

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

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)
Board of Directors was held at 4:00 pm on February 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 4:07 pm

2. **Roll Call:**

Present: Caldwell, Cook, Fogle, Patterson, Steele

Absent: Donnelly, Devereaux

Staff: Wedding-Scott, Executive Director; Rosenberger

City Employees: Mike Scholl

Guests: Craig Young (Reporter-Herald); Don Overcash (City Council and business owner) Steve Olson (City Council and business owner), Cheri Waneka (desk chair), Harrison Hand (resident)

3. **Public Comment:**

Hand commented that at the recent Fire and Ice Festival, a resident of Art Space had complained to the Downtown District office she had been mistreated by the event's security personnel. Hand advised that this person does not speak for or represent Art Space and that, to the contrary, residents of Art Space very much appreciate and enjoy downtown events despite some inconvenience with parking and street closures. He advised that Mary Conelle is the point of contact for Art Space.

4. **Presentations/Updates:** None

5. **Approval of Minutes:**

Regular Meeting – January 8, 2018

Fogle moved to approve the minutes of the Regular Meeting of January 8, 2018; Caldwell seconded the motion; the motion carried.

Special Meeting – January 15, 2018

Fogle moved to approve the minutes of the Special Meeting of January 15, 2018, Caldwell seconded the motion; the motion carried.

6. **Discussions / Action Items:**

Board Appointments / Recruitment - Wedding-Scott advised that on February 6, 2018, the Loveland City Council appointed two new members to fill the vacancies on the DDA Board, including Jon-Mark Patterson (through June 2021) and Harry Devereaux (through June 2018). Further, there will be a recruitment strategy developed to assist the Board in filling the vacancy ending in June 2018 and future Director vacancies. She noted that she is also waiting for a determination from the City Attorney whether they believe the DDA is qualified as a City board. She will report back as soon as a decision is made.

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Life Safety [Fire Suppression] Improvement Program - Cox presented on his attendance at the recent City Council Planning Session and their discussion about a Life Safety Improvement Program. He advised that City staff discussed three possible options for the program, including a fire safety grant with matching funds, a loan fund with matching funds, or a grant which would require 3rd party inspections. He commented that the councilors requested more information from City staff, including pros and cons of the various program options, and to report at a later time. The Board discussed the possible use of LDP, LURA and/or TIF funds and applying for historical grants. Wedding-Scott advised that LDP staff is researching the use of LDP funding for life safety improvements and has requested information from the International Downtown Association.

Roles and Responsibilities – Wedding-Scott reported that at recent meetings with the City, LDP-DDA board members and herself, discussions centered around debt for downtown projects and the termination of the Urban Renewal Authority. Wedding-Scott advised that the County Assessor is keeping separate financial records regarding both DDA and LURA property tax increments.

7. Façade Program & Development Project Updates:

Wedding-Scott reported on developments in the Downtown District and the Façade Program. She first advised that the Façade Working Committee was requested to review a proposal for a temporary vestibule at a dining establishment in the historic district for the purpose of providing a warm place to stand while waiting to be seated. The Façade Working Committee will review the proposal next Friday; however, the decision to grant the restaurant's proposal would be made by the City. The Façade Committee will also be hearing a presentation by the owners of A.K.A. Kitchen on Friday. Fogle advised he will recuse himself from any decisions regarding this project due to personal relationships with the owners.

Wedding-Scott also reported on the following façade program projects:

- the Loveland TapHouse project is complete and the LDP is waiting for submittal of final documentation for reimbursement;
- contracts for the Valentine Building, The Gresswick and the Black Steer have been signed and the projects are pending construction; and
- she has not yet received the application from the owner of the building for Miss Daisy's BBQ.

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

- **Developments Update (Scholl)**

The Foundry - Scholl provided an update on The Foundry Project and reported there have been some issues regarding the de-watering of the parking garage and that meetings to discuss its resolution are being held.

The Pulliam – Scholl provided an update on The Pulliam and reported that the Request for Proposals is being re-crafted for the first phase of construction.

- **Communication / Other (Wedding-Scott)**

Wedding-Scott reported on the Heartland Corner and advised that per discussions with its developer, the owner understands the City's slow-down and that its direction will be dependent on the Roles and Responsibilities meetings. Further, ODD Fellows is restructuring their organization and that there is some movement in a resolution regarding their neighboring building.

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Wedding-Scott advised the Board that Korey Streich, LDP's Project Technician, has been working on the issue of newspaper boxes that are placed throughout the downtown. Several downtown property owners and businesses are concerned about the lack of maintenance and disrepair and would like them to be eliminated or moved. She commented on the importance to consider rights under the First Amendment and whether restrictions can be placed on box locations. Wedding-Scott advised that newspaper boxes do not fall under the HIP Streets program but that right-of-way and ADA restrictions need to be adhered to wherever they are located. Streich will be researching Fort Collins' ordinances, designs of 'condo' newspaper boxes, and a program which includes placement, permits and maintenance of the boxes.

Wedding-Scott reported on the Sweet Heart Alley project and that \$25,000 of LURA funds has been designated for a trash consolidation plan for the alley from Lincoln to Railroad Avenues. She advised that staff is in conversation with property owners and that one owner commented that the DDA did not have any authority over placement of trash containers as he believes he owns the alleyway. The City is researching ownership.

Wedding-Scott reported on 2016-2017 discussions with the City regarding an Enhanced Services Agreement and that the City requested to slow down implementation of this Agreement until they could research it in more detail. Members of the Board commented that clean streets/gutters, on-going maintenance, and especially flower pots/baskets are a large component to the shopping experience in the downtown.

Wedding-Scott reminded the Board about the Strategic Planning Session next Monday and the Alley Lights Concert on March 28th and encouraged members to purchase tickets through the Rialto. She also advised that the next Board Meeting is on March 12th and that Matt Robenalt, Executive Director of the Fort Collins DDA, will be a guest presenter.

9. Liaison Reports: Fogle reported on the issue of broadband for the City of Loveland and that it is moving in a positive direction.

10. Other Matters: Cook commented that she would like to see the monthly Budget Report to review the allocation of money provided to the LDP and Fogle suggested a quarterly report. Wedding-Scott advised that the LDP Budget tracks expenditures that are tied to the DDA including legal and insurance expenditures.

11. Agenda Items for Upcoming Meetings: None.

12. Executive Session: None. Wedding-Scott advised the Executive Session will be kept on each meeting's agenda; however, it is not necessary that the Board take action if it is not necessary to enter in the session.

13. Adjourn:

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

The meeting adjourned at 5:52 pm

Ray Steele, Secretary/Treasurer

Date