

PROCEEDINGS OF THE DOWNTOWN DEVELOPMENT AUTHORITY TAKEN AT A
REGULAR MEETING ON THURSDAY, MARCH 10, 2022.

Those present: Eric Crozier, Lisa Thomas, Denice Skinner, Gregory Walls, and Miles Matt

Those absent: Gus Rezende and Mike Delcambre

DDA staff present: Anita Begnaud, Amy Trahan, and Rachel Holland

Others present: LaRhonda Carter, Lauren Trahan, Cathy Gilbert, and Sarah Dake

The meeting was called to order by Walls.

Public comment process is attached to the end of the agenda for individuals wishing to address the Board on agenda items. Request to speak must be submitted prior to discussion of the item. Individuals are allowed three minutes for comments.

Administrative Approvals/Reports

January Financials – January Financials were presented for approval. Skinner motioned to approve as presented, Matt seconded, all voted in favor.

February Regular Meeting Minutes – February Regular Meeting Minutes were presented for approval. Matt motioned to approve as presented, Skinner seconded, all voted in favor.

February Special Meeting Minutes – February Special Meeting Minutes were presented for approval. Skinner motioned to approve as presented, Skinner seconded, all voted in favor.

Director Update

Holland noted that Conditional Use Permit (CUP) applications for Artmosphere and Bliss Lounge have been submitted for consideration to the CUP Committee and the DDA Board of Directors. Holland noted that the CUP Committee requests that the board recommended approval of the application to the Zoning Commission and Lafayette City Council for a Conditional Use Permit for Bliss with conditions. Holland noted that the CUP Committee recommended five conditions including serving food, operating (5) days a week, no open containers to leave premises, no person under 21 to enter the bar, and adherence to the LPD security plan. Discussions continued.

Bliss CUP – Skinner motioned to recommend approval of the CUP for Bliss Bar and Lounge, Thomas seconded, all voted in favor.

Holland further noted that the CUP Committee requests that the board recommended approval of the application to the Zoning Commission and Lafayette City Council for a Conditional Use Permit for Artmosphere with conditions. Holland noted that the CUP Committee recommended four conditions including locating trash receptacles on private property concealed from the street, serving food, operating (5) days a week, and no open containers to leave premises. Discussions continued.

Artmosphere CUP – Skinner motioned to recommend approval of the CUP for Artmosphere, Thomas seconded, all voted in favor.

Policies for Board Approval

Matt motioned to approve the attached Policy for DDA Board Recommendation for Economic Development District (EDD) Projects, discussions continued. Crozier seconded, all voted in favor.

Matt motioned to approve the attached Policy for DDA Board Recommendation for Conditional Use Permit (CUP), discussions continued. Skinner seconded, all voted in favor.

Matt motioned to approve the attached Policy for Fee Schedule for Public Records Requests, discussions continued. Skinner seconded, all voted in favor.

CEO Report

Begnaud noted that there were no updates at this time.

Updates

LPD update – Not present

Council update - Not present

Other Business

There was no further business, and the meeting was adjourned.

Policy for DDA Board Recommendation for Conditional Use Permit (CUP) Applications for Bars in the Downtown District

The LCG Zoning Commission has requested that the DDA Board weigh in on applications for Conditional Use Permits for bars in the downtown district. The DDA board provides a recommendation to the Zoning Commission, which is included in the LCG staff report. The below statement is the policy for how and when the DDA recommendation is voted on by the board.

The DDA board may consider applications if:

1. The DDA staff receives a completed LCG CUP Application, as well as completed supplemental information as requested by the DDA in its toolkit no less than twenty-one (21) days before the next regularly scheduled DDA board meeting date*; and
2. The DDA staff and board has had adequate time to review the documents; and
3. The chairman of the DDA board elects to place the item on the regular meeting agenda. *Regular meetings take place on the 2nd Thursday of each month at 7:30 a.m.

The DDA does not hold special meetings for purposes of CUP applications.

Policy for DDA Board Recommendation for Economic Development District (EDD) Projects

The DDA is a party to the CEA for the Downtown Economic Development District and is a party to the final agreement for awarding EDD funding. The DDA board provides a recommendation to the EDD board for applications for funding. The below statement is the policy for how and when that recommendation is voted on by the board.

The DDA may consider applications at regularly scheduled board meetings* if:

1. The EDD Administrator has completed its review and produced a summary of the project to DDA staff; and
2. Once #1 has been satisfied, the chairman of the DDA board may take **up to 45 days** to place an application on a regular DDA board meeting agenda. It is strongly recommended that applications are submitted 45 days or more prior to the board of directors meeting at which the applicant desires the application to be considered.

Regular DDA board of directors meetings are held on the second Thursday of each month at 7:30 a.m. at the Le Centre Conference Room, 735 Jefferson Street.

- *Thursday, January 13*
- *Thursday, February 10*
- *Thursday, March 10*
- *Thursday, April 14*
- *Thursday, May 12*
- *Thursday, June 9*
- *Thursday, July 14*
- *Thursday, August 11*
- *Thursday, September 8*
- *Thursday, October 13*
- *Thursday, November 10*
- *Thursday, December 8*

The DDA does not hold special meetings for purposes of EDD applications.

Policy for DDA Fee Schedule for Public Records Requests

Pursuant to La. R.S. 44:32, which states that the custodian of public records may establish and collect reasonable fees for making copies of public records, The DDA will follow the State of Louisiana fee schedule as follows:

Item	Fee
Express Delivery (Cost Per Package)	Actual Cost
Non-Sufficient Funds Charge	\$25.00
Photocopies (Per Page)	\$0.25
Postage (Per Package)	Actual Cost
Public Records Request Fee (Cost Per Page up to 8 1/2" X 14") (Two-sided copy is charged as two pages) (Including Facsimile)	\$0.25
Public Records Request Fee (Cost Per Page for Printed Copy Greater Than 8 1/2" X 14") (Two-sided copy is charged as two pages)	Actual Cost
Public Records Request Fee (Cost Per Page for CD-ROM or USB Drive)	\$0.25