



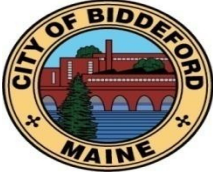
**City of Biddeford
Staff Review Committee**

August 25, 2026 at 10:30 AM

City Hall Second Floor Conference Room & Teams

[Internal Development Review Committee | Meeting-Join | Microsoft Teams](#)

1. Projects To Be Reviewed
 - 1.a 2026.40 Staff Review Committee to review a Conditional Use Permit application for Cassandra Rae Buckman for business (Rift Arcade) relocation to 5 Washington Street, Suites 2 and 3 in downtown Biddeford. The location of the new property is 5 Washington Street (Tax Map 38, Lot 352) in the MSRD-1 Zone & Historic District.
2. Pending Projects
 - 2.a TBD

**City of Biddeford – Planning Department****Planning Board Application**

P.O. Box 586, 205 Main Street Biddeford, Maine 04005
207-284-9115

Type of Application:

☐ Shoreland Zoning Permit ☐ Site Plan Review (Please include checklist) ☐ Extraction
☒ Conditional Use Permit ☐ Subdivision ☐ Private Way
☐ Other: _____

Applicant Information:Name: Cassandra Rae BuckmanMailing Address: 95 Hill Street, Saco ME 04072Telephone: [REDACTED]

What is your legal interest in the property?

☐ Owner ☐ Potential Buyer with Contract ☒ Lease/Rental Agreement

Owner's Information:Name: JJ & L CorpMailing Address: 256 Read Street, Portland ME 01403Telephone: [REDACTED]**Agent's Information:**

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor's Information:

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Project Location and Lot Information:Street Address: 5 Washington Street, Suite 2 & 3, Biddeford ME Drainage Watershed: Saco RiverTax Map: 38 Lot: 352Current Zoning: MSRD-1 Shoreland Zoning: MSRD-1Size of Lot: 2502 () acres (X) s.f. Lot Frontage: n/aExisting Use of Property: Space was previously used as retail and cafe space - serving food and alcohol.

Has been empty for many months. _____

Property currently serviced by:☒ City Road ☒ Public Sewer ☒ Public Water ☐ Public Trash☐ Private Road ☐ Septic System ☐ Private Well ☐ Private Hauler

Slope Conditions in Area of Construction (if applicable):

☐ Flat (0-3% slope) ☐ Rolling (3-8% slope) ☐ Hilly (8-15% slope) ☐ Steep (15%+ Slope)Are there any wetlands or waterbodies on the site? ☐ (Yes) ☐ (No) if yes attach informationIs the project within the 100-year floodplain? ☐ (Yes) ☐ (No) if yes attach informationDo you plan to bring fill onto the lot? ☐ (Yes) ☐ (No) If yes attach information

Description of proposed use of property:

Project/ProposedUse: ☐ To move our current business model located at 311 Main Street to this location. Including 20 dining seats, a kitchen, a small bar, and approximately 40-50 arcade games. _____

Property to be Serviced by:

☐_X_ City Road ☐_X_ Public Sewer ☐_X_ Public Water ☐ Public Trash
☐ Private Road ☐ Septic System ☐ Private Well ☐ Private Hauler

Limits of Disturbance: ☐ n/a _____ () acres () s.f.

Net change in impervious cover: ☐ n/a _____ () acres () s.f.

Is this project part of a larger project? ☐ (Yes) ☒ (No)

Is the project proposing a new Private or Public Road? ☐ (Yes, Private) ☐ (Yes, Public) ☒ (No) Is this project within the Urbanized Area/MS4 (see [City Drainage Map](#)) ☐ (Yes) ☒ (No)

Is the project proposing any Stormwater facilities/BMPs? ☐ (Yes) ☒ (No)

Will a Traffic Movement Permit (TMP) be required?: ☐ (Yes) ☒ (No)

☐ If in a Shoreland Zone:

Percent of residential lot coverage (Max 20%): _____

Percent of structure expansion (Max 30%): _____

☐ If Subdivision Review, number of lots proposed: _____

☐ If a Private Way is proposed, number of lots served: _____

If Site Plan Review, you must provide the following information:

