



## TOWN BOARD WORK SESSION

August 26, 2013 – 6:00 P.M.

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

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

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**GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.**

**Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.**

### AGENDA

1. Joint work session with Windsor Downtown Development Authority
  - a. Overview of upcoming projects
    - i. Historic Mill feasibility study
    - ii. Façade program
    - iii. Feasibility review of DDA land that has been purchased over the past 12 months & potential DDA ownership and development of neighboring lot
    - iv. Undergrounding of electrical utilities north of Main Street from 4<sup>th</sup> to 5<sup>th</sup> Street
    - v. Referral program
    - vi. Gas meters
  - b. DDA budget timeline
2. Future Meetings Agenda



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## MEMORANDUM

**Date:** August 26, 2013  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** Joint meeting with Windsor Downtown Development Authority (DDA)  
**Item #:** Work session - 1

### **Background / Discussion:**

The 2013 DDA objectives and projects were numerous; along with the DDA board having a list of objectives and projects there were goals for the individual committees (Parking, Beautification and Marketing). The accomplishments include:

- The purchase of the 418 Ash St. and Lot 22, Burlington Subdivision (aka Householder lot) will give the DDA an opportunity to review the back parcels and determine how to move forward.
- Planters have been located at the corners at 4th and Main and 6th and Main which helps the appearance of the downtown area.
- New bike racks installed at 5th and Main.
- There has been quite a bit of work put into promoting and marketing the district through partnering with the Chamber of Commerce and the Town of Windsor in sponsoring special events. Efforts this year include:
  - ✓ Windsor Farmer's Market
  - ✓ USA Pro Challenge - Wheels N Deals
  - ✓ Salsa on 5<sup>th</sup>
  - ✓ Harvest Festival
  - ✓ Halloween Downtown Trick or Treat
  - ✓ Windsor Wonderland

The work session materials include information regarding projects that have been identified by the DDA for 2014 and beyond; the goal of the DDA is to provide an overview of these ideas and receive Town Board input and hopefully, support of the projects. This will provide an opportunity to put budget numbers together for the 2014 budget and establish a plan to move forward.

### **Attachments:**

Project Papers  
DDA budget timeline

# WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Town Board  
Work Session  
*August 26, 2013*



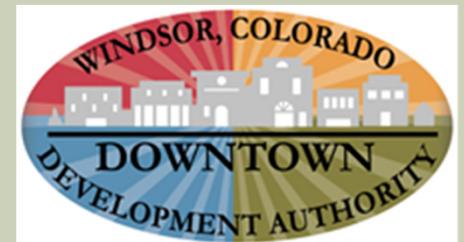
# DDA MISSION STATEMENT

*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.*



# BOARD MEMBERS

- Bob Winter, Chairman Term: April 2017
- Dan Stauss, Vice Chairman Term: April 2014
- Craig Peterson, Secretary/Treasurer Term: April 2014
- Dean Koehler Term: April 2017
- Jason Shaeffer Term: April 2016
- Sean Pike Term: April 2016
- Kristie Melendez, Town Board Liaison





