

City of Biddeford
Policy Committee Meeting Minutes
July 22, 2024 at 6:00 PM
City Hall Council Chambers & Zoom

1. Roll Call - The Committee was called to order at 6:00 PM by Councilor LaFountain serving as chairperson. Councilor LaFountain performed the roll call. Councilor Belanger was excused. Councilors LaFountain and Beaupre as well as members O'Neil and Pierson were present.
2. Pledge of Allegiance - The Committee and members in attendance observed the Pledge of Allegiance.
3. Adjustment(s) to Agenda – There were no adjustments to the agenda.
4. Approval of Minutes – There were no minutes to approve.
5. Discussion/Review –

5.a Proposed Sustainability Commission Ordinance

Brad Favreau provided an overview of the agenda item citing the need to establish a sustainability committee to serve as the primary champion of the Biddeford Climate Action Plan (BCAP) perform duties to include but not limited to performing periodic emission inventories, foster public engagement, and making recommendations for BCAP implementation.

Member O'Neil asked of the Committee is advisory in nature. Brad answered, yes.

Member O'Neil also read into the record comments submitted by Councilor Belanger. The comments include:

1. Adding at the end of Section 2-343 (f) the following: “including, but not limited to, upon request advising as to the climate impact of any proposed ordinance or City action.”
2. Combining the last two sentences of Section 2-347 to read: “The commission shall be staffed by a designee of the Planning and Development Director until such time as a Sustainability Coordinator, or similar position is created and filled, at which time such person shall staff the commission.”
3. In Section 2-348 replace “2023 Climate Action Plan” with “most current Climate Action Plan adopted by the City,”

*Motion to accept the amendments proposed by Councilor Belanger as submitted.
Motion by Councilor Beaupre, seconded by Jake Pierson.*

Vote: Unanimous in favor of the motion.

Councilor LaFountain proposed an amendment to Sec. 2-242, adding a new subsection “d. – One member, consisting the 10th committee member shall be a student member, nominated by the Mayor and confirmed by the City Council”.

Motion to accept the amendments proposed by Councilor LaFountain as submitted.

Motion by Councilor Beaupre, seconded by Jake Pierson.

Vote: Unanimous in favor of the motion.

Motion to accept the Sustainability Commission Ordinance as amended and forward to City Council for adoption.

Motion by Council Beaupre, seconded by Rene O’Neil.

Vote: Unanimous in favor of the motion.

5.b Demolition Fees

Roby Fecteau, code enforcement officer, provided an overview of the proposed change to Code of Ordinances, Chapter 18-Buildings and Building Regulations, Article II-Buildings, Division 3 – Permits; Fee Schedule by adding a new section (6)(a). The amendment is to bring the demolition permit fee in line with the building permit fee. Currently the building permit fee of \$50 is waived for projects of \$5,000 or less in value. There is no such exclusion for demolition projects resulting in a greater cost to demolish a structure than to construct a structure of value of \$5,000 or less.

Roby fielded several questions from the Committee providing the following clarifications.

- He confirmed that purchasing a shed and placing it on one’s property would increase the value of the property.
- Inspections by the Codes department for demolition projects are not routinely performed but may be performed if there are known environmental issues present such as asbestos or if specifically requested.
- The proposed ordinance amendment does not need to be added to the building permit side as the exception is in place currently.

Motion to forward the proposed demolition permit fee amendments to City Council for review and adoption.

Motion by Councilor Beaupre, seconded by Rene O’Neil.

Vote: Unanimous in favor of the motion.

5.c Review/ Approve Sewer Impact and Permit Fees

Craig Chekan, city engineer, provided an overview of the agenda item. Staff is proposing to amend Chapter 70, Sec 70-141 and Sec 70-172 by adding Tables 100: Estimated Sewer Design Flows and Table 200: Sewer Permit Fees. The proposed changes bring Biddeford's fees in line with surrounding community fees.

Craig fielded several questions from the Committee providing the following clarifications:

- The current sewer permit fee is \$7.72/gal for a 200 gal/day home and is proposed to increase to \$26.00/gal.
- The examples from the surrounding towns is data recently obtained; however, it is not known by staff when their most recent price increase occurred.
- The timing for applicability of new fees is essentially 30-days after the second reading. This identifies the need for a specific cut-off to enable "existing" to proceed using the current rates. Without a date certain or other criteria there could be rush for permits and or a negative pro forma impact for existing projects. The general options are to list the current projects and or to specify that projects that currently have preliminary Planning Board approval be grandfathered.

Motion to forward the proposed amended fee schedule to City Council for review and adoption.

Motion by Councilor Beaupre, seconded by Jake Pierson.

Vote: Unanimous in favor of the motion.

5.d Review/Approve Ch. 70 Ordinance Revision (Sewer Fees)

Craig Chekan, city engineer, provided an overview of the agenda item. This is a continuation of agenda item #5.c. Following approval of the new fee structure this item incorporates the fees within Chapter 70.

Motion to amend

Motion to forward the sewer impact fee proposal to City Council for adoption

Motion by Councilor Beaupre, seconded by Jake Pierson

Vote: Unanimous in favor of the motion

Motion to forward amended Chapter 70 sewer permit fees as amended to City Council for adoption.

Motion by Councilor Beaupre, seconded by Jake Pierson.

Vote: Unanimous in favor of the motion.

6. Adjourn –

Motion by Councilor Beaupre, seconded by Councilor LaFountain.

Vote: Unanimous in favor of the motion.

The Committee adjourned at 6:51 PM.