



City of Biddeford Sustainability Commission

February 24, 2025 at 5:30 PM

City Hall Second Floor Conference Room & Zoom

[Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 990 2521 3253

Passcode: 66497

1. Roll Call
2. Approval of Meeting Minutes
 - 2.a Approval of Meeting Minutes from 2-3-25
3. Old Business
 - 3.a Update: David Galbraith will attend the March 3, 2025 Sustainability Committee meeting to explain and discuss Transit Oriented Development (TOD)-Brad
 - 3.b Update: Proposed Solar Development Ordinance-What is the process?-Brad
 - 3.c Update: Public Engagement for 2025-Joie, Kiara, and all
 - a. Pollinator Festival
 - b. Earth Day, Events
 - c. Art Walks, etc.
 - d. No Mow May
 - e. RiverJam
 - f. FringeFest
 - g. Others?
 - 3.d Update: Sustainable Landscape Ordinance-Bev (Discussion-should we distinguish between sustainable landscaping and proposed tree ordinance)
 - 3.e Update: Bike/Ped Plan-Brad
 - 3.f Update by the Biddeford Saco Action Team
 - 3.g Continued Discussion: Electric Vehicle Charging Ordinance
4. New Business

4.a Mayor's Monarch Pledge-

Create graphics to distribute to residents and City Public Works about the benefit of this effort-how can we augment habitat and promote conservation of these butterflies?

4.b The March 17 meeting must be rescheduled, which is best, March 10 or March 24?

5. Other Business

6. Adjourn

Sustainability Commissions minutes

present: Wendy, Bev, Jeff, Will, Brad, Max, Kiara, Joie (virtual)

update from BSCAT:

- discussion about vernal pools in Clifford Park
- BSCAT wants to improve their familiarity with Sustainability Commission projects, and would like to expand their relationship/help with outreach
- Interest in facilitating collaboration with neighboring towns

Staff updates:

- Brad wants to invite Roby Fecteau in the next month to talk about implementation of building stretch codes
- David Galbraith wants to come speak about transit-oriented development and affordable housing
- The Solar Ordinance is going to Planing Board after suggestions from Conservation Commission
 - Brad will send a copy of the amended ordinance to Commission members

Monarch pollinator pledge:

- mayor signs it every year
- Wendy thought this goes in hand with the landscaping ordinance ideas being proposed
- Max suggested we could promote No Mow May as outreach.
 - Flyers at Pollinator Festival table
 - Social media posts

EV ordinance

- Will summarized the draft ordinance:
 - Max asked why level 2 chargers were required in single-family homes, when the definitions section of the ordinance says level 1 is typical for them
 - Joie proposed to amend the ordinance to say single-family homes would have to at least support a level 1 charger.
 - Will argued that level one chargers take a long time to fill up a battery (sometimes days)

- The commission decided to keep the requirement for single family homes at level 2 at this time
- The commission discussed whether they should lower the threshold of EV charger requirements to below 10 parking spaces
 - Max argued we should look at the cumulative effects of the standards the commission will implement, and how that will affect construction and rents
 - Brad will look into what other municipalities set as a threshold
- Joie suggested the ordinance would trigger an additional tier of installation requirement at a certain year or when a certain percent of vehicles are electric
- The Commission will review the ordinance and propose line edits for next meeting
 - Brad will look into what other municipalities set as a threshold to require chargers in parking areas
 - Brad will try to find a cost estimate breakdown between level 1 and level 2 chargers

Work plan updates

- Kiara reached out to the Town of Falmouth about their solar energy project, reached out to their Sustainability Coordinator
- Bev found two Project Canopy grants at the state, between \$15,000 - \$20,000
 - If federal grant is still intact this year, it could be substantially larger (up to \$200,000) but there are a lot of requirements and the application is due in May
 - This would require a new committee (called a “tree board”) be established
 - Max and Kiara expressed concern about the commissions capacity to apply for a grant in only a few months, and also fund an entirely new committee

Adjourned 6:54 pm

moved by bev

seconded by max

unanimous

ELECTRIC VEHICLE INFRASTRUCTURE

1. Purpose

The purpose of this ordinance is to facilitate and encourage the use of electric vehicles, to expedite the establishment of a convenient, cost-effective electric vehicle infrastructure, and to establish minimum requirements for such infrastructure to serve both long-term and short-term parking needs.

