

City of Biddeford
Downtown Development Commission
March 06, 2017 6:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Welcome Guests**
- 3. Nominations**
 - 3.1. Nominations/Vote
Chair/Vice Chair/Secretary/Treasurer
- 4. Approval of Minutes**
 - 4.1. January 9, 2017 DDC Meeting Minutes
[1-09-2017 DDC Meeting Minutes.doc](#)
- 5. Budget Report**
 - 5.1. Budget Report
FY17 Budget Balance
FY18 Proposed Budget
[3-06-2017 Proposed FY18 DDC Budget.doc](#)
- 6. Chairman Follow-ups/Updates**
 - 6.1. Chairman Report
DDC City Ordinance
Commission composition reduced to 9 members
Winter Operations - Streets and Sidewalks
Maine Development Foundations Workshops
[3-06-2017 DDC Ordinnace as of 2017.doc](#)
[3-07-2017 DDC Composition-to 9 members.doc](#)
- 7. Old Business**
 - 7.1. Update Reports:
Parking Garage Process - Spiros
WinterFest - Victoria
Public Wifi - do we pursue?
City Staff - Brad to give brief report on Downtown Task Force & Strategic Planning Committees
- 8. New Business**
 - 8.1. Ad Hoc Downtown Task Force Suggestions
Downtown Business District Concept
Conference Idea
DDC Alternative Representative to HOB Board
Commissioners' Initiatives & Sub-committee Updates/Reports/Other Topics
[3-06-2017 MDF 2017 Spring Workshops.doc](#)
- 9. Next Meeting**

9.1. Monday, April 3rd, 2017

10. Adjourn

Commissioners Present: Eon, Cote, Durkin, Shlaver, Foley

Commissioners Absent: Killinger, Droggitis, Dubois

- | **City Representative** Favreau
- **Motion to Accept Minutes:** No enough members present
- **Chairperson's Remarks** (Durkin)
- **Budget Discussion**

\$5103 current budget – no money was allocated for police bike items. will hit 2017 budget. \$500 in budget for WinterFest

- **Budget request** form to be submitted with same allocations as previously.
- **Votes to be held via email on budget allocations**
- Nominations / volunteers for Chair, Vice Chair, Sec & Treasurer to happen at next meeting.
- **WinterFest** – Victoria Foley to be delegate to planning meeting.
- **Reports and Other Business**

Mayor's Ad Hoc Committee for Downtown + Strategic Planning Committees –
Presentation by Julian Schlaver

Meeting Adjourned

DDC PROPOSED FY 2018 BUDGET

PROJECTS	AMOUNT
DOWNTOWN EVENTS SPONSORSHIP WINTERFEST RIVERJAM BIDDEFORD BALL ENTERTAINMENT EVENT PARKING SIGNS AWARDS - PLAQUES/RIBBONS/TROPHIES	\$ 1500.
DOWNTOWN MARKETING & PROMOTIONS ALL EVENTS DATA COLLECTION/DISTRIBUTION WEBSITE PHOTOGRAPHY ANNUAL REPORTS	\$ 500.
DOWNTOWN APPEARANCE FLOWER PLANTINGS SPRING/FALL RECYCLING CONTAINERS TRASH RECEPTACLES	\$ 1200.
CLEAN TEAM PERSON	\$ 4500.
SAFETY INFRASTRUCTURE MATERIALS FOR CROSSWALK MARKERS LIGHTING AND PEDESTRIAN SIGNAGE	\$ 500..
FY18 REQUEST	
TOTAL	\$8200.

Chapter 2. Administration

ARTICLE IV. BOARDS, COMMITTEES, COMMISSIONS

DIVISION 6. DOWNTOWN DEVELOPMENT COMMISSION

Sec. 2-251. Established.

[Code 1975, § 2-212]

The Biddeford Downtown Development Commission is hereby established.

Sec. 2-252. "Commission" defined.

