STATE OF MAINE  
COUNTY OF YORK  
CITY OF SACO

I. CALL TO ORDER – On Monday, November 18, 2019, at 6:30 p.m. a Council Meeting was held in the City Hall Auditorium.

II. RECOGNITION OF MEMBERS PRESENT – Mayor Marston Lovell recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Marshall Archer, Roger Gay, William Doyle, Alan Minthorn, Lynn Copeland, Micah Smart and Nathan Johnston. City Administrator Kevin Sutherland and City Clerk Michele Hughes were also present this evening.

III. PLEDGE OF ALLEGIANCE
IV. GENERAL
V. PUBLIC COMMENT
➢ Stephen Shiman, School Board Liaison – People will note that in the city calendar they have a joint workshop set up for Nov. 20th, meaning this Wednesday. This workshop is not going to happen. The workshop will be on Dec. 16th here in City Hall. There will be a School Board meeting on Nov. 20th, but no joint workshop.
➢ Kelley Archer, 185 Bradley St., Chair of the Historic Preservation Commission – I just have a question for clarification once you get to the Historic Preservation section #F on your planning packet tonight. When there is a motion put forward, I just want to make sure if I understand it correctly. It says, “I move to approve Historic Preservation section, Article 19, of the proposed Zoning Ordinance”. Will that include the amendments section 1912 (B) and 1912 (E) because in the draft itself, draft 3 it doesn’t reflect that language. But it does on your packet on an amendment. I just want to make sure the motion approves 1912 (B) and 1912 (E) since this is the first time we have ever gone through this process and then if you could give us the code of when something gets adopted, we are not just to doing the whole ordinance, so when do I start using the new section, new articles versus the old code. Thank you. City Administrator Kevin Sutherland replied that ordinances under our charter are 30 days from when they are enacted. So, if the vote is approved tonight it will be 30 days from now. The question about section (B) and (E) I would have to turn to the Dir. Of Planning. Mr. Sutherland asked the Economic Development Dir. & City Planner if page 81 in the packet, the motion related to the Historic Preservation Commission vote. City Planner Emily Prescott stated that she would heck on that and report on it when the item comes up later.

VI. CONSENT AGENDA
Councilor Minthorn moved, Councilor Gay seconded to approve consent agenda items #A, B, C, and D as follows:

A. CERTIFICATION OF ELECTION RESULTS FOR NOVEMBER 5, 2019 – “Be it Ordered that the City Council hereby approve the results of the November 5, 2019 General & Referendum Election as presented”. Further move to approve the Order.

B. APPLICATION FOR A LICENSE TO OPERATE A GAME OF CHANCE – BIDDEFORD SACO ELKS – “Be it Ordered that the City Council grant the application for a License to operate cribbage from January 1, 2020 to April 30, 2020 as submitted by the Biddeford & Saco Elks #1597”. Further move to approve the Order.

C. APPLICATION FOR A LICENSE TO OPERATE BEANO/BINGO – BIDDEFORD SACO ELKS – “Be it Ordered that the City Council grant the application for a License to operate beano/bingo from January 1, 2020 to December 31, 2020 as submitted by the Biddeford & Saco Elks #1597. Further move to approve the Order.

D. STREET ACCEPTANCE – HEATH OVERLOOK – “Move to accept Overlook Drive as a city street”.

The motion passed with seven (7) yeas.

VII. AGENDA
A. BUDGET AMENDMENT #4 – CITY HALL VEHICLES

The Code Enforcement Department uses several vehicles to get us to our inspections in the course of the day. One
of those vehicles, the 2009 Ford Crown Victoria Police vehicle has started incurring significant repair bills and needs further work including brakes. With the addition of Irish Griffith and our Multi-Family Inspection program, as well as several additional field listers in Assessing Department, we find ourselves in need of one replacement vehicle and one additional staff vehicle to be shared between Codes and Assessing. We have priced out two vehicles as directed by the City Council on 11-12-19. One 2020 all-wheel drive Toyota Prius at $24,752 and one 2020 all-wheel drive Toyota RAV4 at $26,357 for a total expenditure of $51,109.

Revenues for permits are well ahead of projections. Total revenue as of 10-31-19 is $202,588.74 which is 56.5% of budget where we are at 33% of fiscal year.

Councilor Archer moved, Councilor Johnston seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment # 4, FY2020’ and move to schedule a second and final reading for December 16, 2019.” Further move to approve the order. The motion passed with seven (7) yeas.

### City of Saco

**FY 2020 Budget Amendment Request Form**

**Revenue & Appropriation**

**Amendment # 4: City Hall Vehicles**

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**Notes:** Vehicles parked at City Hall are paid for and maintained under the City Administrator’s budget as they tend to be shared between departments. Since the City Administrator’s budget doesn’t contain a line for purchase of vehicles, we are using the staff vehicle operations line instead.

Finance Director certifies that funds are available:

[Signature]

11/14/2019

### B. BUDGET AMENDMENT #5 – SCHOOL STREET PURCHASE

12 School Street was purchased on August 27, 2019. This facility will be the home of a Teen Center on the first floor and Adult and Senior programming on the second floor. The Parks and Recreation Department strives to ensure that the programs offered are for everyone and this facility will enhance our community and programs. This facility will start out as a 6 day a week operation with the teen program running Monday thru Saturday. Senior programs will be offered during the day time and adult programs will be offered in the evening. Once the teen center is up and running strong, we will open the facility 7 days a week.

Councilor Copeland moved, Councilor Archer seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #5 FY2020 – School Street Purchase and move to schedule a second and final reading for December 16, 2019’.” Further move to approve the order. The motion passed with seven (7) yeas.
The City of Saco’s Water Resource Recovery Department (WRRD) recently conducted a study to evaluate improvements to the Water Resource Recovery Facility (WRRF) located on Front Street and adjacent to the Saco River. The study is summarized in the August 2019 report by Tighe & Bond titled “Water Resource Recovery Facility Effluent Pump Station, Wet-Weather Treatment Improvements, and Climate Adaptation Plan.” The WRRF’s direct proximity to the tidally influenced Saco River puts this facility at significant risk to the effects of sea level rise as well as flooding during extreme weather events.

Councilor Smart moved, Councilor Minthorn seconded “Be it ordered that City Council authorize the City Administrator to approve the Tighe & Bond 30 Percent design proposal for the sum of $280,000 dollars. This is to be funded 50 percent from CSO Impact fees and 50 percent from Sewer impact fees.” Further move to approve the order. The motion passed with seven (7) yeas.

C. WRRD RESILIENCY IMPROVEMENTS – ENGINEERING SERVICES

The City of Saco’s Water Resource Recovery Department (WRRD) recently conducted a study to evaluate improvements to the Water Resource Recovery Facility (WRRF) located on Front Street and adjacent to the Saco River. The study is summarized in the August 2019 report by Tighe & Bond titled “Water Resource Recovery Facility Effluent Pump Station, Wet-Weather Treatment Improvements, and Climate Adaptation Plan.” The WRRF’s direct proximity to the tidally influenced Saco River puts this facility at significant risk to the effects of sea level rise as well as flooding during extreme weather events.

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S-5049-P002
October 24 2019

Mr. Howard Carter
Water Resource Recovery Department Director
68 Front Street
Saco, ME 04072

Re: Water Resource Recovery Facility Resiliency Improvements – Engineering Services for Preliminary Design (30 Percent) and Permitting

Dear Mr. Carter:

Tighe & Bond is pleased to submit this proposal for engineering services relative to the preliminary design and permitting of the Water Resource Recovery Facility Resiliency Improvements Project.

The Scope of Work and Fee presented within this letter are based upon our project understanding described below.

Project Understanding

The City of Saco’s Water Resource Recovery Department (WRRD) recently conducted a study to evaluate improvements to the Water Resource Recovery Facility (WRRF) located on Front Street and adjacent to the Saco River. The study is summarized in the August 2019 report by Tighe & Bond titled “Water Resource Recovery Facility Effluent Pump Station, Wet-Weather Treatment Improvements, and Climate Adaptation Plan.” The WRRF’s direct proximity to the tidally influenced Saco River puts this facility at significant risk to the effects of sea level rise as well as flooding during extreme weather events.
The facility has recently experienced known hydraulic impacts due to increases in wet weather sewerage flows and higher than normal tide elevations. Hydraulic backups throughout the plant process can be visually observed during periods of high tide and heavy rainfall. These concerns have prompted the City to seek measures for resiliency to protect the facilities and personnel from the effects of climate change. The recent study evaluated three sources of the flooding that could potentially impact the operation of the WRRF including increased wastewater flows, stormwater collected at the site, and sea level rise. The study also provided recommendations for improvements to increase resiliency of the facilities, maximize flow to the plant, and improve wet weather treatment.

The key goals of this improvement project for the City of Saco are to:

- Increase resiliency of the WRRF to flooding impacts from the following factors: sea level rise, quantity of wastewater entering the facility, and site stormwater management.
- Maximize wet weather flow to the plant and provide storage to reduce the activity of CSO #04.
- Develop a plan to provide improved treatment for wet weather flows at the WRRF to improve the effectiveness of the Wet Weather Treatment process.

As depicted in Figure E-2 of the report, the conclusions included recommendations for improvements in four areas to the WWRF as follows:

- 11 MGD Effluent Submersible Pump Station
- Wet Weather Storage Facility
- Site grading and drainage improvements and Sheet Pile Flood Wall
- Trailer Mounted Stormwater Pumping System

The City of Saco wishes to advance the project by conducting preliminary design activities to include more detailed site investigations and analyses to better define the scope and cost of the project. By advancing the project, the City will also be better positioned to secure grant funding to defray the project costs.

Scope of Work

1.1 Task 1 - Site Investigations

1.1.1 Kick off Meeting/Site Visit
Conduct a kick-off meeting and site visit to observe the conditions and assess physical constraints of the site for layout of construction equipment. We will review project objectives and document any decisions via summary notes.

1.1.2 Wetlands Delineation
Perform a wetlands survey in all potential areas of disturbance, including the wet weather storage facility site (tank), sewer and drainage pipe locations, seawall, pump station, and existing facility entrance drive. The survey will be performed by a Tighe & Bond certified wetlands scientist. Marker flags will be tagged in the survey and shown on the base plan.

1.1.3 Survey
Perform a field survey of the site. The survey will include topography, wetland boundaries (if applicable), and site features as appropriate for preparation of a base plan.

