

PUBLIC NOTICE

LOVELAND DOWNTOWN DEVELOPMENT AUTHORITY / HISTORIC LOVELAND BUSINESS IMPROVEMENT DISTRICT (4:00 P.M.)

April 8, 2024

**Cleveland Room at Desk Chair
201 East 4th Street, Loveland, Co 80537**

The Loveland Downtown Partnership and Downtown Development Authority are committed to providing an equal opportunity for citizens and does not discriminate on the basis of disability, race, color, national origin, religion, sexual orientation, or gender. The LDP-DDA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act.

For more information, please call our offices at 970.699.2856.

Agenda
Loveland Downtown Development Authority (DDA)
Historic Loveland Business Improvement District (HLBID)
Joint Regular Meeting
Monday, April 8, 2024 - 4:00 pm

Cleveland Room at Desk Chair
201 East 4th Street

This board may act on behalf of the Loveland Downtown Development Authority and the
Historic Loveland Business Improvement District

4:00 pm

1. **Call to Order**
2. **Roll Call**

4:05 pm

3. **Public Comment** (individual introductions / comments are limited to 3 minutes)

4:10 pm

4. **Approval of Minutes**

"I move to approve (deny) the minutes of the Regular Meeting of March 18, 2024"

4:15 pm

5. **Presentation & Discussion / Action Items**

- HIP Streets Update
- Unified Development Code Amendment - Signs – City of Loveland Planning Department
- Small Grant Request – 345 N. Jefferson Avenue

Sample motion: "I move to approve (deny) a Small Grant award of up to \$3,500 to River Redevelopment, LLC for 345 North Jefferson Avenue to fund exterior improvements to the building, and authorize the executive director to execute an agreement related to the grant of such funds."

- Projects Eligible for Financing Under Line of Credit IGA. Resolution DDA-2024-04, A Resolution of the Board of Directors of the Loveland Downtown Development Authority Designating Projects Eligible for Financing with Proceeds of the Interfund Loan Under the DDA-City Line of Credit IGA in Fiscal Year 2024.

Sample motion: "I move to approve (deny) Resolution DDA-2024-04."

- Executive Director Update
 1. Restaurant Conversation Grant
 2. One Sweet Summer Events

5:25 pm

6. City Council Report

- Mallo, Krenning - City Council

5:30 pm

8. Adjourn

Meeting Minutes
Loveland Downtown Development Authority (DDA)
Historic Loveland Business Improvement District (HLBID)
Joint Regular Meeting
Monday, March 18, 2024 - 4:00 pm

Cleveland Room at Desk Chair
201 East 4th Street

4:00 pm

1. **Call to Order** - Chair Steele Jr called the meeting to order at 4:03pm
2. **Roll Call** - Steele, Wyrick, Patterson- absent, Waneka ,Gressianu, Loomis, Bernhardt, Mallo, Krenning- absent. Fellure- absent, Also in attendance: Josh Liley, Kyle Johnson, Kris Jakobsson, Marcie Willard, Brian Waldes, Tena Mose, Megan Griesel.

4:05 pm

3. **Public Comment** (individual introductions / comments are limited to 3 minutes)

Kyle Johnson asked about vacant buildings particularly the Pulliam.

4:10 pm

4. **Approval of Minutes**

Bernhardt moved to approve the minutes of the Regular Meeting of February 12, 2024. Loomis seconded the motion which passed unanimously.

4:15 pm

5. **Presentation & Discussion / Action Items**

- DDA Pro Forma Presentation and Financial Discussion – Hawkins introduced Brian Waldes and Tena Mose from the City of Loveland Finance Department. Hawkins has been working closely with them to produce a proforma that recognizes the cash flow entering the City's DDA Fund after the removal of the downtown plan of the Loveland Urban Renewal Department. The proforma does not include dollars from the Historic Loveland Business Improvement District which are deposited directly from the County's Treasurer's office into the HLBID fund. Overall, the DDA is in good financial position to be able to fund debt and maintenance of 4th Street HIP work as well as invest in events, façade grants, downtown ambassador program and other downtown improvements.

