

City of Biddeford
Planning Board
March 21, 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: January 3, 2018
[January 3, 2018.doc](#)

5.B. B. 2015.16 The Release/Reduction in the Performance
Guarantee for United Growth for the mixed use facility located at 580 Alfred Street (Tax
Map 2, Lot 23-1) in the B-2 zone.
[2015.16 United Growth PG Release by PB 020718.docx](#)

6. UNFINISHED BUSINESS

7. NEW BUSINESS

7.A. A. 2016.05/2017.32 Extension to Amended Subdivision/Site
Plan for LHL Holdings, LLC (formerly Atlantic Holdings, LLC, formerly Odyssey
Properties, LLC) for a 181 Residential Units, 107 Seat Restaurant, 10,000 sq. ft. Gym
and 18,000 sq. ft. Commercial space located at 17 Lincoln Street (Tax Map 71, Lot 5)
in the MSRD-3 zone.
[2017.32 LHL Holdings Minor Amendment NOD 022818.docx](#)

7.B. B. 2017.53 Preliminary/Final Minor Subdivision Review for
Matthew Chamberlain to create an additional lot located at 197 West Street (Tax Map
25, Lot 11) in the SR-1 zone.
[2017.53 Chamberlain 2 Lots FOF.docx](#)

7.C. C. 2018.03 Conditional Use Permit for Grace Point Church to
relocate to 329 South Street (the former Rochambeau Club) (Tax Map 7, Lot 14) in the
R-3 zone.
[2018.03 Grace Point Church CUP SR 020718.docx](#)

7.D. D. 2018.06 Conceptual Site Plan Review for Bedard's Roofing
Company, LLC to construct a 7,500 sf building and parking for five rental units for mixed
uses located on Digital Drive (Tax Map 15, Lot 7-4) in the I-1 zone.
[2018.06 Bedard Digital Dr Final SR XXXXXX.docx](#)

7.E. E. 2018.04 Conceptual Site Plan Review for the University of
New England to construct a turf softball field, grandstand, bleachers and lighting located
at 630 & 634 Pool Street (Tax Map 9, Lots 14 & 15) in the IN zone.
[2018.04 UNE Softball Field Concept SR 020718.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.



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, January 3, 2018
Time: 6:00 PM
Location: Council Chambers, City Hall

1. PLEDGE OF ALLEGIANCE
2. DECLARATION OF QUORUM/VOTING MEMBERS
 - A. Quorum Present: Larry Patoine – Chair, Richard Potvin II, William Southwick, Roch Angers (Alt voting member).
3. ADJUSTMENTS TO THE AGENDA

Item 2018.01 will be moved to the end of the Agenda.
4. PLANNER'S BUSINESS
5. CONSENT AGENDA
 - A. Consideration of Minutes: December 6, 2017MOTION:
 - Southwick - Motion to approve Consent Agenda.
 - Angers - Second.
 - Chair Patoine – Call for Vote
 - Unanimous Approval (3-0) all in favor.
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - A. 2017.41 Public Hearing, take comments, and make recommendations to the City Council to provide density bonuses in the MSRD-2 District for above-median quality housing redevelopment and condominium redevelopment/conversions projects.

Greg Tansley, City Planner: Gave a full report.

Guy Gagnon, Biddeford Housing Authority: Feels there will be lots of abuse with this change. He would love to see more home ownership in the downtown with a lower footprint. Would like to see a program for first time homebuyers.

Shirley Bowmen, Director of Seeds of Hope: How is this going to impact the people we help which is Biddeford's poor/working poor?

Discussion between the Board and Staff: See more data on what's on demand.

MOTION:
 - Chair Patoine initiated a vote to recommend sending it to City Council with a positive recommendation.
 - Call for Vote
 - Vote 1-2, Potvin in favor, Southwick & Angers opposed.
 - B. 2016.25 The Release/Reduction in the Performance Guarantee for Five Star Holdings, LLC for the Starbucks coffee shop on Alfred Road (Tax Map 27, Lots 167, 168, 169) in the B-2 zone.

Greg Tansley, City Planner: Brief report.

John Malloy, Staff Engineer: Explained the process of holding funds.

