

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)  
Board of Directors was held at 4:00 pm on August 13, 2018,  
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Steele, Jr. called the meeting to order at 4:05 pm

2. **Roll Call:**

**Present:** Bernhardt, Caldwell, Cook, Fogle, Patterson, Steele Jr., Waneka

**Absent:** None

**Staff:** Rosenberger, Streich, Powell

**City Employees:** Alan Krcmarik

**Guests:** David Eisenbraun, Kelly Jones, Steve Olson, Kathi Wright and Moses Garcia (City of Loveland), Robert Rogers (WBA, DDA Council), Jim Cox and Debbie Davis (LDP Board)

3. **Public Comment:** None

4. **Presentations:**

David Eisenbraun, City of Loveland - Development Services, presented on the Urban Land Institute and its new Northern Colorado Chapter. He encouraged the LDP | DDA to join the ULI and stated that it is planning a Foundry Tour. And further, he appreciates assistance from the LDP and DDA, including staff, to help plan and promote the event.

Eisenbraun also reported that the HIP Streets project is in the process of an infrastructure assessment and it will take approximately nine months for a report to be prepared.

Eisenbraun presented on the City's Parking Study (PowerPoint presentation on file). He advised they are in the early stages of data collection (assessing filled parking spaces at various times) and the Study would be complete in mid-2019. He appreciates assistance from the LDP and DDA, including staff, to help with the project and engage stakeholders.

Mike Scholl, City of Loveland - Economic Development Department, presented on the City's Boards and Commissions (PowerPoint presentation and handouts on file) and recommended the DDA be a part of it to allow the City to assist with basic administrative and legal services during the formative stages and years of the DDA. Moses Garcia, City Attorney, advised that an Ordinance would be necessary when the DDA no longer desires to be under the Boards and Commissions. The Board requested Robert Rogers, attorney for the DDA, to provide a recommendation.

5. **Approval of Minutes:**

Cook requested the Minutes of the Regular Meeting of June 9, 2018, be amended to include language of the Oath taken by the Board Members at that meeting.

*Fogle moved to approve the Minutes, as amended, of the Regular Meeting of June 9, 2018, Bernhardt seconded the motion; the motion carried.*

Cook requested approval of the Minutes of the Special Meeting of July 5, 2018, be postponed until the next meeting to allow the Chair to review the draft.

**Loveland Downtown Development Authority**  
**Meeting Minutes – July 9, 2018**

*Fogle moved to table the approval of the Minutes of the Special Meeting of July 5, 2018, Caldwell seconded the motion; the motion carried.*

**6. Discussions / Action Items:**

Bond Strategy. Steele reported on the DDA Board's attendance at the August 2, 2018, DDA Ballot Success and Next Steps meeting. He advised the Bond Policy Task Committee is working towards a draft policy to be presented to the City at the September Next Steps meeting.

Executive Director. Steele advised Sean Hawkins' first day as Executive Director is August 20, 2018, and that a Meet & Greet will be held to introduce him to the board members, City of Loveland managers and council persons, and other key persons. The Meet & Greet on August 28, 2018, will be scheduled as a Special Meeting of the DDA.

**7. Developments / Communications Reports.**

- **Developments** (Scholl)

The Foundry. Scholl provided an update on The Foundry and reported the parking garage is opening on August 31, residential tenants have been moving in, and an announcement will be made in 2-3 weeks regarding a restaurant tenant.

The Pulliam. Scholl provided an update on The Pulliam and reported a contractor has been selected and mobilization will begin soon. He advised Norm Rehme and the Pulliam Community Building Foundation is working to raise capital contributions.

Cleveland & 6<sup>th</sup> Street. Scholl reported the County will be vacating the building in November and that LPR has begun the permitting process for their ten- to twelve-month construction period.

Banner Building. Scholl reported there has been minimal activity on the Banner Building.

- **Communications** (Chair)

Strategic Planning Session. Steele, Jr. advised there is a LDP | DDA | City Council Strategic Planning Session scheduled for November 13, 2018 and this will need to be one of the priorities for Hawkins.

**8. Façade Program / Projects / Marketing Updates** (Staff):

Streich distributed update sheets (on file) regarding the progress of projects. He hi-lighted there is additional interest in façade applications, that decisions need to be made regarding the \$154,000 allocated by Public Works for downtown assets, and he reported on the placement of flower pots that have been planted.

Streich distributed update sheets (on file) regarding the Business Alliance (on behalf of Powell). He hi-lighted Powell has been in discussions regarding the management of the Foundry Plaza.

**9. Liaison Reports:**

Fogle reported business is as usual for City Council. Further, a policy regarding CORA requests has been created and the City Clerk will now charge \$30 per hour to process them.

**Loveland Downtown Development Authority  
Meeting Minutes – July 9, 2018**

10. **Executive Session:**

Steele advised no Executive Session was necessary.

11. **Other Matters:**

12. **Agenda Items for Upcoming Meetings:** None

13. **Adjourn:**

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

**The meeting adjourned at 6:28 pm**

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Jon-Mark Patterson, Secretary/Treasurer

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Date