



City of Biddeford
Institutional Zone Review Committee

May 21, 2026 at 3:00 PM
City Hall Council Chambers & Teams

[Join Microsoft Teams Meeting Online](#)

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

Meeting ID: 290 946 618 413 671

Passcode: xp7qt7b8

Phone conference ID: 183 948 092#

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - 3.a May 11th Minutes
4. Material Review
 - 4.a Institutional Zone Review Memo
 - 4.b IN-1 Map
 - 4.c Preservation Map
 - 4.d Committee Member Email
5. Old Business
6. New Business
7. Adjourn

City of Biddeford
Institutional Zone Review Committee
May 11, 2026 at 4 PM
Council Chambers & Teams

1. Call to Order

The meeting was called to order at 4:00 pm.

2. Roll Call

Members present were: Councilor Boston, James Herbert, Matthew Haas, Christina Stone, Elizabeth Martin; and Roby Fecteau and David Galbraith (Staff). Councilor Lessard was excused; in his absence, Betsy Martin was a voting member.

3. Pledge of Allegiance was recited.

4. Minutes

It was moved and seconded (M. Haas, C. Stone) and unanimously approved that the minutes of the May 4th meeting be accepted with corrections to Next Meeting of Thursday, May 7 at 3 pm.

It was moved and seconded (M. Haas, B. Martin) and unanimously approved that the minutes of the May 7th meeting be accepted with corrections to meeting start time of 3 pm.

5. Material Review

A. R. Fecteau resumed the review and discussion of the Institutional Zone – Action Items, Meeting Date: May 11 document.

The following clarifications and corrections:

Page 2 of 17 - 2. Public Notification Requirements – P. Boston stated that the approved minutes reflected a unanimous vote to include B., D., and F. only as notification methods. E. should be removed.

Page 11 of 17 – b. The total footprint area of all additions, and replacement and existing buildings and structures shall not exceed 2,000 square feet. (This language was offered for clarity as 2,000 square feet is the agreed upon total maximum allowance in RD-4.)

Page 11 of 17 – g. It was clarified that the provision that buffer standards may not be waived applies throughout the IN/IN-1 zone.

Page 14 of 17 – The definition of SCHOOLS, COMMERCIAL will not be incorporated into the IN Zone ordinance but exists in Article II, Section 2. Definitions and was

included to inform the committee of its distinction relative to UNIVERSITY/COLLEGE.

Page 16 of 17 – Signs. It was moved and seconded and unanimously approved that the proposed language for Temporary Sign, Suspended Sign, and Construction Sign be accepted with an increase in the allowed size of a construction sign to 32 square feet.

Staff stated that the content of suspended signs/banners is included in review criteria.

B. R. Fecteau initiated a review of two draft maps – IN Zone Building Heights and Coverage and IN Zone Proposed Restricted Development Zones, each marked For Review Purposes Only.

Staff noted that the original Council Order from November 2001 stated that the Institutional Zone included “all property owned by the University of New England as of September 6, 2001 excluding the parcel on Union Street” yet two additional parcels that UNE owned at that time (54-98 and 54-99) were not mentioned or mapped for this zone. This matter will be addressed.

The group discussed allowable lot coverage. There was consensus that “no maximum” was too broad and should be reconsidered. Staff shared that 70% is a standard maximum coverage with only 20% allowed in the Shoreland Zone. J. Herbert stated that minimizing campus sprawl is UNE’s interest in relation to lot coverage. Staff suggested looking at each area to determine how much of the subsection is developable as a guide to establishing maximum lot coverages. Many areas are already restricted based on the presence of vernal pools, for instance.

There was consensus that the representation of the Restricted Development Areas 1-4 on the draft map was acceptable.

Staff stated that the next step with maps would be to merge them, have them converted to GIS format for greater precision, and bring them back to the committee.

- 6. Old/New Business** – Staff stated that content related to performance standards has been reviewed and discussed in prior committee sessions.

7. Next Meeting

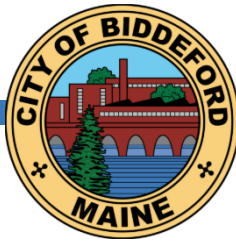
The meeting scheduled for Thursday, May 14 is cancelled. The group will be polled to determine the next feasible meeting day and time.

We expect to discuss Section 10. Permitting, and Section 11. Site Plan Review, and continue map review at our next session.

