

Tuesday, June 17, 2025  
CITY COUNCIL MEETING

Meeting Begins: 6:30 P.M.  
Location: City Hall Council Chambers

## A. OPENING OF THE MEETING

---

Subject : 1. Pledge & Roll Call  
Meeting : Jun 17, 2025 - CITY COUNCIL MEETING  
Category : A. OPENING OF THE MEETING  
Type :

## Public Content

Subject : 2. Acceptance of Minutes  
Meeting : Jun 17, 2025 - CITY COUNCIL MEETING  
Category : A. OPENING OF THE MEETING  
Type : Minutes

## Public Content

### File Attachments

[6.3.25 CITY COUNCIL MEETING.pdf \(123 KB\)](#)

## B. PETITIONS AND COMMUNICATIONS

---

Subject : 1. Certified School Budget Validation Referendum Election Results from the June 10, 2025 Election  
Meeting : Jun 17, 2025 - CITY COUNCIL MEETING  
Category : B. PETITIONS AND COMMUNICATIONS  
Type : Information

## Public Content

### POSITION PAPER OF THE CITY CLERK

We had high turn out by voters this year with 12.6% This includes 2,280 in person voters at the South Portland Community Center and 265 absentee votes cast by 8pm on Election Day.

Enclosed please find the Official Results of the June 10th School Budget Validation Referendum Election.

### File Attachments

[June 10 School Budget Validation Official Results.pdf \(128 KB\)](#)

## C. APPOINTMENT CALENDAR

---

Subject : 1. ORDER #118- 21/22 - Transit Advisory Committee, District Five (Tipton), for an unexpired term that expires September 30, 2025. Postponed since January 4, 2022. Passage requires majority vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

Recommended Action : Motion to postpone

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 2. ORDER #52-23/24 - Board of Assessment Review, District Five (Tipton), for an unexpired term that expires December 31, 2026. Passage requires majority vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

Recommended Action : Motion to postpone.

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 3. ORDER #76-24/25 - Waste Reduction Committee, District Four (Walker), an unexpired term that expires May 4 2025. Passage requires majority vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 4. ORDER #156-24/25 - Economic Development Committee, (Tipton) for an unexpired term that expires March 22, 2027. Passage requires majority vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 5. ORDER #157-24/25 - Comprehensive Plan Committee, Member, District Three (Pride), for an unexpired term that expires September 30, 2026. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 6. ORDER #181-24/25 - Comprehensive Plan Committee, District Five (Tipton), for an unexpired term that expires September 30, 2025. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 7. ORDER #183-24/25 - Transit Advisory Committee, District One (Cohen), for an unexpired term that expires October 1, 2026. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

Recommended Action : Motion for postpone

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

Subject : 8. ORDER #84-24/25 - Historic Preservation Committee, At Large (West), for a term that expires January 31, 2027. Passage requires majority vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : C. APPOINTMENT CALENDAR

Type : Action

## Public Content

### POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at: <https://onboard.southportland.org/apply/>

## D. CONSENT CALENDAR

---

Subject : 1. ORDER #182-24/25 - Civil Service Commission, John Jabar, District One (Cohen), for an unexpired term that expires March 1, 2028. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : D. CONSENT CALENDAR

Type : Action

## Public Content

### POSITION PAPER OF THE CITY CLERK

Councilor Cohen appoints John Jabar to fill vacancy on Civil Service following Brendan William's recent resignation.

### File Attachments

[Order #182 24.25.pdf \(149 KB\)](#)

Subject : 2. ORDER #205-24/25 Authorizing the Temporary Street Closure of Hinckley Drive from Cottage Road to Ocean Street on June 21st, 2025 (rain date June 29, 2025), for Handmade Pride Event from 1:00 P.M. to 8:00 P.M., Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : D. CONSENT CALENDAR

Type : Action (Consent)

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY CLERK

Handmade Pride is requesting the temporary road closure to all vehicle traffic (with the exception of emergency vehicles and parade vehicles) of Hinckley Drive from Cottage Road to Ocean Street from 1:00 PM to 8:00 PM for the event. The event application and street closure request has been circulated to city department staff and there are no objections.

### File Attachments

[Handmade Pride Map \(1\).pdf \(1.667 KB\)](#)  
[Handmade Pride Event signed.pdf \(172 KB\)](#)  
[Order #205 24.25.pdf \(152 KB\)](#)

## Consent

Passage of consent items requires majority vote.

