



November 10, 2022

A G E N D A

5:30 P.M.

LAFAYETTE URBAN RENEWAL MEETING

NOTICE OF MEETING

This meeting will be conducted by electronic and telephonic means in order to protect the public health and safety according to a Declaration of Local Disaster Emergency issued by the Mayor of the City of Lafayette on March 17, 2020; and City of Lafayette Resolution No. 2020-23, extending the Mayor's declaration until terminated by Council.

- I. 5:30 PM OR SHORTLY THEREAFTER - OPENING OF REGULARLY SCHEDULED MEETING**
 - Roll Call
- II. MINUTES**
 - Minutes from the October 11, 2022 Meeting
- III. PUBLIC INPUT**
 - Items from the Public
- IV. PRESENTATIONS**
 - A. New Trash & Recycling Containers in Old Town Lafayette Update
- V. PUBLIC HEARING**
 - B. Public Hearing / Presentation: LURA 2023 Budget (Noticed in the Daily Camera Thursday, October 27, 2022)
 - C. Resolution 2022-06 / Adopting a Budget and Marking Appropriations for the Fiscal Year 2023
- VI. REGULAR BUSINESS**
 - D. Land Development Code Working Group
 - E. LURA Active Project Updates

VII. NEW BUSINESS/STAFF AND COMMISSIONER REPORTS

VIII. ADJOURN TO EXECUTIVE SESSION

According to C.R.S. 24-6-402(4)(e)(I), for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pertaining to 705 S Public Road.

According to C.R.S. 24-6-402(4)(e)(I), for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pertaining to 607 S Public Road.

OPTIONS FOR ACCESSING THE MEETING

- Tune to Comcast Channel 8 or HD Channel 881.
- View the meeting on your computer at <https://www.lafayetteco.gov/627/Streaming-Video>
To provide comments during the meeting please connect [via videoconference](#)
- Listen to the meeting by calling 877-853-5257 (toll free). Once connected, you will be asked for the meeting number. The meeting number for the November 10, 2022 meeting is **813 2924 6475**. Then press # after entering the number.

OPTIONS FOR PARTICIPATING IN THE MEETING

- Submit written comments to [Public Input](#). If your remarks are received by 3:00 p.m. on November 10, 2022, they will be read into the record at the meeting.
- Participate on your computer [via videoconference](#).
- Use the “Raise Hand” icon during Public Input to request to speak. When it’s your turn to speak, we will unmute your microphone.
- When listening over the phone, press *9 during Public Input to raise your hand to request to speak. When it’s your turn, we will unmute your microphone

RECORD OF PROCEEDINGS

CITY OF LAFAYETTE

LAFAYETTE URBAN RENEWAL AUTHORITY MEETING October 11, 2022

I. OPENING OF THE SPECIALLY SCHEDULED MEETING

CALL TO ORDER

The October 11, 2022 meeting of the Lafayette Urban Renewal Authority (LURA) was called to order at 5:30. The meeting was conducted via electronic participation due to the presence of coronavirus disease 2019 (COVID-19) in Colorado and subsequent Safer at Home Executive Order from Governor Jared Polis.

ROLL CALL

Those in attendance from LURA were Chair Muller, Vice Chair Cutler, and Commissioners Arrington, Martin, Redondo, Rogers, and Williams.

Also present was Executive Director Keating, and Economic Development Fellow Daniel Sperle.

II. MINUTES

The Authority reviewed the minutes from the September 13, 2022 meeting. Commissioner Arrington moved to approve the September 13, 2022 minutes. Seconded by Commissioner Martin. All voted in favor.

III. PUBLIC INPUT

There was no public input.

IV. REGULAR BUSINESS

2023 LURA Budget

Executive Director Keating presented this item. She presented the 2023 budget process, projected revenue, strategic goals and priorities, proposed expenses, key initiatives, and next steps. Executive Director Keating stated that the budget spending would be primarily on downtown development, streetscape improvements, and professional services. Other expenses include Public Art Purchases in Old Town, marketing services, operational support, and parking.

