

**Downtown Leadership Council
Meeting Minutes
May 27th, 2008
4:00 p.m. in the Mezzanine Conference Room
Daniel Boone Bldg.**

Members Present: Gary Ward, University of Missouri
Bob Hutton, Columbia College
Tim Klocko, Stephens College
Mary Wilkerson, Special Business District
Phil Steinhaus, Columbia Housing Authority
Glen Rice, P & Z Commission
Jay Hasheider, Benton-Stephens Neighborhood Assoc.
Linda Rootes, North Central Columbia Neighborhood Assoc.
Clyde Wilson, East Campus Neighborhood Assoc.
Nick Peckham, City Council Appointee
Randy Gray, City Council Appointee
Tim Teddy, Planning & Development Director
Bernie Andrews, REDI Director
Ken Pearson, Boone County Commission
Brian Treece, City Council Appointee

Staff & Consultants

Present: Mike Mills, Spectrum Consulting, LLC
Tony St. Romaine, City Manager's Office
Bill Watkins, City Manager's Office
John Fleck, GIS Coordinator

Members Absent: Ray Warren, Douglas Park Neighborhood Assoc.

Others Present: Carrie Gartner, Special Business District
Bonnie Mauis
Erika Kubsch, Special Business District
Elliot Njus

Opening Statements

Tony St. Romaine, Assistant City Manager, opened the meeting. He stated that the Downtown Leadership Council has its own webpage on the website where the roles and responsibilities are listed, it has links to minutes, agendas, the Sasaki studies, and any future work products will be posted on the webpage so the DLC can have a central place to go and get the same consistent information.

In the absence of having any officers so far, Tony St. Romaine said he will handle the first two or three items on some of these administrative duties in terms of the approval of minutes, and any changes to the agenda. He will also lead the discussion on the appointment of officers; Chair, Vice-Chair and Secretary. He also developed 4 or 5 items

that the DLC could talk about today as well as continuing the discussion from last time in terms of downtown Columbia and of the boundaries. Also, Mike Mills from Spectrum Consulting is here again to talk about some of his meetings and to look at some of the opportunity sites. There is also an item on the agenda for discussing the Sasaki Study. It has been about a year and a half since Sasaki was here in town, so Tony pulled a few slides and put them into a PowerPoint to give an idea of what has already been looked at. These are opportunity sites, they are flexible, and not tying anybody to any specific properties right now. It will give us a frame work for discussion as to what other types of development might be appropriate and Mike Mills will fill us in with discussion with some of the development properties in anticipation of the MODESA application here in the next couple of months following some feasibility studies that still need to be done. In the packet there should be the minutes, agenda, and also included is a document that was sent to council earlier this week that included a draft TIF policy and procedure and application form.

Approval of Minutes from April 29th, 2008

Suggested Changes: Nick Peckham said on Page 3, next to NFP, “formed back zoning,” should be changed to “form based zoning.”

A motion was made (Gary Ward) and seconded (Nick Peckham) to approve the DLC meeting minutes from April 29th, 2008. Motion carried.

Approval/Changes to the Agenda

Tony St. Romaine reviewed the seven agenda items listed.

He apologized for the confusion on the location of the meeting and verified that the meetings will be held in the Mezzanine Conference Room from this meeting forward. Tony said he appreciated the input he received from the survey as far as the meeting time. Approximately 80% of the committee felt that 4:00 p.m. was a good time, as opposed to a later time in the evening. He appreciates everyone being accommodating to the schedule. There has also been discussion on when future meetings should be held. Tuesday seems to work fairly well in terms of the day of the week. The group still needs to decide how frequently it should meet. This will not be decided now. This will be decided after the appointment of officers.

Tony St. Romaine said he would like to move item 5 ahead of item 4 because the Sasaki study review blends nicely into the discussion of current assets and opportunity sites.

Brian Treece was not at the last meeting and stated he believed it would be beneficial to have everyone introduce themselves. He also asked if there were any clear objectives of things they needed to accomplish today or just discussion. Tony St. Romaine said items 6 and 7 were two of four roles and responsibilities that were listed in the ordinance when this DLC was formed. Item 6, assessing the current opportunities, sites and define the boundaries, does not have to be completed tonight. Last months focus was on what downtown is, what the DLC wants downtown to be in terms of development sites, mixed

use. There were all sorts of different ideas as to what downtown could be. There is no need to actually finalize these tonight.

Everyone who was in attendance introduced themselves.

Appointment of Officers: Chair, Vice-Chair, Secretary

Tony St. Romaine said the ordinance does call for three officers; Chair, Vice-Chair and Secretary. He was asked if it was true that staff members cannot Chair on the committee. He said he did not think it should be a staff member, however, Tim Teddy is on the committee and it needs to be someone on the committee.

Nick Peckham asked what Tony St. Romaine viewed as the responsibilities of the three positions. In terms of the secretary responsibility, Tony said we could provide staff support in order to take minutes. He does not necessarily think the secretary needs to take the minutes. Just in terms of administration, running the meetings, making sure that any key issues that we need to discuss get put on the agenda, helping to lead the committee, he doesn't believe the discussion should be led by staff, it should be someone on the committee.

Clyde Wilson nominated Nick Peckham to Chair the committee.

Mary Wilkerson volunteered to serve as Vice-Chair.

Nick Peckham nominated Brian Treece for Secretary. Brian's only concern was that he would want to continue to be able to participate in the discussions, so as long as there is someone who will be able to take minutes, he doesn't have a problem with it. Tony St. Romaine said there would need to be an accuracy check, to make sure that what has been recorded is accurate.

