated by ordinance as densely developed. The determination of which areas are densely developed must be based on a finding that existing development met the definition requirements of Title 30-A, Section 4401, subsection 1.

**12. Ground water.** The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.

**13. Flood areas.** Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the Applicant, whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plot approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least two feet above the 100-year flood elevation.

**14. Freshwater wetlands.** All freshwater wetlands within the proposed subdivision shall be identified on any maps submitted as part of the application, regardless of the size of these wetlands.

**14-A. Farmland.** All farmland within the proposed subdivision has been identified on maps submitted as part of the application. Any mapping of farmland may be done with

the help of the local soil and water conservation district.

**15. River, stream or brook.** Any river, stream or brook within or abutting the proposed subdivision shall be identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in Title 38, Section 480-B, Subsection 9.

**16. Storm Water.** The proposed subdivision will provide for adequate stormwater management.

**17. Spaghetti-lots prohibited.** If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond or coastal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1.

**18. Lake phosphorus concentration.** The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.

**19. Impact on adjoining municipality.** For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.

**20. Lands subject to liquidation harvesting.** Timber on the parcel being subdivided has not been harvested in violation of rules adopted pursuant to Title 12, M.R.S.A section 8869, subsection 14. If a violation of rules adopted by the Maine Forest Service to substantially eliminate liquidation harvesting has occurred, the Planning Board must determine prior to granting approval for the subdivision that 5 years have elapsed from the date the landowner under whose ownership the harvest occurred acquired the parcel. The Planning Board may request technical assistance from the Department of Conservation, Bureau of Forestry to determine whether a rule violation has occurred, or the Board may accept a determination certified by a forester licensed pursuant to Title 32, chapter 76. If the Department agrees to provide assistance, it shall make a finding and determination as to whether a rule violation has occurred. If the Department notifies the Planning Board that it will not provide assistance, the Board may require a subdivision Applicant to provide a determination certified by a licensed forester. For the purposes of this subsection, "liquidation harvesting" has the same meaning as in Title 12, M.R.S.A section 8868, subsection 6 and "parcel" means a contiguous area within one municipality, township or plantation owned by one person or a group of persons in common or joint ownership.

**21. Chapters Two through Five of the Subdivision Ordinance.** The subdivision must comply with the general standards of Chapters Two through Five of the Subdivision Ordinance.

## **Section IV - Municipal Review & Regulation**

This section governs municipal review of proposed subdivisions.

### **1. Authority.**

- A. These standards have been prepared in accordance with the provisions of Title 30-A MRSA, §4403.
- B. These standards shall be known and may be cited as “Subdivision Regulations of the City of Belfast, Maine.”

### **2. Administration.**

- A. The Planning Board of the City of Belfast, hereinafter called the Board, and the Planning and Codes staff shall administer these regulations.
- B. The provisions of these regulations shall pertain to all land and buildings proposed for subdivision within the boundaries of the City of Belfast.
- C. Multifamily dwellings subject to subdivision review shall be subject to review and approval by the Planning Board pursuant to requirements of Chapter 90, Site Plan in lieu of Chapter 94 Subdivision.

### **3. Amendments.**

- A. These regulations may be amended by the Belfast City Council.
- B. A public hearing shall be held prior to the adoption of any ordinance amendment. Notice of the hearing shall be provided in accordance with the City Code of Ordinances for Ordinance Amendments.
- C. The Planning Board may after a public hearing, propose additional reasonable regulations governing subdivisions which shall control until amended, repealed or replaced by regulations adopted by the City Council action. Notice of the hearing shall be provided in accordance with the City Code of Ordinances for Ordinance Amendments. Pursuant to 30-A M.R.S.A. § 4402 of the Belfast City Ordinance.

### **4. Review Procedure.** These regulations provide for a multistage application review procedure.

- A. Sketch Plan (when required by the City or requested by an Applicant)
- B. Preliminary plan; and
- C. Final Plan.

The Preliminary and Final Plan review stages shall meet the time requirements of section 5 and 6, although only one public hearing shall be required for any single subdivision review. The Planning Board strongly recommends that Applicant consider two duly noticed public hearings for subdivision reviews that require more than one meeting.

**5. Application.** This section governs the procedure to be followed after receiving an application for a proposed subdivision.

**A.** When an application is received, Planning and Codes staff determine which review process shall be followed:

- 1) *Sketch Plan* – A Sketch Plan review shall always be available to an Applicant of any subdivision or subdivision amendment proposal. A Sketch Plan review shall be required for any subdivision proposal over 30 acres or consisting of 15 lots or more.
- 2) *Minor Subdivision review* – A Minor Subdivision review shall consist of a single meeting, unless a Sketch Plan review is requested by the Applicant, and shall be available to any subdivision with 6 or less proposed lots that does not contain any interior access roads or streets. In the case of a single meeting, the Preliminary and Final Plan reviews shall be merged.
- 3) *Major Subdivision review* – A Major Subdivision review shall consist of a Preliminary and Final Plan review (separate meetings) and shall be required for any subdivision proposal with 7 or more lots or contains any interior access roads or streets.
- 4) Once the process has been determined, base fees for the subdivision shall be paid before moving forward.
- 5) The Planning Board may move to table an application for more information at any time in this process

**B.** Within 30 days after receiving an application, Planning and Codes staff shall notify the Applicant in writing either that the application is complete or, if the application is incomplete, indicate the specific additional material needed to complete the application.

**C.** After Planning and Codes staff have determined that a complete application has been filed, they shall notify the Applicant and the Planning Board shall begin its full evaluation of the proposed subdivision. The Applicant shall file 12 copies of all material to be submitted to the Planning Board for their review.

**D.** Planning and Codes staff shall notify by mail all abutting property owners of the proposed subdivision, and the clerk and the reviewing authority of municipalities that abut or include any portion of the subdivision, specifying the location of the proposed subdivision and including a general description of the project.

6. **Public hearing:** The Planning Board shall hold a public hearing on an application for subdivision approval within 60 days after the Planning and Codes staff have determined that they have received a complete application. Planning and Codes staff shall give notice of the date, time and place of the hearing:
  - A. To the Applicant; and
  - B. Published, at least 2 times, in a newspaper having general circulation in the municipality in which the subdivision is proposed to be located. The date of the first publication must be at least 7 days before the hearing.
7. **Decision: time limits.** The Planning Board shall, within 30 days of a Final Plan review, or within any other time limit that is otherwise mutually agreed to, issue an order:
  - A. Denying approval of the proposed subdivision;
  - B. Granting approval of the proposed subdivision; or
  - C. Granting approval upon terms and conditions that it considers advisable to:
    1. Satisfy the criteria listed in Section III.
    2. Satisfy any other regulations adopted by the reviewing authority; and
    3. Protect and preserve the public's health, safety and general welfare.
8. **Burden of proof; findings of fact.** In all instances, the burden of proof is upon the Applicant. In issuing its decision, the reviewing authority shall make findings of fact establishing that the proposed subdivision does or does not meet the criteria described in Section III.

## **Section V – Sketch Plan Meeting and Site Visits.**

**1. Purpose.** The purposes of the sketch plan meeting and site visits are for the Applicant to present general information regarding the proposed subdivision to the Board and receive the Board's comments prior to the expenditure of substantial sums of money on surveying, soils identification, and engineering by the Applicant.

### **2. Sketch Plan Meeting Procedure.**

- A. The Applicant shall present the Sketch Plan and make a verbal presentation regarding the site and the proposed subdivision.
- B. Following the Applicant's presentation, the Board may ask questions, point out potential problems or issues for future discussions, and make suggestions to be incorporated by the Applicant into the subsequent application. Substantive, lengthy discussions about compliance with review standards or the consideration of waiver

requests shall be postponed until the subsequent review of the full application.

C. The date of any Site Visit is selected.

**3. Sketch Plan Submissions.** The following pertains to Sketch Pan submissions:

- A. The Applicant shall submit 12 copies of the sketch plan and any supplemental material that is to be considered with this plan at least 14 days prior to a regularly scheduled Planning Board meeting, in order to be placed on the Board's agenda. However, there shall be no guarantee on any agenda, as all agendas are first come, first served.
- B. The sketch plan shall show, in simple sketch form, the proposed layout of streets, lots, buildings and other features in relation to existing conditions. The sketch plan shall include a locator map that shows adjacent properties and other contextual information.
- C. The sketch plan, which does not have to be engineered and may be a freehand penciled sketch, shall show site conditions such as steep slopes, wet areas and vegetative cover in a general manner. All drawings shall be made to a defined scale.
- D. The sketch plan shall be supplemented with a written project narrative, with general information to describe or outline the existing conditions of the site and a full description of the proposed development.
- E. The narrative should include general proposals for how any common areas and infrastructure will be managed and maintained.
- F. It is recommended that the sketch plan be superimposed on or accompanied by a survey of the proposed property to be developed.

The sketch plan shall be accompanied by:

- G. A sketch plan application form, and a sketch plan application fee.
- H. A sketch plan of the lots and any roads in the proposed subdivision.
- I. A copy of a portion of the U.S.G.S. topographic map of the area showing the outline of the proposed subdivision; or a topographic map of the subdivision with 2' contours.
- J. A copy of that portion of the Waldo County Soil Survey covering the proposed subdivision, showing the outline of the proposed subdivision development.

**4. Site Visits.** The Board may hold a Site Visit of the property. The Applicant may place "flagging" at the centerline of any proposed streets, and at the approximate intersections of

the street centerlines and lot corners, prior to the Site Visit. If the proposed project includes buildings, the approximate corners of building footprints may be “flagged.” The Board may choose not to conduct Site Visits when there is inclement weather or snow on the ground. Site Visits shall be noticed as required by 1 M.R.S.A. §§401-410, and the public shall be allowed to accompany the Board. Minutes shall be taken in the same manner as for regular meetings.

**5. Rights not Vested.** The sketch plan meeting, the submittal or review of the sketch plan or any Site Visit shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title 1 M.R.S.A., §302.

**6. Preliminary and Final Plan Review required.** After a Sketch Plan review is completed, all subdivisions shall be required to go through Preliminary and Final Plan reviews as described later in this Chapter.

## **Section VI - Submission for Preliminary Plan.**

**1. Purpose.** The purpose of the Preliminary Plan review by the Planning Board is to apply specific Review Criteria and other requirements in Chapter 94 Subdivision and hold a public hearing for a proposed subdivision.

### **2. Preliminary Plan Meeting Procedure.**

A. The Applicant shall present the Preliminary Plan and make a verbal presentation regarding the site and the proposed subdivision.

B. Following the Applicant’s presentation, the Board may ask questions, point out potential problems or issues for future discussions, and make suggestions to be incorporated by the Applicant into the Final Plan application. The Board should review compliance with review standards, consideration of waiver requests, and direct the Applicant for additional information required for the Final Plan review.

### **3. Preliminary Plan Submissions.**

The following are required to be included with any Preliminary Plan:

A. The Applicant shall submit 12 copies of the sketch plan and any supplemental material that is to be considered with this plan at least 14 days prior to a regularly scheduled Planning Board meeting, in order to be placed on the Board’s agenda. However, there shall be no guarantee on any agenda, as all agendas are first come, first served.

B. Soil information on the property to be subdivided.

C. Two-foot contour map for the property to be subdivided.

D. Soil test information for each proposed lot, for sub-surface wastewater disposal

system unless waived by the Board.

- E. List of all abutters with mailing address.
- F. A statement from the Water District as to availability of City Water, if City Water is to be used.
- G. Copy of letter to R.S.U. 71 notifying them of the number of units in the proposed subdivision.
- H. Letter from Sewerage Treatment Plant regarding "capacity" if City sewer is to be used.
- I. Letter from the Director of Public Works or the Wastewater Treatment Plant operator regarding the availability of sewer lines to tie into, if applicable.
- J. Copy of draft of Proposed Covenants and Restrictions to be placed upon the subdivision, if any. Copy of existing covenants, restrictions or easements on land to be subdivided.
- K. Scaled plans shall include:
  - a. Proposed lots.
  - b. Proposed lots are to be numbered and lot dimensions and area to be noted.
  - c. Name of subdivision, file# (which will be assigned when application is determined to be complete & fee has been paid).
  - d. Owner of subdivision.
  - e. Boundary survey, of the proposed subdivision and the parcel from which the subdivision is created if created by deed within two years prior to the application. The plan shall include a locator map that shows adjacent properties and other contextual information.
  - f. Location of any existing structures (if applicable)..
  - g. Location of any ponds, stream, wetlands, freshwater, wetland and flood hazard areas (if applicable).
  - h. Location of shoreland zone limit (if applicable.)
  - i. Map and lot number from Assessor's Tax Map.
  - j. Names of all abutters noted on the Plan.
  - k. Book and page number (Waldo County Registry of Deeds) of the property to be subdivided.
- L. A copy of current deed and evidence of legal standing.
- M. A letter from the tax office shall be submitted stating that all taxes on the parcel of land being subdivided have been paid.
- N. Narrative responses to all Review Criteria in Section III.

## **Section VII - Final Plan.**

**1. Purpose.** The purpose of the Final Plan review by the Planning Board is to apply specific Review Criteria and other requirements in Chapter 94 Subdivision and come to a final determination of compliance. A public hearing may also be included for a proposed subdivision.

### **2. Final Plan Meeting Procedure.**

A. The Applicant shall present the Final Plan and make a verbal presentation regarding the site and the proposed subdivision.

B. Following the Applicant's presentation, the Board may ask questions of the Applicant to clearly understand all material. The Board should review and determine compliance with review standards, finalize any waiver requests, and take final action on a proposed subdivision application.

### **3. Final Plan Submissions.**

Following notification from the Planning Board of its preliminary findings and acceptance of a Preliminary Plan, the subdivider may proceed with the development of a final plan as outlined below and shall include any other specific information requested by the Planning Board. This final plan must be submitted within ninety (90) days after the Planning Board has granted preliminary approval and at least fourteen (14) days prior to a regular Planning Board meeting, in order to be placed on the Board's agenda. However, there shall be no guarantee on any agenda, as all agendas are first come, first served. The Planning Board may grant an extension of up to 90 days.

The following are required to be included with any Final Plan:

1. The Final Plan submitted for review shall consist of 12 prints of the final plan with a scale of not less than 100 feet to the inch and contained on prints which are 24" x 36" and containing the following:
  - A. Name of Subdivision, City of Belfast, Owner's Name, Engineer's Name, Map and Lot.
  - B. Book & page number from Waldo County Registry of Deeds of the property within the subdivision.
  - C. Boundaries of entire tract from which the subdivision is or was part within 2 years next prior to filing the subdivision application.
  - D. Names of abutting land owners.
  - E. Scale

- F. Date
  - G. Designation of true north or magnetic north.
  - H. Lines, dimensions, area and designation of each proposed lot and any public or common area within the subdivision and those areas, title to which, is reserved by the subdivider.
  - I. Sufficient data to determine readily the location, bearing and length of every lot line, street & way line, boundary line and to reproduce such lines upon the ground. Where applicable, these should be referred to monuments included in the state system of plane coordinates, and in any event should be tied to reference points previously established by a public authority (e.g. a street).
  - N. Name, location, width, radius of curves of all proposed and existing highways, roads and streets. All dimensions shall be shown in feet and decimals of a foot.
  - O. Location of features, natural and man-made, affecting the subdivision, such as water bodies, streams, swamps, wooded areas, railroads, ditches, buildings, wetlands, freshwater wetlands, etc.
  - P. Location of utilities - water, sewer, electric, telephone, etc., with description of each.
  - Q. Any covenants or deed restrictions intended to cover all or part of the subdivision.
  - R. Permanent reference markers set at all corners and angle points of the boundaries of the original tract to be subdivided. All lot corner markers shall be permanently located.
  - S. List any Subdivision Restrictions.
  - T. Suitable space to record, on the plan, final approval by the Planning Board, with conditions if any, and the date of such approval.
  - U. Any proposed private or public road names, subject to approval by City Council.
  - V. Signature Block for Planning Board Chair.
2. The final plan must be recorded by the Applicant at the Waldo County Registry of Deeds within 90 days of final plan approval and prior to the sale of any lot.

### **Section VIII-Exceptions**

**This Ordinance does not apply to:**

1. **Previously approved subdivision.** Proposed subdivisions approved by the planning

board or the municipal officials before September 23, 1971 in accordance with the laws then in effect;

2. **Previously existing subdivisions.** Subdivision in actual existence on September 23, 1971 that did not require approval under prior law; or
3. **Previously recorded subdivisions.** A subdivision, a plan of which had been legally recorded in the proper registry of deeds before September 23, 1971.

## **Section IX - Enforcement**

The municipality or the Code Enforcement Officer may institute proceedings to prosecute or enjoin a violation of this ordinance.

1. Sales or other conveyances. No person may sell, lease, develop, build upon or convey for consideration, or offer or agree to sell, lease, develop, build upon or convey for consideration any land or dwelling unit in a subdivision which has not been approved by the municipal reviewing authority of the municipality where the subdivision is located and recorded in the proper registry of deeds.
  - A. No registrar of deeds may record any subdivision plat or plan which has not been approved under this ordinance. Approval for the purpose of recording must appear in writing on the plat or plan. All subdivision plats and plans required by this ordinance must contain the name and address of the person under whose responsibility the subdivision plat or plan was prepared.
  - B. Whenever the initial approval or any subsequent amendment of a subdivision is based in part on the granting of a variance from any applicable subdivision approval standards, that fact shall be expressly noted on the face of the subdivision plan to be recorded in the registry of deeds.
    1. In the case of an amendment, if no amended plan is to be recorded, a certificate shall be prepared in recordable form and recorded in the registry of deeds. This certificate shall:
      - a. Indicate the name of the current property owner;
      - b. Identify the property by reference to the last recorded deed in its chain of title; and
      - c. Indicate the fact that a variance, including any conditions on the variance, has been granted and the date of the granting.
    2. The variance is not valid until recorded as provided in this paragraph. Recording must occur within 90 days of the final subdivision approval or the variance is void.

- C. No Code Enforcement Officer may issue any permit for a building or use within a land subdivision unless the subdivision has been approved under this ordinance and unless all conditions of the approval has been met.
  - D. Any person who sells, leases, develops, builds upon, or conveys for consideration, offers or agrees to sell, lease, develop, building upon or convey for consideration any land or dwelling unit in a subdivision which has not been approved under this ordinance shall be penalized in accordance with 30 A M.R.S.A. Section 4452, as from time to time amended or recodified.
  - E. Any person who after receiving approval from the Planning Board and recording the plan at the registry of deeds, constructs or develops the subdivision, or transfers any lot, in a manner other than depicted on the approved plans or amendments shall be penalized in accordance with 30 A M.R.S.A., as from time to time amended or recodified.
2. **Permanent marker required.** No person may sell or convey any land in an approved subdivision unless all permanent markers are set at each lot corner of the lot sold or conveyed. The term "permanent marker" includes but is not limited to, the following:
- A. A granite monument;
  - B. A concrete monument;
  - C. An iron pin
  - D. A drill hole in ledge
3. **Utility installation.** No public utility, water district sanitary district or any utility company of any kind may install services to any lot or dwelling unit in a subdivision, unless written authorization attesting to the validity and currency of all local permits required under this chapter has been issued by the appropriate municipal officials. Following installation of service, the company or district shall forward the written authorization to the municipal officials indicating that installation has been completed.

## **Section X - Revision to existing plat or plan**

Any application for subdivision approval which constitutes a revision or amendment to a subdivision plan which has been previously approved shall indicate that fact on the application and shall identify the original subdivision plan being revised or amended. In reviewing such application, the Belfast Planning Board shall make findings of fact establishing that the proposed revisions do or do not meet the criteria of Section III.

1. **Recording.** If a subdivision plat or plan is presented for recording to a register of deeds and that plat or plan is a revision or amendment to an existing plat or plan, the register shall:
  - A. Indicate on the index for the original plat or plan that it has been superseded by another plat or plan:

- B. Reference the book and page or cabinet and sheet on which the new plat or plan is recorded; and
- C. Ensure that the book and page or cabinet and sheet on which the original plat or plan is recorded is referenced on the new plat or plan.

## **Section XI COST**

Fee to be determined by the Belfast City Council.

## **CHAPTER TWO GENERAL STANDARDS**

In reviewing applications for a subdivision, the Planning Board shall consider the following general standards and make findings that each has been met prior to any final approval. In all instances the burden of proof shall be upon the Applicant.

### **Section I Conformance with Comprehensive Plan**

All proposed subdivisions shall be in conformity with the Comprehensive Plan of the City of Belfast and with the provisions of all pertinent federal, state and local codes, ordinance, rules and/or regulations.

### **Section II Land not Suitable for Development**

All Net Buildable Area shall be considered suitable for development. Net Buildable Area is defined by the City as the area of a lot that does not include any of the following:

- 1) Areas of Special Flood Hazard as identified by the Federal Emergency Management Agency,
- 2) Area (land) below the normal high annual tide or normal high watermark of a waterbody,
- 3) Area (land) that would be classified as a freshwater wetland of special significance as such is defined by the State Department of Environmental Protection,
- 4) Area (land) that is part of a right-of-way or access easement that serves more than one other lot or is part of a utility easement granted to the City, Belfast Water District, Waldo County, or Central Maine Power or similar utility company.

### **Section III Lots**

1. All lots shall meet the minimum requirements of the Belfast Zoning Ordinance for the zoning district in which they are located. The lot configuration should be designed to allow maximum access to solar energy on building sites with suitable orientation. Planned Unit Development subdivisions shall meet specific requirements outlined in Chapter 102 that may allow for alternative lot sizes and configurations.
2. Lot configuration and area shall be designed to provide for adequate off-street parking and service facilities based upon the type of development contemplated. Wherever practicable parking areas shall be laid out to coincide with building locations to maximize solar energy gain of the building.
3. The subdivision of tracts into parcels with more than twice the required minimum for lot size be laid out in such a manner as either to provide for or preclude future re-subdivision.
4. Where public utilities could be extended to the subdivision in the foreseeable future, the subdivision shall be designed to accommodate the extensions of utilities.
5. No re-subdivision of any lot in an approved subdivision or change in boundary of any lot in an approved subdivision shall be permitted without Planning Board review and approval.
6. If a lot on one side of a stream, tidal water, road or other similar barrier fails to meet the minimum requirements for lot size, it may not be combined with a lot on the other side of the stream, tidal water or road to meet the minimum lot size.
7. The ratio of lot length to width shall not be more than five to one. Flag lots and other odd shaped lots on which narrow strips are joined to other parcels in order to meet minimum lot size requirements or to defeat the intent of this ordinance are prohibited.

### **Section IV Electrical Utilities**

Electrical Utilities must be noted on the plan and installed at the expense of the developer.

### **Section V Water Supply**

1. When a subdivision is to be served by a public water system, the complete supply, including fire hydrants, shall be installed at the expense of the subdivider.
  - A. The subdivider shall provide a written statement from the Belfast Water District that adequate water for domestic, life safety and firefighting purposes can be provided without placing an undue burden on the source, facilities or distribution system involved. The subdivider shall be responsible for paying the costs of system improvement necessary to serve the subdivision. The Planning Board may request the Belfast Water District Engineer to review and report on the water supply system

submitted by the subdivider at the Applicant's expense.

