



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

March 19, 2014 – 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 February 19, 2014 Board of Directors Meeting & March 12, 2014 Special Meeting of the Board of Directors – M. Walter
- F. Report of Bills & Financial Report – P. Garcia
- G. Consideration of Façade Improvement Program – P. Garcia
- H. Downtown Development Authority as a Referral Agency – S. Ballstadt
- I. Downtown Corridor Plan Amendment Request/Bicycle Racks – P. Garcia
- J. Report from Sub-Committees
 - 1. Marketing Committee
 - Intern Work Plan – K. Unger
 - Website update – K. Melendez
 - Billboard information – K. Melendez
 - Marketing ideas (flying banners, coupon books, etc.) – K. Melendez & K. Unger
 - 2. Beautification Committee
 - Gas Meter project
 - 3. Parking Committee
 - Status of Conditional Use Grant application for DDA-owned lots
- K. Communications
 - 1. Concept Plans for Town-owned lots– Draft Document from Kristin Cypher
 - 2. DDA 2014 Work Plan – March Update
- L. Adjourn



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BOARD OF DIRECTORS MEETING

February 19, 2014 – 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
Dean Koehler (Excused)
Sean Pike
Jason Schaffer

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Associate Planner	Brett Walker
Customer Service Supervisor	Megan Walter
Chief Planner	Scott Ballstadt
Art & Heritage Manager	Carrie Knight
Special Events Coordinator	Trish Chavez
CSU Extension/Weld County	Carrie Shimada

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment; there was none 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

There were no changes to the Agenda as presented.

E. Approval of Minutes from the January 15, 2014 Board of Directors Meeting – M. Walter
Secretary/Treasurer Peterson motioned to approve the Minutes as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer

Nayes - None. Motion carried.

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

Town Clerk Garcia presented the report of bills and offered to answer any questions.

Secretary/Treasurer Peterson motioned to approve the Bills as presented; Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer

Nayes - None. Motion carried.

G. Farmers Market Update – C. Knight, T. Chavez

The Town of Windsor in partnership with the CSU Extension–Weld County is in the planning stages of the 2014 market. This year will mark the third year of the market in its present location at the corner of 5th and Main Streets. Despite the small size of the Windsor market,



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the fee is still only \$20 per day or \$200 per season. The market still doesn't require the vendor to carry insurance and will also provide additional time for vendor setup before the market. Ms. Knight informed the board they are working on a communication plan for the upcoming season so the vendors can easily and quickly communicate with staff. CSU Extension–Weld County has provided some sponsorship options below that it feels might be attractive to the DDA.

- On-site Branding: 10 x 10 Tent \$1,251.87, Tablecloth \$376.82, (2) Medium Flying
- Banners: Single Sided \$625.02, etc.)
- Sponsor a Face Painter or Balloon Artist (\$100 per hour)

The board is concerned about the lack of vendors, Ms. Knight explained that the market is still very new and will continue to grow. The market offers vendors a low fee and feels with the help of the DDA and marketing it can be a better year. She would also like to see a stronger relationship with the market and the concerts series in the park on Thursday evenings.

Mr. Pike questioned the public restroom situation; he feels there is a great need for public restroom facility. Currently other markets in surrounding communities do not provide restrooms for the visitors and Ms. Melendez stated the restrooms at the park are open during the market. The board decided they would rather see their sponsorship dollars be put towards marketing.

Applications for the market are due by May 20, 2014 and the DDA board needs to make a decision in the next few weeks as to what sponsorship dollars they would like to contribute.

Ms. Melendez was willing to provide her expertise and support for the marketing of the farmers market. She invited Ms. Knight and Chavez to the marketing committee meeting the following week to discuss further marketing options and have a final decision to the board by the next regular meeting.

H. Tri-City Auto – Administrative Site Plan approval process – P. Garcia, B. Walker

Tri-City Auto submitted a concept review; Town staff gave them feedback on the plans as well rules and regulations of a site plan approval process. Staff is waiting for a formal site plan application to be submitted. At that point Planning will send out information to all Town departments requesting feedback on the project. The Planning Department will then review the nature and location of the proposal and determine whether or not a site plan presentation shall be scheduled before the Planning Commission and Town Board.

Vice Chair Stauss reiterated that he does not plan to sell his property at 529 Main Street and voiced concerns that the site plan has expired. Mr. Ballstadt explained that although his site plan has expired, he would have the opportunity to re-submit his site plan for re-review and, as long as it still meets all of the Town's requirements at that time, it may still be approved.

I. Downtown Development Authority 2014 Work Plan – P. Garcia

Ms. Garcia presented the DDA members with the defined 2014 Work Plan and Strategic Action Plan, she will update the information for each regular meeting based on projects beings discussed and completed during the committee meetings. The Strategic Action Plan is a requirement of the Colorado Main Street Program for funding.



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J. Façade Improvement Program – B. Walker

On January 29, 2014, Lucia Liley, DDA Attorney, and Town staff presented information on both a Façade Tax Increment Program (FTIP) and Façade Grant Program (FGP). At that meeting the Board gave staff direction to revise the evaluation criteria and draft guidelines for both the FTIP and FGP. Mr. Walker provided the board with the guidelines and asked them to consider the bolded items.

The board discussed the information presented and agreed to accept all the bolded items presented in the guidelines. The board would like to remove the requirement under Policy IV: Project Evaluation Criteria regarding Historic fabric of the building and immediate environs. The board feels there is no need for HPC to review façade changes that are only eligible for the Local Landmark, State or Federal Register but not actually registered on the list.

These guidelines will be corrected and finalized for the regular meeting in March where members will formally approve.

K. Report from Sub-Committees

1. Marketing Committee

i. Update on Intern – K. Unger

Interviews were completed for the DDA internship and the position was offered to the best candidate. She will begin mid-March and will hopefully be meeting with the board soon to discuss responsibilities.

ii. Date for Salsa on 5th Street – K. Melendez

The show stage is reserved for two day; September 16th or August 23rd. Board discussed the date, importance of Salsa on 5th, and how to gain more business for the DDA businesses during Salsa of 5th. A final date of August 23rd was decided. The option may be available to pair up with the wine fest if that event is on the same day.

iii. Update on “new & improved” website – K. Melendez

The rack card price jumped but the board decided it was still a great marketing tool and to get those ordered before all the summer activities.

Ms. Melendez believes there may be some hidden and unknown costs associated with choosing Old Town Media for the website design. She suggested choosing Vista Works; their price for the new website design would be \$3500. Vista Works recommended a business directory module for an additional \$1500. This module would provide a Google map and link to each separate business.

Secretary/Treasurer Peterson motioned to approve Vista Works as the website designer and \$5000 for the design and business module; Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:

**Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer
Nays - None. Motion carried.**



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2. Beautification Committee

i. Planters for corners of 4th & Main Street

Town Forester Ken Kawamura advised Ms. Garcia there was room for planters on the corner of 4th and Main Street.

Secretary/Treasurer Peterson motioned to approve the purchase of two planters for 4th & Main Street; Board member Schaffer seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer

Nays - None. Motion carried.

3. Parking Committee

i. Use of DDA-owned lot for Town-sponsored events – P. Garcia

Town of Windsor Parks, Rec and Culture asked Ms. Garcia to check if DDA owned lots would be available for Town-sponsored events for overflow parking needs. Town of Windsor Public Works stated they would grade and strip the lots. The board suggested reground asphalt, Ms. Garcia stated they would need to apply for a conditional use grant, but would check into the process in more detail for the next meeting.

L. Communications

1. Update on the Town of Windsor/Downtown Development Authority Intergovernmental Agreement; Town Employees Authorized to provide support to the Downtown Development Authority – P. Garcia

The IGA identifies specific employees that work on DDA affairs; the Town Attorney and DDA Attorney are currently looking at revising the IGA to list more specific job duties rather than an exact employee. That way when change over occurs the IGA doesn't need to be revised and sent to Town Board.

2. Status of Historic Mill Feasibility Contract – P. Garcia

The contract is still at DOLA being reviewed. Ms. Garcia will follow up with Don Sandoval and she will forward any information to DDA members when more information is available.

3. Pasaratti Lot – P. Garcia

The lot is owned by the Town of Windsor and if the DDA would like to create a letter to Town Board requesting ownership of the lot, that should be fairly easy to obtain. Ms. Garcia suggested being very specific by stating what the DDA would like to do with the lot. The inoperable and unlicensed cars are not on Town property, but the Town of Windsor Police Department is aware of the issue and working on getting the cars removed.

M. Adjourn

Secretary/Treasurer Peterson motioned to adjourn the meeting at 9:35 a.m.; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor



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BOARD OF DIRECTORS SPECIAL MEETING

March 12, 2014 – 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 7:32 a.m.

B. Roll Call

Chairman Bob Winter
Vice Chairman Dan Stauss (Arrived Late)
Secretary/Treasurer Craig Peterson
Sean Pike (Excused)
Dean Koehler
Kristie Melendez
Jason Shaeffer

Also present: Town Clerk Patti Garcia
Customer Service Supervisor Megan Walter

C. Consideration of a contract with Holtkamp Planning for the purpose of conducting a Feasibility Study on the Historic Mill – P. Garcia

The contract and proposed budget from Holtkamp Planning to conduct the Feasibility Study was distributed by email and by hard copy to the DDA board members. Included with the feasibility study, the contract included completion of the gap analysis to be used with the concept plans for the town-owned lots. If the DDA board approves of the contract and budget, it will be contingent upon the receipt of an administrative technical grant from DOLA in the amount of \$20,000. The contract cannot be executed until the DDA receives confirmation of the matching grant funds.

The proposed budget from Holtkamp has a not to exceed amount of \$49,629. The DDA included \$20,000 in their 2014 budget for the Feasibility Study and will apply for a \$20,000 matching grant from DOLA. This could leave a potential balance of \$9,629 to be funded.

The board members discussed the proposed budget and several were apprehensive of the cost of the study and uneasy with the guarantee or what the return on investment would be. They were also concerned with what the owner of the lot would be willing to finance.

Other members of the board felt that although the cost seemed high, the benefit of this company and study would increase value of the Historic Mill as well as other DDA lots and businesses around the property. These members also saw the huge opportunity of DOLA granting matching funds for the study and didn't want to miss that chance.



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The DDA board as a whole came to the agreement that this is a great time to conduct the study especially with the opportunity to receive matching funds from DOLA and even though the guarantee of return on investment is unknown at this point, they are willing to move forward with the study. The board also questioned if Holtkamp Planning was willing to break the study into phases. Ms. Garcia said that was an option and she would follow up with Holtkamp Planning.

Secretary/Treasurer Peterson motion to approve the contract with Holtkamp Planning for the purpose of conducting a Feasibility Study on the Historic Mill contingent upon confirmation of receipt of matching grant funds of \$20,000 from the Department of Local Affairs. Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Schaffer

Nays - None. Motion carried.

D. Adjourn

Secretary/Treasurer Peterson motioned to adjourn the meeting at 8:30 a.m.; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Schaffer

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor

Downtown Development Authority

REPORT OF BILLS

02/08-03/07/2014

At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on March 19, 2014
the following claims were presented, examined, and approved by the DDA

VENDOR	DESCRIPTION	INVOICE #	AMOUNT
Town of Windsor	DDA business license 2014	2014	\$ 25.00
Liley, Rogers & Martell	legal services 1/31/14	12498	\$ 36.00
Liley, Rogers & Martell	legal services Feb 2014	12515	\$ 2,906.00
Weld County Treasurer	property tax Burlington collected 2013	R75210992013	\$ 529.31

TOTAL DISBURSEMENT REQUEST	<u>\$ 3,496.31</u>
TOTAL	<u>\$ 3,496.31</u>



TOWN OF WINDSOR, COLORADO
 LICENSE RENEWAL APPLICATION
 YEAR 2014

WINDSOR MUNICIPAL CODE Sec. 4-3-310(i) concerning renewal fees

Renewal after January 1 \$ 5.00 penalty Total Due \$15.00 Renewal after February 1 \$ 10.00 penalty Total Due \$20.00 Renewal after March 1 \$ 15.00 penalty Total Due \$25.00

Mail to:	For Town Use Only
<p><i>Town of Windsor</i> SALES TAX OFFICE 301 WALNUT STREET WINDSOR, CO 80550 (970) 674-2486 www.windsorgov.com</p>	<p>Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> Seasonal <input type="checkbox"/></p> <p>General Registration <input type="checkbox"/> NAICS Code <input type="text"/></p> <p>Amount Paid: <input type="text"/> Check No. <input type="text"/> Property Zoning: <input type="text"/> Zoning Approval: <input type="text"/></p>
<p>PLEASE TYPE OR COMPLETE IN BLACK INK. PLEASE COMPLETE APPLICATION IN FULL (Illegible and/or incomplete forms may be rejected)</p>	

- 1a This business does not sell anything retail and is a SERVICE ONLY company.
- 1b This business sells tangible personal property at RETAIL and/or WHOLESALE or provides taxable services.
- 1c This business sells tangible personal property or provides services that are EXEMPT. (attach a copy of the Federal Exemptions 501(c)(3) Letter)
- 2 Taxpayer Registration Name: Windsor Downtown Development Authority
- 3 Trade Name ("Doing Business As"): _____
- 4 WINDSOR Sales Tax License No.: 4394
- 5 State of Colorado(DOR)Sales Tax License Number: (only if you are a retail or wholesale business) 30379589-0000
- 6 Federal Employer Identification Number (FEIN): _____
- 7 Business Location: (can not be a PO Box) 301 Walnut Street
- 8 Mailing Address: Street PO Box 381 City Windsor State _____ Zip _____
 (If Different than Location Address)
- 9 Business Phone No: _____ Fax Number: _____
- 10 Contact Person: Patti Faraci Contact's Number: 674 2400
- 11 E-mail Address: Pfaraci@windsorgov Web Site Address: _____
- 12 Nature of Business (Check all that apply): Wholesale Manufacturing Construction Service Retail
 Office Only Mail Order Communications/Telecom Finance/Insurance/Real Estate
- 13 What is your main product/service? Water - bottled
- 14 Do you sell, distribute, deliver, or grow Medical or Retail Marijuana? Yes No
- 15 Filing Frequency: \$300 tax/month or more, file monthly Seasonal _____
 (ONLY REPLY IF YOUR BUSINESS SELLS TPP OR PROVIDES TAXABLE SERVICES - REQUIRED TO FILE SALES TAX TO THE CITY & STATE) Under \$300 tax/month, file quarterly _____
 \$100 tax/year or less, file annually _____
 Month Start _____ Month End _____
- 16 Has Ownership of the company changed in the past 12 months? Yes No
 If YES, please attach a separate page listing the new owner(s) Name, Position in the company, Address, & Phone Number.

