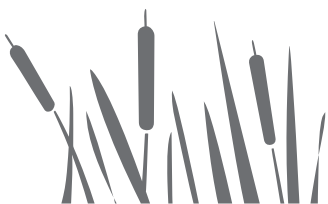




Town of Scarborough
**NPDES PERMIT YEAR 3
ANNUAL REPORT**

September 11, 2025

**SCARBOROUGH
MAINE**



The Municipality is assumed to be generally in compliance with the terms and conditions of the MS4 General Permit and the permittee specific DEP Order, unless otherwise indicated in the progress and status below. The components of the Municipal stormwater management program are effective, the BMPs in the Stormwater Management Plan are appropriate, and Permit Year 3 Measurable Goals have been implemented to reduce the discharge of pollutants to the Maximum Extent Practicable unless otherwise specifically described in this Annual Report.

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
1. Public Education		
1.1a	Raise Awareness- Public	<p>Message: "Water that lands on our roads, roofs, and other hard surfaces picks up pollutants and carries them to our local waterbodies without being treated."</p> <p>Tool 1: Think Blue Maine Website Content updated in December 2024 by adding timing specificity by storm and seasonally to the "Road Salt" webpage. Website traffic: 747; updated February 2025 by creating a new "Lawmaker" webpage. Website traffic: 2,542. In PY4, additional SEO measures will be incorporated into the Think Blue Maine website to align with AI scraping for search engines.</p> <p>Tool 2: 12 posts on Think Blue Maine Instagram account on 10/15/24, 10/16/24, 10/30/24, 11/13/24, 11/27/24, 12/25/24, 1/8/25, 2/12/25, 3/26/25, 4/16/25, 5/7/25, 5/21/25, 6/5/25, 6/11/25, 6/18/25. Post engagement: 48 Post Views: 6,908</p> <p>Tool 3: Social media ad on Think Blue Maine Instagram account from 2/26/25 - 5/27/25. Ad engagement: 462 People reached: 15,034</p>
1.1b	Raise Awareness- Contractors	<p>Message: "Through erosion and sediment control best management practices training and certification, contractors can reduce the potential to negatively impact local water bodies."</p> <p>Tool 1: 7 hour DEP Basic & Advanced ESC training at CCSWCD office, 25 people, 3/27/25; 4 hour DEP Inland Shoreline Stabilization Training at CCSWCD office, 16 people, 9/14/24; 4 hour DEP Winter BMP for Soil Erosion Training at CCSWCD office, 10 people, 10/11/24</p> <p>Tool 2: Think Blue Maine Website Content updated in December 2024 by updating the #1 Water Pollutant page with winter erosion and sedimentation control BMP information and factsheet. Webpage traffic: 15; updated March 2025 by updating links to DEP MCGP and Chapter 500 pages and providing resources to new PBR process and StreamSmart design standards. Webpage traffic: 23.</p> <p>Tool 3: 90-day Facebook & Instagram ad(s), 3 ads: 7/25/24 - 9/11/24 Ad engagement: 2,337 People reached: 27,059; 9/17/24 - 10/9/24 & 9/16/24 - 10/4/24 Ad engagement: 1,013 People reached: 18,033; 2/24/25 - 3/27/25 Ad engagement: 148 People reached: 2,301</p> <p>Individuals certified within the ISWG region in PY3: 527</p>
1.2a	Behavior Change - 25-34	<p>Message: "Dispose of dog waste as a solid waste, so it does not end up in our stormwater. Once in the stormwater, dog waste contributes nutrients, bacteria, and pathogens to our ponds, lakes, streams, rivers, and bays, which can lower property values, harm our drinking water, and hinder recreational and economic opportunities."</p> <p>Tool 1: 12 posts shared on Think Blue Maine Instagram account on 10/15/24, 10/17/24, 10/28/24, 11/11/24, 11/25/24, 12/9/24, 12/23/24, 1/6/25, 1/20/25, 2/4/25, 2/17/25, 3/3/25, 3/24/25, 4/7/25, 4/21/25 Post Engagement: 28 Post Views: 4,475</p> <p>Tool 2: 90-day Instagram ad(s), 3 video ads: 1/2/25-2/1/25 Ad engagement: 3,158 Views: 11,158; 2/27/25 - 3/29/25 Ad engagement: 266 Views: 2,453; 1/6/25 - 2/6/25 Ad engagement: 2,467 Views: 10,827</p> <p>Tool 3: 3 Outreach Events 7/20/24, 8/1/24, 8/25/24, 9/13/24 with 169 interactions in age group.</p> <p>Pet waste bag refill rolls distributed (branded item for both BMP 1.2 audiences): 806 Pet waste rack cards distributed (branded item for both BMP 1.2 audiences): 544 Field survey second survey deposits (for both BMP 1.2 audiences): Higgins Beach - 0 deposits crew did not note pet waste bags in catch basins during PY3 catch basin cleaning activities.</p>

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
1.2b	Behavior Change - 35-55	<p>Message: "Dispose of dog waste as a solid waste, so it does not end up in our stormwater. Once in the stormwater, dog waste contributes nutrients, bacteria, and pathogens to our ponds, lakes, streams, rivers, and bays, which can lower property values, harm our drinking water, and hinder recreational and economic opportunities."</p> <p>Tool 1: 12 posts shared on Think Blue Maine Facebook account 10/16/24, 10/22/24, 11/5/24, 11/19/24, 12/3/24, 12/17/24, 1/1/25, 1/14/25, 2/4/25, 3/11/25, 4/1/25, 4/15/25, 4/22/25, 5/6/25, 5/20/25 Post Engagement: 33 Post Views: 1,294</p> <p>Tool 2: 3 Outreach Events 7/20/24, 8/1/24, 8/25/24, 9/13/24 163 interactions in age group.</p> <p>Tool 3: 90-day Facebook ad: 2/27/25 - 5/28/25 Ad engagement: 492, People reached: 13,148</p>
1.3a	Effectiveness Evaluation-Annual Report	As stated in 1.1a, additional SEO measures will be incorporated into the Think Blue Maine website to align with AI scraping for search engines. Diversification in 1.1 and 1.2 social media and online posts, videos, and ads will continue in PY4 to maximize changing algorithms and audience-preferred platforms.
1.3b	Effectiveness Evaluation - PY5	Not applicable this permit year.
1.4	Optional Activities	<p>Youth Education Total number of Scarborough students reached: 320 60 (Wentworth School; Brook Trout unit) 260 (Scarborough Middle School; Water quality, pollution, watersheds)</p> <p>YardScaping: Healthy Lawn Care Made Easy YardScaping events were held at the Falmouth Lunt Auditorium on 10/8/24, Windham Public Library on 4/9/25, and Cape Elizabeth Thomas Memorial Library on 5/15/25. 35 attendees completed 15 surveys after the events.</p> <p>The top five YardScaping practices people plan to implement from PY3 are: Setting mower height to 3" (100%), leave grass clippings (100%), sharpen mower blades (100%), use low maintenance seed (100%), and aerate and topdress (both 92.3%). Follow up surveys are conducted in the next permit year after a growing season has occurred.</p> <p>All participants responded to the PY2 follow up survey. The behavior change results of those participants for the top five YardScaping practices are 100% overseeded, 100% used low maintenance seed varieties, 50% used perennial ryegrass, 0% took a soil test, and 0% used nitrogen-only fertilizer.</p> <p>24 retail locations agreed to have products that align with YardScaping recommendations tagged in their location.</p>
2. Public Involvement and Participation		
2.1	Public Notice	<p>The Town passed ordinance updates to require a 25-foot setback to wetlands and to extend the Stream Protection Overlay in Red Brook and establish a Stream Protection Overlay in Phillips Brook. Public Notice was provided for all public meetings and hearings related to these ordinance updates. Please see attachment 2 for a summary of all public meetings related to these ordinances.</p> <p>ISWG met on: 7/18/24, 9/19/24, 10/17/24, 11/21/24, 1/16/25, 3/20/25, 5/1/25, 5/15/25 ISWG meeting attendance by municipal staff:8 ISWG meetings are public noticed through CCSWCD website.</p> <p>Public Attendance is not kept for public meetings, but a quorum was present for each committee or board meeting to allow an official vote to move the ordinance changes forward.</p>

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
2.2	Public Event	<p>The 2023 Sustainable Scarborough Day served as Scarborough's PY1 community event. Over 200 community members participated in the event, which included displays and workshops covering a variety of environmental topics, including clean water, healthy lawn care, and native plants. The Cumberland County Soil and Water Conservation District (CCSWCD) tallied 51 interactions with participants at their YardScaping booth and at their workshop.</p> <p>The event was advertised on the Town's website, social media accounts (specific posts on 9/14/24, 9/21/24, 9/26/24, 9/28/24, 10/5/24, 10/6/24, and through a Facebook event, which was created on 7/1/24), in <i>The Leader</i> newspaper, and in the Town's e-newsletter. Flyers and signs were also posted throughout Scarborough. CCSWCD also promoted the event on their website and social media page (9/18/24, 9/30/24).</p> <p>The Town of Scarborough also partnered with the Cities of Biddeford and Saco to offer three household hazardous waste collection days this permit year. Collections were held on: 7/27/2024 (Saco): 148 participants; 417 units collected 9/14/2024 (Biddeford): 341 participants; 1215 units collected 5/17/2025 (Scarborough): 246 participants; 819 units collected</p>
3. Illicit Discharge Detection and Elimination		
3.1	Continue to Implement the Non-Stormwater Discharge Ordinance	No Notices of Violation were issued for illicit discharges. The Town's Non-Stormwater Discharge Ordinance was amended and amended changes were adopted on July 19, 2023. Changes to the ordinance include adding language in the allowable non-storm water discharges as follows: "dechlorinated" hydrant flushing, individual residential car washing "(where discharge is not directly into a wetland or body of water)", and "dechlorinated" water from swimming pools. The Town continues to implement the ordinance.
3.2a	Maintain the Written IDDE Plan	IDDE Plan is being implemented and has been updated to address questions that arose during the PY1 and PY2 dry weather outfall inspections that were conducted by the Town's contracted engineering firm. These changes include adding information on how to determine whether to sample each outfall for E. coli or enterococci, removing a whiteboard from the field equipment list, adding changes made as described in BMP 3.1 above, and updating field inspection forms for dry weather outfall inspections to include collecting more data and more efficient formatting. Also, changes include adding requirements to conduct a follow-up inspection and sampling of an outfall after an illicit discharge has been removed, and to inspect upstream asset if an outfall is inaccessible due to safety concerns or cannot locate the outfall. The IDDE Plan was reviewed in PY3 and no changes were needed.
3.2b	Conduct a Wet Weather Assessment	Not applicable this permit year.
3.3	Maintain Storm Sewer System Infrastructure Map	<p>Stormwater map was maintained.</p> <p>Fifteen (15) New outfalls were mapped due to construction activities, found during PY3 dry weather outfall inspections, and added during the internal review of the stormwater map. All drainage systems are being added from completed projects. Completed projects are required to submit as-builts. These as-builts are used to update the GIS including both private and public drainage systems.</p>
3.4a	Conduct Infrastructure Inspections (Outfalls, ditches, and catch basins)	<p>Fifty One (51) outfalls were inspected during dry weather in PY3. One (1) outfall was inaccessible. This inaccessible outfall will be traced upstream during PY4.</p> <p>The Town updated the new GIS data management and inspection application. All past outfall inspection and sampling data can now be viewed directly from the application.</p> <p>Results of the outfall inspections and sampling are shown in Attachments 3a and 3b.</p> <p>89 catch basins were inspected in PY3.</p> <p>Ditches are inspected as part of routine maintenance work and other opportunistic inspections, during PY3 DPW performed ditch inspections and/or maintenance on seven (7) streets within the urbanized area.</p>
3.4b	Monitor Flowing Outfalls During Dry Weather	Three (3) outfalls were sampled for dry weather flow and none exceeded the IDDE Plan thresholds for further investigation. See Attachments 3a and 3b for outfall inspections and sampling results.

