



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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

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### BOARD OF DIRECTORS MEETING

June 25, 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 May 21, 2014 Board of Directors Meeting – M. Walter
- F. Report of Bills & Financial Report – P. Garcia
- G. Historic Mill Feasibility Study update - Chris Holtkamp, Holtkamp Planning; Jay Corder, Jay Corder Architecture; John Puhr, Root Architecture; Chris Kendall, KL&A
- H. Guidelines for Board Review of Façade Improvement Program Grant Applications – J. Liley
- I. Façade Grant Proposal – 201, 203, 205, 205½ 4<sup>th</sup> Street – Various
- J. Consideration of Funding Special Event Liquor License Application Fee – P. Garcia
- K. Report from Sub-Committees
  1. Marketing Committee
    - Website update – K. Melendez
    - Farmer's Market update – starts June 28, 2014 – P. Garcia
    - Chamber of Commerce Business before Hours co-sponsored by the DDA & the Town of Windsor – July 24, 2014, 7:30-9:00 a.m.
  2. Beautification Committee
    - Discussion of additional uses of the DDA parking lot – P. Garcia
    - Address cleanup of private property in DDA area
    - DDA BBQ & Clean Up – June 25 @ 5 pm
  3. Parking Committee
- L. Communications  
Downtown Colorado Inc – Annual conference scheduled for September 9-12, Fort Collins, CO
- M. Adjourn



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### BOARD OF DIRECTORS MEETING

May 21, 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  
Sean Pike  
Jason Schaeffer

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Customer Service Supervisor	Megan Walter
Town Manager	Kelly Arnold

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

**Board member Melendez motioned to approve the agenda as presented; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer  
Nays - None. Motion carried.**

E. Approval of Minutes from the April 16, 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, Koehler, Pike, Schaeffer  
Nays - None. Motion carried.**

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

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

**Secretary/Treasurer Peterson motioned to approve the Bills as presented; Board member Schaffer seconded the motion. Roll call on the vote resulted as follows:**

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

G. Refresher on transparency requirements (Colorado Open Meetings Law and Open Records Act) – J. Liley

Mr. Liley reviewed Colorado Open Meetings Law and Open Records Act with the Board. He stated all documents are public knowledge and open to inspection. He also reminded board to



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be mindful of what they are putting out for public eyes through emails and other communications. Ms. Garcia made the board aware of the request for public records procedure and that the requests come in all the time from the public. Board member Melendez stated DDA email address that weren't working properly in the past will be working correctly once the new website is up and running.

As for open meetings, Mr. Liley stated that anytime there are three or more members of the board gathered, it is considered a meeting and needs to be open to public. He suggested that board members do not discuss DDA business or members while gathered, and that email chains can also be considered a gathering of members, where a meeting should be required.

H. Guidance on funding/sponsorship of special events – J. Liley

There is no specific statute on funding/sponsorship of special events because all DDA's are different. Mr. Liley recommends all events take place in the DDA district, and that the event is in connection with DDA plan of development.

I. Contracting policies – use of Town's form contract for future DDA contracts – J. Liley

As the DDA enters into more contracts, Mr. Liley and Ms. Garcia discussed the importance of using standard Town of Windsor contract forms with DDA specific modifications. By using form contracts, it cuts down on legal fees, and makes it easier to review. These form contracts are also useful in more detailed federal contracts that contain comprehensive information in regards to labor, payroll and subcontractors.

Vice Chairman Stuass questioned rather this topic had anything to do with a purchasing or RFP process. He thinks the board should require all bids be given to local DDA businesses as a chance to strengthen the DDA district. Mr. Liley responded this was not in regard to purchasing policy and that would be a large, expensive issue the DDA will face as it grows and becomes self-sufficient.

The board requested that Mr. Liley bring the form contract to the next meeting for the board to review before a decision is made.

J. Update on transfer of Town-owned lot to the DDA – J. Liley

Mr. Liley worked with Town Attorney Ian McCargar on getting this transfer completed. The Town agreed to move forward without completing title work and used a bargain and sale deed for the transfer. The expectation of the Town is that the DDA would not use this property for commercial or revenue generating purposes and wouldn't sell the property without Town's knowledge.

