



**WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

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**BOARD OF DIRECTORS MEETING**

**May 15, 2013 – 7:30 a.m.**

**301 Walnut Street, First Floor Conference Room, Windsor, CO 80550**

**AGENDA**

- A. Call to Order
- B. Roll Call
- C. Public Invited to be Heard
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- E. Approval of Minutes from the April 18, 2013 Board of Directors Meeting – P. Garcia
- F. Report of Bills & Financial Report – P. Garcia
- G. Resolution No. 2013-DDA01 – A Resolution Approving the Purchase of Real Property in the Town of Windsor, CO – J. Liley
- H. Tax increment projects presentation – L. Liley
- I. Dashboard Map Exercise – Identify levels of participation throughout the DDA
- J. Report from Sub-Committees
  1. Marketing Committee
    - Pro Cycling Challenge update
    - Salsa in the Street
  2. Beautification Committee
  3. Parking Committee
    - Update on bike racks
- K. Communications
- L. Adjourn



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### BOARD OF DIRECTORS MEETING

April 18, 2013 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

### MINUTES

A. Call to Order

Chairman Winter called the meeting to order at 7:35 a.m.

B. Roll Call

Chairman Bob Winter  
Secretary/Treasurer Craig Peterson  
Kristie Melendez  
Sean Pike

Excused:

Vice Chairman Dan Stauss  
Jason Shaeffer

Also present:

Town Manager	Kelly Arnold
Town Clerk	Patti Garcia
Associate Planner	Brett Walker
Associate Planner	Josh Olhava
Administrative Specialist	Sandra Sheffler
Art & Heritage Manager	Carrie Knight

C. Public Invited to be Heard

Vern Rasmussen addressed the Board regarding parking concerns that had been voiced during a committee meeting. Mr. Rasmussen had talked to the applicants of the old bank building regarding employee parking options which were received well. It has been requested that they not park for an entire work day in front of businesses that have customers, other parking is available behind Main Street. The Board discussed ways of notifying all businesses on Main Street where employee parking is available; Secretary/Treasurer Peterson and Board Member Pike volunteered to meet with the various affected businesses.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Town Clerk Garcia stated that Lucia Liley would not be present at the meeting and recommended to postpone Item G. to the May 15, 2013 Downtown Development Authority meeting.

E. Approval of Minutes from the March 20, 2013 Board of Directors Meeting – P. Garcia

**Secretary/Treasurer Peterson motioned to approve the minutes as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Peterson, Melendez, Pike**

**Nays – None. Motion carried.**

F. Report of Bills & Financial Report – P. Garcia

Town Clerk Garcia reported on the bills included for approval; one for legal services and another for postage when mailing the open house postcards.



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**Secretary/Treasurer Peterson motioned to approve the bills as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez**

**Nayes – None. Motion carried.**

G. Tax increment projects presentation – L. Liley

Postponed to May 15, 2013.

H. Report from Sub-Committees

1. Marketing Committee

- Pro Cycling Challenge update

Board Member Melendez provided a report of the Pro Cycle Challenge approved ancillary event "Wheels & Deals" using the Dash for Cash concept. The goal is to have the event span several weeks and promote it outside of the Windsor area in order to draw people downtown. Several monetary expenditures were brought forward for consideration: Labels for water bottles for summer events (approximately \$319), Mantooth contract to handle Pro Cycle Challenge promotions, posters & fliers (\$1,500), bike from Spokes for the Wheels & Deals promotion (\$1,000), media buys (\$2,000). Ms. Melendez requested \$5,000 for the marketing committee to fulfill the listed expenditures.

**Secretary/Treasurer Peterson motioned to authorized the expenditures of up to \$5,000 to be used for marketing the Pro Cycle Challenge in the Downtown Development Authority district; Board Member Pike seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez**

**Nayes – None. Motion carried.**

Town Manager Arnold requested that the DDA members help remind businesses of what they can and cannot do on the day of the Pro Challenge event.

Board Member Melendez reported that Mantooth is working with Taco Johns in supporting a potential continuation of Salsa in the Streets in September.

2. Beautification Committee

- Historic photos window display program; consideration of costs

Art & Heritage Manager Knight provided information regarding a window display program using historic photos in the Town's possession that would be displayed in the Windsor Eye Care Center windows. The cost for each sign is \$264 which includes installation; the Museum would pay for one and the DDA would be responsible for payment of the second sign. The Board member discussed what windows were available for a public art display with Town Manager Arnold stating that empty storefronts could benefit from the program. Staff brought forward ideas of using foam board or smaller, movable photos. Board Member Melendez stated that a precedent could be set if the photos for the Eye Care Center are paid for by the Town and the DDA and that photos for other businesses will be at their own cost.



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Staff determined that further research needed to be done on the Window Program, ie scope of work and framework for the program.

- 4<sup>th</sup> & 6<sup>th</sup> Street bulb outs, planters & materials information - *Information provided at DDA meeting*

Associate Planner Walker provided an overview of the planter options noting the concrete planters are \$312 each and do not have much of a color variation and the plastic planters are \$143 each and come in a wide array of colors to choose from. It was confirmed by the Parks Department that if the DDA were to purchase four planters the Town would purchase and plant flowers in them. The Board determined to purchase four concrete planters as the look will stay consistent with what the Town has purchased and they will be more durable than plastic.

