

**NOTICE TO PROPERTY OWNER  
CITY OF BELFAST PLANNING BOARD HEARING  
PROPOSED AMENDMENTS TO CHAPTER 102, ZONING**

The City of Belfast Planning Board, at its meeting of Wednesday, June 17, 2020, beginning at 6:00 PM, shall conduct a public hearing on proposed amendments to the City Code of Ordinances, Chapter 102, Zoning that affect certain properties located in the Residential 1, Residential 2 and Residential 3 zoning districts. The amendments would result in a reduction in the minimum amount of front structure setback (setback from the adjacent street) now required. In all cases, the current amount of front setback required is 60 feet. The proposal would reduce the amount of front structure setback to 40 feet for most of these properties. And, for five properties that have street frontage on High Street, 369 High St, 375 High St, 379 High St, 1 Hassell Drive, and 6 Hassell Drive, the setback from High Street would decrease to 20 feet.

The Planning Board public hearing on June 17 will be conducted via ZOOM. The Board will not physically be meeting in City Hall and there will be no access to City Hall during the meeting. Persons who wish to offer comment to the Board can do so in any of the following ways:

- 1) Submit comment via email in advance of the meeting. This is the best and preferred way for you to submit your comments for the hearing. Comment should be sent to [wmarshall@cityofbelfast.org](mailto:wmarshall@cityofbelfast.org). All comment should be submitted by 2:00 pm on June 17 so it can be provided to the Board in advance of the meeting.
- 2) You can send a letter to City of Belfast, Code and Planning Dept, 131 Church St, Belfast, ME. All letters must be received by 2:00 PM on June 17.
- 3) During the meeting, you can submit comment using the ZOOM platform. You can access the ZOOM webinar via the following. We note that only audio comment will be accepted and ask for cooperation in not trying to access the webinar with video (we are trying to preserve band-width):

- URL: <https://us02web.zoom.us/j/87400115844>
- Phone: 1 646 558 8656
- Webinar ID 874 0011 5844

The Code and Planning Department approached the Belfast Planning Board to consider the proposed amendments. The purpose of the amendments is to enhance the buildability of the affected properties. In 2014, the City Council, at the recommendation of the Code and Planning Department and Planning Board, and as recommended in the Belfast Comprehensive Plan, adopted comprehensive changes to past zoning for most residential properties located in the Inside the Bypass area. Two of the changes resulted in the following: reducing the minimum lot size (does not include properties in the Shoreland Zone) to 7,500 square feet, and implementing traditional neighborhood front setbacks (setbacks that are consistent with the existing development pattern on the street) for all properties. In retrospect, a 60 foot front setback requirement and a minimum lot size requirement of 7,500 square feet work at cross purposes; a

60 foot front setback results in too small of a buildable area on most properties that are 7,500 square feet in size. Thus, the proposal is to reduce the front setback requirement to 40 feet for the properties listed below:

- All properties that have street frontage on Glenview Lane.
- The existing Manor house located in Crosby Manor Estates on Bayside Drive.
- The following properties on Birch Street – 10 School St (Birch St side of property), 4 Birch St, 6 Birch St, 8 Birch St, and 10 Birch St.
- For 12 School St and 16 School St, whose houses front on School Street, the front setback requirement for any structure on Bridge Street would be 40 feet.
- The Shriner's Club property located at 85 Northport Ave.
- Seven properties on Northport Avenue, including 37, 41, 45, 47, 51, 55 and 61 Northport Avenue. It is noted that the City should have established this setback requirement at 40 feet rather than 60 feet in 2014.
- 54 Northport Avenue.
- Four adjacent properties on High Street, including 19 Church St (High St side of property), 34 High St, 38 High St and 44 High St.
- The Waterfall Arts property.

The following properties would have the front setback reduced to 20 feet from High Street: 369 High St, 375 High St, 379 High St, 1 Hassell Drive and 6 Hassell Drive.

The role of the Planning Board is to provide a recommendation to the City Council regarding the proposed amendments. If the Board supports the amendments, the Council likely will consider the amendments in July 2020, and similarly would have a public hearing on the proposal.

The Board meeting can be viewed on BEL TV or by watching such on the live stream on the city website, [cityofbelfast.org](http://cityofbelfast.org).

Persons who have questions or comments on the proposal should contact Wayne Marshall, Director, Code and Planning. The best way to reach him is via email, [wmarshall@cityofbelfast.org](mailto:wmarshall@cityofbelfast.org). You also can call the offices at 338-1417, x 125, and they will let you know how you can reach him by phone. A map that identifies the properties that are subject to the proposed amendments will be posted on the City website, [cityofbelfast.org](http://cityofbelfast.org), reference Code and Planning link.

