

CITY OF BIDDEFORD

Planning and Development Department

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STAFF REVIEW COMMITTEE REPORT

TO: Biddeford Staff Review Committee

FROM: Greg Tansley, AICP, City Planner [Signature]

DATE: December 04, 2020

RE: 2020.23 Site Plan Review and Conditional Use Permit for the Biddeford School Department for a 2,725 SF expansion of the "Bridge School" at 25 Tiger Drive (Tax Map 3, Lot 64, 65, and 71) in the R-1-A Zone.

MEETING DATE: Thursday, December 10, 2020 @ 9 AM.

1. INTRODUCTION

The applicant, the Biddeford School Department, is seeking to construct a 2,725 SF expansion of the Bridge School which is a standalone building behind the Intermediate School off an access road. Although the site is in a Residential Zone (R-1-A), it is located approximately 290 Feet (+/-) to the nearest house on Parker Ridge Rd. Further, the land between the Bridge School and the nearest houses on Parker Ridge Rd. is wooded and is owned by the City of Biddeford providing a natural buffer between the school and the residential neighborhood.

The project is not located in the Thatcher Brook Watershed.

2. PROJECT DATA/INFORMATION

Note: HIGHLIGHTED information is pending.

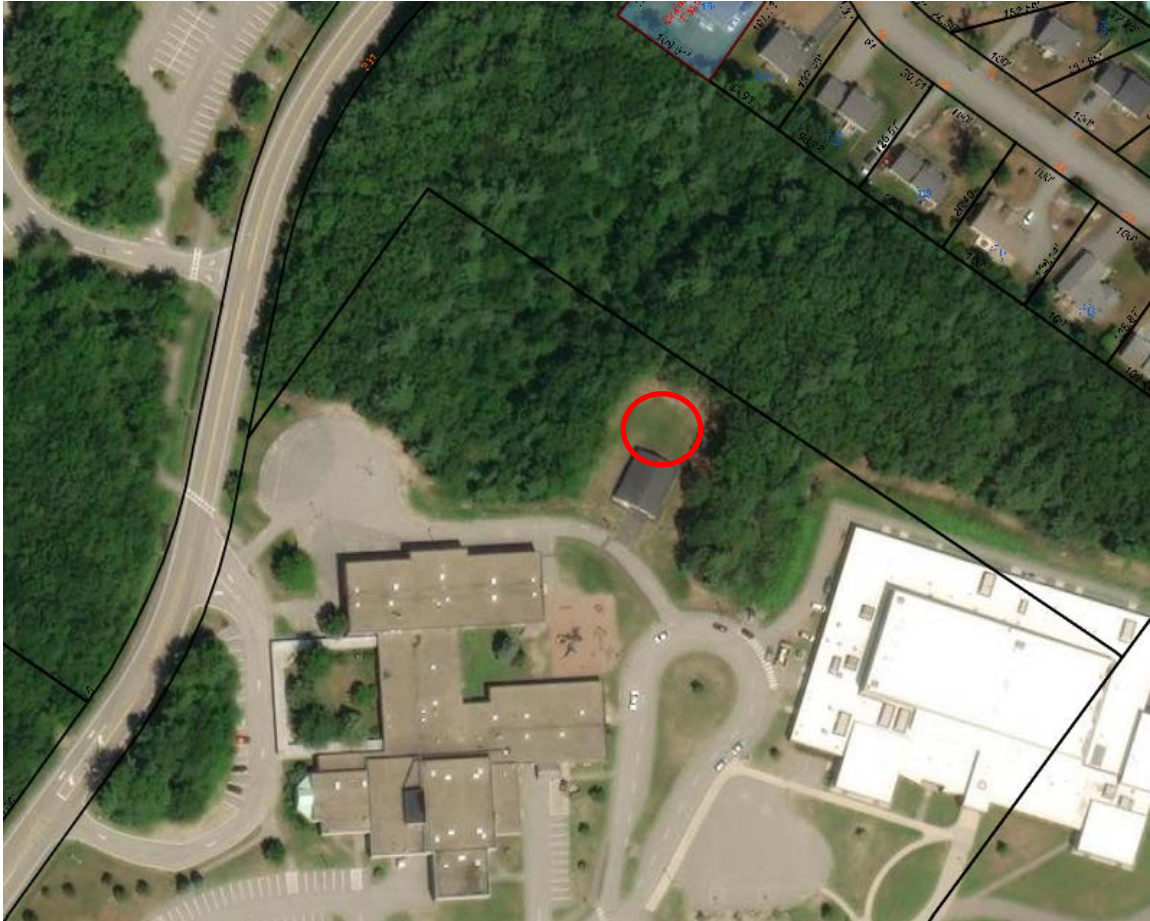
Table with 2 columns: SUBJECT, DATA/INFORMATION. Row 1: Applicant: Biddeford School Department, 18 Maplewood Avenue, Biddeford, ME 04005. Row 2: Owner of Property: City of Biddeford, 205 Main Street.

