

MINUTES

Board of Directors Meeting Minutes

Littleton Downtown Development Authority

Wednesday, February 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, Secretary Catharina Hughey, Treasurer Bryan Morrow, Members Cheryl Calhoun, 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

Member Krista Falkenstine

Staff:

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

Guests:

Kathleen Osher, Deputy City Manager
Curtis Bourgouin and Jacob Theisen, CLA
Linda Lengyel, CSG (virtual)

2. Public Comment

Pam Chadbourne, resident: Pam shared some items from the Denver Post that related to businesses in Downtown Littleton. She also noted that the city needs a historic preservation plan with design standards.

3. Consideration of Minutes

The meeting minutes for January 21, 2026 were considered and one addition was noted for January's minutes about Councilmember Stillwell reaching out to CDOT with an invitation to the board meeting. A motion for approval was made by Treasurer Bryan Morrow and seconded by Secretary Catharina Hughey. The approval of meeting minutes, as presented, passed unanimously.

4. Conflict of Interest Disclosures

None.

5. Presentations

a. [Urban Land Institute Technical Advisory Panel \(ULI TAP\) report](#)

Kathleen Osher, Deputy City Manager, City of Littleton

Kathleen shared background on the report, explaining that Downtown Littleton has been a focus of the city's since 2019 when it was identified as part of the community's goals in the 2040 Envision Littleton comprehensive plan and council identified it as a priority advancement. Efforts succeed when business and property owners bring an opportunity to the city, as happened when the LDDA was formed. Around the same time the LDDA's Plan of Development was finalized, council returned to the topic of Geneva Village, apartments in the north gateway of Downtown where rents had not been raised since the 1970s.

The Geneva Lodge was built by the Geneva Association in 1927 as a care facility for former hotel and restaurant employees. In 1964, it added a complex of 28 apartment units for retired married members of the Geneva Association, built on the west side of the original lodge. The property came under the ownership of the City of Littleton in 1975 as part of the overall land purchase for the new City administration building. The property has been owned by the City of Littleton since 1975 and South Metro Housing Options managed it until 2018. While the Lodge has been historically designated, Geneva Village is not historically designated but is eligible.

In 2022 there were 14-16 residents. To avoid housing instability, the City carefully protected and planned for those residents' relocation. In 2022, council provided direction to staff to redevelop the property with some core principals (support northern gateway emphasis; majority affordable residential use; incorporate Eugene Sternberg historic design principles; integration of rental and for-sale in the gateway; expanding amenities through mixed use; partnership with private owners and LDDA). At this point, the city was able to incorporate the ULI TAP.

The ULI TAP identified many strengths of the property: adaptive reuse of some structures, live/work developments, a mix of housing types, good accessibility from Santa Fe, publicly-owned land, a healthy downtown, and willingness from Arapahoe County. Opportunities were also identified: Geneva Lake and park space, redevelopment potential for the city building, Sternberg design, creativity in funding mechanisms, possible shared facility with Arapahoe County, and community buy-in through strategic preservation. Threats identified included: community pushback to development, lack of experience in implementing vision, limited city financing experience, and security for the vacant site.

It's important to note that the ULI process was for exploration purposes only and no decisions have been made or will be made without council action. Council likely wouldn't take any action without a community process and the LDDA will also be included as stakeholders.

The City could explore options to partner with a developer or sell the land to one. Next steps for 2026 include additional research, conducting interviews and gathering information by engaging a consultant to explore case studies and options. The city hopes to learn more about a potential RFP/RFQ process and sketch out a timeline for what a community process for input will look like. The city needs to consider how this fits within the context of city priorities alongside other capital investments and determine the appropriate timing for both funding and capacity.

The board asked about the council's appetite for using a bond issuance as this could be attractive to developers. Kathleen shared that the city is in a position to explore debt but must consider a responsible amount to balance the community's day-to-day priorities. The board also asked about floodplain

evaluation, and some members thought it would be prudent for the city to include this as part of their due diligence.

6. Financials - Curtis Bourgouin and Jacob Theisen, CLA

a. December 31, 2025 Unaudited Financial Statements **

Curtis went through the balance sheet and the general fund and noted that 2024 and 2025 sales tax have now been included. Staff will amend the budget to match actuals and share at next month's board meeting.

