

**City of Biddeford**  
**Institutional Zone Review Committee**

April 28, 2026 at 4:00 PM  
City Hall Council Chambers & Teams

[Join Microsoft Teams Meeting Online](#)

Or call in by phone: +1 872-242-8054

Meeting ID: 297 858 156 962 842

Passcode: eY7fR92g

Phone conference ID: 375 579 173#

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - 3.a March 19th Minutes
  - 3.b March 30th Minutes
  - 3.c April 7th Minutes
4. Administrative
  - 4.a Upcoming Meetings
    - \* May 4th 4PM
    - \* May 7th 3PM
    - \* May 11th 3PM
    - \* May 14th 3PM
5. Material Review
  - 5.a Discussion Memo
6. Adjourn

**City of Biddeford**  
**Institutional Zone Review Committee**  
**March 30, 2026 at 4 PM**  
**Council Chambers & Teams**

**1. Call to Order**

The meeting was called to order at 3:01pm.

**2. Roll Call**

All members were present: Councilors Patricia Boston and Marc Lessard; James Herbert, Matthew Haas, Christina Stone, Elizabeth Martin; and Roby Fecteau and David Galbraith (Staff).

**3. Pledge of Allegiance** was recited.

**4. Minutes**

It was moved (J. Herbert) and seconded (B. Martin) that the minutes of the March 19 and March 26 meetings be accepted as circulated. The vote was unanimous in favor of the motion.

**5. Material Review – Section 2 Article XVI – Institutional Master Plan 3/26/2026**

A. R. Fecteau led the review of the document. The definitions language is taken verbatim from the existing ordinance. M. Lessard expressed that uses “conducted or hosted by” was too broad and questioned the reference to being “consistent with the institution’s mission”. He felt this was justification for council input in the master plan review process. Some others agreed that university uses is a broad category based on ownership rather than specific use. J. Herbert felt that municipal and public uses were equally broad. P. Boston shared that there was different wording of the mission statement in 3 of the 4 master plans she recently reviewed.

B. In Section 3. Institutional Zone Description(s) contains some language drafted by staff. The last lot listed in the second paragraph will be removed as it is not currently in the IN Zone.

C. The committee discussed whether university uses should be allowed as conditional uses outside of the IN zone as they are currently or if they should be restricted to parcels in an IN zone. R. Fecteau shared that the conditional use review process may not catch all related performance and dimensional standards of the IN zone. He emphasized that he is concerned with clarity and consistency. J. Herbert expressed that conditional uses must comport with the neighborhood and that disallowing university uses as conditional uses outside of the IN zone would be unfair, restrictive, and would require rezoning which could be problematic and cause delays. He referred the group to his email from

Sunday. R. Fecteau shared that a buyer can put options or conditions on a land purchase making it subject to approval of rezoning, thus eliminating the risk. Some members felt that requiring rezoning to IN was a strategy to protect the city, its property tax base, and neighborhoods.

- D. There appears to be agreement of developing an overarching IN zone with subzones (IN-1, IN-2, etc.) for noncontiguous parcels, though the committee's directive does not extend beyond IN-1 at this time. Similar overlays and subdistricts are used for colleges and universities by the city of Portland (overlay) and Brunswick (subdistricts).
- E. Section 4. Institutional Zone Performance Standards. This section contains verbatim language from the current ordinance, found in Table B. Note 20.
  - 1. C. Stone recommended that all language related to a bypass road be stricken. J. Herbert stated UNE had no interest in a bypass road and was agreeable to removing all reference to a bypass road.
  - 2. C. Stone also suggested removal of language related to replacing structures in the former housing park as that is an environmentally sensitive area and borders the neighborhood. J. Herbert stated he had no problem with maintaining the status quo on that site.
  - 3. C. Stone expressed concerns about setbacks, and allowances for maximum height and lot coverage throughout the campus.
  - 4. C. Stone suggested that the West St. parcel be considered for IN-2 zoning.

## **6. Other Business**

There have been some issues with the group email address. Committee members are directed to send communications to R. Fecteau rather than the group address and he will forward messages to the group.

## **7. Additional Meeting Dates**

Council Chambers has been reserved for this committee to meet on

Monday, May 4, 4 – 6 pm

Thursday, May 7, 3 – 5 pm

Monday, May 11, 4 – 6 pm

Thursday, May 14, 3 – 5 pm

## **8. Next Meeting**

The next meeting is scheduled for Thursday, May 2 at 4:00 pm. This does not allow city staff sufficient time to develop revised language on topics reviewed. M. Haas suggested that we review maps displaying setbacks, height and lot coverage allowances, along with the campus map dated 9/6/2001 at that meeting.

