



**City of Biddeford  
Policy Committee**

May 26, 2026 at 6:00 PM  
City Hall Council Chambers & Teams

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Meeting ID: 291 795 094 325 12

Passcode: 3Da37LS7

Dial in by phone: 1-872-242-8054

Phone conference ID: 288 349 639#

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Approval of Minutes
  - 4.a 20260427 Policy Committee Meeting - Minutes
5. Discussion/Review
  - 5.a Industrial Pretreatment Program Fee Ordinance
  - 5.b Proposed Ordinance: Landscape Standards
  - 5.c Business Impact Fee Payment Plan Ordinance Language
6. Adjourn

## Policy Committee

April 27, 2026 at 6:00 PM

1. Roll Call -All Members Present
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Approval of Minutes
- 4.a Policy Committee Minutes — March 23, 2026

Motion: Marie Potvin

Second: Norman Belanger

Unanimous

5. Discussion/Review
- 5.a Establishment of a Veterans Committee

Motion Councilor Pierson

Second Marie Potvin

Language changes suggested at the Veterans Committee Meeting prior to the Policy Committee meeting

**Section 2-400.1 subsection a** third line down “all members shall be honorably discharged” add “Voting”

Strike everything in subsection a after the word Biddeford, the comma becomes a period and remove all the other town memberships.

**Section 2.400.2 subsection a** change the word ensure to facilitate.

“Receiving support”

Subsection b subsection 1 keep the citizenry informed add “and Veterans “ Informed

Also strike “Monthly” leave regular meetings

**Section 20400.3 Membership**

Second line strike “two” add “three year staggered terms”

“One non-voting seat shall be reserved for a City Council member”

Motion Councilor Jake Pierson

Second Marie Potvin

Unanimous to pass as amended

Motion by Norman Belanger- in 400.5 subsection failure to perform duty language is already in a different section – Strike the last sentence.

400.6 subsection a “suitable municipal location” – strike the word municipal replace with the word “public”

Subsection meetings may be held virtually “or a hybrid of virtual and in person meeting”

Second- Councilor Pierson

Passed Unanimous in favor

Councilor Pierson Motion- section 2-400.2 last paragraph should not be (a) it should be (c).

Second Councilor Kurtz

Passed Unanimous

David Kurtz motion to change references to citizenry to “residents”.

Second Norman Belanger

Passed Unanimous

Vote on the order as amended – May 19<sup>th</sup> to Council

Passed Unanimous

5.b Article 3 Fire Prevention Bureau Div. 3 Open Burning Update

Discussion by Chief Best on his authority and some confusion with the current open burning permit process.

David Kurtz- regarding extinguishing apparatus at campfires. Chief Best noted that campfires aren’t regulated. They will create an on-line form for beach fires and the regulations around beach fires. The danger is around people stepping on hot coals under sand if they are not extinguished. Dispatch would have the information on the permits. Even though a permit has been pulled the FD still checks if a call comes in. The on-line permitting system shuts off depending on the class of the day and the city permit system would shut down according to the state levels.

Question from the public regarding campfires- 36” diameter or less.

Norman Belanger Motion to accept changes as presented

Second Marie Potvin

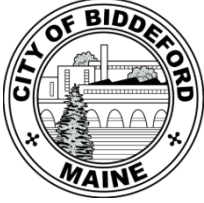
Passed Unanimous -for May 19<sup>th</sup> council agenda

6. Adjourn

Motion to adjourn Norman Belanger

Second Marie Potvin

Passed Unanimous – meeting adjourned at 6:25pm



## Policy Committee

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**Meeting Date:** May 26, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 5.a  
**Item Description:** Industrial Pretreatment Program Fee Ordinance  
**Submitted By:**

### Key Terms:

### Executive Summary:

As per Section 71-76 of the City ordinance "The City of Biddeford, Maine may adopt reasonable fees for reimbursement of costs of establishing and operating the City's pretreatment program...". The cost of running the IPP is designed to be paid for entirely by the industrial users.

