

**Longmont Downtown Development Authority**

**Monday, February 27, 2023 Board Meeting & Retreat Minutes**

**8am -320 Main St. (LDDA Office); Fort Collins Tour; 2:30 pm - 528 Main St.**

**Present:** Ex-officio Member: City of Longmont, Jim Golden, Chris McGilvray, Kirsten Pellicer, Joe Perrotto, Jim Wardell, Shiquita Yarbrough

**Absent:** John Creighton, Wes Parker

**Staff:** Executive Director, Kimberlee McKee; Del Rae Heiser; Colin Argys; Emelie Torres

1. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING
2. BOARD AND EX-OFFICIO MEMBER COMMENTS
3. APPROVAL OF AGENDA

**Motion:** Joe Perrotto moved to approve the agenda, Kirsten Pellicer seconded the motion. The motion passed unanimously.

4. APPROVAL OF MINUTES

- a. **Motion** to approve the January 25, 2022 Board Minutes: Kirsten Pellicer moved to approve the minutes, Jim Wardell seconded the motion. The motion passed unanimously.

5. PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER) - none

6. NEW BUSINESS

- a. Incentives

- i. Longs Peak & Main LLC DIP Grant

Joe Perrotto presented the application for the façade grant to replace 2 store front garage doors for more efficient glass windows. Joe Perrotto then recused himself.

**Motion:** Jim Wardell moved to approve the façade grant application for \$2,271.25, Shiquita Yarbrough seconded the motion. The motion passed unanimously, with Joe Perrotto recused.

- b. IGAs

As presented in the board packet, some adjustments were made to dates and content.

Jim W. asked about snow removal using sand and salt. Pedestrians have slipped on the sidewalks and suggested to send information to business owners about responsibilities and guidelines and how far out they need to remove snow.

Joe commented on concrete treatment being different. Property owners are responsible for the removal of snow including adjacent building but rules are not clear.

**Motion:** Kirsten Pellicer moved to approve the IGA between the GID and the LDDA, Joe Perrotto seconded the motion. The motion passed unanimously.

**Motion:** Kirsten Pellicer moved to approve the IGA between the City and the LDDA, Jim Wardell seconded the motion. The motion passed unanimously.

- c. Grant application for 350 – 356 Main St.

8:09 am: Shiquita joined the meeting

The property owner is going for the \$250,000 State Historical grants and would need a government entity to partner with her on the application. This would apply to façade, windows and other exterior treatments.

**Motion:** Jim Wardell moved to approve LDDA partnership with the property owner for the state historical fund grant administration, Kirsten Pellicer seconded the motion. The motion passed unanimously.

7. OLD BUSINESS

None

8. LONGMONT CREATIVE DISTRICT UPDATE

Joe stated they are pushing marketing of downtown district. Kimberlee submitted the quarterly report to CCI. She will also meet with LEDP about assistance with creative based businesses. Tax credit is possible if needed.

There could be grant opportunities or Go Fund Me as a resource for businesses trying to sustain. SBDC consulting is a resource. Joe suggested meeting with them and with Joann Kirves and Kimberlee.

9. FINANCE REPORT

The year ended with expenses under budget.

10. EXECUTIVE DIRECTOR'S REPORT

a. TIF Update

Bill process will be made public this week, 4 bill sponsors are lined up and Kimberlee continues to meet with stakeholders.

b. Development Update/Overview

Hotel pre-app is in process, the developers reviewed changes to parking spaces and 3<sup>rd</sup> Ave crossing recently.

Boston Ave. apartments at South Main Station is moving forward and construction may start this year.

Other redevelopments are in the pipeline. Kimberlee will give an update as needed.

SMS has a prospective retail and service tenant and the developer asked if the store front would qualify for a retail conversion grant. Yes.

c. Incentive Discussion

Other downtown incentives were compared. Some important things to look at for a new retail tenant would be a sound business plan, location, current business planning to relocate to downtown is successful. Other considerations on property owner incentives discussed were property improvement grants and forgivable loan to property owner.

11. ITEMS FROM STAFF – none

12. BOARD MEMBER COMMENTS- none

13. ADJOURN

**Motion:** Joe Perrotto moved to adjourn the meeting at 9:00 am., Kirsten Pellicer seconded the motion. The motion passed unanimously.

9 am Travel to Fort Collins DDA

10 am Tour of Fort Collins DDA

11 am Discussion on Fort Collins Projects – Wolverine Farm – 316 Willow St. Fort Collins

- Private/Public partnership
- Lodging
- Gathering areas
- Incentives
- Connectivity
- Pedestrian access
- Parking
- Ft. Collins DDA has an agency responsible for business recruitment and they also have support from the Chamber of Commerce for advocacy, legislations etc.
- They have 3 Senior Housings in downtown
- What would Longmont have to offer to tourists? Not Boulder, base camp for travelers, midway between north and south cities, specialty stores. What are we known for? How do we create/promote this?
- Affordable housing partnership for downtown employees but not limited to, funded by diverted TIF from other projects
- Biggest challenge in downtown is homelessness and management of it
- Paid parking - On street or garage revenue has been challenging due to maintenance, enforcement and management. Good model for paid parking is Missoula, MT.
- Retaining downtown business employment is also challenging
- Cameras – surveillance, better ability to follow-up on activities and deterrent to
- Creative District – warehouse for creatives

12:30 pm LUNCH

1:30 pm TRAVEL BACK TO LONGMONT

2:30 pm LDDA BOARD RETREAT – Longmont Chamber of Commerce 528 Main St.

Meeting reconvened at 2:41 pm.

Shiquita left at 2:45 pm.

3 pm PARKING STUDY PRESENTATION

As presented by a Consor representative, information of parking study can be found on this link:

<https://www.downtownlongmont.com/files/docs/longmont-parking-board-presentation-2.pdf>

4:30 pm. ADJOURN

**Respectfully yours,**

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**Kimberlee McKee**  
Executive Director, LDDA

**Chris McGilvray**  
Board Chair, LDDA