

City of Biddeford
Planning Board
May 17, 2017 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: April 5, 2017
[April 5, 2017.doc](#)

- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**

7.A. A. 2017.18 Public Hearing/May take Action on amendments related to Accessory Dwelling Units (ADU's) and Nonconforming Residential Uses: to consider allowing pre-existing nonconforming single-family dwellings not located in residential zones to have ADU's in compliance with Part III (Land Development Regulations), Article VI (Performance Standards), Section 77 (Accessory Dwelling Units (ADUs)). The full text of the amendments is available at www.biddefordmaine.org/video and the Biddeford Planning Office at 205 Main Street, 2nd Floor, Biddeford City Hall.

[Accessory Dwelling Units Amendment.docx](#)

7.B. B. 2017.14 Conditional Use Permit: for Luke Morong for a medical marijuana cultivation facility at 414 Hill Street (Tax Map 74, Lot 5) in the I-2 zone.

[2017.14 Morong CUP 414 Hill St SR.docx](#)

7.C. C. 2017.16 Conditional Use Permit: for Shoreline Development Group, LLC for a medical marijuana cultivation facility located at 412 Hill Street (Tax Map 13, Lot 53) in the I-1 zone.

[2017.16 Shoreline Dev Morong CUP 412 Hill St SR.docx](#)

7.D. D. 2017.17 Site Plan/Subdivision Review: for Water Lofts, LLC to convert the old Maine Water Company building into 11 apartments located at 181 Elm Street (Tax Map 38, Lot 148) in the MSRD-1 zone.

[2017.17 181 Elm Street Water Lofts Concept SR 051717.docx](#)

7.E. E. 2017.12 Final Site Plan Review: for the University of New England to construct 168 new parking spaces for the existing turf field and Harold Alfond Forum located off Pool Street (Tax Map 9, Lot 15) in the IN zone.

[2017.12 UNE Alfond Forum Parking Final SR 051717.docx](#)

- 8. OTHER BUSINESS**
- 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.

Planning Board Agenda Item Report

Agenda Item No. 2016-866

Submitted by: Shannon Hall

Submitting Department: Planning

Meeting Date: May 17, 2017

SUBJECT

A. Consideration of Minutes: April 5, 2017

Recommendation:

ATTACHMENTS

- [April 5, 2017.doc](#)

Planning Board Agenda Item Report

Agenda Item No. 2016-867

Submitted by: Shannon Hall

Submitting Department: Planning

Meeting Date: May 17, 2017

SUBJECT

A. 2017.18 Public Hearing/May take Action on amendments related to Accessory Dwelling Units (ADU's) and Nonconforming Residential Uses: to consider allowing pre-existing nonconforming single-family dwellings not located in residential zones to have ADU's in compliance with Part III (Land Development Regulations), Article VI (Performance Standards), Section 77 (Accessory Dwelling Units (ADUs)). The full text of the amendments is available at www.biddefordmaine.org/video and the Biddeford Planning Office at 205 Main Street, 2nd Floor, Biddeford City Hall.

Recommendation:

ATTACHMENTS

- [Accessory Dwelling Units Amendment.docx](#)

Part III (Land Development Regulations), Article IV (Nonconformance), be amended as follows:

Section 1. Purposes.

The intent of this Zoning Ordinance is to regulate nonconforming lots, uses and structures. This ordinance intends to be realistic so that: nonconforming vacant lots of record can be reasonably developed; nonconforming existing structures can be properly maintained or repaired; ~~and nonconforming uses can continue to be changed to other less nonconforming or to conforming uses;~~ and nonconforming (as to use) single-family residential dwelling units can create Accessory Dwelling Units subject to the performance standards in Article VI of this ordinance. When nonconforming uses fall into disuse, the intent of these regulations is not to allow them to be reestablished after a twelve-month period of dormancy. These regulations are designed for the betterment of the community and for the improvement of property values.

Section 3. Nonconforming use.