Also, as part of the presentation, Hawkins introduced Kris Jakobsson from Loveland Police Department. In recent discussions with Loveland Police Department leadership, Hawkins was alerted that overtime would most likely be cut as part of the food tax adjustments which would effect Friday and Saturday night patrols. In that discussion Hawkins learned of interest to have a full-time officer dedicated to downtown if the DDA could provide funding. The board was certainly supportive of this path and asked Hawkins to keep working on making this happen.

- Ambassador Program

Hawkins introduced the details of the Ambassador program he has been discussing with the board and business community for the past few years. The program could be paid for using tax increment dollars. The board was supportive to get the program started.

- 2024 Restaurant Conversion Grant Pilot Program Policies.

Hawkins and Liley presented a final draft of the Restaurant Conversation Grant program that had been discussed and reviewed at two previous DDA meetings in fall of 2023. The final draft includes language that the program is a pilot program with the DDA agreeing to fund five total projects and then ceasing the program until the results can be evaluated. Second, “clawback” language has been created that would allow the DDA to recoup a portion of their investment in the case that the newly installed kitchen ceases to be used or is removed. Hawkins said he believed the program would help bring new investment to at least three properties in our district that had either been vacant or underutilized for many years.

Loomis moved to approve the 2024 Restaurant Conversion Grant Pilot Program Polices; and authorize the executive director to make changes to the program policies that do not materially alter the terms of the program policies. Wyrick seconded the motion which passed unanimously.

- Landscaping Proposal from Garden Graffiti Regarding the Blooming Hearts Planters along 4th St., 5th St., Railroad Ave., and Lincoln Ave.

The DDA owns several planters in downtown and has partnered for five years with Loveland based Garden Graffiti to plant and maintain them annually. In addition, there are eight above ground planters the DDA has assumed maintenance of and plants annually as well. This proposal is for Garden Graffiti’s annual work.

Wyrick moved to approve the landscaping proposal from Garden Graffiti regarding the Blooming Hearts planters, up to the amount of \$26,711.04; authorize the executive director, in consultation with DDA legal counsel, to approve the form of the agreement for such services; and authorize the executive director to execute the agreement.” Bernhardt seconded the motion which passed unanimously.

- Design Proposal from BHA Design, Inc., for Renovation of the Foundry Stage.

Hawkins presented a proposal from the BHA Design, Inc to design a stage for the Foundry Community Plaza. We have been spending upwards to \$10,000 a year to rent a portable stage for events and a missing element is to have permanent one onsite. A naming rights opportunity is possible for the stage as well and staff is in discussions on a possible naming partner. Before we can move forward, we must complete designs for the project.

Wyrick moved to approve the proposal from BHA Design, Inc., for renovation of the Foundry stage, up to the amount of \$15,000; authorize the executive director, in consultation with DDA legal counsel, to approve the form of the agreement for such services; and authorize the executive director to execute the agreement. Bernhardt seconded the motion which passed unanimously.

- Projects Eligible for Financing Under Line of Credit IGA. Resolution DDA-2024-03, A Resolution of the Board of Directors of the Loveland Downtown Development Authority Designating Projects Eligible for Financing with Proceeds of the Interfund Loan Under the DDA-City Line of Credit IGA in Fiscal Year 2024.

As part of our process to access tax increment funding through the Line of Credit process, the DDA board must pass a resolution listing the projects and the amounts. In this round, three projects for payment are the façade grant to 350 N. Cleveland Avenue and the payments to Garden Graffiti and BHA Design, Inc for the contracts approved earlier in the meeting.

Bernhardt moved to approve Resolution DDA-2024-03. Gressianu seconded the motion which passed unanimously.

- Executive Director Update
 1. HIP Streets Next Steps – A CMAR contractor was interviewed in the last week and scored very well in the interview panel. Reference checks and a follow up interview with key staff are in process.
 2. Downtown Sign Code Changes – Possible updates to the downtown sign code will be presented at this week’s downtown business meeting. The item will be presented to the DDA Board on April 8th.

5:25 pm

6. City Council Report

- Mallo - City Council. Most of council was in Washington DC at National League of Cities Conference in the last week. City Council will hear a request from the Storm Water Department that would include funding their portion of the HIP Streets project on 4th Street.