1.1.4 Geotechnical Investigations
Perform a geotechnical evaluation of the site’s subsurface conditions for foundation support of the proposed tank, pump station, and seawall. The following test borings have been identified:

- Five test borings will be advanced around the perimeter of the proposed tank to a depth of 60 feet or to refusal, whichever is shallower. A 5-foot rock core will be taken in borings which encounter refusal within a depth of 20 feet. If refusal is encountered at depths greater than 20 feet, then one 5-foot rock core will be taken in one boring.
- Four test borings will be advanced along the proposed inlet and outlet piping from the proposed tank to a depth of 15 feet. No rock cores will be taken for these locations.
- Three test borings will be advanced along the proposed seawall. No rock cores will be taken for this location.
- One test boring will be advanced in the location of the proposed pump station. No rock cores will be taken for this location.

A Tighe & Bond engineer will mark out the proposed locations prior to performing the required utility clearance notification and observe and document the test borings.
It is assumed that the test borings can be completed within seven days. Borings not completed within this time frame will be completed under a contract amendment. An ATV drill rig was assumed in the development of subsurface investigation costs, but the costs exclude any sitework necessary for access to the boring locations. Note that soil sampling for potential contamination is not included in this effort.

1.1.5 Geotechnical Evaluation and Recommendations
Tighe & Bond will prepare a geotechnical evaluation letter report that provides the following:

- **Proposed Development** – Provide a brief description of the proposed structures and site grading.
- **Subsurface Conditions** – Provide a description of observed subsurface conditions, including exploration logs and a subsurface exploration location plan.
- **Subsurface Suitability** – Provide an evaluation of the subsurface conditions with regard to their suitability as a bearing stratum to support foundations. This evaluation will be based upon review of the SPT data and visual observation of the subsurface conditions.
- **Foundation and Slab Requirements** – Provide recommendations regarding suitable foundation types for the subsurface conditions encountered and a commentary on building code provisions as they pertain to foundation design, including frost depth and minimum footing dimensions.

For the purposes of this proposal, it is assumed that the structure will be founded on non-cohesive and reasonably dense soils suitable to support a conventional, shallow spread footing foundation system. If actual subsurface conditions require a deep foundation or ground improvement to support the proposed structure, additional explorations, laboratory testing, and analyses may be required under a revised scope and fee.

- **Bearing Pressure and Settlement** – Provide an allowable bearing pressure and estimated settlement for the anticipated stratum. Provide an estimate of anticipated total and differential settlements under the recommended allowable bearing pressures.
- **Foundation Drainage** – Provide recommendations for foundation drainage, if necessary.
- **Seismic Design Criteria** – Identify the seismic design parameters as specified in the Maine State Building Code, including Site Class, and mapped spectral response accelerations for short and 1-second periods. This will include a brief review of the liquefaction susceptibility of the soil based on the SPT data and groundwater depth. If a more detailed evaluation to estimate the factor of safety against liquefaction and anticipated seismic induced settlements is recommended based on the results of this brief review, the additional cost for this evaluation will be mutually agreed upon under a contract amendment.

- **Geotechnical Construction Recommendations** – Provide commentary concerning geotechnical aspects of construction. This will include excavation and backfilling, temporary excavation support and dewatering, suitability of site soils for re-use as backfill, and foundation and slab subgrade preparation.

1.1.6 Flow and Tide Monitoring Program
We propose to install continuous flow meters at up to seven locations to measure wastewater flow over a 9-week period to calibrate the plant hydraulic model. Meters will be field located and are proposed on the influent sewers to the WRRF on Front Street and from Tappan Valley.

- 3 -

We will utilize the services of a sub-consultant to install the flow meters and provide weekly maintenance of the flow meters.

1.1.7 Pre-Demolition Assessment of Existing Storage Buildings
Tighe & Bond will conduct a pre-demolition asbestos and hazardous materials audit from within the proposed buildings to be demolished. We will provide these services of a licensed Maine Asbestos Inspector to conduct the following tasks during a one-day site visit:

- Perform an inspection of interior areas of the existing garage to be demolished
- Collect bulk samples of suspect asbestos containing materials (suspect ACMs) encountered
- Analyze, via polarized light microscopy with dispersion staining (PLM) analysis, up to 20 bulk samples by a Maine certified laboratory. Typically, but contingent upon quantity, a minimum of three negative results are needed in order to confirm the absence of asbestos in homogenous suspect materials. This method is widely utilized
and generally consistent with the Asbestos Hazard Emergency Response Act (AHERA) regulations for identifying asbestos in schools. Analysis, via four to five-day laboratory turnaround, will confirm the presence or absence of asbestos content from the suspect ACMs encountered.

- Inventory hazardous building materials that may require segregation and special disposal during the renovation process. These typically include mercury containing sources, fluorescent light tubes / ballasts, and oil containing equipment. Sampling of oils or chemicals is currently not proposed, nor warranted at this time.
- Collect up to 3 paint chip samples to be analyzed for lead content by Atomic Absorption Spectrophotometry Analysis (AAS). The lead paint chip sampling will not be comprehensive in nature and will be used as a guideline to determine compliance with the OSHA Lead in Construction Standard during renovation activities. The paint chip sample findings presented will be limited to those materials tested.
- Incorporate our findings into a technical memorandum explaining the results. The report will contain an inventory table listing each suspect ACM encountered and bulk sample results as well as general locations within the garage where samples were collected. The same data will be incorporated into technical specifications and made part of the contract documents.

1.2 Task 2 Preliminary Design

1.2.1 30% Design

Prepare design drawings incorporating geotechnical and survey information. The intent is to provide a solid definition of the scope of work that would be carried into the next phases of work for final design, bidding and construction.

The preliminary design deliverable will include the following:

- Hydraulic profile and process design criteria
- Preliminary design drawings (30%) including select plans and sections for new work (general site/civil, mechanical, structural, and electrical) and demolition work
- Process flow diagrams and process instrument diagrams (PFD/P&IDs)
- Discussion of control system philosophy and integration of new work into existing system

- Specifications for major equipment components
- Overall project schedule - Sequence of construction / MOPO considerations
- Engineer’s Opinion of Probable Construction Costs

For this project, we anticipate 31 drawings will be prepared for the preliminary design package as identified below:

- General Sheets (4 Sheets)
- Existing Conditions Plan
- Site Plan
- Floodwall Plan & Detail
- Boat Ramp Plan & Details
- Grading & Drainage Plan
- Drainage, Outfalls, Check valves & Retaining Wall Details (4 shts)
- Demolition Plan - 1 Building at Tank Location
- Tank Site Part. Plan
- Tank Details - 1
- Tank Details - 2
- Tank Details - 3
- Site Details - 1 (Tank)
- Site Details - 2 (Tank)
- Pump Station - Civil Sheets (1 sheet)
- Pump Station - Mechanical Sheets (2 sheets)
- Pump Station - P&ID (1 Sheet)
- Structural Sheets (3 Sheets)
- Electrical Sheets (4 sheets)

1.2.2 Basis of Design Memorandum

Prepare a Draft Basis of Design Memorandum summarizing the influent flows and plant hydraulics, design details of the proposed pump station, tank, seawall, drainage system, and retaining wall including the preliminary drawings and the preliminary opinion of probable construction cost. We will also develop a sequence of construction to consider maintenance of plant operations (MOPO) to minimize disturbance to the facilities.
1.3 Task 3 Permitting

Assist the WRRF in preparing applications for the necessary permits associated with the proposed resiliency project. Tighe & Bond will accompany the City to a preapplication meeting with the Maine Department of Environmental Protection to confirm the permits that may be necessary for this project.

Based on initial review we have identified the following permit requirements:

- MEDEP National Resources Protection Act (NRPA)
- Army Corp of Engineers (ACOE) NRPA Review
- Historic/Archaeologic Review & Compliance (if direct wetland impacts)
- Letter Notification to the Native American Tribes
- MEDEP Permit Modification
- Saco River Corridor Act through Saco River Corridor Commission
- MEDEP Permits
  - MEDEP Land Use Permit
- Local Permits
  - Zoning Permit
  - Planning Board Permit

Assumptions

The following items have been assumed for this proposal:

- Permit Application Fees have not been included in this scope.
- City will coordinate and obtain rights of access to the land adjacent to the WRRF.
- Tree clearing to provide drill rig access to the proposed tank site or sewer main locations is not included.
- Site soil contamination, remediation, or disposal services are not included.
- Snow or ice removal for site investigations is not included in this scope of work.
- Final design and bidding and construction administration/observation services are not included in this proposal.

Fee

Tighe & Bond will perform these services for a lump sum fee of $280,000, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement.

For information purposes, the below summary provides the anticipated break out of the project. The summary is presented to give the City of Saco a better understanding of how the project budget was developed. Invoices will be submitted based on the total project fee and not individual line item budgets.

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Schedule

The proposed schedule is as follows:

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D. AMENDMENTS TO CHAPTER 4 – ADMINISTRATIVE CODE – (SECOND & FINAL READING)

At the June 10th workshop, members of the Coastal Waters Commission brought forward changes to Chapter 4, Article VII, Section 39 that would establish a time limit for an appeal of a decision by the Coastal Waters Commission.

Councilor Copeland moved, Councilor Minthorn seconded “The Saco City Council hereby ordains and approves the second and final reading of ‘Amendments to Chapter 4 – Administrative Code, Article VII, Section 39’.” Further move to approve the order. The motion passed with seven (7) yeas.

Amendments to:

Chapter 4. ADMINISTRATIVE CODE

Article VII. Boards, Commissions and Committees


A. Duties of the Coastal Waters Commission.

(1) Establishing policy. The Saco Coastal Waters Commission exists for the general purpose of studying and evaluating public usage of and boating access to coastal waters under the jurisdiction of the City of Saco, planning for its future use, advising the City Council on policy matters and proposing to the City Council regulations concerning the Saco River and the City's coastal waters. The proposed regulations and policies shall be consistent with federal and state law.

(2) Further duties. In addition, the Commission shall review and cooperate in maintenance and care of City-owned waterfront facilities with the Harbor Master and Public Works Department and plan harbor improvements in conjunction with the City, state and federal authorities. The Commission shall sit as a Board of Appeals to hear an appeal from any person aggrieved by any decision, act or failure to act of the Harbor Master. The Commission shall regularly inform the City Council and other boards, committees, commissions or officials of the City, as is appropriate, of its activities.

B. Organization.

(1) The Coastal Waters Commission shall consist of seven members, appointed by the Mayor and confirmed by the Council. Each Commissioner shall be a resident of the City and shall serve without compensation. [Amended 9-16-2002]
(2) Neither a municipal officer nor his/her spouse may be a member of the Commission.

(3) Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members, except the member who is being challenged.

