



TOWN BOARD WORK SESSION

October 28, 2013 – 6:00 P.M.

301 Walnut Street, 1st Floor Conference Room, 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.

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 the Downtown Development Authority
 - a. 2014 budget presentation
 - b. Concept plan for DDA owned property
Displays provided at work session
 - c. Façade Improvement program overview
 - d. Off street parking requirements in downtown Windsor
 - e. Marketing Update
Verbal update
 - f. Mill Feasibility Study

2. Future Town Board meetings



MEMORANDUM

Date: October 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: DDA Budget Presentation
Item #: Work Session 1.a.

Background / Discussion:

The Windsor Downtown Development Authority (DDA) Board of Directors would like to present the enclosed 2014 budget for review by the Windsor Town Board. Colorado State Statute requires that each year the DDA present their budget to the Town Board for review and approval. The DDA Board of Directors approved their 2014 budget at their October 16, 2013 regular meeting contingent upon Town Board consideration. Prior to approval of their budget, the DDA Board approved a mill levy increase to two mills which will be assessed on the DDA members starting in 2014. In April 2012, the DDA voters approved a mill of up to five mills to be assessed.

In 2013, the DDA accomplished a significant number of goals including the purchase of the two remaining vacant lots between 4th & 5th Streets off of Main; the DDA now owns all the parcels in that location. They additionally installed two new bike racks and several planters in the DDA area. They have sponsored numerous downtown events including the Downtown Farmer's Market, the Wheels n Deals promotion in conjunction with the USA Pro Challenge and Salsa on 5th Street signature event. They recently contracted with C+B Designs to develop a concept plan for the DDA owned property located north of Main Street, between 4th and 5th Streets along with circulating a Request for Proposal for a Feasibility Study for the Historic Mill

The DDA Board will be creating a 2014 Work Plan based on objectives and projects that will be continued from 2013 and new ones for 2014. Large projects for 2014 include the implementation of the façade program and moving forward on plans for the DDA owned lots. To ensure there are adequate funds for the façade program implementation, a new line item has been established with funding of \$100,000. The DDA Board has also chosen to place \$20,000 in Site Improvements to continue their work in installation of additional bike racks, new planters for Main Street and concealment boxes for gas meters. These items all make visual impacts and improve the look of downtown Windsor.

Financial Impact:

The DDA is expecting an approximate \$157,000 balance at the end of 2013. The DDA Board is proposing to carry over that amount to their 2014 budget. They will use these additional funds for the 2014 projects as specified in the to-be-completed 2014 Work Plan.

The DDA is projecting \$16,052 in revenue from their property tax increment and \$7,712 in revenue from the property tax from the 2.0 mill levy that will be assessed on the DDA members.

Lastly, their budget reflects the \$250,000 transfer from the Town of Windsor General Fund as agreed to in the enclosed Town of Windsor and DDA Intergovernmental Agreement.

Relationship to Strategic Plan

This item is consistent with Goal 2.A. of the Town of Windsor Strategic Plan: Support the Downtown Development Authority (DDA).

Attachments:

- 2014 Windsor DDA Budget
- DDA 2013 Work Plan
- Town of Windsor and DDA Intergovernmental Agreement

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	ACTUAL - PROJECTED		2013 PROJ.	2014 BUDGET	NOTES
						Thru JULY 2013	AUG-DEC 2013			
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVENUE - 19										
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)										
4001	<i>Beginning Fund Balance</i>	0	0	0	45,344			50,322	157,210	
4311	Property Tax From Mill Levy	0	0	0	4,006	3,546	454	4,000	7,712	
4312	Auto Tax	0	0	0	0	141	70	211	0	
4324	Incremental Property Tax	0	0	0	16,603	14,014	2,000	16,014	16,052	
4364	Interest Income	0	0	0	250	3	2	5	5	
4370	Donations	0	0	0	0	0	0	0	0	
4376	Transfer from TOW General Fund	0	0	250,000	250,000	145,833	104,167	250,000	265,000	
4335	Loan Proceeds	0	0	0	0	0	0	0	0	
DOWNTOWN DEVELOPMENT AUTHORITY REVENUES TOTAL										
		0	0	250,000	270,859	163,538	106,693	270,231	288,769	
AVAILABLE RESOURCES										
		0	0	250,000	316,203			320,553	445,979	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) EXPENDITURES -19										
DOWNTOWN DEVELOPMENT AUTHORITY - 486										
6210	Office Supplies	0	0	202	300	45	32	77	200	
6213	Public Relations/Advertising	0	0	3,240	25,000	5,232	3,737	8,969	25,000	
6214	Board Development	0	0	851	1,000	0	0	0	3,200	
6217	Dues, Fees, Subscriptions	0	0	1,184	500	2,104	275	2,379	770	
6218	Small Equipment	0	0	0	0	0	0	0	0	
6245	Mileage	0	0	14	100	0	0	0	100	
6246	Liability Insurance	0	0	0	0	0	0	0	1,297	
6251	Audit Services	0	0	0	0	0	0	0	0	
6252	Legal Services	0	0	17,574	10,000	3,078	2,198	5,276	10,000	
6253	Contract Service	0	0	14,262	20,000	1,600	5,900	7,500	20,000	
6256	Publishing/Recording	0	0	7	300	0	0	0	0	
6263	Postage	0	0	289	0	214	153	367	350	
6264	Printing/Binding	0	0	0	500	0	0	0	500	
6267	Study/Review/Analysis/Consulting	0	0	34,848	5,000	0	0	0	20,000	
6268	County Treasurer Fees	0	0	0	0	263	50	313	300	
6269	Miscellaneous	0	0	0	0	0	0	0	700	
6270	Façade Program	0	0	0	0	0	0	0	100,000	
6290	Elections	0	0	762	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	0	0	73,234	62,700	12,535	12,345	24,880	182,417	
7302	Admin Support Charge by Town of Windsor	0	0	1,470	20,000	11,667	8,333	20,000	20,000	
7321	Interest Expense/Loan	0	0	0	0	0	0	0	0	
7350	Principal Expense/Loan	0	0	0	0	0	0	0	0	
7340	Debt Issuance Cost	0	0	0	0	0	0	0	0	
	<i>Debt Service Total</i>	0	0	1,470	20,000	11,667	8,333	20,000	20,000	
8410	Land/Easements	0	0	93,349	0	116,335		116,335	0	
8412	Site Improvements	0	0	31,625	116,752	1,128	1,000	2,128	20,000	
8420	Building & Structures	0	0	0	116,752	0	0	0	0	
	<i>Capital Outlay Total</i>	0	0	124,974	233,503	117,463	1,000	118,463	20,000	
DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES TOTAL										
		0	0	199,678	316,203	141,664	21,678	163,343	222,417	
BEGINNING DDA BALANCE										
		0	0	0	45,344			50,322	157,210	
REVENUE										
		0	0	250,000	270,859			270,231	288,769	
Available Resources										
		0	0	250,000	316,203			320,553	445,979	
EXPENDITURES										
		0	0	199,678	316,203			163,343	222,417	
ENDING DDA BALANCE										
		0	0	50,322	0			157,210	223,562	



Downtown Development Authority Board

Bob Winter- Chairman
Dan Stauss- Vice Chair
Craig Petersen- Secretary/Treasurer
Kristie Melendez, Sean Pike, Jason Schaeffer, Dean Koehler

Regular meetings take place the 3rd Wednesday of each month at 7:30am, Windsor Town Hall

Purpose: The items below are those that all members of the board should be working towards throughout the year as they also accomplish the sub-committee goals.

