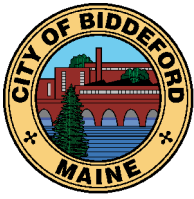


City of Biddeford
City Council
February 21, 2017 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3.a. City Manager Memo
[2-21-2017 City Manager Memo.docx](#)
- 4. Presentation:**
 - 4.a. Annual Police Activity Report
- 5. Consideration of Minutes:**
 - 5.a. February 7, 2017 Council Meeting Minutes
[2-07-2017 Council Meeting Minutes.docx](#)
- 6. Second Reading:**
 - 6.a. 2017.12) Amendment/Ch. 34, Environment/Add New Article VII - Downtown Anti-Blight
[2-07-2017 Downtown Anti-Blight Ordinance.doc](#)
- 7. Orders of the Day:**
 - 7.a. 2017.15) Approval/Acceptance of Drug Forfeiture Money for Police Dept. Substantial Contribution to the Investigation of a Criminal Case
[2-21-2017 PD Transfer of Funds Joshua Binette.doc](#)
 - 7.b. 2017.16) Amendment/Land Development Regulations/Add Accessory Dwelling Units (ADU) Language
[2-21-2017 Accessory Dwelling Units-New Ordinance.docx](#)
[2-21-2017 Accessory Dwelling Units-MEMO.pdf](#)
 - 7.c. 2017.17) Amendment/Land Development Regulations/Art. XIV-Shoreland Zoning/Section 12-Nonconformance
[2-21-2017 Shoreland Zoning Ordinance Amendment.docx](#)
[2-21-2017 Shoreland Zoning Amendment-MEMO.pdf](#)
 - 7.d. 2017.19) Authorization/Contract with Desman Design Management/Parking Facility
[2-21-2017_Parking_Facility_Consultant_-_ORDER.doc](#)
[2-21-2017 Parking Facility Consultant-MEMO.docx](#)
 - 7.e. 2017.18) Authorization/Dispersal of Vacant Properties
[2-21-2017 Vacant Parcels Recommendations-ORDER.doc](#)
[2-21-2017 Vacant Parcels Recommendations.docx](#)
- 8. Appointments:**
 - 8.a. Roch Angers...Planning Board - Associate Member
[2-21-2017 Appt-Angers-Planning Board.docx](#)
[2-21-2017 Appt-Angers-Comm App.pdf](#)
- 9. City Manager Report**
- 10. Other Business**

- 11. Council President Addressing the Council**
- 12. Mayor Addressing the Council**
- 13. Executive Session**
 - 13.a. 1 MRSA 405(6)(E)..Consultation with City Solicitor
- 14. Public Addressing the Council..(3 minute limit per speaker; 30 minute total time limit)**
- 15. Adjourn**

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	February 16, 2017
RE:	February 21, 2017 Meeting

Please note the following start times:

- Finance: 4:45 PM
- Council Workshop: 5:30 PM
- Council: 6:00 PM

Second readings:

17-12. There is no new information that is being offered since first reading.

Orders of the Day:

17-15. This is a standard item because of a drug forfeiture decision from the court. Acceptance is requested.

17-16. This item has been worked by the Planning Board and a recommendation for passage is requested. Background information is contained within the package.

17-17. This item has been worked by the Planning Board as well. According to Greg, it is very minor and of no consequence from an intent perspective and will not impact what folks already believe the new standards will be in September when they take effect. It addresses some language that would make our Ordinance less restrictive than the State would allow. We felt we were clarifying something but in fact inadvertently relaxed our standards. This will make us entirely consistent with the State and remove the condition from the State's approval.

17-18. The Finance Committee is considering the donation of the parcels to various conservation organizations. Pending any decision during their meeting, they will be ready for action by the Council.

17-19. Following the discussion and direction during the workshop, this item appears for any action that the Council may desire. Under a separate memo, please see more information as it relates to the workshop.

**COUNCIL MEETING
FEBRUARY 7, 2017**

Mayor Casavant called the meeting to order at 6:00 p.m.

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Bob Mills, Norman Belanger, Marc Lessard

Michael Ready and Laura Seaver were excused.

The Council, and all who were present, recited the Pledge of Allegiance.

There were no adjustments to the agenda.

*Public Hearing: **Liquor License – Cowbell Hospitality, LLC dba Arcade Bar Biddeford***

The Chair opened the Public Hearing at 6:00 p.m.

There were no public comments.

The Public Hearing was closed at 6:00 p.m.

Liquor License: Cowbell Hospitality, LLC dba Arcade Bar Biddeford

Motion by Councilor McCurry, seconded by Councilor Quattrone to recommend the issuance of the State liquor license to Cowbell Hospitality, LLC dba Arcade Bar Biddeford.

Vote: Unanimous.

Consideration of Minutes: **January 17, 2017**

Motion by Councilor McCurry, seconded by Councilor Swanton to accept the minutes as printed.

Vote: Unanimous.

Second Reading:

{For a copy of the ordinance amendment and the first reading, see the council meeting minutes of January 17, 2017.}

2017.7) Amendment/Ch. 22, Businesses/Sec. 22-26-Taxicabs, motorbuses, public automobiles and motor vehicles for hire/Inspection of taxicabs

Motion by Councilor Swanton, seconded by Councilor Quattrone to grant the second reading of the ordinance amendment.

Vote: 5/2; Councilors Mills and McCurry opposed.

Councilors Swanton, St. Cyr, Quattrone, Belanger and Lessard in favor.

Motion carries.

Orders of the Day:

2017.10

IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does here by adopt the following Resolution:

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property and lives in York County; and

Whereas the creation of a Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy; and

Whereas, the 26 towns and 3 cities of York County are committed to the mitigation goals and measures as presented in this plan;

Now Therefore, the City of Biddeford hereby adopts the 2015 York County Hazard Mitigation Plan.

Motion by Councilor McCurry, seconded by Councilor Mills to grant the order.

Vote: Unanimous.

2017.11 **IN BOARD OF CITY COUNCIL ... FEBRUARY 7, 2017**
BE IT ORDERED, That the City Council hereby endorses and supports the submission of an application to PACTS for transportation funding including pursuing Design & Construction funding for the Elm, Spruce, and Pearl Streets Intersections Redesign/Reconfiguration Project for inclusion in the MDOT/PACTS 2020-2021 BTIP.

This endorsement allows the project to be further considered and included to receive a more detailed engineering review of the conditions present. Such Council endorsement of this project at this time does not commit the City to provide their local share of costs but rather is a statement that the council supports this potential project.

Motion by Councilor McCurry, seconded by Councilor Mills to grant the order.

Vote: Unanimous.

2017.12 **IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2017**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 34, ENVIRONMENT**, is amended by adding **ARTICLE VII, DOWNTOWN ANTI-BLIGHT, Section 34-550, et al.** to read as follows:

ARTICLE VII - DOWNTOWN ANTI-BLIGHT

Sec. 34-550. Title.

This article shall be known as the "City of Biddeford Downtown Anti-Blight Ordinance."