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
3.5	Conduct Investigations of Suspected Illicit Discharges	No suspected illicit discharges were detected. No sanitary sewer overflows discharged to the Town's MS4. There were no spills that discharged to the Town's MS4.
3.6a	Significant Contributors of Pollutants - Hydrant Flushing	Portland Water District (PWD) provided a report of Hydrant Flushing activities. No hydrant flushing occurred in Scarborough in PY3. The Maine Water Company provided a report of Hydrant Flushing activities, which indicated it continues to dechlorinate hydrants during flushing to meet the Maine DEP Guidance threshold of 0.05 mg/l TRC before discharge. No hydrant discharges exceeded the 0.05 mg/l TRC Guidance threshold.
3.6b	Significant Contributors of Pollutants - Non-Stormwater Discharges	No new significant contributors were identified this permit year.
4. Construction Site Runoff Control		
4.1a	Update Site Plan Review Procedures to Reference Erosion and Sedimentation Control Ordinance	The Town's Site Plan Review Ordinance and all other Ordinances that require erosion and sedimentation control were updated to reference the new Erosion and Sedimentation Control at Construction Sites Ordinance and were adopted by the Town on 7/19/2023.
4.1b	Develop Erosion and Sedimentation Control Standards	The Town adopted a new Erosion and Sedimentation Control at Construction Sites Ordinance on 4/19/2023 and continues to implement the ordinance. (https://resources.finalsite.net/images/v1690485377/scarboroughmaineorg/olvfdbwuni6nynereg8/420-ESCOOrdinance.pdf).
4.2	Site Plan Review Procedures	Site Plan Review procedures were implemented this Permit Year.
4.3	Procedures for Notifying Construction Site Developers and Operators	Notifications continued during discussions with developers, via the Town's Planning Board review process, and during compliance review at pre-construction meetings.
4.4a	Conduct Construction Site Inspections	The Town continued implementing its procedures for active construction site inspections.
4.4b	Document Construction Site Inspections	The Town continued to document all active construction sites that trigger site inspections and are summarized in Attachment 4 for the list of sites in the urbanized area disturbing one acre or more of land during this Permit Year.
5. Post Construction		
5.1a	Develop and Submit a Model LID Ordinance	The Board of Environmental Protection ordered DEP to modify the permit regarding LID ordinances or regulatory measures on November 2, 2023. The Town is proceeding with the adoption of LID standards provided by the Department's permit modification, issued 8/1/25.
5.1b	Adopt LID Ordinance	
5.2a	Track Post Construction Sites	Total number of MS4 Post Construction Sites: 44 Number of sites with functioning post construction BMPs: 43 Number of sites requiring maintenance or remedial action: 22 (Maintenance complete at all sites prior to report submission date; documentation of maintenance is outstanding for one property.) Number of sites not reporting and status of NOVs issued: 1 (One site did not submit a certification due to turnover with the property management company. The Town is working with the landowner to bring the site into compliance.) A summary list of all post-construction sites is provided in attachment 5.
5.2b	Update Post Construction Ordinance	Complete.
6. Pollution Prevention Good Housekeeping		

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
6.1a	Review and Update Inventory of Municipal Operations	The inventory of municipal facilities was reviewed in 2025. The Town sold Alger Hall and removed it from the facilities list.
6.1b	Review and Update Operation and Maintenance (O&M) Procedures	O&M Procedures were reviewed and updated in Spring 2023 by all parties. O&M procedures were updated for the Public Safety Department, Community Services Department (buildings & grounds), and the School Department (facilities) in PY1. No updates were needed for PY3.
6.2a	Training - Public Works and Community Services	Six (100%) Community Services maintenance and grounds employees were trained on their respective O&M procedures on 2/26/2025. Sixteen (94%) Public Works operations employees were trained on the Public Works SWPPP and SPCC Plan on 6/24/2025.
6.2b	Training - Public Safety and Schools	Stormwater Management O&M Procedures is incorporated into annual training for Public Safety staff. The Scarborough Public Schools Facilities Director received information about their O&M Procedures and is incorporated into staff annual training.
6.3	Street Sweeping	Street sweeping begins in March of every year and ends before winter maintenance activities begin. All municipal streets and paved parking lots where winter maintenance activities occurred were swept and are swept every calendar year.
6.4a	Inspect Catch Basins	89 catch basins were inspected and cleaned. All catch basins that had excess sediment in PY3 were inspected and were cleaned if the sump was more than 50% full.
6.4b	Track Catch Basins that Accumulate Excess Sediment	Eighteen (18) catch basins had excess sediment during PY3 inspections. The catch basins along the Town's highest volume corridors are proactively cleaned annually.
6.4c	Catch Basin Grit Re-Use and Disposal	Catch basin grit was disposed of at an appropriately licensed solid waste facility.
6.5	Maintain and Upgrade Stormwater Conveyances and Outfalls	DPW repaired/installed/replaced 275 feet of culverts, 1546 feet of storm drain pipes, five (5) catch basins, two (2) drain manholes, and completed ditch work from July 2024 and June 2025, based on the current prioritized schedule.
6.6a	Amend the Town's Stormwater Pollution Prevention Plan (SWPPP)	In June 2022, the Town amended and adopted the Public Works Department SWPPP to comply with the requirements specified in Part IV.C.6.d of the 2022 MS4 General Permit.
6.6b	Implement the SWPPP	The Town continued to implement the SWPPP during PY3.
7. Impaired Waters		
7.1a	Red Brook - Chloride Reduction Training for Municipal Staff	Due to limited staffing, no Town employees were able to attend a winter maintenance training in PY3. The Town's Deputy Public Works Director is registered to attend a session of Maine Local Roads' Snow and Ice Control training in 2025.
7.1b	Red Brook - Limited Liability Legislation	<p>Educational materials related to road salt impacts were provided to legislators on 2/25/25 and 3/4/25. ISWG representatives also provided testimony on 3/3/25 and 3/19/25 to the Environment and Natural Resources Committee members on LD 646 requesting additional chloride reduction research, funding, and regulatory support be included.</p> <p>Emails sent to two private salt applicators (Dearborn Construction and Audet Enterprises) on 3/17/25 with information on limited liability protections and training programs like NH Green SnowPro.</p> <p>12 chloride reduction social media posts were shared to Facebook and Instagram on 11/27/24, 12/5/24, 12/6/24, 12/7/24, 12/9/24, 12/10/24, 12/14/24, 12/26/24, 12/25/24, 1/2/25, 1/9/25, 1/16/25, 1/23/25, 1/30/25, 1/31/25. Post Engagement: 43 Post Views: 10,228</p> <p>90-day social media ad on Facebook and Instagram ran 1/3/25 - 4/3/25. Ad engagement: 503, People reached: 9,567</p>
7.2a	Red Brook - Water Quality Monitoring Plan	Complete.

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
7.2b	Red Brook - Water Quality Monitoring Implementation	The Town of Scarborough and the City of South Portland deployed Hobo loggers at two locations in Red Brook in the fall of 2024.
7.2c	Red Brook - Water Quality Data Analysis	The Town of Scarborough hired Haley Ward to assist with the Red Brook Watershed Management Plan amendment. All available water quality data was delivered to Haley Ward in June 2024, and they are in the process of reviewing and analyzing the data.
7.2d	Red Brook - Water Quality Summary	Not applicable this permit year.
7.3a	Red Brook - Technical Working Group	A working group made up of Town staff and representatives of South Portland, Maine DEP, MaineDOT, Maine Turnpike Authority (MTA), and Trout Unlimited was formed and met once this permit year.
7.3b	Red Brook - Technical Working Group Meetings & Site Visits	Haley Ward coordinated with Town staff and representatives of MaineDOT and MTA to schedule site visits of stream crossings. Field visits are scheduled in PY4.
7.3c	Red Brook - Technical Working Group Data Review	The Town of Scarborough hired Haley Ward to assist with the Red Brook Watershed Management Plan amendment. All available water quality data was delivered to Haley Ward in June 2024, and they are in the process of reviewing and analyzing the data. Once the review is complete, it will be shared with the Technical Working Group for their review.
7.3d	Red Brook - Technical Working Group Stormwater Infrastructure Inventory	Not applicable this permit year.
7.3e	Red Brook - Watershed Management Plan Amendment	Not applicable this permit year.
7.4a	Phillips Brook - Chloride Reduction Training for Municipal Staff	Due to limited staffing, no Town employees were able to attend a winter maintenance training in PY3. The Town's Deputy Public Works Director is registered to attend a session of Maine Local Roads' Snow and Ice Control training in 2025.
7.4b	Phillips Brook - Limited Liability Legislation	<p>Educational materials related to road salt impacts were provided to legislators on 2/25/25 and 3/4/25. ISWG representatives also provided testimony on 3/3/25 and 3/19/25 to the Environment and Natural Resources Committee members on LD 646 requesting additional chloride reduction research, funding, and regulatory support be included.</p> <p>Emails sent to two private salt applicators (Dearborn Construction and Audet Enterprises) on 3/17/25 with information on limited liability protections and training programs like NH Green SnowPro.</p> <p>12 chloride reduction social media posts were shared to Facebook and Instagram on 11/27/24, 12/5/24, 12/6/24, 12/7/24, 12/9/24, 12/10/24, 12/14/24, 12/26/24, 12/25/24, 1/2/25, 1/9/25, 1/16/25, 1/23/25, 1/30/25, 1/31/25. Post Engagement: 43 Post Views: 10,228</p> <p>90-day social media ad on Facebook and Instagram ran 1/3/25 - 4/3/25. Ad engagement: 503, People reached: 9,567</p>

BMP/ Measurable Goal ID	BMP/Measurable Goal Name	BMP/Measurable Goal Progress and Status
7.5	Phillips Brook - YardScaping 2.0	<p>Digital Ad on Meta (Facebook and Instagram), Reach: 14,811, Link Clicks: 211 Print Mailers: Mailed 6/15/25, number of residents in campaign: 364</p> <p>Regional workshops were held on 9/17/24 (Old Orchard Beach), 10/20/24 (Saco), 5/6/25 (South Portland), and 5/20/25 (Biddeford). 34 attendees completed 9 surveys after the workshops. Of those completed surveys, 33.3% are planning to keep yard waste away from waterbodies, ditches, and storm drains; 16.7% are planning to incorporate a vegetative buffer between their lawn and a waterbody; 71.4% are planning to use the live stake method in their vegetative buffer; 71.4% are planning to incorporate planters on hardscapes to absorb more rainwater; 50.0% are planning to incorporate rain gardens into their yards; and 42.9% are planning to install rain barrels to capture rainwater. Follow up surveys are conducted in the next permit year after a growing season has occurred.</p> <p>21 of the 44 participants responded to the PY2 follow up survey. The behavior change results of those participants are 75.0% kept yard waste away from waterbodies, ditches, and storm drains; 100% incorporated a vegetative buffer between their lawn and a waterbody; 0.0% used the live stake method in their vegetative buffer; 38.5% incorporated planters on hardscapes to absorb more rainwater; 17.7% incorporated rain gardens into their yards; and 5.0% installed rain barrels to capture rainwater.</p> <p>24 retail locations agreed to have products that align with YardScaping recommendations tagged in their location.</p>
7.6a	Phillips Brook - Stream Protection Overlay Implementation Plan	The Town Council adopted an updated Stream Protection Overlay, which includes Phillips Brook, on 5/21/25. The ordinance language was revised so that the Stream Protection Overlay will automatically apply to any stream in Scarborough that is listed as impaired in Maine DEP's Integrated Water Quality Report (303d list).
7.6b	Phillips Brook - Stream Protection Overlay Draft Ordinance	
7.6c	Phillips Brook - Stream Protection Overlay Adoption Process	
Annual Report Changes		No changes were made to the Stormwater Management Plan in Permit Year 3.
Anticipated PY4 Activities		Please see attachment 6.
<p>Attachments:</p> <ol style="list-style-type: none"> 1. Annual Report Certification 2. Summary of Public Meetings 3a. Summary of Outfall Field Inspection Results 3b. Summary of Outfall Sampling Results and Dry Weather Flow Source 4. Summary of Active Construction Sites 5. Summary of Post-Construction Sites 6. Summary of Stormwater Activities for PY4 		

ATTACHMENT 1 – Certification

The General Permit requires that this report be certified by either a principal executive officer or ranking elected official. This attachment provides the necessary certification.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature: Thomas J. Hall
Thomas Hall

Date: 9/10/25

Title: Town Manager

ATTACHMENT 2: PY3 Timeline for Updates & Adoption of Town Ordinances

Wetland Setbacks

The update to Scarborough's Site Plan and Subdivision Ordinances requires larger a 25' setback, including a 15' vegetated buffer for new development around freshwater wetlands. This process originated in 2023 with the Conservation Commission and has been reviewed by the Ordinance Committee, Planning Board, and Town Council. All of these meetings were public noticed and provided the opportunity for public comment. A roundtable with developers was also held 8/28/24. The Town Council adopted the Wetland Setbacks on 1/22/25.

The **Conservation Commission** discussed the draft Wetlands Setbacks at the following meetings:

- 7/24/24
- 9/25/24
- 10/23/24
- 12/11/24

The **Ordinance Committee** discussed the Wetlands Setbacks at its 10/9/24 meeting.

The **Planning Board** discussed the Wetlands Setbacks at its 12/16/24 meeting and provided an opinion to the Town Council.

