

## **ACTION MINUTES**

### **DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**February 15, 2022**

### **ZOOM VIDEO CONFERENCE**

**11:30 AM – 1:30 PM**

#### **ITEM NO. 1 - Meeting called to order and roll call**

Christian Henny, Board Chairperson, called the meeting to order at 11:30AM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via Zoom conference call.

**DDA members present:** Christian Henny, Board Chairperson; Jillian Sutherland, Executive Director; Chad Lee, Board Vice-Chair; Kurt Carruth, Board Member, Kevin Brady; Board Member; Lisa Nieslanik, Board Member; Mary Elizabeth Geiger, Attorney

**Council members present:** Charlie Willman, City Council Liaison

**City staff present:** Danielle Campbell, Terry Partch, Jen Ooton, Debra Figueroa, Hannah Klausman

**General public present:** None

#### **ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor**

#### **ITEM NO. 3 – Approve Consent Agenda**

*Items may be removed from Consent Agenda for discussion on request of any Board member. Items not removed may be adopted by general consent without debate.*

- A. Approval of Invoices for the following:
  - a. DHM Design
  - b. Debra Bullock
  - c. Elevate Planning & Facilitation LLC
- B. Approval of Minutes for the Following:
  - a. January 18, 2021 DDA Board Meeting
- C. Approval of Resolution 01: Designating Public Notice Posting Places

*Chad made a Motion to approve the Consent Agenda and Invoices; seconded by Lisa.*

*The Motion passed unanimously.*

**ITEM NO. 4 – Executive Director Update: Strategic Planning, March 8, 8:30am - 11:30am**

Jillian distributed homework for the Board for the upcoming Strategic Planning Work Session and announced downtown walking tours for Board members in advance.

**ITEM NO. 5 – Executive Session - Bethel Lot**

*Executive session for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to 24-6-402(4)(e), C.R.S. with regard to the Bethel Lot for legal advice from the DDA's attorney, pursuant to 24-6-402(4)(b), C.R.S., regarding the same.*

*Chad made a Motion to move to Executive Session; seconded by Kurt.*

*The Motion passed unanimously.*

**ITEM NO. 6 – Projects Update and “Quick” Items**

- North Landing Meeting scheduled for February 23rd – Discussions have been arranged to begin on 2/23/22. The DDA will have representation at the meeting.
- Art Installation Bases – Photos were included in the packet of the proposed artwork locations in the phase one portion of 6th Street. Jillian reviewed them. Bases are permanent and artwork can be moved around. There was positive feedback regarding the boulder and marble bases. Natural materials are preferred. There will be 5 art bases.
- Wing Signs – A rough estimate was not to exceed \$3,000. Chrissy was working on the signs and the City would mount them.

*Christian made a Motion to approve \$3,000 to move forward with completion of the signs for the wings; seconded by Kevin.*

There was discussion regarding confirming the size of the signs.

*Christian amended his Motion to add that the sign will not exceed the size of the sign that is on the Bethel Lot; seconded by Kevin.*

*The Motion passed unanimously.*

- 6th Street Design & Timeline Updates - Council approved to pursue grant funding for the 6th Street project. A new engineering consultant needs to be found to finalize

this. Timing is still unknown. The original bid was low so costs will most likely go up. Terri is looking at previous proposals and is not putting out a new RFP yet.

**ITEM NO. 7 – Downtown Commercial Overlay District Update & Feedback**

Hannah provided a presentation that was included in the meeting packet regarding the Commercial Overlay District downtown. Hannah said the Commercial Overlay is a mechanism to create a more vibrant interactive commercial district. 75% of a new building's first floor (in certain situations) would need to be sales tax and/or lodging generating uses. It covers a very large part of downtown. Generally, the Board agrees with a more limited boundary. Jillian will provide the smaller proposed district map in the next Board packet and will reserve time on the March Agenda to discuss this and potentially provide a recommendation to Council.

**ITEM NO. 8 – Parking Management Recommendation to Council**

Three consultant groups have been communicated with. Terri discussed that the first proposal is to enforce the current regulation. They're proposing two parking enforcement officers with two vehicles that have plate recognition technology. This option is not viewed as budget neutral. Employees will be encouraged to park at the wastewater parking lot. The second proposal is to ask the consultants to propose a small managed parking program which includes kiosks. Additionally, assistance with employee parking at the wastewater parking lot, and residential permits with possible expansion were discussed. The goal is to have a budget neutral program or possibly make a little money. Jillian put together a draft memo regarding a conversation the Board had about updating the previous letter to Council on the Board's position. The Board decided they are willing to contribute to the enforcement program but will not commit to an amount until there is a better understanding of costs.

*Chad made a Motion to approve the memo as written, insert the current date, and remove the specific dollar amount; seconded by Lisa.*

*The Motion passed unanimously.*

**ITEM NO. 9 – Future Meetings Relevant to the DDA:**

- Optional South Downtown Walk: March 1 - 11:30 AM-12:30 PM.
- Optional North Downtown Walk: March 4 - 11:30 AM-12:30 PM.
- Strategic Planning: March 8 - 8:30 AM-11:30 AM.
- Next Board Meeting: March 15 - 11:30 AM - 1:30 PM.

*Chad made a Motion to adjourn at 1:30PM; seconded by Lisa.*

*The Motion passed unanimously.*