



**City of Biddeford
Staff Review Committee**

July 21, 2025 at 1:30 PM
City Hall Second Floor Conference Room & Zoom

Click to Join Zoom Meeting Online
Or call in by phone: +1 312 626 6799
Meeting ID: 978 7173 3228
Passcode: 717780

1. Projects Coming to Staff Review Committee
 - 1.a 2025.22 The Staff Review Committee will review a Sketch Plan application from Maine Health to open transitional housing in a portion of the existing building at 208 Graham Street (Tax Map 28, Lots 58 & 59) in the R-2 Zone. The proposed project includes renovating and re-purposing approximately 5,000 square feet of the existing building for the new transition home. The project will introduce seven studio living quarters and community spaces such as a kitchen, bathrooms, dining room, pantry, laundry rooms, and storage rooms.
2. Pending Projects

Sustainable
Structural
Mechanical
Fire Protection
Electrical
Civil
Controls
Architecture



47A York St
Portland, Maine
04101 USA
colbycoengineering.com

[BD/Project # 480.003.001](#)

June 9, 2025

David Galbraith, City Planning Director,
City of Biddeford Planning Board
205 Main Street
Biddeford, ME 04005

Proposed Maine Health dba, Behavioral Health – Transition Home – Graham Street

Dear David,

Enclosed please find the required planning board materials for a Sketch Plan Review at the July 2nd, 2025, meeting. The proposed Maine Health Transition Home is proposed in a portion of a multi-tenant building located at 208 Graham Street, Biddeford, ME. A City of Biddeford Site Plan & Subdivision Drawing Checklist and Planning Board Review Application will be completed and submitted along with the preliminary and final site plan submissions.

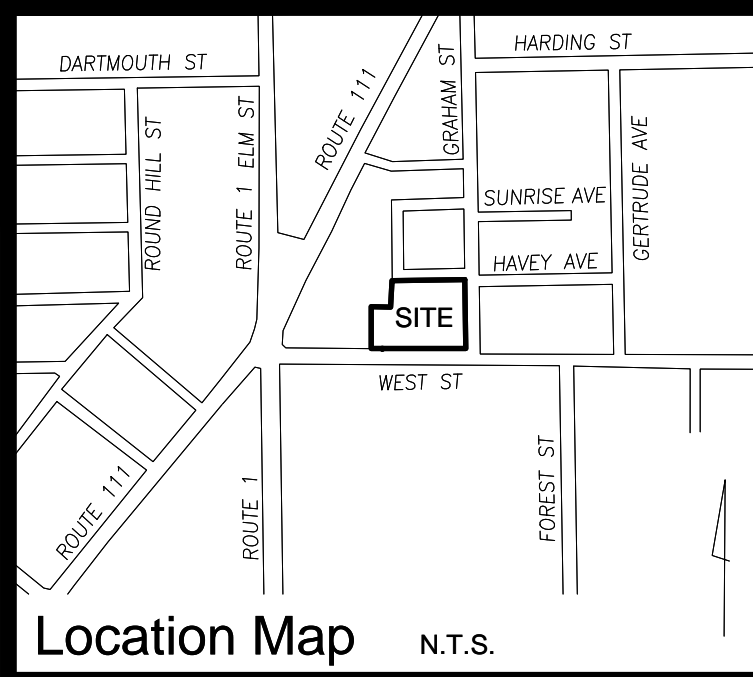
The existing lot is 1.6 acres and consists of a paved parking area and a 21,505 square foot multi-tenant building. A section of the building was previously a teen center but has since been vacated. The York County District Attorney's Office and the Coastal Healthy Communities Coalition occupy the rest of the building. The existing building is not equipped with a sprinkler fire suppression system.

The proposed project includes renovating and repurposing approximately 5,000 square feet of the existing building for the new transition home. The project will introduce seven studio living quarters and community spaces such as a kitchen, bathrooms, dining room, pantry, laundry rooms, and storage rooms. The future tenants will not have access to personal vehicles. Therefore, the required number of parking spaces will decrease, and the existing parking spaces available on site will exceed the required amount. Additionally, this project will not increase traffic generation. A fire water service has been proposed to provide a sprinkler system for the entire building. The site work also includes two ADA-accessible ramps and an exterior community area. See the attached sketch plan.