5:30 pm

8. **Adjourn** – Chair Steele Jr. adjourned the meeting at 5:26 p.m.

Unified Development Code Amendment Signs

KERRI BURCHETT
STRATEGIC PLANNING
APRIL 8, 2024



City of Loveland

AGENDA

1

PURPOSE

2

CHANGES TO TEMPORARY &
PERMANENT SIGNS

3

ABANDONED AND HISTORIC
SIGNS

4

ALTERNATIVE SIGN PROGRAM

4

WHAT'S NEXT?



City of Loveland

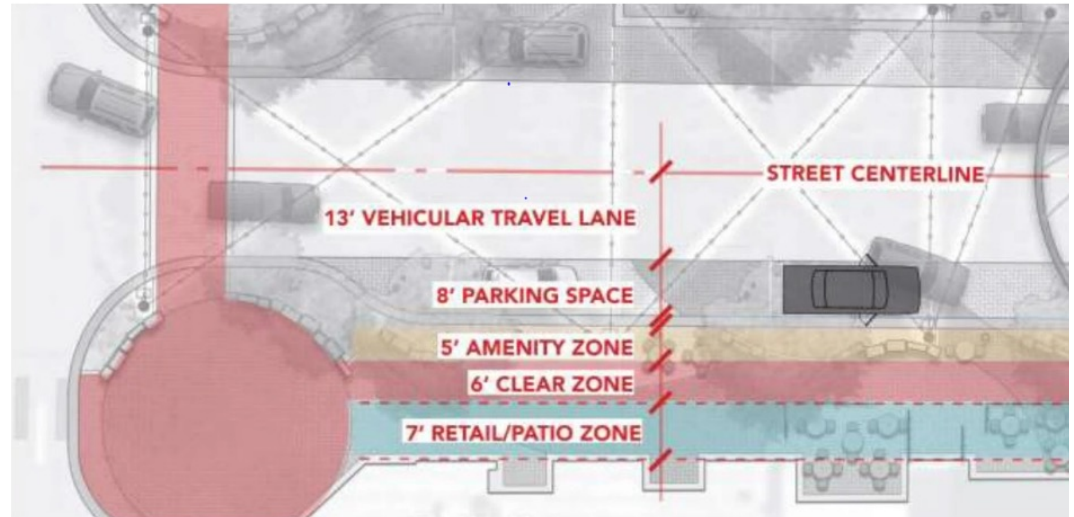
Purpose

1. Signs are an important!
2. Update and modernize Loveland's sign standards
3. Format standards in easy-to-read tables with graphics
4. Keep what is not broken, focus on problematic areas
5. Add a new option that encourages unique and creative designs



Temporary Signs

Portable Sign		
	Current Code	Proposed Code
Max Number	1	1 per building entrance
Sign Area	6 sf	6 sf
Max Height	4 ft	4 ft
Location	<ul style="list-style-type: none"> Can be within sidewalk but must keep 5 feet of clear space Not in planters, parking area, roads, landscape beds 	<ul style="list-style-type: none"> As close to building wall as practical and within 8 ft of public entrance Within the 7-foot retail/patio zone in HIP Streets Plan Permit needed (free)
Duration	During regular operating hours	During regular operating hours



- Uniform location – does not interfere with pedestrians
- A-frame design
- HIP Street vision



Temporary Signs

Wall Banners		
	Current Code	Proposed Code
Max Number	2 temporary signs	Unframed: 1 per building elevation Framed: 1 per business or 1 per 300 lf. of building elevation whichever is greater
Sign Area	100 sf	32 sf
Max Height	4 ft	4 ft
Location	Attached to a building wall	Attached to a building wall
Duration	15 consecutive days, max of 60 days in a year	Unframed: 15 consecutive days, max of 60 days in a year Framed: Not limited

Unframed Banner

- Wall banners must be attached to a building wall
- Cannot be placing on fences or patio enclosures in the right-of-way

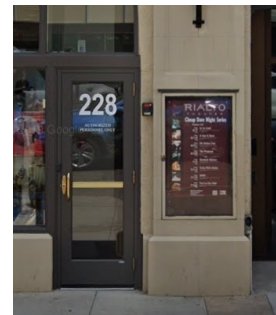
Framed Banner

- New wall banner type (menus, attractions, events, etc.)
- Permanent frame (365 days/year)

