

Agenda
Downtown Development Authority (DDA)
Regular Meeting
Monday, December 14, 2015
6:30 P.M.

LDP/DDA Offices
350 North Cleveland Avenue, Loveland, CO 80537

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - Regular Meeting – November 9, 2015
 - Regular Meeting – November 23, 2015 (cancelled)
 - DDA Special Meeting – Planning Session - November 21, 2015
4. Public Comment (Individual comments are limited to 3 minutes):
5. Presentations/Updates:
 - South Catalyst Project Update / Request for Proposal (Scholl/Krcmarik)
 - Façade Program Development – Working Group Presentation (Rutledge/Wedding-Scott) - **(see attached)**
 - Board Vacancies & Appointments (Wedding-Scott/Caldwell)
6. Façade Grant Applications: None
7. Action Items:
 - a. *Motion to approve (deny) the LDP-DDA Façade Improvement Program as submitted through the Loveland Downtown Partnership; recommend DDA administration of the Façade Improvement Program through Interagency Agreement with LDP, and request staff and legal work on Interagency Agreement.*
 - b. *Motion to recommend to the City Council the formal appointment of Joe Goacher to serve the remaining term currently held by Dionne Liggett, as Board member and Vice Chairperson through June 30, 2017”; and further to accept his resignation from his current Board position expiring June 30, 2016.*

I further move to direct the Interim Executive Director to contact the list of previous candidates for the DDA Board and identify interested applicants; to convene an interview panel including Chair Caldwell, Board Member/Councilmember John Fogle, and the Interim Executive Director to conduct interviews – expected after the first of the year, and bring

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recommendations for consideration of appointment to the full DDA Board, and formal appointment by the City Council.

Background:

On November 9, 2015, Vice Chair Dionne Liggett announced her resignation as board member and vice chairperson for the term expiring June 30, 2017. The resignation is effective December 31, 2015 or until a replacement is appointed.

Section 2.5 of the Bylaws of the Downtown Development Authority, stipulates that the Board may at a regular or special meeting of the Board, nominate replacement Board members for consideration by the City Council.

At the Special Meeting of the DDA held on November 23, 2015, the Board discussed the critical importance of maintaining and building continuity in board leadership, including efforts towards the continued development of common knowledge, and the continuing attention to long-term strategies and overall organizational performance.

As a result of these discussions, a recommendation was made to submit Joe Goacher (initial term ending June 30, 2016) - to the City Council for appointment to fill the vacancy created by Liggett – as both Board member and Vice-Chairperson – with an initial term expiration of June 30, 2017.

Upon his formal appointment to the June 30, 2017 Board position, Goacher will vacate his current Board member position which expires June 30, 2016. The Board directed the Interim Executive Director to contact the list of previous candidates for the DDA Board and to identify interested applicants.

An interview panel including Chair Caldwell, Board Member/Councilmember John Fogle, and the Interim Executive Director will conduct interviews – expected after the first of the year, and will bring recommendations for consideration to the full DDA Board and formal appointment by the City Council.

There will also be two of the initial Board member appointments that expire June 30, 2016 (Interim position) & Cook. A recruitment strategy needs to be further discussed.

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8. Staff & Executive Director Report (Wedding-Scott):

- Workshop / Upcoming Board Orientation Sessions – January 2016
- LURA Façade Grant Program (Scholl/Wedding-Scott)
- Upcoming Executive Director Meetings with City (ongoing list):
 - o Catalyst Project
 - o Building/Fire partnerships
 - o Sign Codes
 - o Street Closures
 - o Go Cup – Liquor Containment Areas
 - o Downtown Parking Restrictions (Police/Code/Public Works/Admin)
 - o Encroachment Permits (no smoking limitations)
 - o Sidewalk Assessment
 - o Utility Assessment
 - o Alley-way Assessment
 - o Service Agreement
 - o Homelessness Issues

9. Other Matters:

- DDA Election Discussion – Debriefing Forum / 2016 Strategy

10. Liaison Reports:

- City Council - Fogle
- Larimer County - Donnelly

11. Agenda Items for Upcoming Meetings:

- Branding efforts
- Interim appointment to Board member vacancy - January
- Interagency Service Agreements (Pending)
- Sub-Lease Agreement w/DDA, DLA & Chamber (Pending)
- Presentation – Larimer County Assessor’s Office – Property Tax TIF
- Downtown Homeless Issues (Internal Meeting Pending with City Staff)
- Utility Plans (Internal Meeting Pending with Public Works)

15. Adjourn

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UPCOMING DDA MEETINGS:

12/28/15 Regular DDA Board Meeting – CANCELLED

1/11/16 Regular DDA Board Meeting – 6:30 p.m.

1/28/16 Regular DDA Board Meeting – 6:30 p.m.

UPCOMING LDP CALENDAR:

12/28/15 Regular LDP Board Meeting – 8:00 a.m. CANCELLED

1/11/16 Regular LDP Board Meeting – 8:00 a.m.

1/28/16 Regular DDA Board Meeting – 8:00 a.m.