- B. The size and location of mains, gate valves, hydrants and service connections shall be reviewed and approved in writing by the Belfast Water District and the Belfast Fire Chief.
  - C. Fire hydrants shall be installed as determined by the Planning Board following consultation with the Belfast Fire Chief.
2. When the location of a subdivision does not allow for a financially reasonable connection to a public water supply system, the Board may allow the use of individual wells or a private community water system.
- A. Dug wells shall be permitted only if it is demonstrated to be not feasible to develop other ground water sources, and shall be constructed so as to prevent infiltration of surface water into the well. Unless otherwise permitted by the Board, the subdivider shall prohibit dug wells by deed restrictions and a note on the plan.
  - B. If a central water system is provided by the subdivider, the location and protection of the source, and the design, construction and operation of the system shall conform to the standards of the Maine Drinking Water Rules (10-144 Chapter 231) as from time to time amended or recodified.
  - C. The subdivider may be required to construct ponds and dry hydrants to provide for adequate water storage for fire-fighting purposes. An easement shall be granted to the municipality granting access to and maintenance of the dry hydrants where necessary.
3. The Planning Board may request that the Belfast Water District Engineer review and report on the water supply system submitted by the subdivider at the Applicant's expense.
4. See Chapter 102 Zoning, Article IX Performance Standards, Division 7. Supplemental Performance Standards For a Multi-family Housing or Flex Housing Project for additional subsurface wastewater and drinking water standards.

## **Section VI Sewage Disposal**

### **1. Public System**

- A. A sanitary sewer system shall be installed at the expense of the subdivider when there is a public sanitary sewer line located within 1000 feet of the proposed subdivision at its nearest point and other barriers to installation are not present as determined by the Planning Board. The Applicant shall provide the Planning Board with a certificate from the Belfast Wastewater Treatment Plant Supervisor that there is currently sufficient capacity to service the subdivision as proposed. In addition,

the Applicant shall provide the Planning Board with a certified statement from the City Engineer that the collection and transmission facilities proposed to be constructed and utilized providing service to the subdivision, are adequate for the proposed division. Prior to obtaining the certified statement, the Applicant shall make certification as above provided, with construction plans showing installation of the sewer lines and all related facilities that will need to be installed to service the proposed subdivision. The submission shall initially be made to the Planning Board. No certification as above shall be considered by the Planning Board unless the certification has been made subsequent to review by the City Engineer of said plans.

- B. The Planning Board may have an independent engineer review and approve in writing the construction drawings for the sewage system at the Applicant's expense. These plans shall also be subject to the review of the Director of the Public Works Department.

## 2. Private System

- A. The developer shall submit evidence of soil suitability for sub-surface sewage disposal prepared by a Maine Licensed Site Evaluator in full compliance with the requirements of the State of Maine Sub-surface Wastewater Disposal Rules. In addition, on lots in which the limiting factor has been identified as being within 24 inches of the surface, a second site with suitable soils shall be shown as a reserve area for future replacement of the disposal area. The reserve area shall be shown on the plan and restricted so as not to be built upon. No subsurface wastewater disposal sewer system shall be permitted off the lot.
- B. In no instance shall a disposal area be permitted on soils or on a lot which requires a New System Variance from the Sub-surface Wastewater Disposal Rules.
- C. Separation distance between all wells and subdivision wastewater disposal system shall be a minimum of 100 feet. See Chapter 102 Zoning, Article IX Performance Standards, Division 7. Supplemental Performance Standards For a Multi-family Housing or Flex Housing Project for additional subsurface wastewater and drinking water standards.

## **Section VII Surface Drainage**

Surface Drainage shall be installed according to Chapter 98 Technical Standards.

## **Section VIII Land Features**

- 1. Topsoil shall be considered part of the subdivision and shall not be removed from the site except for surplus topsoil from roads, parking areas, and building excavations.

2. To prevent soil erosion in shoreline areas, tree cutting in the strip extending one hundred feet inland from any such areas or boundaries shall be limited in accordance with the Belfast Shoreline Zoning Ordinance and applicable Maine State Statutes.

### **Section IX Construction in Flood Hazard Areas.**

When any part of a subdivision is located in a special flood hazard area as identified by the Federal Emergency Management Agency, the plan shall indicate that all principal structures on lots in the subdivision shall be constructed with their lowest floor, including the basement, a minimum of one foot above the 100 year flood elevation. Such a restriction shall be included in the deed to any lot which is included or partially included in the flood hazard area.

### **Section X Impact on Ground Water**

1. When a hydrogeologic assessment is submitted or requested the assessment shall contain at least the following information.
  - A. A map showing the basic soil types.
  - B. The depth to the water table at representative points throughout the subdivision.
  - C. Drainage conditions throughout the subdivision.
  - D. Data on the existing ground water quality, either from test wells in the subdivision or from existing wells on neighboring properties.
  - E. An analysis and evaluation of the effect of the subdivision on ground water resources. In the case of residential developments, the evaluation shall, at a minimum, include a projection of post development nitrate-nitrogen concentrations at any wells within the subdivision, at the subdivision boundaries and at a distance of 1000 feet from potential contamination sources, whichever is a shorter distance. For subdivisions within watershed of a pond, projections of the subdivision's impact on found water phosphate concentrations shall also be provided.
  - F. A map showing the location of any existing subsurface wastewater disposal systems and drinking water wells within the subdivision and within 200 feet of the subdivision boundaries.

## **Section XI Access Control and Traffic Impacts**

1. General. Provisions shall be made for vehicular access to the subdivision and circulation within the subdivision in such a manner as to safeguard against hazards to traffic and pedestrians in existing streets and within the subdivision, to avoid traffic congestion on any streets and within the subdivision. More specifically, access and circulation shall also conform to the following standards and the design criteria in Chapter 98 Technical Standards.
  - A. Vehicular access to the subdivision shall be arranged to avoid adverse traffic impacts on existing local residential streets.
  - B. Where a lot has frontage on two or more streets, the access to the lot shall be provided to the lot across the frontage to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians. This provision shall not be interpreted as prohibiting multiple access drives for any lot or subdivision.
  - C. The street giving access to the subdivision and neighboring streets which can be expected to carry traffic to and from the subdivision shall have traffic carrying capacity and be suitably improved to accommodate the amount and types of traffic generated by the proposed subdivision. No subdivision shall increase the volume capacity ratio to any street above 0.9 nor reduce the street's Level of Service to "D" or below. Reference Chapter 98 Technical Standards, Article V Traffic Control and the term Unreasonable Congestion in Chapter 66.
  - D. Where necessary to safeguard hazards to traffic and pedestrians and/or to avoid traffic congestion, provisions shall be made for turning lanes, traffic directional islands, frontage roads, and traffic controls within public streets.
  - E. Access ways shall be of a design and have sufficient capacity to avoid queuing of entering vehicles on any street.
  - F. Where topographic and other conditions allow, provision shall be made for circulation access connections to adjoining lots of similar existing or potential use:
    - a. When such access connection will facilitate fire protection services as approved by the Fire Chief; or
    - b. When such access will enable the public to travel between two existing or potential uses, generally open to the public, without need to travel upon a street.
2. Subdivision Access Design for Subdivisions entering onto Arterial Streets.

When access to a subdivision is an Arterial Street, the street design and construction standards of Chapter 98 Technical Standards shall be met.

## **CHAPTER THREE STREET AND STORMWATER DRAINAGE CONSTRUCTION STANDARDS**

### **Section I General Requirements**

1. Street and Stormwater Drainage shall be constructed in accordance with Chapter 98 Technical Standards.
2. The Planning Board shall not approve any subdivision unless proposed streets and stormwater management systems are designed in accordance with Chapter 98 Technical Standards. Approval of the Final Plan by the Board shall not be deemed to constitute or be evidence of acceptance by the City of Belfast of any street or easement.
3. Subdividers shall submit to the Board, as part of the Final Plan, detailed construction drawings showing a plan view, profile, and typical cross-section of the proposed streets and existing streets within 300 feet of any proposed intersections. The plans shall include the following information.
  - A. Date, scale, and magnetic or true north point.
  - B. Intersections of the proposed streets with existing streets.
  - C. Roadway and right-of-way limits, including edge of pavement, edge of shoulder, sidewalks and curbs.
  - D. Kind, size, location, material, profile and cross-section of all existing and proposed drainage structures, streets and their location with respect to the existing natural waterways and proposed drainage ways.
  - E. Complete curve data shall be indicated for all horizontal and vertical curves.
  - F. Turning radii at all intersections.
  - G. Centerline gradients.
  - H. Locations of all existing overhead and underground utilities to include but not be limited to water, sewer, electricity, lighting, and communications.

3. Where the subdivider proposes improvements within existing public streets, the proposed design and construction details shall be approved in writing by the Director of Public Works and City Engineer or the Maine Department of Transportation, as appropriate.
4. Where the subdivision streets are to remain private roads, the following words shall appear on the recorded plan.  
  
“ All roads in this subdivision shall remain private roads to be maintained by the developer or the lot owners and shall not be accepted or maintained by the City.

## **Section II Street Design Standards**

1. The Chapter 98 Technical Standards shall be met by all streets within subdivisions, and shall control the roadway, shoulders, curbs, sidewalks, drainage systems, culverts, and other appurtenances.
2. Streets shall be designed to discourage through traffic on minor streets within a residential subdivision.
3. Where a subdivision borders an existing narrow street (not meeting the width requirements of the standards for streets in these regulations) or when the Comprehensive Plan indicates plans for realignment or widening of a road that would require use of some of the land in the subdivision, the plan shall indicate reserved areas for widening or realigning the road marked “Reserved for Road Realignment (Widening) Purposes.” Land reserved for such purposes may not be included in computing lot area or setback requirements of the Zoning Ordinance. When such widening or realignment is indicated on the approved subdivision plan, the reserve area shall not be included in any lot, but shall be reserved to be deeded to the City or State.
4. Any subdivision expected to generate average daily traffic of 400 trips per day or more, shall have at least two street connections with existing public streets, streets shown on an Official Map, or streets on an approved subdivision plan for which performance guarantees have been filed and accepted. Any street with an average daily traffic of 400 trips or more, shall have at least two street connections leading to existing public streets, streets shown on an Official map, or streets on an approved subdivision plan for which performance guarantees have been filed and accepted. See Chapter 98 Technical Standards for design standards.
5. The centerline of the roadway shall be the centerline of the right-of-way.
6. Dead End Streets. Dead end streets shall include turnaround areas constructed to the design standards in Chapter 98 Technical Standards with either a cul-de-sac or hammer head style turn around.

7. Grades, Intersections, and Street Distances.

A. Grades of all streets shall conform in general to the terrain, so that cut and fill are minimized while maintaining the grade standards above.

B. All changes in grade shall be connected by vertical curves in order to provide the minimum stopping sight distances based on the street design speed. See Chapter 98 Technical Standards.

C. Where new street intersections or driveway curb-cuts are proposed, sight distances, as measured along the road onto which traffic will be turning, shall be based upon the posted speed limit and conform to the table. Sight distance shall be measured from the drivers seat of a vehicle a minimum of 10 feet behind the curb line or edge of shoulder, with the height of the eye 3-1/2 feet, to the top of an object 4-1/2 feet above the pavement. See Chapter 98 Technical Standards. Where necessary, corner lots shall be cleared of all growth and sight obstructions, including ground excavation, to achieve the required visibility.

D. Cross (four cornered) street intersections shall maintain a minimum distance of two hundred feet between centerlines of side streets.

8. Sidewalks. Sidewalks shall be installed within all subdivisions within the urban compact area. Where installed, sidewalks shall meet minimum requirements. See Chapter 98 Technical Standards for design standards.

**Section III Street Construction Standards.**

1. Streets shall be constructed in accordance with Chapter 98 Technical Standards.

**Section IV Storm Water Management Design Standards.**

1. Adequate provision shall be made for disposal of all storm water generated within the subdivision, and any drained ground water through a management system of swales, culverts, underdrains and storm drains. The storm water management system shall be designed to conduct stormwater flows to existing water courses or storm drains.

A. Where a subdivision is traversed by a stream, river, or surface water drainageway, or where the Board feels that surface water run-off to be created by the subdivision should be controlled, there shall be provided easements or drainage rights-of-way with swales, culverts, catch basins or other means of channeling surface water within the subdivision and over other properties. This stormwater management system shall be designed by a Registered Professional Engineer.

- B. Drainage easements for existing water-courses or proposed drainage ways shall be provided at least thirty feet wide, conforming with the lines of existing natural drainage.
  - C. All components of the storm management system shall be designed to limit peak discharge to predevelopment levels for every storm between the 2-year, 10-year, 25-year and the 50-year, 24-hour duration, frequencies, based on rainfall data for Belfast, Maine. When the subdivision discharges directly to a major water body, peak discharge may be increased from predevelopment levels provided downstream drainage structures are suitably sized.
  - D. Reference Chapter 98 Technical Standards for additional specifications. The minimum pipe size for any storm drainage pipe shall be fifteen inches, unless soil cover is lacking. Maximum trench width at the pipe crown shall be the outside diameter of the pipe plus two feet. Pipe shall be bedded in a fine granular material containing no stones larger than 3 inches, lumps of clay, or organic matter, reaching a minimum of six inches below the bottom of the pipe extending to six inches above the top of the pipe.
2. The storm management system shall be designed to accommodate upstream drainage, taking into account existing conditions and approved or planned developments not yet built and shall include a surplus design capacity factor of 10% for potential increases in upstream run-off.
  3. Downstream drainage requirements shall be studied to determine the effect of the proposed subdivision. The storm drainage shall not overload existing or future planned storm drainage systems downstream from the subdivision. The subdivider shall be responsible for financing any improvements to existing drainage systems required to handle any increased storm flows.
  4. Catch basins shall be installed where necessary and located at the curb line.
  5. Outlets shall be stabilized against soil erosion by stone riprap or other suitable materials to reduce stormwater velocity. Use of level spreaders or other dispersion for point discharges is required. Wherever the storm drainage system is not within the right-of-way of a public street, perpetual easements shall be provided to the City allowing maintenance and improvement of the system.

#### **Section V. Storm Drainage Construction Standards.**

Storm drainage systems shall be constructed in compliance with Chapter 98 Technical Standards.

#### **Section VI Additional Improvements and Requirements**

1. Erosion Control. The procedures outlined in the erosion and sedimentation control plan shall be implemented during the site preparation, construction, and clean-up stages.
2. Cleanup. Following street construction, the developer or contractor shall conduct a through clean-up of stumps and other debris from the entire street right-of-way. If on site disposal of the stumps and debris is proposed, the site shall be indicated on the Plan, and be suitably covered with fill and topsoil, limed, fertilized and seeded.
3. Street Names, Signs and Lighting. Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not be duplicated, nor bear phonetic resemblance to the names of existing streets within the Municipality and shall be subject to approval by the Belfast E911 Addressing Officer and City Council. No street names shall be the common given name of a person. The developer shall be responsible for installing street names, traffic safety and control signs. Street lighting shall be installed as approved by the Board.

#### **Section VII Certification of Construction.**

“As built” plans shall be submitted to the Code Enforcement Officer. Upon completion of street construction, a written certification signed by a professional engineer registered in the State of Maine shall be submitted to the code enforcement officer at the expense of the Applicant, certifying that the proposed way meets or exceeds the design and construction requirements of this ordinance.

## **CHAPTER FOUR**

### **PERFORMANCE GUARANTEES**

#### **Section I. Types of Guarantees.**

With submittal of the application for Final Plan approval, the subdivider shall provide one of the following performance guarantees for an amount adequate to cover the total construction costs of all required improvements, taking into account the time span of the construction schedule and the inflation rate for construction costs.

1. Either a certified check payable to the City or a savings account or certificate of deposit naming the City as owner, for the establishment of an escrow account.
2. A performance bond payable to the city issued by a surety company, approved by the City manager and City Attorney.
3. An irrevocable letter of credit from a financial institution establishing funding for the construction of the subdivision, from which the City may draw if construction is inadequate, or incomplete. This letter shall be in a form satisfactory to the City Attorney.

The conditions and amount of the performance guarantee shall be determined by the Planning Board with the advice of the City engineer, Director of Public Works, Code Enforcer, and/or City Attorney.

**Section II. Performance Bond.**

A performance bond shall detail the conditions of the bond, the method for release of the bond or portions of the bond to the subdivider, and the procedures for collection by the City. The bond documents shall specifically reference the subdivision for which approval is sought.

**Section III. Release of guarantee.**

Prior to the release of any part of the performance guarantee, the Code Enforcement Officer shall determine to his satisfaction, in part upon the report of the City Engineer and whatever other agencies and departments may be involved, that the proposed improvements meet or exceed the design and construction requirements for that portion of the improvements for which the release is requested.

**Section IV. Default.**

If, upon inspection, the City Engineer or the Code Enforcement Officer finds that any of the required improvements have not been constructed in accordance with the plans and specifications filed as part of the application, they shall so report in writing to the Municipal officers, the Board and the subdivider or builder. The Municipal Officers or Code Enforcement officer shall take any steps necessary to preserve the City's rights upon default under this chapter.

## **CHAPTER FIVE**

### **WAIVERS**

**Section I.** Where a simple majority of the voting members of the Board present makes written findings of fact that there are special circumstances of a particular lot proposed to be subdivided, it may waive portions of the submission requirement or the standards unless otherwise indicated in the regulations, to permit a more practical and economical development, provided the public health, safety, and welfare are protected and provided the waivers do not have the effect of nullifying the intent and purpose of the Official map, the Comprehensive Plan, the Zoning ordinance, or this ordinance and provided the criteria of the State Subdivision Law are met.

**Section II.** Where a simple majority of the voting member present makes written findings of fact that due to special circumstances of a particular lot proposed to be subdivided, the provision of certain required improvements is not requisite to provide for the public health, safety or welfare, or are inappropriate because of inadequate or lacking connecting facilities adjacent to or in proximity of the proposed subdivision, it may waive the requirement for such improvements, subject to appropriate conditions.

**Section III.** In granting waivers to any provisions of this ordinance, the Board shall require such conditions as will ensure the objectives of this ordinance are met.

**Section IV.** Waivers to be shown on Final Plan. When Board grants a waiver to any of the standards of this ordinance, the Final Plan shall indicate the waivers granted and the date on which they were granted.

**Guidance language that will not appear in the Code is in green.**

**Note: The appendices below are proposed to be solely located in Chapter 98. These appendices were formerly located in Chapter 94 Subdivision as well as in specific code sections of Chapter 98, with several inconsistencies and missing standards. The tables below represent a complete overhaul at the direction of the Planning Board, thus they would completely replace existing sections and are not marked up.**

## **APPENDICES TO CHAPTER 98**

### **APPENDIX A – SIGHT DISTANCES**

(to be used for entrances for Arterial Streets)

<b>Operating Speed (mph)</b>	<b>Safe Sight Distance Left (ft)</b>	<b>Safe Sight Distance Right(ft)</b>
20	130	130
30	220	260
40	380	440
50	620	700

APPENDIX B  
 MIMIMUM STANDARDS FOR CORNER CLEARANCE

MINIMUM CORNER CLEARANCE (feet)		
Access Type	Signalized	Unsignalized
Low Volume	150	50
Medium Volume	150	50
High Volume	500	250
Special Cases		
Right turn in only	50	50
Right turn out only	100	100
Right turn in or out only	100	100

Where the minimum standard for a full access drive cannot be met, only a special case access shall be permitted. If based on the above criteria, full access to the site cannot be provided on either the major or minor streets, the site shall be restricted to partial access. Alternately, construction of a shared access drive with an adjacent parcel is recommended.

APPENDIX C  
MINIMUM ACCESS SPACING

Access Type	Minimum Spacing to Property Line DPL (1) (feet)	Minimum Spacing to Adjacent Access by Type (2) DSP (3)				
		Low (feet)	Medium (feet)	High w/o RT* (feet)	High w/RT** (feet)	Special Case (feet)
Low Volume	5	***				
Medium Volume	10	-	75			
High Volume (w/o RT)*	75	-	75	150		
High Volume (w/RT)**	75	-	75	250	500	
Special Case	10	-	75	75	75	40****

1) DPL measured from point of tangency of access to projection of property line on roadway edge.

2) For two more accesses serving a single parcel, or from a proposed access from an existing access .

3) DSP measured from point of tangency of access to point of tangency of adjacent access.

\* High volume access without right turn channelization

\*\* High Volume access with right turn channelization

\*\*\* Low volume accesses are not permitted in combination with other access types on a single lot

\*\*\*\* Right turn-in-only upstream of right-out-only. Right-turn-out followed by right-turn-in not allowed.

APPENDIX D – STREET AND LANE SUMMARY

Description	Arterial	Collector	Residential	Rural/Urban Lane	Private Right of Way	Industrial/ Commercial
Minimum Right of Way Width	80'	60'	50'	50'	50'	60'
Minimum Pavement Width	44'	34'	30'	20'	20'	32' with parking, 26' without parking
Sidewalk Width	8'	5'	5'	None / 5'	TBD if required	8'
Minimum Grade	.5%	.5%	.5%	.5%	.5%	5%
Maximum Grade*	5%	6%	7%	8%	10%	5%
Minimum Centerline Radius	500'	230'	190'	150'	150'	400'
Minimum Tangent between Curves of reverse alignment	200'	100'	75'	50'	50'	200'
Roadway Crown	¼" per ft	¼" per ft	¼" per ft	¼" per ft	¼" per ft	¼" per ft
Minimum angle of street intersections**	90 degrees	90 degrees	85 degrees	75 degrees	75 degrees	90 degrees
Maximum grade within 75ft of intersection	2%	2%	2%	2%	2%	2%
Minimum curb radii at intersections	30'	20'	18'	15'	15'	30'***

Minimum r/o/w radii at intersections	20'	10'	10'	10'	10'	20'
Minimum width of shoulders (each side)	5'	3'	3'	3'	3'	9'

\* Maximum grade may be exceeded for a length of 100 feet or less.

\*\* Street intersection angles shall be as close to 90 degrees as feasible but no less than the listed angle.

#### APPENDIX E – STOPPING SIGHT DISTANCE

Design speed (mph)	20	25	30	35
Stopping Distance (ft)	125	150	200	250

Stopping sight distance shall be calculated with a height of eye at 3.5 feet and the height of object at 0.5 feet.

APPENDIX F – SIGHT DISTANCES FOR NON-ARTERIAL STREETS  
(to be used for entrances for non-Arterial Streets)

Posted Speed Limit (mph)	25	30	35	40	45	50	55
Sight Distance (ft)	250	300	350	400	450	500	550

Where necessary, corner lots shall be cleared of all growth and sight obstructions, including ground excavation, to achieve the required visibility.