MOTION:

- Southwick - Motion to approve the reduction of the Performance Guarantee for Five Star Holdings, LLC for Starbucks at Five Points to \$9,375 with the remaining funds to be assigned to the charge of the Planning Department.
 - Angers - Second.
 - Chair Patoine – Call for Vote
 - Unanimous Approval (3-0) all in favor.
- C. 2017.43 Final Subdivision Review for 15 Bridge Road, LLC to create a 3-lot Subdivision located at 15 Bridge Road (Tax Map 69, Lot 8) in the CR and RP zones.
Greg Tansley, City Planner: Brief report.
Jayson Haskell, DM Roma Consulting Engineers: Here to answer any questions.
MOTION:
- Southwick - Motion to approve the Final Subdivision Plan for 15 Bridge Road, LLC for a proposed 3-lot subdivision off Bridge Road (Tax Map 69, Lot 8) in the CR and RP zone conditioned on the recommended Conditions of Approval contained in the Staff Report dated December 19, 2017.
 - Angers - Second.
 - Chair Patoine – Call for Vote
 - Unanimous Approval (3-0) all in favor.
- B. 2018.01 Public Hearing, take comments, and make recommendations to the City Council to create a new General Development (GD-2-IN) Shoreland Zone for the University of New England at 11 Hills Beach Road (Tax Map 52, Lot 4) along the Saco River which provides for a 75' structure setback and alternate Land Uses than currently available in the Limited Residential (LR) Shoreland Zone.
Greg Tansley, City Planner: Brief report. Recommends not doing a formal Public Hearing and just taking Public comments and having the Public Hearing in February.
Alan Thibault, Assist VP of Planning for UNE: Gave a presentation.
Kyle Noble: Where are the maps of before and after?
Alan Thibault Assist VP of Planning for UNE: All the developable land is there in the Master Plan and is there within all the zones.
Paul Smith: Wants to be more informed, table it until the summer and do more studying on this project. What about a variance?
Greg Tansley, City Planner: Any homeowner can request a zone change.
Paul Smith: I understand and my recommendation is to table this.
Ken Buechs: has issues with setbacks.
Sean Tarpey: has issues with setbacks.
Greg Tansley, City Planner: mentioned that the City has many different zones.
Paul Smith: What's to stop the Board from removing the LR zone?
Greg Tansley, City Planner: The GD-2 zone is only for the section of waterfront shown in the plans. Anyone who wants to see everything that's been approved and call my office to setup a meeting with me.
Mike Swanton, Councilor: Here is the new email address that was setup for the Planning Board. You can reach out to all of them at planningboard@biddefordmaine.org.
Discussion between the Board and Staff: most of everyone's issues are the set backs. We will hold a Public Hearing in February. John Malloy mentioned maybe looking into setting up a call in for future meetings.

8. OTHER BUSINESS:

Greg Tansley, City Planner: As you know there is a new email address for the Planning Board at planningboard@biddefordmaine.org. Let me remind you that you cannot respond. Greg went over the Policy and disclosure again with the Board.

9. ADJOURN

MOTION:

- Potvin – Motion to adjourn.
- Angers - Second.
- Chair Patoine – Call for Vote
- Unanimous Approval (3-0) all in favor.

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.**



CITY OF BIDDEFORD PLANNING DEPARTMENT

2015.16

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

A handwritten signature in black ink, appearing to read "Greg Tansley", is written over the "FROM:" line.

DATE: February 21, 2018

RE: CONSENT AGENDA ITEM #B – 2015.16 The Release/Reduction in the Performance Guarantee for United Growth for the mixed use facility located at 580 Alfred Street (Tax Map 2, Lot 23-1) in the B-2 zone.

MEETING DATE: March 7, 2018 @ 6:00 PM

1. INTRODUCTION:

The United Growth project was originally approved back in September 2015. The project has been completed and the building is now fully occupied. The applicant has now requested that the Performance Guarantee (\$45,000) we hold be released.

2. STAFF RECOMMENDATION

Numerous Site Inspections have been completed by Staff. The site has been completed for some time now and is secure. Staff recommend releasing the remainder of the Performance Guarantee to the Applicant.

3. SAMPLE MOTIONS

A. *Motion to approve the Consent Agenda as presented.*



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

NOTICE OF DECISION

February 28, 2018

Stephen G. Doe, RLA, LEED AP
Sebago Technics
75 John Roberts Rd. Suite 1A
South Portland, ME 04106

Re: 2017.32 Subdivision for LHL Holdings, LLC (formerly Atlantic Holding, LLC, formerly Odyssey Properties, LLC) – for a 181 Residential Units, 107 Seat Restaurant, 10,000 sq. ft. Gym and 18,000 sq. ft. Commercial space located at 17 Lincoln Street (Tax Map 71, lot 5) in the MSRD-3 zone.
Location: Lincoln Street/Saco Falls Way – Map 71, Lot 5 – MSRD-3

Dear Stephen:

The purpose of this notice is to advise you that the City Planner and City Engineer have considered a minor amendment to the approval of above mentioned project which is to extend the subdivision approval for two months. The reason for this amendment is that the approval would otherwise have expired on March 2, 2018. An extension item was on the Planning Board's agenda for February 7, 2018 but due to a snow event the meeting was cancelled. Further, nothing has changed in the project's scope. This extension will allow the Planning Board to consider the extension formally at its March 7, 2018 Meeting.

