



SAINT ALBANS
DOWNTOWN

St. Albans for the Future, Inc.
PO Box 867, 100 No. Main St.
St. Albans, VT 05478

St. Albans City Downtown Board
PO Box 867, 100 No. Main St.
St. Albans, VT 05478

COVER LETTER

Date: March 30, 2017

To: Vermont Downtown Development Board

From: St. Albans For the Future, Inc., and the City of St. Albans

Re: Application for renewal of Downtown Designation for Downtown St. Albans

Name of Municipality: City of St. Albans, Vermont

Primary Contact: Chip Sawyer, Director of Planning & Development
City of St. Albans
PO Box 867, 100 No. Main St.
St. Albans, VT 05478
Phone: (802) 524-1500 *259
Email: c.sawyer@stalbansvt.com

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Mayor: Elizabeth Gamache
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Tammi DiFranco
Ward 4: Scott Corrigan



Ward 5: Kate Laddison
Ward 6: Chad Spooner
Clerk/Treasurer: Susan Krupp
City Manager: Dominic Cloud

St. Albans City Council

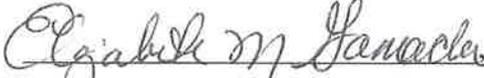
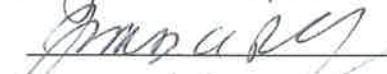
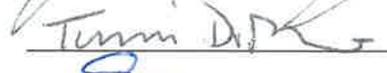
December 12, 2016

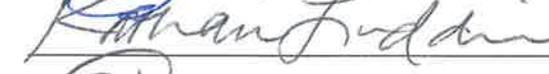
By our signatures below,

BE IT RESOLVED

That the St. Albans City Council authorizes the efforts of St. Albans for the Future and the City of St. Albans in seeking renewal of the State's Designation of Downtown St. Albans through the Vermont Downtown Program.

Council Signatures:

 Mayor







Mayor: Elizabeth Gamache
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Tammi DiFranco
Ward 4: Scott Corrigan



Ward 5: Kate Laddison
Ward 6: Chad Spooner
Clerk/Treasurer: Susan Krupp
City Manager: Dominic Cloud

December 20, 2016

Catherine Dimitruk, Director
Northwest Regional Planning Commission
75 Fairfield Street
St. Albans, VT 05478

Re: Application for Renewal of St. Albans Downtown Designation

Dear Catherine,

It has been twelve years since St. Albans for the Future and the City of St. Albans achieved Designation for our downtown through the Vermont Downtown Program. Much has been accomplished in that time, including the development of a City Downtown Program, the creation of new Downtown events, completion of the Downtown Master Plan, the organizational merger of St. Albans with the Future with the City Downtown Board, and the last five years of unprecedented public and private redevelopment on Main St. and in the downtown core.

This letter is meant to notify Northwest Regional Planning Commission that St. Albans for the Future and the City will be applying for the renewal of our Downtown Designation in April 2017.

Furthermore, one of the required items in our renewal package is Confirmation of our planning process by Northwest Regional Planning Commission.

NRPC has always been a partner and ally in our downtown revitalization efforts. As you know, the redevelopment of our downtown core implements many municipal and regional planning goals. A letter of support and concerning Confirmation from NRPC would be much appreciated.

Please let me know if you would like to discuss any of this further.

Sincerely,

Chip Sawyer

Director of Planning and Development

on behalf of the City of St. Albans and the Board of Directors of St. Albans For the Future, Inc.

cc: Gary Holloway, Vermont Downtown Program, VT Dept. of Housing and Community Devt.

Mayor: Elizabeth Gamache
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Ward 5: Kate Laddison
Ward 6: Chad Spooner
Clerk/Treasurer: Susan Krupp
City Manager: Dominic Cloud

December 20, 2016

Tim Smith, Executive Director
Franklin County Industrial Development Corporation
2 North Main Street
St. Albans, VT 05478

Re: Application for Renewal of St. Albans Downtown Designation

Dear Tim,

It has been twelve years since St. Albans for the Future and the City of St. Albans achieved Designation for our downtown through the Vermont Downtown Program. Much has been accomplished in that time, including the development of a City Downtown Program, the creation of new Downtown events, completion of the Downtown Master Plan, the organizational merger of St. Albans with the Future with the City Downtown Board, and the last five years of unprecedented public and private redevelopment on Main St. and in the downtown core.

This letter is meant to notify the Franklin County Industrial Development Corporation (FCIDC) that St. Albans for the Future and the City will be applying for the renewal of our Downtown Designation in April 2017.

FCIDC has always been a partner and ally in our downtown revitalization efforts. As you know, the redevelopment of our downtown core implements many local and regional economic development goals. If you wish to submit a letter of support, it would be much appreciated.

Please let me know if you would like to discuss any of this further.

Sincerely,

Chip Sawyer
Director of Planning and Development
on behalf of the City of St. Albans and the Board of Directors of St. Albans For the Future, Inc.

cc: Gary Holloway, Vermont Downtown Program, VT Dept. of Housing and Community Devt.

Downtown Designation in the St. Albans Municipal Plan

The benefits of downtown designation and the desire to maintain that status are mentioned in various places in the St. Albans City Comprehensive Municipal Plan. There are also two maps in the Municipal Plan that depict the designated downtown area.

Excerpts from Chapter 5, Downtown Master Plan.

Page 5-1:

Saint Albans is fortunate to have a classic New England downtown at its core featuring architecturally interesting block facades, historic landmarks, and the central green of Taylor Park. In recent years, considerable effort has gone into revitalizing and redeveloping the downtown. Downtown St. Albans is a Designated Main Street Community of Vermont, a Designated Downtown, and a Designated Growth Center, all which bring various resources to downtown business owners and the City.

Downtown St. Albans has adopted the Vermont Main Street Approach, which provides a flexible framework that puts the traditional assets of downtown, such as unique architecture and locally-owned businesses, to work as a catalyst for economic growth and community pride.

Policies on page 5-7:

- 1) *The City of Saint Albans will support Saint Albans for the Future (SAFF) in its work.*
- 2) *The City and SAFF will engage a host of partners in working toward the common goal of preserving Downtown Saint Albans' place as the center of the regional economy.*
- 3) *The City will continue to dedicate time and resources to the implementation of the Downtown Master Plan, including the completion of subsequent phases of the Downtown Streetscape Project.*
- 4) *The City will work to preserve and enhance the unique visual quality and design elements of Downtown Saint Albans.*
- 5) *Provide incentives for the renovation and improvement of existing vacant and underutilized space to promote the occupancy of Downtown buildings, including upper floor market rate housing units.*
- 6) *Reinforce the strong urban form of Downtown Saint Albans, including the historic context, buildings located to the sidewalk edge with parking located behind and active uses and articulated facades along the streets.*
- 7) *Downtown Saint Albans will work to create and market a positive image based on the unique attributes of the downtown district.*
- 8) *The unique attributes of Downtown Saint Albans will be the focus of the City's efforts to market a positive image for the community.*
- 9) *Encourage a variety of community-wide festivals, celebrations, and activities, and promote knowledge of them to a diverse audience.*

Excerpts from Chapter 3, The Community.

In Historic Legacy section, starting on page 3-3:

Another example is Saint Albans for the Future (SAFF), a non-profit, tax-exempt Vermont organization and the result of the dedicated efforts and commitment of many community volunteers. It is an initiative built upon past revitalization efforts, devotion and a willingness to improve the quality of life in downtown St. Albans. SAFF oversees the revitalization efforts and state and federal benefits of downtown designation and ensures the preservation of historic buildings through its work to keep them economically active.

In Historic Preservation section, starting on page 3-5:

St. Albans for the Future (SAFF), St. Albans' Downtown Revitalization Organization, works in conjunction with property owners to provide additional resources and technical assistance that facilitates preservation. Inclusion in the National Register of Historic Places is of particular significance as it provides property owners an opportunity to participate in federal and state tax credit programs for historically appropriate improvements. SAFF provides technical support to property owners on these tax incentives, developed a guide and color palette to assist with identifying exterior paints, and maintains a physical & digital inventory of historic structures in the downtown district.

In April of 2004, the City of Saint Albans applied for and received Downtown Designation. A renewal was granted in April of 2007. Since designation, many new businesses have been created, retained or expanded, creating downtown jobs. The City also employs a combination of regulatory design controls and incentives for adaptive re-use of historic structures to achieve its historic preservation objectives. These Design Review Standards are intended to assist property owners, developers, and the City review boards with the preliminary planning, design, and evaluation of proposals and approval of projects. Development of property in the designated historic district must comply with these preservation guidelines and the applicable regulatory design standards.

In Community Character Policies, page 3-7:

- 4) *Maintain the Vermont Downtown Program's Designated Downtown status and the National Main Street Center's designation as a Main Street Community.*

Excerpts from Chapter 11, Land Use and Development in the Future.

In Downtown section, starting on page 11-1:

Downtown Saint Albans is a well-defined urban core with a strong north-south Main Street that parallels the rail line to the west and is edged by Taylor Park to the east. The street pattern resembles a grid, except that there is a lack of continuity between east-west streets as they

intersect with Main Street. The downtown continues to maintain its nineteenth century architectural consistency, and human scale.

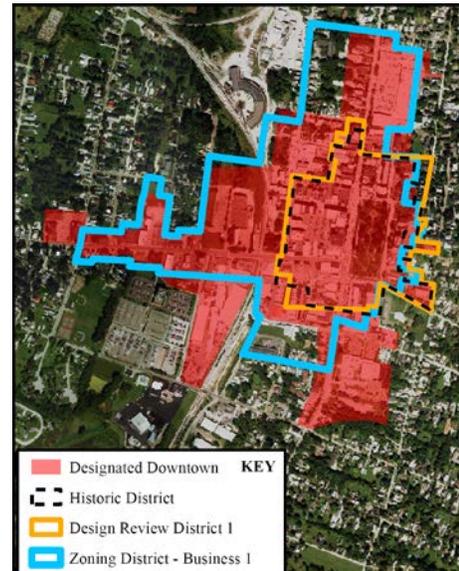
The downtown area is currently zoned as Business 1 - Central Business Sub-District (B1), which is intended to protect and enhance the function of the downtown area as the primary commercial, financial, retail and governmental center of the region. The downtown is also subject to design review guidelines and is designated as the Traditional Downtown (DR1) design review area.

Development is high density mainly consisting of older, multi-story, brick-faced structures that front the street with little or no setback. Public space is well-defined, and provides a focus for public life. While limited, some potential for infill development remains.

Existing uses in the Downtown include but are not limited to retailing, professional offices, banks and restaurants, general business and repair services, government services, and upper story apartments. Mid-block areas commonly consist of paved parking lots.