Subject : 3. ORDER #206 - 24/25 Authorizing the Temporary Street Closure of the intersection of Madison St & Breakwater St on July 4th, 2025, for the 4th of July Celebration at Bug Light Park from 3:00 P.M. to 9:00 P.M., Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : D. CONSENT CALENDAR

Type : Action (Consent)

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY CLERK

South Portland Parks, Rec, & Waterfront is requesting the temporary road closure to all vehicle traffic (with the exception of emergency vehicles and parade vehicles) of the intersection of Madison St & Breakwater St from 3:00 P.M. to 9:00 P.M. for the 4th of July Celebration at Bug Light Park. The event application and street closure request has been circulated to city department staff and there are no objections.

### File Attachments

[4th of July Celebration at Bug Light.pdf \(670 KB\)](#)  
[4th of July Celebration at Bug Light- Road Map for closure.pdf \(522 KB\)](#)  
[Order #206 24.25.pdf \(153 KB\)](#)

## Consent

Passage of consent items requires majority vote.

Subject : 4. ORDER #207 - Authorizing the Temporary Street Closure of Hinckley Drive on August 9th, 2025, for Art in the Park from 6:00 A.M. to 5:00 P.M., Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : D. CONSENT CALENDAR

Type : Action (Consent)

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY CLERK

South Portland Parks, Rec & Waterfront is requesting the temporary road closure to all vehicle traffic (with the exception of emergency vehicles and parade vehicles) of Hinckley Drive from 6:00 A.M. to 5:00 P.M. for Art in

the Park. The event application and street closure request has been circulated to city department staff and there are no objections.

## File Attachments

[Art in the Park- Signed.pdf \(679 KB\)](#)

[Art in the Park- Road Closure Map.pdf \(599 KB\)](#)

[Order #207 24.25.pdf \(153 KB\)](#)

## Consent

Passage of consent items requires majority vote.

Subject :	5. ORDER #208-24/25 - Authorizing Placement of a Portable Sign at 357 Maine Mall Road. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	D. CONSENT CALENDAR
Type :	Action (Consent)
Absolute Date :	Jun 17, 2025
Fiscal Impact :	No
Recommended Action :	Motion for passage.

# Public Content

## POSITION PAPER OF THE CITY MANAGER

Great Bay Spa & Sauna of Portsmouth, NH, will be purchasing the former Cracker Barrel property at 357 Maine Mall Road and converting it into a new retail space. As part of their grand opening, they would like to hold up to three parking lot sales events in the coming months. The Code Enforcement Officer has determined that the proposed event signage will be considered temporary portable signage, and placement requires approval by the City Council per Section 27-1563 of City Ordinances.

City Council is being asked to approve the attached order, allowing Great Bay Spa & Sauna to erect temporary portable signs during three separate 3-5 day events at 357 Maine Mall Road from June 17, 2025 through October 17, 2025. The Code Enforcement Office will process the sign permit and inspect the property to ensure the signs comply with all applicable laws, ordinances, and code requirements and do not pose a danger to public health, safety, or welfare.

## File Attachments

[Ordinance Sec. 27-1563.pdf \(287 KB\)](#)

[ORDER - Portable Sign Authorization.pdf \(288 KB\)](#)

## Consent

Passage of consent items requires majority vote.

Subject :	6. ORDER #209-24/25 - Award of RFP #31-25 - Portland Street Pier Building Lease and Authorizing the City Manager to Execute a Lease Agreement. Passage
-----------	--



Requires Majority Vote.

Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	D. CONSENT CALENDAR
Type :	Action (Consent)
Preferred Date :	Jun 17, 2025
Absolute Date :	Jun 17, 2025
Fiscal Impact :	Yes
Dollar Amount :	\$1,001.00
Budgeted :	Yes
Budget Source :	10477532-432030
Recommended Action :	Motion to approve the ORDER Approve the award of RFP #31-25 - Portland Street Pier Building Lease and to authorize the City Manager to execute a lease agreement.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

This item is brought forward to award RFP #31-25 to Thomas Simpson Mooring Service for the lease of the 60' x 20' wooden building on Portland Street Pier and to authorize the City Manager to execute a one-year lease with the option to renew for up to three years total.

This RFP was emailed, advertised online, and in the Press Herald, but only one bid was received. [Sec. 2-162 \(5\)\(6\)](#) of the Code of Ordinances requires the Council to approve any award that receives less than three bids.

The RFP documents and response from the sole bidder are attached, as well as a memo from Parks, Recreation and Waterfront Deputy Director Anthony Johnson.

Parks, Recreation and Waterfront Director Karl Coughlin will be present to answer questions should the Council decide to remove this item from the Consent Calendar.