2. Definitions

Accessible electric vehicle charging station means an electric vehicle charging station where the battery charging station is located within accessible reach of a barrier-free access aisle and the electric vehicle.

Battery charging station means an electrical component, assembly or cluster of components assemblies designed specifically to charge batteries within electric vehicles.

Battery electric vehicle means any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.

Charging levels means the standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and DC fast charging are the most common charging levels, and include the following specifications:

- Level 1 provides charging through a 120 volt (V), alternating-current (AC) plug. Level 1 is considered as slow charging. Level 1 charging equipment is standard on vehicles and therefore does not require the installation of charging equipment. The most common place for Level 1 charging is at the vehicle owner's home and is typically conducted overnight.
- Level 2 charging is through a 240V, AC plug and requires installation of home charging or public charging equipment. These units require a dedicated 40-amp circuit. Level 2 chargers are commonly found in residential settings, public parking areas, places of employment and commercial settings.
- DC Fast Charging (DCFC) charging is through a 400 to 1000 V, direct-current (DC) plug. Due to their high cost and extremely high-power draw, Level 3 chargers are typically found in commercial or industrial locations rather than residential.

Electric vehicle means a vehicle that operates, either partially or exclusively, on electrical energy from the electrical grid, or an off-grid source, that is stored on board for motive purposes.

"Electric vehicle" includes:

- Battery electric vehicle
- Plug-in hybrid electric vehicle

Electric vehicle charging station (EVCS) means a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric

energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle.

Electric vehicle charging station – private restricted use means an electric vehicle charging station that is:

- Privately owned and restricted access (e.g., single-family home, executive parking, designated employee parking, assigned parking at multi-family residential buildings); or
- Publicly owned and restricted (e.g., fleet parking with no access to the general public).

Electric vehicle charging station – public use means an electric vehicle charging station that is:

- Publicly owned and publicly available (e.g., Park & Ride parking, public library parking lot, on-street parking); or
- Privately owned and available to visitors of the use (e.g., shopping center parking).

Electric vehicle infrastructure means conduit/wiring, structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations.

Electric vehicle parking space means any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle.

Electric vehicle supply equipment (EVSE) means any equipment or electrical component used in charging electric vehicles at a specific location. EVSE does not include equipment located on the electric vehicles themselves.

Electrical capacity shall mean, at minimum:

- Panel capacity to accommodate a dedicated branch circuit and service capacity to install a 208/240V outlet per charger;
- Conduit from an electric panel to future EVCS location(s).

Non-electric vehicle means any motor vehicle that is licensed and registered for operation on public and private highways, roads, and streets that does not meet the definition of an electric vehicle.

Plug-in hybrid electric vehicle means an electric vehicle that:

- Contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor;
- Charges its battery primarily by connecting to the grid or other off-board electrical source;
- May additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and
- Has the ability to travel powered by electricity.

3. Applicability

3.1. This ordinance shall apply to all electric vehicle infrastructure installed, constructed, or modified after the effective date of this Ordinance.

3.2. Electric vehicle infrastructure in place prior to the effective date of this ordinance shall not be required to meet the requirements of this ordinance unless substantial modification to the infrastructure is proposed in accordance with the criteria identified in Section 5.1.

3.3. All electric vehicle infrastructure shall be designed, built, and installed in accordance with applicable local, state, and federal codes, regulations, and standards.

5. Required Facilities

5.1. All new or reconstructed parking structures or lots shall be required to install level-2 EVCSs according to Table 5.1 when one of the following conditions is met:

- The development includes a new off-street parking facility with more than 10 spaces; or
- The parking capacity of an existing building, site, or parking facility with 10 or more spaces is increased by 30 percent or more (expressed as $[\text{number of additional spaces}] / [\text{number of existing spaces}] \times 100$).