[Code 1975, § 2-210]

Unless otherwise indicated, the term "Commission," as used in this division, shall mean the Biddeford Downtown Development Commission.

Sec. 2-253. Composition; appointment of Commissioners; terms of office; removal of members.

[Code 1975, § 2-213; Ord. No. 99.69, 8-17-1999; amended 3-21-2013 by Ord. No. 2013.13]

(a)

The Commission shall consist of 12 members, referred to in this division as "Commissioners." Such Commissioners shall be nominated by the Mayor and confirmed by the City Council.

(b)

Commissioners shall serve for three-year terms. The terms of each Commissioner shall be staggered so that no more than four Commissioners' terms shall expire in the same year. Any Commissioner appointed to fill a vacancy for which more than half of the unexpired term remains shall be deemed to have served one full term.

(c)

A Commissioner shall automatically be removed from office in the event that he or she no longer is a resident of the City of Biddeford or

is absent for three consecutive regular meetings without being excused by the Chair.

Sec. 2-254. Functions and purposes.

[Code 1975, § 2-211; amended 3-21-2013 by Ord. No. 2013.13]

It shall be the function of the Downtown Development Commission to:

(1)

Encourage and promote the expansion and development of existing commercial firms downtown and to promote and encourage the location of new commercial firms downtown.

(2)

Through the Economic Development Office, establish and maintain files of data and information of interest and assistance for downtown publicity and marketing.

(3)

Review downtown ordinances and recommend revisions to the Policy Committee.

(4)

Serve as coordinator for such boards, merchant groups, commissions and City departments as shall be established from time to time to study matters relating to downtown parking, traffic circulation, historic districts, land use, public utilities, landscape, streetscape and a downtown comprehensive plan; hold downtown promotions and events; and promote and implement downtown beautification and cleanup projects.

(5)

Work with the Economic Development Office to gather, correlate and preserve records, statistics, surveys and other data relating to downtown land classifications and uses, buildings, commercial firms, labor, and such matters that will enable it to carry out its functions and purposes.

(6)

Perform such other functions as may be required or delegated by the Mayor and City Council.

Sec. 2-255. Filling of vacancies.

[Code 1975, § 2-214]

Vacancies on the Commission shall be filled for the remainder of the term in the same manner as original appointments are made.

Sec. 2-256. Quorum.

[Code 1975, § 2-215; amended 3-21-2013 by Ord. No. 2013.13]
Seven Commissioners shall constitute a quorum.

Sec. 2-257. Required vote.

[Code 1975, § 2-216; amended 3-21-2013 by Ord. No. 2013.13]
The Commission shall act by majority vote of those present and voting. The Commission by majority vote may permit a Commissioner to participate and vote in a meeting by conference call, video streaming or similar means of remote access.

Sec. 2-258. Annual election of Chairman.

[Code 1975, § 2-217; amended 3-21-2013 by Ord. No. 2013.13]
The Commission shall hold a meeting at the beginning of each calendar year for the purpose of electing a Chair. The Chair shall not vote except to break a tie.

Sec. 2-259. Management of Commission.

[Code 1975, § 2-218; amended 3-21-2013 by Ord. No. 2013.13]
The management of the Commission shall be vested in the Commissioners appointed and confirmed in accordance with Section **2-253**. The Commission shall be staffed by the Economic Development Director or designee.

Sec. 2-260. through Sec. 2-261. (Reserved)

[\[1\]](#)

Editor's Note: Former Section 2-260, Nomination of Director, as amended, and former Section 2-261, Director to perform assigned duties, were repealed 3-21-2013 by Ord. No. 2013.13.

Sec. 2-262. Director to supervise Commission activities.

[Code 1975, § 2-221]
The day-to-day operation and administration of the Commission shall be under the supervision of a Director.

Sec. 2-263. Chair to submit budget, reports.

