



PLANNING BOARD MEETING MINUTES

July 1, 2026

1. Pledge of Allegiance-Meeting brought to order at 6:00 PM
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 Matt Sargent-Dubois and open position
3. Adjustments to Agenda-none
4. Planner's Business
4.a. Galbraith explained to the Board that the decision on the Future Land Use Map had been reversed by the Council. The Council reversed their decision because the property owner sent in the JDAs for the lots in question. The original Future Land Use Map was sent to the state.
5. Consent Agenda
5.a. Approval of Meeting Minutes of June 17, 2026
MOTIONS: 6:04 PM
Motion-Angers-Motion to approve Meeting Minutes as presented
Second-Schaffer
Vote: Motion passed unanimously
6. Unfinished Business
6.a. 2026.22 The Biddeford Planning Board will review the requested Waivers for Biddeford Auto Wash located at 547 Alfred Street (Tax Map 2, Lot 34-1) in the Business 2 zone.
 - Galbraith reminded the Board that they were there to vote on the requested waivers. The project was approved at the prior meeting, but the waivers were left out of the motion.
 - The applicant is seeking two (2) waivers related to this proposed project, namely:
 - Article XI.II.5.B.4.f.1 No paving, parking or storage within setback of rear property line.
 - Article XI.II.5.B.1. Requirement for a written engineering report for stormwater.MOTIONS: 6:06 PM
Motion-Angers-Motion to approve the waivers of Article XI.II.5.B.4.f.1 and Article XI.II.5.B.1
Second-Nicoll
Vote: Unanimous

7. New Business

7.a. 2026.19 The Planning Board will review an application for a 1-lot Private Way for Robert Laverriere of 34 Proctor Road. The applicant wants to create a 1-lot private way in order to gain access to an internal lot. The address of the property is Proctor Road (Tax Map 3, Lot 12-3) in the RF zone.

- Galbraith introduced the project saying that the applicant is requesting a private way to access the rear lot (parcel B) which has no address yet.
- The private way will need to have its own name.
- Paul Gadbois, P.E. said that the road will be called Blackberry Lane
- Nicoll asked if any wetlands will be filled, no this will have no impact on any wetlands.
- Potvin commented that the driveway cannot come of the end, so he is good.

MOTIONS: 6:10 PM

Motion-Schaffer- motion to Approve Case # 2026.19 a one (1) lot private way application for the proposal located over 34 Proctor Road (Tax Map 3, Lot 12-3) to 0 Katana Lane (Map 3 Lot 12-8) located within the Rural Farm zone, with the recommended Conditions of Approval (COA) listed below:

1. The one-lot private way shall be constructed in conformance with the City's Code of Ordinances, Part III – Land Development Regulations, Article VI – Performance Standards, Section 51 – Private ways and roads standards.
2. Prior to the issuance of a Building Permit for the proposed single-family home, the applicant's project engineer shall submit a letter to the City's Planning, Code Enforcement and Engineering Departments certifying that the constructed private way has been built to the City's private way standards. This letter shall be signed and stamped by the applicant's project engineer.
3. The private way shall remain privately owned and maintained, and the City will not be responsible for any plowing, maintenance, repair or reconstruction.
4. The private way shall be maintained in passable condition to accommodate emergency vehicles to the satisfaction of the Biddeford Fire Department.
5. City Assessors' records identify the subject property as 0 Katana Lane (Map 3 Lot 12-8) an existing lot of record. The subject property is NOT proposed to be accessed from Katana Lane therefore; the proposed private way will be required to be named and addressed as approved by the City's E-911 Addressing Officer (Police Department). Once the proposed private way, name and address have been officially assigned, the City's Assessing Department shall be notified, in writing, of the new address.

Second-Potvin

Vote: Unanimous

7.b. 2025.10 The Planning Board will review a Final Application for Fiber Materials Inc. The applicant plans a 104,000 SF addition to the existing structure to add manufacturing capacity and the associated infrastructure. The address of the property is 389 Hill Street (Tax Map 74, Lot 7) in the I-2 zone.