Tony St. Romaine asked for any other nominations. There were no other nominations.

*Motion was made by Phil Steinhouse to accept by acclamation for all three positions.
Motion carried.*

Tony St. Romaine congratulated all three; Nick Peckham, Chair; Mary Wilkerson, Vice-Chair; Brian Treece, Secretary.

Review Outline of Sasaki Study

Tony St. Romaine provided the committee a few key slides in order to start the discussion about opportunity sites and redevelopment opportunities in the downtown area. He explained that back in March, Council approved the policy for the use of Tax Increment Financing. He provided the document to the DLC. The general policy and policy guidelines are on the third sheet of paper. Currently there are a couple of developers and property owners who are thinking about utilizing the Tax Increment Financing for their particular projects.

This still is in the draft stage. Council is in the process of forming a TIF Commission who will be tasked with reviewing these TIF applications as they come in and getting as much information about them as they can. Reviewing the financial information and use

of incentives increment, will be passed through as a recommendation to City Council who will have the final word on improving these particular TIF projects as they come through. The overview of the TIF process is in the inside cover. This is an application that Mike from Spectrum has helped with, utilizing an application process that City of Independence has been using for quite some time, so we didn't totally recreate the wheel though we have made a few possible alternate language suggestions that we think might fit the use and the downtown development area for the use of TIF financing in this area. This is just for review. As soon as the TIF commission is formed and this application is available for future use we will be updating you on those. You will be hearing about some of these TIF applications.

Committee Member asked "What comprises the TIF commission? How many people and what do they look like?"

Bill Watkins said it will be six members appointed by the Mayor; three by the school district, one by the County and one from other taxing districts.

Committee Member asked, "Council has approved the TIF policy, correct?"

Tony St. Romaine said yes. That policy has been approved, but not the application.

Committee Member asked, "How long does it take to get through the process from start to finish?"

Tony St. Romaine said he thought it will revolve a lot around the complexity of the project, the size, how many public hearings are going to be required, both in front of the TIF commission as well as scheduled public hearings in front of Council, so it will probably be something that takes several months to get through.

Tony St. Romaine said there are links to all of the studies and PowerPoint presentations in flash form on the DLC webpage. Some of them are fairly large, 50-60 slides. Tony provided 6 or 7 slides that he felt were important to give the group as a framework for discussion on opportunity sites in the downtown area. Tony asked John Fleck, the GIS Coordinator, to provide a high resolution map of downtown that will give some focus in terms of where some of these projects could be and what they would look like. According to the Sasaki Land Use Opportunity Studies completed in January of 2007, the goal is to create a model for downtown revitalization distinctive to Columbia, make it economically and culturally vital or attractive (inaudible).

Tony provided the committee some of the planning principles that Sasaki undertook in putting together the study and some of the things that we are listed are some of the things discussed last month and also principles that the downtown visioning group, the topic group, that was part of Imagine Columbia's Future, talked about the redevelopment opportunities in the downtown area. We are encouraging mixed use development, 3 to 5 story density building, building up instead of out.

Assess current assets and additional opportunities within the expanded study area that would assist in the area's redevelopment./Develop and recommend proposed boundaries of an expanded downtown development concept plan and study area.

A copy of a map of downtown area was provided for the committee.

Mike Mills has been tasked with visiting or talking with potential developers for some of the catalytic projects and partnership projects that will be developed. The map shows where some of these projects are proposed. Part of this group's role is to envision a concept for a downtown area utilizing some of the principles that have already been discussed.

Mike Mills' briefed group on the development on the MODESA. Over the last week and a half Mike has meet with some of the stakeholders. Mike will be meeting with Jackie Jones tomorrow to talk about the University's vision. The University is the largest property owner in this part of downtown. Mike described the differences between this MODESA/TIF project as opposed to others.

Mike said there has been discussion of developing an IT communications technology incubator in the downtown which is a mixed use facility. He discussed the reasons for the incubator. A couple developers are interested, have a real long way to go on that business concept. Before we start to spend a lot of money to engage in economic modeling and site planning, do you think we have a chance in the world to develop enough increment to matter to anybody? Mike wants upfront information, so he could make a recommendation to the City whether or not we should go forward or not with the MODESA or alternatively if there are other tools, other than MODESA or in addition to. That info is being collected right now. Getting our hands around what we think the budget will be. Mike hopes to have in the next week and a half, the MODESA framework, including budget recommendations on whether to go ahead or not, maybe alternatives to it and then a revised timeframe leading to final submission of TIF and MODESA application to apply that.

Mike answered several questions posed by the group in regard to the MODESA and TIF and the guidelines and requirements.

Nick Peckham pointed out that at the last meeting Bill had suggested each member give deep thought on "what is downtown"?

Nick suggested that the group be provided with maps of different quadrants of the downtown area. This group could look at question 6 and 7 with respect to four separate chunks of geography and then we could pick a date, perhaps a work session to come together as a group.

The group described and made suggestions of what they wanted identified on the maps for the quadrants.

It was decided that the next meeting for the entire committee would be the 4th Tuesday of each month, therefore the next meeting will be June 24th from 4:00 to 5:30 p.m. in the Mezzanine Conference Room.

Nick decided that the people assigned to different quadrants will meet prior to the regularly scheduled meeting.

Meeting Adjourned at 5:42 p.m.