(4) Commissioners may be removed by the City Council for cause, after notice and hearing. A Commissioner shall forfeit his/her membership on the Commission if he/she fails to attend three consecutive regular meetings of the Commission without being excused by the Commission. The Chairman of the Commission shall notify the Mayor of the forfeiture of office by a Commissioner.

(5) The term of office of a member shall be three years. Members may be appointed for a maximum of two consecutive three-year terms but may be appointed again after one year off the Commission. Each Commissioner shall be a resident of the City, shall be persons qualified to perform the duties of such office and shall serve without compensation. [Amended 9-16-2002; 5-15-2007]

C. Procedure.

(1) A Chairman and a Secretary shall be elected by the Board in April of each year.

(2) The Chairman or City Administrator shall call meetings of the Commission as required. The Chairman shall also call meetings of the Commission when requested to do so by a majority of the members or by the Mayor. The Commission shall meet at least twice per year, semiannually, to conduct official business. A quorum of the Commission necessary to conduct an official Commission meeting shall consist of at least four members. The Chairman shall preside at all meetings of the Commission and shall be the official spokesman of the Commission. [Amended 5-15-2006]

(3) The Secretary shall maintain a permanent record of all Commission meetings and all correspondence of the Commission. The Secretary shall be responsible for maintaining those records which are required as a part of the various proceedings which may be brought before the Commission. All records to be maintained or prepared by the Secretary are deemed public and shall be filed in the Municipal Clerk's office and may be inspected at reasonable times. The City Administrator may assign secretarial help to do minutes and other clerical work of the Commission.

(4) The Commission shall adopt rules of procedure, which shall be recorded by the Secretary, for any matter relating to the conduct of any hearing, provided that any rule may be waived by the Commission upon good cause shown.

D. Procedure for appeals from decision of the Harbor Master.

(1) Jurisdiction. The Coastal Waters Commission shall hear any appeal by any person affected directly or indirectly by any decision, order, rule, act or failure to act of the Harbor Master. In deciding any appeal, the Commission shall hear and approve, approve with modifications or conditions or disapprove the decision, order, rule, act or failure to act of the Harbor Master from which the appeal is made. The Commission's decision shall be made within 30 days of the filing of the appeal.

(2) Evidence. The Commission may receive any oral or documentary evidence but shall provide, as a matter of policy, for the exclusion of irrelevant, immaterial or unduly repetitious evidence. Every party shall have the right to present his/her case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for a full and true disclosure of the facts.

(3) Record of proceedings. The transcript of testimony, if any, and exhibits, together with all papers and requests filed in the proceeding, shall constitute the record. All decisions shall become part of the record and shall include a statement of findings and conclusions, as well as the reasons and/or basis therefor. Notice of any decision shall be mailed or hand-delivered to the petitioner, his/her representative or
agent, agency or office, the City Administrator, City Clerk, Mayor and City Council within seven days of the Commission's decision.

(4) Appeal. An appeal may be taken from any act or decision of the Coastal Waters Commission by notice to the City Council by the appealing party within 30 days of such act or decision by appeal to the City Council. Council must be notified of any appeal within 30 days of notice of decision by the Coastal Waters Commission.

E. Interlocal cooperation. The municipal officers of the City of Saco recognize the aesthetic beauty and environmentally sensitive condition of the Saco River, its harbors and the coastal waters of Saco Bay and fully recognize the City's obligation to the citizens of Saco and future generations to protect such a natural resource. The City Council further recognizes that the City of Biddeford also has an obligation to its citizens to protect these natural resources and, in the spirit of cooperation, hereby authorizes that the Coastal Waters Commission of Saco join with a similar Commission created by the City of Biddeford to address and incorporate community needs and wishes. The Commission shall have no police powers nor authority to create regulations or ordinances or to commit funds, but shall exist for the general purpose enumerated in Subsection A(1), Establishment of policy.

E. AMENDMENTS TO CHAPTER 118 – HARBOR, RIVER, AND WATERFRONT – (SECOND & FINAL READING)

At the June 10th workshop, members of the Coastal Waters Commission brought forward several changes to Chapter 118 that would strengthen the language in the ordinance and create a Harbor Master position that would be Maine Criminal Justice Academy (MCJA) certified.

Since that time, the Public Works Director, Police Chief, and Finance Director have reviewed and made additional recommended changes.

Councilor Copeland moved, Councilor Minthorn seconded to approve the second and final reading of the document titled “Amendments to Chapter 118 – Harbor, River, and Waterfront and further amend: Article 1, 118-3 Definitions, HARBOR MASTER changing the words "Director of Public Works" to "Saco Chief of Police". And further replace Chapter 118-4D Governance on Dock Steward(s) with: D. Dock Steward(s). There shall be Dock Stewards from time to time. These individuals will be hired in combination with the Human Resources Department and the Facilities Manager. Dock Stewards will answer to the Facilities Manager and receive direction from the Harbor Master. Dock Stewards will be responsible for the safe and orderly execution of daily operations at the pier.” The motion failed with zero (0) yeas and seven (7) nays – Councilor Johnston, Councilor Smart, Councilor Minthorn, Councilor Copeland, Councilor Doyle, Councilor Gay, and Councilor Archer.
commercial watercraft, and to promote the equitable recreational and commercial use and safe enjoyment and recreational use of the City's waters, which includes all waters adjacent to riverfronts and beaches within the City of Saco, as well as the Camp Ellis pier facilities.

§ 118-2 Scope and enforcement.

No provision of this chapter shall be interpreted as conflicting with federal and state laws applicable to the coastal waters, tidal rivers and harbors of this state, but shall be read as supplementing said laws where applicable. This chapter shall be enforced by the City through its designated Harbor Master, Harbor Patrol and other subordinates or designees.

§ 118-3 Definitions.

For the purposes of this chapter, the following definitions shall apply, unless the context clearly indicates another meaning:

**BEACH**
Refers to that shoreline area directly adjacent to bodies of water, which is customarily comprised of sand, ledge, or loose rock.

**BEACHING PILINGS**
Pilings installed adjacent to the landing for purpose of pier user permit holders' boat maintenance.

**BERTH**
The place where a vessel lies when at anchor, on a mooring or at a wharf.

**CAMP/CAMPING**
The building of and/or occupation of any shelter, tent, lean-to, or other structure or vehicle intended to provide its occupants refuge from the weather.

**CHANNELS**
Areas of the harbor and river kept open for navigation or other purpose by rule or regulation of the City Council, the Department of the Army Corps of Engineers, the Harbor Master or other regulatory or legislative body.

**CHARTER VESSEL**
A vessel that carries passengers for hire to engage in sightseeing or fishing.

**COASTAL WATERS**
Those waters adjacent to all shorelines within the City of Saco, including beaches and riverfront.

**COMMERCIAL VESSEL**
A vessel engaged in commercial fishing for profit which generates taxable income from fishing.

**DISORDERLY CONDUCT**
(per 17-A M.R.S.A., § 501-A) In a public place, a person intentionally or recklessly causes annoyance to others by intentionally:

[Amended 2-3-2014]

A. Making loud and unreasonable noises; or

B. Activating a device, or exposing a substance, that releases noxious and offensive odors; or

C. Knowingly fighting, accosting, insulting, taunting or challenging any person with offensive, defamatory or annoying words, or by gestures or other physical conduct, that would in fact have a direct tendency to cause a violent response by an ordinary person in the situation of the person so accosted, insulted, taunted or challenged; or

D. Obstructing or littering.
DOCK
The slip or waterway extending between two piers or projecting wharves or cut into land for the reception of vessels.

DOCK STEWARD
A City employee responsible for overseeing the day-to-day safe and effective operations at the Camp Ellis Pier.

FLOAT
A platform that floats and is anchored at or near shore or attached to a pier, used for landing or other purposes. Floats may be designated as general purpose, commercial, charter boat or maintenance.

HARBOR
The tidal waters within the geographical limits of the City from the high tide watermark to the three-nautical-mile line shown on the most recently published federal government nautical chart. It shall specifically include Saco Bay and all portions of the Saco River.

HARBOR MASTER
The officer appointed by the Director of Public Works to enforce this chapter and oversee the jurisdiction area of the River and Harbor.

HARRASSMENT
(per 17-A M.R.S.A. § 506-A) A person is engaged in harassment if, without reasonable cause, the person engages in any course of conduct with the intent to harass, torment or threaten another person, after having been notified, in writing or otherwise, not to engage in such conduct by any sheriff, deputy sheriff, constable, police officer or justice of the peace or person of equivalent authority.

HEADWAY SPEED
Refers to the minimum amount of power necessary to allow a vessel to navigate safely through the water. Depending on the size, composition and design of the vessel, headway speed may vary.

INNER HARBOR
Refers to the area from green can buoy No. 7 to the area known as the Lower Narrows and encompasses all of Camp Ellis.

LANDING
A place for landing and discharging persons or things, as from a vessel.

MOORING
The means of securing a vessel to a particular location in City waters, other than temporarily by anchor. Dock, pier, wharf or float tie-ups are not moorings. A vessel is considered to be moored if at anchor for more than 48 consecutive hours.

OBSTRUCTING or LITTERING
The throwing of large rocks or debris as to impede the navigable river.
[Added 2-3-2014]

PIER
A structure extending into navigable water for use as a landing place or to protect or form a harbor. This definition will include breakwaters, jetties and commercial locations used for the loading and unloading of cargo.

PIER USE AGREEMENT
A contract between a pier user and the City of Saco that documents the proper care and allowed uses of the Camp Ellis pier facilities which must be signed by the prospective user prior to issuance of a pier use permit.

PIER USE PERMIT
A document detailing the level and location of pier use allowed for each permitted vessel, as defined below:

A. COMMERCIAL VESSEL PIER USE Allows commercial vessels paying the appropriate fee the priority use of the designated floats, pier, and hoists for the unloading of perishable product, as well as use of the fuel facility (if available).

B. CHARTER VESSEL PIER USE Allows charter vessels paying the appropriate fee the use of the pier, designated floats, pier and hoists, as well as the fuel facility (if available).

C. RECREATIONAL VESSEL PIER USE Allows recreational vessels paying the
appropriate fee use of the designated floats for loading and unloading. Limited occasional use of the pier, hoists, and fuel facility (if available) is allowed at the discretion of the Harbor Master.

PORT
Includes Saco Bay, the City wharves at Saco, together with all known landings and any other public landings or wharves that might be acquired by the City of Saco.

RECREATIONAL VESSEL
A vessel used solely for personal recreation.

RENTAL AGENT
Any person, firm, proprietorship or corporation that rents canoes, kayaks, sailboats under 20 feet in length, personal watercraft and/or motorized watercraft under 22 feet in length to the general public for a fee.

