



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

November 8, 2016 Regular Board Meeting Minutes  
10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue  
Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Julia Grother and Ron Vaughn</p>
	<p><b>Others Present:</b> Denise Denslow &amp; Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; Public Information Coordinator Chris Cornado.; Front Range Services Dawn Schilling; Schilling &amp; Co.</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> Director Balafas called the meeting to order at 10:03 a.m. Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Agenda as submitted, and excused the absence of Directors Sharp and Hammond.</p>
	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>A. Minutes from October 11, 2016 Regular Board Meeting</li> <li>B. October 2016 Maintenance Report, Front Range Services</li> </ul> <p>Upon a motion duly made by Director Hales, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.</p>
	<p><b>Financial Items:</b> Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> <li>A. CBID September 2016 Financial Statements and Cash Position Report</li> </ul> <p>Ms. Schilling presented the Financial Statements and Cash Position Report to the Board. Upon a motion duly made by Director Vaughn, seconded by Director Hales, and upon a vote, unanimously carried, the Board accepted the Financial Statements and Cash Position Report.</p> <ul style="list-style-type: none"> <li>B. CBID Claims Totaling \$33,851.66 and EFT Payments to Century Link and Xcel</li> </ul> <p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director</p>

O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the current claims totaling \$33,851.66.

C. 2017 Schilling & Co., Inc. Engagement Letter

Ms. Schilling presented the engagement letter to the Board noting that Schilling & Company is requesting an increase from \$95/hr. to \$100/hr. rate. Mr. Locantore asked as a cumulative for a year, what that change means. Ms. Schilling stated it would be about a 10% increase.

Upon a motion duly made by Director Balafas, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the 2017 Schilling & Co., Inc. engagement letter with the 10% increase.

**Staff Report**

Intended Outcome: Progress Update & Board Feedback

A. Office Sublet

Mr. Locantore reported that Kind Colorado submitted an application to KPPF. The next steps are to have an attorney draw up papers.

B. Small Lot Parking Exemption Moratorium Committee

Mr. Locantore reported that there are lots that are 6250 ft. or less that are exempt from having parking. This was a concern amongst neighbors as it adds people, but no parking. The intention was to take small lots not able to be developed and if there are any resident, at most can fit five spots. Meetings are to determine what is the appropriate exemption. The amount of parking will be determined by the distance to a frequent transit line and the height of the building. The concern is that restrictions will not allow for development.

Director O'Connell asked if this is strictly commercial. Mr. Locantore replied that it is commercial and residential. Director O'Connell wanted to know does proximity to mass transit have that big of an impact, and Mr. Locantore replied that it does, and it makes some difference. He further stated there has been research that parking minimums are inhibiting development and increasing costs.

Mr. Locantore noted that typically the requirements for parking are based on the model that there must be enough parking for the Christmas rush. A parking spot assigned to a unit increases rent by 15%, increases affordability problem. It doesn't do any good to not have a lot developed due to lack of parking.

Director Grother agreed that this is an area where it is possible to live without a car. Director O'Connell noted he has also had to not go to a restaurant due to lack of parking and to keep in mind what the entirety of the neighborhood needs.

C. Cathedral Development Plans

Mr. Locantore reported on the Cathedral Development Plan. The Archdiocese is in the early stages of building retail stores and apartments. He noted they are contemplating doing retail on Pennsylvania where a parking lot currently is located. He recommended pulling retail on

	<p>Colfax instead of Pennsylvania.</p> <p>D. Banners &amp; Holiday Lights</p> <p>Ms. Randall reported that banners should be going up as soon as they are printed sometime this week. Chris Coronado reported that 75% of old stock from last year will be alright to use. They are in the process of going through the old stock. He stated that Front Range will update their estimate with the reduced cost of lights after determination of using old stock.</p> <p>Director Vaughn asked if it was worth looking into buying better quality of lights, and Mr. Coronado explained that the better quality lights are the rope lights, but if there is a freeze, they can easily break. He also stated they are replacing the bulbs on the incandescent lights. Mr. Coronado stated they could integrate the rope lights slowly.</p> <p>Discussion ensued regarding whether to invest in the rope lights. The Board decided to replace the remaining 25% with incandescent lights and revisit rope lights next year. Director Grother suggested purchasing rope lights at the end of the season for next year.</p> <p>Upon a motion duly made by Director O’Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved to replace what is needed on the string lights.</p> <p>E. Website</p> <p>Mr. Locantore reported that the website is planned to be finished by the end of 2016. He stated there will be a hard launch with new banners, etc. next year.</p> <p>F. Board Meeting Day/Time</p> <p>Discussion ensued regarding the time of future meetings. The Board decided to change the meeting times from 9:00 a.m. to 11:00 a.m. Ms. Denslow noted that the new time will be adopted as part of the new resolution.</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the new meeting times.</p>
	<p><b>TOPIC 1: Safety Update</b> Intended Outcome: Sharing information</p> <p>Mr. Locantore presented the Safety update. He stated he is meeting with the Police Commander to understand why there are not as much dedicated patrols as originally believe (50 hrs/week instead of 100). He explained the schedule of patrols. Director O’Connell inquired if Mr. Locantore would go on a patrol with the officers and introduce them to business owners. Director O’Connell stated it might be valuable for CBID to provide “No Trespassing” signs for businesses.</p>
	<p><b>TOPIC 2: Streetscape Update</b> Intended Outcome:</p> <p>A. Update on Feedback on the Principles, the “big ideas” for each Hub/Subarea</p>

	<p>B. General Comments C. Execution of Park Ave. Park Repurpose Big Idea</p> <p>Mr. Locantore reviewed the Streetscape plan. He noted that the language in the design principles need to be updated to more accurately reflect principles (enhance perception of safety, celebrate the grit). Discussion ensued regarding how to change the language. Mr. Locantore noted he will update the document. He also noted that there will be a deeper dive into the full plan at the December meeting.</p>
	<p><b>TOPIC 3: Annual Neighborhood Meeting Plan – 11-17-16</b> Intended Outcome: Agenda and program feedback and ideas Agenda</p> <ul style="list-style-type: none"> <li>A. 6:30 – Start and mingle with the streetscape and art</li> <li>B. 7:05 – Welcome, thanks to host, overview, board introduction</li> <li>C. 7:10 – Jimmy on the 2016 progress towards goals and 2017 plans</li> <li>D. 7:25 – “Shout Outs” to our support/partners like the streetscape team, police MHPS, etc.</li> <li>E. 7:30 – Mingle again</li> <li>F. 8:30 - Ends</li> </ul> <p>Director Balafas walked through the agenda for the Annual Neighborhood meeting. The Board discussed meeting logistics.</p>
	<p><b>Other Items, Announcements</b></p> <p>Director Grother mentioned that she was contacted by a reporter regarding the challenges of Colfax business owners. Discussion ensued regarding the need for PR training.</p> <p>Director O’Connell asked if Mr. Locantore had success in discussion with 7 Eleven and other chains regarding extra security.</p>
	<p><b>Adjourn</b></p> <p>There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:05 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting