



## Church Street Marketplace Commission

**Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall**

Zoom Link: <https://zoom.us/j/7366336595>

### 1. Adopt the Agenda

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### 2. Adopt Minutes

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<b>Subject</b>	<b>2.1. Adoption of Minutes</b>
Meeting	June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall
Category	2. Adopt Minutes
Department	Business and Workforce Development
Type	

### 3. Public Forum

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### 4. Commissioner Updates (Marketplace Updates: up to 5 minutes Per Commissioner)

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### 5. Deliberative Agenda

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<b>Subject</b>	<b>5.1. Public Forum Rules and Time Limits</b>
Meeting	June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall
Category	5. Deliberative Agenda
Department	Church St. Marketplace
Type	Action

<b>Subject</b>	<b>5.2. CSM Governance</b>
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Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Category 5. Deliberative Agenda

Department Church St. Marketplace

Type Discussion

**Subject 5.3. DPW Presentation on Cherry & Bank Street Project**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Type Presentation

Department Church St. Marketplace

File Attachments

- |  |   |
|--|---|
| 1. 240523_Cherry and Bank Overall_36x108 | 240523_Cherry and Bank Overall_36x108.pdf |
| 2. OGE Cart Vendor Location              | OGE Cart Vendor Location.pdf              |

**Subject 5.4. DPW Request to Remove Structure on Cherry Street (Old Bus Station)**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Type Action

Department Church St. Marketplace

Recommended Action Marketplace staff recommends the Commission approve the removal of the Cherry Street structure as a part of the Great Streets Reconnecting Bank & Cherry project.

File Attachments

- |  |   |
|--|---|
| 1. Memo Removal of Cherry Street Structure | Memo Removal of Cherry Street Structure.pdf |
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## 6. Reports

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**Subject 6.1. Treasurer's Report**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Category 6. Reports

Department Church St. Marketplace

Type Report

**Subject 6.2. Director's Report**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Category 6. Reports

Department Church St. Marketplace

Type Report

**Subject 6.3. Chair's Report**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Category 6. Reports

Department Church St. Marketplace

Type Report

## 7. Adjournment

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**Subject 7.1. Motion to adjourn**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Category 7. Adjournment

Department Church St. Marketplace

Type

Recommended Action

## 8. Informational and Non-Discrimination Statements

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**Subject 8.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.**

Meeting June 18, 2025 - Church St. Market Commission Meeting - Wednesday, June 18, 2025, 9:00 AM, Sharon Bushor Room, Ground Floor City Hall

Category 8. Informational and Non-Discrimination Statements

Department Church St. Marketplace

Type



**CHURCH STREET MARKETPLACE DISTRICT COMMISSION**

**May 21, 2025**

**9:00 AM**

**Location:** City Hall, Bushor Conference Room, 149 Church St.  
Enter at street level  
Conference room on the right  
In-person or via Zoom: <https://zoom.us/j/7366336595>

**ATTENDANCE:**

Commissioners: Mark Bouchett, Becky Holt, Linda Magoon, Sam Tolstoi (leaves early and rejoins via phone), Erik Monsen (Zoom), Sarah Beal, Cara Tobin (Leaves briefly and rejoins via Zoom), Chris Haessly, Romeo von Hermann