All previous Conditions of Approval still apply.

If you have any questions please call the Planning Department at 284-9115.

Sincerely,

Greg D. Tansley, AICP
City Planner

Cc: File

FINDINGS OF FACT AND CONCLUSIONS OF LAW MINOR SUBDIVISION

Pursuant to the provisions of the City of Biddeford Code of Ordinances (Chapter 66 – Subdivisions) the Biddeford Planning Board has considered the application of Matthew Chamberlain and Natasha Erb, including supportive data, public hearing testimony and related materials contained in the record. Based on Public Comment and Staff's review and recommendation, the Planning Board makes the following Findings of Fact and Conclusions of Law:

Findings of Fact:

	SUBJECT	DATA/INFORMATION
1.	Applicant:	Matthew Chamberlain and Natasha Erb 762 Main Street South Portland, ME
2.	Owner of Property:	Matthew Chamberlain and Natasha Erb 762 Main Street South Portland, ME
3.	Agent:	N/A
4.	Surveyor:	Paul P. Gadbois 85 Ricker Ridge Road Saco, ME 04072
5.	Project Location:	197 West Street
6.	Project Tax Map #/Lot #:	Tax Map 25, Lot 11
7.	Existing Zoning:	SR-1
8.	Overlay Zoning:	None
9.	Existing Use:	Vacant
10.	Proposed Use:	Divide 1 Lot into 2 Lots - Residential
11.	City Approvals Required:	Subdivision
12.	Uses in the Vicinity:	Residential
13.	Parcel Size:	52,740 SF
14.	Number of Lots/Units in Subdivision:	2
15.	Minimum Lot Size Required: Provided:	20,000 SF TBD
16.	Frontage Required:	100 feet
17.	Front Setback Required:	40 feet
18.	Side Setbacks Required:	10 feet
19.	Rear Setback Requires:	10 feet
20.	Height Requirements:	Maximum 35 feet
21.	Water Supply:	Maine Water Company
22.	Sewerage Disposal:	Private Septic
23.	Solid Waste Disposal:	City of Biddeford
24.	Fire Protection:	City of Biddeford
25.	Floodplain Status:	None
26.	Wetland/Surface Water Impacts:	None

27.	Soil Study Provided:	Soils Analysis to determine suitability of proposed lots for on-site Septic completed by Harris Septic Solutions.
28.	Ownership of Road:	West Street is a City Street
29.	Parking:	N/A
30.	Estimated Site Development Costs:	N/A
32.	Waivers Needed:	None
33.	Waivers Granted:	The full subdivision process and allow a subsequent joint Preliminary and Final review given that public convenience, safety, health and welfare will not be affected adversely.
34.	Variances Needed for Approval:	None
35.	Other Permits Obtained:	None
36.	Other Non-City Permits Required:	None
37.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
39.	LDR Attachment A: Fess Paid:	Yes
40.	Planning Board Review History: Concept Review – Minor Subdivision: Final Review – Minor Subdivision:	December 1, 2017 Meeting Date. Posted in City Hall November 21, 2017; Journal Tribune posting November 24, 2017; Mail Notices to all abutters within 250' sent November 21, 2017 - 22 notices sent. March 7, 2018 Meeting Date. Posted in City Hall February 21, 2018; Journal Tribune posting February 23, 2018; Mail Notices to all abutters within 250' sent February 21, 2018 - 22 notices sent.

Conclusions of Law:

General Review Standards: City of Biddeford Subdivision Ordinance:

- 66-10 The proposed subdivision is in conformance with the City of Biddeford Comprehensive Plan, local codes and regulations and state laws.
- 66-11 The applicant will submit a performance guarantee, which satisfies the requirements of this ordinance.
- 66-16 The subdivision plan reflects the building permit restrictions as required.
- 66-35 All required information has been submitted and reviewed to the satisfaction of the Planning Board, including, but not limited to, surface water drainage, utilities, sanitary

sewers, topography, lot lines and dimensions, use of property, proposed public areas, deed or option for purchase, fire lane areas, soil evaluation test pits, well locations, aesthetics, historic, and natural features, sedimentation and erosion control measures, easement documents, financial capability, covenants or deed restrictions, and city staff review.