### File Attachments

[MEMO -Portland Street Pier Lease Proposal 2025 - Deputy Director PRW.pdf \(504 KB\)](#)  
[31-25 RFP Portland St Pier Lease.pdf \(433 KB\)](#)  
[Lease - Portland Street Pier 2025.pdf \(1,647 KB\)](#)  
[PROPOSAL - Tom D. Simpson LL 2025.pdf \(35 KB\)](#)  
[ORDER - Award of RFP #31-25 Portland Street Pier.pdf \(291 KB\)](#)

### Consent

Passage of consent items requires majority vote.

Subject :	7. ORDER #210-24/25 - Approval of Eligible Projects for use of the Freshwater Wetland Compensation Fund in FY-26. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING

Category :	D. CONSENT CALENDAR
Type :	Action (Consent)
Preferred Date :	Jun 17, 2025
Absolute Date :	Jun 17, 2025
Fiscal Impact :	No
Budget Source :	Freshwater Wetland Compensation Fund
Recommended Action :	Approval of the Order

## Public Content

### POSITION PAPER OF THE CITY MANAGER

Attached is a memorandum from the Conservation Commission with a recommended list of projects that may utilize the City's Freshwater Wetland Compensation Fund pursuant to [Sec. 27-1526\(f\) of the Code of Ordinances](#). The memo outlines the purpose and balance of the fund, and serves as the periodic update of the activities, or projects, that may utilize the fund to protect and restore freshwater wetlands.

Council is being asked to formally adopt the list of projects that are eligible to utilize the fund so that the Water Resources Protection Department, in coordination with the Conservation Commission, can proceed with the procurement and other activities necessary to implement the projects.

Conservation Commission Chair, Peter Wilson, and the Water Resources Protection Department Director, Fred Dillon, will be available at the meeting to answer City Council questions about the selection of projects if the item is removed from the Consent Calendar.

### File Attachments

[MEMO FWCF Eligible Projects FY 26 6.4.25.pdf \(188 KB\)](#)  
[ORDER - Freshwater Wetland Compensation Fund.pdf \(302 KB\)](#)

### Consent

Passage of consent items requires majority vote.

Subject :	8. ORDER #211-24/25 - Authorizing the POW/MIA Flag to be Flown in Recognition of National POW/MIA Recognition Day and for a Crosswalk to be Painted with POW/MIA Colors. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	D. CONSENT CALENDAR
Type :	Action (Consent)

## Public Content

### POSITION PAPER OF THE CITY MANAGER

Pursuant to the City's [Display of Flags Policy](#), Councilor Matthews has requested the Missing In Action /Prisoner Of War (MIA/POW) flag be flown on the flagpole located at City Hall (25 Cottage Road) during the month of September in honor of National MIA/POW Recognition Day (which is September 19, 2025).

In addition, Councilor Matthews is also requesting that the crosswalk running parallel to Broadway at the corner of Walnut St be painted white and infilled with black paint, the MIA/POW colors, along with stenciling of the MIA/POW logo if possible. Pursuant to the Council's [Crosswalk Art Policy](#), Public Works Director Melissa Hutchins has reviewed this request and indicates it is possible and would likely occur in the coming month when other crosswalks are being painted. The additional cost is \$487.

The Council is being asked to approve this request.

**File Attachments**

[ORDER - POW-MIA Flag & Crosswalk.pdf \(303 KB\)](#)

**Consent**

Passage of consent items requires majority vote.

**E. CITIZEN DISCUSSION (PART I)**

---

Subject :	1. Citizen Discussion
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	E. CITIZEN DISCUSSION (PART I)
Type :	Discussion

**Public Content**

Members of the public will be given up to **3minutes**to speak on any item on or off the agenda during Citizens Discussion Part I. Members of the public who spokeon any agenda item (including workshops) will not be able to speak on that item again during this time. Members who spokeduring Citizen Discussion Part I will not be able to speak during Citizen Discussion Part II.

**F. PUBLIC HEARINGS AND ACTION**

---

Subject :	1. ORDINANCE #31-24/25 - Amending Chapter 27, "Zoning," Regarding Elevating Nonconforming Structures in Flood-Risk Area of the Residential A and AA Zones. First Reading Passed June 4, 2025. Passage Requires Five (5) Affirmative Votes. ROLL CALL VOTE.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	F. PUBLIC HEARINGS AND ACTION
Type :	Action
Recommended Action :	Passage of Second Reading.