K. Review Façade Improvement Program Policy – P. Garcia & J. Liley

An application was received from Erik Peratt for the grant program. The application is still in staff review phase and not formally ready to come before the board, but a question was raised during review. When this policy was adopted by the DDA board, did they intend for \$20,000 to be given per side facing a public right-a-way or was it intended to be \$20,000 per project. The submitted application does ask for \$20,000 per side, with a total of three sides for this property, the request is \$60,000. Ms. Garcia is requesting board discussion and for them to determine a clear standard for the Façade Improvement Program Policy regardless of the project.



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The board discussed the total budgeted amount of \$100,000 for the year under Façade Improvement Program and the pros and cons of offering \$20,000 per side facing a public right-a-way or per project.

The board agreed the Façade Improvement Program should be \$20,000 per side facing a public right-a-way. Mr. Liley will amend the policy documents and bring for final review to the next regular board meeting.

**Board member Koehler motioned to approve \$20,000 per side facing a public right-a-way; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer**

**Nays - None. Motion carried.**

### L. Report from Sub-Committees

#### 1. Marketing Committee

##### i. WindsorNow advertising update – Shane Fanning, Manager

The program is working great; all 16 spots have been sold. Currently the printing of the WindsorNow is done in house, but as of June 1<sup>st</sup> the printing will be outsourced to a bigger press and will affect the layout of the advertising for the DDA page. Once a decision is made, Mr. Fanning will discuss with the board and determine what layout works best for the downtown businesses. Mr. Fanning also decided to rotate the front and second page slots so everyone gets a chance to be on the front page of the paper. He also stated that DDA businesses were happy that the DDA board was supporting this advertising project.

##### ii. Website update – K. Melendez

Board member Melendez showed the website to the board and stated they were in the final stages of the design. The next step would be to get the users trained on how to update and manage the website.

##### iii. Farmer's Market update – P. Garcia

There are currently 5 vendor's signed up for the Farmer's Market. This year's market is a go no matter how many vendors are registered, but next year is uncertain at this point. The CSU Extension office runs the market, and any comments or concerns needs to be sent directly to them.

Ms. Garcia has reserved a booth for the DDA board to attend the first market.

##### iv. DDA newsletter – K. Unger

A DDA newsletter was created but unable to be uploaded to the website, instead it will be sent out using Constant Contact. The newsletter will be sent out quarterly to all DDA business owners.

##### v. Chamber of Commerce Business before Hours co-sponsored by the DDA & the Town of Windsor – July 24, 2014, 7:30-9:00 a.m.

Stacy Johnson is heading up the Business before Hours; Ms. Garcia requested any DDA board members available to attend would be great.



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- 
2. Beautification Committee – P. Garcia
    - i. Gas Meter project update – P. Garcia  
The high school will work on this project in the fall. Mr. Olhava from the Town of Windsor Planning Department is working with business owners on ideas and designs. Xcel Energy will also be contacted to ensure there will be no issue with this project.
    - ii. Maintenance of DDA-owned lots – P. Garcia  
The Town of Windsor will take care of mowing the weeds and getting the property cleaned up this first time, but in the future it will be DDA responsibility.
  3. Parking Committee – P. Garcia
    - i. Status of asphalt/stripping on DDA owned lots – B. Winter  
The reground asphalt is being delivered and the project will be completed within the next few days. There will also be signage on the property to direct traffic.

### M. Communications

1. Feasibility Study update and tentative calendar
  - i. Holtkamp Planning will be here beginning Monday June 23<sup>rd</sup> to work on the Feasibility Study; they will also be attending the June 25<sup>th</sup> regular meeting.
2. Change of date for regular meeting from June 18 to June 25, 2014
  - i. DDA board members agreed to change the regular meeting from June 18, 2014 to June 25, 2014.
3. Downtown Colorado Inc – Annual conference scheduled for September 9-12, Ft Collins
  - i. All DDA board members are budgeted to attending, Ms. Garcia will notify board when the registration opens and classes are announced.
4. DDA 2014 Work Plan – May Update
  - i. No changes were made for May.

