

**Loveland Downtown Development Authority  
Meeting Minutes – March 14, 2016**

**The regular meeting of the Loveland Downtown Development Authority Board of Directors was held at 6:30 p.m. on March 14, 2016 at the LDP-DDA Offices, 350 N. Cleveland Ave., Loveland, CO**

1. **Call to Order:** Chair Caldwell called the meeting to order at 6:35 p.m.

2. **Roll Call:**

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

**Absent:** None

**Staff:** Wedding-Scott, Executive Director; Poplaski, Admin. Coordinator

**City Employee:** Mike Scholl, Economic Development Manager; Alan Krcmarik, City of Loveland Economic Development

**Guest/s:** Robin Shukle, Business Owner; Jacki Marsh, Business Owner; Liz Mrofka, Business Owner; Jennifer Johnson, Larimer County; Jim Gale, Resident; Pen Street, Resident; Harrison Hand, Resident; Ally Easter, Business Owner; John Patterson, Resident; Susan Ison, Director of Cultural Services; Chris Gastelle – Colorado Courts/8<sup>th</sup> Judicial District; Lupe Lema, Resident; Melanie Crandall, Resident, Dan Betts, Business Owner

3. **Public Comment:**

4. **Approval of Minutes:**

*Fogle moved to approve the February 22, 2016 meeting minutes, Goacher seconded the motion; the motion carried.*

5. **Presentations/Updates:**

- Museum Expansion: Susan Ison, Director of Cultural Services, presented the Museum expansion and renovation visual concepts. The proposed concept includes a 26,000 square foot expansion and remodel of the current facility. Although the plan has been on the City's capital plan for a number of years, funding for the project does not currently exist.

- So. Catalyst Project: Mike Scholl, City of Loveland Economic Development Manager, presented an update on the S. Catalyst Project. Scholl announced demolition for the project will begin in April. The bid closing for the project is on March 24<sup>th</sup> and will be presented to City Council on April 19<sup>th</sup>. The trees being removed this week will be kept at the service center and will be used for a river restoration project, and possibly for local artisans. Once demolition is complete a temporary fence will be placed around the project with a temporary parking lot. He encouraged the LDP|DDA to place banners on the site fencing. The City is coordinating with LDP|DDA staff to provide S. Catalyst outreach meetings to the public.

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- Larimer County Update: Donnelly introduced Jennifer Johnson, Manager of Real Estate & Planning for Larimer County, and Chris Gastelle, Colorado Courts, 8<sup>th</sup> Judicial District, to discuss the County's recent RFP for a County building in Loveland, which could include among other services, adult probation services. Johnson reviewed the County's request for proposals, and indicated there were 5 proposals submitted in February. The proposals have been scored and the County will be meeting with one of the proposers this week for clarifications. From that meeting, a recommendation will be presented to the Commissioners by the end of March. The current County building is not adequate for today's standards/needs. Gastelle provided information on the current probation services offered in Larimer County, including those offered directly in Loveland. Probation services are typically offered to individuals prior to a jail term. Currently, Larimer County services 5,300 individuals on probation; 1,800 in Loveland, of which 80-90 are juveniles, and they have 14 probation officers working in Loveland. Larimer County has 4 probation offices with 2 in Loveland and 2 in Fort Collins.

**6. Façade Program & Updates:**

Feed & Grain - Wedding-Scott announced the Feed & Grain will be submitting an application for façade reimbursement to the LDP for proposed renovations. The project is seeking a \$2M DOLA matching grant, however the entire match is not yet available – and, fundraising efforts are currently underway.

Bronze Services of Loveland – Wedding Scott announced Bronze Services of Loveland are expanding their studio and they have requested façade reimbursement funds, the application is currently being reviewed.

Wedding-Scott advised that the Verboten façade agreement is under final review by staff and the owners. Wedding-Scott also advised that the Dark Hart Coffee façade agreement is pended until building code issues are addressed by the property owner and the applicant.

**7. Action Items:** None

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

Wedding-Scott presented the Downtown District Revitalization list of current façade projects, development/redevelopment projects, new and expanding businesses, events and community outreach events (document attached). Wedding-Scott announced the Strategic Plan Presentation will be on March 28, 2016 at the LDP meeting. Wedding-Scott announced the Disruptive Behaviors Solutions Business Breakfast will be March 15, 2016 from 7:30-9:00 a.m. at the LDP|DDA Office. She further announced the Catalyst Demo Meeting will be on March 23, 2016 from 7:30-9:00 a.m. at the LDP|DDA Office, and a Happy Hour Event 'Getting to Wow!' will be on March 22, 2016 from 4:00-6:00 p.m. at the Rialto 'Devereaux Room'.

Wedding-Scott announced a Catalyst Public Outreach (Design) Meeting will coincide with the Friday Night on the Town on April 8, 2016 from 6:00-8:00 p.m. at the Rialto 'Devereaux Room'.

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Wedding-Scott announced the April Business Breakfast topic will be “Community Behavioral Health Initiatives” on April 27, 2016 from 7:30-9:00 a.m. with a location to be determined.

Wedding-Scott noted that there are 2-3 potential candidates for the vacant board seat, and the interview committee will be interviewing soon; a recommendation for appointment will be made to the Board and the City Council directly after.

9. **Other Matters:** Rutledge announced the LDP has signed a contract agreement with Jacque Wedding-Scott to serve as Executive Director for an additional 12-month term.

10. **Liaison Reports:**

- City Council: Fogle updated the Board on his National League of Cities conference.

11. **Agenda Items for Upcoming Meetings:**

- Interagency Service Agreements (Draft) – Not yet ready for review.

- Sub-Lease Agreement w/ DDA, DLA & Chamber (Finalizing & Routing) – Wedding-Scott advised the Board that the attorneys for the LDP have completed a draft sub-lease agreement for the DLA.

- Presentation – Larimer County Assessor’s Office – Property Tax TIF (April/May) – Expected presentation by Larimer County & State Div. of Taxation in April or May.

12. **Adjourn:** *Caldwell moved to adjourn the meeting, Goacher seconded the motion; the motion carried.*

**The meeting adjourned at 8:25 p.m.**