

LDDA Board of Directors Meeting

528 Main St., Longmont, CO 80501

July 26, 2017 – 4:15 p.m.

Present: John Creighton; Ex-officio Member: City of Longmont, Jim Golden; Chris McGilvray; Jeff Moore; Kirsten Pellicer; Joe Perrotto; Thaxter Williams, Alex Sammoury
Absent: Del Rae Heiser; Rob Warner
Guests: Monique Cole; Dido Clark; Rosemary Breker; Ron Gallegos, Bob Ball; Sarah Levison; Brian Lindoerfer; Norrie Boyd; Ian Swallow
Staff: Executive Director, Kimberlee McKee; Emelie Torres

1. **REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING**
2. **BOARD AND EX-OFFICIO MEMBER COMMENTS**
 - a. Good News – Jeff shared that CDOT is putting together a delegation to look at economic development and will be in Longmont. He thought DDA would be interested in participating. Chris welcomed new Board members, Kirsten Pellicer and John Creighton.
3. **APPROVAL OF AGENDA**

Motion: Thaxter Williams moved to approve the agenda, Joe Perrotto seconded the motion. The motion passed unanimously.
4. **APPROVAL OF MINUTES**

Motion to approve the June 28, 2017 Board Minutes: Thaxter Williams 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) –**

Dr. Dido Clark, Co-Chair, Historic East side, has 104 signatures from residents to keep east side neighborhood safe. The signed petition was passed around for the Board members to see. She also suggested setting up an Advisory Committee with East and West to develop a transition/mix-use zone of appropriate scale of building height, mix-use building, parking etc. She asked everyone to join in a collaborative way.

Ron Gallegos, 424 Kimbark, City Council Candidate – we have current parking and building redevelopment issues. With Comcast leaving downtown, this property could possibly be a redevelopment in the future. Transition zoning should be 50/50 partnership and encouraging it between the DDA and the East side neighborhood. West side residents called him with their concerns. They don't see immediate concerns but with the economic upturn, it could also affect the west side neighborhood.
6. **INCENTIVES**
 - a. 520 Main St. Retail Conversion Grant – Monique Cole presented the application for 2 spaces on 520 Main St. Total project cost is \$195,000.00. Total LDDA matching retail conversion grant request is \$15,000. LEDP's match is \$7,500. Chris asked what value these retail shops would bring to downtown. Monique cited that retail shopping is a good counter to restaurants which the block is heavy. They anticipate opening in mid-September. Rosemarie Breker, owner, introduced herself with 30 years of retail experience.

Motion: Chris McGilvray moved to approve the retail conversion grant at \$15,000. Alex Sammoury seconded the motion. The motion passed unanimously.
 - b. Here We Go Properties Alleyscape Grant – Kimberlee gave an overview of the application for the owner, Marty McElwain, who wasn't in attendance yet. Discussion will continue when he joins the meeting.
7. **PRESENTATION: BOULDER COUNTY HOUSING AUTHORITY PROJECT UPDATE –**

Joe recused himself at 4:30 p.m.

Ian Swallow gave an overview and background of the project. The slides showed public financing tool (tax credit) and current inventory of affordable housing in neighboring cities with Boulder being the largest. Affordable housing means having a deed restriction or a used covenant.

BCHA owns and manages 809 affordable homes throughout Boulder County. A brochure was shared about their current project, Kestrel neighborhood, in Louisville. Ian also showed a table of AMI limits and monthly rental cost for affordable housing.

The Coffman St. project is currently a parking lot being used for HUB employees. BCHA projects the building to have 10,000-15,000 square ft. of office space and 75 units of affordable housing. A parking structure and potential partnership for a shared parking with adjacent property (Burden Inc.) is also being considered. Anticipated schedule would entail a) community engagement in 2018, b) financing applied for in February 2019 and construction to start late 2019 to early 2020. Financing for low-income housing tax credit is based on population. AMI guidelines for prospective tenants was also shared. Potential development could connect to downtown as well as engaging Coffman St. Ian suggested breaking out building of housing and parking garage. Building the parking garage before housing would open up parking to employees and public.

Kimberlee asked about commercial spaces. Ian shared floor plans of mostly 1 and 2-bedroom mix with a few 3-bedroom units. BCHA is looking at 4% tax credit, which would house more of the 50-60 AMI range. Commercial space will vary on the size of project and parking is dependent on uses of building. Ian stated that studies show parking at 1 vehicle per household. They are also considering flexible parking uses for HUB and downtown daytime, evening and weekend parking.

Jeff asked if BCHA has met with Longmont Housing Authority (LHA). They talked to Kathy Fedler to make sure they are not competing with LHA in terms of projects and funding.

Chris asked about their vision of a shared parking lot. Ian stated that they would prioritize different uses of parking. They are looking at residents to possibly park on the top level and employees and shoppers on lower levels. They will look into some models in Boulder. Kimberlee added that if DDA and BCHA partnership develops, part of the parking garage could also be used for all day permit parking.

Alex asked if an underground parking has been considered. It is cost prohibitive so they are not going to do it.

Kimberlee and David Starnes have been meeting with Cotton Burden of Burden Inc. and he is proposing class A office space redevelopment in his building with a shared parking to the north of the building.

Kimberlee asked the Board for a direction of pursuing a 3-party use or 2-party agreement. The Board directed Kimberlee to pursue 3-party agreement, maximizing number of parking spaces for LDDA. This would be the best solution and better asset to the City.

Joe joined back at 5 p.m.

