

Business Retention & Development Committee

Monday, September 14, 2020

8:00 AM

Rescheduled Regular Electronic Meeting

This meeting will be held electronically. Residents interested in listening to the meeting or making public comments can join in one of two ways:

- 1) You can call in to 888-788-0099, Webinar ID# 896 5297 3062
- 2) You can log in via your computer. Please visit the City's website to link to the meeting:
<https://www.louisvilleco.gov/government/boards-commissions/business-retention-development-committee>

The Committee will accommodate public comments as much as possible during the meeting. Anyone may also email comments to the Committee prior to the meeting at MPierce@LouisvilleCO.gov.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of August 3, 2020 Meeting Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Business Matters of Committee:
 - Discussion- Scheduled Business Retention Visits
 - Discussion- Economic Vitality 2021 Budget Update
 - Discussion- Louisville's Recovery & Improvement Program Update
 - Discussion/Direction- 2020/2021 Committee Work Plan
- VII. Committee Updates
- VIII. Reports from Committee Members
- IX. Items for Next Meeting (October 5, 2020): To be determined
- X. Adjourn

Citizen Information

Persons with disabilities planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact Megan Pierce @ 303-335-4531. A forty-eight-hour notice is requested.

City of Louisville

City Manager's Office *749 Main Street* *Louisville CO 80027*
303.335.4533 (phone) *303.335.4550 (fax)* *www.LouisvilleCO.gov*

Business Retention and Development Committee

Meeting Minutes

**August 3, 2020
Electronic Meeting**

- I. **CALL TO ORDER** –The meeting was called to order by Committee President Oberholzer at 8:04 AM.
- II. **ROLL CALL** – Committee Members present: Jim Bolt, Barbara Butterworth, Steve Erickson, Mark Oberholzer, Amy O’Neill, and Warren Merlino. Committee Members absent: None. Staff present: Economic Vitality Director Megan Pierce. There were four members of the public in attendance.
- III. **APPROVAL OF AGENDA** – Mr. Oberholzer made a motion to approve the agenda as presented; Ms. O’Neill seconded the motion. Motion passed.
- IV. **APPROVAL OF JULY 6, 2020 MINUTES** – Mr. Erickson made a motion to approve the BRaD Committee meeting minutes of July 6, 2020; Ms. O’Neill seconded the motion. Motion passed.
- V. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:** None.
- VI. **BUSINESS MATTERS OF THE COMMITTEE:**
 1. **Discussion/Direction- Business Retention Visits:** Director Pierce shared a list of recommended businesses for virtual retention visits. The Committee briefly discussed how commercial developers and the City’s attraction efforts for businesses is related to the work of BRaD. The Committee also suggested several other businesses for visits, including: Uber, Fjallraven, Ironman North America, Hope Foods, and Medtronic. Director Pierce will start outreach and send dates to the Committee for scheduling.
 2. **Discussion/Direction- 2020 Business Forum:** The Committee continued its discussion from July about whether to host a business forum, including the option to do so virtually. There was consensus to not plan a forum event in 2020 and to re-evaluate options in 2021.

3. **Discussion- Louisville's Recovery & Improvement Program Update:** Director Pierce provided an update on the new matching grant program currently being recommended by the Economic Vitality Committee to the City Council. The program will be considered by the Council on August 11. Again the Committee discussed involvement in helping to disseminate program information and assist businesses with applications.

VII. COMMITTEE UPDATES: Related to the 2020 Work Plan, the Committee discussed that it should have more definition to its purpose and role. At the next regular meeting, BRaD will brainstorm about potential initiatives or other ways to activate the Committee. Director Pierce will distribute the current Work Plan to the Committee for ideas prior to the next meeting.

VIII. REPORTS FROM COMMITTEE MEMBERS: None.

IX. ITEMS FOR NEXT MEETING: The next regular BRaD meeting would be Monday, September 7 @ 8 AM. Due to the Labor Day holiday, the Committee agreed to reschedule its regular meeting for Monday, September 14 @ 8 AM. This meeting will be conducted virtually.

X. ADJOURNMENT: Mr. Oberholzer moved to adjourn the meeting; Ms. Butterworth seconded the motion. Motion passed and meeting adjourned at 9:16 AM.

SUBJECT: DISCUSSION/DIRECTION- BUSINESS RETENTION VISITS

DATE: SEPTEMBER 14, 2020

PRESENTED BY: MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR

SUMMARY:

In July, the BRaD Committee reviewed some of its 2020 planned initiatives that have been disrupted by the COVID-19 pandemic, including regular business retention visits. In August the Committee affirmed retention visits should be conducted virtually and that the re-opening of City Hall would be used to guide a transition back to in-person visits in the future.

DISCUSSION:

Based on suggestions from the Committee and staff, outreach was conducted to businesses to gauge interest in retention visits. In addition, staff distributed an e-blast advertising the opportunity for retention visits with the BRaD Committee. The e-blast was distributed on Thursday, August 13 (please see *Attachment #1*).

Unfortunately, interest thus far has been pretty low. There seems to be a combination of businesses that are overwhelmed with other priorities and those that feel business is good and they just want to stay focused. All that responded were appreciative of the outreach and to know about the program, so staff will track contacts for the future. The e-blast generated one retention visit request.

Staff has also reached out to all of the following businesses to-date:

- Jules Gourmet Catering (not at this time, too busy)
- Alem International (possibly, will look for dates in September)
- Bixbi Pet (not interested at this time, business doing well)
- Izzio Artisan Bakery (no response)
- Fjallraven (not at this time, possibly after pandemic)
- Gaia (not at this time, possibly after in person visits resume)
- Koru Chiropractic (anticipated 9/11/20)
- Omni Promotional (corresponding to schedule)
- Ziggi's Coffee (not at this time, possibly after pandemic)
- Dova Center for Health and Healing (corresponding to schedule)
- Hope Foods (no response)

Staff will continue pursuing businesses about scheduling retention visits. Staff has been able to conduct several in-person and virtual meetings, but most of these have been on demand and based on other inquiries or issues.