Total new square feet footprint of structure: _____

Total new square feet paving/parking: _____

Waiver Requests (attach details):

1. _____
2. _____
3. _____
4. _____
5. _____

Required Submittal Attachments:

A. Letters of Approval

- ☐ Fire Department – Contact Chief or Deputy Chief – 282-9986
- ☐ Ability to Serve for Water Service – Maine Water – 282-1543
- ☐ Ability to Serve for Sewer Service – Engineering Department – Tom Milligan 284-9118
- ☐ Police Department – e-911 Road Name Designation – Contact Joanne Fisk 282-5127
- ☐ Ability to Serve for Electrical Service-CMP-1-866-225-4200
- ☒ Letter to Planning Board describing project, Waiver requests, proposed improvements, addressing permit requirements, etc.

B. Photographs of Site.

C. Architectural renderings/drawings of proposed buildings, as required.

D. Engineering Plans, as required.

E. Stormwater Management Report, as required.

Fees (Due at time of Submission):

- \$75 Nonrefundable Administration Fee is required for every application.
- Refer to “Attachment A Fees and Charges” of the Land Development Regulations for more information. Consult with Planning Staff if you have questions.

Required Signatures:

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and its attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party.
- I understand that additional funds may be required through the course of the review for special studies, legal review costs, and/or engineering review.
- I understand that by submitting an application I am not guaranteed a place on any particular agenda. I further understand that the City Planner will place me on an agenda for review when the application is deemed substantially complete.

Will the proposed project cause 1 acre or more of site disturbance? __ (Yes) X (No)

- If Yes, applicant is responsible for any required Maine Construction General Permits and shall comply with the requirements of DEP Chapter 500 Stormwater Regulations, as they apply.

Signature of Applicant: Cassandra Buckman Date 7.27.26

Signature of Property Owner: LANDLORD: Date 7.27.26

Legal Name of Landlord
John Phillips
68789979456A452...

DIGITAL SUBMITTAL REQUIREMENTS FOR ALL SUBMITTALS:

A) PDF OF SIGNED APPLICATION

B) PDFs OF ALL DRAWING SETS AND OTHER REQUIRED SUBMITTAL ATTACHMENTS NOTED ABOVE

HARD-COPY SUBMITTAL REQUIREMENTS FOR PLANNING BOARD APPLICATIONS:

A) SEVEN (7) FULL-SIZE PAPER COPIES OF DRAWING SETS

DIGITAL SUBMITTAL REQUIREMENTS FOR FINAL APPROVAL:

A) INDIVIDUALLY NAMED PDFs OF EACH DRAWING (NOT A COMBINED PDF SET)

- Individual Drawing PDF Naming Format: 'PROJECT/SHEETSET NAME_ INDIVIDUAL DRAWING NAME.pdf'

B) PDF COPIES OF ALL PERMIT APPROVALS, APPLICATIONS, REPORTS, NARRATIVES, LETTERS, ETC.

C) FINAL CAD REFERENCE FILES IN DWG FORMAT (SURVEY & PROPOSED DESIGN LINEWORK)

- All drawings & CAD reference files must be to-scale and within the following coordinate systems:

- MAINE STATE PLANE WEST NAD83 (Horizontal Datum) & NAVD88 (Vertical Datum)

HARD-COPY SUBMITTAL REQUIREMENTS FOR FINAL APPROVAL:

A) THREE (3) FULL-SIZE PAPER COPIES OF INDIVIDUAL DRAWINGS REQUIRING BOARD SIGNATURE

B) ONE (1) FULL-SIZE PAPER COPY OF ENTIRE DRAWING SET FOR ENGINEERING RECORDS

PLEASE CONFIRM WITH PLANNING STAFF FOR CLARIFICATION

July 27, 2026

City of Biddeford Planning Board

205 Main Street
Biddeford, ME 04005

**Re: Conditional Use Permit Application – Into the Rift LLC
5 Washington Street, Suites 2 & 3
Biddeford, Maine**

Dear Members of the Biddeford Planning Board,

On behalf of Into the Rift LLC, I am writing to respectfully request approval of our Conditional Use Permit application for our relocation to **5 Washington Street, Suites 2 and 3** in downtown Biddeford.