Executive Director Keating also emphasized the reinvestment in South Boulder Road and gave a brief history of the district and the revenue collected since 2002. Executive Director Keating shared that since two anchor tenants left the district shortly after its creation, the Urban Renewal Area has not produced sales tax above the base due to Flatirons Church's tax-exempt status.

However, Executive Director Keating shared that the South Boulder Road District has finally accumulated a healthy property TIF (tax-increment financing) balance over the year. Executive Director Keating proposed strategic outreach to property owners and businesses in the district. Executive Director Keating also shared that she has spoken with Planning and Building Director with mutual agreement that the Southern Boulder Road URA would be a good place to start as part of the City's first sub-area plan or corridor plan.

Chair Muller thanked Executive Director Keating for the discussion and graphics presented and asked for questions from the Commissioners. Commissioner Redondo commented that businesses in South Boulder Road will be happy to be included in future funding opportunities. Commissioners asked questions about financial tracking for the Urban Renewal sub-areas, the budget amendment process, and property tax assumptions. Executive Director Keating discussed the City Council budget presentation and invited the Commissioners to join. Chair Muller thanked her and moved to the next item of business.

Approval for Selecting Progressive Urban Management Inc. to Provide Professional Consulting Services Related to the LURA Transition Project/Resolution No. 2022-05/ Authorizing an Agreement with Progressive Urban Management Associates Inc.

Executive Director Keating introduced this item by highlighting critical moments for the Lafayette Urban Renewal Authority, reminding Commissioners that the next milestone is the expiration of the tax increment financing in 2024. She provided an overview of the objective of the LURA Transition Consulting Services and the need to identify a transition strategy for LURA and the downtown area.

Executive Director Keating presented a procurement summary for the Request for Qualifications (RFQ). She shared the RFQ resulted in three proposals, of which the review committee shortlisted one consultant group based on experience with urban renewal and special district formations. Executive Director Keating also provided an overview of the selection criteria and committee members.

Executive Director Keating provided a recommendation to move forward with Progressive Urban Management Associates (PUMA) and shared the team's professional experience highlights, including the sub-consultants, special district legal counsel Spencer Fane, and community visioning and design support, Studio Seed. She discussed the team's proposed three-phased approach for Old Town.

Executive Director Keating introduced Resolution 2022-05 to select Progressive Urban Management Associates, Inc. to provide professional consulting services related to the LURA Transition Project and authorize an agreement with P.U.M.A. pertaining to such professional services. Chair Muller opened for questioning and Commissioners asked questions about the study area for the project and PUMA's experience in larger cities.

Commissioner Arrington moved to approve Resolution 2022-05 to select Progressive Urban Management Associates, Inc. to provide professional consulting services related to the LURA Transition Project and authorize an agreement with P.U.M.A. pertaining to such professional services. Commissioner Rodgers seconded the motion. All voted in favor.

Reschedule November 8, 2022 LURA Meeting

Executive Director Keating stated the next LURA Meeting falls on Election Day and that the meeting would be rescheduled for Thursday, November 10th, and that it would be held virtually. Vice Chair Cutler moved to change the November 8th regularly scheduled meeting to November 10, 2022. Chair Muller seconded it. All voted in favor.

V. UPDATES

Public Street Trees

Keating referred to past discussions about the lack of response to the concrete planter RFP and stated that she is changing the procurement strategy.

VI. NEW BUSINESS / STAFF AND COMMISSIONER REPORTS

Executive Director Keating shared the logistics of a hybrid meeting schedule and suggested going back to meetings in person in January.

Chair Muller opened to Commissioners for reports. Commissioner Martin mentioned the Lafayette Window Painting Contest, Commissioner Redondo shared the success of the Lafayette Music Festival and suggested exploring a dedicated fund for events in the future. Commissioner Williams requested an overview of current LURA projects soon and Executive Director Keating said she would be happy to. Commissioner Arrington talked about the public art selection committee and submittal for the bins. Commissioner Redondo mentioned that LURA information which has been translated into Spanish will be delivered to the Latino Chamber of Commerce for community outreach.

