

**Loveland Downtown Development Authority  
Meeting Minutes – January 9, 2017**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)  
Board of Directors was held at 4:00 p.m. on January 9, 2017,  
at the LDP-DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Caldwell called the meeting to order at 4:05 p.m.

2. **Roll Call:**

**Present:** Caldwell, Fogle, Goacher, Rutledge

**Absent:** Cook, Donnelly, Steele

**Staff:** Wedding-Scott, Executive Director; Rosenberger, Executive Assistant

**City Employees:** Alan Krcmarik, Mike Scholl

**Guests:** Harrison Hand

3. **Public Comment:** None

4. **Approval of Minutes:**

*Fogle moved to approve the meeting minutes of the Regular Meeting of December 12, 2016, Rutledge seconded the motion; the motion carried.*

5. **Presentations/Updates:** None

6. **Action Items:** None

7. **Façade Program & Updates:**

Wedding-Scott reported on the status of the following Façade agreements and projects: Alliance Auto Care's agreement is in process for signatures, ArtSpace (Feed & Grain) is still reviewing their agreement, and the revised Agreement for Verboten has been reviewed by their attorney and is pending the owners' signatures. She advised she has not received any update for sidewalk improvements for either Artworks or at Jefferson/East 4<sup>th</sup> Street.

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

○ **Developments Update (Scholl)**

**The Foundry:** Scholl provided an update on the Foundry and asked Krcmarik to report on recent financing opportunities for the project. Krcmarik advised that BBVA Compass Bank submitted an unsolicited proposal for a 15-year loan at the rate of 3.39%. As a condition of the loan, the City would possibly pledge three existing buildings, valued at \$15.9 million, as collateral. When the parking structure is complete, the garage will then become the collateral. The City also reviewed three other financing proposals before locking in BBVA's offer, and final agreement of the proposal is pending approval by City Council.

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Scholl further advised that Brinkman submitted their site development plan to the City with an anticipated groundbreaking in late March 2017. City crews will need to first reroute sewer lines prior to the parking lot hole being dug. Recent good news was received from Brinkman Partners that they are finalizing a contract for a 3-star hotel and the hotel may be built closer to Phase I with a mid-2018 opening. Plans for Phase II include opening the theater in May 2018; coordination will be important during on-going construction and full operation of the garage.

Wedding-Scott commented on how important it will be to keep downtown businesses informed regarding road closures and limited access for both customer and employee parking, and that construction parking needs to remain onsite as long as possible.

The Pulliam: Scholl provided an update on The Pulliam Building remodel and advised City Council approved \$2M to be appropriated for the first phase. The Pulliam Foundation hopes to have their pledged amount received in April, but they have until 12/31/17 under their agreement with the City. The goal is that Phase I be completed within a year, which includes building stabilization and updates to fire, HVAC and other mechanical systems so the auditorium space can be fully-utilized for public and ticketed events. The City anticipates contracting with a third-party to manage the auditorium to identify and book acts for profit and promote the events. That study is currently underway through BBC Consulting.

Wedding-Scott advised that Stacey Voight and Scholl are working on a \$1 million grant application and Scholl reported the building next door to The Pulliam was the former House of Neighborly Service and is now under contract for a planned church.

HIP Streets Master Plan: Scholl provided an update on the HIP Streets Master Plan and advised the City is working with multiple departments, including Public Works, and a third-party consultant (Stanley Consulting – formerly Kopatz) to update to current conditions and offer an opportunity for public input on the design elements. Mike is working through the City departments to identify possible financing assistance for the update. He advised that because the City was directing attention on private development, infrastructure in the downtown has lagged.

Wedding-Scott advised that the LDP and DDA were originally tasked with implementation of the original HIP Streets Plan. However, with no money to fund it, the LDP and DDA do not have the capacity to pay for infrastructure improvements at this time. She requested Scholl meet with City department managers in order to refine the scope of work, provide funding, and define the DDA's involvement.

Downtown Services Update – Scholl advised that multiple City departments, including Police, Rec, and Public Works, have been tasked to report in January/February on their baseline of services for the Downtown District. The City will then determine what they are financially able to support and provide direction on how the LDP/DDA will be involved with enhanced services.