I declare, under penalty of perjury in the second degree, that this application has been examined by me, that the statements made herein are made in good faith pursuant to Colorado and the Town of Windsor tax laws and regulations, and to the best of my knowledge and belief, are true, correct, and complete.

17 Prepared By: Patti Faraci (signature) Date: 3/5/14

18 Printed Name: Patti Faraci Title: Town Clerk

Pursuant to Sections 6-3-10-20 and Sections 4-3-310-320 of the Town of Windsor Municipal Code, "it shall be unlawful for any person to establish any place of business in the Town or engage in business within the Town without first obtaining a license to conduct such business. Any person engaged in business in the Town shall be guilty of a violation of this Article."



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

Finance Department	
Vendor #	6299
Obligation #	105039

PAYMENT REQUEST

INVOICE NUMBER: 12498	
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
01/13/2014	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services – 1/31/2014	36.00
TOTAL					\$ 36.00

Liley Rogers & Martell, LLC

300 South Howes Street
Fort Collins, CO 80521

Town of Windsor DDA
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550

January 31, 2013

Re: DDA
Invoice #12498 Summary of Charges Due

Previous Balance	\$ 360.00
Payment – 1/13/14 -Thank you, No.67506	(\$ 360.00)
Services Rendered per Invoice #12498	<u>\$ 36.00</u>
Total Balance Due	<u>\$ 36.00</u>

Liley Rogers & Martell, LLC

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

Town of Windsor DDA
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550



January 31, 2014

In Reference To: DDA
Invoice #12498

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
1/20/2014 LAL Brief emails from and to Patti Garcia regarding DDA financing	0.20 180.00/hr	36.00
Subtotal of charges		<u>\$36.00</u>
For professional services rendered		\$36.00
Previous balance		\$360.00
Accounts receivable transactions		
1/13/2014 Payment - Thank You No. 67506		<u>(\$360.00)</u>
Total payments and adjustments		<u>(\$360.00)</u>
Balance due		<u><u>\$36.00</u></u>



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

<u>Finance Department</u>	
Vendor #	6299
Obligation #	105318

PAYMENT REQUEST

INVOICE NUMBER: 12515	
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
02/28/2014	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services – February 2014	2,906.00
TOTAL					\$2,906.00

Liley Rogers & Martell, LLC

300 South Howes Street
Fort Collins, CO 80521

Town of Windsor DDA
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550

February 28, 2013

Re: DDA

Previous Balance	\$ 36.00
Payment – 2/18/14 -Thank you, No.67934	(\$ 36.00)
Services Rendered per Invoice #12515	<u>\$ 2,906.00</u>
Total Balance Due	<u>\$ 2,906.00</u>

Liley Rogers & Martell, LLC

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

Town of Windsor DDA
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550

February 28, 2014

In Reference To: DDA
Invoice #12515



Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
1/28/2014	JPK	Compile all documents for Lucia Liley; review for work session; lengthy telephone conference with Lucia Liley	1.20 110.00/hr 132.00
	LAL	Review packet of facade materials from Janelle Kechter and work on outline for DDA Board meeting; review agenda draft policies and decide on handouts	1.10 180.00/hr 198.00
1/29/2014	LAL	Attend special DDA Board meeting to discuss facade program and Board policies in connection with the same	2.50 180.00/hr 450.00
2/3/2014	JCL	Email from Patti Garcia regarding DDA strategic action plan; review attached plan	0.20 120.00/hr 24.00
2/6/2014	LAL	Email from Patti Garcia and to Josh Liley regarding administrative costs (No Charge)	0.20 180.00/hr NO CHARGE
	JCL	Email from and to Patti Garcia regarding compensation of Town employees under Intergovernmental Agreement between Town of Windsor and DDA, means from approaching Board about amending language to allow for reimbursement of additional Town of Windsor employees under Intergovernmental Agreement	0.20 120.00/hr 24.00
2/7/2014	LAL	Brief emails from Patti Garcia and to and from Josh Liley regarding administrative costs' reimbursement (No Charge)	0.20 180.00/hr NO CHARGE
2/10/2014	JPK	Conference with Lucia Liley regarding facade program policies	0.20 110.00/hr 22.00

			<u>Hrs/Rate</u>	<u>Amount</u>
2/10/2014	JCL	Email from and to Patti Garcia regarding review of draft services contract for Windsor Mill	0.10 120.00/hr	12.00
2/11/2014	JPK	Lengthy meeting with Lucia Liley to discuss facade improvement program; work on draft of program policies for DDA Board adoption	3.00 110.00/hr	330.00
	LAL	Conference with Janelle Kechter to review partial rough outline of policies, notes from DDA Board meeting and file documents; review and revise partial rough draft	1.60 180.00/hr	288.00
2/12/2014	JPK	Short telephone conference with Lucia Liley to revise and rework drafts of the Facade Improvement Program policies; email to Patti Garcia for review; compile and label all attachments and email to Patti; telephone conference with Lucia Liley	4.10 110.00/hr	451.00
	LAL	Email from Janelle Kechter with attached complete draft of policies; review, revise and telephone conference with Janelle Kechter regarding further revisions needed; review revised draft and attachments, further revise and telephone conference with Janelle Kechter regarding next iteration; email from Janelle Kechter with draft policies and review draft; telephone conference with Janelle Kechter regarding annual reimbursement mechanism and attachments; email from Patti Garcia with redlines and review the same and email Janelle Kechter to finalize; emails from and to Patti; additional emails from and to Patti;	3.70 180.00/hr	666.00
2/13/2014	JPK	Email to Lucia Liley regarding policies; review all emails between Patti Garcia and Lucia Liley; prepare for conference call; voice message for Patti Garcia; lengthy telephone conference with Patti; revise policies and attachments; email to Lucia Liley for review; telephone conference with Lucia Liley; email both to Patti for review	1.50 110.00/hr	165.00
	LAL	Email from Janelle Kechter with final facade policies packet and review the same; brief emails to and from Janelle Kechter	0.40 180.00/hr	72.00
	JCL	Email from Patti Garcia regarding Board packet for February 19th Board meeting; brief review of packet	0.30 120.00/hr	36.00
2/18/2014	JCL	Telephone conference with Patti Garcia regarding monthly check-in; follow-up on review of contract for Windsor Mill and potential amendment to DDA/Town of Windsor Intergovernmental Agreement	0.30 120.00/hr	36.00
2/19/2014	JCL	Email to and from Ian McCargar regarding potential amendment to DDA/Town of Windsor Intergovernmental Agreement (No Charge)	0.10 120.00/hr	NO CHARGE
		Subtotal of charges		<u>\$2,906.00</u>
		For professional services rendered		\$2,906.00
		Previous balance		\$36.00

	<u>Amount</u>
Accounts receivable transactions	
2/18/2014 Payment - Thank You No. 67934	<u>(\$36.00)</u>
Total payments and adjustments	<u>(\$36.00)</u>
Balance due	<u><u>\$2,906.00</u></u>



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

Finance Department	
Vendor #	807
Obligation #	104958

PAYMENT REQUEST

INVOICE NUMBER: 27521099	Acct # R7521099
VENDOR: Weld County Treasurer	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: PO Box 458 Greeley, CO 80632-0458	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
02/13/14	Patti Garcia		P Garcia <i>R Garcia</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6269		Property tax on Burlington property collected in 2013	529.31
				TOTAL	\$529.31



2nd Half Coupon

2013 TAXES DUE IN 2014

SCHEDULE #
R7521099

Return this coupon with payment to:
WELD COUNTY TREASURER
P.O. BOX 458
1400 N 17th AVE
GREELEY, CO 80632-0458

**DO NOT PAY THIS BILL IF YOUR
MORTGAGE COMPANY WILL MAKE THIS PAYMENT**

102272

TO AVOID PENALTIES AND INTEREST PAY ON OR BEFORE DUE DATE



WINDSOR COLO DOWNTOWN DEV AUTHORITY 74762
301 WALNUT ST
WINDSOR CO 80550-5141

SECOND HALF DUE BY JUNE 16, 2014 \$264.65



WELD COUNTY TREASURER
P.O. BOX 458
1400 N 17th AVE
GREELEY, CO 80632-0458

Retain this portion for your records

Make Checks Payable To: **WELD COUNTY TREASURER**

POST DATED CHECKS ARE NOT ACCEPTED

REAL ESTATE TAX NOTICE 2013 TAXES DUE IN 2014

ACCOUNT # R7521099
PARCEL # 080716311022
TAX DISTRICT: 4536

AUTHORITY	LEVY	CREDIT	NET LEVY	TAX	VALUATION	ACTUAL	ASSESSED
WELD COUNTY	22.038	5.23400	16.80400	\$91.56	LAND	\$18,776	\$5,450
SCHOOL DIST RE4		0.00000	47.50500	\$258.91	BUILDINGS/IMPROVE	\$0	\$0
NORTHERN COLORADO WATER (0.00000	1.00000	\$5.45	PERSONAL	\$0	\$0
WINDSOR TOWN		0.00000	12.03000	\$65.56	TOTAL	\$18,776	\$5,450
WINDSOR-SEVERANCE FIRE		0.00000	7.19400	\$39.21	SEN/VET EXEMPTION	\$0	\$0
WINDSOR-SEVERANCE FIRE (B		0.00000	0.72900	\$3.97	NET TOTAL	\$18,776	\$5,450
AIMS JUNIOR COLLEGE		0.00000	6.30200	\$34.35	MESSAGES		
WINDSOR DOWNTOWN DEVELOPM		0.00000	2.00000	\$19.90			
CLEARVIEW LIBRARY		0.00000	3.55800	\$19.40	#1 Making a Payment	#2 Delinquent Payments	
TOTAL			NET LEVY = 97.12200	\$529.31	#3 Payment Receipt	#4&5 Senior or Vet Exemption	
			FEE	\$0.00	Email Verification Code: JDXX2GCK		
			SPECIAL ASSESSMENT	\$0.00	The value of your property for 2014 will not change from the values shown on this tax notice unless the Assessor's office sends you a notice of value in May or June, 2014.		
			GRAND TOTAL	\$529.31			
SB 25 - In absence of State Legislature Funding, your School General Fund mill levy would have been 69.0530							
LEGAL DESCRIPTION OF PROPERTY							
WIN BS L22 BURLINGTON SUB PROPERTY LOCATION: WINDSOR 000000000					PAYMENT	DUE DATE	AMOUNT
					FIRST HALF	FEBRUARY 28, 2014	\$264.66
					SECOND HALF	JUNE 16, 2014	\$264.65
					FULL PAYMENT	APRIL 30, 2014	\$529.31

WINDSOR COLO DOWNTOWN DEV AUTHORITY
301 WALNUT ST
WINDSOR, CO 80550-5141

If you have sold this property, please forward this statement to the new owner or return to this office marked 'PROPERTY SOLD'.

Please see reverse side of this form for additional information.



Volume 2, Issue 1 January 2014

Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue Summary January 31, 2014	Collections	Budget	% of Budget
Property Tax Mill Levy	\$26	\$7,712	0.33%
Incremental Property Tax	\$0	\$16,052	0.00%
Interest	\$0	\$5	0.00%
Contributions/Sponsorships	\$0	\$0	-
Town of Windsor Funding	\$22,083	\$265,000	8.33%
Total	\$22,109	\$288,769	7.66%

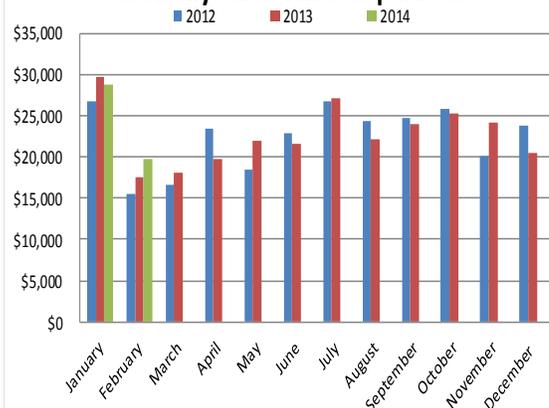
Windsor DDA Expenditures

Windsor DDA Expenditures Summary January 31, 2014	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$16	\$25,000	0.06%
Board Development	\$0	\$3,200	0.00%
Dues/Fees/Subscriptions	\$95	\$770	12.34%
Travel/Mileage	\$0	\$100	0.00%
Liability Insurance	\$1,724	\$1,297	132.89%
Legal Services	\$0	\$10,000	0.00%
Contract Services	\$0	\$20,000	0.00%
Postage	\$101	\$350	28.82%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$0	\$20,000	0.00%
County Treasurer Fees	\$0	\$300	0.00%
Prop. Tax on Burlington Property	\$0	\$700	0.00%
Facade Program	\$0	\$100,000	0.00%
Administrative Transfer	\$1,667	\$20,000	8.33%
Operations Total	\$3,602	\$202,417	1.78%
Capital			
Site Improvements	\$0	\$20,000	0.00%
Capital Total	\$0	\$20,000	0.00%
Grand Total	\$3,602	\$222,417	1.62%

Special points of interest:

- February 2014 sales tax collections were \$2,292 above February 2013 collections.
- Revenue is close to budgeted at the end of January 2014 at 7.66%, as we should see 8% of revenue the first month of the year.
- 2014 expenditures are under the one month benchmark with only 1.78% of the budget.

