



CITY OF LARAMIE
P.O. Box C
Laramie, WY 82073

**Downtown Development Authority Board Minutes
for
Special Meeting**

July 6, 2023

5:00 PM

City Conference Room, 411 Grand Ave.

Attendees:

DDA Board: Jay Bond, Tom Haas, Marty Oblasser, Jessica Hocker, Christina Hiegel

LMSA:

City Council Liaison: Micah Richardson, Jane Pearson

City Staff Liaison:

Meeting called to order at 5:08 p.m.

Introductions: None needed for this meeting

Special Meeting Agenda:

1. DDA Board Appointments: Micah mentioned that a couple of interviews had been conducted and there was a third candidate that still needed to be interviewed. As soon as all interviews have been completed and a suitable candidate is found, they will be appointed to fill the remaining DDA seat.
2. Process for Downtown Development Plan:
3. Review Survey for Downtown Development Plan:

Summary: The bulk of the discussion on agenda items 2 and 3 centered around clearing up confusion on how and why a consultant had been hired to refresh the 2012 Downtown Development Plan. The DDA's understanding was that we were going to review and summarize the 2011 development plan and distribute it to the downtown business and building owners for their input before refreshing the old plan. In June we learned that the city was leaning forward in hiring a consultant to begin as early as August 2023 and so this special meeting was called in order to determine why the process had been moved ahead so quickly without allowing time to gather input from the downtown building and business owners. Another concern raised was why it was decided to move forward with the same firm from 2012 when they were from out of state and why it had not been offered for bid to firms inside the state or local area who might have more knowledge of the many ongoing planning efforts and projects in the community. Micah and Jane clarified that no agreements had been signed yet and that they would visit the idea with the city staff on opening up the bid for refreshing the plan to other firms. As far as a summary of the 2012 plan or survey going out, it was decided that it might be premature and that the timeline of the consulting firm should be considered before sending out a survey.

Due Outs from the meeting:

Jane and Micah agreed that the DDA needs a City Staff Liaison and will engage the city on providing one.

Micah said she would engage the LMSA on providing a copy of their monthly meeting minutes to the DDA to improve communication.

DDA agreed to start sending a rotating member to attend the monthly LMSA meetings.

The meeting was adjourned at 6:47 p.m.

Next Regular Meeting Date:

July 11, 2023 @ 4pm – City Conference Room, 411 Grand Ave.

DDA Board Responsibilities:

- Assists in development and redevelopment of central business district
- Assists in overall planning to restore and/or provide for continuance of health of Laramie's central business district
- Prevents / halts deterioration of property values and/or structures within the Laramie central business district
- Prevents / halts growth of blighted areas in the central business district
- Promotes health, safety, prosperity, security, and general welfare of inhabitants of the central business district