

Meeting Minutes
Loveland Downtown Development Authority (DDA)
Regular Meeting
Monday, November 18, 2019 4:00 pm
LDP | DDA Offices
350 North Cleveland Avenue, Loveland, CO 80537

4:00 pm

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

Present: Steele Jr., Bernhardt, Caldwell, Fogle, Wyrick, Waneka, Patterson

Absent: None

4:05 pm

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

There was no public comment

4. **Oath of Office for Caitlin Wyrick**

City of Loveland City Clerk Patti Garcia was at the meeting and delivered at Oath of Office for Caitlin Wyrick.

4:10 pm

5. **Approval of Minutes**

Regular Meeting – October 14, 2019

Caldwell moved to approve the minutes of the Regular Meeting of October 14, 2019; Fogle seconded, motion passed unopposed.

4:15 pm

5. **Discussion / Action Items**

- **Action Item:** Façade Grant for 400 East 4th Street

Hawkins and Streich brought forward a Project Commitment Term Sheet that would provide a \$16,850 grant towards mortar and brick repair work at 400 East 4th Street. The project had been reviewed by the Façade Working Group with the project contractor and they recommended it be brought to the DDA board for approval. Amy Morgan, from the Presbyterian Church, was at the meeting to answer questions about the need for the project and how the DDA's grant would be promoted.

Bernhardt moved to approve the Project Commitment Terms for a façade grant for 400 East 4th Street and instruct the Executive Director to prepare a contract document within 30 days for the project; Fogle seconded, motion passed unopposed.

- **Preview Item:** Potential Façade Application from 530 N. Jefferson

In anticipation of a façade application being submitted for this building and the need to fast track it, Hawkins presented the submitted project drawings in advance of the Façade Working Group's meeting to gain any feedback from the board. The board signaled support for the project but did not want to support any funding for alley facing facades unless there was a public use of the improvements. Hawkins commented that this would be clarified before submitting the project to the board in December.

- **Action Item:** DDA Board Seats

To ensure the board was on the same page, Hawkins reminded the board of the process to add two new seats to the DDA Board and our recruitment efforts to fill those seats. It was recommended by the interview committee (Hawkins, Fogle and Steele Jr.) to add Jacob Fellure and Luke McFetridge to the DDA Board. Hawkins wanted a formal vote from the board before their appointments would be voted on by the Loveland City Council on December 3rd.

Fogle moved to recommend to the Loveland City Council the appointment of Jacob Fellure and Luke McFetridge to the DDA Board. Jacob's term would end June 30, 2021 and Luke's term would end June 30, 2022; Caldwell seconded; motion passed unopposed.

- **Discussion Item:** City Council Presentation – November 19th.

Hawkins reviewed the content for the November 19th City Council presentation. He asked board members who had the chance to attend to do so to show support for our efforts.

- **Discussion Item:** Council HIP Streets and Parking Presentation – December 3rd

Hawkins reviewed reviewed the upcoming presentations to the Loveland City Council regarding the next steps of the parking study and the results of the HIP Streets Infrastructure study. Hawkins wanted consensus from the board that he was supported to speak in favor of the need for parking enforcement as an economic development tool and signage as an important tool to help users find spaces in downtown. In regard to the HIP Streets study, Hawkins wanted to deliver a message of the need for the infrastructure updates in downtown and to remind the Council that the Plan of Development approved by voters in the DDA placed significant dollars behind the HIP Street plan. The board was in consensus for this message to be delivered to the Loveland City Council.

4:55 pm

6. Executive Director Briefs

- Project Updates – 4th and Garfield, Banner Project and Heartland Corner – Hawkins reviewed conversations he had with 4th and Garfield project (reworking the structural layout of the plan to lower cost escalations), Banner Project (most likely considering a façade grant for one building before TIF program) and Heartland (a new development partnership in the works).
- Fire Suppression Program Update – Hawkins updated the board on the completion and final payment for the Gressiwick project and the final steps for completion of the Lovelander hotel project.

7. City Council Report

- Fogle, City Council

Fogle spoke about the recent Loveland City Council election and the efforts for continued counting in Ward 2.

8. Agenda Items for Future Meetings

No future items were recommended for future meetings.

5:15 pm

9. Adjourn

Wyrick moved to adjourn the regular meeting of the Loveland Downtown Development Authority; Bernhardt seconded; motion passed unopposed.