



CITY OF BIDDEFORD

Planning and Development Department

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HPC MEETING Design Guidelines October 17, 2024 Meeting Minutes 2:00

Staff Members in attendance: Brad Favreau, David Galbraith & Nan Whitten

Meeting brought to order 2:00 PM

Consultants Running the Meeting: Sarah McLachlan & Samantha Smith from Johnson, Mirmiran & Thompson, Inc.

Attendees: Aura Lee Wallach, Julie Larry, Erin Ware, Delilah Pourpoure

- Introductions were made
- McLachlan & Smith explained the company where they work and what they do
- Design guidelines were explained and the fact that they need to be updated continuously.
- Favreau talked about the proposal and the clarity and appeal of the presentation.
- Wallach asked if they wrote the ordinance and standards for the Towns in Eastern Maryland and Wisconsin used for a template-yes.
- There is interpretation with design guidelines, but they provide information, they talk about what is seen regularly for issues.
- Larry talked about the issue of historic districts to overlay district, windows & siding and explaining these things in the context of their own properties.
- Ware talked about how there is not a ton of infill, additions need to be tackled. Educating building owners of the value of what they have and how hard it is to fight against vinyl. They need to spend special attention to the materiality of historic integrity.
- Larry mentioned the sustainability plan and the fact that historic materials can be repaired, and newer fabrics cannot end up in the landfills.
- Larry mentioned that Davidson Carolina has a sustainability plan that focuses on climate change.
- Favreau talked about the Mill District and how there are 3 or 4 buildings that are still vacant, people need to pay attention to the history of the buildings and city while rehabbing.
- Larry mentioned that a lot of the Mill Buildings and Downtown Buildings have been for tax credits so historic preservation has been easier.
- Looking for when multi-family large units come in and guide them for the historic preservation.
- Have a chapter of non-contributing structures, explaining what that means. Tiering the report as to what is preferred, acceptable and a no way. This way they see that they have options and can right the mistakes of the past.
- Gathering appropriate examples for the homeowner to communicate with the contractor.
- Include as much graphic information as possible.

- Wallach suggested an outreach program at the library.
- Pourpoure mentioned they are having store front designing and this could go along with it.
- Smith said they use a lot of QR codes.
- Pourpoure suggested we add heat pumps, solar panels, ADUs, addition of stories.
- Favreau said we are talking about covering how to incorporate climate friendly issues into the report as well as hot spots & Natural gas.
- Smith there is an entire utility section, and it will include public art.
- How can you make room in designs for cultural influences. Is it reversible?
- A section of painting unpainted bricks and the pitfalls.
- Economic benefit of being in a historic section.
- The document itself-what it looks like, we suggest it goes in indesign
- Climate Plan is a PDF document, Comp Plan is in Word, we want something editable in the end.
- Make sure that the hyperlinks in the document work
- The number of pages is limited but there is so much information it often goes over.
- Is there a branding that is needed? Yes, Favreau will send it to Smith.
- Wallach asked about light fixtures, yes, they are included.
- Signage is included, and the ROW is included
- The next step is to pull together and outline. You go over it and ok or pull out what is not wanted.
- The content would take (deadline is March 31) it will be done by then. The review time takes the longest. The first review is given a month to be reviewed and returned.
- The consultants will come back late winter early spring to go over final draft.
- Brad will have to work this into a City Council Meeting prior to this going into its final form.

These minutes are summary and are not to be verbatim. Archived meetings are viewable on the City's website: www.biddefordmaine.org.