Marty McElwain joined the meeting at 5 p.m. and presented his application to tie-in the front of his property with alleyscape and improve safety issues. Total project cost is \$26,536.00. Total alleyscape grant request is \$6,634.00 or 25% of project cost.

Motion: Alex Sammoury moved to approve the alleyscape grant at \$6,634.00, Jeff Moore seconded the motion. The motion passed unanimously.

8. UNFINISHED BUSINESS - none

9. NEW BUSINESS

a. Parking Study Implementation & Proposed Time Limit Changes – Kimberlee shared the detailed explanation of the changes:

- o Implementation strategies and timelines - action items and time frames shown on table to include on-going investigation of alternate mode of transportation such as bike and transit; public parking through new development; education on resources; investing in staff training and establishing branding. LPR was initiated this year and LDDA will reach out to NuPark (LPR contractor) for a capability of purchasing day parking permits through mobile app or within their website. Additional items included reviewing and proposing street time durations; additional on-street parking (not moving forward with this); identify options for long term parking for employees; investigate ultimate transportation options and additional handicap spaces. A task force will be formed to create parking mission, vision and strategy for the future.

LDDA will also look into the following:

- Review management and allocation of resources for parking in the downtown area.
- Integrate and evaluate the need for staffing based on mission and vision.
- Create and implement an incentive program for offsite transportation.
- Evaluate parking sign and create a plan to enhance parking lots.
- Use LPR software for additional data.
- Identify revenue streams and reevaluate paid parking and strategy for overall parking management. Kimberlee is working with City staff.

- o Council presentation – LDDA will recapture study, look at findings and data and ask Council if they will support findings of study. LDDA will also seek direction from Council on philosophy for moving forward, prioritizing limited resources, looking at investments for a parking structure, and support the overview of timeline and initial proposed time limits.

John Creighton asked about the changes on 4th/5th and Coffman from 3 to 2 hr. limit and 4th/5th and Terry, 2 to 3 hr. Terry St. is farther from Main St. and increasing time limit to 3-hour parking will allow more time for people to walk to and fro their destination.

Kimberlee expressed there are all day parking still existing on 8th/Coffman St., 9th Ave. by the school and RPA garage.

Kimberlee shared that employee incentivized parking could help alleviate parking problems.

Kimberlee and Bob plan to talk to the 2 glass shops to adjust time changes.

Motion: Chris McGilvray moved to approve parking changes and encouraged Board members to attend Council meeting on Aug 15. Alex Sammoury seconded the motion. The motion passed unanimously.

b. Board Elections & Creating Executive Committee –

Executive Committee - 3 officers would meet on a Tuesday the week before scheduled Board meeting. Meeting agenda will be posted each time at the front window of LDDA offices and notes will be taken.

Motion: Alex Sammoury moved to establish executive committee, Joe Perrotto seconded the motion. The motion passed unanimously.

Formal Finance Committee -

Motion: Chris McGilvray moved to establish a Finance Committee which will include Joe Perrotto, Jim Golden and John Creighton. Jeff Moore seconded the motion. The motion passed unanimously.

Kimberlee will reach out to the School District and the County for interest on the LDDA non-voting Board member.

10. FINANCE REPORT

a. 2018 Proposed Budget – changes and updates discussed in previous meeting were done as reflected on the new worksheet. Added to the list is project management with a total of \$36,640.00 for 2018.

Motion: Chris McGilvray moved to approve the 2018 proposed budget, Alex Sammoury seconded the motion. The motion passed unanimously.

11. **EXECUTIVE DIRECTORS REPORT**

a. Welcome Letter – Chris asked to add phone numbers for the Board members. Emelie will re-submit at the next month's Board meeting.

b. AIPP letter – 11 pieces of art on the move have been installed downtown. Kimberlee plans to send them a thank you letter on behalf of the LDDA Board.

Planning charrette – Kimberlee will send letters to property owners inviting them to a meeting and joining the planning charrette scheduled tentatively on September 14. She asked the Board to join in meetings with property owners.

Two separate appraisals will be done for surface lots. Elk's Lodge will be done on Aug 1st and later for 500 W Coffman parking lot.

Moratorium on development was not approved at the City Council meeting last night. The LDDA Board was in agreement with Kimberlee to form a neighborhood advisory in West side and East side.

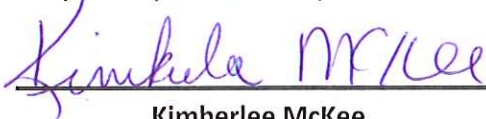
Work Plan was updated with added responsibilities and names of stake holders.

12. **ITEMS FROM STAFF** – Emelie will send an email to everyone outlining schedule for business of the month. Kimberlee will be on vacation August 2-11.

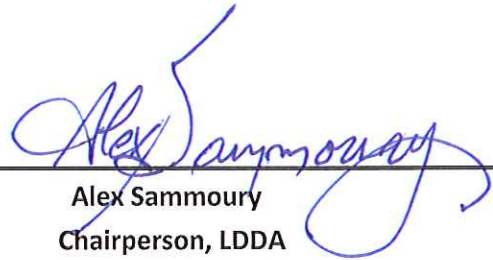
13. **BOARD MEMBER COMMENTS** – Chris asked about South Main Station. Staff is working on a formal FIP application.

14. **ADJOURN** – 5:45 p.m.

Respectfully submitted by:



Kimberlee McKee
Executive Director, LDDA



Alex Sammoury
Chairperson, LDDA