**Board Member Melendez motioned to purchase four concrete planters in terra cotta; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez**

**Nays – None. Motion carried.**

### 3. Parking Committee

- Bicycle parking – bike rack information, placement and consideration of costs - *Information provided at DDA meeting*

Associate Planner Walker provided bike rack options to the DDA; one with loops and a second that looks like a bike but is a rack (called an Advocate). Staff discussed placing the Advocate (\$489) by the House of Windsor and a rack with seven loops near Okole Maluna (\$539). It was noted that Board Member Stauss may be able to pick the racks up while in Wisconsin. Associate Planner Walker stated he would follow up with Mr. Stauss to check availability.

**Secretary/Treasurer Peterson motioned to authorize the purchase of one Advocate bike rack and one seven loop bike rack; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez**

**Nays – None. Motion carried.**

### I. Dashboard Map Exercise – Identify levels of participation throughout the DDA

Postponed to May 15, 2013 meeting.

### J. Communications

Associate Planner Olhava reported that a meeting had been scheduled with members of the State Historical Fund on Friday at 9 a.m.; discussions will include information regarding the mill, grants, and easements.

### K. Executive Session

The purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e)

**Board Member Melendez motioned to go into Executive Session for the purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be**



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subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e); Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

Secretary Peterson motioned to return to the Regular Meeting; Board Member Pike seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

The regular meeting resumed at 8:52 a.m.

Secretary/Treasurer Peterson motioned to authorize Chairperson Winter to enter into an agreement with final approval by legal counsel for a contract amount and closing costs for the two pieces of the Householder property in the DDA district; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

L. Adjourn

Board Member Melendez motioned to adjourn the meeting at 8:55 a.m.; Board Member Pike seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

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Patti Garcia, Town Clerk

Downtown Development Authority

**REPORT OF BILLS**

04/13-05/06/2013

*At the regular meeting of the Downtown Development Authority,  
Colorado, held in the Windsor Town Hall Board Room on May 15, 2013  
the following claims were presented, examined, and approved by the DDA*

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>INVOICE #</b>	<b>AMOUNT</b>
Office Depot	Dot labels	652859526001	\$ 4.66
Liley, Rogers & Martell	legal svcs March/April 2013	12312	845.00

TOTAL DISBURSEMENT REQUEST \$ 849.66

TOTAL \$ 849.66



301 Walnut Street  
 Windsor, CO 80550  
 Office 970-674-2400  
 Fax 970-674-2456

<u>Finance Department</u>	
Vendor #	6299
Obligation #	99764

## PAYMENT REQUEST

INVOICE NUMBER: 12312	
VENDOR: Liley Rogers & Martell LLC	
DBA: (IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
4/24/13	P Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services March/April, 2013	845.00
				<b>TOTAL</b>	<b>\$ 845.00</b>

**Liley Rogers & Martell, LLC**

300 South Howes Street  
Fort Collins, CO 80521  
FED ID# 06-1666312

Town of Windsor  
c/o Kelly Arnold  
301 Walnut Street  
Windsor, CO 80550

April 24, 2013

In Reference To: DDA  
Invoice #12312

Professional Services

			<u>Hrs/Rate</u>	<u>Amount</u>
3/14/2013	JPK	Review Plan of Development; work on outline of facade renovation program for presentation to Board	0.75 110.00/hr	82.50
4/4/2013	JPK	Work on assembling information and exhibits and drafting of outline for presentation of Facade Improvement Program	1.00 110.00/hr	110.00
	LAL	Brief emails from and to Patti Garcia regarding mill levy notice	0.20 180.00/hr	36.00
4/5/2013	JPK	Telephone conference with Fort Collins DDA staff	0.20 110.00/hr	22.00
4/6/2013	JPK	Review facade improvement program information	0.25 110.00/hr	27.50
4/8/2013	JPK	Emails from and to Lucia Liley regarding presentation to Board; email to Fort Collins DDA staff	0.20 110.00/hr	22.00
	LAL	Email from Janelle Kechter regarding upcoming Board meeting regarding facade program funding options	0.30 180.00/hr	54.00
4/9/2013	LAL	Email from Janelle Kechter with attached rough draft of facade program presentation materials; review the same; brief emails to and from Janelle Kechter regarding the same	0.80 180.00/hr	144.00
4/11/2013	JPK	Work on facade improvement program presentation	1.80 110.00/hr	198.00

		<u>Hrs/Rate</u>	<u>Amount</u>
4/12/2013	LAL Conference with Janelle Kechter to discuss facade program materials and presentation	0.50 180.00/hr	90.00
4/14/2013	LAL Email from Janelle Kechter with final draft facade easement program materials; review the same	0.60 180.00/hr	108.00
4/15/2013	JPK Review emails; telephone conference with Patti Garcia and telephone conference with Lucia Liley; finish presentation to Board and email to Patti Garcia	0.80 110.00/hr	88.00
	LAL Telephone conference with Janelle Kechter to discuss revisions and additions to facade easement materials	0.30 180.00/hr	54.00
	Subtotal of charges		\$1,036.00
	Discount per Lucia A. Liley		(\$200.00)
	For professional services rendered		\$836.00
	Previous balance		\$432.00
	Accounts receivable transactions		
3/18/2013	Payment - Thank You No. 64573		(\$423.00)
	Total payments and adjustments		(\$423.00)
	Balance due		\$845.00





