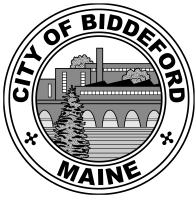


City of Biddeford
Downtown Development Commission
March 02, 2020 5:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Approval of Minutes**
 - 2.1. February 3, 2020 Downtown Development Commission Minutes
- 3. Budget Report**
 - 3.1. Unexpended Funds: FY19 - \$1,269.01
- 4. Old Business**
 - 4.1. Lincoln Park Project:
 - a. Meet and Greet with Richardson & Associates
 - b. Discussion of Project Scope and Timings
 - c. Gathering Public Input[3-02-2020 DDC Meeting Packet.pdf](#)
- 5. Chairman Follow-ups/Updates**
- 6. New Business**
- 7. Next Meeting**
 - 7.1. April 6, 2020
- 8. Adjourn**



CITY OF BIDDEFORD

DOWNTOWN DEVELOPMENT COMMISSION

MARCH, 2 2020 5:30 PM

CITY HALL CONFERENCE ROOM 2nd FLOOR

AGENDA

1. Call To Order
2. Approval of Minutes from the Feb 2020 Meeting
3. FY19 - \$1,269.01
4. Lincoln Park Project:
 - a. Meet and Greet w/ Richard Associates
 - b. Discussion of Project Scope and Timings
 - c. Gathering Public Input
5. Reports/Follow ups
6. New Business
7. Next Meeting(s) – 4/6/20
8. Adjourn



CITY OF BIDDEFORD

DOWNTOWN DEVELOPMENT COMMISSION

February 3, 2019

5:30p, Second Floor Conference Room

PRESENT: Edwards, Emhiser, Phillips, Swanton

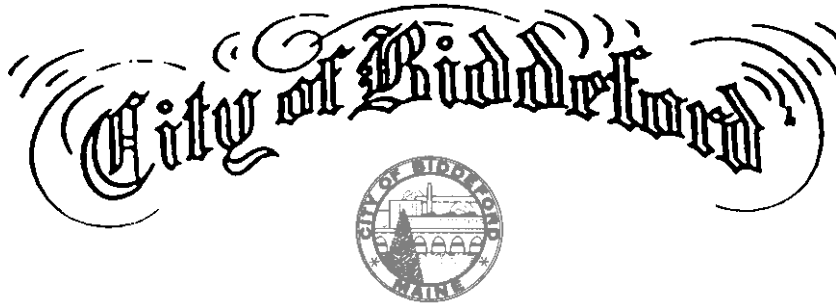
ABSENT: Brenner, Saliwanchik, Schlaver

CITY STAFF: Owens

- I. Call to order, 5:35p (Vice-Chair Phillips presiding)
- II. Approval of January minutes
 - a. Moved: Emhiser, Second: Swanton, Vote: Unanimous
- III. Reports
 - a. Planters and Flowers
 - i. Review Memo from Julian re: City expansion
 - ii. Review potential for perennial grass border planting to support beautification
 1. Support up to \$1,000 from FY19 for public works
 2. Remainder \$1200 for public sessions/other activities
 3. Moved: Emhiser, Second: Swanton, Vote: Unanimous
 - b. Subcommittee Report from 3 Lincoln Park
 - i. Five proposals came in
 - ii. Two semi-finalists, both interviewed with subcommittee
 1. Richardson and Associates (Saco)
 2. Beta Group (Rhode Island)
 - iii. Questions of scale, immediacy, and local knowledge
 1. Offer given to Richardson
 2. Local expertise, passion, commitment, past projects
 - iv. Proposed schedule going forward

Preliminary Schedule-3 Lincoln Park Design Program		
Tasks	Description	Date
DDC Selection	Recommendation to City Council	3-Feb
Contract Approval	Approval by City Council	18-Feb
Organizational Meeting R&A	intro and review of program-DDC	3/2/2020
Internal Planning	R&A data and info dig	
Public Planning Meeting	prepare for Public Charette meeting with R&A and DDC	16-Mar
Public Charette Process	R&A lead public planning process	28-Mar
R&A Internal Design	R&A conceptual design process	
R&A Design Focus	With DDC, narrowing to Conceptual Design	6-Apr
Final Design Presentation	Workshop with City Council	
Final Design Submission	final design plan to City from R&A	1-May

