

AGENDA

**Fort Lupton Urban Renewal Authority
Regular Meeting
Fort Lupton Recreation Center – 203 S. Harrison Ave.
Wednesday, March 20, 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 February 21, 2018 Meeting
- 4. Public Comment**
- 5. Accounts Payable**
- 6. Action Items**
 - a. AM 2018-003: Request for Extension of Façade Improvement Agreement with Robert L. Vigil and Mary L. Vigil
- 7. New Business**
 - a. Façade Improvement Program
 - b. Intergovernmental Agreements
 - c. DCI Governor’s Awards for Downtown Excellence
 - d. Downtown Colorado Inc. Events
- 8. Old Business**
 - a. Amendment to the Bylaws
 - b. Downtown Design Guidelines Update
- 9. Staff Reports**
 - a. Executive Director
 - b. Staff Liaisons
- 10. Board Reports**
- 11. Adjournment**

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
February 21, 2018**

The Fort Lupton Urban Renewal Authority met at the City Complex, 130 South McKinley Avenue, the regular meeting place of the Board, on Wednesday, February 21, 2018. Board member Beth Block called the meeting to order at 6:40 p.m.

ROLL CALL

Roll Call was taken and those present were Board members Beth Block, Tommy Holton, Gary Montoya, Eugene Reynolds, and Carol Ruckel. Also in attendance were City Administrator Claud Hanes, Staff Liaison Alyssa Knutson, and Planning Technician Stephanie Darnell.

APPROVAL OF AGENDA

Ms. Block asked for a motion to approve the agenda as presented.

Mr. Holton made the motion to approve the agenda, and Ms. Ruckel seconded the motion. Motion passed unanimously.

CONSENT AGENDA

Approval of the Minutes of the January 17, 2018 Meeting.

Ms. Block requested a motion to approve the consent agenda.

Mr. Holton made the motion to approve the consent agenda, and Ms. Ruckel seconded the motion. Motion passed unanimously.

PUBLIC COMMENT

Public in attendance that wished to address the board was Mayor Zo Stieber.

Mayor Stieber presented the Weld County Assessor's Office assessed valuation for both the Fire District and the School District which the Board is about to enter IGAs. Mayor Stieber shared with the Board the valuations, as well as numbers and percentages she wrote down for reference, to compare FLURA's assessed valuation of the Fire District and School District. The percentages were very small.

Mayor Stieber also made a comment that she looked at both of the budgets on the Department of Local Affairs websites.

Ms. Block thanked their Mayor for her presentation.

ACCOUNTS PAYABLE

City Administrator Claud Hanes let the Board know that the only item was a check to the FLURA Attorney, Malcom, for \$63.90.

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ACTION ITEMS

AM 2018-002: Amending the Bylaws of the Fort Lupton Urban Renewal Authority

The City Planner Alyssa Knutson made the recommendation that the Board remove the requirement that citizen representative to the Board own property in the city. Currently there is an applicant that would like to serve the Board as an alternate, but does not own the property she resides in. According to the bylaws this will also need to be presented to City Council to pass should the Board decide to remove the stipulation.

Ms. Block made the comment that she is for the change, since owning property doesn't limit a person's vested interest in the community.

Mr. Montoya agreed that the requirement was very restrictive and the Board wants to encourage residents to participate on the URA, and owning property doesn't seem like a fair requirement.

Mr. Holton asked for clarification that citizens wanting to participate are still residents of the city.

Ms. Knutson confirmed that they would be residents, and they just would not own property.

Ms. Ruckel made the motion to pass AM 2018-002 as presented. Mr. Holton seconded the motion. The motion passed unanimously.

NEW BUSINESS

Façade Improvement Program Update:

Ms. Knutson started by stating that the Planning Department is currently working on finalizing signage for Wholly Stromboli. She also stated that there seems to be interest with businesses taking advantage of the next grant cycle. The deadline for applying for the grant is Monday, April 2, 2018.

Intergovernmental Agreements

Ms. Knutson began a presentation with the Fire District Agreement. Ms. Knutson spoke with the attorney in regards to comments the Board had in the previous session. Ms. Knutson referenced Item "J," stating that there is already a member of the Fire District on Board, so the decision to take that out of the agreement was made. Also, in the agreement, there was a request to ensure that the fifty percent (50%) share back on undeveloped parcels be included, but that there be no share back for developed parcels, which is similar to the Weld County IGA. Ms. Knutson also made the comment that after speaking with Malcolm Murray, FLURA's attorney, the decision to change the Fire District's request that part of the fifty percent (50%) be used to offset the cost of

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improvements by the Fire District for similar infrastructure inside or outside the URA area be updated with “outside the URA area” being removed.

