



## PLANNING BOARD MEETING MINUTES

June 3, 2026

1. Pledge of Allegiance
2. Declaration of Quorum  
Planning Board: John McCurry, Matt Sargent-Dubois, Leah Schaffer, Chico Potvin (Alternate Member) & Rob Nicoll (Alternate Member)  
Staff: David Galbraith & Nan Whitten  
Chico Potvin & Rob Nicoll will vote this evening in place of Kayla Lewis & Roch Angers
3. Adjustments to Agenda-none
4. Planner's Business  
4.a. Meeting Minutes from Staff Review Committee for May 22, 2026
5. Consent Agenda  
5.a. Approval of Meeting Minutes from May 20, 2026, Regular Meeting & Workshop  
MOTIONS: 6:01 PM  
Motion-Sargent-Dubois-Motion to approve Meeting Minutes as presented  
Second-Potvin  
Vote: Motion passed unanimously
6. Open Public Hearing
7. New Business  
Galbraith opened this portion of the meeting by introducing the chapters, he reminded everyone that these chapters and maps are in draft format. He told the Board and public that the chapters would be reread at the next meeting and then onto Council on June 23, 2026. Galbraith thanked everyone who had participated with a special thank you to the Conservation Commission for all of the work they did with the Planning Board completing these chapters.  
Galbraith has been in constant contact with the State since taking over the Comp Plan and has received positive feedback from the State such as the Natural Resources Chapter looks great and all of the hard work paid off. The State deleted many items on our outstanding list and said they understand our challenges especially with the turnover.  
Galbraith then discussed letters from the public that he will put as part of the record. Several of the letters look the same as if they were copied or a form letter. Comments are at the back of these meeting minutes from the following residents:
  - Kathy Griffin
  - Abigail Woods on behalf of Norm Labbe
  - Laura M. Siciliano
  - Emrys Berube

- Norm Labbe-mentioned an error with Town Landing
- Tricia Thibodeau
- Loren McCready

- 7.a. The Planning Board will review and vote on the Natural Resources Chapter of the Comprehensive Plan

**PUBLIC COMMENTS**

**Richard Rhames 10 West Loop Road, Biddeford**

**Loren McCready 222 Cleaves Street, Biddeford**

**MOTIONS: 6:26 PM**

**Motion-Schaffer-Motion to approve Natural Resources Chapter as presented  
Second-Sargent-Dubois**

**Vote-Motion passed unanimously**

- 7.b. The Planning Board will review and vote on the Natural Water Resources Chapter Of the Comprehensive Plan.

**MOTIONS: 6:28 PM**

**Motion-Sargent-Dubois-Motion to pass Natural Water Resources Chapter as Presented**

**Second-Nicoll**

**Vote-Motion passed unanimously**

- 7.c The Planning Board will review and vote on the Existing Land Use Chapter Of the Comprehensive Plan.

**MOTIONS: 6:37 PM**

**Motion-Schaffer-Motion to approve the Existing Land Use Chapter as presented.  
Second-Sargent-Dubois**

**Vote-Motion passed unanimously**

**Discussion-**

**Schaffer-Questions about the Ordinance and the footnotes on Table A, wants to  
Make sure we capture & reflect on the footnotes to make things clearer**

**Potvin-Questions about the Contract Zone and possibly taking empty buildings  
In the B-2 zone and making them into housing.**

- 7.d. The Planning Board will review and vote on the Future Land Use Chapter of the Comprehensive Plan.

**MOTIONS: 6:44 PM**

**Motion-Schaffer-Motion to pass the Future Land Use Chapter as presented**

**Second-Nicoll**

**Vote: Motion passed Unanimously**

**PUBLIC COMMENTS**

**Loren McCready-222 Cleaves Street, Biddeford**

**Richard Rhames-10 West Loops Road, Biddeford**

**Discussion-**

**McCurry reminded everyone that this is a draft, we have had multiple meetings With the Conservation Commission where everyone who was there participated.**

**Not everyone was happy, but we did the best we could**

**Nicoll-wants to make sure that we are in a reasonable place and have made a good Start**

**Schaffer wants to know what the flexibility of this map. We can always go in and amend our comp plan. This is a guide and strategy to get us to where we are going. In a perfect world we should put money away annually to get help with the Comp Plan. Schaffer agrees that the staff is very pressed and understaffed. Staff has no time to do actual planning.**

**Schaffer-Unclear on the legalities on extensions, do we go back to when the project was originally approved or do we compare it to today's standards? Galbraith talked about the extensions on the Comp Plan, the state is working with us. Schaffer asked Galbraith to clarify how this pertains to the ongoing projects. If they have an approved project we have to with the applicant.**

**McCurry how many times do we extend a project? Galbraith: we do not have to grant an extension, the Planning Board has the right to deny the extension. We have to look into the reasoning, no cash, not a good reason, Federal, State or City issues, is out of control of the applicant.**

**Schaffer-area north of Main Street, and the South Street area are not open to consider this as a transitional zone? This would be modifying the Future Land Use Map? Yes, that area cuts across a natural resource area and she was wondering if other members of the Board would be open to changing.**

**Potvin asked how transitional zoning in a Growth Area would work, he would have a hard time voting this in and feels like they should let sleeping dogs lie.**

**McCurry agrees with Potvin**

**Nicoll feels that this vote would not change anything other than it gives the Planning Board more of a chance to ask more questions. This particular area is restricted by Thacher Brook anyway.**

**Schaffer feels that this would be more of a "TBD"**

**MOTIONS:**

**Motion-Nicoll-Motion to change 3 parcels in question, along Thacher Brook to Transitional Zoning**

**Second-Schaffer**

**Vote-Motion Failed 2-3 (Nicoll & Schaffer in Favor, Potvin, Sargent-Dubois & McCurry against)**

- 7.e. The Planning Board will review and vote on the Historic Archeological Resources Chapter of the Comprehensive Plan.**  
**Public Comments**

**Richard Rhames-10 West Loop Road, Biddeford, ME**

**Schaffer asked if the survey for Historic Preservation Commission had been completed yet. No still in progress.**

**Nicoll mentioned that when we amend this chapter, we should include more on the “Dirt People”.**

**The Marine Resources Chapter will be voted on during the June 17<sup>th</sup> meeting.**

**8. Close Public Hearing 6:23 PM**

**9. Unfinished Business-none**

**10. Other Business**

- Potvin spoke on the importance of the Comprehensive Plan. He reminded the Board members that they need to keep the future in mind to include things coming up the pike such as frisbee golf, wedding barns, etc.**

**11. Adjourn**

**MOTIONS: 7:43 PM**

**Motion-Sargent-Dubois-Motion to adjourn**

**Second-Nicoll**

**Vote-Motion passed unanimously**

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**Signature-Planning Board Chair**

\_\_\_\_\_  
**Date**

**These minutes are summary and are not intended to be verbatim. Archived meetings are viewable on the City’s website: [www.biddefordmaine.org](http://www.biddefordmaine.org).**