It is important that the historic mix of housing and commercial development be continued in the urban core. Downtown residential units add to the life and vigor of the central city. In order to protect the commercial base, however, residential uses should be restricted to the upper floors of multi-use buildings. Appropriate and compatible redevelopment, including the adaptation of existing structures for new uses, and the replacement of nonconforming structures and uses, can allow for continued growth within the downtown.

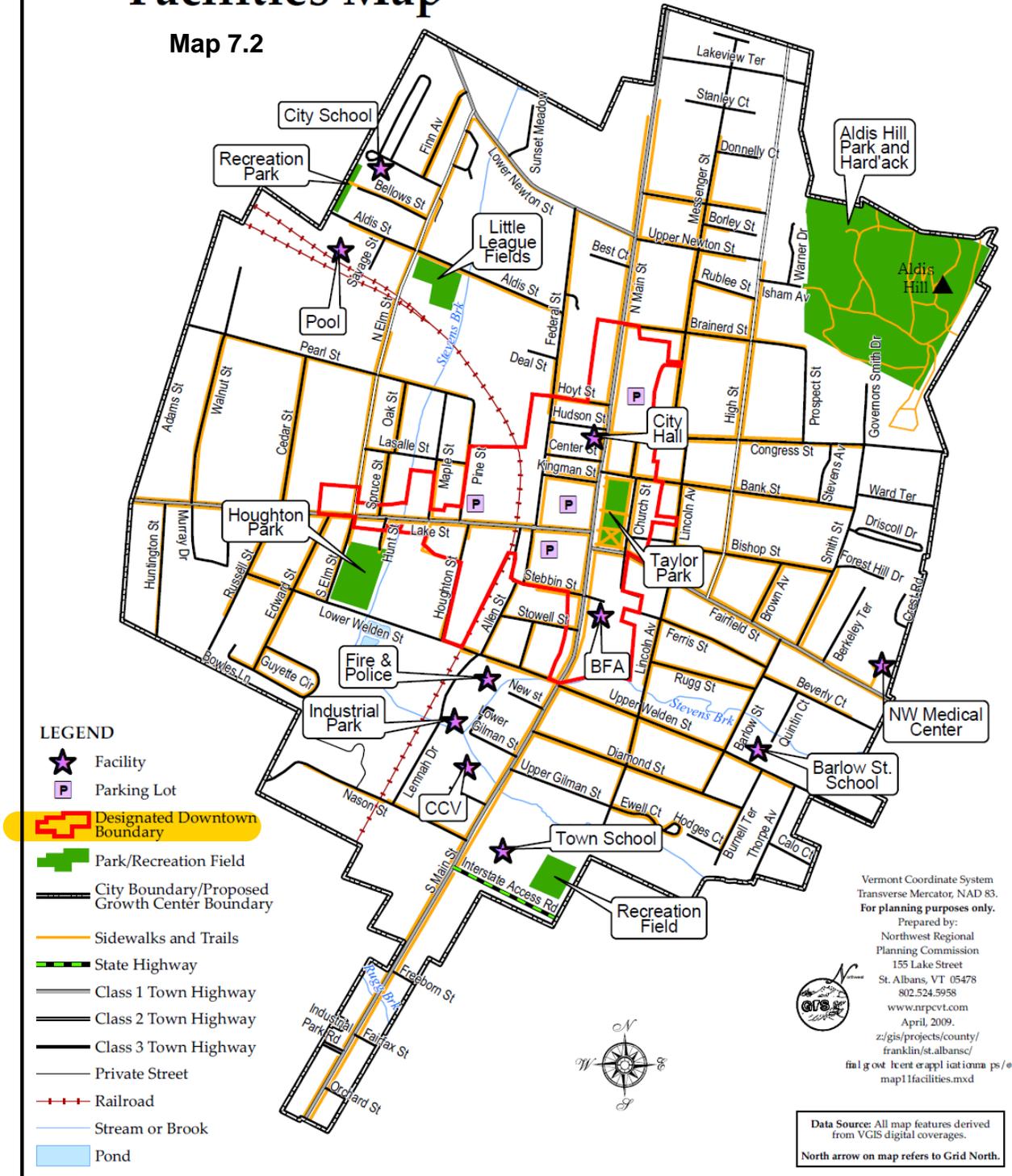
The appearance and design of local streetscapes is important in a pedestrian-oriented downtown such as Saint Albans. Design considerations along urban streets include the encouragement of building types and patterns that maintain the visual and social integrity of the street, including mixed uses that enhance street life; patterns of development that enhance pedestrian circulation; and the appropriate scaling of street level buildings with elements (windows, entrances, signs), lighting and landscape features to fit in with the pedestrian environment.



**Map 11.1
Downtown Districts and
Designations**

CITY OF ST. ALBANS Facilities Map

Map 7.2





75 Fairfield Street • St. Albans, VT 05478 • (802) 524-5958 • Fax (802) 527-2948

January 25, 2017

William "Chip" Sawyer
Director of Planning and Development
City of Saint Albans
P.O. Box 867, 100 North Main Street
Saint Albans, VT 05478

Re: Confirmation of Planning Process for Renewal of St. Albans Downtown Designation

Dear Chip,

The Northwest Regional Planning Commission (NRPC) is pleased to support the City of Saint Albans' application to renew Downtown Designation.

The City of Saint Albans' most recent municipal plan was adopted on June 11, 2012. On September 26, 2012 in accordance with 24 V.S.A. Section 4350, the NRPC granted regional approval to the Saint Albans Comprehensive Municipal Plan and confirmed the City's planning process.

The Northwest Regional Planning Commission hereby offers full support for the renewal of Saint Albans' Downtown Designation and looks forward to working together as the City continues downtown planning efforts.

Thank you for considering our comments. Please feel free to call me if you have any questions or need further information.

Sincerely,

Catherine Dimitruk
Executive Director

BOARD RESOLUTION

Granting Commission Approval to the Saint Albans City Plan

- Whereas,** the City of Saint Albans Selectboard, on June 11, 2012, adopted the "Saint Albans City Plan" in accordance with 24 VSA, Chapter 117; and
- Whereas,** the City of Saint Albans Selectboard, on June 18, 2012, submitted this plan to the Regional Commission for regional approval under Section 4350 of 24 VSA Chapter 117; and
- Whereas,** the Regional Commission has reviewed this plan in accordance all statutory requirements currently in effect, and the Regional Commission's "Municipal Plan Approval Guidelines" adopted by the Board of Commissioners on June 27, 2001; and
- Whereas,** the Regional Commission's review panel, on behalf of the Regional Commission, held a warned public hearing on September 25, 2012 at the Northwest Regional Planning Commission, 155 Lake Street, Saint Albans, VT to receive public comment on regional plan approval and no negative comments were received; and
- Whereas,** the Board of Commissioners received the recommendations of staff and the Commission's review panel in support of plan approval; now be it
- Resolved,** that the Board of Commissioners finds that:
- 1) the City of Saint Albans Municipal Plan is consistent with the goals established in section 4302 of 24 VSA Chapter 117;
 - 2) the City of Saint Albans Municipal Plan is compatible with the regional plan which was adopted May 5, 2004;
 - 3) the City of Saint Albans Municipal Plan is compatible with other regionally approved municipal plans in the region;
 - 4) the City of Saint Albans Municipal Plan contains all the elements included in subdivisions 4382(a)(1)-(10), as required under 24 VSA Chapter 117; and further be it
- Resolved,** that, based upon these findings, and by a vote of the majority of Commissioners representing municipalities within the region taken on September 26, 2012 in accordance with Commission bylaws, the Northwest Regional Planning Commission hereby grants approval to the "Saint Albans City Plan" as submitted and reviewed.

Dated this 26 day of September 2012 in Swanton, Vermont.

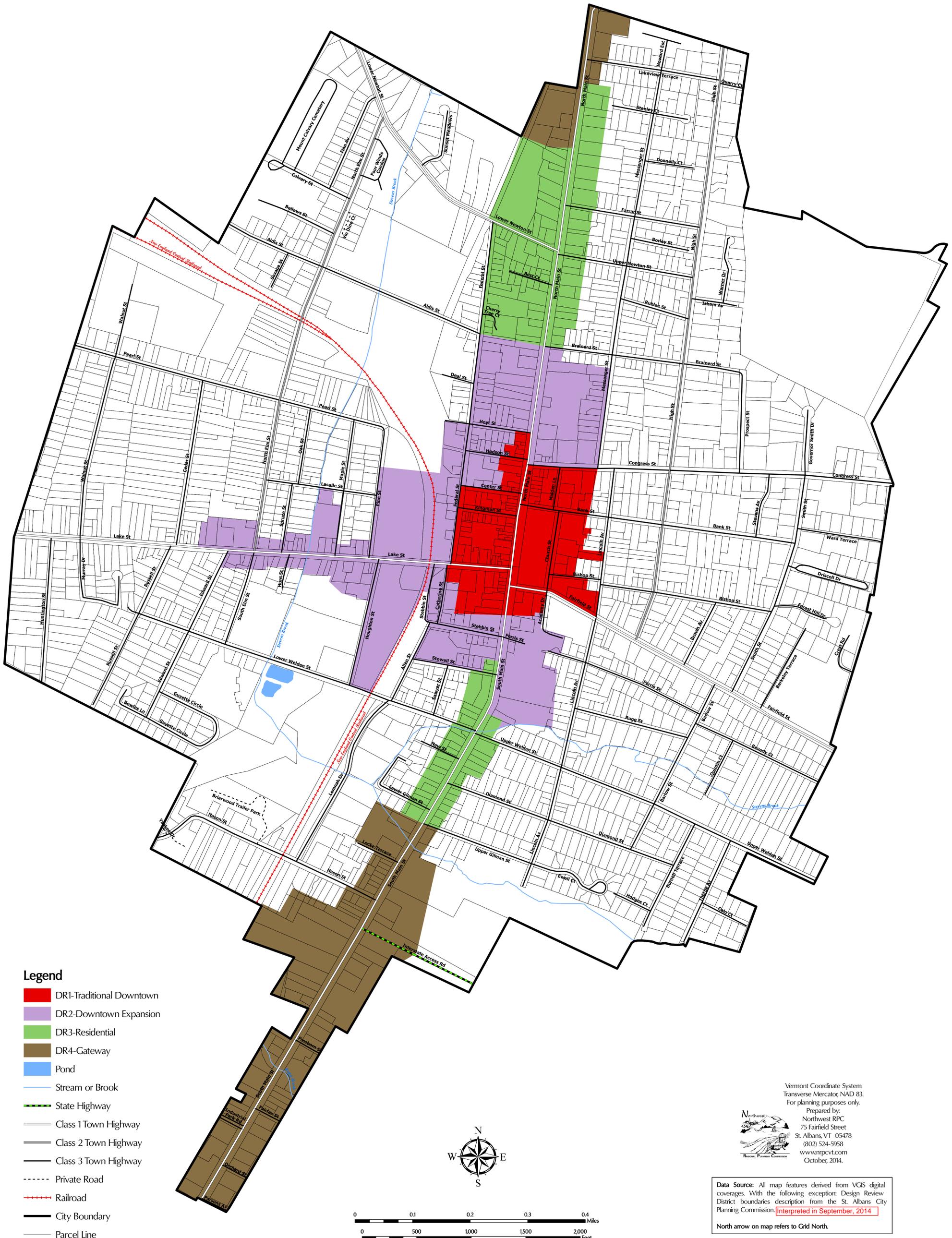
Signed: _____


Laz Scangas, Chair
Board of Commissioners

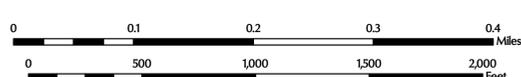
Planning Commitment to the Designated Downtown