**Public Content**

POSITION PAPER OF THE CITY MANAGER

The City of South Portland Planning Division is seeking approval for a Zoning Text Amendment to allow property owners located in the Residential A and AA Zoning District to vertically elevate nonconforming structures when the property is within the A, AE, and VE Special Flood Hazard Areas as determined by the Federal Emergency Management Agency (FEMA). This proposal is made in response to a request initiated by Councilor West that the City Council directed to proceed without workshop to a first reading. This measure is proposed as an interim solution because the City's Planning Division is leading a Coastal Resilience Zoning effort (CRZ) that will address flood risks more comprehensively citywide. However, the CRZ effort will not be completed until winter of 2025-2026, and property owners may be interested in undertaking limited resiliency measures during the 2025 construction season (i.e. prior to CRZ relief measures). Furthermore, the CRZ effort needs to be passed by the City Council and is not guaranteed. For the most vulnerable properties, the "interim" relief provided in Ordinance #31-24/25 allows a modest, structural adaptation option for nonconforming residential structures and associated accessory structures within the limits of existing zoning bulk and space standards for height.

The Planning Board held a duly-noticed public hearing on Ordinance #31-24/25 on May 28, 2025 and recommended approval of the amendments unanimously (4-0). The Planning Board minutes are attached, and note extended discussion related to this ordinance and additional measures of relief in flood risk areas.

A memo from Planning Director Milan Nevajda is available through the [May 28, 2025 Planning Board meeting](#).

The Council approved the first reading of this amendment on [June 3, 2025](#). If the second reading is passed tonight, the ordinance will go into full effect in 20 days.

Editor's Note: A Scrivener's error was located in Sec. 27-132. A comma was added to the amendment but was neither highlighted nor underlined. The amendment has been corrected for the second reading. This is a clerical error with no change to what was previously presented to Council or the Planning Board.

The Planning Director is on vacation and unable to attend this meeting.

**File Attachments**

[PB Minutes 05.28.2025.pdf \(146 KB\)](#)  
[Ordinance #31-24.25 - Ch. 27 Interim Coastal Resilience.pdf \(915 KB\)](#)

**Motion & Voting**

Passage of Second Reading. [Roll Call Vote]

Motion by Natalie West, second by Misha Pride.  
Final Resolution: Motion Passes  
In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

**G. ACTION ON OLD AND NEW BUSINESS**

---

Subject :	1. ORDER #62 24/25 - Conservation Commission, District Five (Tipton), for an unexpired term that expires March 2, 2027. Passage requires majority vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	G. ACTION ON OLD AND NEW BUSINESS
Type :	Action

# Public Content

## POSITION PAPER OF THE CITY CLERK

The appointment calendar is to ensure fairness and transparency by listing current vacant positions and positions that are currently filled with a term expiring within the next 90 days, regardless of whether or not the incumbent wishes to continue.\* This allows the City Council to maintain control over the schedule;essentially, treating each appointment as a "motion" that needs to be considered in an orderly manner.

The vacancies that do not have a nominee(s) may be postponed as a group by majority vote of the Council and the City Clerk shall not be required to read each appointment Order. Nominations made by an individual Councilor shall be placed on the Consent Calendar.\*

\*City Council Standing Rules, Section 14 Order of Business

Qualified and interested persons are encouraged to apply at:<https://onboard.southportland.org/apply/>

## Motion & Voting

Motion for Passage.

Motion by Elyse Tipton, second by Linda Cohen.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject :	2. ORDER #212-24/25 - Selecting the Location of the New Police Station. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	G. ACTION ON OLD AND NEW BUSINESS
Type :	Action
Recommended Action :	Passage of Order

# Public Content

## POSITION PAPER OF THE CITY MANAGER

On[September 3, 2024](#), the City Council passed Order #34-24/25, which directed "the City Manager to pursue the redevelopment of the Mahoney School Property for a consolidated City Hall, Library, and Community Arts and Police Station, and Fire at current site, with thorough consideration of historic significance of the Mahoney Building." This was consistent with the recommendation of the City's ad hoc Facilities Committee, made up of staff and residents, and that had been reviewed and affirmed by an independent consultant from Frontline Construction Services last summer.

On[March 4, 2025](#), the City Council voted to amend Order #34-24/25, by removing the requirement that the the new Police Station be located at Mahoney and charged the City Council as a whole with reviewing other options and making a final decision by June 17, 2025 so that the design team would have time to meet the November 2026 deadline for a voter bond referendum.

On[March 18, 2025](#), the Council held a workshop with the City's Owners Representative - Colliers Project Leaders - to discuss the locations it wished for them to further investigate for possible Police Station locations. Council chose the following:1) the Armory property next to the existing Police/Central Fire Station, 2) the property next to the City's transfer station near the Russ Lunt Municipal Services Facility, and 3) the Mahoney property.

