

# LDDA Board Communication

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**Meeting Date:** Wednesday, April 27, 2016

## **Current Incentive Fund Availability**

Retail Conversion: \$15,000

Signage: \$69,019.39

Alleyscape West side: \$100,000

DIP: \$95,866.73

## **Agenda Item: Kaltoff Family Revocable Trust/331 Main St. Incentive (Alleyscape)**

**Executive Summary:** Kaltoff Family Revocable Trust owns 331 Main St. where Aime's Love Bakery is located. They are applying for an Alleyscape grant to update their alley facing entrance. The project entails replacing the surface concrete with new concrete and adding a brick paver entry path that matches the alley design. The total project cost is \$3,124.63 and they are requesting 25% reimbursement for \$781. They are using DeFalco Construction so they only needed to submit one bid.

**Motion:** Approve the Alleyscape grant for \$781.

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## **Agenda Item: Gold Key Travel Incentives (Alleyscape and Façade/DIP)**

**Executive Summary:** Karen and Don Wood of Gold Key Travel, located at 328 Coffman St., are applying for an Alleyscape and Façade Renovation (DIP) grant. The Wood's own the business and property. Their Alleyscape project includes extending the east side of the building to the alley in order to expand work space in the building. To accommodate this extension, trees will be removed from their property and they are planting a new tree in the City ROW per the City Forester's Tree Preservation Code. This is at Gold Key's expense. The Façade grant includes a new storefront entrance off Coffman St. which is their primary entrance. The total Alleyscape project cost is \$48,320 and they are requesting 25% reimbursement for the maximum \$10,000 allowed. The total Façade Renovation project cost is \$7,025 and they are requesting 25% reimbursement for \$1,756. The overall cost for the improvements is \$154,000.

<b>Grants</b>	<b>Total Costs</b>	<b>25% reimb</b>
Alleyscape	\$ 48,320	\$ 10,000
Façade (DIP)	\$ 7,025	\$ 1,756
Total	\$ 55,344	\$ 11,756

**Motion:** Approve the Alleyscape grant for \$10,000 and the Façade (DIP) grant for \$1,756.

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## **Agenda Item: Classic Gold Jewelers, 383/381 Main St. Incentive (Alleyscape)**

**Executive Summary:** Ted Willis is owner of 383/381 Main St. where he owns his business, Classic Gold Jewelers, and rents a space to Yore retail store. He is applying for an Alleyscape grant to update his alley facing facade. The project entails replacing the back door and installing new windows at 383 Main, and adding new concrete to his back parking area shared by both 383 and 381 Main. The total project cost is \$12,732 and he is requesting 25% reimbursement for \$3,183.

**Motion:** Approve the Alleyscape grant for \$3,183.

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## **Agenda Item: 369 Main/EZ Pawn Incentive (Alleyscape)**

**Executive Summary:** Alex Sammoury is the owner of 369 Main St. and rents his space to EZ Pawn. He is applying for an Alleyscape grant to update the alley facing parking area. The project entails replacing the current cement with new concrete. The total project cost is \$9,673.94 and he is requesting 25% reimbursement for \$2,418.49. Since he is using DeFalco, he was only required to submit one bid.

**Motion:** Approve the Alleyscape grant for \$2,418.49.

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**Agenda Item: Home Run Electronics Incentives (Façade/DIP and Signage)**

**Executive Summary:** Mike Vann of Home Run Electronics recently purchased 627 Main St. and will be setting up a new business location in this space. He is applying for a Façade Renovation (DIP) and Signage grant. The Façade project entails a new Main St. facing front and rear alley facing façade and repainting the north and south walls of the building to cover up existing SOL Skateboard logos (previous owner of this space). New lighting on the front façade is also included. Home Run Electronics is a licensed contractor; therefore they are providing the fixtures, electric, and installation at wholesale price and sub-contracting through the general Façade contractor. The Signage project entails a new wall sign on the Main St. side of the building. He is in the process of receiving his Certificate of Compliance for the sign design. The total Façade project cost is \$24,575 and he is requesting 25% reimbursement for \$6,144. The total Signage project cost is \$1,317 and he is requesting 25% reimbursement for \$329.

Grants	Total Costs	25% reimb	Items
Façade (DIP)	\$ 24,575	\$ 6,144	update front/rear entrances, new paint
Signage	\$ 1,317	\$ 329	new sign on Main St. side of building
<b>Total</b>	<b>\$ 25,892</b>	<b>\$ 6,473</b>	

**Motion:** Approve the Façade (DIP) grant for \$6,144 and the Signage grant for \$329.

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**Agenda Item: Longs Peak Pub and Tap House Incentive (Signage)**

**Executive Summary:** The Longs Peak Pub and Tap House leases a space at 600 Longs Peak Ave. in the Roosevelt Parks Apartment building and they are applying for a Signage grant. The project entails removing existing signage and adding a new wall sign on the south side of the building and a projecting, artful sign on the east side of the building. The total project cost is \$11,255 and they are requesting 25% reimbursement for the new sign face costs and 50% reimbursement for the remaining sign design and installation expenses, for a total of \$3,218.75.

**Motion:** Approve the Signage grant for \$3,218.75.

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**Agenda Item: Our Center Incentive (Signage)**

**Executive Summary:** The Our Center, a non-profit located at 220 Collyer St., is in the process of renovating their new center and are applying for a Signage grant. The project entails installing new awnings around three sides of the building. The total project cost is \$11,362 and they are requesting the \$3,500 maximum allowed

based on 25% reimbursement for the awning costs and 50% reimbursement for the remaining installation and hardware expenses.