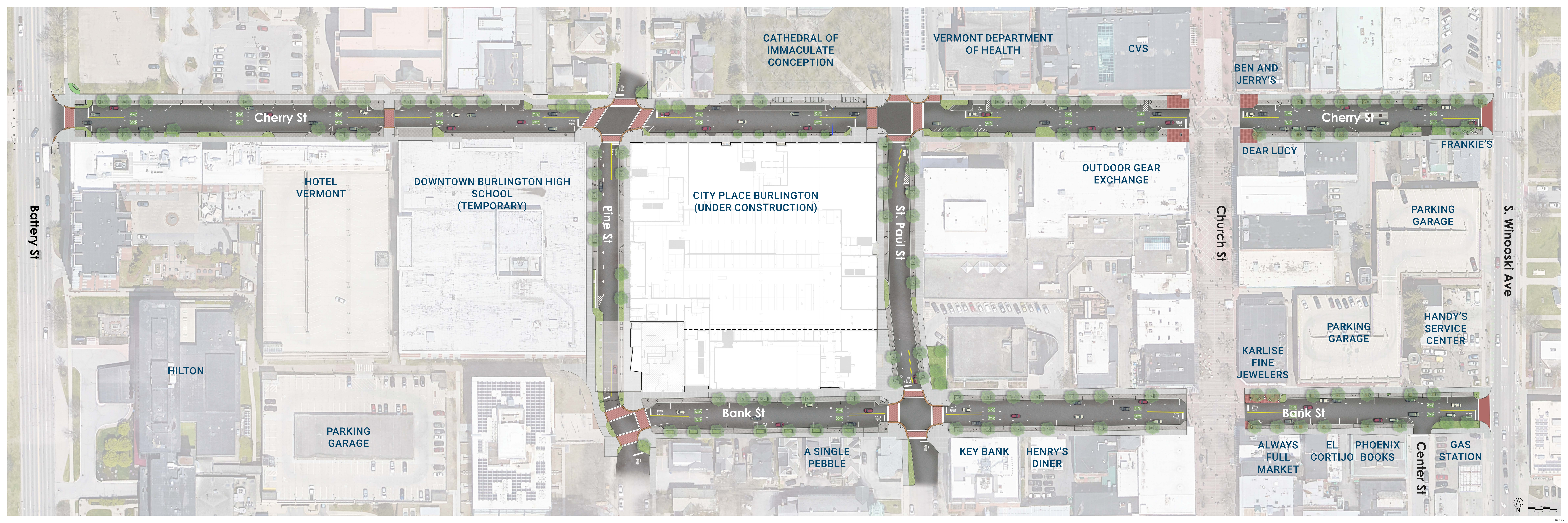
Staff: Kara Alnasrawi - Executive Director, Jessica Dudley - Marketing Manager, Aida Washburn - Projects & Event Specialist, City Attorney Emmet Wood, several members of the public both in person and online.

- I. COME TO ORDER
  - a. Meeting is brought to order at 9:03am
- II. APPROVE AGENDA
  - a. Agenda approved unanimously
- III. APPROVE MINUTES
  - a. Minutes approved unanimously
- IV. PUBLIC FORUM – GENERAL
  - a. Members of the public address the commission on a variety of issues
- V. MAYOR ADDRESSES COMMISSION
  - a. Mayor Mulvaney-Stanak joins the meeting at approximately 9:20am. She explains her reasoning for appointing Kara Alnasrawi to the role of CEDO Director and announces her decision to appoint Samantha McGinnis as the new Marketplace Director in FY26
- VI. FY 26 DOWNTOWN IMPROVEMENT DISTRICT FEES
  - a. Jackie Esperti (Parking Services Division Director for DPW) and Chapin Spencer (DPW Director) give a presentation on parking usage and revenues. The presentation outlines how the DID annual fees are spent. DPW recommends that DID fees remain the same at \$0.035 per \$100 of assessed value

- b. Recommendation to leave DID rates unchanged passes unanimously
- VII. MATHEW'S MONTREAL FAMOUS CART SCHEDULE CHANGE
  - a. Commission votes unanimously to allow Mathew's Montreal famous cart to operate with their new menu but only between 10pm to 2am in order to accommodate brick and mortar locations on the street with similar menu items
- VIII. CAPADOCIA REQUEST TO AFFIX SEASONAL FURNITURE
  - a. Commission votes unanimously (Cara Tobin is not on the Zoom for the vote) to accept Cappadoccia's request to seasonally affix a table to the Marketplace bricks
- IX. WHIM EARLY LEASE TERMINATION REQUEST
  - a. Commission voted unanimously (Cara Tobin is not on the Zoom for the vote) to allow Whim to terminate its lease at 62 Church St. on May 31<sup>st</sup> vs July 31<sup>st</sup>, noting their commitment to stay on the street.
- X. LOCATION OF OVERDOSE PREVENTION CENTER (Commission Tolstoi leaves at 11:00am noting another conflict. Cara Tobin rejoins the Zoom)
  - a. Members of the public address the Commission regarding an OPC center, whether one should exist in Burlington, and if it did where the preferred location would be
  - b. Commission discusses the proposed resolution.
    - i. Commissioner Holt moves to table the resolution.
      - 1. In favor of tabling the resolution: Erik Monsen, Becky Holt, Sarah Beal, Cara Tobin
      - 2. Against tabling the resolution: Linda Magoon, Romeo von Hermann, Chris Haessly, Mark Bouchett
        - a. Vote ends in a tie. Motion to table the resolution fails
  - c. Commissioner Beal moves to vote on the resolution
    - i. Abstention from the vote: Erik Monsen, Cara Tobin, Becky Holt, Sarah Beal
    - ii. Votes in favor of the resolution: Linda Magoon, Romeo von Hermann, Chris Haessly, Mark Bouchett
  - d. City Attorney Wood confers with their colleagues as to how to proceed. Commissioner Tolstoi is reached by phone and agrees to vote.
  - e. The vote roll is called again upon the instruction of Attorney Wood
    - i. Abstention from the vote: Erik Monsen, Cara Tobin, Becky Holt, Sarah Beal, Sam Tolstoi
    - ii. Votes in favor of the resolution: Linda Magoon, Romeo von Hermann, Chris Haessly, Mark Bouchett
    - iii. Vote fails
- XI. TREASURER'S REPORT
  - a. Sam Tolstoi is absent but has instructed Kara to let the Commission know that he has reviewed the budget and all looks stable and he has no immediate concerns
- XII. DIRECTOR'S REPORT

