



PLANNING BOARD MEETING MINUTES

August 5, 2026

1. **Pledge of Allegiance-Meeting brought to order at 6:00 PM**
2. **Declaration of Quorum**
Planning Board: Matthew Sargent-Dubois, Roch Angers, Chico Potvin & Rob Nicoll
(Alternate Member) Rob Nicoll will be voting for Leah Schaffer
Staff: David Galbraith & Nan Whitten
3. **Adjustments to Agenda-none**
4. **Planner's Business**
Meeting Minutes from July 7, 2026, Internal Development Review Meeting
5. **Consent Agenda**
5.a. Approval of Meeting Minutes of July 15, 2026
MOTIONS: 6:04 PM
Motion-Angers-Motion to approve Meeting Minutes as presented
Second-Nicoll
Vote: Motion passed unanimously
6. **Unfinished Business**
6.a. 2026.20 Review of a project for Bakhita Saabino at 123 Summer Street (Tax Map 35, Lot 28) in the R-2 zone. This project was originally approved on June 17, 2026. On July 1, 2026, the Planning Board voted to re-review this project. Applicant wants to open a licensed day care in her home at 123 Summer Street.
 - Applicants were
 - attending via TEAMS
 - Applicant was not online therefore the following motions were made**MOTIONS:**
Motion-Angers-Motion to listen to the project after New Business
Second-Nicoll
Vote-Motion passed unanimously
7:15 PM
Motion-Nicoll-Motion to Table project #2026.20 a Conditional Use Permit for Bakhita Saabino to open a day care called Helping Hand Learning at 123 Summer Street (Tax Map 35, Lot 48) within the Residential 2 zone until the next meeting.
Second-Angers
Vote-Motion passed unanimously
 - Angers then requested statements from Fire, Police, Codes & Public Works in writing rather than verbal.

- Galbraith to gather such statements by next meeting.

7. New Business

7.a. 2026.26 Review of a Shoreland Zoning Permit Application for Ashley LeBlond at 8 Yates Street (Tax Map 59, Lot 12) in the Coastal Residential Zone. The project proposes to remove a substantial portion of the existing structure, excavate and construct a new full basement foundation, and reconstruct a single-family residence that will continue the existing residential use of the property. No additional dwelling units are proposed. The proposed residence will remain substantially within the location of the existing structure while improving structural integrity, safety, energy efficiency, accessibility, and the long-term viability of the property.

- Michael Skolnick of Archipelago represented the applicants
- Skolnick explained that the lot is small and in the Coastal Residential & Resource Protection Zones
- There is a shared driveway on the east side
- The house was built in 1870 as a year-round home and the plan is for it to remain year-round
- The existing house encroaches into the setbacks with 56% impervious surface
- This house will never be conforming due to the lot layout and zones; the plan is to make the house more conforming. The house will no longer exceed front setbacks and will exceed side setbacks less. This plan will decrease impervious coverage from 56% to 43%.
- NO PUBLIC COMMENTS
- Nicoll asked if the house will be increased in height, answer no
- Potvin asked why a portion of the house will remain. A portion of the house is remaining due to the shared driveway; this is considered a reconstruction not an expansion.
- Anger asked if the structure would be in the same place. Yes, but the footprint will be squared up, and the front right setback will be corrected.

MOTIONS: 6:10

Motion-Nicoll-Motion to APPROVE Case # 2026.26 a Shoreland Zoning Application seeking Greatest Practical Extent (GPE) Determination for Ashley LeBlond to reconstruct an existing non-conforming single-family dwelling, located at 8 Yates Street (Tax Map 59, Lot 12) in the Coastal Residential (CR) & Limited Residential (LR) zones, with the recommended Conditions of Approval (COA) listed below:

- 1. The razed building shall not be relocated closer to any of the existing property lines as noted / depicted on the approved plan.**
- 2. Prior to the issuance of a building permit the Code Enforcement Officer shall review the project for conformance to Article XIV (Shoreland Zoning Ordinance).**
- 3. This approval shall expire one year from the date below if a substantial start is not made in construction. If a substantial start (30% of project completion, i.e., framing and foundation) is not made within one year of the approval date, the applicant shall have one additional year to complete the project, thereafter; this approval shall expire.**

Second- Angers

Vote- Motion passed unanimously

7.b. 2026.37 Review of a 3-lot subdivision amendment request for Pine Point Heights, LLC. The project is located at 240 Granite Street (Tax Map 19, Lot 23) in the R1-A zone.

