

downtown.

L O N G M O N T

LDDA Board of Directors Meeting
528 Main Street, Longmont, CO 80501
October 26, 2016 – 3:30 p.m.

Present: Chris McGilvray; Jeff Moore; Alex Sammoury; Sharon Smith-Eisler; Thaxter Williams; Ex-officio Member: City of Longmont, Jim Golden
Absent: Joe Perrotto; Burbidge Austin
Guests: Tom Moore; Dan Gust; Ian Swallow; Sharald Church; Brien Schumacher; Chris Allison; Kathy Stevens; Tom Caprarella; Matt Alexander; Jason Hepp
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** – Chris attended the boot camp at the Schallert Group. It was a fantastic experience and would highly recommend it to business owners. Longmont Area Chamber of Commerce will host the Membership Celebration on November 10. Each of the five business award categories has downtown businesses nominated.
3. **APPROVAL OF AGENDA**
Motion: Thaxter Williams moved to approve the agenda, Jeff Moore seconded the motion. The motion passed unanimously.
4. **APPROVAL OF MINUTES**
Motion to approve the September 28, 2016 Board Minutes – Jeff Moore moved to approve the minutes, Thaxter Williams seconded the motion. The motion passed unanimously.
Motion to approve the October 12, 2016 Board Minutes – Jeff Moore moved to approve the minutes, Thaxter Williams seconded the motion. The motion passed unanimously.
5. **PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER) - none**
6. **PRESENTATION**
 - a. **464 Main St. Variance Application** – Ace Hardware owner, Dan Gust, is renovating the building formerly owned by Miller Music. First floor will be an upscale kitchen and home goods retail store, the basement will have offices and the 2nd floor will be converted to apartments. The current windows on the north side of the 2nd floor are non-compliant to code and will need to be changed. This side of the building sits on the south side of the St. Stephen's Plaza. Since 464 Main St. is built up to the property line, the exterior windows either need to be removed, changed to fire proof glass or a 5' no-build easement must be granted by the adjacent property owner, the LDDA. If he keeps the windows, his two options are either block glass or firelite glass which costs a lot more. To install operable windows, which will be ideal for the residential units, he would need at least a 5' no build easement from the LDDA property. He is requesting the LDDA board to grant him the 5' easement on the south side of the plaza. If the LDDA doesn't approve this, he will need to go to Master Board of Appeals to find an alternate method to keep the apartment units operable without an exit via windows. Chris Allison added that once a certificate of occupancy is issued to this building, it can't be reversed. Dan asked to have the right of first refusal should the LDDA property be sold sometime in the future. Kimberlee added that the St. Stephen's Plaza is a LDDA property with an existing 10' nonexclusive access easement around the church. The narrowest point of lot is 30' and with the 10' nonexclusive access easement, that leaves it difficult to redevelop the lot. The board discussed whether or not other conditions should be put on the easement. Alex Sammoury moved to grant the 5' easement with conditions. No one seconded the motion.
Motion: Thaxter Williams moved to grant the 5' easement requested, Jeff Moore seconded the motion. The motion passed, with Chris and Sharon dissenting.
 - b. **County Housing Authority Project** – Ian Swallow presented the 518 Coffman plan to build an affordable housing in conjunction with commercial/office space and structured parking. Commercial space would be used by Boulder County and possibly a café for employees/public. The building would have 50-70 1 or 2 bedroom

units. These type of units would also minimize parking needs. The current project does not include the LDDA parking lot. A Request for Express of Interest (RFEI) was sent out previously but didn't get much response. Burden is looking into redeveloping the 500-510 Coffman property to the south of the LDDA lot.

Jeff Moore stated that there is a need for a workforce housing which would be valuable to the city. Kimberlee added that a plan for permanent supportive housing is also being considered. She has concerns about the fit of this development for downtown environment. Alex concurred.

7. INCENTIVES

a. Signage

- i. Adorn/Adornables (661/665 4th Ave.) – Sharald Church presented the signage grant application. Total project cost is \$4,132.02. Total sign grant request is \$1,796.50.

Motion: Chris McGilvray moved to approve the sign grant application for \$1,796.50, Thaxter Williams seconded the motion. The motion passed unanimously.

b. Façade DIP/Retail Conversion

- i. Georgia Boys BBQ (250 3rd Ave.) - Matt and Jason presented the facade DIP/Retail Conversion grant application. Total project cost is \$128,939. Total grant request is \$10,000 (maximum). There is currently a balance on the property taxes, due to confusion over the non-profit tenant leasing the building. Reimbursement will be contingent on this being resolved.