Unframed Banner



Framed Banner



Temporary Signs

Flexibility for special events, festivals and temporary uses

- Inflatables, balloons, pennants, searchlights, and wind signs must be associated with a special event permit
- Event permits can specify numbers, size, types, etc. and adjust sign code allowances



Permanent Signs

Window Signs		
	Current Code	Proposed Code
Max Number	Not regulated	Not limited
Sign Area		25% of the area of a window may be covered

- HIP Streets - Enhance pedestrian experience
- Transparent storefront welcomes customers inside
- Encourage display of merchandise
- Visibility discourages crime, “eyes on the street”

This



Not This



Permanent Signs

Blade Signs		
	Current Code	Proposed Code
Max Number	1 per wall per business with planned sign program	1 per building entrance
Sign Area	8 sf	10 sf
Illumination	Only sign letters can be internally illuminated	Internal letters and graphics only or external; the entire face of the sign cannot be internally illuminated

- Excellent for pedestrian wayfinding!
- Slightly larger sign area allowance based on sign proposals received
- Clarification that text and graphics can be internally illuminated (not just text)



Permanent Signs

Awning Signs		
	Current Code	Proposed Code
Max Number	Not limited	Not limited
Sign Area	Size limited on the valence flaps	50% of the total area of the awning
Illumination	External	External; backlighting of letters and graphics allowed
Location	On front or side valence flaps	No restriction on location of sign on the awning

- Flexibility on location of sign



Abandoned Signs

Abandoned Sign is a sign associated with a business that is no longer being conducted from the premise that the sign is located on.

- Signs need to be removed
- Can use a temporary sign cover for 90 days
- Historic signs are not abandoned signs



Historic Signs

The Director may approve the classification of a sign as an historic sign if it is demonstrated that:

- Documentation that the sign has been at its present location for at least 50 years.
- The sign is structurally safe or capable of being made structurally safe without substantially altering its historic character.
- The sign is representative of signs from the era in which it was constructed and either provides evidence of the historic use of the building or premises or is recognized as an iconic structure or focal point in the community.

Alternative Sign Program

- Typical sign codes are rigid. Requests for variances require undue hardships that are not self-imposed and are applicable to only the property involved and not other properties within the same zone.
 - Opportunity to request different signs than allowed to encourage a creative, innovative or unique design.
 - Alternative Sign Program Option
 - ✓ Unique circumstance with building, property, or use
 - ✓ Community benefit - such as enhanced visual interest, improved aesthetics, superior integration of the sign and the related buildings or environment
 - ✓ Approved by Planning Commission at a public hearing
-

Next Steps

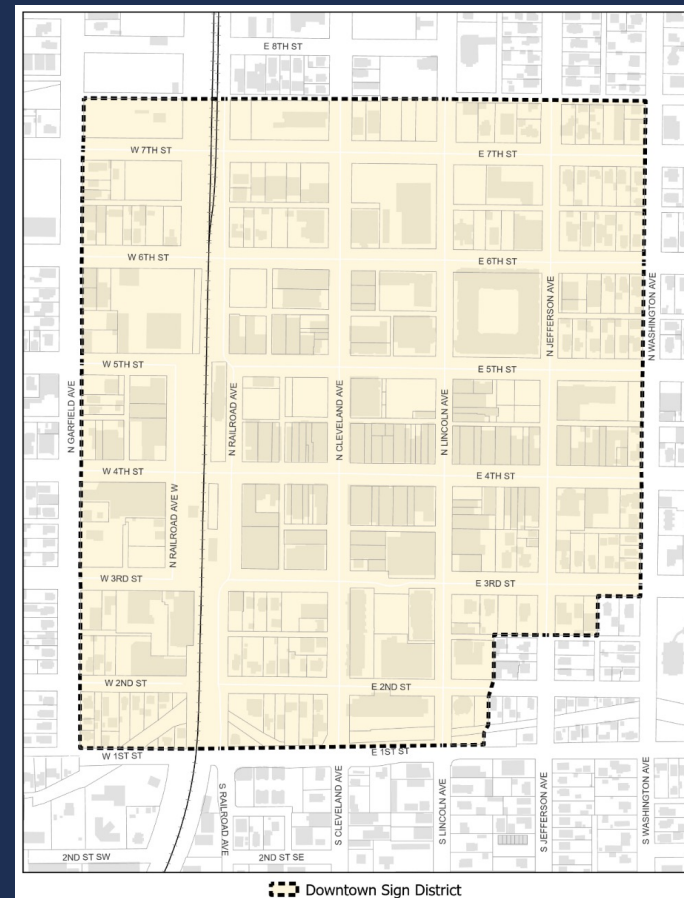
- Starting outreach efforts
- Study Sessions
 - April 9th City Council
 - April 22nd Planning Commission
- Revisions and more outreach!
- Public hearing – anticipated in summer