		PO Box 586 Biddeford, ME 04005
3.	Agent:	Jacques Gagnon, P.E. Oak Point Associates 231 Main Street Biddeford, ME 04005
4.	Engineer/Surveyor:	Jacques Gagnon, P.E. Oak Point Associates 231 Main Street Biddeford, ME 04005
	Project Location:	25 Tiger Drive – Bridge School
	Project Tax Map #/Lot #:	Tax Map 3, Lots 64, 65, and 71
	Existing Zoning:	Residential (R-1-A)
	Overlay Zoning:	None
	Existing Use:	Bridge School
	Proposed Use:	2,725 Square Foot Building Expansion
	City Approvals Required:	Site Plan Review (Minor)
	Uses in the Vicinity:	Schools, Residential
	Parcel Size:	51 Acres
	Number of Lots/Units in Subdivision:	N/A
	Minimum Lot Size Required: Provided:	10,000 SF 51 Acres
	Frontage Required: Provided:	100 feet. Greater than 2000 feet
	Front Setback Required: Provided:	40 feet 40 feet
	Side Setbacks Required: Provided:	10 feet 10 feet
	Rear Setback Requires: Provided:	10 feet 10 feet
	Height Requirements: Provided:	Maximum 3 stories, 35 feet Less than 3 stories, 35 feet (one story angled roof)
	Water Supply:	Maine Water (Public)
	Sewerage Disposal:	City of Biddeford
	Solid Waste Disposal:	City of Biddeford
	Fire Protection:	City of Biddeford
	Floodplain Status:	None (NFIP FIRM Community Panel #230145 004 B)
	Wetland/Surface Water Impacts:	None
	Soil Study Provided:	N/A
	Parking Spaces Required:	1.5 spaces/classroom = 3 additional spaces

Parking Spaces Provided (total): # Handicapped Spaces:	259 Spaces according to the Biddeford Middle School site plan submittal dated September 29, 2003. In that submittal, it was identified that 144 spaces were required. The original Bridge School application in 2016 required 3 parking spaces also. As such, the new Bridge School Building will require 6 parking spaces and there are more than enough parking spaces provided per Biddeford Zoning Ordinance standards.
Ownership of Road:	Hill Street is a public street. Tiger Drive is a private road.
Impervious Surface Area:	Total NEW proposed Impervious (Building and Paving/Parking) is 2,725 SF + 362 SF = 3,087 SF
Estimated Site Development Costs:	TBD
Financial Capacity Letter:	Not yet submitted.
Waivers Needed:	Full Site Plan Review - Article XI, II (Procedure for Site Development Submission Requirements)
Waivers Granted:	Full Site Plan Review - Article XI, II (Procedure for Site Development Submission Requirements)
Variances Needed for Approval:	None
Other Permits Obtained:	None
Other Non-City Permits Required:	SLODA Amendment (School Exception)
Covenants, By-laws, Restrictions Required by the Planning Board:	None
LDR Attachment A: Fees Paid:	All Fees Paid
Plan Signature Authorization Delegated to City Planner:	Due to the coronavirus pandemic and the Governor's declaration of a civil state of emergency the Staff Review Committee authorized the City Planner to sign the final plan on behalf of the Staff Review Committee and the final plan once signed by the City Planner shall be deemed to have been signed by individual members of the Staff Review Committee Board evidencing approval of the final plan.
Staff Review Committee Review History: Final Review:	December 10, 2020

3. EXISTING CONDITIONS

The proposed site was approved in 2016 for a small stand-alone building off an accessway behind the Intermediate School. This project will approximately double the size of the building. The new building addition would be built upon the backside of the existing structure.



Source: Biddeford Maine Online GIS.
<https://biddgis.maps.arcgis.com/home/index.html>. Accessed Date: 11/30/2020.

4. PROJECT PROPOSAL

2,725 SF addition to the existing Bridge School with minimal site improvements.

See attached application package and Final Plan submission for more information.

5. STAFF REVIEW

- a. ZONING: Schools are a Conditional (C) Use in the R-1-A Zone.

