

City of Biddeford
Planning Board
September 05, 2018 6:00 PM City Hall
Council Chambers,

1. PLEDGE OF ALLEGIANCE

2. DECLARATION OF QUORUM/VOTING MEMBERS

3. ADJUSTMENTS TO THE AGENDA

4. PLANNER'S BUSINESS

5. CONSENT AGENDA

- 5.A. A. Consideration of Minutes: July 18, 2018
[July 18, 2018.doc](#)

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- 7.A. A. 2018.18 Public Hearing, take comments, and make recommendations to the City Council regarding a proposed amendment to change a certain area of the City from R-1A and R-3 to a new R-1-B Zone with different dimensional standards.
[Create R-1-B District for PH.docx](#)
[R1B Tables A and B Amendments.docx](#)
[Proposed Zoning Change.pdf](#)
- 7.B. B. 2018.19 Public Hearing, take comments, and make recommendations to the City Council regarding a proposed amendment to change a certain area of the City from R-2 to MSRD-2 Zone.
[Expand MSRD 2 for PH.docx](#)
[Expand MSRD2 Proposal Memo to PB 0090518.docx](#)
[Proposed Zoning Change.pdf](#)
- 7.C. C. 2018.21 Public Hearing, take comments, and make recommendations to the City Council regarding a proposed amendment to define "Dog Day Care" as a land use, allow them as a Conditional Use in the MSRD-3 Zone west of Route 1 (Elm Street), and consider Performance Standards related to them.
[Dog Day Care for PH.docx](#)
[Dog Day Care Proposal Memo to PB 0090518.docx](#)
- 7.D. D. 2018.23 Conceptual Site Plan Review/Subdivision Review/Contract Zone #18 for Saxon Partners to develop 240 residential rental units located off the Barra Road (Tax Map 2, Lots 43-1 & 42-1, Tax Map 7, Lot 15) in the I-3 and R-3 zones.
[2018.23 Saxon Concpet Review SR 090518.docx](#)
- 7.E. E. 2018.22 Amendment to a Previously Approved Subdivision (Autumn Acres) for September Koteles to split the lot at 48 Mountain Road (Tax Map 2, Lot 66) in the RF zone.
[2018.22 Autumn Acres Amendment SR 090518.docx](#)
- 7.F. F. 2018.20 Conditional Use Permit/Site Plan Review for Five

Star Holdings, LLC to convert the old Journal Tribune Building to a climate controlled self-storage facility located at 457 Alfred Street (Tax Map 17, Lot 7) in the I-3 zone.

[2018.20 Five Star Journal Building SR 090518.docx](#)

8. OTHER BUSINESS

8.A. MSRD-2 Density Discussion

9. ADJOURN

The Board reserves the right to halt official business at 9:30 p.m. Items not heard at tonight's meeting shall be rescheduled to the next meeting of the Board. All materials pertaining to items on the agenda are available for public review at the Biddeford Planning Department, second floor, Biddeford City Hall during normal business hours.



CITY OF BIDDEFORD

PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115

Greg.Tansley@Biddefordmaine.org

PLANNING BOARD MINUTES

Date: Wednesday, July 18, 2018
Time: 6:00 PM
Location: Council Chambers, City Hall

1. PLEDGE OF ALLEGIANCE
2. DECLARATION OF QUORUM/VOTING MEMBERS

A. Quorum Present: William Southwick (Acting Chair), Richard Potvin II, Clement Fleurent, Roch Angers (alt voting member), Sean Tarpey (alt voting member).

3. ADJUSTMENTS TO THE AGENDA
4. PLANNER'S BUSINESS
5. CONSENT AGENDA

A. Consideration of Minutes: June 6, 2018

MOTION:

- Angers – Motion: to Approve the Consent Agenda.
- Fleurent – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0) all in favor.

6. UNFINISHED BUSINESS
7. NEW BUSINESS

A. 2018.15 Public Hearing, take comments, and make recommendations to the City Council regarding a proposed amendment to allow Medical Marijuana Growing Facilities as a Conditional Use in limited areas of the Industrial-3 (I-3) Zone.

Greg Tansley, City Planner: Brief report.

Norman Crepeau, Owner of 17 Pomerleau Street: Has been in the manufacturing business for 20 years and would like to see Joe Cappolino move his business there.

Joe Cappolino, 10 Pomerleau Street: Would like to expand his business and move it out of his home.

Alan Shepard, Attorney: helped draft a proposal and praised City Staff for all the help and hard work.

Discussion between Board and Staff.

MOTION:

- Potvin – Motion: to recommend the Zoning Change pass at the City Council.
- Roch – Second.
- Acting Chair Southwick – Call for Vote – Vote 3-1, Potvin, Tarpey, and Angers in favor with Fleurent opposed, Motion passed.

B. 2018.17 Public Hearing, take comments, and make recommendations to the City Council

regarding a proposed amendment to exempt from permitting certain City installed and/or approved banners on light poles in a public right-of-way.

Greg Tansley, City Planner: Brief report.
Discussion between the Board and Staff.

MOTION:

- Angers – Motion: to recommend the Zoning Change pass at the City Council with the revised language.
- Potvin – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0).

- C. 2015.33 Plan B Development Reduction of Performance Guarantee for a 45 Unit Senior Condominium Project with nine 5 Unit Buildings at 185 Granite St. (Tax Map 22, Lot 39) in Contract Zone #16.

Greg Tansley, City Planner: Brief report.
John Malloy, Staff Engineer: At this point the project it just about complete and I feel we're holding more money than we to, based on our other projects and regulations.
Discussion between Board and Staff.

MOTION:

- Fleurent – Motion: to approve the reduction of the Performance Guarantee for Plan B Development for a 45-Unit senior housing condominium project at 185 Granite Street to \$16,749.78 with the remaining funds to be assigned to the charge of the Planning Department.
- Angers – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0).

- D. 2018.14 Preliminary/Final Subdivision Plan for Riverdam Mill, LLC for a three lot subdivision located at 24 Pearl Street (Tax Map 71, Lot 9) and 90 Saco Falls Way (Tax Map 71, Lot 9-4) in the MSRD-3 zone.

Greg Tansley, City Planner: Brief report.
Dale Ackley: Here to answer any questions.
Discussion between the Board and Staff.

MOTION:

- Potvin – Motion: to approve the Preliminary and Final Subdivision for Riverdam Mill at 24 Pearl Street and 90 Saco Falls Way, approve the Findings of Fact, and sign the plan based on the conditions recommended by Staff in its report dated July 10, 2018.
- Angers – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0).

- E. 2018.13 Preliminary/Final Site Plan/Subdivision for JJ & L, Corp. to renovate the first floor into mixed non-residential uses and renovate the second and third floors into 14 one bedroom and 2 two bedroom apartments/condos located at 5 Washington Street (Tax Map 38, Lot 352) in the MSRD-1 zone.

Greg Tansley, City Planner: Brief report.
Discussion between the Board and Staff.

Jason Hutchins, JJ & L Corp: Answered questions regarding a dumpster.

MOTION:

- Angers – Motion: to approve the Preliminary and Final Site Plan and Subdivision for JJ & L Corp at 5 Washington Street and approve the Findings of Fact based on the conditions recommended by Staff in its report dated July 10, 2018.
- Potvin – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0).