8. Adjournment

The meeting adjourned at 5:17 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 18, 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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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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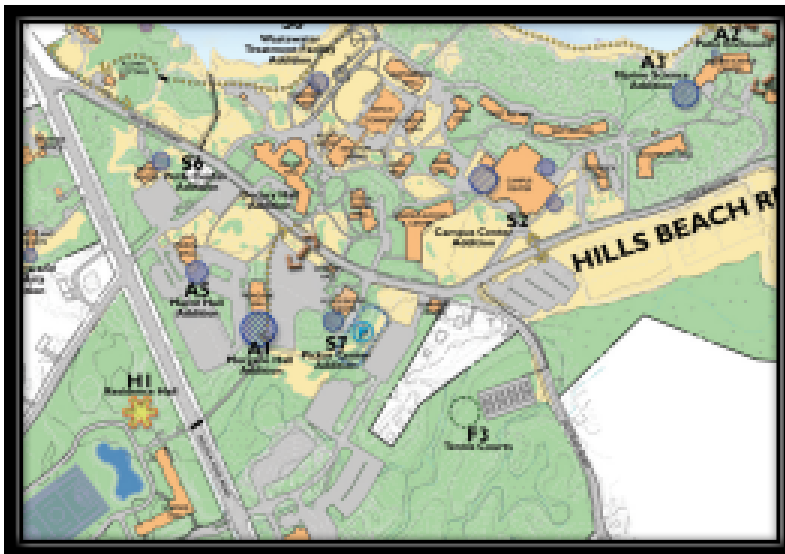
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Proposed Text:

- 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 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.

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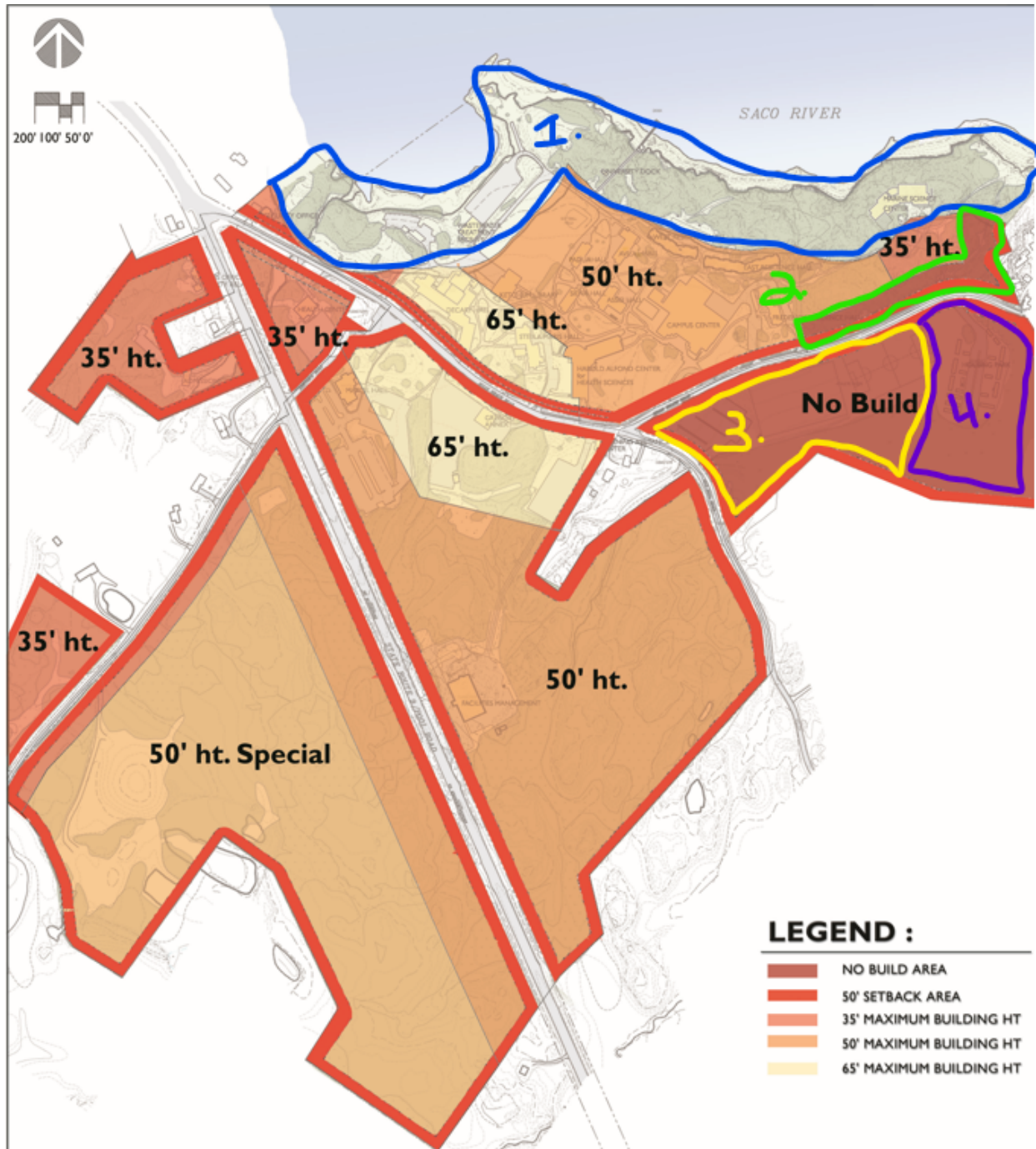
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- b. **The total footprint area of all additions, and replacement and existing buildings and structures shall not exceed 2,000 square feet**
- c. The amount of non vegetated areas after redevelopment shall be not more than the amount of non vegetated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

B.