66-38 Additional studies (if requested) have been submitted and reviewed to the satisfaction of the Planning Board.

- 66-39
1. The project will not result in undue water or air pollution.
 2. The project has sufficient water available for the reasonably foreseeable needs of the subdivision;
 3. The project will not cause an unreasonable burden on an existing water supply, if one is utilized;
 4. The project will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result;
 5. The project will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed;
 6. The project will provide for adequate sewage waste disposal;
 7. The project will not cause unreasonable burden on the ability of the municipality to disposal of solid waste and sewage if municipal services are to be utilized;
 8. The project will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, or rare and irreplaceable natural areas or public rights for physical or visual access to the shoreline. Environmentally sensitive areas, including but not limited to wetlands, steep slopes, floodplains, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, and sand and gravel aquifers will be maintained and preserved to the maximum extent;
 9. The project is in conformance with a duly adopted subdivision regulation or ordinance, Comprehensive Plan, development plan, or land use plan, if any.
 10. The subdivider has adequate financial and technical capacity to meet the above stated standards;
 11. Whenever situated, in whole or in part, within 250 feet of any lake, pond, river or tidal waters, the project will not adversely affect the quality of that body of water, or unreasonably affect the shoreline of that body of water, as indicated on the City of Biddeford, Official Zoning Map and referenced in the City's Comprehensive Plan;
 12. The project will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water;
 13. The project is not in a flood prone area;
 14. The project will not unreasonably obstruct abutting properties or structures access to direct sunlight;
 15. If any portion of the site has been identified as containing historic or archaeological resources, the development shall include appropriate measures for protecting these resources, including but not limited to modification of the proposed design of the site, timing of construction, and limiting the extent of construction.

State Subdivision Law Review Criteria:

1. The proposed subdivision will not result in undue water or air pollution.
2. The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision.
3. The proposed subdivision will not cause unreasonable burden on an existing water supply, if one is to be used.
4. The proposed subdivision will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition exists.
5. The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.
7. The proposed subdivision will not cause an unreasonable burden on the Town's ability to dispose of solid waste, if municipal services are to be utilized.
8. The proposed subdivision will not have an undue adverse effect on the natural or scenic beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed subdivision conforms to a duly adopted subdivision regulation or ordinance, comprehensive plan, development plan or land use plan, if any.
10. The subdivider has adequate technical and financial capacity to meet the standards of the municipality.
11. Whenever situated partially or entirely within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, chapter 3, subchapter I, article 2-B, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.
12. The proposed subdivision will not alone, or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood prone area.
14. All wetlands within the proposed subdivision have been identified regardless of the size of the wetlands.

15. Any river, stream or brook within or abutting the proposed subdivision has been identified.
16. The proposed subdivision will provide for adequate stormwater management.
17. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond or coastal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio of greater than 5:1.
18. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.

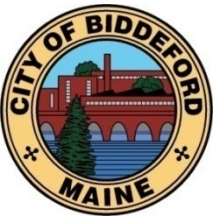
Determination:

Based on the evidence available and the conclusions above, the Biddeford Planning Board approves the Minor Subdivision for Matthew Chamberlain and Natasha Erb at Tax Map 25, Lot 11 in accordance with the submitted application, supporting data, representations made, other related materials on file, and the following Conditions of Approval:

1. Applicant shall provide a copy of the recorded division plan to the Planning Department within 15 days of recording.

Planning Board Chairman

Date



CITY OF BIDDEFORD PLANNING DEPARTMENT

2018.03

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: January 30, 2018

RE: NEW BUSINESS ITEM #D – 2018.03 Conditional Use Permit for Grace Point Church to relocate to 329 South Street (the former Rochambeau Club) (Tax Map 7, Lot 14) in the R-3 zone.

MEETING DATE: February 7, 2018 @ 6:00 PM

1. INTRODUCTION:

Grace Point Church, previously located in North Dam Mill and currently located at 50 Adams Street, are looking to move to 329 South Street which is the former Rochambeau Club. A “Church” is a Conditional Use in the R-3 Zone.

Based on an initial review of the application and site, as well as a meeting between Grace Point Church representatives and City Staff, it has been agreed that this application be treated as a CONCEPT only at this time.

2. PROJECT DATA/INFORMATION:

Note: **HIGHLIGHTED** information is pending.

