

City of Biddeford
Planning Board
September 04, 2019 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. Consideration of Minutes: August 21, 2019
[PB Minutes 082119.doc](#)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.A. 2019.25 Preliminary Subdivision/Site Plan for Draft Room, LLC for the redevelopment and renovation of two existing buildings within the Riverdam Mill complex into mixed use with the upper levels having 71 one-bedroom apartments located at 24 Pearl Street (Tax Map 71, Lot 9) in the MSRD-3 zone.
[2019.25 Draft Room Preliminary Review SR 090419.pdf](#)
 - 7.B. 2019.33 Conceptual Site Plan/Conditional Use Permit/Shoreland Zone Permit for The Maine Water Company to replace the existing facility with a new water intake and pump station at 466 South Street (Tax Map 2, Lot 40) in the SR-1 and LR zone and construct a new treatment facility located at 437-469 South Street (Tax Map 1, Lots 14, 14-1, 40), (Tax Map 2, Lots 17-4, 18, 19) in the RF and SR-1 zones.
[2019.33 PB Maine Water Treatment Facility Concept Review SR 090419.docx](#)
- 8. OTHER BUSINESS**
 - 8.A. Workshop – Doggie Daycare
[Dog Day Care for Workshop 090419.docx](#)
 - 8.B. Workshop – Maine Judicial Courts Consolidation
- 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

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Planning Board Minutes

Date: Wednesday, August 21, 2019
Time: 6:00 PM
Location: Council Chambers, City Hall

1. Pledge of Allegiance
2. Declaration of Quorum/Voting Members
 - A. Quorum Present: Chair William Southwick, Roch Angers, Bruce Benway, Sean Tarpey, Spiros Droggitis, Alexa Plotkin (Alt non-voting member), Michael Cantara (Alt non-voting member).
3. Adjustments to the Agenda
4. Planner's Business
5. Consent Agenda
 - A. Consideration of Minutes: August 7, 2019

MOTION:
Benway- Motion: to approve minutes as long as the header is corrected to say minutes.
Angers- Second.
Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.
6. Unfinished Business
7. New Business
 - A. 2019.27 Subdivision/Site Plan for Praetorium, LLC to add 4 apartments units (1 one bedroom and 3 studios) on the second floor at 148 Main Street (Tax Map 38, Lot 377) in the MSRD-1 zone.

Greg Tansley, City Planner: Spoke briefly.

Alex Fabish, owner of Praetorium, LLC: Spoke briefly about the apartments they plan one putting in on the second floor. He also mentioned the parking lot is located on the corner of Green Street and Birch Street.

Discussion between Board, Staff and Applicant: Regarding parking.

MOTION A:

Benway- Motion: to determine the proposed subdivision is a minor subdivision/site plan.

Angers- Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

MOTION B:

Benway- Motion: to waive the full Subdivision Review process to allow Final Approval of Subdivision/Site Plan given there are no land subdivisions involved, there are no site improvements involved, and that the Board determines that such variation will not adversely affect public convenience, safety, health and welfare.

Angers- Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

MOTION C:

Benway- Motion: to grant the waiver to full Subdivision/Site Plan Review.

Angers- Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

No Motion needed for D:

MOTION E:

Benway- Motion: to approve the Site Plan/Subdivision for Praetorium, LLC for 4-units of housing on the 2nd Floor at 148 Main Street (Tax Map 38, lot 377) in the MSRD-1 zone and approve the Findings of Fact based on the conditions recommended by Staff in its report dated August 9, 2019.

Angers- Second.

Chair Southwick- call for Vote- Unanimous Approval (4-0) all in favor.

- B. 019.24 Conceptual Subdivision for Peter A. Mourmouras to create a six lot subdivision off River Road (Tax Map 6, Lot 49) in the RF zone.

Greg Tansley, City Planner: Spoke briefly.

Jason Vafiades, Atlantic Resources Consultants: Brief presentation.

Jim Logan, Soul Specialist: Spoke about the soul tests and wetlands.

John Gagne, 155 River Road: Has concerns about how this will affect his well and septic.

Richard Rhames, Conservation Commission: Would like the Board to look into Conservation Land Trust over a Homeowner's Association.

Discussion between the Board, Staff and Applicant: Regarding sidewalks, water and land conservation.

MOTION:

Benway- Motion: to determine the proposed subdivision is a major subdivision.

