



City of Biddeford
Institutional Zone Review Committee

May 11, 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: 286 037 408 248 351

Passcode: D4LR2B5a

Phone conference ID: 425 897 951#

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - 3.a May 4th Minutes
 - 3.b May 7th Minutes
4. Administrative
 - 4.a Cancellation of May 14th Meeting?
5. Material Review
 - 5.a Updated Discussion Memo
 - 5.b DRAFT IN-1 Map (Building Heights/ Lot Coverage)
 - 5.c DRAFT IN-1 Map (Restricted Districts)
6. Old Business
7. New Business
8. Adjourn

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

1. Call to Order

The meeting was called to order at 4:00 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

It was moved, seconded and unanimously approved that the minutes of the April 28 meeting be accepted as circulated.

5. Material Review

R. Fecteau resumed the review and discussion of the Institutional Zone – Action Items document.

A. Existing Restricted Development

Motion: It was moved and seconded (M. Haas/J. Herbert) that the RD-1 language be changed to “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 **new buildings**, structures, **or roads** 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 it is no closer to the river than the current structure**, and that such changes meet all shoreland requirements and the performance standards of Article XIV.”

Vote: Unanimous in favor of the motion.

Motion: It was moved and seconded (M. Haas/J. Herbert) that the RD-2 language be changed to “No new **structures, buildings**, parking, roads, or access drives.”

Vote: Unanimous in favor of the motion.

Motion: It was moved/seconded (M. Haas/J. Herbert) that the RD-3 language be changed to “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 events or functions. In no case shall athletic lighting be illuminated after 10 P.M. Parking lots within this area shall not be expanded. Parking lot light illumination shall not extend more than 0.5 footcandles beyond the limits of the parking area.

It was moved/seconded (M. Haas, J. Herbert) that language be added to state that “No other new structures, buildings, roads, parking, or access drives are allowed.”

Vote: Unanimous in favor of the amendment and the motion as amended.

Motion: It was moved and seconded (M. Haas/J. Herbert) that the RD-4 language be changed as follows:

“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. Low-impact is defined as meeting the following standards:

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

ab. The total footprint area of all low-impact nonhabitable replacement and new buildings and structures shall not exceed 2,000 square feet.

be. 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 XVI adoption)

cd. No buildings, structures, parking, or other non-vegetated 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.

de. 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.

ef. 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.~~

Vote: Unanimous in favor of the motion.

Motion: It was moved and seconded (M. Haas/C. Stone) that the language in g. be adopted as printed.

g. No structure, or parking erected, provided, or enlarged or use permitted withing the institutional zone which abuts or is adjacent to a Suburban Residential (SR-1), or 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.

Vote: Unanimous in favor of the motion.

Restricted Development Maps are being prepared by GIS staff.

B. Definitions

Motion: It was moved and seconded that the Master Plan definition be approved as written.

“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, or and roadway or parking capacities or the cumulative impact of all of the above.”

Vote: Unanimous in favor of the motion.

Motion: It was moved/seconded (M. Haas/J. Herbert) that the definition of lot coverage be changed to “Lot coverage: The percentage of a lot covered by all structures, **buildings** and non-vegetated areas.”

Vote: Unanimous in favor of the motion.

Motion: It was moved/seconded (J. Herbert/M. Haas) that C. be accepted as presented.

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.

Vote: Unanimous in favor of the motion.

Motion: It was moved and seconded (J. Herbert/M. Haas) that D. be accepted as presented.

D. Substantially: substantial percentage, when defined numerically, generally refers to a large or meaningful portion, typically 30% or more.

Vote: Unanimous in favor of the motion.

Motion: It was moved and seconded (P. Boston/M. Lessard) that “certificates” be removed from E.

E. UNIVERSITY/COLLEGE : A postsecondary educational institution or that is authorized by the laws of the State of Maine to grant degrees/**Certificates** .

Vote: Unanimous in favor of the motion.

Motion: It was moved and seconded (J. Herbert/M. Lessard) that UNIVERSITY COLLEGE (see above) and UNIVERSITY USES be combined into one.