- F. 2018.16 Determination of Greatest Practical Extent: for Mike O’Neil & Tammy Sarchi for the demolition/reconstruction of a residence at 46 Ocean Avenue (Tax Map 60, Lot 43) in the CR & LR zone.

Greg Tansley, City Planner: Brief report.

Eric Peterson, Peterson Design Group: Spoke briefly.

Winifred Chishom: I thought it was fascinating.

Discussion between the Board and Staff.

MOTION:

- Potvin – Motion: to approve the Determination of Greatest Practical Extent for Mike O’Neil and Tammy Sarchi based on the approved plans for 46 Ocean Avenue (Tax Map 60, Lot 43), approve the findings of fact, and sign the plans based on the conditions recommended by Staff in its report dated July 10, 2018, except for condition number 5.
- Angers – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0).

8. OTHER BUSINESS

Greg Tansley, City Planner: I received this amendment in this week for Haley Farms Estates. It’s a minor amendment that only requires the City Planner and City Engineer’s approval but still needs to come back to the Board for signatures and motion.

MOTION:

- Angers – Motion: to concur with the minor change recommended by the City Planner and City Engineer.
- Fleurent – Second.
- Acting Chair Southwick – Call for Vote – Unanimous Approval (4-0).

Greg Tansley, City Planner: We did not receive submissions for the month of August. The Council did pass two Zoning Amendments to come before the Board and right now we do not meet our notice requirements. I taking off the month of August and push the Planning Board back to September 5. The two amendment are expanding the MSRD distract back and R-1-B. Discussion between the Board and Staff: The Board agrees to wait and meet on September 5.

9. ADJOURN

MOTION:

- Potvin – Motion: to Adjourn.
- Fleurent – Second.
- Acting Chair Southwick – Call for Vote- Unanimous Approval (4-0).

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Planning Board Chair

Date

These minutes are summary and are not intended to be verbatim.
Archived meetings are viewable on the City's website:
www.biddefordmaine.org.

FOR PUBLIC HEARING SEPTEMBER 5, 2018:

Part III (Land Development Regulations), Article III (Official Zoning Map), be amended to create an R-1-B District as depicted on the attached map.

Part III (Land Development Regulations), Article V (Establishment of Zones), Section 2 (General description of zones and allowed uses):

c. Residential Zones

R-1-B: These areas are limited to single-family residential uses similar to the R-1-A Zone. The lot size and setbacks are generally smaller. These areas are served by water and sewer. These districts are best characterized as in-town single-family neighborhoods.

Part III (Land Development Regulations), Article V (Establishment of Zones), Table A (Table of Land Uses):

KEY:

- * Subject to Article VI, Performance Standards, of this ordinance.
- P Permitted use.
- Not permitted.
- C Conditional use. See Article VII for specific standards.
- A Accessory use

	Article VI Section	R-1-A	<u>R-1-B</u>
Residential uses:			
Accessory dwelling unit* 27	78	P	<u>P</u>
Accessory structure*	2	P 3	<u>P 3</u>
Boarding, rooming house*	10		
Bed-and-breakfast*	9		
Cluster development*	18	C	<u>C</u>
Congregate housing*	19		
Duplex/2-family	24		
Home occupation*	38	C	<u>C</u>
Manufactured housing*			
Mobile home park*			
Multifamily dwelling*	47		
Planned unit developments*	73		
Single-family dwelling 11	2	P	<u>P</u>

	Article VI Section	R-1-A	<u>R-1-B</u>
Commercial uses:			
Adult business	3		
Amusement center*	5		
Art gallery			
Art studio			
Auto body shops			
Automobile graveyard, automobile recycling business, junkyard*	7		
Automobile repair, sales			
Boat building, repair, marine services, sales, boat livery, marina, yacht club			
Building materials retail sales			
Carwash*	14		
Commercial gardening, commercial greenhouse*	17	C	<u>C</u>
Commercial recreation*	18		
Commercial school*	53		
Drugstore/medical supply			
Financial institution			
Firewood processing*	33		
Fisheries processing, storage*	34		
Funeral parlor			
Gasoline service station*	36		
Hotel/motel*	40		
Indoor theater			
Kennel, veterinary hospital*	42		
	Article VI Section	R-1-A	<u>R-1-B</u>
Medical marijuana dispensaries			
Medical marijuana growing facilities			
Neighborhood convenience store		C 4	<u>C 4</u>

Off-street loading and parking lot and facilities, commercial parking garage	49		
Offices, business and professional*	52		
Planned unit developments*	73		
Publishing, printing			
Restaurant*	56		
Retail store			
Sawmill*	33		
Services			
Shopping center			
Telecommunications facilities	71		
Wholesale business			
Industrial uses:			
Air transportation related use			
Air transportation dependent use*			
Airport	4		
Bulk oil terminal*	41		
Contractor's storage yard			
Demolition disposal*	23		
Experimental research and testing laboratory	29		
Light manufacturing*	41		
	Article VI Section	R-1-A	<u>R-1-B</u>
Light trucking dependent industry*	41		
Manufacturing*	41		
Planned unit developments*	73		
Resource recovery facility			
Recycling facilities	76		
Redemption centers			
Storage of bulk gaseous fuels*	41		
Transportation facilities			
Trucking, distribution terminal*			

Warehousing and storage*	60		
Self-storage facilities*	60		
Educational, institutional public uses:			
Addiction treatment facility 22			
Church, synagogue*		C	<u>C</u>
Civic, convention centers			
Community centers, clubs			
Day care center, adult	22	C	<u>C</u>
Day care home, adult	22	C	<u>C</u>
Day care home, children's	22	C	<u>C</u>
Day care center, children's	22	C	<u>C</u>
Essential services	27	C	<u>C</u>
Fire, police station			
Group homes, hospice	19	C	<u>C</u>
Hospital*	39		
Municipal use	47.1	C	<u>C</u>
	Article VI Sectiona	R-1-A	<u>R-1-B</u>
Museum, library			
Nursing home*	39		
Public and private schools*	53	C	<u>C</u>
Public facility		C	<u>C</u>
Rehabilitation facility			
University/college*			
University uses*			
Outdoor, resource-based uses:			
Agriculture*	3, 31		
Agricultural products processing and storage*	3, 31		
Animal breeding or care	42		
Campground*	13		
Cemetery	14.1	C	<u>C</u>
Extractive industry*	30		
Farm stands* 13	31		
Timber harvesting	64		

Golf course excluding miniature golf		P	<u>P</u>
Parks and recreation*		P	<u>P</u>

FOR PUBLIC HEARING

Part III (Land Development Regulations), Article V (Establishment of Zones), Table B (Dimensional Requirements):

Zoning District	Minimum Lot Size, Square Feet Per Unit A				Frontage			Minimum Setback, Feet**				Maximum Heights+	
	Water and Sewer	Water, No Sewer	Sewer, No Water	Neither Water Nor Sewer	Water and Sewer	Water or Sewer	Neither Water Nor Sewer	From Major R.O.W.	From Other R.O.W.	Side	Rear	Stories	Feet
R-1-A, single-family	10,000	20,000	10,000	20,000	100	100	100	40	25	10	10	3	35
<u>R-1-B, single-family</u>	<u>5,000</u>	<u>20,000</u>	<u>5,000</u>	<u>20,000</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>25</u>	<u>10</u>	<u>5</u>	<u>5</u>	<u>3</u>	<u>35</u>

Part III (Land Development Regulations), Article VI (Performance Standards), Section 59 (Signs), C (District regulations):

1. In the Suburban Residential, R-1-A, R-1-B, C-R, W-1, and W-3 Districts, only the following signs shall be permitted:

Part III (Land Development Regulations), Article VI (Performance Standards), Section 71 (Telecommunications facilities), E (Zoning districts/performance standards/dimensional requirements):

1. In the LRF and I-3 Districts telecommunications facilities shall be allowed as a conditional use conforming to the performance standards and dimensional requirements noted below.