The aspect of the St. Albans City Land Development Regulations that most directly addresses the look and feel of the designated downtown is the article on Design Review. This section of the regulations creates design review districts that include the designated downtown as well as standards for review. All of these factors remain unchanged from the last downtown designation renewal. In the following pages are the map of the City's Design Review Districts as well as a sample from the regulations. On the map, one can see that the DR1 – Traditional Downtown and DR2 – Downtown Expansion design review districts combine to encompass the designated downtown.

ST ALBANS CITY Design Review Districts



- Legend**
- DR1-Traditional Downtown
 - DR2-Downtown Expansion
 - DR3-Residential
 - DR4-Gateway
 - Pond
 - Stream or Brook
 - State Highway
 - Class 1 Town Highway
 - Class 2 Town Highway
 - Class 3 Town Highway
 - Private Road
 - Railroad
 - City Boundary
 - Parcel Line



Vermont Coordinate System
Transverse Mercator, NAD 83.
For planning purposes only.
Prepared by:
Northwest RPC
75 Fairfield Street
St. Albans, VT 05478
(802) 524-5958
www.nwrpcvt.com
October, 2014.

Data Source: All map features derived from VGIS digital coverages. With the following exception: Design Review District boundaries description from the St. Albans City Planning Commission. **Interpreted in September, 2014**

North arrow on map refers to Grid North.

Article 7

Design Review

Section 701 Purposes

The intent and purpose of this article is to:

1. Preserve the historic architectural resources of the city.
2. Ensure that new infill development, redevelopment and reconstruction are sensitive to context and the historic architecture and patterns.
3. Promote architectural, landscape, sign, and site design treatments that enhance the visual appearance of development within the Design Review (DR) Overlay Districts and downtown St. Albans.
4. Support pedestrian activity and scale along the street and between buildings as well as multi-modal travel.
5. Create and maintain a strong community image and identity by providing for architectural and landscape treatments that enhance the visual quality of all development in St. Albans and thus enhancing the visitor experience, the attractiveness of the streetscape and the existing architecture of the community.

Section 702 Scope and Authority

These regulations shall be applicable to all new construction, reconstruction, enlargement, exterior alterations, and changes to outward appearance including color or siding, or demolition within the Design Review (DR) Overlay Districts. These regulations shall also apply to any structure listed on or eligible for the National or Vermont State Register of Historic Places.

For any structure in a Design Review District, the Zoning Administrator shall solicit a recommendation from the Design Advisory Board before issuing a building permit. Each project shall be evaluated with regard to how it achieves an overall design that meets the intent and directions of the Design Review Standards. If the Design Advisory Board does not grant a favorable recommendation, then the application shall be referred to the Development Review Board for a final determination under these regulations.

These Design Review Standards are intended to assist property owners, developers, and the City review boards with the preliminary planning, design, and evaluation of proposals and approval of projects. The “shall” and other similar definitive statements indicate mandatory requirements and offer relatively little flexibility unless choices are provided within the statements themselves. All projects must include these elements as described. However, statements that use the word “should” or “encourage” are meant to be applied, but with some flexibility. They indicate that the City is open to design features that are equal to, or better than, those stated - so long as the intent is satisfied. The applicant assumes the burden of proof to demonstrate how a proposed design meets the standards and determination will be made by the City. This section is intended to act in

conjunction with the City of St. Albans' Land Development Regulations. In the event of a conflict or discrepancy between the two documents, the more restrictive standard shall apply.

Section 703 Applicability and District Descriptions

B. DR - Design Review Overlay Districts

Within the limits established for Design Review, there shall be indicated four Design Review Overlay Districts for the purpose of applying the review criteria in Section 706. These districts are as indicated on the Applicable Districts Map in section 703.A with the following designations:

- DR1 - Traditional Downtown
- DR2 - Downtown Expansion
- DR3 - Residential
- DR4 - Gateway

Each of the Design Review Overlay Districts in the City of St. Albans has distinct site development patterns and architectural characteristics. The identification of historic and/or desirable patterns within each of these districts is a critical element in determining the “fit” and ensuring the appropriate relationship of a proposed project or activity within the specific district. The physical characteristics of a proposed project or activity, including the project’s architecture, landscape architecture, site plan and/or signage shall be designed and/or developed in a manner that respects, references or reflects the desired patterns of the district, either existing or as proposed and as specifically articulated in this section.

1. DR1 – Traditional Downtown

a) Definition/Purpose

The Traditional Downtown (DR1) Overlay District is established to maintain and preserve the unique historic character and function of the City’s downtown and central business district. Architecture shall reflect historic forms and materials and adaptive re-use of historic architecture is strongly encouraged. Infill, renovation and revitalization of the City’s core shall respect and preserve the “main street” character, walk ability, public spaces and the sharing of parking and other public infrastructure, which reflects the historic urban form of the City. The district places emphasis on and the preservation of historic resources and the character of the historic downtown as a part of a vibrant central business district. Buildings in the Traditional Downtown (DR1) are mixed-use with premium local and regional boutique retail uses and entertainment establishments, fostering a multicultural environment. Residential or office use above the ground floor is encouraged.

(See corresponding photos that follow)

- i.** Facades are continuous and/or connected and often directly front the sidewalk and right of way.
- ii.** Windows and cornices are critical elements of architecture and reinforce the historic qualities and character of the downtown.
- iii.** Architectural details are important contributors to the visual richness of this district and readily incorporate signs.

- iv. This district includes sites with distinctive, stand-alone architectural landmarks unique to the City.
- v. Relationships to the street and sidewalk are important and reinforce pedestrian scale.



2. DR2 – Downtown Expansion

a) Definition/Purpose

The intent of the Downtown Expansion (DR2) Overlay District is to recognize an area suitable for the expansion of downtown commercial and mixed-use developments, which expands the synergy of the Traditional Downtown (DR1) district. Buildings in the Downtown Expansion (DR2) district are mixed-use developments, housing street front retail and restaurant services with residential and office use above the ground floor, where feasible. Architecture of a historic nature shall be used in conjunction with contemporary designs. Beautification and building upkeep are encouraged, utilizing signage, awnings and greenery for an aesthetically pleasing environment. Architecture should reflect historic forms and materials and adaptive re-use of historic architecture is encouraged. New structures and additions or alterations to existing structures shall be designed in a manner that is harmonious with, or complements the scale, massing, height, proportions, roof pitch, window style and placement, materials, color and design of surrounding historic structures and significant buildings of architectural merit. Strong pedestrian access to neighboring uses and districts shall be developed and maintained. The establishment of unique outdoor spaces of any size with fountains and public art is recommended. Parking lots and structures are to be located away or discreetly screened from street view.

(See corresponding photos that follow)

- i. This district includes a variety of lot sizes, building types and development patterns. There are some clusters of consistent building scales and setbacks.
- ii. Infill spaces and vacant lots are also present in this district as a pattern of land use that provides areas for the expansion of the district.
- iii. Some converted historic buildings have been adapted for commercial uses and include some strong landscape elements.
- iv. Buildings of different, scale, size, design and vintage are present in this district.



DOWNTOWN SAINT ALBANS COMMUNITY REINVESTMENT AGREEMENT

Agreement entered into this 19th day of April, 2016, between the City of Saint Albans ("City") and Saint Albans for the Future, Inc. ("SAFF") desire to engage in the covenants contained herein.

WHEREAS, it is to the mutual advantage and benefit of the parties that each agree to commit to the establishment of a unified, comprehensive downtown development program to promote commercial marketability, improve the physical appearance, engage in a variety of cooperative activities, and foster increased profitability and property tax revenue, all with the end of enhancing the Saint Albans Designated Downtown Area; and

WHEREAS, pursuant to 24 VSA §2793, a community reinvestment agreement for the establishment of a downtown development program is required of municipalities with state-designated downtown areas.

In consideration of the above recitals and of the following covenants and agreements, the parties agree as follows:

1. The City, SAFF, and others each jointly and severally agree to cooperate in the design and execution of a comprehensive downtown development program ("Development Program") for Downtown Saint Albans, also known as the Saint Albans Designated Downtown Area.
2. The mission of the effort is hereby established as the mutual desire of the parties to increase commercial marketability, business profitability, real estate investment returns and property tax revenue, all intended for improving the overall physical appearance and financial performance of Downtown Saint Albans.
3. The purpose for the parties establishing a Development Program is to provide for a unified mission, goals and objectives for advocacy, project planning, and implementation. The goals of the Development Program are hereby established as the following:
 - *A sustained, high level of customer, visitor, and resident satisfaction.*
 - *A measured growth in business profitability and property investment returns.*
 - *A visible increase in job opportunities and overall economic vitality.*

4. In order to accomplish the mission and goals as stated in this Agreement, the parties hereby agree the Development Program shall consist of the following elements:
- a. A *"Promotions" Element*, which shall consist of the following actions to build public awareness of Downtown and communicate its unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors, and attract people to the area:
 - Festivals and special events;
 - Cooperative advertising programs; and
 - Other promotional events which are researched, proposed, and approved.
 - b. A *"Design" Element*, which shall consist of the following actions to effect public and private physical improvements and preserve and enhance the appearance, architectural character, quality, and function of Downtown to be more attractive and appealing to residents, visitors, and investors:
 - Good design practices for building maintenance, storefront renovations, building rehabilitation, effective window displays, interior merchandising, sign presentation, and other improvements; and
 - Improvement of Downtown's public spaces, including streets, sidewalks, infrastructure, traffic flow, pedestrian safety, landscaping, parks, and amenities such as banners, benches, and decorative lighting.
 - c. An *"Economic Restructuring" Element*, which shall consist of the following actions to improve Downtown's economic competitiveness:
 - Study local economic forces and assets, existing and potential markets;
 - Identify and meet the needs for retaining existing businesses;
 - Identify and recruit appropriate new businesses that are compatible with the community's vision for Downtown and feasible in the market;
 - Establish Downtown as a prime location for local entrepreneurialism;
 - Identify new uses for vacant or underutilized downtown property;
 - Establish financial and procedural incentive programs; and
 - Increase the number of residential households in the Downtown area.
 - d. An *"Organization" Element*, which shall consist of the following actions to maintain participation and support for the Development Program, in partnership and with

others:

