



## PLANNING BOARD MEETING MINUTES

June 17, 2026

1. Pledge of Allegiance
2. Declaration of Quorum  
Planning Board: John McCurry, Roch Angers, 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 & Matt Sargent-Dubois
3. Adjustments to Agenda-none
4. Planner's Business  
4.a. Galbraith talked to the applicants and Board about a scam that has been escalating where applicants are approached via email saying they owe more money and it should be wired to the city. Galbraith asserted that the city will never ask for fees to be paid via wire. The FBI has issued an alert about this action; the alert is on the Planning Board webpage if anyone would like to read it.
5. Consent Agenda  
5.a. Approval of Meeting Minutes from June 3, 2026  
MOTIONS: 6:01 PM  
Motion-Schaffer-Motion to approve Meeting Minutes as presented  
Second-Nicoll  
Vote: Motion passed unanimously
6. Unfinished Business-none
7. New Business  
7.a. 2026.20 Review of a Conditional Use Permit request by Bakhita Saabino to open Helping Hand Learning at 123 Summer Street (Tax Map 35, Lot 48) in the R-2 Zone. Helping Hand Learning will provide childcare for children aged 6 weeks to 12 years of age; the maximum capacity will be 12 children.
  - Galbraith introduced the project explaining that the applicant is in the middle of applying for her license from DHHS and will bring us a copy upon approval from DHHS.
  - The play area on this parcel is a challenge but there are 10' in the backyard and there is an area in front of the garage.
  - Galbraith read all the Conditions of Approval to the Board stating that the staff supports approval.
  - Bakhita Saabino represented herself

- Schaffer asked about the play area
- Galbraith said there is room in front of the garage in addition to the area for 2 cars to park.
- Potvin stated that he is struggling with the site. There is no parking on 1 side of the street, the street is very narrow and there is no parking directly across from the site.
- Potvin asked where the employees will park. He stated that the siding is asbestos, there is no playing in the front yard, out back is an alley and that is not good.
- Potvin would like to see a plan. Because this is such a tiny lot, he would like to see the applicant find a better location.
- Potvin is very worried about the safety of the children. He suggests the project be tabled.
- Nicoll feels the project should be tabled until the applicant received DHHS approval.
- Saabino spoke to the Board, she told them that she had spoken with DHHS and they were fine with her location. Saabino has been a pre-K teacher for the City of Portland for 23 years.
- Saabino will work with the City and Neighborhood. She is working with DHHS, she has been working with Cathy, but the supervisor Bob has stated he has no concerns about the location.
- Saabino said the children's safety is her #1 priority. There is a playground 2 blocks away and they do plan on using this playground.
- Nicoll asked if DHHS was ok with going to Community Center Playground? Yes
- Potvin asked about the employee parking. There are no employees yet and will get help from her daughter and cousin if she needs help. These two women live in the neighborhood and will walk to the site.
- McCurry confirmed with the applicant that DHHS had no problem with the house. Correct.
- Schaffer commented that there is no play area, Saabino said they will utilize the Community Center.
- Potvin commented that the Community Center is a good alternative but can be difficult at times. Saabino reiterated that she does have help.
- Anger asked if the staff has heard from any neighbors, the police or fire departments? He thinks the property is tight and he is a little concerned about fire, he has a problem

#### **MOTIONS: 6:28 PM**

**Motion-Schaffer- A. Motion to Approve project #2026.20 a Conditional Use Permit for Bakhita Saabino to open a home day care called Helping Hand Learning at 123 Summer Street (Tax Map 35, Lot 48) within the Residential 2 zone, with the above recommended Conditions of Approval (COA). Clarify item D any feedback we received from DHHS, she will return to the Planning Board for this additional review.**