APPENDIX G – STREET AND LANE CONSTRUCTION SPECIFICATIONS

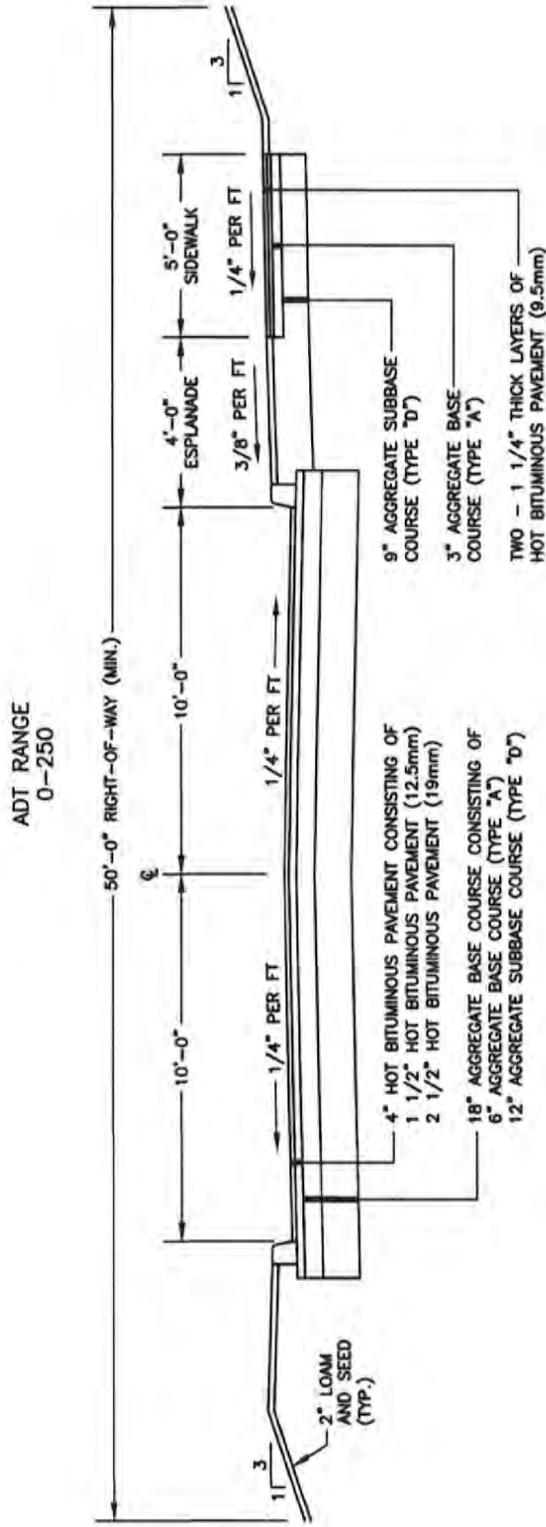
Street Materials	Minimum Requirements				
	Arterial	Collector	Rural/Urban Lane	Private Right of Way	Industrial/ Commercial
Aggregate Sub-base Course (MDOT Type D)	18"	12"	12"	12"	18"
Aggregate Base Course (MDOT Type A)	6"	6"	6"	3"	6"
Hot Bituminous Pavement Surface Course	1 ½" (12.5mm)	1 ½" (12.5mm)	1 ½" (12.5mm)	1"	1 ½" (12.5mm)
Base Course	2 ½" (19mm)	2 ½" (19mm)	2 ½" (19mm)	1 ½"	2 ½" (19mm)
Total Thickness	4"	4"	4"	2 ½"	4"

Note: The following figures would completely replace the 'Street Design Figures' in Chapter 98 Technical Standards

City of Belfast

Street Design Figures

Figure 1 – Urban Lane Section

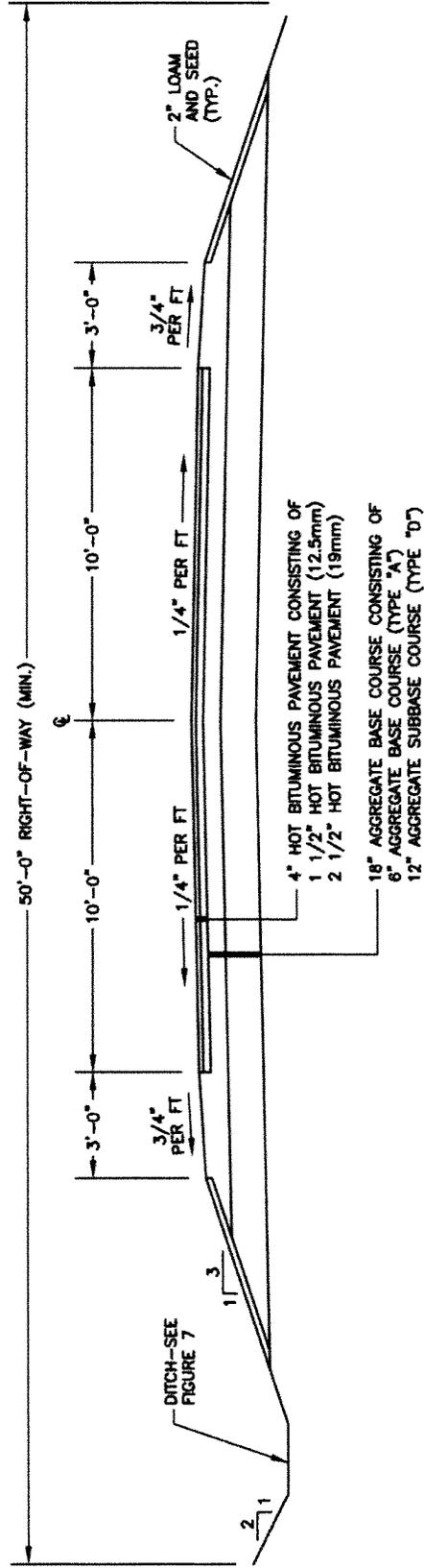


NOTES:

1. Concrete curb shall be in accordance with MaineDOT specifications, Section 609. The final curb reveal shall be 6 1/2", Therefore an 8" curb mold shall be used to place the curb on the binder course.
2. Loam and seed shall be in accordance with MaineDOT specifications, Section 615 (Loam) and Section 618 (Seeding), apply seeding Method #1 in lawn areas, Method #2 in other areas.
3. Aggregate base and subbase shall be in accordance with MaineDOT specifications, Section 304.
4. Hot bituminous pavement shall be in accordance with MaineDOT specifications, Division 400.
5. Aggregate in section shown must be drained by using underdrain or extending the base to a ditch.
6. If no roadway parking is permitted, and posted speed is not more than 25 mph; then the ADT range now becomes 0-500. Roadway width shown is the minimum allowed.
7. Sidewalk aggregate may also be 12" of Type "A" Gravel.

Figure 1A – Rural Lane Section

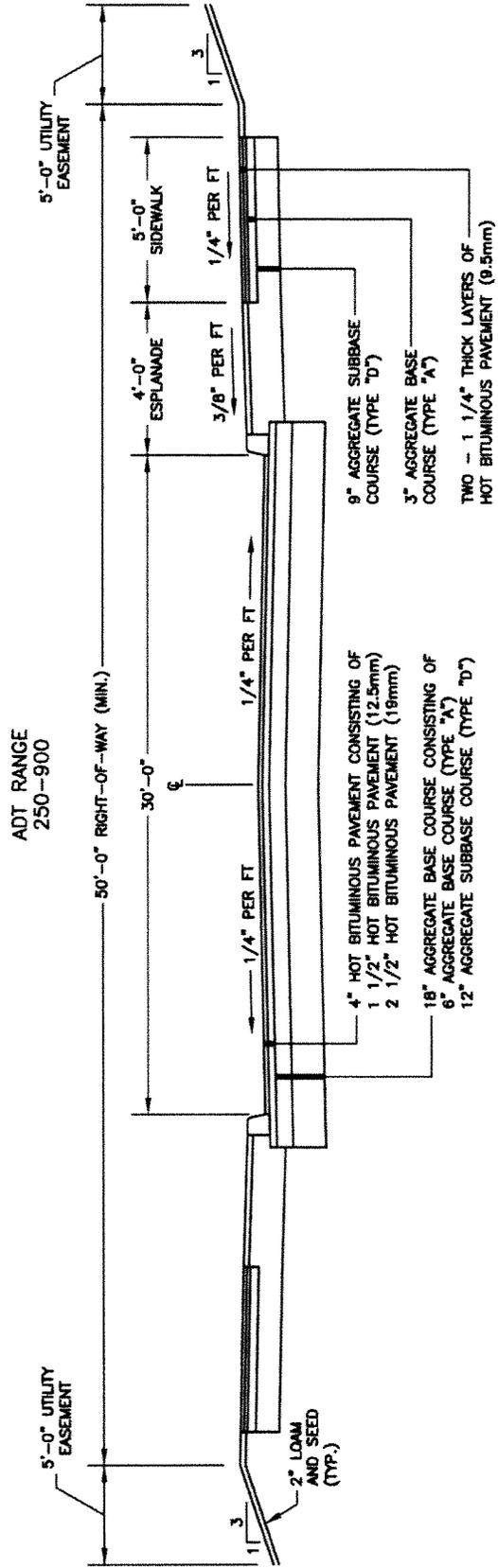
ADT RANGE  
0-500



NOTES:

1. Loam and seed shall be in accordance with MaineDOT specifications, Section 615 (Loam) and Section 618 (Seeding), apply seeding Method #1 in lawn areas, Method #2 in other areas.
2. Aggregate base and subbase shall be in accordance with MaineDOT specifications, Section 304.
3. Hot bituminous pavement shall be in accordance with MaineDOT specifications, Division 400.
4. No roadway parking is permitted. Outside of the urban compact zone with a posted speed of not more than 40 mph; then this design can be used where an ADT range of 0-900 is expected. Roadway and Shoulder width shown is the minimum allowed.

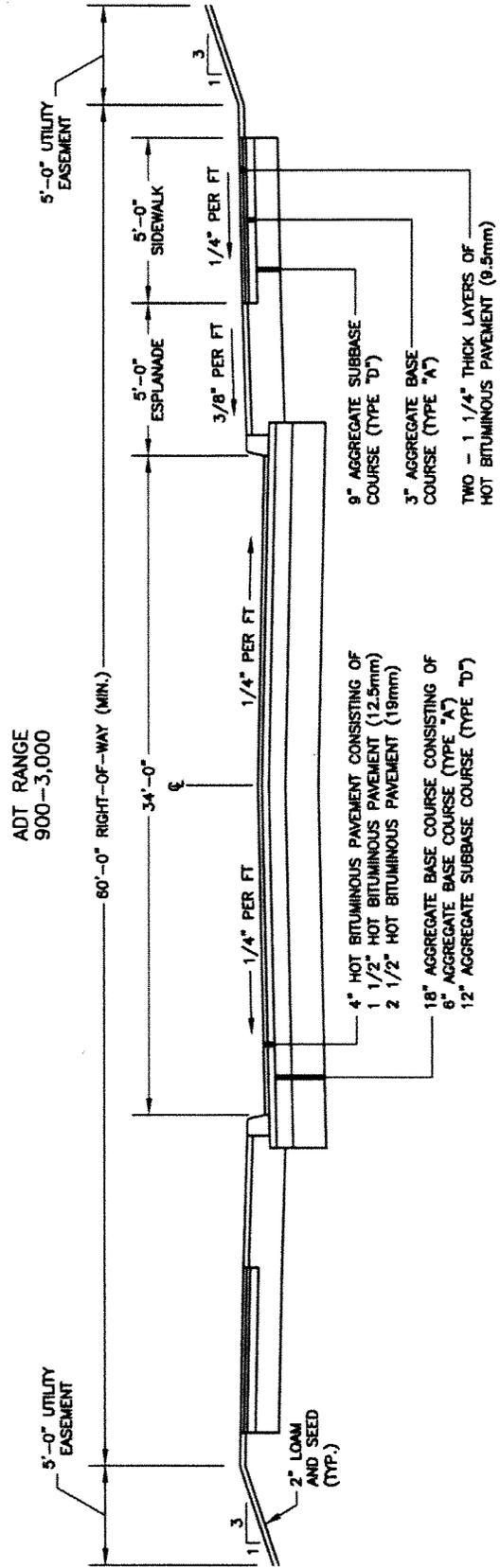
Figure 2 – Residential Street Section



NOTES:

1. Concrete curb shall be in accordance with MaineDOT specifications, Section 609. The final curb reveal shall be 6 1/2", Therefore an 8" curb mold shall be used to place the curb on the binder course.
2. Loam and seed shall be in accordance with MaineDOT specifications, Section 615 (Loam) and Section 618 (Seeding), apply seeding Method #1 in lawn areas, Method #2 in other areas.
3. Aggregate base and subbase shall be in accordance with MaineDOT specifications, Section 304.
4. Hot bituminous pavement shall be in accordance with MaineDOT specifications, Division 400.
5. Aggregate in section shown must be drained by using underdrain or extending the base to a ditch.
6. Sidewalk aggregate may also be 12" of Type "A" Gravel.

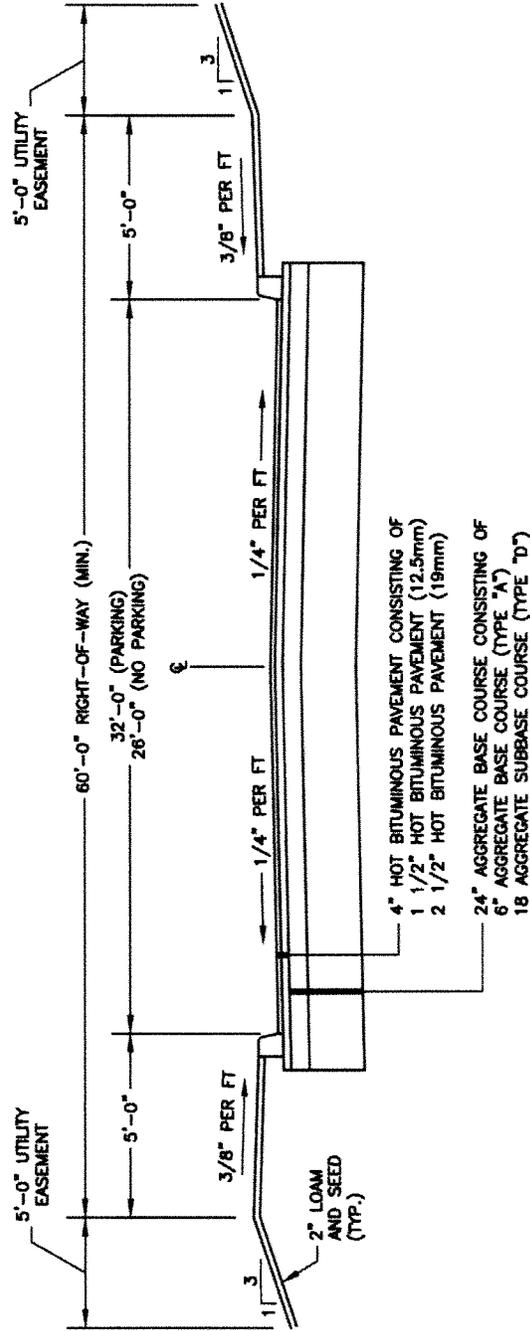
Figure 3 – Collector Street Section



NOTES:

1. Concrete curb shall be in accordance with MaineDOT specifications, Section 609. The final curb reveal shall be 6 1/2". Therefore an 8" curb mold shall be used to place the curb on the binder course.
2. Loam and seed shall be in accordance with MaineDOT specifications, Section 615 (Loam) and Section 618 (Seeding), apply seeding Method #1 in lawn areas, Method #2 in other areas.
3. Aggregate base and subbase shall be in accordance with MaineDOT specifications, Section 304.
4. Hot bituminous pavement shall be in accordance with MaineDOT specifications, Division 400.
5. Aggregate in section shown must be drained by using underdrain or extending the base to a ditch.
6. Sidewalk aggregate may also be 12" of Type "A" Gravel.

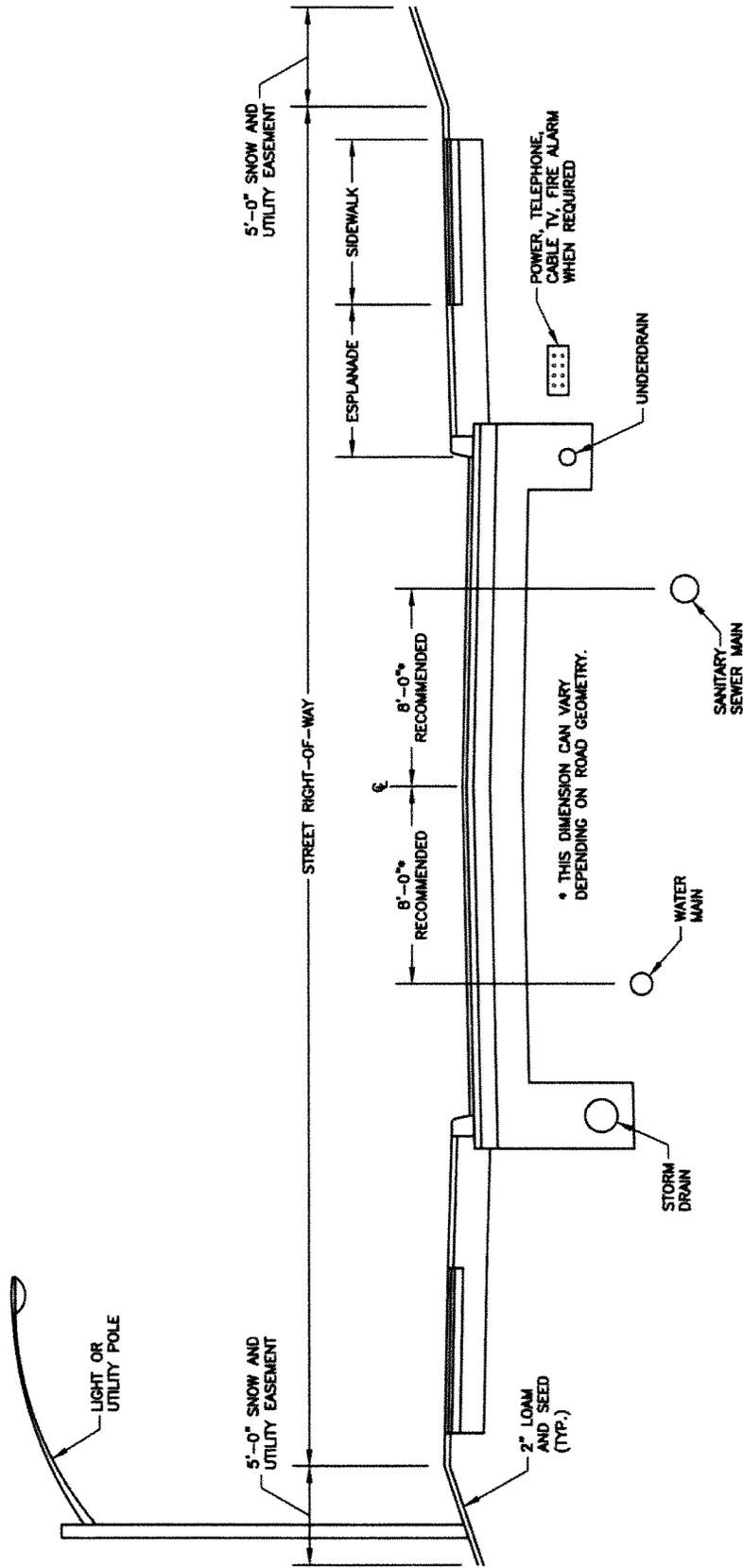
Figure 4 – Industrial and Commercial Street Section



**NOTES:**

1. Concrete curb shall be in accordance with MaineDOT specifications, Section 609. The final curb reveal shall be 6 1/2", Therefore an 8" curb mold shall be used to place the curb on the binder course.
2. Loam and seed shall be in accordance with MaineDOT specifications, Section 615 (Loam) and Section 618 (Seeding), apply seeding Method #1 in lawn areas, Method #2 in other areas.
3. Aggregate base and subbase shall be in accordance with MaineDOT specifications, Section 304.
4. Hot bituminous pavement shall be in accordance with MaineDOT specifications, Division 400.
5. Aggregate in section shown must be drained by using underdrain or extending the base to a ditch.

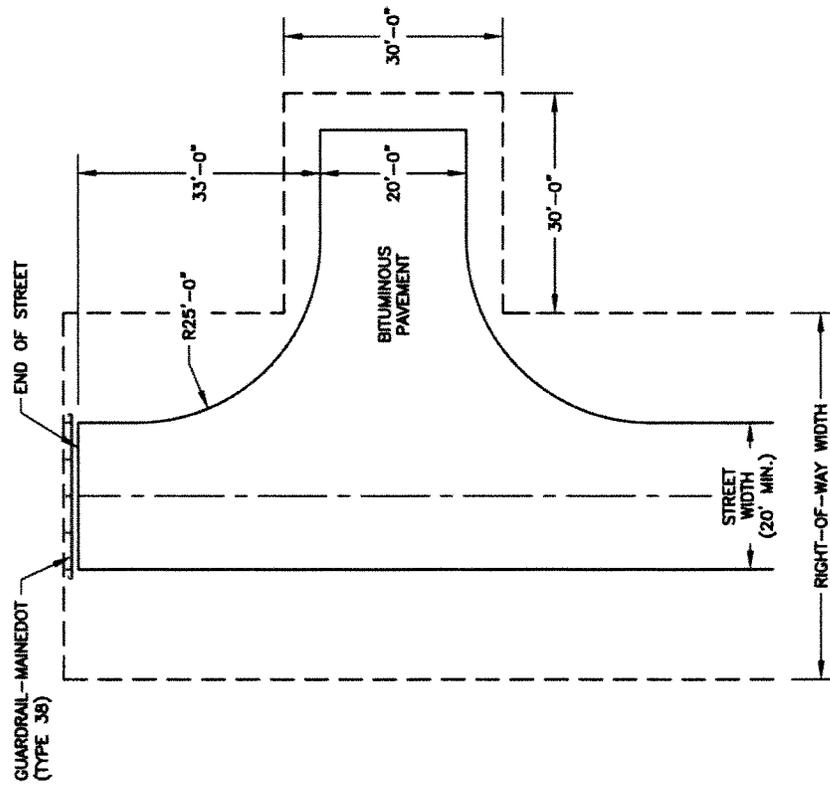
Figure 5 – Location of Utilities



NOTES:

1. Wired utilities shall be placed under the esplanade(s) adjacent to the street and shall be no less than 30" deep, when required. If design is completed by utility, submit to City for review.
2. Depth of sanitary and storm sewers shall be in accordance with Belfast Sewer Ordinance standards.
3. Depth and sizing of water mains shall be in accordance with Belfast Water District standards.
4. Warning tape shall be placed 12" below finished grade in the trench above each utility as it is being installed.
5. The location of these utilities may be changed with the approval of the City Engineer. Any deviation of these utilities from the above standard layout will require an as-built survey plan of the utilities, to be placed on file with the City as a requirement for final acceptance of the project.