B. A structure nonconforming as to use.

1. A building or structure, nonconforming as to use, shall not be enlarged unless the nonconforming use is terminated, and otherwise meets the provisions of this ordinance. This does not apply to Accessory Dwelling Units which may be created in accordance with the performance standards in Article VI of this ordinance.
2. A nonconforming use of part of a building or structure shall not be extended throughout other parts of the building or structure unless those parts of the building or structure were manifestly arranged or designed for such use prior to the adoption of this ordinance, or of any amendment making such use nonconforming. This shall not apply Accessory Dwelling Units which may be created in accordance with the performance standards in Article VI of this Ordinance.
3. Accessory Dwelling Units on parcels containing a single non-conforming (as to use) dwelling unit, which was in existence as of January 1, 2017, that are created in accordance with the performance standards in Article VI of this ordinance shall not be considered the expansion or creation of a non-conforming use.

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

ACCESSORY DWELLING UNIT - An Accessory Dwelling Unit (ADU) is a self-contained housing unit incorporated within a single-family dwelling, attached to a single-family dwelling, or in a separate building on the same lot as a single-family dwelling ~~home~~.

PRIMARY RESIDENCE - A building in which is conducted the principal use of the lot on which it is located. For residentially zoned lots, such a building would be a dwelling.

Part III (Land Development Regulations), Article VI (Performance Standards), Section 77 (Accessory Dwelling Units (ADUs)), be amended as follows:

A. Procedural Requirements.

1. Review procedure:

- a. One ADU is permitted per residentially zoned parcel (see Article V, Table A, Table of Land Uses), except-within the Coastal Residential (CR) zone, including the RP and LR overlay districts within the CR zone, where ADUs are not permitted. ADUs are also permitted on non-residentially zoned parcels containing a single non-conforming (as to use) dwelling unit which was in existence as of January 1, 2017. A permit for an ADU may be issued by the Code Enforcement Office so long as all of the standards in this section are met.

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

	Article VI Section ¹	SR-1	R-1-A	R-2	R-3	W-1	W-3	R-F	OR	MSRD-2
Residential Uses:										
Accessory Dwelling Units* 27	77	P	P	P	P	P	P	P	P	P

NOTES:

27. Accessory Dwelling Units may also be Permitted in non-residential zones where there exists a non-conforming (as to use) single-family dwelling on a lot that was in existence as of January 1, 2017. See Article VI, Section 77.

Planning Board Agenda Item Report

Agenda Item No. 2016-868

Submitted by: Shannon Hall

Submitting Department: Planning

Meeting Date: May 17, 2017

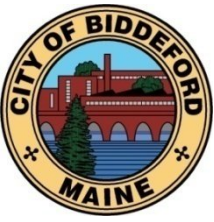
SUBJECT

B. 2017.14 Conditional Use Permit: for Luke Morong for a medical marijuana cultivation facility at 414 Hill Street (Tax Map 74, Lot 5) in the I-2 zone.

Recommendation:

ATTACHMENTS

- [2017.14 Morong CUP 414 Hill St SR.docx](#)



CITY OF BIDDEFORD PLANNING DEPARTMENT

2017.14

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 REPORT

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

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

DATE: May 10, 2017

RE: NEW BUSINESS ITEM #B – 2017.14 Conditional Use Permit: for Luke Morong to add a medical marijuana caregiver growing facility to an already light industrial multi-tenanted space located at 414 Hill Street (Tax Map 74, Lot 5) in the I-2 zone.

MEETING DATE: May 17, 2017 @ 6:00 PM

1. INTRODUCTION

The applicant proposes to add a “Medical Marijuana Growing Facility” for a caregiver at 414 Hill Street (Tax Map 74, Lot 5) in the I-2 Zone. The current structure is multi-tenanted and this operation would lease half of the existing structure.

No site improvements are proposed.

See the included materials for more information.

