

**Approved Minutes
Vermont Downtown Board
6/27/2016**

Calvin Coolidge Conference Room, 6th Floor, National Life Bldg., Montpelier

Members Present:

- Noelle MacKay (*chair*), Agency of Commerce and Community Development
- Michele Boomhower (*vice-chair*), Agency of Transportation
- Jen Mojo, Agency of Natural Resources
- Michael Desrochers, Department of Public Safety
- Laura Trieschmann, State Historic Preservation Officer
- Peg Elmer Hough, Smart Growth Appointee (departed after the Bristol downtown designation renewal)
- Scott Murphy, Vermont League of Cities and Towns (by phone)
- Michael McDonough, Gubernatorial Appointee from Bennington
- Ron Redmond, Gubernatorial Appointee Representing Downtown Organizations
- Michael Munson, Vermont Planners Association
- Diane Snelling, Natural Resources Board
- Thomas Kennedy for Tasha Wallis, Vermont Association of Planning and Development Agencies (arrived during the Waterbury Center discussion)
- Tom Torti, Vermont Association of Chamber Executives (by phone)

Attending Community Planning and Revitalization (CP+R) Team Members: Richard Amore, Chris Cochran, Gary Holloway, and Jenni Lavoie.

Guests: Lucy Leriche, Deputy Secretary, Agency of Commerce and Community Development; Katie Buckley, Guilford Town Administrator; Liz Gamache, Mayor, City of St. Albans; Ian Albinson, Bristol Core; Carolyn Ashby, Bristol Core; Eric Forand, Town of Bristol; Steve Lotspeich, Waterbury Planning Director; Monica Callan, Owner of the Waterbury Grange; Caroline Marcy, Enosburg falls Director of Finance; Jon Elwell, Enosburg Falls Village Manager; Kate McCarty, Vermont Natural Resources Council.

Chair Noelle MacKay brought the meeting to order at 1:04 pm in the Calvin Coolidge Room, 6th floor of the National Life Building, Montpelier.

Noelle began by thanking outgoing Board members Ron Redmond and Peg Elmer Hough for their service and dedication. She continued by welcoming the new Board members who will officially begin at the next meeting in July, including Katie Buckley, the new gubernatorial smart growth appointee, Liz Gamache, the new gubernatorial appointee representing municipalities, and Lucy Leriche, Deputy Secretary, who will take over Noelle's role as the Agency of Commerce and Community Development representative. The Board will elect a new Chair at the July meeting.

1. Additions or Deletions to Board Agenda

There were no additions or deletions to the Board Agenda.

2. Approval of Minutes from May 23, 2016

Michele Boomhower made a motion to approve the draft May 23, 2016 minutes and Laura Trieschmann seconded. A roll call vote was taken. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann, Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Peg Elmer Hough, Ron Redmond, Scott Murphy, Tom Torti and Noelle MacKay. The motion carried.

3. Public Comment Period

Noelle MacKay opened the meeting to public comment: there were no comments.

4. Village Center Designation – 4 – Richard Amore

New Applications (1)

Waterbury Center

Richard presented the complete application for village center designation for Waterbury Center village center. The village center boundary runs along Maple Street, Hollow Road, and Howard Avenue, encompassing the village green. The proposed boundary includes the Green Mountain Seminary Building, Maple Street Fire Station, Hope Davey Park and the Waterbury Grant Hall. The town and CP+R staff worked together to create the proposed boundary to meet the statutory definition and provided a map that meets the program's requirements. Steve Lotspeich, Waterbury Planning Director and Monica Callan, owner of the Grange, spoke to the Board and shared revitalization efforts and support for the application.

Michele Boomhower made a motion to approve village center designation for Waterbury Center village center and Michael Munson seconded. A roll call vote was taken. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann, Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Peg Elmer Hough, Ron Redmond, Scott Murphy, Tom Kennedy, Tom Torti and Noelle MacKay. The motion carried.