Comments & Questions?

Downtown Sign District

Boundaries are unchanged

- North of 1st Street
- South of alley between 7th and 8th St
- Between Garfield and Washington Ave



Subject: Application for Kane Robinson 345 N JEFFERSON AVE
Date: Friday, March 29, 2024 at 7:01:47 AM Mountain Daylight Time
From: Kane Robinson
To: Sean Hawkins
Attachments

6:59 



 All iCloud



March 22, 2024 at 10:33 AM

DDA Loveland grant

DATE OF SUBMITTAL: 



Item 8 ADD - 401
APPLICATION (con't)

ARCHITECTS NAME	N/A
ADDRESS	N/A
PHONE	BUSINESS
EMAIL	N/A CELL
CONTRACTORS NAME	DISTINCT PAINTING Co. LLC
ADDRESS	1437 N. Center Ave #321
PHONE	BUSINESS CELL 970.690.9059
EMAIL	distinctpaintingco@gmail.com

PROJECT TYPE:

- FRONTAGE IMPROVEMENTS (SIGNAGE EXCLUDED)
- PUBLIC ART
- PUBLIC ACCESS (BIKE RACKS/BENCHES)
- ENTRY-WAY/EGRESS IMPROVEMENTS
- CONTAINERS AND PLANT MATERIALS
- SAFETY/LIGHTING ENHANCEMENTS
- ENVIRONMENTAL/HISTORIC REHABILITATION
- OTHER: Roof/Paint/Sealants/
Enseñe/Gutters

TOTAL PROJECT COST:
 (Please attach detailed cost break down on a separate page)

\$ 20,000 +

TOTAL FUNDING REQUEST:
 (Please attach detailed cost break down on a separate page)

\$ _____

TOTAL FUNDING FROM 3RD PARTY SOURCES:

\$ _____

PROJECT FUNDING REQUESTED FROM DDA:

\$ _____

[Signature]
 APPLICANT SIGNATURE

3-21-24
 DATE

Owner
 TITLE

[Signature]
 PROPERTY OWNER SIGNATURE

3-21-24
 DATE

(If different than Applicant Signature)

Owner
 TITLE

Release of f
 reimburse
 appropriate
 coverage; a
 certificate o
 contractor c
 waste man

The date of

Project Start

[Signature]
 Au
[Signature]
 Pr

LOWRIAN L...

Exi



6:59

45

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DDA Loveland grant

DATE OF SUBMITTAL:



Release of Funds

Release of funds is contingent upon owner submission of all DDA requirements for project reimbursement, including actual cost accounting of eligible materials with documentation; if appropriate – the evidence of certificate of completion or certificate of occupancy issued by City of Loveland; acceptance of public improvements within the rights-of-way by the City of Loveland; certificate of liability insurance and grant of façade easements by the owner, and where applicable, contractor documentation of deconstruction as a method for minimizing construction and demolition waste from entering the landfill.

