



CITY OF BIDDEFORD

Planning and Development Department

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To: William Southwick, Chair & Members of the Biddeford Planning Board

From: Eric Freeman, Assistant Planner

Date: September 26th, 2022

Re: 2022.38 Sketch Plan Review for a proposed single family home and 8-unit duplex subdivision at 37 Newtown Rd.

Meeting Date: October 5, 2022

1. PROPOSAL

This application contains materials for a Sketch Plan review for a proposed duplex subdivision consisting of 5 buildings and 9 units. at 37 Newtown Rd. (Tax Map 4, Lot 22-6). The parcel is located in the RF zone. The property currently consists of a single duplex housing unit accessible from Newtown Rd. This plan calls for four (4) additional duplex structures and one new single-family structure. On-site parking for each unit is provided.

2. Project Information

	<u>SUBJECT</u>	<u>INFORMATION</u>
1.	Applicant	Coastal Oaks, LLC 198 Saco Avenue Old Orchard Beach, Maine 04064
2.	Property Owner	Same as Applicant
3.	Engineer/Surveyor	Sebago Technics, LLC 75 John Roberts Rd. Suite 4A South Portland, ME 04106 207-200-2081
4.	Agent	Same as Engineer / Surveyor
5.	Project Location	37 Newtown Rd.
6.	Map/Lot	Map 4, Lot 22-6

7.	City Approvals Required	Site Plan, Subdivision
8.	Existing Zoning	RF (Rural Farm)
9.	Overlay Zoning	None
10.	Existing Use	Duplex, forest cover
11.	Proposed Use	Duplex Residential, Single-Family Residential
12.	Uses in the Vicinity	Low density residential
13.	Parcel Size	43,560 Sq. Ft
14.	Limits of Disturbance	26,500 Sq. Ft
15.	Drainage Watershed	Saco River
16.	Water Supply	Private Well
17.	Sewerage Disposal	Private Septic
18.	Fire Protection	City of Biddeford
19.	Ownership of Road	Private
20.	Additional Approvals/Permits Needed	None
21.	Fees Paid (LDR Attachment A)	All Fees paid
22.	Planning Board Review History	October 5th, 2022

3. COMPLIANCE WITH CITY ORDINANCES

Per the City of Biddeford Code of Ordinances Chapter 66 *Subdivisions*, Section 30, the purpose of the Sketch Plan review is for the Board to review the overall layout plan and offer general feedback to the applicant, to inform the Preliminary submission.

The Board may also request additional studies to be made, at the applicant's expense, to inform the design and approval process. The Board must also make the determination that the proposed subdivision is a major or minor subdivision, based on the following criteria:

Major subdivisions:

Propose to develop any type of additional roadways, whether public or private; or extend public water or sewer lines; where five or more lots are proposed; or are considered planned unit developments.

This determination will dictate whether the application must proceed with a preliminary and final approval in two distinct steps, or if both may be granted simultaneously. If the application is deemed a major subdivision, the applicant must submit all information required in Section 66-35 to be considered for preliminary approval. The Board may also request additional studies to be made, at the applicant's expense, to inform the design and approval process.

This project was reviewed by the City's third party engineer who offered the following comments:

- Note 31 is the standard private way note from the code. Is a private way proposed or necessary?
- The application states that electric and communication will be underground, while note 11 suggests an above ground installation for these utilities.
- The purpose of note 32 is unclear.
- The application form has the box checked indicating it is a subdivision application. For a development of this nature, site plan and subdivision approvals may be required.
- Should any ADA accessible parking spaces be provided?

Staff recommend these comments be addressed by the applicant in future submissions.

4. WAIVER REQUESTS

None at this time. Upon review of the submission requirements, the applicant may wish to submit a request for a waiver.

5. RECOMMENDATIONS

At this time, the Board should review the application, listen to the applicant's presentation, and ask questions/make comments to better inform the project. The purpose of the Sketch Plan review is for the Board to review the overall concept of the proposal and gain a better understanding of the project as a whole. The Board must also determine if the application constitutes a major or minor subdivision. By definition, the project is a major subdivision.

6. SAMPLE MOTION

- A. Motion to designate the application for a 9-unit residential subdivision at 37 Newtown Rd. (Tax Map 4, Lot 22-6) as a Major Subdivision.