**Second-Nicoll**

**Vote: Motion passed 3-1 (Schaffer, Nicoll, Potvin in favor, Angers opposed)**

- 7.b. 2025.24 Review of a Conditional Use Permit request by Amanda Keddy to open Mandi's Munchkins Daycare at 2 Hutchins Drive (Tax Map 4, Lot 61-1) in the RF Zone. Mandi's Munchkins Daycare will be a licensed daycare for up to 12 children.**
- Galbraith introduced the project
  - Galbraith listed the Day Care requirements and said that the HHE-200 will be submitted to Code Enforcement to enforce item F of the requirements.
  - Amanda Keddy represented the application, Keddy said she was a Biddeford public school teacher for years until COVID.
  - Keddy has been licensed for up to 6 children and wants to help more and will get licensed for up to 12 children.
  - Keddy has no plans to hire at this time, and this will be a structured preschool.
  - Potvin asked if the well water had been tested. Yes
  - Potvin asked if there was a road maintenance agreement with the neighbors. Keddy does not feel it is necessary as the other houses on the street are all family.
  - Keddy mentioned that the day care center will be open from 7-5 M-F
  - Nicoll asked about the extra traffic deteriorating the dirt road. Keddy does not anticipate this being a problem as the center is the first house and they have made landscaping changes for site distance.
  - Schaffer asked about expanding the septic, it is not necessary at this time, but they have the area if it is needed.
  - If Keddy plans to expand and take in more children, she will need to go back to DHHS and Planning Board.

**MOTIONS: 6:42 PM**

**Motion-Schaffer- Motion to Approve project #2025.24 a Conditional Use Permit for Amanda Keddy to open a day care center called Mandi's Munchkins Child Care Center, LLC located at 2 Hutchins Drive (Tax Map 4, Lot 61-1) within the Rural Farm (RF) zone, with the above listed Conditions of Approval (COA).**

**Second-Angers**

**Vote: Motion passed unanimously**

- 7.c 2026.22 Review of a Minor Site Plan Amendment for widening of the drive approaching the wash entrances for BAW Holdings (Biddeford Auto Wash) located at 547 Alfred Street (Tax Map 2, Lot 34-1) in the Business 2 zone.**
- Tom Saucier of Site Design represented the application.
  - Saucier gave a Power Point presentation
  - Saucier spoke of the waivers they are requesting
  - The applicant is requesting preliminary and final approval at this meeting.
  - McCurry mentioned that the driveway is a nightmare with Aroma Joe's being so busy bigger pick-up trucks can't make it, will this relieve this line? This is the first step in alleviating the problem.

- Potvin doesn't see why this can't get done tonight.
- Nicoll said this was a minor expansion and he wants to make sure they don't create a secondary problem.
- Saucier answered that is why they are doing this first
- Galbraith said the staff wants certification from Saucier that the wall is structurally sound for extra vehicles
- Potvin asked the width of the travelled way, 19'

**MOTIONS: 7:01 PM**

**Motion-Nicoll- Motion to Approve project #2026.22 a Site Plan Amendment for BAW Holdings, LLC to make minor amendments to improve the functionality of Biddeford Auto Wash (BAW) at 547 Alfred Street (Tax Map 2, Lot 34-1) within the Business 2 (B-2) zone.**

**Second-Angers**

**Vote: Motion passed unanimously**

**7.d. Case # 2026.01 Preliminary Plan Review for Golden Chicken of Biddeford, LLC for a proposed 2,536 SF Popeye's Fast-Food restaurant located at 584 Alfred Street (Tax Map 2, Lot 23) in the B-2 Zone.**

- Galbraith introduced the project
- Kaleb Bourassa, P.E. of Gorrill Palmer represented the application
- Kaleb went over the Site Plan with the Board saying that the exit will be through Old Dogs Lane
- There will be 2 separate water services, 1 domestic, 1 for fire
- The sewer will go into Old Dogs Lane
- The capacity to serve letters is to come
- To date, they have received no comments from Public Works or Code Enforcement.
- The applicant is asking for a waiver for Section 5.B.(i)(3) of the Site Design Criteria which requires paved parking, drive aisle, and walkway areas to occupy <30% of the proposed developed area. This project proposes approximately 64% paved area within the development footprint.
- Applicant is hoping to get Preliminary Approval tonight
- McCurry asked if there is any crossing of Alfred Street for utilities. Yes, water will create a 2-lane closure, it will be bored not trenched. Lane closures are a concern.
- Galbraith said they would work with fire, police and public works so that the construction in the road can be done at night. He will check about making it a condition of approval.
- Schaffer mentioned that she had asked for a big plan from Chick-fil-A to this project. Galbraith showed her what he had created.
- McCurry asked if the lights would be on a timer or sensor, a loop detection system
- Bourassa said there will be more than enough vehicle storage, no free flow traffic there will be stop bars.

