



City of Biddeford
Institutional Zone Review Committee

August 3, 2026 at 4:30 PM
City Hall Council Chambers & Teams

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Meeting ID: 271 438 259 804 543

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - 3.a May 21, 2026 Minutes
4. Material Review
 - 4.a Final: Article 16 Institutional Zone Ordinance
 - 4.b Institutional Zone Map
5. Old Business
6. New Business
7. Adjourn

City of Biddeford
Institutional Zone Review Committee
May 21, 2026 at 3 PM
Council Chambers & Teams

1. Call to Order

The meeting was called to order at 3:00 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 (C. Stone, J. Herbert) and unanimously approved that the minutes of the May 11th meeting be accepted as circulated.

5. Material Review

Staff led a review and discussion of the Institutional Zone – Action Items, Meeting Date: May 21 document.

Section 10. Permitting

Motion: It was moved and seconded (M. Haas/J. Herbert) that the proposed wording in section 10 – Permitting, 1-4, pages 17-18, be accepted with the edits below.

Vote: Unanimous in favor of the motion

Exceptions – 2. Temporary structures such as event tents, under ~~2,500~~ 5,000 square feet in area, being located on the property for a period less than ~~sixty (60)~~ fifteen (15) days and in conformance with the City's dimensional standards, as outlined within the Institutional Zone (IN) providing they meet all City departments' safety concerns such as traffic impacts, pedestrian safety, and emergency service access. Structures of this nature do not require public hearings.

Exceptions - 3. ~~Any building construction / addition under 1,000 square feet of cumulative area, during any five-year period,~~Projects involving less than 1000 sf of combined building addition and/or demolition, which ~~has~~ have no significant impact on population data, utility infrastructure, roads, or parking.~~., and does not involve demolition of any structure. No given project could undergo more than one such exemption during a five-year period.~~ 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 of one (1) public hearing, notifying abutters within 250 feet from the campus.

Exceptions – 4. New impervious surfaces, such as new parking lots or expansions of existing parking areas, under 4,999 square feet of new impervious surface [cumulative in a five-year period](#), providing sufficient stormwater management is provided. Proposals of this nature will require a minimum [of one \(1\) public hearing](#), notifying abutters within 250 feet from the campus. [They](#) shall be reviewed by the Staff Review Committee (SRC). These structures may be approved if they meet all of [the dimensional standards within the Institutional Zone](#).

Section 11. Traffic & Pedestrian Safety

Traffic and pedestrian safety were discussed. Staff explained that this topic is addressed in the Master Plan and in the review processes. There are applicable city-wide standards and Biddeford has adopted the Complete Streets Philosophy. It is not unusual for related improvements, both onsite and offsite, to be imposed when new projects are approved.

Section 12. Lot Coverage

Motion: It was moved and seconded (J. Herbert/M. Haas) that lot coverages be identified as follows:

RD-1, RD-2, RD-3, RD 4 – 20%

Non-RD South of Rt. 9 – 50%

Non-RD North of Rt 9 – 75%

Vote: 4 in favor; 1 opposed (C. Stone)

Building Height

Motion: It was moved and seconded (M. Haas/J. Herbert) that building height allowances remain in force as they currently exist.

Vote: Unanimous in favor of the motion

Inclusion of Additional Parcels in Campus Map

Motion: It was moved and seconded (P. Boston/B. Martin) that parcels 54-98 and 54-99 be added to the campus map and designated as RD-5 Conservation.

Vote: The vote was 3-2 in favor of the motion with C. Stone and M. Haas opposed.

Staff stated that two parcels that UNE owned at the time of the initiation of the Institutional Zone ordinance were omitted from the campus map which was supposed to include all parcels owned by the University at that time, with the exclusion of a property on Union Street. These parcels are marshland.

6. Other Business

- a. The committee briefly discussed the UNE PILOT program, a proposed framework for UNE to report its community impact, public access to the campus, and protection of scenic views. It was agreed that these issues were beyond the scope of the committee's charge and are matters for the city council to handle. It was staff's opinion, however, that the changes being proposed in the IN ordinance achieved protection of scenic views.
- b. M. Haas suggested that an industry standard be utilized to evaluate water demand in subsequent master plans.
- c. Staff stated that the committee had completed its review of ordinance sections. Next steps are: staff drafting the new ordinance language; review by legal; final review by committee; 2 readings by the Planning Board; 2 readings by the City Council. J. Herbert voiced concern about the impact on the current moratorium.

