



Downtown Vision Plan Project Charter

1. General Project Information

Project Name:	Parking Requirements Assessment	Date:	01/11/2023
Project Lead:	Brett Richardson, FEDC Sam Kapala, Planning Board Chair	Committee Name	Multiple
Project Facilitator:	Caroline Pelletier, Town Planner	Target Project End Date	phased

2. Project Team Members and Stakeholders

Name	Committee / Group	Role	Telephone	E-mail
	Planning Board			
	Freeport Economic Development Corporation			
	Complete Streets Committee			
	Downtown business community			

3. Project Elements

A. Project Purpose / Goals / Impact

(Page 116) 2.7 Assess Parking Requirements for Downtown
“The Town should reassess Downtown parking needs, existing regulations and identify misalignment and opportunities for increased efficiencies. If parking requirements are too restrictive, it’ll thwart conversion of empty commercial spaces”

(Page 35) Action 4: Update zoning for Downtown to align with the long-term vision
Timeframe Short-term
“Eliminate residential parking requirements in the VC-1 and future TOD districts.”

(Page 35) Action 7: Assess Parking Requirements for Downtown
Timeframe Short-term
“The Town should reassess Downtown parking needs, existing regulations, and identify misalignment and opportunities for increased efficiencies. Parking requirements that are too restrictive will thwart conversion of existing empty commercial spaces to residential uses, and worsen any effort to fill vacant commercial space with new tenants. Taking a district-wide parking management approach will allow lots to be redeveloped even if they are too small to provide on-site parking.”

When parking discussions occur, there will be ongoing public concerns over the equity between parties that are required to provide parking and some providing only a portion of, or none of today’s requirement. Recent parking counts and parking studies suggest that Freeport has surplus downtown parking supply, but there are also public concerns about retaining adequate parking as the town pursues development in the downtown. The key to discussions will be finding a balance between encouraging redevelopment of existing parking lots and staying sensitive to community concerns about going too far too fast in reducing parking requirements and not having enough parking.



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3. Project Elements

B. Deliverables *Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)*

On behalf of the Town, FEDC has applied for a grant from GPCOG to study downtown parking. If awarded, the grant will be used to hire a firm to Summarize current parking demand trends; Assess current downtown land available for infill development; Quantify current excess parking supply; Model impacts to parking supply as infill development consumes existing surface parking; Identify the "tipping point" where conversion of existing surface parking and addition of mixed-use development will undermine accessibility and the Town's "park once" strategy; and, Recommend supply-side and demand-side adaptation strategies, such as maximizing on-street parking opportunities. The goal is to manage the parking demand "tipping point" and enable dense infill adjacent to existing regional transit. If awarded, the Town will need to issue an RFP due to the potential project cost.

To adequately analyze parking downtown, the following related issues also need to be considered: general vehicular circulation, signage, on-street parking, and ongoing monitoring of parking lot utilization.

Consider addressing properties that are non-conforming with regards to the parking requirement and how to bring them into conformance, including a review of the 2018 Ordinance changes that whether they have resulted in any properties coming into conformity.

Shared parking is an asset that the Town should maintain.

C. Scope *List what the project will and will not address (include both in-scope and out-of-scope items)*

In-scope: Data analysis of existing parking supply and requirements; looking at the amount of existing on-street parking existing and whether or not there are opportunities for adding more; review vehicular circulation patterns and signage downtown; monitoring parking lot utilization.

Out-of-scope: Parking requirements for other than the Village Commercial I and Village Commercial II Zoning Districts. This conversation pertains to assessment and the Planning Board will not get into things such as parking garages and or EV charging requirements unless it pertains to the parking requirements. Review of circulation and signage could lead to additional projects which would be outside of the project scope.

D. Project Milestones *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*

In 2018, significant changes were made to the requirements for off-street parking in the downtown. This resulted in an excess of parking which still exists (by choice) but is no longer meeting a parking requirement. In 2022, in efforts to encourage redevelopment of lots and the creation of multiple-family dwelling units, the off-street parking requirement for multiple-family dwellings was reduced.

Data collection – study if funded through GPCOG grant and a continuation of counts of parking lot utilization.