2013 Objectives & Projects

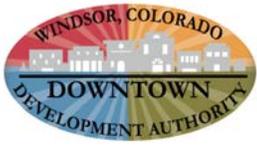
1. To promote and market the district
 - a. Partner with the Windsor Chamber of Commerce at various events
 - b. Increase partnership/sponsorship opportunities with special events that are held in Boardwalk and Main Park
2. Maintain and revitalize the district as a center for commercial, financial, governmental, social, recreational, and cultural activities and to prevent deterioration from occurring
 - a. Explore Main Street Candidate Program
 - b. Partner with community organizations
 - c. Volunteer program and coordinate with existing community organization
3. To improve the pedestrian flow and protection
 - a. Pedestrian and vehicular circulation system

Action Plan

2013 Timeline	Item
Done	1a Partner with the Windsor Chamber of Commerce at various events
Done	1b Communications with business and property owners regarding events
Ongoing	2 Review and support a viable plan for the historic mill
Ongoing	2a Attend quarterly Downtown Institutes, review Main Street benefits and requirements, request Main Street training and technical assistance from DOLA staff
Done	2b Identify liaisons on DDA Board for various community organizations
Done	2c Meet with civic organizations to identify volunteer opportunities in the DDA. Promote volunteer opportunities through existing media and communication outlets
Under review	3a Install new street signs and add directional signage in downtown and to downtown



Downtown Development Authority
2013 Work Plan
General Items



Beautification Committee

Dan Stauss, Bob Winter, Craig Petersen, Jason Schaeffer

Meetings take place the first Thursday of each month at 8:00am, Windsor Town Hall

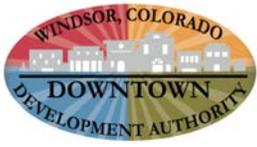
Purpose: The Beautification Committee is responsible for implementing the Downtown Master Plan in relation to the appearance and aesthetics of the district. In 2013 the committee will also be responsible for putting together the plan for the most recent DDA land purchase located on the north side of 4th and Main Street.

2013 Outcomes & Projects

1. To improve the visual attractiveness of the district
 - a. A beautification program in the following areas: major entrances, Windsor Lake and Boardwalk Park, walkways and public spaces
2. To encourage the development of new and rehabilitated buildings for use as needed to achieve a balanced mix of products and services within the district
 - a. Work with local architect to create an architectural inventory of structures within the district and to have available for consultations with perspective developers and/or businesses
3. To encourage the preservation or reuse of historically or architecturally significant building in the district including, but not limited to, finding sources of funds and participating in lending funds compatible with enabling legislation and the plans and objectives of the DDA
 - a. Coordinate with HPC to distribute educational brochures for landmark status opportunities
4. To construct, install and place underground publicly and privately owned utility and communications systems
 - b. Require the undergrounding of utilities in conjunction with new and redevelopment projects within the district

Action Plan

2013 Timeline	Item
Done	1a Clean up the corners at 4th and Main and 6th and Main to look like the 5th and Main Street corner
2014	1b Clean up the existing gas meters by painting them or covering them up
2014	1c Façade renovation program
Done	1d Develop and implement a plan for DDA land purchase, Lot 21 at 4th and Main St.
Review	2a Contract with local architect for the described projects
Ongoing	3a Review and understand Downtown Historic Survey and partner with the HPC to implement survey recommendations
Done	4a Review and understand Town undergrounding funding opportunities and seek prioritization of funds in conjunction with redevelopment and beautification projects



Marketing Committee

Kristie Melendez- Chairman
Jason Schaeffer

Meetings take place the 4th Wednesday of each month at 7:30am, Windsor Town Hall

Purpose: The Marketing Committee is responsible for implementing the DDA Annual Marketing Campaign including all aspects of strategic messaging as depicted in the DDA Strategic Plan.

2013 Objectives & Projects

1. Establish communication with all members of the DDA and the community
 - a. Relationship with papers, local publications & radio stations
 - b. Windsor DDA email list
 - c. Social media
2. Establish communication with developers, investors, builders, realtors and other stakeholders
 - a. Promotional materials/handouts
3. To promote a diversity of activities in the district and to encourage the creation and continuation of public events held within the district
 - a. Hire part-time coordinator or continue relationship with marketing company
4. To encourage the renovation and reuse of vacant and deteriorated structures within the district
 - a. Store front display program for vacant buildings

Action Plan

2013 Timeline	Item
Ongoing	1a Contract with local papers for a regular column or other updates on what is happening downtown, events, etc.
2014	1b Send e-newsletters with the events scheduled, current and proposed projects, meeting times, etc. to the DDA members on a monthly basis
2014	1c Establish appropriate media accounts and update regularly; Establish a baseline of followers and monitor the success of those accounts
Ongoing	2a Package the statistical data of the district including but not limited to, vacant parcels, square footages, zoning, etc. Attend realtor meetings, Upstate and NCEDC annual meetings
Done	3a Develop a budget and hiring process for the marketing coordinator, or make decision to continue relationship with Mantooth Marketing
Ongoing	4a Contact property owners of vacant buildings, establish display criteria, and conduct outreach to civic organizations



Parking Committee

Bob Winter- Chairman
Craig Petersen, Sean Pike, Dan Stauss

Meetings take place the 2nd Wednesday of each month at 7:30am, Windsor Town Hall

Purpose: The Parking Committee is responsible for implementing recommendations from the 2012 Downtown Parking Study and for addressing all future parking issues in the downtown area. In addition, the Parking Committee will be responsible for reviewing all redevelopment and zoning standards that impact the DDA.

