

**MINUTES**  
**LDDA BOARD OF DIRECTORS**  
**528 Main Street, Longmont**  
**April 25, 2007**

**Present:** Chair Bruce Sessions; Board Members: Terry Deisburg, Tom Charles, Bill Sawyers, and Alex Sammoury; Ex-Officio Members: Jim Golden; Council Member: Karen Benker

**Absent:** Board Member: Scott Moore

**Guests:** Tony Kindelspire (Daily Times Call), Mark Clevenger (ArtWalk), Ken Miller (Owner of Miller Music and 464 Main Street), Robert Drabkin and David Johnson (Owners of 325 & 372 Main Street)

**Staff:** Executive Director Mary Murphy-Bessler and Executive Assistant Denise Crosby

**1. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING:** Bruce Sessions called the meeting to order at 4:20 PM.

**2. BOARD AND EX-OFFICIO MEMBER COMMENTS:** None.

**3. DOWNTOWN DEVELOPMENT DIRECTOR REPORT**

Mary Murphy-Bessler shared information regarding the upcoming 2008 budget. Mary noted she had spoken with City Manager, Gordon Pedrow and as positions vacate, she encouraged the City to hire planners that have strong redevelopment backgrounds. Mary met with Ryan Kragerud (Senior Planner at City of Longmont) and discussed looking at special district boundaries for the future redevelopment efforts. She asked the Board to let her know if they had any questions or comments regarding this issue. Mary talked about the request for \$20,250.00 from the Committee for the Cultural and Performing Arts for a feasibility study. The commitment the Board made to provide \$20,250.00 can be taken from marketing funds as there will be an excess due to the lengthy process in hiring a marketing firm. However the question raised regarding having the Committee for the Cultural and Performing Arts refund the LDDA if they do not locate in the downtown is probably not practical as they are not established yet – not a legal entity. They are accepting donations through the Longmont Council for the Arts. In light of this new information, Mary asked if there is any concern from the Board on granting the \$20,250.00 for the study. The Board discussed this matter and agreed to follow through with the original commitment of \$20,250.00.

**4. APPROVAL OF AGENDA:** A motion to approve the agenda made by Board Member, Bill Sawyers and seconded by Board Member, Alex Sammoury passed unanimously.

**5. APPROVAL OF MINUTES:** A motion to approve the March 28, 2007 minutes with the change that Bill Sawyers name be added to the Present-at-the-meeting-list made by Board Member, Bill Sawyers and seconded by Board Member, Alex Sammoury passed unanimously.

**6. PUBLIC INVITED TO BE HEARD:** Ken Miller from Miller Music and Dave Johnson, Downtown property owner, noted improvements/investments to buildings in the Downtown support and add value to the Downtown. (This response stemmed from an earlier discussion about not paying for/supporting such things as signage for buildings. Once businesses are out of business the signage does not support or add value to the Downtown.)

**7. NEW BUSINESS:**

## LDDA BOARD OF DIRECTORS MEETING – April 25, 2007

### A) DIP Request – 464 Main Street, Ken Miller, Owner

DIP REQUEST: \$26,087.00

Total Cost of Project: \$52,175.00

Board Approved: \$13,044.00

Mary noted the information in the Board packet should be replaced with the updated documents provided today as Ken was able to pull together the project into one phase instead of two. Ken Miller reviewed his potential project. It was noted in the past the LDDA Board has provided previous DIP funds for signage and windows for this location/business. Karen Benker asked for more info on awning – and thanked Ken for taking down his old one. Ken stated he really needed to differentiate his business from his neighbor (Guitars, Etc.) and would be listing services on the awning as well as the business name due to two music stores being next to each other. The brick will be yellow/blonde, but he had not yet decided on color of the awning. He thinks it will be blue, however, Bishton & Moore might be recommending a color. The rear of building will be done with another awning and lighting. Miller Music has 8-9 studios at this location. A short discussion took place about a mural being done on the side of Ken's building which would face St. Stephen's plaza.

Board agreed to wait to listen to both DIP request before making a decision.

### B) DIP Request – 325 Main Street, Dave Johnson, Robert Drabkin, Owners

DIP REQUEST: \$7,585.00

Total Cost of Project: \$15,170.00

Jim Golden arrived at 4:45 PM.