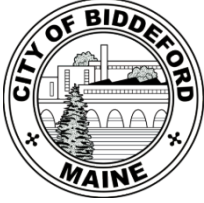
### Detailed Review:

### Funding Source:

### Staff Recommendation:

### Next Steps:

### Attachments:



## Policy Committee

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**Meeting Date:** May 26, 2026

**Date:**

**Meeting Time:** 6:00 PM

**Time:**

**Agenda Item No:** 5.b

**Item No:**

**Item Description:** Proposed Ordinance: Landscape Standards

**Description:**

**Submitted By:** Brad Favreau, Development and Sustainability Coordinator, with Max Zakian, Vice-

Chair of the Sustainability Commission.

### Key Terms:

See draft ordinance

### Executive Summary:

The Sustainability Commission proposes this ordinance to require minimum landscape in new development or redevelopment to maintain quality of life and general appearance standards.

### Detailed Review:

Standards apply to new developments or to redevelopments that otherwise require subdivision review or site plan review, or, in some circumstances, increase impervious surface.

Minimum requirements are based on land use (e.g. mixed-use, commercial, industrial etc.), and include a minimum number of trees, shrubs, and ground cover as a percentage of land area under development.

Buffers, in particular, are required to provide screening of views from rights-of-way and abutting residential uses.

Maintenance of plantings is required to ensure landscaping thrives and accomplishes the general intention of the ordinance.

Certain requirements may be modified by the approval authority (Planning Board or City

Planner) if the proposal provides additional benefits such as food production, public access easements, or if the proposed landscaping is pollinator friendly, drought resistant, or pest tolerant.

In addition to appearance and quality of life issues, this ordinance seeks to positively impact stormwater management systems and to reduce urban heat island effects in Biddeford in accordance with the 2023 Climate Action Plan as approved by City Council.

**Funding Source:**

N/A

**Staff Recommendation:**

Staff, along with the Sustainability Commission, recommends this draft ordinance to further the implementation of the Climate Action Plan as adopted by City Council in 2023.

**Next Steps:**

With a recommendation by this committee, the proposal will go on to City Council for consideration.

**Attachments:**

- 1. Landscape Standards Ordinance FINAL DRAFT FOR POLICY FEB 2026

**Part III Land Development Regulations**  
**Article VI Performance Standards**  
**Section 12.1 Landscape Standards**

**A. Purpose**

The purpose of this ordinance is to provide minimum requirements for landscaping of proposed development to maintain a base standard of quality of life and general appearance for private and public properties in the City.

It is the intent of this ordinance to encourage the use of landscaped areas to promote Low Impact Development (LID), stormwater management systems, and to reduce the amount of impervious surface heat islands in urban areas, which are recommended strategies in the Biddeford Climate Action Plan.

**B. Applicability**

All new development and re-development approved after the effective date of this Ordinance shall comply with these requirements. This includes, but is not limited to, new landscape, replacement planting, or any other landscaping proposed through the Site Plan Review or Subdivision Review process.

**C. Definitions**

**Balled-and-Burlapped Plants:** Balled-and-burlapped (or B&B) trees and shrubs are grown in nursery rows.

**Bare-Root Plants:** Bare-root plants are grown in the field, then harvested. The soil is washed or shaken from their roots after digging. Nearly all are dormant.

**Buffer:** A combination of physical space and vertical elements, such as but not limited to plants, berms, fences or walls, the purpose of which is to separate and screen incompatible land uses from each other.

**Container Grown Plants:** Container-grown refers to a plant that has been grown in a container or one that has been transplanted into a container from the field.

**Diameter at Breast Height (DBH):** DBH is the diameter of a tree measured 4.5 feet above the ground.

**Greenspace:** Greenspaces are pervious areas of grass, trees or other vegetation, for recreation or aesthetic purposes.