Office Depot, Inc  
PO BOX 630813  
CINCINNATI OH  
45263-0813

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423  
FOR ACCOUNT: (800) 721-6592

FEDERAL ID: 59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
652859526001	21.23	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
11-APR-13	Net 30	17-MAY-13

BILL TO:

ATTN: ACCTS PAYABLE  
TOWN OF WINDSOR  
301 WALNUT ST  
WINDSOR CO 80550-5141

004987-000085

SHIP TO:

TOWN OF WINDSOR  
301 WALNUT ST  
WINDSOR CO 80550-5141

146.57



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
27410146		301 WALNUT ST	652859526001	10-APR-13	11-APR-13		
BILLING ID	ACCOUNT MANAGER	COST CENTERS	ORDERED BY	ROOM NUMBER	DEPT		
284756		ALL	JUDY MORRIS		ADMINISTRATION		
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
307389 99470	PAD,STENO,6X9,GREGG,DOZ, 307389	DZ	1	1	0	6.730	6.73
305706 99400	PAD,PERF,8.5X11,OD,12PK,LG 305706	DZ	2	2	0	4.920	9.84
760227 Z22240	LABEL,DOT,REMOVABLE,3/4", 760227	EA	1	1	0	4.660	4.66
<p>↓ DPA</p> <p>19-486-6210</p> <p>6.73 9.84 16.57</p>							
SUB-TOTAL							21.23
DELIVERY							0.00
SALES TAX							0.00
TOTAL							21.23

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

004987-000085



**Shipment Summary**

Shipment 1 Order Number: 652859526-001 Estimated Arrival By: 04/11/2013 View Order Details

**Order Info**

Account #: 27410146  
 Your Order Number is: 652859526  
 Company Name: TOWN OF WINDSOR  
 CST CTR: ALL  
 DEPT: ADMINISTRATION  
 Contact: JUDY MORRIS  
 Contact Phone: (970)686-7476  
 Comments

**Payment Info**

Account Billing

**Shipping Information**

301 WALNUT ST  
 TOWN OF WINDSOR  
 301 WALNUT ST  
 WINDSOR,  
 CO  
 80550-5141  
 USA

**Order Summary**

Shipment 1 Order Date: 04/10/2013  
 delivery date: 04/11/2013 08:30 AM - 05:00 PM Order  
 Number: 652859526-001

Description	Your Price/unit	Qty.	Available	B/O i	Total	Comments
 Office Depot® Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, Greentint, Pack Of 12 Entered Item # 307389 <b>BEST VALUE</b>	\$6.73 / dozen	1	1	0	\$6.73	
 Office Depot® Brand Perforated Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, Canary, Pack Of 12 Pads Entered Item # 305706 <b>BEST VALUE</b>	\$4.92 / dozen	2	2	0	\$9.84	
 Office Depot® Brand See-Thru™ Removable Color Dots, 3/4" Diameter, Assorted Colors, Pack Of 1,015 Entered Item # 760227 HUB	\$4.66 / each	1	1	0	\$4.66	

Subtotal: \$21.23  
 Delivery Fee: FREE  
 Miscellaneous: \$0.00  
 Taxes: \$0.00  
 Total: \$21.23



\*\*\* PACKING LIST \*\*\*

OFFICE DEPOT  
CUSTOMER SERVICE CENTER  
4600 HAVANA STREET  
DENVER CO 80239

Order Number 652859526-001

Order Summary

Shipping Address

00011  
TOWN OF WINDSOR  
301 WALNUT ST  
WINDSOR CO 80550-5141

Customer Information

Customer#: 27410146  
Contact: JUDY MORRIS  
Phone#: 970-686-7476

Carton Counts

Repack / Split Case 1  
Full Case 0  
Bulk 0  
Total 1

Additional Information

CST ALL  
DEPT ADMINISTRATION ADMINISTRATION  
Route/Stop/Door: 0620/000/023  
Order Date: 10-Apr-2013  
Delivery Date: 11-Apr-2013

Item Details

Line	Quantity			Item Number Mfr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	1	1	0	307389 99470	PAD,STENO,6X9,GREGG,DOZ,70SHT	DOZ	6.730	6.73	14296501
2	2	2	0	305706 99400	PAD,PERF,8.5X11,OD,12PK,LGL RL	DOZ	4.920	9.84	14296501
3	1	1	0	760227 Z22240	LABEL,DOT,REMOVABLE,3/4",ASTD	EACH	4.660	4.66	14296501

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

Merchandise Total 21.23  
Small Order Handling Fee 0.00  
Subtotal 21.23  
Sales Tax(Exempt) 0.00  
Order Total 21.23

Balance Due 0.00  
Terms: Acct Bill



Volume 1, Issue 4 April, 2013

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

Windsor DDA Revenue Summary March 31, 2013	Collections	Budget	% of Budget
Property Tax Mill Levy	\$690	\$4,006	17.23%
Incremental Property Tax	\$2,545	\$16,603	15.33%
Interest	\$0	\$250	0.00%
Town of Windsor Funding	\$62,500	\$250,000	25.00%
<b>Total</b>	<b>\$65,735</b>	<b>\$270,859</b>	<b>24.27%</b>