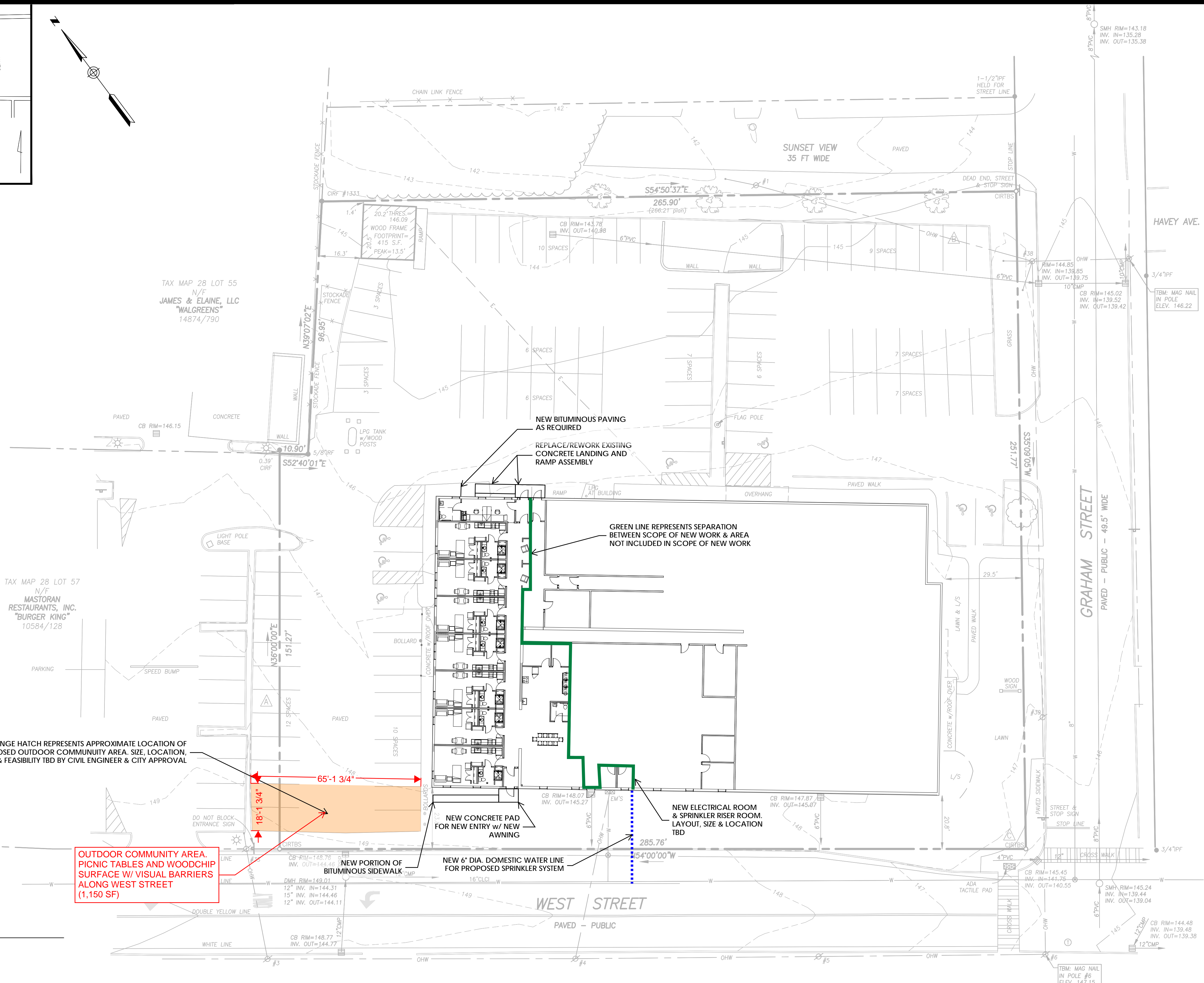
Please contact me with any questions or concerns regarding this application.

Sincerely,

David Manzo, P.E.



- Legend**
- CIRTB'S CAPPED IRON ROD TO BE SET
 - IRON PIPE OR ROD FOUND
 - UTILITY POLE
 - MANHOLE
 - ⊗ ELECTRIC METER
 - ⊕ SIGN
 - ⊕ CATCH BASIN
 - ⊕ HYDRANT
 - ⊕ WATER VALVE OR SHUTOFF
 - ⊕ LIGHT POLE
 - ⊕ DECIDUOUS TREE
 - ⊕ CONIFEROUS TREE
 - CURB
 - FENCE
 - OHW OVERHEAD WIRES
 - E UNDERGROUND ELECTRIC
 - W WATER LINE
 - SD STORM DRAIN
 - S SANITARY SEWER
 - 1' CONTOUR
 - N/F NOW OR FORMERLY
 - 000/000 DEED BOOK / PAGE
 - L/S LANDSCAPE
 - CONC. CONCRETE
 - THRES. THRESHOLD