Input from Complete Streets Committee (CSC) - general vehicular circulation, signage, on-street parking in Downtown Freeport

Upon completion of the Comprehensive Plan update (unless the opportunity arises sooner) and the above referenced steps, we should consider whether or not we can further lower off-street parking requirements.

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

GPCOG grant would need a match of \$2,250; time from Town Engineer and Planning Department Staff; time from Complete Streets Committee, Planning Board and FEDC. Staff time to administer RFP. Possible funding for summer intern to monitor parking lot utilization and conduct analysis.



Downtown Vision Plan Project Charter

4. Endorsement

	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			

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Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Wayfinding Signs and Landmarks	Date:	1/17/23, updated 1/25/23
Project Lead:	Kelly Edwards, Visit Freeport Jay Paulus	Committee Name	Multiple
Project Facilitator:	Mary Davis, FEDC	Target Project End Date	6 months post funding plan, installation plan after

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Kelly Edwards	Visit Freeport	Input/Lead		
Jay Paulus	Paulus Design Group, (British Goods owner, plus Visit Freeport Board)	Expert/ Lead		
Adam/Peter	Complete Streets	Town ordinance and rules input		
? Chamber	Business community	input		
? Historical	Parks Community	input		
Jill Johanning	Alpha One	accessibility input		
Suzanne Watson	Meetinghouse Arts			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>To define a plan to update wayfinding for downtown Freeport that communicates/connects downtown and all Freeport assets. The development of a Freeport Master Wayfinding Program should be an overall effort to support the downtown vision of “Downtown for all”, including supporting the look and feel of Freeport, creating wayfinding that supports residents and visitors, encouraging economic efforts in attracting tourism activity, and mitigates congestion that occurs during peak season and large events. A part of a Master Signage Program will identify appropriate locations for permanent gateway signages in the Downtown Commercial Area along with other local attractions throughout Freeport. In addition, street-level visibility, safety, maintenance and replacement costs will be considered.</p> <p>Goals are to deliver a Freeport specific wayfinding plan that can be implemented with early successes and long term benefits to residents, businesses, and visitors.</p> <ul style="list-style-type: none"> Create an Identity at Each Location; Use Landmarks to Provide Orientation Cues; Create Well Structured Paths; Create Regions of Differing Visual Character; And lastly, Don't Give the User Too Many Navigational Choices. <p>Visitors say “I have learned about Freeport assets and know how to get there.” Businesses, Parks, Local Amenities can say, “Visitors came to downtown and visited me because of the wayfinding.” Residents say “The wayfinding colors, signs, kiosks look/feel like Freeport.”</p> <p>Impact: Increase ease of navigating/finding/using Freeport assets.</p>



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3. Project Elements	
<p>B. Deliverables Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</p> <p>Phase I:</p> <ol style="list-style-type: none"> 1. A Wayfinding Signage Master Plan that contains the written analysis, recommendations, proposed sign locations with specific destinations, and detailed fabrication drawings. (the final product) 2. Start now with Conceptual Design: stakeholder buy-in, merchants and resident weigh-in. Report out on what the Wayfinding program will be when it “grows up”. 3. Start now: craft a few design concepts on Town brand and logo as a precursor to sign design. 4. Agreement on a palette of colors, design strategy and installation details. 5. Agreement on a prioritized implementation plan, including costs of signage, kiosks, TBD 6. As above on 2,3, achieve “early success” of first step actions to show progress and success. <p>Phase II: Sign/Kiosk/TBD Trials and Implementation,</p>	
<p>C. Scope List what the project will and will not address (include both in-scope and out-of-scope items)</p> <p>In-scope: Needs Assessment and plan for downtown, including all entrances to downtown (Desert Road, Mallett Drive, Bow Street) and wayfinding to Freeport assets.</p> <p>Out-of-scope: Does not include location/attraction specific branding or logos.</p>	
<p>D. Project Milestones Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</p> <p>(See attached document)</p> <p>Plan completed in 6 months or less, Implementation TBD, typically 12-18 months plus.</p> <p>Opportunities: Visit Freeport could echo design and colors in updated kiosks and Freeport marketing.</p>	
<p>E. Budget List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</p> <p>Phase I; Master Planning, Conceptual Design, Design Development and Bid Documents for (3) three sign type concepts, color, materials, providing signage cost to build and an install, written specification to aid in the solicitation of complete sign contractor's bids for the Town. Estimate \$25,000.</p> <p>Phase II: Signs, Kiosks, Installation, TBD, scoped above. Range of \$\$ and timing dependant upon plan. Recommend integrating with other projects (Mallett Drive, Lower Main Street, Ordinance changes, etc) to gain efficiency of effort and reduce overall implementation costs.</p>	