SUBJECT: BUSINESS RETENTION VISITS

DATE: SEPTEMBER 14, 2020

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Several local businesses have recently received very positive recognition. Staff outreached to each of these businesses to congratulate them and also offer retention visits. Notes are shown below:

- Bioscience Manufacturer of the Year from 2020 Colorado Manufacturing Awards:
 - Molecular Products, Inc.- Outreach, waiting to hear back
- Inc. Magazine's 5000 Fastest Growing Companies in the United States:
 - #1,821, Unified Building Group- Brief call with owner
 - #2,176, Office Evolution- Contacted, not at this time
 - #2,352, Solid Power- Contacted, had retention visit in December 2019

Staff will continue attempting to make contacts but it may be necessary to revise expectations about the number of visits that will be conducted given the heavy weight of issues local business owners are facing.

RECOMMENDATION:

Review the information and provide direction on future retention visits.

ATTACHMENTS:

- Attachment #1: BRaD E-mail "Request a Retention Visit" (August 13, 2020)



Business Retention Visits

The Business Retention & Development Committee (BRaD) was established to provide guidance to the Louisville City Council on policies that foster a vibrant and thriving business community. One of the Committee's ongoing programs in support of that mission is conducting Business Retention Visits.

Retention Visits are an opportunity for you to help us better understand your business and goals-- this can lead to improvements and suggestions of new ways for the City to support a vibrant business climate.

The BRaD Committee is seeking requests for visits. Due to the pandemic, visits

in the near-term will be scheduled virtually. The Committee looks forward to the time when it can restart in-person visits.

Interested in scheduling a visit or learning more? Please contact Economic Vitality Director Megan Pierce: mpierce@louisvilleco.gov or 303-335-4531.

To learn more about the BRaD Committee, please visit the [committee page on the City website](#).

SUBJECT: DISCUSSION- ECONOMIC VITALITY 2021 BUDGET UPDATE

DATE: SEPTEMBER 14, 2020

PRESENTED BY: MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR

SUMMARY:

Staff shared an overview of the Economic Vitality budget with the Committee in March. Since that time, 2020 operation budgets have been amended. Another set of reductions was also made and will be carried forward into the future budget years.

DISCUSSION:

Going into this fiscal year, the Economic Vitality operations budget was \$72,250. This amount excludes personnel expenses (salary and benefits) as well as other standing committed expenses (parking leases and Chamber of Commerce retention). Going into 2021, the operations budget will be approximately \$17,000 (again excluding personnel, parking leases, and Chamber). The major categories of expenses in the 2021 budget include:

Amount	Program / Activity
\$3,500	Advertising and marketing and printing
\$1,300	Memberships in economic development associations
\$870	Training and travel
\$5,000	Additional retail consultation / strategy services
\$5,000	Business development programming and networking
\$1,000	Commercial real estate appraisals

Fortunately, the necessary budget reductions have not impacted the support offered to local businesses. City Council has approved funding for two business grant programs; \$250,000 for the Emergency Solutions Grant Program and \$150,000 for the Recovery & Improvement Matching Grant Program, both from the City's General Fund. In addition, the City provided the Outdoor Dining Program at no cost to participating businesses and has spent approximately \$23,000 to-date on the Main Street closure. The City Council has taken a vested position in helping businesses recover and stabilize, as the business community provides revenues the City relies upon for services.

It is likely that more budget considerations and amendments may be necessary in 2021, depending on the speed and direction of the economic recovery. Once the Economic Vitality Strategic Plan is more fully developed with priorities, staff will also coordinate with the City Manager if there are high priority areas requiring resources that are not currently provided for in the budget.

SUBJECT: ECONOMIC VITALITY BUDGET UPDATE

DATE: SEPTEMBER 14, 2020

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RECOMMENDATION:

Review the information and propose any questions to staff.

ATTACHMENTS:

None.

SUBJECT: DISCUSSION- LOUISVILLE'S RECOVERY & IMPROVEMENT PROGRAM UPDATE

DATE: SEPTEMBER 14, 2020

PRESENTED BY: MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR

SUMMARY:

Staff has previously provided the BRaD Committee with information about the Recovery & Improvement Matching Grant program that was under development. The program was officially adopted by City Council on August 11, 2020.

DISCUSSION:

Please see *Attachment #1* for the complete agenda materials from the August 11 Council meeting. The approval concurred with the Economic Vitality Committee's (EVC's) recommendation for \$150,000 of initial funding. Councilmembers were supportive of the program and discussed the potential projects businesses might pursue as well as the target audience for funding. Though the idea was again raised about whether the program should be restricted to certain size or type of businesses, it was agreed the amount of funding and timing would likely be some limitation to the funding being allocated to only large businesses. City Council only made one small amendment to the project criteria as presented, which is shown below:

- Program Criteria #1 (from draft application): Project provides for restructuring, retooling, or implementing best practices in a business operation, consistent with public health guidance for physical distancing or sanitation.
- Adopted Criteria #1: Project provides for restructuring, retooling, or implementing best practices in a business operation that addresses applicable public health guidance for physical distancing or sanitation.

An additional component of Council consideration was a template agreement. Applicants approved for funding will be required to enter into an agreement with the City, and Council's action permits the City Manager to administratively approve such agreements.

Having received approval of the program, staff has launched a dedicated program webpage (<https://www.louisvilleco.gov/doing-business/economic-development/incentives-and-grants/recovery-and-improvement-grant-program>), drafted an electronic application form, and is starting promotion and outreach activities. The first program announcement was distributed on August 20 and the program officially opened on September 3. The program application form is included as *Attachment #2*.

Program applications will be accepted through December 31, 2020, or until funding is allocated. Staff will update the City Council on applications and approvals on a regular

SUBJECT: RECOVERY & IMPROVEMENT PROGRAM UPDATE

DATE: SEPTEMBER 14, 2020

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basis. So far, the reception from businesses have been positive and it has been helpful to be able to have conversations to help businesses prepare what they might submit for funding.

The Committee previously discussed being part of the process to make businesses aware of the program or to assist applicants on applications. Staff suggests the Committee further consider this commitment and how to approach it over the next month.

RECOMMENDATION:

Review the information and propose any questions to staff.

