



PLANNING BOARD MEETING MINUTES

March 4, 2026

1. **Pledge of Allegiance Meeting came to order at 6:00 PM**
2. **Declaration of Quorum/Voting Members**
John McCurry, Chair, Matt Sargent-Dubois, Roch Angers, Leah Schaffer & Rob Nicoll
(Alternate Member)
Staff-David Galbraith, Harry Center City Solicitor & Nan Whitten
3. **Adjustment(s) to Agenda-none**
4. **Planner's Business-none**
5. **Consent Agenda**
 - 5.a. **Approval of Meeting Minutes from February 18, 2026**
MOTIONS: 6:02 PM
Motion-Schaffer -Motion to approve Meeting Minutes as posted
Second-Angers
Vote-Motion passed unanimously
6. **Open Public Hearing**
 - 6.a. **The Planning Board will review and vote on the Natural Resource Chapter of the Comprehensive Plan.**
 - 6.b. **Overview by staff**
 - 6.c. **Presentation by Applicant-Richard Rhames, Chair of the Conservation Commission presented the chapter to the Board.**
 - 6.b. **Public Comments-None**
7. **Close Public Hearing**
 - 7.a. **Close Public Comments**
 - 7.b. **Planning Board Deliberation & Vote**
MOTIONS: 6:07 PM
Motion-Angers-Motion to approve the Natural Resources Chapter of the Comprehensive Plan.
Second-Sargent-Dubois
Vote-Motion passed unanimously
8. **Unfinished Business-None**
9. **New Business**
 - 9.a. **2026.04 The Planning Board will review a Shoreland Zoning Permit request for The Susan Kinell Living Trust located at 11 Bayberry Road (Tax Map 68, Lot 28) in the CR/LR Zone. The proposal is to raze the existing nonconforming house and rebuild a less conforming home.**
 - Galbraith introduced the project.

- Galbraith outlined the 6 criteria that the Planning Board Members are to consider:
 1. Size of lot
 2. Slope of lot
 3. Chance of soil erosion
 4. Other structures on the lot and abutting lots
 5. Septic placement and other possible locations
 6. Vegetation on site
- Erik Peterson of Peterson Design represented the applicants
- The applicant is planning a new septic in the same location as the previous one.
- The new house will be smaller by 139 SF with the difference being used for a parking area.
- No Public Comments
- Schaffer asked for elevations of the house
- Peterson replied that he has worked with the Code Enforcement Officer and brought the site plan as instructed by the CEO.

MOTIONS: 6:19 PM

Motion-Sargent-Dubois-Motion to table until later in the meeting giving the Board Members time to look at the ordinance regarding height.

Second-Angers

Vote-Motion passed unanimously

9.b. 2025.46 Preliminary & Final Plan Review for Mastoran Corporation (d.b.a. Burger King Restaurant) for a Site Plan Amendment to an existing Development Plan to add a second drive-thru lane to their existing facility located at 349 Alfred Street (Tax Map 28, Lot 57) located within the B2 (Highway Business) Zoning District.

- Galbraith introduced the project
- Chris MacDonald of BH2M represented the applicant.
- MacDonald explained that the applicant will be removing several parking spots in order to add a second drive-thru lane and keep a lane open for the fire department to access the site.
- The applicant will resurface the entire parking lot and curbing.
- MacDonald had researched the “no left turn” signs that were discussed in the last meeting. The signs were installed recently at the request of the Police Department.
- He also researched a question from Kayla Lewis at the last meeting about landscape screening and he confirmed that the screening mentioned was for lots abutting residential properties which this lot is not applicable.
- Nicoll asked about the replacement of some of the curbing. The medians will be vegetative; the propane tanks are under the median islands.
- Angers call Point of Order in order to let the public comment
- No public comments

MOTIONS: 6:31 PM

Motion-Sargent-Dubois- Motion to Approve Case #2025.46: Preliminary & Final Site Plan Amendment Review for Mastoran Corporation, to construct an additional drive-through lane at 349 Alfred Street (Tax Map 28, Lot 57) in the B-2 Zone, with the adoption of the proposed Findings of Fact (FOF) and Conditions of Approval (COA).

Second-Angers

Vote-Motion passed unanimously

9.c. 2025.41 The Planning Board will listen to a Minor Site Plan request by University of New England to expand Decary Hall located at 11 Hills Beach Road (Tax Map 52, Lot 4) in the Institutional Zone.