In addition, the shared use of preexisting accessory-use towers and alternative tower structures is permitted in the Medical Zones (M), — 125 feet, Business Zones (B-1, B-2), and Industrial Zones (I-1, I-2, I-4) — 250 feet. Maximum height is measured from top of the tower or attached apparatus to the bottom of the tower or other structure on which the tower is mounted. The tower or structure height is not increased beyond the following limits:
Suburban Residential Zones (SR), Residential Zones (R-1-A, R-1-B, R-2, R-3), Coastal Residential Zone, Institutional Zone (IN), Rural Farm (RF): communication towers are prohibited.

**Part III (Land Development Regulations), Article V (Establishment of Zones),
Section 2 (General description of zones and allowed uses):**

c. Residential Zones

R-1-B: These areas are limited to single-family residential uses similar to the R-1-A Zone. The lot size and setbacks are generally smaller. These areas are served by water and sewer. These districts are best characterized as in-town single-family neighborhoods.

**Part III (Land Development Regulations), Article V (Establishment of Zones), Table
A (Table of Land Uses):**

KEY:

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- A Accessory use

	Article VI Section	R-1-A	<u>R-1-B</u>
Residential uses:			
Accessory dwelling unit* 27	78	P	<u>P</u>
Accessory structure*	2	P 3	<u>P 3</u>
Boarding, rooming house*	10		
Bed-and-breakfast*	9		
Cluster development*	18	C	<u>C</u>
Congregate housing*	19		
Duplex/2-family	24		
Home occupation*	38	C	<u>C</u>
Manufactured housing*			
Mobile home park*			
Multifamily dwelling*	47		
Planned unit developments*	73		
Single-family dwelling 11	2	P	<u>P</u>
	Article VI Section	R-1-A	<u>R-1-B</u>
Commercial uses:			
Adult business	3		

Amusement center*	5		
Art gallery			
Art studio			
Auto body shops			
Automobile graveyard, automobile recycling business, junkyard*	7		
Automobile repair, sales			
Boat building, repair, marine services, sales, boat livery, marina, yacht club			
Building materials retail sales			
Carwash*	14		
Commercial gardening, commercial greenhouse*	17	C	<u>C</u>
Commercial recreation*	18		
Commercial school*	53		
Drugstore/medical supply			
Financial institution			
Firewood processing*	33		
Fisheries processing, storage*	34		
Funeral parlor			
Gasoline service station*	36		
Hotel/motel*	40		
Indoor theater			
Kennel, veterinary hospital*	42		
	Article VI		
	Section	R-1-A	<u>R-1-B</u>
Medical marijuana dispensaries			
Medical marijuana growing facilities			
Neighborhood convenience store		C 4	<u>C 4</u>
Off-street loading and parking lot and facilities, commercial parking garage	49		
Offices, business and professional*	52		

Planned unit developments*	73		
Publishing, printing			
Restaurant*	56		
Retail store			
Sawmill*	33		
Services			
Shopping center			
Telecommunications facilities	71		
Wholesale business			
Industrial uses:			
Air transportation related use			
Air transportation dependent use*			
Airport	4		
Bulk oil terminal*	41		
Contractor's storage yard			
Demolition disposal*	23		
Experimental research and testing laboratory	29		
Light manufacturing*	41		
	Article VI Section	R-1-A	<u>R-1-B</u>
Light trucking dependent industry*	41		
Manufacturing*	41		
Planned unit developments*	73		
Resource recovery facility			
Recycling facilities	76		
Redemption centers			
Storage of bulk gaseous fuels*	41		
Transportation facilities			
Trucking, distribution terminal*			
Warehousing and storage*	60		
Self-storage facilities*	60		
Educational, institutional public uses:			
Addiction treatment facility 22			

Church, synagogue*		C	<u>C</u>
Civic, convention centers			
Community centers, clubs			
Day care center, adult	22	C	<u>C</u>
Day care home, adult	22	C	<u>C</u>
Day care home, children's	22	C	<u>C</u>
Day care center, children's	22	C	<u>C</u>
Essential services	27	C	<u>C</u>
Fire, police station			
Group homes, hospice	19	C	<u>C</u>
Hospital*	39		
Municipal use	47.1	C	<u>C</u>
	Article VI	R-1-A	<u>R-1-B</u>
	Sectiona		
Museum, library			
Nursing home*	39		
Public and private schools*	53	C	<u>C</u>
Public facility		C	<u>C</u>
Rehabilitation facility			
University/college*			
University uses*			
Outdoor, resource-based uses:			
Agriculture*	3, 31		
Agricultural products processing and storage*	3, 31		
Animal breeding or care	42		
Campground*	13		
Cemetery	14.1	C	<u>C</u>
Extractive industry*	30		
Farm stands* 13	31		
Timber harvesting	64		
Golf course excluding miniature golf		P	<u>P</u>
Parks and recreation*		P	<u>P</u>

Part III (Land Development Regulations), Article V (Establishment of Zones), Table B (Dimensional Requirements):

Zoning District	Minimum Lot Size, Square Feet Per Unit A				Frontage			Minimum Setback, Feet**				Maximum Heights+	
	Water and Sewer	Water, No Sewer	Sewer, No Water	Neither Water Nor Sewer	Water and Sewer	Water or Sewer	Neither Water Nor Sewer	From Major R.O.W.	From Other R.O.W	Side	Rear	Stories	Feet
R-1-A, single-family	10,000	20,000	10,000	20,000	100	100	100	40	25	10	10	3	35
<u>R-1-B, single-family</u>	<u>5,000</u>	<u>20,000</u>	<u>5,000</u>	<u>20,000</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>25</u>	<u>10</u>	<u>5</u>	<u>5</u>	<u>3</u>	<u>35</u>

**Part III (Land Development Regulations), Article VI (Performance Standards),
Section 59 (Signs), C (District regulations):**