F. UNIVERSITY USES: Facilities, programs, services, or activities conducted by or hosted by a college or university that:

1. Are consistent with the institution's mission, and
2. Involve or support educational, extracurricular, research, service, or community outreach activities, and

3. If located in an institutional zone, are consistent with the most recent institutional master plan approved by the Planning Board. University uses includes ancillary and support services such as health clinics, parking lots, bookstores, day care centers, snack stands, and similar facilities that primarily serve university faculty, staff, and/or students. University uses also include residential uses that provide housing, dining, and related facilities for staff, faculty, students, and participants in programs and activities conducted or hosted by the institution but shall not involve providing accommodations to the general public or for people who are not involved in university related programs or activities nor any use that would be classified as a hotel or motel under the provisions of this ordinance. University uses may be provided or operated directly by the university or on a contract basis.

Vote: Unanimous in favor of the motion.

6. Old/New Business – None

7. Next Meeting

Monday, May 4, 4 pm in Council Chambers and via Teams.

8. Adjournment

The meeting adjourned at approximately 5:45 pm.

City of Biddeford
Institutional Zone Review Committee
May 7, 2026 at 4 PM
Council Chambers & Teams

1. Call to Order

The meeting was called to order at 3:00 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 (Staff).

3. Pledge of Allegiance was recited.

4. Minutes of the May 4 meeting were unavailable.

5. Administrative – None

6. Material Review

R. Fecteau led a review of the progress to date.

The group confirmed votes taken on April 28 as described in the approved minutes of that meeting for:

A. Master Plan Approval Process

B. Public Notification Requirements

C. Master Plan Approval Date: Effective Date and Expiration Date

D. Summary of Changes

E. Table A – Table of Land Uses – Existing

The group then reviewed material discussed on May 4 as reflected in the Institutional Zone - Action Items dated May 5:

F. Existing Restricted Development

RD-1 J. Herbert made a motion to insert the following language in the RD-1 section “a Marine Science research pier, access road, and necessary accessory work and use may be completed to include the project that is currently planned and that was approved by the Planning Board in a September 4th, 2025 notice of decision” after “sewage treatment plant may be expanded or replaced,” and before “the existing Marine Science Center may be expanded...” The motion failed for lack for a second.
RD-2 It was moved and seconded (M. Haas, M. Lessard) and unanimously approved that language in g. be included in this section.

RD-3 Insert “athletic field” in the sentence “In no case, shall athletic field lighting be illuminated after 10 P.M.” ...to specify that parking illumination is not restricted.

RD-4 RF has been removed from g. as there is no RF parcel in RD-4. The buffering language (g.) will also be inserted in the overall IN ordinance.

RD-1--4 It was moved and seconded (M. Haas, M. Lessard) that the draft maps be accepted as presented. More formal maps will be forthcoming.

G. Definitions

Master Plan - It was suggested the last sentence be amended to state that “Baseline data include population projections and/or utility capacities, roadway or parking capacities, or any other relevant data or any combination thereof.” Staff will develop proposed language.

B. Lot Coverage – will be discussed further when formal maps are reviewed.

C. It was moved and seconded (M. Lessard/C. Stone) to retain “enclosure of animals”. The motion was approved 4-1 with P. Boston opposed. We will include this in discussion of uses.

D. Language accepted unanimously.

E/F. University/College - It was moved and seconded (J. Herbert/M. Lessard) and unanimously approved to strike “or industry credentials”. M. Haas also requested that we review approved uses in other zones. Staff will examine a definition of private schools.

H. Buffers

It was moved/seconded (M. Haas/M. Lessard) that the buffer language be accepted as stated. An amendment was moved/seconded (M. Haas/M. Lessard) and unanimously approved to add that staff would wordsmith the city’s general buffer description and add specifics about vegetation. The amended motion was unanimously approved.

I. Signs

It was moved and seconded (M. Haas/J. Herbert) and unanimously approved that sign regulations in the IN zone be broken down into 3 categories: construction signs, temporary signs, and banners.

J. Permitting

The group discussed triggers for site plan review versus projects eligible for staff review only. It was moved/seconded (M. Haas/M. Lessard) and unanimously approved that staff develop language stating that all projects undergo site plan review with exceptions for projects that have cumulative impact of less than 1,000 sq. ft., that have no impact on population data, utility infrastructure, roads, or parking, and do not involve demolition.

7. Other Business

C. Stone expressed concern about the narrow Hills Beach Road width, specifically in front of Decary Hall/Leonard Hall. R. Fecteau asked C. Stone to submit suggested wording for the committee to review.

