



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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

### BOARD OF DIRECTORS MEETING

June 12, 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 7:30 a.m.

B. Roll Call

Chairman Bob Winter  
Vice Chairman Dan Stauss  
Secretary/Treasurer Craig Peterson  
Kristie Melendez  
Sean Pike  
Jason Shaeffer

Also present:

Town Clerk	Patti Garcia
Associate Planner	Brett Walker
Special Events Coordinator	Amy Porter
Legal Counsel	Josh Liley
Deputy Town Clerk	Mary Lee

C. Public Invited to be Heard

There was no public comment.

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

There were no changes to the Agenda.

E. Approval of Minutes from the May 15, 2013 Board of Directors Meeting – P. Garcia

**Mr. Peterson moved to approve the minutes of the May 15, 2013 meeting as presented; Mr. Shaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays – None. Motion carried.**

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

Ms. Garcia reported on the bills submitted for approval, including a plaque, Pro Cycle sponsorship, water bottle labels, Swing in the Streets expenses, and Phase I Environmental Assessment.

**Mr. Stauss moved to approve the bills as submitted; Mr. Peterson seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays – None. Motion carried.**

G. USA Pro Challenge Update – A. Porter

Ms. Porter provided a brief synopsis of preparations for the Pro Challenge highlighting finalization of the race route, press releases, and marketing efforts. She noted information is available on the Town web site at: <http://www.windsorgov.com/index.aspx?NID=853> Ms. Porter reminded members of other events in Windsor that day, including the Farmer's Market, and showing of the movie "American Flyer" the evening before the race. She mentioned a need for volunteers, and encouraged members to share that need with community members who might want to help out.

H. Usage of newly purchased lots in DDA; Fourth of July – P. Garcia

Members discussed conditions at this location in the past, defining confusion, high traffic, lack of space striping and signage, and dust/dirt as concerns. They considered several options to improve the site including introduction of paving material, marking of the 50-55 parking spaces in the area, and signage to improve traffic flow and designate NO Parking/Tow at Owner's Expense zones. Based upon the number of



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events and magnitude of participants attending those events, it was noted the Public Works Department does not have the manpower to coordinate parking at events in the future. Ms. Garcia will consult with Public Works to determine their level of assistance for these proposals. DDA members identified some areas of focus including:

- Investigate costs associated with reclaimed asphalt paving
- Determine signage needs in area
- Determine if paid event parking is appropriate
- Develop strategy for 2013 events
- Review Planning Department criteria regarding parking requirements
- Draft proposal to Town Board for modifications in the area based upon code requirements
- Schedule joint work session to discuss issues with Town Board – Ms. Garcia will schedule and report back with available date

**Mr. Peterson moved to allocate up to \$5000 for paving at the site if code requirements can be met, or Conditional Use Grant can be obtained; Mr. Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike  
Abstention – Shaeffer, noting a conflict of interest  
Nays – None. Motion carried.**

I. Governmental Immunity Act, Local Government Designated Agent – P. Garcia

Ms. Garcia briefly explained the Governmental Immunity Act and the need for a Local Government Designated Agent, noting Kelly Arnold is the Designated Agent for the Town of Windsor.

**Ms. Melendez moved to name Patti Garcia as the Local Government Designated Agent for the Windsor Downtown Development Authority; Mr. Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike, Shaeffer  
Nays – None. Motion carried.**

J. DDA July meeting date – Reschedule to July 10, 2013 – P. Garcia

Ms. Garcia will include meeting date changes in DDA Board packets when sent.

K. Report from Sub-Committees

Marketing Committee

1. Wheels n Deals Promotion

Ms. Melendez reported the Wheels n Deals promotion plans will be finalized by the end of the month, with a kick-off date of August 1 or 2.

2. Water bottles/DDA logo – coordination & distribution dates

Ms. Melendez reported 960 labels are currently available, and more can be ordered with 2 weeks lead time. Members discussed distribution of water at the Farmer's Market, noting a donation for water could be accepted and used to fund the program. It was also suggested the DDA could distribute flyers for future events, and allow DDA members to distribute notification of upcoming activities at their locations as well. Members will begin the Farmer's Market season with 10 cases of water and will replenish supplies as needed.

3. Salsa in the Streets

Ms. Melendez reported the event will take place on September 14 beginning at 6:30 p.m. The show stage is reserved for the event, and the committee is in the process of finding a band. Ms. Melendez will report back with more information as it is available.

Beautification Committee

1. Planters

Planters have been ordered from a concrete company in Fort Lupton. Mr. Peterson has a flat-bed trailer and will pick them up when they are ready.



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2. Xcel undergrounding

Mr. Walker reported the design has been received and is being reviewed by staff. Staff has also issued an RFP for an assessment of the buildings on the north side of Main Street, between 4<sup>th</sup> and 5<sup>th</sup> Streets to determine what upgrades will be required by each. He will report back with a quote when it is received.

3. Façade Improvement Program

Mr. Walker noted work is underway to determine eligibility and compare the proposed budget with that of other similar DDA projects in neighboring communities. Staff will set up a meeting with the Weld County Assessor to gather tax/valuation data.

4. Gas Meter Inventory

Mr. Walker commented the gas meter inventory was the #1 goal of the committee. The project will include an inventory of street-facing meters, beautification ideas and strategies for working with owners to facilitate completion of project.

### Parking Committee

1. Bike Racks

Mr. Walker reported the bike racks have been ordered, and the Town has received CDOT approval. Mr. Stauss will pick them up when they have been completed, and Public Works will assist with the installation process. The racks should be installed by August 1.

L. Communications

Ms. Garcia notified members mowing will take place in vacant lots on Main Street in the near future. She added the DDA will need to develop a maintenance plan for those properties owned by the DDA. She will schedule a Work Session with the Town Board for August, and will notify members of that date. Ms. Garcia also notified members of the Downtown Colorado Inc. conference in Grand Junction September 10 – 13; any members interested in attending should notify her.

Mr. Walker inquired if the DDA would have an interest in becoming a Referral Agency for land use applications. He briefly explained that process to members, all of whom showed interest in moving in that direction. Staff will develop guidelines and procedures and report back to the DDA for input.

Mr. Walker also reported recent discussions regarding proposed code changes to residences in the Central Business District. He explained the proposal would permit residences above existing businesses, but restrict construction of single-family homes in the District. The proposed changes will be discussed by the Town Board and Planning Commission at a joint work session scheduled for July 22. DDA Members requested notification of meetings addressing items of concern to the DDA; Mr. Walker will email members with information when issues of that nature are scheduled to come before the Planning Commission.

Mr. Liley pointed out there are two "red flags" on the deeds for the purchase set to close June 14 at 10:00 a.m. He reported the deeds reference a ban on breweries, liquor stores or bars on this property, noting his research has not yielded an heir to that original agreement. He also told members the deeds listed a liability waiver for flooding caused by the lake or irrigation. Mr. Liley also share he has not yet received a survey, but if problems arise he will contact members and schedule a special meeting prior to closing. He noted the Householders will retain the subsurface mineral rights.

Ms. Melendez reported Dean Koehler has submitted an application to serve on the DDA Board. Ms. Garcia will review the applications and schedule interviews with the Town Board.

M. Adjourn

**Mr. Peterson moved to adjourn the meeting at 9:15 a.m.; Mr. Stauss seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays – None. Motion carried.**

A handwritten signature in cursive script, appearing to read "Mary Lee". Below the signature is a horizontal line.

Mary Lee, Deputy Town Clerk