

Church Street Marketplace Commission Meeting Minutes
Monday, October 17, 2016

Commissioners Present: Jeff Nick, Buddy Singh, Marc Sherman, Jed Davis, Linda Magoon, Lorre Tucker, Michael Ly, Lara Allen; Staff Present: Ron Redmond, Jenny Morse; Visitors: Pat Cashman (DPW)

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES
 - a. Motion to approve – Buddy; Second – Marc; Minutes approved
- IV. PUBLIC FORM
- V. CHAIR'S REPORTS
 - a. Finance Report: 30% through year, on track right now.
 - b. Presentation of proposed agreement between the CCRPC and CSMD to receive FHWA Planning funds for CSM Capital Plan. Motion to approve agreement- Michael; Second – Linda. Agreement approved
 - c. UPDATE Downtown Parking and Transportation Management Plan. Pat Cashman – background, update on parking

Pat, Ron, Noelle, Chapin to put together **Partnership Agreement between City & BBA, 2016-2018** for the next two years regarding garage improvements, promotion, Downtown Improvement District

1. Garage Improvements. Complete Garage Capital Repairs; Upgrade Parking & Revenue Control Systems (PARCS); Improve Garage Operations and Maintenance

2. On-Street Meter Improvements Make adjustments

3. Communications, Online Tools & Promotions

Develop Expanded Parking & Transportation Website for Burlington; General Communication/Marketing Responsibilities; Branding and Wayfinding
Coordination and Collaboration with Private Parking Facilities

4. Downtown Improvement District

BBA to lead collaborative business planning process that engages City and downtown stakeholders in exploring various models and structures for a Downtown/waterfront Improvement District (DID); Develop a business plan for the implementation of a full-service Downtown Improvement District (DID) that would coordinate the Parking Management District (PMD)

Elements of the Business Plan: Recommendations for governance, funding and scope of services; Financial structure and pro forma budgets; Capital improvements the DID may undertake; A proposed baseline level of City services supported through property taxes; proposed enhanced services provided through DID assessment; Draft a phased implementation plan for the establishment of the management district and its associated funding.

- VI. EXECUTIVE DIRECTOR'S REPORT
 - a. Update on Repurposing the CCTA Kiosk. Structure slated to be removed soon. Meters will be installed on the street soon; Kiosk will be transferred over to the city. CSM will repurpose it for use by BPD and CSM; Suggestion to move it closer to the building, create a larger right of way; Time frame – ASAP but unsure
 - b. Marketplace Garage Storage Space for Cart Vendors. DPW to offer space to Marketplace to create a new structure to accommodate the needs of CSM cart vendors.
- VII. Capital Improvements/Maintenance
 - a. Improvements planned for trash area on City property used by CSM and located behind Homeport.
- VIII. Merchant and Marketing
- IX. ADJOURN