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**DOWNTOWN**  
Longmont District

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of Directors

reet, Longmont, CO 80501

**September 25, 2013 – 4:15 PM**

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**Present:** Bill Sawyers, Sharon Smith-Eisler, Alex Sammoury, Burbidge Austin, Bob Goff  
**Absent:** Larry Stauss, Joe Perrotto, Ex-officio Member: City of Longmont, Jim Golden  
**Guests:** Chris Huffer, Nick Wolfrum, Brien Schumacher, Times Call; Tony Kindelspire  
**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** – Bob Goff asked about the Food Vending Mobile Unit License requirement by the Boulder County Health Department for the concert series starting 2014. He wanted to know if LDDA is making changes to the concert series or food vending for next year's concert series due to the high cost of Mobile Unit licensing and required changes to his on-site vending set-up. He suggested we may not want to do the concerts again as a series. Kimberlee will share with food vendors once 2014 planning starts. Alex suggested for Bob that he contact Doug Bene from the Development Service Center for possible funding of Mobile Unit licensing.

**3. APPROVAL OF AGENDA**

**Motion:** Alex Sammoury moved to approve the agenda, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

**4. APPROVAL OF MINUTES**

**Motion:** Sharon Smith-Eisler moved to approve the August 28, 2013 Board Minutes, Alex Sammoury seconded the motion. The motion passed unanimously.

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

**6. Alleyscape Update** – Nick Wolfrum talked about major changes with the schedule due to the recent flooding. The City has several projects (maintenance and rebuilding) underway and manpower is at capacity. Two major concerns for the west alleyscape project: 1) higher cost of construction materials and challenges to materials being available due to high demand for current projects, and 2) resources to manage the alleyscape. Management resource for the west side alleyscape may not be available until after January 2015. In the meantime, they are moving forward with completing the design, 75% of which is being reviewed right now. He also added that it may be better for the LDDA to start construction later in 2014 or possibly 2015 once the (short) spike of material cost goes down. CIP will be presented to the City Council in October. The water flow issues on the 300, 400 and 500 west alleys and breezeways are being addressed by the Engineering Dept. They are looking for a permanent solution to drainage issues prior to the alleyscape to avoid flooding in the buildings.

**7. FINANCE REPORT** – Jim and Kimberlee presented before Council the budget for 2014 on September 17th. It went very well. July financials table was also shared to the board. August financials were not available at this time.

**8. EXECUTIVE DIRECTOR REPORT**

Holiday decoration theme around downtown will be bells. LDDA will host a reception at Crackpots to paint a bell or two paid for by the LDDA on October 1<sup>st</sup> 6-8 p.m. Businesses can paint any day from October 1<sup>st</sup>-the 6<sup>th</sup>.

A. Sign incentives – Signage Committee will meet on Oct 4<sup>th</sup>. Next business owners' meeting is on October 10<sup>th</sup>. They will be asked for their input regarding incentives. Businesses have started asking Kimberlee about purchasing signage now using the draft guidelines. Can they come back later to apply for incentives? Bill suggested that businesses can move forward with no guaranties for

finalized. Guidelines and designs will be finalized once the LDDA and then presented to the City Council afterwards. LDDA wants to re stays with the building regardless of sign changes. The board businesses that they are able to buy the signs based on draft guidelines once guidelines are finalized.

Mountain Children's Home Thrift Store - a new business will open on Nov. 1<sup>st</sup> on 200 block where the former ABC Market was. The owner plans to make changes to the façade. They will apply for DIP grant after work is completed since they missed the deadline to present at this meeting. Kimberlee asked the Board if the application could be considered. The Board directed Kimberlee to consider their application by October 10<sup>th</sup> and present on the October Board meeting.

Art Spaces at Roosevelt Apartments – Kimberlee saw the units which are currently unfinished. She is planning on adding concrete floor, lighting and drywall and let the artist finish the space. She will get 2 bids from contractors to do the project. If we use the same contractors as Burden, they will manage the project for the DDA.

**9. UNFINISHED BUSINESS** - none

**10. NEW BUSINESS**

Flood Relief Fund – Kimberlee reported that most of the downtown area was not affected by flooding. First Avenue businesses were affected the most and many needed cleaning-up but luckily there wasn't too much damage. Kimberlee proposed a flood relief grant to businesses. She presented an outline of the requirements and incentive cap. Businesses will also need to fill out a form to apply for a grant. Alex suggested that businesses contact FEMA to register for funding. Should a business apply for the LDDA grant, they need to disclose other sources of funding they have. Alex also added that businesses need to make sure the LDDA grant does not impact other sources of funding available to them. Jim Golden and Kimberlee previously discussed that we could add this on our DIP program documents as an amendment to specify it as a "flood relief fund" which, because of the dollars we added to this fund, will ultimately come from TIF dollars.

**Motion:** Alex moved to approve the flood relief requirements and incentives as reflected on Kimberlee's proposal, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

Residential Grant – \$100,000 was designated in 2011 from TIF funds. There have been several requests from residents about incentives for upgrading their homes. Incentives were discussed in an earlier meeting about acceptable allowable expenses. Kimberlee presented these again and added the proposed requirements and incentive cap for different dwellings: 1) single family, 2) multi-family and 3) commercial mixed use. Alex suggested for plumbing to be added to new units of multi-family and commercial mixed use dwellings. Single family dwellings are excluded. Line item from multi-family dwelling table: "Several building within one complex" was taken out. The Board agreed to consider lifting the residential cap (not to exceed DIP fee projection) for projects that fulfill the Boards' vision. Criteria will be based on location and type of project. DIP application will be used as a template and updated based on expenses and criteria listed in the handout.

**Motion:** Burbidge moved to approve the outlined residential incentives program with changes as discussed, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

Flood relief – FEMA is seeking housing for those affected and willing to give grants to residential units that need updates to be habitable again.

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

**12. ITEMS FROM THE STAFF** – Marcelo is still in Chicago taking care of his ailing mom.

**13. BOARD MEMBER COMMENTS** – Bob shared that on September 13<sup>th</sup> he fed 400 National Guards and 125 evacuees from Jamestown during the flood. Burbidge asked about dismount zone and issues around near-mishaps. Kimberlee shared that ground decals will be installed and suggested that anyone who



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... happening should note the date and time and call the LDDA so that