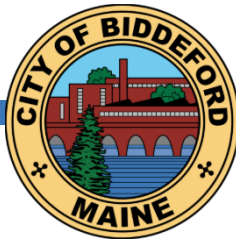
8. Next Meeting

Monday, May 11, 4 pm in Council Chambers and via Teams. We will proceed with a review of draft revised maps, discuss density/lot coverage, validate the results of today's meeting, and, as time allows, review additional items.

9. Adjournment

The meeting adjourned at 4:57 pm.

DRAFT



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: May 9, 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. Vote 3-2

(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~~ 3,000 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

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RE: Institutional Zone – Action Items

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measurements would be taken from the entire “campus” not the individual lot where the activity is occurring. For 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:

Committee choose the highlighted as methods

- 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:

Committee choose the highlighted

- 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.

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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.

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.

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RE: Institutional Zone – Action Items

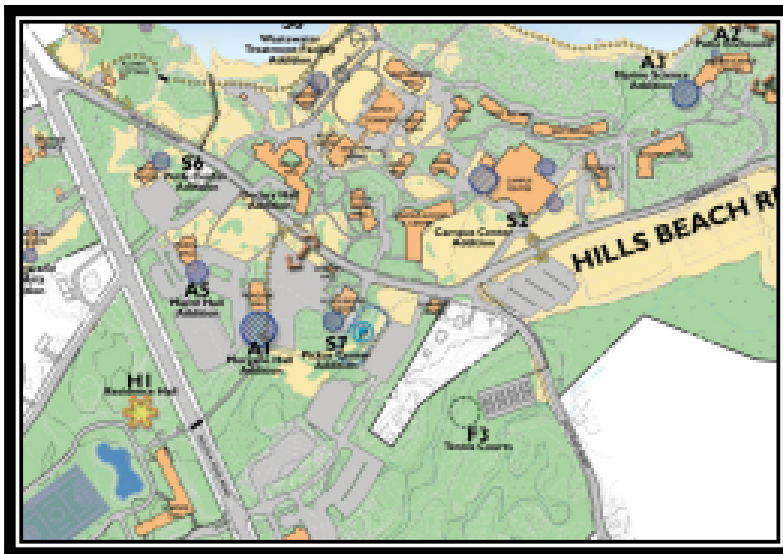
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Proposed Text:

- 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 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:



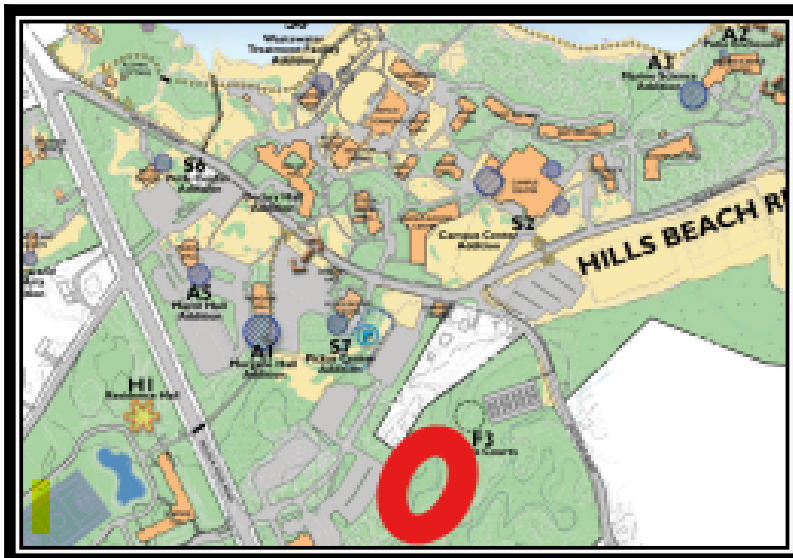
Proposed Map Modification - Campus Development Plan dated December 31, 2028:

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 ²⁰	
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	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	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 MSR-D-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 MSR-D-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.

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- 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:

- 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.

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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 ^{7,8}	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

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?

E. Table A – Table of Land Uses – Existing

Motion: It was moved and seconded (M. Lessard, M. Haas) that University/College and University Uses be removed as permitted and conditional uses in all zones except the IN Zone.

Vote: The motion was accepted with M. Haas, M. Lessard, and C. Stone in favor; J. Herbert and P. Boston opposed. P. Boston supports staff recommendation that University/College and University Uses be allowed in the IN, CR and RF zones.