- **Galbraith introduced the project.**
- **The applicant is requesting a waiver for full stormwater review.**
- **Anrew Phillipe & Alan Thibeault from UNE & Tom Saucier from Site Design represented the applicant.**
- **Phillipe went through a power point presentation for the Board.**
- **PUBLIC**
- **Chris Stone-272 Hills Beach Road**
- **Ms Stone asked if this project is affected by the moratorium, Galbraith answered that this project pre-dates the moratorium, so it does not affect this project.**
- **Mr. Center wanted to make sure that an email between Galbraith and Thibeault was entered as part of the record.**
- **McCurry confirmed the Board had all read the UNE Master Plan and the Institutional Zone Ordinance.**
- **McCurry agreed with Ms. Stone that all of Hills Beach Road should be notified of projects from UNE going to Planning Board.**
- **Galbraith read the emails in question into the record.**
- **McCurry asked UNE how many projects under 1,000 SF do they have that are not listed in the Master Plan.**
- **Schaffer confirmed that the moratorium did not pause the review, but will it impact construction?**
- **Center answered that depending upon what happens it could.**
- **McCurry mentioned that he does not believe this project is in the Master Plan.**
- **Thibeault clarified the process of the Master Plan and how a site plan less than 1,000 sf does not trip site plan review.**
- **After much back-and-forth Center asked about demolition**
- **Nicoll said that demolition is not mentioned in the code therefore he doesn't feel demolition is germane to this project.**
- **Sargent-Dubois agreed that demolition is not in the ordinance and should not be considered for this project.**

MOTIONS: 7:15 PM

Motion-Sargent-Dubois- A. Motion to Approve project #2025.41: Preliminary & Final Site Plan Review for UNE to expand Decary Hall at 11 Hills Beach Road (Tax Map 52, Lot 4) in the Institutional & Shoreland Zones. The proposed project will expand Decary Hall by a net increase of 870 square feet, with the adoption of the draft Findings of Fact (FOF) and recommended Conditions of Approval (COA).

Second-Schaffer

Vote-Motion passed unanimously

9.d. 2025.12 The Planning Board will review a preliminary & final application for a private way for Jason Martel at 10 Wood Island Acres (Tax Map 8, Lot 5) in the SR-1 Zone.

- **Paul Gadbois represented the applicant.**
- **The road will be named Land Locked Drive.**
- **The applicant has offered \$7,000.00 for the sidewalk fund which needs to be approved by the Engineering Department.**
- **Galbraith said that the Findings of Fact will be red on the part for the sidewalk dollar amount for conditions 9 & 10**
- **There will be no personal guarantee the engineer will certify the road.**
- **No public comments**
- **McCurry asked how the sidewalk fund is calculated so that the City can be consistent**
- **Galbraith told how it is calculated, Gadbois calculates based on the road length.**
- **Schaffer said there are state calculations by county that can be used.**

MOTIONS: 7:23PM

Motion-Schaffer-Motion to Approve Case # 2025.12 for preliminary and final private way application for Jason Martel at 10 Wood Island Acres (Tax Map 8, Lot 5), within the Suburban Residential & Stream Protection (SR 1 & SP) zones, with the adoption of the drafted Findings of Fact (FOF) and Conditions of Approval (COA) including conditions #9 & 10.

Second-Sargent-Dubois

Vote-Motion passed unanimously

9.a. MOTION: 7:25 PM

Motion-Sargent-Dubois-Motion to take item 9.a. off the table

Second-Angers

Vote-Motion passed unanimously

- **Schaffer and Peterson discussed tiered height restrictions**
- **Galbraith mentioned that he and the CEO work together on Greatest Practical Extent and height is not included for the Planning Board**

MOTIONS: 7:34 PM

Motion-Sargent-Dubois-Motion to Approve the shoreland zone application for the proposal located at 11 Bayberry Road (Tax Map 68, Lot 28), within the Coastal Residential & Limited Residential (CR & LR) zoning district.

Second-Angers

Vote-Motion passed unanimously

10. Other Business-None

11. Adjourn

MOTION: 7:34 PM

Motion-Angers -Motion to adjourn

Second-Sargent-Dubois

Vote-Motion passed Unanimously

Signature-Planning Board 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.