Angers- Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

- C. 2019.25 Conceptual Subdivision/Site Plan for Draft Room, LLC for the redevelopment and renovation of two existing buildings within the Riverdam Mill complex into mixed use with the upper levels having 71 one-bedroom apartments located at 24 Pearl Street (Tax Map 71, Lot 9) in the MSRD-3 zone.

Greg Tansley, City Planner: Spoke briefly.

John Laliberte, Tom Watson & Co.: Gave a background on the company he works for.

Will Savage, Acorn Engineering: Gave a presentation.

Ryan Senatore, RSA- Project Architect: Gave a summary of the project.

Discussion between Board, Staff and Applicant: regarding parking.

MOTION:

Benway- Motion: to determine that the proposed project is a Major Subdivision.

Angers- Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

- D. 2019.29 Conceptual Subdivision/Site Plan for Van Hertel, Jr. for a 22 single house lots located at 316 Pool Street (Tax Map 8, Lot 45) in the SR-1 zone.

Greg Tansley, City Planner: Spoke briefly.

Bill Thompson, BH2M Engineers: Gave a brief presentation.

Robert Nadeau, 9 Ledgemere Drive: Has issues with drainage, blasting and surveying.

Angela Maxwell, 310 Pool Street: Has issues with ledge, wetland endangered species. Is very opposed to the project.

Alan Kovaly, 14 Hope Lane: Has issues with wetlands, water drainage, lots of ledge, cracked foundations, restricted areas and setbacks.

Randy & Carole Paquette, 41 Sevigny Ave: Has issues with water drainage, traffic and privacy.

Tom & Anna Anton, 17 Ledgemere Drive: Has issues with water drainage and blasting.

Robert Nadeau, 3 Sevigny Ave: Has issues with compliance, clear cutting and water. What kind of insurances are there? And will their homes be protected from any damages.

Joel Keller, 310 Pool Street: Has issues with drainage and what will his well quality be like. How will the forest be impacted? Would like to see the project scaled back on the amount of homes.

Dana Elie, 13 Ledgemere Drive: has issues with blasting, marshland and drainage.

Richard Rhames, Conservation Commission: Has concerns with the Blandings turtle because they are endangered.

Don Vignine, 9 Sevigny Ave: Has an issue with taking away the wetland.

Bill Thompson, BH2M Engineers: Addressed some of the concerns. He will look into the drainage issue and a wildlife study will be done.

Discussion between the Board and Applicant: regarding a sitewalk and pit test. It was mentioned that the developer should hold a meeting with the neighbors.

Greg Tansley, City Planner: Talked about the City's blasting ordinance. He's glad to hear that a wildlife study will be done. He'll look into the drainage issue with Staff.

MOTION:

Benway- Motion: to determine this application represents a major subdivision.

Angers- Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

8. Other Business
 - A. Workshop – Comprehensive Plan Discussion.
 - B. Workshop – Doggie Daycare.

Chair Southwick – We're not ready just yet to discuss these two items so we'll hold off until next month.

9. Adjourn

MOTION:

Benway- Motion: to Adjourn.

Angers – Second.

Chair Southwick- Call for Vote- Unanimous Approval (4-0) all in favor.

o _____
o **Planning Board Chair**
o

Date

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



CITY OF BIDDEFORD PLANNING DEPARTMENT

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PLANNING BOARD REPORT

TO: William Southwick, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, AICP, City Planner

DATE: August 29, 2019

RE: **NEW BUSINESS ITEM #A** – 2019.25 Preliminary Subdivision/Site Plan/Shoreland Zoning/Conditional Use Permit for Draft Room, LLC for the redevelopment and renovation of two existing buildings within the Riverdam Mill complex into mixed use with the upper levels having 71 one-bedroom apartments located at 24 Pearl Street (Tax Map 71, Lot 9) in the MSRD-3 zone.

MEETING DATE: SEPTEMBER 4, 2019

1. **INTRODUCTION**

This proposal is for the full redevelopment (including limited demolition) of the remainder of Riverdam Millyard. Current tenants, who would remain, include a brewery and a distillery. The Board reviewed this as a conceptual review on August 21 and had little comment.

