

downtown.

L O N G M O N T

LDDA Board of Directors Meeting

528 Main St., Longmont, CO 80501

December 14, 2016 – 4:15 p.m.

Present: Burbidge Austin; Ex-officio Member: City of Longmont, Jim Golden; Chris McGilvray; Jeff Moore; Joe Perrotto; Sharon Smith-Eisler; Thaxter Williams

Absent: Alex Sammoury

Guests: Mary Beth Ward; Marc Torres; Scott Jennings; Leslie Kaczeus; John Young; Howard Wallace; Brien Schumacher; Karen Bryant

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 – Burbidge commented it was good to be back.

3. APPROVAL OF AGENDA

Motion: Jeff Moore moved to approve the agenda, Chris McGilvray seconded the motion. The motion passed unanimously.

4. APPROVAL OF MINUTES

Motion to approve the November 16, 2016 Board Minutes – Joe Perrotto 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. PRESENTATION

a. National Register Downtown Historic District – Brien shared information about National Register provided to property owners at a meeting earlier today. Brien restated discussions with the LDDA board in 2012 about downtown Longmont to potentially form the historic district designation. The LDDA board decided to apply to become a National Register Historic District. In 2014, the City applied and received grant funding from the state to do the reconnaissance survey after which the History Colorado Preservation staff recommended potential boundaries for downtown district. Through funding from the state, nomination process was started. A draft will be available in January 2017 which will be then be submitted to the State Historic Preservation and History Colorado in May. It will move for approval to the National Park Service. Brien plans to schedule another meeting with property owners for an update on the nomination prior to submitting to the State. Visit Longmont is also on board and supports the application.

Kimberlee added that there have been 2 meetings with property owners. This designation would also open up tax credit to property owners, avail with the funding, get recognition and attract tourism.

Chris asked Brien what other cities in Colorado are designated and the advantages for the designation. Loveland, Sterling and Boulder came to mind. Properties contributing to the historic district with historical character are eligible to apply for incentives. Karen added that a walking tour which is happening in other cities can attract people in downtown Longmont as well.

7. INCENTIVES

a. Façade Grant (DIP)

i. King Communities (513 and 521 Terry St.) - Mary Beth Ward presented the façade grant application. Total cost of façade renovation is \$29,000.00. Total grant request is \$4,859.00.

Kimberlee pointed out that the artwork as part of the scope is attached to the façade. A covenant will be added for the artwork to stay with the building. There will also be address plates added to the awnings. She also noticed A/C units sticking out in some apartments. Those will be taken out as part of the stipulations for tenants.

Jeff asked about the frame work. Mary Beth responded that the design stays.

Motion: Joe Perrotto moved to approve the grant request of \$4,859 with a covenant added that the art stays with the permanent structure. Chris McGilvray seconded the motion. The motion passed unanimously.

b. Retail Conversion

- i. **Abbott & Wallace (Longtucky)** - John presented the retail conversion grant application. Total cost of retail conversion work is \$58,000. Total grant request is \$15,000. LEDP pays additional \$7,500.

Kimberlee asked where the food trucks would park when used at the business. There are spaces around and they will work with the City to find the ideal parking spots. Kimberlee also pointed out that 2 bids were submitted and only 1 bid was included in the packet.

Motion: Chris McGilvray moved to approve the grant request of \$15,000, Joe Perrotto seconded the motion. The Motion passed unanimously.

- ii. **Cheba Hut (plus Façade/DIP and Sign)** - Joe recused himself prior to the presentation.

Mark Torres presented the retail conversion, façade, and sign grant applications.

Kimberlee asked about their signage size and wanted to discuss more about it. She also informed the board that because the former 7 Eleven store was vacant for 3 years, it was decided that they could avail with the retail conversion grant. Chris recommend energy lighting for the shop.

- Total cost of retail conversion and façade renovation is \$ 475,000. Total grant request is \$15,000. LEDP pays additional \$7,500.
- Total cost of sign project is \$7,265.09. Total grant request is \$3,500.

