

Church Street Marketplace District Commission Meeting Minutes
Monday, April 11, 3-4:30 pm

CSM Commissioners Present: Michael Ly, Jed Davis, Lara Allen, Lorre Tucker, Buddy Singh, Phil Merrick.
CSM Staff Present: Ron Redmond

Others present: David Nyhan (Ri Ra Irish Pub), Todd Warren (Otter Creek), Michael Kehoe (Michael Kehoe Ltd.), Paul Buschner (Amaizing Kettlekorn), Doug & Hong Yasner.

- I. Meeting convened at 4:05 PM. Vice Chair Lorre Tucker chaired the meeting.
- II. MINUTES – March, 2016 Minutes were reviewed and approved on a motion from Michael Ly and second by Phil Merrick. Passed unanimously
- III. PUBLIC FORUM
- IV. CHAIR'S REPORTS
 1. FINANCE REPORT: Buddy presented overview. The report shows all budgeted items tracking well with very few items going over budget. CSM YTD has used cash roughly at \$75,000 per month. With just under 3 months left in the fiscal year, budgeted expenses including encumbered funds should be adequate to stay on budget and maybe even create a very slight increase in surplus. This bears watching over the next 3 months.
 2. FY 17 PRELIMINARY BUDGET: Ron presented FY 17 overview. Projecting negative fund balance will reach zero at end of FY 16. Building the FY 17 budget with goal for a surplus of +/- \$30,000.
 3. CAPITAL IMPROVEMENT PROGRAM: Goal to have complete in three months.
 4. REQUEST FOR TEMPORARY FREE STANDING, DOUBLE-SIDED RETRACTABLE AWNING David Nyan, GM of Ri Ra Irish Pub requested a Temporary Free Standing, Double-Sided Retractable Awning, similar to awnings approved for Red Square and Pascolo. Todd Warren at Otter Creek Awnings presented standards that CSM Commission developed in 2011.
 - two retractable awnings, with two posts mounted into the ground.
 - awning posts are to be installed approximately 20ft from the building's edge.
 - The drip edge that faces Church Street's center line may not extend more than 6 feet from that center line.
 - There are to be no solid walls for the temporary awning so as not to block storefronts.
 - Width Range 11' - 24' (2' increments)
 - Projection Range 10'2" (x2 max)
 - Height Maximum 10'
 - Frame made of heavy duty powder coated steel frame.
 - Mounting: Steel Base Plates on Suitable Concrete Footings
 - Installation and removal of the awning must be done only by Otter Creek as approved by the Marketplace Commission.

Ri-Ra proposing canopy that is 32' long X 14' wide, that extends the length of their building. Other 2 awnings (Red Square, Pascolo) are 20' x 20'. The two lampposts in front of Ri-Ra prevent the ability for canopy to project towards the nine-foot right of way. Present was Michael Kehoe, adjacent neighbor to discuss any concerns about sight lines to store windows. Have not had complaints from Ecco or Frog Hollow concerning Pascolo awning, in terms of affecting pedestrians seeing stores. Commission discussed with Kehoe, Nyan, Warren the

rationale for approving past awnings (extend season, increase aesthetics, reduce # of umbrellas). Approved on motion from Buddy Singh, second from Michael Ly.

5. Report from the COLLEGE STREET KIOSK Evaluation Committee re: two finalists: Hong's Dumplings and Leunig's Bistro. (Ly and Magoon). Linda Magoon and Michael Ly, both members of the Evaluation Committee, presented an overview of the group's process and thinking to evaluate the 13 proposals received. Both described the process as participative, positive. All committee members held to the evaluation criteria.

Gross annual rent	25 points
Exterior improvements or enhancements	15 points
Business experience	30 points
Type of use (a business complementary to existing businesses on Church Street and likely to succeed in that space)	<u>30 points</u>
Total possible points possible	100 points

Commission voted unanimously to go into executive session on motion from Linda Magoon, Phil Merrick second for matters involving negotiating / securing real estate lease. The executive session allowed commissioners to discuss and air out issues and concerns in privacy and in confidence. Information discussed in executive session remains confidential. Commission came out of executive session at 4:15 pm No action was taken. Selection of vendor was tabled to May meeting.

6. Opening on Marketplace Commission. Two downtown business owners have applied: Mark Bouchett of Homeport and Mike DeCeccho of Parent Co.

V. EXECUTIVE DIRECTOR'S REPORT

a. Request from License Committee (Paul Buschner, License Committee)

- i. Review of proposed cart from Bookies (Bank and Church). Commission deferred any action and will take up again at May meeting.

ii. **2016 Work Plan**

- Raise Standards: Tidy-up Spaces
- Increase Enforcement: "Spot checks" of cart vendors planned for 2016 season.
- Find ways to extend the seasonality of our carts
- Locate more storage areas in the downtown
- Locations to determine size of carts: test two areas for expanded carts
 - BREAK FREE from the 32 foot limitation.
 - Allow larger, well-designed, fully self-contained carts on the Marketplace
 - Nothing outside the cart. No coolers, bread racks, no stock. Everything is within the footprint of the cart.
 - Allow businesses to operate more efficiently, extend their season, make enforcement of the rules and inspection of the operation easier,
 - Iconic designs that add value to the Street, increase overall experience.
 - Cleaner look – easier to enforce our rules. Security. Operators would have more security. Not exposed – operating inside their carts.
 - Locate financial assistance to help with loans, design

- iii. Selection of Commissioner to serve on License Committee

Meeting adjourned at 4:45 pm.