Board Approved: \$3,793.00

Bill Sawyers presented for Dave Johnson and Robert Drabkin (Bill noted he will be abstaining from voting and the discussion regarding the DIP requests presented on this property.) Bill explained they are trying to give this building some character and light, and in addition clean up the back of the building to use as a second entrance. Bill asked Mary about the list he recalled of interior improvements that could be part of the DIP request package. Mary answered it would be any improvements that are code related.

### Board Discussed DIP Requests

Mary reminded the Board of the DIP Request from the owners of 436 Main Street and the DIP fund shortfall at that time. The owners of 436 Main Street had asked if funding was made available that they be reconsidered for additional funds to mitigate the shortcoming at the time of their request.

Alex Sammoury began discussions on the two DIP Requests from today. (Bill Sawyers abstained from discussions and voting.) Discussion began around both being worthy projects, how much is available in the DIP fund, and how do you fairly divide the funds. Karen suggested doing a percentage of the total project cost. Mary noted the awards were very arbitrary and always contingent on available funds. Ken Miller's request contains only one bid from an architect and Mary advised the Board the application requests two bids. Alex asked about prior funds given to Ken Miller. Mary said several years ago there were monies provided for windows to meet fire code. It was also noted that there is a 50% maximum given for Mini Grants. Mini Grants are anything up to \$7,000.00. Tom Charles suggested using 20% of the total cost of the project as a cap. Karen Benker liked the suggestion of finding alternative funding for small business start-up restaurants. Tom Charles noted the drawbacks which are similar to signage problems whereas when the operation closes

## LDDA BOARD OF DIRECTORS MEETING – April 25, 2007

you are left with equipment worth ten cents on the dollar. Karen noted gutting the building and adding heating and cooling upgrades would remain an asset. A number of factors including extent of interior/exterior work being done, the merits of the project and how it effects/enhances the Downtown as well as owner/operator versus investor requests and tenants being brought in were discussed. Using no more than 20% of the funds available in the DIP was discussed as well as awarding no more than 20% of the total project cost, but again it would be contingent on available funds.

This resulted in the Board determining it needed to remain flexible with regards to DIP Requests due to the fluctuation in the funds available from month to month and the factors noted above (budget, scope of project, tenant, and economic impact to the Downtown).

Karen asked about the past couple of fiscal years and how much money had come into the DIP program.

Jim Golden provided the following numbers for DIP Permit Dollars:

2003: \$43,096  
2004: \$56,548  
2005: \$25,466  
2006: \$26,044

**A motion to approve 25% of the Total Project Cost for 464 Main Street (\$13,044.00) and 325 Main Street (\$3,793.00) as presented today made by Board Member, Tom Charles and seconded by Board Member, Karen Benker passed unanimously (Board Member, Bill Sawyers abstained from voting).**

Ken Miller asked about his awning request. There was a brief discussion about Ken's requests, but it was concluded that both projects were combined/rolled into one phase and the awning was included in the total singular request presented today.

- C) 2008 – 2012 Capital Improvement Program Budget
- (a) Downtown Mixed-Use Parking and Public Gathering Space DR-22  
Mary and Jim Golden discussed leaving the DR-22 as is until the scope of this project and the dollar amount associated with it is determined. The Board agreed.
  - (b) Downtown Side-Streets Enhancements DR-21  
DR-21 was created for potential streetscape enhancements (including fixtures) that could be done on Terry, Coffman, Kimbark, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Avenues within the LDDA's boundaries before we sunset with the TIF and/or do some side street mitigation as needed. The amounts in this CIP have been increased based on material increases such as concrete, lighting and electricity. The construction standard increase was at 5% for this year.
  - (c) DR-23  
Teresa Molloy in the City's Budget office suggested creating a new CIP for parking lot rehabilitation work. We currently have \$20,000.00 in the budget for repair and maintenance, but there could be times, like this year's 500 East parking lot repairs where the dollar amount for the repairs exceeds what is in the budget. The DR-23 CIP will be written up and submitted to the City shortly. Alex Sammoury asked if we did not use the \$20,000.00

## LDDA BOARD OF DIRECTORS MEETING – April 25, 2007

budgeted for Parking Lot repairs would it be returned into the Fund Balance. Mary and Jim said yes.