**Groundcover:** Low-growing, spreading vegetation.

**Impervious surface:** The total area of a parcel that consists of buildings and any associated structures as well as roads, driveways, and parking areas, whether paved or unpaved and any additional area that is covered with a low-permeability material such as asphalt, stone or concrete or compacted through design or use to reduce permeability

**Invasive Species:** An organism not native to the region and one that is likely to cause harm to the environment, infrastructure, or public health. For the purposes of this ordinance, invasive species are those enumerated in the Advisory List of Invasive Plants by the Maine Department of Agriculture, Conservation & Forestry.

**Landscape Plan:** A component of a development plan which shows the quantity, species, and size of all proposed vegetation.

**Landscape Planter Strip:** A vegetated area (naturally vegetated and/or landscaped) located adjacent and parallel to a road or street and designed to visually and functionally separate the roadway from the abutting property upon which it is located.

**Low-Impact Design (LID):** A management approach to reduce runoff and pollutants by managing runoff close to its source, using natural systems. LID replicates the natural hydrology of a site.

**Native Plants:** A native or indigenous plant species is one that occurs in a particular place without the aid of humans. They are well adapted to the climate, light, and soil conditions that characterize their ecosystem. Species native to North America are generally recognized as those occurring on the continent prior to European settlement.

**Open Space:** All dedicated portions of a parcel that has vegetated surfaces or is in an undisturbed natural state, such as a wetland or forested area. Vegetated rooftops or portions of a parking area that are landscaped are considered open space per this definition. Areas designated as outdoor storage are not considered open space.

**Outdoor Storage Area:** A designated space outside of a building for the storage of commercial inventory including but not limited to equipment, vehicles, construction materials, or packaged goods.

**Rain Garden:** A depressed area in the landscape, planted with grasses and or flowering perennials, that collects rainwater from a roof, driveway or street and allows it to soak into the ground alleviating storm water runoff.

**Screening:** A method of significantly reducing the impact of noise and unsightly visual intrusions with less offensive or more harmonious elements, such as plants, berms, fences, walls, or any appropriate combination thereof. This is accomplished either by a strip of dense existing or planted vegetation at least four feet in height, an opaque wall of at least six feet in height, or a uniformly covered fence at least six feet in height.

**Semi-impervious Surface:** Land surfaces that partially restrict the penetration of water; such as porous concrete and asphalt pavements, gravel, lime rock, and certain compacted soils.

**Street Tree:** A tree that grows within a right-of-way or twenty-five feet from the edge of a right-of-way, intended to provide shade for pedestrians and a separation between the property and abutting streets and structures.

**Vegetative Rooftop (Green Rooftop):** A vegetative layer grown on a rooftop. Green roofs provide shade, remove heat from the air, and reduce temperatures of the roof surface and surrounding air.

## **D. General Landscaping Requirements**

Landscaping shall be designed as an integral part of an overall site or subdivision plan with the purpose of enhancing building design, public views and spaces, while also providing buffering and screening to abutting properties and roads when appropriate.

Native species should be selected for their benefits of conserving water, protecting soil from erosion, creating habitat and providing food for many different animals including birds, pollinators, and small mammals, thereby generally promoting plant and animal biodiversity. Invasive species are prohibited.

Invasive species, as enumerated by the Maine Department of Agriculture, Conservation, and Forestry, shall not be considered in landscape plans and explicitly avoided.