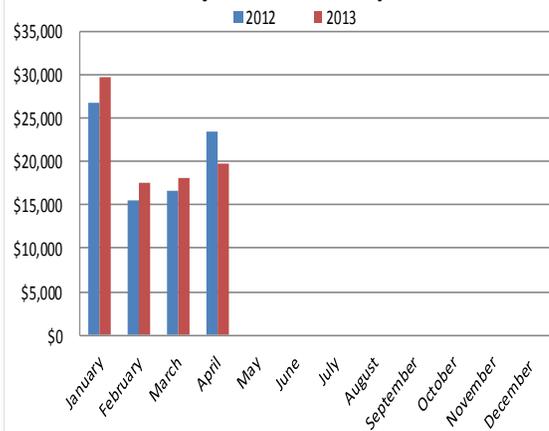
### Special points of interest:

- Year to date sales tax collections through April 2013 totaled \$85,066. This was roughly \$2,575 above the 2012 collection of 82,491.
- April 2013 sales tax collections were roughly \$3,600 below April 2012 collections. We had some late filings for April. This should put May collections ahead of 2012.
- We have just started receiving property tax payments for 2013.

## Windsor DDA Expenditures

Windsor DDA Expenditures Summary March 31, 2013	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$0	\$300	0.00%
Public Relations/Advertising	\$500	\$25,000	2.00%
Board Development	\$0	\$1,000	0.00%
Dues/Fees/Subscriptions	\$0	\$500	0.00%
Travel/Mileage	\$0	\$100	0.00%
Legal Services	\$423	\$10,000	4.23%
Contract Services	\$0	\$20,000	0.00%
Publishing/Recording	\$0	\$300	0.00%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$0	\$5,000	0.00%
Administrative Transfer	\$5,000	\$20,000	25.00%
<b>Operations Total</b>	<b>\$5,923</b>	<b>\$82,700</b>	<b>7.16%</b>
<b>Capital</b>			
Site Improvements	\$0	\$116,752	0.00%
Buildings & Structures	\$0	\$116,752	0.00%
<b>Capital Total</b>	<b>\$0</b>	<b>\$233,504</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>\$5,923</b>	<b>\$316,204</b>	<b>1.87%</b>

### Monthly Sales Tax Comparison



## Windsor Downtown Development Authority

P.O. Box 381  
Windsor, CO 80550  
Email: info@windsordda.com

**Were on the web  
windsordda.com**

Welcome to Windsor



## DDA Mission Statement

*“It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders.”*



## PLAN OF DEVELOPMENT PROJECTS

*The projects, facilities, programs and functions to be established and provided in the district will benefit and promote the health, safety, prosperity, security and general welfare of all occupants and owners thereof and will prevent deterioration of property values, will prevent the growth of blighted areas, and will be of special benefit to all property within the district.*

- A. The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space.
- B. Public facilities and improvements as necessary to complement private developments.
- C. A parking program to provide sufficient public parking to service all occupants and owners within the district.
- D. A pedestrian and vehicular circulation system.
- E. A beautification program.
- F. A convention/exhibition facility to be built in conjunction with private development of a downtown hotel and banquet hall.

### DDA Board

Bob Winter, Chairman — Bob@windsordda.com  
Dan Stauss, Vice Chairman — Dan@windsordda.com  
Craig Petersen, Secretary/Treasurer — Craig@windsordda.com  
Brent Phinney — Brent@windsordda.com  
Jason Shaeffer — Jason@windsordda.com  
Sean Pike – Sean@windsordda.com  
Kristie Melendez, TOW board representative — Kristie@windsordda.com

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2013-DDA01

A RESOLUTION APPROVING THE PURCHASE OF REAL PROPERTY IN THE  
TOWN OF WINDSOR

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY that it approved the purchase of the real property located in the Town of Windsor, County of Weld, State of Colorado which is described in attached Exhibit A, at a price of One Hundred Fifteen Thousand Dollars (\$115,000.00), on the terms and conditions set forth in the Contract to Buy/Sell Real Estate entered into by and between the Windsor, Colorado, Downtown Development Authority, as buyer, and Michael and Carol Householder, as sellers, dated May \_\_\_\_\_, 2013.

BE IT FURTHER RESOLVED that the Board authorized Chairperson Bob Winters to execute the above-referenced contract on behalf of the Windsor, Colorado, Downtown Development Authority.

Approved and adopted at a regular meeting of the Board of Directors of the Windsor, Colorado, Downtown Development Authority, held on May 15, 2013.

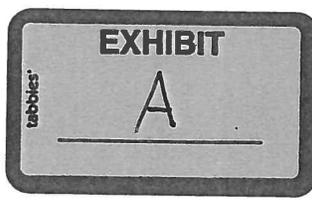
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Bob Winter, Chairperson

ATTEST:

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Craig Petersen, Secretary/Treasurer



**PARCEL ONE:**

Account	Parcel	Space	Account Type	Tax Year	Tax Area	Buildings	Actual Value	Assessed Value
R7521099	080716311022		Vacant Land	2013	4536	0	18,776	5,450

Legal
WIN BS L22 BURLINGTON SUB

Subdivision	Block	Lot	Land Economic Area
BURLINGTON SUB		22	BURLINGTON SUBDIVISION

Property Address	Property City	Zip	Section	Township	Range
	WINDSOR	000000000	16	06	67

**PARCEL TWO:**

Account	Parcel	Space	Account Type	Tax Year	Tax Area	Buildings	Actual Value	Assessed Value
R1410586	080716300003		Vacant Land	2013	4536	0	6,163	1,790