- (d) Potential CIP – Traffic Mitigation / Angled Parking / Wider Sidewalks  
Mary asked the Board if this was a project they wanted to add a CIP for. However we would need some designs and costs. Perhaps it would be best to submit this for next year. CIPs can be “Funded”, “Unfunded” or “Partially Funded”. Karen Benker asked if money can be requested from the Street Fund for these items. Jim Golden suggested considering coordinating efforts with the City of Longmont for a streetscape project that could encompass other City Departments participation.

**A motion to approve CIPs DR-21, DR-22 and DR-23 made by Board Member, Bill Sawyers and seconded by Board Member, Bruce Sessions passed unanimously.**

- D) Funding Request: ArtWalk

Funding Request: \$4,000.00  
Board Approved: \$4,000.00

Mark Clevenger gave an overview of ArtWalk and the benefits of a title sponsorship (logo on banner over Main Street, logo on banner on the main stage, the largest logo on all the publicity and website). Last year the LDDA provided \$3,500.00 and for an additional \$500.00 the LDDA can be the title sponsor. Mary stated funds are available to support ArtWalk through the Marketing Budget. Mary requested and was approved additional funding for ArtWalk in the 2007 Marketing budget. Mary and Mark have been in discussions regarding adding an additional ArtWalk in the winter perhaps becoming part of the LDDA's Celebration of Lights event.

**A Motion to approve the Funding Request to ArtWalk for \$4,000.00 made by Board Member, Bill Sawyers and seconded by Board Member, Tom Charles passed unanimously.**

### 8. OLD BUSINESS:

- A) Mixed-Use Project Update

(a) Mary Murphy-Bessler, Karen Benker, Roger Lange, Alex Sammoury, and Bruce Sessions met on March 1, 2007 to discuss the mixed-use project and find a “common ground” to its location. Bill Sawyers also attended this meeting to share his vision and design for the 300 block of Kimbark. It was agreed upon that Tom Alfred from Phelps should go back and provide budget numbers for a project based on Bill's design of the 300 block. (There are currently budget numbers for the 300 and 400 blocks. However the 300 block numbers do not contain the same scope of work as Bill's conceptual design.) May 1<sup>st</sup>, 2007 was originally the meeting date set for this information to be presented to Council. The May 1<sup>st</sup> date has been postponed, so both Council and the LDDA Board could have time to review and give feedback if necessary of the information Phelps is to provide. Per discussions Mary had with members of the LDDA Board and discussions Phil DelVecchio had with Council Member, Roger Lange (it was mentioned that Karen Benker had been out of town), it was agreed upon to hold another two Council Member (Roger Lange and Karen Benker) and two LDDA Board Member (Alex Sammoury and Bruce Sessions – with Bill Sawyers) to meet with Tom Alford and review budget numbers for Bill Sawyers 300 block

## LDDA BOARD OF DIRECTORS MEETING – April 25, 2007

conceptual design and Phelps's rendition. A meeting of the two Council Members and two LDDA Board members is scheduled for Tuesday, May 1, 2007 at 9:00 or 9:15 AM. Tom Alford at Phelps has toured a few projects that the LDDA Board recommended he see. The LDDA has received favorable responses to the information on website (Bill's conceptual design).

### B) Festival On Main Update

(a) Mary is going with local bands this year and will be adding more fun features in hope of shortening the lines. The LDDA will have LSBA's Small Business Expo again this year. The current sponsors for Festival On Main are Elevations Credit Union and Daily Times-Call. Marion Murphy will be the public relations person for this event. As of right now, The Longmont Chamber of Commerce will not be doing the Taste of Longmont during Festival On Main.

**2. ITEMS FROM THE STAFF:** Denise Crosby made the Board aware of the upcoming CML Workshop on Board and Commission Basics. Mary Murphy-Bessler brought the article enclosed in today's packet to the Board's attention. It is entitled, "Downtown Parking: It is not as bad as it seems" by Roberta Brandes Gratz from the Downtown Idea Exchange.

**3. BOARD MEMBER COMMENTS:** None.

**4. PUBLIC INVITED TO BE HEARD:** None.

**5. ADJOURN:** The meeting was adjourned at 5:50 pm.

Respectfully Submitted by:

---

Denise Crosby  
Secretary to the LDDA Board

Bruce Sessions  
Chairperson, LDDA