On behalf of the Planning Board,

Wayne Marshall  
Director, Code & Planning

**UPDATED NOTICE TO PROPERTY OWNER  
CITY OF BELFAST PLANNING BOARD HEARING  
DEVELOPER'S COLLABORATIVE PROJECT – WIGHT STREET**

Our Department (Code & Planning) sent you a notice last week regarding the Belfast Planning Board public hearing and public meeting that will occur on Wednesday, April 8, 2020 regarding the proposal from Developers Collaborative to construct 25 units of housing for Older Adults on a property located at 75 Wight Street. In the notice we stated that we would send updated information regarding how the meeting will be conducted and how you can offer comment to the Board.

First, the Planning Board will be conducting the public hearing electronically using ZOOM. The Board will not be physically meeting in City Hall and the public will not have access to City Hall during the meeting. Board members will be electronically participating in the meeting from their respective homes. You can view the meeting on the ZOOM platform, by watching it on the broadcast on the Bel-TV channel (where the meetings regularly are shown), streaming it live on the City website ([cityofbelfast.org](http://cityofbelfast.org)) or by listening to the meeting on Belfast Community Radio.

This meeting will involve a public hearing on Developer Collaborative' Preliminary Plan application. You can submit comment in any of the following three ways.

- 4) Submit comment via email in advance of the meeting. **This is the best and preferred way for you to submit your comments for the hearing.** Comment should be sent to [wmarshall@cityofbelfast.org](mailto:wmarshall@cityofbelfast.org). All comment should be submitted by 3:00 pm on April 8 so it can be provided to the Board in advance of the meeting. This method is particularly recommended for persons who are offering more lengthy comments.
- 5) You can send a letter to City of Belfast, Code and Planning Dept, 131 Church St, Belfast, ME. All letters must be received by April 8.
- 6) During the meeting we are going to try and use two additional approaches for accepting public comment. These approaches are outlined below. I note that this is the first time that the Board will be using this process, so there may be a few 'hiccups' at the meeting.

Zoom Planning Board Procedures

The Planning Board meeting will start at 6:00 PM via Zoom. The host will sign on at 5:30 PM to set up the meeting. Board members and applicants will sign on between 5:30 and 6:00 PM.

The Planner, Jon Boynton, is the Host and the Planning Board Chair, Hugh Townsend, will be the Co-Host. This means that the Chair will be able to mute audio, stop the video, and excuse any participants as needed.

## Public Comment

The meeting is available via live stream from the City's website, the live broadcast on BelTV, live audio on Belfast Community Radio, and via Zoom. The Zoom broadcast will present two options to offer public comment:

- 1) You can submit comment via email to [public@cityofbelfast.org](mailto:public@cityofbelfast.org). Jon Boynton, Planner, will receive the email comment and will read such out loud to the Board. Comment submitted to [public@cityofbelfast.org](mailto:public@cityofbelfast.org) must be received before the public hearing is closed. In short, do not wait to the last minute to submit your comment.
- 2) If all goes well, the Zoom option will enable citizens to log on and comment when the Chair of the Board opens the meeting to a public hearing. The Board asks that live participants raise their "hands" (see hand on the ZOOM toolbar) to be called on. All Citizens who wish to participate live are asked to have their microphones and video off until it is your turn to speak. Again, we have never used this system for conducting a Board meeting, but we are going to give it our best try.

The Log in information for Zoom is as follows:

Join Zoom Meeting:

<https://us04web.zoom.us/j/107008577?pwd=TIImemZudHhIanpQT2wvWWlSTGpYdz09>

Meeting ID: 107 008 577

Password: 311366

One tap mobile

+16465588656,,107008577# US (New York)

Persons who want to review the application from Developers Collaborative can find such on the City website, [cityofbelfast.org](http://cityofbelfast.org), reference Planning and Codes, Wight Street Housing. Questions on the application should be directed to Wayne Marshall, Director, Code and Planning at [wmarshall@cityofbelfast.org](mailto:wmarshall@cityofbelfast.org), or by calling 338-0963 (this is my home phone as I am now working remotely). I also encourage you to consult the City website prior to the meeting to see if there are any last-minute changes in how the meeting will be conducted.

We appreciate your patience as we try to adjust to new ways to conduct the public's business during the current COVID-19 pandemic.

On behalf of the City,

Wayne Marshall  
Director, Code & Planning

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Meeting ID: 107 008 577

Password: 311366

One tap mobile

+16465588656,,107008577# US (New York)

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