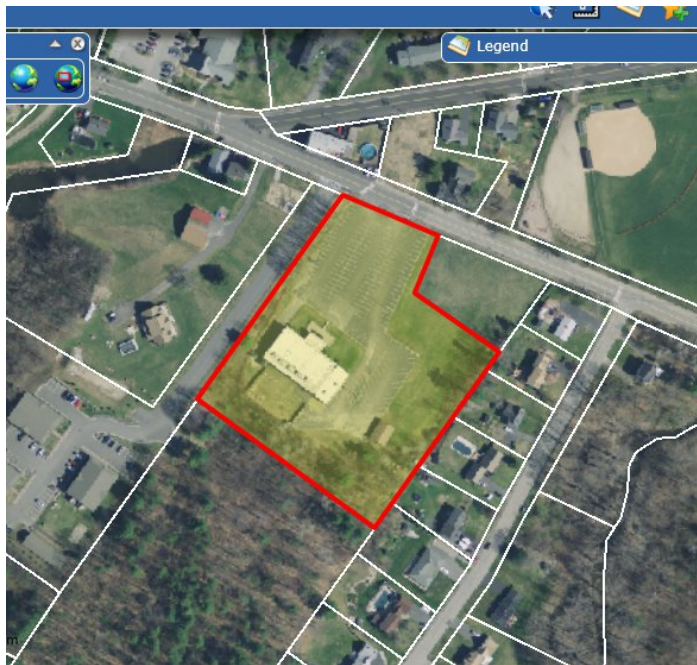
	SUBJECT	DATA/INFORMATION
1.	Applicant:	GracePoint Church 50B Adams Street Biddeford, ME 04005
2.	Owner of Property:	Rochambeau Club, Inc. 329 South Street Biddeford, ME 04005
3.	Agent:	N/A
4.	Surveyor:	N/A

5.	Project Location:	329 South Street
6.	Project Tax Map #/Lot #:	Tax Map 7, Lot 14
7.	Existing Zoning:	R-3
8.	Overlay Zoning:	None
9.	Existing Use:	Vacant (Former Rochambeau Club)
10.	Proposed Use:	Church
11.	City Approvals Required:	Conditional Use Permit/Site Plan
12.	Uses in the Vicinity:	Residential, Retail, Recreation
13.	Parcel Size:	4.17 Acres +/-
14.	Number of Lots/Units in Subdivision:	N/A
15.	Minimum Lot Size Required: Provided:	10,000 SF TBD
16.	Frontage Required:	100 feet
17.	Front Setback Required:	40 feet
18.	Side Setbacks Required:	10 feet
19.	Rear Setback Requires:	10 feet
20.	Height Requirements:	Maximum 35 feet
21.	Water Supply:	Maine Water Company
22.	Sewerage Disposal:	City of Biddeford
23.	Solid Waste Disposal:	Private Hauler
24.	Fire Protection:	City of Biddeford
25.	Floodplain Status:	None
26.	Wetland/Surface Water Impacts:	None
27.	Soil Study Provided:	N/A
28.	Ownership of Road:	South Street is a City Street
29.	Parking:	Approximately XXX parking spaces
30.	Estimated Site Development Costs:	TBD
32.	Waivers Needed:	Full Site Plan Review
33.	Waivers Granted:	Full Site Plan Review
34.	Variances Needed for Approval:	None
35.	Other Permits Obtained:	None
36.	Other Non-City Permits Required:	None
37.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
39.	LDR Attachment A: Fess Paid:	Yes
40.	Planning Board Review History: Conditional Use Permit:	February 7, 2018 Meeting Date. Posted in City Hall January 24, 2018; Journal Tribune posting January 26, 2018; Mail Notices to all abutters within 250' sent January 24, 2018 - 26 notices sent.

3. EXISTING CONDITIONS:

It is an existing built lot off South Street. This is the former location of the Rochambeau Club. There are numerous issues relating to access to the lot and parking, including, but not limited to:

- The pavement itself is in very bad condition.
- The access to the lot from South Street is from two (2) curb cuts, one approximately 38' wide and the other approximately 42' wide. Generally speaking, the Ordinance does not allow for more than 24'-26' wide curbs where there is but exiting and entering traffic, and only allows for one such entrance per lot.
- Further, the entering traffic essentially enters the site and is faced immediately with parked cars in front of it rather than a drive aisle, which is a problem from a safety and design perspective.
- Once in the site, the drive aisles are only approximately 17' to 18' wide, which by Ordinance and for safety and maneuverability reasons, are undersized significantly as they should be 24' wide to accommodate two-way travel.
- The parking lot stalls also need to be restriped.
- There is no buffering/screening of the parking area from South Street, as is required by Ordinance.
- Drainage from the paved areas is somewhat unclear and may actually go onto neighboring properties, so grading needs to be looked at.