- Engage public officials, business and property owners, residents, community institutions, schools, media, civic organizations, and other groups and individuals in the revitalization process;
 - Build consensus and raise the funds necessary to operate the Development Program and implement projects;
 - Maintain a volunteer base, communicate work and progress being made, and ensures the Development Program has the resources it needs to realize the community's goals and expectations.
- e. Any other elements, e.g. an arts committee or annual special events that are mutually agreed upon by SAFF and the City to benefit the Downtown Program.
5. The parties hereby agree to assume management of the Development Program, and undertake its oversight pursuant to the following actions:
- a. The City shall establish a Downtown Board, as identified in 24 VSA §2791(5), to administer and implement the Development Program and other matters regarding Downtown revitalization. The Downtown Board shall be comprised of members appointed by the City Council, representing businesses, property owners, institutions, and other stakeholders in the Downtown.
 - b. SAFF shall provide that those persons serving on the Downtown Board simultaneously serve as members of the SAFF Board of Directors, thereby assuming responsibility and oversight for operations of SAFF in harmony with the Development Program and with its tax-exempt certification status.
6. The parties acknowledge the City has adopted a Capital Improvements Program (CIP), in which a significant amount of monies are programmed for construction and maintenance of infrastructure and facilities in the Downtown area. The City has adopted a policy for annual update of the CIP, and hereby agrees to continue providing for Downtown infrastructure and facility projects within the CIP. The City shall consider capital improvement projects or additional assistance if requested by SAFF or other parties under this Agreement.
7. The City hereby certifies that it is fully permitted and able to collect, treat, and discharge wastewater as a municipal system and to operate and maintain a public water supply system, and there is sufficient capacity in both systems for supply to the Downtown area.
8. The parties agree that administrative and financial support for the Development Program shall be provided in the following manner:
- a. The City shall provide professional staff to manage/implement the Downtown Program on an ongoing basis at the direction of the Administration and/or City

Council. The City shall act as fiduciary agent for SAFF, to include management of accounts and funds, executing deposits and payments as directed by the SAFF Board, and maintaining reports and filings as required by SAFF's tax-exempt status. Agency status shall commence upon execution of this Agreement and receipt of reconciled financial statements.

- b. The City certifies that it has been conferred "Growth Center" status pursuant to 24 VSA §2793 and that it has created a tax increment financing district pursuant to 24 V.S.A. §1891 et. seq. for financing public improvements in the Downtown area and support of the Development Program.
- c. SAFF acknowledges that it will maintain its federal tax-exempt status and endeavor to engage in fund development, and additional charitable activities to support the Development Program.
- d. The City shall, to the extent legally possible, indemnify each person who may serve or who has served at any time as an officer or director against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity.
- e. Whenever the consent, approval or participation of one or all of the parties to this Agreement is required under this Agreement, that consent, approval or participation shall not be unreasonably withheld.
- f. Notice to one or all of the parties when necessary or required under this Agreement shall be addressed to:

City of Saint Albans
Attention: Mayor / Copy to: City Manager
100 North Main Street
Saint Albans, Vermont 05478

Saint Albans for the Future, Inc.
Attention: Chairperson
100 North Main Street
Saint Albans, Vermont 05478

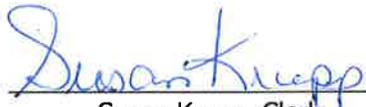
All notices shall be sent, at a minimum, by first class mail, postage prepaid.

- g. The term of this Agreement shall commence on the date of its execution by the parties and continue until April 1, 2019, with automatic renewal for one additional two- (2) year period, unless denial of such extension is approved by the City or SAFF and communicated accordingly. This Agreement may be terminated by the mutual consent of all the parties at any time.
- h. This Agreement shall be governed by the laws of the State of Vermont.
- i. This Agreement constitutes the entire agreement between the parties, and cannot be modified or amended except by mutual written agreement of the parties.

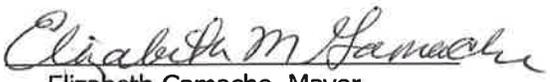
IN WITNESS, each of the respective parties has had this Agreement executed by their authorized representatives pursuant to Resolutions adopted in accordance with statutory authority or governing by-laws of the bodies.

WITNESSES:

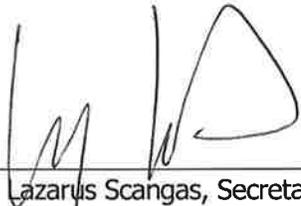
CITY OF SAINT ALBANS
A VERMONT MUNICIPAL CORPORATION



Susan Krupp, Clerk

By: 

Elizabeth Gamache, Mayor



Lazarus Scangas, Secretary

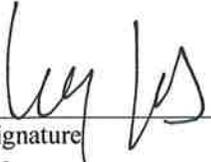
SAINT ALBANS FOR THE FUTURE, INC.
A VERMONT NONPROFIT CORPORATION

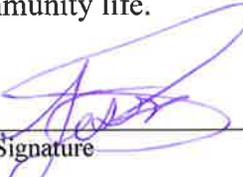
By: 

Michael McCarthy, Chairperson

**DOWNTOWN ST. ALBANS
Additional Signatories to Community Reinvestment Agreement**

By our signatures below, we wish to demonstrate our commitment to the revitalization of Downtown St. Albans. We will participate to the best of our ability to see our downtown thrive as a center of commerce, culture and community life.

 2-21-17
Signature Date
Liz Scargas
Name
Arnold and Scargas Architects
Business/Organization

 2-21-17
Signature Date
Jessica Stumpf
Name
The Frozen Ogre
Business/Organization

 2-21-17
Signature Date
David Barber
Name
Chair-Planning Commission
Business/Organization

 2/21/17
Signature Date
MAUREEN BROWN
Name
Hampton Inn St. Albans
Business/Organization

 2-21-17
Signature Date
Jeff Young
Name
Parks Commission
Business/Organization

 2/21/17
Signature Date
MICHAEL J BROWN
Name
RE BROKER, PPRG
Business/Organization

 2-21-17
Signature Date
Emily Richards
Name
Eaton's Fine Jewelry
Business/Organization

 2-21-17
Signature Date
Martin Manahan
Name
City of St. Albans
Business/Organization

DOWNTOWN ST. ALBANS
Additional Signatories to Community Reinvestment Agreement

By our signatures below, we wish to demonstrate our commitment to the revitalization of Downtown St. Albans. We will participate to the best of our ability to see our downtown thrive as a center of commerce, culture and community life.

 _____
Signature Date 2-22-2017

Kelly Collin
Name

What A Yarn: Antiques
Business/Organization

Signature Date

Name

Business/Organization

 _____
Signature Date 2/22/17

Joanne McGinn
Name

Kevin Smith Sports
Business/Organization

Signature Date

Name

Business/Organization

 _____
Signature Date 2/22/17

Donna L. Howard
Name

The Eloquent Page
Business/Organization

Signature Date

Name

Business/Organization

 _____
Signature Date 2/22/17

Evelyn Martin
Name

Evelyn's on Center
Business/Organization

Signature Date

Name

Business/Organization

Strategic Planning

This section begins with the vision and mission of St. Albans for the Future. Following that is the inventory table of past and current strategic items for Downtown St. Albans, which also gives an update on items listed during the 2012 designation renewal. The final item is the latest SAFF/Downtown strategic plan, which has been updated this year for inclusion in the designation renewal application.

SAFF / Downtown Board Vision and Goals

Amended by a unanimous vote of the SAFF/Downtown Board's Organization Committee on February 3, 2016 and a unanimous vote of the St. Albans City Council on February 8, 2016.

Vision: That Downtown St. Albans is a place where commerce, culture and community life thrive.

Mission Statement: To promote and encourage a successful environment for commerce while preserving historic assets, fostering cultural activities and celebrating the community character of Downtown St. Albans.

Goals/Purpose:

Promotion – Get people Downtown, keep them here and ensure that they return. Pursue the integration of programs and events with the strengths and needs of Downtown businesses.

Design – Ensure that Downtown's sense of place provides the amenities and character to entice visitors to stay. Address the general accessibility of Downtown.

Economic Restructuring – Recruit an optimal business and service mix for Downtown and ensure retention. Encourage job growth in Downtown businesses.

Arts – Provide and facilitate opportunities, events and programs Downtown for artistic creation, expression, performance and education.

Organization – Ensure the sustainability of SAFF and the Downtown Board and grow the capacities of the program.

Downtown St. Albans: Inventory of Suggested Strategies		
	Original items from 2006 Market Analysis & 2009 Master Plan	
	Original items completed within last 5 years.	
	Items added by SAFF Board beginning in 2012	
	Strategies	Status
Marketing Strategies	Adopt and implement a popular logo for downtown St. Albans	Complete
	Apply the logo in a number of applications	Complete and ongoing
	Develop marketing collateral utilizing logo	Complete and ongoing
	Focus initial marketing effort on St. Albans Town, secondary trade area, and local employees	In progress
	Create new SAFF website using brand	Complete and ongoing
	Market all events	Continuous
	Extend marketing efforts to Burlington and north Chittenden County	Continuous
	Put new marketing materials at all rest areas/State Dept. of Tourism	Continuous
	Implement first phase of signage using the logo for Taylor Park	Complete
	Apply brand to downtown gateway signage	Complete
	Historic walking tour	Completed
	Implement wayfinding strategy using adopted brand	Complete and ongoing
	Identify funding streams for marketing strategy	Continuous – currently using events to raise funds
	Broaden marketing net to tourism markets	Continuous
	Market downtown to lake community	Continuous
Redevelopment Activities	Implement incentives for business development	Continuous – include financing, façade grants, etc.
	Business recruitment focusing on market analysis	In Progress – need to update market analysis
	Begin to market redevelopment opportunities in downtown	Continuous – examples include Hampton Inn site, and 14 Stebbins St.
	Obtain funding/issue RFP for physical Master Plan	Completed
	Develop a parking management plan and summit	Completed
	Business training opportunities through schools	Currently dormant.
	Complete physical Master Plan for downtown	Completed
	Issue RFPs for development of key sites	Continuous – examples include Hampton Inn site, and 14 Stebbins St.
	Host a developers roundtable	Currently dormant.
	Aggressively pursue market rate housing units	Continuous, albeit “aggressive” is a strong word...
	Improve connection from Saint Albans to Lake Champlain	Planning – currently focusing on bicycle improvements
	Work with private developers and property owners on other sites – Handy Dealership, Lake Street, Redevelopment of downtown shopping center, Vacant and underutilized railroad properties	Some sites have been in discussion. City is open to possibilities.
	Physical Master Plan will identify additional goals and development opportunities	Completed and ongoing.
	Update Downtown Market Study	Planning
	Develop business resource guide, focusing on new businesses in the area.	Economic Cmte. set to review draft guide in 2017.