VII. ADJOURN

Chair Muller adjourned the meeting at 6:26 PM

LAFAYETTE URBAN RENEWAL AUTHORITY, COLORADO

ATTEST:

Kevin Muller, Chair

Brigid Keating, Executive Director

The minutes herein are a summary of the business conducted at this meeting, not a verbatim transcription. Only the actions taken and text appearing within quotation marks are verbatim.



Lafayette Urban Renewal Authority Staff Report

MEETING DATE: November 10, 2022
AGENDA TITLE: New Trash & Recycling Containers in Old Town Lafayette Update
PREPARED BY: Brigid Keating, LURA Executive Director
Elizabeth Szorad, Sustainability Manager
Daniel Sperle, Economic Development Fellow

Executive Summary

At the November 8 meeting, Lafayette Sustainability Manager Elizabeth Szorad and Economic Development Fellow Daniel Sperle will present a progress update on the new trash and recycling containers project for Old Town Lafayette, including sharing the final artwork for the containers and estimated installation timeline. This project is in partnership with LURA and the Sustainability Division to introduce public recycling on Public Road. The project will increase outreach and education, consolidate current trash containers, and compliment the eclectic character of Old Town Lafayette. LURA is the funding partner for this project; this agenda item is an update on progress.

Background Information

The City of Lafayette has an ambitious waste diversion goal of 50% diversion by 2026. In 2021, the waste diversion goal of 45% was not met, and waste diversion has been fluctuating around 30% for the last three years. Public litter container improvements will revitalize Old Town and compliment the City's eclectic character while supporting the waste diversion goals outlined in the Sustainability Plan. Introducing recycling through public-facing containers will improve waste diversion annually while raising awareness of the importance of recycling to residents. The Sustainability Division anticipates enhanced transparency regarding the City's prioritization of waste diversion and increased capacity to become a leader for residents and neighboring communities.

New Trash & Recycling Containers Project

Starting in October 2022, all public litter containers will be serviced by Republic Services through the City of Lafayette service contract. The proposed project includes the design, procurement, and installation of thirteen trash and recycling stations on Public Road. The physical structure of the containers will improve the functionality and service of existing containers to reduce traffic impact and support efficiency standards. Additionally, each container will have a vinyl art wrap installed.

The City hosted a Call For Art #whatmakeslafayettegreat in the month of September and October to look for six pieces of art for the garbage and recycle containers. There were 22 submissions from which a selection committee composed of City staff, LURA, Public Art Commission, and Waste Reduction Advisory Committee representatives chose the final six art pieces through filling out a score card for each piece.

At the November 8 meeting, Lafayette Sustainability Manager Elizabeth Szorad and Economic Development Fellow Daniel Sperle will present a progress update on timeline for installing the containers.

Recommendation

N/A

Attachments

- A. [City of Lafayette Website – Contest Announcement](#)



Lafayette Urban Renewal Authority Staff Report

MEETING DATE: November 10, 2022

AGENDA TITLE: Public Hearing / Presentation: LURA 2023 Budget (Noticed in the Dailey Camera Thursday, October 27, 2022)
Resolution 2022-06 / Adopting a Budget and Marking Appropriations for the Fiscal Year 2023

PREPARED BY: Brigid Keating, LURA Executive Director

Executive Summary

Please find attached the proposed Lafayette Urban Renewal Authority (LURA) 2023 budget. Staff introduced the proposed 2023 LURA budget at the October 11, 2022 LURA meeting. Subsequently, staff presented the budget to City Council for feedback at the October 24, 2022. Staff will present the recommended budget on November 10, 2022 via a public hearing.

Background Information

Each year LURA prepares a budget based on projected sales and property tax revenues and proposed expenses. Funds can only be spent by staff following the City of Lafayette's purchasing policy or through approved LURA motions. Additionally, the proposed budget line items do not guarantee that LURA will spend the amounts shown. If LURA wishes to take action in which the proposed project is anticipated to exceed 40% of LURA's budgeted revenue—LURA must present and obtain approval from City Council.