SAFETY EQUIPMENT
Includes, but is not limited to, signals, flares, horn, fire extinguisher and personal flotation devices as defined in federal law per the Federal Boat Safety Act of 1971, U.S. Code of Regulations, Maine Revised Statute, Title 12, Chapter 308, Watercraft Registration and Safety, Public Law 92-75, as amended.

VESSEL
Includes boats of all sizes, propelled by sail, machinery or hand; scows, dredges, shellfish cars and craft of any kind.

WHARF
A structure of timber, masonry, cement, earth or other material, built on the shore of a harbor, river, canal or the like, especially one extending parallel to the shoreline, so that vessels may lie close alongside to receive and discharge passengers and cargo.

§ 118-4 Governance.

The safe use and enjoyment of Saco's coastal waters depends upon several parties including the Harbor Master, the Harbor Patrol, Dock Stewards and the Coastal Waters Commission. Each of these parties shall have and enjoy the responsibilities set forth below:

A. Coastal Waters Commission. In addition to those duties delineated in § 4-39 of this Code, the Coastal Waters Commission shall review, evaluate and make a recommendation to the Director of Public Works on the new appointment of the Harbor Master. The Commission shall also handle all appeals of decisions made by the Harbor Master pursuant to § 4-39 of this Code.

B. Harbor Master. There shall be a Harbor Master appointed by the Director of the Department of Public Works (Public Works) Chief of Police. The Harbor Master will be under the direction of the Director of Public Works who will act as his/her immediate supervisor/Police Department. He or she The Harbor Master shall also have those duties and liabilities of that office as prescribed by state law, municipal ordinances and regulations adopted by the municipal officers, Coastal Waters Commission, or such other bodies empowered to regulate municipal harbors and specifically assigned herein. The Harbor Master may appoint deputies who, under the Harbor Master's direction, shall enforce and carry out the rules and regulations of this section (38 MRSA Chapter 1 (2)). The Harbor Master's specific duties shall include:

1. The proper designation of channels. Channels for the passage of boats shall be designated on the plans of the Saco River, dated November 5, 1963, and filed with the City Clerk, and as updated from time to time. Said plans are hereby incorporated by reference as part of this chapter. Said channel shall also remain consistent with the United States Army Corps of Engineers designation of the tidal portion of the Saco River as a navigational project.

2. The assignment and location of anchorages. Vessels shall be anchored in the harbor in such places or areas as the Harbor Master shall designate. The Harbor Master may at any time order any vessel at anchor to change position when, in his/her opinion, such vessel is so anchored as to impede navigation or to endanger other vessels. Anchorages shall also remain consistent with the United States Army Corps of Engineers designation of anchorages within the Saco River Project.
(3) The assignment and monitoring of moorings and buoys. The placement of moorings is vital to safety in the coastal waters. The assignment, regulation and removal of all moorings and buoys shall rest with the Harbor Master as more fully detailed in § 118-5 below. The location of each mooring shall be identified by GPS coordinates, and is subject to change at any time at the discretion of the Harbor Master as conditions dictate.

(4) Implementation of this chapter. The Harbor Master shall be the party primarily responsible for ensuring the goals and purposes of this section are met except when otherwise specifically noted. The Harbor Master shall enforce all provisions related to moorings, as well as §§ 118-13 through 118-20 of this chapter.

C. Harbor Patrol. There shall be a Harbor Patrol which shall be comprised of law enforcement officers under the direct direction and supervision of the Saco Chief of Police. The duties of the Harbor Patrol shall include:

(1) The Harbor Patrol will be responsible for ensuring that safe boating practices are used within the coastal waters and for the enforcement of City ordinances and state law.

(2) The Harbor Patrol shall have specific authority to enforce §§ 118-6 through 118-14 of this chapter.

(3) The Harbor Patrol will typically operate from Memorial Day weekend to Labor Day weekend or longer, as determined by available resources and the Chief of Police.

Dock Steward. There shall be Dock Stewards from time to time. The Director of the Public Works, will hire one or more seasonal employees to serve as Dock Steward at the Camp Ellis Pier. The Dock Stewards will be responsible for the safe and orderly execution of daily operations at the pier. The stewards are a conduit between the Harbor Master and Public Works, and the users and visitors to the Camp Ellis Pier. The Dock Steward(s) will typically serve Tuesday through Sunday from Memorial Day weekend through Labor Day weekend, and on selected weekends prior to Memorial Day or after Labor Day, at the discretion of the Director of Public Works. Specifically, the Dock Steward(s) will:

F. Collect and record boat launch, dock use and daily pier use fees and deposit fees collected at City Hall daily.

G. Welcome vessel captains and greet passengers, inform visitors of docking rules and fees, Contendently answer questions regarding local services available, accommodates, etc.;

H. Record vessel arrivals in daily log, and departure, times:

I. Assist boaters with small tank pump-out operations when the service is available

J. Assist visitors with proper parking meter fees

K. Approve overnight parking warrants, when appropriate and notify Public Works and the Police Department.

L. Perform other duties as directed by the Director of Public Works or the Harbor Master to ensure safe and effective operations at Camp Ellis Pier.

§ 118-5 Moorings and buoys.

A. Assignment of mooring locations.

(1) The available locations for moorings within the coastal waters of the City of Saco are limited. Therefore, mooring permits are considered a limited resource which must be managed in an equitable manner, allowing maximum benefit of the resource. Accordingly, under-utilized or abandoned moorings, as further defined below, will be re-assigned. No mooring permit may be issued unless a mooring location has been assigned by the Harbor Master.
(2) No mooring shall be set within City waters except by permission of the Harbor Master. Any person wishing to place a mooring in City waters or to relocate an existing mooring shall request such permission in advance from the Harbor Master. Annually, the Harbor Master shall prepare an updated list of approved mooring holders and provide it to the City Clerk by January 1. Only applicants appearing on the current approved mooring holders list may submit a mooring permit application to the City Clerk. Following acceptance of the application by the City Clerk and the payment of the appropriate fee, and provided the conditions in Subsection B(7) are met, the Harbor Master shall then assign a location for such mooring and shall advise the applicant concerning the requirements of these rules and regulations. Moorings set without authorization may be removed at the owner’s expense by the Harbor Master.

(3) In the assignment of mooring locations, the Harbor Master shall, insofar as the same may be done consistently with these rules and regulations and with due regard for the safety of other vessels and of navigation, give consideration to the choice of the applicant. However, where mooring rights of individuals are claimed to be invaded and protection is sought of the Harbor Master, the Harbor Master shall assign and indicate to the masters or owners of the vessels the location which they may occupy for said mooring, and the Harbor Master shall assign mooring privileges in all cases where individuals who own or have an interest in the shore rights are complainants and shall locate suitable mooring privileges temporarily or permanently, routing their lands if so requested, but not so as to encroach upon the natural channel or channels established by this chapter. Moorings shall be set by July 30 of each year. The location of each mooring is subject to change at any time at the discretion of the Harbor Master as conditions dictate.

(4) The City Clerk shall maintain a waiting list, with a registration fee established by the City Council, after a public hearing.

(5) The Harbor Master, based upon the waiting list, shall authorize moorings on a first-come-first-served basis, except that commercial harbor users may be given priority for facilities developed for commercial users with federal funds. The Harbor Master will provide the updated lists to the City Clerk on May 1, July 1 and October 1 each year and at other times when requested. The lists shall be provided to any member of the public who requests them. If there is a dispute about mooring assignments, the Saco Coastal Waters Commission shall hear appeals from the decisions of the Harbor Master.

(6) Any permit issued hereunder may be revoked if the Harbor Master determines that any portion of a permit holder’s application contains false or misleading information. Any revocation may be appealed as set forth herein. [Added 2-3-2014]

B. Application for mooring permits.

(1) Applications for mooring permits for any one-year period must be filed with the City Clerk by March 15 of the current year, on forms prescribed by the Saco Coastal Waters Commission. Applications and payment for renewal of a mooring permit which have not been received within 60 days of the permit application filing date will cause that mooring location to be deemed vacant, and the mooring location reassigned. Applications received during the sixty-day period are subject to a late fee. [Amended 2-3-2014]

(2) The City of Saco mooring permit application form contains additional rules and regulations regarding use and placement of moorings, which are adopted herein by reference. The address of the applicant supplied with the permit application shall serve as the address of record for all purposes of notice where notice is required in this chapter.

(3) Permits shall be good for one calendar year (January 1 to December 31). They are at all times a revocable license issued subject to the terms herein, and under no circumstances will they be treated as, or deemed, a property right. [Amended 2-3-2014]

(4) Any mooring location not occupied by the vessel or float registered to it, or a vessel of equal or lesser gross tonnage owned by the mooring permit holder, for at least one day in each of three out of the five months during the period May 1 through September 30 during the permit year may be considered to be abandoned. The location will be reassigned at the discretion of the Harbor Master, after the Harbor Master has first given the registrant 30-14 days’ advance written notice at
his/her last known address of the mooring application address (certified mail, return receipt). The cost of removing moorings or dropping mooring chains shall be assessed to the owner if not removed by him within 30 days of receipt of said notice, in accordance with state law. The Harbor Master shall have the authority to waive the monthly occupancy requirement on extenuating circumstances such as a commercial fishing vessel’s need to be off the mooring or other unforeseen absence from the area. Waivers granted shall not be effective for more than one (1) year. Notwithstanding the above, this subsection will not apply to a mooring whose owner has notified the Harbor Master that such mooring will not be occupied due to prolonged absence from the area, illness, or other extenuating circumstances, provided the permit is timely renewed annually as required by this chapter. [Amended 2-3-2014]

(5) The annual application fee for the waiting list shall be established by the City Council after a public hearing.

(6) Moorings are not transferable except as provided by 38 M.R.S.A. Chapter 1 § 3-A, which provides for the transfer of commercial moorings only, under certain specific circumstances.

(7) A person may be denied a mooring permit if they are found to have previously violated this chapter without good cause; or if they are in arrears of any City tax or fee.

C. Adequacy of moorings. All existing moorings hereinafter to be set shall be of sufficient size to hold the vessel for which they are used. All moorings shall have approved buoys and must be visible at all times. All mooring requirements will be determined by the Harbor Master.

Guidelines on mooring block weight, attachment requirements and chain-link size are listed below and on the mooring permit application.