## **9. Adjournment**

The meeting adjourned at 5:40 pm.

**City of Biddeford**  
**Institutional Zone Review Committee**  
**April 2, 2026 at 4 PM**  
**Council Chambers & Teams**

**1. Call to Order**

The meeting was called to order at 4:04 pm.

**2. Roll Call**

All members were present: Councilors Patricia Boston and Marc Lessard; James Herbert, Matthew Haas, Christina Stone, Elizabeth Martin; and Roby Fecteau and David Galbraith (Staff).

**3. Pledge of Allegiance** was recited.

**4. Minutes**

Minutes of the March 30 meeting were not available.

**5. Administrative**

The following additional meetings were confirmed:

Monday, May 4, 4-6 pm

Thursday, May 7, 3-5 pm

Monday, May 11, 4-6pm

Thursday, May 14, 3-5 pm

**6. Material Review**

- a. The Proposed Subdistrict map dated 9/6/2001 (with note in the block section) and the UNE Setback map were reviewed in conjunction with Section 4. Institutional Zone Performance Standards. The former map was legislatively adopted at the time of IN Zone ordinance approval.
- b. Related information from Table B. Note P. will be incorporated into Article XVI. This includes maximum height, minimum building setbacks from public streets, minimum building setback from the perimeter of the Institutional Zone, and maximum lot coverage.
- c. It was agreed that the setback from public streets related to Newtown Road be increased from 40 ft. to 50 ft. for consistency.
- d. The 25 ft. setback from Hills Beach Rd was related to the potential for a bypass road and that should be amended as there are no plans for a bypass road. All language related to a bypass road can be removed.
- e. The map labeled as Restricted Development areas was reviewed. This map was also legislatively adopted. See references in Table B, Note P, 5. It was suggested the area be possibly defined more clearly. It was also suggested that there be clarification or definitions of Restricted Development, No Build

Zones, low impact, and that the 14,400 sq. ft. allowance be possibly removed. MH commented about the distinction between structures and buildings related to 7 D and E.

- f. The IN Zone map should be updated to reflect the three parcels that were rezoned from SR1 to IN – 1 Hills Beach Rd., 583 Pool Rd., and 590 Pool Rd. – and legislatively adopted.
- g. There was brief discussion of the possible removal of conditional college and university uses in other zones.
- h. A definition of nonhabitable would be helpful.
- i. The definition of master plan was reviewed. MH suggested removing up to 10 years and replacing with up to years.
- j. ML suggested that the master plan “suggests” rather than “guides” the development...
- k. Discussions of permitting and yearly master plan update will be forthcoming.
- l. Section 3 will be updated and new map submitted.
- m. ML suggested that the institutional zone “understands” rather than “accommodates” college and university uses.
- n. The “50ft special” height zone was discussed and refers to the bypass road so may no longer be applicable.
- o. There was discussion regarding height limits being too lenient or too strict.
- p. The basis for lot coverage as defined was questioned.

#### **Next Meeting**

Tuesday, April 7, at 4 pm in Council Chambers and via Teams.

#### **7. Adjournment**

The meeting adjourned at 5:46 pm.

**City of Biddeford**  
**Institutional Zone Review Committee**  
**April 7, 2026 at 3 PM**  
**Council Chambers & Teams**

**1. Call to Order**

The meeting was called to order at 3:03 pm.

**2. Roll Call**

All members were present: Councilors Patricia Boston and Marc Lessard; James Herbert, Matthew Haas, Christina Stone, Elizabeth Martin; and Roby Fecteau and David Galbraith (Staff).

**3. Pledge of Allegiance** was recited.

**4. Minutes** of the March 30 and April 2 meetings were not available.

**5. Administrative**

A. P. Boston read the charge given to the Institutional Zone Review Committee:  
Reviewing the full ordinance language governing the Institutional Zone and the Institutional Master Plan.

Evaluating whether existing standards and processes appropriately guide institutional development and fully account for impacts on the City, including land use considerations, municipal service demands, infrastructure capacity, and long-range implications for planning and overall fiscal health.

Considering best practices from comparable municipalities regarding institutional growth, neighborhood compatibility, and the broader implications of institutional expansion.