The date of this commitment is: _____

Project Address: 345 North Jefferson Avenue

Authorized Applicant Signature

3-21-24
Date

MICHAEL KANE ROBINSON
Printed Name

3-21-24
Date

LOVELAND DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Executive Director

Date:



**LDP – DDA Small
Grant
Reimbursement
Program
APPLICATION**

DATE OF SUBMITTAL:	3-21-2024
TARGET DDA BOARD MEETING DATE:	
APPLICANT NAME (INCLUDE DDA):	MICHAEL KANE ROBINSON MKR HOLDINGS, LLC
IS APPLICANT THE PROPERTY OWNER?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
ADDRESS (STREET, CITY, STATE, ZIP):	345 N. Jefferson Ave. LOVELAND, COLORADO 80538
PHONE:	970.690.9059
	<u>BUSINESS</u> <u>CELL</u>
EMAIL:	mk distinctpaintingco@gmail.com
PROPERTY OWNER NAME (IF DIFFERENT FROM APPLICANT)	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE:	<u>BUSINESS</u> <u>CELL</u>
EMAIL:	
PROJECT PROPERTY ADDRESS	

LDP-DDA Small Grant Application, 07/2014



Chat



distinctpaintingco@gmail.com
 http://www.distinctpaintingcompany.com

DISTINCT PAINTING Co.

ADDRESS

Loveland Downtown District
 201 East 4th St
 Loveland, CO 80537

ESTIMATE # 2545

DATE 01/25/2024

ACTIVITY	QUANTITY	RATE	AMOUNT
Masking Materials Urethane sealant, plastic masking, paper masking, tape, etc.	1	150.00	150.00
Emerald Sherwin Williams Emerald Matte finish paint	13	75.00	975.00
Smart trim textured trim board 1x6 for fascia replacement on south and north sides	7	45.00	315.00
New gutters tear off and install new gutters/downspouts	1	2,850.00	2,850.00
Exterior building repaint once everything is prepped , apply paint to exterior in specified colors	1	3,450.00	3,450.00
Metal roof panels 12' panels	26	75.00	1,950.00
Roof install tear off shingles , apply new moisture barrier ice barrier and install metal roofing	1	6,780.00	6,780.00
Replace gate for fence remove and build new gate for fence on north and south sides materials and labor in cedar wood	1	2,500.00	2,500.00

SUBTOTAL	18,970.00
TAX	0.00
TOTAL	\$18,970.00

Accepted By

Accepted Date

RESOLUTION DDA-2024-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LOVELAND DOWNTOWN DEVELOPMENT AUTHORITY
DESIGNATING PROJECTS ELIGIBLE FOR FINANCING WITH
PROCEEDS OF THE INTERFUND LOAN UNDER THE DDA-CITY LINE
OF CREDIT IGA IN FISCAL YEAR 2024**

WHEREAS the Board of Directors of the Loveland Downtown Development Authority (“DDA Board”), by adoption of Resolution 2023-DDA-04, approved an intergovernmental agreement between the Loveland Downtown Development Authority (“DDA”) and City of Loveland, Colorado (“City”), entitled “Intergovernmental Agreement Governing the Use of Proceeds of the City of Loveland’s Interfund Loan for Financing Downtown Development Authority Projects and Programs” (“Line of Credit IGA”);

WHEREAS, the City Council of the City, by adoption of Resolution #R-151-2023, approved the Line of Credit IGA;

WHEREAS, capitalized terms used in this Resolution shall have the same meaning as given in the Line of Credit IGA;

WHEREAS, Section 2.3 of the Line of Credit IGA requires the DDA Board to adopt a resolution (“DDA Resolution”): (i) identifying specific projects and programs within the DDA District that advance the objectives of the DDA Plan of Development in accordance with the DDA Act and that the DDA Board designates as eligible for financing or refinancing with proceeds of the Interfund Loan (the “DDA Projects and Programs”), including as applicable, the description of the programs, the process for how awards are made, the location of known DDA Projects and Programs, and a general description of any proposed development or redevelopment; and (ii) setting forth the estimated amount of Available TIF Revenue that could be applied to the repayment of the principal of and interest on the Interfund Loan in the current or next fiscal year, including, without limitation, any Available TIF Revenue that is expected to be generated by the DDA Projects and Programs set forth in the DDA Resolution;

WHEREAS, upon adoption, the DDA Resolution is to be submitted to the City Manager of the City, the Chief Financial Officer of the City, and the City Attorney of the City;