Figure 6 – T Turnaround Detail



**NOTES:**

1. This configuration to be utilized for both temporary or approved permanent T configuration turnaround.

Figure 6A -- Cul-De-Sac Detail

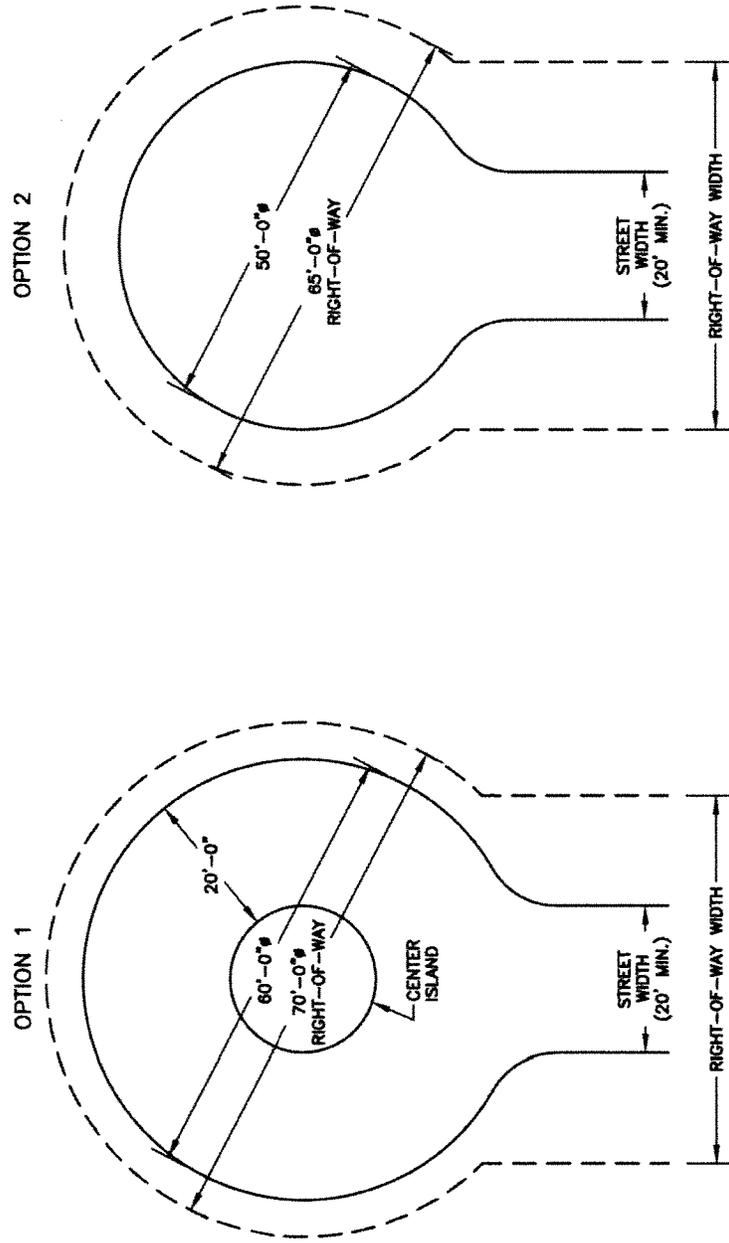
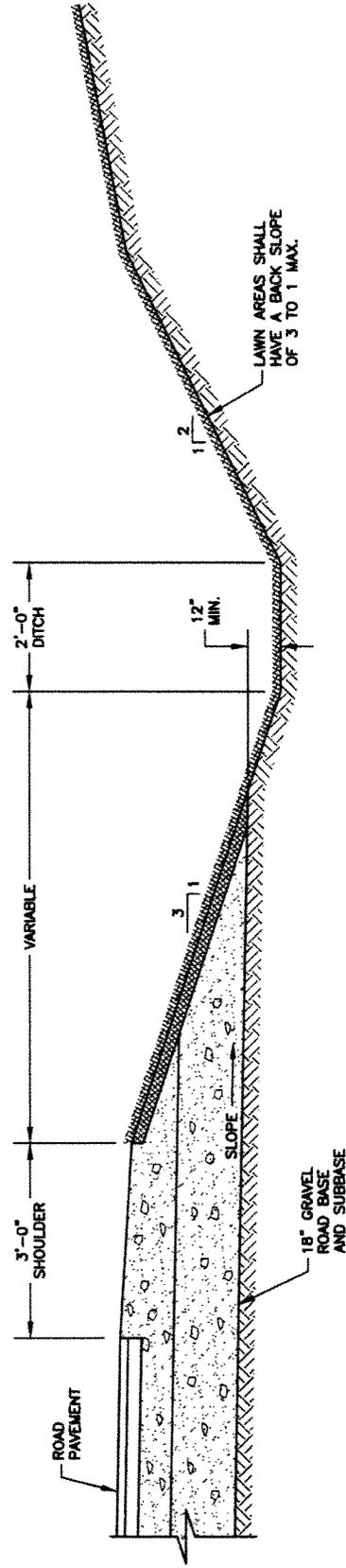


Figure 7 – Road Ditch Section



**NOTES:**

1. Slopes and ditches shall be loamed and seeded with a minimum of 2" loam and mulched.
2. Ditches shall have a slope of no less than 1.5% and ditches with slopes greater than 6% shall be lined with erosion control fabric (or other approved methods).
3. Ditch grades between minimum stated above and 0.5% will be allowed if strict construction control is adhered to and is approved by the City Engineer.
4. A bottom of ditch width of 1' will be allowed if strict construction control is adhered to, calculations are provided to prove that the ditch can handle the flow and approved by the City Engineer.
5. Bottom elevation of ditch to be one foot below the bottom of the gravel road subbase elevation.
6. Back slope grades of ditches may be 2 to 1 if site topography significantly increases limits of disturbance if approved by City Engineer.

**Black language remains unchanged.**  
**Proposed new language is in red.**  
**Proposed deleted language is in ~~blue-strikethrough~~.**  
**Guidance language that will not appear in the Code is in green.**

**Note:** This Ordinance was amended to include many of the technical standards removed from Chapter 94 Subdivision and make the City Code of Ordinances more consistent. The Board consulted with the City Engineer, Planning and Codes staff, and reviewed written and oral comments from the public.

## CHAPTER 98 TECHNICAL STANDARDS

### DIVISION 2 WAIVERS

**Sec. 98-51. Waiver of submission requirements. [Ord. No. 68-1999, § 9.1, 5-18-1999]**

The Planning Board, upon a positive vote of ~~three-fourths~~ **a simple majority** or more of the voting members and issuance of written findings of fact, may waive portions of the submission requirements identified in this chapter. Waivers must be due to special circumstances of a particular site plan, subdivision or similar project to which this chapter applies, and shall satisfy the following criteria:

- (1) The public health, safety and welfare shall be protected;
- (2) The intent and purpose of the comprehensive plan, the zoning regulations (chapter 102), the site plan regulations (chapter 90), the shoreland zoning regulations (chapter 82), the floodplain regulations (chapter 78, article II), the subdivision ordinance or this chapter shall not be nullified; and
- (3) Specific regulations in this chapter shall not prohibit the granting of a waiver.

**Sec. 98-52. Waiver of improvement requirements. [Ord. No. 68-1999, § 9.2, 5-18-1999]**

The Planning Board, upon a positive vote of ~~three-fourths~~ **a simple majority** or more of the voting members and issuance of written findings of fact, may waive specific standards or a requirement for an applicant to provide certain required improvements identified in this chapter. Waivers are intended to allow a more practical and economical development and shall be due to special circumstances of a particular site plan, subdivision or similar project to which this chapter applies, and shall satisfy the following criteria:

- (1) The public health, safety and welfare shall be protected;
- (2) The intent and purpose of the comprehensive plan, the zoning regulations (chapter 102), the site plan regulations (chapter 90), the shoreland zoning regulations (chapter 82), the floodplain regulations (chapter 78, article II), the subdivision ordinance or this chapter shall not be nullified; and
- (3) Specific regulations in this chapter shall not prohibit the granting of a waiver; and
- (4) Shall satisfy one or more of the following criteria:
  - a. Be deemed inappropriate because of inadequate or lacking connecting facilities in the

proximity of the proposed development;

- b. Be deemed inappropriate because of the surrounding development and character of the area in which the project is proposed; or
- c. Be deemed inappropriate because of conflicts with the zoning regulations (chapter 102), site plan regulations (chapter 90), shoreland zoning regulations (chapter 82), floodplain regulations (chapter 78, article II), or subdivision ordinance.

**Sec. 98-53. Procedure. [Ord. No. 39-1998, § 9.3, 12-1-1998]**

The applicant shall submit all requests for waivers to the Planning Board in writing. Waivers may only be granted in accordance with sections 98-51 and 98-52. When granting waivers, the board shall establish conditions so that the purposes of this chapter are met.

**Sec. 98-54. Waivers to be shown on final plan. [Ord. No. 68-1999, § 9.4, 5-18-1999]**

All waivers granted by the board in accordance with section 98-52 shall be identified on the final plan.

**Sec. 98-55. through Sec. 98-80. (Reserved)**

Note: Section 98-85 is to be mostly removed from the Ordinance because the same information appears as appendices to the Chapter 98 Technical Standards. In working on the summary tables of these technical standards, several inconsistencies were discovered and removed and corrected where applicable.

**Sec. 98-85. Street and lane summary:** ~~street design figures. [Ord. No. 39 1998, §§ 3.2.4, 3.2.4.2, 12-1-1998]~~

~~(a) Street and lane summary. The following table provides a summary of the design requirements for streets and lanes. This table, and the street and line drawings in this section, replace appendices D and G found in the subdivision ordinance. The table is to be used with the appropriate figure.~~

Description	Urban-Lane	Rural-Lane	Residential-Street	Collector-Street	Industrial/Commercial-Street
Reference drawing	Figure-1	Figure-1A	Figure-2	Figure-3	Figure-4
Minimum right-of-way (feet)	40	50	50	60	60
Minimum pavement (feet)	24	20	30	34	32
Minimum shoulders (2)	Included	3-feet	Included	Included	Included
Sidewalk <sup>d</sup>	Yes	No/Yes	Yes	Yes	No/Yes
Minimum grade	0.5%	0.5%	0.5%	0.5%	0.5%
Maximum grade	10%	10%	8%	6%	6%
Minimum centerline radius (feet)	75	75	110	175	250
Minimum tangent between curves <sup>a</sup>	Variable	Variable	Variable	Variable	Variable
Roadway crown	2%	2%	2%	2%	2%
Street intersection angle (minimum)	75°	75°	75°	90°	90°
Grade within 75 feet of main road	-3% to +3%	-3% to +3%	-3% to +3%	-3% to +3%	-3% to +3%
Minimum curb radius at intersection (feet)	15	15	15	20	20
Minimum right-of-way radius (feet)	20	20	20	20	30
Curbed section	Yes	No	Yes	Yes	Yes
Parking status	See figure-1	See figure-1A	Both sides	Both sides	None

<sup>a</sup> (a) See section 98-83(2). A standard of good engineering practice is required where no specification exists.

<sup>b</sup> Curbed section with no parking permitted consists of two ten-foot traffic lanes, plus three feet either side of lanes, for a total of 26 feet of pavement. Using a rural section (non-curbed) with no parking requires a three-foot gravel shoulder with two ten-foot paved traffic lanes (with parking use six-foot gravel shoulders).

<sup>c</sup> For aesthetic effect, increasing vegetated area, and for phosphorous reduction, it is permitted to place two inches of loam on the gravel base in the shoulder area for the purpose of maintaining a mowed grass area.

<sup>d</sup> See section 98-90 for sidewalk specifics.

<sup>e</sup> An urban lane section (featuring curbs and closed drainage) can be used in the rural zones, and a rural lane section (featuring gravel shoulders and open ditches) can be used in the urban zones. The names of such are taken from the predominant usage for that zone.

(b) Drainage system requirements. Closed drainage systems are required for all curbed streets. Ditches may be allowed where the lot layout provides an average lot frontage of at least 200 feet. If the portion of the lot abutting the ditch is to be lawn, a 3:1 minimum backslope will be required.

(c) Figures. Street design figures referred to in this chapter are as follows:<sup>1</sup>

**Editor's Note: The Street Design Figures are included as appendices to this chapter**

## ARTICLE IV

### Street Construction Specifications

**Sec. 98-121. Applicability; references to state standards; measurement units. [Ord. No. 39-1998, ch. 4, 12-1-1998]**

The standards and specifications in this article shall apply to all new street construction within the City. Whenever the state department of transportation specification is required, it shall mean the latest revised specification as most recently published. The latest revision of these specifications is written in metric units (primary system) with imperial units (secondary system). It is intended that all plans and documents created for the City utilize imperial units as the primary system, until such time as metric conversion is convenient.

**Sec. 98-122. Utility installations. [Ord. No. 39-1998, § 4.1, 12-1-1998]**

- (a) All underground utilities shall be installed in conformance with the standards and specifications as set forth by the district or company regulating the utility. Proper horizontal and vertical control for the installation of the utilities shall be maintained to ensure that they are installed in conformance with the locations shown on the plans.
- (b) For new street construction, underground building sewers, water lines, power lines, telephone lines, cable television lines, conduits for utilities, foundation drains or other storm drain line service connections shall be installed to the right-of-way line prior to paving. See figure 5, Location of Utilities, in section 98-85.

**Sec. 98-123. Construction preparation. [Ord. No. 39-1998, § 4.2, 12-1-1998]**

- (a) Before any clearing in the right-of-way is to begin, the clearing limits are to be plainly marked at fifty foot intervals, or as necessary to delineate such limits.
- (b) Before any fill or cut operation is started, the entire right-of-way shall be cleared of all stumps, roots, brush, and other objectionable material. All ledges, large boulders, and tree stumps shall be removed from the right-of-way or as shown on the plans.

**Sec. 98-124. Subgrade. [Ord. No. 39-1998, § 4.3, 12-1-1998]**

- (a) All organic materials shall be removed to a depth of two feet below the subgrade of the roadway. Rocks and boulders visible at subgrade and exceeding six inches in size shall also be removed. Subsoils which have been identified by the City engineer as not suitable for roadways shall be removed from the street site to a depth of two feet below the subgrade and replaced with material meeting the specifications for gravel aggregate subbase as noted in this article.
- (b) As an alternative, the City engineer may approve the use of a geotextile fabric which meets the MDOT specifications under sections 620 and 722 (Stabilization Geotextile).
- (c) Except in a ledge cut or for bridge approaches, side back slopes shall be no steeper than a slope of ~~two~~ **three** feet horizontal to one-foot vertical, and shall be graded, loamed, limed, fertilized, and seeded according to the specifications of the erosion and sedimentation control plan. **Alternative slopes may be allowed by the City Engineer to keep work within the**

**limits of a right of way.** Where a cut results in an exposed ledge or in cases such as bridge approaches, a side slope no steeper than four feet vertical to one-foot horizontal is permitted. There shall be a snow shelf provided in ledge cut areas with a minimum width of six feet behind the curb.

- (d) The subgrade is to be shaped so as to drain the base. No irregularities which cause water to be trapped will be allowed.

**Sec. 98-125. Aggregate base and subbase. [Ord. No. 39-1998, § 4.4, 12-1-1998]**

- (a) The base course must drain to a ditch or to underdrain. See Street Design 1, 1A, 2, 3, and 4 in this Chapter. The aggregate sub-base course shall be **MDOT Type D. sand or gravel of hard, durable particles free from vegetative matter, lumps or balls of clay and other unsuitable substances. The gradation of the part that passes a three-inch square mesh sieve shall meet the following grading requirements:**

**MDOT Type B**

Sieve Designation	Percentage by Weight Passing Square Mesh Sieve
1/2 inch	35%—75%
1/4 inch	25%—60%
No. 40	0%—25%
No. 200	0%—5%

~~Aggregate for subbase shall contain no particles of rock exceeding four inches in any dimension.~~

- (b) The aggregate base course shall be sand or gravel of hard, durable particles free from vegetative matter, lumps or balls of clay and other unsuitable substances. **The aggregate sub-base course shall be MDOT Type A. The gradation of the part that passes a three-inch square mesh sieve shall meet the following grading requirements:**

**MDOT Type A**

Sieve Designation	Percentage by Weight Passing Square Mesh Sieve
1/2 inch	45%—70%
1/4 inch	30%—55%
No. 40	0%—20%
No. 200	0%—5%

~~Aggregate for the base shall contain no particles of rock exceeding two inches in any dimension.~~

- (c) Copies of the sieve analysis results of the samples of base and subbase aggregate to be used shall be submitted to the City engineer for review no later than one week before the placement of any gravel in the street.
- (d) Gravel shall be placed and compacted in accordance with the MDOT standard specifications, section 304.03 (Placing).
- (e) Compaction tests shall be taken at locations along the road as specified by the City engineer. All costs associated with the compaction tests shall be paid by the developer. No pavement shall be placed until the compaction tests have been reviewed and approved by the City engineer.

**Sec. 98-126. Street and sidewalk pavement. [Ord. No. 39-1998, § 4.5, 12-1-1998]**

- (a) Streets. **(When required by the Planning Board).**
  - (1) **Minimum standards for the base layer of pavement shall be the MDOT specifications for 12.5mm for residential and 19mm for commercial/industrial and collector streets, plant mix with an aggregate size no more than 1 inch maximum. ~~The binder course shall be type B and the finish course shall be type C pavement.~~**
  - (2) **Minimum Standards for the surface layer of pavement shall meet MDOT specifications for plant mix 12.5mm with an aggregate size no more than 3/4 inch maximum. ~~Hot bituminous pavement materials and placement for streets shall be in accordance with the MDOT specifications, division 400 (Pavements).~~**
- (b) Sidewalks. Sidewalks shall be constructed in conformance with the MDOT specifications, section 608.04 (Hot Bituminous Sidewalk). See typical street sections for base and pavement design, figures 1 through 4 in section 98-85.
- (c) **Pavement joints. Where pavement joins an existing pavement, the existing pavement shall be cut along a smooth line and form a neat, even, vertical joint. Tack coat shall be applied between joints.**

**Sec. 98-127. Curbing. [Ord. No. 39-1998, § 4.6, 12-1-1998]**

- (a) Granite curb, bituminous curb, and stone edging (type 1, type 3, and type 5 respectively) shall conform to the MDOT specifications for curbing under section 609.
- (b) Islands located within rights-of-way and at the center of the cul-de-sac shall be curbed with type 5 curbing.
- (c) All intersection radii shall be curbed with type 1 circular vertical curbing.
- (d) **Closed drainage systems. Closed drainage systems shall be installed within the urban compact area, or within any areas designated in the Comprehensive Plan as areas of compact development.**

**Sec. 98-128. Culverts. [Ord. No. 39-1998, § 4.7, 12-1-1998]**

Any culverts installed in the roadway to handle cross drainage shall be **made of the following materials:**

- A. A. Reinforced Concrete Pipe.** Reinforced Concrete Pipe shall meet the requirements of ASTM designed C-76 (AASHTO M 170) Pipe classes shall be required to meet the soil and traffic loads with a safety factor of 1.2 on the .01-inch crack strength with a Class B bedding. Joints shall be of the rubber gasket type meeting ASTM Designation C.
- B. Corrugated Metal Pipe.** Corrugated Metal Pipe shall be bituminous coated meeting the requirements of AASHTO Designation M190 Type C for iron or- steel pipe of AASHTO Designation M 196 for aluminum alloy pipe for sectional dimensions and type bituminous coating. Pipe gauge shall be as required to meet the soils and traffic loads with a deflection of not more than 5%, and a minimum of 16 gauge for pipes less than 24" in diameter and 14 gauge for pipes greater than 24" in diameter.
- C. ADS Pipe.** Smooth interior HDPE pipe made of high-density polyethylene resin meeting AASHTO M252 or M294 with external coupler joints meeting ASTM D3212 or equal.

~~HDPE (high density polyethylene) pipe such as ADS N 12 or equal. Minimum cover over pipes shall be 24 inches unless otherwise approved by City, and the pipe shall be installed on a bed of compacted gravel a minimum of eight inches in depth. The backfill material for the pipe shall meet the standards for type B gravel, aggregate base. Backfill shall be compacted in six inch lifts to a density of 95%, modified proctor test. Culverts are to be designed to meet AASHTO HS20 loading requirements, and to handle the storm requirements of any governing approval agency. Other agencies may require permits.~~

**Sec. 98-129. Construction plans. [Ord. No. 39-1998, § 4.8, 12-1-1998]**

Plans for street construction shall be designed by a registered professional engineer, currently licensed in the state, who will stamp all engineering plans submitted to the City. Any plans dealing with survey work must be stamped by a registered land surveyor, currently licensed in the state. The developer, or his agent, is solely responsible for any defect in the development plan which affects any individual or the general public, and shall hold the City or its agents harmless, regardless of any acceptance of any plan or portion thereof. The plans shall contain the following:

- (1) Plan view. The plan view shall be plotted on a twenty-four-inch by thirty-six-inch sheet size and shall include all of the following:
  - a. Centerline with stationing at fifty- and one-hundred-foot stations;
  - b. Horizontal control points such as point of curvature, point of tangency, point of reverse curvature, point of curvature on a curve with stations and curve data;
  - c. Radius points for intersections, **hammer head turnarounds** and culs-de-sac with station and offset locations;
  - d. Proposed street name (requires approval of the City Council);
  - e. All aboveground utilities (hydrants, power and/or telephone pole locations);
  - f. Catch basin locations if required;

- g. Curb and sidewalk lines;
  - h. Right-of-way and easement lines;
  - i. Proposed monuments;
  - j. Any proposed entrance locations;
  - k. Outstanding physical features (such as brooks, streams, or gullies affected by the street);
  - l. North arrow;
  - m. Benchmark locations; and
  - n. Descriptions with reference to datum, match lines, lot numbers, and any other information pertinent to the project.
- (2) Profile. The profile shall include:
- a. Both existing and proposed grade, vertical control points such as PVC, PVT, and PVI with stations and elevations listed;
  - b. Design grades;
  - c. Vertical curve lengths;
  - d. Fifty- and one-hundred foot stations with existing and proposed grades;
  - e. Scale;
  - f. Grid line elevations in righthand and lefthand margins;
  - g. Catch basin locations and rim elevations; and
  - h. Any other information pertinent to the project.
- (3) Cross sections. Cross sections shall include:
- a. Both existing and proposed grade;
  - b. Centerline station and elevation;
  - c. Side slopes;
  - d. Right-of-way lines;
  - e. Scale;
  - f. Grid line elevations at right and left of each section; and
  - g. Any other information pertinent to the project.

Cross sections shall be shown at least at every fifty-foot station.

- (4) Scale.
- a. The scale of the plan and profile sheets shall be:

1. One inch equals 20 feet or one inch equals 40 feet horizontal; and
2. One inch equals two feet, one inch equals four feet, or one inch equals five feet vertical.

A scale of one inch equals 50 feet horizontal may be used with the approval of the City engineer.

- b. Cross sections shall be drawn with the same vertical scale as the horizontal scale. The following scales are permitted:
  1. One inch equals two feet.
  2. One inch equals four feet.
  3. One inch equals five feet.

A scale of one inch equals 10 feet is not allowed.

- c. The scale shall be clearly marked on the plan and shall be in written and bar scale form. Sheet size shall be 24 inches by 36 inches, and the grid, if used, shall be 10 squares to the inch.

(5) Contours. The detail sheet shall include a separate contour plan showing existing grades at a contour interval of two feet minimum; the road layout and centerline stationing shall be shown. The origin (from what data) of the depicted contours shall be indicated on the plan.

(6) Details.

- a. The detail sheets shall include, but not be limited to, the following information:
  1. Typical cross section (preferred scale of one inch equals five feet horizontal and vertical).
  2. Typical underdrain trench section.
  3. Handicap wheelchair [access] detail.
  4. Sedimentation and erosion control details.
  5. Curb type detail.

b. Standard detail sheets shall include:

1. Erosion and sedimentation details;
2. Stormwater control details;
3. Catch basin rim installation details; and
4. Any related site improvement details.

c. Separate intersection details (including culs-de-sac and temporary turnarounds) shall be shown at a scale of one inch equals 10 feet. These plans shall detail drainage design for these areas and may require several spot elevations to clearly explain construction details.

**Sec. 98-130. through Sec. 98-150. (Reserved)**

**ARTICLE V  
Traffic Control**

**Sec. 98-151. Traffic/parking study required. [Ord. No. 39-1998, § 5.1, 12-1-1998]**

The City engineer may request the developer to submit a prepared traffic and/or parking impact report for any proposed development where the proposed development is calculated to generate an increase of more than 35 new vehicle trips during the peak hour (times when the highest traffic volumes are recorded, generally 7:00 to 9:00 a.m. and 3:00 to 6:00 p.m.). This standard sets the threshold for determining when a traffic/parking study is required. The traffic generation calculation will be performed by the developer's engineer using data contained in the 1982 edition (or current edition) of the Institute of Transportation Engineers Trip Generation Handbook, which is on file in the City code enforcement office. A parking assessment may be requested when the proposed development can be expected to have a total parking demand of 30 spaces or more as determined by values contained in the 1985 (or current edition) of the Institute of Transportation Engineers handbook titled "Parking Generation," which is also on file in the City code enforcement office. The developer will be required to retain a state-registered professional engineer, specializing in traffic/transportation engineering, to complete any necessary studies. All issues and questions raised by the City will be adequately responded to as determined by the City engineer. The planning board may request a traffic study even if the increase is less than 35 new vehicle trips, if it is determined by the City engineer that one is warranted.

**Sec. 98-152. Traffic impact standards. [Ord. No. 39-1998, § 5.2, 12-1-1998]**

- (a) Vehicular access to developments shall be from streets or roads that have adequate capacity to accommodate the additional traffic generated by the development. Level of service after development at intersections on major access routes to the development and at the intersection of any development access drive or proposed street shall be at a minimum at pre-development levels of service. The developer shall mitigate development impacts that result in a reduced level of service.
- (b) For development that will result in a reduction in level of service, the level of service restriction may be lowered by the City engineer after consultation with the state department of transportation, if applicable, and upon written recommendation from the public safety committee. At a minimum, recommendations shall be based upon adopted goals and policies.
- (c) The City engineer may waive and/or modify any of the requirements of this section if the developer's certified traffic engineer can demonstrate that they are not necessary because of size, type, or location of the development and/or because other traffic impact analysis methods or procedures are equally effective.

