



Beth Block
Mark Grajeda, Vice Chair
Gary Montoya

Barbara Kirkmeyer, Chair
Eugene Reynolds
Carol Ruckel
Zoe A. Stieber

AGENDA

**Fort Lupton Urban Renewal Authority
Regular Meeting
Fort Lupton City Hall – 130 S. McKinley Ave.
Wednesday, January 17, 2018
6:30 P.M.**

- 1. Call To Order – Roll Call**
- 2. Approval Of The Agenda**
- 3. Consent Agenda**
 - a. Approval of the Minutes of the December 19, 2017 Meeting
- 4. Public Comment**
- 5. Action Items**
 - a. AM 2018-001 Designating the City Complex as the Public Place for Posting Notices of Public Meetings
 - b. Election of Officers
- 6. New Business**
 - a. Façade Improvement Program Celebration & Presentation
 - b. Intergovernmental Agreements
 - c. Downtown Design Guidelines Discussion
 - d. Downtown Colorado Inc. Upcoming Events
- 7. Old Business**
- 8. Staff Reports**
 - a. Executive Director
 - b. Staff Liaisons
- 9. Board Reports**
- 10. Adjournment**

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
December 19, 2017

The Fort Lupton Urban Renewal Authority met at the City Complex, 130 South McKinley Avenue, the regular meeting place of the Board, on Tuesday, December 19, 2017. Chairperson Barb Kirkmeyer called the meeting to order at 6:30 p.m.

ROLL CALL

Roll Call was taken and those present were Chairperson Barbara Kirkmeyer and Board members Beth Block, Zo Stieber, Carol Ruckel, and Mark Grajeda. Also in attendance were Executive Director Mr. Hanes, Staff Liaison Alyssa Knutson and Planning Technician Justin Christensen and Stephanie Darnell.

APPROVAL OF AGENDA

Ms. Kirkmeyer asked for a motions to approve the agenda as presented.

Ms. Ruckel moved and Ms. Stieber seconded the motion. Motion passed unanimously.

CONSENT AGENDA

Approval of the Minutes of the November 21, 2017.

It was moved by Ms. Block and seconded by Ms. Ruckel to approve the Consent Agenda as presented. Motion carried unanimously.

Public Comment

There was no one for public comment.

ACTION ITEMS

AM 2017-007: Approval Resolution 2017URA003

Mr. Hanes stated that the 2018 budget reflects revenue of \$140,757 and expenditures of \$123,100 and leaving in reserve of \$62,712. As directed by the Authority the summary shows that there is \$50,000 set aside for façade improvements and the other \$50,000 is set aside for undesignated projects.

Ms. Kirkmeyer asked if the numbers got straightened out from last time.

Mr. Hanes stated that they did.

Ms. Kirkmeyer asked if there was any questions, seeing none she asked for a motion to pass the resolution.

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Ms. Stieber moved to pass AM 2017-007 and seconded by Ms. Block. Ms. Kirkmeyer noticed there was a reference in the Resolution to the year 2017 and asked that it be amended to say 2018. The motion as corrected passed unanimously.

AM2017-008: Approve the Signature of the Chair to the Façade Improvement Agreement with Emrick Holdings LLC

Ms. Knutson stated that Wholly Stromboli came in and signed there agreement and this is what the Authority would be approving by voice motion.

Mr. Hanes stated that this is the last of the five to sign the agreement.

Ms. Stieber asked if they have backed down from one of the four submissions.

Ms. Knutson stated that they have talked about signage and have changed the type of signage from the original submission. But the updated signage has been approved by the Historical Preservation Board.

Ms. Stieber asked if they are still going to restore the corbels.

Ms. Knutson stated that they are a little unclear on what the projects they are planning on doing but they understand that they are only going to get up to \$10,000. She went on to say that they understand that they need to finish this first round of projects before they can come back and do any other projects with the City.

Mr. Grajeda asked if they used all of the \$10,000 and they decide not to do one of the steps in this proposal is that going to be an issue.

Ms. Knutson stated that this is one of the things that got hard to figure out how to navigate the multiple projects that were applied for.

Ms. Knutson stated that the Rickmans will have 180 days from tonight to complete the projects, which is consistent with the timeline for the other projects.

Mr. Kirkmeyer stated that if the signage takes the whole \$10,000, then the lighting and the awnings included in the grant application cannot be reapplied for because the project scope was for all three items. She went on to say that we are not going to give them additional money for projects that they stated were going to be completed in this round of projects.

Ms. Knutson stated that that she understood and would let the owners know.

Ms. Kirkmeyer asked for a motion to approve the agreement. It was moved by Ms. Stieber and seconded by Ms. Ruckel. The motion passed unanimously.