Rift is far more than an arcade or restaurant. Since opening in Biddeford, it has become a gathering place where families, teenagers, adults, and visitors come together to reconnect through shared experiences. In an era where so much entertainment happens in isolation, our mission has remained simple: create an affordable, welcoming space where people of every age and background feel like they belong.

Over the past year we have been humbled by the community's response. Rift has hosted birthday parties, family game nights, school vacation activities, charity fundraisers, community partnerships, trivia nights, tournaments, adult social events, and countless informal gatherings that have brought people together. We have watched friendships form, families reconnect over classic games, and teenagers choose to spend their evenings in a safe, supervised environment rather than having nowhere to go.

The enthusiasm from the community has exceeded our expectations, and our current location has simply become too small to support the demand.

Our proposed relocation to Washington Street allows us to continue growing while providing a significantly better experience for our guests and for downtown Biddeford.

Why This Location Works

The Washington Street location offers several important advantages over our current space.

Its location is considerably more walkable and easily accessible for nearby residents, students, and downtown visitors. It is situated near public parking, reducing congestion and making visits more convenient for families and evening patrons alike.

The larger footprint will allow us to better separate family-friendly activities from adult evening programming while expanding our kitchen, events, and arcade offerings. This additional space also improves accessibility, customer flow, and overall safety during busy events.

Most importantly, this location allows Rift to continue serving as a true community destination rather than simply an entertainment/food venue.

Community Investment

One of Rift's core values has always been investing back into Biddeford.

We intentionally keep the majority of our arcade games priced at just **25 cents**, making them accessible to families regardless of income. Our goal has never been to maximize revenue per game; instead, we strive to create a place where everyone feels welcome.

Beyond our daily operations, we regularly partner with local organizations, support charitable causes, host fundraisers, and provide opportunities for community groups to gather.

We believe Rift is uniquely compatible with the City's vision for downtown Biddeford.

As part of our relocation, we look forward to working alongside the City of Biddeford to help care for the public spaces surrounding our business, particularly Shevenell Park. We hope to participate in park clean-up efforts, encourage respectful use of the space, and host family-friendly events and community activities that help activate the park in positive ways.

We also intend to work collaboratively with our downtown neighbors including: Dunn Bar, Sacred Profane, Ore Nell's, Nibblesford, The Gutter, Biddeford Vintage Market, and other local businesses, to continue building a downtown that is vibrant, welcoming, walkable, and full of diverse experiences. We believe that when one downtown business succeeds, it benefits the entire district. Our hope is to create opportunities for cross-promotions, community events, neighborhood celebrations, and partnerships that encourage residents and visitors to spend more time exploring everything downtown Biddeford has to offer.

Additionally, we are working cooperatively with the owner of the adjacent former Post Office property to help keep the surrounding area maintained. While this property is not part of our lease, we recognize that being a good neighbor means taking pride in the appearance and well-being of the neighborhood as a whole.

Rift's mission has always extended beyond entertainment. We believe great communities are built through connection, collaboration, and shared public spaces, and we are excited to continue contributing to Biddeford's ongoing growth.

Proposed Improvements

As part of this project, we plan to:

- Expand our arcade with additional classic and modern games.
- Construct a larger kitchen to better serve guests (no fryer).
- Continue offering family-friendly daytime programming alongside designated adult evening hours.
- Improve accessibility and customer comfort throughout the facility.

No substantial exterior changes are proposed. Interior changes will simply be paint, and moving all of our current equipment and decor to the new space.

Waiver Requests

At this time, we are **not requesting any waivers**. Should Planning Staff identify any items requiring relief during review, we respectfully request the opportunity to work collaboratively with staff and the Board to address them.

Closing

Rift exists because this community believed in it.

We believe Rift has already demonstrated the positive role it can play in Biddeford. This relocation represents an opportunity not only for our business to grow, but for us to deepen our investment in the downtown community. We are excited to continue creating a safe, affordable, and welcoming destination where families, teenagers, adults, and visitors can gather while supporting the surrounding businesses that make downtown Biddeford such a special place.