<table>
<thead>
<tr>
<th>Maximum Boat Length (feet)</th>
<th>Maximum Boat Weight (gross pounds)</th>
<th>Minimum Mooring Weight (pounds)</th>
<th>Minimum Chain Link Size (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>500</td>
<td>350</td>
<td>3/8</td>
</tr>
<tr>
<td>20</td>
<td>1,500</td>
<td>750</td>
<td>3/8</td>
</tr>
<tr>
<td>25</td>
<td>5,000</td>
<td>1,500</td>
<td>1/2</td>
</tr>
<tr>
<td>30</td>
<td>8,000</td>
<td>1,800</td>
<td>1/2</td>
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<tr>
<td>35</td>
<td>12,000</td>
<td>2,500</td>
<td>1/2</td>
</tr>
<tr>
<td>40</td>
<td>3,500</td>
<td>3,500</td>
<td>5/8</td>
</tr>
</tbody>
</table>

D. Inspections of moorings. The Harbor Master or his/her designee shall inspect moorings biannually. It is the permit holder’s responsibility to contact the Harbor Master to arrange for inspections. Two visits by the Harbor Master are included in the mooring application fee; any additional visits required to complete an inspection shall be at the applicant’s expense.

E. Manner/condition of moorings:

(1) All mooring floats shall meet United States Coast Guard regulations.

(2) The float attached to the mooring line shall be of sufficient size to remain afloat when not attached to the vessel.

(3) The Harbor Master may at any time examine any mooring or mooring line to determine compliance with this section. Except in the case of an emergency, the Harbor Master shall notify the owner of his/her intention to examine the mooring, either in writing or verbally, and request the presence of the owner during such examination. Any cost of examination shall be borne by the owner of the mooring.

(4) If a party fails to properly maintain his/her mooring, float or cable, the Harbor Master will, in writing (by certified, return receipt mail), issue a seven-day notice-to-cure letter effective seven days from the date of mailing. If the offending party fails to correct the deficiency identified by the Harbor Master within seven days, the party’s mooring permit shall thereafter be revoked upon the filing of a written decision from the Harbor Master to the City Clerk with copies provided to the offending party and the Coastal Waters Commission.
(5) Vessels on moorings must be properly maintained to minimize hazards to other vessels, including: [Added 2-3-2014]
   (a) The vessel must be capable of moving under its own mechanical means.
   (b) Sail, lines, halyards and sheets must be secured at all times when the vessel is not occupied.
   (c) All accessories, anchors, lines, poles, etc., must be secured and within the gunwales of the vessel.
   (d) Nothing may be trailing behind a moored vessel or protruding from the vessel that can damage another vessel.
   (e) Failure to properly maintain a moored vessel may result in revocation of the mooring permit.

(6) All moorings, whether now existing or hereinafter set, shall be so located or relocated that the vessels secured thereby will not impede navigation within City waters nor endanger other vessels moored therein. If the Harbor Master shall find that any vessel is so moored as to impede navigation or to endanger other vessels, the Harbor Master may require that the owner of the mooring or of the vessel secured thereby take such steps, whether by shortening the scope of the mooring lines or by the use of additional mooring or mooring lines, as will prevent such impeding of navigation or endangering of other vessels; or, in the alternative, the Harbor Master may order that the mooring be removed and relocated. In requiring the removal of a mooring because of its danger to others, the mooring last set shall be the first ordered to be removed. Any person so ordered by the Harbor Master acting under this subsection shall remove a vessel within 48 hours after order, whether written or verbal; provided, however, that if the mooring owner fails to do so, then the Harbor Master shall thereupon cause the mooring to be removed or relocated. Any expense incurred by the City to move or remove a mooring shall be borne by the owner of the mooring or vessel. [Amended 2-3-2014]

(7) If in the sole opinion of the Harbor Master a mooring creates an emergency or imminently dangerous condition, or if immediate action is required to ensure proper navigation and safety, the Harbor Master may temporarily, without notice to the permit holder, take possession of the mooring and temporarily remove and/or secure it until such time as the permit holder can be notified. The parties shall thereafter determine together the appropriate terms and conditions for reinstalling the mooring.

F. The Harbor Master shall hold all moorings and tackle removed from coastal waters as a lien against all fees, fines and costs incurred as a result of the acts, actions or inactions of any mooring permit holder. No such equipment shall be returned until all such charges are fully paid.

G. Interference with moorings. Except by direction of the Harbor Master acting in an emergency or with permission of the owner, no person shall move or interfere with any mooring or vessel in the harbor.

H. Removal. [Amended 2-3-2014]

(1) A mooring shall be removed after September 30, unless it is still in use by its owner. If not removed by its owner, the Harbor Master shall see to its removal at the expense of the mooring owner. The mooring and ground tackle shall not be returned to its owner until such bill is paid.

(2) All noncommercial vessels shall be removed from the river by December 1. Moorings relocated to tidal flats for the winter season must be maintained by the mooring owner and moved to the assigned mooring location by July 30. Moorings that will not be used must be removed to the storage area.

I. Waiver procedures.

(1) A mooring permit holder may request a temporary waiver to the mooring requirements stated in this chapter by submitting a written request to the Harbor Master. A waiver will not be granted for a violation that impacts safe navigation on the Saco River. The waiver request must clearly state:
(a) Mooring number;
(b) Name and current address and phone number of the permit holder;
(c) The nature of the waiver (e.g., inability to position or remove an authorized mooring, inability to attach a boat to an authorized mooring, inability to pay for a mooring in a timely manner);
(d) The reason the waiver is needed; and
(e) Expected date for compliance (date the permit holder will make corrections or come into compliance with mooring requirements).

(2) The Harbor Master will notify the permit holder of his decision to approve or disapprove the waiver in writing and provide a copy of the written decision to the City Clerk, the Director of Public Works, Police Chief, and the Coastal Waters Commission. If the Harbor Master must disapprove the waiver request, the Harbor Master will send the decision via certified mail return receipt requested to the address of record. The permit holder can appeal the Harbor Master’s decision to the Coastal Waters Commission.

(3) Waivers for medical conditions may be granted for a maximum of one permit year. [Added 2-3-2014]

(4) Waivers for mechanical conditions may only be granted for moorings which have been in use during the permit year. [Added 2-3-2014]

(5) Waivers and associated mooring privileges may be revoked if the Harbor Master determines that the waiver request misrepresented the facts and/or conditions that form the basis for the waiver request. [Amended 11-4-2014]

J. Buoy other than for mooring vessels. No buoy of this type shall be placed in channels leading to wharves, nor shall such buoys be placed less than 150 feet from a mooring buoy for that vessel. The Harbor Master is empowered, in the interest of public safety, to require the removal of any buoys.

Article II

Prohibited or Restricted Actions

I. Enforcement by Harbor Patrol. The following provisions of this Subarticle – Article shall be enforced by the Harbor Patrol as part of law enforcement activities.

§ 118-6 Waterskiing and aircraft.

A. Vessels towing water-skiers and aquaplanes. There shall be no waterskiing in congested mooring areas, anchorage areas or in speed-limit areas/no wake zones. No person shall operate a vessel while towing water-skiers, aquaplanes or similar devices unless there is present in said vessel, in addition to the vessel operator, another person in a position to observe and assist the person or appurtenance being towed. The operator of such a vessel will be held responsible for compliance with the navigating rules for both the vessel and the person or appurtenance being towed. Except in connection with water carnivals and exhibitions authorized by the City Council, no such activity may be conducted during the period between 1/2 hour after sunset and 1 1/2 hour before sunrise. Special waterskiing areas will be designated by the City Council.

B. Water-ski jumps. No person shall locate or use on the public waters under the jurisdiction of this Council a water-ski jump without first obtaining the approval of the City Council or its duly authorized representative.

C. Aircraft. Aircraft shall be governed by the appropriate rules and regulations of the Maine Aeronautics Commission, excepting that they shall observe the same mooring and anchorage rules and regulations that apply to vessels.

§ 118-7 Imprudent operation of vessel.

A person may not intentionally, knowingly or recklessly operate a vessel in violation of state law (38 MRSA Chapter 1, Subchapter 7-10-1).

§ 118-8 Failing to report collision or accident.

A. The owner, captain or operator of a vessel involved in a collision with another vessel, a
wharf, pier, landing, dock or other fixed object within the harbor; a fire on-board; or an
accident as defined by the United States Coast Guard, must report such collision to local law
enforcement, Harbor Master, or the Harbor Master/Main Marine Patrol by the quickest
means available.

B. Failing to report such collision, fire or accident, regardless of visible damage or injury,
constitutes a violation of this section.

§ 118-9 Endangerment of life or property.

A. A person is guilty of endangerment of life or property if that person:

1. Operates a vessel and fails to have a proper lookout while towing a water-skier; or

2. Operates a vessel and fails to require a water-skier to wear a personal flotation device
(PFD); or

3. Operates a vessel and permits a passenger to ride on the swim platform or bow while
underway; or

4. Operates a vessel and engages in "steak surfing," "drag surfing" or otherwise allows
someone to physically hang onto the stern, transom, swim platform or gunnels of a
vessel; or

5. Water-ski without wearing a personal flotation device (PFD), designed and approved
for water skiing; or

6. Rides or physically hangs onto the stern, bow, transom, swim platform or gunnels of
a vessel while underway.

B. The provisions of this section do not apply to emergency personnel in the performance
of their duties; emergency situations in which this activity could not be avoided; or the use of
approved recreational equipment designed to be towed behind a vessel as long as the
distance behind the vessel is adequate to prevent injury from moving parts, fuels and/or
carbon monoxide gases.

§ 118-10 Beach restrictions.

A. Alcoholic beverages—The consumption or possession of alcoholic beverages is prohibited
on any beach. For the purposes of this section, any person found within reasonable reach of an
alcoholic beverage is deemed to be in possession.

B. Vehicles are prohibited on any beach. No motorized or vehicular traffic of any kind may
enter or use the beach for any purpose, with the exception of public safety vehicles and
those City vehicles designated for public works purposes.

C. Overnight camping on beaches is prohibited. No person or group may camp or otherwise
set up temporary, overnight shelter on a beach for any purpose. "Overnight" is defined as
any time following sunset and before sunrise.

D. Camp fires or burning on beaches is prohibited. No person or group may have a camp fire
or otherwise burn on a beach for any purpose.

D-E. See the City's Beach Management Plan for further information on these restrictions and
other expectations and rules.

§ 118-11 Headway speed only zones.

A. Headway speed only zones shall be established by the Coastal Waters Commission for the
tidal areas of the Saco River and Saco Bay.

B. Designated headway speed only zones will be marked appropriately with buoys, signs or
other reasonable markers likely to come to the attention of boaters. All types and locations of
markers or buoys placed into the river or harbor will be approved by the authority having
jurisdiction over navigable waters.

