

**MINUTES**  
**MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD**  
**& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**  
**6:00 PM, TUESDAY, FEBRUARY 21, 2017**  
**ST. ALBANS CITY HALL, 100 NO. MAIN ST.**

*Approved March 21, 2017*

**Board Attendance:**

Mike Blouin  
Maureen Brown  
Katy Collin, Vice Chair  
Erik Johnson  
Mike McCarthy, Chair (arrived at 6:35pm)  
Emily Richards  
Laz Scangas  
Jes Stumpf  
Jeff Young

**Staff Present:**

Marty Manahan, Director of Operations & Business Development  
Chip Sawyer, Director of Planning & Development

**Public Present:**

David Barber, City Planning Commission  
Greta Brunswick, Northwest Regional Planning Commission

1. **Call to Order – Vice Chair K.Collin called the meeting to order at 6:03 pm.**
  - a. Discuss Additions or Deletions to Agenda – NONE.
2. SAFF Financial Report
3. Review public comments from Jan. 31 Stebbins-Catherine block planning meeting.

G.Brunswick of NRPC reviewed the public comments from the 1/31 public meeting on the Stebbins-Catherine block planning project.

There was general discussion on the suggestion concerning a CCV college campus and dorms.

D.Barber mentioned adding the suggestion for a special design district to come out of the process.

There was some discussion about approaching Champlain Housing Trust to discuss opportunities in the project area.

In discussion about the City's development RFP for 14 Stebbins, D.Barber asked if the City could take more time to consider options for the site, rather than rushing to

award the property to a developer. Other board members indicated their agreement with that concern. C.Sawyer and M.Manahan, on behalf of the City, acknowledged those concerns and gave some reasons why pursuing development on that site sooner rather than later could still provide benefit to the Downtown.

M.McCarthy reminded the board that the agenda item before them was to comment on the public comments from Jan. 31.

There was general discussion about the parking deck concepts.

J.Stumpf emphasized the need for the pedestrian connections shown in the project concepts.

There was some discussion on how high buildings could be in the area and the role of parking as a limiting factor.

4. Discuss Downtown Designation Renewal Process
  - a. 5-year Strategic Plan

Discussion of taking a trip to other downtowns to see what other communities are doing. Some interest in organizing a similar trip in the future.

- b. Signatures for community reinvestment agreement

A sheet for additional signatures to the CRA was passed around. M.Manahan and M.Blouin mentioned that they would be able to get more signatures from the community.

5. Discuss events calendars
  - a. Discuss website access to engage in project

E.Johnson stated that he would like access to the Downtown website, and he could look into SAFF's current online calendar to make a proposal for improving the events calendar.

There was general consensus about this becoming THE community calendar for the City.

**Motion by L.Scangas to grant Erik Johnson access to the Downtown Website and the ability to spend up to \$500 in SAFF funds on needed applications and modules necessary for the calendar and other site upkeep. Second by M.Blouin and approved with all in favor.**

6. Plan for organizational meeting

Tentative plan to have the SAFF organizational meeting on April 18.

7. Project Updates

M.Manahan mentioned the neighborhood sidewalk and Class 1 paving projects set for the summer.

C.Sawyer gave an update on the Catherine-Federal-Lake-Market St. project to be under construction in the summer of 2017.

8. Committee Reports

a. Community Arts

J.Stumpf gave an update on the Art Walk and grand opening of The Burrow over the weekend. Things went well. FOT and SACA cmtes. are meeting. E.Johnson asked if there could be a log of visitors to The Burrow.

J.Stumpf reported that a video and grant application will be submitted to the ArtPlace America program for downtown murals.

b. Design

J.Young reported that the cmte. met and will work on the storefront accessibility inventory. Also the Taylor Park master plan project will meet this Thursday. Gave a review of the strategic plan items that the cmte. had added to the SAFF list.

c. Economic Restructuring

M.Blouin reported that the cmte. had not met.

d. Merchants / Promotion

K.Collin reported that the cmte. was working on getting a standard OPEN flag to use at businesses Downtown. Planning was underway for the Chair Affair. There is talk of doing a Sales Tax Free day on April 15. The Valentine's Day raffle went very well: there were 560 entries, half from St. Albans and Swanton and the other half spread out amongst communities in northern VT.

e. Organization

M.McCarthy encouraged anyone interested in being an officer to pursue that at the organizational meeting.

9. Approval of Minutes

**Motion by M.Blouin to approve the informational meeting minutes of January 17, 2017. Second by J.Young and approved with all in favor.**

10. Other Business - NONE

11. Public Comment - NONE

12. Adjourn

**Motion by K.Collin to adjourn at 7:28 pm. Second by M.Blouin and approved with all in favor.**

Respectfully Submitted,  
Chip Sawyer, Minute Taker