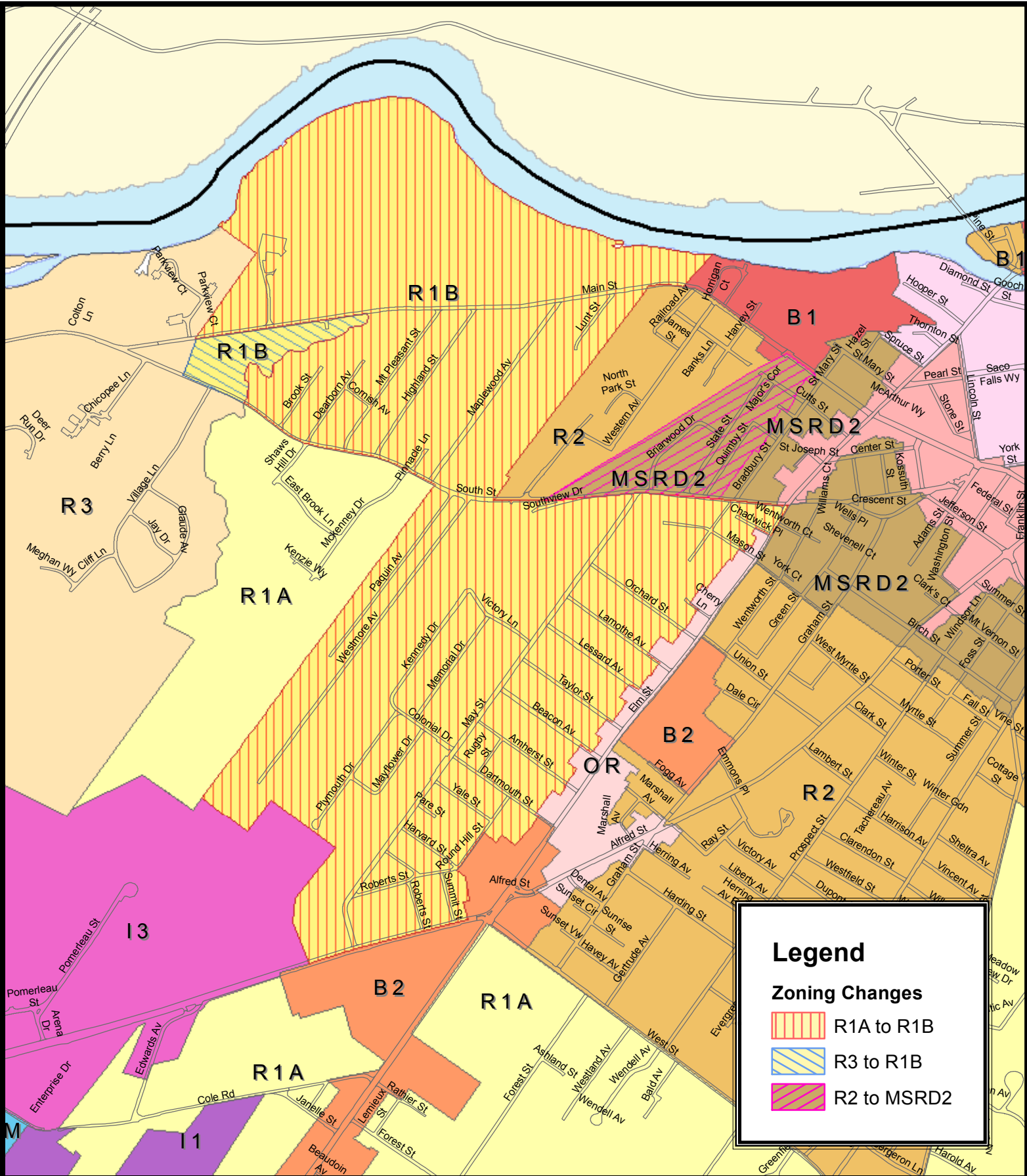
1. In the Suburban Residential, R-1-A, R-1-B, C-R, W-1, and W-3 Districts, only the following signs shall be permitted:

**Part III (Land Development Regulations), Article VI (Performance Standards),
Section 71 (Telecommunications facilities), E (Zoning districts/performance
standards/dimensional requirements):**

1. In the LRF and I-3 Districts telecommunications facilities shall be allowed as a conditional use conforming to the performance standards and dimensional requirements noted below.

In addition, the shared use of preexisting accessory-use towers and alternative tower structures is permitted in the Medical Zones (M), — 125 feet, Business Zones (B-1, B-2), and Industrial Zones (I-1, I-2, I-4) — 250 feet. Maximum height is measured from top of the tower or attached apparatus to the bottom of the tower or other structure on which the tower is mounted. The tower or structure height is not increased beyond the following limits:

Suburban Residential Zones (SR), Residential Zones (~~R-1-A~~, R-1-B, R-2, R-3), Coastal Residential Zone, Institutional Zone (IN), Rural Farm (RF): communication towers are prohibited.



FOR PUBLIC HEARING SEPTEMBER 5, 2018:

Part III (Land Development Regulations), Article III (Official Zoning Map), be amended to expand the MSRD-2 District as depicted on the attached map.

FOR PUBLIC HEARING



2018.19

CITY OF BIDDEFORD
PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
Biddeford, ME 04005
Greg.Tansley@Biddefordmaine.org

PLANNING BOARD REPORT

TO: Larry Patoine, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, AICP, City Planner

A handwritten signature in black ink, appearing to read "Greg Tansley", is written over the printed name.

DATE: August 30, 2018

RE: NEW BUSINESS ITEM #B - 2018.19 Public Hearing, take comments, and make recommendations to the City Council regarding a proposed amendment to change a certain area of the City from R-2 to MSRD-2 Zone.

MEETING DATE: September 5, 2018 @ 6:00 PM

On July 17, 2018 the Biddeford City Council formally requested that the Planning Board conduct a public hearing and make a recommendation back to it regarding the attached zoning amendment. The intent is to expand the MSRD-2 zone west of Bradbury Street as depicted on the attached map. For the most part, this will allow increased densities in this area where such densities already exist (i.e., are non-conforming) or would allow additional densities in existing buildings that may be redeveloped/renovated in the future.

1. STAFF RECOMMENDATION

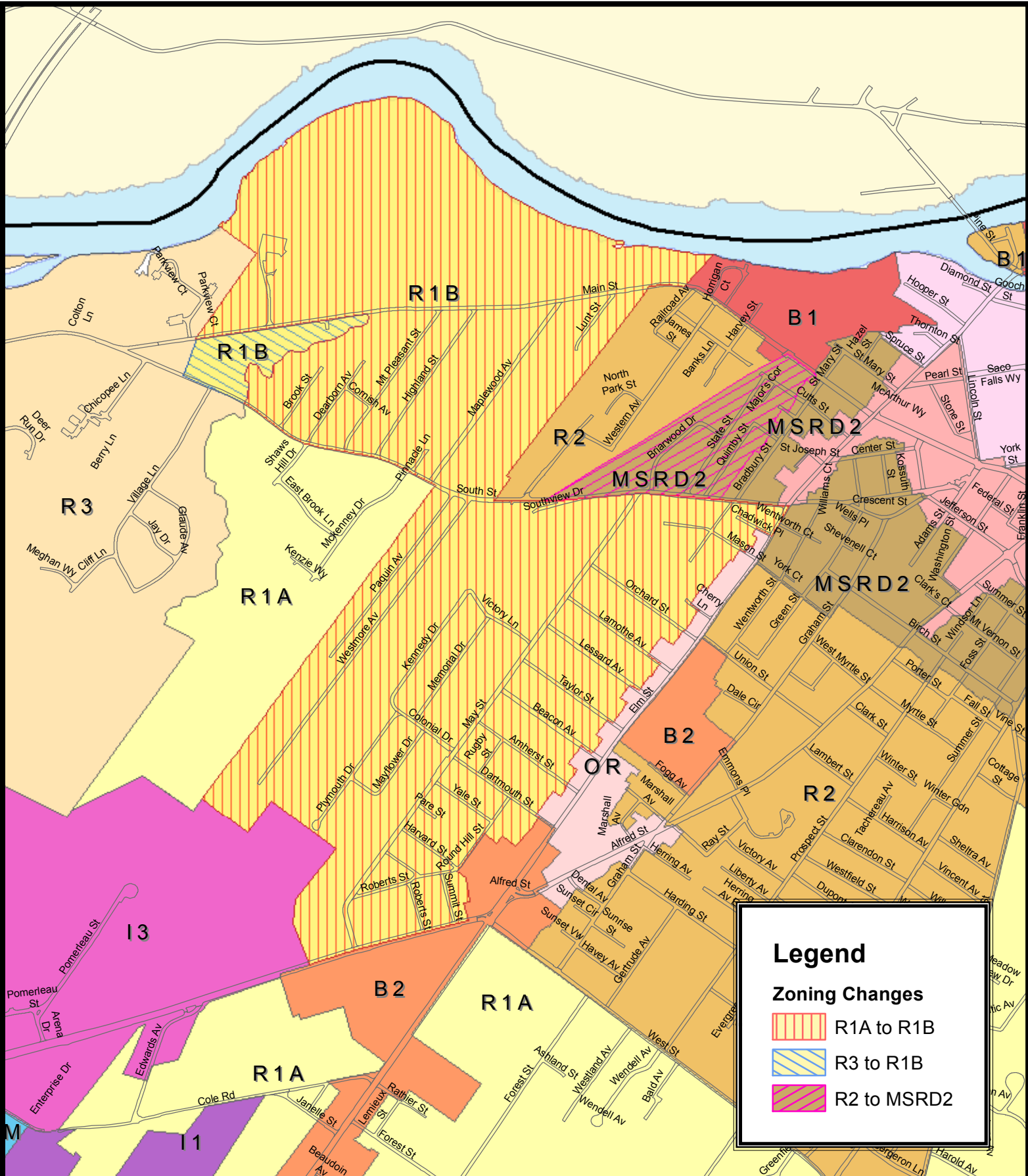
Staff recommends the Board listen to any public comment and make a recommendation back to the City Council for or against the proposed zoning change.