2013 Outcomes & Projects

1. To assist the Town in promoting partnerships with CDOT and GWR to relieve traffic, transportation and rail conflicts
 - a. Educate public and DDA members on CDOT & GWR regulations
2. To encourage the renovation and reuse of vacant and deteriorated structures within the district
 - a. Incentive Program for new development and redevelopment projects
3. To increase equal to the need, the net supply of off-street parking spaces within the district
 - a. Develop a parking program to provide sufficient public parking
4. Align Municipal Code, Building Codes, Fire regulations and Town administrative policies to match Downtown Design Guidelines and Financing Plan
 - a. Revise Downtown Corridor Plan standards & Central Business Zoning regulations
5. To encourage the development of new and rehabilitated buildings for use as needed to achieve a balanced mix of products and services within the district
 - a. Encourage office and residential to occupy 2nd floor

Action Plan

2013 Timeline	Item
Done	1a Meet and understand CDOT regulations for HWY 392 and HWY 257 Meet with GWR
2014	2a Explore opportunities for Town and DDA to establish incentive packages
Done	3a Address current and future parking demand/supply and other transportation issues, including pedestrian circulation
In process	4a Work with the Town of Windsor Planning Department, Planning Commission and DDA to review documents and begin revisions as necessary
Ongoing	5a Review zoning regulations to ensure uses are allowed in downtown zone and identify locations for housing including multi-family and affordable

**INTERGOVERNMENTAL AGREEMENT BETWEEN TOWN OF
WINDSOR, COLORADO AND WINDSOR DOWNTOWN DEVELOPMENT
AUTHORITY REGARDING TOWN SUPPORT OF THE
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

This INTERGOVERNMENTAL AGREEMENT (“IGA”) is made and executed this _____ day of _____, 2011, by and between the TOWN OF WINDSOR, a Colorado home rule municipal corporation (the “Town”), and WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic (the “DDA”).

WITNESSETH:

WHEREAS, by Ordinance No. 2011-1401, the Town created and established the DDA with all the purposes and powers now or hereafter authorized by Part 8 of Colorado Revised Statutes Title 31, Article 25 (the “DDA Statute”), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8 within the boundaries of the DDA as such boundaries presently exist and may in the future be expanded (“DDA Boundaries”); and

WHEREAS, the DDA Statute has declared that the organization of downtown development authorities will serve a public use; promote the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of this state; will halt or prevent deterioration of property values or structures within central business districts; halt or prevent the growth of blighted areas within such districts, and assist municipalities in the development and redevelopment of downtowns and in the overall planning to restore or provide for the continuance of the health thereof; and

WHEREAS, pursuant to C.R.S. §31-25-808, the DDA is empowered to cooperate with the Town, to enter into contracts with the Town and to make or receive from the Town grants, contributions and loans; and

WHEREAS, the citizens of Windsor have consistently urged that the Town make revitalization of downtown a priority; and

WHEREAS, the Town and the DDA recognize the overall economic benefit to the Town of maintaining and revitalizing its downtown, which area serves as the Town’s center for commercial, financial, governmental, social, recreational, historic and cultural activities; and

WHEREAS, the Town and the DDA desire to promote redevelopment opportunities in the downtown that will generate economic development that results in increased employment, and increased tax revenue while preserving and enhancing the unique character of downtown as the heart of Windsor; and

WHEREAS, on February 22, 2010, the Town Board adopted Resolution No. 2010-13, within which the Town Board approved and adopted the Town of Windsor Downtown Design Guidelines and Financing Plan ("Downtown Plan"); and

WHEREAS, the Town and DDA acknowledge that Resolution No. 2010-13 directs Town staff and administration to work cooperatively with downtown business and property owners to implement the objectives of the Downtown Plan; and

WHEREAS, it is important that the Town and the DDA work closely together, especially in the initial years, to develop and approve appropriate planning and funding tools to maximize quality redevelopment opportunities in the downtown; and

WHEREAS, the Town and the DDA have agreed that the qualified electors of the DDA will be asked at the April, 2012, municipal election to authorize certain financial transactions related to DDA tax increment monies and approving the future levy of an ad valorem tax to fund operations of the DDA; and

WHEREAS, it is anticipated that, until sufficient property tax increment is being generated and property tax monies are available for operations, the DDA will need funding and administrative support from the Town for its operations and for capital and program expenditures; and

WHEREAS, the Town and the DDA desire to enter into this IGA to memorialize their respective commitments in connection with downtown planning objectives, the 2010 Election and the interim funding of the DDA;

WHEREAS, the DDA Board, on November 16, 2011, determined that this IGA is consistent with and in furtherance of the goals and purposes of the DDA and thereupon approved the terms of this IGA and authorized its Chairperson to execute it;

WHEREAS, the Town Board, on _____, 2011, determined that this IGA is consistent with and in furtherance of the goals and purposes of the Town and the DDA and thereupon approved the terms of this IGA and authorized the Town Manager to execute it; and

NOW, THEREFORE, in consideration of the mutual promises and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

ARTICLE ONE

TOWN COMMITMENTS

1.1 2012 Election.

- a. The Town's next biennial municipal election will take place on April 3, 2012 ("Municipal Election"). The DDA will through the Town Manager present to the Town Board a resolution ("DDA Election Resolution") for Town Board adoption which will refer to the qualified electors of the DDA the questions related to DDA financing, including whether the DDA should impose an *ad valorem* tax of up to five (5) mills upon all real property within the DDA Boundaries to be effective in January, 2012 ("Mill Levy Measure"). The proposed DDA Election Resolution will be referred by the DDA to the Town Manager sufficiently in advance of the applicable election deadline, such that the DDA Election Resolution may undergo revision and refinement, if necessary, before presentation for official action by the Town Board. The Town Board shall vote affirmatively in favor of the DDA Election Resolution, in order that the Mill Levy Measure is placed upon the ballot for consideration by the DDA electors during the Municipal Election.
- b. The Town will conduct the Municipal Election as required by law. The Town Clerk shall be designated the Election Official for the Municipal Election. The DDA and the Town will work cooperatively to produce a current and complete roster of all qualified electors within the DDA Boundaries in order that the Municipal Election may proceed as a mail election. The form and content of this roster shall be subject to final approval by the Town Clerk.