On [May 20, 2025](#), the City Council had a presentation from the City's Owners Representative, Colliers Project Leaders, where they reviewed test fits for each of the three aforementioned locations, and recommended the Mahoney site for the Police Station. At the same meeting, Councilors approved the award of a contract to SMRT to provide the Phase I and II design services for overall project. Councilors requested SMRT also review these three sites and provide their own recommendation. Attached please find a memo outlining SMRT's recommendation, which also is for the Mahoney site.

Representatives from Colliers and SMRT will be present to further discuss this recommendation. As noted previously, this meeting is the deadline by which Council must select the location for the Police Department so that SMRT can begin with designing that facility and have everything ready in time for a November 2026 bond referendum.

The attached Order has been worded assuming Council will support this request, since four Councilors had previously indicated support for the Mahoney site at your May 20th meeting. Should something change, Councilors can amend this Order to reflect another location. Regardless, a decision needs to be made this evening.

Police Chief Dan Ahern and Facilities Director Don Hopkins will also be present should Council have questions.

**File Attachments**

[250611 Police Site Evaluation Memo - South Portland.pdf \(62 KB\)](#)  
[ORDER - Police Station Location.pdf \(290 KB\)](#)

**Motion & Voting**

Passage of Order

Motion by Linda Cohen, second by Misha Pride.  
Final Resolution: Motion Passes  
In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject :	3. RESOLVE #24-24/25 - Approving the FY 2026 Appropriation Resolve. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	G. ACTION ON OLD AND NEW BUSINESS
Type :	Action
Preferred Date :	Jun 17, 2025
Fiscal Impact :	Yes
Budgeted :	Yes
Recommended Action :	Motion for passage.

**Public Content**

**POSITION PAPER OF THE CITY MANAGER**

The fiscal year 2026 (FY26) budget for municipal operations was presented at the [April 1, 2025](#) Council meeting. After several workshops, the Council made the following changes to the City Manager's recommended budget (not including Capital Improvement Plan (CIP) items):

1. Reduced funding for the Human Rights Commission (-\$5,900)
2. Reduced funding for Code Enforcement EV leases (-\$9,336)
3. Reduced funding for the County assessment (-\$138,639)
4. Added funding for the Affordable Housing Trust Fund (+\$150,000)
5. Added funding for the Conservation Commission (+\$1,500)
6. Added funding for the Public Arts Committee (+\$4,400)
7. Added funding for the Open Space Acquisition Committee (+\$15,000)
8. Added funding for Paving (+\$350,000)
9. Removed funding for a Bike Share Program (-\$20,000)
10. Added funding for an Electric Tool Buyback Program (+\$5,000)
11. Added funding for Police and AFSCME Union Wages/Benefits (+\$288,282)

The original budget would have increased taxes 4.1% based on the School, County, and City expenses. The above changes increased this amount to 4.6%. This yields an estimated tax rate increase of \$0.61, from \$13.20 to \$13.81. However, the final rate will be set by the Assessor; it will not be higher than this amount, but due to growth in valuation, it likely will be lower.

As amended, this Resolve is brought forward to adopt FY26 municipal budget, county assessment, and Metro assessment, all of which total \$67,260,069. Note that this does not include the School budget, which was approved last month by Council and adopted by voters 62% for and 38% against at a June 10th validation referendum.

Finance Director Ellen Sanborn will be present for this discussion.

## File Attachments

[RESOLVE Backup FY26 FINAL.pdf \(909 KB\)](#)

[RESOLVE FY26 Appropriation Resolve.pdf \(298 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Rachael Coleman, second by Jessica Walker.

Final Resolution: Motion Passes

In Favor: Rachael Coleman, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Opposed: Linda Cohen, Richard Matthews

Subject :	4. RESOLVE #25-24/25- Approving the FY 2026 Capital Improvement Plan Appropriation Resolve. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	G. ACTION ON OLD AND NEW BUSINESS
Type :	Action
Preferred Date :	Jun 17, 2025
Fiscal Impact :	Yes
Budgeted :	Yes
Recommended Action :	Motion for passage.

# Public Content

## POSITION PAPER OF THE CITY MANAGER

The Fiscal Year 2026 (FY26) Capital Improvement Program (CIP) was presented at the [April 1, 2025](#) City Council meeting. Since then, through various workshops, Council directed staff to amend the CIP as follows:

1. Added \$25,000 to fund a Wainwright Recreation Plan.
2. Added \$31,000 to fund Softball Field #3 improvements.
3. Added \$130,000 to fund Baseballfield Field #1 improvements.
4. Reduce the Main St Pump Station Force Main Project by \$700,000.