Motion: Chris McGilvray moved to approve the grant requests for 15,000 (retail conversion), 10,000 (façade) 3,500 (sign). Burbidge Austin seconded the motion. The motion passed unanimously.

(Joe Perrotto came back at 4:57 p.m.)

- iii. **Bootstrap Brewing (plus Façade/DIP)** - Leslie presented the retail and façade grant applications.

- Retail conversion total cost of work is \$395,000. Total grant request is \$15,000. LEDP pays additional \$7,500.

Conditional Motion: Joe Perrotto moved to allow them to start work and return in January to show proof of 2nd bids and the valuation of their building permit submitted to the City.

- Façade renovation total cost of work is \$10,500. Total grant request is \$2,513.

Kimberlee commented that Bootstrap's design-build is not a conventional work process for Retail conversion grant applications and that primarily only one bid was submitted for particular items. Bootstrap's goal is to keep the cost down which is why they use design-builds. The board felt uncomfortable about approving the grant without 2nd bids, which is the policy for all LDDA grants. Kimberlee asked if she could keep working on providing 2nd bids on parts of the work involved that aren't design-builds. The board discussed looking at the value of their building permit as well if 2nd bids aren't submitted.

Motion: Chris McGilvray moved to approve the Façade grant request for \$2,144, which is based on the 2nd bids received in the application (no design-build items included), Joe Perrotto seconded the motion. The motion passed unanimously.

c. Sign Grant

- i. **Longmont Liquors** – Chris McGilvray presented the sign grant application. Total cost sign work is \$2,080. Total grant request is \$791.

Motion: Chris McGilvray recused himself from the vote. Jeff Moore moved to approve the sign grant request for \$791, Joe Perrotto seconded the motion. The motion passed unanimously.

8. UNFINISHED BUSINESS

a. **South Main Station Update** – railroad improvements cost of \$1.8 million is split between the City and developer. While the developer committed to pay the initial \$450,000, they have not been able to acquire funding for the project. Before the railroad crossing would be approved, the City would need all of the funding to start work. Kimberlee presented 3 options for the City to receive payment:

1. DDA could be allocate \$450,000 in the DIP payment funds to the City soon after City receives permit fees paid by the developer (which could occur in 2017).
2. City receives the \$450,000 from the DDA at substantial completion of rail crossing.
3. City receives \$450,000 when CO is approved which could occur 16 months or so after start of construction.

City will not sign a contract with BNSF for the rail work until South Main Station starts building construction. Work outside the scope of BNSF contract can go ahead. Jeff commented that the site has been prepared for construction. This could be sold and developed by a different company.

Motion: Chris McGilvray moved to approve option 1 to allocate up to the available amount committed into the agreement from the DIP payment funds to the City soon after City receives permit fees paid by the developer (which could occur in 2017), Burbidge Austin seconded the motion. Jeff abstained from voting. He will vote at the City Council meeting. Motion passed.

b. **Downtown Zoning update** – Brien recapped the discussion of zoning last year with the LDDA board which included the use of polling. Process was put on hold while the City was working on the comprehensive plan update (Envision Longmont) involving a larger scope on land use in Longmont. Envision Longmont was adopted in the summer. The LDDA master plan update components apply to zoning as well. The two plans need to tie-in together on zoning update. There are 6 zoning districts within the boundaries of the DDA and the plan is to simplifying this. Brien will provide other options to the LDDA board for discussion. Time frame on draft of updates and recommendations will be presented to the DDA board in a couple of months. A few items will be presented to the City Council and Planning and Zoning Commission for consideration such as affordable housing incentives and short term vacation housing. Other code amendments being considered will be presented to the City Council as well. Chris is excited about simplifying the codes.

