

**Loveland Downtown Development Authority  
Meeting Minutes – March 12, 2018**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)  
Board of Directors was held at 4:00 pm on March 12, 2018,  
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Cook called the meeting to order at 4:04 pm
2. **Roll Call:**  
**Present:** Caldwell, Cook, Devereaux, Patterson, Steele  
**Absent:** Donnelly, Fogle  
**Staff:** Wedding-Scott, Executive Director; Rosenberger, Streich, Powell  
**City Employees:** Alan Krcmarik  
**Guests:** Don Overcash and Kathi Wright (City Council); Jim Cox, Debbie Davis, and Mindy McCloughan (LDP Board)  
**Presenters:** Paul Ludwick (4<sup>th</sup> & Garfield Project); Matt Robenalt (Fort Collins DDA)
3. **Public Comment:** None
4. **Approval of Minutes:**

Regular Meeting – February 12, 2018

*Steele moved to approve the minutes of the Regular Meeting of February 12, 2018; Caldwell seconded the motion; the motion carried.*

Special Meeting – March 5, 2018

*Steele moved to approve the minutes of the Special Meeting of March 5, 2018, Caldwell seconded the motion; the motion carried.*

5. **Presentations/Updates:**

Paul Ludwick, co-owner with Cody Balzer, presented on the concept renderings of their proposed property known as 4<sup>th</sup> & Garfield Mixed Used, a 3-story 20,000 sq. ft. building, including dining, retail, office space and a rooftop bar with outdoor patio seating, and possible health/fitness space. He advised the design is contemporary/industrial with Colorado craftsman on the façade. Currently, it is in design stage with Infusion Architects. The current structure is being demoed and is undergoing asbestos abatement. He closed saying it will be a very unique property and vital book-end for the west end of 4<sup>th</sup> Street and he expressed his appreciation to Wedding-Scott for her assistance.

Matt Robenalt, Executive Director of the Fort Collins DDA, presented on how its DDA works in collaboration with the City of Fort Collins. He provided a handout (on file) and explained the day-to-day and year-to-year relationships with each of the City's departments. He also reviewed Section 31 of the Colorado revised statute pertaining to DDAs and the connection between DDAs and municipalities with regards to financial, legal and administrative interests of each (see handout). Following his presentation, the Board questioned and asked for suggestions on how best to build relationships with the City, collaborate with the City regarding financing, and other advice. Robenalt provided examples of when to use financing mechanisms including lines of credit for private development and bonds for public improvements, he explained the importance

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of mixed-use vs. residential projects, and advised it is necessary to have clear mission statements. He concluded that it is essential the DDA be deliberate with its strategy and provide the effort needed to be a high-performing corporation with clear roles and responsibilities, that it understands the impact of both public and private investments, and that it be strategic in its relationship with the City knowing you are linked via the statute and that the City needs to be aware of what you are capable of handling to further develop the downtown district.

Caldwell recused himself from the façade presentations due to his association with the owners and a possible conflict of interest.

Bob Shaffer and Rick Frahm, representing the owners of A.K.A. Kitchen, presented on the façade for the building formerly known as Adelitas, located at 414 E. 6<sup>th</sup> Street. They advised the building was purchased in August 2017 and is being renovated into a restaurant and brewery. They presented slides on the facade's concept renderings which were previously submitted to the Façade Committee, commenting that the renovations will include a new patio with garage door, a pergola, and fencing around the area where alcohol will be served. Materials being used on the façade include stone, reclaimed wood and stucco. Streich advised that the Façade Working Group has reviewed the application and all requirements for approval have been met.

Curtis Schroeder, Loveland resident and property owner, presented on his family's history of owning several downtown businesses and his desire to renovate the building currently owned by his family, located at 129 E. 5<sup>th</sup> Street. He advised the building was at one time a livery station and they have recently discovered horseshoes and Model T hubcaps. He advised the building is being renovated into a restaurant to be named Miss Daisy's BBQ and he presented renderings of the façade's design which will include exposed steel and garage door openings, steel railing surrounding an outdoor patio, stucco, and some of the original brick which is being re-harvested during the renovation. He advised there have been some structural conditions which have dictated changes from the original design; however, he has resubmitted these changes to the façade committee. Streich advised that the Façade Working Group has reviewed the application and revisions and that all requirements for approval have been met.

