City of Biddeford
Downtown Development Commission
February 03, 2020 5:30 PM City Hall
Conference Room 2nd Floor

1. **Roll Call**
2. **Approval of Minutes**
   2.1. January 6, 2020 Downtown Development Commission Meeting Minutes
   1-06-2020 DDC Meeting Minutes.docx
3. **Budget Report**
   3.1. FY19 - $2,269.01
4. **Chairman Follow-ups/Updates**
   4.1. 1) Planters and Flowers for Summer 2020
   2) Lincoln Park Update: Subcommittee Report on RFQ for Design and Public Input
   3) Bicentennial Planning
   2-03-2020 Planters-Flowers Report.pdf
5. **New Business**
6. **Next Meeting**
   6.1. March 2, 2020
7. **Adjourn**

CITY OF BIDDEFORD

DOWNTOWN DEVELOPMENT COMMISSION

January 6, 2019
5:30p, Second Floor Conference Room

PRESENT: Edwards, Emhiser, Phillips, Schlaver, Swanton
ABSENT: Brenner, Saliwanchik
CITY STAFF: Owens

I. Call to order, 5:36p

II. Approval of December minutes
   a. Moved: Swanton, Second: Schlaver, Vote: Unanimous
      i. (Swanton abstain because absent)

III. Workshop
   a. 3 Lincoln Street Park RFQ and Vision
      i. RFQ due 1/14
      ii. Review 1/21
         1. DDC Subcommittee: Emheiser, Swanton
   b. Discussion of Public Outreach/input
      i. Multiple Points of Entry
      ii. City Communications Plan (pending)
         1. DDC can provide support on communications
         2. Using the same language and channels
      iii. Timeline
         1. Feb 4 present to Council (Emhiser will propose nominee)
         2. Feb 11 appoint Nominee
         3. March 3 DDC Meeting
         4. Set future dates with hire at DDC meeting
         5. Deliverables due mid-April to Council
   c. Ideas for Park Space
      i. Public Restrooms
         1. Required for Maine MotorCoach Network (Maine Office of Tourism)
         2. Would be benefit for concerts, etc.
         3. Cost plan estimate is with Public Works
         4. Potential discussion point for public facilities (restrooms and drinking water)
      ii. Concert space potential (expanding River Jam and other festivals)
      iii. Keep space flexible for future development

iv. Next up: Walk the site
    1. With Jeff Demers Public Works to review actual potential for site (what are restrictions, etc.)
v. Other potential projects and considerations
    1. Stack beautification
    2. Water lighting
    3. Fireworks and Noise policy
    4. Light and noise pollution impact on close residents
    5. Access issues (entry/exit); and abilities
    6. Ice Skating Rink
    7. Driving the end of the RiverWalk completion (part of downtown "connectivity" conversation and wayfinding)
    8. Signage and Design
    9. Connection to Eastern Trail and Rotary Park (trail)
    10. Event and evening rate parking (garage) – potentially decided by managing company

IV. Parking Info Cards
    a. Business survey to see what's working
    b. Pass off task for re-printing future cards for Council Parking Committee

V. Upcoming Meeting Dates, remain first Mondays
    a. Feb 3, 5:30p (Phillips with chair)

VI. Adjourn – 6:38p
    a. Moved: Emhiser, Second: Phillips, Vote: Unanimous

January, 28th 2020

To: Downtown Development Commissioners
From: Commissioner Schlaver
Re: Report from Meeting with Public Works regarding planters

I met with public works to discuss planter locations for upcoming summer. Planters will be spread out to potentially include: Alfred Street (planters by 7-11 and Paul's Variety) as well as Elm Street (corner by Gas Station + Wok N Roll + Trans Market). These two stretches were identified as being safely serviceable, not out of the scope of the staff and needing visual enhancement.

We also discussed a simple enhancement to park on the corner of Main + Elm, next to Awesome Comic Shop. The thought would be to add a border of grasses similar to those in front of Pepperell and St. Joseph's as these are beautiful and require least maintenance w/ long lasting visual appeal. I would support using FY19 funds for purchasing these grasses and would like to see this also in the planting area by the Police Station.

Public works also considering designing flower boxes that could be inset, perpendicular to the street, within stone tree-belt planters on the section of Main across from City Hall. These planters would support a metal grate that could surround the tree to prevent trash from being thrown in the planter. The DDC could also contribute encumbered funds for this project and I would recommend that the commission authorize our encumbered funds to be used for these enhancements as they target gateways and improve the core of the downtown.