ATTACHMENTS:

- Attachment #1: City Council August 11, 2020 Meeting Materials Related to the Recovery & Improvement Program
- Attachment #2: Recovery & Improvement Matching Grant Program Application



CITY COUNCIL COMMUNICATION AGENDA ITEM 1

**SUBJECT: APPROVAL OF RESOLUTION NO. 60, SERIES 2020 – A
RESOLUTION APPROVING A RECOVERY AND IMPROVEMENT
PROGRAM AND A FORM OF GRANT AGREEMENT**

DATE: AUGUST 11, 2020

PRESENTED BY: MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR

SUMMARY:

At the May 6 and May 22 Economic Vitality Committee (EVC) meetings, the Committee discussed the City's current Business Assistance Program (BAP) and recent applicants, as well as asked staff to explore program alternatives focused on existing business retention and recovery from the COVID-19 pandemic. A proposal for Louisville's Recovery & Improvement Program was presented at the June 19 EVC meeting. The Committee, along with members from Louisville's Revitalization Commission (LRC), provided feedback. The revised program resulting from June 19 was also discussed with the LRC on July 8.

Most recently, the EVC reviewed updated program information and a draft application at its July 17 meeting. The Committee provided additional input and recommended advancing the program to City Council for consideration and approval of funding. As with the Emergency Solutions Grant Program in April, any grant program should be approved by legislative action of the City Council, with findings as to the public purpose served by the program.

DISCUSSION:

The Recovery & Improvement Program shares some similarities with the City's existing Business Assistance Program and with the Emergency Solutions Grant Program launched earlier this year. This program seeks to retain Louisville's existing businesses that are attempting to re-open and recover from the COVID-19 pandemic. The focus has been on creating a structure for grants that fund building projects necessary to transform the way businesses operate as a result of the pandemic as well as improvements to make sure commercial buildings stay vibrant during difficult economic circumstances. Between discussions of the EVC and LRC, staff has developed and refined program criteria, process, and funding.

Should the City Council wish to approve this program, the City Attorney has drafted a Resolution (*Attachment #1*) as well as the form of a Grant Agreement (*Attachment #2*). An overview of the program, as well as details on eligibility and criteria, is contained in a draft Recovery & Improvement Program application (*Attachment #3*).

As proposed, the Recovery & Improvement Program would be open to all actively licensed brick-and-mortar businesses within the City of Louisville that are current on all

SUBJECT: RESOLUTION NO. 60, SERIES 2020

DATE: AUGUST 11, 2020

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City accounts at time of application. To be eligible, the business must also have been in operation as of March 10, 2020. The Committee has recommended five program criteria, and an applicant would need to describe in the application how a project meets at least one criterion. The criteria were contemplated and designed to make investments in the local business community. The draft application also outlines project examples for each criteria to help applicants understand if the program is a fit for their project. This application is slightly more involved than the one employed for the Emergency Solutions Grant Program, because each applicant will need to provide project information, how it relates to recovering from the pandemic, as well as details about project costs.

The structure of the program aligns with incentivizing businesses to take actions that will allow them to recover and stabilize. The City would provide 50% of an eligible project cost, up to \$10,000—with funds disbursed at application approval. The business will also need to demonstrate or pledge the matching project funds. Each approved applicant would be required to enter into an agreement with the City, as drafted by the City Attorney. Applications and agreements would be administratively reviewed and approved by staff, with updates on the program progress provided to City Council.

Also distinct from the Emergency Solutions Grant program, staff recommends receiving and processing applications on a rolling basis. Staff would advertise and promote the program for several weeks before opening in early September. The program would be anticipated to run through December 31, 2020, but could expire sooner if all program funding is allocated. Businesses are only eligible to be approved for one project under the program, and only future work is covered (expenses cannot be submitted for work already completed or in-process). Staff anticipates receiving a wide variety of requests—ranging from small awards to significant construction projects. The promotional period and rolling application will allow for both small and large projects to understand the program, design a project that meets the criteria, and submit required materials.

Though awarding funding at project commencement will incentivize businesses who may otherwise lack the cash flow to perform work, it does mean the program will have additional steps after approval and carries some risk. Staff will need to track project process and at close-out ensure an accounting of the project expenses matches reasonably with what was approved. A large project approved under the Recovery & Improvement Program could also extend past the end of the year, if the business owner needs to obtain quotes, permits, and landlord approval. A business could also receive funds and then not be able to sufficiently recover to remain in business for the long-term—meaning the funds may be used appropriately but not sustainably.

The LRC has considered the Recovery & Improvement Program at two of its recent meetings and discussed entering into a similar arrangement with the City as it did for the earlier grant program. However, at this time, the LRC is waiting to review the final

CITY COUNCIL COMMUNICATION

form of an approved program and compare funding opportunities with its other Work Plan opportunities.

FISCAL IMPACT:

The Economic Vitality Committee recommends an initial funding amount of \$150,000 from the City’s General Fund. It is anticipated these program funds would be reimbursable under the CARES Act.

PROGRAM/SUB-PROGRAM IMPACT:

The Recovery & Improvement Program is related to the sub-program objective to maintain positive business relationships throughout the community and to retain a diverse mix of businesses within Louisville.

RECOMMENDATION:

Staff recommends approval of the Resolution to launch Louisville’s Recovery & Improvement Program to support businesses in their re-opening and recovery efforts.

ATTACHMENTS:

- 1. Resolution
- 2. Form of Grant Agreement
- 3. Recovery & Improvement Program Application (Draft)
- 4. Presentation

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input checked="" type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

RESOLUTION NO. 60
SERIES 2020

**A RESOLUTION APPROVING A RECOVERY AND IMPROVEMENT PROGRAM AND
A FORM OF GRANT AGREEMENT**

WHEREAS, the City of Louisville (the “City”) is a home-rule city and municipal corporation duly organized and existing under and pursuant to Article XX of the Colorado Constitution and Charter of the City; and

WHEREAS, the Novel Coronavirus 2019 (COVID-19) Pandemic is causing widespread human and economic impacts to the City of Louisville; and

WHEREAS, on March 15, 2020, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville (the “Mayor’s Declaration”) in response to COVID-19; and

WHEREAS, by Resolution No. 27, Series 2020, adopted on March 16, 2020, the City Council continued in effect the Mayor’s Declaration until terminated by resolution of the City Council; and

WHEREAS, on May 18, 2020, Colorado Governor Jared Polis issued Executive Order D2020-70 Directing the Expenditure of Federal Funds pursuant to the Coronavirus Aid, Relief, and Economic Security Act of 2020 (“CARES Act”); and