### N. Adjourn

**Secretary/Treasurer Peterson motioned to adjourn the meeting; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer**

**Nayes - None. Motion carried.**

*Megan Walter*

Megan Walter, Customer Service Supervisor

Downtown Development Authority

**REPORT OF BILLS**

05/10-06/06/2014

*At the regular meeting of the Downtown Development Authority,  
Colorado, held in the Windsor Town Hall Board Room on June 18, 2014  
the following claims were presented, examined, and approved by the DDA*

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>INVOICE #</b>	<b>AMOUNT</b>
Liley, Rogers, & Martell	legal services	12563	\$ 564.00
Christopher Holtkamp	retainer-feasibility study	1 RETAINER	\$ 7,422.00

TOTAL DISBURSEMENT REQUEST	<u>\$ 7,986.00</u>
TOTAL	<u>\$ 7,986.00</u>



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

<b><u>Finance Department</u></b>	
Vendor #	6299
Obligation #	106628

## PAYMENT REQUEST

INVOICE NUMBER: 12563	
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
5/05/2014	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services – April 2014	564.00
				<b>TOTAL</b>	<b>\$ 564.00</b>

**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

May 5, 2014

Re: DDA

Previous Balance	\$ 239.50
Payment – 4/15/2014 -Thank you, No.68477	(\$ 239.50)
Services Rendered per Invoice #12563	<u>\$ 564.00</u>
Total Balance Due	<u>\$ 564.00</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

May 05, 2014

In Reference To: DDA  
Invoice #12563

### Professional Services

			<u>Hrs/Rate</u>	<u>Amount</u>
3/27/2014	JCL	Email from and to Patti Garcia regarding DDA funding of special events	0.10 120.00/hr	12.00
4/9/2014	JCL	Email from and to Patti Garcia regarding Board appointments	0.10 120.00/hr	12.00
4/10/2014	JCL	Email from and to Patti Garcia regarding transfer of ToW-owned lot to DDA	0.10 120.00/hr	12.00
	JCL	Draft changes to Windsor Mill feasibility study contract	1.10 120.00/hr	132.00
4/11/2014	JCL	Email from and to Ian McCargar regarding use of bargain and sale deed for transfer of ToW-owned lot; timing of process for transfer	0.10 120.00/hr	12.00
	JCL	Email to and from Patti Garcia regarding update on Windsor Mill feasibility study contract; call with Chris Holtkamp regarding explanation of necessary changes to contract; email from Chris regarding missing exhibit; review exhibit	0.40 120.00/hr	48.00
4/14/2014	JCL	Complete revisions to Windsor Mill feasibility study contract; draft consent form for owner of Windsor Mill regarding access to property; prepare exhibits for services contract; email to Chris Holtkamp regarding review of revised draft of services contract	0.10 120.00/hr	12.00
	JCL	Email to and from Patti Garcia regarding identity of owner of Windsor Mill property	0.10 120.00/hr	12.00