Mr. Holton requested clarification on whether or not FLURA was required to use funds to improve the Fire District.

Ms. Knutson clarified that FLURA has the option to use available funds for Fire District improvements, but it wasn't required.

Ms. Knutson continued that the Board requested that all TIF be returned for voter approved Bonded Indebtedness.

The final change that Ms. Knutson presented was that the Board would pay out once a year rather than the original request of being paid out monthly.

City Administrator Mr. Hanes made the comment that paying out once a year is currently the practice.

Ms. Knutson stated that if the Board is okay with the proposed changes, she will send to John Dent, attorney for the Fire District, for review with the changes.

The Board agreed that was fine to do.

Ms. Knutson moved on to comment that there was a new school board member representative, Michelle Bettger, who could not attend, but would discuss the School District IGA when she can attend.

Downtown Design Guidelines Discussion

Ms. Knutson started by stating she is currently waiting on the comp plan draft prior to starting the RFP, because the comp plan will include some type of design guidelines for downtown. Ms. Knutson is expecting to receive updated drafts by the end of March.

Downtown Colorado Inc. Upcoming Events

Ms. Knutson stated that DCI does not have their full agenda available at this time, however, they did provide one day pricing to accommodate attending specific days. Ms. Knutson requested that decision on attendance be submitted by the end of the week.

Ms. Block requested to find out about the cancellation policy if she is unable to attend a day that was signed up for.

Ms. Knutson stated she will look into the cancellation policy, and a reminder to confirm dates for the Board.

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OLD BUSINESS

No old business.

STAFF REPORTS

Executive Director

City Administrator Mr. Hanes stated City Council approved a subdivision improvements agreement with Century Homes for 123 dwellings in Coyote Creek. Century Homes still needs to do a completion of the contract on the sale of the land, and then they will start the infrastructure, which includes a lot of offsite improvements that include two parks, and improvements on the streets, sidewalks, and internal infrastructure. Mr. Hanes also stated that the new subdivision will provide dual water – potable and non-potable.

Ms. Ruckel made the comment that at the last Coyote Creek HOA meeting, the residents did not want the new HOA combined with the current one.

Staff Liaison

Ms. Knutson stated that there is a Planning Commission meeting in March on the same date as the FLURA meeting. Ms. Knutson asked the Board if it would be preferred to move the location rather than the day.

Ms. Ruckel agreed to move the meeting to the Recreation Center rather than moving the date of the meeting.

Ms. Knutson also reported that she will not be able to attend the April meeting.

Board Reports

Mr. Reynolds made the comment that he may not be able to make the March and/or April meeting.

Ms. Ruckel commented that on March 7th, there will be an Open House at Aims from 12:00 p.m. to 1:00 p.m. for the community to attend.

The meeting was adjourned at 7:00 pm.

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Respectfully submitted,

Stephanie Darnell, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

Barbara Kirkmeyer, Chairperson

AM 2018-003

APPROVE AN EXTENTION OF THE FAÇADE IMPROVEMENT AGREEMENT WITH ROBERT R. VIGIL AND MARY L. VIGIL

I. **Agenda Date:** Board Meeting – March 20, 2018

II. **Attachments:** A. Façade Improvement Grant Agreement with Robert R. Vigil and Mary L. Vigil

III. **Issue/Request:**

On April 18, 2017, FLURA approved a \$2,100.00 award to Robert and Mary Vigil for the purchase and installation of new doors, windows and paint for the building located at 815 7th Street. On October 16, 2018 the Façade Improvement Grant Agreement (Agreement) to award and disburse the monies to Robert and Mary Vigil was executed. The Agreement states that the project must be completed by April 15, 2018, unless Grantee requests an extension, and FLURA approves the requested extension. The process for an extension is laid out in the Façade Improvement Program Guidelines, which states that if FLURA determines that an extension is reasonable based upon a submitted written request provided by the applicant prior to the project completion deadline, an extension may be provided and disbursements continue to be made.

Mr. Vigil plans on submitting a written statement explaining his need for an extension, and staff will forward it to the FLURA Board as soon as it is received. Mr. Vigil also plans on attending the meeting of the FLURA Board to answer any questions related to his request for an extension.

IV. **Alternatives/Options:**

- 1. Authorize an extension to the Agreement.*
- 2. Do not authorize an extension to the Agreement.*

V. **Financial Considerations:**

The grant amount was budgeted by FLURA, and therefore financial considerations have already been taken into account.

VI. **Legal / Political Considerations:**

Authorizing the extension will allow improvements to be made to a building within the Fort Lupton Core Urban Renewal Area, which would benefit the downtown area and community in general.

VII. **Staff Recommendation:**

Staff recommends a one-time extension of up to sixty (60) days.