WHEREAS, CARES Act funds will be distributed to Boulder County and allocated to the City and other municipalities located within Boulder County pursuant to a collaborative agreement executed between the County and the municipalities, and which funds may be used by the City to assist its local businesses with recovery efforts as set forth in the proposed Recovery and Improvement Program; and

WHEREAS, the City’s Strategic Plan includes a Vibrant Economic Climate as a key goal of the City, with a sub-program objective to attract and retain a diverse mix of businesses within the City; and

WHEREAS, the City Council finds that maintaining a balanced and stable economy is best achieved by retaining a wide variety of businesses within the City, as each contributes to the overall fabric of the City’s economy and the health, welfare, and enjoyment of its residents; and

WHEREAS, while everyone in the City has been impacted by COVID-19, the City Council finds the business community has been uniquely impacted by efforts required to slow the spread of the virus, including but not limited to social distancing restrictions, and that it would serve an important public purpose to address the inequality in the distribution of public

burdens so that the business community does not pay more dearly than others for the restrictions put in place to protect the public health; and

WHEREAS, the City Council further finds that providing further assistance to businesses located within the City that have been impacted by COVID-19 would serve the important public purpose of stabilizing, improving and extending a valuable source of municipal revenue; and

WHEREAS, the City Council has reviewed the Recovery and Improvement Program, a copy of which accompanies this Resolution, and finds it should be approved in order to preserve the health, safety and public welfare of the City and its residents; and

WHEREAS, the City Council has also reviewed the form of the Recovery and Improvement Program Grant Agreement, a copy of which accompanies this Resolution, and finds it should be approved and the City Manager should be authorized to execute the same as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. The proposed Recovery and Improvement Program is hereby approved, with an expenditure in the amount of one hundred and fifty thousand dollars (\$150,000) from the City's general fund.

Section 2. The City Manager or her designee is authorized and directed to administer the program in accordance with its terms, including approving Program applications.

Section 3. The City Manager is authorized to execute agreements with Program grant recipients in the form of the Recovery and Improvement Program Grant Agreement that accompanies this resolution, and the City Manager is hereby further authorized to negotiate and approve such revisions to said Grant Agreement as the City Manager determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Grant Agreement are not altered.

PASSED AND ADOPTED this 11th day of August, 2020.

Ashley Stolzmann, Mayor

ATTEST:

Meredyth Muth, City Clerk

RECOVERY AND IMPROVEMENT PROGRAM
GRANT AGREEMENT

THIS RECOVERY AND IMPROVEMENT PROGRAM GRANT AGREEMENT (hereinafter “Grant Agreement” or “Agreement”) is made and entered into this ____ day of _____, 20__, by and between the City of Louisville, a Colorado home rule municipal corporation (hereinafter “City”) and _____, a [insert entity type] (hereinafter “Business Owner”).

WHEREAS, the City of Louisville (the “City”) is a home-rule city and municipal corporation duly organized and existing under and pursuant to Article XX of the Colorado Constitution and Charter of the City; and

WHEREAS, the Novel Coronavirus 2019 (COVID-19) Pandemic is causing widespread human and economic impacts to the City of Louisville; and

WHEREAS, on March 15, 2020, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville (the “Mayor’s Declaration”) in response to COVID-19; and

WHEREAS, by Resolution No. 27, Series 2020, adopted on March 16, 2020, the City Council continued in effect the Mayor’s Declaration until terminated by resolution of the City Council; and

WHEREAS, on May 18, 2020, Colorado Governor Jared Polis issued Executive Order D2020-70 Directing the Expenditure of Federal Funds pursuant to the Coronavirus Aid, Relief, and Economic Security Act of 2020 (“CARES Act”); and

WHEREAS, CARES Act funds will be distributed to Boulder County and allocated to the City and other municipalities located within Boulder County pursuant to a collaborative agreement executed between the County and the municipalities, and which funds may be used by the City to assist its local businesses with recovery efforts as set forth herein; and

WHEREAS, the City Council has taken several actions intended to help its residents and businesses with the impacts of COVID-19, including approval of an Emergency Solutions Grant Program in April 2020 to provide assistance to City businesses with immediate needs brought on by COVID-19; and

WHEREAS, the City Council finds the City’s business community is faced with more longer-term needs for building projects and improvements necessary to transform business operations as a result of the pandemic and for façade improvements to ensure commercial buildings remain vibrant and contributing to the overall economic health and wellbeing of the City into the future; and

WHEREAS, on _____, 2020, the City Council adopted Resolution ____, Series 2020, approving the Recovery and Improvement Program and delegating to the City Manager the authority

to approve applications made pursuant to such Program and to execute Grant Agreements for the Program; and

WHEREAS, the City and Business Owner desire to enter into this Grant Agreement to define the roles and responsibilities of each of the parties regarding the receipt and use of funds and adherence to Program requirements.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. AMOUNT OF GRANT; USE OF GRANT FUNDS: Following execution of this Grant Agreement, the City agrees to provide funding to Business Owner in the amount of \$ _____ (the "Grant"). Such amount is calculated as fifty percent (50%) of eligible Program expenses as set forth in the Program application (the "Work"), not to exceed \$10,000. The City shall not make any disbursements of Grant funds unless and until the City has determined that the elements of the work for which funding is requested is in compliance with the approved Grant Application and all applicable plans, specifications, approvals and requirements. The Business Owner shall submit an IRS Form W-9 completed and signed by the Business Owner before any payment to Business Owner is issued by the City. City disbursements shall be made payable to the Business Owner and to no other party. The Business Owner is responsible for ensuring that all contractors and suppliers are paid.

2. USE OF FUNDS; DOCUMENTATION: A. Following completion of the Work, the Business Owner shall provide the City with invoices and other documents showing how funds provided to Business Owner were used to complete the Work for which Grant funding was provided. Each invoice shall contain sufficient detail regarding the elements of the Work and shall relate directly to the Work items detailed in the Program application. Business Owner shall provide true and complete copies of all related payment records, agreements and orders for labor and materials, and such other supporting documentation as the City may require.