Sec. 34-551. Policy.

It is hereby found and declared that the existence of blighted premises in the Downtown of Biddeford will adversely affect property values and development within the Downtown and threatens the health, safety, general welfare and economic well-being of its residents and commercial interests. It is further found that blighted properties can be rehabilitated,

reconstructed, demolished and/or reused so as to provide decent, safe and sanitary housing and/or commercial use, and that such rehabilitation, reconstruction, demolition and/or reuse would assist to eliminate, remedy and prevent the adverse conditions described above.

Sec. 34-552. Purpose.

The purpose of this ordinance is:

- (a) To define, prohibit and abate blighted premises;
- (b) To protect, preserve and promote public health, safety, general welfare and economic well-being; and
- (c) To preserve and protect property values and promote development within the Downtown and the City of Biddeford.

Sec. 34-553. Prohibition Against Creating or Maintaining Blighted Premises.

No owner, agent, tenant or person in control of real property located in the Downtown of the City of Biddeford shall allow, create, maintain, cause to be created or maintained, or allow to exist any blighted premises.

Sec. 34-552. Definitions.

As used in this article, the following terms shall have the meanings indicated:

BLIGHTED PREMISES - Any building, structure, premises or any part of a structure that is a separate unit, in which any of the following or any combination of the following conditions exist (the following list is illustrative, not exhaustive):

- (a) It is a substantial factor causing obvious depreciation to property values in the Downtown;
- (b) It is not being maintained and/or has been unoccupied for at least ninety 90 days and contributes to Downtown decay/blight as evidenced by the existence of one (1) or more of the following conditions in ordinary public view:
 - 1. Missing or boarded windows or doors;
 - 2. Collapsing or missing walls, roof or floor;
 - 3. Seriously damaged or missing siding of four (4) square feet or more;
 - 4. Buildings in need of painting or sealing;
 - 5. Fire damages;
 - 6. A structurally faulty foundation or foundations; and/or
 - 7. Physical hazards, rodent harborage and infestation, garbage, or trash;
- (c) It is a factor creating a substantial and unreasonable interference with the reasonable and lawful use and enjoyment of other space within the building or of other premises within the Downtown as documented by neighborhood complaints.

DILAPIDATED - Shall mean a building or structure or part thereof, that would not qualify for a Certificate of Occupancy if applied for, or which is deemed an unsafe structure as defined by the State Building Code, and any dwelling or unit which is designated as unfit for human habitation as defined in the State Building Code and/or the Code of Ordinances of the City of Biddeford.

DOWNTOWN - An area encompassed by the Zoning District identified as MSRD-1.

ORDINARY PUBLIC VIEW - The view available, from private or public property or public rights-of-way, from average grade surrounding the property.

PERSON - Any man, woman, family, corporation, or other legal entity capable of owning or possessing real property.

PREMISES - any lot or part thereof or parcel or plot of land, either occupied or unoccupied by any dwelling or non-dwelling structure and includes any such building, accessory structure or other structure thereon, or any part thereof. The term “premises”, where the context requires, shall be deemed to include any buildings, dwellings, parcels, land or structures contained within the scope of this Ordinance.

STRUCTURE - Anything built for the support, shelter, or enclosure of persons, animals, goods or property of any kind, together with anything constructed or erected with a fixed location on or in the ground, including decks, stacks, satellite dishes, and antennas, exclusive of fences, and poles, wiring and other aerial equipment normally associated with service drops as well as guying and guy anchors, as well as sidewalks, driveways, parking lots, and field or garden walls or embankment retaining walls.

UNIT - Shall mean any space within a building that is or can be rented by or to a single person or entity for its sole use, and is intended to be a single and distinct space.

UNOCCUPIED - Shall mean a period of ninety (90) days or longer during which a building or structure or part thereof, or land is not legally occupied as documented by the Code Enforcement Office.

Sec. 34-553. Applicability.

This Ordinance applies to all premises within the City of Biddeford Downtown as defined above.

Sec. 34-554. Responsibility for Compliance.

Any person owning Premises subject to this ordinance or legally responsible for maintaining the Premises, including the agents thereof, shall be jointly and severally obligated to comply with the provisions of this ordinance and subject to the penalties for violation hereof.

Sec.34-555. Complaints.

Complaints may be submitted to the Code Enforcement Officer and/or their designee, and must be in writing and signed and dated by the complainant.

Sec. 34-556. Enforcement.

- (a) The Code Enforcement Officer is charged with the enforcement of this Ordinance. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance and any rules or regulations promulgated under this Ordinance. The Code Enforcement Officer shall order any person who violates this Ordinance to abate such violation within

two (2) years unless such a violation is considered an immediate threat to the health, safety, and general welfare of the public in which case such abatement shall be conducted within an acceptable timeframe as determined by the Code Enforcement Officer.

- (b) The Code Enforcement Officer shall be hereby authorized and empowered to issue Notices of Violations for violations of this Ordinance. Notices of Violation shall be sent to the property owner and/or the person responsible for maintaining the Premises, and if the Notice of Violation is a result of a complaint pursuant to Sec. 34-555, shall also be sent to the complainant. Such notices shall be sent by Certified Mail or delivered in person and shall include the following:
- a. A description of the violation(s) of this Ordinance.
 - b. An outline of the process by which the property owner and/or the person responsible for maintaining the Premises can determine what remedial actions are recommended by the Biddeford Historic Preservation Commission;
 - c. A description of the remedial action(s) which, if taken, would affect the compliance with the provisions of this Ordinance;
 - d. A date by which the violation(s) must be corrected in order to avoid penalty and enforcement pursuant to this Ordinance;
 - e. A statement that the penalties and enforcement provisions of this Ordinance will take effect the day after the compliance date if compliance has not been accomplished.
 - f. A statement that outlines the appeals process afforded through this Ordinance.
- (c) Historic Preservation Commission review is required for all properties receiving a Notice of Violation pursuant to the Ordinance. The Historic Preservation Commission shall review all proposed remedial actions and shall issue a Certificate of Appropriateness only once it is satisfied with what is proposed. Further, additional recommendations for improvements in order to abate violations of this Ordinance may be included in such a Certificate of Appropriateness and may be included as conditions to the required abatement at the discretion of the Code Enforcement Officer.

Sec. 34-557. Violations and Penalties

- (a) Action upon Non-compliance: Any owner, person responsible for maintaining the Premises, or agent of a blighted premises who fails to abate any such blight commits a civil violation pursuant to City of Biddeford Code of Ordinances, Chapter 1 (General Provisions), Sec. 1-12 (General penalty for violation of Code; continuing violations).
- (b) Conference Granted to Owner or Agent: Any owner or agent who receives a Notice of Violation issued pursuant to Section 34-556 above, shall upon request, be granted a conference with the official(s) who issued the Notice of Violation as soon as practicable. A request for a conference shall in no way stay the abatement order. However, a hearing request made pursuant to Section 34-558 herein shall stay an abatement order.