## **E. Landscaping Plan Required**

1. Unless otherwise directed by the Approval Authority (Planning Board, Staff Review Committee, or City Planner) a landscaping plan prepared by a licensed landscape architect is required for the following proposed projects. At the City Planner's discretion, a qualified professional other than a licensed landscape architect may create such plan:
  - a. Projects requiring Site Plan review per Part III, Article XI, Site Plan Review;
  - b. Projects requiring Subdivision review per Part II, Chapter 66, Subdivisions;
  - c. The construction of 20,000 or more square feet of outdoor storage area or impervious parking area;
  - d. The expansion of an existing parking lot by greater than 20% of total spaces measured over a five-year period, unless the number of existing spaces is fewer than 10 spaces;
  - e. The expansion of an existing impervious surface area by greater than 20% of the total area, measured over a 5-year period, unless the area of impervious surface is fewer than 4,000 square feet;
  - f. The expansion of an existing outdoor storage area by greater than 20% of the total area, as measured over a five-year period.
2. The required landscape plan may be waived or modified by the Approval Authority (Planning Board, City Planner or Staff Review Committee) under special circumstances:
  - a. The preservation of unique wildlife habitat;
  - b. The preservation of mature vegetation or natural areas;
  - c. Compliance with easements such as providing public access, conservation, or utility maintenance;

- d. Redevelopment of existing properties where the requirements in this title are impossible to meet;
  - e. Insufficient distance between an existing structure and a property line for required landscaping;
  - f. Unique sites such as including vegetation that provides food or medicinal properties.
3. At the discretion of the Approval Authority (Planning Board, Staff Review Committee or City Planner), landscaping may be waived with the provision by owner or developer of an in-lieu-of fee deposited into a city fund dedicated to tree planting, care, and maintenance on city-owned property.

**F. Minimum Landscaping Required**

1. A minimum percentage of the total land area being developed shall be landscaped in accordance with the following percentages, except where pre-existing impervious surface prevents:

<u>Multifamily dwellings (5 or more units):</u>	<u>15%</u>
<u>Mixed-use buildings, commercial, retail and lodging use:</u>	<u>10%</u>
<u>Office and professional uses:</u>	<u>15%</u>
<u>Institutional and civic uses:</u>	<u>15%</u>
<u>Industrial and manufacturing uses:</u>	<u>10%</u>

The total area of landscaping as defined above will be considered toward open space minimum requirements.

Species planted in accordance with this ordinance should adhere to the preferred planting list maintained by the University of Maine Cooperative Extension.

2. Tree and shrub requirements for multi-family, commercial, institutional and civic uses:

a. For every 500 square feet of landscaping required, or portion thereof, at least two (2) large trees and two (2) shrubs are required.

b. Four (4) small ornamental trees may be substituted for two (2) required large trees, not to exceed 50% of the required large trees.

3. Tree and shrub requirements for industrial and manufacturing uses:

a. For every 1,000 square feet of landscaping required, or portion thereof, at least one (1) large tree and two (2) shrubs are required.

b. Two (2) small ornamental trees may be substituted for one (1) required large tree, not to exceed 50% of the required large trees.

4. Each development shall provide at least two (2) different species. No more than 50% of all trees, per development, shall be of the same species. This standard applies only to

trees being planted to meet requirements, not to existing trees.

5. Ground cover is required. Landscaped area that is not planted with trees and shrubs must be planted in ground cover plants, which may include grasses and lawn areas. Mulch (as a ground cover) must be confined to areas underneath plants and is not a substitute for ground cover plants.
6. The retention of existing and healthy shade trees or plantings, not identified by the State of Maine as an invasive species, shall be permitted to achieve these requirements.
7. Deciduous trees shall be a minimum of one and one-half (1 1/2) inch diameter at the time of planting. Evergreen trees shall be minimum six (6) feet high at planting. Tree spacing shall be as appropriate for the species.
8. Ground covers are low-growing vegetative materials with a mound or spreading manner of growth. Spacing is dependent on the type and size of the plant material and must be adequate to provide total coverage of the landscape area within three (3) years. Ground cover plants, other than grasses, must be at least the four (4) inch pot size at time of planting.
9. Shrubs shall be a minimum of eighteen (18) inches in height, or two (2) gallon container size, at the time of planting.
10. Stormwater treatment areas including retention and detention areas shall not be counted toward the required minimum landscaped area, unless significant landscape elements are incorporated into the design of such areas.
11. If a development proposes stormwater treatment systems within or near landscaped areas, they must show that said treatment system will not pose a risk to the effectiveness of the landscaped area, and vice versa. Low-impact design and vegetated treatment systems are encouraged whenever possible.