1. VOTE: to recommend to Council to hire Richardson for 3 Lincoln Project
 2. Moved: Emhiser, Second: Swanton, Vote: Unanimous Feb 4 present to Council (Emhiser will propose nominee)
- IV. Discussion of emerging marijuana implementation policy going to council
- V. Bicentennial Events discussion
- a. Potential funding from the state for events
 - b. City grant application for city/partner to run coordinated communications about all the bicentennial events.
 - c. Biddeford Bicentennial Party - in conjunction with River Jam Block Party
- VI. Upcoming Meeting Dates, remain first Mondays
- a. March 2, 5:30p (Danica will attend)
- VII. Adjourn - 6:31p
- a. Moved: Edwards, Second: Phillips, Vote: Unanimous



2020.11 **IN BOARD OF CITY COUNCIL..FEBRUARY 18, 2020**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into a contract with Richardson & Associates to complete a design concept for the 3 Lincoln Park Green Space at an amount not to exceed \$15,000.00.

Funding for this project shall be from account 31179-61010.

February 18, 2020

Motion by Councilor Clearwater, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

Attest by: _____
Carmen J. Morris, City Clerk

3 Lincoln Street Park

Biddeford, Maine

Schedule

January 10, 2019



Richardson & Associates, Landscape Architects

SCHEDULE	
I. Recommendation to City Council	2/3/20
II. Approval by City Council	2/18/20
I. Pre-Design Review all Documents/Materials: VRAP Report, Abutters Plans, Survey, Previous Visioning Documents Develop Digital Files/Project Organization Review Survey/Regulatory Information Site Visit: Observe and Record Quantitative and Qualitative Attributes: Views Vegetation Topography Drainage Etc. Field Measurements (where applicable) Photographic Documentation Develop Site/Landscape Design Goals, Objectives and Guiding Principles Communication and Coordination with Downtown Development Commission and City	
Meetings: (1) - 2 Hour Kick-off meeting With DDC: Review Project, Scope and Schedule Preparation, Meeting, Travel, and Follow-up Meeting Notes	3/2/20
II. Public Charette and Workshop Preparation for Open House Workshop: Agenda and Supporting Graphic Materials Communication and Coordination with Downtown Development Commission and City	
Meetings: (1) Hour Go-To Meeting with DDC: Review Agenda and Public Workshop Materials	3/16/20
Public Workshop: (1) 2 Hour Mtg: Public Charette Meeting; Workshop & Information Gathering Session Possible Site Walk to Conduct Site Analysis Discussion of Priorities to Guide Design Effort Workshop Group Exercises	3/28/20
III. Schematic Design Develop Approaches for Site Organization/Master Plan Vision Possibly Including (but not limited to): Integration of Surrounding Buildings/Structures Pathways/Trails/ RiverWalk Connection Planting/Vegetation Strategy Development Gathering Spaces Landscaped Areas/Gardens Recreation Amenities/Facilities Circulation/Parking Develop Plans, Sections, Precedent Images as Needed Develop Preliminary Estimate of Cost for Budgeting Purposes Communication and Coordination with Downtown Development Commission and City	
Meeting: (1) 3 Hour Meeting DDC - Concept Design: Review Alternatives Prep, Travel, Follow-up	4/13/20
IV. Final Schematic Design Develop Integrated Approach for Site Organization/Master Plan Vision Develop Preferred Approach (es) for Focus Areas: TBD Key Functional Details (circulation hierarchy, drainage strategy, etc) Materials Palette/Detailing (general character, finishes, typologies, etc) Planting Palette (general character, etc) Final Design Refinement Refine Cost Estimate Based on Final Design Communication and Coordination with Downtown Development Commission and City	
Meetings: (1) 1.5 Hour Meeting DDC - Concept Design: Review Final Design in Preparation for City Council Meeting Prep, Travel, Follow-up	4/27/20
(1) 2 Hour City Council Meeting: Presentation to Biddeford City Council Prep, Travel, Follow-up	5/5/2020 (1st Tuesday)