WHEREAS, on December 11, 2023, the DDA Board adopted the DDA Resolution envisioned under the Line of Credit IGA through adoption of Resolution DDA-2023-09, which identified the projects and programs eligible to receive financing with proceeds of the Interfund Loan in fiscal year 2024; and

WHEREAS, the DDA desires to supplement the list of projects and programs identified in Resolution DDA-2023-09 as eligible to receive financing with proceeds of the Interfund Loan in fiscal year 2024 through adoption of this Resolution DDA-2024-04.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND DOWNTOWN DEVELOPMENT AUTHORITY THAT:

1. The following projects or programs are eligible to receive financing with proceeds of the Interfund Loan in fiscal year 2024:

- Beautification Program - Ambassador Program Contract with the Historic Loveland Business Improvement District to provide cleaning and beautification services in the DDA District. Contract Amount: \$105,670.
- Payment for the Artspace Project under the agreement between the DDA, the City of Loveland, and the Loveland Urban Renewal Authority entitled “Cooperation Agreement Among the City of Loveland, Colorado, Loveland Urban Renewal Authority, and Loveland Downtown Development Authority (Dutch Brothers Project, Vitamin Cottage Project and Artspace Project)”. Payment amount: \$230,000.

2. The estimated amount of Available TIF Revenue that could be applied to the repayment of the principal of and interest on the Interfund Loan in fiscal year 2024 is \$3,000,000.00.

3. No property or sales tax increment will be generated by either of the above-referenced projects and programs.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Loveland Downtown Development Authority this 8th day of April, 2024.

Ray Steele, Jr., Board Chair

ATTEST:

Jon-Mark Patterson, Secretary

Ambassador Program - 2024 Budget

	May	June	July	August	September	October	November	December	Total
Wages	7100	7100	7100	7100	7100	7100	7100	12000	61700
Benefits	1000	1000	1000	1000	1000	1000	1000	1000	8000
Payroll Taxes	810	810	810	810	810	810	810	1300	6970
Office Contribution	600	600	600	600	600	600	600	600	4800
Phone	150	150	150	150	150	150	150	150	1200
Supplies and Equipment	13000								13000
Insurance	5000								5000
Marketing Materials / Uniforms	5000								5000
								Total	105670
Seasonal Help									
Wages		4200	4200	4200	4200	4200	4200		25200
Payroll Taxes		420	420	420	420	420	420		2520
Insurance		500	500	500					
								Total	27720