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
Dean Koehler — Dean@windsordda.com
Jason Shaeffer — Jason@windsordda.com
Sean Pike — Sean@windsordda.com
Kristie Melendez, TOW Board Liaison — Kristie@windsordda.com

Term: April 2017
Term: April 2014
Term: April 2014
Term: April 2017
Term: April 2016
Term: April 2016



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: March 19, 2014
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: Façade Improvement Program
Item #: G.

Background / Discussion:

Establishing a façade improvement program has been one of the major goals of the Windsor DDA. Funds of \$100,000 have been budgeted for the effort in 2014. On January 29, 2014, Lucia Liley, DDA Legal Counsel, and Town staff presented information on both a Façade Tax Increment Program (FTIP) and Façade Grant Program (FGP). At that meeting the Board gave staff direction to revise the evaluation criteria and guidelines which has been incorporated into the final policy document and related attachments.

Drafts of the Façade Improvement Program were provided to the Windsor Town Board, Planning Commission, and Historic Preservation Commission for review and opportunity to comment. No comments were received. Once adopted, Program information will be placed on the DDA website and available at Town Hall.

The adoption of the Façade Improvement Program can be done by motion; no resolution is required.

Financial Impact:

Dependent on the number of projects and the amounts that are funded; the DDA has placed \$100,000 in the 2014 budget for this effort.

Recommendation:

Recommend approval of the Policies of the Board of the Windsor Downtown Development Authority in Connection with the Façade Improvement Program

Relationship to DDA Strategic Action Plan:

To improve the visual attractiveness of the district

Project: A beautification program in the following areas: major entrances, Windsor Lake and Boardwalk Park, walkways and public spaces; Façade Improvement Program

Attachments:

Façade Improvement Program Policy
Funding Guidelines Graph
Procedural Guidelines and Application
Sample form for FTIP Project Commitment Worksheet
Sample form for FGP Project Commitment Worksheet
Project Commitment Terms
Closing Instructions for Project Owners
Facade Monitoring Program



**POLICIES OF THE BOARD OF THE
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY
IN CONNECTION WITH THE
FAÇADE IMPROVEMENT PROGRAM**

The Façade Improvement Program of the Windsor Downtown Development Authority (DDA) is designed to assist property and business owners within the DDA boundary in the renovation of building 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, all to be to be governed and administered in accordance with the following DDA Board (Board) policies.

Policy I: Façade Tax Increment Program and Façade Grant Program

- A. Façade Tax Increment Program: The Façade Improvement Program includes a Façade Tax Increment Program (FTIP) under which the Board considers investments in façade improvement projects within the DDA boundary which increase property tax increment. The FTIP provides funding based on either the total project costs, the supportable property tax increment or the cost of eligible project features in accordance with the Project Funding Guidelines set forth in Policy V.A.
- B. Façade Grant Program: The FIP also includes a Façade Grant Program (FGP) to encourage property owners within the DDA boundary to renovate the facades of their buildings. The Grant Program provides grants of up to 25% of the total cost of the façade renovation up to a maximum of \$20,000 per façade in accordance with the Project Funding Guidelines set forth in Policy V.B.
- C. Project Funding in General: Both the FTIP and the FGP are funded by public monies. Proposals are not entitled to funding. Proposals are considered by the Board on a first-come, first-served, 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 Board. Funding must be used on public improvements (i.e. improvements within a public right-of-way or easement) or eligible façade improvements.

Policy II: Program Funding

- A. FTIP: Funding for the FTIP is based on the available annual property tax increment from a particular project.
- B. FGP: Funding for the FGP is based on the amount budgeted annually by the Board.



C. Program Costs: There will be administrative costs associated with both the FTIP and the FGP, however, the DDA will recoup a portion of its legal fees incurred in connection with each project.

Policy III: Eligible and Ineligible Improvements/Expenditures

A. Public Improvements: All improvements within a public right-of-way or easement are eligible for DDA funding.

B. Façade Improvements: All façade improvements that are eligible for DDA investment through the FTIP and the FGP shall front a public street, alley or pedestrian way, or shall face an important public place.

C. Eligible Façade Improvements/Expenditures: Façade improvements/expenditures that are eligible for DDA investment through either the FTIP or the FGP include the following:

1. New awning or the renovation/restoration of existing awning;
2. Masonry repair;
3. Reparation and replacement of architectural details or materials;
4. Rehabilitation or compatible reconstruction of storefronts;
5. Removal of exterior surfaces that cover historic façade materials;
6. Exterior lighting; and
7. Exterior façade painting and/or paint removal.

C. Ineligible Façade Improvements/Expenditures: Façade improvements/expenditures that are not eligible for DDA investment through either the FTIP or the FGP include the following:

1. Interior rehabilitation unless deemed essential to the building's façade improvements;
2. Interior decorations;
3. Refinancing of debt;
4. Inventory and equipment;
5. General or routine maintenance and cleaning;
6. Business operations expenses;
7. Improvements made prior to grant approval; and
8. Horizontal materials or roofing materials (i.e. materials not visible from the public right of way).



Policy IV: Project Evaluation Criteria

A. Evaluation Criteria: The Board shall use the following criteria to evaluate proposals for DDA funding of façade improvement projects:

1. Quality of materials: The use of real or authentic building materials in the construction or renovation of the façade is required. Materials should be high quality, long-lasting, and “timeless”. For example, faux stone, stone veneer, and EIFS are not considered quality material.
2. Pedestrian friendly street presence: The façade should be scaled to the pedestrian. The first floor should be permeable, with windows encompassing a significant portion of the frontage. Blank walls, minimal variation, and minimal articulation are not acceptable.
3. Timeless design: Designs should be high quality and timeless. This does not mean that designs should incorporate unauthentic historic elements. The DDA is not looking for imitations of historic buildings. Non-historic buildings can propose contemporary designs, as long as the design will not lose appeal in a short duration of time.
4. 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 Windsor Historic Preservation Commission (HPC). All historic buildings that are a Local Landmark, or on a State or National Register must receive HPC approval of the proposed façade changes prior to being scheduled for evaluation by the Board. Properties that are currently designated as a historic site/building are required to obtain a *Landmark Alteration Certificate* prior to issuance of a building permit.
5. Green building principles: Although green building practices may not always be applicable to façade improvements, the DDA actively encourages green building practices whenever possible. The Board looks for green building principles that exceed minimum adopted codes. Examples of green building certifications include US Green Building Council’s LEED rating program, Energy Star, Sustainable Sites Initiative, and similar programs.



6. Deconstruction: The Board encourages contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.
7. Location: The location of a project may be a key factor if it advances a particular goal(s) of the DDA's mission.
8. Use: Depending upon the Board's present goals, a particular use may be advantageous or disadvantageous in meeting those goals.
9. Consistency with DDA Mission and Plan of Development: Façade improvement projects shall be consistent with the adopted mission of the DDA and the objectives and purposes of the DDA Plan of Development.

Policy V: Project Funding Guidelines

A. FTIP:

1. Funding Formula: The amount of the DDA's funding of a façade improvement project through the FTIP shall be the lowest of the three following factors, as depicted on the attached Funding Guidelines graph:
 - An amount equal to 10% of the total value of the façade improvement project (as determined by the Assessor's valuation);
 - An amount equal to supportable property tax increment funds generated by the façade improvement project (up to 25% contribution for residential and up to 50% for commercial); and
 - An amount equal to the total cost of the eligible features of façade improvement projects and any public improvements in the right-of-way.
2. Annual Reimbursement: The approved funding amount shall be paid in annual installments in accordance with an agreement with the DDA and based upon the actual property tax increment received by the DDA for the project.
3. Payment in Lieu: Façade improvement projects funded through the FTIP that do not generate sufficient annual property tax increment to reimburse the DDA for its investment shall be required to make a payment in lieu of annual property tax increment.



- B. FGP: The amount of DDA's funding of a façade improvement project through the FGP shall be a maximum of 25% of the total cost of the façade improvements, up to a maximum of \$20,000 per façade
- C. Timing: The approved funding for any project through either program shall not be paid until after the project is constructed and a Certificate of Occupancy or a Certificate of Completion is issued.

Policy VI: Administration of FTIP and FGP

- A. DDA Staff: The DDA staff shall be responsible for administration of the FTIP and the FGP and for development of appropriate procedures and forms to implement such programs in accordance with these policies. Copies of the forms utilized by the Fort Collins DDA are attached hereto as examples of the type of forms that may be necessary for administration of such programs.
- B. Standard Terms: Each DDA investment through either the FTIP or the FGP shall require the property owner to, among other things, enter into an agreement with the DDA, grant to the DDA a property easement interest in the improved façade based on the amount of the DDA's investment, subordinate all other property interests in the improved façade to the DDA's easement interest, purchase a title insurance policy insuring the DDA's property easement interest, provide ongoing maintenance of and insurance for the façade improvements and covenant against alterations of the approved façade improvements without the DDA's consent. Terms of the agreement and easement are typically based on the following schedule:

From \$1 to \$25,000	5 years
From \$25,001 to \$50,000	10 years
From \$50,001 to \$100,000	15 years
From \$100,001 to \$200,000	20 years

- C. Façade Monitoring Program: The DDA staff shall establish and administer a façade monitoring program for the purpose of ensuring compliance with the property owner's maintenance obligation and covenant against alterations during the term of the DDA's easement interest in each façade. A copy of the Façade Monitoring Program utilized by the Fort Collins DDA is attached hereto as an example of such program processes.



Policy VII: Discretion of the Board

The policies herein express the general intent and purpose of the Board regarding the Facade Improvement Program. The Board retains the right, in its sole discretion, to amend these policies to or vary their application to particular façade improvement projects provided that the overall result is consistent with the mission of the DDA and furtherance of the objectives and purposes of the DDA Plan of Development.

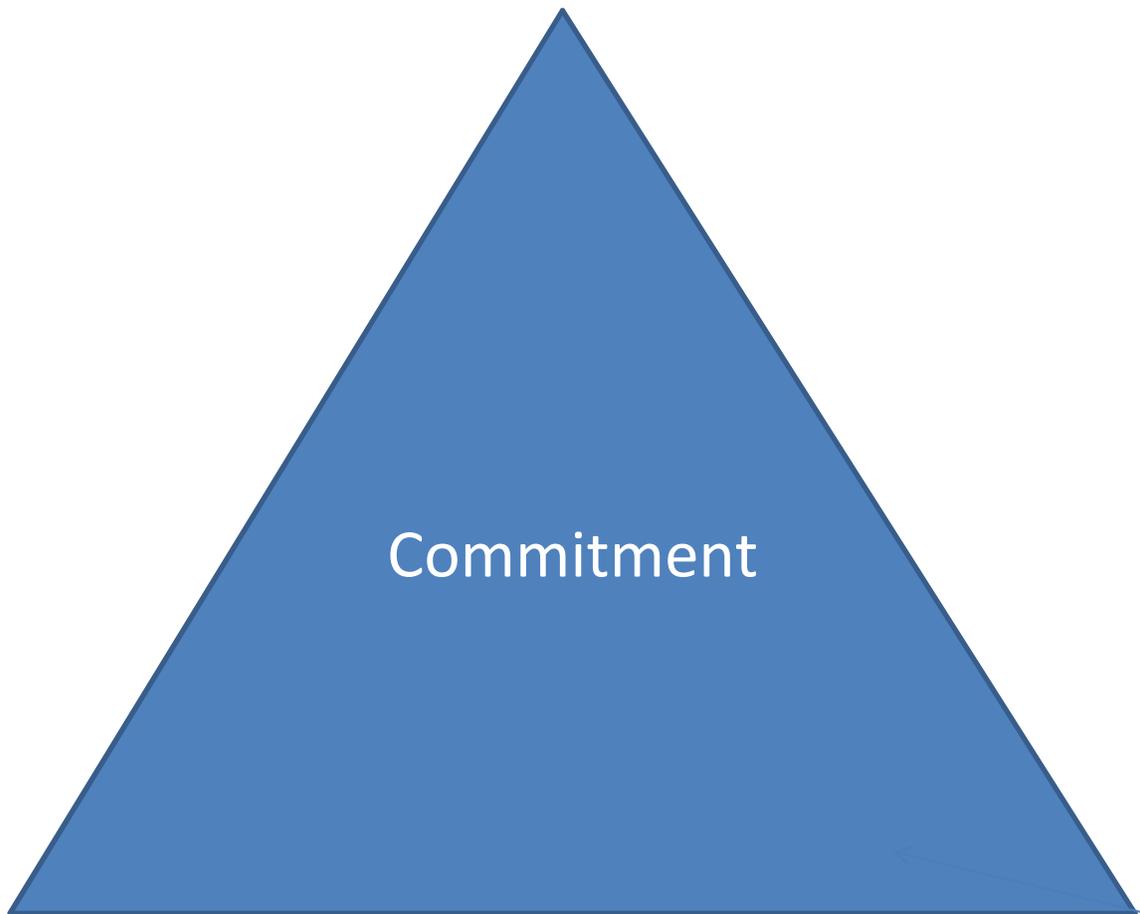
Attachments:

