

**Approved Minutes**  
**Vermont Downtown Board**  
**07/27/2015**

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

**Members Present:**

- Noelle MacKay (*chair*), Agency of Commerce and Community Development
- Michele Boomhower, Agency of Transportation
- Jen Mojo, Agency of Natural Resources
- Robert Sponable for Michael Desrochers, Department of Public Safety
- Laura Trieschmann, State Historic Preservation Officer
- Peg Elmer Hough, Smart Growth Appointee
- Scott Murphy, Vermont League of Cities and Towns
- Michael McDonough, Gubernatorial Appointee from Bennington (arrived during the West Brattleboro Village Center renewal and departed following the Electric Vehicle Charging Station Criteria and Application review)
- Ron Redmond, Gubernatorial Appointee Representing Downtown Organizations (arrived during the West Brattleboro Village Center renewal)
- Michael Munson, Vermont Planners Association
- Jon Groveman, Natural Resources Board
- Peter Gregory (*vice-chair*), Vermont Association of Planning and Development Agencies (departed following the Electric Vehicle Charging Station Criteria and Application review)
- Tom Torti, Vermont Association of Chamber Executives

**Attending Community Planning and Revitalization (CP+R) Team Members:** Chris Cochran, Richard Amore, Gary Holloway, Annina Seiler, Faith Ingulsrud and Caitlin Corkins.

**Guests:** Jonas Rosenthal, Poultney Town Manager; Jaime Lee, Poultney Downtown Revitalization Committee; Ina Smith Johnson, Poultney Downtown Revitalization Committee; Paul Conner, South Burlington Director of Planning and Zoning; Kate McCarthy, Vermont Natural Resources Council; Mary Alice Proffitt, Down Home Kitchen; Bill Fraser, City of Montpelier; Kevin Casey, City of Montpelier; Eric Hoekstra, Redstone; Brian Pickard, Rural Edge; Chris Holden, Rural Edge; Chad Rich, Prohibition Pig; Bob Haight, Downtown Windsor.

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

**1. Additions or Deletions to Board Agenda**

There were no additions or deletions to the Board Agenda.

**2. Approval of Minutes from June 22, 2015**

Peter Gregory made a motion to approve the draft June 22, 2015 minutes. Michael Munson seconded and the motion passed 6-0. Peg Elmer Hough, Michelle Boomhower, Robert Sponable and Scott Murphy abstained.

### **3. Public Comment Period**

Noelle MacKay opened the meeting to public comment:

Kate McCarthy, of the Vermont Natural Resources Council (VNRC), introduced herself and noted interest in the Board's review of the Electric Vehicle Charging Station grant application and criteria. VNRC local energy coordinators support energy-minded land use planning and communities pursuing Electric Vehicle charging stations.

### **4. Village Center Designation Renewal – 5 – Richard Amore**

#### **Sharon Village Center**

Richard presented the complete application for renewal of Village Center designation for Sharon Village Center. 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 Sharon Village Center.

Peg Elmer Hough made a motion to approve renewal of Village Center designation for Sharon Village Center. Michael Munson seconded and the motion passed 9-0. Peter Gregory abstained.

#### **West Brattleboro Village Center**

Richard presented the complete application for renewal of Village Center designation for West Brattleboro Village Center. Richard noted that at the time of designation in 2005, the Board requested the removal of the Academy School from the proposed boundary. However, the Board's official approval letter did not include this amendment and the 2010 renewal approved the original boundary, including the Academy school property. Given that this was an issues resulting from staff oversight, and not the fault of the town, staff recommends proceeding with approval of the application for renewal of the Village Center designation, which includes the Academy School parcel, for West Brattleboro Village Center.

Peter Gregory made a motion to approve renewal of Village Center designation for West Brattleboro Village Center. Michael Munson seconded and the motion passed 12-0.

#### **Fairfield Village Center**

Richard presented the complete application for renewal of Village Center designation for Fairfield Village Center. 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 Fairfield Village Center.

Michael Munson made a motion to approve renewal of Village Center designation for Fairfield Village Center. Tom Torti seconded and the motion passed 12-0.