In addition, staff has added \$625,000 to the Lincoln St Shared Use Pth Project to the Public Works CIP, bringing the final appropriated amount to \$2,750,000. An additional \$156,250 was appropriated from other reserves (LRAP funding), and grants will cover the remainder of \$468,750.

**The total appropriated capital budget for FY26 would be \$59,531,225.**

Furthermore, the projects will be funded by the following sources:

Funding Source
Grants/Other/Donations
Lease
Other Reserves
Prior Capital Project Balance
Tax Increment Financing
Other Fund Balance
Unassigned Fund Balance
TOTAL

The Resolve is brought forward to authorize and direct the City Manager to appropriate funding from the above sources towards the listed projects in the FY26 CIP and to adopt the seven-year Capital Improvement Program submitted by the City Manager to the City Council, as amended.

Finance Director Ellen Sanborn will be present for this discussion

## File Attachments

[Capital Improvement Program - FY26 Projects and Funding Sources.pdf \(81 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Linda Cohen, second by Natalie West.  
Final Resolution: Motion Passes



In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject : 5. ORDER #213-24/25 - Directing the Assessor to Assess Taxes in Accordance with the FY 2026 Appropriation Resolve, Setting the FY 2026 Tax Payment Due Dates and Interest Rates, and Authorizing the Tax Collector to Accept Prepayment of FY2026 Taxes. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : G. ACTION ON OLD AND NEW BUSINESS

Type : Action

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

The Tax Assessor is responsible for establishing all property value (real and personal) for taxation. This Order is a procedural requirement to set the due dates and interest rates for the payment of the FY 2026 taxes. The proposed rate for late payments is 8.5%, the maximum allowed by law. The proposed rate for overpayments is 4.0%.

Maine State Statute [36 M.R.S.A. §506](#) permits the municipal officers to authorize the Tax Collector to accept prepayment of taxes before they are committed. This is another procedural requirement and allows the Finance Director/Tax Collector to accommodate taxpayers who wish to make full or partial payments prior to the July billing.

A reminder that last year, the City went from four payments to two, so only one tax bill will be sent out this year with two payment stubs, with 11/15/25 and 5/15/26 due dates. Residents may still choose to pay quarterly, or however often they wish, so long as the requisite amounts are received at both due dates during the year. Finance Director Ellen Sanborn will be available to answer questions regarding this item.

### File Attachments

[ORDER - Directing Assessor to Assess Tax.pdf \(311 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Natalie West, second by Linda Cohen.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject : 6. ORDER #214-24/25 - Authorizing the City Finance Director to Release by Quitclaim Deed and Interest the City May Have Acquired In and To Any Real Property. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : G. ACTION ON OLD AND NEW BUSINESS

Type : Action

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

This is a routine Order annually brought before Council to authorize the Finance Director, during the course of the fiscal year, to release the City's interest in real estate by quitclaim deed in the event that the City has inadvertently not followed all of the required tax lien mortgage foreclosure steps. By delegating the authority to issue a quitclaim deed under these circumstances to the Finance Director, this order avoids the necessity of bringing these ministerial matters before the City Council.

Finance Director Ellen Sanborn will be present to answer questions.

### File Attachments

[ORDER - Authorizing Finance Director to Release by Quitclaim.pdf \(305 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Linda Cohen, second by Jessica Walker.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject :	7. ORDER #215-24/25 - Setting the Street Opening Fees for Fiscal Year 2026. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	G. ACTION ON OLD AND NEW BUSINESS
Type :	Action
Preferred Date :	Jun 17, 2025
Fiscal Impact :	Yes
Budgeted :	Yes
Recommended Action :	Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

This item is brought forward to set the street opening permit administrative/inspection fee charges for FY 2026 effective January 1, 2026 to December 31, 2026. This process is required annually pursuant to [Chapter 23, Streets and Sidewalks §23-45 \(b\)](#) which states:  
*Sec. 23-45. Permit fee; street and sidewalk opening fees.*

*(b) All fees shall be enacted annually by order of the City Council. The Citys Administrator shall notify currently licensed excavators in advance of annual fee revisions necessary to reflect costs of program administration, permanent pavement restoration, annual excavators license fee, and other applicable charges.*

Note that in prior years, the fees were set on a fiscal basis (July-June). However, Chapter 23 requires the annual licensing of excavation contractors is done on a calendar year basis. Now that the Street Openings administration and oversight is in the Public Works Department, the Director has determined that all fees should be set on a calendar year basis to coincide with the construction season. Fees are calculated based on the estimated cost of program administration and maintenance and repair of openings. Public Works will send renewal notices along with fee changes to all current license holders in the fall of 2025. All proposed fees would be for calendar year 2026.