	Advance new Downtown St. Albans Website as well as Events Calendar, Downtown Brochure, Newsletter, etc.	New Downtown website created. Facebook page is strong. Events calendar will be a focus of 2017.
	Coordinate retail and marketing programs/events.	Ongoing
	Francophone materials and outreach for merchants and visitors.	Currently dormant.
Downtown Design	Pursue accessibility assistance for businesses	Inventory of storefronts discussed and will be pursued in 2017.
	Advise City on streetscape improvements and maintenance	Ongoing. Currently active on Kingman St. Project design.
	Facilitate Discussion on Public Facilities (e.g. public restroom, bus shelter)	Bus shelter effort still awaiting design response from GMTA. Restroom may be addressed in 2017-2018 Taylor Park Master Plan project.
Arts and the Creative Economy	Complete creative economy application	Completed
	Identify an ag/food based strategy for art/retail	Currently dormant as a program. Adopted by some downtown businesses/events.
	Create downtown retail opportunities profiling regional products	Currently dormant as a program. Adopted by some downtown businesses/events.
	Build events around food themes. Have regular events associated with Farmers Market.	Continuing. VT Maple Festival and In Good Taste events are good examples.
	Incorporate local foods into the Maple Festival.	Ongoing conversation. Maple Festival has implemented some.
	Market downtown food related retail	Part of downtown marketing.
	Events Calendar	Recently re-adopted as a priority by the SAFF Board.
	Build pavilion for farmers market and for more permanent home	Currently dormant, but may be addressed in 2017-2018 Taylor Park Master Plan project.
	Develop the Saint Albans food emporium	Currently dormant.
	Create an Arts Cmte.	St. Albans Community Arts created in SAFF in 2016.
	Create or secure creative and performance spaces.	Ongoing. Lease signed for <i>The Burrow</i> youth performance space in 2016. Discussions about space in newly renovated City Hall.
	Commission murals and other public art in Downtown St. Albans	Ongoing. Grant applications submitted.
	Adopt and implement the annual Festival of Tree holiday events.	Commenced and ongoing. Very successful event in 2016.
Taylor Park	Host a Taylor Park visioning workshop	Completed and will be revisited in 2017-2018 Taylor Park Master Plan project.
	Master Gardeners develop horticultural options to preserve and enhance the landscape	Continuous
	Hold monthly events in the park.	Continuous
	Involve students in projects including clean up.	Continuous
	Establish an advisory group to help with the park.	Completed – City now has a Parks Commission
	Complete a round of physical improvements to the park	Completed. Some electrical improvements recently made. New garbage/recycling receptacles just added. Will be further addressed in 2017-2018 Taylor Park Master Plan project. Fountain was restored.
	Create a park master plan	Will be further addressed in 2017-2018 Taylor Park Master Plan project.
	Do a definitive history on the park and use for park interpretation	Some materials exist. May be addressed in 2017-2018 Taylor Park Master Plan project.
	Restore the fountain	Completed! Maintenance ongoing.
	Information kiosk at north and south ends of park	West side kiosk completed. May be addressed in 2017-2018 Taylor Park Master Plan project.
	Install more lights such as lighting at the central garden	In progress. Will be further addressed in 2017-2018 Taylor Park Master Plan project.
	Installing a clock in the central garden	Clock installed at Main St. crosswalk area.
	Redesigning the reflecting pool for use by kids	In progress. May be addressed in 2017-2018 Taylor Park Master Plan project.
		Host Leadership Roundtable

St. Albans For the Future and the Downtown Program	Have each implementing organization officially endorse strategic plan and respective tasks	Completed for original tasks.
	Begin quarterly summit to evaluate progress	Completed for original tasks.
	Build a communication strategy	Completed for original tasks.
	Facilitate Capital Campaign	Currently dormant.
	Consider Business Improvement District	Briefly considered. Currently dormant.
	Tax increment financing	St. Albans tax increment financing district was created in 2012 and has been helping fund Downtown projects ever since.
	Recruit for Downtown Committees: future Board members.	Going well. SAFF Board will be eleven members strong to start 2017.
	Explore fundraising capacities	Ongoing. Events successful as primary fundraising mechanism thus far.
	Revisit and address SAFF-City merger agreement.	Going well. Agreement was re-executed in April 2016 for another 3 years with 2-year extension possible without further execution.
	Create online payment capacity.	Will implement Paypal in 2017.

St. Albans for the Future / City Downtown Board
DRAFT Five-Year Strategic Plan
To submit for Downtown Designation renewal in April 2017

Example Goals & Objectives	Strategy	Timeline
Arts		
1. Arts Events	Enlarging the SACA group and committee members. Art walks, art in the park, mixers, gallery showings at City Hall.	2 years
2. Murals and public art Downtown	Determine locations for murals & public art. Obtain grants.	2 years
3. Performance spaces	Continue to improve on The Burrow for youth performance space. Obtain a second location for ongoing calendar events, discussion on use of City Hall.	2 years
4. Maker Space	Determine potential locations and cost versus need by artists.	5 years
5. Maintain and grow Festival of Trees	SACA to maintain and run the Festival of Trees from 2017 forward. Stabilize current activities. Increase sponsorship, advertising and planning. Recruit more volunteers and business partnerships.	3 years
Design		
1. Accessibility Assistance for Businesses	Storefront Inventory. Find funding for improvements.	3 years
2. Advise City on Streetscape Expansions and Maintenance	Focus on Lake Street, Federal St. Corridor, and Kingman St.	Ongoing
3. Taylor Park Master Plan	Engage in design discussions on this important project. Remain involved in implementation.	5-year and 10-year visions.

4. Downtown Master Plan, Phase 2	Find funding to engage in an updated Downtown master plan. Include a focus on multi-modal connections from Downtown to other local/regional sites. Also consider developable lots.	Within 5 years.
5. Transit Shelter(s)	Re-engage GMATA on possibilities for transit shelter(s) Downtown.	Within 3 years
6. Railroad Station Improvements	Advocate for improvements to the RR/Amtrak station on Federal St. Esp. with possible return of a connection to Montreal.	Within 5 years.
Economic Development		
1. Business Resource Guide	Develop a guide for new and existing businesses to navigate permitting, important contacts, resources for assistance, etc.	1 Year
2. Update Downtown Market Study?	Update the 2006 Downtown Market Study	3 years
3. Market Downtown Event Possibilities	Do more to market and coordinate Downtown events and provide a platform for information on events.	2 years
4. Capitalize on new lodging Downtown – Marketing Campaign?	New marketing campaign for Downtown, now with Hampton Inn for lodging.	2 years
Promotion / Merchants Cmte.		
1. Schedule of regular events	Co-ordinated effort by the merchant’s committee.	2 years
2. Coordinate Calendar(s) of Events and Brochure, better tourist programming including a map.	Try to find a corporate sponsor to underwrite a downtown map effort.	2 years

3. Grow Downtown Website / Social Media	Continue to cultivate online and social media presence for Downtown and implement new tools as needed.	Ongoing
4. Electronic Payment system for events	Work with PTC to see if this could be easily accomplished.	1 year
5. Movie Screen for Taylor Park for summer screenings.	Permanent or movable screen for showing movies outside Downtown.	5 years
5. Downtown wide Gift Certificate program.	Develop and market a cross-business gift card program for Downtown.	5 years
Organization		
1. Improve capacity for online purchases (tickets and fundraising)	Procure the ability to take online payments for multiple SAFF purposes.	1 year
2. Board Recruiting	Continue attracting new community and business members to board and provide for officer and cmte. chair succession.	Ongoing
3. Strategic Planning	Ongoing strategic planning and review of workplan.	Ongoing

Budgeting for Downtown Capital Items

The St. Albans City Council approves a capital budget every year as part of the general fund budgeting process, which is later adopted by voters in March. The capital budget is also influenced by any bonds that City voters may pass to approve capital projects.

The current budget and new bonds were warned by the City Council on January 25, 2017 (see following minutes) and approved by City voters on March 7, 2017 (see following vote tallies).

The table below co-mingles City funds with project funding from other sources, including State and Federal grants. One can also see that debt services are included.

Capital Expenditures Associated with Downtown St. Albans

Project/Activity	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
...Specific to Downtown St. Albans						
Streetscape Landscaping/Trees	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
Federal-Lake-Catherine-Market Intersection Improvement	\$1,506,383	\$502,127				\$2,008,510
Kingman Street Project	\$50,555	\$50,555	\$500,000	\$500,000		\$1,101,110
Taylor Park Improvements	\$26,000					\$26,000
Parking Program Capital Reserve	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
TIF Bond Debt Service for Previous Downtown Projects	\$1,179,343	\$1,178,351	\$1,174,508	\$1,167,581	\$1,167,573	\$5,867,356
<i>SUBTOTAL</i>	<i>\$2,857,281</i>	<i>\$1,826,033</i>	<i>\$1,769,508</i>	<i>\$1,762,581</i>	<i>\$1,262,573</i>	<i>\$9,477,976</i>
...Related to or Supporting Downtown St. Albans						
Street Line Striper Payments	\$4,265	\$3,098				\$7,363
Street Sweeper	\$180,000					\$180,000
Street Improvement Program (re-paving)	\$266,637	\$325,000	\$335,000	\$335,000	\$335,000	\$1,596,637
Stormwater Program	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Bond Debt for Wastewater Upgrade / CSO Mitigation		\$918,000	\$918,000	\$918,000	\$918,000	\$3,672,000
Water Valve Replacements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
VTrans Class 1 Paving - 2017	Unknown State Funds					
<i>SUBTOTAL</i>	<i>\$580,902</i>	<i>\$1,376,098</i>	<i>\$1,383,000</i>	<i>\$1,383,000</i>	<i>\$1,383,000</i>	<i>\$6,106,000</i>
GRAND TOTAL	\$3,438,183	\$3,202,131	\$3,152,508	\$3,145,581	\$2,645,573	\$15,583,976

Upcoming Downtown projects of note include the Federal-Lake-Catherine-Market Intersection Improvements, which are planned to begin this year, and the Kingman Street Project, which is in the design stages and is planned for future construction. The budget for those two projects includes State and Federal grant funds, as well as matching TIF and water/wastewater utility funds from the City.

