

**Loveland Downtown Development Authority  
Meeting Minutes – May 8, 2017**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)  
Board of Directors was held at 4:00 p.m. on May 8, 2017,  
at the LDP-DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Caldwell called the meeting to order at 3:58 p.m.
2. **Roll Call:**  
**Present:** Caldwell, Cook, Donnelly (4:00 p.m.), Fogle (4:07 p.m.), Goacher, Rutledge  
**Absent:** Steele  
**Staff:** Wedding-Scott, Executive Director; Rosenberger, Executive Assistant  
**City Employees:** Mike Scholl, Alan Krcmarik  
**Guests:** Leah Browder (Public Works), Craig Young (Reporter Herald)

3. **Public Comment:** None

4. **Approval of Minutes:**

*Rutledge moved to approve the meeting minutes of the Regular Meeting of April 10, 2017, Goacher seconded the motion; the motion carried.*

5. **Presentations/Updates:**

Leah Browder, Public Works Director, reported on Public Works' responsibility for certain downtown services and that there are three phases to their long-term plan which includes quantifying benches, bike racks, and litter cans, their current condition, and whose obligation it is to maintain them. She explained their services will be planned in accordance with the revised HIP Streets Plan and asked if the DDA is willing to absorb some responsibility for benches (phase one in 2017), and litter cans, bike racks and art (phase two in 2018). The Board concurred that Public Works, a) should prepare a proposal for these services with emphasis on legalities and public/departmental outreach, b) follow the updated HIP Streets Plan, and c) locate current legacy benches to be restored. Browder thanked the Board for their input and advised Public Works will begin research and then report on legal aspects of city vs. private ownership of the benches.

In response to Scholl's request for an update on the Cleveland Calming project, Browder advised that \$170,000 has been allocated by the City for Public Works to proceed with the street design between First and Seventh Streets.

6. **Board Vacancies:**

Wedding-Scott advised that the term limits for two Board members, Caldwell and Goacher, will expire in June 2017. She explained that in accordance with the DDA's bylaws, City Council appoints individuals to serve on the DDA's Board of Directors, and further, she suggested the Board nominate two individuals for recommendation to City Council to fill the vacancies.

*Donnelly moved to recommend to City Council the following individuals be appointed to serve a four-year term as Director, expiring in June 2021, in accordance with the Bylaws: Caldwell and Goacher, Fogle seconded the motion; the motion carried.*

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**7. Election of Officers:**

Wedding-Scott advised the two-year terms of the Chair, Vice-Chair, and Secretary/Treasurer, are complete and, per the Bylaws, it is the duty of the Board of Directors to elect succeeding officers.

*Donnelly moved to elect the following individuals to serve a two-year term as Officers, expiring on June 30, 2019: Goacher as Chair, Cook as Vice-Chair, and Steele as Secretary/Treasurer, Rutledge seconded the motion; the motion carried.*

**8. Façade Program & Updates:**

Wedding-Scott reported on the status of the recent Loveland Tap House Façade Application and advised that the Façade Review Committee recently met. She advised the Committee requested additional information from the Applicant and that it consider some changes to the façade design. Wedding-Scott further reported that there have been no new developments or updates to either in-process or pending projects since May's board meeting and their status is outlined per the Agenda.

**9. Action Items: None**

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

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

The Foundry: Scholl provided an update on The Foundry project and reported that within four to six weeks an announcement will be made regarding the hotel. He further advised the City has hired a construction management team to assist with construction details to ensure quality and that this team will represent the City in the interests of the public.

Wedding-Scott also reported that there have been several utility shutdowns due to underground work and she praised the City's employee, Carlos Medina, because of his effectiveness as a public liaison in notifying area businesses and residents of impending water shutdowns.

The Pulliam: Scholl provided an update on The Pulliam building renovation and reported that the City was awarded a DOLA grant in the amount of \$326,000 for which monies will be used for fire suppression and public safety. The City is working with the historical preservation committee and has recently received schematics for work. It is preparing an application for a construction permit and interior work will begin in the July. He further advised that exterior work, such as window restoration, will begin in Summer 2018.

Wedding-Scott thanked both Scholl and Stacey Voigt for their work on the DOLA grant application. Donnelly also acknowledged this achievement as the applications were very competitive.

HIP Streets Master Plan: Scholl provided an update on the HIP Streets Master Plan and advised that the design contract with Stanley has been finalized and that a stakeholder group has met. He commented that in 2009 a stakeholder group was formed and that

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they mostly addressed parking issues, designing a plaza on 5<sup>th</sup> Street, and closing 4<sup>th</sup> Street, but it failed in not garnering public attention. Scholl advised it is extremely important for this new stakeholder group and the City to present the revised 2017 Plan for both business owners' and the public's input, especially with regards to streetscapes and lack of walkable sidewalks. He further advised that there are some private investors who are committed to implementing the revised plan.

Wedding-Scott further reported that three Open Houses for public outreach have been scheduled and they will coincide with Friday Night on the Town; the first one is June 9<sup>th</sup> and will be held at the office of LDP | DDA.

Heartland Redevelopment – Scholl provided an update on the Heartland Redevelopment and advised that the developer, Curt Burgener, is in negotiation with the City regarding project financing and parking for its residential tenants and the commercial/retail employees and customers.

○ **DDA Election 2017 Strategy -**

Wedding-Scott reported that the City Council approved the 1<sup>st</sup> reading of the Exclusion Ordinance and the 2<sup>nd</sup> reading will be on May 16<sup>th</sup>.

○ **Plan of Development -**

Wedding-Scott presented a draft Summary of Redevelopment Projects in the downtown district (attachment on file). The Summary will be included with the updated Plan of Development and submitted to the Planning Commission on June 12<sup>th</sup>. Following an explanation regarding projected City/DDA funding for both Redevelopment and Infrastructure projects, the Board recommended certain projects be removed from the report prior to submittal.

○ **Business Alliance / Downtown Communications Strategy -**

Wedding-Scott advised that the Business Alliance, along with LDP staff and WildRock Marketing, have been instrumental in communicating and marketing of the Downtown District. Several sponsored campaigns are in place, including Bloom'n Hearts, free-ride Pedicabs, and Sidewalk Chalk Artwork, all of which will be show-cased with the new logo for Night on the Town on May 12<sup>th</sup>. The Hop.Skip.Jump. campaign is also in process and is encouraging visitors to walk an extra block to businesses while the Foundry project is being constructed. The Business Alliance New Member Welcome Party will be held on May 22<sup>nd</sup> and is generously being hosted by Origins Restaurant, and the monthly Business Breakfast will be held on May 26<sup>th</sup> at LDP | DDA.

**Other Matters:** None

**11. Liaison Reports:**

Donnelly, County Commissioner, reported that Larimer County was recently awarded a DOLA grant in the amount of \$1 million for the construction of the County's new building and that construction will begin in June or July. He also advised that the City and County have met

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regarding the purchase and sale of its current building and parking area on 6<sup>th</sup> Street, and that a private developer is also interested in the building.

12. **Agenda Items for Upcoming Meetings:** Plan of Development

13. **Adjourn:**

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

**The meeting adjourned at 6:38 p.m.**

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Sharon Rae Cook, Secretary/Treasurer

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Date