2. SAMPLE MOTIONS:

Motion to recommend/not recommend the Zoning Change pass at the City Council.

ATTACHMENTS

1. Proposed Amendment and Map



FOR PUBLIC HEARING SEPTEMBER 5, 2018:

Part II (Code of Ordinances), Chapter 10 (Animals), Article II (Dogs), Section 10-26 (Definitions), be amended as follows:

DOG DAY CARE

See Part III (Land Development Regulations), Article II (Definitions).

Part II (Code of Ordinances), Chapter 10 (Animals), Article II (Dogs), Section 10-27 (Number of dogs limited), be amended as follows:

- (a) It shall be unlawful for any person to keep or harbor within the City more than three dogs over four months old on January 1 in or about the premises, house, barn or other building, or in or about all buildings on any one premises occupied by any one family, and the keeping or harboring of dogs as aforesaid is hereby declared to be a nuisance.
- (b) The payment of a license or licenses on dogs shall not be construed to allow the keeping of more than three dogs, as aforesaid, on any one premises.
- (c) The limitation provided for in this section shall not apply to licensed kennels or approved dog day cares.

Part III (Land Development Regulations), Article II (Definitions), be amended as follows:

DOG DAY CARE – A building or use maintained for the purpose of providing socialization, training, or housing, in the absence of the owner, for less than 24 hours for dogs owned by the general public for which a fee is charged. Exceptions to this definition include veterinary hospitals, kennels, grooming parlors, pet stores and animal shelters.

Part III (Land Development Regulations), Article V (Establishment of Zones), Table A (Table of Land Uses):

	Article VI Section ^a	MSRD-3
Dog Day Care Facilities*	79	<u>C29</u>

NOTES:

29. This use is not permitted in the MSRD-3 zone east of Route 1 (Elm Street).

Part III (Land Development Regulations), Article VI (Performance Standards), Section 49 (Off-street parking and loading), Table 6-49B (Parking Space Requirements):

Dog Day Cares 1 space for each employee and 1 space for every 5 animals served

Part III (Land Development Regulations), Article VI (Performance Standards):

Add Section 79. Dog Day Cares:

A. All Dog Day Care facilities regardless of the zoning district in which they are located shall comply with the following criteria:

1. The hours of operation shall be limited daily from 6 a.m. to 9 p.m.
2. The dogs may be groomed, trained, exercised and socialized, but not kept or boarded overnight, bred, sold, or let for hire.
3. Dog Day Care facilities shall be subject to Part II (Code of Ordinances), Chapter 10 (Animals).
4. A maximum of 30 dogs are permitted on the premises.
5. Indoor facilities.
 - a. All buildings shall be of adequate construction, maintained in good repair, and secured in order to protect animals from injury or escape and restrict the entry of animals including rodents and or other vermin as well as unauthorized individuals from the outside.
 - b. All animal housing facilities shall be structurally sound and constructed of nontoxic materials.
 - c. Interior and exterior floors shall be smooth, easily sanitized, and impervious to water. Floors shall have proper drainage so that the animal can remain dry while housed in the primary enclosure.
 - d. Facilities shall be maintained in good repair and kept clean and sanitary at all times so as to protect animals from disease and injury.
 - e. Indoor housing shall be provided with sufficient heating and cooling consistent with the needs of the animals kept at the facility.

- f. Sufficient lighting shall be provided by either natural or artificial means or a combination of both sufficient for the inspection of the animals, routine cleaning and sanitation, and proper animal care.
 - g. Sufficient ventilation shall be provided to ensure the health and comfort of the animals kept at the facility.
 - h. Conveniently available toilet and hand-washing facilities with hot and cold running water shall be provided at the facility.
 - i. All common animal play areas shall be of sufficient size to allow for maintenance of sanitary conditions and to avoid overcrowding of animals.
 - j. Primary enclosures shall be of sufficient size to allow each animal kept at the facility to turn around and exercise normal postural movements.
 - k. Primary enclosures shall be constructed of material that are water resistant and can be readily cleaned and sanitized.
 - l. Wire flooring is prohibited.
 - m. Provisions shall be made for the removal and proper disposal of animal food, waste, bedding, dead animals and debris. These provisions shall minimize vermin infestations, odors and disease hazards.
6. Outdoor facilities.
- a. A 100 foot setback shall be maintained between any dog day care outdoor facilities and any residential district or use.
 - b. Provide sight-obscuring solid fencing for all on-site outdoor recreation areas. The fence shall provide full containment for the dogs. The fence structure shall be deep enough and secured to the ground to prevent escape and a minimum of 6 feet in height to prevent dogs from jumping or climbing over.
 - c. Provisions shall be made for the removal and proper disposal of animal food, waste, bedding, dead animals and debris. These provisions shall minimize vermin infestations, odors and disease hazards.
7. Operational Standards.
- a. Written or electronic records shall be maintained, for a period of 365 days from the animal's latest attendance date, of each individual animal attending the boarding facility, including the following information:

- i. Dates of attendance;
- ii. Owner's address and telephone number;
- iii. Type of animal, including breed;
- iv. Animal's name;
- v. Date(s) of rabies vaccinations.
- vi. Runs and cages shall display an identification tag for each animal contained therein.
- vii. Each animal shall be observed several times daily by the animal caretaker in charge.
- viii. A written veterinary-approved program shall be developed and updated at least annually. The minimum requirements for this program include parasite preventative program, vaccination recommendations, procedures to minimize disease transmission, disease and injury recognition training, emergency care and procedures.
- ix. A written program shall be instituted which details the procedures to follow in the case of an animal or environmental emergency.
- x. Any animal kept by the facility or service shall be provided with proper veterinary care within a reasonable amount of time in the event of illness or injury occurring at facility or service.
- xi. Animals suffering from a contagious disease shall not be kept by a pet day care facility or service unless it can be adequately isolated from the other animals kept at the facility or service.
- xii. Any animal suspected of showing symptoms of rabies infection shall be immediately segregated and reported to the Biddeford Animal Control Officer.



