

LDDA Board Minutes

528 Main Street, Longmont, CO 80501

November 18, 2015 – 4:15 PM

Present: Alex Sammoury, Jeff Moore, Thaxter Williams, Burbidge Austin, Joe Perrotto, Chris McGilvray

Absent: Sharon Smith-Eisler, Ex-officio Member: City of Longmont, Jim Golden

Guests: David Starnes, Brien Schumacher, Josh Sherman, Stacy Walker

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

1. **REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING**
2. **BOARD AND EX-OFFICIO MEMBER COMMENTS**
 - a. **Welcome Jeff Moore**
 - b. **Good News Check-in** – Burbidge commented on the success of the Holiday Appreciation Party at Guaranty Bank.
3. **APPROVAL OF AGENDA** – Chris McGilvray moved to approve the agenda, Joe Perrotto seconded the motion. The motion passed unanimously.
4. **APPROVAL OF MINUTES**

Motion to approve the October 28, 2015 Board Minutes – Burbidge Austin moved to approve the minutes, Joe Perrotto seconded the motion. The motion passed unanimously.
5. **PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER)** - none
6. **Presentations**
 - a. **South Main Station Update** – Brian Bair showed new images of the project. Phase 1 will have 314 units in 5 buildings, with 9,300 square ft. of commercial space on the ground floor facing Main Street. Two new restaurants are looking in the space. The project is running 4-6 months behind since last presentation due to some challenges faced during infill development. Phase 1 is scheduled to start early next year.

The Board asked for a more detailed description on the fiber cement materials and difference in colors. Brian shared that the exterior will consist of a combination of smaller and bigger panels of fiber cement mixed with brick and stucco. The combination will give it a more industrial look and feel. Several siding of the buildings will have masonry and steel materials.

Chris asked about signage. Brian stated the sign plan is pending.

Thaxter asked about parking. Brian shared there will be 1.25 space per unit. There is no assigned parking for restaurants. The lot across the street (next to Cheese Importers) will be available to public after 5 p.m. daily.

Kimberlee added that new businesses in the building will be able to avail of the Enterprise Zone.

Brian will come back to present future developments for other phases. Site plan will be shared once completed and approved.
 - b. **Addendum to Redevelopment and Reimbursement Agreement** – David Starnes shared that there has been significant progress as well as a number of challenges to the site. The project is larger than originally stated. The plan to start with 240 apartment units increased to 314. The project is running 4-6 months behind since last presentation due to some challenges faced on infill development. Railroad and adjacent streets are impacting the project as well. The LDDA will contribute the same amount as approved previously. Construction financing has been secured. The amendment includes extending the approval of Owner financing by six months (to June 30, 2016); extending submittal of construction documents for 150 Main improvements by six months (to June 30, 2016); and extending the start of vertical construction of 150 Main to occur on or before December 1, 2016 with an automatic six month extension with written consent by the City and Authority due to conditions that are not within the reasonable control of the Owner, such as the Emery Street and 1st Avenue railroad improvements process.

Motion: Chris McGilvray moved to approve the amendment as presented, Joe Perrotto seconded the motion. The motion passed unanimously.
7. **INCENTIVES**
 - a. **Happy Bakeshop** – Stacy Walker presented the sign grant application. Total sign grant request is \$530.98.

Motion: Thaxter Williams moved to approve the application for \$530.98, Burbidge Austin seconded the motion. The motion passed unanimously.
8. **UNFINISHED BUSINESS**

- a. West Side Alleyscape Update – breezeway work and removal of arches will be done this year. Working on easements and trying to secure other locations for easement, still looking on 500 block.
 - i. Parking Permit discounts – Kimberlee asked the Board if the 300 west side parking permit holders be given a 1 month of credit for the Jan-Jun 2016 term. Will re-visit discount for Jul-Dec term. 500 West will be considered in Jul-Dec term.

Motion: Alex Sammoury moved to approve the 1 month credit to 300 West parking permit holders for the Jan-Jun 2016 term. Joe Perrotto seconded the motion. The motion passed unanimously.

- b. Parking Study Update – Kimberlee received 3 quotes from companies in Denver.

9. **FINANCE REPORT** – October is just now closing so there is no complete report.

10. **EXECUTIVE DIRECTOR REPORT**

- a. Launch of new website – Kimberlee showed the new design which will be launched tomorrow. The new design is phone and tablet friendly.
- b. 312 Main St. Façade Update – Brien is working with the State on the approval of the design revisions. History Colorado has a covenant on the building therefore any changes to the building will need to be approved by the State. Historic Preservation will also need to approve the update being a historic building. The building owner proposed a patio and a blade/projecting sign. A resolution for historic fund has yet to be determined. Chris asked if they need to present again should the Historic Preservation not approve it. The business will need to come back for approval again.
- c. Retail Space Update – Kimberlee continues to work on finding an additional artist and looking into a new model. An on-line business who is interested in space will meet with Kimberlee. A co-op gallery is also being considered.
- d. Holiday Office Closures – LDDA staff will take the assigned holiday of the day after Thanksgiving on Monday, December 28 due to staff working the tree lighting event on November 27. Kimberlee showed the EDDM and bell clue flyers. Retail bags will also be distributed. The LDDA is partnering with the LAEC with the shop local advertising. Next board meeting will discuss the event survey from business owners and retail conversion grant incentive. May change the application to include creative arts and culinary.

11. **NEW BUSINESS** – E-go car share is initiating a car share program for 6 months and is asking for a designated spot in the 600 West lot. Permits are first come first serve basis. Kimberlee plans to add it to the agenda for the next Board meeting. Chris is excited about the new idea to help parking issues in downtown. A representative from the organization will present at the next board meeting. Joe would like to see a financial profit and liability statement. Alex suggested to possibly extending the permit to 90 days and see if it works out. Kimberlee will also reach out to Michael Ries of Longmont Housing Authority for a space at the 600 West lot.

12. **ITEMS FROM THE STAFF** – Kimberlee has been nominated for the John Madden Jr. Leadership Award.

13. **BOARD MEMBER COMMENTS** –Jeff is a board member of the National League of Cities and they are pushing economic development.

14. **ADJOURN** – 5:29 p.m.

Respectfully submitted by:

Kimberlee McKee
Executive Director, LDDA

Alex Sammoury
Chairperson, LDDA