2. PROJECT DATA/INFORMATION

	SUBJECT	DATA/INFORMATION
1.	Applicant:	Luke W. Morong 213 Vaughan St. #3 Portland, Me 04102
2.	Owner of Property:	Elma B. Swecker (Estate of) 1 Deer Run Groveland, MA 01834
3.	Agent:	Greg Hastings NAI Inc., Dunham Group
4.	Project Location:	414 Hill Street
5.	Project Tax Map #/Lot #:	Tax Map 74, Lot 5

6.	Existing Zoning:	I-2
7.	Overlay Zoning:	Stream Protection (SP) but the building already exists.
8.	Existing Use:	Multi-tenanted industrial building
9.	Proposed Use:	Addition of a Medical Marijuana Growing Facility
10.	City Approvals Required:	Conditional Use Permit
11.	Uses in the Vicinity:	Primarily Industrial. Residential on Grayson Street.
12.	Parcel Size:	1.5 acres
13.	Water Supply:	Maine Water
14.	Sewerage Disposal:	City of Biddeford
15.	Solid Waste Disposal:	Private Hauler
16.	Fire Protection:	City of Biddeford
17.	Floodplain Status:	Possibly an A Zone but the building already exists.
18.	Waivers Required	a. Full Site Plan Review
19.	Waivers Granted:	a. Full Site Plan Review
20.	Variances Needed for Approval:	None.
21.	Other Permits Obtained:	None.
22.	Other Non-City Permits Required:	None.
23.	Covenants, By-laws, Restrictions Required by the Planning Board/SRC:	None.
24.	LDR Attachment A: Fess Paid:	Yes
25.	Planning Board Review History: Final Review:	May 17, 2017. The notice was posted in City Hall on April 26, 2017. It was also posted in the Journal Tribune on April 28, 2017. Mailing notices were also sent out to all abutters within 250' on April 26, 2017 – 12 notices sent were sent out.

3. EXISTING CONDITIONS

It is an existing industrial site in the Airport Industrial Park. There is adequate parking on site since the use isn't changing from a parking perspective.



4. PROJECT PROPOSAL

The applicant proposes to add a Medical Marijuana Growing Facility within the existing structure. No site improvements are proposed.

5. PUBLIC COMMENT

Conditional Use Permit Review:

May 17, 2017:

The notice was posted in City Hall on April 26, 2017. It was also posted in the Journal Tribune on April 28, 2017. Mailing notices were also sent out to all abutters within 250' on April 26, 2017 – 12 notices sent were sent out.

As of May 9, 2017 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 “Medical Marijuana Growing Facility” is a Conditional Use (C) in the I-2 Zone.
- b. REVIEW STANDARDS:
 - 1) Conditional Use Permit (to be reviewed under Article XI (Site Plan Review)).
- c. **WAIVERS: Full Site Plan Review.**
- d. OUTSTANDING ITEMS TO BE ADDRESSED/RESPONDED TO PRIOR TO APPROVAL:
None

7. 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 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.
- 2. Prior to any Occupancy Permits the engineered odor control system shall be installed and operational. The Engineer of record must inspect and supply the Code Enforcement Officer a stamped letter certifying it meets all state and local regulations.
- 3. Standard Conditions of Approval apply.

8. SAMPLE MOTIONS:

- A. *A Motion to waive Full Site Plan Review*
- B. *Motion to approve the Conditional Use Permit for the applicant to add a medical marijuana caregiver growing facility at 414 Hill Street, Tax Map 74, Lot 5, and approve the Findings of Fact based on the conditions recommended by Staff in its report dated May 10, 2017.*
- C. *Motion to deny the Conditional Use Permit based upon the following reasons:*
 - a) _____
 - b) _____

ATTACHMENTS: Cover Letter and Application Package
 Draft Findings of Fact

Planning Board Agenda Item Report

Agenda Item No. 2016-869

Submitted by: Shannon Hall

Submitting Department: Planning

Meeting Date: May 17, 2017

SUBJECT

C. 2017.16 Conditional Use Permit: for Shoreline Development Group, LLC for a medical marijuana cultivation facility located at 412 Hill Street (Tax Map 13, Lot 53) in the I-1 zone.

Recommendation:

ATTACHMENTS

- [2017.16 Shoreline Dev Morong CUP 412 Hill St SR.docx](#)



CITY OF BIDDEFORD PLANNING DEPARTMENT

2017.16

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

Greg.Tansley@biddefordmaine.org

PLANNING BOARD REPORT

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

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

DATE: May 10, 2017

RE: NEW BUSINESS ITEM #C – 2017.16 Conditional Use Permit: for Shoreline Development Group, LLC for a medical marijuana cultivation facility located at 412 Hill Street (Tax Map 13, Lot 53) in the I-1 zone.