C. Once approved, buoys will be placed in the designated areas by the Harbor Master or by an
independent contractor hired by the City with the recommendation of the Harbor Master
and Coastal Waters Commission. Placement of buoys or markers within the areas shall be at
the discretion of the Harbor Master.
D. These zones will be reviewed periodically to ensure that they do not conflict with state or City law and reflect the needs of the citizens of Saco.

E. Pursuant to 38 M.R.S.A. § 281, whoever operates any watercraft, vessel, water skis, surfboard, similar device or motorboat, however propelled, upon the tidewaters of Saco or upon the offshore waters within the jurisdiction of the State of Maine at a speed greater than is reasonable and proper, having due regard for traffic, proximity to wharves, docks, moorings or shores, and for any other conditions then existing shall be guilty of a Class E crime. Further pursuant to 38 M.R.S.A. § 285, every law enforcement officer in the State of Maine, including harbor masters and their deputies, shall have the authority to enforce these laws, and in the exercise thereof shall have the authority to stop and board any such watercraft, vessel, or motorboat found in violation. It shall be unlawful for the operator of any such watercraft, vessel or motorboat to fail to stop upon hail from any such officer, and a violation of the same shall be punished as a Class E crime. [Added 2-3-2014; amended 3-17-2014]

§ 118-12 Use of dune area.

A. No traffic of any kind, vehicular or pedestrian, may enter or use any area of the beach wherein so-called dune grass is growing. It shall also be a violation of this section to burn, crush, uproot, poison or in any other manner kill, injure or remove any dune grass or any other vegetation growing on the beach.

B. For the purposes of this section, subsequent violations will have been committed for each square foot of dune grass damaged, injured or destroyed.

H. Enforcement by Harbor Patrol or the Harbor Master.

§ 118-13 Waste and refuse.

No person or vessel shall discharge, deposit, throw, sweep or cause to be deposited or swept into or upon the waters of Saco or into waters adjacent thereto any gas, fuel, coolant, oil, bilge water, human waste, ashes, dirt, stone, gravel, mud, logs, planks or any object or substance tending to pollute or obstruct the harbor or waters adjacent thereto or to shoal the depth of said waters. No person or vessel shall discharge, dump or dispose of any refuse, garbage, offal, gas, oil, fuel, coolant, waste, fish waste, or any other object or substance tending to pollute upon any shore of the City of Saco.

§ 118-14 Disorderly conduct.

No person shall conduct him or herself or utilize the facilities in such a manner that disrupts the use or enjoyment of the pier and its facilities by other pier users. Such conduct may result in the forfeiture of pier use permission after:

A. First instance, a verbal warning by the Harbor Master;
B. Second instance, a written warning by the Harbor Master; and
C. Third instance, revocation of pier use permit.

Hh. Enforcement by the Harbor Master.

§ 118-15 Derelict vessels.

An owner, captain or operator of a vessel allows that vessel to become derelict if:

A. The vessel lacks any license or registration, the prerequisite of which is required by state or local authority to allow operation of such vessel in the harbor;
B. The vessel is submerged to a level substantially above its normal water line and remains so for a period greater than 48 hours;
C. The vessel is damaged to the extent that it cannot be moved under its own power; or
D. The owner, captain or operator of the vessel has failed or refused to comply with the lawful orders of the Harbor Master, Assistant Deputy Harbor Master or a law enforcement officer. A violation of this section will have a mandatory minimum fine of $250 that may not be suspended;
E. The owner of the vessel has failed or refuses to pay any applicable license fee, excise tax, harbor usage fee, mooring fee, dock or landing fee or any other service fee imposed by the City or Harbor Master. A violation of this section will have a mandatory minimum fine of $250 that may not be suspended.

F. Disclosure of vessel ownership. This section Applications for pier use or mooring permits, must disclose the requires the disclosure of ownership of any vessel operating within the statutory limits of the City of Saco and further requires disclosure of all corporate, partnerships, trusts and any other nonindividual, including those persons undisclosed, anonymous or otherwise unidentifiable principals, responsible for the maintenance of property and vessels and accountable with respect to violations of this chapter.

G. Order of disposal; abatement of violation by the City and recovery of costs.

1. When the Harbor Master, after notice in writing to the owner of any derelict vessel by regular mail or by publication in a newspaper in the county three weeks successively, and after a hearing on such matter, adjudge that such vessel was or is derelict, dangerous or a nuisance, they may make and record an order prescribing what disposal shall be made thereof. The City Clerk shall deliver a copy of such order to a constable or deputy sheriff, who shall serve such owner, if the owner is a resident of the state, with an attested copy thereof, and make return of his or her actions thereon to the Clerk forthwith. If the owner or part owner is unknown or resides outside this state, such notice shall be given by publication in a paper published in the county for three successive weeks.

2. If no application is made to the superior court, as is provided in this section, the City Council shall cause such vessel to be abated, removed or altered in compliance with its order, and all expenses thereof shall be repaid to the City within 30 days after demand, or may be recovered of such person by an action for money paid.

3. Any owner aggrieved by an order made pursuant to this section may, within 30 days after such order is so made and filed, apply to the superior court which shall forthwith, after notice and hearing, affirm, annul or alter such order.

4. If the court affirms an order made pursuant to this section, costs shall be recovered by the City; if it wholly annuls such order, the applicant shall recover costs; and if it alters it in part, the court may render such judgment as to costs as justice requires.

§ 118-16 Obstruction of public wharf, dock, landing or pier.

No person shall obstruct a wharf, dock, landing or pier by intentionally or knowingly:

A. Obstructing, by any means whatsoever, the free use of any public wharf, dock, landing or pier and is not actively engaged in the loading or unloading of persons, product or cargo; or

B. Allowing a vessel under that person’s control or ownership to remain tied, moored or affixed to a public wharf, dock, landing, float or pier without authorization from the Harbor Master and payment of appropriate docking fees.

Possession of a Pier Use Permit does not overrule the above prohibitions and provide unlimited docking privileges to permit holders. Violators of this section will be subject to a $150 fine per day. Allowing a vessel under that person’s control or ownership to remain tied, moored or affixed to a public wharf, dock, landing or pier without legal authorization from the City or payment of docking fees.

§ 118-17 Diving, swimming, fishing on or near public wharves, docks, landings, piers or within channel prohibited.

A. No person shall dive from or swim within 50 feet of any public wharf, dock, landing or pier. This restriction does not govern or limit special events sanctioned by the City, nor commercial divers and emergency personnel or others who have been granted special permission by the Harbor Master. At no time, other than for emergency purposes, may anyone swim within the channel.

B. No person shall fish from City wharves.

§ 118-18 Obstruction of channel or inner harbor.

No person, firm, or organization may intentionally, knowingly or recklessly obstruct a channel or the inner harbor by:
A. Setting any commercial fishing gear within the inner harbor or a channel; or
B. Place or set any lobster traps, including buoys, within 100 feet of a mooring; or
C. Place, stop, or anchor any vessel within a channel without providing for adequate room for a vessel of any reasonable size to navigate safely around in both directions simultaneously. D. Knowingly or willfully obstruct the free use of any channel or waterway within the harbor.

§ 118-19 Operation of vessel without proper safety equipment.

No person shall operate a vessel without meeting current state law. Operation of a vessel without proper safety equipment, a violation of this section, shall have a mandatory minimum fine of $150 that may not be suspended and a citation may be issued for each piece of equipment that is missing, not in proper working order or in poor condition.

§ 118-20 Storage.
[Amended 2-3-2014]

Personal property, such as lobster pots, automobiles, cradles, boats, etc., shall not be stored on City wharves or landings or within the Camp Ellis parking lot. Exemptions to this rule shall be considered on an individual basis when submitted, in writing, to the Harbor Master. The hauling-out area at Camp Ellis will be under the jurisdiction of the Harbor Master.

Article III

Rentals and Rental Agents

§ 118-21 Licensing; rental agreement.

A. Licensing—All rental agents are to acquire and maintain a current business license through the City of Saco, and secure all pertinent state and federal licenses as necessary. Furthermore, rental agents must abide by all requirements or provisions issued by the Code Enforcement Officer, Planning Board, Zoning Board or other City official.

B. All rental agents must verify, by way of demonstrated ability, the operator’s knowledge of the craft and equipment and ability to control and maneuver the craft safely. The rental agent may accept a watercraft license issued from another state or from the United States Coast Guard as proof of demonstrated ability. The rental agent may also waive the requirements of Subsection B(4) if the person renting has previously rented and demonstrated their ability with that type of equipment, within the last 30 days.

B.C. Rental agreement—A rental agent must provide, to any person whom they know to be operating a canoe, kayak, sailboat, personal watercraft (PWCs) or motorized watercraft:

1. The occupant capacity and weight limits of the craft being rented and operated.

2. Proper operational instruction and safety education for the craft being used. The rental agent may use an audio/visual presentation in lieu of personal instruction; however, the sole use of written instruction will not satisfy the requirements of this section.

3. Personal flotation devices (PFDs) of adequate size and proper working order for all intended occupants of the craft.

4. Verify, by way of demonstrated ability, the operator’s knowledge of the craft and equipment and ability to control and maneuver the craft safely. The rental agent may accept a watercraft license issued from another state or from the United States Coast Guard as proof of demonstrated ability. The rental agent may also waive the requirements of Subsection B(4) if the person renting has previously rented and demonstrated their ability with that type of equipment, within the last 30 days.

5. Written information pertaining to local and state laws governing the body of water in which they will be operating and a brief description of the so-called rules of the road. For PWCs or motorized watercraft, the information will also include the laws pertaining to headway speed violations and a map indicating "headway speed only" areas.

§ 118-22 Prohibited acts.

A. The following violations, in addition to the fines outlined in § 118-28, will also result in the immediate suspension of all City business licenses and/or permits.
(1) Failing to provide safety instruction. A rental agent is guilty of failing to provide safety instruction if it fails to comply with all the requirements of § 118-21, above.

(2) Failing to maintain records. The rental agent must maintain written records showing that the requirements of § 118-21, above, were followed. If a waiver of § 118-21, Subsection B(b), above, is allowed, a photocopy of the watercraft license, USCG license or previous rental agreement and demonstrated ability must be included. Rental agents may not destroy these records in the event of a watercraft accident, drowning or other incident involving the rented equipment. Records may otherwise be destroyed six months following the date of rental.

(3) Failing to maintain a license/violation of licensing agreement. Any rental agent who fails to obtain or maintain a current City business license, or, who fails to abide by the requirements of § 118-21, is guilty of this violation.

B. No rental agent may continue to operate until the violations have been corrected and the City is satisfied with those corrections.

