

**Policy Committee Meeting
April 22, 2019**

Committee Member, Councilor Norman Belanger called the meeting to order at 6:30 p.m.

Roll Call: Councilor Norman Belanger; Committee Members Renee O'Neil and Nathan Bean

Councilors Marc Lessard and Laura Seaver were excused.

Staff Members Present:

Police Chief, Roger Beaupre

Recreation Director, Carl Walsh

Economic Development Coordinator, Brad Favreau

City Clerk, Carmen Morris

As well as, DDC Chair, Julian Schlaver

The Committee, and all who were present, recited the Pledge of Allegiance.

Adjustment to the Agenda:

Add: Discussion/Review: Ch. 46, Parks and Recreation/Sec. 46-11 – Alcoholic beverages; fires; use of closed areas/Add Camping and erection of structures

Acceptance of Minutes: **March 18, 2019**

Motion by Member Bean, seconded by Member O'Neil to accept the minutes as written.

Vote: Unanimous.

Discussion/Review:

A. Ch. 2, Administration/Art. IV, Division 6 – Downtown Development Commission – Various Amendments

Chapter 2. Administration

ARTICLE IV. BOARDS, COMMITTEES, COMMISSIONS

Sec. 2-251. Established.

The Biddeford Downtown Development Commission is hereby established.

Sec. 2-252. "Commission" defined.

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.

(a) The Commission shall consist of 9 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~~ three (3) 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.

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~~ Planning and Development Department, 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 provide analysis and make policy recommendations to City Council and other city committees, commissions and boards-matters relating, but not limited 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~~ Planning and Development Department 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.

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.

~~Seven~~ A simple majority of Commissioners shall constitute a quorum.

Sec. 2-257. Required vote.

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.

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.

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~~ Director of Planning and Development 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.

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.

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.

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.

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.

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

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

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.

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

Motion by Member Bean, seconded by Member O'Neil to recommend the proposed ordinance amendments.

Vote: Unanimous.

B. Ch. 42, Motor Vehicles & Traffic/Sec. 42-1 – Definitions/Add Hammerhead Turn Around; and Sec. 42-7 – General Parking Prohibitions

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article I, IN GERNERAL, **Section 42-1 Definitions**, is amended by adding or ~~deleting~~ to read as follows:

HAMMERHEAD TURN AROUND – Consists of two rectangular turnouts directly opposite to each other and oriented perpendicular to the street centerline.

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article I, IN GERNEAL, **Section 42-7 General Parking Prohibitions**, is amended by adding or ~~deleting~~ to read as follows:

(7) Within any portion of, and within twenty (20) feet of the approach of a Hammerhead Turnaround

(8) Within twenty (20) feet **at the end** of any dead end street (includes both sides and entire width)

Motion by Member Bean, seconded by Member O'Neil to recommend the proposed ordinance amendments.

Motion by Member Bean, seconded by Member O'Neil to amend the language to include in Sec. 42-7 (8), the words “at the end” after twenty (20) feet.

Vote: Unanimous.

Vote on proposed amendment, as amended: Unanimous.

C. Ch. 46, Parks and Recreation/Sec. 46-11 – Alcoholic beverages; fire; use of closed areas/Add Camping and erection of structures

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 46, PARKS, **Section 46-11, Alcoholic beverages, fires, use of closed areas** is amended by adding or ~~deleting~~ to read as follows:

Section 46-11, Alcoholic beverages; camping and erection of structures; fires; use of closed areas.

(d) Except by Permit issued by the Recreation Director, no person may erect, setup, or maintain any tent, shack, shelter or any other structure within or on any Park as identified under Section 46-5 of this Chapter. The Recreation Director may cause the removal of any such structure that has been erected without permission.

Motion by Member Bean, seconded by Member O'Neil to recommend the ordinance amendment.

Vote: Unanimous.

Motion by Member O'Neil, seconded by Member Bean to adjourn.

Vote: Unanimous.

Time: 6:38 p.m.