# **OVERVIEW OF UPCOMING PROJECTS**

# HISTORIC MILL FEASIBILITY STUDY



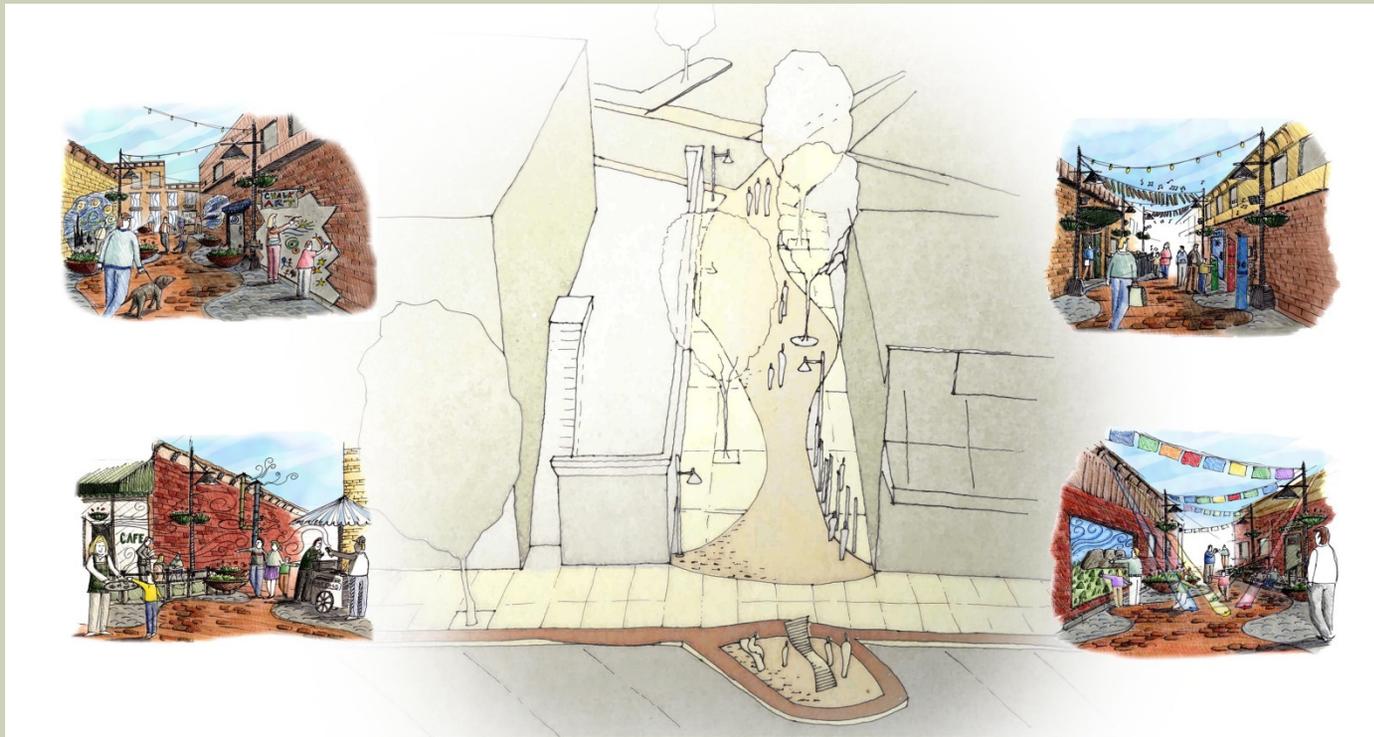
# FAÇADE PROGRAM



*Fort Collins  
Façade  
Improvement  
Examples*



# FEASIBILITY REVIEW OF DDA LOT



PLAZA CONCEPT

WINDSOR DDA |