The TIF Bond Debt Service for Previous Downtown Projects is for the \$14.5 million spent so far on previous streetscape projects (2012-2015), the new City parking garage, and the brownfield remediation associated with the new Ace Hardware Store, the new office building at 27 Federal St, the parking garage, and the future site of the new Hampton Inn.

The items listed under ...Related to or Supporting Downtown St. Albans are all capital and maintenance programs that will benefit the Downtown, but it will be difficult to predict how much will be spent solely in Downtown St. Albans. These items are part of the City's commitment to maintaining many services upon which Downtown businesses and development depend.

**St. Albans City Council
Minutes of Meeting
Wednesday, January 25, 2017
Council Chambers, City Hall**

A special meeting of the St. Albans City Council was held Wednesday, January 25, 2017, at 5:30 pm in Council Chambers at City Hall.

Council Present: Mayor Elizabeth Gamache, Aldermen: Jim Pelkey, Chad Spooner and Tim Hawkins and Alderwomen Tammi DiFranco & Kate Laddison.

Council Absent: Alderman Scott Corrigan.

Staff Present: Dominic Cloud, City Manager.

Visitors: See attached sign-in.

1. Call to Order, Mayor Gamache.

Mayor Gamache opened the special meeting at 5:38 pm.

2. Public Comment.

No public comment.

3. Wastewater Treatment Facility Upgrade Presentation for March Bond Vote.

a. Wayne Elliott, Aldrich and Elliott Water Resource Engineers.

Wayne Elliott of Aldrich and Elliott presented on the wastewater treatment facility upgrade in the City for the March bond vote. His presentation included a discussion of the project timeline and an update on funding sources. (See Attached Slides).

Alderman Hawkins arrived at 5:45 pm.

Mr. Cloud explained that there are three spreadsheets in the handout which all translate into the impact on the individual rate payer. Scenario 1 represents the traditional State Revolving Fund program. Mr. Cloud explained that in this scenario, to help smooth the transition, staff is proposing is to use some of the funds that are built up in the account that are used to create the capacity. He added that debt service begins in FY 22. Scenario 2 smooths out the sewer rates with a 2.5% - 3% impact to the rate payer. Mayor Gamache asked Mr. Cloud to elaborate on scenario 1. She stated that FY 17 – FY 25 is represented in the handout and the far right column represents the savings for debt using reserves which is positive until FY 22 when the City will need to start drawing. Mr. Cloud stated that the estimated debt service would begin in FY 21. From FY 17 – FY 21, the City will be saving that money and building up a nest egg, similar to what was done with TIF with the working capital fund. Mr. Cloud further explained that the alternative is to borrow less but this seems like a cleaner, less risky way to manage the project. Mr. Cloud stated that scenario 3 represents the fallback where the City doesn't receive any grant funding. Scenario 2 is well within the realm of possibility with a 1.5% to 2% impact. Scenario 3 includes the USDA who has expressed that they are a very eager participant and the impact gets down below 1%.

Mr. Cloud stated that the bottom line for the average wastewater rate payer is that they would anticipate increases similar to what's been seen in the past few years and maybe even less. Mr. Cloud stressed that the time is now. The City has held off on the TMDL and now knows what its phosphorous level requirements are. There is increasing competition for available funds and construction costs are escalating.

Mr. Elliott stated that he has another client going through a similar process who chose to delay the project and started having effluent violations and the cost jumped dramatically. He explained that the age-related issues at the plant are not going away and the solution will not get any cheaper as time lapses. Mayor Gamache asked Mr. Elliott if he anticipates operating efficiencies. Mr. Elliott responded that some of that will be balanced out and one piece of that is the phosphorous improvements. He stated that how far you go is a function of how much you are spending and the main objective is to comply with the regulatory requirements.

Mayor Gamache asked Mr. Elliott what the City is driving to for targets. Mr. Elliott responded that the State is currently working on draft permits which need to be out by June 30th and his staff is working to see what the language is going to look like. He added that the phosphorous technology available has the ability to go to a .1. and the City is permitted for .5 under its existing permit. Mr. Cloud explained that this is the natural evolution of the plant and if you look historically, the plant was at 1 and then .5 and is now at .2 and that happens every 20 years or so. Mayor Gamache asked Mr. Elliott if it will help contain the cost by completing the useful life upgrades while doing the phosphorous upgrades. Mr. Elliott responded affirmatively. He stated that the City can expect to be saving in many areas from an operating cost side.

Mr. Spooner asked Mr. Elliott when the permit with the reduced TMDL will take effect. Mr. Elliott responded that the permit is due out by June 30th of this year but is not sure if it will be appealed. He added that the City will be ahead of the curve as far as the scheduling goes. Mr. Spooner asked how the City will meet the standards that are currently in place during construction. Mr. Elliott responded that the two year construction duration is broken down into three phases. The facility has to maintain operations and comply with permit limits. The contractors will work on RBC's and clarifiers one at a time before taking the next one down and the plant will be kept operable. He added that contractors will do the same with all of the electrical systems.

Mr. Spooner asked what will happen if the bond doesn't pass. Mr. Cloud responded that staff would go back to the drawing board, perhaps have a public hearing to hear what people's concerns are and resubmit based on that feedback. Mr. Spooner noted that Friends of Northern Lake Champlain state that 6% of phosphorous entering the lake comes from developed land. He noted that the City would be spending \$18 million to impact 6%. Mayor Gamache stated that not all \$18 million would impact phosphorous. Mr. Elliott suggested breaking down the phosphorous piece from the age related improvements so that voters have a solid understanding of both and stressed that the plant is beyond its useful life.

In terms of timing, Mayor Gamache asked Mr. Elliott how much flexibility the City would have if it starts to see Federal support for infrastructure projects. Mr. Elliott responded that there's been a lot of discussion about infrastructure funding during the last few weeks but they are looking for shovel-ready projects and timing is critical. Mayor Gamache stated that with the current possible funding sources identified, it seems like it is in the City's interest to get in the queue sooner than later. Mr. Elliott stated that the money is there but there are some other potential pots of money that could come into play so the timing is critical.

Ms. Laddison stated that at worst, it's an \$8.00 increase per quarterly bill and at best, it's a \$4.00 increase per quarterly bill. Mr. Hawkins stated that that's just to pay for this debt and does not include any other modifications that need to be made. Mr. Cloud agreed and stated that it's very similar to the general fund budget. He explained that one of the things that staff and the Finance Committee can look at when we they start discussing the water and wastewater budgets is the size of the capital reserve funds and may not need to have quite as large of reserves on the water and wastewater side. Mr. Hawkins stated that it would be beneficial to find a way to define the efficiencies that the City will have which are going to help reduce debt. He added that he believes this is very feasible now. Mr. Cloud stated that the efficiencies are going to reduce the operating budget and operating costs will then reduce the operating budget. He added that the biggest way to reduce costs in the operating budget is to stop saving quite as much money or use some of those savings to retire some other shorter term debt that creates some capacity. He stated that he has always been hesitant to do that until the City got through some of its big projects and provided Federal Street as an example. Mr. Elliott recommended breaking out the cost to ratepayers on a monthly basis vs. quarterly to help educate the voters on the nominal impact this would have. Mr. Hawkins agreed that that would be a great idea.

4. Consider a Motion to Approve Town Meeting Day Warning (D&V).

Mayor Gamache stated that the warning includes wastewater treatment improvements that were just discussed, article one for elected positions which include a council member to represent wards 3 and 4, two trustees for the St. Albans library, the City budget, and redirecting existing TIF debt that would have been used for the parking garage to be repurposed for streetscape and roadway improvements on Federal, Market, Catherine, Stebbins and Lake Street.

A motion was made by Alderman Pelkey; seconded by Alderman Spooner to approve Town Meeting Day Warning for March 7, 2017. Vote was unanimous, 6-0.

5. Other Business.

Mr. Spooner asked Mr. Cloud if the City applies for Tiger funds every year for the Federal Street intermodal connector. Mr. Cloud responded affirmatively.

6. Adjourn.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to adjourn meeting at 6:19 pm. Vote was unanimous, 6-0.

ST. ALBANS CITY

ELECTION SUMMARY TALLY SHEET
ANNUAL MEETING
MARCH 7, 2017

Date of Election: 3/7/17
of Voters on Checklist: 4735
of Voters per Tabulator: 652
of Voters Checked on Entrance Checklist: n/a
of Voters - Hand Tally by Election Officials: 2
of Absentee Ballots Sent: 46
Absentee Ballots Returned: 40
of Spoiled Ballots: 2
of Defective Ballots: 2

ARTICLE 1: ELECTED POSTIONS – Total # of Votes Cast Per Candidate

Ward 3 Council Member

Marie Bessette 53
Write-ins 0

Ward 4 Council Member

Marcel Boulerice 53
Michael McCarthy 86
Write-ins 0

Library Trustees
Shelagh Munnroe
Jill White
Undivotes
Write-in

561
554
186
3

ELECTION SUMMARY TALLY SHEET
ANNUAL MEETING
MARCH 7, 2017

ARTICLE 2: CITY BUDGET

Yes 446
No 201

ARTICLE 3: WASTEWATER TREATMENT IMPROVEMENTS

Yes 498
No 150

ARTICLE 4: RE-DIRECT EXISTING TIF DEBT

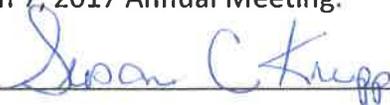
Yes 515
No 136


Justice of the Peace


Justice of the Peace

St. Albans City Clerk's Office

I hereby certify that the information presented is a true and official record of all action taken at the March 7, 2017 Annual Meeting.

ATTEST: 

St. Albans For the Future and the St. Albans City Downtown Program

St. Albans For the Future, Inc. (SAFF) is a 501(c)3 non-profit organization charged with promoting Downtown St. Albans as a center for commerce, culture and community life. SAFF was originally appointed by the St. Albans City Council in 2003 and worked with the City to obtain designated status for Downtown St. Albans through the Vermont Downtown Program in 2004.