7. Next Meeting

It is anticipated that the material will be available for committee final review in early July. Committee members were asked to forward their availability for a meeting during the first two weeks of July.

8. Adjournment

It was moved, seconded and unanimously approved that the meeting be adjourned at 5:14 pm.

Article XVI: Institutional (IN) Zoning Ordinance – Committee Draft 1

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Article XVI: Institutional Zoning (IN)

Section 1 - Authority

These regulations are adopted by the municipal officers of the City of Biddeford, Maine, pursuant to the authority granted under 30-A M.R.S.A. § 3001; and will provide regulations for the City Council, Planning Board, and Staff Review Committee (SRC) to review, approve with or without conditions of approval, or disapprove site plans for the development or change or expansion of use of tracts within the City's designated Institutional Zone (IN).

Approved Master Plans shall be used as a planning tool for future developments/projects within an Institutional (IN) zoning district. All proposed construction projects within an approved Institutional Plan are required to be reviewed by the Planning Board / Staff Review Committee (SRC) and shall be in conformance with Article XI – Site Plan Review. Projects shown on Master Plans Projects shall not be reviewed or approved by the Planning Board or SRC unless the specific project has been shown/identified on the approved Master Plan. Any developments shown on the Master Plan are conceptual in nature and any development proposal shall conform to the regulations outlined within this Ordinance and required to be reviewed under the regulations in the City's Site Plan Review Ordinance.

Section 2 – Title.

This section shall be entitled "Institutional Zoning Development Plan Review of the City of Biddeford, Maine"; and may be cited as a short title as the "Institutional Zone (IN)" or Institutional Zoning (IN)".

Section 3 - Intent and purpose.

- The intent and purpose of these regulations is to establish a process to ensure responsible and consistent growth and development within properties located in the City's designated Institutional Zone (IN) as it relates to university / college uses.
- Acknowledge that the City's major academic institution/s play a prominent role in the health and well-being of the local and regional community, and to sustain that role, these institutions need flexibility to change and grow.
- Recognize that University / college uses are, because of their nature, size, complexity, or other qualities or probable impact, capable of adversely affecting the City of Biddeford and its vested interests, and that of the general public unless careful attention is given to the use of sound site utilization principles.
- Encourage proactive planning for institutional change and growth which identifies and addresses likely long-term institutional needs and cumulative impacts while leveraging potential benefits at the neighborhood, city, and regional level.

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- Ensure that institutional change and growth both complements and, as appropriate, integrates adjacent or surrounding neighborhoods through carefully planned transitions and buffering.
- Provide an easily understandable regulatory framework towards the continuation of mutually beneficial public-private cooperation.
- Provide an ongoing public engagement process that benefits the City, taxpayers, residents, the institution/s and nearby neighborhoods.
- The provisions set forth in this article are intended to protect the public health and safety, promote the general welfare of the community, and conserve the environment by assuring that university / college uses and construction are designed and developed in a manner which assures that adequate provisions are made for traffic safety and access; emergency access; water supply; sewage disposal; management of stormwater, erosion and sedimentation; protection of groundwater; protection of the environment, wildlife habitat, fisheries, and unique natural areas; protection of historic and archaeological resources; minimizing the adverse impacts on adjacent properties; and fitting the project harmoniously into the fabric of the community.
- Provide a regulatory tool for Biddeford's major institutions that includes the flexibility required to balance the particular needs of institutions with the needs of the surrounding neighborhood and wider community.
- These regulations in no way relieve an owner, developer, agent, or any individual from compliance with the City's Zoning Ordinance, Saco River Corridor Commission (SRCC) regulations, or any other laws, rules, regulations, codes, or ordinances, whether state, federal or local, which may otherwise be applicable.

Section 4 - Definitions

- A. Integrated Postsecondary Education Data System (IPEDS): The Integrated Postsecondary Education Data System (IPEDS) is the core federal data collection program for the National Center for Education Statistics (NCES), part of the U.S. Department of Education's Institute of Education Sciences. It gathers institution-level data from all colleges, universities, and technical/vocational institutions that participate in federal student financial aid programs.
- B. Lot Coverage: The percentage of a lot covered by all structures, buildings, and non-vegetative areas.
- C. 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.