4. PROJECT PROPOSAL:

Occupy the facility as a “Church”.

Staff have met with representatives of the application to discuss concerns and the applicant has agreed that this application should move forward as a conceptual review only at this time.

5. PUBLIC COMMENT:

Concept Review:

Posted in City Hall January 24, 2018; Journal Tribune posting January 26, 2018; Mail Notices to all abutters within 250’ sent January 24, 2018 - 26 notices sent.

At the time of this report no public comment had been received.

6. STAFF REVIEW:

a. ZONING: N/A

b. REVIEW STANDARDS:

- Dimensional Requirements (Land Development Regulations, Article V).

- Performance Standards (Land Development Regulations, Article VI).
- Conditional Uses (Land Development Regulations, Article VII).
- Site Plan Review (Land Development Regulations, Article XI).

c. WAIVERS:

TBD

d. OUTSTANDING ITEMS TO BE ADDRESSED:

1. Please contact Deputy Chief Paul LaBrecque at the Biddeford Fire Department.
2. What is the maximum expected occupancy (staff, parishioners, etc. at any given time? What is the maximum capacity (# of persons) of the facility?
3. What are the days/times of services?
4. Will the existing sign be maintained/used or will a new sign be erected?
5. Landscape plan.
6. Contact the Sewer Department regarding a Sewer Permit.
7. Dumpster location?
8. Will need an entrance realignment plan in conjunction with a new parking lot layout plan.
9. Will parking lot lighting remain the same or improved upon?
10. Ability to serve letter from water and sewer.
11. Financial and technical capacity letter.
12. Performance guarantee cost estimate.
13. Will require a salt management plan.
14. Generally Access, Parking, and Buffering Standards (outlined above)
15. Recommend an engineer be enlisted by the applicant to address Site Plan and Performance Standards identified above regarding access and parking.

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

Note:

- Chapter 62-111 contains the City Standards for “Driveway aprons and curb cuts”.
- Land Development Regulations, Article VI, Section 49 address standards for Off-street Parking.
- Land Development Regulations, Article XI, addresses multiple standards for parking, access, and buffering/screening.



7. STAFF RECOMMENDATION

- Recommend the Planning Board treat this as a CONCEPTUAL review at this time.
- Recommend the Planning Board listen to Public Comment and provide feedback to the Applicant to assist in preparing a future submittal.

8. NEXT STEPS/SUGGESTED ACTIONS

- Recommend the Planning Board listen to Public Comment and provide feedback to the Applicant to assist in preparing a future submittal.

9. SAMPLE MOTIONS

None at this time.

ATTACHMENTS:

1. Application Package



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

DATE: February 22, 2018

RE: NEW BUSINESS ITEM #D – 2018.06 Conceptual Site Plan Review for Bedard's Roofing Company, LLC to construct a 7,500 sf building and parking for five rental units for mixed uses located on Digital Drive (Tax Map 15, Lot 7-4) in the I-1 zone.

MEETING DATE: February 7, 2018 @ 6:00 PM

1. INTRODUCTION

The applicant proposes the construction of a 7,500 square foot multi-tenant building off Digital Drive (Tax Map 15, Lot 7-4) in the I-1 Zone. The project would create a total of 22,691 square feet of impervious. It is located in the Thatcher Brook Watershed which is why the applicant is proposing soil filter BMP's to provide some water quality treatment.

2. PROJECT DATA/INFORMATION

Note: **HIGHLIGHTED** information is pending.

	SUBJECT	DATA/INFORMATION
1.	Applicant:	Bedard's Roofing Company, LLC 62 Beaulieu Drive Lyman, ME 04002
2.	Owner of Property:	Bedard's Roofing Company, LLC 62 Beaulieu Drive Lyman, ME 04002
3.	Agent:	Paul Gadbois, P.E.