Note: Staff explained that this motion will require rezoning and submission of a master plan for University/College and University Uses to be allowed in any zone other than the IN Zone. As an

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alternative, staff may develop a proposal that defines more specific uses which may be permitted or conditional outside the IN Zone.

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.
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.

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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.

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.

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RD-1: The land area located within 250 feet, horizontal distance from the Highest annual tide, 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, buildings or roads 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 do not encroach closer to the river and meet all shoreland requirements and the performance standards of Article XIV.

J. Herbert made a motion to insert the following language in the RD-1 section “a Marine Science research pier, access road, and necessary accessory work and use may be completed to include the project that is currently planned and that was approved by the Planning Board in a September 4th, 2025 notice of decision” after “sewage treatment plant may be expanded or replaced,” and before “the existing Marine Science Center may be expanded...” The motion failed for lack for a second.

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

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 for Athletic fields shall not be illuminated unless required for sporting or functions. In no case shall athletic fields 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.. No restriction for parking lot light illumination

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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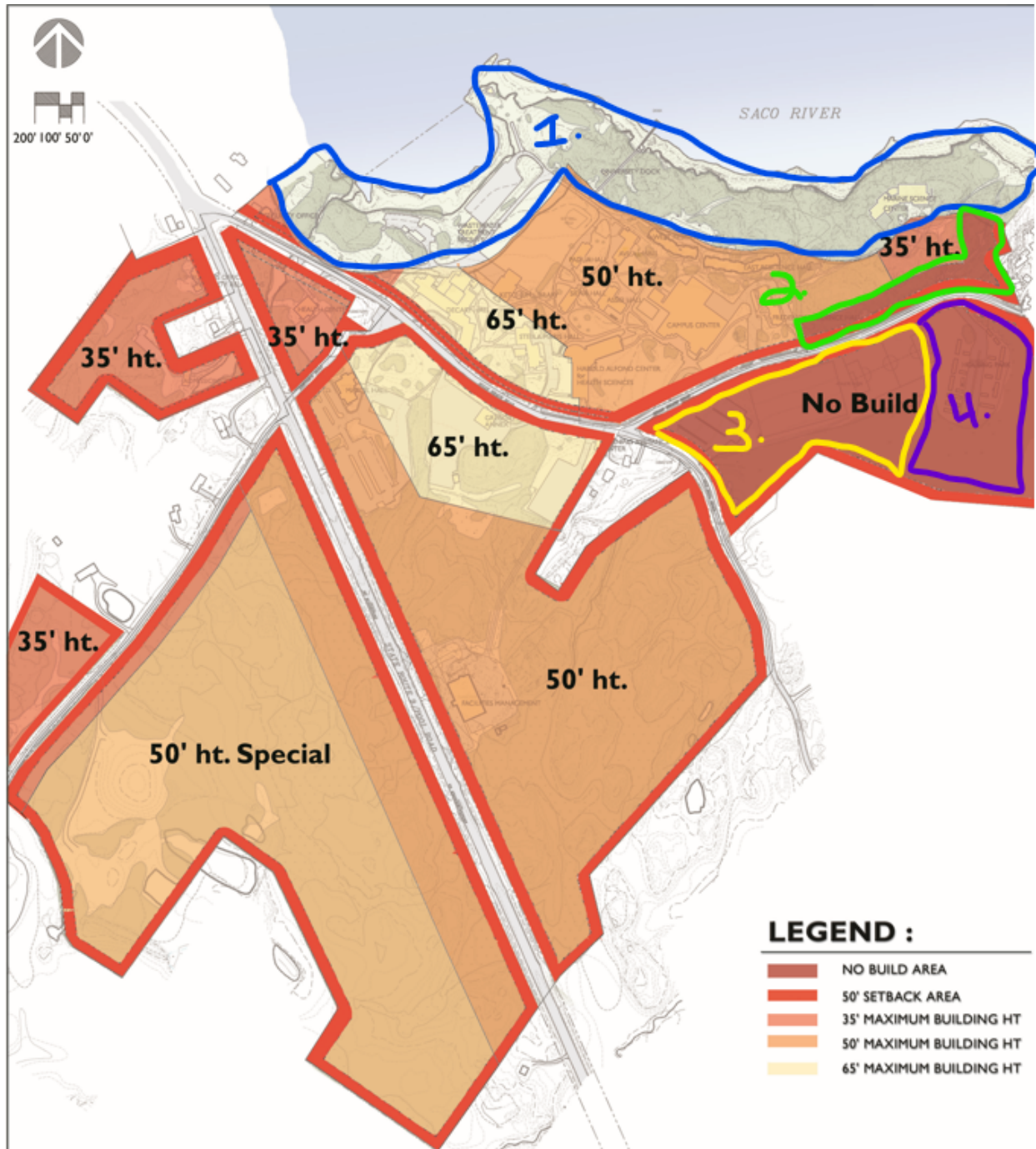
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- b. The total footprint area of all replacement/ additions buildings and structures shall not exceed ~~14,400~~ 2,000 square feet.
- c. The amount of non vegetated areas after redevelopment shall be not more than the amount of non vegetated area existing 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.

