

City of Biddeford
Downtown Development Commission
October 10, 2018 6:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Welcome Guests**
 - 2.1. Welcome Donna Dion and Marc Malon
- 3. Approval of Minutes**
 - 3.1. September 10, 2018 Downtown Development Meeting Minutes
[9-10-2018 DDC Meeting Minutes.doc](#)
- 4. Budget Report**
 - 4.1. FY17 Budget Encumbered Balance: \$3,172
FY19 - \$2,500
Action Item: Claudette Lessard Memorial Plaque (\$230.99)
- 5. Chairman Follow-ups/Updates**
 - 5.1. RiverWalk - Overlook Plaza - bench/table
Volunteer Banquet - October 11th
- 6. Old Business**
 - 6.1. City Staff Updates:
 - City website - downtown sections/RiverWalk pages are outdated
 - DDC Minutes have not been reloaded to the new City website
 - Business Retention/Improvement Plan - Mat Eddy, Community Development Director
 - Parking Management Plan/Parking Structure Update - Mat Eddy/Brad Favreau
 - Façade Improvement - Brad Favreau, Economic Development Coordinator
 - Neighborhood Mapping Update
 - Light Pole Promo Banner
 - 315 Main Street Park
- 7. New Business**
 - 7.1. Downtown Development Commission Role: Draft Memo Discussion
- 8. Next Meeting**
 - 8.1. November 5, 2018
- 9. Adjourn**



Commissioners Present: Clearwater, Droggitis, Dubois, Durkin, Edwards, Foley, Schlaver, Swanton [QUORUM]

Commissioners Absent: Dubois

City Representative: Favreau

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I • Opening Remarks: Favreau, Introductions and Welcome guest Greg Tansley (City Planner)

II • Report from Greg Tansley

Personal Introduction – 14 years with the city; also involved with Shuttle Bus Zoom and Historical Preservation

Traffic Calming - use of Main as a thru-street increases speed; bump outs narrow road in order to slow people down

Stop signs – warrant required to meet standards; then it is a Council action; Police department can also recommend changes

Bump outs –To be installed on Main and Lincoln/Adams (vertical/angled curb) – hopefully success of that one will drive demand for all other intersections

Waters/Main intersection – will move to North Dam Mill; Maine DOT project; Tom Milligan is City contact for this project (Edwards – will follow up with any records online)

Crosswalk Signage – Potential added signage; Curb Painting on intersections to make clear; Reflective marking

Issues: Trucks using Main as a cut-through; Overall activity slows people down

Older Traffic Plan – Mill District revitalization includes study in 2009; Pax Plan in 2006

Public bus “pulse” plan will begin in July 2019: tying into Exits 32 and 36 park and ride; all buses in and out of Saco Transportation Center; identifiable bus stops; official bus shelters; response to increased local need and increase in people commuting from Portland to Biddeford

Large Road Planters – attempt at traffic calming; not very successful

Bike Racks being installed in new phase of sidewalk plan

Potential impact on parking management plan; no parking within 20ft of a crosswalk (need to enforce ordinance)

Planning Engineer position – reallocated to Engineering Dept (from Planning) which is very slim-staffed (Eddy will advocate in next budget; potential DDC support)

Comprehensive Plan – draft to planning board in October 2018



Potential relationship of DDC with planning – solicit feedback/updates from city planner on all issues impacting traffic and pedestrian safety in the downtown, support business needs and communicate to appropriate city bodies; potential priority for downtown police enforcement of moving violations; potential advocacy for project maintenance funding (not sole focus on capital/large scale funds); potential advocacy for transit system, continual sidewalk planning throughout city

Potential short term solutions for Main – some re-painting, need to find maintenance funding

III • **Vote to approve August 2018 Minutes**

[Moved: Schlaver, Second: Clearwater, Vote: Unanimous]

IV • **Reports**

• **Empty Slot on DDC**

Durkin will follow up with Mayor

• **Budget FY17**

FY17 Encumbered balance: \$3172 (encumbered)

Benches/Tables encumbered for RiverWalk; Durkin will follow up with Greg

• **Budget FY19**

Line at \$2500 – effective July, 1 2018 (discuss use at future meetings)

• **New Meeting Time**

5:30pm-7pm – working well

[Move: Foley; Second: Clearwater; Vote: Unanimous]

V • **Old Business and City Business**

• **Clean Team**

Potential follow up with downtown business owners – Favreau

Potential budget advocacy for the future; based on past DDC spending

Durkin – DDC chair emails Jeff for upcoming RiverJam; will update DDC

• **Lights in Shevenell**

Durkin followed up; breaker was out

Edwards will update HoB and Engine who brought issue to DDC

[all other old business relevant but no updates; tabled until updates]

VI • **New Business**

• **DDC Role**

Downtown policy issues; business owner connections; research support, etc.



Advisement and policy recommendations – a good outreach and center
Provide support to Council or advise/make aware of emerging policy
-Potential memo to Council: This is our proposal of work, ask Council to agree. If necessary to amend/change, please tell us your vision of our work
- Value of the public body (vs. private or non-profit entity)
- Council is professionalizing; city changing; DDC is ready to evolve with that; want to offer areas we think we can help/offer help (questions about DDC making decisions; budget)
- No decisions, potentially no budget: want to increase advisory role
- DDC is supported by Mayor
- Bios – DDC members will send Edwards
- Edwards will write draft memo and distribute for October meeting and vote; follow up upon approval will be for DDC to attend following council meeting.
[Moved: Clearwater, Second: Swanton, Vote: Unanimous]

- **315 Main St - Park**
 - Clean action or Adopt-a-Park needed
 - Potential notification for clean up
 - Also potential site for gateway/intersection construction

Next meeting: October 10, 2018; 5:30pm

VII • Meeting Adjourned (7:25p)

[Moved: Clearwater, Second: Edwards, Vote: Unanimous]