**Sec. 98-153. Procedure for conducting traffic impact analysis. [Ord. No. 39-1998, § 5.3, 12-1-1998]**

The procedure for conducting a traffic impact analysis is as follows:

- (1) Inventory existing and proposed land use.
  - a. Existing land use. Site location and setting are important in determining the potential

impacts of development on a given site. The site description shall include the following:

1. Exact physical location of the proposed development.
  2. Physical characteristics such as land configuration, unique features, water bodies, trees, developable acres, and topography.
  3. Existing land uses, including zoning and land use classification.
  4. Land uses of adjacent property.
- b. Proposed land use. Adopted comprehensive plans, community development plans, long range plans, or similar documents shall be reviewed when inventorying proposed land uses. This will provide an indication of the type and direction of future development that is generally acceptable to the community and that may be facilitated by community facilities such as streets, sewers, and water lines. Quantification of trip generation shall also be developed.

(2) Inventory existing and proposed transportation system.

- a. Existing transportation system. An understanding of the nature and function of the existing and proposed transportation system in the area near a proposed development site is essential for predicting traffic patterns, performing the traffic analysis, and developing necessary improvement alternatives. The following information shall be provided:
1. Current and proposed street network, including functional classification, route jurisdiction, and the number of moving traffic lanes.
  2. Geometrics and characteristics, especially at critical intersections, including such items as curb parking and potential street improvements.
  3. Intersection traffic control.
  4. Signal timing and system operation at signalized intersections.
  5. Existing or proposed intersection and development access points and configurations.
  6. Existing and proposed rights-of-way.
  7. Available hourly traffic counts.
  8. Peak period turning movements at critical intersections.
  9. Accident information.
  10. Transit routes/headways.
  11. Transit stops/station locations.
- b. Proposed transportation system.

1. Comprehensive transportation plan.
  2. Future improvements, committed and planned.
- (3) Forecasted nonsite traffic volumes. Nonsite traffic consists of through traffic volumes, having neither an origin nor a destination in the vicinity of the development, and traffic generated by developments adjacent to and affected by, or having an impact on, the proposed development. Methods used to determine nonsite traffic volumes shall include use of the following:
- a. Comprehensive transportation plan or related data projections; check land use and socioeconomic information.
  - b. Typical annual growth rates; provide sufficient historic volume information and develop factors to apply to existing counts.
  - c. Estimate development-generated units of measure and rates for components.
- (4) Site-related traffic.
- a. Divide activities associated with development into components.
  - b. Identify trip generation units of measure and rates for components.
  - c. Estimate development-generated units of measure and rates for components.
  - d. Identify the critical hours of analysis such as the adjacent street morning and evening peak hours and/or the proposed development peak hour of activity.
  - e. Trip distribution: The trips generated shall then be distributed to the transportation system on the basis of land use, population or employment, distance, accessibility, and any local factors affecting distribution. The distribution should reflect conditions for the analysis year, and the methodology should be well documented.
  - f. Modal split: If the magnitude of the development is significant, a determination of the mode of travel may be necessary. The determination of trips generated is most likely in terms of vehicle trips; therefore, an assessment of vehicle occupancy shall be performed to convert vehicle-trips to person-trips. Then, the alternative modes of travel shall be analyzed as to their attractiveness to development-generated traffic.
  - g. Trip assignments: Trips for various transportation modes shall be assigned to existing and proposed transportation networks based on available system capacity, convenience, and other relevant criteria. Traffic assignments shall reflect logical routing and realistic roadway capacity potential.
- (5) Traffic analysis.
- a. Combine non-site and site-related traffic (i.e., the traffic volumes for the various stages of the proposed development and the determined analysis periods: morning, evening, and/or development peak hours, estimated in previous steps, in order to obtain estimates of total projected traffic volumes).

- b. Capacity analyses shall be conducted for all critical intersections and access points during peak traffic periods. Critical intersections usually fall into the following categories:
    - 1. All major intersections within a certain distance of the development as agreed to by the City engineer.
    - 2. All affected intersections where development traffic would increase the volume to a level that would warrant improvements.
    - 3. All affected intersections that operate or would, after development, operate below design levels of service.
  - c. The results of the capacity analyses shall be used to identify street and road segments and intersections near the development that are or will, after development, be deficient in capacity; and to identify safety-related constraints.
- (6) Street/road and access improvements. The previous information is then used to identify and evaluate improvements that can be made to maintain acceptable levels of service and to help decision-makers to determine whether the impact of the proposed development on the surrounding area is acceptable. Level of service D shall be considered appropriate for urban design unless otherwise indicated by the City engineer. The 1988 growth management plan, section 3.3.3, defines levels of service. The following elements shall be addressed as applicable:
- a. External street/road system improvements.
    - 1. Review of design vehicle requirements.
    - 2. New streets/roads, lanes.
    - 3. New or modified interchangers.
    - 4. Additional through lanes.
    - 5. Turn lanes (including storage lengths).
    - 6. Acceleration/deceleration and bypass lanes.
    - 7. New signals.
    - 8. Modification of existing signals.
  - b. Internal street system.
    - 1. Review of design vehicle requirements.
    - 2. Lane requirements.
    - 3. Traffic control.
    - 4. Driveway design.

- c. Evaluation of improvements.
  - 1. Impact on operating characteristics.
  - 2. Cost.

**Sec. 98-154. Driveways and access control generally. [Ord. No. 39-1998, § 5.4, 12-1-1998]**

- (a) Vehicle storage area; base requirements for driveways. Driveways not subject to other standards shall have a vehicle storage area for purposes of safely entering onto the street or lane, adjacent to the shoulder of the road. This area shall be 20 feet in length for the width of the drive, and have grades of not more than 6%, up or down, from the edge of the shoulder. An existing structure whose proximity to the right-of-way is such that it prohibits this relationship will be exempt. Minimum base requirement for a driveway is 18 inches of aggregate base course. Regular usage of a driveway, in a working operation, by commercial trucks over 23,000 GVW requires 24 inches of gravel base.
- (b) Curb openings in residential districts. No permit for a permanent street curb opening in a residential district shall be issued for a use which is not listed as a permitted use or permitted use requiring planning board review in that district. Residential districts are outlined in chapter 102.
- (c) Authority of City engineer. The City engineer is authorized and directed to **determine recommend** locations and widths for driveways in the City in accordance with the standards specified in this section. **Issuance of driveway permits and ultimate authority shall be the jurisdiction of the Public Works Director on local roads and inside the urban compact area or the Maine Department of Transportation on state and state aid highways.**
- (d) Surfacing. All new surface for curb cuts or driveway openings within the right-of-way will be bituminous hot top, and such work shall extend to the rear of the sidewalk line only. All costs for such cuts shall be borne by the property owner, and, if the City does the work, the work will be paid for in advance on a per-foot basis as approved by public works director.
- (e) Drainage. For drainage requirements, see article VI of this chapter.
- (f) Single- and two-family driveways (up to four parking spaces).
  - (1) Width. Any site shall have a minimum twelve-foot driveway. Where multifamily dwellings are proposed, a minimum twenty-foot driveway shall be required.
  - (2) Location. Wherever possible, driveways shall be located on the lot in a manner to provide a minimum twenty-foot spacing between existing or proposed driveways.
- (g) Commercial, industrial and multifamily driveways (three units or more).
  - (1) Width of one-way driveways. Any site with driveway access to a street shall have a minimum fifteen-foot-wide driveway for one-way ingress or egress. Driveways shall permit traffic to enter and leave the site simultaneously without conflict in aisles, parking or maneuvering areas. Both the entrance and exit drives shall be marked with appropriate signage. Maximum driveway width shall not exceed 24 feet.
  - (2) Width of two-way driveways. Any site with driveway access to a street shall have a minimum twenty-four-foot wide and maximum thirty-five-foot wide driveway for two-

way ingress and egress.

- (3) Curbing.
  - a. Where driveways enter on an existing street, the full radius of the driveway shall be curbed if necessary.
  - b. The radius shall be a minimum of 15 feet. Where truck traffic is anticipated, the radius may be increased up to a maximum of 25 feet based on the turning radius of the vehicles anticipated to enter and exit the site.
  - c. If curb cuts or culverts are required, they will be as approved by the City engineer, and installed by public works department at the developer's cost.
- (4) Maneuvering area. The area within the site to which a driveway provides access shall be of sufficient size to allow all necessary functions for loading, unloading and parking maneuvers to be carried out on the site and completely off the street right-of-way.
- (5) Location and spacing. The location and spacing of driveways shall be determined as follows:
  - a. Along local streets, access driveways to corner lots shall be located a minimum of 35 feet from the intersection of the projection of the right-of-way line to the centerline of the driveway, except as otherwise provided in this section.
  - b. Along arterial, collector and industrial streets, access driveways to corner lots shall be located a minimum of 150 feet from the intersection of the projection of the right-of-way line to the centerline of the driveway, except as otherwise provided in this section.
  - c. Along arterial, collector and industrial streets, minimum acceptable spacing between double or multiple driveways shall meet the following criteria:

<b>Speed Limit (mph)</b>	<b>Minimum Separation (feet)</b>
30	125
35	150
40	185
45	230

Distances between adjacent one-way driveways with the ingress drive separated from the egress drive may be 1/2 the distance shown in this subsection.

- d. Driveways shall be located in the most appropriate location, based on the existing and proposed adjacent and opposing driveways and land use.

- (6) Number of driveways.
  - a. One one-way driveway shall be permitted for ingress and one for egress purposes to any development per street frontage. These may be combined at one location.
  - b. A joint access driveway shall be considered as adequate access for any two adjacent sites and shall be encouraged.
- (7) Off-street vehicular circulation. An off-street facility shall have full internal vehicular circulation and storage. Vehicle circulation shall be completely contained within the facility, and vehicles located within one portion of the facility shall have access to all other portions without using the adjacent street system.
- (8) Off-street truck maneuvering. Where the use of a parcel includes truck loading, parking or service facilities, adequate space shall be provided such that all truck maneuvering is performed off the street. The design truck shall be one most appropriate for the operation.
- (h) Ingress lanes (slip lanes).
  - (1) Ingress left-turn lane. A twelve-foot-wide left-turn lane with appropriate storage and transition, based on the Institute of Traffic Engineers accepted standards, shall be provided at each driveway where the peak hour inbound left-turn volume is 30 vehicles or more.
  - (2) Ingress right-turn lanes. For any site, a twelve-foot-wide right-turn lane with appropriate storage and transition, based on the Institute of Traffic Engineers accepted standards, shall be provided at each driveway where the highway average daily traffic exceeds 10,000 vehicles per day, permitted highway speeds exceed 35 miles per hour, and driveway volume exceeds 1,000 vehicles per day with at least 40 right-turn movements during peak periods. For any site, a right-turn lane as described in this subsection shall be provided at each driveway where right-turn ingress volumes exceed 75 vehicles per peak hour.
- (i) Maximum length of driveway.
  - (1) The maximum length of a driveway within the area zoned for shore land protection shall be 500 feet.
  - (2) A driveway may have any length, as it could access a parking lot or a single-unit residence at a distance from the street. Any one-lane driveway over 500 feet in length must provide a fifty-foot by ten-foot passing lane at five-hundred-foot intervals for the purpose of passing emergency vehicles running in the opposite direction to traffic.
- (j) Driveways with steep slopes. For any driveway with any slopes steeper than 12%, the applicant must provide a statement or plan that addresses maintenance (especially winter maintenance), erosion, and drainage. Should there be a question of safety (emergency vehicles, access use, etc.), then the approval of the City public safety director is required.

**Sec. 98-155. Sight distance. [Ord. No. 39-1998, § 5.5, 12-1-1998]**

Where driveways or roadways are proposed to enter onto an existing street, vehicular sight distance shall conform to the recommended sight distance listed in this section, and shall not be less than the minimum sight distance standard. The minimum sight distance standards are taken from table 5-4, page 127 of the Institute of Transportation Engineers Handbook, current edition, titled Transportation and Land Development, which is on file in the City services engineering bureau. Vehicular sight distance shall be calculated with the height of eye at 3.5 feet and the height of an object at 3.5 feet.

<b>Posted Speed Limit</b>	<b>Recommended Sight Distance (feet)</b>	<b>Minimum Sight Distance (feet)</b>
25 mph	250	150
30 mph	300	200
35 mph	350	250
40 mph	400	325
45 mph	450	400
50 mph	500	475

**Sec. 98-156. Parking spaces and aisles. [Ord. No. 39-1998, § 5.7, 12-1-1998; Ord. of 1-5-2010(1)]**

- (a) Parking space requirements. The standard parking space requirements are outlined in article VIII of this chapter.
- (b) Aisles. Vehicular access shall be provided by one or more aisles. Minimum widths of aisles shall comply with section 98-242 standards.

**Sec. 98-157. Standards for construction of parking lots or parking areas. [Ord. No. 39-1998, § 5.8, 12-1-1998; Ord. of 1-5-2010(1)]**

Where off-street parking is required or provided, the following standards shall apply:

- (1) Driveways shall be designed in accordance with the traffic standards for driveways; see section 98-154.
- (2) When surfacing permanent lots, there shall be a minimum 12 inches of gravel base below the pavement. If heavy vehicles (GVW 23,000 pounds or greater) routinely use the parking lot after final construction, the depth of base shall be 24 inches, or as determined by proper engineering analysis and subject to approval by the City engineer. For all parking lots:
  - a. All water shall be drained from the base material by ditching or underdrain.
  - b. No grading or geometry that allows trapped water in the base shall be permitted.
  - c. In the case of slopes draining down to the parking lot, perimeter drains shall be required.

- (3) A storm drain system is required such that stormwater shall not cross any public sidewalk or street. The parking lot shall be graded so that there is no standing water.
- (4) When parking lots abut the street, a continuous curb guard or wheel stop, at least six inches in height and permanently anchored, shall be provided and maintained for a width of at least three feet along that part of the lot line abutting the street. Alternatively, a continuous bumper guard of adequate strength, at least 20 inches in height, shall be provided and maintained, so that bumpers of vehicles cannot project beyond its face towards the street or lot line involved.
- (5) The surface of parking lots and parking areas must be paved, except parking areas that are used exclusively for a single-family or two-family residence.

Notwithstanding this requirement, the Planning Board has the authority to waive this requirement and to allow the use of a crushed stone surface for any parking lot or parking area that satisfies one or more of the following criteria:

- a. A parking lot that serves 10 or less vehicles;
- b. A parking lot which serves a use that experiences a low turnover in parking demand;
- c. A parking lot that serves a periodic or occasional type of use, such as but not limited to a church;
- d. A parking lot that mostly serves as an overflow parking area;
- e. A parking lot located in a predominately rural area, or which is located on a property which fronts on an unpaved road; or
- f. Circumstances similar to the above which the Planning Board finds appropriate.

**Sec. 98-158. Off-street loading bays. [Ord. No. 39-1998, § 5.9, 12-1-1998]**

Each loading bay shall have minimum dimensions of 50 feet by 14 feet and be located either within a building or outside and adjoining an opening in the building, except that, in the case of hospitals, nursing homes and convalescent homes, the off-street loading area provided for ambulances and other emergency vehicles shall be exempt from the minimum dimension requirement but shall be of sufficient width and depth to permit safe and convenient access and egress from the loading area. Every part of such loading bay shall be located completely off the street. In any case where trucks, trailers, or other motor vehicles larger than the dimensions of the minimum loading bay habitually serve the building in question, additional space shall be provided so that each vehicle shall park or stand completely off the street.

**Sec. 98-159. through Sec. 98-180. (Reserved)**

**ARTICLE VI**  
**Water Quality**

**Sec. 98-181. Intent and applicability of article. [Ord. No. 39-1998, § 6.1, 12-1-1998]**

The intent and applicability statements for this article are found in the zoning regulations, chapter 102.

**Sec. 98-182. Classifications of drainage systems. [Ord. No. 39-1998, § 6.1.1, 12-1-1998]**

The following are general standards based on the type of drainage system in existence in the development area:

- (1) Urban systems. Drainage facilities located within the bypass of the City shall include an enclosed underground system capable of effectively removing stormwater and groundwater from the street and adjacent areas. Discharge of drainage shall be into natural drainage courses or approved connection to an existing system capable of handling the increased flow. Direct connections to existing combined sewer systems is prohibited. Applicants for development requiring storm drain systems will be required to pay the cost of extending the storm drain system to the site if such extension is possible. If conditions warrant, and upon approval of the City Engineer ~~and/or code enforcement officer~~, the Planning Board may allow a combination of rural and urban drainage standards or utilize rural standards entirely.
- (2) Rural systems. Drainage facilities located within areas defined by this chapter as rural may, if approved by the City Engineer, consist of a system of culverts and open drainage channels capable of effectively carrying stormwater into natural drainage courses and dewatering the roadway subgrade.
- (3) Urban and/or rural systems. Drainage facilities located within areas defined by this chapter as urban and/or rural shall comply with subsections (1) and (2) of this section, as appropriate.

**Sec. 98-183. Design and construction of drainage systems. [Ord. No. 39-1998, § 6.1.2, 12-1-1998]**

- (a) Generally.
  - (1) A drainage system plan is required. See chapter 102.
  - (2) Stormwater management plans shall show means whereby the peak discharge for the developed site shall not exceed the peak discharge for the undeveloped site for the two-, twenty-five- **and fifty-year** storms. Emergency spillways shall be provided for storms in excess of the twenty-five-year storm.
  - (3) In the case of major subdivisions, street drainage shall be designed to detain stormwater through a number of means, with detention ponds as a last resort. All runoff entering the street drainage system from proposed lots shall not exceed the pre-development rate of runoff.
  - (4) Pipe inlet and outlet invert elevations shall be shown on the profiles of the drainage plan. Catch basin inlet grate elevations shall be shown on the plans.

- (5) All drainage systems within the development shall be designed to meet the criteria of the performance standards for a **two-year**, twenty-five-year **and a fifty-year** storm based on rainfall data as available. Flows shall be computed by appropriate methods, with design computations being submitted for review by the City Engineer and the highway superintendent. Other agencies may have different requirements.
  - (6) Upstream drainage shall be accommodated by an adequately sized drainage system through the proposed development for existing and future potential development in the upstream drainage area or areas tributary to the proposed development.
  - (7) Existing upstream and downstream drainage facilities shall be studied to determine the effect of the proposed development's drainage. The developer shall demonstrate to the satisfaction of the City engineer that the storm drainage from the proposed development will not, in any way, overload or damage existing storm drainage systems upstream or downstream from the proposed development.
  - (8) Where open ditches (other than street-side ditches), channels, streams, or natural drainage courses are used to collect, discharge, and/or transmit water through the development, an adequately sized, perpetual drainage easement shall be provided. The easement shall be centered as closely as possible to the middle of the watercourse and shall be no less than 30 feet in width in order to allow adequate ingress and egress for maintenance equipment.
  - (9) Where a drainage easement is to contain an open ditch, channel, stream or natural drainage course, the following shall apply:
    - a. The easement shall be cleared of all trees and brush and all stumps shall be removed to the extent necessary to allow adequate drainage and to provide vehicular access for maintenance where determined necessary.
    - b. The channel shall be constructed according to a plan which will show the following:
      1. The location and boundaries of the easement.
      2. Contour lines depicting the shape and slope of the channel.
      3. Typical cross section of the channel showing how the channel will be constructed to prevent erosion.
  - (10) Drainage easements shall be private, and adequate care and maintenance of the easements shall be a provision of the deeds and covenants of the respective private properties on which the easements are located unless otherwise permitted by the Planning Board.
  - (11) No clean water (stormwater) will be allowed to connect into any sanitary sewer system.
- (b) Urban systems.
- (1) Underdrain shall be installed on both sides of curbed streets, unless the base can drain to a ditch. Type C underdrain systems are allowed with appropriate design

considerations, and approval of City engineer. The City engineer may approve the installation of underdrain on only the uphill side of the street on streets traversing a slope or on only one side of the street in relatively flat areas if the developer's engineer can demonstrate that the street area surface water infiltration will be quickly drained from the street aggregate base/subbase and that groundwater will not reach the street aggregate base/subbase once the development is fully developed.

- (2) The minimum pipe size for closed conduit systems shall be eight inches in diameter, and the minimum size shall be 15 inches in diameter for open systems, except for type B underdrain pipe, which may be six inches in diameter.
  - (3) The design of storm drains shall be on the basis of flowing full at a minimum velocity of 2.5 feet per second.
  - (4) Three hundred fifty feet shall be considered as the maximum length for carrying stormwater in a street gutter to an intake at a catch basin otherwise approved by the City Engineer or the highway superintendent.
  - (5) Catch basin inlet grate elevations shall be recessed two inches below gutter line grades.
  - (6) No water shall be permitted to drain across a street or an intersection.
  - (7) Catch basins or manholes shall be placed at all vertical and horizontal changes in the alignment or pipe, and at all junctions. However, in no case shall catch basins or manholes be placed at intervals exceeding 350 feet, unless otherwise approved by the **City Engineer or** highway superintendent.
  - (8) A minimum of four feet of cover is required over the tops of all storm drain pipe, or frost protection must be provided subject to the approval of the ~~code enforcement officer or~~ City engineer.
  - (9) House foundation perimeter drains and roof drains with backflow check-valves may be connected to the storm drainage system upon written approval by and under the supervision of the highway superintendent.
- (c) Rural systems.
- (1) Streetside ditches and outlet channels shall be of a configuration and size to carry the contributory stormwater and subsurface flows from the streetway structure and streetside embankments. In all instances, the invert of the ditch shall be a minimum of six inches below the subgrade of the streetway extended to the shoulder, except as follows:
    - a. In areas of well-drained native soils, when approved by the City engineer; or
    - b. In areas where subsurface soils are of a nature requiring an underdrain system, in which case subgrades may be constructed to direct subsurface water to the storm drain system.
  - (2) Ditches shall drain in a positive manner.

- (3) Streetside ditches shall be at a minimum grade of 1.5% or the grade required to handle the design flow, whichever is greater, unless otherwise approved by the City engineer. Grades between the minimum stated and 0.5% will be allowed only if strict construction control is adhered to, and as approved by the City Engineer.
- (4) Ditch linings shall be provided to protect the side slopes and bottom from erosion and scour. Minimum channel linings for corresponding longitudinal slopes shall conform to the following table:

0.5%—3.0%	Loam and seed
3.0%—6.0%	Loam and seed, protected by erosion control mesh
6.0%—8.0%	Sod placed over loam
Over 8.0%	Stone, masonry or bituminous concrete

- (5) Standards for culverts are as follows:
  - a. Cross culverts. Culverts crossing under roads or streets shall be sized to pass a twenty-five-year frequency storm from the contributing drainage area with a maximum hydrostatic head of two feet above the culvert inlet invert or three inches below the outside edge of the shoulder, whichever is the greater elevation.
  - b. Driveway culverts. Culverts shall be installed under any proposed or existing driveway that interrupts the natural or proposed longitudinal drainage along any street or road. Driveway culverts shall be of a size capable of passing a ten-year frequency storm from the contributing drainage area with a maximum hydrostatic head as specified in subsection (c)(5)a of this section. Driveway culverts shall be ADS or equal, unless otherwise approved by the director of public works, and have a minimum diameter of 12 inches. The final determination of the culvert size shall be made by the City engineer. Driveway culverts shall be installed on the grade of the streetside ditch line.
  - c. Minimum cover. The minimum cover over culverts in the roadway areas shall be 24 inches. The minimum cover over driveway culverts shall be 12 inches.
  - d. Ditch lines. Street-side ditch lines shall be extended laterally and lowered to accommodate culverts with inlet and/or outlet inverts below the normal grade of the ditch line.
- (d) Drainage system materials. The following materials shall be utilized for drainage system construction and shall conform to criteria established by the City highway superintendent and the City engineer, and sanitary district specifications:
  - (1) Reinforced concrete pipe. Concrete pipe shall be class IV reinforced concrete pipe meeting ASTM designation C-76.
  - (2) PVC pipe. All PVC pipe shall meet the requirements of SDR-35 of ASTM specification D-3034.