**Motion:** Approve the Signage grant for \$3,500.

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**Agenda Item: St. Vrain Cidery Incentive (Retail Conversion)**

**Executive Summary:** The St. Vrain Cidery is leasing space to open a business at 350 Terry St. and are applying for a Retail Conversion grant to convert the current warehouse and printing space (2,300 SF) to a retail/tasting room space. The project includes construction costs for creating a separate interior retail space including a new outdoor patio with roll up windows. The total project cost is \$86,850 and they are requesting the 2 to 1 match from the LDDA for \$15,000. They are requesting \$7,500 from the Longmont Economic Development Partnership separately. The total combined reimbursement can't be more than 50% of the total project cost so they meet this requirement.

**Motion:** Approve the Retail Conversion grant for \$15,000.

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**Agenda Item: Board Retreat Follow Up**

**Executive Summary:** Following the Board Retreat, staff was tasked with taking the recommendations/priorities and bringing them back to the board. Attached is a synopsis of the 4 topics, feedback and questions for the Board. Please see that document for specific details and questions we will discuss during the meeting. To overview, we will discuss:

- **Strategic Goals – Carryover.** These are items from the 5-year strategic plan that the board wanted to move forward into future plans. As we undergo the Master Plan update in 2016, all these goals will be considered. During the meeting, we will discuss which of these should be focused on in 2016 and how we would measure success.
- **Transit Oriented Development.** We will continue working with the City and RTD on a vision process and then evaluate our next steps.
- **Placemaking & Wayfinding.** We will discuss initiating a master plan (options outlined in attachment), as well as spell out expectations for the year.
- **Artspace/Creative District.** We will discuss how high of a priority this is for housing, work spaces and redevelopment of creative gathering spaces.
- **Updating the Master Plan.** We will review RFQ criteria and the overall process for the year. I would like to ask the board to consider having board meetings start at 3 p.m. during the time period in which we are updating the plan, focusing on each section per month.

**Final Questions:** What are the top priorities for 2016? How will we evaluate success?

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**Agenda Item: 2016 Intergovernmental Agreements (IGA's)**

**Executive Summary:** We have worked with the City on updating the IGA's for this year. We have updated the changes from last year, mostly clarifications and updates to dollar amounts and dates. Changes being investigated in February have been resolved by removing the clause about DDA employees and updating the language in the indemnity clause. See both attached.

**City – DDA**

Changes of substance include:

- Remove "Clean and Green" from sponsored events in Article I Section 1 B

- Add definition of “DDA district” in Article I Section 2 N relating to emergency tree trimming services
- Add “design” as clarification of downtown standards in Article 1 Section 4 D 5 in relation to applications to the Development Incentive Program.
- Add “Paragraph 2” to identification of “DDA assets” to maintain in Article II Section 1 Je.
- Add Article II Section 1K on the City providing parking enforcement services.
- Deletion of a prior section identifying the DDA as a contractor. This was removed because of a concern that it conflicts with our retirement plans which DDA employees are eligible to participate in under the IGA.
- Add to Article V Section 1 on “Term of Agreement” the wording “Notwithstanding the date of execution”.
- Exhibit A has been revised to provide clarity regarding fees eligible for transfer under the DIP program. While no new fees have been added, the general titles that have been used in the past have been defined more specifically so as to be able to identify them off of the reports generated by the Accela system.
- Changes to appropriate titles, dates and amounts.

#### **GID – DDA**

Changes of substance include:

- Minor changes to bring titles, dates and amounts current
- In Section VI “Term of Agreement” the wording “Notwithstanding the date of execution” has been added

**Motion:** Approve the City and DDA IGA to be forwarded to Longmont City Council for the May 10 meeting.  
Approve the GID and DDA IGA to be forwarded to Longmont City Council for the May 10 meeting.

#### **Agenda Item: Master Plan Update**

**Executive Summary:** Following direction at the retreat, staff issued a RFQ (Request for Quotes) for an update of the 1995 Master Plan of Development for the LDDA. We received proposals from three companies. A committee is evaluating these proposals next Monday. The process would begin soon after choosing a company and be finalized in December 2016. Costs are estimated not to exceed \$50,000.

In the LDDA Construction Fund, we currently have \$186,549 designated as Theater Project (DTR-24). These funds were originally allocated for a project that was active years ago with the Longmont Theater Company. There is no current project or need for those dollars. Staff suggests redirecting \$50,000 of those funds into a line item to fund the Master Plan update.

**Motion:** Create a Master Plan Update line item for \$50,000 using funds from the Theater Project (DTR-24).

#### **Agenda Item: Retail Conversion Grant allocation**

**Executive Summary:** In 2011, the LDDA board set aside TIF dollars toward a variety of incentive programs, including \$300,000 for retail incentives. When the Retail Conversion Grant was created, the Board funded this program for \$75,000. We have awarded four of these grants (\$15,000 each) and only have \$15,000 remaining in the fund. Currently, there is \$125,000 set aside for Retail Incentives that have not been allocated. We have talked to at least two property owners that are interested in this grant for future months.

Would the board like to allocate additional funds for the Retail Conversion Grant?

**Motion:** Add an additional \$60,000 for Retail Conversion Grants.