STUDIO AT 401 WEST MOUNTAIN AVENUE STE 100, FORT COLLINS COLORADO | 970.224.1191 | ON THE WEB AT: WWW.THE/



# DDA CONCEPT PLAN

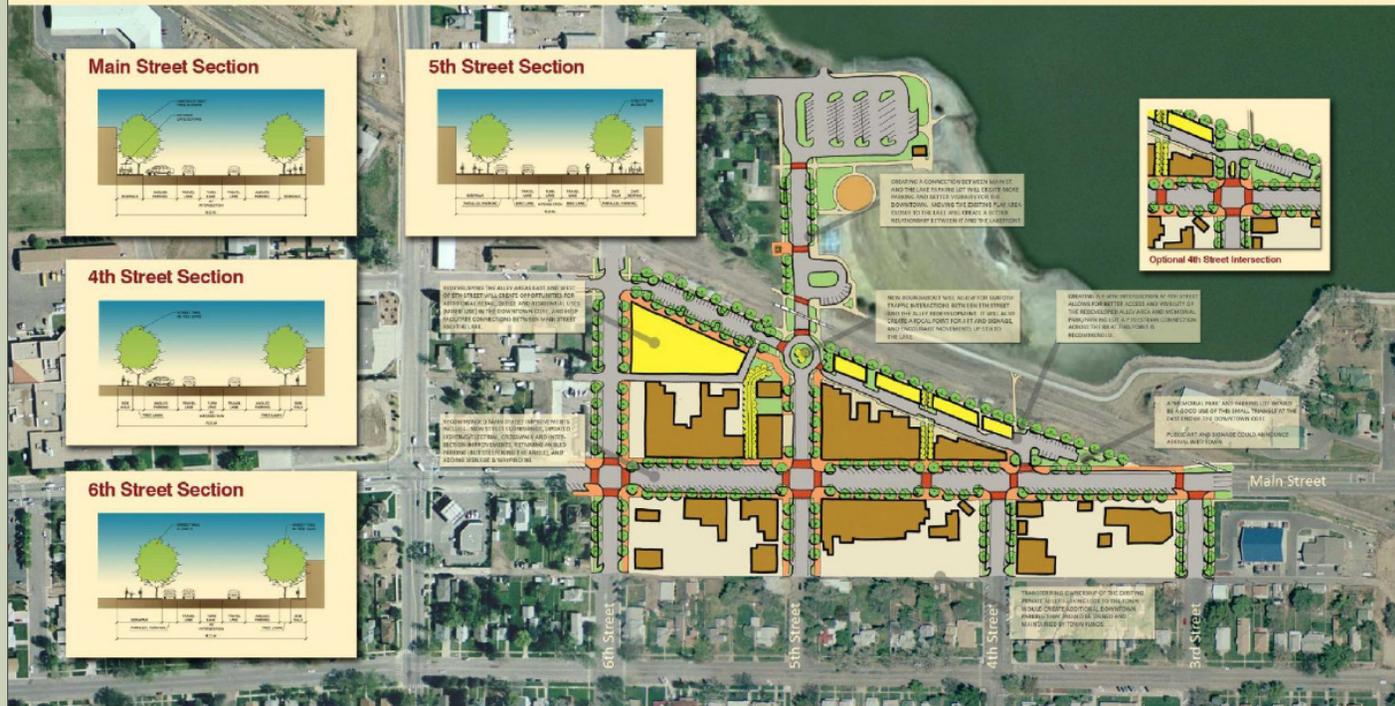


Town of Windsor

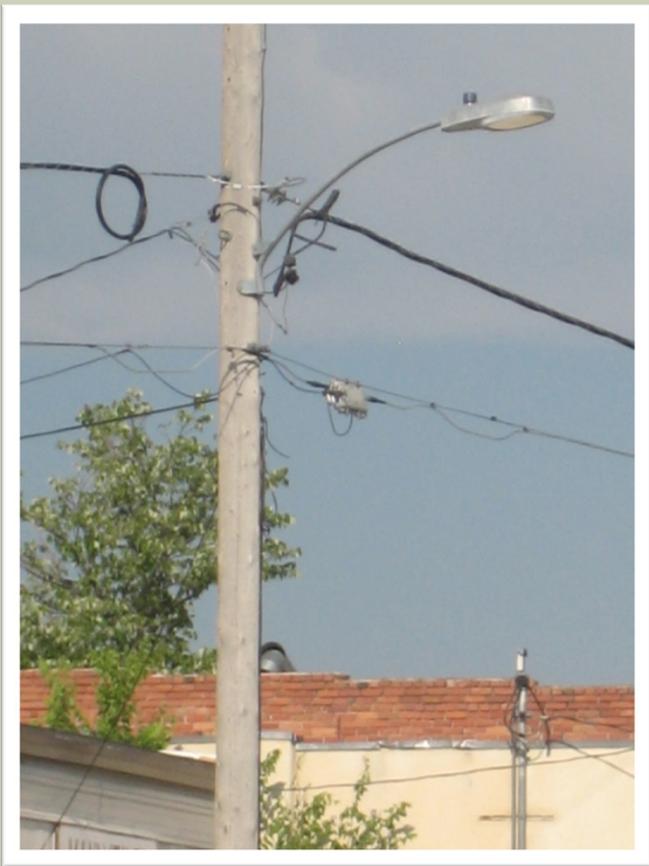
## Master Plan, Guidelines & Recommendations