The **Town Council** discussed the proposed Wetland Setbacks at the following meetings:

- 12/4/24 (first reading and refer to Planning Board)
- 1/8/25 (public hearing)
- 1/22/25 (second reading and vote)

Stream Protection Overlay (Shoreland Zoning)

The update to Scarborough's Stream Protection Overlay District in the Shoreland Zoning Ordinance requires a 75' setback for all streams listed as impaired in the Maine Department of Environmental Protection's (DEP) Integrated Water Quality and Assessment Report (303(d) list). This amendment extends additional protections to all of Red Brook and Phillips Brook. The Conservation Commission, Planning Board, and Town Council reviewed the proposed revision. All of these meetings were public noticed and provided the opportunity for public comment. The Town Council adopted changes to the Shoreland Zoning Ordinance on 5/21/25.

The **Conservation Commission** discussed the Shoreland Zoning Amendment at its 3/26/25 meeting.

The **Planning Board** held a public hearing on the Shoreland Zoning Amendment at its 4/22/25 meeting and provided an opinion to the Town Council.

Engineering & Technical Services

The **Town Council** discussed the proposed Shoreland Zoning Amendment at the following meetings:

- 5/7/24 (first reading)
- 5/21/24 (public hearing, second reading, and vote)

Engineering & Technical Services

259 US Route One | PO Box 360 | Scarborough, ME 04070 | P: 207.730.4400 | scarboroughmaine.org

Town of Scarborough Conservation Commission

July 24, 2024 | 6:00 pm | Town Council Chambers B and Virtual via Zoom

To participate in the Conservation Commission meeting remotely, please follow this link:
https://scarboroughmaine.zoom.us/webinar/register/WN_4XhL58m4SSGhezZ2FZqepA

To view the Conservation Commission, please follow this link:
<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

Agenda

6:00 pm Call to order and attendance

- (1) Welcome and introductions
- (2) Land acknowledgement
- (3) Vote on minutes from 6/25/24 meeting
- (4) Review 7/24/24 agenda
- (5) Public comment

6:15 pm Old Business

- (1) Environmental Standards
 - a) Discuss process moving forward
 - b) Roundtable with developers scheduled for 8/28
- (2) Parks and Conservation Land Board: update on land bond process; discuss Commission's role
- (3) Planning Board submittals (not available until 7/23)

7:20 pm Updates

- (1) Promoting Citizen Stewardship: Report out from sub-committee
- (2) Town Council
- (3) Sustainability Committee

7:30 pm Adjourn

Next meeting: September 25, 2024 at 6:00 pm

UPCOMING DATES:

- 7/25: [Open Space Plan](#) workshop (6:00 – 8:00 pm @ Public Safety Building)
8/6: [Importance of Salt Marshes](#) (6:30 – 8:00 pm @ Scarborough Public Library)
8/12: [Vulnerability Assessment](#) public meeting (6:00 – 8:00 pm @ Town Hall and on Zoom)
10/6: [Sustainable Scarborough Day](#) (10:00 am – 2:00 pm @ Wentworth School)

Engineering & Technical Services

259 US Route One | PO Box 360 | Scarborough, ME 04070 | P: 207.730.4400 | scarboroughmaine.org

Town of Scarborough Conservation Commission

September 25, 2024 | 6:00 pm | Town Council Chambers B and Virtual via Zoom

To participate in the Conservation Commission meeting remotely, please follow this link:
https://scarboroughmaine.zoom.us/webinar/register/WN_VGfUhINcSkeL03Yk9dDPng

To view the Conservation Commission, please follow this link:
<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

Agenda

- 6:00 pm** **Call to order and attendance**
- (1) Welcome and introductions
 - (2) Land acknowledgement
 - (3) Vote on minutes from 7/24/24 meeting
 - (4) Review 9/25/24 agenda
 - (5) Public comment
- 6:15 pm** **Old Business**
- (1) Environmental Standards
 - a) Report out from 8/28 roundtable with developers
 - b) Discuss next steps
 - (2) Planning Board submittals (not available until 9/24)
- 6:30 pm** **New Business**
- (1) Discuss and select Commission's next focus: tree protection or pesticide restrictions
- 7:00 pm** **Commission Business**
- (1) Review draft FY24 annual report submission (attached)
 - (2) Committee term limits
From Ch. 302A, Boards and Committees Manual: *Starting on January 1, 2025, committee/board members shall serve not more than three (3) consecutive full terms of office and until your vacancy is filled on all committees/boards with one (1) year off before they can apply to the same committee/board. Following the effective date of this change, committee/board members actively serving more than three (3) consecutive full terms, will be permitted to complete their term prior to requirement of the twelve (12) month break in service. [Adopted 09/04/2024]*
- 7:15 pm** **Updates**
- (1) Education sub-committee
 - (2) Town Council
 - (3) Sustainability Committee

Engineering & Technical Services

259 US Route One | PO Box 360 | Scarborough, ME 04070 | P: 207.730.4400 | scarboroughmaine.org

Town of Scarborough Conservation Commission

October 23, 2024 | 6:00 pm | Hybrid: Town Council Chambers B and via Zoom

To participate in the Conservation Commission meeting remotely, please follow this link:
https://scarboroughmaine.zoom.us/webinar/register/WN_wxm30r6KSB277MouA3qDIA

To view the Conservation Commission, please follow this link:
<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

Agenda

- 6:00 pm** **Call to order and attendance**
(1) Welcome and introductions
(2) Land acknowledgement
(3) Vote on minutes from 9/25/24 meeting
(4) Review 10/23/24 agenda
(5) Public comment
- 6:15 pm** **Old Business**
(1) Environmental Standards
 – Report out from Ordinance Committee meeting
 – Next steps (tentative):
 ▪ 11/6: Town Council first reading
 ▪ 11/18: Planning Board public hearing
 ▪ 12/4: Town Council public hearing
 ▪ 12/18: Town Council second reading (vote)
(2) Review & approve FY24 annual report submission
(3) Planning Board submittals (nothing this month)
- 6:30 pm** **New Business**
(1) Pest management discussion on grubs
(2) Tree Protection: discuss goals for ordinance
- 7:15 pm** **Updates**
(1) Education subcommittee
(2) Town Council
(3) Parks and Conservation Land Board & Land Bond
(4) Sustainability Committee
(5) Planning Projects: Open Space Plan & Vulnerability Assessment
- 7:30 pm** **Adjourn**
Next meeting: TBD due to Thanksgiving

Engineering & Technical Services

259 US Route One | PO Box 360 | Scarborough, ME 04070 | P: 207.730.4400 | scarboroughmaine.org

Town of Scarborough Conservation Commission

December 11, 2024 | 6:00 pm | Hybrid: Town Manager's Conference Room and via Zoom

To participate in the Conservation Commission meeting remotely, please follow this link:
https://scarboroughmaine.zoom.us/webinar/register/WN_WAsER76YRjCFQf7rtdP51A

To view the Conservation Commission, please follow this link:
<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

Agenda

- 6:00 pm** **Call to order and attendance**
(1) Welcome and introductions
(2) Land acknowledgement
(3) Vote on minutes from 10/23/24 meeting
(4) Review 12/11/24 agenda
(5) Public comment
- 6:15 pm** **Old Business**
(1) Environmental Standards:
 – Report out from 12/4/24 Town Council meeting
 – Next steps (tentative):
 ▪ 12/16/24: Planning Board public hearing
 ▪ 1/8/25: Town Council public hearing
 ▪ 1/22/25: Town Council second reading (vote)
(2) Tree Protection Ordinance: Review and discuss initial draft (attached)
(3) [Planning Board Submittals](#):
 – The Downs: Town Center Phase 3 Amended Subdivision
 – White Oak Subdivision sketch plan (77 Scottow Hill Rd.)
- 7:00 pm** **New Business**
(1) Discuss 2025 goal setting
- 7:15 pm** **Updates**
(1) Education subcommittee
(2) Town Council
(3) Parks and Conservation Land Board
(4) Transportation Committee
(5) Sustainability Committee
(6) Planning Projects: Open Space Plan & Vulnerability Assessment
- 7:30 pm** **Adjourn**

Engineering & Technical Services

259 US Route One | PO Box 360 | Scarborough, ME 04070 | P: 207.730.4400 | scarboroughmaine.org

AGENDA
Ordinance Committee Meeting
Hybrid Meeting

Wednesday, October 09, 2024 – 6:00 P.M.
Public Safety Classroom

**TO VIEW THE ORDINANCE COMMITTEE MEETING AND OFFER PUBLIC
COMMENT:**

<https://scarboroughmaine.zoom.us/j/83418961810>

TO VIEW THE ORDINANCE MEETING ONLY:

<https://www.youtube.com/watch?v=MmsudOtPxgM>

Item 1. Call to Order.

Item 2. Roll Call.

Item 3. Approval of minutes from September 11, 2024.

Item 4. Public Comment.

Item 5. Discussion on Food Truck Courts.

Item 6. Discussion on Environmental Standards.

Item 7. Future Agenda Items.

Item 8. Adjournment.

Wednesday, December 4, 2024
Regular Scarborough Town Council Meeting [Hybrid Meeting]

AGENDA

WEDNESDAY - December 4, 2024
7:00 P.M. REGULAR MEETING

TOWN HALL - 259 US ROUTE ONE

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

MEDIA OPTIONS

TO VIEW TOWN COUNCIL MEETING & OFFER PUBLIC COMMENT - SEE LINK BELOW

TO VIEW TOWN COUNCIL MEETING ONLY: SEE LINK BELOW

OPENING MEETING

Item 1. Call to Order.

Item 2. Pledge of Allegiance.

Item 3. Roll Call.

Item 4. General Public Comments.

Item 5. Minutes: November 20, 2024 - Regular Town Council Meeting.

Item 6. Adjustment to the Agenda.

Item 7. Items to be signed: Treasurer's Warrants.

Item 8. Town Manager Report.

PUBLIC HEARINGS

Order No. 24-112, 7:00 p.m. Public hearing on a Moratorium in the Light Industrial District. [Councilor Anderson]

OLD BUSINESS

None at this time.

NEW BUSINESS

Order No. 24-114. First reading and refer to the Planning Board, the proposed amendments to Chapter 405 Zoning Ordinance to add Section X.A Wetland Setbacks and Vegetated Buffers. [Planning Director, Town Engineer]

Order No. 24-115. First reading and refer to the Planning Board, the proposed amendments to Chapter 405B Site Plan Review Ordinance Section V. Site Conditions and Environmental Considerations to add reference to wetland setbacks. [Planning Director, Town Engineer]

Order No. 24-116. First reading and refer to the Planning Board, the proposed amendments to Chapter 406 Subdivision Ordinance Section 4. Purpose, Interpretation, and Review Criteria [Planning Director, Town Engineer]

Order No. 24-117. Act on the request, pursuant to Title 23, M.R.S.A. §3025 and the requirements of Section 4, of the Scarborough Street Acceptance Ordinance, to approve the acceptance of public infrastructure, as noted and recommended by the Town Engineer. [Town Engineer]

Order No. 24-118. Act on the recommendation to appointment Jason Kenney of ecomaine, as the Representative from Scarborough, to serve on the Long Creek Watershed Management District Board of Directors. [Town Manager]

Order No. 24-119. Act on the recommendations on Chair Council appointments. [Chair Sither]

CLOSING MEETING

Item 9. Non-Action Item.

Item 10. Standing and Special Committee Reports and Liaison Reports.

Item 11. Council Member Comments.

Order No. 24-120. Act on the request for an executive session pursuant to M.R.S.A. Title 1, §405(6)(D) regarding labor negotiations between the Town of Scarborough and the Public Works Teamsters Union Local #340. [Assistant Town Manager/HR Director]

Item 12. Adjournment.

