

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

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

1. **Call to Order:** Chair Goacher called the meeting to order at 4:00 p.m.
2. **Roll Call:**
Present: Caldwell, Cook, Donnelly (4:33), Fogle (4:03), Goacher, Rutledge, Steele
Absent:
Staff: Wedding-Scott, Executive Director; Rosenberger, Executive Assistant
City Employees: Mike Scholl, Greg George
Guests: None
Public Comment: None

3. **Presentations/Updates:**

Greg George, City of Loveland/Planning Office, presented on the Unified Development Code (UDC). He reported that building codes are being standardized and modernized in order to achieve City Council policies per its “Create Loveland” comprehensive plan, and that new standards will provide quicker and more clarification through the development process. Further, “Complete Neighborhoods” are shaping new residential districts, however, the downtown will remain focused on pedestrian use and safety but have a few zoning changes. He also advised a new software system, EnCode, is being implemented to pilot the UDC. After public outreach in November, the final draft of the UDC will be presented to the Planning Commission in January, to the City Council in February and March for first and second readings, respectively, with expected implementation by May 2018.

Mike Scholl, City of Loveland/Economic Development Dept., presented on development in downtown Loveland. He reported on the progress being made from public development as it shifts to private development and advised that a successful benchmark is when commercial property is leased at an average of \$21 sq. ft. Wedding-Scott further commented that there is an estimated \$100 million of investment in the downtown currently (which includes The Foundry) and that it’s important to revisit past development and the successes.

4. **Approval of Minutes:**

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

5. **Action Items:**

Action Item 1: Resolution LDDA 2017-3

A motion to approve Resolution LDDA 2017-3, adopting a Cybersecurity Policy for the Authority.

Fogle moved to approve Resolution LDDA 2017-3, adopting a Cybersecurity Policy for the Authority, Rutledge seconded the motion; the motion carried.

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Action Item 2: Resolution LDDA 2017-4

A motion to approve Resolution LDDA 2017-4, adopting a Whistleblower Protection Policy for the Authority.

Fogle moved to approve Resolution LDDA 2017-4, adopting a Whistleblower Protection Policy for the Authority, Rutledge seconded the motion; the motion carried.

Action Item 3: Resolution LDDA 2017-5

A motion to approve Resolution LDDA 2017-5, adopting a Document Retention and Destruction Policy for the Authority.

Fogle moved to approve Resolution LDDA 2017-5, adopting a Document Retention and Destruction Policy for the Authority, Rutledge seconded the motion; the motion carried.

6. Façade Program & Updates:

Wedding-Scott reported on the following Façade Program / Development Projects:

Alliance Auto Care – because the building is being sold, the owners have requested the Façade Reimbursement Agreement be terminated. No formal agreement is necessary; however, a Release of the Easement Grant will be recorded with the Larimer County Clerk's office.

Feed & Grain / Artspace – the applicants have withdrawn their application for a façade reimbursement.

Downtown Loveland, LLC (419 Jefferson) - final reimbursement has been calculated and remitted to the developer.

Loveland Tap House – reimbursement per the Façade Agreement is pending construction.

Wedding-Scott further reported that new façade projects are anticipated yet for 2017, including Miss Daisies BBQ (pending a lease agreement), the Valentine Building (pending contractor's estimate), Gressianu Photography/Gressiwick Event Center (application in review by Façade Working Group), and the Black Steer (application in review by Façade Working Group).

**7. Staff & Executive Director Reports
(Developments / Communications)**

Developments Update (Scholl) -

The Foundry: Scholl provided an update on The Foundry project and advised that the hotel brand will be announced soon. Monthly tours of the construction site are scheduled and well-attended. Further, Wedding-Scott reported that concepts of the hotel may be available at the Open House scheduled for October 13th.

The Pulliam: Scholl provided an update on The Pulliam and reported that tours for potential third-party operators and walk-throughs for contractors are being scheduled. He advised that the project will be out for construction bid this week.

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Heartland Redevelopment: Scholl provided an update on the Heartland Corner and reported that the Development Agreement between the City and developer is still in preliminary stages and whether the property will be included under DDA rule. He also advised that there are structural issues with a wall of the adjacent IOOF building, but unfortunately, its owners are not willing to negotiate with Developer in remediation work.

Communications / Other (Wedding-Scott) -

Wedding-Scott reported that Board configurations need to be addressed as Goacher has resigned, effective on the date of closing of his commercial property. She advised that the Vice Chair will likely assume responsibilities of the Chair until a new Chair is elected, and therefore, Cook will preside at next month's meeting. Cook advised she will be out of town and the other Board members committed their attendance to meet quorum status.

Wedding-Scott reported on the Business Alliance and advised that, pursuant to an envisioning session, its leadership will be focused on hometown downtown for future Nights on the Town and the Festival of Lights. She advised semi-permanent architectural lighting is being planned for the downtown (private buildings) and that Bright Christmas will contract directly with businesses and/or property owners to install this lighting. In addition, because Blazen Illumination terminated their contract, Bright Christmas will handle installation of the Christmas Tree and other holiday lighting for the beautification of the downtown.

Wedding-Scott directed the Board Members' attention to the Agenda for dates of the many events planned throughout the holidays, including Small Business Saturday and Santa Saturdays.

8. Liaison Reports:

Donnelly, County Commissioner. None

Fogle, City Council. Fogle commented that the City did not overspend per its budget; however, the shortfall which has been reported was due to a miscalculation of the TABOR reserve.

9. Other Matters:

Caldwell commented that there was an issue with bikers in the downtown at a recent event and that the City should take steps to ensure these problems are not repeated at future events.

10. Agenda Items for Upcoming Meetings: None

11. Adjourn:

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

The meeting adjourned at 5:57 p.m.

Ray Steele, Secretary/Treasurer

Date