

**Loveland Downtown Development Authority
Meeting Minutes – January 8, 2018**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)
Board of Directors was held at 4:00 pm on January 8, 2018,
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Cook called the meeting to order at 4:05 pm
2. **Roll Call:**
Present: Caldwell, Cook, Fogle, Steele
Absent: Donnelly
Staff: Wedding-Scott, Executive Director; Rosenberger
City Employees: Mike Scholl
Guests: Blake Steele, Jon-Mark Patterson
3. **Public Comment:** None
4. **Presentations/Updates:** None
5. **Approval of Minutes:**

Fogle moved to approve the meeting minutes of the Regular Meeting of December 11, 2017, Steele seconded the motion; the motion carried.

6. **Discussions / Action Items:**

Action Item 1 – Board of Directors Vacancies and LDP-DDA Liaison

Wedding-Scott opened discussions regarding the two vacancies on the DDA Board. She advised the LDP Board also has one vacancy (Doug Rutledge) who also served as the DDA liaison to the LDP. Wedding-Scott advised she had done a solicited recruitment of several people who had been suggested to her or expressed an interest in serving on the DDA Board, and that one qualified person was in attendance as a guest (Jon-Mark Patterson). The DDA Board discussed creating a selection committee; however, time is of the essence to fill the two vacancies. Further, the Board conferred it would appoint a recruitment/selection committee to later add additional Board members, possibly up to eleven which is authorized by State Statute.

Fogle moved to nominate Jon-Mark Patterson to the City Council as a replacement Board member for the term expiring June 30, 2018, Caldwell seconded the motion; the motion carried. [Please refer to Meeting Minutes of the Special Meeting of January 12, 2018 for final disposition of this action item.]

Fogle moved to nominate Jim Cox to City Council as a replacement Board member for the term expiring June 30, 2021, and further, Cox would serve as the DDA liaison to the LDP, Steele seconded the motion, the motion carried. [Please refer to Meeting Minutes of the Special Meeting of January 12, 2018 for final disposition of this action item.]

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Action Item 2 – Downtown Loveland Foundation Appointment

Wedding-Scott advised the Board that, pursuant to the Bylaws of the Downtown Loveland Foundation (DLF), whose annual meeting is on February 15, 2018, that it is necessary to fill a vacant position on their Board which individual would serve as a representative of the DDA. Following discussion, Caldwell volunteered.

Fogle moved to authorize Caldwell to represent the DDA on the Downtown Loveland Foundation Board, pursuant to its Bylaws, which election shall take place at its Annual Meeting on February 15, 2018, Cook seconded the motion; the motion carried.

Action Item 3 - LDDA Resolution 2018-1 / CORA Policy

Wedding-Scott advised that a Policy regarding the Colorado Open Records Act was recently updated and that it had been provided to the Board for their review prior to today's meeting. Following discussion and the Board's consensus to the updated policy, Wedding-Scott advised a Resolution would need to be approved in order to adopt the updated Policy (Resolution and Policy on file).

Steele moved to approve LDDA Resolution 2018-1, adopting a Colorado Open Records Act Policy, Fogle seconded the motion; the motion carried.

Action Item 4 - Façade Improvement Agreement

Wedding-Scott advised that following two presentations by Mike Hoffman of 4th Street Properties to both the LDP and DDA Boards, the Façade Application for 212-214 E. 4th Street in downtown Loveland, had been approved and that it was now necessary to enter into the Façade Improvement Agreement by and between the Loveland Downtown Partnership (the "LDP"), 4th Street Properties, LLC, a Colorado limited liability company ("Owner" or "Applicant"), and the Loveland Downtown Development).

Fogle moved to approve the Façade Reimbursement Agreement by and between the LDP, 4th Street Properties, LLC, a Colorado limited liability company, and the LDDA for the address 212-214 E. 4th Street, Loveland CO, in an amount not to exceed Thirty-One Thousand, Two Hundred Fifty Dollars (\$31,250), and further requested the Executive Director submit the Agreement to the LDP for approvals as necessary, reimbursement as required, and in accordance with the terms of the Agreement, Steele seconded the motion; the motion carried.

7. Façade Program & Development Project Updates:

Wedding-Scott reported on the following façade program projects:

- renovation on the Loveland TapHouse has started and a plywood wall has been installed temporarily during construction of its façade facing 4th Street;
- the owners of the Gressiwick and the Black Steer are reviewing their Agreements;
- an application for 414 E. 6th Street (A.K.A. Kitchen) is anticipated this week from the new owners of the former Adelita's restaurant; and
- she has not yet received the application from the owner of the building for Miss Daisy's BBQ.