C. All uses in the Institutional Zone shall maintain a landscaped green strip in front of all buildings, structures, and parking lots adjacent to any public street. The width of the green strip as measured from the edge of the right-of-way shall be 40 feet for the Pool Road (Route 9) and the new Hills Beach bypass road if such a road is constructed and 25 feet for all other public streets. This green strip shall be treated and maintained as set forth in the approved institutional master plan and may include pedestrian facilities and amenities such as walkways, plazas, sitting areas, fountains, bus stops, passenger loading and unloading areas, porticos information kiosks, and similar improvements

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

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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 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

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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?

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.

1. Permitting

Permitting/ Site Plan Approval

All projects located within an Institutional Zone (IN) shall be reviewed by the Planning Board in conformance with Article XI - Site Plan Review. These projects shall, at minimum, have two (2) public hearings, namely Preliminary Site Plan Review followed by Final Site Plan Review. Unless otherwise noted within this Ordinance, the following exemptions may be reviewed by the Staff Review Committee (SRC) unless otherwise noted:

Exceptions:

1. Accessory Structures: Small uninhabitable accessory structures, such as sheds, less than 300 square feet in area, shall be reviewed by the City's Code Enforcement Office. These structures may be approved if they meet all of the City's dimensional standards as outlined within the Institutional Zone (IN). Structures of this nature do not require public hearings.

2. Temporary structures such as event tents, under 2,500 square feet in area, being located on the property for a period less than sixty (60) days the City's dimensional standards, as outlined within the Institutional Zone (IN) providing they meet all City

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department’s safety concerns such as traffic impacts, pedestrian safety, and emergency service access. Structures of this nature do not require public hearings.

3. Any building construction / addition under 1,000 square feet of cumulative area, during any five-year period, which has no significant impact on population data, utility infrastructure, roads, or parking, and does not involve demolition of any structure. Projects eligible for Staff Review Committee (SRC) review shall be determined by the City Planner and Director of Code Enforcement. Projects not eligible for Staff Review Committee (SRC) shall be reviewed by the Planning Board in conformance with Article XI – Site Plan Review. Structures of this nature will require a minimum one (1) public hearing, notifying abutters within 250 feet from the campus.

4. New impervious surfaces, such as new parking lots or expansions of existing parking areas, under 4,999 square feet of new impervious surface, providing sufficient stormwater management is provided. Proposals of this nature will require a minimum one (1) public hearing, notifying abutters within 250 feet from the campus. shall be reviewed by the Staff Review Committee (SRC). These structures may be approved if they meet all of

11. Traffic & Pedestrian Safety

- A. All new Curb cuts to edge of road need Planning and Public works approval.
- B. All new parking lots, additional parking and parking lot changes receive Planning and Code office approval.
- C. Moving forward any disturbance of sidewalks and/or road for projects will include widening the road to 24 feet. (establishing a consistent road width)
- D. The area of lot 5 will be widened to 24’, funding to come from a Pilot or funds received from permits issued to U.N.E.
- E. Crosswalks. Crosswalks need review and better management, gates and/or crossing lights.
- F. Hills Beach Road to have a consistent width of 24 feet throughout the IN zone, to be created over time as projects are done, the area of lot 5 addressed now.

Notes:

Parking lots effect lot coverage and vehicular movement.

The crosswalk at the campus center gym begins 20 feet off the road in a driveway which has buses and cars entering with folks in the middle of the driveway. It should follow the sidewalk to the edge of Hills Beach Road and cross the road delivering pedestrians to a landing spot, not the middle of the driveway on the opposite side of the road..

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The driveway at the Campus center parking lot next to Old Pool Road needs to be ENTRANCE ONLY and managed better.

The new curb cut recently added to the south side of Hills Beach Road across from DeCary needs to be removed at U.N.E’s expense. This 41 x 10 foot parking spot, recently added, is right next to the busiest crosswalk with driveways both sides of the road. Did anyone approve this?

This ordinance now calls for a vegetative buffer along the sidewalk, Lot 5 was allowed to not have that vegetative area if they put up a blockade of sorts. That fence was recently removed, it needs to be replaced or the first parking spots grassed over.

The road is so narrow and the exit from lot 5 so narrow, traffic has to cross into the incoming lane to exit SE from that parking lot, this area is dangerous.

Buses should not be parking on the grass at Hazard Field, they block the visual of the exit from the field and it is not environmentally friendly. Unload in the parking lot and move the bus.

Currently Staff is not recommending the widening of Hills Beach Road.

Complete Street Philosophy could be applied to pedestrian safety. Examples, sidewalk tip downs, Ped Heads at crossing, bike lane within the campus.

A percentage of project costs will be affixed to the project for said improvements. Only projects that require site plan approval will be subject to these requirements.

Adopt a percentage within this section and the Staff would make recommendation to the planning board. The cost and construction will be on the Institution.

