



# 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: January 6, 2026

TO: Belfast Planning Board

FROM: Bub Fournier, Director of Planning and Codes

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

RE: Upcoming Ordinance Amendment public hearing regarding Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

### **Background Information:**

On October 22, 2025 the Belfast Planning Board conducted a duly noticed public hearing regarding an Ordinance Amendment package including changes to Chapter 94 Subdivision, Chapter 98 Technical Standards, and Chapter 66 General Provisions. That public hearing followed a handful of meetings starting in March 2025, all open to the public with public comment opportunities, in which the Board generated draft language to consider for adoption.

The focus of the amendments in Chapter 94 Subdivision includes bringing clarification and consistency to the review process, streamlining review of smaller projects, reducing language ambiguity and conflicts, and incorporating more recent guidance from the State. The focus of the amendments in Chapter 98 Technical Standards include further clarification and cleanup of conflicting sections and a thorough review by the City Engineer with Board direction of the Technical Standards for building infrastructure such as roads and stormwater systems. The focus of the amendments in Chapter 66 General Provisions includes incorporation and clarification of definitions of terms used in the Code.

The Planning Board meeting on January 14, 2026, represents the first opportunity since late October 2025 to conduct this additional amendment workshop on this topic including a public hearing which has been advertised in the Midcoast Villager as directed by the Board. There

have been no changes to the draft language since the October meeting, The draft Code sections are marked with color and strikethrough in the typical manner that the Board has been using 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.

At your upcoming meeting, I respectfully request that the Board allow staff to provide a summary of the process to date followed by a structured public hearing in which the Board should consider stating the following public hearing guidelines,

**“Each speaker from the public will be allowed three minutes to speak unless waived by the Board. Comments must address topics relevant to the Board’s authority and must not be unduly repetitive. Any person who engages in name-calling or personal attacks, obscene or indecent remarks, or derogatory comments may, at the Chair’s discretion, be ordered to stop speaking. Repeated violations of these restrictions may lead to suspension of speaking privileges. Please include your name and residence as comments will be included as part of the public record. The Board may address comments after the public hearing when discussion of the proposal takes place.”**

Following the public hearing, I respectfully request that the Board discuss the proposed Ordinance Amendment package and consider taking action on a possible recommendation to the City Council.

**Possible Action:**

**A motion to recommend City Council adoption of the proposed Ordinance Amendments in Chapter 94 Subdivision, Chapter 98 Technical Standards, and Chapter 66 General Provisions as discussed and/or amended** will be needed to move the proposal forward. The City Council adoption process includes at least one additional public hearing.