### Town of Windsor Downtown Master Plan



# UNDERGROUNDING ELECTRICAL UTILITIES



# REFERRAL PROGRAM



# GAS METERS





## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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### Project Sheet

#### **Historic Mill feasibility study**

##### Background

Town of Windsor staff and members of the DDA met with DOLA staff in July 2013 to discuss potential options for the Historic Mill. There was discussion of conducting a feasibility study which would help identify the potential for the project and help analyze the advantages and disadvantages of the property. There may be opportunity to apply for a grant through State of Colorado which would help offset the cost of the feasibility study. It also could include financing mechanisms and evaluate private versus public ownership.

##### Future Plans

The DDA would enter into a Memorandum of Understanding (MOU) or Letter of Agreement with the owner of the Mill and the Town to establish an agreement on the process of the feasibility study. Staff will prepare a RFP for the feasibility study with the DDA conducting interviews and making a selection for the process. It is recommended that the study be laid out in phases along with set pricing for each phase. This will allow for evaluation of findings before committing to the next step or phase in the feasibility study. The feasibility study will help determine the best use of the property, what would be beneficial for the community along with identifying options for funding mechanisms to proceed.

##### 2014 Goals

Budget funds in 2014 for a feasibility study which will provide information for future options/development of the Mill site; the results may or may not be accepted by the owner.

Apply for a technical assistance grant to help fund up to 50% of the feasibility study. The DDA would need to determine if they were going to fund the balance of the study or request support from other entities or individuals.

##### Budgeting

Allocate funds to complete the RFP process and hire a consultant to conduct the feasibility study; costs are estimated to be between \$15,000 - \$25,000 depending phases and public input.

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### Project Sheet

#### **Façade Improvement Program**

##### Background:

Façade Improvement Programs are a popular way for downtown development authorities to improve aesthetics, increase property values, increase visitor numbers, and increase sales tax revenues.

The Windsor Downtown Development Authority (DDA) Façade Improvement Program (FIP) would be an effort to assist DDA property owners and business owners in renovating facades in an effort to increase visitor counts, increase sales tax revenues, increase property values, and improve the aesthetics of individual storefronts and the downtown as a whole. The program provides matching funds for renovations to facades that are visible from a public right of way.

The Downtown Development Authority has been investigating different Façade Improvement Programs during the past year, and is actively working towards implementing a façade improvement program. The program will include an overview of the program including eligible improvements, process for obtaining funding, and evaluation criteria.

##### Future Plans:

Formulate guidelines and implement the façade improvement and grant programs.

##### 2014 Goals

Implement a façade improvement program.

##### Budgeting

Allocate funds to provide property owners and business owners matching funds to renovate facades that front a public right of way.

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### Project Sheet

#### **Feasibility review of DDA land and potential ownership/development of neighboring lot**

##### Background:

During fiscal years 2012 and 2013, the Downtown Development Authority (DDA) purchased two lots on the north side of Main Street in the 400 block between the alley and the railroad tracks, east of 5<sup>th</sup> Street. The two lots total approximately 2 acres of land.

The Downtown Windsor Design Guidelines and Financing Plan, completed February 2010, provides the DDA with a conceptual design sketch for the downtown area.

##### Future Plans:

The DDA has discussed developing the site as a means to increase visitor traffic in the downtown area, increase sales tax revenues, increase property tax revenues, and improve the aesthetics of downtown Windsor. The DDA may approach the owner of 414 Main about acquiring the undeveloped portion of the lot. The DDA may also approach to Town regarding the use of the Town-owned site between 408 and 414 Main Street.