ORANGE HATCH REPRESENTS APPROXIMATE LOCATION OF PROPOSED OUTDOOR COMMUNITY AREA. SIZE, LOCATION, & FEASIBILITY TBD BY CIVIL ENGINEER & CITY APPROVAL

OUTDOOR COMMUNITY AREA. PICNIC TABLES AND WOODCHIP SURFACE W/ VISUAL BARRIERS ALONG WEST STREET (1,150 SF)

Zoning Information

R2 ZONE	
MINIMUM LOT SIZE	4,500 S.F.
MINIMUM FRONTAGE	45 FT
SETBACKS:	
FRONT MAJOR ROW	25 FT
FRONT OTHER ROW	10 FT
SIDE	5 FT
REAR	5 FT
MAX. HEIGHT	35 FT, 3 STORIES

FOR ADDITIONAL ZONING REQUIREMENTS REFER TO CITY OF BIDDEFORD ZONING ORDINANCE.

Possible Encroachments

- ⚠ PARKING ENCROACHES ONTO ABUTTER 10'±
- ⚠ OVERHEAD WIRES CROSS PREMISES
- ⚠ SIDEWALK ENCROACHES 4'±

Flood Zone Note

BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS IN ZONE C OF THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 2301450 0003B, WHICH BEARS AN EFFECTIVE DATE OF MAY 15, 1984 AND IS NOT IN A SPECIAL FLOOD HAZARD AREA.

Utility Note

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CALL 1-888-DIGSAFE AT LEAST THREE BUSINESS DAYS BEFORE PERFORMING ANY CONSTRUCTION. DUE TO OSHA CONFINED SPACE REQUIREMENTS, ALL INVERTS AND PIPE SIZES MUST BE VERIFIED PRIOR TO ANY CONSTRUCTION.

Plan References

- "PLAN SHOWING LAND OF HARRY B. CENTER & JOSEPH HAVEY, BIDDEFORD - MAINE, MARCH 1946 LIBBY & DOW ENG'RS - SACO REVISED & COMPLETED NOV. 17, 1947" RECORDED IN YORK COUNTY REGISTRY OF DEEDS IN PLAN BOOK 14 PAGE 25.
- "PLAN OF PROPERTY IN BIDDEFORD, MAINE MADE FOR MCDONALD'S CORPORATION NOV. 1, 1976 H.I. & E.C. JORDAN SURVEYORS."
- "SITE PLAN, DHS BUILDING, WEST STREET, BIDDEFORD, MAINE, RECORD OWNER: S&S REALTY GROUP 06-02-98 PAUL P. GADBOIS, PLS."
- "ALTA/ACSM LAND TITLE SURVEY, PROPOSED RITE AID PHARMACY, BIDDEFORD STORE, ALFRED STREET, TOWN OF BIDDEFORD, YORK COUNTY, MAINE NOV. 03, 2004 REVISED 10-25-2005" OWEN HASKELL, INC. AND BL COMPANIES.
- "STATE OF MAINE DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAP, STATE HIGHWAY 1 & 8 (FIVE POINTS) BIDDEFORD, YORK COUNTY FEDERAL AID PROJECT NO. STP-7492(30)X (PART 1 & 3)" D.O.T. FILE NO. 16-406 DATED SEPTEMBER 2002.

General Notes

- OWNER OF RECORD: H.H.H. LLC, C/O BERNSTEIN SHUR, 100 MIDDLE STREET, PORTLAND, ME 04101 YORK COUNTY REGISTRY OF DEEDS BOOK 18507 PAGE 525
- LOCUS IS SHOWN AS LOTS 58 & 59 ON CITY OF BIDDEFORD'S ASSESSORS MAP 28.
- BEARINGS ARE GRID NORTH PER PLAN REFERENCE 4.
- ELEVATIONS ARE BASED ON NGVD29.
- THERE ARE 86 REGULAR SPACES AND 7 HANDICAP SPACES, FOR A TOTAL OF 93 PARKING SPACES. INCLUDES THE 12 SPACES ENCROACHING ONTO ABUTTER.
- NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, BUILDING ADDITIONS, OR RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS WAS OBSERVED.
- NO PROPOSED CHANGES IN STREET LINES IS KNOWN BY THIS SURVEYOR.
- UNDERGROUND PROPANE LINE FROM TANK TO BUILDING COULD NOT BE LOCATED.
- WEST STREET ESTABLISHED USING DIMENSIONS SHOWN ON PLAN REFERENCE 2 AND 4.
- THIS SURVEY WAS PERFORMED WITH OUT THE BENEFIT OF A CURRENT TITLE COMMITMENT.

