

**LDDA Board of Directors Meeting**  
**528 Main St., Longmont, CO 80501**  
**February 28, 2018 – 4:15 p.m.**

**Present:** John Creighton; Ex-officio Member: City of Longmont, Jim Golden; Alex Sammoury; Thaxter Williams; Marcia Martin; Kirsten Pellicer; Joe Perrotto  
**Absent:** Chris McGilvray; Emelie Torres  
**Guests:** Nels Wroe; Aaron Main; Brien Schumacher; Erin Fosdick  
**Staff:** Executive Director, Kimberlee McKee; Del Rae Heiser

## Agenda

### 1. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING

### 2. BOARD AND EX-OFFICIO MEMBER COMMENTS

- a. Good News - Alex mentioned Dry Land Distillers opening downtown.
- b. Downtown Feature of the Month – Marcia will report at next meeting.

### 3. APPROVAL OF AGENDA

**Motion:** Thaxter Williams moved to approve the agenda, Alex Sammoury seconded the motion. The motion passed unanimously.

### 4. APPROVAL OF MINUTES

- a. **Motion** to approve the January 24, 2018 Board Minutes: Thaxter Williams moved to approve the minutes, John Creighton seconded the motion. The motion passed unanimously.
- b. **Motion** to approve the February 13, 2018 Board Retreat Minutes: Thaxter Williams moved to approve the minutes, John Creighton seconded the motion. The motion passed unanimously.

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

### 6. INCENTIVES

- a. **Dry Land Distillers Retail Conversion** –Nels Wroe and Aaron Main were present to discuss their Retail Conversion Grant request for Dry Land Distillers, which is moving into the 471 Main St. They are taking a portion of the space and converting an old shipping loading dock area into a small craft production facility with a retail sales/tasting room attached. The grant request is for the sales/tasting room. They are federally approved to manufacture their spirits which is a big milestone. Their specialty is that they are creating true Colorado native spirits, hence the Dry Land theme. They will add stability to that building, which will also house restaurant and event space in the future. Nels showed a 3D video of the tasting room and production area. The total Retail Conversion Grant request is for \$19,887 and the LDDA portion of their request today is for \$13,324.

**Motion:** John Creighton moved to approve the Retail Conversion grant request for \$13,324, Joe Perrotto seconded the motion. The motion passed unanimously.

(Kirsten Pellicer arrived at 4:21 p.m.)

(Marcia Martin arrived at 4:25 p.m.)

- b. **High Plains Bank Façade Renovation/DIP Grant** – John Creighton presented the application. High Plains Bank is in process of adding a 3,400 SF addition on north side of the bank. It is two stories with an unfinished basement. Two-thirds of Main floor will be occupied by Main St. Investments (relocating

from Guaranty Bank), and the rest by High Plains Bank. A duplex structure was demolished for this addition. The Bank addition will contribute more property tax to the LDDA versus a residential property. High Plains Bank is the only bank on the east side of Main St. They hope to be finish the project in June 2018. Their financials were reviewed and approved by the Financial Committee. They are requesting the maximum Façade/DIP reimbursement of \$10,000.

**Motion:** Kirsten Pellicer moved to approve the façade grant request for \$10,000, Joe Perrotto seconded the motion. The motion passed unanimously. John Creighton recused himself from the vote.

## 7. NEW BUSINESS

Development Code Update Discussion – Brien Schumacher and Erin Fosdick discussed the update. They were requested by City Council to get more input from the LDDA Board, especially in relation to residential compatibility (west side of Terry St., east side of Kimbark St.) They are asking for input on Transition Standards. They had received comments from the Historic East Side Neighborhood (HENA) on the interface between lots next to residential areas. The Downtown Residential Advisory Group met with Brien, Erin, Kimberlee, and Thaxter previously and discussed building heights. They thought the Terry St. Brownstones was an appropriate project. HENA would prefer building heights on adjacent properties not exceed the height of the adjacent residential neighborhood. Kimberlee said the Downtown Residential Advisory Group preferred to have a building that started lower, i.e., 2 stories, and then increased to 3 stories further up on the lot. It was suggested that building height could differ based on the percentage of the lot versus a distance in feet from the adjacent residential property for the transition zone. The LDDA Master Plan goal is to increase density. The alley between Kimbark/Emery is already a good buffer between the residents. The development code draft currently includes a 75' transition setback from a residential property line. The board felt that an alley buffer helps the transition and should be included in that transition area. The Board recommended to change the 75' transition into a 50' transition, allowing the rest of the lot to have a building height consistent with the downtown zoning.

