Longmont Downtown Development Authority
Wednesday, September 23, 2026 Board Meeting Agenda
4 pm – 320 Main St., Longmont, CO (LDDA Offices)

Present: Linda Bueno, John Creighton, Council Member Alex Kalkhofer, Ex-officio Member: City of Longmont, Teresa Molloy, Wes Parker, Joe Perrotto, Jim Wardell

Absent: Chris McGilvray

Staff: Executive Director, Kimberlee McKee; Del Rae Heiser, Colin Argys, Eric Kawczynski

Guests: Annette Smith (353 Main St.), Sharon O'Leary (HENA), Grant Penland (COL), Jeremy Lott (COL)

1. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING
2. BOARD AND EX-OFFICIO MEMBER COMMENTS – none
3. PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER)

   Sharon O'Leary – Commented about Pizza Festival. Great marketing and large turnout. Had to tell people to not block their driveway. US Foods delivery at Lucile's. Grease pick-ups at 6am. Pics of parking. Employees parking in the neighborhood.

4. CONSENT AGENDA
   a. Approval of Agenda
   b. Approval of August 26, 2026 Board Minutes

MOTION: Wes Parker moved to approve the Consent Agenda. Alex Kalkhofer seconded. Motion carried.

5. PRESENTATION
   a. Planning & Zoning Updates – Grant and Jeremy from Planning provided updates on
      - The purpose of the Development Project Admin position (Jeremy's role);
      - The DRC process workflow map listing items from beginning to end of the permit process (not all steps apply to every application);
      - The website featuring updates to code, online Development Handbook, sign permits and forms, making it easier to find certain things, and interpretations of code useful to public;
      - Open Counter software that can interact with Accela City software with better user interface and new fee estimate tool, and other process updates.
        1. Alex asked about time spent on each item. Grant said time spent only estimated at the macro level right now but will work on more detailed time spent.
        2. Alex asked if the Open Counter is mobile and it should be. Can it schedule inspections. It should be able to. Rollout early October.

- Changes on how they involve stakeholders, UOPP process more streamlined and categorized more clearly, internal SOP, review comments format, use of AI tools. Staff will still make final decisions/approvals.
- Tracking success by reducing time, less rounds of comments/submittals, less hurdles, etc.
- Alex stated this is a Council objective and wants to help businesses open faster.

Kimberlee brought up the UOPP for a coffee cart that wants to pop up in the 400 E breezeway everyday for several weeks. Per Code they need sign off from similar businesses within 250 feet. But one business hadn't signed off. Currently this UOPP request is pending. What do we need to do to make some changes to this code? Grant said it's a policy question. They could help evaluate this and research what's being done in other Cities.

6. NEW BUSINESS
    a. 353 Main St. Incentive Package - Annette Smith purchased the 353 Main St. property and will be converting the old office building from office space into a contemporary full-service restaurant. The project includes installing a new, full-service kitchen with a new hood, all new utilities, new roof, refinishing the entire exterior with new windows, paint and light fixtures. The main entrance is being relocated to the breezeway to make the building more welcoming and allow for pleasant and accessible outdoor dining. Will be new American food and a higher end restaurant. Starting with evening dinners and eventually adding lunch. Annette will hire an operator who will take on some of the costs furnishing the restaurant. Total project cost is $2.3m.
    She requested a lift to the Façade cap to $50,000 to cover the utility upgrade and hood expenses. She requested $15,000 for the Retail Conversion. They do not yet have a signed lease from a tenant. The additional $7,500 Retail Conversion match from the City Economic Department is pending a new tenant and signed lease.

MOTION: Alex Kalkhofer moved to approve the Façade grant for $50,000 and the Retail Conversion grant for $15,000, (pending a signed lease and other items needed for this grant). Jim Wardell seconded. Motion carried.

    b. Sign Design Standards Update – working with City Planning and Attorney's office to make some changes in the Standards for Downtown signage that don't fit the Sign Code. In our pedestrian area, a few businesses were approved with a wall sign and projecting signs in the past. That's technically against the Sign Code. Also want to make some changes to a multi-tenant building with a shared entrance that would allow signage on the building. LDDA staff and DAC will have the ability in certain instances to allow these changes that don't meet the Sign Code. Board is Ok moving forward with this.

7. OLD BUSINESS
    a. 600 Main Update – can't find the sewer line on the W end where it should meet the main line. City was able to mark on the Main line where the T line is that would go to the property. Our CDOT grant timeline has been extended to 6/30/27. May have to push the City's sidewalk work into spring 2027

as they are in between contract award periods. The shipping containers bathroom is $89,000 for 4 stall with a standard wood residential door/frame. It's $103,000 with extra sturdy doors to prevent vandalism/break-ins. Board says to make it as secure as you can so go with the sturdier doors. We're looking into 3 or 4 stalls. The social media posts for the project are going well.

8. LONGMONT CREATIVE DISTRICT UPDATE
    a. Arts Week Recap – Eric reviewed Arts Week highlights.
        - Had a diverse mix of 68 events. New partners.
        - 68 business, 95 arts booths, 17 food trucks, 75 kids' markets, 27 performances, 11,000 attendances
        - Partnered with Rad Racoon during Arts Week to win prizes
    b. Ventures Realignment – The Longmont Creates Board of Directors unanimously voted to realign governance structure at their last board meeting Friday, Sept. 11. The realignment included removing the 'Longmont Creates' doing-business-as (dba), returning to Downtown Longmont Community Ventures, and realigning the board of Downtown Longmont Community Ventures to 3 directors. The remaining members in addition to the 3 Ventures Directors will make up the Creative District Advisory Board, meeting quarterly.
9. FINANCE REPORT – updated with new financial snapshot from Teresa. Because we are moving, we will have some additional expenses for security deposit and NNN. May need to appropriate more funds and will look into savings.
10. EXECUTIVE DIRECTOR'S REPORT
    a. Business Owner Meeting Data and PUMA report – Kimberlee reviewed the survey results from the Business owners meeting and business/development activity in the Slope, Core, and Peak areas in Downtown. Looked through Placer AI data for the past 12 months. Foot traffic is up, Sundays are lower (more stores being closed due to staffing), and most people still coming from within 10 miles. Discussed PUMA's top 10 trends report. Highlights: aging population, changing demographics, workforce in transition, healthcare shortages, skilled based higher education over a 4 year degree, office geography, cautious consumer, luxury retail and budget conscious retail stronger than middle of road retail. Spending on live entertainment and experiences is increasing. Hyper local communities are strong.
    b. Holiday Update – met with Recreation to brainstorm their Longmont Lights festival at Roosevelt Park. Will spread out events between park and Downtown with a 4 week holiday central event lineup: Light Up Longmont lighting crawl, Small Business Saturday, Locally Made, and Parade of Lights. No plaza lighting this year. Will also do Winter Passport, Harvest Flavors, Winter Solstice, and Dress Up Downtown.
11. ITEMS FROM STAFF – Del Rae said they can recycle the Downtown banners and kiosks at Circle Graphics. Colin said Wine Walk is tomorrow and still tickets left. Eric said Longmont just won best Shopping District in the Yellow Scene.

12. BOARD MEMBER COMMENTS – Jim mentioned trying to help the community understand things are changing. Alex said Council is prioritizing their wish list items and small business support, downtown projects, vision zero, affordable housing, business attraction, and river corridor are top of list.
13. ADJOURN – 5:57pm

MOTION: Wes Parker moved to adjourn. John Creighton seconded. Motion carried.

Chris McGilvray
Board Chair, LDDA

Kimberlee McKee
Executive Director, LDDA