The proposed excavation license fee is \$400 (increase of \$100)

The proposed street opening permit fee is \$525 (increase of \$36)

The proposed curb cut permit fee is \$50 (unchanged from prior year)

Finance Director Ellen Sanborn will be present for this discussion.

## File Attachments

[ORDER - Setting Street Opening Fees.pdf \(290 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Natalie West, second by Rachael Coleman.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject :	8. ORDER #216-24/25 - Setting the Sewer User Fees for FY 2026. Passage Requires Majority Vote.
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	G. ACTION ON OLD AND NEW BUSINESS
Type :	Action
Preferred Date :	Jun 20, 2023
Recommended Action :	Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

This order sets the sewer user rates for Fiscal Year 2026 (FY26). Ordinance [Chapter 22, Section 37](#) requires the City Council establish the sewer rates by order on or before June 30th of each year. The proposed rate schedule is based on a Sewer Fund budget of \$8,442,663 which represents an increase of \$626,565,34 (or 8.02%) over the FY 2025 amount.

The proposed fee for residential, commercial, and other non-industrial waste discharging directly into the sewer systems is \$7.38 per hundred cubic feet of water consumption, representing a \$0.22 increase (3%) from last year.

Water Resource Protection Director Fred Dillon will be available at Tuesdays meeting to answer questions.

## File Attachments

[ORDER - Setting Sewer User Fees.pdf \(310 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Elyse Tipton, second by Natalie West.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject : 9. ORDER #217-24/25- Amending the City's Master Fee Schedule (Schedule of License, Permit, Inspection, and Application Fees). Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : G. ACTION ON OLD AND NEW BUSINESS

Type : Action

Recommended Action : Motion for passage.

## Public Content

### POSITION PAPER OF THE CITY CLERK

As part of an ongoing process to codify all existing department fees into the City's Master Fee Schedule ( Schedule of Licenses, Permit, Inspection and Application Fees), a few departments have rate changes that occur at the start of the Fiscal year and have submitted their fees to be included. The timing of this inclusion accompanies a request by Parks' Recreation & Waterfront to increase some of the existing fees, along with Order#216 24/25 Street Opening Fees heard this evening. The attached memo includes the existing fees, along with the proposed fee increases to be included in the Master Fee Schedule if approved by the Council. Additionally, the City Clerk has made format revisions for Chapter 3 based on Ordinance Changes that the City Council has passed in recent months. Lastly, the City Clerk has included additional line items outlined in Chapter 14 that were not clearly provided in the prior version (such as abutter notices, violation, and taxi cab fares). Neither Chapter 3 or 14 include rate increases to existing fees.

Monetary adjustments pertain to the following Chapters:

Chapter 23 Streets and Sidewalks, and

Chapter 18 Parks and Recreation

Department Heads that are present this evening shall be available for questions.

### File Attachments

[Fee schedule updated 6.4.25.pdf \(574 KB\)](#)

[ORDER #217 24.25 Master Fee Schedule.pdf \(141 KB\)](#)

[MASTER FEE SCHEDULE June 17 2025.pdf \(734 KB\)](#)

[Memo - Parks & Rec Fee Increase 6.2.25 \(1\).pdf \(997 KB\)](#)

## Motion & Voting

Motion for passage.

Motion by Linda Cohen, second by Jessica Walker.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject : 10. ORDINANCE #32-24/25 - Amending Chapter 3,

"Animals and Fowl", to Prohibit Dogs From Petrlik Conservation Area. First Reading. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING  
Category : G. ACTION ON OLD AND NEW BUSINESS  
Type : Action  
Preferred Date : Jun 17, 2025  
Absolute Date : Jun 17, 2025  
Fiscal Impact : No  
Budgeted : No  
Recommended Action : Motion to Approve.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

Recently, the City acquired the Petrlik Property, a 39-acre parcel on Pilgrim Road. This land, as detailed in the attached Parks and Recreation memo, encompasses diverse habitats: woods, meadows, a pond, and several vernal pools, all within the Kimball Brook watershed, an identified urban impaired watershed. These healthy habitats support varied wildlife and provide valuable ecosystem services.