B. Business Owner shall also document its expenditure of the full amount of the corresponding match requirement for those elements of the Work subject to matching requirements. Match requirements may not be satisfied by any work performed prior to the date of execution of this Agreement.

3. INSPECTION AND AUDIT; ERRONEOUS PAYMENT: The City and its duly authorized representatives shall have access to all books, documents, papers, electronic files and records of the Business Owner that are related to this Agreement for the purpose of making audits and examinations and determining compliance with this Agreement. The City shall have access to the originals of all such materials and may make and keep copies thereof. If the City upon audit or otherwise determines that any amount has been paid to Business Owner in error for any reason, including, but not limited to overpayments or improper payments, then such funds shall be immediately repaid to the City upon demand and the same may be collected by any appropriate method as a debt to the City. Amounts not so repaid within 15 days of demand shall bear interest at the rate of one and one-half percent from the time of demand until the date of payment.

4. COMPLETION OF WORK: The Business Owner will undertake the construction of the Work in a timely manner. The Business Owner has twelve months to complete the Work, which time period shall begin upon execution of this Agreement.

5. OTHER COSTS: Each party shall bear its own legal, accounting, overhead and administrative costs incurred in the drafting, execution or performance of this Agreement.

6. COMPLIANCE WITH CITY ORDINANCES: The Business Owner shall comply with all applicable City ordinances, resolutions and building codes and shall be responsible at its own expense for obtaining and complying with all building and other permits required by the City for the completion of the Work.

7. TAX IMPLICATIONS: The City shall disclose to the Internal Revenue Service the amount of grant funds distributed to the Business Owner in accordance with the Internal Revenue Code and shall provide to the Business Owner an IRS Form 1099 showing the amount received. The Business Owner acknowledges and understands that grant funds may constitute taxable income. The City makes no representations or warranties concerning the tax consequences to the Business Owner as a result of receiving the grant funds.

8. FAILURE TO COMPLY; REPAYMENT TO CITY: Business Owner acknowledges and agrees that any and all payments received from the City pursuant to this Agreement may become subject to repayment for failure to comply with the terms and conditions of this Agreement or the Grant program. If the Business Owner shall fail to comply with the terms and conditions of this Agreement or Grant program requirements, the City shall have the rights specified herein, which shall be in addition to any rights the City may have at law or in equity. If the City believes that the Business Owner has failed to comply with the terms and conditions of this Agreement or Grant program requirements, it shall provide Business Owner with written notice thereof and a reasonable opportunity to cure such failure. If the City is unsatisfied with Business Owner's cure of any such failure, it may upon written notice to Business Owner terminate the Business Owner's right to Grant payments or suspend further Grant payments until such failure is cured, and may require repayment of any Grant funds spent in violation of this Agreement or Grant program requirements. Any termination or suspension of Grant payments pursuant to this section shall be effective upon the date of written notice provided by the City.

9. NOTICE: Any notices or communication required or permitted hereunder shall be given in writing and shall be personally delivered, or by United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed as follows:

City:
Attn: City Manager
749 Main Street
Louisville, CO 80027

[Insert Name of Business Owner]

or to such other address or the attention of such other person(s) as hereafter designated in writing by the parties. Notices given in the manner described above shall be effective, respectively, upon personal delivery or upon mailing.

10. ENTIRE AGREEMENT; AMENDMENTS: This writing constitutes the entire Agreement between the parties hereto with respect to the subject matter herein, and shall be binding upon and inure to the benefit of the respective successors and assigns of said parties. This Agreement may be amended only by written agreement approved by both parties.

11. NO JOINT VENTURE OR PARTNERSHIP: Nothing contained in this Agreement is intended to create a partnership or joint venture between the City and the Business Owner with respect to the Work, and any implication to the contrary is hereby expressly disavowed. It is understood and agreed that this Agreement does not provide for the joint exercise by the parties of any activity, function or service, nor does it create a joint enterprise, nor does it authorize any party hereto to act as an agent of the other party hereto for any purpose.

12. GOVERNING LAW AND VENUE: This Agreement shall be governed by the laws of the State of Colorado and venue shall lie in the County of Boulder.

13. NO LIABILITY; NO WAIVER OF IMMUNITY: The City shall in no manner be liable to the Business Owner or any other person for any monies expended or liabilities incurred by the Business Owner in connection with the Grant program, whether or not the Business Owner is actually paid any funds from the Grant program. No portion of this Agreement shall be deemed to constitute a waiver of any immunities the parties or their officers or employees may possess, nor shall any portion of this Agreement be deemed to have created a duty of care which did not previously exist with respect to any person not a party to this Agreement.

14. NO THIRD PARTY BENEFICIARY ENFORCEMENT: It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned parties and nothing in this Agreement shall give or allow any claim or right of action whatsoever by any other person not included in the Agreement. It is the express intention of the undersigned parties that any entity other than the undersigned parties receiving services or benefits under this Agreement shall be considered to be an incidental beneficiary only.

15. ASSIGNMENT: This Agreement may not be assigned by the Business Owner without the prior written consent of the City, which consent may be given or withheld in the City's sole discretion.

16. INDEMNIFICATION: The Business Owner shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations, or omissions of the Business Owner, its officers, employees, contractors, agents, representatives or other persons acting under the Business Owner's direction or control in performing or failing to perform any obligation of Business Owner under this Agreement or in any matter related to completion of the Work. To the fullest extent allowed by law, the Business Owner will indemnify and hold harmless the City, its elected and appointed officials, and its employees, agents and representatives (the "indemnified parties"), from any and all liability, claims, demands, liens, claims on funds, actions, damages, losses, judgments, costs or expenses, including but not limited to attorney fees, which may be made or brought or which may result against any of the indemnified

parties as a result or on account of the actions or omissions of the Business Owner, its officers, employees, contractors, agents or representatives, or other persons acting under the Business Owner's direction or control in any manner related to this Agreement or completion of the Work.

17. PAYMENTS TO CONSTITUTE CURRENT EXPENDITURES: Business Owner acknowledges and agrees that all payment obligations under this Agreement are current expenditures of the City, payable in the fiscal year for which funds are appropriated for the payment thereof. The City's obligations under this Agreement shall be from year to year only and shall not constitute a multiple-fiscal year direct or indirect debt or other financial obligation of the City within the meaning of Article X, Section 20 of the Colorado Constitution.