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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 (7) years. Baseline data includes but is not limited to population projections, utility infrastructure capacities, or roadway or parking capacities or the cumulative impact of all of the above.

- D. 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.
- E. Staff Review Committee (SRC): The Staff Review Committee shall consist of the Planning Director/City Planner, City Engineer, Public Works Director, Code Enforcement Officer, Economic Development Director, Recreation Director, Fire Chief, Police Chief, Assessor, Planning Board Chair, Superintendent of the Biddeford Water District, and the Wastewater Department head of the Biddeford Sewer District, or their official designees. The Planning Director / City Planner serves as the Staff Review Committee's (SRC) Chairperson and the Director of Code Enforcement shall act as the Vice Chair.
- 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 authorized by the laws of the State of Maine to grant degrees. 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

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3. If located in an institutional zone, are consistent with the most recent Institutional Master Plan reviewed by the Planning Board and adopted by the City Council.

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.

Section 5 - Applicability:

Any university / college use or other use conducted by a college or university in an institutional zone shall be consistent with an Institutional Master Plan reviewed by the Planning Board, with a recommendation to approve or deny the Plan, to the City Council who has ultimate approval authority, in accordance with this section. Any site plan approval or other approval for such uses shall be consistent with the approved institutional master plan.

Section 6 - Master Plan Requirements / Components:

An institutional master plan shall provide the City and abutting neighborhoods with a clear outline of the anticipated growth and changes of the institution over the next five (5) to seven (7) years and the potential impact of those changes on the City and areas surrounding the institution. All submitted Master Plans, amendments, or edits to a previously approved master plan shall include red strike through for deleted text and blue underline for text additions, so that any reviewing body or person may track changes from one approved Master Plan to the next. Upon City approval, five (5) "clean hard copies" of the approved Master Plan shall be provided to the City in addition to a clean digital copy which shall be provided to the City's Planning Department.

The Master Plan should, therefore, contain a description of the current programs and facilities of the college or university, a description of anticipated changes in programs and facilities over the next five (5) years, an analysis of the potential impacts of the anticipated changes on the facilities and the surrounding neighborhoods, an assessment of actions proposed to mitigate any adverse impacts resulting from the anticipated changes, and a conceptual plan showing the approximate size and location of proposed facility improvements. No development project may be brought forward for Site Plan review unless the proposed use is included within the approved Master Plan in effect at the time of development application submittal.

The institutional master plan shall contain at least the following information and exhibits:

1. Mission statement and institutional objectives.
 - a. The institution's adopted mission statement.

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- b. A statement of any anticipated changes in the institution's mission over the next five years.
 - c. A statement of the institution's objectives with respect to growth and change over the next five years.
 - d. A statement of all parcels intended for university/college uses within an Institutional Zone shall submit, as part of the Master Plan or amended Master Plan, the proposed density, dimensional standards (building / parking setbacks and heights) and lot coverages.
2. Existing physical conditions:
- a. A scaled plan at a scale of not more than one inch equals 200 feet showing the location of all existing buildings, structures, athletic fields and facilities, parking, walkways, service areas, and other impervious surfaces and the height of all buildings and structures referenced to the National Geodetic Vertical Datum (NGVD).
 - b. A scaled plan at the same scale as the existing conditions plan showing the location of all existing utilities, sewer and water systems, and stormwater drainage facilities.
 - c. A natural resources inventory and analysis showing the location of all significant natural resources within those areas of the campus that are already developed or where development activities including clearing or filling are proposed or that will be potentially impacted by proposed development activities. The analysis shall assess the significance of these resources and the issues they raise with respect to the master plan. This shall include a plan at the same scale as the existing conditions plan showing the locations of the significant resources.
 - d. An historic and archeological resources inventory and analysis showing the location of any known historic or archeological resources and any area with potential as an area of historic or archeological significance within those areas of the campus that are already developed or where development activities including clearing or filling are proposed or that will be potentially impacted by proposed development activities. This shall include a plan at the same scale as the existing conditions plan.
 - e. Data on the approved, existing and proposed lot coverage and lot coverage ratio.
3. Programs and activities.
- a. A narrative providing at least the following information about current programs and activities:
 - (1) The current educational programs and degree offerings.
 - (2) Other regularly scheduled programs or activities offered or hosted by the institution.
 - (3) Current enrollment of full time and part time students by head count based upon the most recent Integrated Postsecondary Education Data System (IPEDS) report.

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- (4) Current employment by type of position and full time/part time status by head count based upon the most recent IPEDS report.
 - (5) The number of people living on campus.
 - a. A narrative describing how the programs and activities and the number of students, employees, campus residents, and program participants are anticipated to change over the next five years.
- 4. Educational, research, residential, support and athletic facilities.
 - a. A description and plan identifying what buildings and facilities are currently used for these purposes.
 - b. The current bed capacity of all residential buildings and the anticipated change in the total bed capacity.
 - c. A description of any significant changes in the type of use made of existing buildings, significant expansions of existing buildings, or new buildings and facilities that are anticipated to be needed in the next five years.
 - d. A description of how the anticipated changes in facilities relate to program changes and the institution's mission.
- 5. Parking and traffic.
 - a. Information on current traffic volumes and conditions including levels of service on the principal public streets and intersections of public streets within the zone and on the primary access routes to the campus.
 - b. A description of anticipated changes in traffic volumes over the next five (5) years resulting from the changes in programs and facilities included in the master plan.
 - c. An analysis of the impact of these changes on traffic flow and vehicular and pedestrian safety on public streets within the zone and that provide access to the campus.
 - d. A proposed program of improvements to address any unacceptable impacts resulting from changes in traffic volumes including activities that will be undertaken to mitigate any adverse impacts on adjacent residential neighborhoods.
 - e. Information on the number and location of existing parking spaces.
 - f. An analysis of the adequacy of the existing parking to meet anticipated changes in programs and facilities over the next five years.
 - g. An assessment of pedestrian and bicycle movements and safety related to the parking supply and locations.
 - h. A proposed program of parking improvements to meet any identified deficiencies.

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6. Water and sewer service.

- a. A description of current provisions for water supply and sewage disposal including capacities, current utilization rates, and conformance with any permit or other legal standards.
- b. An analysis of the change in demand for water supply and sewage disposal resulting from anticipated changes in programs and facilities over the next five (5) years and the adequacy of the existing systems to meet this demand.
- c. A proposed program of improvements to address any identified deficiencies.
- d. A statement as to how water supply and sewer disposal improvements are or will be coordinated with City programs and the needs of neighboring residential areas.

7. Municipal and community services.

- a. A description of all municipal and community services (police, fire, rescue, recreation, etc.) currently utilized by the institution and data on the current level of usage.
- b. An analysis of the change in demand for municipal and community services and the adequacy of the existing services to meet this demand.
- c. A proposed program of improvements to meet the identified deficiencies including proposed funding mechanisms.

8. Neighborhood impacts.

- a. An assessment of how current campus activities impact neighboring residential areas including, but not limited to, traffic, noise, and visual intrusions. This assessment shall consider conformity to current City and state standards with respect to these items as well as documented evidence of any community or neighborhood concerns relative to these issues.
- b. An evaluation of current efforts to mitigate these impacts.
- c. An assessment of any changes in these impacts resulting from the changes in programs or facilities included in the master plan.
- d. A program for mitigating the adverse impacts of proposed changes or improvements on surrounding residential neighborhoods.

9. Community outreach.

- a. A description of current community outreach activities.
- b. An analysis of anticipated changes in outreach activities over the next five years.

10. Conceptual development program.

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- a. A conceptual site plan at the same scale as the existing conditions plan showing the approximate size and location of proposed changes to buildings, structures, parking lots, pedestrian facilities, bicycle facilities, athletic fields and facilities, roads, and similar facilities proposed in the master plan. This should show new facilities, modifications or enlargements of existing facilities, and the planned removal of facilities.
- b. An accompanying narrative or tables detailing the scale or size of the proposed improvements including the approximate height of buildings, the approximate peak elevation of buildings and structures referenced to NGVD, approximate floor area, approximate size of parking areas, and approximate occupancy.
- c. A description of all development and design standards or provisions that will apply to the proposed improvements in accordance with Subsection I (verify reference).
- d. A schedule setting out when the improvements included in the conceptual development program are anticipated to be completed.