Monday, December 16, 2024

Planning Board Agenda

Town Hall 259 U.S. Route 1 - 6:30PM Council Chambers Regularly Scheduled Planning Board Meeting

1. Media Options

1.01 Zoom Link to Participate in Meeting

1.02 YouTube Link to View Meeting

2. Opening Meeting

2.01 Call to Order

2.02 Pledge of Allegiance

2.03 Roll Call

3. Minutes

3.01 Approval of Minutes

4. Items for Consideration

4.01 Public Hearing - Proposed amendments to Chapter 405, Zoning Ordinance, Section VI. Definitions, Section IX Performance Standards, Section XVIII.A. Town and Village Centers District (TVC), Section XVIII.B. Haigis Parkway District (HP), Section XVIII.C. Town and Village Centers Transition District (TVC2), Section XVIII.D. Town and Village Fringe District (TVC3), Section XVIII.E. Town and Village Centers 4 District (TVC4), Section XIX Regional Business District (B2), Section XIX.A General Business District (B3), Section XX Business Office Research District (BOR), Section XX.C Crossroads Planned Development (CPD), and Section XXI Industrial District (I). These ordinance amendments are required to permit mobile food vendor courts and associated performance standards in the Zoning Ordinance.*

4.02 Public Hearing - Proposed amendments to Chapter 405, Zoning Ordinance to add Section X.A. Wetland Setbacks and Vegetated Buffers*

4.03 Public Hearing - Proposed amendments to Chapter 405B Site Plan Review Ordinance Section V. Site Conditions and Environmental Considerations to add reference to wetland standards.*

4.04 Public Hearing - Proposed amendments to Chapter 406 Subdivision Ordinance, Section 4. Purpose, Interpretation, and Review Criteria to add reference to wetland standards.*

4.05 Haley Ward, on behalf of Aroma Joe's, is requesting Site Plan Review for a new building, drive-thru, and parking areas for a coffee shop located at 1 Bridges Drive, Assessor's Map R039, Lot 24.*

4.06 M&R Holdings & Gorrill Palmer, on behalf of Crossroads Holdings, LLC are requesting Subdivision Amendment Review for The Downs-Town Center District - Phase 3 for expansion of Lot 2 to the north, the creation of lots 10-13, and expansion opportunities for the remaining Crossroads land located at Scarborough Downs Road, Assessor's Map R052, Lot 4.*

4.07 Terradyn Consultants, LLC, on behalf of Star Homes, Inc., has requested a Sketch Plan Review for a proposed 10-lot residential subdivision ("White Oak Subdivision") at 79 Scottow Hill Road, Assessor's Map R049, Lot 12.*

5. Staff Report

5.01 Minor Development Reviews

5.02 Administrative Amendment Report

6. Closing Items

6.01 Correspondence

6.02 Planning Board Comments

6.03 Adjournment

Wednesday, January 8, 2025
Regular Scarborough Town Council Meeting [Hybrid Meeting]

AGENDA

WEDNESDAY - JANUARY 8, 2026
7:00 P.M. REGULAR MEETING

TOWN HALL - 259 US ROUTE ONE

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

MEDIA OPTIONS

TO VIEW TOWN COUNCIL MEETING & OFFER PUBLIC COMMENT - SEE LINK BELOW

TO VIEW TOWN COUNCIL MEETING ONLY: SEE LINK BELOW

OPENING MEETING

- Item 1. Call to Order.
- Item 2. Pledge of Allegiance.
- Item 3. Roll Call.
- Item 4. General Public Comments.
- Item 5. Minutes: December 18, 2024 - Regular Town Council Meeting.
- Item 6. Adjustment to the Agenda.
- Item 7. Items to be signed: Treasurer's Warrants.
- Item 8. Town Manager Report.

PUBLIC HEARINGS

Order No. 24-109, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 405 Zoning Ordinance Section VI. Definitions, Section IX Performance Standards, Section XVIII.A. Town and Village Centers District (TVC), Section XVIII.B. Haigis Parkway District (HP), Section XVIII.C. Town and Village Centers Transition District (TVC2), Section XVIII.D. Town and Village Fringe District (TVC3), Section XVIII.E. Town and Village Centers 4 District (TVC4), Section XIX Regional Business District (B2), Section XIX.A General Business District (B3), Section XX Business Office Research District (BOR), Section XX.C Crossroads Planned Development (CPD), Section XXI Industrial District (I). [Planning Director]

Order No. 24-110, 7:00 p.m. Public hearing and second reading on the proposed new Chapter 1015A Mobile Food Vendor Ordinance. [Planning Director]

Order No. 24-111, 7:00 p.m. Public hearing and second reading on the proposed amendment to Chapter 311 Schedule of Fees, to add applicable Mobile Food Vendor fees and modify fee for Temporary Event Overflow Parking. [Planning Director]

Order No. 24-114, 7:00 p.m. Public hearing on the proposed amendments to Chapter 405 Zoning Ordinance to add Section X.A Wetland Setbacks and Vegetated Buffers. [Planning Director, Town Engineer]

Order No. 24-115, 7:00 p.m. Public hearing on the proposed amendments to Chapter 405B Site Plan Review Ordinance Section V. Site Conditions and Environmental Considerations to add reference to wetland setbacks. [Planning Director, Town Engineer]

Order No. 24-116, 7:00 p.m. Public hearing on the proposed amendments to Chapter 406 Subdivision Ordinance Section 4. Purpose, Interpretation, and Review Criteria [Planning Director, Town Engineer]

Order No. 25-001, 7:00 p.m. Public hearing and action on the new request for a Cannabis Establishment License from Allen Meier d/b/a Daily Provider, LLC, located at 4 Commercial Road for a Medical Cannabis Cultivation Facility [Assistant Town Manager].

Order No. 25-002, 7:00 p.m. Public hearing and action on the new request for a Combined Massage Establishment/Massage Therapist License from Cassandra Colston, located at 20 Mussey Road. [Town Clerk's Office]

RESOLUTIONS

Resolution 25-001. Act on the request from Quality Housing Coalition (QHC) for a Community Development Block Grant (CDBG) Application in support of the implementation of QHC's Housing Navigation Program, Project HOME, in Westbrook, Scarborough and Yarmouth [Town Manager/Applicant]

OLD BUSINESS

Order No. 24-125. Second reading on the 2025 Bond Order for Municipal and School Capital Improvements. [Finance Director]

NEW BUSINESS

Order No. 25-003. Act on the request to name Pine Point Crossing, Bridge 5260 [B&M RR & Snow Canning Road] - located on Pine Point Road, the Scarborough Veterans Memorial Bridge. [Town Manager]

CLOSING MEETING

Item 9. Non-Action Item.

Item 10. Standing and Special Committee Reports and Liaison Reports.

Item 11. Council Member Comments.

Item 12. Adjournment.

Wednesday, January 22, 2025
Regular Scarborough Town Council Meeting [Hybrid Meeting]

AGENDA
WEDNESDAY - JANUARY 22, 2026
7:00 P.M. REGULAR MEETING

TOWN HALL - 259 US ROUTE ONE

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

MEDIA OPTIONS

TO VIEW TOWN COUNCIL MEETING & OFFER PUBLIC COMMENT - SEE LINK BELOW

TO VIEW TOWN COUNCIL MEETING ONLY: SEE LINK BELOW

OPENING MEETING

- Item 1. Call to Order.
- Item 2. Pledge of Allegiance.
- Item 3. Roll Call.
- Item 4. General Public Comments.
- Item 5. Minutes: January 8, 2025 - Regular Town Council Meeting.
- Item 6. Adjustment to the Agenda.
- Item 7. Items to be signed: Treasurer's Warrants.
- Item 8. Town Manager Report.

PUBLIC HEARINGS

None at this time.

RESOLUTION

Resolution 25-002. Act on the request to approve Resolution 25-002, Authorizing the Submission of a USDOT "RAISE" Grant for the Improvement of the Payne Road Corridor. [Town Manager]

OLD BUSINESS

Order No. 24-114. Second reading on the proposed amendments to Chapter 405 Zoning Ordinance to add Section X.A Wetland Setbacks and Vegetated Buffers. [Planning Director, Town Engineer]

Order No. 24-115. Second reading on the proposed amendments to Chapter 405B Site Plan Review Ordinance Section V. Site Conditions and Environmental Considerations to add reference to wetland setbacks. [Planning Director, Town Engineer]

Order No. 24-116. Second reading on the proposed amendments to Chapter 406 Subdivision Ordinance Section 4. Purpose, Interpretation, and Review Criteria [Planning Director, Town Engineer]

NEW BUSINESS

Order No. 25-004. First reading and schedule a public hearing and second reading on the proposed amendments to Chapter 1401 – the Town of Scarborough Coastal Waters & Harbor Ordinance. [Marine Resource Officer]

Order No. 25-005. First reading and schedule a public hearing and second reading on the proposed amendments to Chapter 1002 the Town of Scarborough Shellfish Conservation Ordinance. [Marine Resource Officer]

Order No. 25-006. First reading and schedule a public hearing and second reading on the proposed amendments to Chapter 311 – the Schedule of Fees relating to Chapter 1401 and Chapter 1002, above. [Marine Resource Officer]

Order No. 25-007. Act on the request, pursuant to Title 23, M.R.S.A. §3025 and the requirements of Section 4, of the Scarborough Street Acceptance Ordinance, to approve the acceptance of public infrastructure, as noted and recommended by the Town Engineer. [Town Engineer]

Order No. 25-008. Act on the request to authorize the Town Manager to sign a Memorandum of Understanding from Maine Health and the Town of Scarborough. [Social Services Manager]

Order No. 25-009. Act on the request to ratify the collective bargaining agreements between the Town of Scarborough and the Public Works Department, Teamsters Local #340 and authorize the Town Manager to sign said contracts. [Assistant Town Manager]

CLOSING MEETING

Item 9. Non-Action Item.

Item 10. Standing and Special Committee Reports and Liaison Reports.

Item 11. Council Member Comments.

Order No. 25-010. Act on the request for an executive session pursuant to Title 1, §405.6.(a) regarding the Town Manager's Performance Evaluation. [Council Chair Sithers]

Item 12. Adjournment.

Town of Scarborough Conservation Commission

March 26, 2025 | 6:00 pm | Hybrid: Town Manager's Conference Room and via Zoom

To participate in the Conservation Commission meeting remotely, please follow this link:
https://scarboroughmaine.zoom.us/webinar/register/WN_6BmQKc-bTHqwApsrgTtXtA

To view the Conservation Commission, please follow this link:
<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

Agenda

- 6:00 pm** **Call to order and attendance**
- (1) Welcome and introductions
 - (2) Land acknowledgement
 - (3) Vote on minutes from 12/11/24 meeting
 - (4) Review 3/26/25 agenda
 - (5) Public comment
- 6:15 pm** **Old Business**
- (1) Goal Setting
 - Review Town Council Goals
 - Identify Commission priorities for 2025
 - (2) Tree Protection
 - Tree City USA (see attached)
 - (3) Planning Board Submittals
 - Files are not available until 3/25
- 7:00 pm** **New Business**
- (1) Review proposed updates to the Stream Protection Overlay District**
 - (2) Discuss Chair and Vice-chair positions
- 7:15 pm** **Updates**
- (1) Education Subcommittee
 - (2) Town Council
 - (3) Parks and Conservation Land Board
 - (4) Transportation Committee
 - (5) Sustainability Committee
 - (6) Planning Projects: Open Space Plan & Vulnerability Assessment
- 7:30 pm** **Adjourn**
- Next meeting:** April 23, 2025

Engineering & Technical Services

259 US Route One | PO Box 360 | Scarborough, ME 04070 | P: 207.730.4400 | scarboroughmaine.org

Tuesday, April 22, 2025 Planning Board Agenda

Town Hall 259 U.S. Route 1 - 6:30PM Council Chambers Regularly Scheduled Planning Board Meeting

1. Media Options

1.01 Zoom Link to Participate in Meeting

1.02 YouTube Link to View Meeting

2. Opening Meeting

2.01 Call to Order

2.02 Pledge of Allegiance

2.03 Roll Call

3. Minutes

3.01 Approval of Minutes

4. Items for Consideration

4.01 Public Hearing - Hold a public hearing and make a recommendation to Town Council to amend Chapter 405 Zoning Ordinance, Section XI Off Street Parking Regulations to amend Electric Vehicle Charging Systems (EVCS) requirements, as recommended by the Sustainability Committee, including combining parking tables, decreasing requirements for specific uses and adding new references to the Sustainability Reserve Account. *

4.02 Public Hearing - Hold a public hearing and make a recommendation to Town Council to amend Chapter 405C, Shoreland Zoning Ordinance, to expand the Stream Protection Overlay District to include any stream listed as impaired in the Maine Department of Environmental Protection's (DEP) Integrated Water Quality and Assessment Report (303(d) list).*

4.03 Grondin Aggregates, LLC is requesting Final Site Plan Review for a contract zone amendment at their Wetland Mitigation Project (Project Update) located at 281 Beech Ridge Road, Assessor's Map R013, Lot 7.*

4.04 M&R Holdings, LLC & Gorrill-Palmer, on behalf of Risbara Bros. Construction Co., Inc. (RBCC), are requesting Final Subdivision Review for the Trestle Way Subdivision, a ten- (10-) lot conservation , residential subdivision, located at 10 & 30 Highland Avenue, Assessor's Map R081, Lots 18 and 24.*

4.05 Northeast Civil Solutions, Inc., on behalf of Casey & June Hamlin ("Heathwood Crossing Subdivision - Phase II") ("Sprite's Street Private Way"), 1 Hoke Lane, is requesting Subdivision Amendment Review (Amendment No. 2) and Review of a Private Way Residential Development, Assessor's Map R014, Lot 22K.*

4.06 Gorrill-Palmer, on behalf of J&J 103 Mussey Realty, LLC is requesting Site Plan Review for a proposed Multi-Phase Project located at 103 Mussey Road, Assessor's Map R055, Lot 11.*

4.07 M&R Holdings, LLC, Gorrill-Palmer, & PCA, on behalf of DSM Realty are requesting Site Plan Review for a proposed Market Basket (Lot 10), located on Scarborough Downs Road, Assessor's Map R052, Lot 4.*

4.08 M&R Holdings, LLC, Gorrill-Palmer, PCA, & Wilder, on behalf of Crossroads Holdings, LLC - Lot 2 (Town Center District) are requesting Site Plan Review for a proposed new retail building and mixed-use building, located on Scarborough Downs Road, Assessor's Map R052, Lot 4.*

4.09 M&R Holdings, LLC and Gorrill-Palmer, on behalf of Crossroads Holdings, LLC - Lot 12 (Town Center District) are requesting Site Plan Review for a proposed 97-space satellite parking lot, located on Scarborough Downs Road, Assessor's Map R052, Lot 4.*

4.10 Acorn Engineering, Inc., on behalf of the South Portland Housing Development Corporation ("Marshview Housing") is requesting a Preliminary Site Plan Review for a Contract Zone located at 578 US Route One, Assessor's Map U034, Lot 1.*

5. Staff Report

5.01 Minor Development Reviews

5.02 Administrative Amendment Report

6. Closing Items

6.01 Correspondence

6.02 Planning Board Comments

6.03 Adjournment

Wednesday, May 7, 2025
Regular Scarborough Town Council Meeting Agenda [Hybrid Meeting]

AGENDA
WEDNESDAY - MAY 7, 2026
7:00 P.M. REGULAR MEETING

TOWN HALL - 259 US ROUTE ONE

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

MEDIA OPTIONS

TO VIEW TOWN COUNCIL MEETING & OFFER PUBLIC COMMENT - SEE LINK BELOW

TO VIEW TOWN COUNCIL MEETING ONLY: SEE LINK BELOW

OPENING MEETING

Item 1. Call to Order.