- **Planning Board member Chico Potvin abstained from participating in this project.**
- **Sargent-Dubois will be voting in place of Potvin.**
- **Planner Galbraith introduced the project.**
- **Matthew Chamberlain represented the application.**
- **Galbraith explained that there are two waivers:**
 - a) **Waive full subdivision review**
 - b) **Waiver of appearing before the Planning Board 3 times (making final decision on first appearance)**
- **NO PUBLIC COMMENTS**

MOTIONS: 6:17 PM

Motion-Angers -Motion to APPROVE Case # 2026.37 Subdivision Amendment of the Granite Street Heights Subdivision by Matt Chamberlain / Pine Point Heights, LLC. seeking to modify six (6) lots into three (3) lots for the property located at 240 Granite Street (Tax Map 19, Lot 23) located within the R-1A Zoning District, along with the requested waivers listed below:

Recommended Waivers:

Simultaneous Preliminary and Final Approval: The Applicant is seeking a waiver from Chapter 66 – Minor Subdivision, Section 66-33 – Review of Major and Minor Subdivision Plans, which include the following:

Sec. 66-33 Review of major and minor subdivision plans. [Ord. of 6-20-1995]

(a) In regard to the review for major subdivisions, the Board shall require detailed information outlined in Sections 66-35 through 66-38. Specific waivers may be requested by the applicant.

(b) Minor subdivisions may be submitted with a minimum of information that will allow the Board to make a determination of the adequacy of the plan and the impact that the proposal will have on abutting parcels and the neighborhood in general. The Board may require additional information in accordance with Section 66-35(a) and (b).

(c) The Board may grant simultaneous preliminary and final plan approvals for minor subdivisions in clear cases where the purposes of this chapter will not be reduced. Such waiver of the Board's approval process shall be indicated in the final plan.

D. The Applicant is also seeking waivers of §§ 66-35 through 66-38, consistent with the Board's authority under § 66-33(a), which include:

(a) Sec. 66-35 - Required information.

(b) Sec. 66-37 - (Reserved) N/A

(c) Sec. 66-38 - Board may require studies to be made.

E. Chapter 66 – Subdivisions, Article III – Design Standards and Improvements

Second-Sargent-Dubois

Vote-Motion passed unanimously

7.c 2026.29 Review of a request from Longboard Construction to create a 1-lot private way at 380 Guinea Road (Tax Map 81, Lot 7) in the RF zone.

- Galbraith introduced the project
- The applicant has requested a waiver for a performance guarantee for a private way
- Staff recommends approval
- Galbraith read the 5 Conditions of Approval
- NO PUBLIC COMMENTS

MOTIONS: 6:45 PM

Motion-Angers-Motion to APPROVE Case # 2026.29 Preliminary & Final Review for a 1 Lot Private Way (Named – “Birdie Lane”) for Longboard Construction Co. LLC. located adjacent and immediately east of 380 Guinea Road (Map 81, Lot 7) in the RF zone, with the recommended Conditions of Approval (COA) listed below, which must be included on the recorded plan:

- 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 proposed private way shall be designed to meet or exceed the standards outlined with the City’s Code of Ordinances, Part III – Land Development Regulations, Article VI – Performance Standards, Section 51 – Private ways and roads standards.**
- 4. It should be noted that as a “private way” the City of Biddeford will not assume responsibility for roadway construction, ongoing roadway maintenance, snow removal, or trash collection. Revised plans shall include a statement of this nature and shall also state that the private way shall not be petitioned for street acceptance.**
- 5. The private way shall be maintained in passable condition to accommodate emergency vehicles to the satisfaction of the Biddeford Fire Department.**

Second-Nicoll

Vote-Motion passed unanimously

7.d. 2025.49 Preliminary Review of a Site Plan/Conditional Use Permit request for N. A. Wright Creative Construct LLC at 532 Elm Street (Tax Map 14, Lot 11) in the B-2 zone called Mystery Springs. Mystery Springs is an indoor adventure experience. They are poised to revitalize a vacant lot located on the Southern portion of Route 1 in Biddeford, Maine. This family-friendly experience will feature themed miniature golf course design, and state-of-the-art lighting and entertainment systems. Included to round out the modern family experience is two escape rooms, indoor climbing walls, a gem mining station, special event pavilions, and a small service food counter.