- i. Motion to accept December 31, 2025 unaudited financial statements. The unaudited financial statements for December 31, 2025 were considered. A motion for acceptance was made by Vice Chair Rob Stieg and seconded by Treasurer Bryan Morrow. The acceptance of financial statements, as presented, passed unanimously.

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

Curtis noted that most of the property tax income will come through in January and February and April and May. All financials have been updated to reflect "Programs" instead of "Projects".

- i. Motion to accept the monthly reports and approve the disbursements. The monthly financials through February 10, 2026 were considered. A motion for approval was made by Member Eric Hyatt and seconded by Member Cheryl Calhoun. The approval and ratification of monthly financials, as presented, passed unanimously.

7. Old Business

a. Monthly Updates

i. Committees

1. Block Party

a. General Event update - Ruth Graham, committee co-chair

Ruth shared updates about the Block Party. Band applications were open for one week and 32 applications were received. A selection committee is going through a transparent process that uses a scoring matrix for selection of bands. Determining a lineup and will be done next Monday. Vendor applications will open next week with a goal of having 130 vendors (up from 81 in 2025).

The Block Party Sponsor Kit is ready for distribution and a tracking document has been created and will be shared with the board. An annual sponsorship packet will be created eventually but this took immediate priority. Sponsorship packages were underpriced last year and small increases have been made. Last year the LDDA raised \$18,500 and hopes to increase that to \$25,000 this year. The board was tasked with utilizing the tracking spreadsheet to gather repeat and new sponsors and Jenny will share all of the resources available for sponsorship sourcing.

The board asked if feedback from last year was taken into account and the Block Party Committee shared that feedback from the community, planning committee, volunteers, etc., has been at the heart of decisions made for this year's event. For example, fireworks will be earlier (9pm instead of 10pm) and businesses in the LDDA boundaries will receive a free or discounted vendor booth (depending on whether they are selling food or not). Additionally, tickets will not be sold this year as they were complicated and confusing - a change made directly from attendee and vendor feedback.

The LDDA will host an informational meeting on March 4 for all businesses downtown to learn about the event and how to participate by hosting a booth, activating their space, or taking part in marketing and sponsorship.

- b. Entertainment District Permit Update - Alexandra Vander Pol - Sr. Manager Events and Marketing, City of Littleton

The LDDA has heard that some businesses want to be able to sell their own alcohol to attendees from their brick and mortar location at events and so in January, the LDDA went to the city to understand if there were other ways for businesses to sell alcohol during events. Alexandra at the city has done the brunt of the research and was invited to the board meeting today to share

what she has learned about the concept of an Entertainment District. Based on conversations with Alexandra and the city, Executive Director Jenny Starkey recommends that the DDA move forward as planned (special event and liquor permit) for this year's Block Party and begin evaluating the feasibility of an Entertainment District for the 2027 block party.

Alexandra explained that the DDA would apply with the city to be the Promotional Association that holds the Entertainment District permit. Each business that carries a liquor license within the boundaries of an Entertainment District must opt into the Promotional Association to be able to serve their own liquor that can be carried out of a brick and mortar establishment and within the event boundaries. In addition to the timing, there's a large educational component as well as special staffing and security requirements for each business that chooses to participate. Those that opt in would also need to be prepared to serve large crowds during events like the Block Party that had 14,000 attendees.

Alexandra shared that she was also interested in bringing this concept to fruition in time for the city's downtown event, Illuminate Littleton in July. However, the biggest hurdle is time, starting at the city level. Should the DDA express interest to apply as the Promotional Association, the City must start a process that includes extensive legal review, multiple council presentations, codifying, and extensive community education. As the Promotional Association, the DDA would carry all liability and would have to carry a \$1 million policy with the city as an additional insured.

Jenny proposed that if the board wants to move forward with obtaining this type of license, it is somewhat possible things could be ready for the Candlelight Walk in November. Alexandra believes that the biggest benefit is that the management and sale of alcohol is

removed from the event organizer and alcohol sales are instead driven back to the businesses who are part of the Promotional Association.

It is important to note that the LDDA will lose alcohol revenue for the Block Party which was a good portion of total sales. However, an event planner could still have a special event liquor permit laid over the Entertainment District and sell their own alcohol. Members from the board expressed that they do not believe the point of the Block party is to make money, but instead to activate and bring people to Downtown Littleton.