Item 2. Pledge of Allegiance.

Item 3. Roll Call.

Item 4. General Public Comments.

Item 5. Minutes: April 16, 2025 - Regular Town Council Meeting.

Item 6. Adjustment to the Agenda.

Item 7. Items to be signed: Treasurer's Warrants.

Item 8. Town Manager Report.

RESOLUTIONS/PROCLAMATIONS

Proclamation 25-002. Act on the request to recognize the second week in May as Lung Cancer Action Week.
[Councilor Anderson]

PUBLIC HEARINGS

Order No. 25-034, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 405 Zoning Ordinance, Section XI Off Street Parking Regulations to amend Electric Vehicle Charging Systems (EVCS) requirements. [Planning Director]

Order No. 25-040, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 302 – The Town Council Rules & Policies Manual. [Rules & Policies Committee]

Order No. 25-043, 7:00 p.m. Public hearing and action on the new request for a Food Handlers License from Timothy Morris, d/b/a Morris Family Farm, located at 18 Asselyn Drive. [Town Clerk's Office]

Order No. 25-044, 7:00 p.m. Public hearing and action on the new request for an Innkeepers License from Diana Cofone, d/b/a the Downeaster Motel, located at 184 US Route One. [Town Clerk's Office]

Order No. 25-045, 7:00 p.m. Public hearing and action on the new request for a Combined Massage Establishment/Therapist License from Nicole Colby d/b/a Open Palm Wellness, located at 383 US Route One and for a Massage Therapist License for James Lyscars, working at Open Palm Wellness. [Town Clerk's Office]

Order No. 25-046, 7:00 p.m. Public hearing and action on the new request for a Combined Massage Establishment/Therapist License from Yan hua Zhang, d/b/a Scarborough Therapy, located at 605 US Route One.

[Town Clerk's Office]

OLD BUSINESS

Order No. 25-033. Second reading on the proposed FY2026 Municipal/School Budgets. [Town Manager/Superintendent of Schools]

NEW BUSINESS

Order No. 25-047. First reading to consider the proposed Contract Zone for the South Portland Housing Development Corporation for the development of multi-family housing located at 578 US Route One, Assessor's Map U034, Lot 1. (Applicant, Planning Director)

Order No. 25-048. First reading and schedule a public hearing and second reading on the proposed amendment to Chapter 405C - the Shoreland Zoning Ordinance to expand the Stream Protection Overlay District and amend the Shoreland Zoning Map to reflect associated changes. [Planning Director]

Order No. 25-049. Act on the request to sign the Warrants for the regular School Budget Validation Referendum Election, the Board of Education Municipal Election and the Special Municipal Election for Town Council, scheduled for Tuesday, June 10, 2025, at the Scarborough High School – Alumni Gym; appoint the warden and warden clerk, set the hours for voter registration, and act on appointments of election clerks, pursuant to Chapter 200 – Article VIII. Nomination and Elections, Title 21-A, §503 and authorize the Town Clerk to make any additional appointments as necessary. [Town Clerk's Office]

CLOSING MEETING

Item 9. Non-Action Item.

Item 10. Standing and Special Committee Reports and Liaison Reports.

Item 11. Council Member Comments.

Item 12. Adjournment.

Wednesday, May 21, 2025
Regular Scarborough Town Council Meeting Agenda [Hybrid Meeting]

AGENDA
WEDNESDAY - MAY 21, 2026
6:00 P.M. REGULAR MEETING

TOWN HALL - 259 US ROUTE ONE

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

MEDIA OPTIONS

TO VIEW TOWN COUNCIL MEETING & OFFER PUBLIC COMMENT - SEE LINK BELOW

TO VIEW TOWN COUNCIL MEETING ONLY: SEE LINK BELOW

OPENING MEETING

Item 1. Call to Order.

Item 2. Pledge of Allegiance.

Item 3. Roll Call.

Order No 25-050. Act on the request for an executive session pursuant to Title 36, of the M.R.S.A. §3841(2), for the purpose of deliberating one Hardship/Poverty Tax Abatement Case: Case #2025-001 and to come back to public session to take action on the above mentioned Hardship/Poverty Tax Abatement Case. [Town Manager]

Item 4. General Public Comments.

Item 5. Minutes: May 7, 2025 - Regular Town Council Meeting.

Item 6. Adjustment to the Agenda.

Item 7. Items to be signed: Treasurer's Warrants.

Item 8. Town Manager Report.

Item 9. Standing and Special Committee Reports and Liaison Reports.

RESOLUTIONS/PROCLAMATIONS

Proclamation 25-003. Act on the request to proclaim the month of May 2025, as Building Safety Month. [Zoning Administrator]

Resolution 25-005. Act on the request to approve Resolution 25-005, in support of the adoption the Greater Portland Council of Government (GPCOG) Vision Zero Plan. [Transportation Committee]

Resolution 25-006. Act on the request to approve Resolution 25-006, to oppose Maine LD 1093 regarding Scarborough Beach. [Councilor Chair Sither]

PUBLIC HEARINGS

Order No. 25-048, 6:00 p.m. public hearing and second reading on the proposed amendment to Chapter 405C - the Shoreland Zoning Ordinance to expand the Stream Protection Overlay District and amend the Shoreland Zoning Map to reflect associated changes. [Planning Director]

Order No 25-051, 6:00 p.m. Public hearing and action on the new request for a Food Handlers License, a Liquor License and a Special Amusement Permit from G. Robert Tod, Jr., d/b/a, Allagash Brewing, located at 10 Market Street, Unit 25. [Town Clerk's Office]

Order No. 25-052, 6:00 p.m. Public hearing and action on the new request for two Food Handlers Licenses, from Maisie Perkins, d/b/a, the Red Boot Farm Stand and the Red Boot Creamery, located at 3 Spurwink Road. [Town Clerk's Office]

Order No 25-053, 6:00 p.m. Public hearing and action on the new requests for a Mobile Food Vendor License: Aaron Milberger d/b/a Cheese The Day; Katie Dargie, d/b/a Mow's Munchies, LLC; Daniel Perrenult, d/b/a Millside Creations, LLC.; Daniel Perrault, d/b/a Millside Creations, LLC (Food Cart); Jordan Rubin d/b/a Mr. Tuna; Dimitris Mihos d/b/a Carco Pizza; Melanie Smith d/b/a The Treat Truck; Juan Sanchez d/b/a El Rodeo and Nicholas Wright d/b/a Char Wrig's Sno & Dough Adventure Co. [Town Clerk's Office]

Order No 25-054, 6:00 p.m. Public hearing and action on the renewal request for a Special Amusement Permit, from The Landing at Pine Point, located at 353 Pine Point Road. [Town Clerk's Office]

Order No 25-055, 6:00 p.m. Public hearing and action on the renewal requests for a Special Amusement Permit from the following businesses: American Legion Libby Mitchell Post #76, located at 40 Manson Libby Road; Bayley's Campground, located at 275 Pine Point Road; Beech Ridge Barn, LLC, located at 21 Beech Ridge Road; Black Point Inn, located at 510 Black Point Road; Clambake, located at 354 Pine Point Road; Cow Bell, located at 185 US Route One; Flaherty's Family Farm, Inc., located at 123 Payne Road; Higgins Beach Inn, located at 34 Ocean Avenue; Loyal Order Of Moose, located at 19 Spring Street; Pat's Pizza, located at 209 US Route One; Salty Bay Seafood Bar & Grill, located at 68 Jones Creek Drive; Seadog Brewpub, located at 1 Cabela Blvd; The Greenhouse at Highland Farm, located at 109 Highland Avenue and Throttle Car Club, located at 10 Dynamic Drive [Town Clerk's Office]

OLD BUSINESS

None at this time.

NEW BUSINESS

None at this time.

CLOSING MEETING

Item 10. Non-Action Item.

Item 11. Council Member Comments.

Item 12. Adjournment.

Outfall ID	Date Inspected	Outfall Accessible	Pipe Submerged	Foam	Floating Green Scum	Oil Film	Vegetative Mat	Sewage Solids	Odor	Outfall Flow	Seepage Flow	Flow Color	Sediment Condition	Outfall Condition	Trash	Yard Waste	Follow up Required	Follow up Reason	General Inspection Comments	Flow Sampled	Field Test Results				
																					Water Temperature	Conductivity (mS/cm)	Ammonia (mg/L) Field Results	Chlorine (mg/L) Field Results	
OUT0022	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No				No	NA	NA	NA	NA
OUT0027	8/26/2024	Yes	Partially	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Fair	No	No	No			Difficult to access, stagnant water 1/2 full	No	NA	NA	NA	NA
OUT0038	8/26/2024	Yes	Fully	No	No	No	No	No	None - Natural	None	None	No Flow	None	Poor	No	No	Yes	Maintenance - See Comments	Recommend clearing path for flow, currently very difficulty to find unless you stick your arm into water next to concrete pad	No	NA	NA	NA	NA	
OUT0049	8/26/2024	Yes	Partially	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	No	No			Difficult to access, 1/2 full of stagnant water, soil build-up outside of pipe likely obstructing flow	No	NA	NA	NA	NA
OUT0075	8/26/2024	Yes	Partially	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Good	No	No	No			1/2 full of stagnant water	No	NA	NA	NA	NA
OUT0082	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	No	No			Rip rap leads to corrugated pipe into wetlands	No	NA	NA	NA	NA
OUT0119	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No				No	NA	NA	NA	NA
OUT0120	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	No	Yes	Maintenance - See Comments	Recommend landscaping	No	NA	NA	NA	NA	
OUT0122	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	Trickle	None	Clear	None	Excellent	No	No	No				Yes	15.7	0.322	0.25	0.01
OUT0127	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	Yes	Yes	Maintenance - See Comments	Recommend removing grass clippings	No	NA	NA	NA	NA	
OUT0137	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	1/2 Full	Good	No	No	Yes	Maintenance - See Comments	Recommend landscaping outfall	No	NA	NA	NA	NA	
OUT0138	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			Upgradient 12" pipe not observed	No	NA	NA	NA	NA
OUT0139	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	Yes	Maintenance - See Comments	Recommend landscaping	No	NA	NA	NA	NA	
OUT0140	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	No	Yes	Maintenance - See Comments	Recommend landscaping	No	NA	NA	NA	NA	
OUT0141	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	3/4 Full	Poor	No	No	Yes	Maintenance - See Comments	Recommend landscaping and fixing pipe	No	NA	NA	NA	NA	
OUT0142	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	No	No			Hard to tell which ditch is considered outfall, no flow anywhere in area	No	NA	NA	NA	NA
OUT0143	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Poor	Yes	No	Yes	Maintenance - See Comments	Recommend removing trash and landscaping	No	NA	NA	NA	NA	
OUT0144	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No			Difficult to distinguish which slope is considered outfall, no flow anywhere in area	No	NA	NA	NA	NA
OUT0145	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No				No	NA	NA	NA	NA
OUT0172	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No				No	NA	NA	NA	NA
OUT0173	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	Steady	None	Clear	None	Excellent	No	No	No			Difficult to access due to slope	Yes	23.28	0.176	0	0.02
OUT0177	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Poor	No	No	Yes	Maintenance - See Comments	Recommend landscaping and fixing pipe	No	NA	NA	NA	NA	
OUT0183	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			Easily distinguishable	No	NA	NA	NA	NA
OUT0184	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			Easily distinguishable	No	NA	NA	NA	NA
OUT0185	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			Easily distinguishable	No	NA	NA	NA	NA
OUT0186	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	Yes	No	No			Minimal trash, recommend removing, no obstructions to flow	No	NA	NA	NA	NA