		<u>Hrs/Rate</u>	<u>Amount</u>
4/15/2014	JCL Email from Patti Garcia regarding packet for April 16 Board meeting; review packet; call to Patti regarding monthly check-in, special events funding and update for Board on status of Windsor Mill service contract	0.50 120.00/hr	60.00
	JCL Email to and from Ian McCargar regarding title information for ToW-owned lot	0.10 120.00/hr	12.00
	JCL Emails from and to Chris Holtkamp regarding comments on revisions to Windsor Mill feasibility study contract, preparation of final draft and coordinating of signatures; emails with and call to Patti Garcia regarding update on status of contract, coordination of signatures; emails to and from Chris Holtkamp regarding updated work schedule; email to and from Patti regarding Board update	0.60 120.00/hr	72.00
4/16/2014	JCL Emails to and from Patti Garcia regarding title information on ToW-owned lot on Main Street; email to North American Title Company regarding Ownership and Encumbrances for the lot	0.30 120.00/hr	36.00
	JCL Email from Chris Holtkamp regarding updated work schedule; draft minor revisions to Windsor Mill feasibility study contract; email to Chris regarding review of revised contract	0.30 120.00/hr	36.00
4/17/2014	JCL Email from North American Title Company regarding Ownership and Encumbrances for ToW lot; reviewed O & E; prepare bargain and sale deed for ToW-owned lot; email to Ian McCargar regarding review of deed	0.50 120.00/hr	60.00
4/18/2014	JCL Emails from and to Ian McCargar regarding comments of bargain and sale deed for ToW-owned lot on Main Street; discussion regarding inclusion in deed reversionary rights for ToW	0.20 120.00/hr	24.00
	JCL Email from and to Patti Garcia regarding requirement that DOLA grant agreement must be signed prior to execution of Windsor Mill feasibility study contract; ETA of DOLA grant agreement	0.10 120.00/hr	12.00
	Subtotal of charges		<u>\$564.00</u>
	For professional services rendered		\$564.00
	Previous balance		\$239.50
	Accounts receivable transactions		
4/15/2014	Payment - Thank You No. 68477		<u>(\$239.50)</u>
	Total payments and adjustments		(\$239.50)
	Balance due		<u><u>\$564.00</u></u>



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

<b>Finance Department</b>	
Vendor #	7045
Obligation #	107100

## PAYMENT REQUEST

INVOICE NUMBER: 1 Retainer	
VENDOR: Chris Holtkamp, AICP	
DBA: Holtkamp Planning (IF OTHER THAN VENDOR)	
ADDRESS: 8402A Tallwood Drive Austin, TX 78759	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
6/2/14	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6267		Retainer – Feasibility Study	7,422.00
<b>TOTAL</b>					<b>\$7,422.00</b>

June 2, 2014  
Windsor Mill Redevelopment Feasibility  
Invoice 1: Retainer

**Holtkamp Planning**

8402A Tallwood Dr  
Austin, TX 78759  
Phone: 512-217-0173  
Email: [choltkamp@austin.rr.com](mailto:choltkamp@austin.rr.com)  
[www.holtkamplanning.com](http://www.holtkamplanning.com)

**TO:**  
Windsor Downtown Development Authority  
301 Walnut St  
Windsor, CO 80550  
Phone: 970-674-2400

**SHIP TO:**  
Holtkamp Planning  
8402A Tallwood Dr  
Austin, TX 78759  
Phone: 512-217-0173  
Email: [choltkamp@austin.rr.com](mailto:choltkamp@austin.rr.com)  
[www.holtkamplanning.com](http://www.holtkamplanning.com)

Description	Price	Total
20% Fee Retainer	\$7,422	\$7,422
	Total Due:	\$7,422

Make all checks payable to **CHRIS HOLTkamp, AICP**  
**THANK YOU FOR YOUR BUSINESS!**



Volume 2, Issue 4 April 2014

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

Windsor DDA Revenue Summary April 30, 2014	Collections	Budget	% of Budget
Property Tax Mill Levy	\$2,132	\$7,712	27.65%
Incremental Property Tax	\$3,839	\$16,052	23.92%
Interest	\$0	\$5	0.00%
Contributions/Sponsorships	\$0	\$0	-
Town of Windsor Funding	\$88,126	\$265,000	33.26%
<b>Total</b>	<b>\$94,097</b>	<b>\$288,769</b>	<b>32.59%</b>

