

2024.53 IN BOARD OF CITY COUNCIL BE IT ORDERED, that the attached Zoning Ordinance Amendment: Code of Ordinances, Part III: Zoning Ordinance Text Amendment - Part III: Land Development Regulations, Article XI – Site Plan Review, Section 4 – Applicability, Subsection C – Delegation of Planning Board review authority, as written and recommended for adoption by the Planning Board and as shown below in blue underline for text additions:

C. Delegation of Planning Board review authority.

The authority of the Planning Board to review certain minor development projects is hereby delegated to the Staff Review Committee (SRC) in accordance with the provisions of this section. Whenever such delegation occurs, the term "Planning Board" shall also refer to the Staff Review Committee.

1. Planning Board responsibilities. The Planning Board is responsible for the review of all major projects and of any minor project for which Planning Board review is requested by the applicant. The Planning Board may conduct minor development review if recommended by either the City Planner or the Staff Review Committee.

2. Staff ~~r~~Review ~~e~~Committee (SRC) responsibilities.

a. The Staff Review Committee shall consist of the City Planner, City Engineer, Public Works Director, Code Enforcement Officer, Economic Development Director, Recreation Director, Fire Chief, Police Chief, Assessor, the Planning Board Chair, Superintendent of the Biddeford Water District, and the Wastewater Department head of the Biddeford Sewer District, or their official designees.

1) The City Planner shall precede as the Staff Review Committee's Chairperson and the Director of Code Enforcement shall act as the Vice Chair.

2) The Committee members shall meet informally on a regular basis, as determined by the City Planner, to discuss any project / issue impacting the City.

3) Any member of the Committee may request a group meeting and all participants may bring topics for discussion.

4) Hearings: All Staff Review Committee hearings shall be:

a) Conducted following Robert's Rules of Order

b) Open to the public in person or remotely

c) Publicly posted on the City's web-site and include a butter notification

d) Publicly noticed and abutting property owners notified

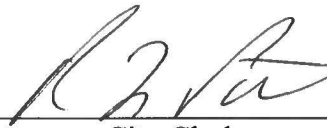
April 16, 2024
Motion: Councilor Beaupre
Second: Councilor Lessard

Councilor LaFountain – motion to amend to add 2.a.4.e. “Public Hearing minutes will be posted to the City website within 14 days.”
Second: Councilor Whiting
Vote on the amendment: Unanimous in favor.
Amendment passed.

Councilor Belanger motion to amend line 2.a.1. to change “precede” to “serve” and line 2.a.4.b. to change “or” to “and/or”
Second: Councilor Whiting
Vote on the amendment: Unanimous in favor.
Amendment passed.

Vote on the order as amended: Unanimous in favor.
Motion passed.

May 7, 2024
Motion: Councilor Beaupre
Second: Councilor LaFountain
Vote: Unanimous in favor.
Motion passed.

Attest by: 
Robin Patterson, City Clerk