1. Funding Guidelines Graph
2. Procedural Guidelines and Application
3. Sample form for FTIP Project Commitment Worksheet
4. Sample form for FGP Project Commitment Worksheet
5. Project Commitment Terms
6. Closing Instructions for Project Owners
7. Facade Monitoring Program



Funding Guidelines

**Supportable TIF
as projected by County Assessor**



Commitment

**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)**



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

How to Apply

A. Meet with Staff:

Applicants must meet with DDA staff at least three (3) weeks prior to the DDA Board meeting at which the project will be reviewed. Applicants must submit the following information for project to be considered:

- a. Completed application, see attached document.
- b. A narrative describing the project, narrative should include:
 - i. A brief history of the site/building,
 - ii. A description of the work proposed,
 - iii. Responses to how the project meets each of the evaluation criteria listed below in the "Evaluation Criteria",
 - iv. The amount of funding requested from the DDA Board.
- c. Current photo(s) of the property and if applicable, historic photos
- d. Color façade elevation drawings with proposed materials called-out/labeled. These must be developed by a licensed professional architect.
- e. A detailed cost breakdown of the proposed façade improvement prepared by the design architect and/or contractor.
- f. The investment from the DDA may not be used for soft cost such as architectural, structural, electrical, or mechanical design fees; construction site amenities; surveying and staking; traffic controls; profit and overhead; any interior work; taxes, permits, or insurance.

Prior to meeting with the DDA, the applicant needs to meet with Town planning staff to determine the Town's approval process for any renovations. The Town's approval process may include a site plan approval and a review/approval by the Historic Preservation Commission. Assuming the Town requires site plan approval, the applicant will need to have submitted a site plan application and be nearing completion of the site plan process prior to applying for façade improvement program grant.

B. Prepare Board Packet

Upon approval by DDA staff, provide a digital copy (.pdf), of the packet submittal to the DDA no later than two weeks prior to the scheduled DDA Board meeting.

C. Attendance by Owner and Representatives at Board Meeting

The project owner or authorized representative will be required to make a brief (5-10 minute) presentation to the DDA Board. This presentation should highlight the aspects of the project in the context of the downtown environment. Please note that the board members will receive the application and documentation in advance of the board meeting and will be familiar with the details of the project.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal:
Applicant/Property Owner:
Mailing Address:
Business Owner (if different):
Business Name:
Project Address:
Subdivision/Lot/Block:
Phone Number(s):
Email:

Work to be performed on façade renovation (check all that apply):

- Checkboxes for renovation items: Addition of awnings, lights, signs, or other exterior amenities; Uncover, preserve, or rehabilitate the building's historic exterior; Elimination of blighted conditions such as dark alleys, broken fixtures, or inaccessible entryways; Removal of non-historic features; Addition of Windsor and/or display areas in facade; Restoration of brickwork, wood, masonry, stucco, or siding; Replacement, repair, or addition of architectural details; Repair or replacement of windows and/or doors; Renovation of entryway; Add new or recover existing awning; Other (please describe)

Facades to be renovated (check all that apply): Front Back Alley Side(s)

Projected Start / Finish Date for Project:

Total Estimated Cost of Improvements: \$

Grant/TIF Amount Requested: \$ Grant TIF (check one)

Applicant's Signature: Date:

Property Owner Signature: Date:

SAMPLE - DDA FTIP Commitment Worksheet
Tax Increment Investment

FINAL

Project Name: Block 23 - Old Town Flats (Residential)

Parcel # 97111-24-023

Date: October 25, 2013

Tax Year When Project Complete: Half Tax Year 2015, payable in 2016

Eligible Features		
A. Public Improvements	Item	Owner's Cost Estimate
Improvements	See Details	333,075
Water Main Easement Area	See Details	15,691
Total Eligible Features		348,766
10% Total Value of Improvements		
	<i>Total Value of Proposed Improvements</i>	14,063,300
	Ten Percent (10%)	1,406,330
Projected Tax Increment		
Gross Tax Increment		
	Annual Property Tax Liability at Construction Completion	110,054
	Less: Current Annual Property Tax Liability	<u>(10,606)</u>
	Gross Annual Tax Increment	<u>99,448</u>
	Gross Tax Increment Generated (15 Years)	1,491,725
Net Tax Increment		
	Gross Annual Tax Increment	99,448
	Less: DDA 5 Mills	<u>(5,597)</u>
	Net Annual Tax Increment	<u>93,851</u>
	Net Tax Increment Generated (15 Years)	1,407,767
Supportable Tax Increment		
	City of Fort Collins and CID No. 1 (100%)	143,592
	County, PVH, Library, Pest, Water Conservation (50%)	211,869
	PSD (50%)	<u>383,617</u>
	DDA Tax Increment Share back Generated (15 years)	739,078
	No Finance Charge: Multi-year Reimbursement	<u>-</u>
	DDA Supportable Tax Increment Generated (15 years)	739,078
Summary		
	Board Policy Funding Level at 25% of TIF Generated	184,769
	Staff Recommended Additional Contribution in Water Main Easement Area	15,691
	Additional Amount per Board Decision	74,153
	Recommendation to DDA Board	274,613
		37%
	Tax Increment shared with Other Taxing Entities	668,690
	Percentage of TI - Other Taxing Entities to Net Tax Increment Generated	48%
	Tax Increment available for other DDA Projects (at staff recommended funding level)	464,464
	Percentage of TI Available for other DDA Projects to DDA Supportable Tax Increment	63%
	<i>Percentage of Eligible Features to:</i>	
	Total Value of Improvements	2%
	Gross Tax Increment	23%
	Net Tax Increment	25%
	Supportable Tax Increment	47%
	<i>Percentage of Staff Recommended Funding Level to:</i>	
	Total Value of Improvements	2%
	Gross Tax Increment	18%
	Net Tax Increment	20%
	Supportable Tax Increment	37%

SAMPLE DDA FGP Commitment Worksheet
Façade Grant Investment

Project Name: Wolverine Farm Letterpress & Publick House

Parcel # 97122-08-007

Date: January 24, 2014

Eligible Features

A. Public Improvements

Owner's Cost Estimate

<i>South Façade</i>	Wall Assembly	15,029
	Siding & Trim	20,292
	Windows & Doors	13,766
	Canopies, Awnings, Stairs, Privacy Wall	36,200
	Demotition	3,000
	Project Management	4,500
	Total Eligible Features	\$92,787

Summary

Board Policy Funding Level at 25% of Total Cost of Eligible Features \$23,197



PROJECT COMMITMENT TERMS

The Downtown Development Authority (DDA) Board of Directors makes this preliminary commitment to participate in the _____ project based upon the following terms:

1. The commitment by the DDA is for a period of 12 months commencing on the date the Board of Directors votes in favor of participation. Construction on this project must commence within 12 months. If this project is being funded from administrative resources, it is contingent upon re-appropriation of funds by the Town Board if the 12-month period extends into the next budget year. If this project is being funded through a tax increment debt instrument, the DDA commitment is contingent upon available funds and approval by the Town Board.
Funding type: ___ TIF ___ Façade Grant
2. The project owner must provide the DDA with periodic updates, the frequency to be determined on a case-by-case basis.
3. DDA legal fees will be deducted from the gross DDA commitment to the project at the lesser of either the actual cost of the legal services or 5% of the total DDA commitment to the project.
4. The project owner or authorized representative may request from the Board of Directors one 12-month extension of the commitment. The extension request submitted to the DDA Board, describing the reason for the delay, must be submitted in time to be considered by the Board at a regular monthly meeting held prior to the expiration of the commitment term, which at the latest would be 10 business days prior to the date of the regular monthly meeting scheduled to occur in the final month of the commitment. If granted, construction on the project must commence within the 12-month extension period or the DDA commitment will expire. If the project owner or authorized representative fails to make an extension request prior to the expiration of the commitment term, or is unable to commence construction on the project after being granted a 12-month extension, a new project proposal will need to be presented to the Board for consideration. This new proposal may be the same as the original or modified.
5. If there is a change in project ownership, the continuation of this commitment requires notice to the Downtown Development Authority and the Board may, at its sole discretion, require reconsideration of the DDA commitment.
6. If a TIF project, a reduction in the private investment for taxable improvements as identified on Weld County Assessor tax increment worksheet, here declared at \$_____ of more than 10 percent requires reconsideration of the Authority's commitment by the Board of Directors.
7. For projects requiring execution of a façade agreement and grant of façade easement, the DDA requires the project owner or authorized representative to pay the costs of a title insurance policy, including mechanics lien coverage, and the Clerk and Recorder's fees for recording of the facade agreement and grant of facade easement.
8. This commitment is contingent upon the completed project being consistent in scope, use, and design with that presented to the Board at the time this commitment was made.

9. This commitment is expressly contingent upon the fulfillment of all the terms of, acceptance of, and execution of an agreement between the Downtown Development Authority and the project owner(s).

10. For projects with off-site public improvements, constructed in whole or in part with DDA funds, this commitment is subject to provisions in the agreement that will be executed between the project owner and the DDA, which allow the DDA to receive third-party reimbursements for the public improvements it has funded in accordance with the reimbursement policies established by the Town of Windsor.

The DDA commitment is for:

Up to \$_____ for eligible features on the _____ façade(s) of the building and up to \$_____ for eligible features in the public right of way.

Release of funds is contingent upon owner submission of all DDA requirements for project reimbursement, including actual cost accounting of eligible materials with documentation; evidence of certificate of completion or certificate of occupancy issued by the Town of Windsor; acceptance of public improvements within the rights-of-way by the Town of Windsor, certificate of liability insurance and grant of façade easements by the owner, and where applicable, contractor documentation of deconstruction as a method for minimizing construction and demolition waste from entering the landfill.

The date of this commitment is: _____

Project Owner (print name and title)

Chairman of the Board
Downtown Development Authority

Signature



Closing Instructions for Project Owners

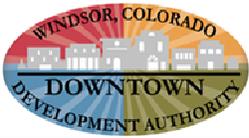
The following are items you will need to submit to the DDA before the project Agreement and Façade Easement documents can be finalized by the DDA's legal counsel, and before the DDA will release funds committed to your project.

While you are working on your project, you can submit the following:

1. Full name and address of the person or entity (and tax ID number) that owns the project.
2. If the project owner is a legal entity such as an LLC, LLP, etc. please provide a copy from the specific section of the Articles of Organization, Operating Agreement or Statement of Authorization that identifies the managing person(s) that has the authority to execute instruments, or bind the entity.
3. Statement that identifies the full legal description of your property as found on an officially recorded document by the Weld County Clerk and Recorder. Make sure this statement reflects the legal description that will apply when your project is complete.

When you have completed your project, please notify the DDA Project Manager _____ via email (_____@windsorgov.com) that construction is complete and submit the following:

4. Copy of Certificate of Occupancy or Certificate of Completion issued by the Town of Windsor.
5. Detailed accounting of the actual costs of construction, prepared by your contractor or architect/designer, for items that are eligible for DDA reimbursement. The actual cost spreadsheet should be submitted in the same format, or as close as possible, and with the same level of detail as the estimate of costs that were presented in the proposal approved by the DDA Board. Copies of bills submitted to the contractor by sub-contractors shall also be submitted as proof of actual expenditure.
6. A site visit will be conducted by DDA staff to ensure that the project was constructed according to the design the DDA Board approved. Staff will email an inspection summary to the owner. A response to any issues raised will be needed.
7. Title Company requirements must be submitted to the Title Company.
8. Name and address of the entity (with Tax ID number) or person (with Social Security number) to be identified as the payee on the reimbursement check (please contact DDA staff if more than one payee). Submit a W-9.
9. Copy of current year Certificate of Liability Insurance (Acord 25). This certificate should identify property and casualty minimum coverage limits equal to the full insurable value of the property and façade improvements, and general liability coverage in connection with the property and façade improvements in amounts equal to the maximum amount of recovery against public entities and employees under the Colorado Governmental Immunity Act (C.R.S. 24-10-101 et. Seq.) The certificate must also identify the Windsor Downtown Development Authority, P.O. Box 381, Windsor, CO 80550; and Town of Windsor, 301 Walnut Street, Windsor, CO 80550 as additionally insured.



10. It is required that project owners cover expenses for the title insurance premium, and Weld County Clerk/Recorder recording fees for the agreement and façade easement. You will be notified in the days leading up to the final closing date of the amounts needed to cover these expenses.

If you have any questions about these instructions please call _____ Project Manager at 970-674-____ or email at _____@windsorgov.com. Please be aware that the drafting of the legal agreement typically takes 6-8 weeks.