Sec. 34-558. Hearing and Appeal Procedure for Notices of Violation.

- (a) Any person notified in accordance with Section 34-556 may appeal the Notice of Violation(s) within thirty (30) days to the Biddeford Zoning Board of Appeals as an Administrative Appeal as outlined in Article IX of the Biddeford Land Development Regulations.

(b) Any appeals shall be heard by the Biddeford Zoning Board of Appeals at its next earliest available scheduled meeting.

Sec. 34-559. Severability.

If any provision of this Article is declared unconstitutional or held invalid, it shall not affect any other section, clause, or provision thereof, but the same shall remain in full force and effect.

Motion by Councilor Mills, seconded by Councilor Lessard to grant the first reading of the ordinance amendment.

Vote: 6/1; Councilor Swanton opposed.

Councilors McCurry, St. Cyr, Quattrone, Mills, Belanger and Lessard in favor.

Motion carries.

2017.13

IN BOARD OF CITY COUNCIL...FEBRUARY 7, 2017

BE IT ORDERED THAT:

WHEREAS, on April 5, 2016, the City Council implemented a six (6) month moratorium on the establishment of any new medical marijuana dispensaries and/or growing facilities within the City; and

WHEREAS, the City Council extended the moratorium through March 20, 2017; and

WHEREAS, the City Council on January 17, 2017, amended the Code of Ordinances to enact certain land use regulations applicable to the location, development and regulation of medical marijuana dispensaries and growing facilities within the City effective February 16, 2017.

NOW, THEREFORE, be it ordered that the moratorium on the establishment of any new medical marijuana dispensaries and/or growing facilities adopted on April 5, 2016 and extended through May 20, 2017 is hereby rescinded effective February 16, 2017.

Motion by Councilor McCurry, seconded by Councilor Mills to grant the order.

Vote: 6/1; Councilor Lessard opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Mills and Belanger in favor.

Motion carries.

2017.14

IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt the **2017 Work Plan**.

NOTE: The 2017 Work Plan is on file in the City Clerk's Office and on the City's website.

Motion by Councilor Mills, seconded by Councilor Lessard to adopt the 2017 Work Plan.

Vote: Unanimous.

Appointments:

IN BOARD OF CITY COUNCIL...FEBRUARY 7, 2017

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby

re-appoint:

Carmen J. Morris
City Clerk

as *Biddeford's Voter Registrar* for the State required two-year term; with a term to expire January 2019.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...FEBRUARY 7, 2017

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Stephen St. Cyr
City Councilor

as a General Assistance Fair Hearing Officer for the City of Biddeford.

Motion by Councilor Swanton, seconded by Councilor McCurry to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...FEBRUARY 7, 2017

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

Margo Alley
6 Market Street
Saco, ME

to the *Biddeford Housing Authority* with a term to expire December 2021.

NOTE: Margo Alley now lives in Saco, but since the Biddeford Housing Authority is now officially also the Housing Authority for Saco, HUD wants us to try to have one person from Saco on the Housing Authority. Ms. Alley previously lived in Biddeford back in 2013 when first appointed.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...FEBRUARY 7, 2017

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Kenneth Pendleton
25 Harding Street
Ward 4

to the *Biddeford Fire Advisory Committee (BFAC)*, for an initial term to expire in

December 2018.

Motion by Councilor Mills, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

City Manager Report:

City Manager, James Bennett explained that most of the residents who currently receive the homestead exemption on their property taxes have received a letter from the City explaining the Governor's proposal to eliminate the homestead exemption for homeowners under the age of 65. Contact information for the State Delegation was provided and citizens are encouraged to contact them to let them know they're not in favor of such a plan. The City has asked that citizens over the age of 65 come into the Assessor's Office to provide proof of their age, in case this proposal is passed.

Public Addressing the Council...(3 minute limit per speaker)

There were no public comments.

Mayor Casavant explained the new format for Public Addressing the Council: each speaker will have 3 minutes to make their comments; 30 minutes will be allotted for this portion of the meeting; the restrictions spelled out in the Rules of the Council on what are acceptable comments during this portion of the meeting will be strictly adhered to.

Other Business:

Councilor Lessard: noted that about a month ago, there was a council discussion on where Biddeford rates in relation to other Maine communities in regards to tax rates. He has asked that this information be available during the budget process. Councilor McCurry weighed in and asked that information on what percentage of other communities' budgets make up personnel costs and other costs also be provided.

Council President Addressing the Council: Councilor McCurry thanked Mayor Casavant and all the volunteers who made this past weekend's WinterFest a success. He also thanked all those who worked to make the Cheers from the Heart cheering event at the Biddeford High School a success over the weekend – from all the volunteers to the children who participated.

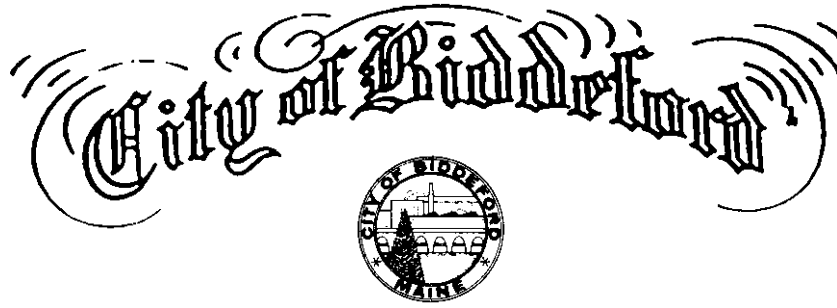
Mayor Addressing the Council: Mayor Casavant gave his State of the City Address. A copy of his Address is on file in the City Clerk's Office and is posted on the City's website.

Motion by Councilor McCurry, seconded by Councilor Lessard to adjourn.

Vote: Unanimous.

Time: 6:46 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2017.12 IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2017
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 34, ENVIRONMENT, is amended by adding ARTICLE VII, DOWNTOWN ANTI-BLIGHT, Section 34-550, et al. to read as follows:

ARTICLE VII - DOWNTOWN ANTI-BLIGHT

Sec. 34-550. Title.

This article shall be known as the "City of Biddeford Downtown Anti-Blight Ordinance."

Sec. 34-551. Policy.

It is hereby found and declared that the existence of blighted premises in the Downtown of Biddeford will adversely affect property values and development within the Downtown and threatens the health, safety, general welfare and economic well-being of its residents and commercial interests. It is further found that blighted properties can be rehabilitated, reconstructed, demolished and/or reused so as to provide decent, safe and sanitary housing and/or commercial use, and that such rehabilitation, reconstruction, demolition and/or reuse would assist to eliminate, remedy and prevent the adverse conditions described above.

Sec. 34-552. Purpose.

The purpose of this ordinance is:

- (a) To define, prohibit and abate blighted premises;
- (b) To protect, preserve and promote public health, safety, general welfare and economic well-being; and
- (c) To preserve and protect property values and promote development within the Downtown and the City of Biddeford.

Sec. 34-553. Prohibition Against Creating or Maintaining Blighted Premises.