- Galbraith introduced the project
- Paul Gadbois represented the applicant
- Applicant has 25 years of experience in designing theme parks
- Applicant had a Traffic Study completed by Diane Morabito; no Traffic Movement Permit is required as the traffic coming and going does not meet the threshold.
- Applicants are working with DEP now
- Landscaping is being created and increased
- There is a waiver request for parking ratios
- The entrance is 150's long with required fire lanes
- NO PUBLIC COMMENTS
- Nicoll is concerned about the impervious surface
- He also thinks the design of the building is too industrial, and people will not notice it.
- Sargent-Dubois mentioned that the first time the applicants came to Planning Board the neighbors were concerned
- Potvin mentioned that the applicants need some direction and Preliminary Approval will help.
- Angers feels the building needs some umph
- Gadbois said that he cannot reduce impervious due to fire lanes
- Nicoll asked about bike racks and sidewalks, he was shown where they are on the plan.

MOTION: 6:39 PM

Motion-Angers-Motion to Approve Case # 2025.49 Preliminary Site Plan Review and a Conditional Use Permit for N.A. Wright Creative Construct, LLC, is to build a 17,600 square foot amusement center called Mystery Springs. The project consists of a mini golf course, a climbing wall, an arcade, and escape rooms. The property is located at 532 Elm Street (Tax Map 14, Lot 11) within the B2 zoning district.

Second-Potvin

Vote-Motion passed unanimously

7.e. 2025.38 Review of a Sketch Plan Application for Diversacorp-Kerr, LLC at 5 & 9 Thornton Street (Tax Map 40, Lots 7 & 8) in the MSRD-3 zone. The project will consist of a 36-unit multifamily condominium with twenty (20) 1-bedroom units and sixteen (16) 2-bedroom units. The building will be four stories tall and will have five (5) 1-bedroom units and four (4) 2-bedroom units per floor. The basement of the building will have storage units and mechanical rooms to serve the property.

- Galbraith introduced the project
- He explained that this is going through Sketch Plan Review again due to the time lapse between Planning Board appearances and due to the number of outstanding items.
- There are issues with Thornton Street, Public Works has concerns with Thornton Street.

- Austin Fagan of BH2M, Chris Delano of Delano Architects and Nate Libby, the property owner, represented the project.
- It has been determined that the two structures at 5 & 9 Thornton are complete “teardowns”. The two buildings will be replaced with 1 big condominium.
- All tenant parking will be in the Pearl Street Parking Garage with the exception of 3 handicap spaces.
- **NO PUBLIC COMMENTS**
- Potvin asked about the train bed behind the buildings, do the applicants have an easement for that property. No written easement but maybe a prescriptive easement.
- Potvin recommended a loading provision for moving in and out.
- Angers is concerned about where the tenants and visitors can cross safely for the parking garage.
- Galbraith explained that through the MDOT Elm Street improvements, pedestrian movement is improving. There are crosswalks and crossing signals to be installed.
- Angers commented that this is well worth looking at
- Austin commented that there has been a traffic study, not a full study but enough to get a look at where we are and getting bigger pedestrian safety.
- Nicoll asked if all of the units had balconies, and answered no.
- The applicants are proposing community space on the roof of the new building.
- Nicoll asked if they would have greenery on the roof, it has not been discussed yet, but the applicants can look at it. He also mentioned he is happy that they will have LMI.
- Nicoll would be interested in a Site Walk
- Sargent-Dubois is very supportive of pedestrian access
- Anger is pleased with the 3 handicap spaces
- Sargent-Dubois asked about trash removal. The applicants have a dumpster on site and Cassella will pick up the trash.
- He then asked about other amenities. Each tenant has a storage unit in the basement, there also will be an elevator in the building.

8. Other Business

- Potvin asked about sidewalks inside Biddeford Crossing. Galbraith told him that there will be sidewalks from Chick-fil-A to Kolbe
- Sargent-Dubois mentioned 574 Alfred pushing back on sidewalks. Galbraith mentioned that they are working with engineering.
- Potvin said he thought they were going to have a staircase up to the sidewalk network and that was a good idea.
- Sargent-Dubois talked about issues with how narrow the bridge on 111 is, there is no breakdown lane, no room for people to walk or bike.
- Galbraith will research who to speak with about the bridge

9. Adjourn

MOTIONS: 7:16 PM

Motion-Angers-Motion to adjourn

Second-Nicoll

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.