— Loveland's 4th Annual —

BLUEGRASS & BREWS FESTIVAL

2 DAYS OF MUSIC
JUNE 7TH & 8TH
IN THE FOUNDRY
LINEUP

Friday June 7th
6:00-9:30PM
SOLAR SISTERS
THE
FRET LINERS

Saturday June 8th
1:00-9:30PM
SLAY
CLAY STREET UNIT
PIXIE & THE
PARTYGRASS BOYS
THE PO'
RAMBLIN' BOYS

ONE
SWEET
SUMMER



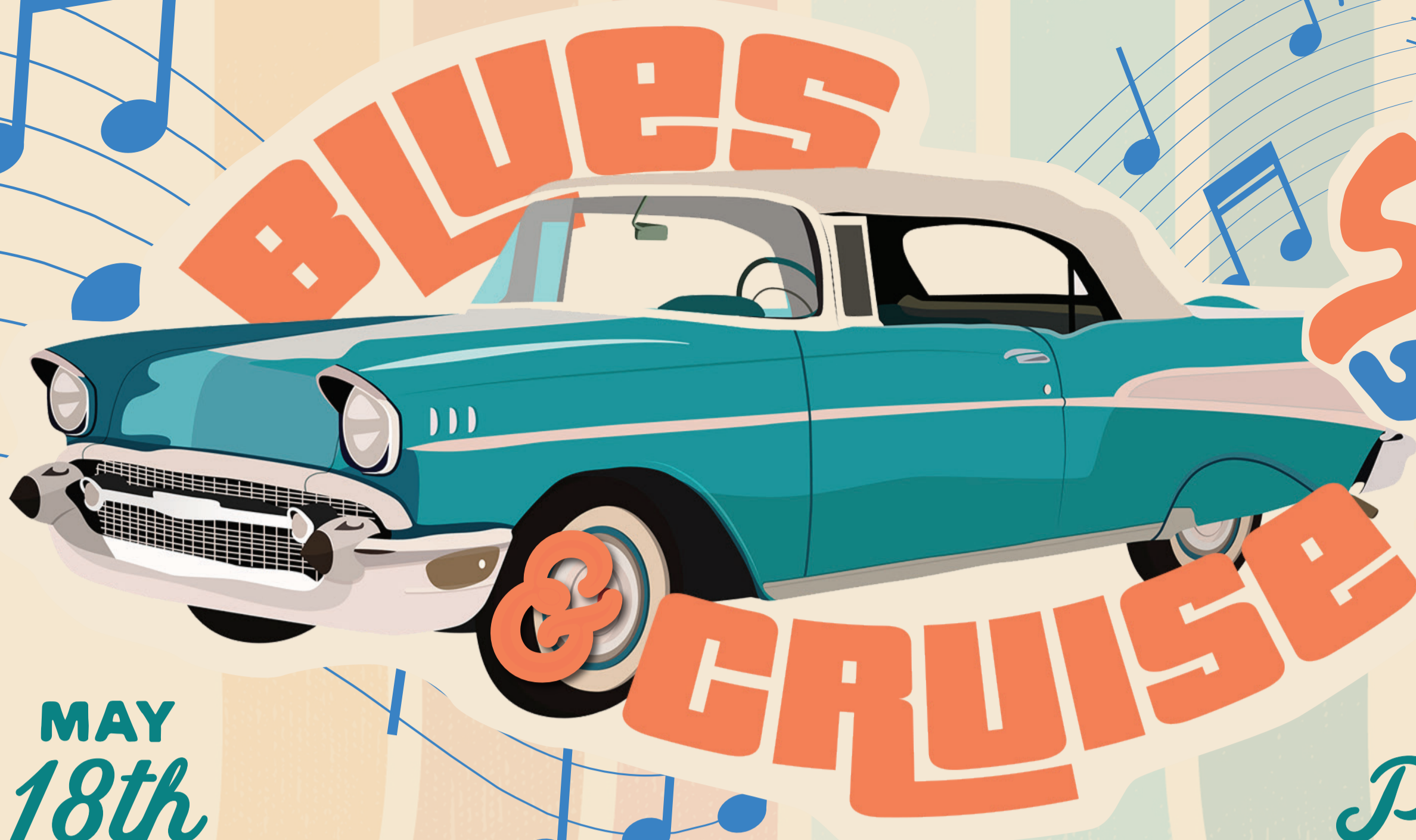
EVENT PRESENTED BY
 LOVELAND
DOWNTOWN
DISTRICT

VIEW OUR
FULL SUMMER
EVENT GUIDE



DOWNTOWNLOVELAND.ORG





ONE SWEET SUMMER

MAY 18th

10:00AM - 4:00PM

CAR Partner
ROAD KNIGHTS

BLUES LINEUP

5th Street Stage

12:00PM - 1:15PM

50 SHADES OF BLUE

1:45PM - 3:00PM

DAVID BOYD TRIO

Foundry Stage

12:00PM - 1:45PM

MR SMYTH

2:15PM - 4:00PM

BLUZ KADILLAK

EVENT PRESENTED BY

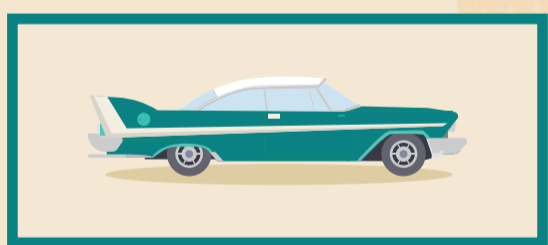


LOVELAND DOWNTOWN DISTRICT

VIEW OUR FULL SUMMER EVENT GUIDE



DOWNTOWNLOVELAND.ORG



CARS LOCATED ON 3RD, 4TH & 5TH ST.

LIVE MUSIC ON 3RD & 5TH ST.

BEER TENTS & FOOD TRUCKS ON 3RD ST. AT THE FOUNDRY PLAZA