Following the Board's discussion regarding the status of annual budget and availability of façade funds, Wedding-Scott provided an update on the Loveland TapHouse, Valentine Building, The Gressiwick, and Black Steer, all of which will be paid from funds rolled over from 2017 and the 2018 budget. She advised there is funding available for at least two more projects and that the owners of the 4<sup>th</sup> & Garfield Mixed Use project, which is a \$3-3.5M project, may participate in DDA funding the following year (2019) as long as the property is not for residential use.

Wedding-Scott thanked the presenters and advised there were Action Items on the Agenda whether to approve their applications and move forward with the Façade Improvement Agreements.

**6. Discussions / Action Items:**

Action Item 1: Façade Improvement Agreement (A.K.A. The Kitchen)

*Steele moved to approve the Façade Improvement Application submitted by 6<sup>th</sup> Street Properties, LLC; authorize the Executive Director to negotiate the terms of the Façade Improvement Agreement by and between the Loveland Downtown Partnership (the "LDP"), 6<sup>th</sup> Street Properties, LLC, a Colorado limited liability company ("Owner" or "Applicant"), and the Loveland Downtown Development Authority (the "LDDA") for the address 414 E. 6<sup>th</sup> Street, Loveland, CO 80537, in an amount not to exceed Twenty-Seven Thousand, Nine Hundred Two*

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*Dollars (\$27,902); request the Executive Director submit the Agreement to the LDP for approvals as necessary and reimbursement as required in accordance with the terms of the Agreement; and further, authorize the DDA Chair to sign said Agreement upon LDP approval, Devereaux seconded the motion; the motion carried.*

Action Item 2: Façade Improvement Agreement (Miss Daisy's BBQ)

*Steele moved to approve the Façade Improvement Application submitted by H3 Ltd.; authorize the Executive Director to negotiate the terms of the Façade Improvement Agreement by and between the Loveland Downtown Partnership (the "LDP"), Edward Schroeder, by Curtis L. Schroeder, power of attorney ("Owner" or "Applicant"), and the Loveland Downtown Development Authority (the "LDDA") for the address 129 E. 5<sup>th</sup> Street, Loveland, CO 80537, in an amount not to exceed Thirty-One Thousand, Two Hundred Fifty Dollars (\$31,250); request the Executive Director submit the Agreement to the LDP for approvals as necessary and reimbursement as required in accordance with the terms of the Agreement; and further, authorize the DDA Chair to sign said Agreement upon LDP approval, Devereaux seconded the motion; the motion carried.*

Caldwell returned to the Board meeting.

Wedding-Scott advised that she had prepared draft documents for the Board's review to be used for the recruitment process to fill the board seat being vacated in June. The Board commented on their desire for a public process and that due diligence is necessary. Wedding-Scott distributed the proposed documents (on file) which were also used during the LDP's board recruitment last year, including a press release, application, and other documents for use during the interview process. Caldwell and Steele volunteered to serve on a selection committee.

*Caldwell moved to proceed with the recruitment process, approving the documents as prepared by and appointing Wedding-Scott as point person, and approving Caldwell and Steele to serve on the selection committee, Patterson seconded the motion; the motion carried.*

Wedding-Scott advised, that pursuant to Cook's recent request to see financial reports, she is providing a copy of the 2018 budget which was recently approved by the LDP board (on file). She explained the classifications and how expenditures are monitored monthly, including legal fees and façade budgets. Cook inquired how to obtain the TIF financial data and Wedding-Scott reminded the board that the data has been subsequently requested but has not been received. Further, she commented the DDA should seek legal representation as needed; however, Cook reported that the LDP has requested no more money be spent on legal fees until the new Executive Director is hired.

In the interests of time, no further reports or updates were provided.

7. **Staff & Executive Director Reports (Developments / Communications):** None
8. **Liaison Reports:** None
9. **Other Matters:** None
10. **Agenda Items for Upcoming Meetings:** None
11. **Executive Session:** None

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12. **Adjourn:**

*Caldwell moved to adjourn the meeting, Steele seconded the motion; the motion carried.*

**The meeting adjourned at 6:54 pm**

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Ray Steele, Jr., Secretary/Treasurer

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Date