[Code 1975, § 2-222; amended 3-21-2013 by Ord. No. 2013.13]

Annually, the Commission Chair shall, on or before January 1 of each year, submit a budget for the ensuing year and submit reports as requested to the Commission and Council.

Sec. 2-264. Director, Chairman to execute contracts and agreements.

[Code 1975, § 2-223]

All contracts, agreements and other matters entered into under the authority contained in this division shall be executed by the Director and Chairman of the Commission with Mayor and Council approval.

Sec. 2-265. Authority to establish subcommittees.

[Code 1975, § 2-224]

The Commission may from time to time establish subcommittees composed of such persons as the Commission shall desire to provide advice and counsel on downtown matters.

Sec. 2-266. Authority of Council to assign powers, duties.

[Code 1975, § 2-225]

The Council may assign additional powers and duties to the Commission as it deems necessary.

Sec. 2-267. Designation as agent for City.

[Code 1975, § 2-226]

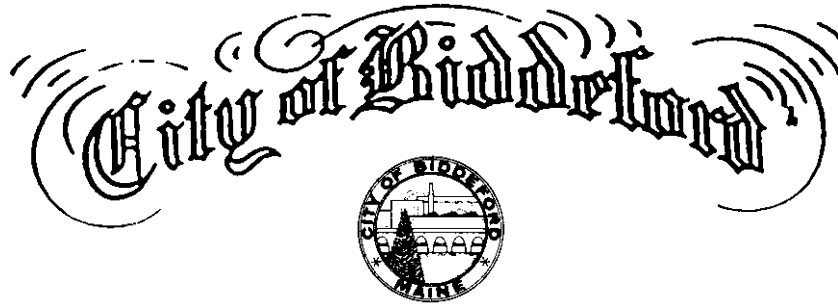
The Council may from time to time designate the Commission to serve as agent for the City in matters relating to the federal government, the state, other cities and towns, persons or corporations.

Sec. 2-268. Expenditures.

[Code 1975, § 2-227; amended 3-21-2013 by Ord. No. 2013.13]

All Commission expenditures shall comply with the City procurement policies established in the City Code of Ordinances, Procurement, Sec. 2-331 et seq.

Sec. 2-269. through Sec. 2-280. (Reserved)



2017.21

IN BOARD OF CITY COUNCIL..MARCH 7, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 2, Administration, Division 6 – **DOWNTOWN DEVELOPMENT COMMISSION, Sec. 2-253. Composition; appointment of Commissioners; terms of office; removal of members.** by adding/deleting, as follows:

- (a) The Commission shall consist of ~~12~~ **9** members, referred to in this division as “Commissioners.” Such Commissioners shall be nominated by the Mayor and confirmed by the City Council.

Please join us for two exciting programs in March with the Downtown Center.

Maine Downtown Institute: Stand Up For Downtown: Friday March 17, 2017, 12:30-3:30pm in Downtown Norway

Get results for your Main Street by engaging your town council, state legislature and national reps. Learn from seasoned officials what tactics work best to get the attention of elected bodies. Hear about the extraordinary steps Norway took to reclaim its anchor building, the Norway Opera House. Meet the members of the Downtown Alliance of Maine and get briefed on issues that matter to your downtown! **For additional details, registration and agenda, visit www.mdf.org/events.** The fee to attend this session is \$25 for members and \$35 for non-members.

Active Community Environment Training: March 28, 2017, 8:30am-12:30pm in Downtown Westbrook

Are you working on making your community more walkable and bikeable or trying to connect trails to your downtown? This session will be an introduction to active communities tools, funding sources and success stories from around the state. **For additional details, registration and agenda, visit www.mdf.org/events. There is no charge for this event; however, registration is required.**

If you have any questions, please don't hesitate to contact me.

Regards,**Anne G. Ball**

Program Director Maine Downtown Center

Maine Development Foundation

295 Water Street

Augusta, ME 04330

[207-512-4906](tel:207-512-4906)

aball@mdf.org