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NEW BUSINESS

Facade Improvements Program Update.

Ms. Knutson stated that the documents are ready, but she did add that paint samples must also be included with the application.

The Authority did not question the decision.

Ms. Knutson stated that the documents are ready to go and wondered if there was going to be a mailing to all the business again. There was an April 1st deadline last year and she was wondering if that is a good idea to do again.

Mr. Grajeda stated that he thought that this is a great idea because it gave business an opportunity to work on the projects all summer.

Ms. Stieber stated that April 1st is a Sunday this year so the deadline should be April 2nd, and the Authority agreed.

Ms. Knutson asked if she should upload the documents to the website in January.

Ms. Ruckel stated to wait until January 10th so that everyone could recover from the holidays.

Ms. Knutson asked if she should do the mail notifications in January as well.

The Authority stated yes.

Intergovernmental Agreements

Mr. Hanes stated that a draft agreement was received from the Fire District and it has been sent to Malcolm Murray for his review.

Ms. Knutson stated that doing a quick review there isn't much that is detrimental in her opinion but she is looking forward to hearing from Mr. Murray. She stated that there was one section that stated that TIF revenues may be used to offset the cost of the improvements for the Fire District. And a little further in there is some phrasing that read retroactive and she did not know if that was appropriate.

Ms. Stieber stated that from previous conversations with Mr. Malcolm she thought that we could not make agreements retroactive.

Ms. Knutson stated that would make sense.

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Mr. Hanes stated that it should become active ones both boards signed it, and not before that date.

Ms. Stieber asked if they would be collecting every month.

Mr. Hanes stated that we typically did this on a quarterly bases.

Mr. Hanes stated that he was encouraged that accepted the 50% piece.

Ms. Kirkmeyer also mentioned section that discusses areas outside the Urban Renewal Area being included in the agreement, which is not permitted.

Mr. Hanes mentioned one seat on the fire board is mentioned in the agreement, which is already included in the bylaws and shouldn't be necessary in the agreement.

Ms. Knutson stated that hopefully at the next meeting she can report on what Malcolm Murray thought about the agreement.

Downtown Colorado Inc., Discussion

Ms. Knutson stated that she and Ms. Ruckel attended the Urban Renewal Summit in Wheat Ridge.

Ms. Ruckel stated that they are talking about doing an urban renewal impact study in 2018 with either Colorado University or Colorado State University, or both, to see if they can document the impacts of URAs across the state. They were taking about this project costing \$100,000, but that Fort Lupton would not be expected to contribute to that.

Mr. Grajeda stated that he thought that the smaller communities are the ones they would look at.

Ms. Ruckel stated that they are going to look at smaller communities but they understand that smaller communities have much tighter budgets and don't want to add extra burden to them. They are going to ask the big five trade organizations for \$10,000 each and fundraise the rest, and some of the bigger URAs stated that they would be willing to donate.

Ms. Knutson stated that what they asked at the meeting was if the URAs would be in support of this type of study.

Mr. Grajeda stated that this is a pretty important project to show some of the residents what is actually happening through these urban renewal projects.

Ms. Ruckel stated that she thinks that since FLURA is in the early stages that it would be helpful to see what has worked and avoid other's mistakes.

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Ms. Kirkmeyer asked if this project's basic purpose is for implementation and not legislative purposes, like what has worked and not worked.

Ms. Ruckel stated that they are calling it an impact study, and she thought that this study's emphasis is to look at what the impact has been of urban renewal.

Ms. Kirkmeyer stated that this will really help Fort Lupton because we are just starting and it will give a lot of good information.

Ms. Knutson stated that the intent is to have it be unbiased so that it shows benefits and negatives of urban renewal.

Mr. Grajeda asked if there was an approximate time frame on that study.

Ms. Knutson stated that it was going to start this coming year.

Ms. Ruckel stated that she would bet it will take a year at least.

Ms. Kirkmeyer asked if there was any other information from the meeting.

Ms. Knutson stated that there were several projects discussed, including a pocket park project in Lamar. Arvada had some backlash on a project related to the development of a Walmart using TIF. They have found that using social media to push out the positive messages helps. Pueblo is doing a pie party to bring awareness to projects, and they just finished a project called Neon Alley.

Ms. Ruckel stated that Lamar is doing a lot of little things that are making a difference visually in their community.

Ms. Knutson stated that Downtown Colorado Inc. is presenting Governor's Awards for projects in a number of categories. She reached out to Napa to see if they would be interested in being submitted in the building revitalization category and is waiting to hear back.

Ms. Kirkmeyer stated that it would be a great idea.

Ms. Knutson stated that Colorado Springs requested she share FLURA's façade grant documents to assist with them starting their own program. She sent them and they have been appreciative.