		PO Box 327 Saco, ME 04072
4.	Project Location:	Digital Drive
5.	Project Tax Map #/Lot #:	Tax Map 15, Lot 7-4
6.	Existing Zoning:	I-1
7.	Overlay Zoning:	None
8.	Existing Use:	Vacant Lot
9.	Proposed Use:	7,500 square foot multi-tenant building
10.	City Approvals Required:	Site Plan Review
11.	Uses in the Vicinity:	Commercial
12.	Parcel Size:	2.18 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:	Private Sewer in Digital Drive connected to City Sewer
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:	TBD
28.	Parking Spaces Provided (total): # Handicapped Spaces:	TBD TBD
29.	Ownership of Road:	Digital Drive is a Private Road.
30.	Impervious Surface Area	Proposed total 22,691 SF.
31.	Total Disturbed Area:	TBD
32.	Estimated Site Development Costs:	TBD
33.	Financial Capacity Letter:	Not yet submitted.
34.	Waivers Needed:	a.
35.	Waivers Granted:	a.

36.	Variances Needed for Approval:	None
37.	Other Permits Obtained:	None
38.	Other Non-City Permits Required:	Maine DEP
39.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
40.	LDR Attachment A: Fess Paid:	No
41.	Planning Board Review History:	
	Conceptual Review:	March 7, 2018 Meeting Date (Posted in City Hall February 21, 2018; Journal Tribune posting February 23, 2018; Mail Notices to all abutters within 250' sent February 21, 2018 - 9 notices sent).
	Final Review:	TBD

3. EXISTING CONDITIONS

The lot is currently vacant with a 100' CMP Right-of-Way running along the rear of the lot and along the eastern boundary of the lot. The net developable acreage of the lot is approximately 1 acre.

4. PROJECT PROPOSAL

See attached application package and Concept Plan for more information.

5. PUBLIC COMMENT

Concept Review:

Posted in City Hall February 21, 2018; Journal Tribune posting February 23, 2018; Mail Notices to all abutters within 250' sent February 21, 2018 - 9 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 permitted in the I-1 Zone.

B. REVIEW STANDARDS: Site Plan Review.

C. WAIVERS: None.

D. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO MARCH 7, 2018:

1. None

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

1. -if removing existing entrance and culvert, need to have proper erosion control downstream to ensure excavation does not cause sediment to be carried downstream. (check dams, haybales, etc)
2. -stated 80% of proposed impervious captured by new stormwater management, what will happen to other 20%? They have the two soil filter ponds and the drip edge, what happens to runoff from the rest of the parking lot that is not contained by these devices?
3. How much impervious cover are they allowed? I was trying to find it in the code database but I couldn't... not sure if it exists in the I-1 zone anyway. I don't think it's an issue anyway, they have around 30% impervious if the lot is 2.18 acres.

1. Full Site Plan Review Application package.
2. Need calculation on new square feet of new footprint for structure and parking/paving).
3. Provide Stormwater analysis.
4. Submit all remaining Fees Due (\$40.00 Administrative Fee + Applicable Engineering Inspection Fee and Site Plan Review Fees based on square feet of new footprint of structures and parking/paving).

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

7. STAFF RECOMMENDATION

Staff recommends the Board provide feedback to the applicant and listen to any public comment there may be.

8. NEXT STEPS/SUGGESTED ACTIONS

- A. Submit complete Site Plan Application Package.

9. SAMPLE MOTIONS:

N/A

ATTACHMENTS

1. Cover Letter, Application, and Conceptual Site Plan.



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

DATE: January 31, 2018

RE: NEW BUSINESS ITEM #E – 2018.04 Conceptual Site Plan Review for the University of New England to construct a turf softball field, grandstand, bleachers and lighting located at 630 & 634 Pool Street (Tax Map 9, Lots 14 & 15) in the IN zone.

MEETING DATE: February 7, 2018 @ 6:00 PM

1. INTRODUCTION

The applicant proposes the construction of a new softball field multi-purpose athletic field located at 630 and 634 Pool Street (Tax Map 9, Lots 14 & 15) in the IN Zone.

The proposed field was identified as an “F2” in the approved University of New England Master Plan 2016-2021 located south of the Alford Forum. Further, the proposal includes the construction of “F7” which is a small storage facility also approved in current the UNE Master Plan.

2. PROJECT DATA/INFORMATION

Note: **HIGHLIGHTED** information is pending.