2018.21

CITY OF BIDDEFORD
PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
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Greg.Tansley@Biddefordmaine.org

PLANNING BOARD REPORT

TO: Larry Patoine, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, AICP, City Planner

A handwritten signature in black ink, which appears to read "Greg Tansley", is written over the printed name.

DATE: August 30, 2018

RE: NEW BUSINESS ITEM #C - 2018.21 Public Hearing, take comments, and make recommendations to the City Council regarding a proposed amendment to define "Dog Day Care" as a land use, allow them as a Conditional Use in the MSRD-3 Zone west of Route 1 (Elm Street), and consider Performance Standards related to them.

MEETING DATE: September 5, 2018 @ 6:00 PM

On August 7, 2018 the Biddeford City Council formally requested that the Planning Board conduct a public hearing and make a recommendation back to it regarding possible amendments to the Zoning Ordinance related to dog day cares. This initiative was initiated due to a request from someone about operating a dog day care facility off Gooch Street in the "Gloves, Etc." building behind Domino's/Subway on Elm Street.

NOTE: The attached zoning amendment proposal is a Staff generated proposal to begin the discussion with the Planning Board. It was based on other models researched. We felt it best to give the Planning Board something to react to rather than present a blank slate.

1. STAFF RECOMMENDATION

Staff recommends the Board listen to any public comment and if it feels comfortable, make a recommendation back to the City Council for or against the proposed zoning change.

Alternatively the Planning Board can take comments and close the hearing and direct Staff with recommended changes to be the subject of a future public hearing in October.

2. SAMPLE MOTIONS:

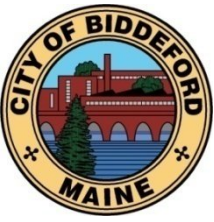
Motion to recommend/not recommend the Zoning Change pass at the City Council.

Motion to table the item to _____ to allow the Staff to make changes as directed by the Planning Board.

Motion to table the item to allow Staff to further research some issues as discussed by the Planning Board for future discussion by the Planning Board.

ATTACHMENTS

1. Proposed Amendment Language (Draft)



CITY OF BIDDEFORD PLANNING DEPARTMENT

2018.23

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PLANNING BOARD REPORT

TO: Larry Patoine, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, AICP, City Planner

DATE: August 30, 2018

RE: NEW BUSINESS ITEM #D – 2018.23 Conceptual Site Plan Review/Subdivision Review/Contract Zone #18 for Saxon Partners to develop 240 residential rental units located off the Barra Road (Tax Map 2, Lots 43-1 & 42-1, Tax Map 7, Lot 15) in the I-3 and R-3 zones.

MEETING DATE: SEPTEMBER 5, 2018

1. INTRODUCTION

Saxon Partners is proposing a 240 residential units project in two buildings off the end of Barra Road. The housing would be market rate and would consist of studios and 1-bedroom units. According to the applicant, such a project can serve the workforce of Biddeford that desire to be close to the medical, retail, and commercial opportunities in the Route 111/Alfred Street area of Biddeford as well as being close to the Turnpike and employment opportunities elsewhere.

This multi-family project requires a contract Zone which has already been endorsed by the City Council. Subdivision Approval, as well as Site Plan Approval, from the Planning Board is required. The Planning Board through its review also must develop Contract Zone language to be forwarded back to the City Council for final action.

2. PROJECT DATA/INFORMATION

	SUBJECT	DATA/INFORMATION
1.	Applicant:	Saxon Partners 25 Recreation Drive Hingham, MA 02043
2.	Owner of Property:	Sawmill Park Properties

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		PO Box 444 Biddeford, ME 04005
3.	Agent:	William Thompson, BH2M Engineers 28 State Street Gorham, ME 04038
4.	Project Location:	Barra Road
5.	Project Tax Map #/Lot #:	Tax Map 2, Lot 43-1; Tax Map 2, Lot 42-1; and Tax Map 7, Lot 15
6.	Existing Zoning:	I-3 and R-3
7.	Overlay Zoning:	None.
8.	Existing Use:	Vacant property
9.	Proposed Use:	240 Units Housing
10.	Approvals Required:	Site Plan, Subdivision
11.	Uses in the Vicinity:	Primarily office and commercial south and east of Thatcher Brook, residential north of Thatcher Brook.
12.	Parcel Size:	10 Acres +/-
13.	Number of Lots/Units in Subdivision:	240 Units
14.	Minimum Lot Size Required: Provided:	N/A – Contract Zone 10 Acres +/-
15.	Frontage Required: Provided:	N/A – Contract Zone 150'
16.	Front Setback Required: Provided:	40 feet 40 feet
17.	Side Setbacks Required: Provided:	25 feet 25 feet
18.	Rear Setback Requires: Provided:	25 feet 25 feet
19.	Height Requirements: Provided:	N/A – Contract Zone 6 Stories, 60 feet maximum
20.	Water Supply:	Maine Water
21.	Sewerage Disposal:	City of Biddeford
22.	Solid Waste Disposal:	Private Hauler
23.	Fire Protection:	City of Biddeford
24.	Floodplain Status:	None.
25.	Wetland/Surface Water Impacts:	None.
26.	Soil Study Provided:	N/A
27.	Parking Spaces Required:	240
28.	Parking Spaces Provided (total): # Handicapped Spaces:	300 7, including a minimum of 2 van accessible spaces.
29.	Ownership of Road:	Barra Road is a City Road

30.	Impervious Surface Area Existing: Proposed: Net Change:	Negligible TBD TBD
31.	Total Disturbed Area:	TBD
32.	Building Footprint Existing: Proposed: Net Change:	0 SF +/- TBD SF +/- TBD SF +/-
33.	Building Floor Area Existing: Proposed: Net Change:	0 SF +/- TBD SF +/- TBD SF +/-
34.	Estimated Site Development Costs:	TBD
35.	Financial Capacity Letter:	TBD
36.	Waivers Needed:	a. TBD
37.	Waivers Granted:	a. TBD
38.	Variances Needed for Approval:	None.
39.	Other Permits Obtained:	None.
40.	Other Non-City Permits Required:	TBD
41.	Covenants, By-laws, Restrictions Required by the Planning Board:	None.
42.	LDR Attachment A: Fess Paid:	TBD
43.	Planning Board Review History: Conceptual Review:	September 5, 2018 Meeting Date (Journal Tribune posting August 26, 2018; Posted in City Hall August 23, 2018; Mail Notices to all abutters within 250' sent August 23, 2018 – 54 notices sent).

3. EXISTING CONDITIONS

The proposal site is comprised of 3 parcels of land (or parts thereof) of the end of Barra Road. The site is undeveloped.

4. PROJECT PROPOSAL

240 residential units comprised of studio and 1-Bedroom market rate rental units.

5. PUBLIC COMMENT

September 5, 2018 Meeting Date (Journal Tribune posting August 26, 2018; Posted in City Hall August 23, 2018; Mail Notices to all abutters within 250' sent August 23, 2018 – 54 notices sent).