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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. Relative Baseline data includes but is not limited to 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

- E. UNIVERSITY/COLLEGE :A postsecondary educational institution or that is authorized by the laws of the State of Maine to grant degrees/ Certificates .

- F. UNIVERSITY USES: Facilities, programs, services, or activities conducted by or hosted by a college or university that:
 - 1. Are consistent with the institution's mission, and
 - 2. Involve or support educational, extracurricular, research, service, or community outreach activities, and
 - 3. If located in an institutional zone, are consistent with the most recent institutional master plan approved by the Planning Board. University uses includes ancillary and support services such as health clinics, parking lots, bookstores, day care centers, snack stands, and similar facilities that primarily serve university faculty, staff, and/or students. University uses also include residential uses that provide housing, dining, and related facilities for staff, faculty, students,

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and participants in programs and activities conducted or hosted by the institution but shall not involve providing accommodations to the general public or for people who are not involved in university related programs or activities nor any use that would be classified as a hotel or motel under the provisions of this ordinance. University uses may be provided or operated directly by the university or on a contract basis.

Proposed Definition:

UNIVERSITY/COLLEGE

A postsecondary educational institution authorized by the laws of the State of Maine including colleges, universities, community colleges, and vocational schools, aimed at providing specialized knowledge and career preparation, where upon satisfactory completion students are awarded either associates, bachelors, masters, or doctorate degrees and / or industry credentials. Universities/colleges also include facilities, programs, services, or activities conducted by or hosted by a college or university that:

1. Are consistent with the institution's mission, and
2. Involve or support educational, extracurricular, research, service, or community outreach activities, and
3. If located in an institutional zone, are consistent with the most recent institutional master plan approved by the Planning Board.

University uses include ancillary and support services such as health clinics, parking lots, bookstores, day care centers, snack stands, and similar facilities that primarily serve university faculty, staff, and/or students. University uses also include residential uses that provide housing, dining, and related facilities for staff, faculty, students, and participants in programs and activities conducted or hosted by the institution but shall not involve providing accommodations to the general public or for people who are not involved in university related programs or activities nor any use that would be classified as a hotel or motel under the provisions of this ordinance. University uses may be provided or operated directly by the university or on a contract basis.

SCHOOLS, COMMERCIAL

A private institution or establishment that functions primarily to teach or instruct, for a fee, special skills or subjects, that do not necessarily result in state required educational requirements. Examples of this would include a gymnastics school, driving school, etc.

8. Buffers

- A. No building, 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), or Rural-Farm (R-F) Zone unless a buffer at least 50 feet wide is provided and maintained between the adjoining zone and the

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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 related to this subsection (Article VI, Section 12B) pertaining to the institutional zone may not be waived

An amendment was moved/seconded (M. Haas/M. Lessard) and unanimously approved to add that staff would wordsmith the city’s general buffer description and add specifics about vegetation. The amended motion was unanimously approved.