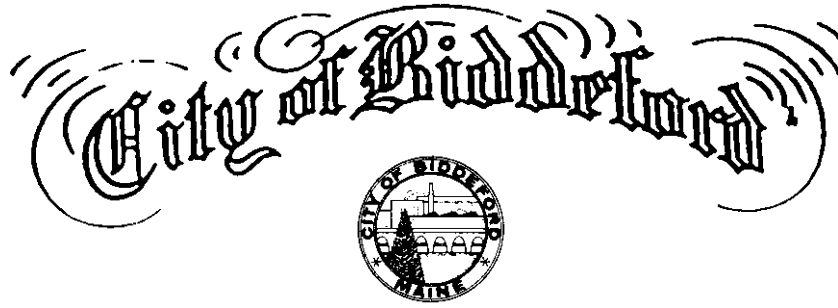
No owner, agent, tenant or person in control of real property located in the Downtown of the City of Biddeford shall allow, create, maintain, cause to be created or maintained, or allow to exist any blighted premises.

Sec. 34-552. Definitions.

As used in this article, the following terms shall have the meanings indicated:

BLIGHTED PREMISES - Any building, structure, premises or any part of a structure that is a separate unit, in which any of the following or any combination of the following conditions exist (the following list is illustrative, not exhaustive):

- (a) It is a substantial factor causing obvious depreciation to property values in the Downtown;



- (b) It is not being maintained and/or has been unoccupied for at least ninety 90 days and contributes to Downtown decay/blight as evidenced by the existence of one (1) or more of the following conditions in ordinary public view:
1. Missing or boarded windows or doors;
 2. Collapsing or missing walls, roof or floor;
 3. Seriously damaged or missing siding of four (4) square feet or more;
 4. Buildings in need of painting or sealing;
 5. Fire damages;
 6. A structurally faulty foundation or foundations; and/or
 7. Physical hazards, rodent harborage and infestation, garbage, or trash;
- (c) It is a factor creating a substantial and unreasonable interference with the reasonable and lawful use and enjoyment of other space within the building or of other premises within the Downtown as documented by neighborhood complaints.

DILAPIDATED - Shall mean a building or structure or part thereof, that would not qualify for a Certificate of Occupancy if applied for, or which is deemed an unsafe structure as defined by the State Building Code, and any dwelling or unit which is designated as unfit for human habitation as defined in the State Building Code and/or the Code of Ordinances of the City of Biddeford.

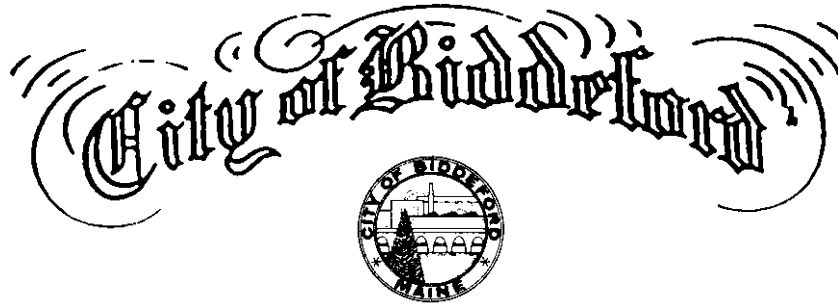
DOWNTOWN - An area encompassed by the Zoning District identified as MSRD-1.

ORDINARY PUBLIC VIEW - The view available, from private or public property or public rights-of-way, from average grade surrounding the property.

PERSON - Any man, woman, family, corporation, or other legal entity capable of owning or possessing real property.

PREMISES - any lot or part thereof or parcel or plot of land, either occupied or unoccupied by any dwelling or non-dwelling structure and includes any such building, accessory structure or other structure thereon, or any part thereof. The term "premises", where the context requires, shall be deemed to include any buildings, dwellings, parcels, land or structures contained within the scope of this Ordinance.

STRUCTURE - Anything built for the support, shelter, or enclosure of persons, animals, goods or property of any kind, together with anything constructed or erected with a fixed location on or in the ground, including decks, stacks, satellite dishes, and antennas, exclusive of fences, and poles, wiring and other aerial equipment normally associated with service drops as well as guying and guy anchors, as well as sidewalks, driveways, parking lots, and field or garden walls or embankment retaining walls.



UNIT - Shall mean any space within a building that is or can be rented by or to a single person or entity for its sole use, and is intended to be a single and distinct space.

UNOCCUPIED - Shall mean a period of ninety (90) days or longer during which a building or structure or part thereof, or land is not legally occupied as documented by the Code Enforcement Office.

Sec. 34-553. Applicability.

This Ordinance applies to all premises within the City of Biddeford Downtown as defined above.

Sec. 34-554. Responsibility for Compliance.

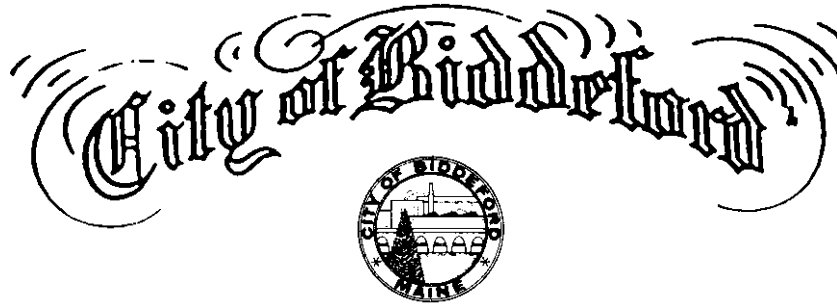
Any person owning Premises subject to this ordinance or legally responsible for maintaining the Premises, including the agents thereof, shall be jointly and severally obligated to comply with the provisions of this ordinance and subject to the penalties for violation hereof.

Sec. 34-555. Complaints.

Complaints may be submitted to the Code Enforcement Officer and/or their designee, and must be in writing and signed and dated by the complainant.

Sec. 34-556. Enforcement.

- (a) The Code Enforcement Officer is charged with the enforcement of this Ordinance. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance and any rules or regulations promulgated under this Ordinance. The Code Enforcement Officer shall order any person who violates this Ordinance to abate such violation within two (2) years unless such a violation is considered an immediate threat to the health, safety, and general welfare of the public in which case such abatement shall be conducted within an acceptable timeframe as determined by the Code Enforcement Officer.
- (b) The Code Enforcement Officer shall be hereby authorized and empowered to issue Notices of Violations for violations of this Ordinance. Notices of Violation shall be sent to the property owner and/or the person responsible for maintaining the Premises, and if the Notice of Violation is a result of a complaint pursuant to Sec. 34-555, shall also be sent to the complainant. Such notices shall be sent by Certified Mail or delivered in person and shall include the following:
 - a. A description of the violation(s) of this Ordinance.
 - b. An outline of the process by which the property owner and/or the person responsible for maintaining the Premises can determine what remedial actions are recommended by the Biddeford Historic Preservation Commission;
 - c. A description of the remedial action(s) which, if taken, would affect the compliance with the provisions of this Ordinance;
 - d. A date by which the violation(s) must be corrected in order to avoid penalty and enforcement pursuant to this Ordinance;



- e. A statement that the penalties and enforcement provisions of this Ordinance will take effect the day after the compliance date if compliance has not been accomplished.
- f. A statement that outlines the appeals process afforded through this Ordinance.
- (c) Historic Preservation Commission review is required for all properties receiving a Notice of Violation pursuant to the Ordinance. The Historic Preservation Commission shall review all proposed remedial actions and shall issue a Certificate of Appropriateness only once it is satisfied with what is proposed. Further, additional recommendations for improvements in order to abate violations of this Ordinance may be included in such a Certificate of Appropriateness and may be included as conditions to the required abatement at the discretion of the Code Enforcement Officer.

