



# CITY OF BIDDEFORD

## Planning and Development Department

205 Main Street  
P.O. Box 586  
Biddeford, ME 04005  
(207) 284-9115

### Planning Board Meeting Minutes

**Date:** March 15, 2023  
**Time:** 6:00 PM  
**Location:** Council Chambers & Zoom

1. Pledge of Allegiance
2. Declaration of Quorum/Voting Members  
Quorum Present: Michael Cantara (Vice Chair), Sean Tarpey, Alexa Plotkin, Susan Deschambault (Associate Member) & Stephen Beaudette (Associate Member)  
Ms. Deschambault will be voting due to the absence of Mr. Patoine  
Mr. Beaudette will be voting due to the absence of Mr. Angers  
Staff Present: Greg Mitchell, David Galbraith, Eric Freeman & Nan Whitten  
Mr. Cantara opened the meeting at 6:00 PM
3. Adjustments to the Agenda-none
4. Planner's Business
  - Mr. Galbraith updated the Board on a Minor Modification for the Pepperell Mill which was approved by the Planner. This was discussed by the Board and Planner. This approval was consistent with the ordinance. The Board would like the Planner to tell them about these instances prior to approving.
  - iPads for Planning Board are ready. Training will be April 5, 2023 at 5:30 PM sharp.
5. Consent Agenda  
Approval of Meeting Minutes for February 15, 2023  
MOTION: 6:24 PM  
Deschambault-Motion-to approve the Meeting Minutes for February 15, 2023  
Beaudette-Second  
Motion passed unanimously 4-0 (Tarpey, Plotkin, Deschambault & Beaudette in favor)
6. New Business  
6.A. 2023.05 Public hearing and to take comments concerning a Preliminary Site Plan Review application from Take 5 Maine, LLC to demolish existing structure and rebuild new 2 bay oil change center. The location of the project is 394 Elm Street (Tax Map 20, Lot 10) in the B-2 Zone. This project was tabled at the Planning Board Meeting of January 25, 2023.
  - Mr. Galbraith introduced the project. He mentioned that he has been working with the applicants to modify their plans to address concerns previously mentioned by staff & Board members.

- Mr. Galbraith is pleased with the outcome.
- If the applicant received Preliminary Approval tonight, they will apply for Final Approval for the meeting of 4-19-23.
- Ashton Fritz of Fritz Engineering represented the applicant.
- Mr. Fritz explained that the site is the site of a former gas station.
- They will be tearing the existing building down and building a 2-bay garage for performing quick oil changes.
- There will be no customer parking, customers remain in their cars.
- No vehicles will be stored on the site.

**Public Comments**

**Richard Rhames-10 West Loop Road**

- The applicant is requesting a parking waiver. The ordinance requires 10 spaces, the applicant only needs 5 for employees only.
- Snow removal procedures are unknown at this time but will be researched and have an answer before the submittal for Final Approval goes in.

**MOTIONS: 6:42 PM**

**Beaudette-Motion-To approve the Preliminary Site Plan application from Take 5 Maine, LLC to demolish existing structure and rebuild new 2 bay oil change center. The location of the project is 394 Elm Street (Tax Map 20, Lot 10) in the B-2 Zone.**

**Plotkin-Second**

**Motion passed unanimously 4-0 (Tarpey, Plotkin, Deschambault & Beaudette in favor)**

**Beaudette-Motion- motion to APPROVE the requested parking waiver to reduce the required on-site parking from ten (10) stalls to five (5) stalls**

**Motion passed unanimously 4-0 (Tarpey, Plotkin, Deschambault & Beaudette in favor)**

**Deschambault-Second**

**Motion passed unanimously 4-0 (Tarpey, Plotkin, Deschambault & Beaudette in favor)**

**6. B. 2023.14 WORKSHOP ITEM\*\***

**Proposed changes to address three ordinance changes required by the General Permit for Stormwater Discharges from the Municipal Separate Storm Sewer Systems (MS4s).**

**The changes include:**

- 1. adoption of specific erosion and sedimentation control standards for proposed developments,**
- 2. requiring timely maintenance of private stormwater infrastructure after construction, and**
- 3. requiring timely removal of non-stormwater discharges from the City's separated storm drain system. The changes affect Part II Code of Ordinances, Chapter 34 Environment and Chapter 70 Utilities, and Part III Code of Ordinances, Land Development Regulations.**

- **Kristie Rabasca-Environmental Engineer made a presentation and took questions regarding the upcoming changes.**

- Any changes or comments regarding this material should come to either David Galbraith or Nan Whitten as soon as possible.
- A public hearing is scheduled for this item for the 19<sup>th</sup> prior to going to City Council.
- The adoption date is no later than June 30, 2023.

**6. C. WORKSHOP ITEM---- Eric Freeman to present the AG Forest Resources Chapter of The Comprehensive Plan.**

- Eric Freeman presented the last chapter (Agriculture & Forestry) of the Comprehensive Plan.
- The Board discussed the chapter with Eric and gave him input.

**Public Comments**

**Richard Rhames-10 West Loop Road**

- Entire Comprehensive Plan to be presented to the Planning Board on April 5<sup>th</sup> at Public Hearing.

**7. Adjourn**

**Meeting adjourned at 8:12 PM**

\_\_\_\_\_  
Planning Board Chair/Vice 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](http://www.biddefordmaine.org).