



## City of Columbia, Missouri

### Meeting Minutes

#### Downtown Columbia Leadership Council

---

Tuesday, November 22, 2016  
4:00 PM

Conference Room 1A  
Columbia City Hall  
701 E. Broadway

---

#### I. CALL TO ORDER

The meeting was called to order at approximately 4:02 pm.

**Present:** 11 - Heiddi Davis, Brent Gardner, Randy Gray, Janet Hammen, Cliff Jarvis, Susan Maze, Nick Peckham, Tim Teddy, Mark Wahrenbrock, Scott Wilson and Sara Loe

**Excused:** 1 - Ben Wade

**Unexcused:** 2 - Stacey Button and Karen Miller

#### II. INTRODUCTIONS

Guests from the public introduced themselves.

#### III. APPROVAL OF AGENDA

**Mr. Wilson made a motion to approve the agenda. Mr. Gardner seconded the motion. The motion carried with all in favor.**

#### IV. APPROVAL OF MINUTES

Draft Minutes from October 25, 2016 DLC Meeting

**Attachments:** [DRAFT DLC Minutes October 25, 2016](#)

**Mr. Gardner made a motion to approve the October 25th minutes. Mr. Wilson seconded the motion. The motion carried with all in favor.**

#### V. OLD BUSINESS

DLC Preparation of Report to Council Regarding Public Inconvenience Fee

**Attachments:** [Summary of Council Request to the Downtown Leadership Council](#)  
[DLC Public Inconvenience Fee Public Hearing Agenda \(Nov 16, 2016\)](#)  
[CID Letter to DLC - Feedback on Proposed Sidewalk and Street Closure Fee](#)

Mr. Wilson explained that the feedback report from the DLC is due tomorrow to be included on December 5th agenda to City Council. Mr. Gardner ran the public hearing on November 14th so he provided a brief overview of the comments from that meeting. The group discussed the points brought up by the public at the public hearing. DLC members discussed whether this should apply to downtown only; or the entire city.

**Mr. Peckham made a motion that the recommendation be applied to the MD-T**

**area, pending acceptance. Ms. Davis seconded the motion. The motion carried with all in favor.**

The group discussed allowing exemptions for schools and colleges and agreed not to allow exemptions. They discussed other ways to discourage closing streets and sidewalks, in place of; or in addition to a fee. They decided to recommend that a sentence be added to the ordinance stating that the intent be that streets and sidewalks be kept open.

Mr. Gardner felt that money from this fee should be put into a marketing fund to help market the businesses that are impacted by a closure to help offset the lack of physical traffic they would be losing. The group discussed the proposed fee structure and felt that signage could be included with the fee structure if closed for a lengthy period of time. They also discussed revising the process to show due diligence that all adjacent business owners have been notified and to increase the notice period from 3 days to: 3 day notice for closures under 7 days; 14 day notice for closures between 8 and 30 days; and 21 day notice for closures over 30 days. They felt that the safety of the public should take priority and agreed to recommend that the ordinance require closures provide continuous traffic flow and a safe, ADA compliant pedestrian traffic flow with notification of open businesses. They briefly discussed changing the notice to increase beyond the proposed city block affected. The group discussed the proposed fee structure again. Ms. Loe suggested a sliding fee that would be lower for smaller projects that are less of an inconvenience than a project that goes on 90 days or more. The group agreed to calculate the fee based on linear foot and are agreeable to the proposed sidewalk/curb usage fee and parking lane usage fee.

**Ms. Loe made a motion to change the fee from 30 cents per linear foot per day (in addition to lost revenue for daily parking fee due and owing to the parking utility); to a straight 50 cent rate. Mr. Peckham seconded. The motion was withdrawn after a brief discussion.**

## VI. NEW BUSINESS

Mr. Wilson noted that this is Mr. St. Romaine's last meeting before he retires and he thank him for his service.

### DLC Preparation of Report to Council Regarding Public Inconvenience Fee

**Attachments:** [Summary of Council Request to the Downtown Leadership Council](#)  
[DLC Public Inconvenience Fee Public Hearing Agenda \(Nov 16, 2016\)](#)  
[CID Letter to DLC - Feedback on Proposed Sidewalk and Street Closure Fee](#)

The group opted to remove the 70% discount for open evening hours as that is hard to enforce and agreed that the remaining proposed fees were acceptable, with the exception that alleys that have business frontage should be considered streets.

**Mr. Gardner made a motion to support the fee structure as proposed, with the exception that alleys with business frontage be treated as streets. Mr. Gray seconded the motion. The motion carried with all in favor.**

Ms. Loe added that there is already no charge for closures less than 7 days. Ms. Davis suggested that these fees be left as is for closures greater than 30 days and any closure between 8 days and 29 days be half of this fee. The group agreed.

The group did not feel the need to phase fees in over time or backdate and there was some discussion of changing the insurance level requirement down to \$1 Million dollars. The group was unsure of the requirement for an insurance policy, but they noted there was a public comment indicating concern on that issue that was brought forth at the public hearing.

Mr. Gardner felt that the fees collected on this should go toward infrastructure and marketing. Ms. Davis felt that it should go to road and sidewalk repair and maintenance in the MD-T. Mr. Gray did not feel that it should go to the General Fund or General Infrastructure Fund. The group discussed partnering with the Downtown CID to work directly with affected businesses. Ms. Essing felt that there would be challenges with that since impact differs by business and she was not sure who would be charged with weighing the impact and who should receive additional marketing due to a closure. The consensus was to recommend City Council separate PIF Fees from General Revenue for sidewalk, infrastructure and impact on businesses. They do not want to allow waivers or fee reductions.

**Mr. Peckham made a motion that the DLC Chair draft a letter to City Council with the recommendations as discussed. Mr. Gardner seconded the motion. The motion carried with all in favor.**

DLC feedback on proposed Unified Development Code

**Attachments:** [Revised Neighborhood Protection Standards](#)

[Image I](#)

[Image II](#)

[Image III](#)

[Image IV](#)

Ms. Loe stated that the Planning and Zoning Commission has added additional meetings on December 1st, 8th and 15th where they will be discussing the remaining segments of the UDO. Ms. Hammen reviewed the Neighborhood Protection Standards proposed but since there was no longer a quorum, the group will wait to discuss and make recommendations at their January meeting. Ms. Loe added that the final public comment is December 15th. Ms. Hammen will present her information to the DLC in January so they can provide feedback when the UDO goes to City Council for approval.

## VII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

John Clark stated that he likes the reference to the lane rental that was discussed. He feels that concept is helpful to think of in terms of rental value and the inconvenience fee that would cause a developer to consider not closing. He felt that they should make pedestrian safety and traffic issues of equal value and should look at the intent to minimize the inconvenience.

## VIII. NEXT MEETING DATE

The December meeting is cancelled due to the holiday, the next meeting will be January 24, 2017.

## IX. ADJOURNMENT

The meeting adjourned at approximately 6:15 pm.