Sec. 34-557. Violations and Penalties

- (a) Action upon Non-compliance: Any owner, person responsible for maintaining the Premises, or agent of a blighted premises who fails to abate any such blight commits a civil violation pursuant to City of Biddeford Code of Ordinances, Chapter 1 (General Provisions), Sec. 1-12 (General penalty for violation of Code; continuing violations).
- (b) Conference Granted to Owner or Agent: Any owner or agent who receives a Notice of Violation issued pursuant to Section 34-556 above, shall upon request, be granted a conference with the official(s) who issued the Notice of Violation as soon as practicable. A request for a conference shall in no way stay the abatement order. However, a hearing request made pursuant to Section 34-558 herein shall stay an abatement order.

Sec. 34-558. Hearing and Appeal Procedure for Notices of Violation.

- (a) Any person notified in accordance with Section 34-556 may appeal the Notice of Violation(s) within thirty (30) days to the Biddeford Zoning Board of Appeals as an Administrative Appeal as outlined in Article IX of the Biddeford Land Development Regulations.
- (b) Any appeals shall be heard by the Biddeford Zoning Board of Appeals at its next earliest available scheduled meeting.

Sec. 34-559. Severability.

If any provision of this Article is declared unconstitutional or held invalid, it shall not affect any other section, clause, or provision thereof, but the same shall remain in full force and effect.

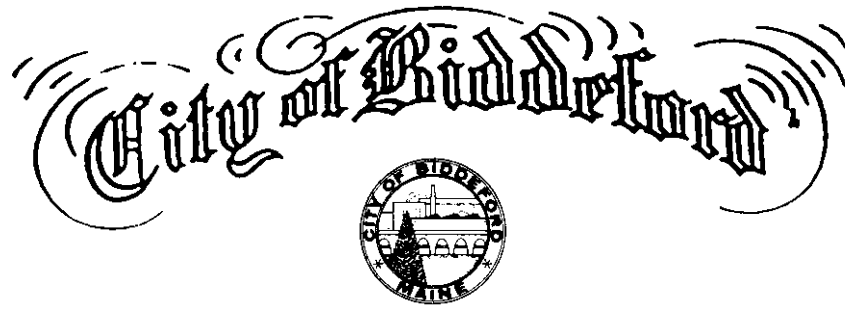
February 7, 2017

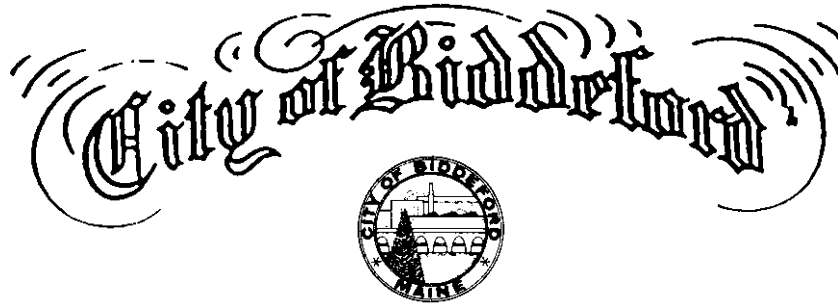
Motion by Councilor Mills, seconded by Councilor Lessard to grant the first reading of the ordinance amendment.

Vote: 6/1; Councilor Swanton opposed.

Councilors McCurry, St. Cyr, Quattrone, Mills, Belanger and Lessard in favor.

Motion carries.





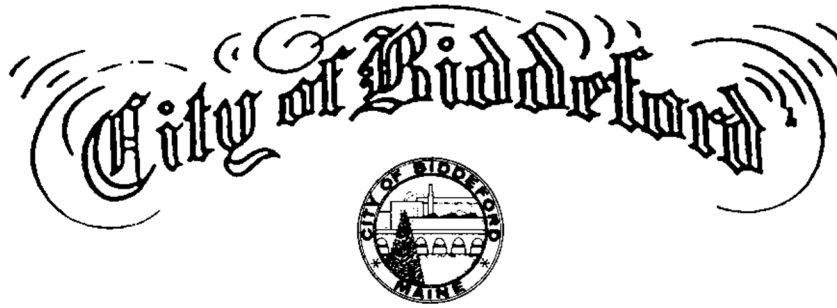
2017.15

IN BOARD OF CITY COUNCIL.....FEBRUARY 21, 2017

BE IT ORDERED, that the Biddeford City Council does hereby grant approval pursuant with Title 15 M.R.S.A. §5824(3) & §5822(4)(A) to the transfer of \$3,200.00 in U.S.

Currency, or any portion thereof, and; the transfer of \$530.00 in U.S. Currency, or any portion thereof on the grounds that the City of Biddeford Police Department did make a substantial contribution to the investigation of this or related criminal case.CR-16-533.

These funds shall be transferred to the City of Biddeford, to satisfy the City of Biddeford's match to the Saco Biddeford Opiate Outreach Initiative.



2017.16

IN BOARD OF CITY COUNCIL..FEBRUARY 21, 2017

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford as follows:

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

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

BUILDING, ATTACHED - A building having any portion of one or more walls in common or within five feet of an adjacent building.

BUILDING, DETACHED - A building having a five feet or more of open space on all sides.

DWELLING - Any building or structure or portion thereof designed or used for residential purposes. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

1. SINGLE-FAMILY DWELLING - Any structure containing only one dwelling unit for occupation by not more than one family, except that a structure may also contain an Accessory Dwelling Unit where expressly authorized pursuant to this ordinance. A detached Accessory Dwelling Unit shall not be considered a single-family dwelling unit for the purposes of this ordinance.
2. TWO-FAMILY DWELLING - A building containing only two dwelling units, for occupation by not more than two families, neither of which is an Accessory Dwelling Unit.
3. MULTIFAMILY DWELLINGS - A building containing three or more dwelling units, not including Accessory Dwelling Unit, such buildings being designed exclusively for residential use and occupancy by three or more families living independently of one another, with the number of families not exceeding the number of dwelling units.

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) to delete Section 24 as follows:

Section 24. Duplex housing/two-family housing.