C. Failing to provide safety instruction. A rental agent is guilty of failing to provide safety instruction if it fails to comply with all the requirements of § 118-21, above.

D. Failing to maintain records. The rental agent must maintain written records showing that the requirements of § 118-21, above, were followed. If a waiver of § 118-21, Subsection B(b), above, is allowed, a photocopy of the watercraft license, USCG license or previous rental agreement and demonstrated ability must be included. Rental agents may not destroy these records in the event of a watercraft accident, drowning or other incident involving the rented equipment. Records may otherwise be destroyed six months following the date of rental.

E. No license/violation of licensing agreement. Any rental agent who fails to obtain or maintain a current City business license, or, who fails to abide by the requirements of § 118-21, is guilty of this violation.

§ 118-23 Agent negligence; City's right to recovery of costs.

A. When a rental agent fails to follow the provisions of this article and an accident or incident occurs that requires the use of City services or requires the City to hire or fund private businesses or other government agencies as a result of the accident or incident, the rental agent shall be responsible for reimbursement of all associated costs.

B. These services include, but are not limited to: police, fire, rescue, or other emergency services; divers; water recovery specialists; engineers; environmental or hazardous materials specialists or companies; product inspectors, investigators, private consultants, attorneys, and/or legal expenses.

Article IV

Camp Ellis Pier, Parking Lot and Public Landing Regulations

§ 118-24 Pier use regulations.

A. No person who owns, leases or operates a commercial or recreational boat or vessel shall use a public wharf, float, dock or pier unless they shall first obtain a permit therefor for such use, as is hereinafter provided. A pier use agreement must be signed prior to the issuance of a user permit.

B. No person who owns, leases or operates a commercial or recreational vessel shall store said boat or vessel on any public wharf, dock, pier or parking lot.

C. All said pier use and mooring permit fees shall be paid to the City of Saco through City Hall and a receipt for same presented to the Harbor Master.

D. User fees, mooring fees and parking fees are to be established annually by the City Council, by resolution, after a public hearing, as recommended by the Coastal Waters Commission.

E. Commercial pier use permit holders have priority use of the hoists for loading and unloading perishable products. No person or vessel shall impede access to the hoists unless actively loading or unloading. Obstruction access to the pier or hoists while waiting for shore support vehicles is strictly prohibited. Such conduct may result in the forfeiture of pier use permission after.
(1) First instance, a verbal warning by the Harbor Master;

(2) Second instance, a written warning by the Harbor Master; and

(3) Third instance, revocation of pier use permit.

**FG.** Use of the beaching piles located adjacent to the public landing will be available to pier use permit holders. The maximum size boat to use the piles shall not exceed twenty-thousand-pound displacement. Proper support must be installed under a berthed boat prior to allowing people to go into the boat fall area. Boats may only be berthed on the north side of the piles to maintain access to the public landing at all times. Berthed boats may remain at beaching piles for one full tide cycle.

**FG.** Exceptions. [Added 2-3-2014]

(1) Noncustomary, short-term exceptions to these regulations may be allowed at the discretion of the Harbor Master, and may include:
   
   (a) Use of the pump-out station.
   
   (b) Pick-up or discharge of passengers.
   
   (c) Use of the restroom facility.

(2) Short-term exceptions may not exceed 15 minutes. Individuals who become customary pier users must obtain a pier use permit. For the purposes of this section, "customary" is defined as a short-term pier use that is repeated more than twice per month.

**H.** Any permit issued hereunder may be revoked if the Harbor Master determines that any portion of a permit holder's application contains false or misleading information. Any revocation may be appealed as set forth herein. [Added 2-3-2014]

**I.** No trash, gear or bait barrels may be left unattended on the pier.

**J.** Use of the floats attached to the pier shall be prioritized to their designated status, for example:

(1) Charter vessels have priority use of the charter vessel floats.

(2) Maintenance of vessels shall occur on the maintenance floats, or on the downriver floats after 7:00pm.

**H.K.** Floats are intended for loading and unloading of crew, passengers, gear, cargo, or product. No vessel may be left unattended on any float without express permission of the Harbor Master. Failure to obtain permission will result in a $150 fine.

§ 118-25 Camp Ellis Pier and Parking Lot Fund.

**A.** Purpose. The City of Saco operates and maintains a parking and docking facility at Camp Ellis for the benefit of the general public. The purpose of this section is to create a special revenue fund into which all the proceeds derived from the pier and parking lot shall be deposited. A transfer of funds allocated to this account shall be budgeted each year by the City, in whatever amount is suitable for the maintenance and expansion of public facilities at the Camp Ellis pier, parking lot, and other marine related uses as deemed necessary by the Harbor Master or the Public Works Director, recommended by the Coastal Waters Commission, and approved as part of the annual budget process by the City Council.

**B.** Source of revenues. All revenues derived from the pier and parking lot, including but not limited to fees for parking cars and fees for mooring and docking, shall be deposited into this account.

**C.** Use of revenues. Funds in the Camp Ellis Pier and Parking Lot account shall be used for the expansion and maintenance of the Camp Ellis parking lot, pier, floats, City-owned moorings, waterways and other marine-related uses, as recommended by the Saco Coastal Waters Commission and approved by the Director of DPW or the Saco City Council.
§ 118-26 Pier use permits.

A. There shall be three types of pier use permits.

1. Commercial vessel pier use.
2. Charter vessel pier use.
3. Recreational vessel pier use.

4. One day pier use (not to be used for unloading commercial catch).

B. Establishment of permit limitations. The Harbor Master will establish the maximum number of pier use permits to be granted within each type, described above. A waiting list will be established for persons desiring a pier use permit when the maximum number has been reached.

C. Pier use by mooring permit holders. A mooring permit holder who wishes to maintain a vessel at the pier shall obtain a pier use permit.

D. Charter vessel users shall provide at the time of execution application for a pier use permit a current certificate of insurance showing a minimum liability coverage of $1,000,000, which policy must name the City of Saco as an additional insured. Said insurance must remain in effect prior to and during all commercial activity. [Added 2-3-2014]

E. Pier use permits may not be utilized by the permit holder to assist another vessel owner land their catch in order to avoid payment of the fee for a daily pier use permit. Such action may result in revocation of the pier use permit.

F. One day pier use permits must be obtained prior to pier use. Failure to pay the fee for a one day pier use permit may result in a fine equal to the fee for a commercial vessel pier use permit.

§ 118-27 Traffic and parking regulations.

A. The City of Saco has constructed a launching ramp and parking lot, for use by the public, on the shore of the Saco River at Bay Avenue in Camp Ellis, between the extension of North Avenue and East Avenue. There are no existing ordinances to control traffic and regulate parking for the public good and safety of the public which will be using these facilities. The following rules and regulations are hereby adopted, and the Chief of Police is hereby authorized and directed to erect the proper signs and controls to enable the enforcement of these rules and regulations.

B. Public lot and public landing rules and regulations shall be: [Added 2-3-2014]

1. Diagonal parking within marked spaces only.

2. No parking after 1:00 a.m. until 5:00 a.m. from May 1 through September 30 and from 10:00 p.m. to 5:00 a.m. from September 30 through May 1, except for pier user permit holders who are aboard their vessels and have duly notified the Dock Steward or the Harbor Master of their intent to be at sea overnight. Crew members must obtain the proper receipt for overnight parking and notify the Dock Steward or the Harbor Master. Any other overnight parking constitutes storage, which is prohibited by § 118-20.

3. Five-mile-per-hour speed limit.

4. No parking in front of launching ramp.

5. No parking on the pier unless actively loading or unloading.

6. Boat trailers are to be parked only in designated areas.

7. Camping is not permissible.

8. Parking violators shall be towed away at the owner’s expense.

9. All cars and trucks parked in the parking lot shall prominently display a current pier user sticker or seasonal parking sticker issued by the City, unless they are paying the daily parking fee. A seasonal parking permit or the elderly residents permit is only transferable to other vehicles registered in the City by the resident. A commercial vessel pier use permit stays with the permit holder and is transferable to another vehicle.
Article V
Bay View Parking Lot

A. Purpose. The City of Saco operates and maintains a parking facility at Bayview Beach for the benefit of the general public. The purpose of this section is to create a special revenue fund into which all the proceeds derived from the parking lot shall be deposited. A transfer of funds to this account shall be budgeted each year by the City, in whatever amount is suitable for the repair, maintenance, improvement and expansion of the public facilities at the Bayview parking lot and other beach-related uses as deemed necessary by the Parks & Recreation Department.
B. Source of revenues. All revenues derived from the Bayview Parking Lot shall be deposited into the Bayview Parking Lot fund, which shall be kept as a separate account.
C. Use of revenues. Funds in the Bayview Parking Lot account shall be used for the improvement, expansion, repair, and maintenance of the Bayview Parking Lot, the Bayview Beach, and associated facilities as recommended by the Parks & Recreation Department and as approved by the Finance Director or the Saco City Council.

§118-29. Traffic and parking regulations.
A. The City of Saco has constructed the Bayview Parking Lot, for use by the public, at the intersection of Bayview Road and Route 9. There are no existing ordinances to control traffic and regulate public use of these facilities. The following rules and regulations are hereby adopted, and the Chief of Police is hereby authorized and directed to erect the proper signs and controls to enable the enforcement of these rules and regulations.
B. Public lot rules and regulations shall be:
(1) No parking after 1:00 a.m. until 5:00 a.m. from May 1 through September 30 and from 10:00 p.m. to 5:00 a.m. from September 30 through May 1.
(2) Five-miles-per-hour speed limit.
(3) Boat trailers and campers are not permitted.
(4) Camping is not permissible.
(5) Parking violators shall be towed away at the owner’s expense.
(6) All cars and trucks parked in the parking lot shall prominently display a current Bayview seasonal parking sticker issued by the City, unless they are paying the daily parking fee. A seasonal parking permit or the elderly residents permit is issued to individual residents and is not transferable.

Article VI
Enforcement, Legal Actions and Appeal

§118-28-30. Violations and penalties; manner and method of service; appeals.
A. Penalties. Whoever violates any of the provisions of this chapter is guilty of a separate offense for each day, or part of a day, during which the violation is committed or, continued. Unless stated elsewhere, each offense, upon conviction, is punishable by a civil penalty of not less than $100 and not more than $2,500 for each offense. In addition, revocation of the applicable permit violated may occur.
B. Each day, if the offense is repeated, shall constitute a separate violation. If the violation relates to damages caused, said party, if found responsible, shall bear reasonable costs of repair in addition to any fines and fees assessed hereunder.
C. Manner and method of service. Notice to owner or to persons responsible for a violation of this order shall be made in the following manner and method:

(1) Unless specifically addressed elsewhere in this chapter, at the discretion of the acting authority, a warning will first be issued verbally, followed by a written warning, from the Harbor Master served by certified mail, or in writing, so long as such warning is recorded and made available for future reference.