Revenue

Projected revenues for the proposed 2023 LURA budget are comprised of property and sales tax above the base increment within the district. Since 2021, the LURA District has grown steadily and rebounded from the COVID-19 pandemic and fluctuating economic conditions. Based on projections, it is anticipated that sales tax and property tax revenue will continue to grow. Please see below assumptions for the 2023 revenue.

- The 2023 property tax budget is based on the 2022 property tax budget and is anticipated to remain flat, per guidance from the Boulder County Assessor.
- The 2023 sales tax budget is based on the actual sales tax received in 2021, increased by 12% to forecast projected sales tax collection in 2022, and then increased by 5% to account for growth in 2023. This assumption is based on Old Town and Citywide trends, per the guidance of the Finance department.

Expenses

The 2023 proposed expenses are based on the 2023 operating expenses, anticipated projects/activities, and 2022 year-to-date spending trends. Please see below notable adjustments:

- County Treasurer's Fees increased as it is based on the projected tax revenue.
- Utilities decreased due to operating trends.
- Administrative Fee slightly increased due to the City of Lafayette's Cost Allocation Study. The Administrative Fee also includes costs associated with a proposed Economic Development Fellow.
- Professional Services increased for consulting services related to financial gap analyses, Baseline Road multi-modal design, and the LURA transition project.
- The Streetscape budget increased for capital improvements and consulting services related to district wayfinding, replacement of the Public Road street-tree planters, district multi-modal initiatives, and intersection improvements for the 700 block of Public Road.
- Downtown Development increased based on anticipated projects, such as façade improvement grants, small business grants, and other financial assistance requests which may arise in 2023.

The LURA Executive Director will present a high-level overview of the proposed budget and how it relates to the Urban Renewal Plan and goals.

Recommendation

Staff recommends approval of the proposed 2023 Lafayette Urban Renewal Authority budget.

Proposed Motion Language

Move to Approve Resolution 2022-06 / Adopting a Budget and Marking Appropriations for the Fiscal Year 2023

Attachment(s)

- A. Exhibit A – Lafayette Urban Renewal Authority Draft 2023 Budget
- B. Resolution 2022-06 / Adopting a Budget and Marking Appropriations for the Fiscal Year 2023

EXHIBIT A

Lafayette Urban Renewal Authority - 2023 Budget					
Description	Account Number				
Revenues	Account Number	2021 Actual	2022 Adopted Budget	2022 Projection	2023 Proposed Budget
Property Taxes	13-101-500100	\$ 633,045	\$ 678,688	\$ 678,688	\$ 678,688
Sales Tax	13-101-500400	\$ 807,088	\$ 678,357	\$ 903,938	\$ 949,135
Misc Revenues	13-101-570100	\$ -		\$ 187,000	\$ 187,000
Interest Income	13-101-570600	\$ 159	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL		\$ 1,440,291	\$ 1,362,045	\$ 1,774,626	\$ 1,819,823
Expenses	Account Number	2021 Actual	2022 Adopted Budget	2022 Projection	2023 Proposed Budget
Books & Periodicals	13-103-705000	\$ -	\$ 1,000	\$ 500	\$ 500
Operating Supplies	13-103-718000	\$ -	\$ 5,000	\$ 2,000	\$ 2,000
General Repairs and Maintenance	13-103-755000	\$ 6,327	\$ 65,000	\$ 65,000	\$ 65,000
Legal Services	13-103-809000	\$ 5,499	\$ 5,000	\$ 5,000	\$ 5,000
County Treasurer's Fees	13-103-814000	\$ 9,496	\$ 10,180	\$ 10,000	\$ 30,000
Professional Services	13-103-815000	\$ 214,494	\$ 300,000	\$ 52,562	\$ 450,000
Advertising and Marketing	13-103-801000	\$ 5,769	\$ 150,000	\$ 150,000	\$ 150,000
Utilities Expense	13-103-821000	\$ 3,648	\$ 5,000	\$ 2,000	\$ 2,000
Administrative Fee	13-103-824000	\$ 144,030	\$ 108,183	\$ 108,183	\$ 112,510
Printing & Publishing	13-103-852000	\$ 3,041	\$ 2,000	\$ 2,000	\$ 2,000
Memberships & Subscriptions	13-103-854000	\$ 3,689	\$ 5,000	\$ 5,000	\$ 5,000
Misc Services	13-103-889000	\$ -	\$ 5,000	\$ -	\$ -
Downtown Development	13-103-894000	\$ 488,681	\$ 1,075,000	\$ 400,000	\$ 1,400,000
Streetscape	13-103-894500	\$ 47,249	\$ 470,000	\$ 50,000	\$ 910,000
Public Art Purchases	13-103-885000	\$ 3,000	\$ 60,000	\$ 12,500	\$ 25,000
Art Night Out / Farmers Farmer	13-103-896300	\$ -	\$ 16,000	\$ 16,000	\$ 25,000
TOTAL		\$ 934,922	\$ 2,282,363	\$ 880,745	\$ 3,184,010
Excess Revenues/(Expenditures)		\$ 505,369	\$ (920,317)	\$ 893,881	\$ (1,364,187)
Beginning Fund Balance		\$ 2,144,464	\$ 2,649,833	\$ 2,649,833	\$ 3,543,714
Projected Ending Fund Balance		\$ 2,649,833	\$ 1,729,515	\$ 3,543,714	\$ 2,179,527