Legal
WIN 22776 PT OF CB&Q RR R/W BEG AT PT 51.3'N OF SE COR BLK5 NWLY 200' N61.88' SELY 200' S61.88' TO BEG

Subdivision	Block	Lot	Land Economic Area
WINDSOR TOWN	5		WINDSOR C B D

Property Address	Property City	Zip	Section	Township	Range
418 ASH ST	WINDSOR		16	06	67

# **Tax Increment Investment Projects**

**Presentation to the  
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY  
April 18, 2013**

**Lucia A. Liley  
Liley, Rogers & Martell, LLC**

# Tax Increment Investment Projects

## Consistent with Objectives and Purposes of the Plan of Development

. . . to prevent deterioration of property values and structures within the district, to prevent the growth of blighted areas within the district, to assist the Town of Windsor in the development, redevelopment and planning of the economic and physical restoration and growth of the district, to improve the overall appearance, condition and function of the District . . .

. . . To improve the visual attractiveness of the district including, but not limited to, facade renovations; improving public streets and alleys by the installation of new surfacing, curbs, gutters, sidewalks and the placing of visually integrated street furniture and landscaping; and the development and improvement of street lighting systems.

. . . To encourage the renovation and reuse of vacant and deteriorated structures within the district.

## Envisioned as a Project in the Plan of Development

Descriptions of specific projects proposed are as follows:

. . . The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space in connection with the following projects:

- a. Office
- b. Retail/commercial
- c. Housing
- d. Light manufacturing
- e. Transportation-related facilities
- f. Such other types of projects that are consistent with the objectives and purposes

# Tax Increment Investment Projects

## Funding Authorized by Statute and Plan of Development

In order to finance the projects and purposes of the DDA, the following financial sources are authorized to be utilized:

- A. Proceeds of bonds of, loans or advances to, or indebtedness incurred by the Town of Windsor secured by the pledge of the following tax revenues for the maximum period of time authorized by C.R.S. § 31-25-807(3):

- a. Property Tax Increments

All of that portion of property taxes in excess of such taxes which are produced by the levy at the rate fixed each year by or for any public body upon the valuation for assessment of taxable property within the boundaries of the district last certified prior to the effective date of approval by the Town of Windsor Town Board of this Plan of Development or, as to an area later added to the boundaries of the district, the effective date of the modification of this plan.

## WHAT IS A TAX INCREMENT INVESTMENT PROGRAM?

- The Windsor Downtown Development Authority Board of Directors would consider investments in development projects within the DDA boundary which increase property tax increment.
- Proposals would be considered on a case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA.
- Funding is at the discretion of the DDA Board and must be used on aspects of the project which have a public benefit and for which the DDA is able to secure an interest therein.
- Funding is typically used to create façade features that would be infeasible without DDA funding and for improvements in the public right-of-way (ROW).

- Can serve both small and large scale projects.
- Program Criteria – defines eligible improvements and public benefit.
- Creates return on investment for DDA.
- Coordination with County Assessor's office to determine projected tax increment.
- Return on investment takes form of undedicated tax increment not used by specific project, which is later programmed for other improvements:

Parking structures,  
alley enhancements,  
utility and road improvements,  
plans, feasibility studies, designs, etc.

## EXAMPLE OF EVALUATION CRITERIA (Fort Collins DDA)

1. Properties that have received a prior DDA tax increment investment are **not** eligible for additional investment by the DDA on the same facade.
2. Public Facilities

A site plan identifying project property boundary and right-of-way boundary and all locations and descriptions of public facilities including cost estimates is reviewed by the DDA Board in its evaluation of the project. Public facilities are improvements (e.g. utilities – storm water, water, wastewater, electric; roadway, sidewalks, streetscape, public owned trails) occurring in the public right-of-way as needed to support the proposed project and/or required to comply with municipal development standards.

3. Facades

The DDA Board will look specifically at the following criteria in its evaluation of submittals:

Eligible Features must be adjacent to public right-of-way:

- a. Doors
- b. Windows
- c. Awnings
- d. Cornices
- e. New brick or stone masonry
- f. Paint
- g. Tuck-pointing
- h. Restoration/rehabilitation
- i. Café fencing
- k. Architectural lighting

Design Criteria:

- a. **Quality of materials:** The DDA strongly encourages the use of real or authentic building materials in the construction of the facade. For example, real stone not faux stone, real brick masonry, and true cementitious stucco not an EIFS-type system.
- b. **Pedestrian friendly street presentation:** The façade should be designed and scaled so that pedestrians enjoy passing the building and looking at and into it. Blank façade walls with minimal articulation and limited variation in materials is not acceptable.
- c. **Timeless design:** The design should be of such quality and appeal that 100 years from now the building will have historic relevance and interest to the general

public. Creative, bold, contemporary design is acceptable if it is also timeless in quality. The DDA discourages fads that will lose appeal after five or ten years.

- d. **Sensitivity to the historic fabric of the building and immediate environs:** The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings may require review/approval by the Landmark Preservation Commission (LPC). All landmark buildings must receive LPC approval of proposed façade changes prior to being scheduled with the DDA Board.
- e. **Green building principals:** Although green building practices may not always have application in a facade improvement, the DDA actively encourages these practices wherever possible. The DDA Board looks for green building principals that meet or exceed the City's adopted code minimums, certifying the construction through the U. S. Green Building Council's Leed rating program, Energy Star, Sustainable Sites Initiative or through an equivalent green building rating system such a the International Green Construction Code or Green Globes.
- f. **Deconstruction:** The DDA Board requires contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.

