

City of Biddeford
Downtown Development Commission
March 13, 2019 5:30 PM City Hall
Council Chambers

- 1. Roll Call**
- 2. Welcome Guests**
- 3. Nominations**
 - 3.1. Chairperson
Vice Chairperson
Secretary
- 4. Approval of Minutes**
 - 4.1. February 4, 2019 Downtown Development Commission Minutes
[2-04-2019 DDC Meeting Minutes.doc](#)
 - 4.2. March 4, 2019 Downtown Development Commission Minutes
[3-04-2019 DDC Meeting Minutes.pdf](#)
- 5. Chairman Follow-ups/Updates**
 - 5.1. Update from City Staff: Street-level Residential Zoning on Main Street
- 6. Old Business**
 - 6.1. Review of Downtown Development Commission Ordinance
[DDC Ordinance wth Proposed Revisions.docx](#)
- 7. Next Meeting**
 - 7.1. April 1, 2019
- 8. Adjourn**



Commissioners Present: Brenner, Clearwater, Edwards, Phillips (no vote),
Swanton [NO QUORUM]

Commissioners Absent: Foley, Schlaver

City Representative: Favreau

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I • Roll Call/Welcome new Commissioner: Jon Phillips (Time & Tide)

II • Vote to approve May 2018 Minutes - TABLED

III • Reports

• Empty Slots on DDC

Welcome Phillips, to be sworn in 2/5/19
Brittany Saliwanchik (Magnus on Water) pending
Maria from Woodgrain, potential (Clearwater will follow up)

IV • Old Business and City Business

• Budget

Favreau will ensure encumbered balance (FY17, \$3172) are used for original purpose of benches and tables in Laconia Plaza, fitting with environment/color scheme
Remaining FY19 balance: \$2269.01
Plaque for Bill Durkin, reaffirmed
Potential Social Media Training for downtown businesses (Phillips will follow up); Potential citizen outreach for relevant campaigns, particularly Small Biz Revolution (Clearwater and Brenner will follow up with Delilah and local businesses)
FY20 – ask for level funding

• Nominations for Chair, Vice Chair, and Secretary

Tabled due to lack of quorum

• Plastic Bag Ban

Clearwater update: one of the highest cost and most common items contaminating recycling, causing cost for city.
Potentially fold in other environmental measures like city compost
DDC potential memo re: environmental issues to support downtown clean-up under purview of charter
Fun Run for clean up (Trash Dash) / Earth Day – Clearwater potential idea

V • New Business

• Workshop with Council

Foley follow up, remains pending

• Downtown Wifi

Potential group bargaining for downtown businesses to reduce Wifi costs (especially for small users, only for POS) – Edwards and Swanton will follow up with Mark Ouellete (Axiom) and Great Works

Potential DDC research about how similar communities have approached this issue (incentivizing new businesses vs. long-term bargaining; municipal vs. chamber of commerce, etc.)

• Role of DDC Discussion

Table DDC 2019 Goals and Calendar for Quorum and to hear from Council

• Re-zoning MSRD-1

Proposal for public hearing 2/6/19, to allow residential on first floor of downtown DDC commissioners present in agreement with recommendation to deny request and undertake a true study of the best practices of mixed use (percentages of use reflected broadly by: residential, offices, retail/restaurants).

Allowing full re-zone at this stage could impact development toward a thriving downtown in unknown ways.

Next Meeting: March 4, 5:30pm (Edwards will be absent)

VII • Meeting Adjourned (6:39p)

Minutes | DDC

Feb 4, 2019

Commissioners Present: Brenner, Clearwater, Schlaver, Phillips, Saliwanchik
[NO QUORUM]

Commissioners Absent: Foley, Edwards, Swanton
City Representative: Favreau

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I • Roll Call/Welcome new Commissioner: Brittany Saliwanchik (Magnus on water)

II • Vote to approve May 2018, Feb 2019 Minutes
Tabled due to lack of quorum

III • Reports, Old Business and City Business

- Empty Slots on DDC
- Plastic Bag Ban: Schlaver to Follow up with Foley
- Downtown Wifi: Looking for sponsor for 3rd wifi access point

IV • Nominations for Chair, Vice Chair, and Secretary
Tabled due to lack of quorum

V • New Business

- DDC needs a new logo. Open invitation to Commissioners and associates of commissioners to present design concepts at next meeting.
- Schlaver spoke with Mayor Casavant on 3/1/19 to re-affirm our request for the workshop with council.
- Ordinance change for the DDC submitted – quorum needed to vote to recommend the changes to council.
- DDC involvement in response to Planning Board Request for help identifying the appropriate mix and amount of retail establishments. Request also made of DDC to specifically address zoning change for 128 Main Street.

Next Meeting: APRIL 1st, 5:30pm

VII • Meeting Adjourned

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 9 members, referred to in this division as "Commissioners." Such Commissioners shall be nominated by the Mayor and confirmed by the City Council.
[Amended 3-21-2017 by Ord. No. 2017.21]

(b)

Commissioners shall serve for three-year terms. The terms of each Commissioner shall be staggered so that no more than 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.

[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 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 provide analysis and make policy recommendations to City Council and other city committees, commissions and boards 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 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.

[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]

A simple majority of 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 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.

[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 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)