Notes:

- The 2021 Beginning Fund Balance is based on the actual fund balance as of 12/31/2020.
- The 2023 beginning fund balance is based off of the 2022 projected ending fund balance, per the 2022 Projection.
- The projected expenses for 2022 is less than the adopted budget for some of the following reasons: (a) The 210 N Public Road loan disbursement has not occurred. (b) The City of Lafayette did not advance the design Baseline Sidewalk Project in 2022. (c) The Public Road Street Tree Planter Replacement and District Wayfinding will occur in 2023.
- The \$187,000 in miscellaneous revenue is related to the loan repayment from Tenzin Khunghen.
- The 2023 proposed budget expenses will be detailed in the meeting presentation.

**LAFAYETTE URBAN RENEWAL AUTHORITY
RESOLUTION NO. 2022-06**

**A RESOLUTION BY THE LAFAYETTE URBAN RENEWAL
AUTHORITY ADOPTING A BUDGET AND MAKING
APPROPRIATIONS FOR THE FISCAL YEAR 2023**

WHEREAS, the Lafayette Urban Renewal Authority (the “Authority”) was created by Ordinance No. 99-38, Series 1999; and

WHEREAS, in June 2012, the Lafayette City Council passed Resolution 2012-30 approving the appointment of seven commissioners to act as the Board of Directors for the Authority; and

WHEREAS, the Authority operates to eliminate blight and prevent the spread of blight within the urban renewal areas of the City of Lafayette in accordance with the Urban Renewal Law or Colorado; and

WHEREAS, the Authority is to consider at least once a year a proposed budget and make appropriations for each budget year; and

WHEREAS, the Treasurer, as Budget Officer designated by the Authority, has prepared and submitted a recommended budget for the 2023 Budget Year and a public hearing thereon has taken place on November 10, 2022.

Section 1. That the 2023 Budget for the Authority incorporated herein as Exhibit A is hereby adopted and approved in essentially the form and content accompanying this Resolution.

Section 2. That the Treasurer is directed to file the approved budget with the Division of Local Government in conformance with the state budget law.

Section 3. That the Executive Director shall attest and affix the seal of the Authority to this resolution.