## **G. Buffers and Screening**

1. Parking Lot Screening along Public Right-of-Way. Where all or a portion of a surface parking area is located within 30 feet of a public right-of-way, and is not separated from the public right-of-way by a structure, the parking area shall include a buffer area five feet in width (minimum) comprising a continuous line of shrubs that achieves 80% opaque screening 30-48" in height during summer months.
2. Buffer Standards.
  - a. General. Where required, buffer areas shall comprise existing trees and vegetation, new landscaping or a combination thereof to create a dense, mixed buffer incorporating both understory and tree canopy layers. Such screening should also effectively provide screening when viewed from upper floors of surrounding properties, where applicable.
  - b. Vegetative buffers. New shrubs shall be spaced six (6) to eight (8) feet apart. Buffers between contrasting land uses may incorporate earthen berms not exceeding 4:1 slope, opaque fencing of high architectural quality, masonry wall or a combination

thereof, in addition to landscape plantings. Where fencing or masonry wall is proposed as part of a buffer, less landscaping density is acceptable; however, buffers shall still include trees, shrubs and other vegetation.

<u>Category</u>	<u>Industrial and Manufacturing Uses</u>	<u>Office and Professional Uses</u>	<u>Mixed-Use, Commercial, Retail, and Lodging Use</u>	<u>Institutional and Civic Uses</u>	<u>Multi-family Dwellings (5 units or more)</u>
<u>Buffer Depth or Width</u>	<p><u>15 feet wide along frontage of public and/or private rights-of way.</u></p> <p><u>30 feet wide along property lines abutting residential uses.</u></p> <p><u>10 feet wide along property lines abutting non-industrial or manufacturing uses.</u></p>	<p><u>10 feet wide along private and public rights-of-way.</u></p> <p><u>30 feet wide along property lines when abutting a residential use.</u></p> <p><u>5 feet wide when abutting a non-office use.</u></p>	<p><u>10 feet wide along public or private right of way.</u></p> <p><u>30 feet wide along property lines abutting residential use.</u></p>	<p><u>15 feet wide along public and private rights-of-way.</u></p> <p><u>50 feet wide along property lines abutting a residential use.</u></p>	<p><u>5 feet wide along a public or private right of way.</u></p> <p><u>5 feet wide along property lines abutting a residential use.</u></p> <p><u>10 feet wide along property lines abutting a non-residential use.</u></p>
<u>Description</u>	<p><u>Shall consist of evergreen trees or tall shrubs with a minimum height of six 6 feet at planting, which will provide a 100% sight-obscuring screen within 3 years from the time of planting; or a combination of evergreen and deciduous trees and shrubs backed by 100% sight-obscuring fence.</u></p>	<p><u>Shall consist of evergreen or a mixture of evergreen and deciduous trees with large shrubs and ground cover interspersed with the trees.</u></p> <p><u>A sight-obscuring fence may be required if determined during plan review that such a fence is necessary.</u></p>	<p><u>Shall consist of evergreen or a mixture of evergreen and deciduous trees with large shrubs and ground cover interspersed with the trees. Where used to separate parking from streets, plantings must create a visual barrier of at least 12 inches in height at time of planting and form a solid screen 3 years after planting.</u></p>	<p><u>Shall consist of a mixture of evergreen and deciduous trees, shrubs, and ground cover; to provide solid covering of the entire landscaped area within 3 years of planting.</u></p>	<p><u>Shall consist of evergreen or deciduous trees planted with supporting shrubs or ground cover. Each landscape area shall be of sufficient size to promote and protect growth of plantings, with a one hundred 100 square foot minimum area and no dimension less than 5 feet.</u></p>

- c. Parking areas. Landscaping shall be incorporated into the development of surface parking to reduce adverse environmental and aesthetic impacts, to shade pavement to reduce heat island effect and to screen parking areas from public view. Plant materials shall be selected for appearance, durability, and tolerance to salt.