Identifying proposed ordinance revisions necessary to ensure these provisions reflect the long-term best interests of the City.

Preparing written recommendations for City Council consideration.

B. Public comments can be submitted to the committee via the Institutional Zone Review Committee link on the committee's web page. The committee will receive information but discussions take place at scheduled meetings.

C. The committee's recommendations will be forwarded to the Planning Board for their review (2 readings) and approval and then to the City Council for their review (2 readings) and approval. There will be opportunities for the public to speak at those sessions.

- D. This zoning ordinance is complex and references are found in several places in the ordinances. Progress is being made and we will work methodically, reviewing working documents and voting on topics as review moves along. When there is no unanimous consent, dissenting opinions will be noted.

## 6. Material Review

- A. R. Fecteau reviewed the 3 attachments that were included with the agenda: Lot Coverage map (11/10/2022), the original council order creating the IN Zone (October 16, 2001), and UNE Subdistrict Map (9/6/2001).
- B. The group reviewed the Working Document dated 4/7/2026.

### Section 2. Definitions

University/College – the group approved the draft language with the addition of “and certificates” to the end of the sentence.

University Uses – 3. May need revision depending on recommendation for review process.

Master Plan – Clarification of last paragraph in green to identify triggers for an amended or new master plan, and what constitutes substantive changes from baseline data. There was also discussion of potential annual updates on projects in an approved master plan, which would be less

### Section 3. Institutional Zone Descriptions

IN-1 will need to be identified in the Zoning map.

It was suggested that 331 West St. (Tax map 4, Lot 4) be in a separate IN-2 zone. This would require separate performance standards for IN-2. RF will develop draft language. This can also be a committee recommendation.

### Section 4. Institutional Zone Performance Standards

Additional performance standards will be included, such as buffers and signage.

A new dated subdistrict map and boundary descriptions must be adopted.

1. Maximum Height may need clarification of how this is measured.

2. Minimum Building Setbacks from Public Streets

Both sides of Newtown Road: change from 40 to 50 feet.

Language related to a bypass road is eliminated.

#### 4. Maximum Lot Coverage

There was discussion of how the percentage is defined, what is included in the denominator of that calculation. A definition could clarify.

Maps should be updated as lot coverage changes.

Performance standards may need clarification.

#### Section 5. Restricted Development Areas

A distinction between Restricted Development Areas and No Build Zones is needed.

The new subdistrict map will reflect these areas.

A definition of “nonhabitable” is needed.

The Shoreland Zone defines “structure” but not “building”.

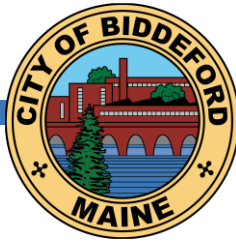
c. Revision of language related to allowed replacement of housing park is needed.

#### 7. Next Meeting

Tuesday, April 21, at 3 pm in Council Chambers and via Teams.

#### 8. Adjournment

The meeting adjourned at 4:52 pm.



To: Institutional Zone Review Committee (IZRC)

From: David C.M. Galbraith, City Planner / Deputy Director Planning and Economic Development  
Roby Fecteau, Director of Code Enforcement

Date: April 20, 2026

RE: **Institutional Zone – Action Items**

## 1. Master Plan Approval Process:

As the Committee is aware, one of the items that has been a source of debate is the Master Plan approval process. As such, Staff is seeking direction from the Committee on this particular item. Below are various options:

- A. Application Submittal (Staff 30 day review), Planning Board review at 2 public hearings (preliminary & final) minimum, Plan adoption.
- B. Application Submittal (Staff 30 day review), Preliminary Planning Board public hearing, City Council public presentation, Final Planning Board public hearing, Plan adoption.
- C. Application Submittal (Staff 30 day review), Preliminary Planning Board public hearing, Final Planning Board public hearing, Planning Board recommendation to City Council, City Council public hearing, Council approval (2 readings), Plan Adoption.