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Fogle suggested he recuse himself from any approvals regarding 414 E. 6th Street because of his personal relationship with the new owners.

Wedding-Scott also advised that the staff is making some improvements to the Façade Program and is revising the check-off lists which the Façade Committee uses to ensure procedures are followed during the application and contract processes and also to track inspections of completed facades to ensure there are no violations or maintenance issues during the ten-year period following completion.

Wedding-Scott reported on recent discussions regarding a Life-Safety Improvement Program. She advised that the LDP has contingency funds largely from rolled over façade projects and that it is the LDP Board's desire to focus not only on beautification, but also life-safety improvements, including fire suppression. She consulted with the attorneys whether it might be appropriate for façade funds to be used for internal safety improvements and reported it was their legal opinion that if the building is blighted and in a rehabilitation state, then it may qualify for reimbursement/grant funding. Wedding-Scott asked Fogle to relay to City Council at their upcoming planning session that the LDP/DDA have acknowledged the need for fire/life safety improvements and the likely need for public assistance in the downtown district and it will work with the City as deemed appropriate in their investigation and development of a program.

8. Staff & Executive Director Reports (Developments / Communications)

Developments Update (Scholl)

The Foundry: Scholl provided an update on The Foundry Project and reported that the hotel has been announced. TownePlace Suites by Marriott will include 102 rooms, plus 1500 sq. ft. of meeting space. Construction on the movie theater will begin in mid-February and several tenants are expected to occupy all the retail space. He advised the parking garage will be topped off soon and the developer will have its topping-off party in February. He advised he anticipates full completion of The Foundry Project, including the hotel, in about 12-13 months. Scholl advised that both the Loveland and Thompson Valley Rotary groups have proposed donations to the plaza area, including a clock and artwork to commemorate the eradication of polio.

The Pulliam: Scholl provided an update on The Pulliam and reported that the City opened bids for the first phase of the work, however, they were much higher than anticipated. The City will rescope the work and request new bids. He anticipates construction to begin within two or three months.

Communications / Other (Wedding-Scott) –

Wedding-Scott reported on her recent meetings with City officials regarding respective roles and responsibilities of either the City or the DDA with regards to handling certain issues including financial obligations of the DDA, ownership of the parking garage, termination of the Urban Renewal Authority and potential lawsuits. She advised the meetings are held regularly and will resume when she returns from vacation in early February.

Wedding-Scott reported that there has been no new development since she last reported regarding the Heartland Corner but advised that the owner, Curt Burgener, is committed to the downtown district and has been focused on finishing its renovations to the Valentine Building. And that, although the Valentine Building façade application was previously approved, the elevations may change slightly from those initially approved to accommodate the redesigned entry

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into 212 E. 4th Street for the upstairs office. She further advised that the owner is spending far more on the building than anticipated and that they will max out on the façade reimbursement. She reminded the Board that the City recently repaired the sidewalks in front of the Valentine Building and that because their disrepair was a life-safety issue, LURA funds in the amount of \$40,000 were used for it.

Wedding-Scott advised that the HIP Streets Modernization Plan was approved on December 5th and that David Eisenbraun recently presented to City Council a memo regarding the DDA's involvement and outreach. Fogle advised that the Plan was voted on twice and that it is now an approved policy; only Mayor Marsh voted against adopting the updated plan. Scholl advised that in regards to implementation of the updated HIP Streets Plan, a parking study will be done on the core of the downtown district and that a contract with Walker Parking Consultants will be in place by the first quarter.

Wedding-Scott reminded the Board about the Strategic Planning Session on February 19th and to be sure to communicate with Sheryl Trent, the facilitator, on your ideas and thoughts regarding the façade program. Sheryl will contact each Board member and Business Alliance through email so be sure to watch for it.

Wedding-Scott directed the Board members' attention to the Agenda for dates of upcoming events. Abby Powell, Marketing & Communications Coordinator, reported on the Alley Lights Concert and advised their goal is to raise \$5-6,000 after expenses.

9. **Liaison Reports:** Fogle reported on the issue of broadband for the City of Loveland and that a task force was brought in for final review, recommending that the City form a separate enterprise to handle broadband. Their plan is to turn the ad hoc commission into a formal board, and then turn it over to Loveland Water and Power once done.

10. **Other Matters:** None

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

12. **Adjourn:**

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

The meeting adjourned at 6:06 pm.

Ray Steele, Secretary/Treasurer

Date