

MINUTES

Board of Directors Meeting Minutes

Littleton Downtown Development Authority

Wednesday, March 18th, 2026 at 4:00pm

Arapahoe Community College, Conference Room (M1950)

5900 S Santa Fe Drive, Littleton, CO 80120

Minutes

1. Call to Order and Roll Call

The meeting was called to order at 4:01pm

Roll Call

Members Present: 9

Chair Ruth Graham, Vice Chair Rob Stieg (virtual), Treasurer Bryan Morrow, Members Cheryl Calhoun, Krista Falkenstine, John Matthews, Eric Hyatt, Tom Barenberg, and Council Member Merrill Stillwell.

**Council Member Stillwell is a non-voting member unless needed to break a tie*

Members Absent: 1

Secretary Catharina Hughey

Staff:

Jenny Starkey, Executive Director; Danni Westblade, Administrative Assistant, Lisa Mayers, Legal Counsel; Troy Bernberg, Financial Advisor

Guests:

Kathleen Osher, Deputy City Manager; Eric Hiraga, Chief Strategy Officer and Nick Melfi, Consultant, Matrix; Arleen Taniwaki, Manager and Principal, ArLand; Adrienne Burton and Rachel King, City of Littleton

2. Public Comment

Pam Chadbourne, resident: Pam is concerned that Project Downtown is too big and outside of the capacity and budget of the city. There are multiple sales tax districts and all areas are important and part of the character of Littleton. People love the small town charm of Littleton and don't necessarily want redevelopment.

3. Consideration of Minutes

The meeting minutes for February 18, 2026 were considered. A motion for approval was made by Treasurer Bryan Morrow and seconded by Member Krista Falkenstine. The approval of meeting minutes, as presented, passed unanimously.

4. Conflict of Interest Disclosures

5. Presentations

a. [City of Littleton Economic Impact Study](#) + Q&A

Eric Hiraga, Chief Strategy Officer, and Nick Melfi, Consultant, Matrix; Arleen Taniwaki, Manager and Principal, ArLand; Adrienne Burton and Rachel King, City of Littleton

Eric, Nick, and Arleen presented the Economic Impact Study that came out of City Council's retreat in 2025 which continues the conversation about how public investment could influence private investment and potential economic outcomes. This is a point-in-time analysis. It is not a recommendation and does not commit the city to any specific investment or scenario. Three scenarios are presented: minimum, medium and maximum investment scenarios which feature five of the major projects from Project Downtown. The purpose of the analysis was for it to be a decision support tool for City Council, helping guide conversation around public investment and how it influences private investment.

The project's purpose was to assess the potential for increased private development resulting from public investments and to communicate Project Downtown's value to stakeholders and potential funding partners. The outcome goal was to identify a public investment strategy that delivers the greatest benefit to the community and ensure that new development strengthens Littleton's character, reflects community priorities, and supports

future investment. The city wants to make sure growth is coordinated and strengthens what residents value most.

The team first looked at all of the existing plans that Littleton had including the Project DT Mobility and Streetscape Master Plan to determine areas of overlap and conflict and to ensure the analysis fit within what Littleton wants and does not want. Five main projects within Project Downtown were considered: Main Street, Alamo, Gateways, Nevada, and Prince Street. Looked at three scenarios:

1. Ad-hoc (Minimum) Investment: reactive; emergency maintenance as needed with minimal potential; no delivered public improvements.
2. Medium Investment: approved improvements that spur opportunities along Main (only Main Street); roughly \$36.5 million has already been approved by City Council.
3. Maximum Investment: Project Downtown improvements that unlock greatest potential (all five projects included and tied together).

Economic Impact Analysis

The analysis looked at one-time construction impacts (spending on materials, jobs and payroll for construction, local spending by workers) as well as ongoing impacts (new jobs, new housing, offices, lodging, retail, and taxes) as direct economic and fiscal impacts which result in jobs, incomes, output and taxes. Indirect impacts were also measured including B2B transactions and induced impacts (household and employee consumption).

