**Downtown Redevelopment Plan Criteria Checklist**

Downtown Plans may vary somewhat in their format and size. However, effective plans have some common components. Ensure your municipal Downtown Redevelopment Plan has the following components.

For a Downtown designed municipal financing tax increment district, the downtown redevelopment plan must be adopted by municipal legislative body that describes the municipality’s comprehensive plan for the physical and economic redevelopment of its Downtown (Rule 19-100, Chapter 1, Section 1 (B)).

|  |  |  |
| --- | --- | --- |
| Completed? | Page number(s) Component specifically addressed | Downtown Plan Component |
|  |  | Capital Improvements Program – How does the community’s capital improvement program relate to existing and planned developments in the downtown? What is planned, when, where and how? Describe existing maintenance programs and schedules and any potential new funding source to accomplish the goals. |
|  |  | Employment opportunities – Part of TIF Statue definition of “downtown,” includes, “the central business district of a community that serves as the center for socioeconomic interaction in the community.” This means jobs. Articulate the types of employment and calculate the approximate number of employment opportunities, or positions, in the downtown. |
|  |  | Inventory of retail/commercial space – The plan should contain an inventory of retail/commercial space. This is assembled using the information that you obtain as part of your building survey. This inventory needs to include ownership of each building. |
|  |  | Infrastructure – describe availability, size, and condition of public infrastructure (sewer lines, pump stations, and treatment plant, water lines and treatment facilities, street lighting, electrical lines, cable, and phone lines). Include an estimate of costs of utility line undergrounding or relocating off Main Street, if possible. |
|  |  | Maps – A Downtown Plan must include a map that conveys the downtown area and defines the geographic boundaries of your downtown. Several maps, and possibly overlay maps, are necessary to effectively convey the various plan components. |
|  |  | Parking – The Downtown Plan needs to identify the number of parking spaces and their locations. Include public and private lots, and any timesharing arrangements. If you have a parking management plan attach it as an appendix. Consistency with Comprehensive Plan - Your Downtown Redevelopment Plan must be consistent with your community’s comprehensive plan. |
|  |  | Public input – The plan must describe how the public was involved in the planning process and how the public will continue to be engaged in its implementation. |
|  |  | Recreation – identify areas of recreation, greenways, green space, parks, and their amenities and maintenance, etc. A map is required. |
|  |  | Residential – the Downtown Plan should identify the number of apartments or housing units available in your downtown. It should also identify adjacent residential zones. The plan will examine pedestrian routes from the adjacent residential to the downtown. |
|  |  | Signage – Does the community have a sign ordinance? If so, describe how it is applied and enforced. Describe the condition of, or lack of, business signs, way-finding signage, historic and cultural signage. |
|  |  | Survey of buildings and their conditions – The Downtown Plan needs to convey what buildings make up the downtown, and what condition those structures are in. To adequately market your downtown, you’ll need to know the square footage of each commercial structure. You will also need to identify how many floors are in the structure, general condition of the building (e.g. does it meet code?); whether one or more elevators access which floors, and current and/or potential uses (e.g. whether there are housing units on the upper floors, office space, or some combination.) This will allow you to calculate the square footage of available retail space, office space, etc. Document the year the structure was built. Determine if it is listed in the National Register of Historic Places, if it has determined formally eligible for listing in the National Register of Historic Places, and/or if it is protected though a local historic preservation ordinance. Indicate whether Design Guidelines or Design Standards have been adopted and, if so, how they are managed. |
|  |  | Transportation, gateways and traffic circulation – Include information regarding public transportation access and routes, if applicable. Identify gateways, one-way streets, pedestrian malls and traffic circulation patterns. Assess the condition of the streets, sidewalks, curbing and the degree to which they are ADA compliant. |
|  |  | Active transportation/Walkability-pedestrianism, bike paths and pedestrian trails and walkways. Indicate any trail access, or potential linkage, into downtown. A map is necessary to show location and linkages of existing and proposed trail, path, and walkway improvements. |
|  |  | Zoning and ordinances – A Downtown Plan should include information on the community’s zoning regulations and ordinances as it effects the downtown district. These may be included in their entirety in an appendix and referenced in sections that discuss potential changes to existing ordinances or zones. |

\*All components compiled with input from the State Planning Office, the Maine Downtown Center and members of the Downtown Coalition, Terri-Ann Holden with DECD, with MDOT input.