18. LEGAL CHALLENGE; ESCROW: The City shall have no obligation to make any grant payment hereunder during the pendency of any legal challenge to this Agreement. Any funds appropriated for payment under this Agreement shall be escrowed in a separate City account in the event there is a legal challenge to this Agreement.

19. TERMINATION: Unless sooner terminated as provided herein, this Agreement shall terminate and become void and of no force or effect upon the City if Business Owner has not completed the Work in compliance herewith by the date described in paragraph 4. Business Owner shall be obligated to repay the City grant funds received for any Work not completed as of the date of termination of this Agreement.

20. NON-WAIVER: Waiver by the City or the Business Owner of any breach of any term or provision of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other term or provision thereof.

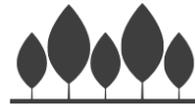
IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed this ____ day of _____, 2020.

BUSINESS OWNER:
[Insert Business Owner Name]

By: _____
Title: _____

CITY OF LOUISVILLE,
a Colorado home rule municipal corporation

By: _____
Heather Balsler, City Manager



RECOVERY & IMPROVEMENT

City of Louisville
Matching Grant Program

Recovery & Improvement Application

City of Louisville Matching Grant Program

The COVID-19 pandemic has had significant adverse economic impacts on the Louisville business community. Recovery & Improvement is a matching grant program focused on assisting businesses that have suffered economic injury to stabilize and improve operations.

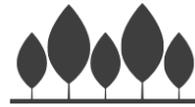
The City Council has authorized \$150,000 of funding to be directed to the Recovery & Improvement Program. The program is anticipated to run through December 31, 2020, but may end earlier if program funds have been spent. Eligible businesses seek 50% matching funds for projects that meet the Program Criteria, with a maximum matching grant of \$10,000. Each eligible business may only receive one funded project under this program. Only projects that have not been completed or previously paid-for will be considered. Program Eligibility and Program Criteria are outlined below.

Applications will be reviewed on a first-come, first-serve basis. Staff will review and approve applications until all funding has been allocated. To process applications efficiently, it is important for applicants to supply complete information. All applicants who are approved for funding will need to sign an agreement with the City—pledging to pay the remaining 50% of the project cost, and to submit documentation showing paid expenses at project completion. A copy of the [template agreement](#) is available on the City's website.

Submitting an application is not a guarantee of a project award, and the City may terminate the Recovery & Improvement Program at any time, for any reason. Prior to submitting an application, you should also ensure you have permission from your landlord if you propose to make any physical changes to your business space. A program application also does not substitute for permit approvals that may be required. You should consult with the Planning and Building Safety Department if you believe your project may require a permit: 303-335-4584 and building@louisvilleco.gov.

Please note that only complete applications will be reviewed.

Questions? Please contact Economic Vitality Director Megan Pierce at 303-335-4531 or mpierce@louisvilleco.gov.



RECOVERY & IMPROVEMENT

City of Louisville
Matching Grant Program

Recovery & Improvement Application

Program Eligibility (you must meet all eligibility factors in order to apply)

1. Are you a brick-and-mortar business, currently licensed in the City of Louisville?

Yes

No

2. Was your business in operation as of March 10, 2020 (date of the Governor's State of Emergency Declaration)?

Yes

No

3. Are you current on all City accounts as of the date of this application (Sales Tax, Use Tax, Lodging Tax, and all Utility accounts, if applicable)?

Yes

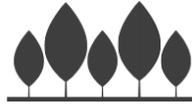
No

4. Only complete and signed applications will be considered. Please submit a W-9 below (this allows the City to process a check if your program application is approved).

Choose File

Choose File

No file chosen



RECOVERY & IMPROVEMENT

City of Louisville
Matching Grant Program

Recovery & Improvement Application

Applicant and Business Information

Privacy Note: All applications will become property of the City of Louisville, and all applications are subject to the Colorado Open Records Act, C.R.S. § 24-6-200.1, et seq., provided that the City will use reasonable efforts to maintain the confidentiality of any confidential financial information submitted, as permitted by law.

5. Please provide your contact information.

Applicant Name	<input type="text"/>
Business Name	<input type="text"/>
Business Address	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Program Criteria

6. Please describe the specific type and amount of economic injury you have experienced as a result of the COVID-19 pandemic.

7. What was your Sales or Use Tax Remittance to the City of Louisville in April 2019 compared to April 2020?

\$ Amount of April 2019 Sales/Use Tax Remittance

\$ Amount of April 2020 Sales/Use Tax Remittance

8. A proposed project must meet at least one of the following criteria. Please select the box(es) that most closely match the project for which you are applying for funding.

- Project provides for restructuring, retooling, or implementing best practices in a business operation that addresses applicable public health guidance for physical distancing or sanitation. Potential project examples include installing plexiglass or new fixtures to separate customers and staff, purchasing sanitation stations, or enhancing indoor ventilation systems.
- Project enhances the exterior appearance of the building facade with improvements such as painting, awnings, and permanent signage. Potential project examples include exterior paint, installation of new awnings, creating and installing permanent signage (temporary signage is not eligible), or developing a public art project to increase vibrancy.
- Project allows business to purchase new interior or exterior furniture and fixtures to accommodate appropriate physical distancing. Proposed project examples include new outdoor seating due to limited indoor capacity, outdoor space canopies/umbrellas, fixtures that allow you to alter interior space for one-way traffic and physical distancing, or furniture that eliminates communal style seating or self-service/buffet options.
- Project improves the physical tenant or building space to accommodate operational, service, or infrastructure changes. Potential project examples include creation of a take-out window or an outdoor patio or contracting to install solar panels to reduce utility costs.
- Project supports a collaboration between two or more Louisville businesses seeking to offer a unique product or community service.

9. Please describe your proposed project, as well as how it aligns with the Program Criteria you selected.

10. Please describe how this project will specifically contribute to your business recovering from the COVID-19 pandemic and being sustainable in the future.

11. What is the estimated project cost?

- If the proposed project is less than \$5,000 in total cost, please provide one quote or bid.
- If the proposed project is \$5,000 or more, please provide at least two quotes or bids.
- If project is \$5,000 or more, and you wish to pursue the higher cost option from your quotes, please provide a justification.