The team used specialized software called IMPLAN to analyze economic impact and multiplier effects. An assumption was made that not all of this will be new but they tried to only measure new. In terms of taxes and fees, they had to make some assumptions about construction based on the city's fee schedule. In terms of ongoing annual operations, a Net Present Value was applied and discounted by 5% over 30 years which is a common measure for these kinds of projects.

Model Results

1. Ad-hoc (Minimum) Investment: no new economic and fiscal benefits; danger of disinvestment; no private investments and visitor dollars go elsewhere; danger of long-term underperformance; harder recovery from economic downturn.

2. Medium Investment (Main St. only, \$36.5 million): could spur private investment in underutilized and vacant parcels and RTD parking redevelopment; addition of 18% to Littleton's GDP; \$905 million economic/fiscal impact; 1,214 jobs
4. Maximum Investment (Main, Alamo, Prince, Nevada, \$93.5 million): improvements that unlock greatest potential; addition of 89% to Littleton's GDP; \$4.4 billion economic/fiscal impact; 5,800 jobs

Board Chair Ruth Graham asked what percent was being used for new housing versus new businesses and Arleen shared that 70% was assumed to be net new across all categories when looking at a wide variety of data.

Treasurer Bryan Morrow noted that there were no negative impacts considered such as a reduction in sales tax when businesses have to close for construction. Arleen shared that without knowing how it will be phased, what seasons construction will take place, it's possible the effect will be negligible and that there will ultimately be an economic boom once construction is complete.

Member John Matthews asked if city incentives were integrated. The assumption was that there is likely to be some incentives and that small businesses that will be heavily impacted by construction might need help through special incentives. It is common for older businesses to suffer and programmatic investments by economic development programs and organizations like the LDDA can often complement this work.

b. Front Range Passenger Rail

Kathleen Osher, Deputy City Manager, City of Littleton

Kathleen shared that in 2020/2021, a passenger rail district was formed and formed a map with a recommendation to use existing freight rail lines to move it forward as fast as possible. The district is looking for joint service on freight rail lines from Fort Collins to Pueblo. The city talked to City Council last night, and freight rail tracks go through both RTD stations in Littleton at the Downtown and Mineral stations. City staff prepared a [side-by-side matrix and comparison](#) created with the help of CDOT.

In summary, a 700-foot platform would require significant engineering to the existing trench at the Downtown station and would have a significant impact to

the fabric of downtown. Council made the decision to consider the Mineral platform as it would have minimal impact. The city sees an opportunity for services, such as free car service, to be a benefit to downtown. Littleton is interested and curious to learn more.

Councilmember Merrill Stillwell shared that he initially pushed for downtown to be the Littleton stop but once the costs between \$200 million and \$1 billion were shared, Mineral became the clear winner. This would be wholly funded by the rail district who has their own source of funding via sales tax along the front range boundaries. It is unlikely that Littleton would see service before 2030. At this point, all Littleton has committed to is choosing the Mineral station as their preference.

The board asked who would be riding the train and why and riders will be primarily commuters but it will also be a tourism connection with a variety of nexus points. If things progress, the first iteration of service is Denver to Fort Collins in 2029.

The board asked for a Project Downtown update and Kathleen shared that the city is right on schedule and will have contracts in front of Council late spring and the funding tool (certificates of participation) has been put forward.

6. 2025 Budget Amendment **

Jenny shared that the DDA ended up spending more in 2025 than what was projected and this was mostly due to the final Block Party costs not being updated in the original budget amendment. Updates like these are typical but the proper authorities must be alerted. Bryan Morrow asked if 21 total accounts were impacted and the answer is yes, but the primary adjustment came from the Block Party budget.

- a. The board conducted a public hearing on the 2025 budget amendment. Board Chair Ruth Graham opened the public hearing. There was no public comment. Chair Graham closed the public hearing.
- b. Consider a resolution to adopt a budget amendment for 2025 and to submit to the City of Littleton.

The board considered a resolution to amend the 2025 budget. A motion was made by Member Cheryl Calhoun and seconded by Member Eric Hyatt. The motion passed with all board members in favor.

7. Monthly Operating Statement, Cash Position, Revenue Schedules, and Disbursements **

Jenny explained that insurance has been overspent because of the pool we are part of which determines costs based on projected revenues and expenses which are increasing. The LDDA will also be incurring roughly \$400 in insurance for the mural coming this spring and additional coverage will need to be added for block party volunteers in June.

