

Church Street Marketplace District Commission Meeting
January 18 , 2017

Commissioners present: Jeff Nick, Phil Merrick, Jed Davis, Buddy Singh, Linda Magoon, Lara Allen. CSM Staff present: Ron Redmond, Jenny Morse. Visitors: Meghan Tuttle (Planning and Zoning), Kelly Devine (BBA), Becky Cassidy, Joe Speidel (UVM)

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES – November 2016
 - a. Motion to approve – Jed Davis; Second – Phil Merrick. Minutes approved.
- IV. PUBLIC FORUM – none
- V. CHAIR’S REPORTS
 - a. Request the Commission’s Support for the Downtown Partnership’s application to renew Burlington’s Downtown Designation
 - i. Motion to approve – Linda. Second – Buddy
 - b. Request to approve transfer of license from Dave Stoll to Ongyel Sherpa
 - i. Discussion on guidelines for approving transfers of licenses in the future. Can the Commission dictate what types of foods are sold on Church Street?
 - ii. Transfer not approved – request from CSM Commission to meet all new vendors going forward.
 - iii. Discussion on pizza vending machines and zoning.
 - c. Zoning Strategies for marijuana dispensaries
 - i. What is Boulder, CO doing? Dispensaries may either be located below grade or on upper floors but NOT on ground floor. Seen as reasonable compromise with City Council.
 - ii. Collaborating with Planning and Zoning on research.
 - d. Diversity training for Marketplace Commission (Magoon)
 - i. Diversity course that city employees take.
 - ii. Human Resources will send Linda Magoon the link to the test.
 - e. Update Downtown Improvement District (Kelly Devine)
 - i. Next steps for Downtown Parking & Transportation Management Plan
 - 1. BBA will lead a collaborative business planning process that engages City and downtown stakeholders in exploring various models and structures for a Downtown/waterfront Improvement District.
 - a. Request from Kelly Devine for a letter from the CSM Commission in support of the plan.
 - b. Actively trying to hire an interim manager for parking.
 - c. DID plan – December 31, 2017
 - d. Kelly Devine, BBA, CSM, DPW, CEDO, City Councilor to make up the working group
 - 2. Develop a business plan for the implementation of a full-service Downtown Improvement District (DID) that would coordinate the Parking Management District.
 - 3. Discussion on the parking garage gate system and how the broken system is affecting the city in a very negative way.

4. Commission wants to see DPW fix the problem in the meantime before 12 months of waiting for a new system.
5. Suggestion for a proposal on hours that someone is staffing the gate to hand out tickets.
6. Ron to send an email to Chapin, copying Commissioners, wanting to meet to discuss this problem.
7. Safety concerns – can CSM staff an “ambassador”? Robust discussion about Marketplace Garage. All commissioners extremely unhappy with the downtown garage.
8. Hearing daily concerns from retailers.

VI. EXECUTIVE DIRECTOR’S REPORT

- i. 9am on the third Wednesday – official new meeting time

b. CSMC Working Groups (Ron)

- i. Agreement with City for repair, replacement of CSM’s Electrical System

- ii. Work with Clerk/Treasurer’s Office to reduce it expenses from the city, FY18.

1. Request to look at City Attorney fees and Information Services specifically.

2. No one will want to pay these fees in an expanded district.

3. Next time there is a vacancy on CSM Commission, request an attorney.

- iii. Plan Q1 visit to BTV by Kathleen Rawson, Downtown Santa Monica

VII. Capital Improvement Plan: Dubois and King inventory of done, cost-estimating begins

VIII. ADJOURN