#### **East Fairfield Village Center**

Richard presented the complete application for renewal of Village Center designation for East Fairfield Village Center. 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 East Fairfield Village Center.

Peg Elmer Hough made a motion to approve renewal of Village Center designation for East Fairfield Village Center. Michelle Boomhower seconded and the motion passed 12-0.

### **East Poultney Village Center**

Richard presented the complete application for renewal of Village Center designation for East Poultney Village Center. 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 East Poultney Village Center.

Michele Boomhower made a motion to approve renewal of Village Center designation for East Poultney Village Center. Laura Trieschmann seconded and the motion passed 12-0.

## **5. Downtown Designation Renewal Application – 1 – Gary Holloway**

### **Town of Poultney**

Gary Holloway introduced Jonas Rosenthal, Jaime Lee and Ina Smith Johnson representing the Town of Poultney and the Poultney Downtown Revitalization Committee. He presented the staff review for the renewal of Downtown Designation. The application is complete and all requirements are met. The application includes a request to extend the designated boundary to capture a portion of Green Mountain College and several local businesses, including Bentley Community Center, Katie's Education Center and Bentley House Bed and Breakfast. Staff recommends approving the boundary extension along with the renewal of Downtown Designation. Jaime Lee provided the Board with a presentation on community successes, challenges and future plans. Jonas noted that priority consideration for designated Downtowns in the Agency of Transportation Class 1 and 2 highway grant program would help the town advance its revitalization efforts. Board members requested minor amendments to the proposed boundary to include the entirety of buildings, which appeared to be bisected by the boundary line.

Michael McDonough made a motion to approve renewal of Poultney's Downtown designation and to approve the requested boundary amendment with minor changes as proposed by the Board. Laura Trieschmann seconded and the motion passed 12-0.

## **6. New Town Center Designation Renewal – 1 – Faith Ingulsrud**

### **City of South Burlington**

Faith Ingulsrud introduced the renewal application for New Town Center designation from the City of South Burlington. She noted that all requirements have been met and there are no outstanding issues. Staff recommends approval of the renewal application. Paul Conner, Director of Planning and Zoning, provided the Board with an update on the City's progress, noting planned public facilities, the City Center TIF District, and new retail and housing within the designated area. He also indicated that the City may consider requesting an amendment to their boundary in the near future.

Michelle Boomhower made a motion to approve renewal of South Burlington's New Town Center designation. Peg Elmer Hough seconded and in the motion passed 12-0.

## **7. Electric Vehicle**

Gary Holloway presented the Board with proposed changes to the competitive criteria for the third round of Electric Vehicle Charging Station Grants. Staff recommends the addition of a criteria to prioritize projects located near a major highway or road and in locations which do not already have a station. Board members recommended additional changes to the proposed criteria and scoring and requested staff review the Memorandum of Understanding with ANR to see if the program eligibility could be expanded to include Village Centers.

Michelle Boomhower made a motion to approve the application with noted changes. Michael Munson seconded and the motion passed 12-0.

## **8. Review Tax Credit Application and Scoring Process – Caitlin Corkins**

Caitlin Corkins presented the Board with the tallied and ranked scores for the Downtown and Village Center Tax Credit and Sales Tax Reallocation applications. She noted that based on the scores, 26 applications, ranked from the highest to lowest, could be fully funded and that one application from Windsor could be partially funded. If recaptured funds become available, the Windsor project would be the first to receive these funds. Bob Haight, representing the Windsor application noted that they would accept partial funding. Members of the public asked questions about the scoring process and Board review of the competitive criteria. Board members noted that the lack of available funds meant many deserving applications could not be funded.

Michelle Boomhower made a motion to approve funding of the applications ranked 1 through 26, to award partial funding to the application from Windsor and should recaptured funds become available, to fully fund the Windsor application. Scott Murphy seconded and the motion passed 10-0.

## **9. Old Business/New Business**

Board members were reminded that the August Board meeting has been canceled. The Board will meet again on September 28, 2015.

## **10. Adjourn**

Ron Redmond made a motion to adjourn and Tom Torti seconded. The motion passed 10-0 and the Downtown Board meeting was adjourned at 3:03 pm.

Respectfully submitted, Annina Seiler