	SUBJECT	DATA/INFORMATION
1.	Applicant:	University of New England 11 Hills Beach Rd Biddeford, ME 04005
2.	Owner of Property:	University of New England 11 Hills Beach Rd Biddeford, ME 04005

3.	Agent:	Site Design Associates 23 Whitney Way Topsham, ME 04086 - Attn: Tom Saucier
4.	Project Location:	630 and 634 Pool Street
5.	Project Tax Map #/Lot #:	Tax Map 9, Lots 14 & 15
6.	Existing Zoning:	IN
7.	Overlay Zoning:	None
8.	Existing Use:	None
9.	Proposed Use:	New synthetic turf softball field, bleachers, a scoreboard, lighting and a new grandstand for the existing turf field. A storage building is also included in this request.
10.	City Approvals Required:	Site Plan Review
11.	Uses in the Vicinity:	Institutional
12.	Parcel Size:	N/A
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:	50 feet 50 feet
17.	Side Setbacks Required: Provided:	50 feet from non-IN Zones 50 feet from non-IN Zones
18.	Rear Setback Requires: Provided:	50 feet from non-IN Zones 50 feet from non-IN Zones
19.	Height Requirements: Provided:	Maximum 50 feet Less than 50 feet in height
20.	Water Supply:	Maine Water (Public)
21.	Sewerage Disposal:	UNE (Private)
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:	None
28.	Parking Spaces Provided (total): # Handicapped Spaces:	None None
29.	Ownership of Road:	Pool Street (Route 9) is a State Road within the Urban Compact.
30.	Impervious Surface Area	This area has been identified as a 30% maximum lot coverage area. The area is currently at 16% of that according to the approved UNE Master Plan 2016-2021. Other approved (but not yet built) projects bring this

		up to XX%. An additional approximately XX,XXX square feet (=/-) will not violate the allowable lot coverage bring the total to XX%.
31.	Total Disturbed Area:	TBD
32.	Estimated Site Development Costs:	TBD
33.	Financial Capacity Letter:	Not yet submitted.
34.	Waivers Needed:	a.
35.	Waivers Granted:	a.
36.	Variances Needed for Approval:	None
37.	Other Permits Obtained:	None
38.	Other Non-City Permits Required:	Maine DEP
39.	Covenants, By-laws, Restrictions Required by the Planning Board:	None
40.	LDR Attachment A: Fess Paid:	No
41.	Planning Board Review History: Conceptual Review:	February 7, 2018 Meeting Date (Posted in City Hall January 24, 2018; Journal Tribune posting January 26, 2018; Mail Notices to all abutters within 250' sent January 24, 2018 - 12 notices sent).
	Final Review:	TBD

3. EXISTING CONDITIONS

The proposed area of development is adjacent to the existing UNE multi-purpose/football field. The softball facilities would be constructed immediately north of the existing field, the existing field would be resurfaced, and the new grandstand would be located to the south of the existing field.

4. PROJECT PROPOSAL

See attached application package and Concept Plan for more information.

5. PUBLIC COMMENT

Concept Review:

The notice was posted in City Hall on January 24, 2018; Journal Tribune posting January 26, 2018; Mail Notices to all abutters within 250' sent January 24, 2018 - 12 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 permitted in the IN Zone but is not located as approved in the IN Zone Master Plan. Staff's opinion is that its relocation is de minimus (minor) but this change should be affirmed by the Planning Board.
- B. REVIEW STANDARDS: Site Plan Review, IN Zone Specific Standards.
- C. WAIVERS: None.
- D. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO FEBRUARY 7, 2018:
1. Submit \$40.00 Administrative Fee.
 2. Submit applicable Engineering Review Fee based on square feet of new footprint of structures and parking/paving = 7,600 SF proposed = \$1,000.00.
- E. OUTSTANDING ITEMS TO BE ADDRESSED WITH THE SUBMISSION OF A FINAL APPLICATION PACKAGE:
1. Full Site Plan Review Application package.
 2. Need calculation on new square feet of new footprint for structure and parking/paving).
 3. Submit all remaining Fees Due (\$40.00 Administrative Fee + Applicable Engineering Inspection Fee and Site Plan Review Fees based on square feet of new footprint of structures and parking/paving).
 4. Where and when will the existing bleachers be relocated? Is this in conformance with the approved UNE Master Plan?
 5. When is construction planned?
 6. Provide existing and proposed coverage calculations (based on all existing and approved facilities for this area).
 7. Staff have requested a watershed stormwater/drainage analysis. What is the status on this?
 8. Please relate new capacity of bleachers to needs for parking and Maine DOT traffic Movement Permit.
 9. Verify maximum height of proposed structures.

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

7. STAFF RECOMMENDATION

Staff recommends the Board provide feedback to the applicant and listen to any public comment there may be.

8. NEXT STEPS/SUGGESTED ACTIONS

- A. Submit complete Site Plan Application Package.

9. SAMPLE MOTIONS:

N/A

ATTACHMENTS

- 1. Cover Letter, Existing Conditions Plan, and Conceptual Site Plan.