2. **PROJECT DATA/INFORMATION**

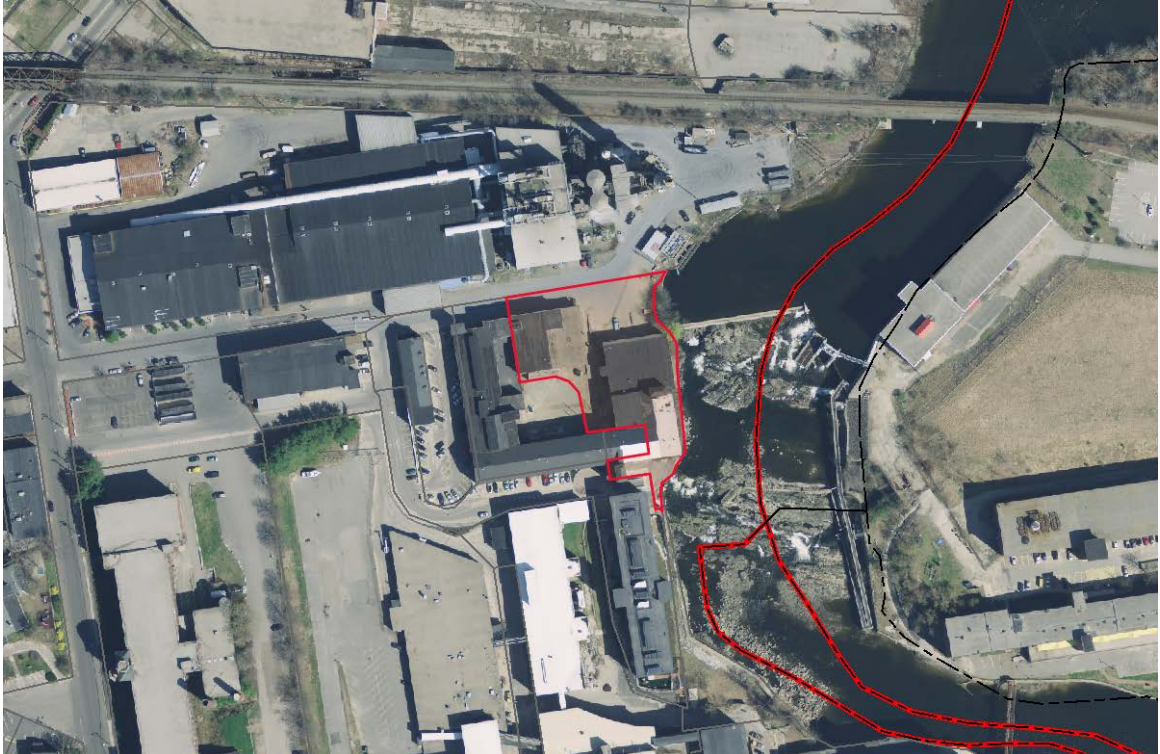
	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	Draft Room, LLC 82 Hanover Street Portland, ME 04101
2.	Owner of Property:	Draft Room, LLC 82 Hanover Street Portland, ME 04101
3.	Agent:	Acorn Engineering 65 Hanover Street Portland, ME 04101
4.	Project Location:	End of Pearl Street – 24 Pearl Street

5.	Project Tax Map #/Lot #:	Tax Map 71, Lot 9
6.	Existing Zoning:	MSRD-3
7.	Overlay Zoning:	GD-1 Shoreland Zone
8.	Existing Use:	Partially Vacant property with some tenants such as Dirigo Brewing.
9.	Proposed Use:	71 residential units, and commercial space.
10.	Approvals Required:	Site Plan, Subdivision, Shoreland Zoning, Conditional Use Permit
11.	Uses in the Vicinity:	Primarily Residential, some commercial. Vacant (3 Lincoln Street)
12.	Parcel Size:	1.1 Acres +/-
13.	Number of Lots/Units in Subdivision:	71 Units
14.	Minimum Lot Size Required: Provided:	N/A – MSRD-3 1.1 acres
15.	Frontage Required: Provided:	None N/A
16.	Front Setback Required: Provided:	None N/A
17.	Side Setbacks Required: Provided:	None N/A
18.	Rear Setback Requires: Provided:	None N/A
19.	Height Requirements: Provided:	Minimum 2 stories, 26 feet More than the minimum existing
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 apparent.
25.	Wetland/Surface Water Impacts:	None.
26.	Soil Study Provided:	N/A
27.	Parking Spaces Required:	98
28.	Parking Spaces Provided (total): # Handicapped Spaces:	TBD TBD
29.	Ownership of Road:	Pearl Street is a Public and Private Road with various rights within it.
30.	Impervious Surface Area Net Change:	None
31.	Total Disturbed Area:	Varied site disturbances throughout the site.
33.	Estimated Site Development Costs:	TBD
34.	Financial Capacity Letter:	Provided by TD Bank
36.	Waivers Needed:	a. TBD

37.	Waivers Granted:	a. TBD
38.	LDR Attachment A: Fess Paid:	TBD
39.	Planning Board Review History:	
	Conceptual Review:	August 21, 2019 Meeting Date; Posted in City Hall August XX, 2019; Mail Notices to all abutters within 250' sent August XX, 2019 – XX notices sent).
	Preliminary Review:	September 4, 2019 Meeting Date; Posted in City Hall August 28, 2019; Mail Notices to all abutters within 250' sent August 28, 2019 – XX notices sent).
	Final Review:	TBD, 2019 Meeting Date; Posted in City Hall TBD, 2019; Mail Notices to all abutters within 250' sent TBD, 2019 – XX notices sent).