~~Duplex housing is considered to be a residential structure designed and built specifically to contain two separate dwelling units. Duplex housing does not include structures converted to two unit structures. (This type of unit is considered to be an accessory apartment.)~~

~~Two family housing units are considered to be existing structures with an added residential unit or converted to contain two residential units.~~

~~Duplexes and two family structures shall be allowed in those zones permitting duplexes provided they meet fire safety standards as established by the Biddeford fire marshal's office, and, if applicable, the standards of the Maine Department of Health and Human Services' Bureau of Health Human Engineering for subsurface septic disposal.~~

Part III (Land Development Regulations), Article VI (Performance Standards) to add a new Section 77 as follows:

Section 77. Accessory Dwelling Units (ADUs).

A. Purpose and Intent. The intent of permitting ADUs is to:

1. Provide older homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave;
2. Add moderately priced rental units to the housing stock to meet the needs of smaller households and make housing units available to moderate income households who might otherwise have difficulty finding housing;
3. Develop housing units in single-family neighborhoods that are appropriate for households at a variety of stages in their life cycle;
4. Provide housing units for persons with disabilities;
5. Protect stability, property values, and the residential character of a neighborhood.

B. Procedural Requirements.

1. Review procedure:
 - a. One ADU is permitted per residentially zoned except within the Coastal Residential (CR) zone where ADUs are not permitted. 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.

- b. The Code Enforcement Office shall conduct the administrative review of all applications for an ADU. All findings and decisions of the Code Enforcement Office shall be final except where subject to appeal to the Zoning Board of Appeals as provided in Article IX of the Biddeford Land Development Regulations.

2. Application Fee Required:

- a. In addition to all applicable building, electrical, plumbing etc. permit fees ADU applications shall cost a non-refundable fee of \$200.

C. Use and Dimensional Regulations.

- 1. The Code Enforcement Office may issue a Building Permit authorizing the installation and use of an ADU within an existing or new owner-occupied, single-family dwelling, attached to an existing or new owner-occupied, single-family dwelling, or in a detached structure on a single-family home lot only when the following conditions are met:
 - a. The unit will be a complete, separate housekeeping unit containing both kitchen and bath.
 - b. Only one ADU may be created within a single-family house or house lot.
 - c. ADU's may be created on lots meeting the minimum lot size for a single-family dwelling in the zoning district or on legally nonconforming lots as of January 1, 2017.
 - d. ADUs shall not be intended for sale and shall remain in common ownership with the principal dwelling unit.
 - e. All ADUs shall have a gross floor area of at least three hundred (300) square feet.
 - f. The gross floor area of an ADU (including any additions) shall not be greater than 35% of the gross floor area of the principal dwelling unit or nine hundred (900) square feet, whichever is greater.
 - g. Once an ADU has been added to a single-family residence or lot, the ADU shall never be enlarged beyond the 35% of the gross floor area of the principal dwelling unit or the nine hundred (900) square feet allowed by this Ordinance.
 - h. Rooftop decks are not permitted.
 - i. Balconies shall not face an interior side lot lines.
 - j. An ADU may not have more than two bedrooms.

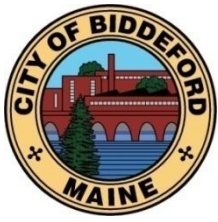
- k. The construction of any ADU must be in conformity with all applicable federal, state and local laws, ordinances and regulations.
- l. One (1) off-street parking space is required for an ADU unless legal on-street parking or publicly supplied off-street parking is located within 1,000 feet. Tandem parking is permitted.
- m. Internal ADUs shall also comply with the following:
 - (i) Internal ADUs shall not result in additional entrances facing a public street on the primary structure.
 - (ii) Any stairways leading to the internal ADU shall be enclosed.
- n. Attached ADUs shall also comply with the following:
 - (i) Attached ADUs shall not result in additional entrances facing a public street on the primary structure.
 - (ii) Any stairways associated with an attached ADU shall be enclosed.
 - (iii) The primary exterior materials of an attached ADU shall match the primary exterior materials of the principal structure.
- o. Detached ADUs shall also comply with the following:
 - (i) Not less than ten (10) percent of the total area of the façade of a detached accessory dwelling unit facing an alley or public street shall be windows.
 - (ii) Exterior stairways shall be allowed, provided that the finish of the railing matches the finish or trim of the detached accessory dwelling unit. Raw or unfinished lumber shall not be permitted on an exterior stairway.
- 2. In order to encourage the development of housing units for disabled and handicapped individuals and persons with limited mobility, the Code Enforcement Office may allow reasonable deviation from the stated conditions where necessary to install features that facilitate access and mobility for disabled persons.

D. Occupancy Requirements.

- 1. The owner(s) of the residence in which the ADU is created must continue to occupy either the ADU or the principal dwelling unit.
- 2. If an owner is unable or unwilling to fulfill the requirement to occupy either the ADU or the principal dwelling unit the owner shall remove those features of the ADU that make it a dwelling unit.
- 3. An ADU may not be occupied by more than three (3) people.

E. Administration and Enforcement.

1. It shall be the duty of the Code Enforcement Office to administer and enforce the provisions of this Ordinance.
2. No building shall be constructed or changed in use or configuration until the Code Enforcement Officer has issued a permit. ADUs shall not be occupied until a Certificate of Occupancy has been issued by the Code Enforcement Office.



CITY OF BIDDEFORD

PLANNING DEPARTMENT

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

gtansley@biddefordmaine.org

MEMORANDUM

To: Mayor Casavant
Council President McCurry & Members of City Council
J. Bennett, City Manager

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

A handwritten signature in cursive script, reading "Greg Tansley", is written over the "From:" line.

Date: February 8, 2017

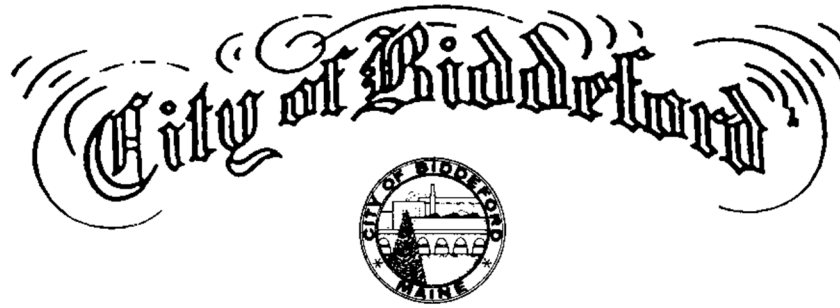
Re: **Proposed Zoning Ordinance Amendments related to "Accessory Dwelling Units" (ADUs)**

The purpose of this amendment is to provide for the construction/use of "accessory dwelling units" (ADUs) in residential zones (other than in the Coastal Residential (CR) Zone). Many communities in Maine and throughout the United States are relaxing their zoning ordinances to accommodate these types of units for a variety of worthwhile reasons including the following:

1. Provide older homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave;
2. Provide for downsizing for older people but able to stay in same location, either in principal residence or ADU;
3. Add moderately priced rental units to the housing stock to meet the needs of smaller households and make housing units available to moderate income households who might otherwise have difficulty finding housing;
4. Develop housing units in single-family neighborhoods that are appropriate for households at a variety of stages in their life cycle;
5. Provide housing units for persons with disabilities;
6. Reduce expansion of infrastructure needs and land consumption by encouraging infill development; and
7. Streamlined and cost-reduced review and approval processes.