Outfall ID	Date Inspected	Outfall Accessible	Pipe Submerged	Foam	Floating Green Scum	Oil Film	Vegetative Mat	Sewage Solids	Odor	Outfall Flow	Seepage Flow	Flow Color	Sediment Condition	Outfall Condition	Trash	Yard Waste	Follow up Required	Follow up Reason	General Inspection Comments	Flow Sampled	Field Test Results			
																					Water Temperature	Conductivity (mS/cm)	Ammonia (mg/L) Field Results	Chlorine (mg/L) Field Results
OUT0187	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No			No	NA	NA	NA	NA
OUT0188	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Fair	No	No	No		Stagnant water on top of sediment	No	NA	NA	NA	NA
OUT0189	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No			No	NA	NA	NA	NA
OUT0190	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No		Easily distinguishable	No	NA	NA	NA	NA
OUT0193	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			No	NA	NA	NA	NA
OUT0194	8/29/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Good	No	No	No			No	NA	NA	NA	NA
OUT0195	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			No	NA	NA	NA	NA
OUT0216	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No		May want to landscape outfall	No	NA	NA	NA	NA
OUT0221	9/19/2024	Yes	Partially	No	No	No	Yes	No	None - Natural	None	None	No Flow	None	Good	No	No	No		Orange organics on stagnant water	No	NA	NA	NA	NA
OUT0228	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No		Orange scum present in ditch	No	NA	NA	NA	NA
OUT0229	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No			No	NA	NA	NA	NA
OUT0257	9/17/2024	No												Poor			Yes	Maintenance - See Comments	Inaccessible, landscaping required, outfall not found	No	NA	NA	NA	NA
OUT0264	8/26/2024	Yes	No	No	No	No	Yes	No	None - Natural	None	None	No Flow	None	Good	No	No	No		Stagnant water on top of algae	No	NA	NA	NA	NA
OUT0270	8/29/2024	Yes	Partially	No	No	No	No	No	None - Natural	Trickle	None	Clear	None	Excellent	No	No	No		Freshwater leading toward salt water stream into marsh	Yes	19.10	0.244	0.25	0.03
OUT0273	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	No			No	NA	NA	NA	NA
OUT0274	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No			No	NA	NA	NA	NA
OUT0275	8/26/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Fair	No	No	No			No	NA	NA	NA	NA
OUT1618	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	Yes	No	Yes	Maintenance - See Comments	Recommend removing trash	No	NA	NA	NA	NA
OUT553	9/19/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Poor	No	No	Yes	Maintenance - See Comments	Recommend landscaping	No	NA	NA	NA	NA
OUT770	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Excellent	No	No	No		Easily distinguishable	No	NA	NA	NA	NA
OUT771	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Good	No	No	Yes	Maintenance - See Comments	Recommend landscaping outfall	No	NA	NA	NA	NA
OUT772	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	Yes	Yes	Maintenance - See Comments	Recommend clearing grass clippings	No	NA	NA	NA	NA
OUT773	9/17/2024	Yes	Fully	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	Yes	No	Yes	Maintenance - See Comments	Recommend landscaping outfall, difficult to find	No	NA	NA	NA	NA
OUT774	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	None	Fair	No	No	No		Difficult to distinguish outfall	No	NA	NA	NA	NA
OUT777	9/17/2024	Yes	No	No	No	No	No	No	None - Natural	None	None	No Flow	1/4 Full	Good	Yes	No	Yes	Maintenance - See Comments	Recommend removing trash	No	NA	NA	NA	NA

OutfallID	Last Inspection	Chlorine (mg/L) Lab Results	Ammonia (mg/L) Lab Results	Surfactants (mg/L) Lab Results	Ecoli (CFU/100 mL) Lab Results	Enterococci (CFU/100 mL) Lab Results	Dry Weather Flow Source	Flow Source Comments
OUT0270	8/29/2024	NT	NT	U 0.025	90.8	NT	Allowable Non-stormwater Discharge	Black 6" corrugated foundation drain leading into CB2423 from the northwest.
OUT0173	8/29/2024	NT	NT	U 0.025	1986.3	NT	Water from a Natural Resource	Stream from the south between 23 and 25 Eagles Nest Drive, through CB2291 and CB2299.
OUT0122	9/19/2024	NT	NT	U 0.025	93.3	NT	Uncontaminated Groundwater	Source from groundwater infiltration from the gully upstream north of OUT0122

Project	Start of Reported Active (PY)	Date Inspected	Work Required	Date Reinspected	Watershed	Plan Type	BMPs
Livaway Hotel	PY3	7/31/2024	Tracked sediment needs to be cleaned up.	8/5/2024	Nonesuch River	Site Plan	Gravel wetland and drainage swale
205 Southborough Hotel	PY2	10/11/2023	N/A	N/A	Red Brook	Site Plan	3 Biocells, 3 StormTech System with Isolator Rows, Rain Guardian Foxhole, 5
		10/7/2024	ESC needed	10/17/2024			
Nonesuch Brewing Parking	PY2	8/31/2023	N/A	N/A	Nonesuch River	Site Plan	Detention Pond, rock sandwich
		12/3/2024	N/A	N/A			
AR Building	PY2	12/4/2023	Tracked sediment needs to be cleaned up, and ECM berm needs repairs.	12/12/2023	Nonesuch River	Site Plan	Piped drainage to a wetpond
		7/10/2024	N/A	N/A			
Atlantic Federal Credit Union	PY2	6/5/2024	Silt fence needs repairs.	6/17/2024	Scarborough River & Mill	Site Plan	Piped drainage to an existing detention pond
		11/26/2024	N/A	N/A			
Marsh Bend Subdivision	PY2	6/25/2024	N/A	N/A	Phillips Brook &	Subdivision	Piped drainage to underdrained soil filter and wetpond
		3/19/2025	Stabilization needed.	3/24/2025			
Scarborough Downs - Town Center Subdivision (Lots 4, 7, 8)	PY2	12/5/2023	ESC needs repairs, and double row of ESC needed near wetland.	12/12/2023	Mill Brook	Subdivision	Piped drainage to gravel wetland, level lip spreader
		4/10/2025	ESC and stabilization needed.	4/24/2025			
Scarborough Downs - Haigis District Subdivision (Lot 1)	PY1	8/12/2022	N/A	N/A	Mill Brook	Subdivision	Piped drainage to Grassed underdrain soil filter with level lip spreader
		12/19/2023	Erosion needs repairs.	1/3/2024			
		9/16/2024	N/A	N/A			
REDICO - American House at the Downs (Town Center Residential District Lot 34)	PY1	1/17/2023	ESCM berm needs repairs.	1/24/2023	Mill Brook	Site Plan (Part of the Scarborough Downs - Town Center Residential District Subdivision)	Piped drainage to Gravel Wetland
		9/19/2023	N/A	N/A			
		5/23/2025	N/A	N/A			
Evergreen Credit Union	PY1	7/17/2023	N/A	N/A	Phillips Brook	Site Plan	Infiltration & vegetated swales, sediment forebays, underdrain soil filters, and piped drainage
		12/19/2023	Erosion needs repairs.	12/28/2023			
		12/3/2024	N/A	N/A			
Marden's/Starbucks	PY1	3/9/2023	Not all of ESC installed. Straw wattles need to be anchored and silt sack needs to be repaired. Additional ESC needed around new snow/soil pile.	3/17/2023	Red Brook	Site Plan	Bioretention filter, filterra, and piped drainage to existing detention pond
		4/29/2024	N/A	N/A			
		10/24/2024	N/A	N/A			

Project	Start of Reported Active (PY)	Date Inspected	Work Required	Date Reinspected	Watershed	Plan Type	BMPs
Costco	PY1	11/28/2022	N/A	N/A	Nonesuch River	Site Plan (Part of the Scarborough Downs - Innovation District Subdivision)	Piped drainage to wet pond
		6/7/2024	Erosion needs repairs.	6/13/2024			
		8/16/2024	N/A	N/A			
Patriot Acura	PY9 (2013 MS4 Permit)	9/10/2021	N/A	N/A	Mill Brook	Site Plan	UDSFs
		12/2/2022	N/A	N/A			
		11/16/2023	Construction entrance needs repairs.	11/28/2023			
		10/15/2024	N/A	N/A			
Pine Crest	PY9 (2013 MS4 Permit)	4/15/2022	Sediment left site and ESC needs repair.	4/20/2022	Nonesuch River	Subdivision	UDSF and Bioretention cells
		4/19/2023	N/A	N/A			
		9/21/2023	N/A	N/A			
		10/17/2024	N/A	N/A			
40 Haigis Pkwy	PY9 (2013 MS4 Permit)	3/14/2022	Tracking, construction entrance needs repairs	4/6/2022	Mill Brook	Site Plan	Bioretention filters
		4/11/2023	N/A	N/A			
		6/18/2024	N/A	N/A			
		9/30/2024	N/A	N/A			
Eastern Village (North Village)	PY9 (2013 MS4 Permit)	12/16/2021	N/A	N/A	Mill Brook & Nonesuch River	Subdivision	Porous pavement, underdrains, and piped drainage connecting to existing Eastern Village Stormwater Facilities.
		10/17/2022	ESCM berm and silt fence needs repairs	10/27/2022			
		5/13/2024	N/A	N/A			
		4/8/2025	N/A	N/A			
IDEXX (Innovation District Lot 25)	PY9 (2013 MS4 Permit)	5/31/2022	ESC needs repairs	6/8/2022	Mill Brook & Nonesuch River	Site Plan (Part of Scarborough Downs - Innovation District Subdivision)	Wet pond, and parking lot drainage connecting to existing Scarborough Downs - Innovation District Subdivision Stormwater Facilities.
		5/1/2023	N/A	N/A			
		5/22/2024	N/A	N/A			
		9/16/2024	N/A	N/A			
Cottages at Sawyer Phase 1	PY8 (2013 MS4 Permit)	10/27/2020	Tracking, needs construction entrance installed	11/17/2020	Mill Brook	Subdivision	Filterrass
		2/8/2021	N/A	N/A			
		9/27/2021	N/A	N/A			
		10/17/2022	N/A	N/A			
		6/25/2024	Stabilization needed.	7/1/2024			
		4/2/2025	ESC needs repairs.	4/9/2025			
Scarborough Downs - Town Center Residential District (Lot 42)	PY8 (2013 MS4 Permit)	10/27/2020	N/A	N/A	Willowdale Brook	Subdivision	Gravel wetland
		2/23/2022	N/A	N/A			
		3/10/2023	ESCM berm needs repairs.	3/23/2023			
		8/11/2023	Erosion needs repairs.	8/17/2023			
		4/17/2025	N/A	N/A			

Project	Start of Reported Active (PY)	Date Inspected	Work Required	Date Reinspected	Watershed	Plan Type	BMPs
Holbrook Farm	PY8 (2013 MS4 Permit)	12/1/2020	N/A	N/A	Mill Brook	Subdivision	Gravel wetland
		7/26/2021	N/A	N/A			
		9/23/2022	N/A	N/A			
		8/30/2023	ESC needs repairs.	9/7/2023			
		9/24/2024	N/A	N/A			
Scarborough Downs - Innovation District (Lots 1C, 4, 35, 7, 29, 31, 46, 48)	PY7 (2013 MS4 Permit)	12/4/2019	N/A	N/A	Willowdale Brook	Subdivision	Wet ponds
		3/4/2020	N/A	N/A			
		9/30/2022	N/A	N/A			
		6/13/2024	Erosion needs repairs.	6/19/2024			
		12/5/2024	Erosion, stabilization needed.	12/12/2024			
Leighton Farm	PY3 (2013 MS4 Permit)	7/17/2015	N/A	N/A	Nonesuch River	Subdivision	Wet pond, Wooded buffer
		6/7/2016	N/A	N/A			
		12/9/2022	ESCM berm needs repairs.	12/19/2022			
		10/4/2023	N/A	N/A			
		11/21/2024	N/A	N/A			
Dunstan Village	PY1 (2013 MS4 Permit)	9/4/2014	N/A	N/A	Phillips Brook	Subdivision	Wet ponds
		8/10/2015	N/A	N/A			
		8/15/2016	N/A	N/A			
		3/10/2023	Sediment over ESCM berm needs to be removed and berm repaired.	3/23/2023			
		7/31/2023	ESC needs repairs.	8/11/2023			
		10/18/2024	N/A	N/A			