3. EXISTING CONDITIONS

Riverdam Millyard is located on the River at the end of Pearl Street:



4. PROJECT PROPOSAL

Mixed Use Redevelopment Project. See applicants submittal for more information.

5. PUBLIC COMMENT

No Public Comments have been received to date.

6. STAFF REVIEW

a. ZONING: The proposed use (Multi-use) is permitted in the MSRD-3 Zone.

b. REVIEW STANDARDS: Site Plan Review, Subdivision, Conditional Use, Shoreland Zoning.

c. WAIVERS: TBD

d. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO SUBMISSION OF A FINAL APPLICATION PACKAGE

1. Provide Draft Traffic Movement Permit with final Application.
2. Recommend discussing roof drain removal with Jeff Demers, DPW Director.
3. Provide Unit Cost Estimate on City of Biddeford Worksheet.

7. STAFF RECOMMENDATION

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

8. NEXT STEPS/SUGGESTED BOARD ACTIONS

Completeness Review:

Staff have reviewed the submitted application materials and are of the opinion the application is complete for review purposes. Recommend the Board also consider this application complete for Preliminary Review purposes.

9. SAMPLE MOTIONS

1. *Motion to determine the application is "complete" for review purposes.*
2. *Motion to grant Preliminary Subdivision Approval for the proposal located at 24 Pearl Street (Tax Map 71, Lot 9) conditioned on a Final Application and Plan Set shall not be submitted to the Planning Board until*

- A. *The 3rd Party Engineer and City Staff have completed their reviews of the Preliminary Plan Submission package. This includes providing all comments to the Applicant and the applicant responding to Staff satisfactorily.*
- B. *A Draft Maine DOT Traffic Movement Permit has been obtained from the Maine DOT.*

ATTACHMENTS

1. Applicant's application submittal



CITY OF BIDDEFORD PLANNING DEPARTMENT

2019.33

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PLANNING BOARD REPORT

TO: William Southwick, Chair & Members of the Biddeford Planning Board

FROM: Greg Tansley, AICP, City Planner

DATE: August 30, 2019

RE: NEW BUSINESS ITEM #B – 2019.33 Conceptual Site Plan/Conditional Use Permit/Shoreland Zone Permit for The Maine Water Company to replace the existing facility with a new water intake and pump station at 466 South Street (Tax Map 2, Lot 40) in the SR-1 and LR zone and construct a new treatment facility located at 437-469 South Street (Tax Map 1, Lots 14, 14-1, 40), (Tax Map 2, Lots 17-4, 18, 19) in the RF and SR-1 zones.

MEETING DATE: SEPTEMBER 4, 2019

1. INTRODUCTION

This proposal is for the development of a new Maine Water Treatment Facility off South Street. The new facility would be located on the south side of South Street. It will replace the existing facility currently located immediately adjacent to the Saco River, north of South Street.

Water would be drawn from the Saco River to a pump station which then pumps the water up to the new facility. The Planning Board reviewed and recommended approval for a Shoreland Zoning Amendment allowing structures associated with essential services to be located no less than 75' from the Saco River, as opposed to the existing 100' setback. The City Council passed first reading of this amendment August 20 and will consider the 2nd Reading September 3, before this meeting takes place.

2. PROJECT DATA/INFORMATION

	SUBJECT	DATA/INFORMATION
1.	Applicant:	The Maine Water Company 93 Industrial Park Road