4. Endorsement			
	Name	Signature	Date
Project Lead	Kelly Edwards, Jay Paulus		
Project Facilitator	Mary Davis		
Town Manager / Town Staff	Adam/Peter??		



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Mallett Drive Transformation	Date:	1/10/2023
Project Lead:	Liz McDonald, Complete Streets Committee	Committee Name	Complete Streets
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	2/1/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Liz McDonald Barbara Guffin	Complete Streets Committee; Connect Freeport			
Steve Cole	Maine DOT Regional Planner			
	GPCOG, PACTS			
Earl Gibson	Public Works			
	Sustainability Advisory Board: Tree Task Force			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Design Mallett Drive as a bicycle and pedestrian friendly connection between Main Street and residential and publicly-accessible land to the north and west. Change Mallett Drive from its present character as a highway and continuation of I-295 to an extension of Main Street.</p> <p>Focus on the proposed Multi-Use Path and road dieting with landscaping, lighting, and traffic calming measures in the near term. Plan for a future (long-term) boulevard (aka Complete Street) concept that complements the multi-use path without undoing any path features (i.e. future proofing).</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <ol style="list-style-type: none"> 1. Multi-Use Path Design Plans and Bid Documents. See Project Milestones for the deliverable schedule. 2. Report that describes how the Multi-Use Path will connect to Main Street. For example, the Complete Streets Committee will consider a few options for safely connecting pedestrians and bicyclists to Main Street with the least amount of conflicts with vehicular traffic. 3. Obtain easements from landowners if a Safe Routes to School is incorporated into Mallett Drive. The Safe Routes to School initiative is a subcomponent of the Multi-Use Path project that provides safe crossings of Mallett Drive for path connections between the Middle School and High School. The Multi-use Path design process will determine if the Safe Routes to School crossing of Mallett is in or out of scope with this project charter. 4. Develop a Complete Street (formerly Boulevard) Planning Study.



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3. Project Elements	
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>	
<p>In-scope: Mallett Drive from the Main Street intersection to the Durham Road, Pownal Road, and Mallett Drive intersection (Route 125/136). Safe to Routes to School Crossing</p> <p>Out-of-scope:</p>	
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>	
<ol style="list-style-type: none"> 1. Meet with Maine DOT and schedule survey data collection (February 2023). 2. Issue Request for Proposals to Consultants for the Multi-Use Path Design (May 2023). 3. Present path design options to Committees and Town Council (August 2023). 4. Select the preferred conceptual design path option (September 2023). 5. Complete the Preliminary Design (November 2023). 6. Complete the Final Design and Issue Construction Bid Documents (February 2024). 7. Obtain Mallett Drive paving funds for 2025 paving year (March 2024). 	
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>	
<ol style="list-style-type: none"> 1. Procure funding for Mallett Drive Multi-Use Path Construction (\$1,500,000). 2. 500 hours from Engineering to Project Manage the Shared-Use Path and Complete Street designs. Grant application is included in this time estimate. 3. Obtain planning funds to study the Complete Street design (Boulevard) concept that complements the Multi-Use Path project. This study would evaluate the connection to Main Street up to the School Street Intersection. (\$50,000). 4. Obtain Complete Street (Boulevard) construction funds via grants, and partnerships with stakeholders. Assume \$10,000,000 for full Complete Street implementation. 	