5.1.1. The number of EV charging stations required to be installed at the time of development is stated as a percentage of the total number of parking spaces in Column A of Table 5.1. Requirements will be rounded up to closest whole number but will always be a value of at least one EVCS to be available at the time of development occupancy.

5.1.2. To meet anticipated demand for EV charging stations as the technology becomes more widespread, Column B of Table 5.1 specifies the required increased electrical capacity to enable future EV charging station installations. Electric capacity requirements are met by providing a cabinet, box or enclosure connected to a conduit linking parking spaces with 208/240V or higher voltage AC electrical service for the suitable for the number of charging stations. Capacity requirements will be rounded to the closest whole number. A parking facility will meet the requirement for future capacity if column A and B are less than or equal to the EVCS installation.

- Site design must provide electrical, associated ventilation, accessible parking, and wiring connection to transformer to support the additional potential future electric vehicle charging stations.

Table 5.1
EV Charging Requirements for new and reconstructed parking structures

Land use type	A. Number of EVCS required (as % of total parking spaces)	B. Increased electrical capacity for future EVCS (as a % of total parking spaces)
Multi-family residential	10%	20%
Lodging	10%	20%

General office, medical	5%	5%
Industrial	5%	5%
Institutional, municipality	5%	5%
Commercial (retail, dining, recreational, entertainment, etc.)	5%	5%

5.1.3. Multi-family residential units may meet the required number of EVCS parking spaces by installing current and/or future capacity for level-1 EVCS at double the rates required by table 5.1. However, at least 3% of current and 6% of future EVCS capacity must be level-2. This would require at least 3% of parking spaces be equipped with level-2 EVCS and 14% of spaces with level-1. Future capacity would require 6% level-2 ready infrastructure and 28% level-1 ready infrastructure. In all instances, the required number of EVCS units will be rounded upwards to the nearest whole number.

5.1.4. These requirements may be revised upward or downward by the Planning Board as part of an application for a conditional use permit or planned unit development based on verifiable information pertaining to parking.

5.2 All new single-family residential construction must include at least one plug capable of powering a level-2 EVCS if there is off street parking as part of the development.

6. General Requirements for Electric Vehicle Infrastructure

6.1. Electric vehicle charging stations within single-family and two-family residences are exempt from the below general requirements. This does not exempt electrical or other permit obligations.

6.2. General station requirements

6.2.1. Size. A standard size parking space shall be used for an electric vehicle charging station where such a station is required or planned.

6.2.2. Equipment Standards and Protection. Where provided, parking for electric vehicle charging purposes shall meet the standards of subsections 6.2.2 (1) through (4) of this section.

1. Clearance. Charging station equipment mounted on pedestals, light posts, bollards or other devices shall be a minimum of 24 inches clear from the face of curb.
2. Charging Station Equipment. Charging station outlets and connector devices shall be no less than 36 inches or no higher than 48 inches from the top of surface where mounted, and shall be designed and located as to not impede pedestrian travel or create trip hazards on sidewalks.
3. Charging Station Equipment Protection. When the electric vehicle parking space is perpendicular or at an angle to curb face and charging equipment,

adequate equipment protection, such as wheel stops or concrete-filled steel bollards shall be used.

4. Maintenance. Charging station equipment shall be maintained in all respects, including the functioning of the charging equipment. A phone number or other contact information shall be provided on the charging station equipment for reporting when the equipment is not functioning or other problems are encountered.

6.2.3. Signage. Electric vehicle charging stations, other than in residential use, shall have posted signage allowing only charging electric vehicles to park in such spaces. For the purposes of this subsection, “charging” means that an electric vehicle is parked at an electric vehicle charging station and is connected to the charging station equipment. Signage for parking of electric vehicles shall include:

- Information on the charging station to identify voltage and amperage levels and any time of use, fees, or safety information.
- Restrictions shall be included on the signage, if removal provisions are to be enforced by the property owner
- As appropriate, directional signs to effectively guide motorists to the charging station space(s).

6.2.4. Lighting. Site lighting shall be provided where EVCS is installed unless charging is for daytime purposes only. Lighting standards should be met pursuant to the Biddeford’s zoning ordinance.

