

## LDDA Board of Directors Meeting

528 Main Street, Longmont, CO 80501

September 28, 2016 – 4:15 p.m.

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**Present:** Burbidge Austin; Ex-officio Member: City of Longmont, Jim Golden; Chris McGilvray; Jeff Moore; Joe Perrotto; Thaxter Williams

**Absent:** Alex Sammoury; Sharon Smith-Eisler

**Guests:** Brian Bair; Jaimie St. John; Matthew Spencer

**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:** Jeff Moore moved to approve the agenda, Joe Perrotto seconded the motion. The motion passed unanimously.

4. **APPROVAL OF MINUTES**

**Motion** to approve the August 24, 2016 Board Minutes: Joe Perrotto moved to approve the minutes, Burbidge Austin seconded the motion. Jeff abstained due to his absence on August 24. The motion passed unanimously.

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

6. **PRESENTATION**

a. **South Main Station** – Brian Bair shared the milestones and challenges of the project. City Council voted to keep Emery St. open between 1<sup>st</sup> and 2<sup>nd</sup> Ave. Phase 1 site found contamination and has been cleaned up and approved by the State. City process caused delays for approval of submittals. They are in the process of re-vamping the building by the Granary for the restaurant tenant to move in. Granary building plans have been initiated. Phase 1 construction was scheduled to start by the end of 2016. Due to changes in the construction financing markets, they asked for an extension to start construction for Phase I of the project from Dec. 2016 to Dec. 2017. They are talking to several lenders including HUD but HUD process takes 9 months.

Chris expressed his support. Jeff asked about the status of City reimbursements to date. There hasn't been any changes. Reimbursement will come as project is executed. Jeff is confident that the City council will support the extension request.

Burbidge added that 380 Main property went through the same thing a few years back. He is also in support of the project and extension.

**Motion:** Burbidge Austin moved to approve the extension of the agreement to December 2017, Joe Perrotto seconded the motion. The passed unanimously.

b. **Downtown Parking Study** – Kimley Horn

Vanessa presented a draft of parking and Access Study and shared conversations from 2 previous meetings earlier today. Recommendations for two organizational structures to elevate parking functions were offered – 1) City and LDDA continue to co-manage downtown parking, and 2) LDDA manages with private or public partnership. City staff felt the goal was worth exploring and to keep both options on the table. The LDDA board members were asked for their input if 1 or both options should be considered moving forward. Kimberlee added that parking management opens up a larger opportunity to look at downtown operations including maintenance, security, staffing, clean and safe. Vanessa recommended looking at current operations and enhance infrastructure pieces and not create more work and cost. Current parking management is low on staff with limited hours for parking enforcement in downtown and non-downtown areas and added administrative roles. A license plate recognition (LPR) through a vehicle with cameras to keep track of parking time limits is being added which will make parking enforcement more efficient. Effective communication and education to the community needs to be well in place prior to executing LPR.

Chris asked when we would know we are ready for the next step. Currently, study shows there are clusters of high parking demand and some underutilized areas. Some suggestions offered:

- o Manage existing assets and better time limits
- o Find alternative parking for downtown employees
- o Offer bike options and engage the community prior to changes

Vanessa stated that downtown has ample parking for now.

Jeff commented the challenge of time limited parking for employees. Vanessa offered few options:

- o Employee spaces can be moved somewhere else
- o Offer incentives for employees/employers – fair cost of permits
- o Restructure parking permit pricing based on parking lot demand

Parking function is more robust outside the city. Burbidge reported vehicles parked in the neighborhood over the limit. There was no immediate action from the City. This could be due to under-staffing of parking enforcement. Understanding

the magnitude of downtown enforcement use of time is important. Investment on the LPR has been made already, education and communication will need to be done immediately. Time limits are due for changing. Adjustment to time limit should be paired with employee program. Data collection showed average vehicles parked for 2 hours on Kimbark St. and 3 hours on west side. As parking enforcement increases, vehicles will park in the neighborhoods. Vanessa suggested to include neighborhood parking management with master plan update. She has been in contact with PUMA.