Façade Monitoring Program

As part of the façade agreement with the DDA, property owners are obligated to maintain the improvements in substantially the same condition as existed at the time of the completion of the project, until the end of the easement term. In order to ensure that the DDA investments in these facades are being properly maintained, the DDA has established the Façade Monitoring Program. Under this program, properties are inspected every other year to determine if the maintenance obligations of the building owners are being met, if changes have been made to the facades without DDA approval and to create a benchmark for future monitoring.

The protocol adopted by the DDA board is as follows:

- Inspect only those properties that have an active easement
- Determine if the façade has been changed since completion or last inspection
- Determine if there are any maintenance issues that need to be corrected

Notification to the Property Owner will follow the following steps:

1. First Notification:
 - Explain the Façade Monitoring process
 - Remind the owner of their obligation to maintain the façade
 - States the findings of the inspection (including photos)
 - Ask that corrections be made within four (4) weeks
 - Call owner two (2) or three (3) weeks after sending letter for a follow-up
2. Second Notification:
 - Sent as a certified letter
 - Requires demonstrable action by the owner within 14 days
 - Include section from the Grant of Easement that states:
 1. Owner must maintain the façade per the agreement
 2. If not, DDA may complete the work
 3. DDA will assess the cost against the owner and lien the property
 - Call or visit the owner before sending the 2nd notification
3. Third Notification:
 - Send as a certified letter from legal counsel
 - Reference will be made to the two previous notifications
 - Will state that unless immediate actions is made to correct the outstanding issues the DDA will have the work done with costs assessed to the owner and a lien placed on the property
 - Call or visit before sending the 3rd notification letter

Letters of appreciation will be sent to those property owners who do not have maintenance issues, informing them that they passed inspection and thanking them for maintaining the facades.



MEMORANDUM

Date: March 19, 2014
To: Windsor Downtown Development Authority
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Scott Ballstadt, AICP, Chief Planner
Re: Referral of projects located within the DDA boundary

Discussion:

This past fall, Town staff presented to the DDA the opportunity to become a referral agency for projects located within the DDA, or projects outside the DDA boundary that may impact the DDA. At that meeting, the DDA showed interest in becoming a referral agency. Town staff would like to finalize the referral process today. The DDA's *Objectives and Purposes*, defined in the DDA's *Plan of Development*, is the proposed evaluation criteria for project review.

Procedures

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 the attached 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.

Financial impact:

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

Recommendation:

A motion, and second, to approve a referral policy and procedures between the Town and the DDA.

Enclosure: Project Evaluation Referral Worksheet

Pc: Kelly Arnold, Town Manager
Patti Garcia, Town Clerk/Assistant to the Town Manager
Kelly Unger, Management Assistant
Planning Staff

Windsor Downtown Development Authority Referral Review Criteria

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.

DDA Objectives and Purposes related to development*:

Does the project promote the objectives and purposes of the DDA?	Yes	No	N/A
1. To work with merchants, developers/builders, business, arts and citizen committees and other organizations for maximum input and evaluation of all development recommendations.			
2. To maintain and revitalize the district as a center for commercial, financial, governmental, social, recreational, and cultural activities and to prevent deterioration from occurring.			
3. To prevent fragmentation of the central core by planning for a variety of land parcel sizes and mixed-uses which will foster a balance between small businesses, intermediate-sized projects and major projects.			
4. To promote and support private and public developments that are consistent with the plans and objectives of the DDA, including but not limited to, acquiring, constructing, equipping and developing commercial properties and making adequate utilities and public facilities available for private development.			
5. To improve the pedestrian flow and protection for pedestrians.			
6. To increase equal to the need, the net supply of off-street parking spaces within the district.			
7. To encourage private residential restoration, rehabilitation and development within the district through public improvements and assistance so as to prevent deterioration of existing structures and property values.			
8. To encourage the preservation or reuse of historically or architecturally significant buildings 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.			

Windsor Downtown Development Authority Referral Review Criteria

DDA Objectives and Purposes related to development*:			
Does the project promote the objectives and purposes of the DDA?	Yes	No	N/A
9. To work towards adjustments in zoning, building codes, fire regulations and administrative policies, consistent with public safety, to encourage rehabilitation and reuse of existing buildings.			
10. 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, including, but not limited to, providing sites and/or lease space compatible with enabling legislation and plans and objectives of the DDA.			
11. To increase the total housing supply within the district.			
12. To improve the visual attractiveness of the district including, but not limited to, façade 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.			
13. To construct, install, and place underground publicly and privately owned utility and communications systems.			
14. To promote a diversity of activities in the district.			
15. To encourage the renovation and resue of vacant and deteriorated structures within the district.			
16. To improve the usefulness and accessibility of sites and streets, thereby promoting the growth of the district and reducing economic, physical, and social decline in the district.			
17. To assist the Town in promoting partnerships with CDOT and the Great Western Railroad to relieve traffic, transporation and rail conflicts through the downtown.			
18. To encourage the creation and continuation of public events held within the district.			
19. Promote and market the district.			
20. Promote Windsor's unique identity as a way of differentiating downtown Windsor from other communities.			

Windsor Downtown Development Authority Referral Review Criteria

DDA Objectives and Purposes related to development*:			
Does the project promote the objectives and purposes of the DDA?	Yes	No	N/A

* Windsor Downtown Development Authority Plan of Development Objective and Purposes (pp. 8-9)



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: March 19, 2014
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: Bicycle racks on sidewalks in the *Downtown Corridor Plan* area
Item #: 1

Background / Discussion:

The DDA has received requests from downtown business owners to place additional bicycle racks on sidewalks in the district. Currently, the Town's *Downtown Corridor Plan* does not allow new bicycle racks to be placed on sidewalks in a manner that interferes with pedestrian walkways. *Downtown Corridor Plan* Section III.F.3 states the following:

3. Bicycle parking should be located in an area adjacent to building entries. The parking should not be located such that it interferes with pedestrian walkways. Parking should be visible from the building but, preferably not from adjacent streets. (+)

In order for the *Downtown Corridor Plan* to be amended, the Planning Commission and Town Board need to hold public hearings and approve an ordinance that amends the plan.

Financial Impact:

None

Recommendation:

Staff recommends the DDA authorize Bob Winter, DDA Chair, to execute a letter to the Planning Commission and Town Board requesting that the *Downtown Corridor Plan* be amended to allow bicycle racks on the sidewalks. The bicycle racks can be placed on the sidewalks in a manner that minimally impacts pedestrian movement, while providing additional opportunities for bicyclists to safely park bicycles downtown.

Attachments:

Letter to Planning Commission and Town Board



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

March 19, 2014

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

Re: *Downtown Corridor Plan*
Bicycle Racks on Sidewalks

Mayor, Town Board, and Planning Commissioners:

The Windsor Downtown Development Authority (DDA) and the Town have an interest in the providing bicycle facilities to encourage active transportation. The DDA has received requests from business owners for bicycle racks in front of their businesses. Providing bicycle racks may encourage downtown visitors to ride bicycles instead of driving an automobile. Replacing automobile trips reduces congestion, wear and tear to Town maintained streets, and provides for a healthy mode of transportation. Currently, the *Downtown Corridor Plan* does not allow for bicycle racks to be placed on sidewalks because the racks would *interfere with pedestrian walkways*. The DDA believes that there is adequate space on the sidewalks to accommodate bicycle racks and not significantly interfere with pedestrian walkways. There are currently bicycle racks on the sidewalks that were installed prior to the adoption of the *Downtown Corridor Plan*. The DDA believes that these existing racks have not interfered with pedestrian walkways, or created unsafe situations for pedestrians or bicyclists.

The DDA is respectfully requesting that the Town amend the *Downtown Corridor Plan* to allow for bicycle racks on sidewalks in a manner that will not hinder pedestrian walkways or safety.

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

Sincerely,

Bob Winter, Chair
Downtown Development Authority



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: March 19th, 2014
To: Downtown Development Authority Board of Directors
From: Kelly Unger, Management Assistant
Re: DDA Intern Work Plan
Item #: J.1.

The DDA Intern, Christi Makings, a junior studying business from University of Northern Colorado started her first day with the Town on March 11th. Within the 50 hours the DDA has allotted for the internship; staff has developed the following project list:

Task I

- Create listserv/contact list of DDA member businesses
 - Meet with business owners
 - Update contact information
 - Discuss upcoming DDA events, projects and pass out rack cards

Task II

- Update DDA website
 - Post current meeting times, agendas, minutes, and relevant information to the public

Task III

- Update DDA Facebook page
 - Post relevant and timely information on the current activities of the DDA
 - Increase number of "likes"
 - Connect with and promote Downtown businesses

Task IV

- Create Newsletter
 - Research other DDA and find out content of newsletter
 - Create newsletter
 - Distribute newsletter

Task V

- Photograph Downtown
 - Provide unique shots of the Downtown and include images on website, Facebook, and newsletter



Windsor Downtown Development Authority Property

DRAFT Preliminary Design Report

14 March 2014

Windsor Downtown Development Authority Property

Preliminary Design Report

14 March 2014

Prepared For:

**Town of Windsor, Colorado
Downtown Development Authority**

Prepared By:



design +
consensus +
solutions +

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C+B Design, LLC

Project Background

The Windsor Downtown Development Authority (DDA)

The Windsor Downtown Development Authority (DDA) was formed in January 2011 by a vote of the downtown business and property owners, and officially approved and adopted as a DDA organization by the Town of Windsor Board on February 28, 2011. Comprised of a seven member board of directors plus a representative from the Town of Windsor Board, the DDA is dedicated to revitalizing downtown Windsor while preserving the history and heritage of this thriving community. The board meets monthly on the third Wednesday of every month at 7:30 am at the Windsor Town Hall.

(from the Windsor DDA website)

Goals of the DDA

1. To work with merchants, developers/builders, business, arts and citizen committees and other organizations for maximum input and evaluation of all development recommendations.
2. To maintain and revitalize the district as a center for commercial, financial, governmental, social, recreational, and cultural activities and to prevent deterioration from occurring.
3. To prevent fragmentation of the central core by planning for a variety of land parcel sizes and mixed-uses which will foster a balance between small businesses, intermediate-size projects and major projects as well as between local owners, regional businesses and national businesses.
4. To promote and support private and public developments that are consistent with the plans and objectives of the DDA, including but not limited to, acquiring, constructing, equipping and developing commercial properties and making adequate utilities and public facilities available for private development.
5. To improve the pedestrian flow and protection for pedestrians.
6. To increase equal to the need, the net supply of off-street parking spaces within the district.



Windsor DDA Project Site

7. To encourage private residential restoration, rehabilitation and development within the district through public improvements and assistance so as to prevent deterioration of existing structures and property values.
8. To encourage the preservation or reuse of historically or architecturally significant buildings 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.
9. To work toward adjustments in zoning, building codes, fire regulations and administrative policies, consistent with public safety, to encourage rehabilitation and reuse of existing buildings.
10. 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, including, but not limited to, providing sites and/or lease space compatible with enabling legislation and plans and objectives of the DDA.
11. To increase the total housing supply within the district.
12. 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.
13. To construct, install, and place underground publicly and privately owned utility and communications systems.
14. To promote a diversity of activities in the district.
15. To encourage the renovation and reuse of vacant and deteriorated structures within the district.
16. To improve the usefulness and accessibility of sites and streets, thereby promoting the growth of the district and reducing economic, physical, and social decline in the district.
17. To assist the Town in promoting partnerships with the Colorado Department of Transportation and the Great Western Railroad to relieve traffic, transportation and rail conflicts through the downtown.
18. To encourage the creation and continuation of public events held within the district.
19. Promote and market the district.
20. Promote Windsor's unique identity as a way of differentiating downtown Windsor from other communities.

(from the DDA Plan of Development)



DDA Boundary

Project Area

Located north of Main Street, between 4th and 5th streets and adjacent to Windsor Lake, the project area occupies a critical location within downtown Windsor.

Project Goal

Facilitate a consensus-based direction for the Town of Windsor Downtown Development Authority (DDA) property located north of Main Street, between 4th and 5th Streets.

Variables addressed in the decision-making process included:

1. Financial Impacts
2. Aesthetic Impacts
3. Short-Term and Long-Term Cost/Benefit Analysis Considerations
4. Preferences of the DDA and Stakeholders
5. Overall Relationship of the Potential Development to Downtown Windsor

The final preliminary design is intended to reflect the preferred redevelopment direction for the property, and will be the starting point for discussions regarding potential new construction/redevelopment efforts.