## **EXAMPLE OF FUNDING GUIDELINES (Fort Collins DDA)**

The TIF Investment funding level is typically determined using three main factors:

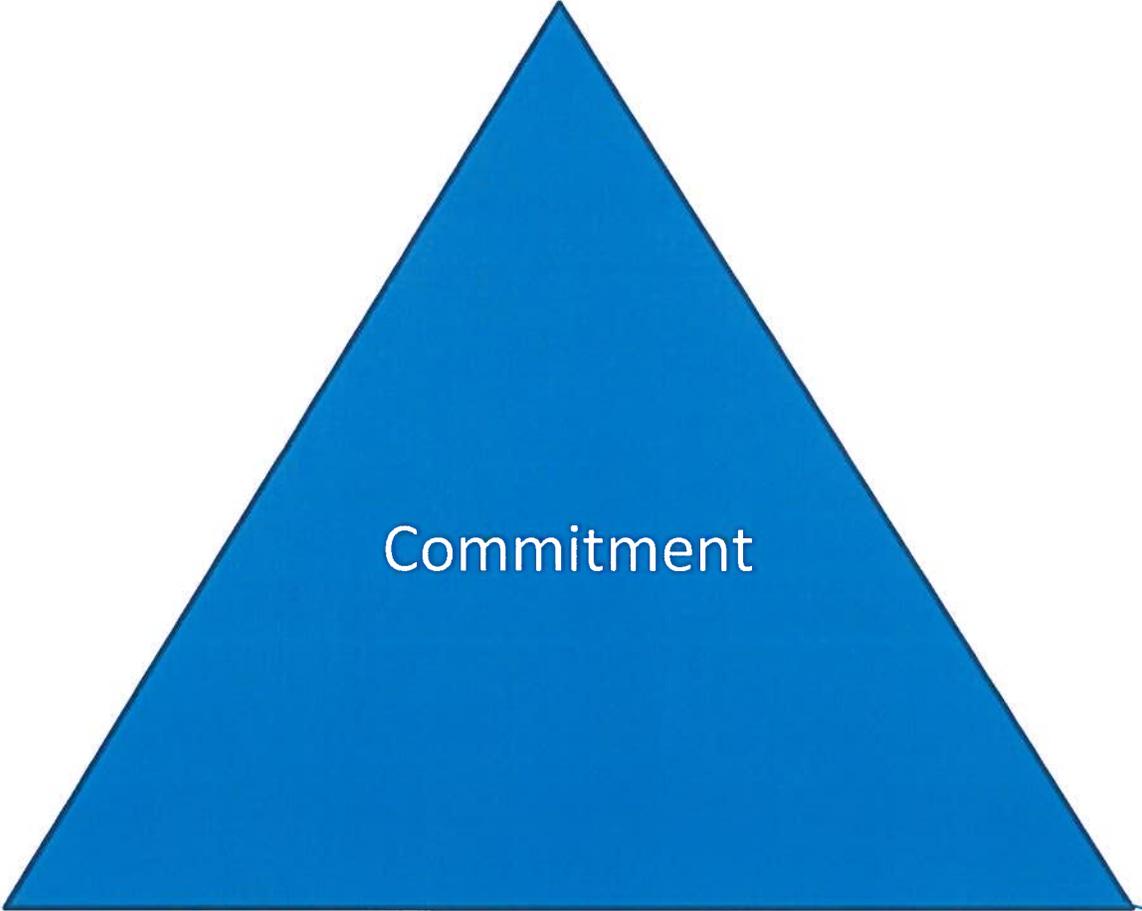
- 10% of the total value of improvements (as determined by the Assessor's valuation)
- supportable tax increment funds generated by the project (up to 25% contribution for residential and up to <sup>1</sup>50% for commercial); and
- The total amount of eligible features for façade improvements and public improvements in the right-of-way.

The DDA typically funds the lowest of the three factors above and reserves the right to fund at a higher or lower level in accordance with its current funding priorities.

