



CITY OF BIDDEFORD

Planning and Development Department

205 Main Street
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Biddeford, ME 04005
(207) 284-9115

Staff Review Committee Meeting Meeting Minutes

Date: January 13, 2025
Time: 1:30 PM
Location: Second Floor Conference Room

In attendance: David Galbraith, & Nan Whitten from Planning, Jason Crocker & Ed Dexter from Fire (via Teams), Tom Milligan from Engineering, Roby Fecteau from Codes Enforcement, Jeff Demers from Public Works

Projects discussed by Staff Review Committee:

1. **Projects for Review:**
 - 1.a. **2024.12 Review, Discuss and vote on a Private Way Application for Jeffrey Dutton submitted by Drew Olehowski, P.E. of Haley Ward. Improvements are proposed to an existing gravel logging access road located between 11 & 13 Buzzell Road (Tax Map 1, Lot 5-5) in the RF Zone. The improvements to the road are intended to serve 3 lots including 2 newly created lots to be gifted to family.**
 - Drew Olehowski from Haley Ward represented the applicant
 - Galbraith introduced the project
 - Road was redesigned for 20 mph speed limit
 - Condition: field test prior to Occupancy Permit to make sure the Fire Department Vehicles can get through
 - Public: Hussey-27 Buzzell Road-No survey of the property and land has been cut. No survey yet for lot split this is only a private way. Neighbors suspect they cut over the line that was in question, galvanized pin that was a property marker is now missing. The property owner has marked the lines himself along with the neighbor's property. A full boundary with pins set will be needed when the lot is split. Deeds, site plans, full boundary plan will be needed when the lot is split in order to get building permits from Codes Enforcement.

Motions:
Motion-Fecteau-Approved
Milligan-second provided the conditions are written in the Notice of Decision
Vote-Unanimous Approval
 - 1.b. **2024.68 Review of Conditional Use Permit Application for Chico Potvin to build an additional residential unit on Waterworks Drive (Tax Map 7, Lot 8-3) in the RF Zone.**
 - Chico Potvin represented the applicant
 - Galbraith introduced the project
 - Second home will be for daughter & husband
 - City Water on property

- **Public-James Boyle-Map 2, Lots 14 & 17, in favor**
- **Milligan-turn out required for driveway-no need**
- **Dexter-how long is the driveway? 700' x 20' any sprinkler system going in, no**
- **Demers-How many buildable lots-that is it**
- **Milligan-you will keep the brush trimmed back-yes?**

Motion-

Motion to approve-Milligan

Second-Fecteau

Motion approved unanimously

Public Hearing Closed

2. Open Discussion

- **Planning Board Meeting Agenda was discussed**
- **Holiday January 20 for MLK Day**
- **On January 27 there is a meeting, but Gervais will chair it.**
- **Fecteau will work with the contractor on water lines for Pepperell Mill**
- **Milligan, 20 Clifford has scriveners' errors and will need to be corrected for final, Milligan told applicant engineer.**
- **Milligan-will Dutton needs a pre-construction meeting-yes, Galbraith will modify NOD.**

Meeting adjourned 1:58 PM