4. Endorsement			
	Name	Signature	Date
Project Lead	Liz McDonald (CSC)		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Lower Main Street Transformation	Date:	1/10/2023
Project Lead:	Liz McDonald, Complete Streets Committee	Committee Name	Complete Streets
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/30/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Liz McDonald Barbara Guffin	Complete Streets Committee; Connect Freeport			
Steve Cole	Maine DOT			
Kristine Keeney	East Coast Greenway			
	GPCOG, PACTS			
Earl Gibson	Public Works			
	Sustainability Advisory Board: Tree Task Force			

3. Project Elements
A. Project Purpose / Goals / Impact
<p>Design Lower Main Street as a bicycle and pedestrian friendly connection between the Downtown Village and Route One South and Desert Road.</p> <p>Focus on a Multi-Use Path and road dieting with landscaping, lighting, and traffic calming measures in the near term. Plan for future intersection improvements that safely connect pedestrians and bicyclists to Lower Main Street, the Concord Brook Trail, and Desert Road.</p>
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>
<ol style="list-style-type: none"> 1. Obtain Preliminary Design of the Railroad Overpass Bridge replacement from Maine DOT. 2. Identify locations and opportunities for sidewalk widening and road dieting between the West Street and Route One/ Desert Road intersection. 3. Obtain easements from landowners for the Concord Brook Trail between Bath Savings and Concord Road. 4. Complete mapping of paths and sidewalk connections.
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>
<p>In-scope: Lower Main Street from West Street to Route One/ Desert Road intersection.</p> <p>Out-of-scope: Route One South; Desert Road</p>



Downtown Vision Plan Project Charter

3. Project Elements

D. Project Milestones *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*

- Phase 1: Concord Brook Trail
- i. Negotiate easements with landowners for the Concord Brook Trail (Spring 2023).
 - ii. Obtain Concord Brook Trail construction funding (2023).
 - iii. Construct Concord Brook Trail (2024)
- Phase 2: Lower Main Street Traffic Calming
- i. Work with Maine DOT to complete bicycle-pedestrian bridge crossing of the Railroad Overpass (2023-2024).
 - ii. Create a Master Plan that incorporates road dieting, sidewalk widening, bike lanes, street trees, signage, landscaping, and lighting (Fall 2024).
 - iii. Implement Lower Main Street Gateway Master Plan (2027-2028).

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

- Phase One
- 1. Procure funding for the Concord Brook Trail just south of the Route One/ Desert Road intersection to Concord Road (~ \$750,000).
 - 2. Obtain design and construction funds to incorporate road dieting, landscaping, and lighting elements along Lower Main Street (Design funds: \$35,000; Construction funds: not yet known).
 - 3. 250 hours from Engineering to Project Manage the Concord Brook Path and Gateway designs. Grant application is included in this time estimate.
- Phase 2
- 1. Obtain construction funds for cost sharing with Maine DOT of a multi-use path across the Railroad Overpass (cost share amount unknown as of 1/26/2023).
 - 2. Widen sidewalks along Lower Main Street (assume \$150/ linear foot).
 - 3. Incorporate traffic calming elements along Lower Main Street from the Route One South/ Desert Road Intersection to West Street (assumed \$5,000,000 construction costs).

4. Endorsement

	Name	Signature	Date
Project Lead	Liz McDonald (CSC)		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Accessibility Trail Maps	Date:	1/10/2023
Project Lead:	TBD	Committee Name	Multiple
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/30/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Sally Walsh	Accessibility Task Force			
Carrie Kinne	Freeport Conservation Trust			
? Ryan Burke	Freeport Conservation Commission			
Jill Johanning	Alpha One	Advisor		
Multiple	Land Trusts			

3. Project Elements
A. Project Purpose / Goals / Impact
<ul style="list-style-type: none"> i. Promote accessible routes for people with different abilities. ii. Establish Downtown as a hub for trail connections and create pedestrian and bicycling access from the Downtown to surrounding areas. iii. Create an interactive map that grades accessibility routes from the Downtown to places outside of the Village. iv. Ensure that Freeport is accessible for all and friendly to those aging in place.
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>
<ul style="list-style-type: none"> i. Create electronic and printed maps of the existing and proposed trail networks, which identifies the universally accessible trails. ii. Conduct a comprehensive trail evaluation. iii. Assemble a guidance document detailing what qualifies as an universally accessible trail and define in detail what qualifies as an universally accessible trail.
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>
<p>In-scope: Town-wide trails only.</p> <p>Out-of-scope: Private properties</p>