- (3) Corrugated metal pipe. Corrugated metal pipe and fittings shall be plain galvanized, aluminum or bituminous coated conforming to the requirements of MDOT specifications, section 707 (Metallic Pipe). Pipe gauge shall be as required to meet soil and traffic loads with a deflection of not more than 5%.
- (4) Underdrain. Pipe for underdrain shall be perforated PVC-SDR-35 meeting the requirements of ASTM specification D-3034.
- (5) Manholes. **Manholes shall be of precast truncated cone section construction meeting the requirements of ASTM Designation C 478. Metal frames and traps shall be set in full mortar bed and with tops shall conform to the requirements of AASHTO M 103 for carbon steel casting, AASHTO M 105, Class 30 for gray iron castings or AASHTO m 183 (ASTM A283, Grade B or better) for structural steel.**

- ~~a. Manholes shall be precast concrete sections conforming to ASTM C478.~~
- ~~b. Manhole steps shall be polypropylene plastic, M.A. Industries PS2-PF-SL or equal. The spacing between the steps shall be 12 inches.~~
- ~~c. The manhole frame and cover shall be Etheridge No. E265S or equal. Covers shall be marked "Drain."~~
- ~~d. Manholes shall have a minimum inside diameter of four feet in the barrel section and two feet in the cone or top slab ingress/egress opening.~~
- ~~e. Manhole inverts shall be constructed of hard brick meeting federal specification SS-B-656 and shaped to the crown of the pipe.~~
- ~~f. All openings in the manhole for receiving pipe shall have a neoprene boot meeting ASTM C-443.~~

- (6) Catch basins. **Catch Basins shall be of precast concrete truncated cone section construction meeting the requirements of ASTM Designation C478. Castings shall be square cast iron sized for the particular inlet condition with the gratings perpendicular to the curb line. Metal frames and traps shall be set in a full mortar bed with and with tops shall conform to the requirements of AASHTO m 103 for carbon steel castings, AASHTO M 105, Class 30 for gray iron castings or AASHTO M 183 (ASTM A 283, Grade B or better) for structural steel.**

- ~~a. Catch basins shall be pre-cast concrete sections conforming to ASTM C478.~~
- ~~b. Cast iron catch basin frames and grates shall be Lebaron type F, Etheridge type M or equal.~~
- ~~c. Catch basins shall have a minimum two foot sump for the retention of waterborne solids.~~
- ~~d. Catch basins shall have a minimum inside diameter of four feet in the barrel section and two feet in the cone or top slab ingress/egress opening.~~
- ~~e. All openings in the catch basin for receiving pipe shall have a neoprene boot meeting ASTM C-443.~~

- (e) Installation of drainage systems.

- (1) Drainage system construction shall conform to all City standards.
- (2) All trenching shall be accomplished in accordance with all appropriate state and federal safety standards.
- (3) The maximum trench width at the pipe crown shall be the outside diameter of the pipe plus two feet.
- (4) Pipe, excluding culvert pipe, shall be bedded in three-quarter-inch screened stone with a minimum depth of six inches below the pipe. The top of the stone shall be to the top of the pipe or above. A minimum of 12 inches of cover sand shall be placed over the top of the pipe. When the excavated trench bottom is not sufficiently firm to properly support the pipe, the City engineer may direct the developer to excavate below grade to suitable foundation material and backfill with additional three-quarter-inch screened stone.
- (5) All gravity pipe shall be laid with a laser device designed for the purpose unless other means are approved by the City engineer.
- (6) All catch basins and manholes shall be founded below the frost line on a minimum depth of six inches of three-quarter-inch screened stone compacted to a uniform density.
- (7) All drain outlets shall be terminated with riprap to prevent erosion. Facilities for energy dissipation shall be provided. Culvert pipe inlets shall be constructed so as to prevent or decrease damage to embankments and/or to improve the efficiency of the culvert. Inlet control devices shall be approved by the planning board.
- (8) Type B underdrain (six-inch diameter, for intercepting groundwater) shall be laid with the perforations down on a minimum six-inch bed of three-quarter-inch screened stone. The three-quarter-inch screened stone shall be brought to a point 12 inches above the top of the underdrain pipe. The remainder of the trench to the bottom side of the subgrade of the road shall be backfilled with clean granular material.
- (9) Drain inlet alignment shall be straight in both horizontal and vertical alignment.**
- (10) Manholes shall be provided at all changes in vertical or horizontal alignment and at all junctions. On straight runs, manholes shall be placed at a maximum of 400-foot intervals.**
- (11) Upon completion, each catch basin or manhole shall be cleaned of all accumulation of silt, debris or foreign matter and shall be kept clean until final acceptance.**

**Sec. 98-184. Erosion and sediment control requirements. [Ord. No. 39-1998, § 6.1.3, 12-1-1998]**

- (a) Generally. Chapter 102 outlines the intent and applicability of the standards in this section.
- (b) Performance standards.
  - (1) Erosion and sediments shall be controlled through appropriate management practices to prevent adverse downstream water quality impacts. Hydraulic calculation techniques and design standards for facilities to achieve this performance standard shall be of accepted methods and subject to approval of the code enforcement officer and City engineer.
  - (2) Natural and manmade drainageways and drainage outlets shall be protected from erosion

from water flowing through them. Drainageways shall be designed and constructed in order to carry water from a twenty-five-year storm or greater, and shall be stabilized with vegetation or lined with riprap.

- (c) Control measures to apply during all stages of activity. Erosion and sedimentation control measures shall apply to all aspects of the proposed project involving land disturbance, and shall be in operation during all stages of the activity. The amount of exposed soil at every phase of construction shall be minimized to reduce the potential for erosion.
- (d) Maintenance of facilities. The developer shall maintain all components of the erosion and sediment control and stormwater management system unless the system is formally accepted by the City, or sanitary district or is placed under the jurisdiction of a legally created property owners' association whose charter and powers require maintenance of the system, including adequate financing to carry out this responsibility.
- (e) Stabilization timelines.
  - (1) In general, all activities regulated by these standards shall be conducted after March 1 and before October 30 unless accomplished in conjunction with approved construction.
  - (2) Disturbed soil shall be stabilized within one week from the time it was last actively worked using temporary or permanent measures such as placement of riprap, sod, mulch or erosion control blankets, or other comparable measures.
  - (3) In all cases within the shoreland zones, permanent stabilization shall occur within nine months of the initial date of exposure.
  - (4) Fill sites shall be graded and seeded within 30 calendar days of their closure or by October 31 (whichever date occurs first). Fill sites may remain open after October 31 only by written permission of the code enforcement officer.
  - (5) Permanent revegetation of all disturbed areas, using native plant material wherever possible, shall occur:
    - a. Within 30 days from the time the areas were last actively worked;
    - b. For spring and summer activities, by October 31; or
    - c. For fall and winter activities, by June 15, except where precluded by the type of disturbance (e.g., riprap, road surfaces, etc.). The vegetative cover shall be maintained.
- (f) Adaptation to existing topography. In order to create the least potential for erosion, development shall be designed to fit with the topography and soils of the site. Areas of steep slopes where high cuts and fill may be required shall be avoided wherever possible, and natural contours shall be followed as closely as possible.
- (g) Anchoring of mulch. If mulch is likely to be moved because of steep slopes or wind exposure, it shall be anchored with netting, peg and twine, or other suitable method and shall be maintained until a catch of vegetation is established over the entire disturbed area.
- (h) Prevention of sedimentation of water. In addition to placement of riprap, sod, erosion control blankets or mulch, additional steps shall be taken, where necessary, in order to prevent sedimentation of the water. Evidence of sedimentation includes visible gully erosion,

discoloration of water by suspended particles and slumping of banks. Silt fences, staked hay bales and other sedimentation control measures, where planned for, shall be in place prior to commencement of work, but shall also be installed whenever necessary due to sedimentation.

- (i) Maintenance of temporary control measures. Mulch or other temporary erosion control measures shall be maintained until the site is permanently stabilized with vegetation or other permanent control measures.
- (j) Application of mulch. Where mulch is used, it shall be applied at a rate of at least one bale per 500 square feet and shall be maintained until a catch of vegetation is established.
- (k) Disposal of excavated materials. Any and all excavated material shall be removed to approved locations. The City shall provide a list of approved sites within the City limits.

**Sec. 98-185. Submission requirements. [Ord. No. 39-1998, § 6.1.4, 12-1-1998]**

The checklist of required submissions relative to this article is as follows:

- (1) Map submissions.
  - a. Location map with boundaries of the development clearly marked.
  - b. USGS topographic map, or larger-scale map when available or if necessary for clarification, with boundaries of the site clearly marked and drainage areas used for stormwater management calculations noted. Predevelopment drainage areas shall be noted. Post-development drainage areas shall be noted.
  - c. Topographic maps specifically for the project with:
    - 1. Pre-development contours noted.
    - 2. Post-development contours noted.
    - 3. Limits of clearing and grading noted.
    - 4. Location of stormwater control structures.
    - 5. Location of sediment and erosion control practices.
    - 6. Pre-development drainage patterns noted.
    - 7. Post-development drainage patterns noted.
    - 8. Flow lengths used in time-of-concentration calculations noted.
  - d. SCS medium intensity soils map with boundaries of the development clearly marked and drainage areas used for stormwater management calculations noted.
  - e. High-intensity soil survey for the development site.
- (2) Narrative submissions.
  - a. Description of the development, which shall:
    - 1. Describe the nature of the development.
    - 2. Describe present and post-development land use cover.

3. Describe which areas will be disturbed by construction.
  4. Describe adjacent areas which will be disturbed by construction.
  5. Describe areas on-site especially vulnerable to erosion.
  6. Describe the soils found on-site.
- b. Description of stormwater handling, which shall include the following:
1. Summary and analysis of existing stormwater movement.
  2. Analysis of post-development stormwater movement.
  3. Methods being proposed to control stormwater.  
The method of calculation shall be noted.
- c. Description of erosion and sedimentation control, which shall list and describe the practices and structures to be used and shall:
1. Indicate how accelerated erosion will be minimized.
  2. Indicate how sedimentation will be minimized.
- d. Schedule of construction, including a schedule of installation/implementation of temporary and permanent sediment and erosion control structures and management practices.
- e. Description of inspection and maintenance for sediment and erosion control measures.
- (3) Design drawings and calculations.
- a. Detail drawing of any structural practices used that are not referenced.
- b. Calculations for stormwater management practices, which shall include the following:
1. Worksheets, showing assumptions used.
  2. Detention basins.
  3. Culverts.
  4. Ditches and waterways.
  5. Other calculations.
- c. Calculations for sediment and erosion control practices, which shall include the following:
1. Worksheets.
  2. Sediment basins.
  3. Diversions.
  4. Ditches and waterways.
  5. Other calculations.

**Sec. 98-186. Resource publications for preparing erosion and sediment control plans. [Ord. No. 39-1998, § 6.1.5, 12-1-1998]**

Resource publications (current revisions) for preparing erosion and sediment control plans are as follows:

- (1) The Maine Erosion and Sediment Control Handbook for Construction, prepared by the state department of environmental protection.
- (2) Stormwater Management Manual, prepared by the Greater Portland Council of Governments.
- (3) Technical Release 55, Urban Hydrology for Small Watersheds, R-55, June 1986, available from National Technical Information Service NTIS, U.S. Department of Commerce, Springfield, VA 22161, (703) 487-4650 (TR 20 may also be used).
- (4) Other publications, subject to approval of the stormwater management board.
- (5) Maine Erosion and Sediment Control Handbook for Construction Best Management Practices, prepared by Cumberland SWCD and the state department of environmental protection.

**Sec. 98-187. General criteria for sediment and erosion control plans. [Ord. No. 39-1998, § 6.1.6, 12-1-1998]**

General criteria for sediment and erosion control plans are as follows:

- (1) All denuded areas shall be stabilized.
- (2) All soil stockpiles shall be stabilized.
- (3) Permanent vegetation shall be established.
- (4) Adjacent properties shall be protected from sediment from the development.
- (5) Adjacent properties shall not be subjected to erosion due to increased runoff water from the development.
- (6) Cut and fill slopes shall be constructed and stabilized in a way to reduce erosion.
- (7) On-site waterways and outlets shall be stabilized.
- (8) Storm sewer inlets shall be protected from sediment.
- (9) If working in or crossing live streams, they shall be protected during construction.
- (10) Construction access routes shall be stabilized to include dust control.
- (11) Temporary sediment and erosion control structures shall be removed when the development is finished.
- (12) Maintenance of stormwater, sediment, and erosion control structures shall be addressed adequately.

**Sec. 98-188. Appurtenances to erosion control measures. [Ord. No. 39-1998, § 6.1.7, 12-1-1998]**

- (a) Riprap. MDOT specifications, section 610 (Stone Fill, Stone Blanket and Stone Ditch Protection), shall be applicable to this subject.
- (b) Erosion control blankets. MDOT specifications, section 613 (Erosion Control Blankets), shall be applicable to this subject.
- (c) Sodding. MDOT specifications, section 616 (Sodding), shall be applicable to this subject.
- (d) Loam. MDOT specifications, section 615 (Loam), shall be applicable to this subject. All esplanades, circular turnaround islands, ditch slopes, and other planting strip areas at the sides of streets shall receive at least four inches of loam.
- (e) Seeding. MDOT specifications, section 6.18 (Seeding), shall be applicable to this subject. Seeding method number 1 (Park Mixture) shall be used on areas specified in subsection (d) of this section.
- (f) Mulch. MDOT specifications, section 619 (Mulch), shall be applicable to this subject.
- (g) Geotextiles. MDOT specifications, section 620 (Geotextiles), shall be applicable to this subject.
- (h) Landscaping. MDOT specifications, section 621 (Landscaping) and section 622 (Transplanting Shrubs, Hedges and Trees), shall be applicable to this subject.
- (i) Dust control. MDOT specifications, section 637 (Dust Control), shall be applicable to this subject. Dust control shall be provided for all areas as necessary to prevent the visible emissions of dust in the air.

**Sec. 98-189. through Sec. 98-210. (Reserved)**

March 2, 2026

To: Belfast City Council  
From: Belfast Housing and Property Development Committee  
Re: Subdivision Ordinance Revision

Dear City Council Members:

The Belfast Housing & Property Development Committee is writing this letter to provide its position on the City Council's consideration of potential amendments to Belfast's subdivision ordinance.

This Committee supports efforts to reduce regulatory complexity and streamline permitting requirements for housing development. In light of those goals, we have followed with interest the process of adopting comprehensive amendments to the Subdivision and Chapter 98 Technical Standards Ordinance and provided comments in support as the amendment package made its way through Planning Board review. Those letters are attached here along with an outline of our activity on this topic.

We continue to support the goal to revise and update the City's subdivision ordinance to better reflect modern standards and to reduce complexity and redundancy. We understand that a tremendous amount of work and consideration has gone into the process to this point, and commend the city staff, the Planning Board, and the numerous members of the public who have provided their time and energy in drafting, reading, and debating the proposed amendments.

As reflected in our letters, given the mission of this Committee, our primary concern has been avoiding, to the extent possible, regulatory complexity that increases cost and makes it more difficult to build houses quickly at lower cost. There is much in the amendment as drafted that we support, and that we believe will reduce barriers to building in Belfast, and we recommend the Council approve the changes. Given the critical lack of housing in Belfast, however, and the immensity of the need for more housing to be built, and quickly, we continue to believe more efforts should be made to streamline technical requirements and remove barriers to development in the subdivision ordinance.

This Committee believes that ordinances should be treated as living documents that are regularly improved upon, and would recommend that the City continue to search for improvements—with a particular focus on affordability—after the approval of this package of amendments. The Committee recognizes that these are complex issues, and generalized exhortations to improve are less helpful than concrete suggestions. Going forward, the Committee would advocate for obtaining, if feasible, outside independent technical expertise to review our ordinances to assess where affordability gains may be achieved. Wherever possible, utilizing templates or existing examples from other municipalities, State agencies, or nonprofits should be considered.

Thank you for the opportunity to provide comment.

Sincerely,



Nat Clifford, Chair  
On behalf of the Housing and Property Development Committee

10.D



CITY OF BELFAST, MAINE 04915  
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

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

MEMORANDUM

DATE: March 10, 2026

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

FROM: Bub Fournier, Planning and Codes Director and Alexandra Sykes, City Planner

RE: Draft documents for City Council consideration for Curbside Belfast summer program 2026

**Background Information:** The City Council first approved the Curbside Belfast program in 2020 in response to the COVID-19 pandemic, allowing downtown businesses to use City-owned outdoor space. Since then, the Planning and Codes Department, Public Works Department, City Manager's Office, City Council, Intown Design Review Committee, Our Town Belfast, and participating businesses have continued to implement and refine the program. Curbside Belfast remains a popular and successful feature of the downtown streetscape.

For the Summer 2026 season, the program continues to allow restaurants to utilize up to 400 square feet of City property in designated on-street parking spaces for outdoor dining. Participants must obtain a Use Permit, an annual Curbside License, and enter into a Curbside Lease Agreement with the City. The program runs from May 1 through October 31, consistent with the City's seasonal off-street parking schedule.

Operational requirements include meeting design, life-safety, and accessibility standards. Businesses are expected to be open at least five days per week for a minimum of six hours per day. The program fee for the six-month summer season is proposed at **\$750, which is the same as last summer.**

Program updates in 2025 included reflective markings for improved traffic visibility, encouragement of public use of curbside areas when businesses are closed, and allowing temporary closure of curbside areas during extreme temperature events. Participants are also required to complete installation by May 15 to ensure readiness for the season.

Draft program applications and supporting materials are enclosed for Council review and consideration. I look forward to hearing your thoughts about this upcoming season.

**Requested Action:** I request that the City Council discuss the 2026 Curbside Belfast summer program and direct staff to generate appropriate documents to facilitate the program.



## **DRAFT**

### **Design Requirements for Curbside Belfast Outdoor Seating Areas**

The Curbside Belfast outdoor space program will be launched in Spring 2026 for the seventh year. As the Downtown Belfast community prepares for the busy warmer seasons, the City of Belfast is looking forward to this ongoing annual outdoor seating program that permits businesses to utilize adjacent outdoor space. Businesses are encouraged to be expressive and have fun with this opportunity. Keeping these outdoor areas looking good is a great benefit to our Downtown and adds to the vibrant energy that is part of first impressions for visitors of the city. Design requirements for the Curbside Belfast program are listed below so that we can continue to keep Belfast looking good as we carry the new program into this season.

- 1) Continuous opaque walls taller than 42" that block views are prohibited. Individual elements such as posts, plantings, lighting etc. may be taller.
- 2) Green elements, or other enhancements such as live flowers, shrubs or artwork must be incorporated into the design. No traffic safety features such as barricades or cones shall be on display without decorative enhancements. Reflective elements for traffic safety shall be incorporated for times of low visibility.
- 3) A visually penetrable barrier around the perimeter of the space, such as a guard or handrail, must be incorporated into the design.
- 4) All spaces shall be constructed of high-quality, durable, and aesthetically-pleasing materials. Outdoor areas shall not be unsightly. Painted or stainless metal, finished woods, and other materials intended for outdoor use are all allowable.
- 5) Adding overhead weather and sun protection to your space is permitted so that your services will not be weather dependent.
- 6) Artwork can enhance the attractiveness of your space and create identity for your business.
- 7) Outdoor spaces shall be kept simple, free of clutter, and well maintained to provide an inviting space that will welcome customers and enhance our lively downtown. No waste receptacles or unused equipment/materials shall be located in the outdoor areas.



**DRAFT**  
**CURBSIDE BELFAST 2026**  
**OUTDOOR SEATING**  
**PERMIT APPLICATION**

**1: INTRODUCTION**

Consistent with the City of Belfast's efforts to assist downtown businesses navigating options for outdoor spaces and to maintain a vibrant downtown area, Curbside Belfast is returning with the following permitting options.

The City of Belfast is excited to offer an Expansion of Use Permit and Curbside Belfast license available to businesses that are located within Belfast's downtown. Expansion of Use Permits are required for qualification of the program. All Curbside licenses issued will be effective beginning May 1st, 2026. The 2026 Curbside Belfast Program will run from May 1st through Oct. 31 following the seasonal on-street parking schedule.

Fees for the 2026 Curbside Belfast program are summarized below:

Combined expansion of use permit fee, seasonal Curbside license fee similar to lunch wagon or victualer's, and the lease fee for City space for this 6-month summer season will be **\$750.00. (This is the same amount as last year. The winter 2025-2026 fee was \$400.00)**

**2: REQUIREMENTS**

The Curbside Belfast program will be available to businesses in the Downtown Commercial and Waterfront Mixed Use 1 and 2 zoning districts only. For this program, businesses may only utilize public space immediately adjacent to their property. Expansions of Use on private property are not eligible for the program.

All Outdoor areas must:

- Only occupy the portion of abutting public property which least infringes on public use, passage, and traffic as determined by, and at the complete discretion of, the City of Belfast. No more than 400 sqft may be utilized for the program. This typically involves impacting (2) parking spaces (Curbside sites in angled parking areas may be allowed to infringe on one additional space to provide a rectangular shaped Curbside area.)
- Outdoor spaces must be open for business 5 out of 7 days per week and a minimum of 6 hours per day. The City encourages Curbside participants to consider making Curbside areas available for public use when not open for business to increase street level vibrancy Downtown. During extreme weather events above 85 degrees,

Summer 2026 participants will be allowed to be closed.

- Be as continuous as possible by locating the outdoor area in a single portion of an establishment's frontage and not extend in front of an adjoining establishment without written permission from the neighboring property owner.
- Not encroach, impede or obstruct a public walkway. A safe path must be maintained at all times of at least 3 feet in width to allow for pedestrian movement.
- Not block building entrances, accessible parking spaces, firetruck access, dumpster access, and any furniture or fixtures related to outdoor areas must remain completely unobstructed.
- Be located on a smooth surface, compliant with accessibility and life safety codes.
- Use physical barriers (i.e., fences, barricades, etc.) to visually distinguish the boundary of the outdoor area. A reflective element shall be incorporated into barriers for times of low visibility.
- Use non-permanent structures which can be removed, however, structures will be allowed to be left in place until the expiration of the permit, including overnight and on days when a business is closed.
- Provide lighting and comply with the electrical code (NEC). Consumer-grade extension cords cannot be used to deliver electricity to an outside area; establishments wishing to extend electricity to an outside area are strongly recommended to consult with a licensed electrician.
- Installation of any permitted Curbside spaces must be completed by May 15th, 2026 in order to be ready for the season. Any new applicants during the season will have two weeks from the date of approval to get set up.

On-premise expansions of use will need traditional permitting and do not require a Curbside Belfast license from the City. If an establishment already has its own adjacent side and/or rear areas, they may apply for expansions of use through traditional permitting paths. Please contact the City's Planning and Codes Department for more information at 207-338-3370 X125.

All improvements (i.e., furniture, fixtures) used in the outdoor area must be temporary in nature and there shall be no penetration of public surfaces.

The City of Belfast will be placing traffic barriers along public streets for increased safety. Please refer to Design Requirements for details about enhancing aesthetics of these safety features and see above for reflective material requirements.

All outdoor areas shall be under the responsible direction and control of the licensee as identified in this application.

A license, if granted, will only be valid during the hours of 6:00am to 10:00pm each day, Sunday through Saturday, and shall expire after October 31, 2026, unless renewed.

The establishment must comply with all applicable city, state, and federal laws and regulations, including the Americans with Disabilities Act.

### **3: INSURANCE AND LIABILITY (PLEASE CONSULT WITH YOUR INSURANCE CARRIER REGARDING THE FOLLOWING ITEMS)**

The establishment understands and expressly assumes all the risk of operating and conducting business under this permit.