Kimberlee said the LDDA would like to discuss the parking maximum/minimums in the future.

- a. Pedestrian Audit Review – Kimberlee reviewed the top highlights from the Pedestrian Audit as requested by the Board at the February 13 Retreat.
  - i. Signal timing at intersections downtown have changed (became shorter) since the adaptive signals were installed in 2017.
  - ii. Permit and sign 2-way bicycle movement in the alleys and collect data for a request to make a Main St. dismount zone mandatory.
  - iii. Add pedestrian crosswalks and 4-way stops along Kimbark St., especially on 5<sup>th</sup> and 6<sup>th</sup> Ave.; Allow LDDA grant to assist in replacing private property parking signs to allow evening parking for downtown customers (i.e. business customer parking 8am-5pm only) which opens up parking in the evening to the public.

Kimberlee also mentioned other items to consider:

- i. The undeveloped median on the 100 block, just north of 1st Ave. As part of Wayfinding, she recommends starting to plan for a gateway sign in the 2019 budget.
- ii. A Right Of Way study for Coffman St. was also mentioned in the Audit.

The Board felt it was a good idea to focus on these items.

## 8. OLD BUSINESS

## 9. EXECUTIVE DIRECTORS REPORT

- a. **Bench armrests** – Kimberlee discussed adding center bench armrests on our Downtown benches. This was a recommendation by the City Police during a Crime Prevention Through Environmental Design

(CPTED) audit at 6<sup>th</sup> Ave. Plaza. The Public Works staff would install the arms. We could add the armrests on the alley, plaza, and breezeway benches only, or to all of the Downtown benches. The cost differences are \$1,955 for the first option and \$6,460 for all benches.

The board recommended installing the armrests on all of the benches for consistency.

- b. **Expanding 500 West trash enclosure for 463/473 Main trash** – The 471 Main St. building does not have private property to store their trash nor does the LDDA own property on the 400 block to install a shared trash enclosure. The 471 Main property and business owners agreed to use the 500 block shared enclosure, which requires them to cross 5<sup>th</sup> Ave. The current 500 block shared enclosure could be expanded to allow for their dumpsters. The cost would be approximately \$2,000. It would not match the design of the current enclosure but would complement it.

The Board agreed to allow for the expansion cost of the enclosure.

- c. **Ambassador Program** - Kimberlee informed the Board about an Ambassador program she is discussing with the City to monitor Downtown and the greenway and parks as well. It would be a collaboration effort between LDDA and the City. We were originally looking at funding for 2019, however, Public Works would like to pilot it in 2018. The LDDA would also like to provide resources to pilot this program in 2018.

The Board agreed to support the pilot program in 2018.

- d. **Opportunity Zone** - The Longmont Economic Development Partnership is looking at opportunity zones, which could include Downtown, and Kimberlee will share with the Board in the future.

**10. ITEMS FROM STAFF – none**

The Board entered executive session.

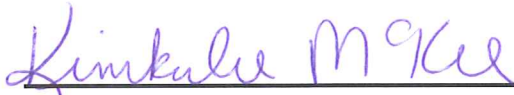
- 11. EXECUTIVE SESSION – Executive Director Review:** For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

The Board will extend the Executive Director contract for one year with a five percent increase and award the full bonus per the 2017 contract.

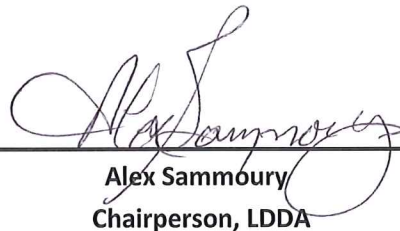
**12. BOARD MEMBER COMMENTS - none**

**13. ADJOURN - 6:05pm**

Respectfully submitted by:



Kimberlee McKee  
Executive Director, LDDA



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Alex Sammoury  
Chairperson, LDDA