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# Funding Guidelines

**Supportable TIF  
as projected by County Assessor**



**10% of Value of  
Improvements  
Rule of Thumb Policy.  
Board may fund at more  
or less than 10%**

**Eligible Features  
Cost estimate provided  
by owner's general  
contractor.  
(excludes soft costs)**

**EXAMPLE**

**DDA Commitment Worksheet  
Tax Increment Investment**

Project Name: XXXXXX  
Parcel # XXXXX-XX-XXX  
Date: XX/XX/XX

Tax Year When Project Complete: Tax Year 201X, payable in 201X

I. Eligible Features (excludes soft costs)		Owner's Cost Estimate	Notes
<b>A. Façade</b>			<u>1</u>
<i>Mason Street</i>			
1	General Conditions (excludes temp facilities and permit fees)	\$1,071	
2	Fascla		
3	Soffit and Soffit Extension	\$4,020	
4	Paint	\$910	
5	Planters	\$4,375	
6	Storefront	\$18,000	
7	Patio Railing	\$1,955	
8	Electrical / Canopy Lighting	\$1,900	
9	Project Management / Labor	\$5,690	
	Subtotal	\$37,921	
<b>B. Right of Way</b>			
<i>Mason Street</i>			
1	General Conditions (excludes temp facilities and permit fees)	\$2,460	
2	Sidewalk	\$3,500	
3	Landscaping	\$11,667	
4	Bike Racks (in the street)	\$11,500	
5	Curb and Gutters	\$3,325	
6	Storm Sewer	\$16,520	
7	Sprinkler Main	\$16,048	
8	Drive Approach	\$2,040	
9	Electric Service	\$4,560	
10	Relocate water meter	\$900	
11	Project Management / Labor	\$12,058	
	Subtotal	\$84,578	
<b>TOTAL ELIGIBLE FEATURES</b>		<b>\$122,499</b>	
<b>II. 10% Total Value of Improvements</b>			
<i>(Rule of Thumb Policy. Board may fund at more than 10%.)</i>			
Total Value of Proposed Improvements (provided by County)	<b>Amount</b>	\$768,637	<u>2</u>
	<b>Ten Percent (10%)</b>	\$76,864	
<b>III. Projected Tax Increment</b>			
<b>a. Gross Tax Increment</b>			
	Current Annual Property Tax Liability	\$7,028	
	Annual Property Tax Liability at Construction Completion (by County Assessor)	\$22,191	<u>3</u>
	Gross Annual Tax Increment (by County Assessor)	\$15,164	
	<b>Gross Tax Increment Generated (19 Years)</b>	<b>\$288,107</b>	<u>4</u>
<b>b. Net Tax Increment</b>			
	Gross Annual Tax Increment	\$15,164	
	DDA 5 Mills (On Increment)	\$762	<u>5</u>
	Net Annual Tax Increment	\$14,402	
	<b>Net Tax Increment Generated (19 Years)</b>	<b>\$273,637</b>	
<b>c. Supportable Tax Increment</b>			
<i>Note: Shareback Effective Tax Year 2012, payable 2013</i>			
	City of Ft Collins and GID No. 1 (100%)	\$36,749	
	County, PVH, Library (50%)	\$42,756	<u>6</u>
	PSD (50%)	\$75,688	<u>6</u>
	<b>DDA Tax Increment Shareback Generated (19 years)</b>	<b>\$155,193</b>	
	7.0% Finance Charge	\$10,864	<u>6</u>
	<b>DDA Supportable Tax Increment Generated (19 years)</b>	<b>\$144,330</b>	

SUMMARY		Notes
Staff Recommended Funding Level	\$72,165	2
Recommendation to DDA Supportable Tax Increment	50.00%	
Tax Increment shared with Other Taxing Entities	\$118,444	
Percentage of TI - Other Taxing Entities to Net Tax Increment Generated	43.29%	
Tax Increment available for other DDA Projects (at staff recommended funding level)	\$72,165	
Percentage of TI Available for other DDA Projects to DDA Supportable Tax Increment	50.00%	
Percentage of Eligible Features to:		
Total Value of Improvements	15.94%	
Gross Tax Increment	42.52%	
Net Tax Increment	44.77%	
Supportable Tax Increment	84.87%	
Percentage of Staff Recommended Funding Level to:		
Total Value of Improvements	9.39%	
Gross Tax Increment	25.05%	
Net Tax Increment	26.37%	
Supportable Tax Increment	50.00%	

#### Notes

1	Information for Item Description and Cost Estimate is taken from the Project Owner's cost worksheet prepared by the design architect and/or contractor
2	Information for Total Value of Proposed Improvements is taken from the Larimer County's Assessors worksheet prepared for the specific parcel(s)
3	To determine the amount available for investment, the DDA must receive a projection of Annual Property Tax Liability prepared by the Larimer County Assessor specific to the parcel(s) on which the improvements are being made. The typical method used by the Assessor to project the annual tax liability at completion is the income appraisal approach, which will require the project owner to have a fairly good idea of what future lease rates will be for rentable space when the project opens, or the unit value if there are condominium units that will be offered for sale. The difference between annual property tax at completion and the current annual property tax is the Gross Tax Increment.
4	The DDA uses the Assessor's projection of annual tax increment to forecast the Gross Tax Increment generated by the project during the remaining life of the tax increment fund, which ends 2031. The tax increment does not begin flowing until the project is officially acknowledged by the Assessor on the tax roles, so this forecast must consider variables such as the timing of completion and the percent complete if the construction process overlaps with an Assessor's re-appraisal cycle.
5	Once the Gross Tax Increment forecast is established, the DDA subtracts out the DDA's 5 mills property tax levy over the term of the tax increment collection period to determine the Net Tax Increment. The step to subtract out the 5 mill property tax levy reflects the step taken by the Assessor when following the Division of Taxation rules for calculating tax increment for the overall DDA district.
6	With the net tax increment established, the DDA then factors out the following to determine the Supportable Tax Increment that will be available to the DDA as a result of the taxable improvements made to the property: 1. subtract out 50% shareback of tax increment with Larimer County, Poudre School District, Library District, etc. over the remaining term of the tax increment fund 2. subtract out the cost of capital financing for the DDA to bring the funds to the project as a reimbursement to the project owner at the completion of construction
7	The DDA will look at three main factors when determining how much it will invest in a Tax Increment Investment: 1) supportable tax increment (up to 25% contribution for residential, up to 50% for commercial) 2) 10% of the total value of improvements (as determined by the Assessor's valuation) and 3) total amount of eligible features for facade improvements and public improvements in the right-of-way. If the project is mixed-use, the DDA will pro-rate #1 between residential uses and commercial uses to accommodate the Board's policy. The DDA looks to fund the lowest amount of these 3 factors.