As a condition of being granted this license, during the term of this license, the licensee shall defend, indemnify, save and hold the City of Belfast, and its inhabitants, officers, employees and agents completely harmless from and against any and all liabilities, losses, suits, claims, costs, expenses, judgments, fines or demands arising by reason of injury to or death of, or asserted by, any person or persons, including the permittee's agents, clients, invitees or employees, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney's fees, court costs, and expert witness fees), of any nature whatsoever arising out of or incident to this permit and/or the use, occupancy, conduct, or management of the demised premises or the acts or omissions of the permittee's officers, clients, agents, employees, contractors, subcontractors, licensees, or invitees, except to the extent such injury, death, or damage is caused by the negligent acts or omissions of the City, its agents, employees, clients or invitees. The licensee shall give to the City reasonable notice of any such claim or actions. The licensee shall also use counsel reasonably acceptable to the City in carrying out its obligations under this article.

The licensee further expressly agrees that it will defend, indemnify, save and hold the City of Belfast harmless from any and all claims made or asserted by the licensee's agents, servants or employees arising out of the licensee's activities under this license. For this purpose, the licensee hereby expressly waives any and all immunity it may have under Maine's Workers Compensation Act in regard to such claims made or asserted against the City by the licensee's agents or employees. For this purpose, the licensee further expressly waives any charitable immunity it may have under applicable law as to any and all claims of any person made or asserted against the City arising out of the licensee's use and occupancy of the demised premises or other activity of the licensee under this license.

The indemnification provided under this section shall extend to and include any and all costs incurred by the City to answer, investigate, defend and settle all such claims, including but not limited to the City's costs for attorney's fees, expert and other witness fees, the cost of investigators, and payment in full of any and all judgments rendered in favor of the licensee's agents, invitees, licensees, clients, servants or employees against the City in regard to claims made or asserted by such persons.

In exercising the rights granted under this license, the licensee shall at all times be regarded as an independent entity conducting its own business and operations and shall not at any time act, hold itself out or purport to act as an agent, contractor, co-partner, joint venture or employee of the City.

The licensee, during the entire term of this license shall maintain, at its sole expense, insurance in the type and amount shown below with companies authorized to do business in the State of Maine for the protection of the City of Belfast against any and all liability, including wrongful death, against all claims, losses, costs or expenses arising out of injuries to persons whether or not employed by the licensee or damage to property whether resulting from acts, omissions, negligence or otherwise of the licensee, its directors, officers, clients, employees and agents and arising from the licensee's use of the demised premises or any part or portion thereof: 1) commercial general liability insurance with a minimum limit of \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate; and 2) workers compensation and employers liability insurance with a minimum limit of \$500,000 per occurrence.

The licensee shall cause to be furnished to the City, at the time of execution of this license, evidence in the form of certificates of insurance of the existence in force of the insurance required hereunder. Said certificates shall name the City as an additional insured and loss payee. The licensee shall cause to be furnished to the City replacement certificates of insurance whenever the insurance policies are renewed. The City shall be notified prior to any changes or discontinuances of coverage.

The City agrees to promptly notify the licensee in writing of the existence or filing of any claim, demand or action arising out of an occurrence covered hereunder of which the City has knowledge, and to cooperate with the licensee in the investigation and defense thereof.

The minimum insurance coverage required under this article shall be deemed to be automatically adjusted whenever the Maine State Legislature shall increase the City's maximum liability beyond such minimums for personal injury, wrongful death or property damage claims brought under the Maine Tort Claims Act. In the event of such an increase, the minimum insurance coverage required shall be no less than the amounts required herein or no less than the City's maximum liability for such claims under the Maine Tort Claims Act, whichever is greater.

#### **4: ENFORCEMENT**

The rights and duties granted herein shall be under the supervision and control of the City of Belfast's Code Enforcement Officer and the City of Belfast's Chief of Police. For this program, extension of use permits are reviewed by the Code Enforcement Officer. All Curbside Belfast participants must meet all applicable codes and State laws. Applicants must remain in compliance with details of permit application while in operation. In the event of a breach of this license by licensee, the City may, for the first breach, issue a verbal warning to Licensee; in the event of a second breach the City may terminate this License.

Notwithstanding these provisions regarding penalties for breaches or any other provision of this license, in the event that the City, in its sole discretion, determines that further use of the premises under this license is not in the best interests of the City, the rights granted herein may be suspended or terminated upon 24 hours written notice to the licensee.

At the end of the term of this license, or if this license is suspended or terminated, all structures, fencing, tables, seating, or equipment must be removed from any City of Belfast public walkway or public area. The City may move or remove any of said items if they are not removed before the end of the term of this license or before the 24-hour notice period expires.

**5: APPLICATION (ALL RESPONSES ARE REQUIRED):**

Legal Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Belfast, ME 04915

Mailing Address: \_\_\_\_\_  
Street/PO Box City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Name, address, telephone number of Property Owner (if property is rented or leased, need a copy of rental agreement / lease):

Which hours do you plan to have these additional areas open (no earlier than 6:00am, and no later than 10:00pm): \_\_\_\_\_

**For extension of License on Premise**

License # (if requesting extension of liquor license): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the following page, sketch out your plan for your outdoor area. In your sketch you must include and clearly indicate the relative locations of the following components:

- existing dimensions and seating capacity of your business.
- parking spaces, public walkways, and/or adjacent areas that you are looking to utilize; Please indicate contiguous and non-contiguous space you plan to use.
- path(s) through your area(s) that will allow for pedestrian traffic.
- arrangement of Curbside tables and other structures which have proper spacing.
- barriers to be used and how their appearance will be enhanced.
- awnings, umbrellas, and/or other rain- and sun-shielding devices to be used (optional).
- lights or lighting systems to be used.
- reflectors to be used.

For expansion of use on premises, traditional permitting will be required.

Please contact the City of Belfast Planning and Codes Department for further assistance at 207-338-3370 X125.

\_\_\_\_\_  
Signature of Owner/Corporate Officer

\_\_\_\_\_  
Printed Name of Owner/Corporate Officer

**CURBSIDE AREA DIAGRAMS**

In an effort to clearly define your expansion please draw a diagram below that will include the area you want for a Curbside Belfast license. Diagrams should be submitted on this form or attached and should be as accurate as possible. Be sure to label and dimension the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division of liquor consumptions.

## **6: SUBMISSION OF YOUR COMPLETED APPLICATION**

When completed, please submit your application via regular mail or via e-mail to:

Belfast Planning and Codes Department  
Belfast City Hall  
131 Church Street  
Belfast, Maine 04915  
[planningandcodes@cityofbelfast.org](mailto:planningandcodes@cityofbelfast.org)

Electronic copies of application forms can be found on the Planning and Codes page of the City website [cityofbelfast.org](http://cityofbelfast.org)

# **DRAFT**

## **Curbside 2026 Code Considerations**

### **Considerations for Converting Outdoor Spaces into Temporary Seating Spaces**

These considerations are meant to supplement – not replace – any state, county, local health and safety laws, rules, and regulations with which businesses must comply.

#### **TEMPORARY VS. PERMANENT**

While the intent of this guidance is to address temporary seating areas, it is necessary to clearly define the time period that any associated structures will be set in place, and not just used. The International Building Code (IBC) clearly requires that temporary structures are only to be erected for a period of less than 180 days per Section 3103. Further, temporary tents, umbrella structures and other membrane structures must comply with NFPA 1, 101, & 701 and again be erected for a period of less than 180 days. If these structures, including tents and other membrane structures, are to be erected for a period of 180 days or greater, they are not temporary structures and must comply with the IBC, NFPA, and all other applicable codes and standards as referenced. With the specific time periods given above it is also important to note that under IBC Section 108 the building official is authorized to grant extensions for demonstrated cause. Local building, flood, and shoreland permitting are still required.

#### **LOCATION**

1. Temporary outdoor seating should be located so as not to negatively impact the existing accessible parking spaces or accessible routes.
2. Temporary outdoor seating areas should be separated from designated food and beverage pick-up locations.
3. Temporary outdoor seating should be separated from adjacent automobile travel lanes by an approved barrier or adequate separation distance.
4. Access to fire hydrants, fire department connections for automatic sprinkler systems, and entrances and exits of all buildings cannot be obstructed at any time by barriers or seating.

#### **ENCROACHMENTS INTO THE PUBLIC RIGHT-OF-WAY**

State and local permits may be required for encroachment onto a public right-of-way. In addition, depending on the proposed new layout, construction documents may be required to be submitted for the Code Officer's review and approval. The construction documents should include a site plan indicating the location and quantity of the temporary outdoor seating and information delineating the means of egress and the projected total occupant load.

Chapter 32 of the International Building Code (IBC) covers temporary and permanent encroachments into public right of ways.

#### **OCCUPANT LOADS AND MEANS OF EGRESS**

The overall occupant load of both existing and the proposed new seating areas, along with the use of temporary or permanent structures, must be taken into consideration when evaluating the overall effect on fire safety, means of egress, accessibility, light, ventilation, bathroom and sanitary requirements.

Chapter 10 of the IBC addresses occupant loads for areas having fixed seating and areas without fixed seating

#### **ACCESSIBILITY**

Section 1009 of the IBC requires accessible means of egress.

Section 1104 of the IBC requires that at least one accessible route connect accessible buildings, facilities, elements and spaces on the same site.

Section 1105 of the IBC requires at least 60% of all public entrances to be accessible. Section 1108.2.9 specifies that dining and drinking areas, whether interior or exterior must be accessible and on an accessible route with some given exceptions. Further where dining surfaces are provided for the consumption of food or drink at least 5%, but not less than one must be accessible.

# **DRAFT**

## **Curbside 2026 Code Considerations**

### **WEATHER RESISTANCE**

Consideration should be given to limiting the size of canopies, umbrellas or awnings. All of these structures should be provided with an adequate means to resist wind, rain or other similar loads.

### **FIRE PREVENTION**

Fire ratings and protective measures are important, as the associated requirements are typically based on the risk associated with the building's occupancy and use. Expanding or adding outdoor seating areas can sometimes present an increased challenge. If the outdoor seating areas include awnings, canopies, umbrellas, marquees or tents on sidewalks, parking lots or green spaces, consideration should be given to the following:

1. The combustibility rating of the materials used should be evaluated and approved for the intended use. Both permanent and temporary tents and membrane structures must comply with flame propagation performance, including required labeling, and a certification affidavit per NFPA 701
2. The spacing between temporary tents or membrane structures must further comply with NFPA 1 and 101 which requires that these structures be at least 10 feet from other buildings, other tents or membrane structures, parked vehicles or internal combustion engines with some given exceptions.
3. Approved portable fire extinguishers should be provided and placed in locations approved by the fire code official.

### **PLUMBING, MECHANICAL, FUEL GAS AND ELECTRICAL SYSTEMS**

Existing plumbing, mechanical and electrical system designs may not be adequate for added outdoor seating in some cases. While in general, outdoor seating is being used to offset reduced occupant loads within existing structures, the overall occupant load of both existing and proposed outdoor seating areas must be taken into consideration and its effect on light, ventilation, bathrooms and sanitary requirements.

#### **Plumbing**

Where the toilet rooms provided in an existing structure will serve the anticipated occupant load of both the indoor spaces and proposed outdoor seating areas:

1. UPC Table 422.1 requires seasonal outdoor seating and entertainment areas to be included when determining the minimum number of toilet facilities required.
2. Travel distance should be considered.

#### **Mechanical and Fuel Gas**

Proposed designs for temporary climate control of the outdoor spaces should meet the minimum requirements of the International Mechanical Code (IMC), NFPA 54, and NFPA 1. All equipment and appliances must be listed and labeled for the intended use and installed in accordance with the codes and the installation instructions.

#### **Permanent tents and membrane structures.**

1. Heating and cooking equipment, including related components, must be installed per the International Mechanical Code (IMC), NFPA 54 and approved by the building and code official. Gas, liquid and solid fuel burning equipment that is designed to be vented must be vented to outdoor air per the IMC and NFPA. Where vents or flues are installed, all portions of the tent or membrane structure must be no less than 12 inches away from any flue or vent.
2. Cooking and heating equipment must be located at least 10 feet from exits or combustible materials.
3. Designated "cooking-only" tents, with sidewalls or drops, must be separated by other tents or membrane structures by no less than 20 feet.
4. Electrical heating and cooking appliances must comply with NFPA 70.
5. LP-gas storage, handling and use along with the use of LP-gas equipment must comply with NFPA 54

## **DRAFT**

# Curbside 2026 Code Considerations

### **Electrical**

1. When connected to public utility power or generator sources, outdoor seating areas or temporary tent and membrane structures will need to comply with NFPA 70.
2. NFPA 101 requires exit signage for temporary tents or membrane structures where an exit serves an occupant load of 50 or more. Further, these exit signs are required to be internally illuminated or externally illuminated. Where the exit signs are externally illuminated two separate circuits, one of which must be separate from all other circuits, is required for occupant loads of 300 or less. Two separate sources of power, one being an approved emergency system must be provided where the occupant load exceeds 300.
3. NFPA 101 requires means of egress illumination with a light intensity of not less than 1 foot candle at the floor level for temporary tents and membrane structures while occupied. Further this means of egress illumination must be supplied from a separate circuit or source of power.
4. NFPA requires generators or other internal combustion power sources to be separated from tent or membrane structures by a minimum of 20 feet and isolated from the public with fencing or an enclosure.

10.E

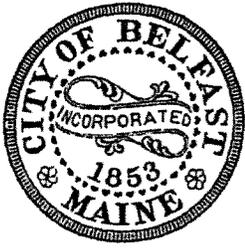
**Manda Cushman**

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**From:**  
**Sent:** Tuesday, March 3, 2026 9:14 AM  
**To:** Manda Cushman  
**Subject:** For March 17 Council Meeting.

The RFP process for the concession stand at City Park brought in Three Applicants. They are; JJ's Taco Hut selling Tex-Mex Tacos, Joshua and Dakota's Cantina selling Empanadas, and Taqueria Max selling authentic tacos. All three applicants will be presenting to the Parks, Trails, and Recreation Committee on Thursday, March 12. After which, they will have a recommendation for City Council for the Tuesday, March 17 meeting.

Carolyn Steeves  
Belfast Parks and Recreation Admin, Pool Director  
City of Belfast  
131 Church Street  
Belfast, Maine 04915  
207-338-3370 x127



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

E-mail: [cityhall@cityofbelfast.org](mailto:cityhall@cityofbelfast.org)

Tel: (207) 338-3370

Fax: (207) 338-2419

**Parks & Recreation**  
**RFP Proposal Submissions for City Park Concessions**  
**February 11<sup>th</sup> 2026 @12pm**

**Present at the opening:** Angie A Crosby Belfast City Clerk & Carolyn Steeves Parks & Recreation

There were a total of three (3) bid envelopes submitted as follows:

**Taqueria Max**

Max Vivado  
129 Park Street  
Rockport, ME 04856  
(603)714-3119  
[maximillian.vivado@gmail.com](mailto:maximillian.vivado@gmail.com)

Menu: Tacos, queso tacos, loaded fries, drinks, desserts and more

Hours of Operation: Thursday & Friday 11am-6pm  
Saturday & Sunday 12pm-4pm

**Joshua & Dakota's Cantina**

Joshua Kumrits & Dakota Danner  
271 Northport Ave  
Belfast, ME 04915  
(207)322-5829  
[indcantina@gmail.com](mailto:indcantina@gmail.com)

Menu: Homemade empanadas, Paraguayan onion casserole, seafood fritters, chili & chowder. Breakfast items as well such as breakfast omelet sandwich, breakfast empanadas, coffee & tea, fresh homemade juice, homemade tea

Hours of Operation: Monday thru Saturday 9am-5pm

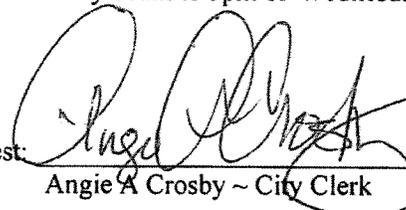
**JJ's Taco Hut**

Rafe Blood  
87 High Street  
Belfast, ME 04915  
(207)323-1189  
[rafe.blood@yahoo.com](mailto:rafe.blood@yahoo.com)

Menu: Tacos, burritos, quesadillas, taco salad, chips & salsa, children's menu, desserts & sweets, ice cream

Hours of Operation: Monday thru Friday 10am to 5pm or Tuesday to Saturday 10am to 5pm or Wednesday to Sunday 10am to 5pm.

Attest:

  
Angie A Crosby ~ City Clerk



10.F

# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Adrien Lumumba**  
Parks & Recreation Director

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

## MEMORANDUM

**TO:** Erin Herbig, City Manager  
**FROM:** Adrien Lumumba, Parks and Recreation Director  
**DATE:** March 11, 2026  
**RE:** Truck Purchase

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### **Proposal: Replacement of Underutilized Vehicle with Dump Body Pickup Truck for Belfast Parks and Recreation Department**

The Belfast Parks and Recreation Department has not allocated funds for the acquisition of a new truck within the FY25-26 Capital Improvement Program. However, current fleet utilization reveals an opportunity for greater operational efficiency. The Department's 2025 GMC Sierra remains significantly underutilized during regular summer workdays, as maintenance teams typically operate in pairs, leaving one truck idle for extended periods.

To address this inefficiency and better support daily maintenance activities, it is recommended that the 2025 GMC Sierra be traded in for a 2026 Chevrolet Silverado 3500HD Crew Cab (CC) equipped with a dump body. This configuration would provide substantial benefits to the maintenance team, including:

- Enhanced capacity for spring cleanup operations, enabling efficient collection and transport of leaves, debris, and other materials without requiring multiple handling or trips (currently 2–3 times per load).
- Improved delivery and distribution of bulk materials such as mulch, wood chips, dirt, and gravel to various parks and project sites, depending on seasonal and project-specific needs.
- Overall streamlining of day-to-day operations, resulting in reduced labor time, increased productivity, and more effective resource allocation across the team.

By transitioning to a dump-body pickup truck, the Department would achieve measurable gains in operational efficiency, minimizing downtime and manual effort while maximizing the utility of available vehicles.

The proposed vehicle is available at O'Connor Chevrolet Buick GMC (O'Connor Auto Park) in Augusta, Maine—a longstanding and trusted dealership from which the Department has historically sourced all of





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

its trucks. Kip Faulkner conducted thorough comparative pricing research and confirmed that O'Connor Auto Park offers this 2026 Chevrolet Silverado 3500HD CC dump truck configuration at a competitive rate relative to other dealerships, which quoted higher prices for comparable units.

Conveniently, no travel to Augusta is required: O'Connor Auto Park will deliver the new truck to Belfast and retrieve the trade-in vehicle (2025 GMC Sierra) at no additional charge.

The net purchase price, after applying the trade-in value of the 2025 GMC Sierra, is **\$32,265**.

Belfast Parks and Recreation requests approval to purchase this 2026 Chevrolet Silverado 3500HD CC truck.





## O'Connor Auto Park

Jeremy Parker | 2076223191 | [jeremy.parker@oconnorwheels.com](mailto:jeremy.parker@oconnorwheels.com)

# City of Belfast

[Retail] 2026 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck  
(3)





# O'Connor Auto Park

Jeremy Parker | 2076223191 | jeremy.parker@oconnorwheels.com

[Retail] 2026 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck  
(3) (  Complete )

## ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	MSRP
U2K	SiriusXM Trial Subscription (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit <a href="http://www.siriusxm.com">www.siriusxm.com</a> which includes full terms and how to cancel. All fees, content, features, and availability are subject to change.)	\$100.00

## ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
9L7	Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation by the dealer or upfitter at customer expense. Installation instructions and technical assistance available at <a href="http://www.gmupfitter.com">www.gmupfitter.com</a> .	\$150.00
KI4	Power outlet, interior, 120-volt (400 watts) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	\$150.00
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)	Inc.
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DWI) trailer mirrors.)	Inc.

## ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
5N5	Rear Camera Kit. Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at <a href="http://www.gmupfitter.com">www.gmupfitter.com</a>	\$73.00

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<b>Options Total</b>	<b>\$1,883.00</b>
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## Price Summary

### PRICE SUMMARY

	MSRP
Base Price	\$49,100.00
Total Options	\$1,883.00
Vehicle Subtotal	\$50,983.00
Destination Charge	\$2,795.00
<b>Grand Total</b>	<b>\$53,778.00</b>

## Quote Worksheet

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.



# O'Connor Auto Park

Jeremy Parker | 2076223191 | jeremy.parker@oconnorwheels.com

[Retail] 2026 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck  
(3) (  Complete )

	<b>MSRP</b>
Base Price	\$49,100.00
Dest Charge	\$2,795.00
Total Options	\$1,883.00
<b>Subtotal</b>	<b>\$53,778.00</b>
Dynapor Dump Body	\$13,765.00
<b>Subtotal Pre-Tax Adjustments</b>	<b>\$13,765.00</b>
Less Customer Discount	(\$3,278.00)
<b>Subtotal Discount</b>	<b>(\$3,278.00)</b>
Trade-In	(\$32,000.00)
<b>Subtotal Trade-In</b>	<b>(\$32,000.00)</b>
<b>Taxable Price</b>	<b>\$32,265.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$32,265.00</b>

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

10.G

The Peer Leadership LEO's at Belfast Area High School would like to hold a 5K walk/run Charity race along the rail trail on Saturday, May 2, 2026 beginning at 9:00 a.m.

This does not conflict with any other events happening along the rail trail on this day.



## Facilities Use Request City of Belfast, Maine



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

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

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

EVENT NAME:	5K Walk/Run Charity		
BRIEF EVENT DESCRIPTION:	This is a 5K walk or run charity race		
DATES and TIMES:	Saturday, May 2, 2026 9:00-10:30		
PROPOSED LOCATIONS/AREAS TO BE USED:	Rail Trail		
ORGANIZING GROUP (if applicable):	Peer Leadership LEO's		
GROUP REPRESENTATIVE/INDIVIDUAL NAME:	Pamela S. Lynam		
MAILING ADDRESS:	23 Lion's Way, Belfast, ME 04915		
PHONE NUMBER:	207-322-7016	EMAIL:	plynam@rsu71.org

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

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

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

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

~~Runners~~ ~~will~~ ~~start~~ ~~at~~ ~~9:00am~~, ~~Runners~~ ~~will~~ ~~start~~ ~~at~~ ~~9:30am~~. They will go  $\approx$  1.5 miles down the Rail Trail from the footbridge area + return.

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

2 tables + canopy at beginning/end.  
 $\frac{1}{2}$  way - before they return there will be a water station.

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

No -

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

$\approx$  30 - hope more

How many volunteers do you expect at your event?

12+ for beginning/end,  $\frac{1}{2}$  way inbetween, return + bikers.

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

No

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

No

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

No

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

N/A

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

NO

How do you propose to handle garbage removal?

I will carry it with me

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

We will use the public parking area above  
I don't expect huge crowds.

How do you propose to handle security, if needed.

N/A

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

use what is near the foot bridge

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

N/A

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

Not a lot of noise except  
maybe cheering as people finish up.

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

We will have first aid bags at  
2 locations + bikers to follow runners/cyclists  
for safety.

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

N/A.