The board supports keeping both organizational structure options open.

c. DIP/Façade Renovation

- i. 350 Terry LLC – Jaimie St. John presented the application for a façade grant application. Total cost for the façade grant request is \$10,000 (maximum amount). Total project cost is \$309,610. Burbidge commented that they are doing a good job at renovating the building.

**Motion:** Chris McGilvray moved to approve the application, Burbidge Austin seconded the motion. The motion passed unanimously.

d. Signage

- i. Christ Church International – 527 Main St. Matthew Spencer presented the signage grant application. Total grant request is \$1,448.72. Reimbursement amount is 50% of total cost because they are replacing a non-compliant sign. Total project cost is \$2,897.44

**Motion:** Joe Perrotto moved to approve the application, Burbidge Austin seconded the motion. The motion passed unanimously.

7. UNFINISHED BUSINESS

- a. Alleyscape Update / schedule – Del Rae shared that the 400 and 500 blocks are moving along. Work is on schedule if not ahead with the weather holding up. Burbidge commented that the curbs seem higher that the east side. Jeff received a couple of inquiry phone calls for the 500 block.

8. NEW BUSINESS

a. Development and grant updates

- i. 320 Main DIP grant update – 6 month extension The 320 Main had metal stairs behind the building in the application. They are still looking for a contractor for do the work and asked for 6 month extension.

- ii. 312 Main DIP grant update

The two façade grants above were approved but not completed. Del Rae reached out to 312 Main and due to the historical designation of the building, project approval was delayed.

The board directed Kimberlee that it is not necessary for them to come back for an application/presentation.

- iii. 439/437 Main/Johnny O's Alleyscape grant #1 update – they are adding re-bar and looking for a 3<sup>rd</sup> bid who can do the work. They asked if they can come back to apply for the 3<sup>rd</sup> bid and be given the added funding of \$294.37.

**Motion:** Burbidge Austin moved to approve the additional funding of \$294.37, Joe Perrotto seconded the motion. The motion passed unanimously.

9. EXECUTIVE DIRECTORS REPORT

- a. Update on Master Plan – several work groups happened on September 19. Kimberlee continues to work with PUMA. Business owners meeting on October 12 will cover parking study and master plan update. PUMA will come back and present to the Board on October 12 lunch time. A community open-house and work group follow-up and discussions is scheduled for the evening of November 7. Kimberlee will send a draft survey to the board for input.

Festival on Main is over. Amazing Race went well. Some of Festival on Main components will be integrated with other events going forward. A list of 2017 events will be shared once identified. LDDA budget was presented at the City Council last night. DCI conference in Pueblo covered future of residential. Jeff commented that residential housing in downtown would affect parking.

- b. Art Space Update – Joe recused himself at 4:18 p.m.

Paint and Sip business is looking at the space. Kimberlee asked the board if LDDA could terminate management of space and have Burden Inc. take over.

**Motion:** Burbidge Austin moved to approve signing the art space termination effective November 1, Chris McGilvray seconded the motion. The Motion passed unanimously.

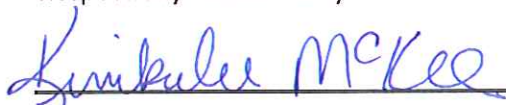
Joe came back at 4:26 p.m.

10. ITEMS FROM THE STAFF – Del Rae commented that approved grant percentage for 527 Main façade application is 50% not 25%.

11. BOARD MEMBER COMMENTS – Thaxter shared that the Rotary Pie Noon event went well and collected a lot of money for the organization.

12. ADJOURN – 5:55 p.m.

Respectfully submitted by:



Kimberlee McKee

Executive Director, LDDA



Thaxter Williams

Vice Chairperson, LDDA