City of Biddeford  
Downtown Development Commission  
October 10, 2018 6:30 PM City Hall  
Conference Room 2nd Floor

1. Roll Call
2. Welcome Guests  
   2.1. Welcome Donna Dion and Marc Malon
3. Approval of Minutes  
   3.1. September 10, 2018 Downtown Development Meeting Minutes  
        9-10-2018 DDC Meeting Minutes.doc
4. Budget Report  
   4.1. FY17 Budget Encumbered Balance: $3,172  
        FY19 - $2,500  
        Action Item: Claudette Lessard Memorial Plaque ($230.99)
5. Chairman Follow-ups/Updates  
   5.1. RiverWalk - Overlook Plaza - bench/table  
        Volunteer Banquet - October 11th
6. Old Business  
   6.1. City Staff Updates:  
        City website - downtown sections/RiverWalk pages are outdated  
        DDC Minutes have not been reloaded to the new City website  
        Business Retention/Improvement Plan - Mat Eddy, Community Development Director  
        Parking Management Plan/Parking Structure Update - Mat Eddy/Brad Favreau  
        Façade Improvement - Brad Favreau, Economic Development Coordinator  
        Neighborhood Mapping Update  
        Light Pole Promo Banner  
        315 Main Street Park
7. New Business  
   7.1. Downtown Development Commission Role: Draft Memo Discussion
8. Next Meeting  
   8.1. November 5, 2018
9. Adjourn
Commissioners Present: Clearwater, Droggitis, Dubois, Durkin, Edwards, Foley, Schlaver, Swanton [QUORUM]

Commissioners Absent: Dubois

City Representative: Favreau

I • Opening Remarks: Favreau, Introductions and Welcome guest Greg Tansley (City Planner)

II • Report from Greg Tansley
   Personal Introduction – 14 years with the city; also involved with Shuttle Bus Zoom and Historical Preservation
   Traffic Calming - use of Main as a thru-street increases speed; bump outs narrow road in order to slow people down
   Stop signs – warrant required to meet standards; then it is a Council action; Police department can also recommend changes
   Bump outs – To be installed on Main and Lincoln/Adams (vertical/angled curb) – hopefully success of that one will drive demand for all other intersections
   Waters/Main intersection – will move to North Dam Mill; Maine DOT project; Tom Milligan is City contact for this project (Edwards – will follow up with any records online)
   Crosswalk Signage – Potential added signage; Curb Painting on intersections to make clear; Reflective marking
   Issues: Trucks using Main as a cut-through; Overall activity slows people down
   Older Traffic Plan – Mill District revitalization includes study in 2009; Pax Plan in 2006
   Public bus “pulse” plan will begin in July 2019: tying into Exits 32 and 36 park and ride; all buses in and out of Saco Transportation Center; identifiable bus stops; official bus shelters; response to increased local need and increase in people commuting from Portland to Biddeford
   Large Road Planters – attempt at traffic calming; not very successful
   Bike Racks being installed in new phase of sidewalk plan
   Potential impact on parking management plan; no parking within 20ft of a crosswalk (need to enforce ordinance)
   Planning Engineer position – reallocated to Engineering Dept (from Planning) which is very slim-staffed (Eddy will advocate in next budget; potential DDC support)
   Comprehensive Plan – draft to planning board in October 2018
Potential relationship of DDC with planning – solicit feedback/updates from city planner on all issues impacting traffic and pedestrian safety in the downtown; support business needs and communicate to appropriate city bodies; potential priority for downtown police enforcement of moving violations; potential advocacy for project maintenance funding (not sole focus on capital/large scale funds); potential advocacy for transit system, continual sidewalk planning throughout city

Potential short term solutions for Main – some re-painting, need to find maintenance funding

III • Vote to approve August 2018 Minutes
[Moved: Schlaver, Second: Clearwater, Vote: Unanimous]

IV • Reports
• Empty Slot on DDC
  Durkin will follow up with Mayor

• Budget FY17
  FY17 Encumbered balance: $3172 (encumbered)
  Benches/Tables encumbered for RiverWalk; Durkin will follow up with Greg

• Budget FY19
  Line at $2500 – effective July, 1 2018 (discuss use at future meetings)

• New Meeting Time
  5:30pm-7pm – working well
  [Move: Foley; Second: Clearwater; Vote: Unanimous]

V • Old Business and City Business
• Clean Team
  Potential follow up with downtown business owners – Favreau
  Potential budget advocacy for the future; based on past DDC spending
  Durkin – DDC chair emails Jeff for upcoming RiverJam; will update DDC

• Lights in Shevenell
  Durkin followed up; breaker was out
  Edwards will update HoB and Engine who brought issue to DDC

  [all other old business relevant but no updates; tabled until updates]

VI • New Business
• DDC Role
  Downtown policy issues; business owner connections; research support, etc.
Advisement and policy recommendations based on outreach and expertise:

- Provide support to Council or advise/make aware of emerging policy
  - Potential memo to Council: This is our proposal of work, ask Council to agree; if necessary to amend/change, please tell us your vision of our work
  - Value of the public body (vs. private or non-profit entity)
  - Council is professionalizing; city changing; DDC is ready to evolve with that; want to offer areas we think we can help/offer help (questions about DDC making decisions; budget)
    - No decisions, potentially no budget: want to increase advisory role
    - DDC is supported by Mayor
    - Bios – DDC members will send Edwards
  - Edwards will write draft memo and distribute for October meeting and vote; follow up upon approval will be for DDC to attend following council meeting.
    [Moved: Clearwater, Second: Swanton, Vote: Unanimous]

• 315 Main St - Park
  - Clean action or Adopt-a-Park needed
  - Potential notification for clean up
  - Also potential site for gateway/intersection construction

Next meeting: October 10, 2018; 5:30pm

VII • Meeting Adjourned (7:25p)
    [Moved: Clearwater, Second: Edwards, Vote: Unanimous]