In 2011 SAFF merged its efforts with the City's downtown programming through the execution of a new community reinvestment agreement. Under this agreement, the City Downtown Board, appointed by the St. Albans City Council, acts as the Board of Directors for SAFF and maintains its non-profit status. SAFF amended its corporate bylaws to reflect the new arrangement. The agreement was re-executed in 2016 for a maximum term of five years and can be terminated at any time, at which point SAFF would amend its corporate bylaws again to revert back to the original board appointment procedures.

SAFF maintains its own corporate bank account and funds. The City provides SAFF with staffing for programming, Board meeting assistance, and administrative/financial services. As the Downtown Board, SAFF advises the City Downtown Program and works with City Staff to promote the downtown, organize events, and develop strategies for economic development such as filling empty storefronts.

There are eleven seats on the SAFF Board. One seat is currently open, and recruitment is underway. Below is a list of current members.

Board Member	Affiliation
Mike McCarthy, Chair	City resident. Former downtown business owner. De facto Chair of the Organization Cmte.
Katy Collin, Vice Chair	City resident. Downtown business owner.
Mike Blouin	Local realtor. Chair of the Economic Restructuring Cmte.
Sharon Holcomb	Downtown business owner. Chair of the Merchants/Promotion Cmte.
Emily Richards	Downtown business manager.
Laz Scangas, Secretary/Treasurer	City resident. Architect with downtown office.
Jes Stumpf	Downtown business owner. Chair of St. Albans Community Arts.
Jeff Young	Local resident and arborist. Chair of the Design Cmte.
Maureen Brown	Incoming manager of new Downtown Hampton Inn
Erik Johnson	City resident. Local online media consultant.

SAFF Committees with Goals/Purpose and Number of Volunteers (including Board members)

Merchants/Promotion – Get people Downtown, keep them here and ensure that they return. Pursue the integration of programs and events with the strengths and needs of Downtown businesses. Volunteers: 10

Design – Ensure that Downtown’s sense of place provides the amenities and character to entice visitors to stay. Address the general accessibility of Downtown. Volunteers: 4

St. Albans Community Arts – Provide and facilitate opportunities, events and programs located Downtown for artistic creation, expression, performance and education. Volunteers: 5 to 20, depending on the event.

Economic Restructuring – Recruit an optimal business and service mix for Downtown and ensure retention. Encourage job growth in Downtown businesses. Volunteers: 6

Organization – Ensure the sustainability of SAFF and the Downtown Board and grow the capacities of the program. Comprised of each Board officer, each Committee Chair and two at-large non-Board members. Volunteers: 7

Downtown Budget

St. Albans For the Future (SAFF) benefits from staffing provided by the City of St. Albans, as committed to in the 2016 Community Reinvestment agreement. SAFF, on the other hand, has a corporate bank account that laid dormant for many years until the Merchants/Promotions Committee began using events (primarily the Chair Affair event) in 2015 to raise funds for other promotional activities. Now the Festival of Trees event is also showing promise at being a successful fundraising tool.

The following page includes the budget for expenses and revenues associated with SAFF activities and the City staffing contribution. Most event activities occur in the first two quarters of each July-to-June fiscal year, so the FY17 actuals already nearly match the FY18 budget. In some places the FY18 budget is more conservative than the FY17 actuals.

One goal for long term fundraising may be to pursue fundraising that can assure cash flow in the second half of the fiscal year that matches the demonstrated success of the first half. Regardless, SAFF's strategy at the moment is to see if the current mode of fundraising can continue to bring in net funds over the next three years and provide enough reserves to continue to support unencumbered/administrative activities and special projects like the upcoming storefront accessibility survey.

SAFF has no immediate concerns regarding the staffing provided by the City. Due to the transparency, due process, and elongated budgeting timeline associated with municipal funding, the City support is seen as more stable and predictable than corporate sponsorships, which can be discontinued with little notice, or community fundraising, which can be hard to estimate year-to-year. SAFF's strategy for the time being is to make the most of the current arrangement and to maintain a healthy corporate account to fall back on if the political winds ever change.

	FY17 Actual as of 12/31/16				FY18 Budget			
	Expenses	Revenues	Rev. Sources	Net	Expenses	Revenues	Rev. Sources	Net
Value of City Staffing:								
Staffing: Programs and Board Assistance (Sal., fringe, benefits)	\$26,384	\$26,384	City	\$0	\$54,352	\$54,352	City	\$0
Staffing: Financial/Admin. (Sal., fringe, benefits)	\$2,575	\$2,575	City	\$0	\$5,304	\$5,304	City	\$0
Staffing Total	\$28,959	\$28,959		\$0	\$59,656	\$59,656		\$0
St. Albans For the Future Corporate Finances								
Events and Promotions:								
General Events, Programs and Marketing (including Chair Affair)	\$12,064	\$14,114	Event Receipts and Sponsorships	\$2,050	\$14,000	\$17,000	Event Receipts and Sponsorships	\$3,000
Festival of Trees	\$12,416	\$18,820	Event Receipts and Sponsorships	\$6,404	\$16,000	\$20,000	Event Receipts and Sponsorships	\$4,000
Arts Programming	\$460	\$2,931	Event Receipts and Sponsorships	\$2,471	\$2,000	\$5,000	Event Receipts and Sponsorships	\$3,000
Events and Promotions Total	\$24,939	\$35,864		\$10,925	\$32,000	\$42,000		\$10,000
Special Projects:								
Storefront Accessibility Survey	\$0	\$0		\$0	\$5,350	\$0		(\$5,350)
Special Projects Total	\$0	\$0		\$0	\$5,350	\$0		(\$5,350)
Unencumbered/Administrative Activities:								
Website/Email Expenses	\$90	\$0		(\$90)	\$110	\$0		(\$110)
Supplies	\$46	\$0		(\$46)	\$100	\$0		(\$100)
Corporate Registration	\$0	\$0		\$0	\$175	\$0		(\$175)
General Donations	\$0	\$0		\$0	\$0	\$500	Community	\$500
Unencumbered/Administrative Activities Total	\$136	\$0		(\$136)	\$385	\$500		\$115
SAFF Corporate TOTAL:	\$25,075	\$35,864		\$10,790	\$37,735	\$42,500		\$4,765
Downtown Program TOTAL:	\$54,034	\$64,824		\$10,790	\$97,391	\$102,156		\$4,765

Community Update

The last five years have seen an unprecedented level of development and public/private partnership in Downtown St. Albans. Much of the story has been told already. What follows is a summary of the successes that Downtown has seen since the last designation renewal.

DOWNTOWN ST. ALBANS REINVESTMENT STATISTICS

	2012	2013	2014	2015	2016	Total 2012-2016
# Facade Renovations	5	9	3	11	3	31
Private \$	\$169,700	\$313,175	\$45,800	\$250	\$30,000	\$558,925
Public Including Tax Credits \$	\$0	\$23,675	\$7,400	\$0	\$25,000	\$56,075
# Other Rehabs	11	29	11	14	19	84
Private \$	\$1,049,000	\$4,829,090	\$1,295,265	\$611,500	\$1,971,940	\$9,756,795
Public \$	\$198,000	\$0	\$0	\$0		\$198,000
# New Construction	0	2	1	4	2	9
Private \$	\$0	\$16,500,000	\$9,000,000	\$1,817,705	\$11,050,000	\$38,367,705
Public \$	\$0	\$0	\$0	\$0		\$0
# Public Improvement Projects	1	1	2	4	1	9
Government (state & local) \$	\$539,483	\$2,994,808	\$8,494,805	\$3,572,884	\$1,151,122	\$16,753,102
Private/Local Downtown Org. \$	\$0	\$0	\$0	\$334,936		\$334,936
# Volunteer Hours	994	900	765	300	432	3,391
# Facades + Rehabs + Constr.	16	40	15	29	24	124
\$ Amount Invested	\$1,416,700	\$21,665,940	\$10,348,465	\$2,429,455	\$13,076,940	\$48,937,500
Net Change in # Businesses	4	9	5	3	4	25
Net Change in # Jobs	13	218	20	14	13	278
Total Reinvestment - Private \$	\$1,218,700	\$21,642,265	\$10,341,065	\$2,764,391	\$13,051,940	\$49,018,361
Total Reinvestment - Public \$	\$737,483	\$3,018,483	\$8,502,205	\$3,572,884	\$1,176,122	\$17,007,177
Total Reinvestment - TOTAL	\$1,956,183	\$24,660,748	\$18,843,270	\$6,337,274	\$14,228,062	\$66,025,538

Historic Preservation Successes

2012

Restoration of the St. Albans House

Total Project Costs:
\$1,104,500

Downtown Tax Credit Award:
\$174,725



2014

Restoration of upper floors of 36 No. Main St.

Total Project Costs: \$121,000

Downtown Tax Credit Award: \$25,000

2015

Restoration of the Taylor Park Fountain



2016

Restoration of 18-20 Lake St. (former restaurant bldg.)S

Total Project Costs: \$393,000

Downtown Tax Credit Award: \$99,300

2016

Tax Credit Award for 6-16 No. Main St. (former bank headquarters)

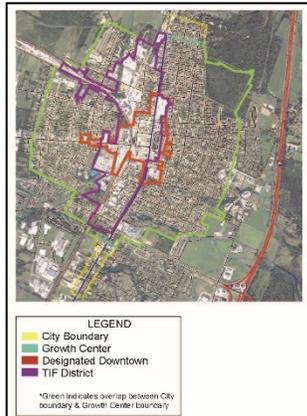
Total Project Costs: \$2,548,938

Downtown Tax Credit Awards: \$357,447

Downtown Development Successes

2012

Approval of the St. Albans Tax Increment Financing District.



2013

Completion of the Main Street Streetscape Project.
1,400 lineal feet of complete streets improvements and place-making. \$3 million in cost.



2014

Construction of the new Downtown Ace Hardware Store.



2014

Construction of the City Parking Garage



2015

Construction of the new State office building at 27 Federal St.



2015

Completion of the Hudson-Hoyt Streetscape Project. 4500 lineal feet of complete streets improvements and place-making. \$500,000 in cost.



2015

First annual SAFF *Chair Affair* event in Taylor Park. Raises substantial funds for downtown marketing efforts and events.



2016

SAFF creates an Arts Committee called *St. Albans Community Arts*, channeling a rising wave of interest and energy concerning public art, performance and creativity in the Downtown and region.



2016

Groundbreaking on the new Downtown Hampton Inn Hotel.



2016

Renovation of St. Albans City Hall. \$2.3 million project improves event and meeting space options Downtown.



2016

Lake Street Streetscape Project. 600 lineal feet of complete streets improvements and place-making. \$1.5 million in cost.



2016

SAFF adopts the popular series of *Festival of Trees* holiday events.

