

**Loveland Downtown Development Authority
Meeting Minutes – April 10, 2017**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)
Board of Directors was held at 4:00 p.m. on April 10, 2017,
at the LDP-DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Vice Chair Goacher called the meeting to order at 4:00 p.m.

2. **Roll Call:**

Present: Cook, Fogle, Goacher, Rutledge, Steele

Absent: Caldwell, Donnelly

Staff: Wedding-Scott, Executive Director; Rosenberger, Executive Assistant

City Employees: Alan Krcmarik, Mike Scholl

Guests: Harrison Hand (resident), Tom Lucero (presenter)

3. **Public Comment:** None

4. **Approval of Minutes:**

Steele moved to approve the meeting minutes of the Regular Meeting of March 13, 2017, Fogle seconded the motion; the motion carried.

5. **Presentations/Updates:**

Tom Lucero, serving on the Loveland Heart Safe City Campaign, presented information regarding the history and focus of the Campaign and on automated external defibrillators (AEDs). He discussed the Campaign's desire to place several AEDs throughout the downtown at various businesses and public locations and for the Downtown District to become a Heart Safe Community. As a result of the presentation, the Board agreed to sponsor by hosting CPR training classes, and will assist with surveying downtown businesses regarding need/placement of the AEDs. The LDP | DDA offices will host two or three training sessions within the next few months and help determine where AEDs are currently staged and new ones could be placed.

6. **Façade Program & Updates:**

Wedding-Scott reported on the status of the following Façade agreements and projects:

- a) Artworks (Doug Erion) – only preliminary drawings are available;
- b) ArtSpace (Feed & Grain): the Façade Agreement is being reviewed by applicant;
- c) Alliance Auto Care: the Façade Agreement is fully-executed and recorded;
- d) Downtown Loveland, LLC:
 - i. the sidewalk project at Jefferson/East 4th Street is pending civil work;

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ii. 343 E. 4th Street (Dark Heart Coffee) – the Termination Agreement and the revised Façade Agreement have been fully-executed and recorded and payment is pending project completion;

e) Loveland BPOE (Elks Lodge): the project is complete and the City has processed the payment through LURA funds; and

f) Lug Nutz, LLC: payment has been made to Verboten through LDP | DDA funds.

Wedding-Scott further reported that a new façade application is impending for The Loveland Taphouse located on 4th Street between Cleveland and Lincoln, and that Chair Caldwell will need to recuse himself from discussion and formal actions regarding the application as he is a party to the agreement. The Façade Review Committee will meet to review the documents and project drawings which includes improvements to both 4th Street and the alley-way.

Fogle commented the historic clock outside the future Taphouse may not be working and suggested someone might adopt the historic clock. Scholl advised there is a grant to restore it and will check with Niki Garshellis.

7. **Action Items:** None

8. **Staff & Executive Director Reports
(Developments, Election, Communications)**

o **Developments Update (Mike Scholl) -**

The Foundry: Scholl provided an update on the construction timeline of The Foundry project. He advised the utility work will be complete by May 1st, the parking area is currently being fenced, and the tentative new date for the groundbreaking ceremony is May 3rd. He also reported a project manager has been hired to oversee the construction and that a request for road funding for the Cleveland Calming project will be presented to City Council on April 18th.

Wedding-Scott also reported that because of the construction, 127 parking spaces have been lost. City IT staff has identified parking areas and created a map which has been posted on both the City and LDP websites; further, Stacey has also verified hours on the parking lot signs. The Business Alliance is launching a campaign that the Downtown District is open for business.

The Pulliam: Scholl provided an update on The Pulliam and advised the Pulliam Foundation has reached their fund-raising goal, schematic designs are almost complete and that construction improvements will begin in mid-summer. On April 13th, Scholl and Wedding-Scott will present an application to DOLA and request a \$300,000 grant to be used towards improvements.

He commented the City is also working on an operation plan to determine how the building will be used, specifically as a concert venue similar to the Aggie Theater in Fort Collins, and also how and who will market the events.

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Wedding-Scott also reported that Tour de Pants and the People's Market will be held at the Pulliam on May 6th and it will be an opportunity for visitors to see the inside before renovations begin.

HIP Streets Master Plan: Wedding-Scott provided an update on the HIP Streets Master Plan and reported on recent meetings with City staff member David Eisenbraun. The Service Contract with a consultant is being finalized to update the current 10-year plan and three open houses are scheduled to seek community input. The updated plan will be completed by October. Further, actions are being taken to identify ownership of benches and trashcans to determine who has responsibility for maintaining them. Public Works advised there are three benches they are responsible for, but the rest are unclaimed. Public Works has re-appropriated \$100,000 for new benches and trashcans; however, maintenance may become the responsibility of the LDP. Discussion ensued as to the importance of declaring ownership for liability reasons and the need to bring all under one ownership.

Downtown Services Update: No report.

Back Stage Alley: Scholl reported on the progress being made with the trash consolidation program in Back Stage Alley. The temporary enclosure is complete and the bins currently in the alley will be removed by April 1st. He further advised the alley is being designed as a pedestrian corridor with priorities for safety and lighting. The City would like to identify the next downtown alley for consolidating services and that Derf Green is invaluable in identifying property owners, attaining their cooperation, and then coordinating bids.

○ **DDA Election 2017 Strategy -**

Wedding-Scott reported that pursuant to meetings with City attorneys, the City has reviewed options and the legalities on how best to exclude certain areas from the DDA boundaries and it is recommended that an Ordinance be created for this purpose. After discussion, the Board again unanimously confirmed its desire to move forward with the debt question only in the November election. Wedding-Scott advised the exclusion Ordinance will be presented to City Council on May 2nd for 1st Reading and Public Comment and asked for the Board's support by attending the session.

○ **Downtown Communications Strategy –** Wedding-Scott advised that the Business Alliance will be launching its new logo for Night on the Town on May 12th. It is also creating the Hop.Skip.Jump campaign to encourage visitors to walk an extra block to businesses while the parking garage is being constructed, and it is finalizing the Bloom'n Hearts campaign to help beautify the Downtown District with pots and hanging baskets of planted flowers.

○ **Strategic Goals Planning Workshop –** Wedding-Scott reported a City Council Study Session with LDP|DDA boards will be held July 11th.

Other Matters: Wedding-Scott reminded the Board of the upcoming Public Works presentation on April 12th regarding its planned road improvements and the Cleveland Calming project and she also asked for support at the Planning Commission session to be held on June 13th. She invited them to attend the Business Breakfast on April 28th

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which will include a presentation by the Larimer County Workforce and Loveland Housing Authority regarding workforce housing in downtown Loveland.

- 9. **Liaison Reports:** None
- 10. **Agenda Items for Upcoming Meetings:** None
- 11. **Adjourn:**

Fogle moved to adjourn the meeting, Rutledge seconded the motion; the motion carried.

The meeting adjourned at 6:12 p.m.

Sharon Rae Cook, Secretary/Treasurer

Date