Boundary Amendment Request (1)

Enosburg Falls

Richard presented the complete application from the village of Enosburg Falls for a boundary amendment to the designated village center. Enosburg Falls village center designation was recently renewed by the Board in March 2016. The village is requesting an amendment of the designation boundary to include the under used Spavin Cure building (listed in the state and national register of historic places) and would add a blend of historic structures, commercial uses, and multi-family homes. Eighteen parcels (nine on each side of the street) would be added to the northern end of the village center, including eleven large multi-family houses, the 1906 House Bed and Breakfast, Young's Accounting, and the Spavin Cure building. Staff recommends approval of the village center boundary amendment.

The Board discussed the proposed amendment and the potential benefits for the historic Spavin Cure building and other businesses.

Diane Snelling made a motion to approve the boundary amendment for the Enosburg Falls village center and Tom Torti seconded. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann,

Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Peg Elmer Hough, Ron Redmond, Scott Murphy, Tom Kennedy, Tom Torti and Noelle MacKay. The motion carried.

Renewal Applications (2)

Bakersfield

The complete application for renewal of village center designation for Bakersfield village center was presented to the Board. The designated boundary was not altered and the map was updated to meet program standards. Staff recommends proceeding with approval of the application for renewal of the village center designation for Bakersfield village center.

Diane Snelling made a motion to approve renewal of village center designation for Bakersfield village center and Jen Mojo seconded. A roll call vote was taken. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann, Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Peg Elmer Hough, Ron Redmond, Scott Murphy, Tom Kennedy, Tom Torti and Noelle MacKay. The motion carried.

Readsboro

The complete application for renewal of village center designation for Readsboro village center was presented to the Board. The designated boundary was not altered and the map was updated to meet program standards. Staff recommends proceeding with approval of the application for renewal of the village center designation for Readsboro village center.

Tom Torti made a motion to approve renewal of village center designation for Readsboro village center and Diane Snelling seconded. A roll call vote was taken. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann, Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Peg Elmer Hough, Ron Redmond, Scott Murphy, Tom Kennedy, Tom Torti and Noelle MacKay. The motion carried.

5. Downtown Designation Renewal Application – 1 – Gary Holloway

Bristol

Gary Holloway introduced Ian Albinson and Carolyn Ashby from Bristol Core, the downtown organization, and Eric Forand, Zoning Administrator. Staff presented the review for the renewal of Downtown Designation. The application is complete, all requirements are met and no boundary changes are proposed. Staff recommends approval of the application for renewal of Downtown designation.

Ian provided the Board with a brief overview of the downtown organization and highlighted the success of streetscape and village green improvements, community events, the Prince Lane improvements, rebranding and the hiring of a new Executive Director. The Board thanked the guests for their presentation and commended the town for their continuing work.

Diane Snelling made a motion to approve renewal of Downtown designation for Bristol and Peg Elmer Hough seconded. A roll call vote was taken. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann, Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Peg Elmer Hough, Ron Redmond, Scott Murphy, Tom Kennedy, Tom Torti and Noelle MacKay. The motion carried.

6. Old Business/New Business

- Noelle noted the success of this year's Historic Preservation and Downtown Conference in Waterbury on June 10th. The Governor provided the opening remarks and the afternoon walking tours were well received.
- Michael McDonough thanked Noelle for her leadership, hard work and ongoing commitment to Vermont communities. Board members and staff expressed their thanks and wished her well as director of the Burlington Community and Economic Development Office (CEDO).

7. Adjourn

Diane Snelling made a motion to adjourn and Laura Trieschmann seconded. A roll call vote was taken. Ayes: Diane Snelling, Jen Mojo, Laura Trieschmann, Michael McDonough, Michael Desrochers, Michael Munson, Michele Boomhower, Ron Redmond, Scott Murphy, Tom Kennedy, Tom Torti and Noelle MacKay. The motion carried and the Downtown Board meeting was adjourned at 3:17 pm.

Respectfully submitted, Annina Seiler