- Galbraith introduced the project

- Galbraith reminded the Board that they approved all waivers when applicant applied for Preliminary Approval.
- Potvin asked the applicant who the soil scientists were and why the vernal pools were on the plan and then disappeared.
- Tom Saucier of Site Design answered that the vernal pools were inspected in 2020 and renewed in 2024. At this time, they found that there were no vernal pools, but the note was forgotten on the plan.
- Silas Canavan from Site Design also represented the application.

MOTIONS: 6:21 PM

Motion-Angers- Motion to Approve Case # 2025.10 for Final Site Plan approval for the construction of a 50,395 square foot addition and the creation of 1.94 acres of new paving and parking located at 389 Hill Street (Tax Map 74, Lot 7), within the Industrial 2 (I-2) zoning district, with the above listed and attached Findings of Fact (FOF) and Conditions of Approval (COA).

Second-Schaffer

Vote: Motion passed unanimously

7.c 2026.25 The Planning Board will review a Site Plan Application for 41 Main Street. LLC. The applicant wants to demolish the existing structure to create 54 parking spaces. The address of the property is 41 Main Street (Tax Map 41, Lot 138) in the MSRD 1 zone.

- Will Hopkins of Archetype Architects represented the applicants.
- Historic Preservation Commission (HPC) approved the demolition of the structure.
- There will be a walk-entrance off Main Street
- The entry and exit will be on Emery Street with an ADA ramp.
- Phase II will be mixed use.
- Schaffer asked if the HPC gave other options, no they were determining whether to approve or deny razing the structure.
- Schaffer suggested using true granite for the wall, they will consider it.
- Schaffer prefers precast as it holds better due to the height. She wants a true looking granite.
- Nicoll asked about the timeline for Phase II
- Nathan Bateman answered that they need to get Buildings 19 & 20 off the ground first, then funding and financial pressures demand they do something with this lot.
- Nicoll mentioned EV chargers to which Bateman replied that they are not opposed to it.
- Potvin asked about snow hauling.
- McCurry asked if the Police Department are ok with the site distance. Galbraith answered that the Police Department had no comments but that he will follow up with Chief Fisk.
- Angers was concerned with the tightness of the lot, he asked about handicapped parking, and it was determined that they had adequate ADA parking. He continues

to be concerned about the lack of area between rows of vehicles and how the Fire Department would fight a car fire there.

- Galbraith answered that the fire would be fought from Main and Emery Street but that he would follow up with Assistant Chief Thorpe.
- It is not feasible for this lot to have 2 ways in and 2 ways out.
- McCurry asked about the relocation plan of these 54 spots during construction. Bateman said they will have a plan when the time comes.
- Angers stated that he is also in favor of EV Stations

MOTIONS: 7:00 PM

Motion-Nicoll- Motion to approve Case # 2026.25 Preliminary Site Plan Review for 41 Main, LLC for a 54 parking stall parking lot located at 41 Main Street (Map 41 Lot 138) within the Main Street Revitalization District – 1 (MSRD-1) Zoning District..

Second-Angers

Vote: Motion passed unanimously

7. Other Business

MOTIONS: 7:15

Motion-Potvin-Motion to reconsider the approval for a daycare to Bakhita Saabino of 123 Summer Street.

Second-Angers

Vote-Unanimous

Potvin feels we need more “teeth” in this project. He doesn’t want to see the State “rubber stamp” a job.

McCurry asked about the fire, police and code enforcement departments need to investigate this. The State may pass it, but the city may not.

Schaffer said the recreation area may not be a problem.

Motion-Potvin-Motion to reconsider this approval by tabling it for now

Second-Angers

Vote-Unanimous

11. Adjourn

MOTIONS: 7:32 PM

Motion-Potvin-Motion to adjourn

Second-Angers

Vote-Motion passed unanimously

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.