Section 7 - Development and design standards: The institutional master plan shall establish development and design standards that shall apply to all development proposals and other improvements within the institutional zone. These development and design standards will apply to individual projects that are submitted for Site Plan Review. These standards shall foster the development of a visually and architecturally integrated campus that is safe, environmentally sensitive, and that minimizes the adverse impact of the campus on neighboring residential areas. At a minimum, these development and design standards shall address the following areas:

1. Landscaping: The standards shall establish a general pattern for all campus landscaping including the typical size and type of plantings and shall detail how landscaping will be used to enhance the visual environment of the campus, shield and soften service and parking areas, and minimize impacts on surrounding residential areas and the users of public streets through the campus.
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 night-time sky glow and light intrusion on neighboring residential areas will be minimized.
3. Signage: The standards shall establish a consistent design theme for all campus signs that enhances the visual environment of the campus and shall identify the general design, sizes, and locations for various types of campus signs.
4. Pedestrian and bicycle facilities: The standards shall establish an integrated program for accommodating pedestrians and bicyclists safely while promoting a campus environment that is pedestrian focused. The standards shall identify the types, general location, and typical design of various pedestrian and bicycle facilities.

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5. Noise: The standards shall establish an overall program for minimizing the impact of campus noise on adjacent residential areas. The standards shall identify measures that will be employed to control noise at the source as well as to mitigate the impacts of noise on adjacent property.
6. Architectural design and details: The standards shall establish an integrated design theme for campus buildings that is harmonious with existing buildings while promoting a high level of design for new buildings. The standards shall address the scale and massing of buildings, appropriate materials and colors, rooflines, locations of building entrances, architectural detailing, and similar features to create a visually attractive campus while minimizing impacts on surrounding residential areas. Three dimensional (3D) models of the current and proposed campus shall be provided.
7. Protection of identified scenic views: The standards shall establish a standard approach for protecting scenic views within or from the campus that have been formally identified and approved by the City Council.

Section 8 - Approval standards. In reviewing an institutional Master Plan, the Planning Board may approve the master plan if it finds that:

1. The activities and facilities proposed in the master plan are consistent with the institution's mission statement.
2. The facilities conform to the requirements of the institutional zone and other applicable provisions of the zoning ordinance.
3. There is a reasonable expectation that individual projects carried out in accordance with the institutional master plan will be able to be designed so that they comply with the Site Plan Review standards of Article XI.
4. The activities and facilities will be designed in a manner that will not unreasonably increase adverse impacts on adjacent residential neighborhoods or the facilities or services of the City of Biddeford.

Section 9 - Appeals of Planning Board / City Council action: Appeals of the actions of the Planning Board / City Council in reviewing and approving Institutional Master Plans under this section shall be to the City of Biddeford's Zoning Board of Appeals. The applicant and any party to the review of the Institutional Master Plan may appeal any action of the Planning Board within 30 days of such action by providing written notice to the Board of Appeals setting forth the action being appealed and the specific basis for the appeal. Appeals of Planning Board actions in the review of an Institutional Master Plan shall be processed in accordance with the procedures set out in Section 5 of Article IX of this ordinance.

Section 10 - Institutional Master Plan Submission / Review procedures:

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The City's Staff Review Committee (SRC) shall have 30 calendar days to review the application of a Master Plan from the date of submission to determine if the application complies with the minimum submittal requirements. The applicant shall be notified in writing if the plan is determined incomplete at which time the Applicant shall submit missing / additional information to the City.