12. Lot Coverage

Shoreland Zone Article XIV:

20% Max or match existing if a lot of record

Shoreland Zone Article XIV:

In a Waterfront Renaissance or General Development District located adjacent to coastal wetlands, or rivers that do not flow to great ponds, or in a Commercial Fisheries/Maritime Activities District, nonvegetated surfaces shall not exceed a total of 70% of the portion of the lot located within the Shoreland Zone. In the Waterfront Renaissance District west of Route 1/Elm Street, nonvegetated surfaces shall not exceed 55% of the portion of the lot within the shoreland zone

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Establishment of Zones Article V:

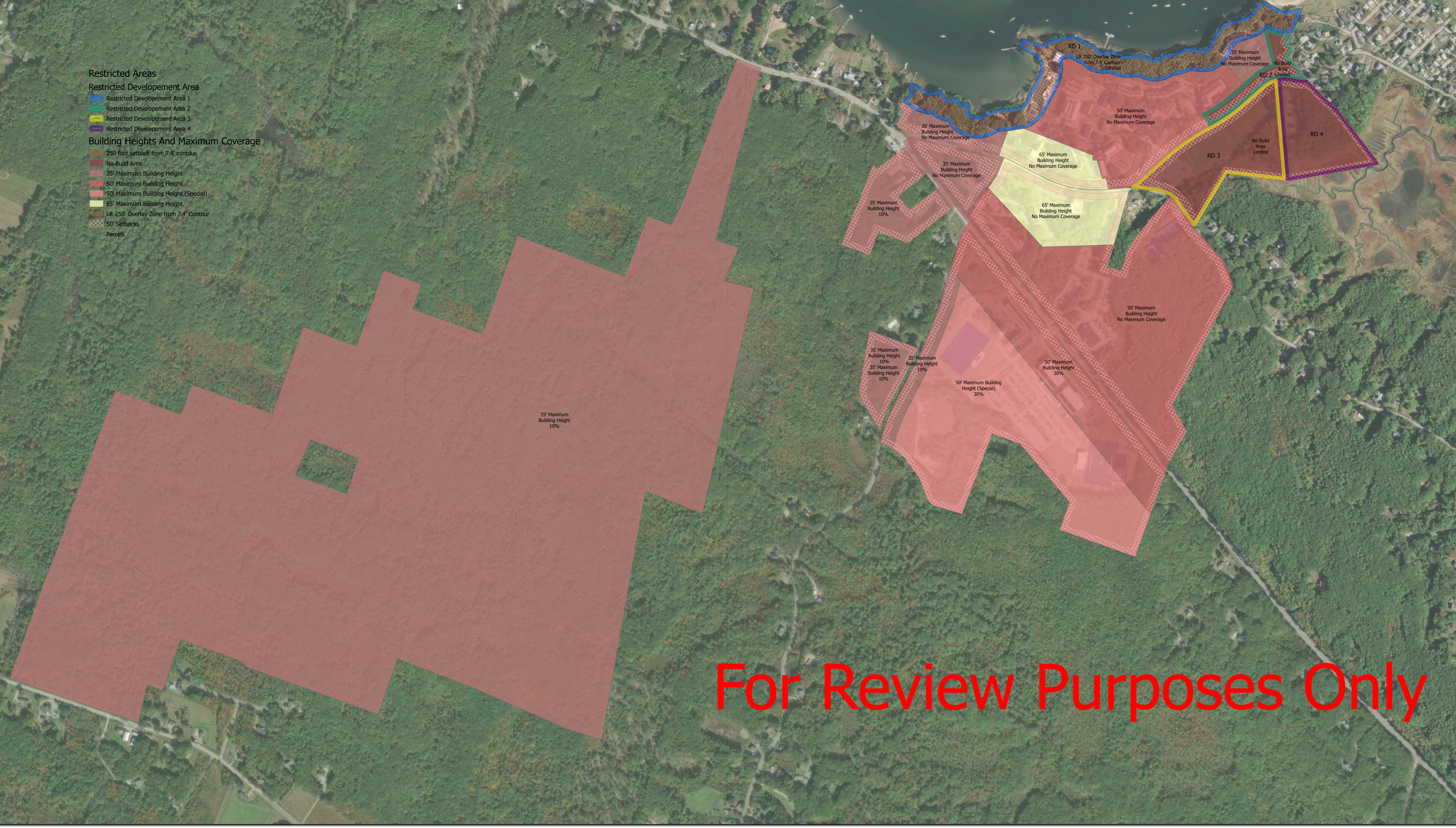
Aquifer Protection District 15% Max Coverage on parcel

Site Plan Review Article XI:

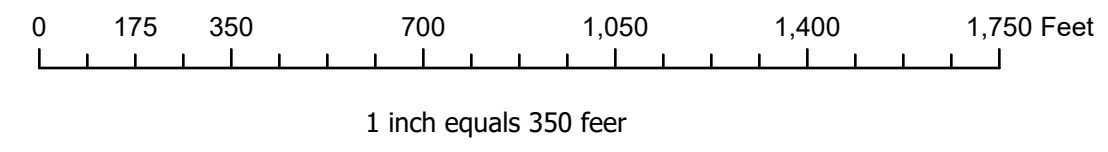
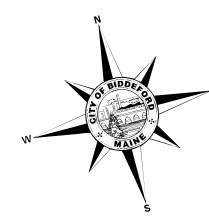
75% Max Vegetated