ALTA / NSPS Land Title Survey
 #200 & #208 Graham Street
 Biddeford, York County, Maine
 Made For
 Cardianl Development, Inc.
 P.O. Box 6799, Scarborough, Maine 04070

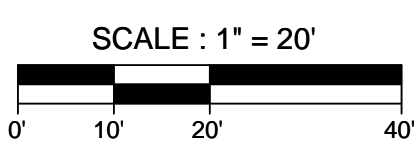
Surveyor's Certification

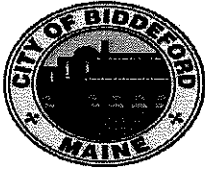
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(A), 7(A), 7(B)(1), 7(C), 8, 9, 11, 13, 16, AND 17 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON NOVEMBER 1, 2021.

ELLEN C. BREWER
 PROFESSIONAL LAND SURVEYOR NO. 2367
 DATE OF PLAT OR MAP: NOVEMBER 8, 2021
 DATE OF LAST REVISION:

OWEN HASKELL, INC.
 PROFESSIONAL LAND SURVEYORS
 390 U.S. ROUTE 1, UNIT 10, FALMOUTH, ME 04105 TEL. 207-774-0424

DRAWN BY:	RS / JLW	FIELD BOOK:	FILE	JOB NO.	2021-266 B-Y
CHECKED BY:	ECB	SCALE:	1" = 20'	DRWG. NO.	1





City of Biddeford – Planning Department
Planning Board Application
P.O. Box 586, 205 Main Street Biddeford, Maine 04005
207-284-9115

Type of Application:

Shoreland Zoning Permit, Conditional Use Permit, Other, Site Plan Review, Subdivision, Extraction, Private Way

Applicant Information:

Name: Maine Health dba Behavioral Health
Mailing Address: 22 Bramhall Street, Portland Maine 04102
Telephone: 207-303-3081
Email: Mark.Colonna@mainehealth.org
What is your legal interest in the property?
Owner, Potential Buyer with Contract, Lease/Rental Agreement

Owner's Information:

Name: Maine Health dba Behavioral Health
Mailing Address: 22 Bramhall Street, Portland Maine 04102
Telephone: 207-303-3081
Email: Mark.Colonna@mainehealth.org

Agent's Information:

Name: Colby Company Engineering LLC
Mailing Address 47A York Street, Portland ME, 04101
Telephone: 207-553-7753
Email: Davidm@colbycoengineering.com

Engineer/Surveyor's Information:

Name: Colby Company Engineering LLC
Mailing Address 47A York Street, Portland ME, 04101
Telephone: 207-553-7753
Email: Davidm@colbycoengineering.com

Project Location and Lot Information:

Street Address: 208 Graham Street, Biddeford ME, Drainage Watershed: Saco River
Tax Map: Map 28 Lot: 58 & 59
Current Zoning: R2 Shoreland Zoning: N/A
Size of Lot: 1.6 acres Lot Frontage: 45 ft
Existing Use of Property: Multi-tenant building

Property currently serviced by:

City Road, Public Sewer, Public Water, Public Trash, Private Road, Septic System, Private Well, Private Hauler

Slope Conditions in Area of Construction (if applicable):

Flat (0-3% slope), Rolling (3-8% slope), Hilly (8-15% slope), Steep (15%+ Slope)

Are there any wetlands or waterbodies on the site? (Yes) (No) if yes attach information

Is the project within the 100-year floodplain? (Yes) (No) if yes attach information

Do you plan to bring fill onto the lot? (Yes) (No) If yes attach information

Description of proposed use of property:

The proposed project includes renovating and repurposing approximately 5,000 square feet of the existing building for the new transition home. The project will introduce seven studio living quarters and community spaces such as a kitchen, bathrooms, dining room, pantry, laundry rooms, and storage rooms. The future tenants will not have access to personal vehicles. Therefore, the required number of parking spaces will decrease, and the existing parking spaces available on site will exceed the required amount. Additionally, this project will not increase traffic generation. A fire water service has been proposed to provide a sprinkler system for the entire building. The site work also includes two ADA-accessible ramps and an exterior community area. See the attached sketch plan.