1.2 Development and Redevelopment Regulations.

- a. The Town and the DDA will work together to evaluate existing Town regulations applicable to land development and redevelopment ("Existing Land Use Regulations") to ascertain if such regulations promote the objectives of the Downtown Plan for responsible development and redevelopment within the DDA

Boundaries. To the extent Existing Land Use Regulations are deemed to be inconsistent with the objectives of the Downtown Plan, Town staff will work cooperatively with the DDA to arrive at revisions more consistent with the Downtown Plan, which revisions will be presented for review and comment to the Town's Planning Commission and to the Town Board for adoption or approval, as the case may be. The parties recognize that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

- b. In addition to an evaluation of Existing Land Use Regulations, the Town will work cooperatively with the DDA to evaluate new or additional regulations intended to promote responsible development and redevelopment within downtown Windsor ("New Land Use Regulations"). Town staff will prepare any proposed New Land Use Regulations, but will consult with the DDA before referring any such regulations for Town Board consideration, adoption or approval. The parties recognize that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.3 **Interim Funding with Town Sales Tax Revenue.**

- a. **Initial Funding Duration.** For fiscal years 2012 through 2016 and subject to the terms set forth herein, the Town will provide funding to the DDA from sales tax revenue generated within the DDA Boundaries, as set forth below in Sections 1.3.b. through 1.3.g. inclusive.
- b. **Sales Tax Base.** The Town will collect and set aside in a special fund for DDA budget revenue purposes a sum equal to all sales tax revenue collected by the Town within the original DDA boundaries for fiscal year 2010, less that percentage which is required by law for retirement of the bonded indebtedness associated with construction of the Community Recreation Center. This sum will be considered the "Sales Tax Base" for purposes of this IGA. Contingent upon Town approval of the DDA budget for each of the fiscal years identified in Section 1.3.a. above, the Sales Tax Base may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with the terms of this IGA. In the event the DDA original boundaries for fiscal year 2010 are expanded, the Town, in consultation with the DDA, shall determine whether such additional property should be added to the Sales Tax Base.
- c. **Sales Tax Increment.** In addition to the Sales Tax Base, the Town shall collect and set aside in a special fund for DDA budget revenue purposes a sum equal to

the portion of sales tax revenue collected within the DDA Boundaries in excess of the Sales Tax Base revenue, which excess will be considered the "Sales Tax Increment" for purposes of this Agreement. Contingent upon Town approval of the DDA budget for each fiscal year, the Sales Tax Increment may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with this IGA. Notwithstanding the funding duration timeframe set forth in Section 1.3.a, above, it is the intent of the Town Board that the Sales Tax Increment shall be appropriated by the Town Board to the DDA through the thirty-year tax increment term permitted under State law for the purpose of creating an incentive to downtown businesses to maximize retail opportunities and to assist the DDA in meeting the goals of the Downtown Strategic Plan.

- d. **Unexpended Town Funds.** To the extent that DDA budgeted funds from the Sales Tax Base or the Sales Tax Increment, or any combination thereof, is not expended as provided in this IGA in a given DDA fiscal year, the Town agrees that any such unexpended funds shall be transferred at the conclusion of each fiscal year to a DDA Reserve Fund, which Reserve Fund monies may be used by the DDA for one or more capital projects, subject to the approval of the Town Board of any DDA budget which includes expenditure of such monies. Any unexpended revenues from the Sales Tax Base as of December 31, 2016, shall be subject to the provisions of Section 1.3.g. below.
- e. **Interest Earned on Town Funds.** The DDA shall be entitled to retain any interest earned on funds provided by the Town, including interest earned on unexpended Town funds. Interest on Town funds shall be separately accounted for as revenue within the DDA budget for each fiscal year during the initial funding duration described in this Section.
- f. **Credit for Town Administrative Support.** Given the substantial value of the administrative support provided by the Town to the DDA, the Town shall be entitled to offset against the revenue sources identified in Sections 1.3.b. and 1.3.c. the actual cost of direct administrative support provided to the DDA for those Town employees listed on Exhibit "A," attached hereto and incorporated herein by this reference, not to exceed a total of Thirty-five Thousand Dollars (\$35,000) in 2012. The Town and the DDA will meet during the last quarter of 2012 to review actual costs to date of such administrative support and projected administrative support needs for 2013.

- g. **Review and Evaluation in 2016.** During the first half of Fiscal Year 2016, the parties will review and evaluate downtown Windsor needs and the DDA's progress in meeting the objectives of the Downtown Plan, the DDA Downtown Strategic Plan and any other objectives established by mutual agreement during the preceding fiscal years. The purpose of such review and evaluation shall be to determine whether further Town sales tax funding will continue and, if so, at what levels. The parties anticipate that the completion of such review and evaluation will result in an amendment of the within Agreement with respect to ongoing sales tax funding by the Town.
- h. **Town Funding Contingency.** Notwithstanding any of the foregoing, the parties agree that, in the event the Mill Levy Measure is not approved by the DDA electors, the Town may elect, in its sole discretion, to renegotiate the financial and administrative support provided to the DDA.

1.4 Downtown Incentive Program.

The Town hereby states its intention to develop a Town-wide retail development incentive program, within which retail development incentives for the downtown area will be included. The Town will work cooperatively with the DDA with respect to any downtown development incentives prior to Town Board action on any such incentives. Such downtown development incentives may include deferral, reimbursement or waiver of all or any portion of fees customarily included in the cost of building permits or other development approvals. The parties acknowledge that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.5 Continuance of Routine Maintenance of Downtown Improvements.

The Town will continue to be responsible for routine maintenance of Town improvements within the DDA Boundaries. However, in the event that any capital improvements funded by the DDA requires extra maintenance due to the enhanced nature of such improvements, in conjunction with annual Town Board approval of DDA budgets, the Town and DDA will reach specific agreements with respect to the allocation of maintenance responsibility for any such DDA capital improvements reflected in each such budget.

ARTICLE TWO

DDA COMMITMENTS

- 2.1 **Municipal Election.** The DDA recognizes that it needs to generate revenue independently of Town resources. Accordingly, the DDA agrees to support the Municipal Election as follows:
- a. **Preparation of Ballot Materials.** The DDA shall be responsible for the timely and complete preparation of the Municipal Election ballot title, ballot question and any other ballot-related requirements of the Town Clerk pursuant to applicable law.
 - b. **TABOR Materials.** The DDA shall be responsible for the timely and complete preparation of all notices, informational material and documentation required for compliance with Article X, Section 20 of the Colorado Constitution and related statutory requirements (“TABOR Materials”). DDA will coordinate with the Town Clerk with respect to the distribution of TABOR materials as required by law.
 - c. **DDA Payment of Election Costs.** The DDA shall reimburse the Town for all out-of-pocket election costs attributable to the Municipal Election, payment for which shall be rendered to the Town Clerk within sixty (60) days of the Town Clerk’s final certification of the Municipal Election ballot results.
 - d. **Voter Education.** The DDA will support the Municipal Election by community outreach, downtown stakeholder communication and public education. The DDA will be primarily responsible for assuring public awareness and the significance of the Municipal Election.
- 2.2 **Financial and Administrative Self-Sufficiency.** As part of its effort to become a self-sustaining entity supported by financial and administrative resources distinct from Town resources, the DDA agrees to undertake the following efforts:
- a. **Grant Funding.** The DDA will actively seek available grant funding from both public and private sources to further support its revenue requirements.
 - b. **Capital Projects Focus.** The DDA acknowledges that one of its primary purposes is to increase property values within its boundaries, thus generating *ad valorem* property tax revenue statutorily available to the DDA. Therefore, the

DDA will concentrate on the development of a formal Capital Improvements Plan emphasizing projects which are likely to result in increased property values within the DDA boundaries, while recognizing that a variety of DDA-funded activities and programs will also be necessary to provide needed economic vitality.