RESOLVED AND PASSED THIS 10th DAY OF NOVEMBER, 2022 by the Lafayette Urban Renewal Authority as follows:

LAFAYETTE URBAN RENEWAL AUTHORITY

Kevin Muller, Chair

ATTEST:

Brigid Keating
Executive Director

APPROVED AS TO FORM:

Mary Lynn Macsalka, City Attorney



Lafayette Urban Renewal Authority Staff Report

MEETING DATE: November 10, 2022
AGENDA TITLE: Land Development Code Working Group
PREPARED BY: Phil Kleisler, Principal Planner

Purpose

The purpose of this agenda item is to brief LURA on the new Land Development Code (“code”) project and request that LURA appoints a member to sit on the project working group. This project will result in a new development code that reflects the community’s vision as articulated in the Lafayette Comprehensive Plan. The working group will review draft code language and other documents (e.g., draft community engagement materials) and flag any policy issues that require City Council direction.

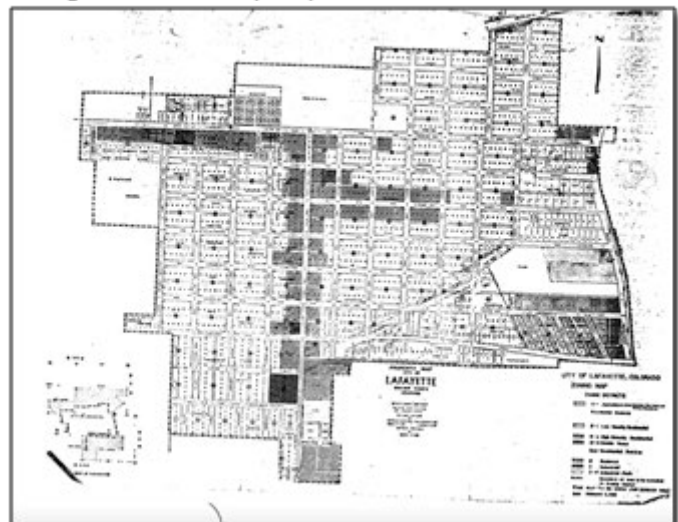
Background

The City of Lafayette established the Planning Commission and adopted its first zoning ordinance in 1967 (Figure 1). The initial zoning regulations included many of the same regulations enforced today, like districts, definitions, permitted uses, Planned Unit Developments, building setback and height requirements, a sign code, and review processes. The Lafayette Development and Zoning Code ([Chapter 26 Development and Zoning](#)) has been periodically amended to address community goals and specific concerns.

Codes generally have a predictable shelf-life. They can evolve into overly complex regulations with inconsistent vocabularies and internal conflicts, leading to frustrations among applicants, staff, and decision-makers. This lack of accessibility, coupled with a refreshed community vision in the Legacy Lafayette Comprehensive Plan, has resulted in the city’s code being ripe for an overhaul. Additionally, it is generally a best practice to reexamine zoning regulations following the adoption of a comprehensive plan.

City Council approved a contract in September for consultant services to

Figure 1: Lafayette’s original zoning districts established through Ordinance 416 (1967).



assist the City in this effort. The first phase of work includes a project kick-off and orientation of the city, interviews with City staff and others, and the development of engagement and project plans. The first community engagement window is anticipated in February 2023. The project will focus on Chapter 26 of the municipal code (“Development and Zoning”).

Council supported the creation of a project working group comprised of the Planning Commission and a representative from other City boards, like the Senior Advisory Board, Historic Preservation Board, Lafayette Open Space Advisory Committee, and the Sustainability and Resilience Advisory Committee, whose work informs land-use and development within the community. The working group will meet each month during a regularly scheduled Planning Commission meeting (or as needed) to review project plans, community engagement materials, and draft code language. City Council will consider the adoption of the final code in 2024.