		Saco, ME 04072
2.	Owner of Property:	The Maine Water Company 93 Industrial Park Road Saco, ME 04072
3.	Agent:	Walsh Engineering Associates, Inc. One Karen Drive Westbrook, ME 04092
4.	Engineer:	Bill Walsh Walsh Engineering Associates, Inc. One Karen Drive Westbrook, ME 04092
5.	Surveyor:	Walsh Engineering Associates, Inc. One Karen Drive Westbrook, ME 04092
6.	Project Location:	466 South Street
7.	Project Tax Map #/Lot #:	Tax Map 1, Lots 40, 14, and 14-1 Tax Map 2, Lots 17-4, 18, and 19
8.	Existing Zoning:	R-F and SR-1
9.	Overlay Zoning:	Limited Residential 250' off the Saco River
10.	Existing Use:	Water Storage Facility
11.	Proposed Use:	37,630 SF water treatment facility
12.	City Approvals Required:	Site Plan Review/Conditional Use Permit
13.	Uses in the Vicinity:	Vacant land, residential, water storage facility, water treatment facility
14.	Parcel Size:	300+ Acres
15.	Number of Lots/Units in Subdivision:	N/A
16.	Minimum Lot Size Required: Provided:	40,000 SF 300 + Acres
17.	Frontage Required: Provided:	100 feet SR-1, 120 feet R-F. More than 120 feet
18.	Front Setback Required: Provided:	40 feet Greater Than 40 feet
19.	Side Setbacks Required: Provided:	10 feet (SR-1), 25 feet (R-F) 10 feet (SR-1), 25 feet (R-F)
20.	Rear Setback Requires: Provided:	10 feet (SR-1), 25 feet (R-F) 10 feet (SR-1), 25 feet (R-F)
21.	Height Requirements: Provided:	Maximum 35 feet Maximum 35 feet
22.	Water Supply:	Maine Water (Public)
23.	Sewerage Disposal:	On-site disposal
24.	Solid Waste Disposal:	Private Hauler
25.	Fire Protection:	City of Biddeford

26.	Floodplain Status:	None
27.	Wetland/Surface Water Impacts:	1.88 Acres +/- . See Section 3 of the Applicants Applicage Package for more information.
28.	Soil Study Provided:	HHE-200 for on-site disposal system
29.	Parking Spaces Required:	26 (5 more at the pump station)
30.	Parking Spaces Provided (total): # Handicapped Spaces:	34 2
31.	Ownership of Road:	South Street is a City Street
32.	Impervious Surface Area:	TBD
33.	Total Disturbed Area:	TBD
34.	Estimated Site Development Costs:	TBD
35.	Financial Capacity Letter:	Financial Statements provided.
36.	Waivers Needed:	a. TBD
37.	Waivers Granted:	a. TBD
38.	Variances Needed for Approval:	None
39.	Other Permits Obtained:	TBD
40.	Other Non-City Permits Required:	Maine DEP, ACOE, Saco River Corridor Commission
41.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
40.	LDR Attachment A: Fess Paid:	
41.	Planning Board Review History: Conceptual Review:	September 4, 2019 Meeting Date (Posted in City Hall August 27, 2019; Mail Notices to all abutters within 250' sent August 27, 2019 - XX notices sent).
	Final Review:	TBD

3. EXISTING CONDITIONS

The subject parcel for the treatment facility is located south of South Street and is vacant except for the adjacent water storage facility.

4. PROJECT PROPOSAL

Water Treatment Facility

5. PUBLIC COMMENT

No Public Comments have been received to date.

6. STAFF REVIEW

- a. ZONING: The proposed use (Essential Service) is a Conditional Use in the SR-1 and R-F Zones.
- b. REVIEW STANDARDS: Site Plan Review, Conditional Use, Shoreland Zoning.
- c. WAIVERS: TBD
- d. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO SUBMISSION OF A FINAL APPLICATION PACKAGE:

None at this time.

7. STAFF RECOMMENDATION

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

8. NEXT STEPS/SUGGESTED ACTIONS

The applicant will need to submit a Final Application package for final review. 3rd Party Review Engineering Review Comments have yet to be received for transmittal to the applicant.

9. SAMPLE MOTIONS

A. *None*

ATTACHMENTS

- 1. Applicant's application submittal

FOR DISCUSSION SEPTEMBER 4, 2019:

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, on a temporary basis, for dogs owned by the general public for which a fee is charged.

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

	Article VI Section ^a	????
<u>Dog Day Care Facilities*</u>	<u>79</u>	<u>C</u>

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. Dog Day Care facilities shall be subject to Part II (Code of Ordinances), Chapter 10 (Animals).
3. A maximum of 30?? 60?? dogs are permitted on the premises. – May also consider a # of dogs based on square feet of play area...
4. 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 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.
5. 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 fencing or buffering for all on-site outdoor recreation areas. The fence or buffer shall provide full containment for the dogs and shall be secured secured to the ground to prevent escape and shall be 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.
6. 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. Unless not permitted by the owner, 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.