Some members of the board believe that all of the bars and restaurants will want to participate if insurance requirements allow for it and wondered how quickly the city could move. Rob Stieg encouraged the board to be open to what the LDDA is capable of in the short amount of time leading up to this year's Block Party. He believes that the board has enough resources to figure it out.

Other board members argued that even if the city could get it done in time for the Block Party, the DDA staff doesn't currently have the capacity. The board wanted to know how much the insurance policy would cost and if it would impact revenue and believes that this should be shared with constituents. Treasurer Bryan Morrow doesn't feel that there is enough data to make a decision and that if the staff's focus is shifted, other things in the pipeline will be put on hold.

One point of clarification from the city was that via a separate request to the city called a "Temporary Modification of Premises", businesses that have liquor licenses are able to extend outside of their doors into a fenced-in area.

Jenny suggested that a 2.5 month lead time is not enough time for the LDDA to market and educate

businesses about a brand new program. There were no promises made to businesses regarding alcohol sales at this year's Block Party.

Vice Chair Rob Stieg asked Jenny to flush out the details and come back to the board via email with a timeline so that the public knows this option was seriously considered. The LDDA will move through the process but is not optimistic about everything being ready for the Block Party this year. The city has agreed that if this is something the LDDA wants, they will accelerate as much as they can. Jenny will follow up with the board in the next two weeks with an update as she reaches out to the appropriate people at the city.

2. Public Art - Bryan Morrow, committee co-chair

Bryan shared that the Public Art Committee decided to move forward with a mural on private property due to the soon-to-expire 2025 Arts & Culture grant funds. Because of visibility and feedback from the city and other stakeholders, the Playa Bowl location was chosen, with a goal of completion prior to the Block Party in June. The committee met with the property owner and had a walk-through and a Call for Artists is currently being drafted based on the \$10,350 Arts & Cultural grant. Rotating public art with sculptures is still a conversation for the future of the LDDA's public art program.

It was clarified that there wasn't a formal application for mural locations, however because the 2025 grant money needed to be spent before June, the committee worked with the city to understand the path of least resistance to install a mural on either private or public property. The city suggested private property would be the best way forward with the suggested timeframe. The committee contacted the City's Art and Culture representative to understand private property owners that have expressed interest in and applied for grants for murals. Once a location was determined, the committee and staff worked to build a process to open artist applications for the mural. The Call for Artists will be shared widely and announced in all

newsletters to all DDA subscribers and a selection committee will choose the final artist in April.

ii. Clean, Maintenance and Snow - Linda Lengyel, CSG

1. Adding blocks for snow removal

Linda has provided an update to [extend snow removal services](#) on all blocks currently being serviced which would cost an additional \$255 per pass. The board would like to see what this cost would equate to for a normal year as the 2025/2026 has not shown normal accumulation. Starting in 2027, CSG will be raising their rate to \$85/hour.

2. Snow Report (As of Feb. 11, 2026)

A report through February 11, 2026 summarizes each snow event up until now and going forward, these reports will be included in all future board meetings.

Linda from CSG added that they want to be a part of the community at this year's Block Party and will sponsor in-kind work the same way they did at last year's event.

8. New Business

a. N/A

9. LDDA Director Update

a. Website RFP **

Jenny shared a draft RFP for the new website with the board which has been reviewed by several staff members and Board Secretary Catharina Hughey. The LDDA is now ready to solicit and will share with local marketing firms and those that have created websites for other local districts. A matrix will be used to score and award a final firm and Jenny welcomes any questions or comments from the board about the RFP before it goes out to the public next week.

10. City of Littleton Update

The city shared that council received an update last night from Front Range Passenger Rail which will operate from Fort Collins to Pueblo. Two Littleton RTD stations are being considered as one of the stations south of Denver. Council has asked how the two stations in Littleton that currently operate could accommodate something like this and a comparison will be presented to council on March 17th.

11. Board Member's Additional Input

Member Eric Hyatt and Vice Chair Rob Stieg shared that they attended the first Littleton Blvd Subarea study and the level of architecture that spans Littleton Blvd was impressive. They are interested to learn whether and how Littleton can handle the development of that area.

There was also a comment from board members regarding the Prince St. bridges and how good they looked. The board is glad that the city considered the board's feedback on design and are happy that it was moved forward.

12. Adjournment

6:03pm

13. Calendar: Upcoming Meetings

- a. March 18, 2026: LDDA Board Meeting, 4:00-6:00pm, ACC Conference Room M1950

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.