

**Church Street Marketplace District Commission Meeting Minutes  
December 9, 2015**

CSM Commissioners Present: Chad Hutchins, Jeff Nick, Jed Davis, Buddy Singh, Lara Allen, Phil Merrick. CSM Staff Present: Ron Redmond, Jenny Morse, Hayley Ryan, Jo Nagle. Visitors: Mark Kalloz (The North Face), Tom O'Brien (Northern Architects)

I. COME TO ORDER

II. AGENDA

III. MINUTES

IV. PUBLIC FORUM

Motion by Jeff Nick to allow CSM staff to use appropriate signage in Marketplace District to mark where no smoking ordinance applies.

Seconded – Buddy. Motion passes

V. CHAIR'S REPORTS

a. Finance Report

i. Spending is on track, holiday expenses are always higher. Will revisit after meeting with Alice Astarita in Q1.

b. SWOT Analysis

i. Motion to approve SWOT Analysis – Lara. Seconded- Jed, Motion passes

c. Motion to support BBA's effort to pursue a 6 foot right of way ordinance on the side streets- Jed. Seconded – Buddy. Discussion: City and State must also address spike in retail theft, lack of consequences, lack of tools available to police departments, dysfunctional municipal ticketing program. Motion passes

VI. EXECUTIVE DIRECTOR'S REPORT

a. Request for use of the public right of way for entrances to 29 Church Street

i. Presentation by Tom O'Brien, architect, for 29 Church Street. Working on activating the vacated space (formerly City Sports) corner of Church & Cherry Streets. Ground floor space will be divided into two separate spaces. Having two doorways on the corners of the building (one on Cherry, one on Church Street) makes the space more attractive, marketable for a retailer, easier to enforce ordinances, improves ease of flow  
Motion to approve two entrances as outlined in general, provided the design meets all necessary permitting and approvals by the City.

1. one ADA accessible entrance on the Church Street side,
2. one entrance on the Cherry Streets side, with stairs and a railing, leaving a minimum of seven feet between the bottom edge of the stairs to the granite block tree apron at that corner. Long term plan may include lowering the granite block tree apron.
3. Motion – Jed Davis, seconded – Chad. Motion passes

VII. ADJOURN