

*City of Biddeford*  
**Planning Board Comp-Plan**  
**January 13, 2021 6:00 PM Zoom webinar.**  
**When: Jan 13, 2021 06:00 PM Eastern Time (US and Canada)**  
**Topic: Planning Board Meeting-PEP Advisory Committee Meeting**

Please click the link below to join the webinar:  
<https://biddeford.zoom.us/j/91006863267>

Or iPhone one-tap :

US: +13017158592,,91006863267# or +13126266799,,91006863267#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

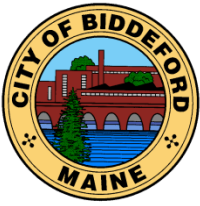
US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1  
346 248 7799 or +1 669 900 9128

Webinar ID: 910 0686 3267

International numbers available: <https://biddeford.zoom.us/u/abbByuOJTD>

1. **CALL TO ORDER AND INTRODUCTIONS**
2. **NEW BUSINESS**
  - 2.A. Review Public Engagement Plan (PEP) with the PEP Advisory Committee  
[PEP Advisory Committee Summary 123020.pdf](#)
3. **OTHER BUSINESS**
4. **ADJOURN**

**The Board reserves the right to halt official business at 9:30 p.m. Items not heard at tonight's meeting shall be rescheduled to the next meeting of the Board. All materials pertaining to items on the agenda are available for public review at the Biddeford Planning Department, second floor, Biddeford City Hall during normal business hours.**



# CITY OF BIDDEFORD

Planning and Development Department

205 Main Street

P.O. Box 586

Biddeford, ME 04005

(207) 282-7119 or (207) 284-9115

## Comprehensive Plan Public Engagement Plan (PEP) Advisory Committee

*Date: December 30, 2020*

**Introduction.** In a previous memo<sup>1</sup>, the Planning Board and Staff outlined a program for public participation to develop the next phase of the Biddeford Comprehensive Plan—the Future Land Use Plan, including further definition of vision, goals and strategies. The program is due to the Planning Board and City Council at the end of the first quarter of 2021. A PEP Advisory Committee (hereafter referred to as the “Committee”) will help insure broad and inclusive community participation.

**Discussion.** The completion of this phase of a Comprehensive Plan involves a robust public conversation, including charrettes, surveys, open public discourse, and organized, facilitated planning sessions. Following an in-depth inventory and analysis (for the most part completed), these sessions are broadly advertised, open to the public and provide multiple platforms for community input. Some communities complete this phase over time, others in highly condensed “charrette sessions”.

We are challenged with developing just such a process during a pandemic where much (if not all of the work) must be completed virtually. Based on community input thus far, the Committee has been identified below. The Committee’s prime purpose is to assist staff and the Planning Board with using our existing community network and technology to reach and involve as many Biddeford citizens as possible. The Committee’s responsibilities are envisioned as follows:

- *Organize and implement a communication strategy for the three-month process, recognizing the iterative nature of the process.*
- *Organize and produce eight modules on key community focus areas.*
- *Develop information, “fun” fact sheets, and survey instruments for focus group sessions around each module.*
- *Working with staff, consolidate module findings into key thematic and visioning components for the community.*
- *Evaluate and establish the second portion of the communication strategy to consolidate the vision statement and use community input to inform a Future Land Use Plan.*
- *Further define or expand upon the goals and strategies of the Comprehensive Plan and further refine the Future Land Use Plan through additional public input platforms.*
- *Finalize the Draft Comprehensive Plan for Planning Board and City Council consideration.*

The following Committee structure, organized by module, is proposed:

Module	Citizen	Staff	Planning Board Member
1. Neighborhoods	Stephanie Edwards	Abigail Smallwood	Bruce Benway
2. Housing	Cat Bates	Gail Wilkerson	Sean Tarpey
3. Environmental Issues (Natural Resources, Water Quality and Open Space passive and active)	Steve Reiter designee	Mathew Eddy	Spiros Droggitis
4. Climate Change	Steve Reiter	Brad Favreau	Alexa Plotkin
5. Public Facilities (buildings, transportation, recreation, utilities, etc.) and financing		Jim Bennett (or designee)	Mike Cantara
6. Downtown Mill District and Business Development Issues	Delilah Poupoure (or designee)	Brad Favreau	Roch Angers
7. UNE Integration		Jesse Skowronski	Bill Southwick
8. Youth/School system	Student	Danica Lamontagne	Bill Southwick

Greg Tansley will coordinate this group's work with Bill Southwick as Chair and Stephanie Edwards, current Chair of the Citizen's Advisory Committee, will Co-chair. The initial work of the Committee, to begin in January, will be to:

- further refine the actual modules, their materials and survey instrument;
- develop the network communication strategy, in total and through each module;
- develop and begin delivery of the focus group sessions;
- design a report-out mechanism to build further community involvement/understanding of the information collected;
- identify key themes that emerge out of the module synthesis for the next stage; and
- incorporate a design for public participation built around key themes.

<sup>i</sup> December 4 memo: [Converted from C:\Windows\Temp\ufc\conversion-2630223\input.docx to C:\Windows\Temp\ufc\conversion-2630223\output.pdf by EasyPDFConvert.exe version 17.12.8.0 at 2020-12-04 17:01:22Z \(legistarweb-production.s3.amazonaws.com\)](C:\Windows\Temp\ufc\conversion-2630223\input.docx)