There are numerous steps involved with the development of the site which include:

1. Formulate a preferred concept, or multiple concepts, for development of the site.
2. Subdivide the site to create a right-of-way for access and utilities.
3. Underground existing utilities.
4. Prepare site for development.
5. Depending on the concept, possible marketing of the site for development. There are multiple options to accomplish site development.
  - a. DDA sells property to a developer, who would need to develop the property in accordance with the concept plan.
  - b. DDA retains ownership of the property, and enters into a long-term lease with a developer/tenant.
  - c. Other type of public/private partnership to develop the site.

##### 2014 Goals

1. Work with a consulting firm, downtown property owner's, downtown business owners, and the Town on a concept plan for the site.
2. Create right of way and utility easement to facilitate utility undergrounding.

##### Budgeting

Allocate funds to hire a consulting firm to assist the DDA with the concept plan. Allocate funds to pay for costs related to subdividing the site and creating a public right of way.

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### Project Sheet

#### **Undergrounding the north 400 Block**

##### Background:

In late 2012 & early 2013, the Downtown Development Authority (DDA) began discussions on undergrounding overhead utilities and decided to begin in the north 400 Block of Main Street. The DDA and Town staff discussed the potential to use the Town's undergrounding fund with Xcel to complete this project, upon the understanding that any request must go before the Town Board for approval. Concurrently, the DDA consulted with SAFEbuilt Electrical Inspectors and Xcel Energy regarding the undergrounding of overhead utilities located in the rear of the businesses that front Main Street in the north 400 Block. The DDA Board voted to have Xcel begin the design phase of this process to better understand the scope of work and estimated costs.

In late spring 2013, Xcel completed the design phase and staff presented this information to the DDA. At this time, the DDA is awaiting a cost breakdown from Xcel to better understand the costs associated with the north 400 Block undergrounding project.

##### Future Plans:

The DDA and staff will prepare a RFP that will likely lead to the DDA interviewing and selecting one electrician to review the scope of work and provide the DDA with a comprehensive quote for completing all business hook-ups along the north 400 Block associated with the undergrounding project (electrical, cable, phone, etc.). The next step will be for the DDA to review the quote produced by the electrician and determine their involvement moving forward. Prior to any decisions being made, the DDA will need to reach out to local businesses impacted by the undergrounding project and explain the scope of work, costs, and possible timelines.

Before any project can begin, the DDA must complete the appropriate subdivision process with the Town to dedicate the appropriate rights-of-way and easements for the underground utilities. This project is an important component tied into other broader goals of the DDA.

##### 2014 Goals

Dedicate right-of-way and easements for underground utilities, review RFP qualifications.

##### Budgeting

Allocate funds to complete the RFP process and hire an electrician to assist the DDA with the undergrounding project. Allocate funds to pay for any additional costs related to the undergrounding project, such as hiring a surveyor and the Town's subdivision application process. Xcel has notified the Town that in the Underground Electric Fund there is currently \$261,574 plus borrowing ahead three years for a total of \$338,238.

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### Project Sheet

#### **DDA as a referral agency**

##### Background:

Currently, the Town does not have an established process for referring proposed developments located within the Downtown Development Authority (DDA) boundary to the DDA Board for comment. The Town would like to provide the DDA with the opportunity to review and provide comment on development proposals located within the DDA boundary. Subject to Town Board consideration, the Town may provide referrals for the following projects: subdivisions, site plans, rezones, conditional use grants, and zoning code text amendments in the Central Business zoning district.

##### Future Plans

1. Upon receipt of a land use application, Town staff will send an email to the DDA Chair notifying the DDA that the Town has received an application.
2. Town staff will review the application for the DDA, based on (forthcoming) project review criteria.
3. Town staff will forward their analysis of the project to the DDA Chair. Staff will provide the analysis to the DDA in a timely manner, so the DDA has adequate time to respond. Included with this transmittal, staff will notify the DDA of any known or approximate approval timeframes. This will provide the DDA with a deadline for commenting on the land use application.
4. Depending on the timing of the review related to the Town's review and approval timeline, the DDA may choose to call a special meeting to discuss the application.
5. For projects that are presented to Planning Commission and Town Board, the DDA may choose to write a letter supporting or opposing the land use application, including specific reasons and rationale.
6. For projects that are approved administratively by Town staff, the DDA may choose to write a letter to the Planning Department supporting or opposing the land use application, including specific reasons and rationale.
7. The DDA Chair will be responsible for writing/signing the letter.