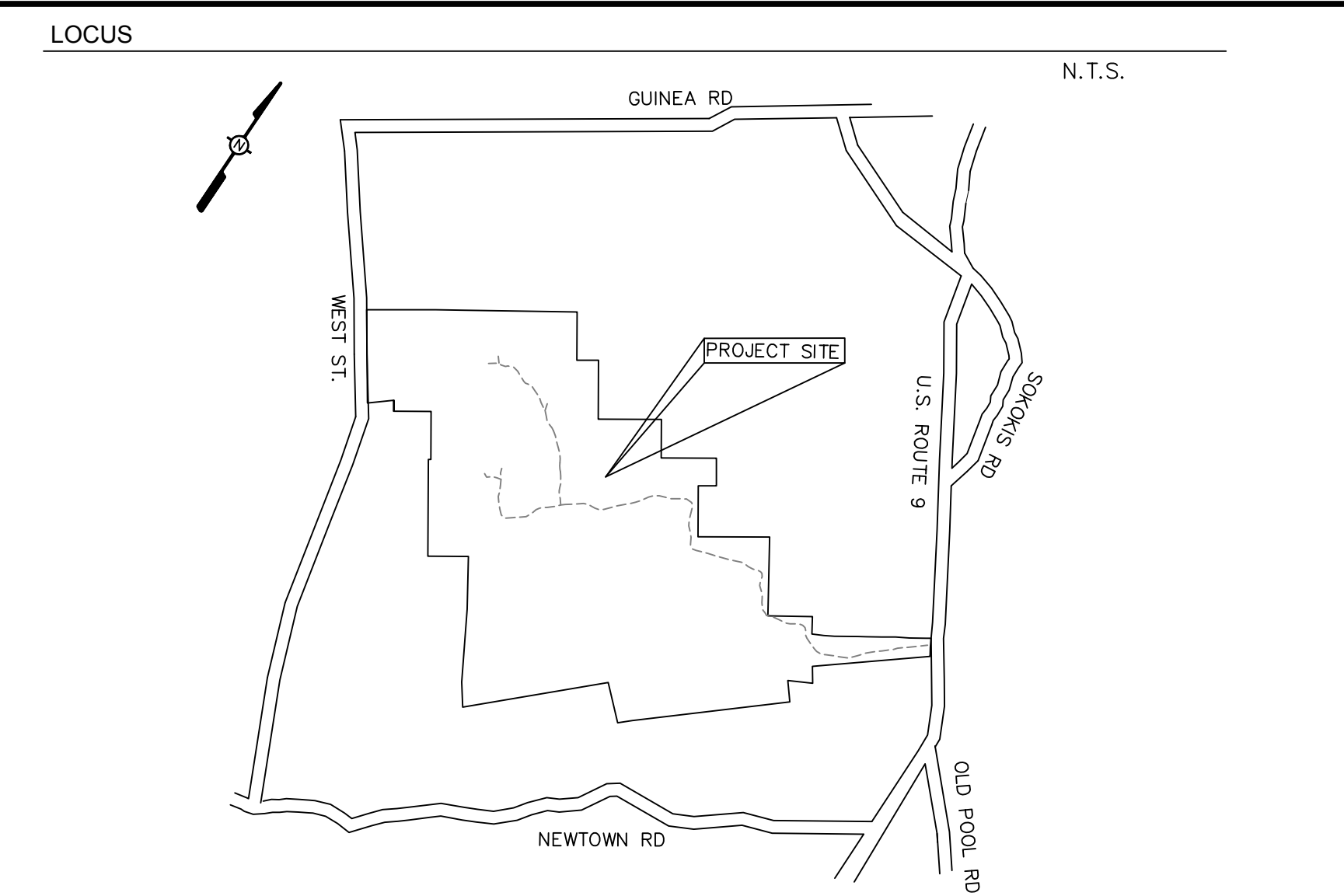
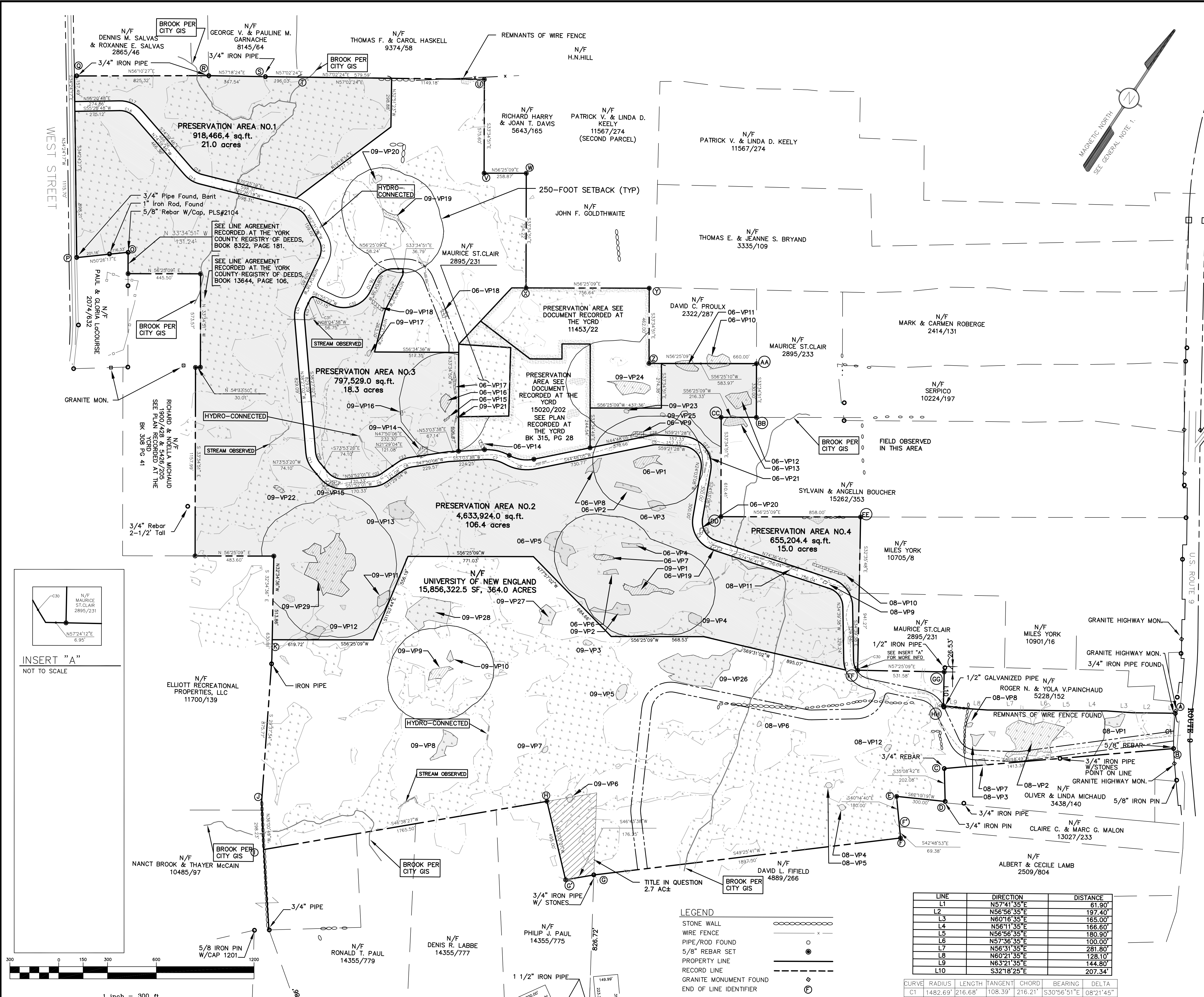
For Review Purposes Only