- a. Kara reports on recent events, construction coordination with DPW, new stores coming into Church St., and indicates that most of her time has been spent with the City's recent layoffs, merger of departments, and fielding questions about her new appointment
- XIII. CHAIR'S REPORT
- a. Mark reports that business is up and that he has hope for the summer months
  - b. Discussion ensues that the commission should set clearer rules on public forum. Commissioner Haessly asks that Commissioner Updates be a standing agenda item. Chair Bouchett agrees to both requests. Both items will be taken up in the June meeting.
- XIV. ADJOURN
- a. Meeting is adjourned at 11:55am

Next Meeting: June 18<sup>TH</sup>, 2025



CATHEDRAL OF  
IMMACULATE  
CONCEPTION

VERMONT DEPARTMENT  
OF HEALTH

CVS

BEN AND  
JERRY'S

Cherry St

Cherry St

DEAR LUCY

FRANKIE'S

HOTEL  
VERMONT

DOWNTOWN BURLINGTON HIGH  
SCHOOL  
(TEMPORARY)

CITY PLACE BURLINGTON  
(UNDER CONSTRUCTION)

OUTDOOR GEAR  
EXCHANGE

PARKING  
GARAGE

Battery St

Pine St

St. Paul St

Church St

S. Winooski Ave

HILTON

PARKING  
GARAGE

PARKING  
GARAGE

HANDY'S  
SERVICE  
CENTER

KARLISE  
FINE  
JEWELERS

Bank St

Bank St

A SINGLE  
PEBBLE

KEY BANK

HENRY'S  
DINER

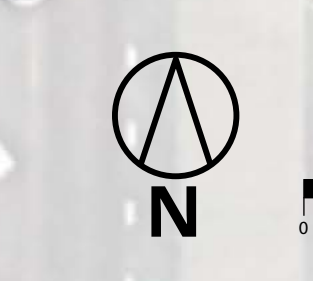
ALWAYS  
FULL  
MARKET

EL  
CORTIJO

PHOENIX  
BOOKS

Center St

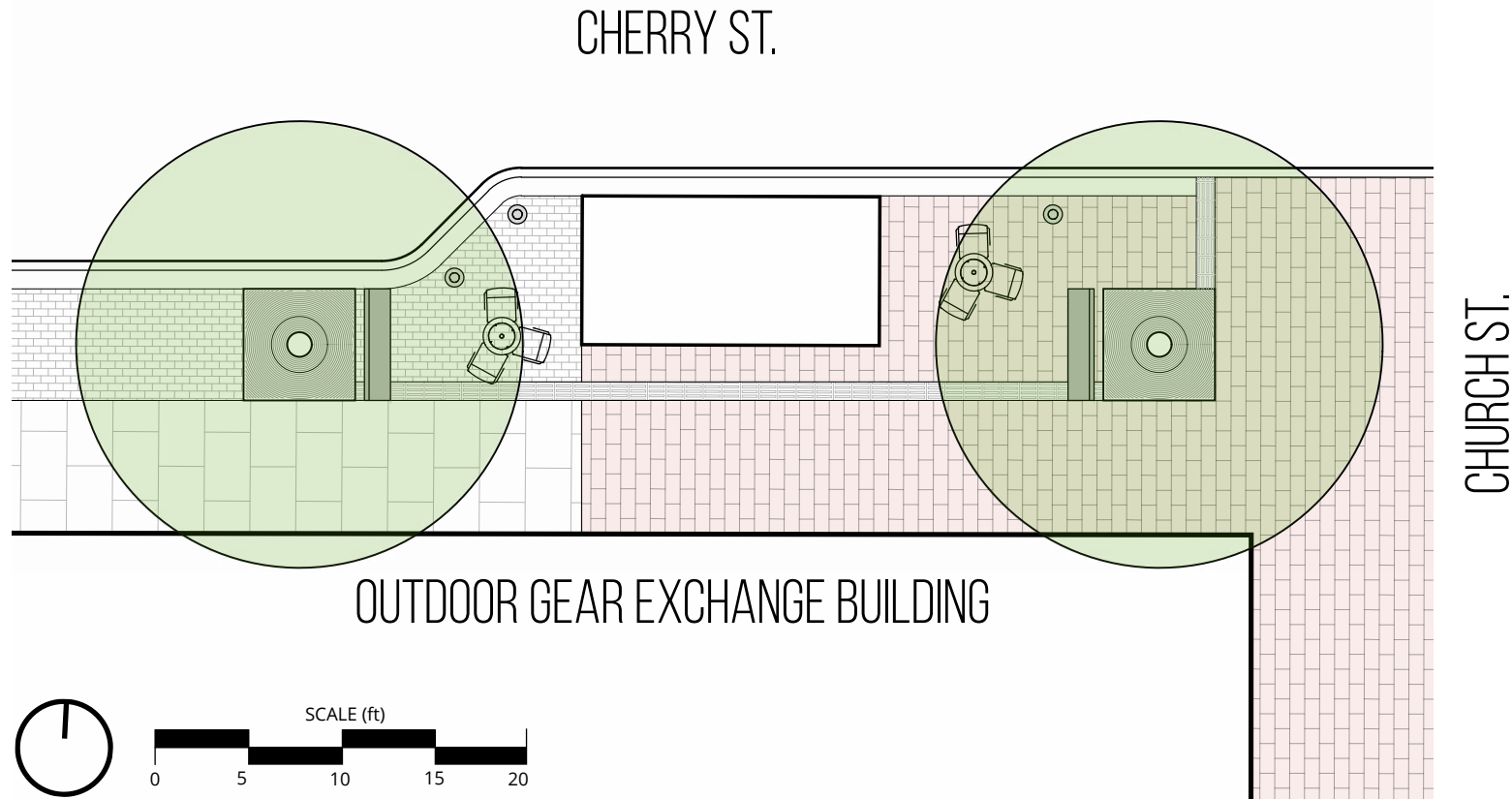
GAS  
STATION



# OPTION 2: TEMPORARY FOOD TRUCK AREA AND SEATING

COMPONENTS:

- REMOVEABLE BOLLARDS
- LARGE ENOUGH FOR UP TO 16' FOOD TRUCK
- ELECTRIC HOOKUP
- MOVEABLE FURNITURE FILLS SPACE WHEN NOT IN USE





# CHURCH STREET MARKETPLACE

To: Church Street Marketplace Commission  
From: Samantha McGinnis, Assistant Director  
CC: Kara Alnasrawi, Director  
Date: June 13, 2025

## Re: Removal of Cherry Street Structure

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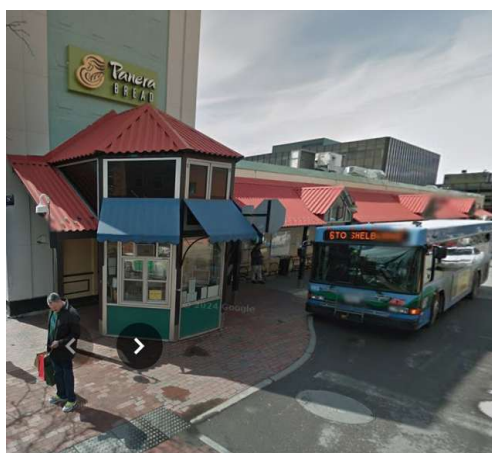