*(Should a formal public workshop requirement be incorporated into the review process?)*

**(Note:** All Planning Board public hearings require mailed public notice as discussed in detail below.)

## 2. Public Notification Requirements:

When Site Plan, Subdivision and Conditional Use applications are filed with the Planning Department, all “abutters” within 250 feet, as measured from the property lines where the proposal is taking place, are required to be notified via mailings through the US Postal Service. During deliberations within the IZRC it has been discussed that university or college uses, due to the impact on City services and potential negative impacts to surrounding neighborhoods, should increase the distance in which public abutter notifications are made. The suggested increases to notification requirements to abutters were 500 feet, 1,000 feet, and 3,000 feet. These measurements would be taken from the entire “campus” not the individual lot where the activity is occurring. For

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reference, a mile is 5,280 feet. Therefore, the IZRC should determine what they believe to be a reasonable notification requirement and should vote upon the following options:

- A. 250 feet (Notice would not change from current requirements)
- B. 500 feet
- C. 1,000 feet
- D. 3,000 feet

In addition to the above discussed mailing notifications, it has also been discussed that other forms of types of notification requirements may want to include some of the below items:

- A. Notification should be made to the City of Saco for any projects along the Saco River;
- B. A temporary or permanent sign (size and locations TBD) for notification purposes;.
- C. City Facebook page;
- D. City Website;
- E. Neighborhood information meetings, and
- F. Annual updates to City Council regarding projects approved with the past year and contemplated projects for the following year

Staff are seeking direction from the Committee related to the above items and other suggested items.

**3. Master Plan Approval Date: Effective Date and Expiration Date:**

The IZRC has discussed on a number of occasions, the issue of the “effective” duration of an adopted “5 Year Master Plan” and questioned when a 5 Year Master Plan would be considered “expired”. The Committee desired to establish, within the revised IN Ordinance, how long a plan would remain “valid” before a revised Master Plan would be required to be adopted. The time periods discussed were between 5-7 years and 5-10 years before a plan would be determined “expired”. Below are a number of options:

- A. A “5-year plan” would remain effective indefinitely providing a college/university did not seek any development approvals beyond those contemplated and approved in the 5-year plan.
- B. A “5-year plan” would remain effective up to 7 years from the date of approval, providing a college/university did not seek any development approvals beyond those contemplated and approved in the 5-year plan. After 7 years a new plan would be required to be submitted and approved.
- C. A “5-year plan” would remain effective up to 10 years from the date of approval, providing a college/university did not seek any development approvals beyond those contemplated and approved in the 5-year plan. After 10 years a new plan would be required to be submitted and approved.

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- D. Master plans will be required to be updated whenever an additional project is introduced or when the underlying baseline data considered in its analysis is substantially exceeded, but in no case shall the timeline exceed seven years. Baseline data includes population projections, utility infrastructure capacities, and roadway or parking capacities.

In all of the above contemplated scenarios, any development, beyond those specifically approved within the Master Plan, would not be able to seek Planning Board approval until a new 5-year Master Plan had been reviewed and approved by the City. Further, it was discussed that if a college/university had an approved 5-year Master Plan and after the 7 or 10 year “expiration” (TBD) occurred, the college / university could resubmit the previously approved Master Plan for re-approval, for an additional 7 to 10 years (expiration date TBD) it could do so, providing NO changes were being requested. This “reapproval” would be required to go through the same process as if it were a modified plan and it would again remain valid for the same period as established within the Ordinance.

#### **4. Summary of Changes:**

As discussed during the IZRC meetings, there have been some concerns about modifications to prior Master Plans and tracking changes between adopted Plans. In order to provide transparency and Plan modifications, Staff recommends adoption of language requiring a formal “Summary of Plan Changes” as an element of the Master Plan review process. This document should include ~~red strike through~~ for deleted text and blue underline for text additions. Examples of this are shown below:

A. Text Modification Example:

Text Modification to the 2023-2027 master Plan, Appendix Section 2 – Exterior Lighting, Item 2:

Existing Text:

- 2. Exterior Lighting - The standards shall establish a general lighting theme for the campus and shall identify the appropriate maximum, average, or minimum illumination levels and uniformity ratios for various areas and facilities, the typical type of lighting fixtures and poles that will be used and shall detail how nighttime sky glow and light intrusion on neighboring residential areas will be minimized.

Proposed Text:

- 2. Exterior Lighting - The standards shall establish a general lighting theme for the campus and shall identify the appropriate maximum, average, or minimum illumination levels and

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uniformity ratios for various areas and facilities, the typical type of lighting fixtures and poles that will be used, and shall ~~detail how nighttime sky glow~~ and shall be dark sky compliant and shall prevent light intrusion on neighboring residential areas will be minimized.