Wedding-Scott commented on the importance of the LDP and DDA to communicate with business owners their level of participation and identify enhanced services may include, i.e., additional street sweeping, sidewalk power washing, and wider street plowing.

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**Back Stage Alley** - Scholl reported on the Back Stage Alley trash consolidation project. This project will serve as a pilot for other alleys in the downtown. He reported on the work that consultant Derf Green has provided in meeting with the impacted businesses/property owners, advocating for a single trash service, and requesting proposals from trash haulers. Each business will be contracted and billed separately by the selected single-trash hauler (Gallegos Sanitation) for their respective trash service.

Wedding-Scott advised that the Back Stage Alley Design Committee has met with Brinkman to discuss designs for lighting and other alley-way materials (pavers, etc.). It was also suggested that the City & the LDP/DDA work with adjacent property owners/businesses to encourage alley-way access. Scholl noted that materials being used for the temporary trash containment may not coordinate with the final design elements. Wedding-Scott suggested funds could be allocated from the Façade budget to assist in back-entry business facades.

- **Election 2017 Strategy** - Wedding-Scott discussed questions she posed to Alicia Calderon, Assistant City Attorney on the appropriate steps needed to terminate the DDA and whether its termination could be contingent upon formation of a new DDA. A map of the current DDA District was created by the City's GIS group and provided by Krcmarik to assist in recreating DDA boundaries. Blair Dickhoner, WBA will be working on drafting documents and assisting with updating the election calendar.

Wedding-Scott presented a draft Voter Survey created by a professional consultant to determine whether people voted for or against the DDA issues last November, and why. The goal of the telephone survey will be to determine how they might vote in subsequent elections on DDA matters and if certain residential/business areas should be excluded when recreating the new DDA's boundaries. The Board concurred the survey should be kept short, simple and not use auto-dialers.

Wedding-Scott advised that the City may be planning a city-wide sales tax initiative for election in November. Its revenues would be used for a library/rec center in NW Loveland and improvements to Highway 34 at I25 – among other projects. However, there are no downtown infrastructure projects currently planned. Timing of the City's initiative could have impact on how the DDA pursues another election in 2017.

- **Legislation Update** – Wedding-Scott advised that there is legislation being proposed from a group in Teller County in order to superimpose HB 15-1348 (Urban Renewal) on to DDAs. She is working with a group of DDAs who are communicating with Colorado Counties, Inc. (CCI) on their efforts, and the DDAs have joined forces in hiring a lobbyist to ensure the legislation is not detrimental to the successes of DDAs in Colorado. She advised if a new DDA is formed, it could have to comply with the new legislation if it passes.
- **Downtown Communications Strategy** – Wedding-Scott advised that the Business Alliance is in the process of building their membership drive. They are finalizing a brochure and application process for businesses to become members. They are also focusing on sponsorships and donations.
- **Strategic Goals Planning Workshop** – Wedding-Scott discussed and asked the Board if they would like to hold a LDP/DDA joint planning workshop in February, but no

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decision was made. It was recommended that before a joint Boards planning workshop, there should be a joint meeting with the City Council to make sure we are all heading toward the same goals with regard to a 2017 DDA election approach. And, it was recommended that it would be great if the City Council could come to the LDP|DDA offices to showcase the value of the LDP|DDA and highlight investments being made by downtown business owners. Wedding-Scott will work with the City Manager's office to identify a date/time.

**Other Matters:** Wedding-Scott advised the LDP will be holding their Annual Meeting in January and electing four Board members (from their initially staggered terms) and Officer positions for Treasurer, Secretary, and the Chair-Elect. In addition, the LDP is working on providing necessary documentation for its year-end audit.

9. **Liaison Reports:** Fogle advised that CDOT will begin construction on a three-lane expansion of Highway 34 and the I25/402 ramps and has proposed a widening of the I25/34 overpass be constructed at the same time. Surrounding towns will be involved in the project. Fogle requested that the LDP Quarterly Reports be sent individually via email with "Read Request" to each City Council member to ensure members receive them and are aware of the Downtown District's many accomplishments.

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

11. **Adjourn:**

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

**The meeting adjourned at 5:55 p.m.**

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Sharon Rae Cook, Secretary/Treasurer

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Date