The Planning Board voted unanimously (4-0) to recommend the City Council approve this zoning amendment. Please let me know if you have any questions about this item before the February 21, 2017 Council meeting.

Cc: File



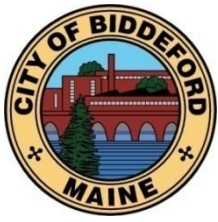
2017.17

IN BOARD OF CITY COUNCIL..FEBRUARY 21, 2017

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford as follows:

**Part III (Land Development Regulations), Article XIV (Shoreland Zoning),
Section 12 (Nonconformance).C.1. as follows:**

- c. All other legally existing nonconforming principal and accessory structures that do not meet the water body, tributary stream, or wetland setback requirements may be expanded or altered as follows, as long as other applicable municipal land use standards are met and the expansion is not prohibited by Section 12.C.1., or Section 12.C.1.a., above.
 - i. For structures located less than 100 feet ~~but greater than 25 feet~~ from the normal high-water line of a water body, tributary stream, or upland edge of a wetland, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,000 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. For structures located less than 75 feet but greater than 25 feet from the normal high-water line of a waterbody, tributary stream, or the upland edge of a wetland the maximum height of any structure may not be made greater than 20 feet or the height of the existing structure, whichever is greater. For structures located less than 100 feet but greater than 75 feet from the normal high-water line of a waterbody, tributary stream, or the upland edge of a wetland the maximum height of any structure may not be made greater than 25 feet or the height of the existing structure, whichever is greater.

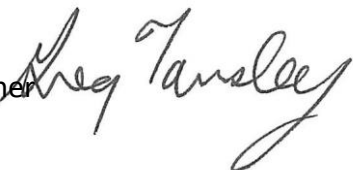


CITY OF BIDDEFORD PLANNING DEPARTMENT

Greg D. Tansley, AICP
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115
gtansley@biddefordmaine.org

MEMORANDUM

To: Mayor Casavant
Council President McCurry & Members of City Council
J. Bennett, City Manager

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

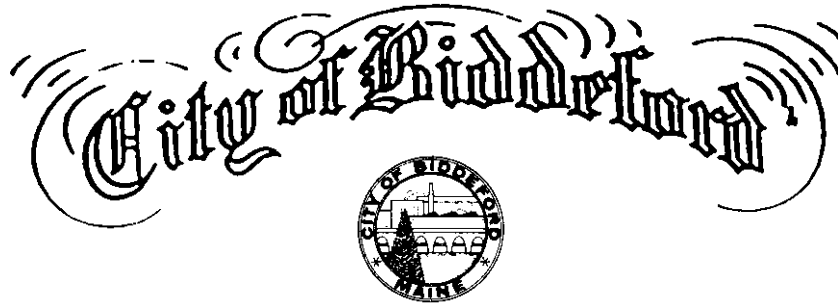
Date: February 10, 2017

Re: **Proposed MINOR Shoreland Zoning Ordinance Amendment**

Maine Department of Environmental Protection has conditionally approved the most recent Shoreland Zoning Amendments approved by the City Council on October 18, 2016. The conditional approval was such that a portion of a sentence needs to be deleted as shown in the Council Order. The deletion is a clarification and does not alter the intent of the October 18 approval.

The Planning Board voted unanimously (4-0) to recommend the City Council approve this zoning amendment. Please let me know if you have any questions about this item before the February 21, 2017 Council meeting.

Cc: File



2017.19 **IN BOARD OF CITY COUNCIL... FEBRUARY 21, 2017**
BE IT ORDERED, that the City Manager be authorized to negotiate a contract with Desman Design Management of Rocky Hill CT for engineering and architectural services for the site evaluation, design, preparation of construction documents, permit approvals, and construction administration for the Downtown Parking Structure Project.

And to further approve authorizing support for project permit approval meetings and construction monitoring charged at hourly rates in accordance with the proposal submitted December 3, 2016.



City of Biddeford

Public Works Department / Engineering Division
P.O. Box 586 • 205 Main Street, Suite 301
Biddeford, ME 04005
Phone: (207) 284-9118 • Fax: (207) 571-0662

To: Biddeford City Council

From: The Parking Facility Review Committee
Tom Milligan, PE City Engineer, Staff rep

Date: January 25, 2017

cc: Alan Casavant, Mayor; Jim Bennett, City Manager; John McCurry, City Council President; Guy Casavant, Director of Public Works; Daniel Stevenson, Economic Development Director; Greg Tansley, City Planner

Re: Recommendation for a Parking Facility Consultant

Background:

The Parking Facility Consultant Review Committee determined that all the consultant teams were qualified to provide the desired services and therefore elected to conduct interviews with the five firms submitting proposals for the project. The five firms were:

Winton Scott
O&S Associates
Platz Associates
Oak Point Associates
Desman Design Management

The five members of the review committee are:

Marc Lessard, Councilor at Large
Bob Mills, Councilor Ward 5
Daniel Boucher
Spiros Droggitis
Richard (Chico) Potvin

Tom Milligan, City Engineer, staff
Process:

As part of the interview process, each firm was asked to provide a twenty minute presentation of their firm's qualifications and experience, followed by twenty minutes to discuss the five pre-prepared, predistributed interview questions, followed by a twenty minute general question and answer period.

The five provided interview questions to be discussed were:

1. Please describe viable locations where you would site a parking facility. Discuss advantages and disadvantages of each location and what style/type you would propose for each location.
2. Garages are often constructed of either steel or concrete. Please discuss each type of construction and provide the advantages and/or disadvantages of each including construction costs, operation and maintenance costs, etc.
3. How many garages would you recommend be constructed and why. What would be a recommended size of each?
4. Discuss expansion ability of a facility including challenges and costs.
5. Fees and Costs provided in the RFPs vary widely. Please provide a spread sheet summarizing your costs by category/Phase and provide total hours assign for each category. Also discuss your assignment of costs in each category, whether they are fixed or variable costs and list any additional costs that should be expected.

After the interview process was completed, the review committee met to discuss each firms qualifications, their response to the prepared questions, their presented scope of work, their overall experience and general understanding of parking garages and the their understanding of the City's needs.