Preliminary Design Process

Process

Development of the Preliminary Design Plan was organized into the following three-phase process:

Phase 1: Background Information-Gathering

- Meeting with the DDA Beautification Committee (including site walk and analysis)
- Existing Conditions Research/Documentation and Summary
- Creation of Stakeholder Outreach Approach

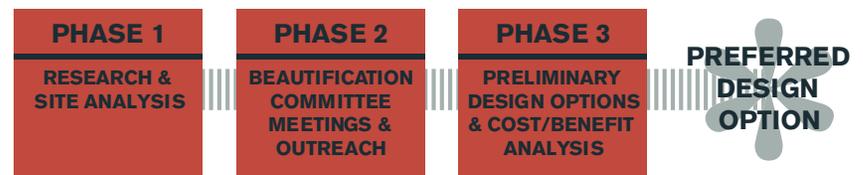
Phase 2: Stakeholder Outreach

- Preliminary Sketch Plan Presentation to DDA
- Design Open House for Downtown Stakeholders (at Nana Bea's)
- Final Design Options, Cost Estimates & Engineering Considerations Presentation to DDA

Phase 3: Preliminary Design Options

- Site Plans
- Supporting Sketches/Imagery to Illustrate Potential Options
- Financial Impacts of Each Option
- Aesthetic Impacts of Each Option
- Short-Term and Long-Term Cost/Benefit of Each Option
- Overall Relationship of Each Option to Downtown Windsor

Next Steps: Support in Creating the Scope of Services for the Final Site Design



Existing Conditions

Site Conditions

Located behind the 'back door' of businesses along Main Street, the existing site is primarily used as a parking lot and delivery area for businesses along the northern edge of Main Street between 4th and 5th Streets. Although some drainage, curb and concrete paving improvements were made within the past few years, much of the site is an unimproved gravel/dirt parking lot. An aging asphalt drive adjacent to the backs of buildings roughly defines a delivery/access road. The asphalt drive also defines the edge of the parking area. Although faint, there are currently two striped rows of 90-degree parking spaces in the larger lot area (providing 72 spaces). Additional parking/drop-off areas are located at the back of storefronts, but these are unmarked.

Utilities

There are currently above-ground utility poles that provide electricity and cable to the Main Street businesses. The poles roughly align with the backs of the Main Street properties, paralleling the angled asphalt access drive. Future site plans include undergrounding of the existing utilities (funded by the Town of Windsor).

Grading and Drainage

At the northern edge of the property, railroad tracks and a 50' (25' on either side) railway easement directly abut the project area. Due to the elevated grade of the railroad bed, drainage from the railroad flows into the site. Although relatively flat, the overall site drains roughly to the southeast. As part of the recent curb and asphalt improvements at the eastern edge of the property a drain was installed to convey water from the site under the railroad tracks and into Windsor Lake. Due to sediment accumulation, this drain is currently not functioning to capacity. In addition to collecting on-site drainage, the property also currently drains water from Main Street, which flows into the southeastern corner of the project area.

Views

There are beautiful views toward the lake from the site (looking north), and several of the businesses along Main Street have created 'back door' improvements that capitalize on the appeal of looking out onto the lake. There is an existing dining patio that opens off the back door of a Main

Street property, and another is planned (a gallery/wine bar has plans for a backdoor patio). Overall, the views and connections to Windsor Lake are one of the most valuable assets of the property.

Connection to Main Street

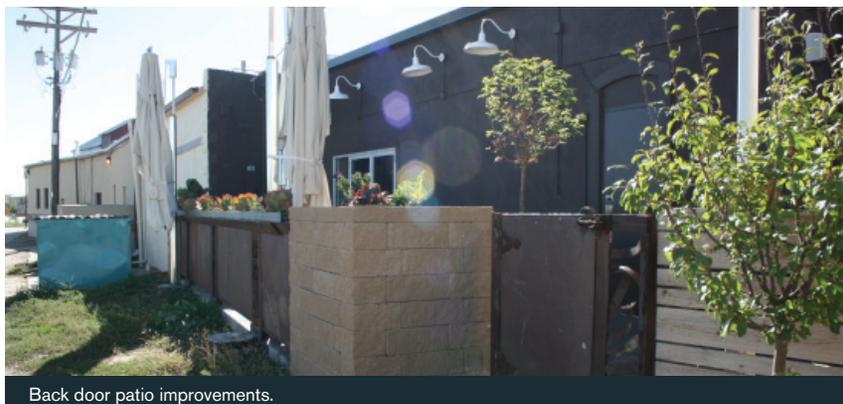
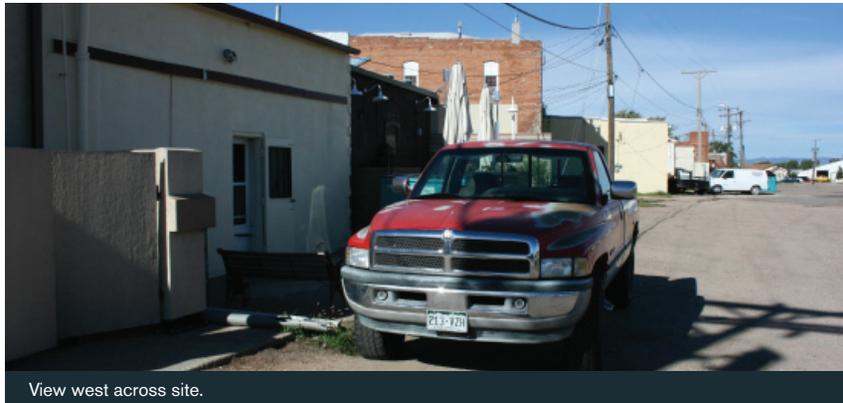
There is currently a mid-block connection from the property onto Main Street that allows for mid-block pedestrian access to the site. From Main Street, the gap not only provides physical access to the site, it also creates a visual connection to Windsor Lake. Currently unimproved, this mid-block connection is an opportunity to connect the redeveloped site to Windsor's vibrant Main Street district.

In addition to its mid-block access to Main Street, the property also touches the Main Street streetscape at its southeastern edge. At this corner of the

site, there is a tremendous opportunity to link the redeveloped property to Main Street with buildings that face the street and reflect the look and massing of 'Main Street' architecture (streetscape improvements such as widened sidewalks and tree grates have already been installed along this section of Main Street, in anticipation of redevelopment that abuts the street). This southeastern corner is also an important gateway into Windsor's downtown core, and gateway-type signage/art here could help advertise both the experience of entering downtown and the redeveloped property.

Circulation and Access

There are currently two entrances to the site. A Main Street entrance allows for access at the southeastern corner of the site (just east of 4th Street), and an additional access point is located along 5th Street. Both access points provide full right-and-left turn access into the property.



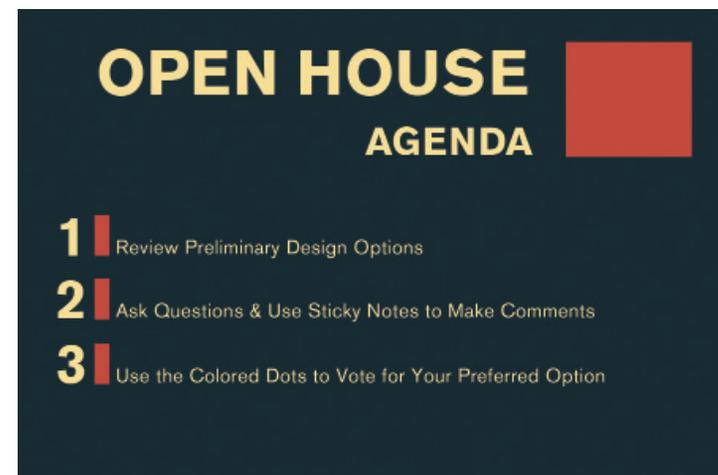
Stakeholder Outreach

Reaching out to downtown merchants, property owners and DDA members was critical to the overall success of developing the preliminary design options. Instrumental in the process of stakeholder outreach was the on-going commitment to communication of the DDA leadership, who acted as champions and representatives of the project throughout the design process.

Leading up to broader stakeholder outreach, the design team met with the DDA Beautification Committee on several occasions to finalize the project scope, present preliminary design concepts, and options and details for each potential redevelopment scenario. Working with the Beautification Committee, the options were finalized into three redevelopment concepts.

After the preliminary design concepts had been finalized, the different options were displayed during a community open house. Held in Nana Bea's, the open house was an opportunity for property owners, businesses, DDA representatives and Town of Windsor Staff to review the design options, make comments and suggestions and ask questions about the details and timeframes of the property redevelopment. The open house also gave participants the option of voting on their preferred redevelopment scenario. Over 25 members of the Windsor community participated in the open house, which was a very positive event that facilitated energetic stakeholder discussions.

In addition to presenting the design options to the community, members of the DDA also used the open house meeting graphics to make additional presentations to Windsor City Council, keeping them updated about project progress and community feedback



PROJECT OVERVIEW

PROJECT DESCRIPTION

The goal of the preliminary design process is to facilitate a consensus-based direction for the Town of Windsor Downtown Development Authority (DDA) property located north of Main Street, between 4th and 5th Streets.

Variables addressed in the decision-making process include: **financial impacts, aesthetic impacts, short-term and long-term cost/benefit analysis considerations, preferences of the DDA and stakeholders, and overall relationship of the potential development to downtown Windsor.**

DDA BOUNDARY & PROJECT LOCATION

PROJECT LOCATION
OVERALL DDA AREA







DESIGN PROCESS

PHASE 1	PHASE 2	PHASE 3	PREFERRED DESIGN OPTION
RESEARCH & SITE ANALYSIS	BEAUTIFICATION COMMITTEE MEETINGS & OUTREACH	PRELIMINARY DESIGN OPTIONS & COST/BENEFIT ANALYSIS	
SEPT/OCT 2013	SEPT/OCT 2013	OCT 2013	NOV/DEC 2013

Next Steps: Support in Creating the Scope of Services for the Final Site Design Option Process

The project team will work with the DDA Beautification Committee and the Town of Windsor to help draft the scope and process for encouraging private/public development of the site.

TOWN OF WINDSOR
DOWNTOWN DEVELOPMENT AUTHORITY



DESIGN CONCEPT PREFERENCES

	CONCEPT 1	CONCEPT 2	CONCEPT 3
PARKING STALLS	109	46 (+ UNDERGROUND)	59
RESIDENTIAL SQUARE FOOTAGE	14,400 SF	50,050 SF	33,625 SF
RETAIL / COMMERCIAL SQUARE FOOTAGE	9,600 SF	27,525 SF	19,125 SF
RETAIL KIOSKS	N/A	N/A	840 SF

OPPORTUNITIES & IMPACTS

	CONCEPT 1	CONCEPT 2	CONCEPT 3
TRAFFIC GENERATION			
MARKETABILITY (TO DEVELOPERS, TENANTS & OTHERS)			
CONSTRUCTION COSTS			
LONG TERM REVENUE GENERATION			

TOWN OF WINDSOR
DOWNTOWN DEVELOPMENT AUTHORITY

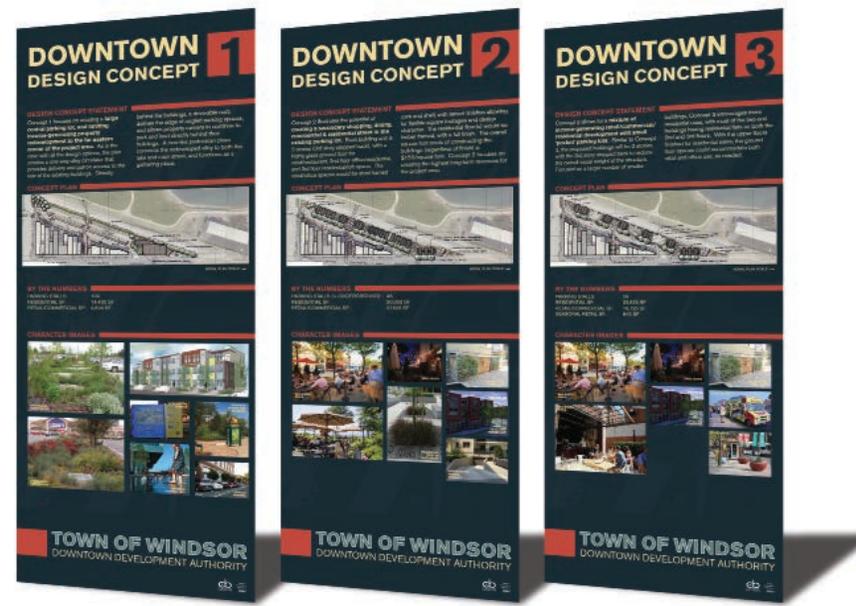


Banner graphics were used to communicate design ideas to stakeholder groups.