9. Signs

1. In the IN Zone, the following signs shall be permitted, provided that no individual sign shall be larger than 32 square feet and that all signs shall be consistent with the design standards set forth in the approved institutional master plan:
 - a. Institution sign: one sign identifying the institution in the center of the campus or at a key location within the campus. This sign shall be ground mounted, located within a landscape area, or attached to a landscape feature such as a wall, boulder or similar object. An institution sign may be externally lit with a shielded light source.
 - b. Gateway signs: one sign identifying the institution located at each principal entrance to the campus from the major road network. Gateway signs shall be ground mounted, located within a landscape area, or attached to a landscape feature such as a wall, boulder or similar object. Gateway signs may be externally lit with a shielded light source.
 - c. Building and facility signs: Each building or facility may be identified by a sign at the principal entrance and at each additional major entrance to the building or facility. Building or facility signs shall be attached to the building or facility or shall be ground mounted or attached to a landscape feature. Building and facility signs may be externally lit with a shielded light source.
 - d. Directional signs: Signs providing directions to buildings or facilities may be placed at appropriate locations within the campus in accordance with the sign standards contained in the institutional master plan. Directional signs may be externally lit with a shielded light source.
 - e. Public safety and regulatory signs: Signs setting forth public safety regulations, parking regulations, or other public informational signs may be placed at appropriate locations within

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the campus in accordance with the sign standards contained in the institutional master plan. Safety and regulatory signs may be externally lit with a shielded light source.

- f. Informational kiosks: Facilities for the posting of temporary notices or campus information such as kiosks and bulletin boards may be placed at appropriate locations within the campus in accordance with the sign standards contained in the institutional master plan. Kiosks and bulletin boards may be externally lit with a shielded light source.

- g. Temporary signs and banners: Temporary signs and banners related to campus events may be placed at appropriate locations within the campus in accordance with the sign standards contained in the institutional master plan, provided that such signs and banners do not remain in place for more than 10 days.

TEMPORARY SIGN

A sign or advertising display designed and intended to be displayed or displayed for a short period of time not to exceed 45 days. A temporary sign may or may not include portable signs, but does include banners.

SUSPENDED SIGN

A sign suspended attached to a structure by way of a frame or bracket which overhangs a pedestrian walkway or public sidewalk are permitted, provided that they do not project more than five feet from the building or 2/3 of the width of the sidewalk, whichever is less, and have a vertical height clearance of 10 feet between the bottom of the sign and the ground

Construction sign: A fixed sign erected during construction, provided they are not larger than 16 square feet. There shall be no more than one such sign per lot, and such signs shall not be in place longer than six months. The Code Enforcement Office may authorize an extension of this time period upon request and with adequate justification by the applicant. Construction fencing with screening may include advertisement for said project

10. Permitting

Permitting/ Site Plan Approval

All Projects in a IN zone shall be approved by the Planning Board

Exceptions:

Small accessory structures less than 300 square feet?

Temporary structures?

Additions to existing buildings that don't exceed 300 square feet?

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The group discussed triggers for site plan review versus projects eligible for staff review only. It was moved/seconded (M. Haas/M. Lessard) and unanimously approved that staff develop language stating that all projects undergo site plan review with exceptions for projects that have cumulative impact of less than 1,000 sq. ft., that have no impact on population data, utility infrastructure, roads, or parking, and do not involve demolition.

For Review Purposes Only

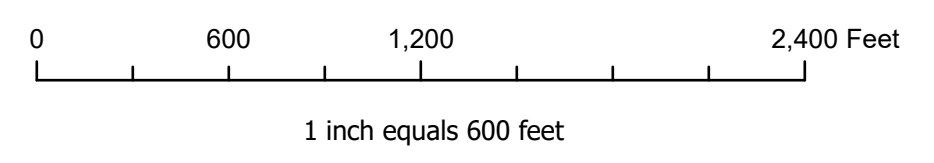
For Review Purposes Only

7.4' Contour
 50' Setback
 Parcels

Building Heights & Setbacks

- 250 foot setback from 7.4' contour
- No Build Area
- 35' Maximum Building Height
- 50' Maximum Building Height
- 50' Maximum Building Height (Special)
- 65' Maximum Building Height

No original documents or data sets were used in the creation of this map. Only photocopies of documents that were not to scale were used in the creation of this map. Actual boundaries of building height zones will require more accurate data to be furnished to The City of Biddeford GIS Division.



IN Zone Building Heights and Coverage

For Review Purposes Only

For Review Purposes Only

Restricted Areas

Restricted Development Area

- Restricted Development Area 1
- Restricted Development Area 2
- Restricted Development Area 3
- Restricted Development Area 4

Zoning

- SR1 Suburban Residential
- RF Rural Farm
- CR Coastal Residential
- IN Institutional

Overlay Zones

- LR: Limited Commercial
- MHP: Mobile Home Parks
- RP: Resource Protection
- SP: Stream Protection (per NEA delineations)