- i. Landscaping that abuts areas of vehicular use shall be adequately protected and separated from vehicles. Protection should take the form of physical or visual separation, such as curb stops, bollards, or continuous curbing. Protection shall be designed with adequate visibility and durability in order to withstand normal snow plowing operations.
- ii. Landscaped islands shall be curbed and a minimum of eight (8) feet in width, not including curbing. The incorporation of bio-retention into landscaped islands is strongly encouraged.
- d. Snow storage. Snow storage areas may be located in landscaped areas provided that appropriate landscape materials are selected which can withstand such snow storage. Snow storage shall not be located in a stormwater treatment measure, shoreland zoning setback buffers, or where it would adversely impact the functionality of bioretention or other stormwater management measures.

#### **H. Installation and Maintenance of Plantings.**

- a. No screen or buffer shall be installed in a manner that obscures sight lines necessary for safe traffic circulation.
- b. No plant shall be moved after the bud break. Planting periods are between April 1st and July 1st and/or September 1st and November 1st.
- c. Tree planting and other landscaping for subdivisions that cannot be installed prior to the release of the performance guarantee must be insured by a defect bond as described in Article 13 of the City Land Use Code.
- d. New vegetation that shows signs of construction damage within a one-year period following construction, including but not limited to bark damage or excessive root damage, grade changes other than those originally indicated in the approved grading plan, soil compaction due to heavy equipment traversing closely, or general decline due to mechanical or natural conditions shall be rejected and must be replaced prior to the release of any defect guarantee.
- e. Landscaping required in accordance with the provisions of this ordinance or any addition or amendments to this ordinance, or in accordance with the provisions of any previous code or ordinance of the city, the landscaping shall be permanently maintained in such a manner as to accomplish the purpose for which it was initially required.
- f. Any landscaping which, due to accident, damage, disease, lack of maintenance, or other cause, fails to show a healthy appearance and growth shall be restored, or replaced, within one year, with the same type of landscaping elements and in the same location as required in the approved landscape plan. Any landscaping that is otherwise removed must be replaced within one year with the same type of elements and in the same location as required in the approved landscaping plan.

- g. Slopes with between a 5% and 50% grade change shall incorporate installation of a mixture of vegetation, organic mulch and/or erosion control seed mix. Stabilization of slopes greater than 50% must incorporate biotechnical and/or structural methods including but not limited to terracing rip rap or retaining walls in addition to vegetation.

## **I. Incentives**

To help facilitate the goals of the 2023 Biddeford Climate Action Plan, development review applications may receive modifications to density, setback, lot size, and/or height requirements if the development meets all requirements of the landscaping plan as well as one or more the following additional benefits:

1. Ensure at minimum 50% of the plantings are pollinator friendly, as delineated by the Maine Department of Agriculture, Conservation, and Forestry (DACF), drought resistant and/or invasive pest tolerant.
2. Use open space areas for food production such as greenhouses, community gardens, or food plots.
3. Provide public access easements, conservation easements, or public access trails on the site.
4. Provide landscaping beyond the requirements of this ordinance, to the satisfaction of the Approval Authority.

## **J. Violations / Enforcement**

1. To ensure all new landscaping meets the standards set herein, 125% of the cost of landscaping will be held in escrow for one year as a performance guarantee to ensure plantings remain healthy and thriving.
2. Modifications to originally approved landscaping plans must be made as a written request to the Planning Department
  - a) Changes to landscaping plans that do not reduce the number of originally approved plantings may be considered a field change and reviewed by the City Planner.
  - b) Changes to a landscaping plan that would reduce the number of originally approved plantings are considered a modification to an approved plan, which will require approval from the City Planner or Planning Board.