2.3 **Development and Approval of Downtown Strategic Plan.**

The DDA has undergone a comprehensive strategic planning process, the result of which will be a DDA Downtown Strategic Plan adopted by the DDA Board of Directors. The Downtown Strategic Plan will guide the DDA in its approach to its objectives, such that the dedication of funds provided to the DDA by the Town is consistent with a strategy developed in advance.

2.4 **Preparation of Annual Budget, 2012 Work Plan.**

- a. **Annual Budget.** Attached is the Preliminary 2012 DDA Budget, the format of which shall serve as a model for all future DDA budgets. Commencing in fiscal year 2012, the DDA will provide to the Town the DDA's annual budget by no later than November 1 of each year. The Town Board will complete its review of the DDA budget and issue its budget approval by December 31 of each year.
- b. **Annual Work Plan.** Attached is a copy of the DDA's Preliminary 2012 Work Plan, which provides a format for annual Work Plans which shall be provided to the Town each year in association with the DDA's budget submittals as provided in Section 2.4.a.

ARTICLE THREE

MISCELLANEOUS

3.1 **Expansion of DDA Boundaries.** The parties acknowledge that the DDA Statute governs the expansion of downtown development authority boundaries, and agree that the procedures set forth in said Part 8 shall apply to any expansion of the original DDA boundaries.

3.2 **Notices.** All notices to be given to parties hereunder shall be in writing and shall be sent by certified mail to the addresses specified below:

If to the DDA: Windsor Downtown Development Authority
Attn: Chairperson
P.O. Box 381
Windsor, CO 80550

With a copy to: Liley, Rogers & Martell, LLC
Attn: Lucia A. Liley, Esq.
300 South Howes Street
Fort Collins, CO 80521

If to the Town: Town of Windsor
Attn: Town Manager
301 Walnut Street
Windsor, CO 80550

With a copy to: Ian McCargar
Frey McCargar & Plock, LLC
131 Lincoln Avenue, Suite 100
Fort Collins, CO 80524

- 3.3 **Governing Law.** This IGA shall be governed by, and its terms construed under the laws of the State of Colorado.
- 3.4 **Third Party Beneficiaries.** It is the mutual intent of the parties hereto that this IGA shall inure to the benefit of only the parties hereto. Accordingly, nothing in this IGA shall be construed as creating any right or entitlement which inures to the benefit of any third party.
- 3.5 **Annual Appropriation.** All financial obligations of the Town or the DDA arising under this IGA that are payable after the current fiscal year are contingent upon funds for that purpose being annually appropriated, budgeted and otherwise made available by the Town Board of the Town, in its discretion, and/or the Board of Directors of the DDA, in its discretion, as applicable.
- 3.6 **Benefit, Binding Effect, Covenant.** The parties hereto recognize that there are legal constraints imposed upon them by the constitution, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon them by their respective governing statutes, charters, ordinances, rules and regulations, and that, subject to such constraints, the parties intend to carry out the terms and conditions of this IGA.

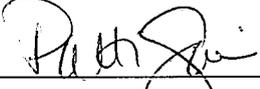
Notwithstanding any other provision of this IGA to the contrary, in no event shall either of the parties be obligated hereunder to exercise any power or take any action that is be prohibited by applicable law. Whenever possible, each provision of this IGA shall be interpreted in such a manner so as to be effective and valid under applicable law.

IN WITNESS WHEREOF, the parties have executed this IGA the day and year first above written.

TOWN OF WINDSOR, COLORADO, a
municipal corporation

By: 
Kelly Arnold, Town Manager

ATTEST:


Patti Garcia, Town Clerk



APPROVED AS TO FORM:


Ian McCargar, Town Attorney

WINDSOR DOWNTOWN
DEVELOPMENT AUTHORITY, a body
corporate and politic

By: 
Bob Winter, Chairperson

ATTEST:


Craig Peterson, Secretary

Exhibit "A"

Town Employees

Elizabeth Fields

Patti Garcia

Dean Moyer

Any other Town employees authorized by the Town Manager and the
DDA Board



MEMORANDUM

Date: October 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: DDA Façade Improvement Program
Item #: Work Session 1.c.

Background / Discussion:

The concept behind the Windsor Downtown Development Authority (DDA) Façade Improvement Program (FIP) is 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. Staff is working on a draft of the program which will include eligible improvements, process for obtaining funding and evaluation criteria. Specific items that will be identified include:

- Application eligibility
- Eligible improvements/expenditures
- Funding Procedures
- Evaluation Criteria

Staff is anticipating having a draft document prepared for the next regular meeting of the DDA on November 20, 2013; Joshua Liley, DDA legal counsel, will also review the document before implementation. The goal of the DDA is to have the façade program in place and available by the first of the year.



MEMORANDUM

Date: October 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Brett Walker, Associate Planner
Re: Town of Windsor Minimum Parking Regulations - Parking Overlay Zone
Item #: Work Session 1.d.

Background / Discussion:

Currently, the Town of Windsor's minimum parking requirements do not address the unique circumstances of downtown infill/redevelopment/change in use. The code does not differentiate between contemporary suburban-style commercial development and the historic development pattern of downtown Windsor.

On October 16, 2013, the DDA unanimously voted to submit the attached letter to the Windsor Town Board and Planning Commission. The attached letter requests that the Town research and implement alternative parking regulations that provide flexibility and allows for creative solutions in providing adequate parking in downtown Windsor.

Kelly Arnold, Town Manager, has stated his support for amending parking regulations, and would like to move forward with this project during the first quarter of 2014.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

October 16, 2013

Mayor and Town Board
Windsor Planning Commission
301 Walnut Street
Windsor, CO 80550

Re: Off-street parking requirements in downtown Windsor

Mayor, Town Board, and Planning Commissioners:

The Windsor Downtown Development Authority (DDA) and the Town have an interest in the health and growth of Windsor. Redevelopment and infill projects in the historic core of Windsor are of particular interest to the DDA. These types of projects are characteristically different than developing on a vacant lot in the newer parts of Windsor. Lot sizes are typically smaller, and lots are often surrounded by existing development at the property lines. The historic development pattern of downtown Windsor is unique compared to contemporary development patterns of the last 60 years.

Currently, the Windsor Municipal Code's minimum parking standards do not adequately address the unique character and development pattern of downtown Windsor. The DDA is respectfully requesting that the Town research and implement alternative parking regulations that provide flexibility and allows for creative solutions in providing adequate parking for redevelopment and infill projects in downtown Windsor.

Thank you for your time and consideration in reviewing our request.

Sincerely,

A handwritten signature in cursive script that reads "Bob Winter".

Bob Winter, Chair
Downtown Development Authority



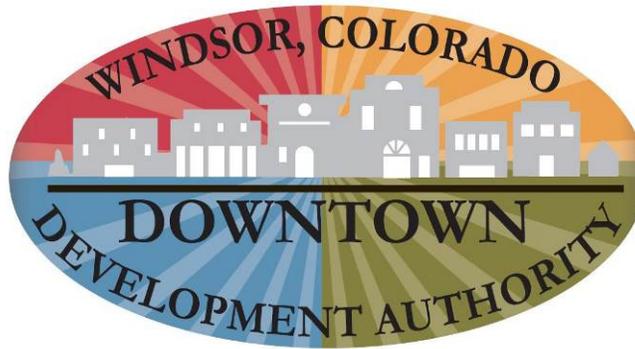
MEMORANDUM

Date: October 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: Feasibility Study – Historic Mill
Item #: Work Session 1.f.

Background / Discussion:

The Downtown Development Authority has acknowledged the potential of the Historic Mill and has received assistance from DOLA on how to determine options for the property. It was recommended that a Feasibility Study be conducted to determine the potential uses for the property. The attached Request for Proposal (RFP) to conduct a Feasibility Study for the Historic Mill was drafted by staff and reviewed by DOLA; it is currently be circulated on the Town of Windsor and DDA websites, the APA website, and through other contacts in the historic preservation and architecture industries.

The RFP document outlines the scope of the project which is to complete a feasibility study for the rehabilitation or re-use of the Mill; the study will determine the most appropriate property uses, building uses and realistic financial strategies for protection, restoration and redevelopment of the Mill. The DDA's interest in the Mill is to develop rehabilitation ideas that can be supported by the community and/or the private property owner in a historic context and that can be viable for all parties involved and the community as a whole.



REQUEST FOR PROPOSALS

PROFESSIONAL CONSULTING SERVICES

to conduct a

**FEASIBILITY STUDY OF THE
HISTORIC WINDSOR MILLING AND ELEVATOR COMPANY BUILDING**

October 17th, 2013

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Windsor Downtown Development Authority
P.O. Box 381, Windsor, CO 80550
www.windsordda.com

Windsor Downtown Development Authority
October 17th, 2013

REQUEST FOR PROPOSALS

PROFESSIONAL CONSULTING SERVICES
to conduct a
FEASIBILITY STUDY OF THE
HISTORIC WINDSOR MILLING AND ELEVATOR COMPANY BUILDING

SUBMITTAL DEADLINE: November 27th, 2013

A. Introduction:

The Windsor, Colorado Downtown Development Authority (the “DDA”) is circulating this Request for Proposals (RFP) in order to solicit proposals from firms which are qualified to provide professional consulting services for the preparation of a Feasibility Study of the Historic Windsor Milling and Elevator Company Building (the “Mill”).

This RFP is also posted on the Town of Windsor’s website, www.windsorgov.com, the DDA’s website, www.windsordda.com, and is also available at the Windsor Town Hall, 301 Walnut Street, Windsor, Colorado, 80550.

B. Project Location:

The Town of Windsor is located approximately fifty miles north of Denver and is situated in both Weld and Larimer Counties. The Historic Flour Mill, located at 301 Main Street, is situated in Downtown Windsor on the corner of Main Street/ State Highway 392 and 3rd Street, approximately five miles east of Interstate I-25.

C. Historical References:

Built in 1899 as the Windsor Milling and Elevator Company, the Mill was designed to operate as a flour mill and grain elevator and is an outstanding example of a turn of the century agricultural processing and storage facility. For the first two decades the Mill was used to produce high quality flour. Following World War I, the milling operation closed due to economic changes that gave rise to the more lucrative sugar beet crop. The Mill building was used as a livestock feed storage facility from 1919 to around 1990, and subsequently, in part as a commercial retail building until being closed by tornado damage on May 22, 2008.

The structure is comprised of four distinctly different sections, those being the mill on the west end, a single story wood frame warehouse section at the east end, and a proportionally tall elevator section and stacked plank silo section between. The mill section rests on a stone foundation and is of multi-wythe brick construction ornamented with pilasters, corbelling, and symmetrically patterned fenestration, built to replace a previous wood mill that was destroyed by fire. The lower three floor systems are/were heavy timber framed, and the fourth floor level had a smaller footprint and was light wood framed and sided. Just east of the mill section, the tallest section, the elevator, is heavy timber framed and wood sided. Next to the elevator section is the silo section, a classic example of stacked plank construction, with walls that are solid wood formed by stacking dimensional lumber planks flat and overlapping the corners, creating an extremely strong and durable structure that is also character defining and possessing a unique aesthetic. Wrapped around the stacked plank section at the first floor level of its east and south facades is a single story warehouse, timber framed with substantial

posts and beams, wood siding and flooring. The floor system consists of heavy wood beams spanned by 2x dimensional lumber used for flooring.

The site also has a boiler house to the southwest of the mill, similar to the mill in its brick construction and stone foundation. The site is large relative to the modest sized single or multiple lots with zero lot line buildings in Windsor's historic old town just a block to the west, and the Mill structure has a footprint of more than 11,000 square feet. Including the multiple floor levels in the mill section, the building encompasses in excess of 16,000 square feet. Architecturally, the construction of the mill and grain elevator represents the progress from the earlier fire-prone wooden commercial structures to brick, tile and steel around the turn-of-the-twentieth-century. The Mill is exceptional in that it exhibits the unique 19th century agri-industry architectural combination of brick, fire resistant heavy timber, solid stacked plank, and wood frame while most small town mills in Colorado were constructed entirely of timber and light wood framing.

The Mill is a very significant historic structure in Windsor, Colorado and has national and state importance recognized by its placement on the National Register of Historic Places and the Colorado State Register in 1998. Since the time the Mill was designated in 1998, those responsible for the Mill have pursued and received State Historical Fund Grants for Exterior Reconstruction and Restoration, as well as Emergency Stabilization from the 2008 tornado. Having been neglected for many decades, the once dominant presence of the Mill in Downtown Windsor now stands as a relic of its time.

The DDA's interest in the Mill is to develop rehabilitation ideas that can be supported by the community and/or the private property owner in a historic context and that can be viable for all parties involved and the community as a whole. In a 2010 study completed by the Britina design group for the DDA, the Mill was identified as a "wonderful piece of Windsor's architecture and history" serving as a "Gateway" into the downtown core. In their Strategic Plan, the DDA has continued to identify the Mill, as it stands today, as a crucial improvement to enhancing the "sense of place" and the quality of life in downtown Windsor.

D. Scope of Project:

The Downtown Development Authority is requesting that qualified consultants submit a proposal to complete a feasibility study for the rehabilitation or re-use of the Historic Windsor Milling and Elevator Company Building (the "Mill"). The study will determine the most appropriate property uses, building uses and realistic financial strategies for the protection, restoration and redevelopment of the Mill. The ownership of the Mill may be public, private or a public/private partnership. Additional reference materials including economic development data and demographics will be available to the selected consultant.

The feasibility study may include but are not limited to the following:

- Historic and structural analysis
- Structural integrity/building condition assessment
- Land use development code and building code analysis
- Suggested/proposed uses for the building
- Market data supporting suggested/proposed use(s)
- Professional plan drawings
- Development/redevelopment cost estimates
- Potential funding strategies
- A marketing strategy for the building
- Income and expense projections (pro forma analysis)

E. Funding Resources:

Funding will be primarily provided by the DDA; additional funding may be available through other resources such as DOLA.

F. Phases of Work:

Once a firm is selected, an agreement will be established on the phases of the work to be completed.

G. Submittal Requirements:

Interested consulting firms shall submit four (4) hard copies and one (1) electronic copy of their proposal. All submittals shall become the property of the DDA. The proposals are not intended to be disseminated to the general public.

The submittal packages shall include all of the following documents:

- A brief history of the participating consulting firms, including the year the firms were established and where their various offices are located.
- Qualifications of your firm and staff, including the proposed team members for this particular project, resumes and/or biographical information for all team members, their proposed roles, and their relevant experience.
- The team's project experience as it relates specifically to this particular project and feasibility study.
- A narrative as to why your firm is best suited to perform this project.
- A list of projects that team members have completed within the last three (3) years, which shall include, at a minimum, the names of the projects, their locations, and the names, titles, phone numbers, and e-mail addresses of the persons which the DDA may contact for references.
- A list of critical issues that the consultant considers to be of importance for the project.
- Provide a Scope of Work for the proposed design and management of the project; upon award of selection, the Scope of Work will be revised with staff to formulate the final Scope of Work for the project.
- The team's proposed process including timeline.
- A detailed cost proposal that meets the DDA's and stakeholders current interests as they relate to the Scope of Work.

H. Criteria for Selection:

After November 27, 2013, a committee will review all submittals. In turn the committee will select the firms that will be invited for interviews. In its review of the proposals, the committee will evaluate the following criteria:

- The proposer's specific experience in working with historic structures.
- The proposer's qualifications.
- The firm's understanding of the Scope of Work.
- Project success relative to similar projects.
- Project personnel pricing and cost projections for each item tied to the Scope of Work.
- The proposer's anticipated work product as it relates to the Scope of Work.

During the interview phase of the selection process, the committee will be further assessing the qualifications of the firms relative to the following criteria:

- Project management skills.
- Accessibility of project personnel.
- Overall presentation of proposal.
- Demonstrated capability on similar or related projects.
- Proposed work plan that best meets the needs and desires of the DDA.

The final determination for the award of the project will be based upon:

- The committee’s evaluation of all of the bullet points outlined in Section F,
- The committee’s evaluation of the Cost and Timelines associated with the Scope of Work,
- Abilities and qualifications of personnel; and
- References.

I. Disclaimers:

Please note all of the following important information pertaining to this RFP process:

- Submission of a proposal does not constitute any type of obligation, agreement or contract between any firm and the DDA, the Town of Windsor, or any Property Owner/Stakeholder.
- Any and all costs incurred by firms submitting proposals are the sole obligation of the firms and shall not be subject to reimbursement by the DDA.
- No telephone, telegraph, facsimile, electronic transfer or email qualifications will be accepted.
- The accuracy of any proposal is the sole responsibility of the firm submitting the proposal.
- Firms are advised to monitor the DDA’s website should there be any updated information released after the initial advertising and distribution of this RFP.
- Solely at its discretion, the DDA reserves the right to cancel or modify this solicitation for proposals at any time if it deems such measures are in the DDA or Town’s best interests.
- Submittals received after the submittal deadline will not be considered.
- The committee has the right to work through the phasing plan and cost of work with the proposer’s.

J. Tentative Project Schedule:

- RFP Submittal Deadline ----- November 27, 2013
- Interviews Scheduled ----- After January 1, 2014

K. Contact Information:

Questions and requests for clarifications should be directed to:

Patti Garcia
 Town of Windsor
 301 Walnut Street
 Windsor, CO 80550
 Ph: (970) 674-2404
 Fax: (970) 674-2456
 E-mail: pgarcia@windsorgov.com

Addendum A:

Mill Documents on file with the Town

I. TOWN OF WINDSOR/BRITINA DESIGN GROUP – DOWNTOWN WINDSOR DESIGN GUIDELINES & FINANCING PLAN – FEBRUARY 22, 2010

Flour Mill Gateway document included on Page 6 of the RFP

II. NATIONAL LANDMARK DESIGNATION STATUS – SEPTEMBER 3, 1998

III. SUMMARY OF GRANT DOCUMENTS ON FILE WITH THE TOWN:

Grant – Project #2010-01-022

Amount = \$275,495

Exterior Reconstruction

*Rescinded Award July 12, 2011

- Copy of Grant #2010-01-022 Application
 - Grant Award Letters
 - Grant Administrative Duties & State Letters
 - Letter Rescinding the Grant Funding
-

Grant – Project #N/A

Amount = \$440,000

Reconstruction

*Not Awarded

- Copy of Grant Application
 - Not Awarded - Grant Letter
-

Grant – Project #2009-OE-001

Amount = \$10,000

Emergency Stabilization

- Copy of Grant #2009-OE-001 Application
 - Colorado Historical Society Contract #2009-OE-001
 - Letters from SAFEbuilt (building inspectors) & Fire Marshall
 - Timeline of Improvements
 - Building Permit
-

Grant – Project #1999-P2-005

Amount = \$193,829

Exterior Restoration

- Colorado Historical Society Contracts #1999-P2-005



FLOUR MILL GATEWAY

SITE WALK OBSERVATIONS & EXPANDED RECOMMENDATIONS

The Flour Mill is a wonderful piece of Windsor's architecture and history. Its physical size and location also make it ideal as a natural gateway into the downtown core. As the Mill redevelops, linking it into the Main Street core will encourage a synergistic relationship between the two areas.

Streetscape Improvements

The Main Street streetscape currently ends at the 4th Street intersection. Because it doesn't connect to the Flour Mill, it is difficult and uninviting to walk along Main to the Flour Mill.

Recommendations

1. As the Flour Mill property redevelops, improvements to the streetscape between 3rd and 4th will ensure that the Mill is physically connected to the downtown core
2. The redeveloped streetscape between 3rd and 4th should match Main Street, including all amenities, on-street parking, lighting, etc
3. Install bulb-outs and a pedestrian crossing on the west side of the intersection of Main Street and 3rd. This will be the first 'gateway' into downtown, and signal to motorists that they have entered a pedestrian-focused area and need to slow down

Pedestrian Safety and Movements

There is currently very little pedestrian access within the gateway area. Installing pedestrian-focused improvements will ensure people can access the Mill, the downtown core, the lake, the Town Hall, the proposed 'Memorial Park' and the residential neighborhoods.

Recommendations

1. Install all needed pedestrian improvements, including: sidewalks, amenities, bulb-outs, Main Street crossings
2. Create a park-like gateway area across the street from the Mill, utilizing the current vacant space next to the RR for a small green area, signage welcoming visitors to downtown, and a small parking lot
3. Reduce the number of travel lanes from 4 to 2 at the intersection of Main Street and 3rd. Pull off extra traffic on 3rd with a left turn lane.
4. Install pedestrian improvements along 3rd (parking, sidewalks, amenities, etc)

Memorable Experiences

Recommendations

1. Create opportunity for signage, gateway area, public art and parking in a 'Gateway Park'
2. Have the Main Street improvements extend to the Flour Mill, and create a pedestrian crossing across Main at 3rd (just on west side)
3. Ensure land use at the Flour Mill has both a regional draw and a walking connection to the downtown

**Addendum B:
Photos of the Mill (Existing Condition)**



Northwest Side



North Section



Northeast Side



East Side



Southeast Side



South Section (1 of 3)



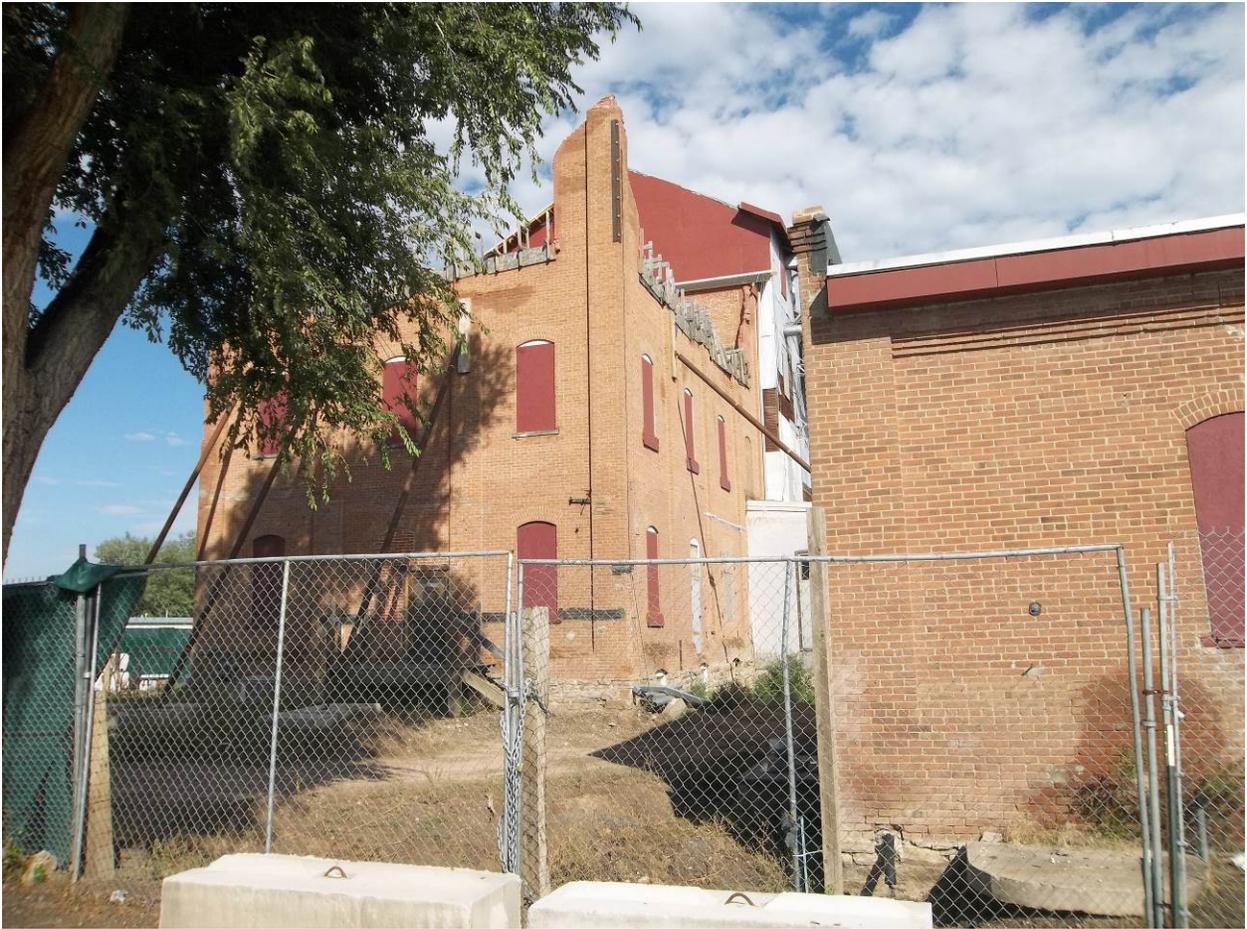
South Section (2 of 3)



South Section (3 of 3)



Southwest Side



West Section



FUTURE TOWN BOARD MEETINGS

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

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
November 12, 2013 (Tuesday) 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
November 12, 2013 (Tuesday) 7:00 p.m.	Town Board Meeting Kern Board Meeting
November 18, 2013 6:00 p.m.	Town Board Work Session Flood plain prevention ordinance
November 18, 2013 7:00 p.m.	Town Board Special Meeting
November 25, 2013 6:00 p.m.	Town Board Work Session
November 25, 2013 7:00 p.m.	Town Board Meeting
December 2, 2013 6:00 p.m.	Town Board Work session
December 9, 2013 5:30 p.m./First floor conference room	Board/Manager/Attorney Monthly Meeting
December 9, 2013 7:00 p.m.	Town Board Meeting
December 16, 2013 6:00 p.m.	Town Board Work Session Joint meeting with the Historic Preservation Commission - <i>Tentative</i>
December 23, 2013 6:00 p.m.	Town Board Work Session – <i>Cancel?</i>
December 23, 2013 7:00 p.m.	Town Board Meeting – <i>Cancel?</i>
December 30, 2013	Fifth Monday

Additional Events

October 29, 2013, 6 pm Weld Town/County Dinner – attending: John Vazquez, Ivan Adams, Kristie Melendez

Future Work Session Topics

Museum strategic plan
Golf cart district application – Highland Meadows
Model Traffic Code 2010 update
Economic Development Update
Town oil & gas revenue for school district foundation purposes
Follow-up discussion on development fees