Property to be Serviced by:

City Road Public Sewer Public Water Public Trash
 Private Road Septic System Private Well Private Hauler

Limits of Disturbance: 6,500 s.f.

Net change in impervious cover: None

Is this project part of a larger project? (Yes) (No)

Is the project proposing a new Private or Public Road? (Yes, Private) (Yes, Public) (No)

Is this project within the Urbanized Area/MS4 (see *City Drainage Map*) (Yes) (No)

Is the project proposing any Stormwater facilities/BMPs? (Yes) (No)

Will a Traffic Movement Permit (TMP) be required?: (Yes) (No)

If in a Shoreland Zone:

Percent of residential lot coverage (Max 20%): N/A

Percent of structure expansion (Max 30%): N/A

If Subdivision Review, number of lots proposed: N/A

If a Private Way is proposed, number of lots served: N/A

If Site Plan Review, you must provide the following information:

Total new square feet footprint of structure: No new footprint. 5,000 sf renovation

Total new square feet paving/parking: 170 sf _____

Waiver Requests (attach details):

1. _____
2. _____
3. _____
4. _____
5. _____

Required Submittal Attachments:

- A. Letters of Approval
 Fire Department – Contact Chief or Deputy Chief – 282-9986
 Ability to Serve for Water Service – Maine Water – 282-1543
 Ability to Serve for Sewer Service – Engineering Department – Tom Milligan 284-9118
 Police Department – e-911 Road Name Designation – Contact Joanne Fisk 282-5127
 Ability to Serve for Electrical Service-CMP-1-866-225-4200
 Letter to Planning Board describing project, Waiver requests, proposed improvements, addressing permit requirements, etc.
- B. Photographs of Site.
- C. Architectural renderings/drawings of proposed buildings, as required.
- D. Engineering Plans, as required.
- E. Stormwater Management Report, as required.

Fees (Due at time of Submission):

- \$75 Nonrefundable Administration Fee is required for every application.

- Refer to "Attachment A Fees and Charges" of the Land Development Regulations for more information. Consult with Planning Staff if you have questions.


Required Signatures:

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and its attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party.
- I understand that additional funds may be required through the course of the review for special studies, legal review costs, and/or engineering review.
- I understand that by submitting an application I am not guaranteed a place on any particular agenda. I further understand that the City Planner will place me on an agenda for review when the application is deemed substantially complete.

Will the proposed project cause 1 acre or more of site disturbance? __ (Yes) (No)

- **If Yes, applicant is responsible for any required Maine Construction General Permits and shall comply with the requirements of DEP Chapter 500 Stormwater Regulations, as they apply.**

Signature of Applicant:  **Date** 6/11/2025

Signature of Property Owner:  **Date** 6.17.25

DIGITAL SUBMITTAL REQUIREMENTS FOR ALL SUBMITTALS:

- A) PDF OF SIGNED APPLICATION
- B) PDFs OF ALL DRAWING SETS AND OTHER REQUIRED SUBMITTAL ATTACHMENTS NOTED ABOVE

HARD-COPY SUBMITTAL REQUIREMENTS FOR PLANNING BOARD APPLICATIONS:

- A) SEVEN (7) FULL-SIZE PAPER COPIES OF DRAWING SETS

DIGITAL SUBMITTAL REQUIREMENTS FOR FINAL APPROVAL:

- A) INDIVIDUALLY NAMED PDFs OF EACH DRAWING (NOT A COMBINED PDF SET)
- *Individual Drawing PDF Naming Format: 'PROJECT/SHEETSET NAME_INDIVIDUAL DRAWING NAME.pdf'*
- B) PDF COPIES OF ALL PERMIT APPROVALS, APPLICATIONS, REPORTS, NARRATIVES, LETTERS, ETC.
- C) FINAL CAD REFERENCE FILES IN DWG FORMAT (SURVEY & PROPOSED DESIGN LINWORK)
- *All drawings & CAD reference files must be to-scale and within the following coordinate systems:*
 - MAINE STATE PLANE WEST NAD83 (Horizontal Datum) & NAVD88 (Vertical Datum)

HARD-COPY SUBMITTAL REQUIREMENTS FOR FINAL APPROVAL:

- A) THREE (3) FULL-SIZE PAPER COPIES OF INDIVIDUAL DRAWINGS REQUIRING BOARD SIGNATURE
- B) ONE (1) FULL-SIZE PAPER COPY OF ENTIRE DRAWING SET FOR ENGINEERING RECORDS

PLEASE CONFIRM WITH PLANNING STAFF FOR CLARIFICATION

