

Church Street Marketplace District Commission Meeting
DRAFT MINUTES
Wednesday, November 18, 2015

Commissioners present: Jeff Nick, Buddy Singh, Chad Hutchins, Jed Davis, Lara Allen, Robin Sutphen
CSM Staff Present: Ron Redmond, Jenny Morse, Becky Cassidy, Joanna Nagle, Hayley Ryan

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES
 - a. Minutes approved
- IV. PUBLIC FORUM
 - a. Becky – Thank you to Jeff Nick for sponsoring Don Sinex reception, Queen City Police Foundation thank you to Jed Davis, thank you BTC and Chad and Northfield Savings Bank
 - b. Ron Redmond presented proposal from 29 Church Street to increase access to building from both Cherry Street and Church Street via a wheelchair ramp. Building owner is considering creating 2-3 spaces where City Sports space was previously. To do so would require entrances that would accommodate wheelchairs.
 - i. Discussion on ADA compliance, how it will affect the right of way.
 - ii. Breaking up 14,000 square feet of ground floor space at 29 Church Street into smaller spaces is positive for street as retail footprints are shrinking nationwide.
 - iii. Motion for Jeff to have his architect present proposed architectural renderings at a December meeting to look at designs for options for entrances from both Church and Cherry Streets and invite the building inspector, Ned Holt, to review from Buddy
 - iv. Seconded – Jed Davis
 - v. Motion passes
 - c. Commission has opening for two Commissioners. Also need new Vice Chair
- V. CHAIR'S REPORTS
 - a. Finance Report
 - i. Maintenance is on track but will accelerate in the winter, finances are on track but are showing that we have collected all our revenue (CAF), Discussion on CSM position – temporary vs public relations. Bringing Alice in January (halfway through the year and have made it through holidays)
 - b. Review of revised SWOT Analysis

- i. What will the City Council take away from our SWOT Analysis? What are the most important pieces? Consolidate even more to things that are actionable for City Council. Three points on each category. Changed and revised bullet points at meeting.
 - c. Kelly Divine – Parking Presentation
 - i. Parking Plan scheduled to go before City Council on December 9th. They will adopt the plan but still work on fiscal changes Merchant validation program that allows merchants to customize their discounts offered is part of the plan.
 - ii. Working through Council’s concerns about charging for Sunday parking. For our 3 public parking garages, plans call for making it easier to pay, retooling the job description, goal is 24/7 operation, improving esthetics and lighting, more security, more cameras and revisiting 10pm parking enforcement for downtown parking meters. Marketplace Commission needs to be an additional voice for businesses at City Council meetings
 - iii. Working w/ CATMA to get broad base TDM in place, employee transit pass program, more bicycle parking
 - iv. Burlington Town Center parking concerns – parking is number one issue that both BTC and the city are trying to solve.
 - v. TIF funded improvements around BTC will be on November 2016 ballot for Burlington voters to approve
- VI. EXECUTIVE DIRECTOR’S REPORT
 - a. Warming Shelter Update
 - i. Temporary location, open now through March, managed by COTS. Long term goal is to move shelter outside of downtown. Facility saving State cost of hotel vouchers
 - b. CSM Personnel analysis and forthcoming recommendations
 - c. Report on College Street Kiosk
 - i. Current tenant’s lease expires end of June, 2016. To keep space “fresh,” Marketplace staff will be issuing an RFP to invite new ideas. Cost to weatherize kiosk is \$5000—kiosk’s current annual power bill exceeds what’s spent for streetlights on Church Street. Buddy, Chad, Phil to be on CSM committee to design RFP process.
 - d. Marketplace Department Visioning Process, begins first quarter
- VII. Merchant and Marketing
 - a. 2015 Holiday Update
- VIII. ADJOURN