Downtown Vision Plan Project Charter

3. Project Elements	
D. Project Milestones	<i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>
	<ul style="list-style-type: none"> i. Base Mapping Completed (8/31/2023) ii. Coordinate and conduct comprehensive trail evaluation between Freeport Conservation Trust, Freeport Conservation Commission, and Maine Trail Finders (9/30/2022) iii. Create Accessible Trail Guidance Document (10/31/2023)
E. Budget	<i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>
	<ul style="list-style-type: none"> i. Coordinate mapping tasks with the Freeport Conservation Trust and Freeport Conservation Commission. ii. Hire a mapping professional to update and maintain maps (\$4,000/ year).

4. Endorsement			
	Name	Signature	Date
Project Lead	TBD		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	EV Charging Stations at Municipal Facilities	Date:	1/12/2023
Project Lead:	Valy Steverlynck, FSAB Mandy MacPherson, FSAB	Committee Name	Multiple
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/30/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
	Freeport Sustainability Advisory Board			
	Complete Streets Committee			
	Public Works/ Building and Grounds			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Reduce greenhouse gas emissions.</p> <p>Consider installing EV chargers at municipal properties in/ near Downtown to further increase opportunities for EV charging stations throughout Town. The Town can be a leader by sustainable choices while also having economic benefits to the community.</p> <p>EV charging stations at the Town Hall and library not only show leadership, but also provide opportunities for public education and engagement within these municipal buildings in addition to any educational infographics located directly at charging stations.</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <ul style="list-style-type: none"> A. Inventory Town-owned properties and evaluate if they B. Create map of Town properties C. Identify traffic and parking patterns: are there “hot spots” where EV chargers would have a high impact D. Identify where EV chargers currently exist E. Table of grant, rebate, and funding source opportunities
<p>C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i></p> <p>In-scope: (Town Properties) Town Hall, Train Station, Library</p> <p>Out-of-scope: Private properties</p>



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3. Project Elements	
<p>D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i></p>	
<p>Apply for Efficiency Maine grants during February 2023. Municipal EV Toolkit ME Clean Communities (mainecleancommunities.org)</p> <p><u>Phase 1 Implementation</u> Three locations: Town Hall, Train Station, Library (prioritize the Phase 1 locations)</p> <p>Research grant opportunities (e.g., Efficiency Maine, Inflation Reduction Act)</p> <p>Phase 2 locations would be outside of the Downtown Village.</p>	
<p>E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i></p>	
<ul style="list-style-type: none"> • \$210,000 for 3 locations (Level 2 chargers with \$10,000 of site work and electrical per location). • Staff time to provide information to FASB (20 admin hours + meeting time). • Significant time from the Planning and Engineering Departments to design, permit, and construct charging stations (80 hours per charger location). 	

4. Endorsement			
	Name	Signature	Date
Project Leads	Valy Steverlynck, Mandy MacPherson		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Parks Beautification & Maintenance	Date:	01/09/2023
Project Lead:	Adam Bliss, Town Engineer	Committee Name	Multiple
Project Facilitator:	Dan Piltch, Council Chair	Target Project End Date	09/30/2023

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
TBD	Complete Streets	Keep informed of developments, especially with regards to surrounding public ways		
Courtney Sparks	Library	FCL Director, keep informed of progress, possible improvement to library grounds		
Michelle Barker	Freeport Downtown Improvement Committee(?)	Possible involvement with remaining funds		
TBD	Municipal Facilities Committee			
Brent Moon	Town of Freeport	Public Works		
Chris Wolfe	Town of Freeport	Town Clerk		
Peter Joseph	Town of Freeport	Town Manager		

3. Project Elements
A. Project Purpose / Goals / Impact
Improve and invite more use of parks and open spaces, which will require additional maintenance to ensure spaces are well-cared for. The Town should explore creating a parks or maintenance department within Public Works and scale up equipment and staffing over time to meet new, expanded needs.
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>
<ul style="list-style-type: none"> - Research parks/rec studies from other towns [Dan & others] - Identify and inventory town-maintained facilities/parks/land within the downtown area [Adam] - Identify the ideal tasks/projects that we'd like to see in a parks department - Identify the current tasks/roles that buildings/grounds department currently does [Adam] - Draft a vision - Host a session for public input on the vision — focusing on the vision, rather than the implementation
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>
In-scope:
Out-of-scope: Areas out of downtown