**B. Map Modification Example:**

Existing Map - Campus Development Plan dated January 18, 2023:



Proposed Map Modification - Campus Development Plan dated December 31, 2028:

Proposed building location shown in red, projected project – Student residence hall, 150+/- units, 3-story structure with associated 75 stall parking lot. A 3-D Rendering will also be required



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**5. Table A – Table of Land Uses - Existing**

	Article VI Section*	SR-1	CR	R-1-A	R-1-B	R-2	R-3	B-1	B-2	I-1	I-2	I-3	W-1	W-2	W-3	R-F	LR-F	M	IN <sup>20</sup>
Hospital*	39																		P
Municipal use	47.1	C	C	C	C	C	C	P	P	P	P	P	P	P	P	C	C	C	P
Museum, library			C					P	P			C				C		P	C19
Nursing home*	39	C				P	P									C		C	
Public and private schools*	53			C	C	P	P		C							P		C	
Public facility		C	C	C	C	C	C	P	P	C	C	P	C	C		C	C	C	C
Rehabilitation facility																			P
University/college*		C	C									C				C		C	P
University uses*		C										C				C		C	P
Water supply system	27	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

Note #20 (IN Zone) See full Table A for text.

It should be noted that with the exception of the Institutional (IN) zoning district and the MSRSD-3 districts “University / College” and or “University Uses” are Conditional Uses in the City’s SR-1, CR (University / College only), I-3, R-F, Medical (M), and MSRSD-1 zoning districts, which automatically require Planning Board review and approval. Any major development project would also require site plan approval (structures, parking lots etc.) which also a Planning Board review and approval process.

**Questions:**

A. Suburban Residential 1 - SR-1: Should “University / College” and or “University Uses” (both currently “Conditional”) be a Conditional Use or not a permitted use?

If Table A is amended to remove these uses entirely from the SR-1 zoning district and the uses were being proposed it would require the following:

- 1) A rezoning of the property (Planning Board recommendation and City Council approval);
- 2) The submittal and approval of Master Plan and approval (approval authority TBD).
- 3) Planning Board review and approval of any proposed buildings, parking lots and “Use” if Conditional Use.

B. Coastal Residential (CR): Should University / College (currently “Conditional”) be a Conditional Use or not a permitted use within the Coastal Residential zoning district?

If removed entirely (not a permitted use), any “University/College” use proposed within the CR zoning district would need to seek a zoning amendment from CR to UN which would require:

- 1) A rezoning of the property (Planning Board recommendation and City Council approval);
- 2) It would require the submittal of Master Plan and approval (approval authority TBD).
- 3) Planning Board review and approval of any proposed buildings, parking lots and “Use” if Conditional Use.

C. Industrial 3 zoning district (I-3): Should “University / College” and / or “University Uses” (both currently “Conditional”) be a Conditional Use or not a permitted use?

If these uses were removed from the I-3 zoning district, and a university or college sought to locate within this district it would require the following:

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- 1) A rezoning of the property (Planning Board recommendation and City Council approval);
- 2) The submittal and approval of Master Plan and approval (approval authority TBD).
- 3) Planning Board review and approval of any proposed buildings, parking lots and “Use” if Conditional Use.

**D. Rural Farm (RF) zoning district: Should “University / College” and / or “University Uses” (both currently “Conditional”) be a Conditional Use or not a permitted use within the RF district?**

If these uses were removed from the RF zoning district, and a university or college sought to locate within this district it would require the following:

- 1) A rezoning of the property (Planning Board recommendation and City Council approval);
- 2) The submittal and approval of Master Plan and approval (approval authority TBD).
- 3) Planning Board review and approval of any proposed buildings, parking lots and “Use” if Conditional Use.

**E. Medical (M) zoning district: Should “University / College” and / or “University Uses” (both currently “Conditional”) be a Conditional Use or not a permitted use within the Medical zoning district?**

If these uses were removed from the Medical zoning district, and a university or college sought to locate within this district it would require the following:

- 1) A rezoning of the property (Planning Board recommendation and City Council approval);
- 2) The submittal and approval of Master Plan and approval (approval authority TBD).
- 3) Planning Board review and approval of any proposed buildings, parking lots and “Use” if Conditional Use.