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

N/A

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

Map Attached:  Yes  No (If no, when will map be available to review?) \_\_\_\_\_

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes if needed

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

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

Pamela Lynam 207-322-7016  
Charles Lagerbon 207-930-5425

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

NO

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

NO

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes  No

**Specific Department and Services Requested**

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
Other:	

**Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.**

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation's facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: 

DATE: 2/19/2026

REVIEW #1: \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEW #2: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

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

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

This policy applies to:

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

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

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

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

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

The following rules apply:

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

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

### **Scheduling**

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

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

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

### **Event Planning**

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

### **Tent Policy**

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

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

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

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

### **Park Operations**

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

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

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

### **Insurance**

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

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

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

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

### **Parking and Vehicle Access**

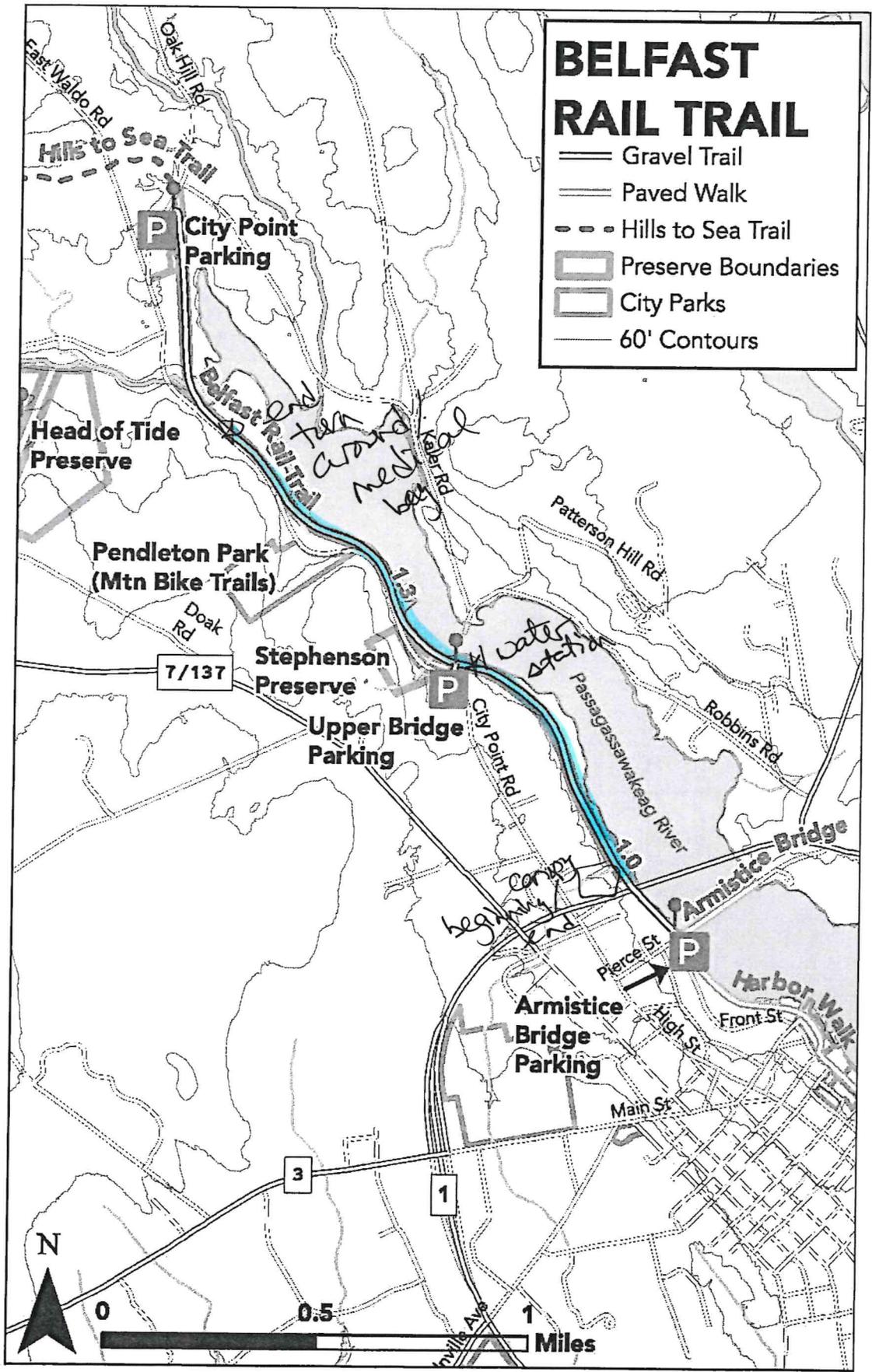
Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

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

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

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

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



10.4

**Manda Cushman**

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**From:** Carolyn Steeves  
**Sent:** Monday, March 9, 2026 12:17 PM  
**To:** Manda Cushman  
**Subject:** Write up

For the March 17 council meeting, please attach to the facility request form for Fuelfed.

Fuelfed is an established organization looking to begin a 'Coffee and Classics' car meet in Belfast, Maine. They are looking to host European classic car meets in the Washington Street Parking lot on last Sunday morning of each month May-October 8-11 a.m.

This would close this parking lot during these morning times.

This group aims to be both open to the public and actively supporting local downtown businesses during their requested times.

Carolyn Steeves  
Belfast Parks and Recreation Admin, Pool Director  
City of Belfast  
131 Church Street  
Belfast, Maine 04915  
207-338-3370 x127



## Facilities Use Request City of Belfast, Maine



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

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

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

**EVENT NAME: Fuelfed Belfast Coffee & Classics**

**BRIEF EVENT DESCRIPTION: Car meet for 25 year old and older European Classic cars, open to the general public foot traffic free of charge. We strongly encourage participants to patronize the existing downtown Belfast businesses and restaurants.**

**DATES and TIMES: The last Sunday of the month from May through October, 2026 from 8:00am - 11:00am. May 31, June 28, July 26, August 30, September 27, October 25.**

**PROPOSED LOCATIONS/AREAS TO BE USED: City of Belfast municipal parking lot located at 29 Washington Street.**

**ORGANIZING GROUP (if applicable): Fuelfed Belfast**

**GROUP REPRESENTATIVE/INDIVIDUAL NAME: John Shank**

**MAILING ADDRESS: 205 High Street Belfast, ME 04915**

**PHONE NUMBER: (207) 323-9698      EMAIL: chocolatier@live.com**

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

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

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

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

Please see answer under item number 1, of the attached answer sheet.

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

Please see answer under item number 2, of the attached answer sheet.

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

Please see answer under item number 3, of the attached answer sheet.

If yes, who will be managing the street closures?

Please see answer under item number 4, of the attached answer sheet.

How many people do you expect at your event?

Please see answer under item number 5, of the attached answer sheet.

How many volunteers do you expect at your event?

Please see answer under item number 6, of the attached answer sheet.

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

Please see answer under item number 7, of the attached answer sheet.

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

Please see answer under item number 8, of the attached answer sheet.

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

Please see answer under item number 9, of the attached answer sheet.

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

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

Please see answer under item number 10, of the attached answer sheet.

How do you propose to handle garbage removal?

Please see answer under item number 11, of the attached answer sheet.

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

Please see answer under item number 12, of the attached answer sheet.

How do you propose to handle security, if needed.

Please see answer under item number 13, of the attached answer sheet.

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

Please see answer under item number 14, of the attached answer sheet.

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

Please see answer under item number 15, of the attached answer sheet.

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

Please see answer under item number 16, of the attached answer sheet.

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

Please see answer under item number 17, of the attached answer sheet.

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

Please see answer under item number 18, of the attached answer sheet.

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

Please see answer under item number 19, of the attached answer sheet.

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

Map Attached:  Yes  No (If no, when will map be available to review?) \_\_\_\_\_

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Please see answer under item number 21, of the attached answer sheet.

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

Please see answer under item number 22, of the attached answer sheet.

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

Please see answer under item number 23, of the attached answer sheet.

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

Please see answer under item number 24, of the attached answer sheet.

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

Please see answer under item number 25, of the attached answer sheet.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?  Yes  No

**Specific Department and Services Requested**

City Manager: \_\_\_\_\_

Police: \_\_\_\_\_

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

Parks and Rec.: Please see answer under item number 27, of the attached answer sheet.

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

Harbor Master: \_\_\_\_\_

Other: \_\_\_\_\_

**Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.**

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation's facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: *John Shank*

DATE: 3/9/2026

REVIEW #1: \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEW #2: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

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

A meeting of Classic European car owners to show their cars, hopefully over coffee & breakfast foods from existing downtown Belfast businesses and restaurants. The meet is open to foot traffic of the general public free of charge. We are hoping to make this a monthly event on the last Sunday of each month, May through October. 8:00 am – 11:00 am. A Volunteer Meeting is held at 8:00 am to assign positions, go over the rules of the event and operational procedures, and to setup direction signage and traffic cones. The event opens at 8:30 am. At the closing of the event, volunteers police the parking lot picking up improperly discarded beverage or food containers, trash left by participants and the general public and take it with us for proper disposal.

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

Space will be used for safely parking and showing 25 year old and older classic European cars, socializing with participants, and the event is open to the foot traffic of the general public who wish to view the participants cars and converse with their owners. "For Sale" signs in or on cars will be banned, we do not want the event to turn into a used car lot event. We will strongly discourage engine revving and excessive noise. We want this to be gentile and congenial social event. We would like to setup a 10' x 10' tent and 6' table to distribute information about FuelFed Belfast. There will be sales or vending. We want our participants to use existing local downtown Belfast businesses and restaurants for coffee and food items.

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

We are only asking that the City of Belfast 29 Washington Street Parking lot be blocked off with barricades at both entrances (Washington Street and Main Street) at 7:30 am on the morning of the event. We recognize some of the employees of local downtown businesses may already be in the parking lot before 7:30 am, and our Volunteers can let them out should they need to exit the lot before 11:00 am.

4. If yes, who will be managing the street closures?

Our Volunteers will be manning both entrances to the 29 Washington Street Parking Lot (Washington Street and Main Street entrances). We believe it would be less congested to use the Washington Street entrance of the parking lot as the only entrance to the event, the Main Street entrance would be used in conjunction with the Washington Street entrance as exits for participants who need to leave the event before it ends at 11:00 am and at the conclus At 11:00 am volunteers will pick up and remove all the event signage and direction cones at intersections described and in the parking lot.

5. How many people do you expect at your event?

The event is very weather dependent, if the weather is fair, we could have anywhere from 15 to 50 cars attend. If the weather is raining or wet, the only people likely to show up are the Fuelfed Volunteers. Almost no classic car owners want to bring their cars out in the rain and wet. We do plan to run the event rain or shine.

6. How many volunteers do you expect at your event?

Seven volunteers is ideal, but we can manage with 6 volunteers. Two volunteers working the event entrance. Two to three volunteers helping participants park safely. One volunteer manning the Main Street entrance, requesting participants use the Washington Street entrance, and to let participants depart early before the event is over at 11:00 am. One volunteer will be manning the information tent.

7. Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions:

No, no sales of any kind will be taking place. We will be providing information about the Fuelfed organization, but no sales. If a participant wishes to join Fuelfed, they have to go on-line to the Fuelfed website and complete an application to join.

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

This is strictly a social event. No one should be selling anything at the event. We will be banning "For Sale" signs on participants cars during the event. We will be encouraging participants to use existing local downtown Belfast businesses.

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

No, we will be encouraging our participants to patronize local existing downtown Belfast businesses.

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

11. How do you propose to handle garbage removal?

We will have two large plastic garbage bins at the information tent for participants to dispose of any beverage or food containers. Our Volunteers will police the parking lot during and after the close of the event to pickup any wayward beverage or food containers left by participants and the general public. All garbage accumulated will hauled away by FuelFed volunteers.

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

At each event a pre-event volunteer meeting will occur 15 minutes before the event opening. Two to three volunteers will be assigned to help participants park their cars. Two volunteers will be assigned to work the Washington Street event entrance, directing participants to follow instructions from the volunteers who will assist them to park. One volunteer is assigned to work the closed Main Street entrance to ask participants to use the Washington Street entrance, and to let participants exit the parking lot early or at the end of the event. We will have orange traffic cones and sandwich signs to help direct participants to the Washington Street entrance.

13. How do you propose to handle security, if needed.

Volunteers will be policing the event to make sure participants follow the rules, including no "For Sale" signs on cars, no excessive engine revving, no sales and no bicycles near participants cars. Volunteers are given Staff Member vests, and walkie talkies to be able to communicate to each other and to coordinate operations and to deal with any emergencies that may arise.

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

Participants will be directed to the public restrooms near the public landing, or they will use the restrooms of the local downtown businesses they are patronizing.

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

No electricity will be required.

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

Ordinary traffic noise of participants arriving and departing and general conversation between participants and the general public who attend from 8:30 am through 11:00 am.

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

As the event is very weather dependent, if it is already raining, very few, if any participants will arrive for the event beyond the volunteers. If it appears rain is eminent or it starts to rain during the event, participants will start to leave of their own accord. Volunteers will assist in the orderly and safe exit of participants cars. Volunteers will have communication equipment, in the event of a serious injury to call 911 for EMS assistance or 911 for Belfast Police in the event of any serious disturbance or incident. We will have a 10lb. ABC fire extinguisher on site at the information table in the event of a fire.

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

As we hope to use a downtown municipal parking lot already open to the public and given the early hours of use of the parking lot on a Sunday morning, we have not spoken to the neighbors in the area of the event regarding traffic, noise or parking. However, it is our intention to speak with the immediately affected businesses that are open early on Sunday to let them know of the event and hopefully, how it might generate a greater demand for their business products.

We will have signage and orange traffic cones on the sidewalk at three intersections directing traffic to the Washington Street entrance. The first sign will be at the corner of High Street & Bridge Street, the second sign at Bridge Street & Washington Street, and the third sign at Main Street & Washington Street. A fourth sign will be at the entrance of the Washington Street Parking Lot. Please see map 2.

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

No alcohol will be sold or served at this event.

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

Map Attached: YES, 2 maps

21. Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event? YES.

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

Fuelfed is the process of changing their current insurer and their first event is scheduled for March 28, 2026 in Illinois and they require insurance for that event. As a result, we will have insurance available before March 28, and I can provide the new insurance company name and the name of the new insurance broker of record. We will be able to work with the broker and the City of Belfast to provide the properly endorsed letter of insurance for the City of Belfast.

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

John Shank, (207) 323-9698, [chocolatier@live.com](mailto:chocolatier@live.com)

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

We would like the City of Belfast to barricade the 29 Washington Street Parking Lot entrance barricaded and the Main Street entrance of the 29 Washington Street Parking Lot between 7:00 am and 7:30 am, or at least a minimum of 30 minutes before the 8:00 am Volunteer meeting discussing the assignments and event rules, and traffic cone and signage setup for the event.

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

Fuelfed has been in existence for over 25 years, and the for Coffee & Classics is one of the most professional car meets in the United States. Their model of attracting European classic car enthusiasts to town centers has increased public interest and participation in the events has been successful in helping in discovering and revitalizing downtowns with the emphasis on supporting local downtown businesses. This can be seen by the growth of these events from their original location in Winnetka, IL, to their expansion in Michigan, Wisconsin, Florida, Colorado, and Pennsylvania.

The event is open to the general public free of charge. We want the public to come and see what we hope to be a very nice selection of Classic European cars and a chance to find out more about them by talking with the owners and participants. We would also like them to enjoy coffee & breakfast food items at the event provided by existing downtown Belfast businesses and restaurants. I have been a member and volunteer for over ten years. You can find out more about Fuelfed at: [www.fuelfed.com](http://www.fuelfed.com) As a local resident of Belfast, I really believe Fuelfed Belfast Coffee & Classics can help generate a lot of public interest in the car meets as well as a draw for more patrons to downtown Belfast businesses on a Sunday morning.

26. Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)? YES.

27. Specific Department and Services Requested:

We are requesting that the City of Belfast Parks and Recreation Department barricade the 29 Washington Street Parking Lot at both entrances, (Washington Street and Main Street entrances) at 7:30 am on the morning of the event. We recognize some of the employees of local downtown businesses may already be in the parking lot before 7:30 am, and our Volunteers can let them out should they need to exit the lot before 11:00 am.

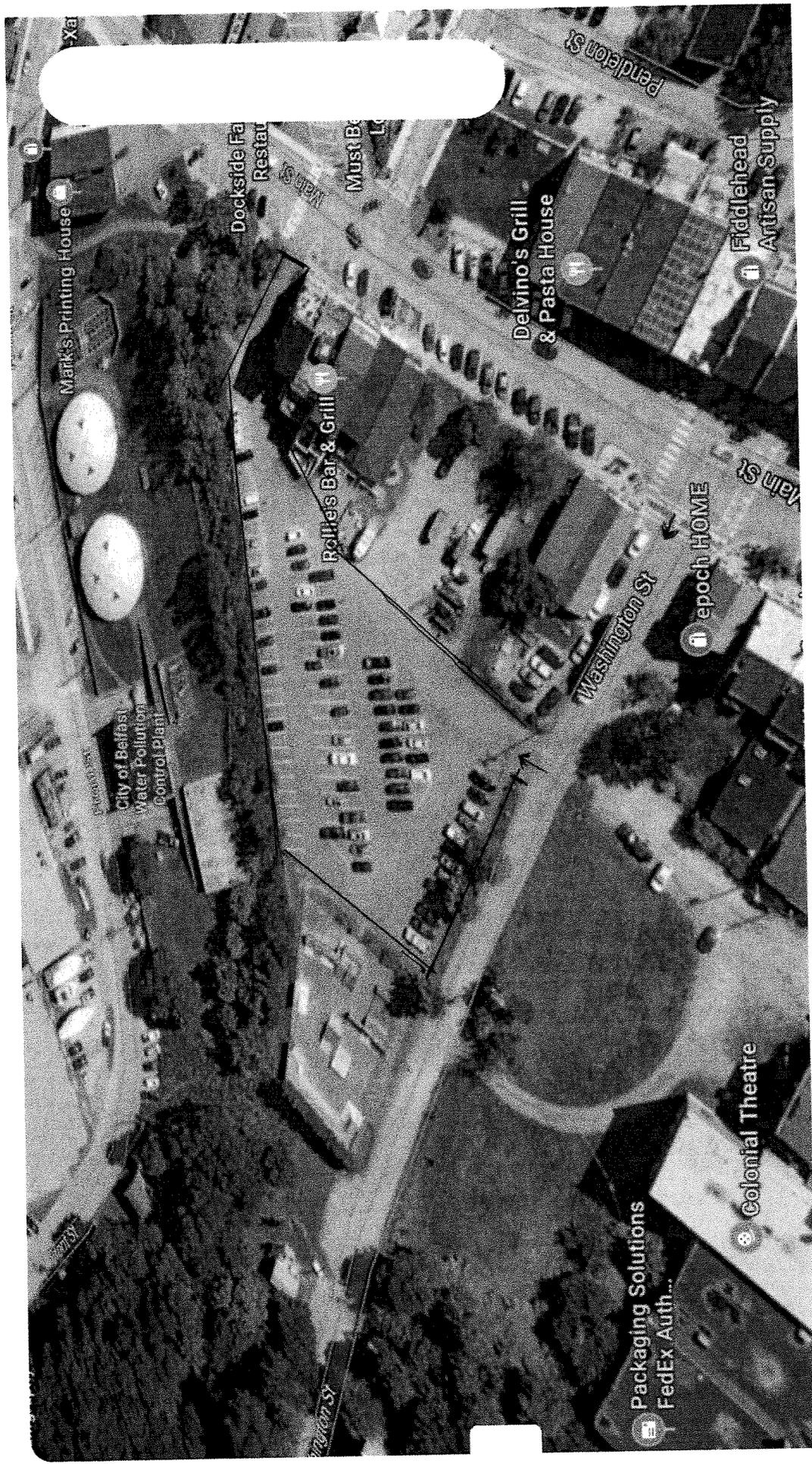


Sign in

Directions

Belfast, Maine, United States

Maps

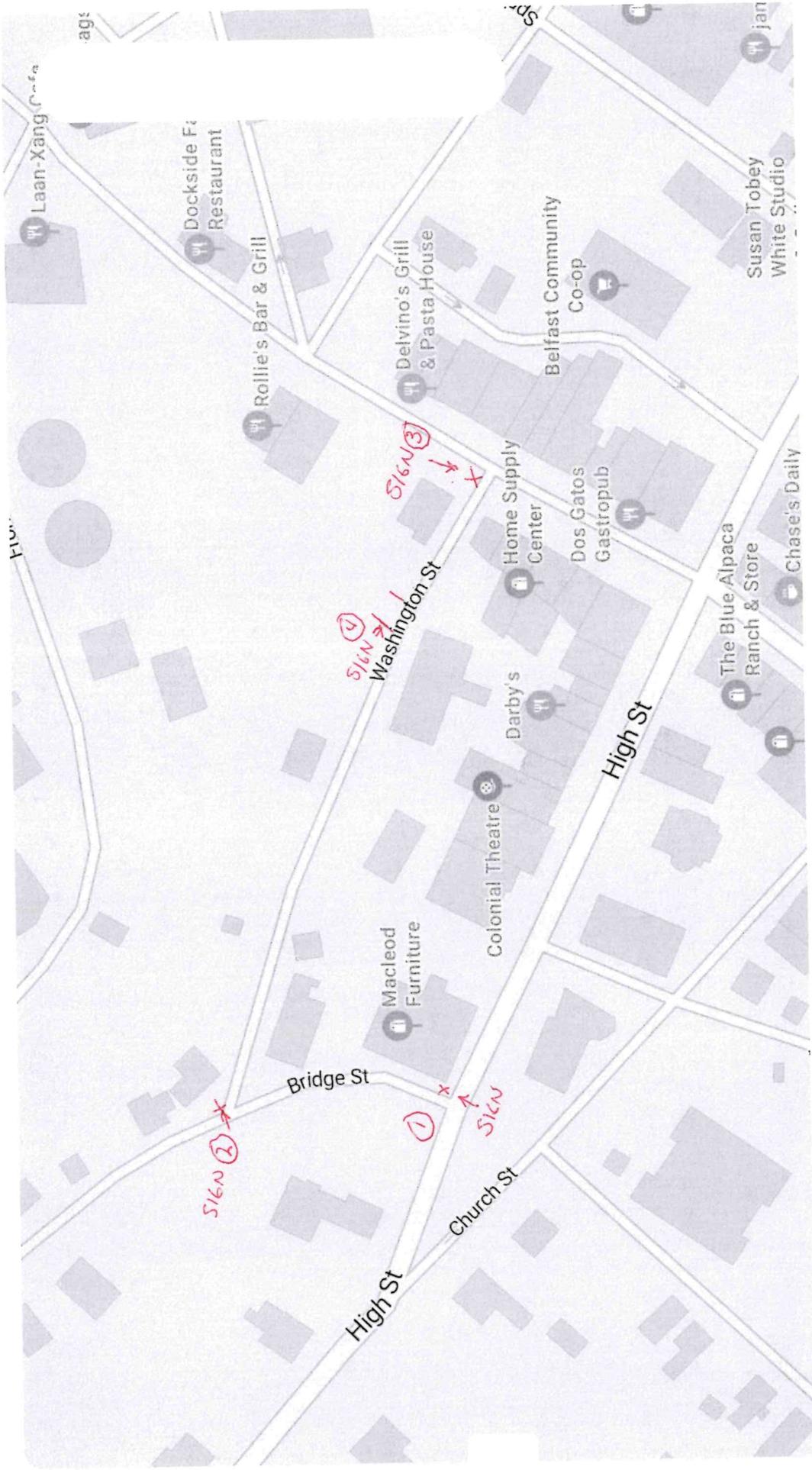




Sign in

Directions

Maps Belfast, Maine, United States



# 10.I



Coastal Brick  
And Stone

## ESTIMATE

Coastal Brick and Stone LLC  
60 Waterville Rd  
Belfast, ME 04915-7617

coastalbrickandstonellc@gmail.com  
+1 (207) 930-5100

### Bill to

City of Belfast  
City of Belfast

### Ship to

City of Belfast  
City of Belfast

### Estimate details

Estimate no.: 1186  
Estimate date: 02/01/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Sales</b>	Repoint on South side of City Hall  Grind and repoint entire section of masonry above pan flashing, grind and repoint 7 courses below the pan flashing for the length of the building  spot repoint as necessary anywhere below  Re caulk and paint circle window trim  re caulk or re seal around remaining 3 windows on face of section.  recaulk both windows on south facing side of building closer to high st	1	\$21,500.00	\$21,500.00
					<b>Total</b>	<b>\$21,500.00</b>

Accepted date

Accepted by