**Example: \$45,000**

**DDA Commitment**

<b>Total Project Value</b>	<b>\$500,000</b>
<b>10% of Improvement Value</b> (Rule of thumb Board policy. Board can go higher if strong benefit to downtown is demonstrated.)	<b>\$ 50,000</b>
<b>Supportable TIF</b> (Hypothetical: 6years remaining in life of tax increment district)	<b>\$10,000* x 6 years = \$60,000</b> (*County Assessor TIF projection)
<b>Eligible Features</b> (based on general contractor estimate)	<b>\$ 44,300</b>

**130 S. College Ave - Before**



Former office supply store

## 130 S. College Ave - After



DDA =\$12,770

Tot. Project = \$156,600

Annual TIF = \$4,257

## 160 & 164 N. College Ave - Before



Former pawn shop

## 160 & 164 N. College Ave - After



DDA= \$26,000

Tot. Project = \$125,000

Annual TIF = \$4,333

# 301 S. College Ave - Before



Former jewelry store

## 301 S. College Ave - After

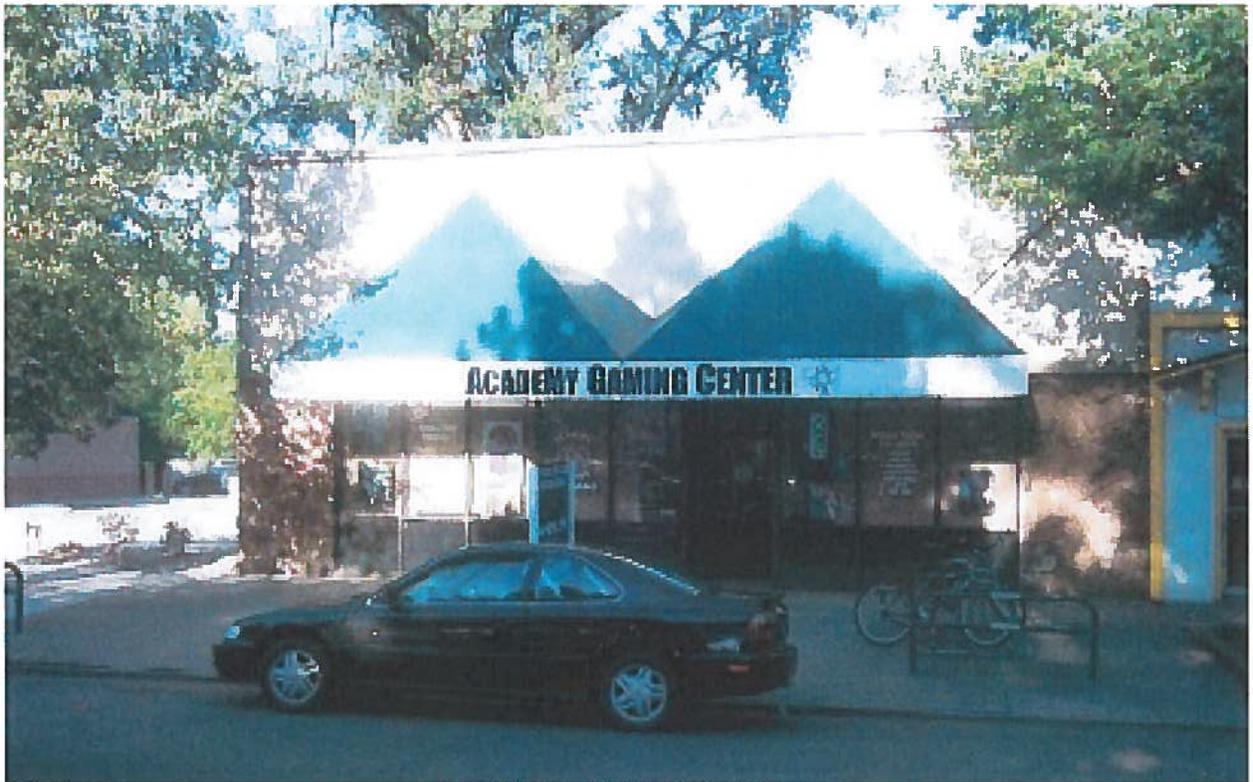


DDA = \$28,000

Tot. Project = \$154,000

Annual TIF = \$7,000

## 622 S. College Ave - Before



Former computer gaming

## 622 S. College Ave - After



DDA = \$5,700

Tot. Project = \$57,000

Annual TIF = \$1,140



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## MEMORANDUM

**Date:** May 15, 2013  
**To:** Downtown Development Authority (DDA)  
**From:** Carrie Knight, Art & Heritage Manager  
**Re:** Placement of Preserve America Sign  
**Item #:** Communications

### Discussion

The Art & Heritage Division received a metal sign designating the Town of Windsor as a Preserve America community in Spring 2013. Staff has identified the south-east corner of Main and Sixth Streets as an ideal location for placement of the sign. Affixing the sign to existing utility poles is prohibited. Therefore, staff recommends the placement of the sign on an independent break-away pole as required by CDOT. A sign application will be filed with CDOT in the coming weeks and pending approval placement will commence immediately.

### Attachments

Photograph of proposed placement location, SE corner of 6<sup>th</sup> and Main Streets