Below are the use codes for the MSRD-1 and MSRD-3 Zoning districts, where “C” represents Conditional Uses (MSRD-1) and “P” represents Permitted uses (MSRD-3):

MSRD-1 <sup>2,3</sup>	MSRD-2	MSRD-3
		P
P	C	P
P	C	P
C	C	C
C	C	C
P	C	P
		C
C		P
C		P
C	C	C

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- F. MSRD-1 zoning district: *Should “University / College” and or “University Uses” (both currently “Conditional”) be a Conditional Use or not a permitted use within the MSRD-1 zoning district?*

If these uses were removed from the MSRD-1 zoning district, and a university or college sought to locate within this district it would require the following:

- 1) A rezoning of the property (Planning Board recommendation and City Council approval);
- 2) The submittal and approval of Master Plan and approval (approval authority TBD).
- 3) Planning Board review and approval of any proposed buildings, parking lots and “Use” if Conditional Use.

It should be noted that this zoning district is located within the City’s downtown and staff would not recommend requiring a rezoning, unless it were a sizable parcel, as if rezoned to IN and the use changed, no other tenant (except a “University / College” and / or “University Uses”) could locate within the structure unless a rezoning back to the original zoning would occur.

- G. MSRD-3: *Should “University / College” and or “University Uses” (both currently “Permitted uses”) remain Permitted Uses, modified to Conditional Uses or not a permitted use within the MSRD-3 zoning district?*

**6. Existing Restricted Development:**

Table B (P) Sub note 5

Restricted Development Areas. Within the areas identified as “No Build Zones” on the Institutional Zone Subdistrict Map dated September 6, 2001, and described in boundary descriptions prepared by an independent registered land surveyor licensed to practice in the State of Maine which are made a part of this ordinance, the following additional requirements shall apply:

- a. No new buildings, parking, roads, or access drives shall be constructed except for the construction of a Hills Beach bypass road and connections to the bypass road from existing public streets.
- b. Existing buildings, parking, roads, and access drives may be maintained and may be improved with Planning Board approval but may not be relocated or expanded except as provided for in a.
- c. The existing student housing park located on the south side of Hills Beach Road may be replaced with new low-impact academic or support facilities. Lowimpact is defined as meeting the following standards:
  1. The replacement has been approved as part of the institutional master plan.

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2. The total footprint area of all replacement buildings and structures shall not exceed 14,400 square feet.
3. The amount of nonvegetated area after redevelopment shall be not more than the amount of nonvegetated area existing at the time of adoption of this provision.
4. No buildings, structures, parking, or other impervious surfaces shall be located closer to any adjacent wetland or the external boundary of the Institutional Zone than the existing facilities being replaced and, where possible, the setback from wetlands shall be increased.
5. The architectural design of the low-impact academic or support facilities shall be compatible with the adjacent residential character, consistent with the approved University Master Plan Architectural Design Standards, and shall be limited to a maximum height of 35 feet.
6. The low-impact academic or support facilities shall have no greater impact on the adjacent wetlands, than did the development existing at the time of the approval of the 2003-2007 Master Plan (approved May 7, 2003), as demonstrated by a wetlands delineation plan and stormwater management plan submitted as part of the application for site plan approval.
7. The low-impact academic or support facilities shall have no greater light intrusion, noise or traffic impact (both vehicular and pedestrian) on adjacent residential properties, than did the development existing on the site at the time of the approval of the 2003-2007 Master Plan (approved May 7, 2003), as demonstrated by a noise mitigation plan and traffic study submitted as part of the application for site plan approval.
  - d. No new athletic fields or athletic facilities shall be constructed.
  - e. Existing athletic fields may be maintained and improved but may not be expanded. Improvements to the existing fields shall be limited to items such as fencing, buffering, portable grandstands, scoreboards, lighting, temporary restroom facilities, storage sheds with less than 300 square feet of floor area, and similar facilities.
  - f. The areas not currently used for athletic fields, parking or the student housing park shall be maintained as naturally vegetated areas and shall not be converted to lawns or other improved open space. Existing vegetation shall be maintained subject to sound management practices relative to cutting, thinning, pruning, and similar activities.

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Existing Restricted Development: Foot note 20 in Table A:

Within that portion of the Institutional (IN) Zone subject to a Shoreland Zoning District, existing buildings, structures, and roads may be maintained, modified, or replaced but no new buildings shall be built or located and no existing buildings shall be enlarged (including the replacement of existing buildings) except as follows: The existing buildings and roads may be modified to the extent necessary to meet the requirements of applicable local, state, or federal codes or regulations, the existing sewage treatment plant may be expanded or replaced, and the existing Marine Science Center may be expanded through the construction of one additional building, provided that such changes meet all shoreland requirements and the performance standards of Article XIV.

Staff is recommending Four Restricted Development Areas to ease confusion.