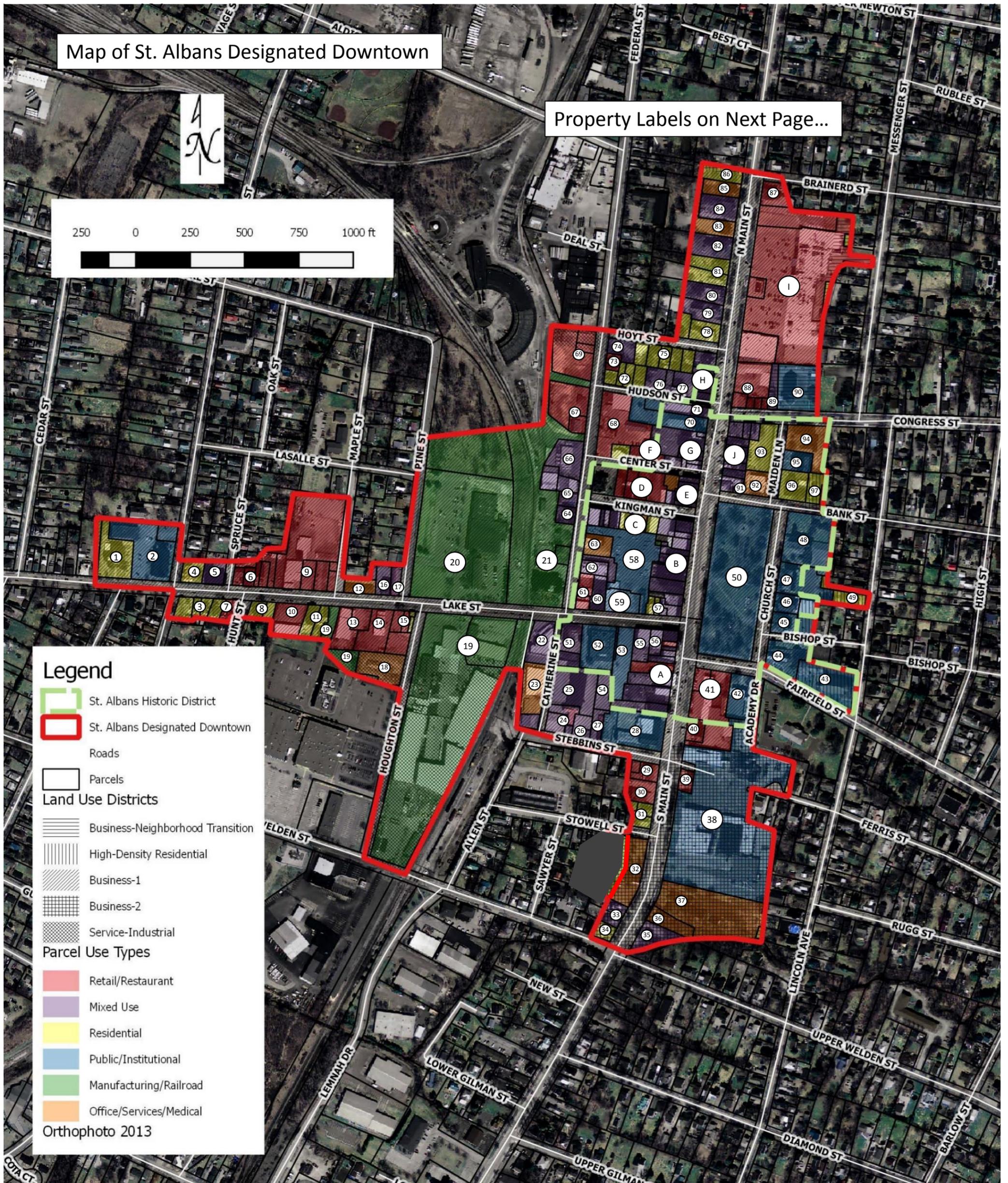
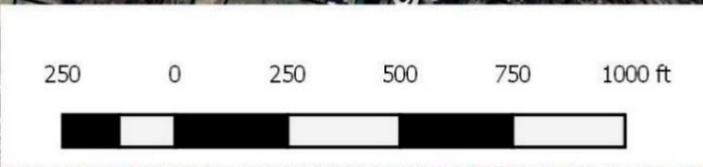


Key Challenges and Questions Facing Downtown St. Albans in 2017

- Still some empty storefronts. Need to work on filling them. Approximate 5% commercial vacancy rate throughout the Downtown. At same time, need to keep track of how our current businesses doing.
- Managing the relationship with a new nationally branded hotel. (Expectations are good!)
- The availability of parking (real and perceived) will be an issue that requires constant attention and conversation.
- Lack of a unified regional events calendar. Should SAFF take the lead on that?
- Our website at www.DowntownSaintAlbans.com still needs more content. Is the Downtown Program making optimal use of social media?
- What will be the next big annual event Downtown?
- Viability of continuing to use events as primary fundraising tool for programs.
- Need for more strategic planning for the Downtown Program.
- Find funds for an update of the 2006 Market Analysis.

Map of St. Albans Designated Downtown

Property Labels on Next Page...



Legend

- St. Albans Historic District
 - St. Albans Designated Downtown
 - Roads
 - Parcels
 - Land Use Districts**
 - Business-Neighborhood Transition
 - High-Density Residential
 - Business-1
 - Business-2
 - Service-Industrial
 - Parcel Use Types**
 - Retail/Restaurant
 - Mixed Use
 - Residential
 - Public/Institutional
 - Manufacturing/Railroad
 - Office/Services/Medical
- Orthophoto 2013

PROPERTIES ON MAP

1. Holy Angels Senior Housing
2. Holy Angels Catholic Church
3. Private Residences
4. Holy Angels Rectory
5. Salvation Army Store, Upstairs Apts
6. Beverage Mart, Hoss's Dog House (multiple parcels)
7. Service Station
8. Private Residences
9. Midas, Peak Performance, U-Haul (multiple parcels)
10. Turning Point of Franklin County
11. Private Residences
12. Lakewood Offices
13. Lake Street Auto Services
14. Switchyard Mobil Station
15. Razormaster Barber Shop
16. Moose Lodge
17. Office vacant, Apts upstairs
18. Dentist Office
19. Mylan Technologies Pharmaceuticals
20. Food City, Lucky Buffet, Family Dollar, Switchyard Laundromat
21. New England Central RR, Amtrak Station
22. Giroux Bldg. (offices and apts)
23. Maple Run School District offices
24. Vacant carwash
25. Salon Elizabeth, Northwestern Med. Ctr. offices
26. Law office
27. Autobody Station
28. U.S. Passport Center and U.S. CIS
29. Main Street Graphicx
30. Hometown Beverage
31. Private Residences
32. Brady-Levesque Funeral Home
33. Stowell Street Apartments
34. Offices and Apartments
35. Real Estate Office, Apartments
36. Medical Office
37. Heald Funeral Home
38. Bellows Free Academy High School
39. Miller's Auto
40. Tim's Place Diner
41. Handy Downtown Used Cars
42. National Guard Armory
43. St. Mary's Catholic Church
44. St. Luke's Episcopal Church
45. St. Albans Museum
46. St. Paul's Methodist Church
47. District Courthouse
48. Congregational Church
49. Private Residence, Former County Jail
50. Taylor Park
51. St. Albans House (offices and apts)
52. State Courthouse
53. City Parking Lot
54. Private Parking Lot
55. Law Offices, Dana's Barber Shop, Apts
56. Vacant Restaurant Space, Apts
57. Ruggiano Engineering, Champlain Housing Trust Apts
58. City Parking Garage
59. Hampton Inn Hotel
60. Americanadian
61. One Federal Restaurant, Arnold & Scangas Architects
62. Americanadian
63. State Offices
64. Boston Tailor
65. Offices and Apartments
66. Fisher Auto Parts
67. Clarence Brown Gas Station
68. Breakyard Gas Station
69. Vacant
70. St. Albans City Hall
71. Welden Movie Theatre
72. Private Residences
73. Apartments
74. Private Parking Lot
75. Private Residences
76. Service Station
77. Backstreet Pub
78. Private Residences
79. Masonic Lodge
80. Colonial Styling Center
81. Apartments
82. KBS Insurance, Apartments
83. Eye Doctors
84. Condominiums
85. Wellness Massage
86. Private Residence
87. People's United Bank
88. Ace Hardware (multiple parcels)
89. Dentist Office, Apartments
90. First Baptist Church
91. Sarah's Weddings
92. Fairpoint Communications
93. Apartments
94. Connor Office Building
95. St. Albans Free Library
96. Apartments
97. Private Residence

BLOCKS ON MAP

- A. Rail City Market, Artist in Residence, Law Offices, Eastern Dragon Restaurant, Mimmo's Pizzeria, Downtown Cuts, Build-A-Bagel, The Grind Café, Kevin Smith's Sports, Apartments.
- B. Village Frame Shoppe, Vermont Suites, Rail City Salon, Fashion \$centz, Frozen Ogre, Law Offices, UPS Store, Eaton's Fine Jewelers, Twigg's American Gastropub, Catalyst Coffee Bar, The Burrow, Electric Youth Dance, Bayberry Cottage, TD Bank, Vacant Office Bldg., Chamber of Commerce, Franklin County Industrial Devt., Assorted Offices.
- C. Dirty Nelly's Irish Pub, J.W. Ryan's Pub, Shooters Saloon, ReMax Real Estate, Lodging House, Tim's Place Shelter, Tatro's Gourmet Soup & Sandwich, Law Offices.
- D. Vacant State Courthouse, Peoples Trust Company Headquarters, Guy's Unisex Salon, Sara's Tattoo Parlor.
- E. What A Yarn, As the Crow Flies, Hackett Valine McDonald, A.N. Deringer, Eloquent Page Books.
- F. Yoga Studio, Evelyne's On Center Bakery, Apartments
- G. Moonshadows Gifts, Chasworth Farm Soap Studio, Real Estate Office, 84 Main Grill, Martha's Soup Kitchen, Subway Sandwiches, Offices, Apartments
- H. Hickock and Boardman Real Estate, Silver and Gold, Restorative Justice Center, Reboot Computers, Open Barrel Home Brew, State Farm Insurance, Offices, Apartments
- I. St. Albans Shopping Center: Post Office, Vacant Space, Rite Aid Pharmacy, Sherwin Williams Paints, China Buffet, Smokin' Butts BBQ, 14 Star Brewery, Planet Fitness
- J. Northern Elegance Formalwear, Le Salon, Law Offices, Poquette Real Estate, Edward Jones Insurance, Jeff's Restaurant, Vacant Bldgs, Apartments, Private Parking Lot.