Next Steps

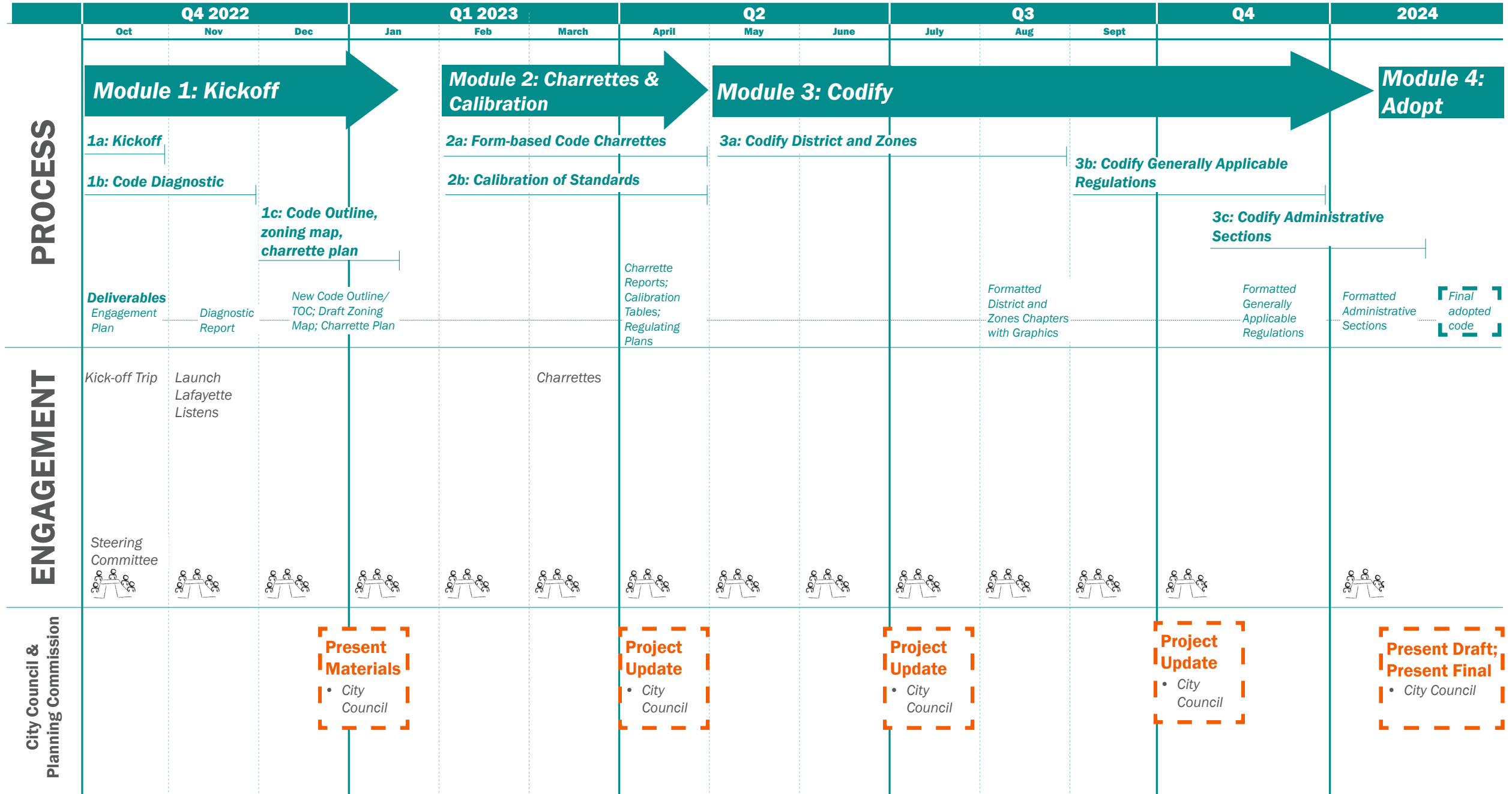
The first phase will result in a detailed review of current regulations, the creation of project plans, and the preparation of community engagement materials. Once drafted, these materials will be provided to the working group for review at its inaugural meeting in early 2023.

Attachment

1. High-level project schedule



Land Use Code Re-write Project Schedule





Lafayette Urban Renewal Authority Staff Report

MEETING DATE: November 10, 2022
AGENDA TITLE: LURA Active Project Updates
PREPARED BY: Brigid Keating, LURA Executive Director

Executive Summary

Executive Director Keating will provide a brief presentation on progress updates on active LURA projects.

Recommendation

N/A