Kico Marketing was hired for an annual marketing contract to do all design work rather than one-off contracts. Snow removal was not what was projected this season and so the LDDA will recognize significant savings there.

- a. Motion to accept the monthly reports and approve the disbursements. The monthly financials through March 13, 2026 were considered. A motion for approval was made by Treasurer Bryan Morrow and seconded by Member Krista Falkenstine. The approval and ratification of monthly financials, as presented, passed unanimously.

8. Old Business

- a. Monthly Updates

- i. Committees

1. Block Party

- a. Sponsorship Update

As of today, \$23,000 has been committed to Block Party sponsorship. The original goal was \$25,000 and a new goal of \$40,000 has been established. The final date to be included in any physical marketing materials is April 20, 2026. Jenny will send a reminder email to the board with a sample text message that can be used.

- b. Other Updates

Bands have been confirmed and are going through legal contracting now. They will be announced strategically over the next few months. Volunteer applications will go out soon and vendor applications continue to come in daily.

The LDDA hosted a Block Party Informational Meeting and 40-50 businesses participated. There was a conversation about the Entertainment District which the LDDA will not be pursuing for this year's block party.

However, two important things have come out of these conversations:

1. A recommendation has been made for an educational piece on how to engage in downtown events in regards to alcohol and what that means for alcohol. LDDA staff is working with Alexandra at the city to create something that can be distributed physically for the Block Party and Illuminate Littleton and this will also be added to the LDDA's Business Resource Packet.

2. Based on comments made at the Informational Meeting, it is not 100% clear whether the community would support an entertainment district. Before the LDDA goes down the path of forming a promotional association a meeting with all food and beverage establishments will be planned to discuss the implications. The city will partner with the LDDA to make sure this is what everyone wants and everyone understands what it means. There was feedback that bars and restaurants couldn't handle the kind of capacity that comes from an event like the Block Party if the LDDA wasn't selling alcohol. It's important to gather feedback from the community, answer all of their questions, and give them the right information.

2. Public Art

a. Mural Call for Artists open

A Call for Artists was posted on the LDDA website on March 9th and 8 submissions have been received so far. There is a \$20,000 budget for the winning artist which includes anti-graffiti treatment. An evaluation matrix is being created and a finalist should be announced at the April board meeting. The mural is to be completed before the block party. There is no specified theme but the property owner is interested in the Littleton trolley history.

ii. Clean, Maintenance and Snow **

1. Snow Reports

- [March 6, 2026](#)
- [March 15, 2026](#)

The board would like CSG to provide an annual cost for the addition to streets that was presented at the February board meeting.

2. Transition from snow to clean and maintenance will begin on March 23 and a newsletter will be sent out to alert all businesses in the Downtown core.

9. New Business

- a. N/A

10. LDDA Director Updates

- a. Website RFP open

Jenny shared that the RFP will be open through March 16, 2026. 18 have been received so far and the team will be reviewing proposals with an evaluation matrix through April 7. Interviews will be conducted for the top three scorers and a decision will be announced at the April board meeting.

- b. Other Updates

- Jenny reminded the board to share the invitation to the Community Networking Happy Hour to residents as well as property and business owners.
- Staff is working on an SOP for ways that board members can engage with businesses.
- Jenny asked the board if there was interest in a board retreat or offsite meeting for big visioning conversations to take place. The board was interested and suggested tying it into something that the LDDA supports.

11. City of Littleton Update

Kathleen shared that all three board members whose terms were up were unanimously voted back on the LDDA board: Ruth Graham, Krista Falkenstine, and Cheryl Calhoun.

12. Board Member's Additional Input

None

13. Adjournment 5:36PM

14. Calendar: Upcoming Meetings

- a. April 15, 2026: LDDA Board Meeting, 4:00-6:00 PM, ACC Conference Room M1950
- b. April 28, 2026: LDDA Spring Community Happy Hour, 4:00-5:30 PM, Grande Station

Public Notice

The public is invited to attend all regular meetings or study sessions of the Littleton Downtown Development Authority. Please call 303-868-4006 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting.