

**Present:** John Creighton; Ex-officio Member: City of Longmont, Jim Golden; Marcia Martin; Chris McGilvray; Wes Parker; Kirsten Pellicer; Joe Perrotto; Jim Wardell

**Guests:** Justin Lightfield (BCHA) via Zoom

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

1. Regular Meeting called to order and silent roll taking
2. Board & Ex-Officio Member Comments - none
3. Approval of the Agenda  
**Motion:** Kirsten Pellicer moved to approve the agenda, Jim Wardell seconded the motion. The motion passed unanimously.
4. Approval of the Minutes  
**Motion** to approve the May 26, 2021 Board Minutes: Wes Parker moved to approve the minutes, Chris McGilvray seconded the motion. The motion passed unanimously.
5. **Public invited to be heard (5 minute max per speaker) - none**
6. **EXECUTIVE SESSION: Executive Director Review: For the 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.**  
**Motion:** Kirsten Pellicer moved to approve \$2,000 for staff development and \$3,000 bonus for the Executive Director. Chris McGilvray seconded the motion, the motion passed unanimously.
7. New Business
  - a. Spoke on Coffman St Grant Distribution – Justin gave an update on the construction stating approximately 9 months remain to completion. The garage is 70% complete with electrical, plumbing and mechanical work in progress. The 3<sup>rd</sup> building permit was submitted to the City that included café and office space. Residential area is 40% complete to date.  
AIPP for garage panels on Coffman St. and alley side – BCHA will send RFP to artists for design and potential addition of mural on the top level of structure facing the alley side. Funding and timeline are also being discussed.  
Chris asked about timing to artist outreach and installation. Financial advisors will need to sign-off and the AIPP commission will consider at its July 17, 2021 board meeting. Easement will need to be approved first before AIPP can proceed with project. AIPP will maintain design moving forward.  
Kirsten asked about screen panel installation on the garage. Site plan will need approval from BCHA and screen will be installed by Dec 2022 if not sooner.  
Kimberlee stated the development agreement for DIP funds will go back to BCHA after project completion. BCHA requested to use the funds earlier for screen wall panels. To date, \$121,975 has been encumbered towards DIP funds.  
Kimberlee asked if the board would allow disbursement of DIP funds earlier to use for screen panels installation.  
**Motion:** Kirsten Pellicer moved to approve the disbursement of funds for screen panels, Marcia Martin seconded the motion. The motion passed unanimously.  
Justin Lightfield left at 4:33 pm.
  - b. Property Annexation – 721 Main Street property owner requested an annexation to the DDA boundaries. Normally, it would take 3-4 months. The owner is fine with it and plans to avail of façade grant etc. Kimberlee and the Executive Committee also discussed to start conversations with property owners for inclusion from Longs Peak to 9<sup>th</sup> Ave. on Main St. Kimberlee and Planning Dept. met with DOLA to give feedback on its proposal to give grants that would pay up to 80% of façade renovations for downtown and Main Street communities. If the LDDA can help administer the program, this can be brought forward and help with

conversations with Longs Peak to 9<sup>th</sup> Ave. businesses. She asked the board if she should start conversations with Longs Peak to 9<sup>th</sup> Ave. owners and annex 721 Main St.

Marcia cited a potential speed bump as property/business owners north of 9<sup>th</sup> are talking about having their own development association. Kimberlee stated that based on State statute, the mid town and north Main areas are not considered central business district, so a Business Improvement District would be the best way for them to form a district. She would be happy to talk to the owners moving forward.

Kirsten asked who gets to decide to be a part of it. Property owners will need sign a petition to annex in. BID formation would need 51% votes from property owners, lease owners and residents.

**Motion:** Wes Parker voted to start conversations and annex 721 Main St, Jim Wardell seconded. The motion passed unanimously.

- c. CeDAR Survey – Kimberlee asked for input on the survey sent by CeDAR. Comments and recommendations were noted and Kimberlee will take it back to CeDAR staff.
8. Old Business
  - a. Parklet Update – Parklets and barricades have been installed on 3 areas and the rest should be completed by Jul 7.

Jim W asked about leveling of units that are slanted. Businesses will need to add some height to the parklet to make them level.
  - b. Lease Update - Kimberlee signed a 2-month extension with same rate as of today. Building to close by June 28<sup>th</sup>. If sale goes through, Kimberlee will meet with new owner and possibly go into a 5-year lease.
9. Financial Update – everything is in order. Working on 2-year sponsorship outreach for different areas of needs and events. Sponsorship funds can be done upfront or tabled.
10. Executive Director Report

Eco counters being used for pedestrian count have new models which are smaller and easier to move around the district. Staff would like to purchase one for \$8,370. Connectivity funds could be used for this and current units can be sold to offset the cost. John suggested to keep the current units in addition to new ones. Joe suggested getting one for each block. Would there be a cost change for multiple units? Del Rae will find out.

Guidelines for public spaces - Recent use of 400E breezeway for an event prompted questions and comments from the organizer and participants about the requirements being difficult to comply with such as the certificate of Insurance. Staff will keep guidelines the same for now, continue to monitor it and look into other event requirements of this scale.

Staff mailed and will distribute collateral for marketing – EDDM, DLVG and LCD flyers.

Participating local artists worked on Fence Wrap project on 6<sup>th</sup> and Main on June 19, coordinated by Amy Mullen.

Jim W. asked about ArtWalk event management and control. Firehouse Art Center, the organizer, will have volunteers to manage the event and locations.
11. Items from Staff – Del Rae shared information on parking lighting improvements. She did a walk-through with a lighting manufacturer, Irby, which included illumination readings as well. Current readings are poor and scored really low, showing faint visibility on people and license plates. Proposed new lighting would be 2-3 times better. Installation should start in late July-August.
12. Board Member Comments – Jim W. asked about 516 Main Street. Kimberlee hasn't heard much to date. Chris invited everyone on July 7, 8-9 am, at the Longmont Chamber of Commerce or via video with Geneviève Clayton, to speak on 'Reduce Your Risk and Find the Right Labor', a market research in today's context geared around labor.
13. Adjourn – 5:22 pm.

Respectfully yours,

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Kimberlee McKee  
Executive Director, LDDA

Joseph Perrotto  
Interim Board Chair, LDDA