

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)  
Board of Directors was held at 4:00 pm on September 10, 2018,  
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Steele, Jr. called the meeting to order at 4:01 pm

2. **Roll Call:**

**Present:** Bernhardt, Caldwell, Cook, Patterson, Steele Jr., Waneka

**Absent:** Fogle

**Staff:** Hawkins, Rosenberger, Powell, Streich

**City Employees:** Mike Scholl, Carlos Morales

**Guests:** None

3. **Public Comment:** None

4. **Approval of Minutes:**

*Caldwell moved to approve the Minutes of the Regular Meeting of August 13, 2018, Bernhardt seconded the motion; the motion carried.*

*Caldwell moved to approve the Minutes of the Special Meeting of July 5, 2018, Bernhardt seconded the motion; the motion carried.*

5. **Discussions / Action Items:**

Bond Task Committee. Waneka reported the Committee recently received the City's comments on the draft Tax Increment Finance Policy. Following discussion, it was reported the DDA Ballot Success and Next Steps meetings have been postponed until the draft policy is revised and ready for presentation to other Board members.

4<sup>th</sup> and Garfield Project. Hawkins reported on his meeting with the owner (Balzer) and the City (Scholl) regarding the project and that a pro forma worksheet has been prepared with actual numbers to use in its variables. Following discussion, he suggested the DDA give certainty to the owner regarding utilization of TIF for the project.

Boards & Commissions. Steele reported on Scholl's recent presentation regarding the DDA being under the City's Boards and Commissions and that the DDA attorney gave his recommendation to do so. Following discussion, the Board concurred the two main reasons for the DDA to become a Board under the City are 1) to save money by utilizing the services of the City's attorney, and 2) to receive administrative services from the City Clerk's office to assist with steps necessary when adding a new board member in the event of a vacancy or if the board size should increase. Scholl advised the Board the DDA may be removed as a City Board when it deems necessary.

**Action Item 1:**

*Cook moved to request the City attorney prepare a Resolution that the DDA become a Board under the City of Loveland and follow the City's Boards and Commissions Handbook, that the Resolution include an exit strategy statement, and that acceptance of the Resolution will be voted upon at the next board meeting, Bernhardt seconded the motion; the motion carried.*

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Increase Number of Board Members. Following discussion, the Board agreed to suspend further discussion regarding increasing the board size from seven (7) to nine (9) members.

**6. Developments / Communications Reports.**

- **Developments (Scholl)**

The Foundry. Scholl provided an update on The Foundry and reported the parking garage is now partially open and a full opening is projected by the end of October. He advised a parking policy is being drafted in conjunction with the parking study to deal with certain parking situations, that the Patina Flats residential units on Lincoln are 80% leased and units on Cleveland are 50% preleased, and there will be an announcement within the next few weeks who The Foundry retail anchor tenant will be,

The Pulliam. Scholl provided an update on The Pulliam and reported that site work has started and the selected contractor has experience in reconstruction of historic structures, that the Pulliam Community Building Foundation is aggressively seeking pledges with matching fund from the City, and that those interested may take a tour of the building.

Heartland Corner. Scholl advised there is no update on the Heartland Corner pending conversations with the developer.

Cleveland & 6<sup>th</sup> Street. Scholl reported the County will be vacating the building in November and that Longbow has begun the permitting process for their ten- to twelve-month construction period. He advised it is a \$4.5 million project.

Banner Building. Scholl reported there has been minimal activity on the Banner Building.

Other. Scholl advised that Blue Ocean recently purchased the building at Lincoln and 3<sup>rd</sup> Street and it is looking for a long-term tenant. The Board discussed the likelihood of the owner contacting the DDA as they have done several projects with the Fort Collins DDA.

- **Communications (Chair)**

Strategic Planning Session. Hawkins advised he is reviewing documents and procedures for the City Council Planning Session scheduled for November 13<sup>th</sup> and that he will have more to report in October.

**7. Façade Program / Projects / Marketing Updates (Staff):**

Powell distributed update sheets (on file) regarding the Business Alliance. She hi-lighted the positive feedback on the summer Night on the Town, that she is focusing efforts on the Festival of Lights and she is working with the City to install new tree lights along 4<sup>th</sup> Street from Garfield to Washington. She is seeking sponsors for this lighting project.

Streich distributed update sheets (on file) regarding current projects he is working on. He advised that pursuant to recent meetings, the City will allow funds to enhance the trash enclosures and he has been working with the VAC on this. He reported the Loveland Youth Gardeners are looking for a gardening plot downtown for next year's program. Streich advised a façade reimbursement will be made to AKA Kitchen upon submission of their receipts, that the Gressiwick

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has requested an inspection as their façade work has been completed, there are two potential applicants, and that Troy Bliss of the City Planning Department has joined the Façade Committee.

Streich advised that the Davinci Alley (between Cleveland and Railroad) is of concern with 25 exposed transformers and overhead wiring. Scholl commented the City has been working with property owners adjacent to the alley and there is no location for an underground transformer. Scholl also commented that the City is working with the Loveland Fire Marshal in creating a Fire and Life Safety Reimbursement Program. He explained the City will provide funding to the LDP which would be responsible for contracting and administering it but that all technical dealings would be provided for by the City.

8. **Liaison Reports:** In Fogle’s absence, there was no City Council liaison report.

9. **Executive Session:** Steele advised no Executive Session was necessary.

10. **Other Matters:**

Cook brought to the Board’s attention that membership with the Urban Land Institute would be beneficial. The Board discussed this membership should be added prior to the ULI’s Foundry/Brewery Tour which is scheduled for Spring, 2019.

Scholl reminded the Board to RSVP and attend the free public “Destination Downtown Loveland” event on September 19<sup>th</sup> at the Rialto Theater.

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

12. **Adjourn:**

*Caldwell moved to adjourn the meeting, Patterson seconded the motion; the motion carried.*

**The meeting adjourned at 5:35 pm.**

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Jon-Mark Patterson, Secretary/Treasurer

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Date