As of August 28, 2018 the following Public Comments have been received regarding the public hearing notice regarding the proposed project:

- Several people have come in asking about the project but have not raised any concerns.

6. STAFF REVIEW

- a. ZONING: The proposed use (Multi-family) is permitted in the R-3 Zone but is not permitted in the I-3 Zone. For this reason, as well as for increased density, a Contract Zone is being sought from the City.
- b. REVIEW STANDARDS: No comments at this time – Sketch Review.
- c. WAIVERS: TBD
- d. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO SUBMISSION OF A PRELIMINARY APPLICATION PACKAGE: None at this time.

7. STAFF RECOMMENDATION

Minor vs. Major Subdivision: By definition the project proposal is a Major Subdivision.

Listen to public comment and offer feedback on the project proposal.

8. NEXT STEPS/SUGGESTED ACTIONS

The applicant will need to submit a Preliminary Subdivision Application in order to move the project forward.

9. SAMPLE MOTIONS

A. Motion to determine that the proposed project is a Major Subdivision.

ATTACHMENTS

1. Applicant's application submittal, including "Concept Plan".
2. Planner's memorandum to the City Council dated July 31, 2018.



CITY OF BIDDEFORD PLANNING DEPARTMENT

2018.22

Greg D. Tansley, A.I.C.P.
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PLANNING BOARD REPORT

TO: Larry Patoine, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, A.I.C.P., City Planner

DATE: August 29, 2018

RE: NEW BUSINESS ITEM #E – 2018.10 Amendment to a Previously Approved Subdivision for (Autumn Acres) for September Koteles to split the lot at 48 Mountain Road (Tax Map 2, Lot 66) in the RF zone.

MEETING DATE: September 5, 2018 @ 6:00 PM

1. INTRODUCTION:

The applicant proposes to create 1 additional lot from what was remaining land from the Autumn Acres Subdivision at the corner of Mountain Road and Autumn Lane. The lot was separated off the Autumn Acres Subdivision back in 2001, but was technically a part of the subdivision which is why to split it into 2 lots today requires an amendment to a previously approved subdivision.

The existing house would maintain access onto Mountain Road. The new house would be accessed off of Autumn Lane which is a City accepted street.

2. PROJECT DATA/INFORMATION:

Note: **HIGHLIGHTED** information is pending.

	SUBJECT	DATA/INFORMATION
1.	Applicant:	September Koteles 48 Mountain Road Biddeford, ME 04005
2.	Owner of Property:	Antoinette Koteles 48 Mountain Road Biddeford, ME 04005
3.	Agent:	Ezra Provost

		157 Spring Street Portland, ME 04102
4.	Engineer/Architect/Surveyor:	John Bruckler, PLS #1285 PO Box 931 Biddeford, ME 04005
4.	Project Location:	Intersection of Mountain Road and Autumn Lane
5.	Project Tax Map #/Lot #:	Tax Map 2, Lot 66
6.	Existing Zoning:	R-F
7.	Overlay Zoning:	None
8.	Existing Use:	Single-family house lot
9.	Proposed Use:	Create 1 Additional Lot from Tax Map 2, Lot 66
10.	City Approvals Required:	Subdivision Amendment
11.	Uses in the Vicinity:	Residential
12.	Parcel Size:	Remaining Land (48 Mountain Rd) - 44,027 SF Proposed Lot (Autumn Ln) - 44,023 SF
13.	Number of Lots/Units in Subdivision:	Additional 1 Lots.
14.	Minimum Lot Size Required: Provided:	40,000 Square Feet 44,027 SF and 44,023 SF
15.	Frontage Required:	200'
16.	Front Setback Required:	40'
17.	Side Setbacks Required:	25'
18.	Rear Setback Requires:	25'
19.	Height Requirements:	Maximum 35'
20.	Water Supply:	Private Well
21.	Sewerage Disposal:	On-site Septic
22.	Solid Waste Disposal:	City of Biddeford
23.	Fire Protection:	City of Biddeford
24.	Floodplain Status:	None
25.	Wetland/Surface Water Impacts:	None
26.	Soil Study Provided:	N/A
29.	Ownership of Road:	Mountain Road and Autumn Lane are both City Streets
32.	Estimated Site Development Costs:	N/A
33.	Financial Capacity Letter:	N/A
34.	Waivers Needed:	a. None
35.	Waivers Granted:	a. None

36.	Variances Needed for Approval:	None
37.	Other Permits Obtained:	None
38.	Other Non-City Permits Required:	None
39.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
40.	LDR Attachment A: Fess Paid:	Yes
41.	Planning Board Review History: Amendment Review:	September 5, 2018 (Posted in City Hall August 23, 2018; Journal Tribune posting August 26, 2018; Mail Notices to all abutters within 250' sent August 23, 2018 - 12 notices sent).

3. EXISTING CONDITIONS:

The existing lot has a single-family house on it.

4. PROJECT PROPOSAL:

See attached application package and plan for more information.

5. PUBLIC COMMENT:

Amendment Review:

The meeting date is September 5, 2018 (Posted in City Hall August 23, 2018; Journal Tribune posting August 26, 2018; Mail Notices to all abutters within 250' sent August 23, 2018 - 12 notices sent).

- No public comments have been received as of August 28, 2018.

6. STAFF REVIEW:

- ZONING: The proposed use (single-family residential) is a Permitted Use in the R-F Zone.
- REVIEW STANDARDS: Subdivision Review and Dimensional Standards.
- WAIVERS: None.
- OUTSTANDING ITEMS TO BE ADDRESSED WITH OR PRIOR TO APPROVAL:

- Add a note to the plan that all Driveways must meet standards contained in Chapter 62-111 Biddeford Code of Ordinances.
- Need Two (2) Paper Copies and 2 Mylars for Planning Board Signature.

i. STAFF RECOMMENDATION

If the Board approves the project, Staff recommends doing so with the following Conditions of Approval attached:

1. Prior to the issuance of any permits:
 - a. The applicant must submit a recorded copy of the amended subdivision plan to the Planning Office.
2. Prior to commencing any work in the City Right-of-Way the applicant must obtain a road-opening permit from the Public Works Department.
3. Standard Conditions of Approval apply.

7. NEXT STEPS/SUGGESTED ACTIONS

- Consider granting final approval of the proposed amendment to a previously approved subdivision.

8. SAMPLE MOTIONS

- A. *Motion to approve the amendment to a previously approved subdivision for September Koteles related to the Autumn Acres Subdivision, approve the findings of fact, and sign the plans based on the conditions recommended by Staff in its report dated August 29, 2018.*
- B. *Motion to deny the amendment to the previously approved subdivision of Autumn Acres based upon the following reasons:*
 - a) _____
 - b) _____

ATTACHMENTS

1. Application submittal and Amended Subdivision Plan prepared by John Bruckler.
2. Draft Findings of Fact and Conclusions of Law.



CITY OF BIDDEFORD
PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
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PO Box 586
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Greg.Tansley@Biddefordmaine.org

PLANNING BOARD REPORT

TO: Larry Patoine, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, AICP, City Planner

DATE: August 29, 2018

RE: NEW BUSINESS ITEM #F – 2018.20 Conditional Use Permit/Site Plan Review for Five Star Holdings, LLC to convert the old Journal Tribune Building to a climate controlled self-storage facility located at 457 Alfred Street (Tax Map 17, Lot 7) in the I-3 zone.