**Background:** The structure located on the southwest corner of Church and Cherry Streets was originally constructed in 1981 as the Cherry Street Transit Terminal. At the time, it housed operations for the Chittenden County Transportation Authority (now Green Mountain Transit, GMT). Shortly after its completion, the facility was deemed undersized for the needs of the transit system.

In response, the City of Burlington partnered with VHB and GMT in 2006 to identify a new location for the Downtown Transit Center. After extensive public engagement and analysis, the St. Paul Street site was selected in 2012, with the new facility officially opening in October 2016.

Following the relocation of GMT's operations, the original Cherry Street building was vacated. In the years since, the building itself has been dismantled, leaving behind only the structural frame, which remains on-site today. (See images below.)

**Request for Removal:** As the Department of Public Works (DPW) finalizes the design phase of the Great Streets Reconnecting Bank & Cherry project—which will include streetscape improvements, utility upgrades, and enhanced connections between downtown and the waterfront—the future of the Cherry Street structure has been brought forward for consideration.

DPW has shared several design concepts with Marketplace staff, all of which recommend the removal of the existing structure in order to maximize visibility, improve pedestrian flow at the Church and Cherry intersection, and create space for new, revenue-generating uses—such as a designated food cart location.



Original Cherry Street Structure



Structure Today

### Recommended Action:

Marketplace staff recommends the Commission approve the removal of the Cherry Street structure as a part of the Great Streets Reconnecting Bank & Cherry project.