RD-1: Within that portion of the Institutional (IN-1) Zone subject to a Shoreland Zoning District, existing buildings, structures, and roads may be maintained, modified, or replaced but no structures shall be built or located and no existing buildings shall be enlarged (including the replacement of existing buildings) except as follows: The existing buildings and roads may be modified to the extent necessary to meet the requirements of applicable local, state, or federal codes or regulations, the existing sewage treatment plant may be expanded or replaced, and the existing Marine Science Center may be expanded through the construction of one additional building, provided that such changes meet all shoreland requirements and the performance standards of Article XIV.

RD-2: No new structures, parking, roads, or access drives

RD-3: Existing athletic fields may be maintained and improved but may not be expanded. Improvements to the existing fields shall be limited to items such as fencing, buffering, portable grandstands, scoreboards, lighting, temporary restroom facilities, storage sheds with less than 300 square feet of floor area, and similar facilities. Lighting shall not be illuminated unless required for sporting or functions. In no case shall lighting be illuminated after 10 P.M. Parking lots within this area shall not be expanded. Parking lot lighting illumination shall not extend more than 0.5 footcandles beyond the limits of the parking area.

RD-4: The former student housing park located on the south side of the Hills Beach Road may be replaced with new low-impact academic or support facilities. Lowimpact is defined as meeting the following standards:

- a. The replacement has been approved as part of the institutional master plan.

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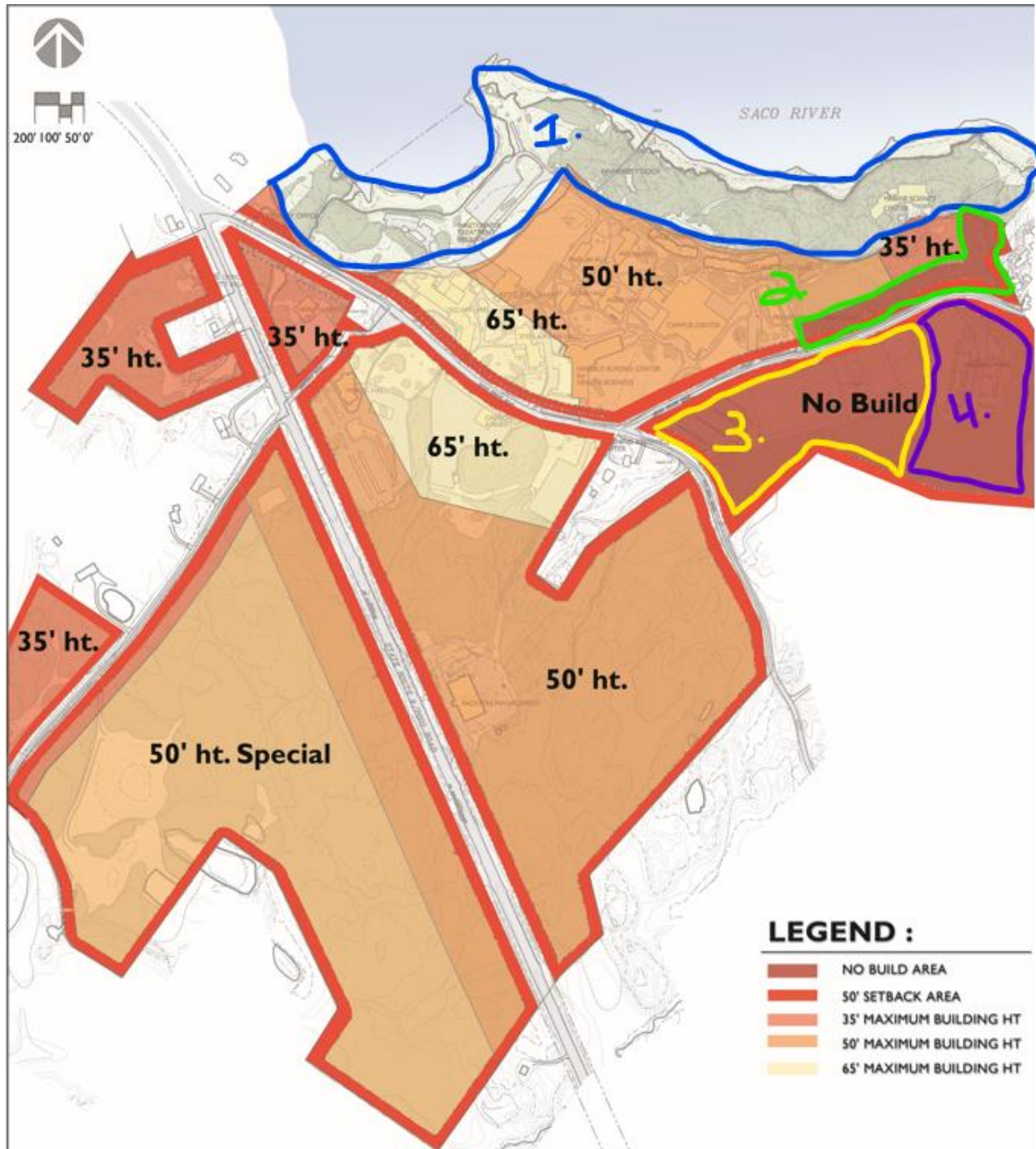
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- b. The total footprint area of all replacement buildings and structures shall not exceed 14,400 square feet.
- c. The amount of non vegetated areas after redevelopment shall be not more than the amount of non vegetated area existing at the time of adoption of this provision. (Article 16 adoption)
- d. No ~~buildings~~, structures, parking, or other non vegetative surfaces shall be located closer to any adjacent wetland or the external boundary of the Institutional Zone than the existing facilities being replaced and, where possible, the setback from wetlands shall be increased.
- e. The architectural design of the low-impact academic or support facilities shall be compatible with the adjacent residential character, consistent with the approved University Master Plan Architectural Design Standards, and shall be limited to a maximum height of 35 feet.
- f. The low-impact academic or support facilities shall have no greater impact on the adjacent wetlands, ~~than did the development existing at the time of the approval of the 2003-2007 Master Plan (approved May 7, 2003), as demonstrated by a wetlands delineation plan and stormwater management plan submitted as part of the application for site plan approval.~~
- g. No structure, or parking shall be erected, provided, or enlarged or use permitted within the institutional zone which abuts or is adjacent to a Suburban Residential (SR-1), Coastal Residential (CR), Zone unless a buffer at least 50 feet wide is provided and maintained between the adjoining zone and the building, structure, parking, or use in the institutional zone. Such buffer area shall be for the purpose of eliminating or minimizing any adverse effects upon the environmental or aesthetic qualities of abutting properties or any type of nuisance affecting the health, safety, welfare and property values of the residents of Biddeford, especially the residents of the surrounding neighborhoods. The buffer standards may not be waived.