- Restricted Areas**
- Restricted Development Area**
- Restricted Development Area 1
 - Restricted Development Area 2
 - Restricted Development Area 3
 - Restricted Development Area 4
- Building Heights And Maximum Coverage**
- 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
 - LR 250' Overlay Zone from 7.4' Contour
 - 50' Setbacks
 - Parcels



For Review Purposes Only





1. DATUM:
 HORIZONTAL - BASED PLAN REFERENCE NO. 1 BELOW (MAGNETIC NORTH, COMPASS OBSERVATION TAKE APRIL 4, 1996)
 VERTICAL - BASED ON USGS BENCHMARK "BM 0-98 1943" PUBLISHED ELEVATION 42.3 (NAVD 88). BENCHMARK IS LOCATED IN FRONT OF DEARY HALL, BRASS DISK IN LEDGE.
 [NOTE: WETLANDS AND VERNAL POOLS LOCATED USING GPS EQUIPMENT AND ADJUSTED TO BOUNDARY SURVEY DATUM.]
2. WETLAND BOUNDARIES AND VERNAL POOLS HAVE BEEN DELINEATED BY JOSEPH W. NOEL AND MAPPED BY PAUL P. GADBOIS ENGINEERING, SURVEYING AND LAND PLANNING.
3. THE VERNAL POOL DATA IS FROM FIELD OBSERVATIONS ONLY. ANY MAPPED/DOCUMENTED SIGNIFICANT WILDLIFE HABITAT AREAS/VERNAL POOLS BY THE MDEF ARE NOT PART OF THIS PLAN AND SHOULD BE REVIEWED (I.E., DOCUMENTED SPOTTED TURTLE, BLANDING'S TURTLE, RIBBON SNAKE, ETC.). FINAL DETERMINATION ON ALL VERNAL POOLS FOR THE MDEF AND THEIR STATUS AS A "SIGNIFICANT VERNAL POOL" IS CONDUCTED BY THE MDEF. THE CORPS ALSO REGULATES SOME VERNAL POOLS AND THEIR STANDARDS DIFFER.
4. ABUTTERS SHOWN ON THIS PLAN ARE BASED ON PLAN REFERENCE NUMBER 1 BELOW, AND UPDATED ON MAY 4, 2009 USING CITY OF BIDEFORD GIS INFORMATION. WHERE LOT DISCREPANCY BETWEEN TAX MAP INFORMATION AND PLAN REFERENCE NUMBER 1 WERE ENCOUNTERED, PLAN REFERENCED NUMBER 1 CONTROLLED.