6.2.5. Time limits may be placed on the number of hours that an electric vehicle is allowed to charge, prohibiting indefinite charging/parking. If applicable, warnings shall be posted to alert charging station users about hours of use and possible actions affecting EVCS that are not being used according to posted rules.

6.2.6. The EVCS must be operational during the normal business hours of the use(s) that it serves. EVCS may be de-energized or otherwise restricted after normal business hours of the use(s) it serves.

6.2.7. Usage Fees. The property owner or operator is not restricted from collecting a service fee for the use of an electric vehicle charging station made available to visitors of the property.

6.3. Accessible Facilities

6.3.1. Where electric vehicle charging stations are provided in parking lots or parking garages, excluding garages in single-family or two-family residential units, accessible electric vehicle charging stations shall be provided according to the ratios shown in Table 6.2. The first column indicates the number of electric vehicle stations being provided on-site and the second column indicates the number of

accessible charging stations that are to be provided for the corresponding number(s) of charging stations.

Table 6.2 Minimum Number of Accessible Electric Vehicle (EV) Charging Stations

Number of EV charging stations	Minimum accessible EV charging stations
5-50	1
51-100	2
101-150*	3

*One additional accessible EV charging station for each 50 EVCS

6.3.2. Accessible electric vehicle charging stations should be located in close proximity to the building or facility entrance and shall be connected to a barrier-free accessible route of travel. It is not necessary to designate the accessible electric vehicle charging station exclusively for the use of disabled persons.

6.4. Charging and Parking

6.4.1. EVCS parking spaces are to be included in the calculation for both the number of minimum and maximum parking spaces required, as provided by [Chapter and Section number for Parking Requirements].

6.4.2. EVCS parking spaces, where provided for public use, are reserved for charging electric vehicles only.

6.4.3. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.

6.5. Parking Restrictions

6.5.1. No person shall stop, stand or park any non-electric vehicle in a space designated through signage as an electric vehicle charging station. Any non-electric vehicle is subject to removal by the property owner or the property owner's agent.

6.5.2. Any electric vehicle in an electric vehicle parking stall that is signed exclusively for electric vehicle charging and that either (1) is not electrically charging or (2) is parked beyond the days and hours designated on regulatory signs posted at or near the space shall be subject to removal as posted by the property owner or the property owner's agent. For purposes of this subsection, "charging" means an electric vehicle is parked at an electric vehicle charging station and is connected to the charging station equipment.

6.6. Decommissioning: Unless otherwise directed by Biddeford, within ninety (90) days of cessation of use of the EVCS, the property owner or operator shall restore the site to its original condition. Should the property owner or operator fail to complete said removal

within ninety (90) days, Biddeford shall conduct the removal and disposal of improvements at the property owner or operator's sole cost and expense.

7. Violations

7.1. If the owner of an EVCS is found to be in violation of the provisions of this Ordinance, Code Enforcement Officer shall be responsible for administering the violation.

8. Effectiveness, Interpretation, Severability

8.1. This ordinance shall become effective immediately upon its adoption.

8.2. All other portions, parts, and provisions of the Zoning Ordinance of Biddeford as heretofore enacted and amended shall remain in force and effect.

8.3. The invalidity of any section or provision of the ordinance shall not be held to invalidate any other section or provision of this Ordinance.

8.4. If any part of this ordinance conflicts with any other applicable federal, state, or local regulation, the more restrictive regulation shall control.

Action Items

Communications and Convening:

Action #	Action
1	Issue a proclamation to raise awareness about the decline of the monarch butterfly and the species’ need for habitat. This proclamation must incorporate a focus on monarch conservation. Example activities: • Issue a Monarch Day Pledge • Incorporate monarchs into your Earth Day, Pollinator Week or other proclamation
2	Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
3	Engage* with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
4	Engage* with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.