Applications for a Master plan deemed complete must adhere to the following:

- A. The Planning Department shall schedule the master plan for a public hearing to be held within 60 days from the date of application completeness determination.
- B. The Planning Department shall notify the Biddeford Conservation Commission, a recommending body, of the hearing date and forward members a copy of the Master Plan submittal. The Conservation Commission may formally submit written comments to the Planning Board for their consideration.
- C. The Planning Department shall forward a copy of the complete Master Plan to the City Council and notify them of the initial scheduled public hearing date.
- D. The Planning Department shall also notify and forward a copy of the master plan submittal to any neighborhood organization, group or individual who has formally requested, in writing, a copy of the plan. This notification shall include the scheduled hearing date, time and location. Any written comments received from a neighborhood organization, group or individual shall be forwarded to the Planning Board.
- E. The Planning Department shall send written notification of the public hearing to all property owners within three-thousand (3000') feet as measured from the specific Institutional Zone boundaries. The applicant shall pay for all associated costs related to public notification including postage, newspaper notification, and Staff time required to complete these tasks.
- F. The Master Plan application shall be posted on the City's website.
- G. The university, institution or college shall post a sign/notice to residents of the proposed amendment or new master plan submission. The postings shall be visible from public street/s and the location of the notice shall be approved by Staff Review Committee (SRC). The signage shall be visible and readable from the public right of way and shall be oriented in both directions of the determined notification location. The required posting/signage shall be a minimum of 32 square feet in area, and shall contain language which includes the date, time and location of each scheduled public hearing, a minimum of ten (10) days prior to the public hearing. The signage shall remain in place until the day following the public hearing. New signage containing the same information shall be posted for all subsequent public hearings.
- H. The Master Plan shall be reviewed by the Planning Board a minimum of two (2) public hearings scheduled a minimum of two (2) weeks apart, at which time they shall forward a recommendation to the City Council to approve or deny the Plan.

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- I. A minimum of two (2) public informational meetings shall be hosted by the university where they shall share plans, with interested parties, of the proposed Master Plan or an amendment to an existing plan. The university shall provide written notification to any neighborhood organization, group or individual who has formally requested, in writing, notification of Master Plan review. This notification shall include the scheduled hearing date, time and location. Any written comments received from a neighborhood organization, group or individual shall be forwarded to the Planning Board.

Section 11 - Master Plan Expiration / Amendment:

Master Plans are valid for a period of five (5) to seven (7) years from the date of City Council approval. After a maximum of seven (7) years, a new plan would be required to be submitted and approved, prior to any additional development projects being reviewed by the Planning Board or SRC.

In addition, Master Plans are required to be updated whenever a newly zoned property is approved to be included within the Institutional Zone (IN), 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 (7) years. Baseline data includes population projections, utility infrastructure capacities, and roadway or parking capacities. Any proposed property being sought to be added to an existing Institutional Zone shall also include a Zoning Map amendment to be reviewed by the Planning Board with a recommendation to the City Council as required under Article XIII of the City's Land Development Regulations.

Master Plan Amendments: Amendments to approved Master Plans shall follow the same approval process as prescribed within this ordinance. However, amendments only require the submittal of materials, such as text or map amendments being proposed, related to the changes being proposed. The request shall include a narrative outlining all proposed changes and shall include red strikethrough language for text deletions and blue underline for text additions. The proposed amendment shall also include any materials deemed appropriate by the Director of Planning / City Planner and Director of Code Enforcement.

Section 12 - Institutional Zone Description(s):

- A. All parcels intended for university/college use/s shall be located within an Institutional Zone.
- B. A request for a zoning change may proceed concurrently with a master plan adoption/ amendment process.
- C. All new approved IN zoning districts shall be identified as IN with a consecutive numeral identifier (e.g. IN-1, IN-2).
- D. Adopted Institutional zone -1 (IN-1): The following parcels/properties are hereby identified as Institutional Zone -1 (IN-1):
 - 331 WEST ST Tax map 4 Lot 4;

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- 36 HILLS BEACH RD Tax map 9 Lot 1;
- 16 OLD POOL RD Tax map 9 Lot 13;
- 634 POOL ST Tax map 4 Lot 14;
- 3 NOREASTER WAY Tax map 9 Lot 15;
- 79 NEWTOWN RD Tax map 9 Lot 20;
- 592 POOL ST Tax map 9 Lot 21;
- 583 POOL ST Tax map 51 Lot 10;
- 1 HILLS BEACH RD Tax map 51 Lot 11;
- 3 HILLS BEACH RD Tax map 51 Lot 12;
- 9 HILLS BEACH RD Tax map 51 Lot 13;
- 588 POOL ST Tax map 51 Lot 18;
- 590 POOL ST Tax map 51 Lot 18;
- 605 POOL ST Tax map 52 Lot 2;
- 20-24 HILLS BEACH RD Tax map 52 Lot 3;
- 11 HILLS BEACH RD Tax map 52 Lot 4;
- 0 HILLS BEACH RD Tax map 54 Lot 98; and 0 HILLS BEACH RD Tax map 54 Lot 99.