12. Please upload your project quotes or bids.

Choose File

Choose File

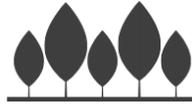
No file chosen

13. Has any part of the proposed project already been completed or paid for?

- Yes
- No
- If yes, please describe.

14. Are you able to pledge 50% of the estimated project cost to match the City's contribution?

- Yes
- No



RECOVERY & IMPROVEMENT

City of Louisville
Matching Grant Program

Recovery & Improvement Application

Acknowledgements and Signature

15. Please check each statement acknowledging that you have read and affirm the information you have submitted with this application is true and accurate to the best of your knowledge.

- Business meets Program Eligibility and Criteria as outlined in the above application.
- Business has experienced a significant decline in revenue as a result of the COVID-19 pandemic.
- Business is in good standing with the City of Louisville with respect to taxes and fees; and is in good standing with the County, State, and Federal governments.
- As of March 10, 2020, business is not subject to an administrative order, civil lien, or civil judgment held by or on behalf of any Federal, State, County, or Municipal government; political subdivision; or special district; or criminal restitution order.
- Any program monies received will be used on the described project-related expenses in Louisville. If approved for funding, the applicant is required to sign an agreement with the City of Louisville-- pledging matching funds-- and to submit proof of expenses at project completion.

16. By typing your name and today's date below, you are providing your digital signature to this application.

Applicant Name:

Applicant Title:

Date:

SUBJECT: DISCUSSION/DIRECTION- 2020/2021 COMMITTEE WORK PLAN

DATE: SEPTEMBER 14, 2020

PRESENTED BY: MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR

SUMMARY:

As the BRaD Committee restarted regular meetings this summer, staff prepared an update of the Committee's 2020 Work Plan. *Attachment #1* shows both Work Plan updates from staff. Unfortunately, many planned activities were disrupted by the pandemic.

DISCUSSION:

At the August 3 Committee meeting, members suggested looking at potential initiatives for later this year and next year. Because of new member transition, it was also suggested the Committee review its purpose and past activities to inform future decisions.

Attachment #2 is a 2018 document from the BRaD Committee, including a mission statement and goals. It appears that this was last shared with the Committee in November 2019. A primary focus of the mission is policy and program input. As reflected in the original planning, BRaD also has historical involvement in retention visits, business forums, and business surveys. Lastly, *Attachment #3* is a topic memo from BRaD in April 2019 that outlined planned meeting activities.

RECOMMENDATION:

Review Work Plan information and BRaD mission and goals to provide input to staff about Q4 2020 and 2021.

ATTACHMENTS:

- Attachment #1: BRaD 2020 Work Plan (with comments, July and August 2020)
- Attachment #2: 2018 BRaD Committee Mission and Goals
- Attachment #3: April 2019 BRaD Committee Memo, Discussion Topics

**Business Retention and Development Committee
2020 Meeting Work Plan**

Revised for 8/3/20
Meeting

Meeting Date	Topic	Notes
January 6, 2020	N/A	Canceled
February 3, 2020	• Plan Spring Business Forum	N/A
	• Local Licensing Authority Overview	Complete
March 2, 2020	• Determine Q2 Retention Visits	N/A
	• Discuss Business Satisfaction Survey	On Hold
	• Post Retention Visit Survey	Complete
4/6/2020 (Canceled)	• Prepare for Annual Council Dinner	Delayed Indefinitely
	• City & Business Communications	On Hold
5/4/2020 (Canceled)	• Discuss Economic Vitality Strategy	Discussed July 6, 2020
	• Review City Programs for Business Incentives	On Hold
6/1/2020 (Canceled)	• Determine Q3 Retention Visits	N/A
	• Provide Input for Business Resource Guide	On Hold
	• Review Cost of Development Scorecard	On Hold
July 6, 2020	• Plan Fall Business Forum	Discussed; review again in August
	• Business Retention Visit Planning	Discussed; review again in August
	• Ideas for Business Support/Recovery	Discussed

**Business Retention and Development Committee
2020 Meeting Work Plan**

Meeting Date	Topic	Notes
August 3, 2020	• 2020 Business Forum	
	• 2020 Retention Visits (virtual)	
	• Recovery & Improvement Program Update	
September 7, 2020	• Retention Visit Update/Scheduling	
	• Economic Vitality Budget Update	
October 5, 2020	• TBD	
November 2, 2020	• TBD	
December 7, 2020	• TBD	

Other Proposed Topics:

- PACE Programs/Green Biz Program
- Website Resources for Businesses
- Commuting Solutions Presentation

**Business Retention and Development Committee
2020 Meeting Work Plan**

Version from 7/6/20
Meeting

Meeting Date	Topic	Notes
January 6, 2020	N/A	Canceled
February 3, 2020	• Plan Spring Business Forum	Staff suggests revising this concept and potentially reorienting the two planned in-person forums to one virtual forum. Discuss potential topics, approach, and timing
	• Local Licensing Authority Overview	Complete
March 2, 2020	• Determine Q2 Retention Visits	Initial contacts for Q2 retention visits were made prior to pandemic shutdown. Committee should discuss timing and approach to future retention visit programming
	• Discuss Business Satisfaction Survey	On hold- City did COVID-19 Impact Survey in March as well as asked informational questions as part of the Emergency Solutions Grant program in April. Suggest delaying consideration of satisfaction survey until determined if we need to survey about additional re-opening and recovery focused support
	• Post Retention Visit Survey	Complete
4/6/2020 (Canceled)	• Prepare for Annual Council Dinner	2020 Council dinners with boards and commissions have been delayed indefinitely based on lack of guidance/allowance for in-person gatherings
	• City & Business Communications	On hold- Communications have been heavily focused on short-term program needs. Suggest this might be a topic for early fall, once the communication needs related to the pandemic have lessened
5/4/2020 (Canceled)	• Discuss Economic Vitality Strategy	On July 6, 2020 meeting agenda
	• Review City Programs for Business Incentives	On hold- This discussion will be tied in with Council consideration of our Business Assistance Program (BAP). Based on the status of the Economic Vitality Strategic Plan, staff does not yet have a revised target date for that discussion

