



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, Matthew Sargent-Dubois, Roch Angers, Leah Schaffer, Chico Potvin & Rob Nicoll (Alternate Member)
Staff: David Galbraith & Nan Whitten
3. Adjustments to Agenda-none
4. Planner's Business-none
5. Consent Agenda
5.a. Approval of Meeting Minutes of July 1, 2026
MOTIONS: 6:04 PM
Motion-Angers-Motion to approve Meeting Minutes as presented
Second-Schaffer
Vote: Motion passed unanimously
6. Unfinished Business-none
7. New Business
7.a. 2024.29 Review of extension request for Westbrook Development Corp. Final Site Plan and Subdivision Approval to build 76 affordable housing units (and Contract Zone #24) at 37 Barra Road (Tax Map 2, Lot 42) in the I-3 Zone. The original date of expiration is August 7, 2026; the extension would expire August 7, 2027.
 - Galbraith introduced and explained why the extension is needed
MOTIONS 6:04 PM
Motion-Sargent-Dubois
Angers-Second
Vote; Unanimous
- 7.b. 2026.35 The Biddeford Planning Board will review a Subdivision Amendment for Michael Mininni located on River Road (Tax Map 6, Lot 23-2) in the RF zone. The applicant would like to split the lot into 2 residential housing lots.
 - Galbraith introduced the project
 - SRCC & Codes have reviewed applications with no problems
 - Staff recommends approval
MOTIONS 6:05 PM
Motion-Angers-Motion to approve
Second-Sargent-Dubois
Vote-Unanimous

7.c 2026.32 The Planning Board will review a Subdivision Amendment for Jennifer Egan located at 16 Benson Road (Tax Map 4, Lot 11-2) in the RF zone. The applicant would like to split her lot into 2 residential housing units.

ITEM TABLED PER STAFF REQUEST

7.d. 2026.27 Site Plan review for Walmart Stores to expand their pickup area at 50 Boulder Way (Tax Map 2, Lot 58) in the I-3 zone.

- Galbraith introduced the project
- Potvin-permit for demo-that was for internal work approved last year
- No increased impervious surface
- Nicoll-is this for people picking up groceries or delivery service, mostly for order pick up
- Nicoll-any opportunity to decrease the impervious surface and add landscaping, we have not looked into this, but we can take the comment back to Walmart.
- Sargent-Dubois improve landscaping as most are dead
- Angers agrees with Nicoll & Sargent-Dubois and will need to put it into a motion
- Best way to motion for the landscaping was discussed
- Potvin-who looks at the landscaping plan-Engineering, or we hold onto money to make sure they meet the conditions
- Schaffer how long do they have to keep up the landscaping and things like this, perpetually
- Schaffer, can we get a maintenance plan for this project-yes
- Nicoll no species list on the plan, we usually keep with the same species, keep with deciduous species, they will last longer.

MOTION 6:19 PM

Motion-Schaffer-Motion to approve contingent on a Maintenance Plan and Landscaping be reviewed a pre-con meeting and all dead landscaping be replaced
Second-Angers

Vote; Unanimous

7.e. 2026.34 The Biddeford Planning Board will review a Subdivision Amendment for Shawn Brown located at 355 Pool Street (Tax Map 44, Lot 21) in the SR-1 zone. The applicant would like to amend the lot lines between lots 1 & 2.

- Galbraith introduced the project and explained there was an amendment in 2023, he is uncomfortable signing off without Planning due to legal battles with neighbor.

MOTIONS 6:23 PM

Motion-Potvin-Motion to approve case 2026.34 Preliminary and Final Subdivision
Second-Sargent-Dubois

Schaffer-the letter takes care of item #2

Vote-Unanimous

7.f. 2029.09 Preliminary Site Plan review for 574 Alfred LLC for a proposed mixed-use development consisting of two buildings containing a total of 3 suites at 574 Alfred Street. The applicant intends to remove the existing home and develop the property with one building containing 3,375 sf for quick-food service food use with a drive-thru and 1,632 sf

for a general retail/office space with 168 sf for a shared utility room. The proposed location is 574 Alfred Street (Tax Map 2, Lot 23-4) in Business 2 zone (B2)

- Galbraith did a brief introduction of the project.
- Aaron Hunter from Sebago Technics represented the project.
- Hunter did a presentation to explain the project
- Scoping meeting on the 22nd with DOT
- No comments from DEP NRPA yet
- Received comments from Army Corp, comments minimal
- Landscaping around the building and in the islands
- Clearing out front for visibility and site distance
- Went over comments from Wright Pierce
- Sewer will be on Old Dogs Lane not Alfred
- Sidewalk on Alfred Street 1) staff sent sidewalk of 5' going along Alfred Street
- Options: a) 2:1 slope to tie back into existing grade
b) 1.5:1 slope riprap slope still have impacts into wetlands, utility poles
c) retaining wall instead of a slope 5'-6' tall on the back of the guard rail avoids impacts to natural resources, may be difficult to prove for DEP improvements are looking at over \$500,000.00 so they are hoping for a different option to make this work
- Renderings were shown to give the Board and idea of what it would look like.
- Showed schematic signage.
- Hunter reminded Board of waivers
- Nicoll-which spaces have tenants? Suites 1 & 2 have tenants, 3rd use will not be food, in negotiations for other tenants, another food tenant is restricted by another tenant
- Schaffer, can we get copies of the 3 sidewalk options? Yes, concepts can be available.
- They show a connection along the backside of the lot and stripe the road in the sidewalk area or extend sidewalk on Old Dogs Lane, but they don't have the rights, and it would need a retaining wall.
- Can you take the crosswalk at Old Dogs Lane and make it more direct? Yes, and they can talk to the owners of the abutting business
- Potvin Crossway to sidewalk it may need stairs, they can look at it. Owner feels it is a great point and get feedback on the sidewalk in the rear.
- Showed video of drive-thru
- McCurry-can the trench on Alfred be done at night, these will be condition of approval
- Waivers- a) no paving or parking in setback b)
- Staff are supportive of the 2 waivers
- Sargent-Dubois asked about the sidewalk as part of PACTS plan. With the options the applicants have provided we may be able to work this out. Staff are afraid the sidewalk along the back will not be seen.
- Sidewalk options were discussed with Board and applicant.

- Sargent-Dubois is a huge proponent for the sidewalk and is disappointed with the pedestrian access now. He would not be able to support the project with no pedestrian access
- Schaffer talked about possibly adjusting the retaining wall to fit in the sidewalk.

MOTIONS 7:09 PM

Motion-Potvin-Motion to approve

Motion-Potvin-Motion to approve Waiver

Motion-Potvin-Motion to approve Waiver

Second-Angers

Vote-Unanimous

8. Other Business

- Nicoll-Mentioned the tragedy on Monday morning does the Planning Board have an appetite to request an investigation and ask the City Council to support the State's request for a transparent investigation
- McCurry-this seems to be well covered
- Galbraith talked about the professionalism the Police, Fire and Public Works employees showed, the Manager and Mayor have been doing a great job as well
- McCurry asked if we have an appetite to make the meetings earlier, consider and we will talk about it on 8-19.
- Nicoll said there is nothing in the code that says we have to meet at 6.
- Schaffer, this may be difficult for some of our applicants
- Anger, what if we call the applicants and ask about starting earlier
- Galbraith, the applicants would make time but it may be a problem for the general public.
- Potvin asked when we will be talking about changing setbacks, we have that tentatively scheduled for the 19th.

9. Adjourn

MOTIONS: 7:20 PM

Motion-Angers-Motion to adjourn

Second-Sargent-Dubois

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.