	2013 MS4 Permit Added as active sites
	PY1 2022 MS4 Permit Added as Active Sites
	PY2 2022 MS4 Permit Added as Active Sites
	PY3 2022 MS4 Permit Added as Active Sites

Note: All inspection reports are on file and available for review at the Scarborough Town Hall, Engineering & Technical Services Department (259 US Route One, Scarborough, Maine)

Site Name	Site Location	Map/Lot	Inspection Report Submitted	BMPs Functioning	BMP Maintenance Needed	Follow up Inspection Report Submitted	BMP Maintenance Completed
Abbott Diagnostics	10 Southgate Road	U037007	Yes	No	Vegetation and debris preventing catch basins from properly draining	Yes	Yes
Avesta Southgate	577 US Route 1	U034037	Yes	Yes	None	N/A	N/A
Bessey Commons II	264 US Route 1	U041002	Yes	Yes	Remove animal burrow in sediment forebay and remove sediment and vegetation from forebay.	Yes	Yes
Burnham Village, Phase I	5 Diner Drive	U031048	Yes	Yes	Remove vegetation from gravel bench	Yes	Yes
Carrier Woods	79 Mussey Road	R055018	Yes	Yes	Prior to next inspection, remove vegetation from sediment forebay	N/A	N/A
Casa	148 Gorham Road	R054018	Yes	Yes	None	N/A	N/A
CMP Substation - Dunstan	19 Station Way	R047008B	Yes	Yes	None	N/A	N/A
Costco	455 Scarborough Downs Road	U053001	Yes	Yes	None	N/A	N/A
Cornerstone Baptist Church	415 US Route One	U038005	Yes	Yes	Prior to next inspection: Trash/debris to be removed from outfall (FES-01); casting repairs recommended for CB-04	N/A	N/A
Enclave of Scarborough	18 Black Point Road	U044017A	Yes	Yes	Remove vegetation from gravel bench, remove blockage from soil filter outlet	Yes	Yes
Evergreen Credit Union	617 US Route 1	U031043	Yes	Yes	Reseed underdrained soil filters and drainage swale	Yes	Yes
Foley Fitness	33 Haigis Parkway	R050034E	Yes	Yes	None	N/A	N/A
Ginn Road Plaza - Scarborough Holdings	284 Payne Road	R040012B	Yes	Yes	None	N/A	N/A
Griffin House	5 Griffin Road	U033051	Yes	Yes	Address erosion on embankment of underdrained soil filter	Yes	Yes
Horizon Solutions	32 Haigis Parkway	R050033	Yes	Yes	None	N/A	N/A
Hospice of Maine	390 US Route 1	R062029B	Yes	Yes	None		
IDEXX	240 Innovation Way	U053025	Yes	Yes	Monitor grassed drainage swale to ensure adequate growth	N/A	N/A
Jocelyn Place	41 Little Dolphin Dr	U045001	Yes	Yes	None	N/A	N/A
Leighton Farm Subdivision	Elmwood Avenue	R057001B	Yes	Yes	Mow pond embankments and underdrained soil filter; remove sediment and debris from sediment forebays; remove blockage from wetpond outlets	Yes	Yes
Maine Community Bank	206 US Route One	U044016	Yes	Yes	Sweep pervious pavement	Yes	Yes
Maine Medical Center	92 Campus Drive	R076004A	Yes	Yes		N/A	N/A
Marden's	465 Payne Rd	R037014A	Yes	Yes	Removetrash and debris from pond outlet; maintain Filterra per manufacturer's guidelines	Yes	Yes
Martin's Point, Scarborough	153 US Route One	U047092	Yes	Yes	Treebox Filter-01 needs maintenance	Yes	Yes
Oak Hill Plaza	15 Plaza Drive	R058032M	Yes	Yes	None	N/A	N/A
Parker's Farm & Market	97 County Road	R015052	Yes	Yes	None	N/A	N/A
Patriot Acura	101 Haigis Parkway	R052005	Yes	Yes	None	N/A	N/A
Pinecrest	Opal Drive	R056012	Yes	Yes	Monitor grassed bioretention areas (B-7 and B-8) to ensure adequate growth	N/A	N/A
Piper Shores	15 Piper Road	R101005	Yes	Yes	Sweep pervious pavement; stabilize bare soil around catch basins	Yes	Yes
Piper Shores - The Meadows	15 Piper Road	R094001D	Yes	Yes	Remove vegetation from pond #1 sediment forebay and gravel bench; remove debris from outlet of pond #2	Yes	Yes
Portland Volvo	9 US Route 1	U050018	Yes	Yes	Prior to next inspection: clean catch basins and cacuum sweep porous pavement	N/A	N/A
Prime Self Storage	100 Enterprise Dr	U0394701	Yes	Yes	Revegetate slopes of under drained soil filters	No	Yes
Rigney Farms	Forecaster Way	R078056A	Yes	Yes	None	N/A	N/A
Rock Church	66 Gorham Road	R058019	Yes	Yes	Reseed underdrained soil filters, stabilize eroded areas	Yes	Yes
Sawgrass Subdivision	Sawgrass Dr	R059002	Yes	Yes	None	N/A	N/A

Site Name	Site Location	Map/Lot	Inspection Report Submitted	BMPs Functioning	BMP Maintenance Needed	Follow up Inspection Report Submitted	BMP Maintenance Completed
Scarborough Gallery, Lot 7	700 Scarborough Gallery	R0373307	Yes	Yes	None	N/A	N/A
Scarborough Public Safety	275 US Route 1	U041006	Yes	Yes	None	N/A	N/A
Settlers Green II	Tenney Lane	R096931	Yes	Yes	None	N/A	N/A
The Beacon	100 Gateway Blvd	R040014	Yes	Yes	Remove debris from pond outlet; remove vegetation from gravel bench	Yes	Yes
The Downs, Phase I	Scarborough Downs Road	R052004	Yes	Yes	None	N/A	N/A
The Downs, Innovation District	Innovation Way	U053056	Yes	Yes	None	N/A	N/A
The Mooring	7 Mill Commons Drive	U052003	Yes	Yes	None	N/A	N/A
Town & Country FCU	32 Little Dolphin Dr	R045001A	No		<i>Town is working with new property manager to bring the site into compliance.</i>		
Tucker Brook	Tucker Brook Dr	R049002	Yes	Yes	None	N/A	N/A
Uplands at The Downs, Phase 1 and 2	Scarborough Downs Road	U052005B & U052005A	Yes	Yes	Prior to next inspection, remove sediment from two catch basins and addressed ceased catch basin covers on two structures.	N/A	N/A

Anticipated PY4 (2025-2026) Activities

Permit Effective Date	Permit Expiration Date
7/1/2022	6/30/2027

Permit Year 4					
Task					Deadlines
MCM 1 - Education/Outreach Program	BMP 1.1 - Outreach to Raise Awareness Campaign	BMP 1.1a - Public Audience (Residents within ages 25-34)	A minimum of 3 of the tools from Appendix D Table 1. Tools for Measurable Goal 1.1a will be implemented each year for the duration of the permit. As part of the ISWG adaptive management education and outreach program, tools, and messaging will be reviewed and evaluated on an annual basis at a minimum as part of annual reporting. To address emerging issues, opportunistic tools and outreach may also be implemented. Seasonal messaging and tool adjustments will be used when applicable. Report findings will be incorporated into ISWG meeting discussions as well as annual workplans and budgets.	Due	6/30/2026
		BMP 1.1b - Development/Construction Audience	A minimum of 3 of the tools from Appendix D Table 1. Tools for Measurable Goal 1.1b will be implemented each year for the duration of the permit. As part of the ISWG adaptive management education and outreach program, tools, and messaging will be reviewed and evaluated on an annual basis at a minimum as part of annual reporting. To address emerging issues, opportunistic tools and outreach may also be implemented. Seasonal messaging and tool adjustments will be used when applicable. Report findings will be incorporated into ISWG meeting discussions as well as annual workplans and budgets.	Due	6/30/2026
	BMP 1.2 - Outreach to Change Behavior Campaign	BMP 1.2a - Pet Owners within ages 25-34	A minimum of 3 of the tools from Appendix D Table 1. Tools for Measurable Goal 1.2a will be implemented each year for the duration of the permit. As part of the ISWG adaptive management education and outreach program, tools, and messaging will be reviewed and evaluated on an annual basis at a minimum as part of annual reporting. To address emerging issues, opportunistic tools and outreach may also be implemented. Seasonal messaging and tool adjustments will be used when applicable. Report findings will be incorporated into ISWG meeting discussions as well as annual workplans and budgets.	Due	6/30/2026
		BMP 1.2b - Pet Owners within ages 35-55	A minimum of 3 of the tools from Appendix D Table 1. Tools for Measurable Goal 1.2b will be implemented each year for the duration of the permit. As part of the ISWG adaptive management education and outreach program, tools, and messaging will be reviewed and evaluated on an annual basis at a minimum as part of annual reporting. To address emerging issues, opportunistic tools and outreach may also be implemented. Seasonal messaging and tool adjustments will be used when applicable. Report findings will be incorporated into ISWG meeting discussions as well as annual workplans and budgets.	Due	6/30/2026
	BMP 1.3 - Effectiveness Evaluation	BMP 1.3a - Documentation of BMPs in Annual Report	The Municipality, through its participation in ISWG, will submit an annual report each year of the 2022 MS4 General Permit term documenting the implementation of each BMP. The annual report will include the message for each audience, the methods of distribution, the outreach tools used, the measures/methods used to determine on-going effectiveness of the campaigns, and any changes planned based on the measures of effectiveness.	Due	9/15/2026
	BMP 1.4 - Additional Activities	BMP 1.4a - Youth Education	The Municipality will continue to support the Cumberland County Soil & Water Conservation District's youth education curriculum to community schools as funding allows. Annual reports will include the total number of students reached, when schools were involved, and the lesson topics covered.	Due	9/15/2026
MCM 2 - Public Involvement and Participation	BMP 2.1 - Public Notice Requirement	BMP 2.1a - Public Notice	The Municipality will follow applicable state and local public notice requirements for their Stormwater Management Plans and Notices of Intent (NOIs) to comply with the MS4 General Permit. Copies of the NOIs and plans will be made available on the Municipality's website. The Municipality will document public meetings related to their stormwater program and attendance of those meetings in their annual report.	Due	9/15/2026
		BMP 2.1b - ISWG Meetings	The ISWG members meet as a group 6 times per year to review issues associated with implementation of the Stormwater Management Plan and MS4 General Permit. These meetings will be publicized through the CCSWCD website, on the ISWG member websites, and open to the public.		
	BMP 2.2 - Public Event	BMP 2.2a - Public Community Event	The Municipality will annually host, conduct, and/or participate in a public community event with a pollution prevention and/or water quality theme from the list included in the 2022 MS4 General Permit or another activity approved by DEP. Stormwater stewardship and educational messages and activities will be incorporated into the event. The event will be advertised on the Municipality's and CCSWCD's social media accounts, and other Municipal and CCSWCD communication methods. The annual report will include a description of the event and the estimated attendance/participation.	Due	6/30/2026