Downtown Design Guidelines Discussion

Ms. Knutson stated that she began some research on streetscape design plans, including a plan for Colfax Avenue, Steamboat Springs, and Issaquah, Washington. These plans show how to implement streetscape projects. Ms. Knutson stated she reached out to the consultants that worked on the Colfax plan to get a rough estimate of the cost. They stated they did a similar plan

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to what she was requesting for around \$35,000, but it could change depending on the project details.

Mr. Hanes mentioned there are projects that the City is working on that could tie into a streetscape project, including the devolution of Denver Avenue, and Mr. Cross working with United Power to change the street lights to potentially have LEDs in them.

Ms. Kirkmeyer asked that if FLURA was willing to put money towards the plan, if the City would be willing to be a partner and help with some of the implementation.

Mr. Hanes stated if we controlled Denver Ave. we could put some bump outs along the corners and place more trees and benches.

Ms. Knutson stated that it would be beneficial if we could get ahead of the game by having a plan if and when we gain control of Denver Ave. She thought that there are some general plans in the City but having something to this scale would be increase our possibility of success.

Ms. Ruckel stated that this is the time to have a master plan so we are not just piecemealing things together.

Ms. Stieber stated that we might be getting a little ahead of ourselves because the City is working on a comprehensive plan that might cover some of these topics.

Ms. Knutson stated that this is something that would have to go hand in hand. She mentioned the draft downtown subarea plan that is part of the comprehensive plan update includes a section of Denver Avenue that should be referenced.

Ms. Ruckel stated that having a cohesive look or identity is very important. And if we started with Denver Avenue, and then did Highway 52 that would be ideal.

Mr. Hanes stated that Highway 52 is going to have its own set of issues.

Ms. Kirkmeyer stated that the plan is the first baby step. Part of the plan would be to include phases to do a piece at a time so we could afford it. It would be appropriate for FLURA to meet with City Council to discuss options and to enhance the comprehensive plan.

Ms. Knutson stated that she is excited to move forward with this project.

There was a discussion that the City Council town hall on January 10th is probably the best time to meet, and FLURA agreed they would attend this meeting.

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OLD BUSINESS

No old business.

STAFF REPORTS

Executive Director

Mr. Hanes stated the results of the most recent election. There is a vacancy in Ward 3 and they are looking for applications. The City Council approved the sale of 250 units of Northern Colorado Integrated Supply Project (NISP) to Dacono. There was a final hearing on the water rate increase and City Council approved a ten percent increase on usage only.

City Liaison

Alyssa Knutson stated that new appointments will happen at the next meeting for officers and the Chairperson.

Board Reports

Ms. Ruckel stated that Aims Community College seated their new board members and finished up the fifty year celebration.

Mr. Grajeda stated that they are hiring a few firefighters to even out there numbers and prepare for next year.

Ms. Kirkmeyer stated that there will be a Weld County community meeting on January 22nd at 6:00 pm at the Recreation Center about the changes to the Highway 85 corridor with Union Pacific.

Ms. Kirkmeyer asked if there was anything else to go over. Seeing none the meeting was adjourned at 7:40 pm.

Respectfully submitted,

Justin Christensen, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

Barbara Kirkmeyer, Chairperson

AM 2018-001

DESIGNATING THE CITY COMPLEX, 130 SOUTH MCKINLEY AVENUE, AS THE PUBLIC PLACE FOR POSTING NOTICES OF PUBLIC MEETINGS OF THE FORT LUPTON URBAN RENEWAL AUTHORITY IN ACCORDANCE WITH THE OPEN MEETINGS LAW

I. **Agenda Date:** *Board Meeting – January 17, 2018*

II. **Attachments:** A. *Colorado Revised Statute (CRS) 24-6-402(2)(c)
Meetings – open to the public*

III. **Issue/Request:**

Colorado Revised Statute 24-6-402(2)(c) indicates that public meetings of two or more members of any state public body shall be posted in a designated public place, which shall be designated annually at the first regular meeting of each calendar year.

Notice of public meetings has been posted at the City Complex, 130 South McKinley Avenue, and it is recommended that this continue to be the designated place for posting of the Fort Lupton Urban Renewal Authority public meetings.

IV. **Alternatives/Options:**

None.

V. **Financial Considerations:**

Not applicable.

VI. **Legal / Political Considerations:**

In order to comply with C.R.S. 24-6-402, the Board shall designate a place for posting notice of its public meetings no less than twenty-four hours in advance of the meeting.

VII. **Staff Recommendation:**

Staff recommends a motion designating the City Complex, 130 South McKinley Avenue, as the place for posting notices of public meetings of the Fort Lupton Urban Renewal Authority.