**Business Retention and Development Committee
2020 Meeting Work Plan**

Meeting Date	Topic	Notes
6/1/2020 (Canceled)	<ul style="list-style-type: none"> • Determine Q3 Retention Visits 	See above
	<ul style="list-style-type: none"> • Provide Input for Business Resource Guide 	On hold- This project has been deprioritized; staff does not have an anticipated date for review
	<ul style="list-style-type: none"> • Review Cost of Development Scorecard 	On hold- This project has been deprioritized; staff does not have an anticipated date for review
July 6, 2020	<ul style="list-style-type: none"> • Plan Fall Business Forum 	See above
	<ul style="list-style-type: none"> • PACE Programs/Green Biz Program 	This review/discussion is one that could be held virtually and might be ripe for fall, given the rescheduling of the Green Business Breakfast
August 3, 2020	<ul style="list-style-type: none"> • Website Resources for Businesses 	On hold- The City is still in process with redesign of the City website, but it has been delayed by the pandemic. Staff suggests we could tie this topic in with business communications more generally, again, probably a few months in the future. Economic Vitality staff continues to create new pages and content, especially focused on business resources for the pandemic
	<ul style="list-style-type: none"> • Commuting Solutions Presentation 	Staff partnered with Commuting Solutions for a business webinar in late May. This review/discussion is another that could be held virtually depending on desirability or tie in with other priorities

**Business Retention and Development Committee
2020 Meeting Work Plan**

Meeting Date	Topic	Notes
September 7, 2020	• Determine Q4 Retention Visits	See above
October 5, 2020	• TBD	
November 2, 2020	• TBD	
December 7, 2020	• TBD	

LOUISVILLE ECONOMIC MISSION & GOALS

Provide guidance to the City Council on policies that foster a vibrant and thriving business community.

The goal is to ensure long-term revenue through the creation and promotion of a business-friendly climate, while maintaining a high quality of life for residents and workers.

**Sustainable Revenue**

- Diversify revenue sources
- Methodical long-term planning
- A culture of adaptability and responsiveness

**Business Friendly**

- Healthy Communication
- Efficient processes and decision making
- Supportive of existing business
- Proactively market and communicate to new biz

**Quality of Life**

- Create environment for high wage jobs
- Continue to protect, invest and market our amenities
- Continue to protect and invest in our community

BUSINESS RETENTION AND DEVELOPMENT COMMITTEE

SUBJECT: 2019 BRAD POTENTIAL DISCUSSION TOPICS

DATE: APRIL 1, 2019

PRESENTED BY: AARON DEJONG, ECONOMIC DEVELOPMENT

As requested in the March 2019 BRaD meeting, below is a draft topic calendar for future BRaD meetings.

2019 BRaD Topic Draft Calendar

As of: 3/7/2019

Month	Topic 'Parking Lot'
April	
Sign Code	Height Calculations
Business Forum	Phillips 66 Property
	Development Fees
May	Marketing Program
Business Forum Planning	Downtown Retail
	Transit Oriented
Transportation Master Plan	Development
McCaslin GDP Amendment	Industry Diversification
June	
BAP Program Overview	
Design Guidelines	
July	
cancel for Independence Day?	
August	
Fall Business Forum Discussion	
September (Will need to move for Labor Day)	
Downtown Parking	
October	
November	
December	

Below are descriptions for each mentioned topic above.

Review the City's Business Assistance Program (BAP) and compare to what other municipalities are doing

Louisville's BAP program has been available to encourage business and retail growth for many years. Conduct a review of offered incentives and other communities programs. Also review projects that did not locate in Louisville to learn lessons from lost projects.

Investigate the development fees and costs of doing business in Louisville compared to other cities

How does the cost of doing business in Louisville compare to neighboring communities. Look specifically at impact Fees, utility fees, utility rates, and taxes.

Discuss downtown parking challenges

Economic growth in downtown has continued since 2014. There is very little vacancy, property values continue to increase, and property owners are considering redeveloping their properties to create additional leasable space to accommodate current and future demand. A main component in evaluating redevelopment options is satisfying the off-street parking requirements. Property owners are unsure how the City plans to address parking challenges.

The BRaD committee last addressed this topic in December 2018.

Review of marketing brochures and discuss ways to promote existing businesses

Assist Staff in developing new marketing documents to use when interacting with potential new businesses. Review the current documents and make modifications to increase their value and effectiveness. Investigate implementation of a "Buy Local" campaign to encourage residents to shop within the community.

The BRaD Committee encouraged funding for added funding for communications in the 2019-20 budget.

Louisville Business Forum

The BRaD Committee has held two business forums in 2018, May and December. The Forum is an opportunity to gather area business leaders and educate, inform, and discuss topics of interest.

Industry sector diversification

Review the primary employer diversification by industry.

Discuss transportation infrastructure

SUBJECT: BRAD POTENTIAL DISCUSSION TOPICS

DATE: APRIL 1, 2019

PAGE 3 OF 3

The City is underway on developing a Transportation Master Plan for Louisville. The Transportation Master Plan (TMP) is like a blueprint that will guide planning, decision making, and project implementation for all modes of transportation in Louisville over the next 20 years and beyond. The plan will correlate with the City's Comprehensive Plan, Sustainability Plan, and provide recommendations to improve safety, increase accessibility, and provide more mobility options for the community.

Discuss Downtown Retail challenges

Successful traditional downtowns have many components to foster/promote/retain a vibrant retail environment. What is going well to encourage retail vibrancy and what efforts and/or changes could be pursued?

Commercial Design Guidelines and Sign Code Update

Planning Staff is working with consultants to update the city's commercial design guidelines and Sign Code. Staff will be bringing a draft to the BRaD committee for review and input in 2019.

McCaslin Area Development Study

City Council is expected to give direction regarding next steps through the McCaslin Area Development Study.

Phillips 66 Property

Discussion of the 400 acre Phillips 66 Property and its role in Louisville's future. What uses for the property would be helpful for growing Louisville businesses?

Height Calculations

Provide input on the rules related to calculating the height of buildings as it relates in the zoning code.

Transit Oriented Development

Have a discussion about Transit Oriented Development and the positives and negatives it may have in Louisville. What locations would be good candidates for a transit oriented development concept?

RECOMMENDATION:

Staff requests the BRaD committee review the topic list to add/delete/modify topics and prioritize the discussions.