## Policy Committee

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**Meeting Date:** May 26, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 5.c  
**Item Description:** Business Impact Fee Payment Plan Ordinance Language  
**Submitted By:** Truc Dever, City Manager

### Key Terms:

### Executive Summary:

The City of Biddeford has an interest in attracting and supporting small businesses that want to operate and conduct business in the community. There have been past requests from small business owners for the City to accept installment payments for sewer impact fees and other permit requirements. In these cases, a given applicant would demonstrate that paying the entire impact fee amount up front would constitute an impediment to the non-residential entity's ability to open for business. The attached proposed ordinance language would create guidelines, a consistent application process for such requests, and requirements for the installment agreement.

### Detailed Review:

A review conducted by the City Solicitor of the City Charter and various City Code of Ordinances shows no prohibition or restriction on the City to enter into a contract with a business entity to collect impact fees in installment payments.

### Funding Source:

N/A

### Staff Recommendation:

### Next Steps:

**Attachments:**

1. Payment Plan for Fees Ordinance

**Sec. 22-11. Fees. [Ord. of 4-21-1998(4); Ord. No. 99.97, 11-16-1999; Ord. No. 2000.54, 7-5-2000; Ord. No. 2001.49, 5-16-2001; Ord. No. 2002.34, 4-2-2002; Ord. No. 2003.114, 11-18-2003; Ord. No. 2003.131, 12-16-2003; amended 9-1-2009 by Ord. No. 2009.42; 5-1-2012 by Ord. No. 2012.33]**

- (a) Application fees. Except as expressly provided, all applications for original licenses or for the consent of the City Council other than a flea market or auction, shall be accompanied by an administrative fee of \$10 to defray the cost of processing the application. All applications for renewal of licenses shall be accompanied by the fees for issuance and an administrative fee of \$10 to defray the cost of processing the application. The latter shall be refundable if the application is denied. In any case where notice by publication or mail is required, the applicant shall pay the cost of publication and postage in advance.
- (b) Appeals fee. Appeals from determinations of the City Clerk shall be accompanied by a filing fee of \$25, and the appellant shall also pay the full cost of publication and postage in advance, if such notice is required. For the purposes of this subsection, notice by publication shall be deemed to apply to the hearing on appeal whenever the requirement of publication would exist in the first instance.
- (c) Fees for issuance.
  - (1) Fees for issuance of licenses shall be as provided in Section 22-11.
  - (2) The City Clerk will use the following fee structure to develop the appropriate license fees. **[Amended 2-1-2011 by Ord. No. 2011.3; 4-19-2011 by Ord. No. 2011.14; 5-1-2012 by Ord. No. 2012.33; 4-2-2013 by Ord. No. 2013.19; 4-16-2013 by Ord. No. 2013.28; 11-19-2019 by Ord. No. 2019.118; 6-20-2023 by Ord. No. 2023.67]**

Type of License or Service	Fee
Places of amusement/entertainment	\$150 (single/ multiple events)
Concerts	
Exhibitions (including live performances)/shows	
Playhouses/plays	
Circuses	
Carnivals	
Air shows	
Indoor skating rinks	\$150 (annual)
Theater/moving-picture houses	Plus \$25 per screen
Bottle clubs	
Billiard rooms	

Type of License or Service	Fee
Public firing ranges	
Bowling lanes	
Automobile service/repair; automobile graveyards, automobile recycling businesses, and junkyards	
Automobile graveyard	\$200
Automobile recycler business	\$250
Junkyard without hazardous materials	\$100
Junkyard with hazardous materials	\$250
Recycling facilities	\$200
Recycling facilities with hazardous materials	\$500
Automobile service/repair	\$75
Places/dealers in products	\$200
Antique dealers	
Dealers in gold jewelry, etc.	
Flea markets	
For 20 tables	
For each additional table	\$5
Junk dealers	
Secondhand dealers	Required to pay a one-time licensing fee of \$200 when the business is first established; not required to go through the annual license renewal process
Pawnbrokers	\$200
Operating license	
Taxicabs, motorbuses, public automobiles	\$50 (plus \$20 per sticker)

<b>Type of License or Service</b>	<b>Fee</b>
Victualers	\$75
If serving beer and/or wine	\$100
Serving liquor	\$150
Massage establishments	\$100
Massage therapists	\$100
Combined massage establishment/massage therapist	\$150
Ice cream truck, per truck	\$75
 Cannabis	
Cannabis grow facility license (facility size)	
Grow facility up to 10,000 square feet of floor area	\$1,000
Grow facility between 10,001 to 20,000 square feet of floor area	\$2,000
Grow facility between 20,001 to 30,000 square feet of floor area	\$3,000
Grow facility between 30,001 to 40,000 square feet of floor area	\$4,000
Each additional 10,000 square feet of floor area or less	An additional \$1,000
 Cannabis sales	

Type of License or Service	Fee
Store	\$2,500 up to 2,000 square feet used for retail; each additional 1,000 square feet or less an additional \$1,000
Cannabis services	
Delivery service	\$2,500 per establishment doing business in Biddeford
Manufacturing	\$1,000 per 1,000 square foot of floor area
Testing facility	\$1,000 per 1,000 square foot of floor area
Cannabis Commercial Kitchen	\$1,000
Miscellaneous	\$10
Newspaper vending machines (per machine)	
Video game devices (per 5 machines to a maximum of \$50)	
Other	
Advertising/liquor license (See state law.)	At cost plus 10%
Vendors on public places (See appropriate section.)	\$50
Wastehaulers	
Per business	\$150
Per truck	\$150
Sludge disposal	\$50
Adult businesses, per annum	\$2,000

<b>Type of License or Service</b>	<b>Fee</b>
City Clerk fees	
Notary attesting for residents	\$2
Notary attesting for nonresidents	\$5
Dedimus justice services	\$10
Marriage ceremony	\$100
Motor vehicle agent fee	As set within the limits of legislative action
Sale of Zoning Ordinances	\$50
Sale of Subdivision Ordinances	\$10
Vital records research	\$10 per hour
Sale of voter I.D. card	\$5

- (d) Prorated license fees. On any initial application for a business license received by the City Clerk during the last four months of the licensing year, the licensing fee is 1/2 of the annual licensing fee. All fees are due at the time of business license application submittal. Proration of licensing fees does not apply for business license renewals. **[Added 5-1-2012 by Ord. No. 2012.33]**
- (e) Waiver of fee. No fee for a victualer's license shall be charged to any organization that operates a concession stand at a school-aged sporting event whose proceeds are used exclusively for the purchase of team uniforms, equipment, operating supplies, or for the improvement of the sports fields and facilities. For the purpose of this subsection, "school-aged sporting event" shall mean and include all sponsored sporting events that are organized and operated within the structure of a league, or under the auspices of the Biddeford School Department or a Biddeford private school, or under a program that is sanctioned by the City's Recreation Department and whose participants are enrolled in school and not older than 19 years of age. **[Added 4-6-2010 by Ord. No. 2010.27]**
- (f) [Payment installment plans for small businesses. If a small business is unable to pay any fee, they may apply with the City's Finance Department to set up a payment installment plan with the city. The city will require monthly payments made on the 1<sup>st</sup> of the month. The length of the plan will be decided at the time of approval. If the monthly payment is received more than 5 days after it is due, the payment installment plan will automatically cease, and interest of \(7.5 percent\) per annum will be charged on the outstanding balance in accordance with the rates set by City Council for the current tax year beginning on the 6<sup>th</sup> day after the due date. If the balance is not paid in full by the end date of the payment installment plan, it will result in non-renewal of your business license when it comes due for renewal the following May. A sale of the property during the payment term will automatically terminate the payment installment plan. The Finance Department must be notified of the sale prior to the next payment due date.](#)

**Type of License or Service**

**Fee**

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**1. Editor's Note: Former Subsection (d) was redesignated as Subsection (e) to accommodate the addition of this new Subsection (d).**