



# BOARD Minutes

LDDA Board of Directors

528 Main Street, Longmont, CO 80501

December 17, 2014 – 4:15 PM

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**Present:** Alex Sammoury, Sharon Smith-Eisler, Burbidge Austin, Ex-Officio Member: City of Longmont, Jim Golden, Thaxter Williams

**Absent:** Gabe Santos, Larry Stauss

**Guests:** Craig Jones, Cassia Baranello, Jeffrey Van Sambeek

**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 - none**

**3. APPROVAL OF AGENDA**

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

**4. APPROVAL OF MINUTES**

**Motion to approve the November 19, 2014 Board Minutes:** Thaxter Williams moved to approve the minutes, Burbidge Austin seconded the motion. The motion passed unanimously.

**5. PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER) – none**

**6. PRESENTATIONS**

a. Longmont Brownstones – Jeffrey Van Sambeek, development Architect, presented the site plan. They will come back at next month's Board meeting to apply for residential and façade grants. Thaxter asked how many units the development will have and parking ratio. There will be 13 units total with 2-1 parking ratio. Kimberlee asked about the building materials. Jeffrey advised it would be iron work, brick façade, painted siding. All units are for sale not for rental. Construction will possibly start in late January or February 2015.

**7. UNFINISHED BUSINESS**

a. 645 4<sup>th</sup> Avenue (385 Main) – Signage Grant

Darrel Turner was not in attendance. Del Rae presented the signage grant application for him. The total sign grant request is \$689.50.

**Motion:** Burbidge Austin moved to approve the application for \$689.50 with contingency that the awning and logo meet the downtown design standards, Thaxter Williams seconded the motion. The motion passed unanimously.

b. Art Studio Update – Sharon Smith-Eisler helped mediate issues between the 2 artists. Kimberlee and Joanne Kirves will talk to the 2 current artists about gallery and space management. They are looking at a third person to handle management of gallery. Kimberlee will update the Board on progress as it progresses.

**8. NEW BUSINESS**

a. Approve meeting schedule & notification location for 2015

The 2015 meeting schedule was shared with topics and 3 date options for the board retreat in February. Kimberlee will reach out to the rest of the Board members for a preferred date and report final date at next month's board meeting. Regular board meetings will continue to be on Wednesdays at 4:15 p.m. Notification board will stay at the same place. Alex suggested talking about an event center and professional kitchen at the Board retreat as discussed at a recent meeting.

Thaxter expressed that Executive Sessions take a long time. He wanted to get the Board members' input during the retreat on how to handle time management.

**9. FINANCE REPORT**

a. Department of Taxation letter – Kimberlee shared the draft letter to the Property Tax Administrator regarding DDA Mill Levy Revenue.

**Motion:** Thaxter Williams moved to approve the letter. Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

**10. EXECUTIVE DIRECTOR REPORT –**

Kimberlee shared the Dip Fund Report for November. Jim will send the November Finance Report. Del Rae will update report and share at the next month's Board meeting.

Gift cards sold to 4 corporate businesses resulted in an increase of 65% from last year's total sales.

Kimberlee and Brien Schumacher met with the Historic Colorado regarding the application for a National Historic District designation.

Tree lighting was a success. It was a bigger event and attracted over 800 people.

Small Business Saturday – downtown businesses had a big day, foot traffic was high, more businesses participated this year. Ice carving, roaming carolers and walking holiday characters were present downtown.

**Recess as Longmont Downtown Development Authority and Convene as the Downtown Design Board**

**Motion:** Thaxter Williams moved to approve the LDDA recess and convene as DDB, Burbidge Austin seconded the motion. The motion passed unanimously.

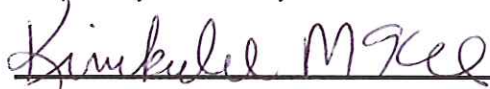
11. **Downtown Design Board Bylaws and Advisory Committee appointees** – as presented in the packet, Kimberlee made some changes to the bylaws with the City Attorney's approval. A Chair and members will also need to be assigned as shown below.
  - i. **Approve Bylaws**  
**Motion:** Thaxter Williams moved to approve the Bylaws, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.
  - ii. **Design Board Chair** – Alex nominated Thaxter Williams as the Chair, Thaxter nominated Sharon Smith-Eisler as the Vice Design Chair, Emelie Torres was appointed as staff liaison.  
**Motion:** Thaxter Williams moved to approve the above nominations, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.
  - iii. **Appoint members of DAC** – Kimberlee shared the slate of committee members. They will meet and review as applications are submitted. Recommendations will be submitted to Kimberlee who will make the final approval.  
**Motion:** Sharon Smith-Eisler moved to approve the slate of committee members, Thaxter Williams seconded the motion. The motion passed unanimously.

**Adjourn as Downtown Design Board and Reconvene as the Longmont Downtown Development Authority Board**

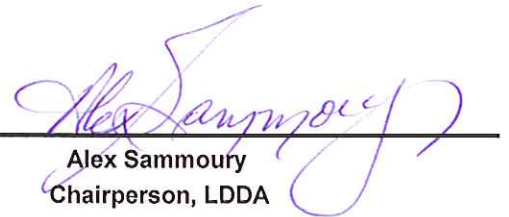
**Motion:** Alex Sammoury moved to adjourn the DDB and reconvene as the LDDA, Sharon Smith Eisler seconded the motion. The motion passed unanimously.

12. **PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER)** - none
13. **ITEMS FROM THE STAFF** – Emelie showed everyone the new design of the LDDA stationery and business card reflecting 'Own it' branding. The current logo will continue to be used electronically for all LDDA formal letters. Kimberlee informed everyone that the LDDA staff will take the day off after Christmas and possibly January 2, 2015. Kimberlee thanked the Board and staff for a wonderful year.
14. **BOARD MEMBER COMMENTS** – Alex thanked the staff for everything they do. Sharon Smith Eisler asked what happened to the original Brownstone Development. Burbidge advised that the new owners bought the project from the previous owners.
15. **ADJOURN** – 5:10 p.m.

Respectfully submitted by:



Kimberlee McKee  
Executive Director, LDDA



Alex Sammoury  
Chairperson, LDDA