To maintain the property's current state, staff proposed activity restrictions at a [May 20, 2025 workshop](#). Primarily, these restrictions would limit the area to pedestrian foot traffic, prohibiting pets and bicycles. Additionally, visitor access would be confined to two designated trails only, with off-trail walking disallowed. These restrictions necessitate amending Chapters 18 and 3 of the City's Code of Ordinances, which address Parks and Recreation and Animals and Fowl respectively. At the workshop, a majority of Councilors indicated a desire to move forward with these amendments.

Attached please find amendments to Chapter 3, which have been reviewed by Corporation Counsel.

Conservation Manager Kristina Ertzner and Parks & Recreation Director Karl Coughlin will be available for further discussion.

### File Attachments

[Memo - PRW Conservation Manager.pdf \(2,850 KB\)](#)  
[Workshop Memo - May 2025 - PRW Conservation Manager.pdf \(1,398 KB\)](#)  
[Ch. 3 Ordinance Amendments.pdf \(436 KB\)](#)

## Motion & Voting

Motion to Passage of the First Reading.

Motion by Linda Cohen, second by Rachael Coleman.  
Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

Subject : 11. ORDINANCE #33-24/25 - Amending Chapter 18, "Parks and Recreation", to Designate the Petrlik Conservation Area as a Nature Preserve. First Reading. Passage Requires Majority Vote.

Meeting : Jun 17, 2025 - CITY COUNCIL MEETING

Category : G. ACTION ON OLD AND NEW BUSINESS

Type : Action

Preferred Date : Jun 17, 2025

Absolute Date : Jun 17, 2025

Fiscal Impact : No

Budgeted : No

Recommended Action : Motion to approve.

## Public Content

### POSITION PAPER OF THE CITY MANAGER

Recently, the City acquired the Petrlik Property, a 39-acre parcel on Pilgrim Road. This land, as detailed in the attached Parks and Recreation memo, encompasses diverse habitats: woods, meadows, a pond, and several vernal pools, all within the Kimball Brook watershed, an identified urban impaired watershed. These healthy habitats support varied wildlife and provide valuable ecosystem services.

To maintain the property's current state, staff proposed activity restrictions at a [May 20, 2025 workshop](#). Primarily, these restrictions would limit the area to pedestrian foot traffic, prohibiting pets and bicycles. Additionally, visitor access would be confined to two designated trails only, with off-trail walking disallowed. These restrictions necessitate amending Chapters 18 and 3 of the City's Code of Ordinances, which address Parks and Recreation and Animals and Fowl respectively. At the workshop, a majority of Councilors indicated a desire to move forward with these amendments.

Attached please find amendments to Chapter 18, which have been reviewed by Corporation Counsel.

Conservation Manager Kristina Ertzner and Parks & Recreation Director Karl Coughlin will be available for further discussion.

### File Attachments

[Memo - PRW Conservation Manager.pdf \(2,850 KB\)](#)

[Workshop Memo - May 2025 - PRW Conservation Manager.pdf \(1,398 KB\)](#)

[Ch. 18 Ordinance Amendments.pdf \(447 KB\)](#)

## Motion & Voting

Motion to Passage of First Reading.

Motion by Natalie West, second by Rachael Coleman.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West

## H. CITIZEN DISCUSSION (PART II)

---

Subject :	1. Citizen Discussion
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	H. CITIZEN DISCUSSION (PART II)
Type :	Discussion

## Public Content

Members of the public will be given up to **3minutes** to speak on any item on or off the agenda during Citizens Discussion Part II. Members of the public who spoke on any agenda item (including workshops) will not be able to speak on that item again during this time. Members who spoke during Citizen Discussion Part I will not be able to speak during Citizen Discussion Part II.

## I. COMMUNICATION FROM THE CITY MANAGER

---

Subject :	1. City Manager
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	I. COMMUNICATION FROM THE CITY MANAGER
Type :	Information

## Public Content

POSITION PAPER OF THE CITY MANAGER

## J. COUNCILOR'S ROUND ROBIN

---

Subject :	1. Round Robin
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	J. COUNCILOR'S ROUND ROBIN
Type :	Information

## Public Content

POSITION PAPER OF THE CITY MANAGER

## K. EXECUTIVE SESSION

---

## L. ADJOURNMENT

---

Subject :	1. Adjourn
Meeting :	Jun 17, 2025 - CITY COUNCIL MEETING
Category :	L. ADJOURNMENT
Type :	Action
Recommended Action :	MOTION TO ADJOURN

### Motion & Voting

MOTION TO ADJOURN by unanimous consent.

Motion by Richard Matthews, second NONE.

Final Resolution: Motion Passes

In Favor: Linda Cohen, Rachael Coleman, Richard Matthews, Misha Pride, Elyse Tipton, Jessica Walker, Natalie West