MEETING DATE: May 17, 2017 @ 6:00 PM

1. INTRODUCTION

The applicant proposes to add a “Medical Marijuana Growing Facility” for a caregiver at 412 Hill Street (Tax Map 13, Lot 53) in the I-1 Zone. The current structure is used for manufacturing.

No site improvements are proposed.

See the included materials for more information.

2. PROJECT DATA/INFORMATION

	SUBJECT	DATA/INFORMATION
1.	Applicant:	Shoreline Development Group, LLC C/o Luke W. Morong 190 US Route 1 #128 Falmouth, ME 04105
2.	Owner of Property:	TF Real Estate Group, LLC C/o Paul Tyson 412 Hill Street Biddeford, ME 04005
3.	Agent:	Greg Hastings NAI Inc., Dunham Group

4.	Project Location:	412 Hill Street
5.	Project Tax Map #/Lot #:	Tax Map 13, Lot 53
6.	Existing Zoning:	I-1
7.	Overlay Zoning:	Stream Protection from Hill Street back 100' covering a part of the driveway and parking lot.
8.	Existing Use:	Manufacturing
9.	Proposed Use:	Medical Marijuana Growing Facility
10.	City Approvals Required:	Conditional Use Permit
11.	Uses in the Vicinity:	Primarily Industrial. Residential on Grayson Street.
12.	Parcel Size:	2.43 acres
13.	Water Supply:	Maine Water
14.	Sewerage Disposal:	City of Biddeford
15.	Solid Waste Disposal:	Private Hauler
16.	Fire Protection:	City of Biddeford
17.	Floodplain Status:	Possibly an A Zone but the building already exists.
18.	Waivers Required	a. Full Site Plan Review
19.	Waivers Granted:	a. Full Site Plan Review
20.	Variances Needed for Approval:	None.
21.	Other Permits Obtained:	None.
22.	Other Non-City Permits Required:	None.
23.	Covenants, By-laws, Restrictions Required by the Planning Board/SRC:	None.
24.	LDR Attachment A: Fess Paid:	Yes
25.	Planning Board Review History: Final Review:	May 17, 2017. The notice was posted in City Hall on April 26, 2017. It was also posted in the Journal Tribune on April 28, 2017. Mailing notices were also sent out to all abutters within 250' on April 26, 2017 – 12 notices sent were sent out.

3. EXISTING CONDITIONS

It is an existing industrial site in the Airport Industrial Park. There is adequate parking on site since the use isn't changing from a parking perspective.



4. PROJECT PROPOSAL

The applicant proposes to add a Medical Marijuana Growing Facility within the existing structure. No site improvements are proposed.

5. PUBLIC COMMENT

Conditional Use Permit Review:

May 17, 2017:

The notice was posted in City Hall on April 26, 2017. It was also posted in the Journal Tribune on April 28, 2017. Mailing notices were also sent out to all abutters within 250' on April 26, 2017 – 12 notices sent were sent out.

As of May 9, 2017 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 “Medical Marijuana Growing Facility” is a Conditional Use (C) in the I-2 Zone.
- b. REVIEW STANDARDS:
 - 1) Conditional Use Permit (to be reviewed under Article XI (Site Plan Review)).

c. **WAIVERS: Full Site Plan Review.**

- d. OUTSTANDING ITEMS TO BE ADDRESSED/RESPONDED TO PRIOR TO APPROVAL:
None

7. 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 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.
2. Prior to any Occupancy Permits the engineered odor control system shall be installed and operational. The Engineer of record must inspect and supply the Code Enforcement Officer a stamped letter certifying it meets all state and local regulations.

3. If more than 3 odor complaints are received by the Code Enforcement Office in any given calendar year the applicant shall return to the Planning Board for additional review and possible reconsideration of this approval.
4. Standard Conditions of Approval apply.

8. *SAMPLE MOTIONS:*

A. A Motion to waive Full Site Plan Review

B. Motion to approve the Conditional Use Permit for the applicant to add a medical marijuana caregiver growing facility at 412 Hill Street, Tax Map 13, Lot 53, and approve the Findings of Fact based on the conditions recommended by Staff in its report dated May 10, 2017.