Considering that many of the projects will later be presented to the Town Board, Kristie Melendez will need to recuse herself from reviewing land use applications as a DDA member. Based on DDA support of being a referral agency, Town staff will develop project review criteria and present the criteria at a future meeting for review.

##### 2014 Goals

Implement a DDA referral program.

##### Budgeting

The DDA may incur additional administrative costs paid to the Town for staff time.

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### Project Sheet

#### **Gas Meters**

##### Background:

Gas meter services for buildings in the downtown area are located along the public right of way. The Downtown Development Authority would like to improve the aesthetics of the downtown by concealing the gas meters. There are currently 33 meters in the DDA area with only two being concealed on 400 Main (south side).



Existing gas meter – no treatment

##### Future Plans:

The DDA would like to work with Windsor High School students and staff to create concealment boxes to place over the gas meters. The boxes would be mobile, allowing Xcel Energy access to the gas meters. The boxes would be artistically painted, and possibly allow businesses to display goods.

Existing concealment box located at 415 Main Street



#### 2014 Goals

Work with students and staff at Windsor High School to construct and decorate concealment boxes for businesses interested in the project.

#### Budgeting

Allocate funds to pay for materials (wood, nails, glue, etc.) needed to construct the concealment boxes.

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## MEMORANDUM

**Date:** August 26, 2013  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** DDA Budget Calendar  
**Item #:** Work session – 1.b.

**Background / Discussion:**

The Windsor Town Board will be considering the 2014 budget at their meeting on November 25, 2013. Prior to that, the DDA board will need to present their proposed budget to the Town Board for review. Below is a tentative schedule for DDA budget adoption:

September 18, 2013 – DDA Regular Meeting  
Budget & mill levy discussion – Dean Moyer, Director of Finance, will be in attendance

October 16, 2013 – DDA Regular Meeting  
Consideration of 2014 DDA budget by DDA

October 25, 2013 – Town Board work session  
Review of DDA budget with Town Board

November 25, 2013 – Town board meeting  
Public hearing & consideration of Town of Windsor 2014 budget



## FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

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September 2, 2013	Labor Day – Offices closed
September 9, 2013 5:30 p.m.	CRC – Expansion Center Components
September 9, 2013 7:00 p.m.	Town Board Meeting Kern Board Meeting
September 16, 2013 6:00 p.m.	Town Board Work Session Residential 25 MPH discussion
September 23, 2013 6:00 p.m.	Town Board Work Session Update and discussion regarding annexation of enclaves (unincorporated properties surrounded by the Town) – S. Ballstadt Update and discussion regarding research into Accessory Dwelling Unit (ADU) regulations – S. Ballstadt
September 23, 2013 7:00 p.m.	Town Board Meeting
September 30, 2013	Fifth Monday
October 7, 2013 6:00 p.m.	Town Board Work Session CRC – Expansion Center Operations & Rate Structure
October 14, 2013 5:30 p.m./First floor conference room	Board/Manager/Attorney Monthly Meeting
October 14, 2013 7:00 p.m.	Town Board Meeting
October 21, 2013 6:00 p.m.	Town Board Work Session CRC – Financing & Potential Resources to Construct Expansion Center
October 28, 2013 6:00 p.m.	Town Board Work Session
October 28, 2013 7:00 p.m.	Town Board Meeting
November 4, 2013 6:00 p.m.	Town Board Work Session CRC – Wrap Up Discussion & Determine Future
November 11, 2013	Veteran’s Day – Town Hall closed

### Additional Events

October 3, 2013	CML Fall District Meeting – Estes Park (details TBD)
October 12, 2013	Budget work session

### Future Work Session Topics

Pavement Management overview