Recommendation:

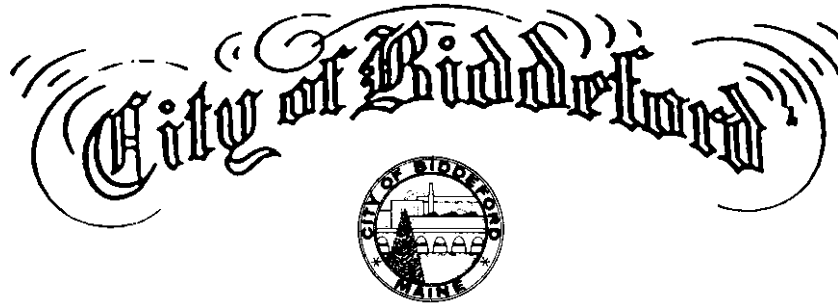
Based on a thorough review of each firm's qualifications and experience, their responses to the questions, and their overall stated approach to the project, the committee unanimously felt that Desman Design Management was the most qualified and responsive firm and therefore recommends to the City Council that they be awarded the contract to provide the requested services to the city.

The following bullets present some of the strong points made by Desman Design Management that were viewed by the committee as important issues.

- Desman's primary focus is that they only do parking facilities
- They have many garage projects either currently in design phase or under construction ● They indicated that they would provide a detailed O&M manual when the garage was completed
- They would present cost and financing options
- They would provide a "Matrix" for siting a facility currently used by them that includes costing, location, public input, etc

- They exhibited an in depth knowledge of construction techniques and construction materials ●
- They have done O&M on garages and understand O&M issues and design their facilities to minimize O&M needs
- They have done many projects involving garage retrofits and understand what works and use this gained knowledge in designing facilities, i.e. what to include in the design and what not to ●
- Familiar with architectural types and options that will fit into an area
- Demonstrated enthusiasm for the work
- The only firm that followed up with a "thank you" email after the interview

In Summary, the committee believes Desman Design Management will be responsive to the city's needs, will listen to input, will include the city in the process, will be flexible in addressing the needs of the City and will serve the City well in the development of a parking facility,



2017.18 **IN BOARD OF CITY COUNCIL...FEBRUARY 21, 2017**

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to donate the following 3 vacant properties to the Rachael Carson National Wild Life Refuge:

Map 61, lot 20, 71 Mile Stretch Road

Map 61, lot 20-1, 73 Mile Stretch Road

Map 61, lot 23, 87 Mile Stretch Road

BE IT FURTHERED ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to retain the following 3 vacant properties or portions thereof for City use as compensation parcels and/or to donate these parcels or portion thereof to the Saco Valley Land Trust:

Map 13 lot 45, 122 Precourt Street

Map 15, lot 4, 0 Commercial Street

Map 5, lot 19, 772 Pool Street

NOTE: The Finance Committee will review this item at their February 21, 2017 meeting.

The following presents recommendations for the disposition of lots presented on the city list of vacant properties dated April 12, 2016 under the "recommended conservation category" and the "email recommendations category".

Map 61, lot 20, 71 Mile Stretch Road, recommend donate to Rachael Carson

option city retains rights for use of front portion of the lot for passive recreational use

Map 61, lot 20-1 , 73 Mile Stretch Road, recommend donate to Rachael Carson

Map 61, lot 23, 87 Mile Stretch Road, recommend donate to Rachael Carson

Map 13 lot 45, 122 Precourt Street, recommend city retain for future use as a compensation parcel, restrict development of lot, part of thatcher brook watershed

Map 15, lot 4, 0 Commercial Street, recommend City retain for future use as a compensation parcel, restrict development of lot, part of thatcher brook watershed

Map 5 lot 19, 772 Pool Street

Options (in no order)

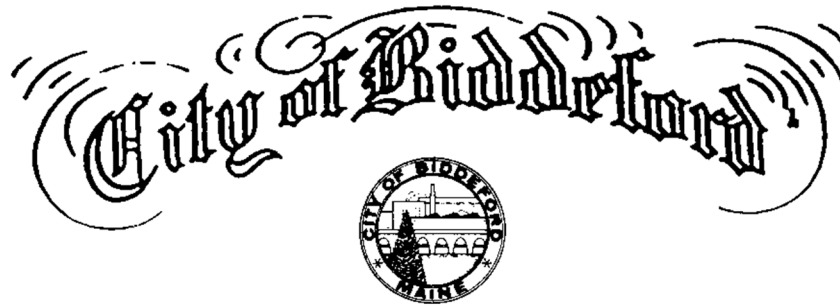
Sell front portion of parcel (1 or possibly 2 lots), donate remained to Saco Valley Land Trust

Retain entire parcel for future use as a compensation parcel, restrict development of lot, part of watersheds draining to Biddeford Pool

Donate entire parcel to Saco Valley Land Trust

Sell entire lot with development restriction

Sell front portion of parcel, Retain rear portion of parcel for future use as a compensation parcel, restrict development of lot, part of watersheds draining to Biddeford pool



IN BOARD OF CITY COUNCIL...FEBRUARY 21, 2017

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

**Roch Angers
26 Cathedral Oaks Drive
Ward 6**

to the *Planning Board*, as an Associate Member, for a term to expire in December 2020.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: FEBRUARY 1, 2017

Name: ROCH A. ANGERS

Street Address: 26 CATHEDRAL OAKS DRIVE
BIDDEFORD, MAINE

Mailing Address:
(if different) _____

Phone Number(s): 207-282-7274

Email Address: ANGERSROCH@GMAIL.COM

Please indicate whether you would like your contact information posted on the City's website:

☒ YES

☐ NO

Which City Committee, Board or Commission do you request to be appointed to:

- ☐ • Ad Hoc Comprehensive Plan Comm.
- ☐ • Biddeford Housing Authority
- ☐ • Board of Assessment Review
- ☐ • Cable T. V. Committee
- ☐ • Capital Projects/Operations Committee
- ☐ • Conservation Commission
- ☐ • Downtown Development Commission
- ☐ • Economic Improvement Committee
- ☐ • Environmental Board
- ☐ • Fire Advisory Committee

- ☐ • Harbor Commission
- ☐ • Historical Preservation Commission
- ☒ • Planning Board
- ☐ • Police Advisory Committee
- ☐ • Policy Committee
- ☐ • Project Canopy
- ☐ • Recreation Commission
- ☐ • Saco River Corridor Commission
- ☐ • Shellfish Conservation Committee
- ☐ • Solid Waste Management Commission
- ☐ • Wastewater Management Commission
- ☐ • Zoning Board of Appeals
- ☐ • Other _____

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

Biddeford Housing Authority 1980 TO PRESENT
FORMER MEMBER OF PLANNING BOARD 2006-2008
FORMER COUNCIL MEMBER 4 TERMS
FORMER ECONOMIC IMPROVEMENT COMMISSION 22 YEARS
FORMER MEMBER OF WASTE WATER COMMISSION 4 YEARS -
COUNCIL PRESIDENT FOR CITY OF BIDDEFORD TWO TERMS -

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

SERVED ON THE PLANNING BOARD SOME 4-6 YEARS AGO.

Please provide a brief statement describing your interest in serving the City of Biddeford.

I WOULD LIKE TO SERVE MY COMMUNITY AGAIN. I HAVE KNOWLEDGE THAT COULD HELP MY CITY. SERVING THE PUBLIC HAS BEEN MY LIFE.

Attach any additional information to this application and return it to the City Clerk's Office.