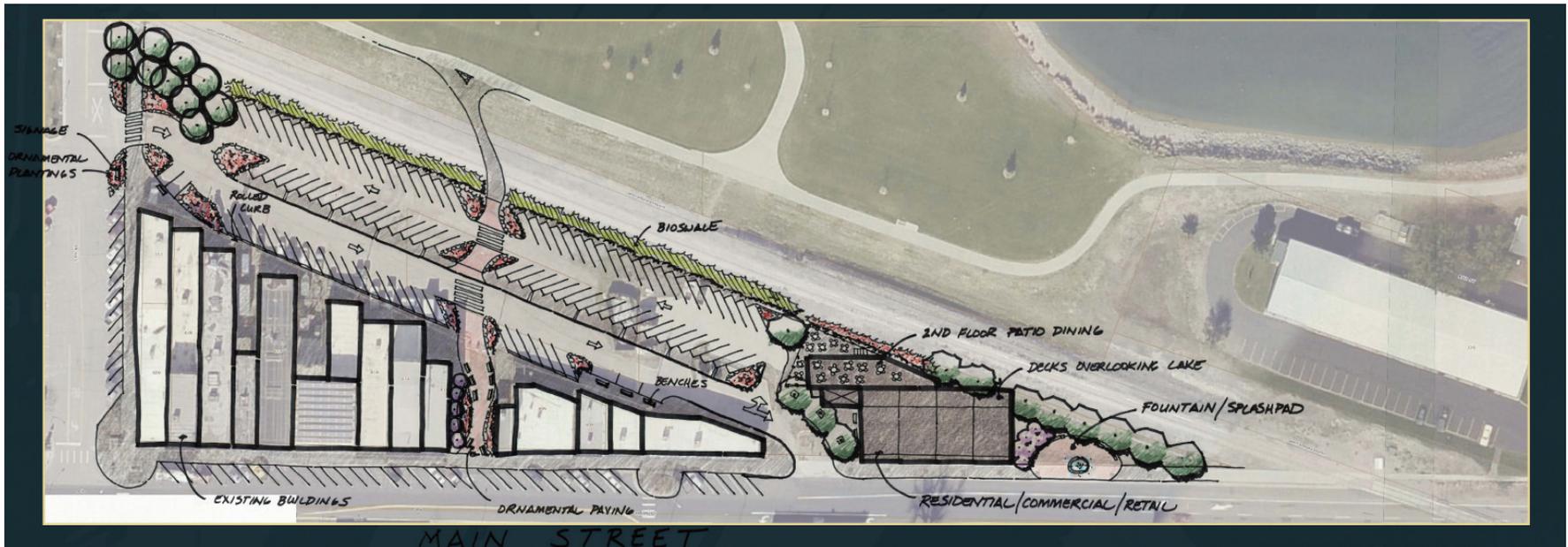
Preliminary Design Concepts

Goals of the Preliminary Design Concepts

- Maximize the economic potential of the site
- Maintain connections to Windsor Lake (visual)
- Organize parking for maximum efficiency and yield
- Create better flow of traffic for access into parking lot and drop-off/delivery lane
- Protect parking adjacent to backs of Main Street businesses
- Determine best location for underground utility corridor
- Outline the potential density, use and architectural style of potential new buildings
- Take advantage of the mid-block connection to Main Street
- Determine impacts to grading/drainage
- Design improvements to the southeast corner of the site that reflect its importance as a gateway into downtown Windsor
- Create achievable redevelopment scenarios that appeal to investors, developers and potential project partners



Design Concepts 2 and 3 were preferred by Stakeholders

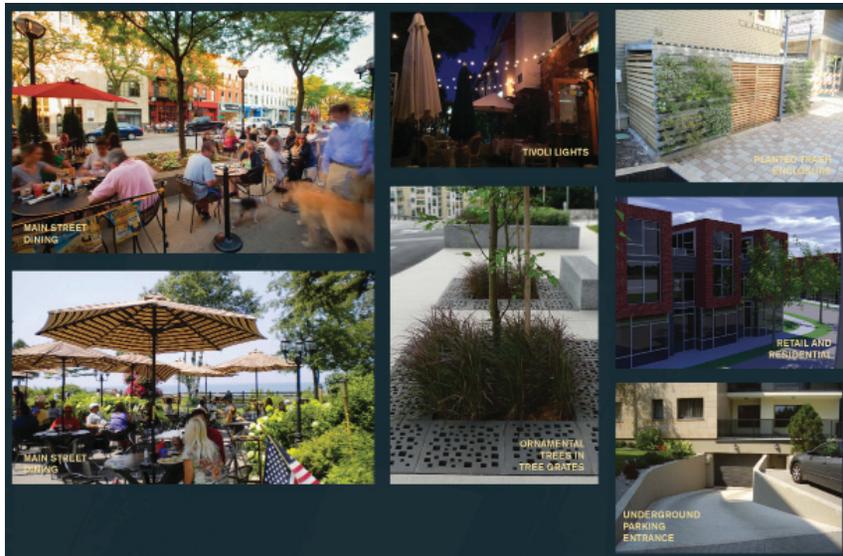
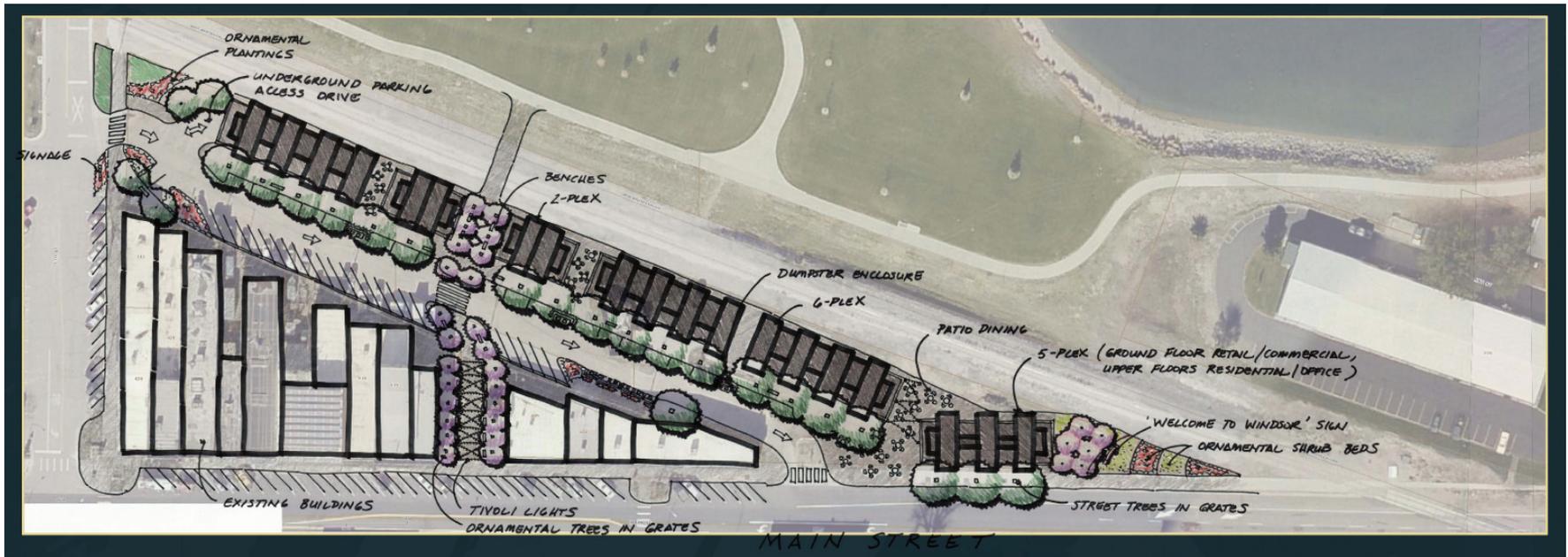


Design Concept 1

Concept 1 focuses on creating a large central parking lot, and limiting income-generating property redevelopment to the far eastern corner of the project area. As is the case with all the design options, the plan creates a one-way alley circulator that provides delivery and patron access to the rear of the existing buildings. Directly behind the buildings, a drive-able curb defines the edge of angled parking spaces, and allows property owners to continue to park and load directly behind their buildings. A river-like pedestrian plaza connects the redeveloped alley to both the lake and main street, and functions as a gathering place.

Concept 1 By The Numbers

Parking Stalls:	109
Residential SF:	14,400 sf
Retail/Commercial SF:	9,600 sf

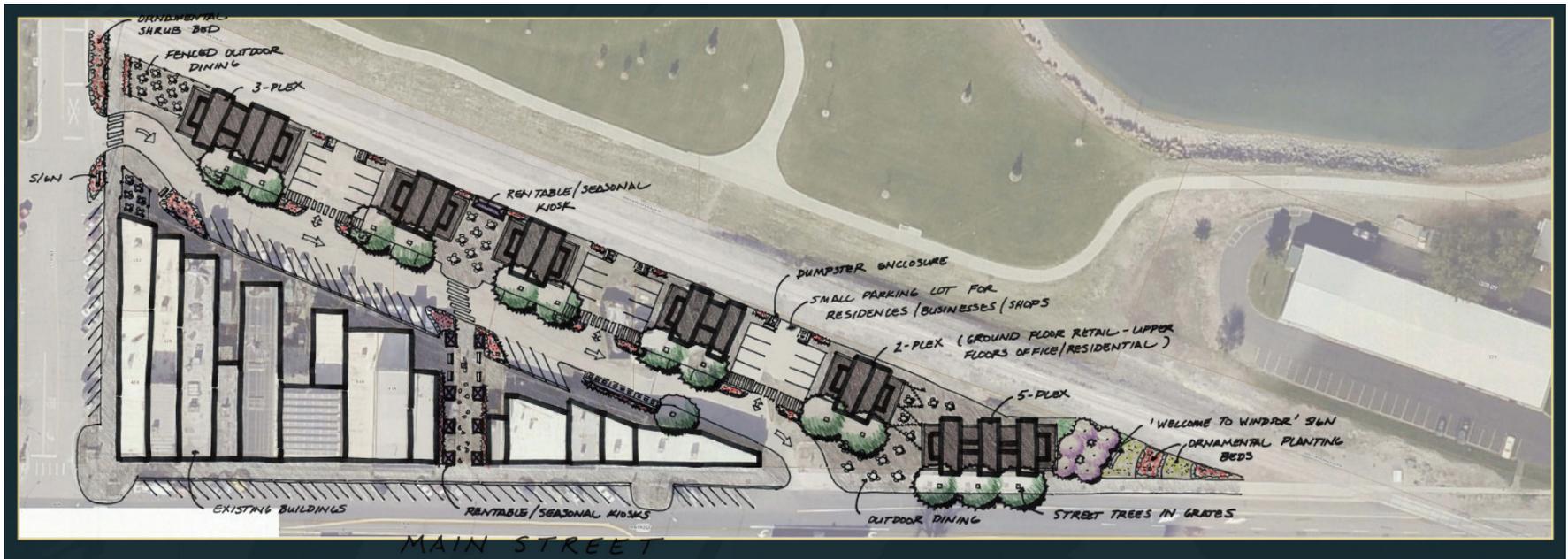


Design Concept 2

Concept 2 illustrates the potential of creating a secondary shopping, dining, commercial & residential street in the existing parking lot. Each building unit is 3 stories (3rd story stepped back), with a highly glass ground floor for retail/restaurant, 2nd floor office/residential, and 3rd floor residential/loft space. The retail/office spaces would be steel framed core and shell, with tenant finishes allowing for flexible square footages and design character. The residential floor(s) would be timber framed, with a full finish. The overall square foot costs of constructing the buildings (regardless of finish) is \$150/square foot. Concept 2 focuses on creating the highest long-term revenues for the project area.

Concept 2 By The Numbers

Parking Stalls (+ Underground)	46
Residential SF:	50,050 sf
Retail/Commercial SF:	27,525 sf



Design Concept 3

Concept 3 allows for a mixture of income-generating retail/commercial/residential development with small 'pocket' parking lots. Similar to Concept 2, the proposed buildings will be 3 stories, with the 3rd story stepped back to reduce the overall visual weight of the structure. Focused on a larger number of smaller buildings, Concept 3 encourages more residential uses, with most of the two-unit buildings having residential flats on both the 2nd and 3rd floors. With the upper floors finished for residential sales, the ground floor spaces could accommodate both retail and office use, as needed.

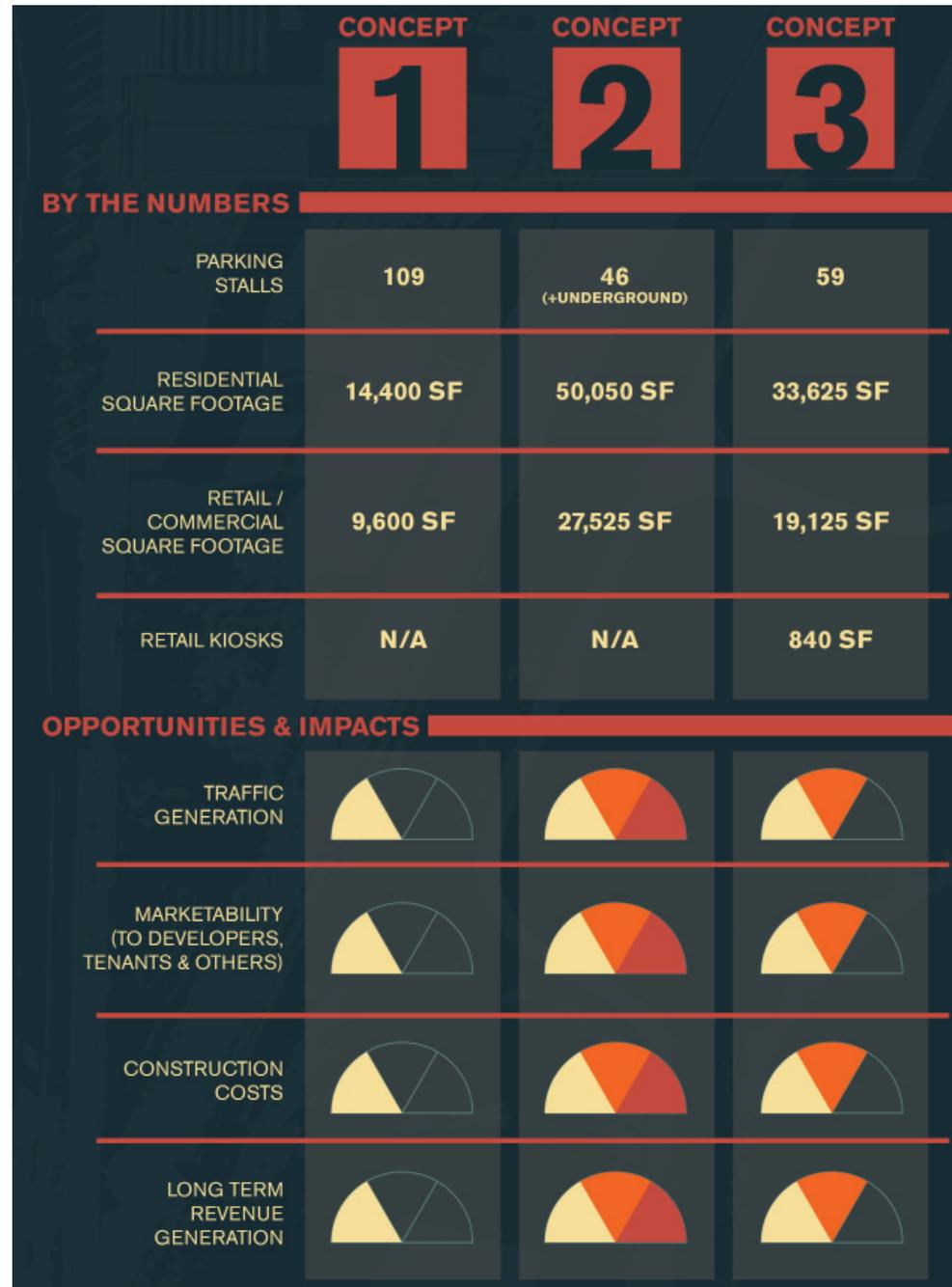


Concept 3 By The Numbers

Parking Stalls:	59
Residential SF:	33,625 sf
Retail/Commercial SF:	19,125 sf
Seasonal Retail sf:	840 sf

Side-by-side comparisons of the preliminary design concepts gave stakeholders an opportunity to analyze the options and vote on their preferred design.