(2) If, in the discretion of the acting authority, a citation is deemed necessary, such citation will be issued in the following manner:

(a) The citation shall include the name of the responsible person and/or owner, the date and time of the violation, a reference location for the violation, a description of the violation and the location of and date of appearance at the local court having jurisdiction; if such date is required by the Court system.

(b) The citation is authorized and accepted by the District Court of the State of Maine;

(c) The citation is made upon the violator by a person authorized under law to make such service; and

(d) The completed citation is properly recorded in the District Court of the State of Maine having jurisdiction over the violation.

D. Notice as to permit holders shall, in all cases be sent by certified mail to their address of record on their permit application.

E. Appeals. Any appeal of a decision of the Harbor Master, except as to citations, herein shall be made to the Coastal Waters Commission as set out in § 4-39 of this Code, or its successor. Citations shall be solely addressed and resolved via the Court and as set out under Maine law.

F. HISTORIC PRESERVATION SECTION, ARTICLE 19 OF THE ZONING ORDINANCE – (SECOND & FINAL READING)

On February 20, 2018, the City Council voted to adopt the 2018 update of Saco’s Comprehensive Plan. The 2018 Comp Plan update was the result of nearly two years of review and discussion by the ad-hoc committee and City Staff. The community’s next step was to update the Zoning Ordinances to align with the City’s land use vision: The most forward-thinking land use policies in the State of Maine that ensure financial stability, environmental sustainability, and provides opportunities and accessibility to all.

The City Council formed the Zoning Ordinance Revision Steering Committee on October 15, 2018. After a competitive RFP process in Fall 2018, the City contracted with planning consultants TZM Planning and EF | Design & Planning, LLC to update Saco’s Zoning Ordinance. In January 2019, the City and the consultants initiated an online survey of Saco’s residents and property owners, soliciting input on zoning-related topics that warrant further discussion by stakeholders. A total of 1,088 people participated in the survey. A public charrette was held on February 7 at the People’s Choice Credit Union, where over 70 people participated.

Based on the public input, feedback, and direction from the Steering Committee, City Council, Planning Board, Historic Preservation Commission, Conservation Commission, other City boards and committees, and City Staff from all departments, Draft 2 of the land use ordinances were completed late August 2019.

The ZOR Steering Committee and the Planning Board held individual work sessions and a joint work session, to review the Draft 2 documents. The City Council held a workshop on September 9, 2019. The City also hosted two public forums on September 10th and September 11th. About a dozen residents attended each open-house style meeting and provided valuable input. Feedback from these forums and City boards and committees was compiled and integrated into a final draft (draft 3) that went to a City Council workshop on October 7, 2019. The draft 3 of the Zoning Ordinances then went to a Planning Board Public Hearing on October 22, 2019, where over 50 people attended and provided valuable input, valid concerns and comments. The Historic Preservation Commission held a Public Hearing on October 22nd, where several people attended. The Planning Board continued the Zoning Ordinances discussion at their October 29th meeting, heard additional public comments, and approved a draft report to go to the City Council for acceptance, the same evening as the Public Hearing to be held at the City Council meeting on November 4, 2019. At that October 29th meeting, the Planning Board directed staff to review the new recommendations for revisions and report back to the Planning Board at their November 5, 2019 meeting.
Subsequent to the October 29th Planning Board meeting, city staff reviewed the recommendations for revisions and changes. Many of these recommendations and revisions require further research and merit discussion at the Planning Board level. Staff recommended extending the process through spring, to be able to ensure that we have captured the necessary revisions. This extension will enable us to move forward with one cohesive document.

The City Council held their public hearing for the proposed revised Zoning Ordinances on November 4, 2019. After the public hearing was closed, the City Council voted to refer the Zoning, Site Plan and Subdivision Ordinances and the Zoning Map, back to the Planning Board. The City Council moved to send the Historic Preservation section of the Zoning Ordinance (that received a positive recommendation from the Planning Board) to the second and final reading and vote of approval; and to set that date for November 18, 2019.

The third draft of the proposed land use ordinances are available, and contain Historic Preservation Section, Article 19, of the Zoning Ordinance. Zoning Ordinance (Draft 3 updated with legal edits 10/18/19)

Councilor Johnston moved, Councilor Smart seconded to approve Historic Preservation section, Article 19, of the proposed Zoning Ordinance. The motion passed with seven (7) yeas.

TO: City Council
FROM: Historic Preservation Commission
DATE: October 29, 2019

On October 22, 2019, the Historic Preservation Commission held a public hearing on Draft Three of the Zoning Ordinance’s Historic Preservation provisions (Article XIX), revised through October 18, 2019. Four members of the public spoke at the hearing with comments and questions about the proposal. Two members of the public also asked questions about other sections of the Zoning Ordinance relative to height requirements in the Downtown, and asked questions about timeline and process. The Commission addressed every question relative to the public hearing on the Zoning Ordinance’s Historic Preservation provisions (Article XIX), noting that the Commission has discussed ordinance revision for many months, and although dimensional height requirements are determined by other sections of the Zoning Ordinance, the Commission completes design review of proposals in the Historic District, and must make a finding on height compatibility within the District, per section 1914 (A) of Draft Three. After close of the hearing, the Commission discussed the proposal and considered public comment. The Commission also considered items to add to its list of subsequent amendments, which list will be forwarded to the City Council on a future date.

The Commission requested that City staff compile a draft report with the following amendments to proposed Article XIX of Draft Three:

- Section 1912 (B): revise to indicate that a complete application must be reviewed and decision rendered within ten working days, rather than the proposed fifteen.
  - This revision updates the section as follows: “Applications for minor alterations shall be reviewed by the City Planning and Development Department rather than the Commission. The City Planning and Development Department may review the application to the standards cited in this chapter and approve the application, approve it with modifications, or deny it within fifteen (15) ten (10) working days of receiving a complete plan.”

- Section 1912 (E): revise to reflect ten working days instead of the proposed 25 working days.
  - This revision updates the section as follows: “If the City Planning and Development Department has not acted within twenty-five (25) ten (10) working
days, the applicant may seek approval from the Commission, rather than the Department. Inaction by the City Planning and Development Department does not constitute approval or disapproval of the application.”

On October 29, 2019, the Commission held a meeting to review the draft report compiled by City staff. After review and discussion, by a unanimous vote, the Commission approves and forwards this report regarding the Draft Three Zoning Ordinance’s Historic Preservation provisions (Article XIX) to City Council, and recommends enactment of the same with the above amendments.

VIII. ADMINISTRATIVE UPDATE

City Administrator Kevin Sutherland provided the following updates:

**Inauguration** – Looking forward the inauguration is December 2nd at 6:30 p.m. at Thornton Academy. All of the details are following and we will be sending out a save the date invite and also some Facebook invitations to the public and to the councilors to send out to their respective constituents, friends, and family.

**Council Accomplishments**

Given this is the last official meeting of this Council, it would be a good use of the Administrative Update to recap many of the important accomplishments of the Council over the last two years.

**Brokering Real Estate:**
- Sale of Lot 14 in Spring Hill Industrial Park
- Sale of Mill Brook Business Park Lot #3, #4, #7, and #9
- Purchase of land for a new business park
- Purchase of land for a public works facility
- Purchase of a parcel downtown as a teen center and additional programming space for Parks and Recreation

**Building Stronger Teams:**
- Approved 7 union contracts (twice with the IAFF)
- Confirmed the Appointment of Ryan Sommer as Director of Parks and Recreation and Jack Clements as Chief of Police
- Saw the transition of some Administrative functions such as a Director of Planning and Development and a new City Planner as well as the creation of a Communications Director

**Welcoming Businesses:**
- Contract Zone Amendment and Extension -184 Simpson Road
- Amendments to MU3, I-1, I-2, and I-3
- Amended 7 TIF Districts to optimize their use and created a new one to assist Ready Seafood and pay for the sewer debt along Route 1.
- Modified the role of the Economic Development Commission and strengthened its role in assisting staff for reaching Economic Development goals by amending the ordinance that governs this committee
Tonight, I had hoped that we would have moved forward with the Harbor, River, and Waterfront Ordinance, but that will be brought to the next council.

There is allot more that the council has accomplished, but I think these are really some overarching things that this group has achieved and you should be very proud of yourselves. Thank you for your service.

IX. COUNCIL DISCUSSION AND COMMENT

➢ Councilor Gay – I just want to make sure this is being televised. I had a couple of constituents call me about last week’s not being televised. City Administrator Kevin Sutherland noted that last week was a workshop. Councilor Gay replied that there was also a special council meeting. Mayor Lovell agreed and acknowledged that it was not televised.

➢ Councilor Archer – Where this is the last meeting of the council, I just want to say thank you to the Mayor, Councilor Smart and Councilor Gay for your service to the city. Also, it is the 90th birthday of Mickey & Minnie Mouse.

➢ Councilor Smart – Noted that he saw someone up in the recording studio giving a thumbs up, so we are being recorded. I just want to say thank you to everybody again for this opportunity. It has been a wonderful pleasure. Mayor Lovell added and enlightening.

➢ Mayor Lovell recognized the city staff present this evening: Dir. Of Economic Development & Planning Ms. Clavette, Mr. Fox the Dir. of Public Works, Fire Chief Duross, Dep. Police Chief Huntress, City Planner Ms. Prescott, WRRD Dept Head Mr. Carter, Code Enforcement Head Mr. Lambert, and Finance Dir. Ms. Salas. Thank you all for being here.

X. EXECUTIVE SESSION

Councilor Minthorn moved, Councilor Johnston seconded “Be it Ordered that the City Council enter into executive session, pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405 (6)]: (C) Contract negotiation. The motion passed with seven (7) yeas. Time: 7:06 p.m.

XI. REPORT FROM EXECUTIVE SESSION

Mayor Lovell, Councilors: Archer, Gay, Doyle, Copeland, Minthorn, Smart, and Johnston and the City Administrator were all present.

Councilor Smart moved, Councilor Copeland seconded pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405 (6)]: (C) Contract negotiations to come out of Executive Session. The motion passed with seven (7) yeas. Time: 8:27 p.m.

XII. ADJOURNMENT

Councilor Minthorn moved, Councilor Gay seconded to adjourn the meeting. The motion passed with seven (7) yeas. Time: 8:28 p.m.

Attest: _____________________________
Michele L. Hughes, City Clerk