9. NEW BUSINESS

- a. Set LDDA meeting times and location for 2017 – as presented, schedule for 2017 will stay the same.
- o Feb. 22nd will be a joint meeting and board retreat
 - o Board meeting in December will be on Dec. 13
 - o Meeting start time will stay at 4:15 p.m.
 - o Board Notification posting will be in the same location at the LDDA office front window

Motion: Sharon Smith-Eisler moved to approve the LDDA meeting times and location for 2017, Joe Perrotto seconded the motion. The motion passed unanimously.

10. FINANCE REPORT – worksheet presented has reports for November and October.

11. EXECUTIVE DIRECTORS REPORT

a. **Holiday Office Hours** – staff shifted vacation days and will keep office open except for Dec. 26 and Jan. 2 for City holiday.

b. **DDA legislation** – Kimberlee received the Legislative Agenda for Colorado Counties Inc. (CCI) with proposed legislation on DDAs. This is a concern for the DDAs, based on the experience with URA (Urban Renewal Authority) legislation that is very hard to understand. URA legislation includes 1) adding board members from the county, school district and other special districts that the DDA gets part of their increment and 2) an agreement with each taxing agency on how and when to use TIF and what the share back would be. This would mean that URAs would pick a project and know what and how to allocate the increment. LDDA operates with a master plan and completes several projects using the increment within that master plan. The LDDA is over 30 years old and is already sharing back TIF.

Based on her conference call with several DDAs led by the Ft. Collins DDA, they want to find out reasons for pushing the legislation. Colorado Municipal League (CML) lobbied against URA legislation and CCI was not in agreement with it. An independent lobbyist is being looked at by a number of DDAs to assist in the process and

write a bill that makes sense. A meeting is scheduled on January 6 with CCI to discuss DDAs and the differences between DDAs and URA. The basic package for a lobbyist would cost \$30,000.

Kimberlee asked the board if the LDDA should support this and contribute to the fee. A possible split among 5 bigger DDAs would be \$6,000 each. Payments will start in 2017. Another meeting with more DDAs is scheduled to determine who else can help with funding. LDDA operations has funds that can be used for this.

Chris commented that he is not a big believer in funding lobbyists but sees the value of being pro-active. Other options can be considered.

Jeff added that it is dependent on sponsorship and driver which would affect TIF. Should legislation change, the existing DDA has an agreement with the City. How would this legislation affect us? Kimberlee cited that there is no clear information right now on how it would impact the LDDA.

Sharon asked if the lobbyist would provide an oversight. If it does, she is in favor of it.

Jim asked why the 2 DDAs from the counties that were pushing the legislation were not on the conference call. Kimberlee stated that all DDAs were invited to the call. He also felt the LDDA should be a part of it but not cap the amount to chip-in.

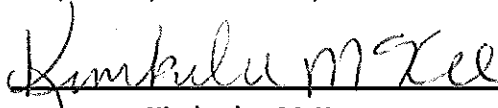
Thaxter asked if the LDDA is strong. LDDA is one of the older DDAs in Colorado.

Motion: Joe Perrotto moved to approve that the LDDA be part of it up to \$10,000, Burbidge Austin seconded the motion. Chris opposed the amount. Motion passed.

c. **St. Stephen's Church** – Kimberlee, Chris and Thaxter met with the St. Vrain Historical Society committee to discuss options about acquiring the space. Kimberlee will talk to Chamber Director to find out the future of our lease rate. If we decide to move ahead with the Church, we will investigate an option to lease to own or craft an LOI. She will continue discussions.

12. **ITEMS FROM STAFF** – Kimberlee shared that Alex is recovering well from the surgery and sent his regards.
13. **BOARD MEMBER COMMENTS** – Jeff asked if actual sales tax numbers should be included in the packet from businesses. Staff will leave these out in the future. Ace Hardware will submit their application for the conversion on the 2nd floor.
14. **ADJOURN** – 6:44 p.m.

Respectfully submitted by:



Kimberlee McKee
Executive Director, LDDA



Thaxter Williams
Co-Chairperson, LDDA