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3. Project Elements	
D. Project Milestones	<i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>
	<p>2/28/23: Complete inventories of studies, town lands and existing roles</p> <p>3/31/23: Identify ideal roles/projects</p> <p>4/30/23: Solicit input from stakeholders</p> <p>5/31/23: Draft vision for parks and staff structure</p> <p>7/31/23: Host public session to gather input on the draft vision</p> <p>9/30/23: Recommendation to Town Council for any changes</p>
E. Budget	<i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>
	<p>Short term: Continue to fund 3 positions for Buildings & Grounds staff at present value. No direct impact on current budget.</p> <p>Future: May require additional funding to outsource some tasks from Building & Grounds staff, or capital improvements for specific park projects.</p>

4. Endorsement			
	Name	Signature	Date
Project Lead	Adam Bliss		
Project Facilitator	Dan Piltch		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Support Local Arts Programming, Festivals, and Events by Building Public Infrastructure in Existing Public Spaces	Date:	1/5/2023
Project Lead:	Dan Piltch, Council Chair	Committee Name	Meeting House Arts
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/1/2023

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Suzanne Watson	Meeting House Arts			director@meetinghousearts.org
Public Works	Town Department			egibson@freeportmaine.com
?	Hilton Garden Inn			
Tawni Whitney	Freeport Chamber			
Margaret or Kelly	Visit Freeport			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Public infrastructure attracts people and events which promote the Community's values, character, and heritage. Support local arts programming and events by building public infrastructure, including bathrooms, a pavilion, and stages for outdoor performances, and make the programming of the event permitting process effortless.</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <p>See Project Milestones and Budget Sections for Phase 1 Deliverables</p> <p><u>Broader Scope (longer term) Deliverables</u></p> <ol style="list-style-type: none"> 1. Create map of publicly-accessible parcels and infrastructure in the Downtown Village. 2. Create an inventory of public parcels in the Downtown Village that describes existing and proposed amenities. 3. Produce cost estimates of the amenities proposed at each site. 4. Write a summary memorandum with attachments 1, 2, and 3 above. 5. Present findings to Council with accompanying budget requests.
<p>C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i></p> <p>In-scope:</p> <ul style="list-style-type: none"> ★ Town Hall ★ Memorial Park ★ Leon Gorman Park ★ Town-Owned Lot behind Starbucks (aka Hot Dog Park) ★ Park in front of Public Safety building ★ Train Station? ★ Library <p>Out-of-scope: Parcels outside of the Downtown Village; Private properties</p>



Downtown Vision Plan Project Charter

3. Project Elements

D. Project Milestones *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*

- Phase 1
- Schedule music and events at Memorial Park and Town Hall by March 1, 2023.
 - Construct wooden platform (stage) on ground at Memorial Park by May 15, 2023.
 - ★ The Memorial Park stage is a pilot project. It's success will be evaluated based on the location within the park, preferred stage layout from three different design options, and the public process that recommends whether to move forward with constructing a larger pavilion at this location or choose another location.
 - ★ Coordinate bathrooms with abutting property owners or install porta-potties.
 - Complete the Town Hall Beautification front lawn area by June 5, 2023.
- Phase 2
- Identify a location for large scale pavilion by October 31, 2023.
 - Design a large scale pavilion based on popularity, use, and public process from Phase 1 by December 1, 2023.
 - Issue Request for Proposal to Contractors to build and install pavillion at the location identified above.

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

Phase 1
Use \$5,000 from the Memorial Park Capital Account for materials and labor to construct stage as a pilot project

Phase 2
The success of the Memorial Park pilot project will inform whether to construct a Pavillion at this location or identify a more suitable location such as Leon Gorman Park. A full-size pavilion is estimated to cost more than \$100,000 at the scale shown in the Downtown Vision Plan rendering.

4. Endorsement

	Name	Signature	Date
Project Lead	Dan Pilch		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			