Permit Year 4					
Task				Deadlines	
MCM 3 - Illicit Discharge Detection and Elimination	BMP 3.1 - Continue to Implement the Non-Stormwater Discharge Ordinance	BMP 3.1a - Non-Stormwater Discharge Ordinance	The Town implemented a Non-Stormwater Discharge Ordinance on September 5, 2007. The Ordinance was updated on August 5, 2014. The Public Works Director enforces this Ordinance with the assistance of the Code Enforcement Officer when needed. This Ordinance provides the Public Works Director with the authority to issue letters of warning, notices of violation, and/or fines. The Town will continue to enforce this Ordinance throughout the permit cycle.	Continue to enforce	
		BMP 3.1b - Illicit Discharge Documentation	The Town will document the results of enforcement actions taken for illicit discharges on an Excel spreadsheet.	Ongoing	
	BMP 3.2 - Maintain the Written IDDE Plan	BMP 3.2a - IDDE Plan Updates	The Town prepared a written IDDE Plan in 2015, which has been updated to contain the elements required in the 2022 MS4 General Permit (Part IV.C.3.b.i through vi). The updated IDDE Plan is provided in Appendix E of this SWMP. The IDDE Plan will be reviewed annually and updated if needed to reflect any changes to the program.	Due	6/30/2026
	BMP 3.3 - Maintain Storm Sewer System Infrastructure Map	BMP 3.3a - GIS Updates	The Town created a watershed-based map of the MS4 infrastructure during the first three permit cycles (2003-2022). The map shows the locations of stormwater catch basins, drain manholes, connecting surface and subsurface infrastructure showing the direction of pipe flow, and the locations of stormwater outfalls. The infrastructure is documented in a Geographic Information System (GIS), which contains unique identifiers for outfalls and catch basins, as well as outfall material, size, and receiving water. The map is updated annually as follows: -The GIS geodatabase is updated to reflect changes to infrastructure based on inspections by Public Works staff on a continuous basis; -The GIS geodatabase is updated when as-built drawings become available for municipal infrastructure, and; -Maps are available for viewing through the Town's online GIS.	Due	6/30/2026
	BMP 3.4 - Conduct Infrastructure Inspections and Monitor Flowing Outfalls	BMP 3.4a - Infrastructure Inspections	The Town will conduct infrastructure inspections for pollutants using the following frequency: -One dry weather inspection will be conducted on each outfall at least once per permit cycle as required by the 2022 MS4 General Permit. -Dry weather ditch inspections will be conducted whenever ditch maintenance work is anticipated . -Catch basins will be inspected for evidence of pollutants during their required sediment inspections (see BMP 6.4 for details).	Due	6/30/2026
		BMP 3.4b - Dry weather Outfall Sampling	If an outfall is observed to be flowing during a dry weather inspection, the flow will be sampled and analyzed once per permit term using the methods described in the IDDE Plan (BMP 3.2; Appendix E) unless it is exempt from dry weather investigations (as described in Part IV.C.3.e.vi of the 2022 MS4 General Permit). Outfalls sampled during dry weather will be handled as follows: 1.Outfalls where sampling and analysis reveals the potential for an illicit discharge: The Town will investigate the catchment area associated with the outfall for potential illicit discharges as described under Measurable Goal 3.5a. 2.Outfalls where sampling and analysis does not reveal the potential for illicit discharge: The Town will document the dry weather flow as either uncontaminated groundwater, water from a natural resource, or allowable non-stormwater discharge. The Town will summarize either the monitoring results and any investigation completed, or exempt status, as applicable, in an Excel spreadsheet or GIS geodatabase.	Due	6/30/2026
	BMP 3.5 - Conduct Investigations on Suspected Illicit Discharges	BMP 3.5a - Illicit Discharge Investigation	Whenever the Public Works Department becomes aware of a potential illicit discharge, it will investigate to identify the source using methods described in the written IDDE Plan (Appendix E). The Public Works Department will track the status and outcome of the investigations using an Excel spreadsheet or GIS geodatabase.	Ongoing	

Permit Year 4					
Task					Deadlines
	BMP 3.6 - Significant Contributors of Pollutants	BMP 3.6a - Hydrant Flushing Dechlorination	During the previous permit cycle the Maine DEP identified that hydrant flushing was a potential contributor of pollutants to MS4s. The DEP published an issue profile providing water districts and departments guidance on how to meet ambient water quality standards for chlorine during hydrant flushing. The document was specifically designed for discharges to MS4s. In addition, the Maine Rural Water Association and Maine Water Utilities Association prepared a guidance document and training to show departments and districts how to meet the requirements of the issue profile. The Town previously made annual requests to the Portland Water District and Maine Water to provide annual reports describing their hydrant flushing dechlorination processes, and the Town will continue to request that they provide the reports each year.	Due	6/30/2026
		BMP 3.6b - Non-Stormwater Discharges	If any of the following allowed non-stormwater discharges (in addition to hydrant flushing) are identified as significant contributors of pollutants to the MS4, the Town will work with the responsible dischargers to control these sources so they are no longer significant contributors of pollutants	Ongoing if Identified	
	BMP 4.2 - Site Plan Review Procedures	BMP 4.2a - Site Plan Review Procedures	The Town's Site Plan Review Procedures, which contain the required elements listed in the 2022 MS4 General Permit (consideration of potential water quality impacts, erosion control, waste storage, the ability for the public to comment at publicly noticed meetings, and procedures to consider information submitted by the public), will continue to be implemented.	Continue to Implement	
	BMP 4.3 - Procedures for Notifying Construction Site Developers and Operators	BMP 4.3a - Construction Site Developers and Operators Notification	The Town will continue to notify developers and contractors of requirements to obtain coverage under the Maine Construction General Permit (MCGP) and Chapter 500 for sites that disturb one or more acres of land using the following methods: -In discussions with Developers during pre-application meetings and through the Planning Board review process. -During compliance review at Prepre-construction meeting.	Continue to Notify	
	BMP 4.4 - Conduct and Document Construction Site Inspections	BMP 4.4a - Active Construction Site Inspections	The Town will continue implementing its procedure for active construction site inspections.	Continue to Implement	
		BMP 4.4b - Construction Site Inspection Documentation	The Town will document construction sites that trigger the ordinance using an Excel spreadsheet or GIS geodatabase each year. The spreadsheet will contain the site's name, map and lot number, dates of inspections, and any enforcement actions and corrective actions taken.	Due	6/30/2026
	BMP 5.2 - Maintain Post-Construction Ordinance or Similar Measure	BMP 5.2a - Post-Construction Sites Tracking	During the 2008-2013 permit cycle, the Town passed Chapter 419 of the Scarborough Zoning Ordinance, the Post Construction Stormwater Infrastructure Management Ordinance (effective September 2, 2009), which requires any site that disturbs one acre or more to certify to the Town annually by June 1 that they have inspected and maintained their stormwater BMPs. The Town will continue to track: - The cumulative number of sites that have Post-Construction BMPs discharging into the Town's MS4; -The number of sites that have post construction BMPs discharging into the Town's MS4 that were reported to the municipality; -The number of sites with documented functioning post construction BMPs, and; -The number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.	Due	6/1/2026
MCM 6 - Pollution Prevention/Good Housekeeping for Municipal Operations	BMP 6.1 - Operations at	BMP 6.1a - Update Inventory	During the previous MS4 permit cycle, the Town developed an inventory of municipal operations conducted in, on, or associated with facilities, buildings, cemeteries, parks and open space owned or operated by the Town that have the potential to cause or contribute to stormwater pollution. The Town will review and update its inventory annually.	Due	6/30/2026

Permit Year 4					
Task				Deadlines	
	Municipally Owned Grounds and Facilities	BMP 6.1b - O&M Procedures	During the previous MS4 permit cycle, the Town developed and implemented Operation and Maintenance (O&M) Procedures for the municipal operations listed in their inventory that had the potential to cause or contribute to stormwater pollution. The Town will continue to implement these O&M Procedures and will review and update the O&M Procedures annually to iteratively improve strategies and practices to eliminate or better control pollutant discharges.	Due	6/30/2026
	BMP 6.2 - Training	BMP 6.2a - Annual Training	The Town will conduct annual training as follows: a. Train Public Works and Community Services employees annually in the Stormwater Pollution Prevention Plan (SWPPP) and Grounds and Maintenance O&M Procedures. b. Train Police, and Fire, and School Department employees annually in their respective O&M procedures.	Due	6/30/2026
	BMP 6.3 - Continue Street Sweeping Program	BMP 6.3a - Street Sweeping	Each permit year the Town will continue to sweep all publicly accepted paved streets and publicly owned paved parking lots where winter maintenance activities occur at least once per year as soon as possible after snowmelt.	Due	6/30/2026
		BMP 6.4b - Catch Basin Sediment Tracking	The Town will track which catch basins accumulate excess sediment (i.e., 50% or more of the sump contains sediment) to ensure those basins are inspected again the following year and cleaned if necessary. If a catch basin exhibits less than 25% sediment in its sump for two (2) consecutive years, it is removed from the excess sediment list, and can be inspected again every two (2) years.	Ongoing	
		BMP 6.4c - Re-use of Catch Basin Cleanings	The Town will continue to beneficially re-use any catch basin grit that does not exhibit evidence of sewage, oil/grease, litter, or other pollutants in accordance with Maine DEP Solid Waste Management Rule 418 Beneficial Use of Solid Waste. Grit that exhibits evidence of pollutants will be profiled to assess its waste classification and disposed of at an appropriately licensed solid waste facility.	Continue	
	BMP 6.5 - Maintaining and Upgrading Stormwater Conveyances and Outfalls	BMP 6.5a - Stormwater Conveyance Systems	The Town will maintain and upgrade the stormwater conveyance systems based on the results of the evaluation conducted as part of the annual pavement management program, the catch basin, outfall, and ditch inspections, in accordance with the urgency of any needed repairs or maintenance. The Town continues to perform systematic capital upgrades of the storm drain system in correlation with the road paving program for the Town. The Town also inspects and maintains its proprietary stormwater treatment systems using a qualified third-party inspector.	Due	6/30/2026
		BMP 6.6b - SWPPP Implementation	The Town will implement the SWPPP throughout each Permit Year including conducting quarterly facility inspections using the Town's own form (Appendix E) and visual monitoring using forms containing the inspection criteria identified in Appendix D of the 2022 MS4 General Permit.	Due	6/30/2026
BMP 7 - Impaired Waters	BMP 7.1 - Minimize Chloride Contributions to Red Brook	BMP 7.1a - Annual Training on New Chloride Reduction Techniques	At least one representative from the Town will attend an annual regional training or roundtable to learn about new chloride reduction techniques coordinated by the ISWG or another organization.	Due	6/30/2026
			Date Limited Liability Legislation Passed	Date Passed	Ongoing
			In years when limited liability legislation has not passed and is not active for procedural reasons, the Town will provide winter maintenance education and outreach to the public. The messaging will be delivered using two tools per year selected from Appendix D.	Due	6/30/2026
			Should the legislation be successful, the following steps will be taken: -The first year after it passes, the Town will provide a presentation to the Town Council to inform them of the new law. -Beginning the second and subsequent years after passage, the Town will educate property owners/managers, private contractors, and/or the public on winter maintenance practices to maintain public safety and protect the environment. This outreach will be delivered using two tools per year selected from Table 5 in Appendix D.	Due	
		BMP 7.2d - Summarize Water Quality Data	During Permit Years 4 and 5, the Town and the City of South Portland will summarize the water quality data collected for use in the Red Brook Watershed Management Plan Amendment (BMP 7.3).	Due	6/30/2027
		BMP 7.3d - Stormwater Infrastructure Inventory	During Permit Year 4, the Town of Scarborough will lead the Working Group in conducting an inventory of existing stormwater infrastructure and identify potential structural retrofits to address the identified stressors. GIS data layers, inventories of existing stormwater management systems, and municipal Comprehensive Plans will be used to inform this inventory.	Due	6/30/2026

Permit Year 4					
Task					Deadlines
	BMP 7.4 - Minimize Chloride Contributions to Phillips Brook	BMP 7.4a - Annual Training on New Chloride Reduction Techniques	At least one representative from the Town will attend an annual regional training or roundtable to learn about new chloride reduction techniques coordinated by the ISWG or another organization.	Due	6/30/2026
			Date Limited Liability Legislation Passed	Date Passed	Ongoing
			In years when limited liability legislation has not passed and is not active for procedural reasons, the Town will provide winter maintenance education and outreach to the public. The messaging will be delivered using two tools per year selected from Appendix D.	Due	6/30/2026
			Should the legislation be successful the following steps will be taken: -The first year after it passes, the Town will provide a presentation to the Town Council to inform them of the new law. -Beginning the second and subsequent years after passage, the Town will educate property owners/managers, private contractors, and/or the public on winter maintenance practices to maintain public safety and protect the environment. This outreach will be delivered using two tools per year selected from Table 5 in Appendix D.	Due	
	BMP 7.5 - Targeted Behavior Change: YardScaping 2.0	BMP 7.5a - Public Education on Lawn and Yard Maintenance	As identified in Section 1.4 of this SWMP, public education about preferred lawn and yard maintenance was identified as a recommendation in the Phillips Brook WMP. This BMP will provide targeted education to the residents living adjacent to Phillips Brook. The goal of the enhanced public education is to encourage residents to improve their riparian zone by creating or improving and maintaining the riparian buffer with native species to minimize erosion and to implement one of the YardScaping concepts. This BMP will incorporate targeted and regional outreach with other ISWG municipalities that have urban impaired streams. The following actions will occur each year: -Provide one digital and one print outreach to residents abutting Phillips Brook about creating, improving, and maintaining their riparian zone. -Offer four regional workshops on YardScaping and buffer BMPs (workshops will alternate between ISWG communities with urban impaired streams each year). -Work with local retail partners to provide product and plant recommendations. -Surveys will be conducted immediately after workshops and then a follow up survey will be conducted after the next growing season to evaluate behavior changes of the target audience.	Due	6/30/2026
		BMP 7.6c - Ordinance Adoption	If the Ordinance Committee's review is successful, the Phillips Brook Stream Protection Ordinance will be presented to the Town Council for adoption by the end of Permit Year 4.	Due	6/30/2026