C. Motion to deny the Conditional Use Permit based upon the following reasons:

- a) _____*
- b) _____*

ATTACHMENTS: Cover Letter and Application Package
 Draft Findings of Fact

Planning Board Agenda Item Report

Agenda Item No. 2016-870

Submitted by: Shannon Hall

Submitting Department: Planning

Meeting Date: May 17, 2017

SUBJECT

D. 2017.17 Site Plan/Subdivision Review: for Water Lofts, LLC to convert the old Maine Water Company building into 11 apartments located at 181 Elm Street (Tax Map 38, Lot 148) in the MSRD-1 zone.

Recommendation:

ATTACHMENTS

- [2017.17 181 Elm Street Water Lofts Concept SR 051717.docx](#)



CITY OF BIDDEFORD PLANNING DEPARTMENT

2017.17

Greg D. Tansley, A.I.C.P.
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(207) 284-9115

Greg.Tansley@biddefordmaine.org

PLANNING BOARD REPORT

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

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

DATE: May 10, 2017

- A. RE: NEW BUSINESS ITEM #D – 2017.17 Site Plan/Subdivision Review: for Water Lofts, LLC to convert the old Maine Water Company building into 11 units of multifamily apartments located at 181 Elm Street (Tax Map 38, Lot 148) in the MSRD-1 zone.

MEETING DATE: May 17, 2017 @ 6:00 PM

1. INTRODUCTION:

The applicant proposes an 11-Unit Multifamily housing project at 181 Elm Street in the MSRD-1 zone. The project is located at the corner of Elm Street and South Street.

2. PROJECT DATA/INFORMATION:

Note: **HIGHLIGHTED** information is pending.

	SUBJECT	DATA/INFORMATION
1.	Applicant:	Water Lofts, LLC PO Box 2912 South Portland, ME 04116
2.	Owner of Property:	Water Lofts, LLC PO Box 2912 South Portland, ME 04116
3.	Agent:	John Miley 75 Elm Street Saco, ME 04072
4.	Engineer/Architect:	None

20

4.	Project Location:	181 Elm Street
5.	Project Tax Map #/Lot #:	Tax Map 38, Lot 148
6.	Existing Zoning:	MSRD-1
7.	Overlay Zoning:	None
8.	Existing Use:	Vacant (recently offices)
9.	Proposed Use:	11-Unit Multi-family
10.	City Approvals Required:	Site Plan/Subdivision
11.	Uses in the Vicinity:	Residential/Commercial/Church
12.	Parcel Size:	.23 acres
13.	Number of Lots/Units in Subdivision:	11-Unit Multi-family
14.	Minimum Lot Size Required: Provided:	None .23 Acres
15.	Frontage Required:	None
16.	Front Setback Required:	None
17.	Side Setbacks Required:	None
18.	Rear Setback Requires:	None
19.	Height Requirements:	Minimum 2 stories or 26 feet
20.	Water Supply:	Maine Water Company
21.	Sewerage Disposal:	City of Biddeford
22.	Solid Waste Disposal:	Private
23.	Fire Protection:	City of Biddeford
24.	Floodplain Status:	None
25.	Wetland/Surface Water Impacts:	None
26.	Soil Study Provided:	To be provided
29.	Ownership of Road:	Buzzell Road is a City Street
32.	Estimated Site Development Costs:	TBD
33.	Financial Capacity Letter:	Not yet submitted.
34.	Waivers Needed:	a. Per Chapter 66, Section 66-9 - Full Subdivision Review process to allow Final Approval of Subdivision/Site Plan foregoing Conceptual Subdivision Review and Preliminary Subdivision Approval. b. Full Site Plan/Subdivision Review.
35.	Waivers Granted:	a. Full Subdivision Review Process to allow Final Approval of Subdivision/Site Plan foregoing Conceptual Review and Preliminary Subdivision Approval. b. Full Site Plan/Subdivision 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 Subdivision/Site Plan Review:	May 17, 2017: Posted in City Hall April 26, 2017; Journal Tribune posting April 28, 2017; Mail Notices to all abutters within 250' sent April 26, 2017 - 39 notices sent.