Section 13 - Performance Standards-Restricted Development Districts:

1. Institutional Zone -1 (IN-1):

- A. Maximum Height: The maximum height of buildings in the Institutional Zone – 1 (IN-1) shall be 35 feet, 50 feet, or 65 feet depending upon in which building height subdistrict the building is located. The building height subdistricts and maximum building heights are shown on the Institutional Zone Subdistrict Map (**Dated Map. IN-1 Appendix 1 Dated Map to be added as Appendix 1**) 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.
- B. Minimum Building Setbacks (Public Streets): (**Map?**) All buildings in the Institutional Zone shall conform to the following minimum setbacks from public streets:
- 1) South side of Hills Beach Road from intersection with Old Pool Road east to a point 250 feet west of the zoning district boundary/property line: 25 feet.
 - 2) South side of Hills Beach Road from a point 250 feet west of the zone boundary/property line east to the zone boundary: 50 feet with a provision that it can be reduced to 25 feet if replacement buildings at the housing park are located further from the wetland.
 - 3) North side of Hills Beach Road from intersection with Old Pool Road east to the zone boundary: 50 feet.

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- 4) Both sides of Hills Beach Road from intersection with Old Pool Road west to the zone boundary at Route 9: 50 feet
 - 5) Both sides of Old Pool Road: 50 feet.
 - 6) Both sides of Pool Road (Route 9): 50 feet.
 - 7) Both sides of Newtown Road: 50 feet.
- C. Minimum Building Setback from the Perimeter of the Institutional Zone: All buildings shall be setback a minimum of 50 feet from the external boundary of the Institutional Zone where such zone boundary abuts a Suburban Residential (SR-1), Coastal Residential (CR), or Rural-Farm (R-F) Zone. The area along the zone boundary shall be maintained as a landscaped buffer in accordance with the provisions of Article VI (Performance Standards), Section 12 (Buffers). (P. Boston comment: Landscaped or natural buffers? Is this where the reference to trees elsewhere applies?)
- D. Maximum Lot Coverage located outside the Restricted District: (Map?)
- The maximum lot coverage shall be as follows:
- 1) Within the area south of Route 9 and west of Newtown Road: 50 %.
 - 2) Within the area south of Route 9 and east of Newtown Road: 50 %.
 - 3) Within the area north of Route 9: 75%
- E. Buffers:
- Landscaped buffers may not be waived and shall be provided as follows:
- 1) Institutional Zone – 1 (IN-1): 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 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. Buffers shall consist of a solid screen of coniferous and/or deciduous trees.
 - 2) Institutional Zone – 1 (IN-1): A landscaped green strip shall be maintained 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

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(Route 9) and 25 feet for all other public streets. This green strip shall be created 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 other similar improvements.

F. Signs:

- 1) In the Institutional Zone – 1 (IN-1) 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 decorative 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 / facility signs shall be attached to the building / facility or shall be ground mounted or attached to 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.

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- 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.
- h. A sign or advertising display designed and intended to be 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.
- i. 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.
- j. Construction sign: A fixed sign erected during construction, provided they are not larger than 32 square feet. There shall be no more than one such sign per lot, and such signs shall not be in place longer than six (6) 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.

G. Traffic & Pedestrian Safety:

- 1) All new curb-cuts connecting to a public road require Planning Department and Public Works Department review and approval.
- 2) All new parking lots, additional parking spaces, and parking lot changes / reconfigurations shall at minimum receive Planning Department and Code Enforcement Office review and approval.
- 3) Moving forward, any disturbance of sidewalks and/or roadways for projects will include widening public roadways to 24 feet, to establish a consistent roadway width.
- 4) Crosswalks. Crosswalks need review and better management, gates and/or crossing lights. (This item seems confusing and is a one size fits all. I understand the need for pedestrian flashers when crossing a main roadway, but gates?) (P. Boston Comment: I don't recall this as an IN zone ordinance issue but one that might be dealt with as a separate issue.)
- 5) Hills Beach Road shall have a consistent width of 24 feet throughout the Institutional Zone – 1 (IN-1), which shall be completed over time as adjacent projects are being done. (This item also included "the area of lot 5 addressed now" – Delete? Also, should we include some flexibility where pedestrian crossings are being proposed, and should

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PW and public safety departments opinions be considered? Sometimes “roadway diet” and similar design elements are desired for traffic calming. Further, I believe PW, Engineering and Public Safety Departments should be involved / consulted). (P. Boston Comment: Is this a staff recommendation? I don’t object. I only recall a general discussion about road width.)