Design Concepts 2 and 3 were preferred by Stakeholders



CONCEPT COST ESTIMATES

	CONCEPT 2	CONCEPT 3
SITE WORK		
MOBILIZATION EROSION CONTROL, CLEARING & GRUBBING	\$45,000	\$45,000
CONCRETE PAVING, CURBS, DOWNS & EDGING	\$232,274	\$228,242
ASPHALT PAVING	\$128,550	\$171,050
SITE WORK SUBTOTAL	\$405,824	\$444,292
LANDSCAPE		
TREES DECIDUOUS & ORNAMENTAL	\$23,725	\$10,150
SHRUB BEDS	\$9,265	\$14,375
TURF SOD	\$1,501	\$830
LANDSCAPE SUBTOTAL	\$34,491	\$25,355
SIGNAGE & SITE FURNISHINGS		
LOCATION SIGNS (2)	\$22,400	\$22,400
BENCH	\$9,000	\$6,000
TRASH RECEPTACLE	\$6,000	\$6,000
TREE GRATES	\$41,400	\$12,600
TABLES & CHAIRS	\$24,000	\$28,000
KIOSKS	N/A	\$400,000
SITE FURNISHINGS SUBTOTAL	\$102,800	\$473,000
SITE IRRIGATION		
IRRIGATION SPRAY, DRIP & ROTOR	\$3,168	\$3,418
IRRIGATION SUBTOTAL	\$3,168	\$3,418
ARCHITECTURE		
1ST & 2ND FLOOR STEEL FRAME CORE & SHELL, CEILING FINISH & FLOOR WOOD FRAME (RESIDENTIAL FINISH)	\$11,392,500	\$8,407,800
ARCHITECTURE SUBTOTAL	\$11,392,500	\$8,407,800
ESTIMATED TOTAL	\$11,938,783	\$9,353,865

TOWN OF WINDSOR
DOWNTOWN DEVELOPMENT AUTHORITY



Project Costs & Financing Options

Conceptual Cost Estimates

In order to determine the conceptual costs of the two preferred scenarios (Options 2 and 3), preliminary construction cost estimates were prepared for each option. Although conceptual, these cost estimates provide an overview of the potential financing requirements of each project. The construction cost breakdowns also provide important details of the potential split of the proposed mixed-use redevelopment, assigning square footages to retail/commercial/office/residential construction.

At this preliminary level, this allocation of square footages to different types of use represent a first attempt at addressing the overall market demand for new construction within downtown Windsor. It is anticipated that new market demand numbers for the project area will be generated by mid-2014. As these updated numbers are available, the breakdown of retail, commercial, office and residential square footages within the proposed mixed-use project area will be refined to reflect anticipated market demands.

Item	Description	Quantity	Unit	Unit Price	Extension
SITE FURNISHINGS					
18	Bench	6	EA	\$1,500.00	\$9,000.00
19	Trash Receptacle	5	EA	\$1,200.00	\$6,000.00
20	Tree Grates	46	EA	\$900.00	\$41,400.00
21	Miscellaneous Furnishings - Tables & Chairs (24 sets)	24	EA	\$1,000.00	\$24,000.00
		Subtotal Site Furnishings			\$80,400.00
SITE IRRIGATION					
22	Irrigation (incl. Spray, Rotor, Drip)	7,041	SF	\$0.45	\$3,168.45
		Subtotal Irrigation			\$3,168.45
ARCHITECTURE (3-STORY MIXED-USE/RESIDENTIAL)					
23	First & 2nd Floor Steel Frame Core & Shell (Tenant Finish), 3rd Floor Wood Frame Residential Finished	75,950	SF	\$150.00	\$11,392,500.00
		Subtotal Architecture			\$11,392,500.00
		SUBTOTAL			\$11,938,783.20
		CONTINGENCY (30%)			\$3,581,634.96
		TOTAL			\$15,520,418.16
Items not included in the Estimate of Probable Cost;					
	Removal of existing utilities, removal of existing concrete/asphalt, new utilities, irrigation tap, lighting/electrical				

Item	Description	Quantity	Unit	Unit Price	Extension
SITE FURNISHINGS					
18	Bench	4	EA	\$1,500.00	\$6,000.00
19	Trash Receptacle	5	EA	\$1,200.00	\$6,000.00
20	Tree Grates	14	EA	\$900.00	\$12,600.00
21	Miscellaneous Furnishings - Tables & Chairs (24 sets)	20	EA	\$1,000.00	\$20,000.00
22	Miscellaneous Furnishings - Moveable Chairs	12	EA	\$500.00	\$6,000.00
23	200 SF Rentable Seasonal Kiosks (including lighting/electrical)	10	EA	\$40,000.00	\$400,000.00
		Subtotal Site Furnishings			\$450,600.00
SITE IRRIGATION					
24	Irrigation (incl. Spray, Rotor, Drip)	7,595	SF	\$0.45	\$3,417.75
		Subtotal Irrigation			\$3,417.75
ARCHITECTURE (3-STORY MIXED-USE/RESIDENTIAL)					
25	First & 2nd Floor Steel Frame Core & Shell (Tenant Finish), 3rd Floor Wood Frame Residential Finished	56,052	SF	\$150.00	\$8,407,800.00
		Subtotal Architecture			\$8,407,800.00
		SUBTOTAL			\$9,353,865.00
		CONTINGENCY (30%)			\$2,806,159.50
		TOTAL			\$12,160,024.50
	Items not included in the Estimate of Probable Cost;				
	Removal of existing utilities, removal of existing concrete/asphalt, new utilities, irrigation tap, lighting/electrical				

Current Property Values and Impacts of Property Redevelopment

As a property owned by the Downtown Development Authority, the project area has the potential to take advantage of the benefits of a Tax Increment Financing (TIF) district. As a TIF district, the redeveloped property will be able to use the existing Weld County valuation and Annual Property Tax Liability of the land (the 2014 Weld County Assessor's Office lists the Assessed Value at \$25,610, and the Actual Value at \$88,300) as the baseline for tax value. As the property redevelops and improvements to the use and physical characteristics of the site increase its value, the difference between this increased value and the baseline will be available to the DDA as revenue. Additionally, the DDA can assign a Mill Levy tax on the increment (up to 5 Mills), further maximizing the return on their redevelopment of the property.

Tax increment financing (TIF) is a mechanism for funding redevelopment projects in Colorado exclusively targeted at improving blighted areas. With the exception of Arizona, all states and the District of Columbia use some form of TIF. The concept of TIF has been around since the early 1940s, but California was the first state to adopt a TIF law in 1952. The widespread use of TIF did not occur in most states until the 1970s.

State law in Colorado authorizes urban renewal authorities (URAs) and downtown development authorities (DDAs) to use TIF for projects that improve blighted areas. TIF allows an authority to issue and repay redevelopment bonds by using the "increment" of increased taxes collected within the TIF district after improvements are made (Section 31-25-101 et seq., C.R.S.). Tax increment revenue may be generated from property or sales taxes.

For TIF purposes, to determine the increment amount of property tax revenue, the base valuation must first be determined. The base valuation is certified by the county and is equal to the total assessed valuation within the TIF district prior to the approval of the redevelopment plan. As phases of redevelopment are completed, the county reassesses the properties in the TIF district. Over time, improvements add to the property tax base. The revenue that is attributed to the growing tax base becomes the incremental revenue that is used by the authority for debt service on the bonds that are used to finance the redevelopment project.

From State of Colorado Website

The following chart represents a conceptual breakdown of the impacts of using a TIF district and Mill Levy on the Concept 3 redevelopment option:

$$\text{millage rate} \times \left(\frac{\text{assessment ratio} \times \text{fair market value}}{1000} \right) = \text{property tax}$$

Undeveloped DDA property (existing condition):

$$28.834 \times \left(\frac{.29 \times \$88,300}{1000} \right) = \text{\$738.35}$$

Anticipated 2014 Tax

DDA property with concept 3 improvements (at final buildout):

$$28.834 \times \left(\frac{.29 \times \$12,698,300^*}{1000} \right) = \text{\$106,181.41}$$

Anticipated Tax
Increment to DDA

* These numbers are CONCEPTUAL ONLY and should be confirmed by the Weld County Assessor's Office



design +
consensus +
solutions +

DDA Work Plan 2014

March 2014 Update

Beautification Committee

- A beautification program in the following areas: major entrances, Windsor Lake and Boardwalk Park, walkways and public spaces
 - Clean up the existing gas meters by painting them or covering them up
To be discussed at 3/19/14 DDA meeting
 - Façade renovation program
For consideration at 3/19/2014 DDA meeting
 - Investigate Public Art program opportunities
 - Additional new planters in the DDA area/corners
2 planters ordered on February 24, 2014
 - Additional bike racks near businesses
Letter to Town Board & Planning Commission requesting amendment to current Code on 3/19/14 DDA agenda
- Implement a DDA referral program
 - Work with the Town of Windsor Planning Department to establish project review criteria and implement the program
For consideration at 3/19/14 DDA meeting
- Develop an incentive program for new development and redevelopment projects

Marketing Committee

- Continue to communicate with all members of the DDA and the community
 - New website
Contract has been signed; waiting on W-9 in order to make payment
 - Press releases regarding downtown events and happenings
 - Send e-newsletters with events scheduled, current & proposed projects, meeting times, etc. to the DDA members on a monthly basis
DDA intern has started and this is included in her Work Plan
 - Provide promotional information acknowledging consumer opportunities in the DDA area – ie rack cards
Rack cards & holders will be delivered to DDA businesses by intern
- Establish social media presence
 - Provide current information regarding meetings, project status, event schedules & business opportunities
 - Establish social media accounts and update regularly; establish a baseline of followers and the monitor the success of those accounts
On DDA intern Work Plan
- To promote a diversity of activities in the district and to encourage the creation and continuation of public events held in the district
 - Partner with the Chamber of Commerce/Town of Windsor on events & continuation of signature event “Salsa on 5th”
Salsa on 5th has been scheduled for August 23, 2014
 - Provide opportunities for businesses to participate in special events
- To promote the downtown area through signage
 - Provide DDA information on billboards in and around northern Colorado
Update on billboard information at 3/19/14 DDA meeting

Parking Committee

- Implement pedestrian safety measures in the DDA area
 - Work with Engineering & Parks department on options such as bike dismount zones, signage, and crosswalk designations
 - Identify locations for the installation of bike racks
Letter to Town Board & Planning Commission requesting amendment to current Code on 3/19/14 DDA agenda
- Support the Town’s effort to revise the parking regulations downtown
 - Work with the Town of Windsor Planning Department, Planning Commission and DDA to review documents and begin revisions as necessary
- Encourage downtown employees to park in non-prime spaces

<ul style="list-style-type: none"> • Work with the Town of Windsor/Police Department on speed limit enforcement along Main Street
<ul style="list-style-type: none"> • Work with Town to identify appropriate on- and off-street parking locations for Town approved events at Boardwalk Park
<ul style="list-style-type: none"> • Work with Town on a unified Town-wide wayfinding system
All DDA
<ul style="list-style-type: none"> • Continue moving forward on the development of DDA-owned lots north of Main Street between 4th & 5th Streets Draft document of Concept Plans in 3/19/14 DDA packet
<ul style="list-style-type: none"> • Meet and understand CDOT regulations for HWY 392 and HWY 257
<ul style="list-style-type: none"> • Meet with GWR
<ul style="list-style-type: none"> • Explore Main Street Candidate program as a way to coordinate DDA activities <ul style="list-style-type: none"> ○ Attend quarterly Downtown Institutes, review Main Street benefits and requirements, request Main Street training and technical assistance from DOLA staff Participated in DCI Forum: Identifying Innovative Corporate and Public Funding Sources on 3/13/14 Scheduled to participate with DCI District conference call on 3/27/14
<ul style="list-style-type: none"> • Conduct feasibility study on Historic Mill Request for matching funds for the project has been sent to DOLA