Motion: Chris McGilvray moved to approve the grant request for the façade DIP/Retail Conversion, contingent on having property taxes up-to-date. Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

c. Façade DIP

Chris McGilvray, as a board member of the LACC, recused himself at 4:54 p.m.

- i. Longmont Area Chamber of Commerce (LACC) (528 Main St.) – Kathy Stevens presented the Façade Dip grant application. Total project cost is \$8,250.00. Total grant request is \$2,062.50. Gutters will be replaced and façade will be fixed on the alley facing side of the building.

Motion: Alex Sammoury moved to approve the Façade DIP grant request, Thaxter Williams seconded the motion. The motion passed unanimously.

Chris McGilvray returned at 4:58 p.m.

- d. Extension for west side Alleyscape incentive funds – Kimberlee asked to extend the incentives for the west side businesses to March 2017 to allow for business to apply for alleyscape incentives while the amenities work is happening after January 2017.

Motion: Thaxter Williams moved to extend the west side alleyscape incentives to June 30, 2017, Jeff Moore seconded the motion. The motion passed unanimously.

- e. Future allocation of Retail Conversion Grant – the grant has \$60,000 left. Kimberlee has held 4 pre-applications from new businesses, and 2 property owners have expressed interest in the grant.

Chris commented that retail industry is changing and we need to continue to support these businesses.

Motion: Chris McGilvray moved to add additional funds of \$60,000 from the original allocation of retail incentives to the Retail Conversion Grant Program, Alex Sammoury seconded the motion. The motion passed unanimously.

8. UNFINISHED BUSINESS

a. Alleyscape Update / schedule

- i. Tom Caprarella reported that the project is going well, 400 block opened on October 17 and concrete is currently being poured at 500 block followed by paver work. November 15 schedule opening of the 500 West alley looks good.

Alleyscape 500 West Parking Permit Discount – Kimberlee added that the parking permit holders on the 500 west lot have been impacted with work since August. She asked the board if a one month credit of \$28 per permit for the next term (Jan-Jun 2017) can be given to the permit holders.

Motion: Thaxter Williams moved to approve the one month credit to 500 west lot parking permits, Alex Sammoury seconded the motion. The motion passed unanimously.

9. **NEW BUSINESS** - none
10. **FINANCE REPORT** – LDDA budget for next year was approved per Jim. Updated financial report was shared in the packet.
11. **EXECUTIVE DIRECTORS REPORT**
 - a. Update on Master Plan – Kimberlee encourage the board to look at market assessment and give her feedback or comments. Parking study is being finalized and implementation task force is being put together.
 - b. Proposed 2017 Event Schedule – will bring it to next month’s meeting.
 - c. Longmont Theater Company 60th Anniversary Concert Sponsorship – Kimberlee was informed that the LTC could possibly have a concert in February with a lead act from the 1960’s. They asked Kimberlee for a \$5,000 sponsorship from LDDA. Kimberlee inquired if LTC would be willing to add downtown gift cards to their sales. Chris asked Kimberlee where the \$5,000 would come from. Kimberlee stated that A&E funds would be used, but the sponsorship was not budgeted for. If needed, we may need to allocate more dollars out of fund balance.

Motion: Alex Sammoury moved for LDDA to provide a sponsorship of \$5,000 to the Longmont Theater Co. for this artist, Sharon Smith Eisler seconded the motion. The motion passed unanimously.
 - d. Holiday Update – Tree Lighting is on November 25, 6-7 p.m.

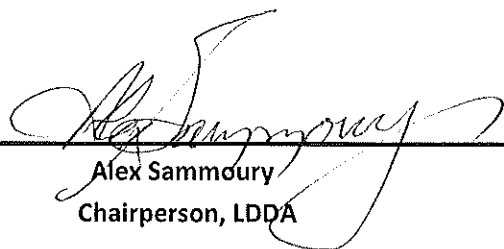
Kimberlee reminded the board members about the Nov 1st joint Council and LDDA meeting. Brian Bair will present at the meeting.

Kimberlee invited the board to the Building Better Cities and Master Plan Update event on Nov. 7 at 5:30 p.m. A joint committee and board meeting will be held prior to the event. She encouraged the board to have presence at the event.
12. **ITEMS FROM THE STAFF** - none
13. **BOARD MEMBER COMMENTS** – Thaxter asked who bought the building on Main St. adjacent to La Vita Bella. 463 Main St. has a contract but to our knowledge, this Icelandic building is still for sale.
14. **ADJOURN** – 5:19 p.m.

Respectfully submitted by:



Kimberlee McKee
Executive Director, LDDA



Alex Sammoury
Chairperson, LDDA