

**RECORD OF PROCEEDINGS  
MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF  
SANTA FE BUSINESS IMPROVEMENT DISTRICT**

HELD: Tuesday, February 20th, 2018 at 3:00 pm at Semple Brown Design, 1160 Santa Fe Drive, Denver CO 80204.

**ATTENDANCE:**

A regular meeting of the Board of Directors of Santa Fe Business Improvement District, City and County of Denver, Colorado was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

**Board Members/Advisors Present**

Andrea Barela  
Rusty Brown  
Lindi Sinton  
Cheryl Spector  
Jack Pappalardo  
Debbie Stoner

**Board Members Not Present**

Howard Snyder

**Community Members Present**

David Griggs

**START EXECUTIVE SESSION**

**January Minute Approval**

January board minutes were reviewed, and small spelling corrections were pointed out. Approval of revised minutes was motioned by Lindi and second by Rusty, all were in favor.

**GENERAL UPDATES**

*Meeting schedule* - An upcoming schedule of LPNA and Art District member meeting for the year and asked board member to assign their names to the meetings they're able to attend.

*Improvement Task Force* with the City of Denver for the \$500K commitment. The representative from the city assigned to this process is Karen Good with Public Works. Andrea was updated by Paul Lopez's aid, Adrianna. She was told that the intentions of the funding will be split into two (2) stages: planning and study (taking place throughout 2018) and then implementation (taking place in 2019). We are currently in the waiting process as to who has been selected to be a part of the Task Force based on the recommendations send to the City last year. BID members expressed the desire to understand the city's process and next steps.

*5280 Loop* - The Downtown Denver Partnership is forming a coalition with creative districts in Denver to make pedestrians more inclined to visit and experience the different cultural aspects by creating a physical cultural trail. The BID agreed that the community meetings about the 5280 Loop were

important and needed to be attended. There will be more meetings about the Loop at the beginning of April that the BID should plan to be a part of.

*Blueprint Denver* - A Blueprint Denver workshop will be taking place on February 27. Blueprint Denver is intended to be a guiding document of the city's development for the next 20 years intended to inform policy objectives. Individual neighborhood plans are meant to inform this process. La Alma's neighborhood plan was produced in 2010. Blueprint is not intended to redevelop or rewrite neighborhood plans but to conduct neighborhood planning initiatives. The BID needs to review what La Alma's plan is as the City understands it, if it's still relevant and incorporates the BID's own objectives. Rusty pulled up the current zoning map covering the BID's territory for reference to see what parts of Santa Fe Drive are considered main streets or not.

Andrea reviewed a complete list of her own tasks completed in the previous month as she will continue to do in future meetings, as well as, present a YTD financial. No financials were presented at this meeting.

#### Key Tasks and Outcomes:

- Registered the BID as a Registered Neighborhood Organization (RNO)
- RFPs for [maintenance](#) and [accounting](#) were created sent out. Andrea urged BID members to send her their vendor recommendations. It was mentioned that one approach should be to reach out to other BID's to help find more vendor options. Cheryl provided members of the BID with the contact information for surrounding organizations, [see here](#). BID members divided up the groups and will touch base next meeting.
- Surveys were distributed, results were tallied, and a report of the data was distributed. The board was not satisfied with the quantity of responses and requested that changes to some of the questions be made and re-released. Andrea will incorporate board member's changes and re-release the survey. The next survey report will separate resident responses from everyone else.
- Andrea has tried reaching out to BID board member Howard Snyder about his whether he will continue with the board but has not heard back from him. BID members agreed that he should be removed and officially communicate our intentions via a letter. It was agreed to introduce an open application process prior to submitting an official suggestion for new board member to the city. The BID would also like to look at the option of bringing on new advisory board members.

#### **HYDER CURB CUT ISSUE REVIEW**

Jack updated the BID in respect to the Hyder Construction curb cut issue; stating that Councilman Paul Lopez spoke with the Office of Public Works to get the ball rolling but got a definitive no on allowing new curb cuts or expansion of existing curb cuts. In part this is due to the City and the BID's desire to make Santa Fe Drive more pedestrian friendly. Public Works is currently trying to get more pedestrian flow in the downtown Denver and surrounding areas and believe that curb cuts will deter this. The BID agreed that it is important to be fully aware of what committee is going to be taking on this improvement plan, what the terms will be and how it will affect the business and property owners on the corridor.

#### **BANNER UPDATE- DAVID GRIGGS**

There will be 12 banners from the 7<sup>th</sup> Avenue to 11<sup>th</sup> Avenue. 12 design options were entered for review that the banner committee and Art District decided on and the graphic artist is the person deciding what goes into the design template, [see here](#). The display plan will start by being rotated every year and then

every six (6) months after that. The cost of banner per year per pole will be \$500. Urban Planning Committee will select the art, ensure printing and sewing and commissioning the graphic artist. The design of the banner will include the BID logo and historic Santa Fe Drive picture with link to Santa Fe Drive history website on the back and the Art District with selected art on the front. The payment for the graphic artist and for the printing and sewing have all been donated. David requested that the BID pay for \$1500 installation fee of the poles and banners.

**Motion to agree to pay for the \$1500 installation fee for the banners.**

Lindi Sinton motioned first, Debbie seconded and all were in favor, none opposed.

**BOARD CLOSED SESSION**

BID members all agreed that the BID should try to improve communication with the business and property owners on the corridor. It was recommended that the BID endeavor to have exclusive SFDBID and SFAD meetings at least twice a year. Jack and Cheryl agreed to reach out to Amy from SFAD before the next meeting.

Art District membership - After reviewing the membership options for the Art District it was agreed to sign up the BID for a Business Membership.

It was also decided that to follow our own bylaws BID meeting proceedings need to be structured as follows;

- All BID meetings must be public unless sensitive matters are being addressed.
- For the BID to have a private executive session, there must be an outlined reason and the session must be electronically recorded.
- Public comments are to be heard by the BID after a motion, before a vote and at the end of meeting sessions and to be timed to 3 minutes each. Also those who are allowed to speak should be affiliated with the neighborhood.
- No solicitations
- Agenda items will also be timed, the amount of time allotted will be case by case but decided and announced before each meeting.
- Year to date financials are to be available at every BID meeting
- BID meetings are to be held monthly
- Entire year meeting schedule should be on the website.

**Meeting Adjourned**

5:20 pm

**Next Meeting**

March 20th, 2018 at 3:00 pm – Semple Brown, 1160 Santa Fe Drive