Institutional Zone Review Committee (IZRC)

RE: Institutional Zone – Action Items

Meeting Date: April 28, 2026



**Institutional Zone Review Committee (IZRC)**

**RE: Institutional Zone – Action Items**

**Meeting Date: April 28, 2026**

**7. Definitions**

- A. Master Plan: A strategic planning document that suggests the physical development and the appropriate response to that development’s potential impact to the community surrounding it. It aligns the institution’s infrastructure with its mission, vision and long-term goals. Serving as a conceptual blueprint for appropriate growth and change, it is developed in accordance with the applicable zoning ordinances. This plan is essential for ensuring that the facilities meet current needs while being adaptable to future demands.  
Master plans shall include any development that requires compliance with site plan, shoreland zoning, or other applicable ordinances and that requires Planning Board approval within a minimum of five and up to seven years from the most recently approved master plan. New or amended master plans supersede the previous master plan in place with any university use being consistent with the most recent master plan approved by the Planning Board.  
Master plans will be required to be updated whenever an additional project is introduced or when the underlying baseline data considered in its analysis is **substantially** exceeded, but in no case shall the timeline exceed seven years. Baseline data includes population projections, utility infrastructure capacities, and roadway or parking capacities.
  
- B. Lot Coverage: The percentage of a lot covered by all structures and non-vegetative areas
  
- C. Non-habitable academic or support facilities or Non-habitable Accessory Structure: Anything built for the support, shelter, or enclosure of animals, goods or property of any kind, and not intended for occupancy nor to have toilet facilities, together with anything constructed or erected with a fixed location on or in the ground, including decks, stacks, satellite dishes, and antennas, exclusive of fences, and poles, wiring and other aerial equipment normally associated with service drops as well as guying and guy anchors, as well as sidewalks, driveways, parking lots, and field or garden walls or embankment retaining wall
  
- D. Substantially: substantial percentage, when defined numerically, generally refers to a large or meaningful portion, typically 30% or more