- WETLANDS LEGEND**
- WETLAND BOUNDARY FLAGGED AND LOCATED IN NOVEMBER OF 2008
 - WETLAND BOUNDARY FLAGGED AND LOCATED IN 2001 AND 2006
 - WETLANDS
 - A NATURAL VERNAL POOL THAT DID NOT MEET THE AMPHIBIAN EGG MASS COUNT FOR A MDEF "SIGNIFICANT VERNAL POOL."
 - A NATURAL VERNAL POOL THAT MEETS THE AMPHIBIAN EGG MASS COUNT TO BE CONSIDERED A MDEF "SIGNIFICANT VERNAL POOL."
 - MAN MADE VERNAL POOLS. 06-VP9 AND 08-VP10 MEET THE EGG MASS THRESHOLD REQUIREMENTS TO BE SIGNIFICANT HOWEVER THEY ARE MAN-MADE.
 - STREAM DERIVED FROM CITY OF BIDEFORD GIS MAP

- PLAN REFERENCE:**
- U.N.E. PROPERTY, ROUTE 9, STANDARD BOUNDARY SURVEY, WITH EXCEPTIONS PREPARED BY SQUAW BAY CORP. n.k.a. SYTDESIGN CONSULTANTS AND DATED AUGUST 1996 ON FILE AT THE OFFICES OF SYTDESIGN CONSULTANTS, 160 LONGWOODS ROAD (ROUTE 9) CUMBERLAND MAINE.
 - WETLAND DELINEATION FOR UNIVERSITY OF NEW ENGLAND, POOL STREET, BIDEFORD, MAINE 04005, PREPARED BY PAUL P. GADBOIS ENGINEERING SURVEYING AND LAND PLANNING, JOB NUMBER 1274, AND DATED 12/09/08 AND REVISED 12/11/08.
 - PROPOSED PARKING LOTS, BIDEFORD, MAINE, WETLAND PRESERVATION AREA PREPARED BY SYTDESIGN CONSULTANTS, DATED MARCH 2006, AND RECORDED AT THE YORK COUNTY REGISTRY OF DEEDS IN PLAN BOOK 315, PAGE 28.

PURPOSE OF SURVEY:
 TO ESTABLISH ADDITIONAL PRESERVATION AREA BOUNDARY LINES

CURVE TABLE

CURVE	LENGTH	RADIUS
C1	61.10	180.00
C2	148.13	120.00
C3	255.53	180.00
C4	202.30	120.00
C5	30.49	120.00
C6	198.64	280.00
C7	124.37	220.12
C8	55.19	120.00
C9	95.45	180.00
C10	170.41	180.00
C11	111.33	180.00
C12	95.42	180.00
C13	114.02	120.00
C14	98.56	120.00
C15	109.69	180.00
C16	104.70	120.00
C17	157.05	180.00
C18	73.13	120.00
C19	63.61	120.00
C20	74.22	120.00
C21	113.61	120.00
C22	63.63	120.00
C23	88.78	180.00
C24	N/A	N/A
C25	N/A	N/A
C26	45.73	180.00
C27	303.45	180.00
C28	170.35	120.00
C29	222.20	180.00
C30	65.57	120.00
C31	39.27	250.00
C32	282.74	180.00
C33	155.08	120.00

LEGEND

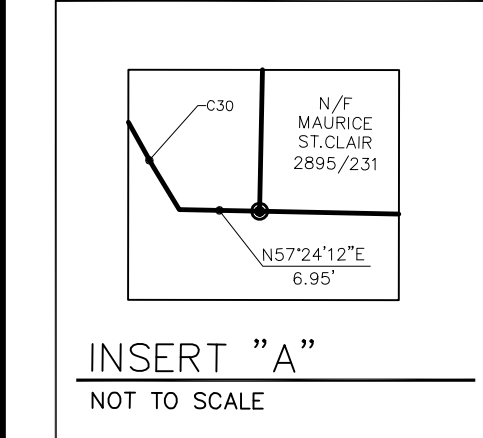
- STONE WALL
- WIRE FENCE
- PIPE/ROD FOUND
- 5/8" REBAR SET
- PROPERTY LINE
- RECORD LINE
- GRANITE MONUMENT FOUND
- END OF LINE IDENTIFIER

LINE

LINE	DIRECTION	DISTANCE
L1	N57°41'35"E	61.90
L2	N56°56'35"E	197.40
L3	N60°16'35"E	165.00
L4	N56°11'35"E	166.60
L5	N56°56'35"E	180.90
L6	N57°36'35"E	100.00
L7	N56°31'35"E	281.80
L8	N60°21'35"E	128.10
L9	N63°21'35"E	144.80
L10	S32°18'25"E	207.34