3. EXISTING CONDITIONS:

The project site is currently vacant and is located on the northeast corner of South Street and Elm Street.





4. PROJECT PROPOSAL:

See attached cover letter, application package and Concept Plan for more information.

5. PUBLIC COMMENT:

Concept Subdivision/Site Plan Review - May 17, 2017:

May 17, 2017: Posted in City Hall April 26, 2017; Journal Tribune posting April 28, 2017; Mail Notices to all abutters within 250' sent April 26, 2017 - 39 notices sent.

No public comments have been received as of the time of this report.

6. STAFF REVIEW:

- a. ZONING: The proposed use is a Permitted Use in the MSRD-1 Zone.

b. REVIEW STANDARDS: Performance Standards for Site Plan/Subdivision and Multi-family Dwellings.

c. WAIVERS:

- 1) Per Chapter 66, Section 66-9 - Full Subdivision Review process to allow Final Approval of Subdivision/Site Plan foregoing Conceptual Subdivision Review and Preliminary Subdivision Approval.

Waiver Note - The following is the standard by which such a waiver may be granted:

(a) A waiver or variation in the strict application of this chapter may be permitted when, in the opinion of the Board, any consideration warrants such variation, provided that public convenience, safety, health and welfare will not be affected adversely; and the Board shall record the reasons for such variation in the minutes of the meeting, and the applicant shall be notified in writing of the Board's decision.

- 2) Full Site Plan/Subdivision Review.

Waiver Note: Granting this waiver acknowledges that the information provided is sufficient to allow the Board to consider the application as complete for review purposes.

Note: To be considered prior to approval at a subsequent meeting.

d. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO APPROVAL:

1. How will solid waste be accommodated?
2. What outdoor amenities planned? Bikes racks need to be provided - Identify where.
3. Provide a financial capacity letter from a recognized institution indication the applicant has sufficient financial resources to complete the project.
4. ADA ramp to front door is in poor condition. How will this be addressed?
5. There is little-to-no landscaping on site. What are the plans to add additional landscaping/garden space?
6. End parking space closest to Elm Street appears unusable. Pavement should be striped/signed for no parking.
7. Under current plans ADA access to Elm Street is only via Center Street. Examine potential ADA ramp either beside existing 3 stairs leading to Elm Street or conversion of existing 3 stairs to ADA Ramp.
8. Building is in a Historic District and exterior alterations require approval from the Biddeford Historic Preservation Commission, including window replacement.

9. Will there be a project sign upon completion on the building (requires Historic Preservation Commission approval)?
10. New lighting cannot result in greater than 1 foot candle illumination at property lines. Can this be confirmed?
11. Provide Ability to Serve letter from the Wastewater Department. Contact Tom Milligan at 284-9118 or tom.milligan@biddefordmaine.org.
12. Provide evidence of Right, Title, or Interest (can be redacted).
13. Provide a Performance Guarantee Cost Estimate on City form for all site improvements/alterations.

Staff will provide additional comments upon review of future submittal(s).

7. STAFF RECOMMENDATION:

- Recommend that the Planning Board treat this as a Concept Review.
- Listen to comments from abutters (if any) and provide feedback to the applicant.

8. NEXT STEPS/SUGGESTED ACTIONS:

Address the above comments and any additional comments from the Planning Board with a Final application package.

9. SAMPLE MOTIONS:

Motion to determine the proposed subdivision is a major subdivision.

Motion to waive the full Subdivision Review process to allow Final Approval of Subdivision/Site Plan upon submission of a complete and satisfactory subsequent application given the Board determines that such variation will not adversely affect public convenience, safety, health and welfare.

ATTACHMENTS:

1. Application and supporting materials.

Planning Board Agenda Item Report

Agenda Item No. 2016-871

Submitted by: Shannon Hall

Submitting Department: Planning

Meeting Date: May 17, 2017

SUBJECT

E. 2017.12 Final Site Plan Review: for the University of New England to construct 168 new parking spaces for the existing turf field and Harold Alfond Forum located off Pool Street (Tax Map 9, Lot 15) in the IN zone.

Recommendation:

ATTACHMENTS

- [2017.12 UNE Alfond Forum Parking Final SR 051717.docx](#)