- b. REVIEW STANDARDS: Site Plan Review (Article XI), Conditional Uses (Article VII), Performance Standards (Article VI).
- c. WAIVERS: Full Site Plan Review - Article XI, II (Procedure for Site Development Submission Requirements)
- d. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO APPROVAL:
 - 1. Provide 25-Year Storm Calculations
 - 2. It does not appear the Storm system in Hill Street was analyzed. Please analyze and provide for review.
 - 3. Updated plans - Mr. Saucier recommends, and staff agrees, the drainage plans and calculations should be updated for the record. Please update and resubmit. For example, the total post development SC-7 is still 2000 sf less than the pre-development.
 - 4. Roof Runoff - Mr. Saucier has indicated that his question (#5) is whether runoff to the roof drip edges would also be tributary to the drip strips. Assuming the foundation is backfilled with sand under the drip edges, the runoff is likely to infiltrate rather than run across the ground surface to the drip strips.
 - 5. Provide a Salt Management Plan for the site.
 - 6. Provide Unit Cost Estimate on City Form.
 - 7. Provide Financial Capacity Letter stating the School Department has the available resources to complete the project.
 - 8. Provide Ability to Serve Letters from:
 - a. Maine Water Company
 - b. City of Biddeford Sewer – Contact Tom Milligan
 - c. Fire Department Review – Contact Deputy Chief Labrecque
 - d. Police Department Review (Potential E-911 Addressing) – Contact Deputy Chief JoAnne Fiske.
 - 9. Article VI, Section 49 (Off-street parking and loading):
 - The applicant’s engineer should address how this meets ADA requirements regarding parking or if it does not, revise the proposal to accommodate ADA parking.
 - 10. Add a Signature Block on Final Plan to indicate plan signature by the City Planner.
 - 11. Add underneath the Signature Block the following:

“Greg Tansley, City Planner, duly authorized to sign on behalf of the Biddeford Staff Review Committee.”
 - 12. Add a Note to Sheet 1 as follows:

“Due to the coronavirus pandemic and the Governor’s declaration of a civil state of emergency the Biddeford Staff Review Committee authorized the City Planner to sign the final plan on behalf of the Staff Review Committee and declared that the final plan once signed by the City Planner shall be deemed to have been signed by individual members of the Staff Review Committee evidencing approval of the final plan.”

6. NEXT STEPS/SUGGESTED ACTIONS

- **Recommend the Planning Board grant the waiver request for a full site plan review submittal given the scale, location, and nature of the proposal.**
- **Recommend authorizing the City Planner to sign the plan on behalf of the Staff Review Committee.**
- **If the applicant has addressed the outstanding items to the satisfaction of the Committee, and Committee approves the project, Staff recommend doing so with the following Conditions of Approval attached:**
 1. **Prior to any ground disturbance or issuance of any permits:**
 - a. **A pre-construction meeting with the contractor needs to be held with the Engineering Department to discuss inspection requirements.**
 - b. **An Erosion and Sedimentation Control Performance Guarantee (acceptable to the Planning Department) in the amount of \$XX,XXX shall be submitted to the Planning Department.**
 2. **Prior to issuance of any occupancy permits:**
 - a. **A compliance inspection needs to occur by the Engineering Department to determine that all site improvements as shown on the submitted plan were constructed in accordance with the approved plans.**
 - b. **A performance guarantee (acceptable to the Engineering Department) in the amount of 150% of any remaining site improvements shall be submitted to the Planning Department. Amount to be determined based on City inspections and the recommendation of the City Engineer.**
 3. **Snow storage (temporary or otherwise) is prohibited from stormwater management facilities.**
 4. **Best management practices shall be adhered to during all ground disturbance operations. All Catch Basin’s in the vicinity of earthwork operations shall have silt sacks installed & maintained for the duration of the work.**
 5. **All erosion and sediment control measures need to be installed. Applicant shall notify the Engineering Department once installed so that Staff may inspect said installation, as necessary.**

6. **Copies of the maintenance logs for the stormwater facilities shall be submitted to the City for each calendar year no later than January 15th of the following year. If the Engineering Department does not receive these copies within 30 days after the deadline, the applicant may be required to return to the Planning Board for further review.**
7. **The applicant shall obtain all other pertinent local, state and federal permits, licenses, and insurance such as blasting, building, electrical, plumbing, etc., prior to commencing business, unless authority issuing said permit allows for such actions.**
8. **Once completed, as-built drawings of the site shall be provided to the Planning Department.**
9. **Upon completion of the work the project engineer shall certify that the project has been completed as per the approved plans or shall note any deviations from the approved plans.**
10. **Standard Conditions of Approval apply.**

7. SAMPLE MOTIONS

- A. *Motion to Waive Article XI, Section II – Full Site Plan Review.*
- B. *Motion that due to the coronavirus pandemic and the Governor’s declaration of a civil state of emergency the Biddeford Staff Review Committee authorizes the City Planner to sign the final plan on behalf of the Committee and declares that the final plan once signed by the City Planner shall be deemed to have been signed by individual members of the Committee evidencing approval of the final plan.*
- C. *Motion to approve the Site Plan Application and Conditional Use Permit for the Biddeford School Department for a 2,725 SF classroom addition to the Bridge School at Tax Map 3, Lot 64, 65, and 71, approve the findings of fact, and sign the plans based on the conditions recommended by Staff in its report dated December 04, 2020.*
- D. *Motion to deny the Site Plan Application and Conditional Use Permit for the Biddeford School Department based upon the following reasons:*
 - a) _____
 - b) _____

ATTACHMENTS

1. Application Package and Plans
2. Draft Findings of Fact and Conclusions of Law