CURVE

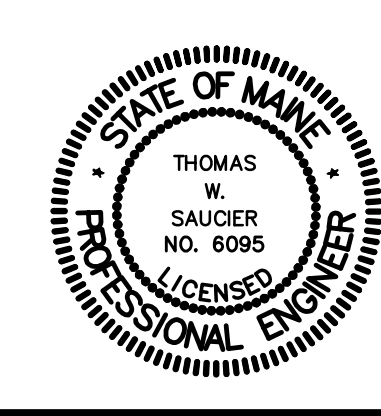
CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
C1	1482.69'	216.68'	108.39'	216.21'	S30°56'51"E	082°11'45"



1 inch = 300 ft.

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SYTDesign Consultants, ANY ALTERATIONS, OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SYTDesign Consultants.

REV.	DATE	STATUS	BY	CHKD.	APPD.	REV.	DATE	STATUS	BY	CHKD.	APPD.
E	9/17/09	REMOVED PROPOSED VERNAL POOL LOCATIONS	RMC	TWS	TWS						
D	7/02/09	REVISED PRESERVATION AREA NO. 2 TO INCLUDE SETBACKS FOR 09-VP-29 & 09-VP-1	RMC	TWS	TWS						
C	6/18/09	ADDED AERIAL PHOTO	RMC	TWS	TWS						
B	6/11/09	UPDATED VERNAL POOL INFORMATION, ADDED VERNAL POOL CREATION AREAS AND	DEPT	DEPT	TWS						
		SUBMITTED FOR ARMY CORPS OF ENGINEERS AND MDEF REVIEW									
A	4/20/09	FOR CLIENT REVIEW	RMC	TWS	TWS						



SYTDesign CONSULTANTS
 CIVIL ENGINEERING & LANDSCAPE ARCHITECTURE

160 Longwoods Road
 Cumberland, Maine 04021
 tel. 207.829.6994 fax. 207.829.2231

CLIENT: UNIVERSITY OF NEW ENGLAND
 11 HILLS BEACH ROAD, BIDEFORD, MAINE 04005

DESIGN: TWS
 DRAWN: RMC
 CHKD: TWS

DATE: MARCH 2009
 SCALE: 1" = 300'

CAMPUS EXPANSION
 BIDEFORD, MAINE

WETLAND PRESERVATION
 AREA 2009

PROJ. NO. 08-216.12
 DWG. NO. P-101

REV. E

STATE OF MAINE

YORK COUNTY REGISTRY OF DEEDS

RECEIVED _____

AT _____ HOUR _____ MIN. _____ M

AND RECORDED IN BOOK _____ PAGE _____

ATTEST _____ REGISTER

Project Name: C:\2009\06\02\20090602_09_09.dwg Plot Date: / Time: Sep 17, 09 7:38:39 AM
 Plot Scale: 1:300
 Plot Size: 11.00 x 17.00
 Plot Area: 187.00 sq. ft.

Fecteau, Roby

From: Matthew Haas
Sent: Tuesday, May 12, 2026 11:33 AM
To: Fecteau, Roby; Boston, Patricia; Lessard, Marc; James Herbert; Chris Stone; Martin, Betsy; Martin, Betsy
Cc: Galbraith, David
Subject: Re: IZRC Meeting May 11th

I wanted to briefly summarize my comments on the IN zone building heights and coverage map (for review purposes only):

My understanding is there was concusses that no lot coverage is not reasonable or consistent with other zones, and there is a desire to continue to maximize the density within the core 65' and 50'. In response, staff will make an effort to demonstrate what maximum build out would look like in support of 70% maximum lot coverage.

I suggested that all dedicated conservation land be reflected on the maps as such.

I suggested that to be consistent with other language we approved' the large parcel of land west of the main campus would be designated as INZ2.

Finally, when asking about performance standards, Roby indicated we have reviewed most of them already. I would ask that we as a committee ensure the following are at least reviewed (per bullet 2 of our mandate):

- Water and sewer demand analysis- consider using and industry/municipal standard for due diligence beyond a letter from the water company. Similarly, the current MP sates in one section that sewer is adequate and in another they state the need to expand the treatment plant.
- Are we set on scenic views? Were any identified/preserved per previous ordnance?
- There have been discussions on documenting public access points on campus. I believe it was also mentioned during the public hearing? Not critical but an opportunity for UNE potentially?
- Review current obligations and commitments to PILOTs and or grants/scholarships. Previously I proposed allocating UNEs contributions in 3 buckets: Social Capital, Real Capital, and Grants/Scholarships. I suspect the final outcome on this subject will come from Council, but I feel like we need to look at previous obligations and the latest plan submissions.

Thank you for your consideration

Matt Haas

From: Fecteau, Roby <Roby.Fecteau@Biddefordmaine.org>
Sent: Saturday, May 9, 2026 10:27 AM