MEETING DATE: September 5, 2018 @ 6:00 PM

1. INTRODUCTION

The applicant proposes a change of use for the former Journal Tribune building located at 457 Alfred Street (Tax Map 17, Lot 7) in the I-3 Zone. There are no site improvements proposed regarding this change of use.

The principal issue given the site is already developed and no site improvements proposed is parking. Parking requirements for self-storage facilities is as follows:

Minimum 5 spaces, or 1 space/50 bays and/or units, whichever is greater

The proposal is for 158 bays. This would require 4 parking spaces. The site has significantly more parking available on it than would be required (approximately 50 parking spaces).

2. PROJECT DATA/INFORMATION

Note: **HIGHLIGHTED** information is pending.

	SUBJECT	DATA/INFORMATION
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1.	Applicant:	Five Star Holdings, LLC 451 Alfred Street Biddeford, ME 04005
2.	Owner of Property:	Five Star Holdings, LLC 451 Alfred Street Biddeford, ME 04005
3.	Agent:	Patrick Donahue 6 Donahue Lane Scarborough, ME 04074
4.	Project Location:	457 Alfred Street
5.	Project Tax Map #/Lot #:	Tax Map 17, Lot 7
6.	Existing Zoning:	I-3
7.	Overlay Zoning:	None
8.	Existing Use:	Former Journal Tribune Offices and Printing Facility
9.	Proposed Use:	158 Unit Self-storage Facility in an existing 15,000 SF building
10.	City Approvals Required:	Conditional Use Permit/Site Plan Review
11.	Uses in the Vicinity:	Commercial
12.	Parcel Size:	3.48 acres
13.	Number of Lots/Units in Subdivision:	N/A
14.	Minimum Lot Size Required: Provided:	None None
15.	Frontage Required: Provided:	50 feet. More than 50 feet
16.	Front Setback Required: Provided:	40 feet 40 feet
17.	Side Setbacks Required: Provided:	25 feet 25 feet
18.	Rear Setback Requires: Provided:	25 feet 25 feet
19.	Height Requirements: Provided:	Maximum 60 feet Less than 60 feet in height
20.	Water Supply:	Maine Water (Public)
21.	Sewerage Disposal:	City of Biddeford (Public)
22.	Solid Waste Disposal:	Private Hauler
23.	Fire Protection:	City of Biddeford
24.	Floodplain Status:	None
25.	Wetland/Surface Water Impacts:	None
26.	Soil Study Provided:	N/A
27.	Parking Spaces Required:	4
28.	Parking Spaces Provided (total): # Handicapped Spaces:	Approximately 50 2

29.	Ownership of Road:	Alfred Street is a State Road maintained by the City of Biddeford.
30.	Impervious Surface Area	Proposed total: Existing
31.	Total Disturbed Area:	None
32.	Estimated Site Development Costs:	None
33.	Financial Capacity Letter:	N/A
34.	Waivers Needed:	a. Full Site Plan Review
35.	Waivers Granted:	a. Full Site Plan Review
36.	Variances Needed for Approval:	None
37.	Other Permits Obtained:	None
38.	Other Non-City Permits Required:	None
39.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
40.	LDR Attachment A: Fess Paid:	Yes
41.	Planning Board Review History: Final Review:	September 5, 2018 Meeting Date (Posted in City Hall August 23, 2018; Journal Tribune posting August 26, 2018; Mail Notices to all abutters within 250' sent August 23, 2018 - 26 notices sent).

3. EXISTING CONDITIONS

The lot is currently occupies by a 15,000 SF single-story building and associated parking.



Upon reviewing the site, Staff have some concerns with the storm water drainage system, especially given the project site being in the Thatcher Brook Watershed. As such, we are recommending in the Conditions of Approval some site clean-up and exploratory actions related to the storm water system on site and its connection into the City system which we presume occurs at West Cole Road.

4. PROJECT PROPOSAL

Conversion of the existing building into 158 climate controlled self-storage bays.

5. PUBLIC COMMENT

Final Review:

September 5, 2018 Meeting Date (Posted in City Hall August 23, 2018; Journal Tribune posting August 26, 2018; Mail Notices to all abutters within 250' sent August 23, 2018 - 26 notices sent).

As of the date of this report the following Public Comments have been received regarding the public hearing notice regarding the proposed project:

- No Public Comments have been received.

6. STAFF REVIEW

A. ZONING: The proposed use is a Conditional Use in the I-3 Zone.

B. REVIEW STANDARDS: Conditional Use Permit/Site Plan Review.

C. WAIVERS: Full Site Plan Review.

D. OUTSTANDING ITEMS TO BE ADDRESSED WITH THE SUBMISSION OF A FINAL APPLICATION PACKAGE:

1. Fee Required: \$240.00

7. NEXT STEPS/SUGGESTED ACTIONS

- Listen to any public comment and consider granting final approval of the Conditional Use Permit for the proposed project.

8. STAFF RECOMMENDATION

If the Board approves the project, Staff recommends doing so with the following Conditions of Approval attached:

1. Prior to the issuance of any Building Permits:
 - a. The site underground storm water system shall be camera inspected. The City Engineering Office shall be advised of this prior to the work being done so as they may be present during the inspection effort.
 - b. All catchbasins shall be vacuum cleaned.
 - c. The applicant may be required to make modifications to the stormwater system if it's current status is determined to be detrimental to the City of Biddeford in its current state.
2. Prior to the issuance of an Occupancy Permit:
 - a. The parking lot shall be restriped in its entirety.
 - b. 2 Parking spaces adjacent to the entrance shall be designated handicap parking and shall be restriped in accordance with ADA standards.
 - c. The site parking lot and accessways shall be street cleaned.
 - d. The site itself shall be cleaned of debris.
 - e. Existing and any future dumpsters shall be screened from view by a 6' tall wooden stockade fence and gate.
3. Best management practices shall be adhered to during all ground disturbance operations.
4. The applicant shall obtain all other pertinent local, state and federal permits, licenses, and insurance such as blasting, building, electrical, plumbing, etc prior to commencing business, unless authority issuing said permit allows for such actions.
5. Standard Conditions of Approval apply.
6. Prior to the issuance of any sign permits the sign design(s) shall be submitted to the Planning Department for review and approval. The Planning Department reserves the right to require Planning Board approval of any signage that cannot be agreed upon.

8. NEXT STEPS/SUGGESTED ACTIONS

- Listen to any public comment and consider the following:
 - o Approve the waiver for Full Site Plan Review.
 - o Granting final approval of the Conditional Use Permit for the proposed project.

9. SAMPLE MOTIONS

- A. *Motion to grant the waiver for Full Site Plan Review.*
- B. *Motion to approve the Conditional Use Permit for the Five Star Holdings, LLC at Tax Map 17, Lot 7 and approve the findings of fact based on the conditions recommended by Staff in its report dated August 29, 2018.*
- C. *Motion to table to allow the applicant to address the outstanding issues identified by Staff and the Board.*

D. Motion to deny the Conditional Use Permit for Five Star Holdings, LLC based upon the following reasons:

- a) _____
- b) _____

ATTACHMENTS

- 1. Application Package and Plans
- 2. Draft Findings of Fact and Conclusions of Law