H. Restricted Development Districts located in the Institutional Zone – 1 (IN-1): MAP TO BE INCORPORATED

- 1) Restricted Development District – 1 (RD-1): The land area located within 250 feet, horizontal distance from the Highest annual tide. Within 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 new buildings, structures, 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 it is no closer to the river than the current structure, and that such changes meet all shoreland requirements and the performance standards of Article XIV. Maximum lot coverage shall be 20 %.
- 2) Restricted Development District – 2 (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. Maximum lot coverage 20 %.
- 3) Restricted Development District – 3 (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 shall not be illuminated unless required for sporting events or functions. In no case shall athletic lighting be illuminated after 10 P.M. Parking lots within this area shall not be expanded. Parking lot light illumination shall

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not extend more than 0.5 footcandles beyond the limits of the parking area. No other new structures, buildings, roads, parking, or access drives are allowed.

- 4) Restricted Development District – 4 (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. Low impact is defined as meeting the following standards:
- a) The total footprint area of all low-impact non-habitable replacement and new buildings and structures shall not exceed 2,000 square feet.
 - b) The amount of non-vegetated areas after redevelopment shall not exceed the amount of non-vegetated area existing at the time of adoption of this provision (Article XVI adoption).
 - c) No buildings, structures, parking, or other non-vegetated surfaces shall be located closer to any adjacent wetlands or the external boundary of the Institutional Zone – 1 (IZ-1) than the existing facilities being replaced and, where feasible, the setback from wetlands shall be increased.
 - d) 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.
 - e) The low-impact academic or support facilities shall have no greater impact on the adjacent wetlands.
 - f) No structure, or parking erected, provided, or enlarged or use permitted within the institutional zone which abuts or is adjacent to a Suburban Residential (SR-1), or 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.
 - g) Maximum lot coverage shall be 20 %.

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- 5). Restricted Development District – 5 (RD-5): No development allowed. The permanent Conservation easement shall remain.
2. **Institutional Zone - 2 (IN-2)**: This section is left intentionally blank until a new Institutional Zone – 2 (IN-2) is proposed, at which time specific development review standards will need to be developed and incorporated into Article XVI: Institutional (IN) Zoning Ordinance, following Planning Board review and formal adoption by the Biddeford City Council.

Section 14 - Permitting:

All construction projects shall be in conformance with Article XI – Site Plan Review and are subject to Planning Board assessment, with the exception of the items listed below which may be authorized by the City's Staff Review Committee (SRC). Projects eligible for Staff Review Committee (SRC) review shall be determined by the Planning Director / City Planner and the Director of Code Enforcement.

- 1) **Temporary Structures**: Temporary structures such as event tents, under 5,000 square feet in area, being located on the property for a period less than (15) days providing they are in conformance with the City's dimensional standards, as outlined within the Institutional Zone (IN) providing they meet all City departments' safety concerns such as traffic impacts, pedestrian safety, and emergency service access. Structures of this nature do not require a public hearing.
- 2) Projects involving less than 1,000 square feet of combined building addition and/or demolition, which have no significant impact on population data, utility infrastructure, roads, stormwater, or parking. No given project may undergo more than one such exemption during a five-year period.
- 3) Projects determined not eligible for Staff Review Committee (SRC) review shall be reviewed by the Planning Board. Project eligible for Staff Review Committee (SRC) review require a minimum of one (1) public hearing, and notification to 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 cumulative in a five-year period, providing sufficient stormwater management is provided. Proposals of this nature will require a minimum of one (1) public hearing and notification to abutters within 250 feet from the campus. These projects shall be reviewed by the Staff Review Committee (SRC) providing all structures meet the dimensional standards within the Institutional Zone.