Action #	Action
5	Engage* with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters, other long-standing and influential community leaders) to support monarch butterfly conservation. Example Activities: • Develop community gardens with local gardening leaders • Host programming and other activities with Nature Centers • Coordinate and collaborate with local gardening groups at schools, colleges, and universities
6	Engage* with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
7	Engage* with developers, planners, landscape architects, and other community leaders and organizers engaged in planning process to identify opportunities to create monarch habitat.
8	Create a community-driven educational conservation strategy, initiative, or practice that focuses on and benefits local, underserved residents. Example Activities: • Conduct outreach and support habitat / green space improvements in underserved communities. • Develop brochures in different languages

Action #	Action
9	Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition. Example Activities: • Host photo contests • Commission murals • Create and show films and documentaries • Support public art installations • Collaborate with local artists, including school, college, and university art departments to create community-wide art

*Engage includes: in-person meetings, conferences and summits, trainings, or regular communication through email, phone, social media, etc.

Program and Demonstration Gardens:

Action #	Action
10	Host or support a native seed or plant sale, giveaway or swap.
11	Facilitate or support a milkweed seed collection and propagation effort.
12	Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent or culturally significant community location.

Action #	Action
13	Convert vacant lots to monarch habitat.
14	Plant milkweed and pollinator-friendly native nectar plants along roadsides, medians, or public rights-of-way.
15	Launch or maintain an outdoor education program(s) (e.g., at schools, after-school programs, community centers and groups) that builds awareness and creates habitat by engaging students, educators, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation’s Schoolyard Habitats® program and Monarch Mission curriculum). Example Activities: • Eco-Schools U.S. • Schoolyard Habitats® Program • PK-12 Monarch Mission Curriculum (English and Spanish)
16	Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation’s Community Wildlife Habitat program). Example Activities: • Join the Community Wildlife Habitat

Action #	Action
17	Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness, support community unity around a common mission, and/or create habitat for the monarch butterfly. Example Activities: • Host photo challenges • Create property certification challenges • Collaborate with schools, universities, and colleges to host joint awareness and habitat creation challenges
18	Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health. Example Activities: • NWF's Monarch Stewards Program Certification • Engage with local colleges and universities science departments to host community-wide opportunities • Monarch Migration Tracking (Journey North)
19	Add or maintain native milkweed and nectar-producing plants in gardens in the community.

Action #	Action
20	Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitat for monarch butterflies and other pollinators. Example Activities: • Partner with volunteers and/or stakeholder organizations to remove herbaceous and woody invasive plants from city parks and other natural areas. • Host educational events to teach community members about invasive plant identification and how to safely remove invasives from their personal properties. • Create a distributable list of invasive species to your ecoregion to share with stakeholders and community members.
21	Host or support a monarch butterfly festival that is accessible to all residents in the community and promotes monarch and pollinator conservation, as well as cultural awareness and recognition.
22	Display educational signage at monarch gardens and pollinator habitat. Example Activities: • Neighborhood Garden Signs (Victory Garden of Tomorrow) • Create plant labels or interpretive language for community gardens, parks, prairie habitat, rights-of-way, etc.

Systems Change:

Action #	Action
23	Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).

Action #	Action
24	Change weed or mowing ordinances to allow for native prairie and plant habitats.
25	Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
26	Launch, expand, or continue an effort to change municipal planting ordinances and practices to include more native milkweed and native nectar producing plants at city properties. Example Activities: • Pass an ordinance to incorporate the planting and cultivation of native milkweed, where feasible, into the city’s landscape portfolio to increase native biodiversity in public landscapes. • Check out the NWF Lanscaping Guide with Example Ordinances!
27	Integrate monarch butterfly conservation into the city’s Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
28	Reduce or eliminate the use of herbicides, pesticides, or other chemicals that are harmful to monarchs and pollinators and urban wildlife. Example Activities: • Work with local school districts to eliminate or minimize the use of pesticides, herbicides, and insecticides on school properties • Adopt Integrated Pest Management (IPM) practices • Adopt “chemical-free” landscape practices at city-maintained parks, municipal buildings, and/or other city-maintained properties.
29	Launch, expand, or continue one or more ordinances to reduce light pollution to benefit urban wildlife.

Action #	Action
	Example Activities: • Introduce ordinances that require fully shielded outdoor light fixtures that have low color temperature and direct light downwards in city-maintained spaces. • Change city ordinances to require that building owners and managers reduce and/or turn off excess lighting during periods of migration (Spring/Fall).
30	California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public or private lands.