- Potvin asked if there would be a walking path to the Devine project, if there is a sidewalk to connect the two projects.
- Nicoll asked if they could get more details on the landscaping at the next meeting to reduce impervious surface. Yes
- Bourassa asked if they could get a final approval prior to the Traffic Movement Permit coming in. The TMP will be a Condition of Approval.

**MOTIONS: 7:33PM**

**Motion-Nicoll- Motion to Approve Case # 2026.01 Preliminary Plan Review for Golden Chicken of Biddeford, LLC for a proposed 2,536 SF Popeye's Fast-Food restaurant located at 584 Alfred Street (Tax Map 2, Lot 23) in the B-2 Zone.**

**Second-Angers**

**Vote-Motion passed unanimously**

**Public Comments from Richard Rhames 10 West Loop Road**

**8. Open Public Hearing 7:40 PM**

- Galbraith talked about the changes being made such as Town Landing is 49' not 15'
- There were 2 lots on the Future Land Use Map that the Board talked about changing and the City Council wants those 2 lots to be Transitional Zone
- Public comments by Denis Rioux of 677 South Street & Richard Rhames (address above)

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

**Motion**

**Motion-Nicholl-Motion to approve the Natural Resources Chapter of the Comprehensive Plan**

**Second-Schaffer**

**Vote-Motion passed unanimously**

**8.b The Planning Board will review and vote on the Natural Water Resources Chapter of the Comprehensive Plan.**

**Motion**

**Motion-Nicholl-Motion to approve the Natural Water Resources Chapter of the Comprehensive Plan**

**Second-Anger**

**Schaffer asked if the comments on the side of the chapter would be removed, yes**

**Vote-Motion passed unanimously**

**8.c The Planning Board will review and vote on the Existing Land Use Chapter of the Comprehensive Plan.**

**Motions**

**Motion-Nicholl-Motion to approve the Existing Land Use Chapter of the Comprehensive Plan**

**Second-Angers**

**Public Comments by Richard Rhames**

**Galbraith explained about a section being downgraded from a growth area to Transitional Zone**

**Schaffer explained how she sees Transitional Zoning**

**Vote: Motion passed unanimously**

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

**Motion**

**Motion-Nicholl-Motion to approve the Future Land Use Chapter of the Comprehensive Plan and letting Council decide changes on the map**

**Second-Schaffer**

**Public Comments by Richard Rhames**

**Vote-Motion passed 3-2 (Potvin, Anger & McCurry in favor, Nicholl & Schaffer Against)**

**Nicholl-Motion to amend previous motion to include changes to Barra Road to go Growth to Rural Transitional Zone**

**Second-Schaffer**

**Vote on Amendment Motion failed 2-3 (Nicholl & Schaffer in favor, Angers, Potvin & McCurry against)**

**Potvin said he voted against it because he feels like where it's only 2 lots it feels like Spot zoning. The owner of the lots was at the last two workshops and no one Mentioned this change to him.**

**8.e The Planning Board will review and vote on the Historic Archeological Resources Chapter of the Comprehensive Plan.**

**Motions**

**Motion-Nicholl-Motion to approve the Historic Archeological Resources Chapter of The Comprehensive Plan**

**Second-Schaffer**

**Public Comments by Richard Rhames**

**Vote-Motion passed unanimously**

**8.f The Planning Board will review and vote on the Marine Resources Chapter of the Comprehensive Plan.**

**Motions**

**Motion-Nicholl-Motion to approve the Marine Resources Chapter of the Comprehensive Plan**

**Second-Schaffer**

**Vote-Motion passed unanimously**

**Motion-Angers- Motion to approve the second reading of the Marine Resources Chapter of the Comprehensive Plan**

**Second-Potvin**

**Vote-Motion passed unanimously**

**9. Close Public Hearing**

**10. Other Business**

**Nicholl talked about Main Street in Saco**

**11. Adjourn**

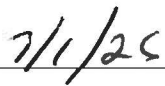
**MOTIONS: 8:32 PM**

**Motion-Angers-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).**