We respectfully request the Planning Board's approval of our Conditional Use Permit and appreciate your thoughtful consideration. Thank you for your continued commitment to the growth and vitality of our city. We look forward to being long-term partners in helping downtown Biddeford remain a place where people want to gather, explore, and belong.

Thank you for your time and your continued service to the City of Biddeford.

Sincerely,

Cassondra Buckman
Co-Owner, Into the Rift LLC

RIFT KITCHEN

GOOD FOOD. GOOD PEOPLE. GOOD GAMES.



MAIN QUESTS

COMES WITH CHIPS & PICKLE

MELTS \$11

CLASSIC MELT

Cheddar & mozzarella on Texas toast

PIZZA MELT ★

House-made pizza sauce, mozzarella, pepperoni

BUFFALO CHICKEN MELT

Buffalo chicken, cheddar, ranch

BACON CHEDDAR MELT

Bacon, cheddar

CAPRESE MELT

Tomato, mozzarella, pesto, balsamic glaze

DOGS

PLAIN DOG \$7

CHILI DOG \$9

House-made veggie chili with sweet potatoes

MAC DOG \$10

Topped with mac & cheese

PIZZA DOG ★ \$10

Topped with pizza sauce, cheese & pepperoni

BOWLS

MAC & CHEESE \$6

Creamy, cheesy & satisfying

CHILI (House-Made Veggie Chili) \$6

with sweet potatoes

HOUSE SALAD \$4

Romaine, tomatoes, cucumbers, carrots
Choice of Ranch or Balsamic



EVERY MAIN QUEST INCLUDES
CHIPS & PICKLE



LEVEL UP YOUR MEAL

SIDE SALAD
+ \$1



CUP OF CHILI
+ \$2



MAC & CHEESE
+ \$2



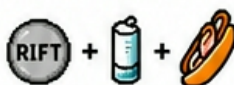
PLAY & EAT



COMBOS

PLAYER ONE

\$15



- CUP OF QUARTERS
- CANNED SODA OR CAPRI SUN
- CHEESE PIZZA BAGEL OR PLAIN HOT DOG

PLAYER TWO

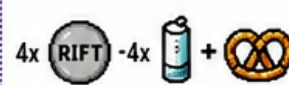
\$20



- CUP OF QUARTERS
- CANNED SODA
- ANY MELT

FAMILY FOUR

\$45



- 4 CUPS OF QUARTERS
- 4 CANNED DRINKS OR CAPRI SUNS
- 2 CHEESE PIZZA BAGELS
- PRETZEL BITES

PIZZA BAGELS

CRISPY. CHEESY. PERFECT.

CHEESE \$8

Classic & simple

PEPPERONI \$9

Loaded with pepperoni

BOSS MODE ★ \$10

Pepperoni, bacon & cheddar

BUFFALO CHICKEN \$10

Buffalo chicken, mozzarella, ranch drizzle

MARGHERITA \$10

Cheese, tomatoes, pesto, balsamic glaze

APPS

PRETZEL BITES \$7

Served with queso

MOZZARELLA STICKS \$8

Served with house-made pizza dipping sauce

CHIPS & SALSA \$6

CHIPS & QUESO \$6

LUNCH TRAY ♥ \$8

Carrots, cucumbers, cheese cubes, crackers, hummus, ranch dip, and a fun snack

LOADED NACHOS \$10

Choice of:

- Shredded Chicken OR
- House-Made Veggie Chili

Topped with:

Queso, cheddar, lettuce, tomatoes
Sour cream on the side



SWEET LOOT

BECAUSE YOU EARNED IT.



ROOT BEER FLOAT \$5
Classic and cold.



ICE CREAM COOKIE SUNDAE ... \$6
Vanilla ice cream, warm cookie, chocolate drizzle, sprinkles



MOST GAMES
ARE JUST
A QUARTER



HOUSE-MADE
PIZZA SAUCE



HOUSE-MADE
VEGGIE CHILI



TAX
INCLUDED



EAT.



PLAY.



LAUGH.



REPEAT.