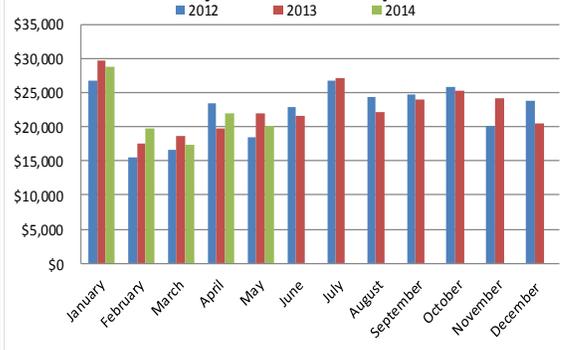
## Windsor DDA Expenditures

Windsor DDA Expenditures Summary April 30, 2014	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$2,320	\$25,000	9.28%
Board Development	\$0	\$3,200	0.00%
Dues/Fees/Subscriptions	\$120	\$770	15.58%
Travel/Mileage	\$0	\$100	0.00%
Liability Insurance	\$1,724	\$1,297	132.92%
Legal Services	\$3,181	\$10,000	31.81%
Contract Services	\$1,440	\$20,000	7.20%
Postage	\$101	\$350	28.86%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$0	\$20,000	0.00%
County Treasurer Fees	\$87	\$300	29.00%
Miscellaneous	\$529	\$700	75.57%
Façade Program	\$0	\$100,000	0.00%
Administrative Transfer	\$6,667	\$20,000	33.34%
<b>Operations Total</b>	<b>\$16,169</b>	<b>\$202,417</b>	<b>7.99%</b>
<b>Capital</b>			
Site Improvements	\$207	\$20,000	1.04%
<b>Capital Total</b>	<b>\$207</b>	<b>\$20,000</b>	<b>1.04%</b>
<b>Grand Total</b>	<b>\$16,376</b>	<b>\$222,417</b>	<b>7.36%</b>

### Special points of interest:

- April 2014 sales tax collections were \$2,047 above April 2013 collections, while May 2014 collections were \$1,734 below May 2013 collections.
- Revenue is close to budgeted at the end of April 2014 at 32.59%, as we should see 33% of revenue through the first four months of the year.
- 2014 expenditures are under the four month benchmark with only 7.36% of the budget expended.

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



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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### MEMORANDUM

**Date:** June 25, 2014  
**To:** Downtown Development Authority Board of Directors  
**From:** Patti Garcia, Town Clerk  
**Re:** 392 Tap House – 201, 203, 205, 205½ 4<sup>th</sup> Street  
**Item #:** I.

**Background / Discussion:**

Owners Eric Peratt and Jim Lohr (P and L Properties) have submitted a façade grant proposal for the building located at 201, 203, 205, 205½ 4<sup>th</sup> Street. At the current time, all three of the lower level units are leased and consist of a salon, flooring store, and computer repair business; the upper unit is vacant. Their project team includes R. Johnson Architecture and CopperLeaf Custom. The two story building was constructed in 1902 and has supported a variety of businesses throughout the years; the Windsor Opera House, Masonic Lodge, bars, liquor stores, clothing stores and a movie theater.

Planning staff have met with the applicant over several months to discuss the project and review designs. Staff agrees the proposed designs are beneficial to the building and the overall DDA area and funding the project will encourage the revitalization of other buildings in the Windsor DDA area.

The designs for the proposed façade renovation are attached along with the project narrative provided by the applicant.

The Project Commitment Terms document is also attached for board members use. If the DDA board moves forward to provide a grant for the project, the document will be completed and executed at a later date by the Project Owner and Bob Winter, DDA Chair.

The owners submitted an estimate of costs associated with facades that face a public right of way and are all eligible for the grant program - north, east and west with the costs for each listed below:

North façade: \$180,750  
East façade: \$154,585  
West façade: \$ 35,280

Staff evaluated the items and costs and determined that the owners have eligible expenses in the amounts and are itemized in the attached Commitment Worksheets. The façade grant program supports up to twenty-five percent (25%) of eligible façade expenses, up to a maximum of \$20,000 per façade. Twenty-five percent of the total eligible expenses for each elevation are listed below:

North façade: \$45,188  
East façade: \$38,646  
West façade: \$ 8,820



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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### **Financial Impact:**

The Façade Grant Program Policy provides for grants of up to 25% of the total cost of the façade renovation up to a maximum of \$20,000 per façade facing a public right of way. The DDA board approved \$100,000 in their 2014 budget for the Façade Program. The potential financial impact is as follows:

North façade: \$20,000

East façade: \$20,000

West façade: \$ 8,820

### **Relationship to DDA Strategic Action Plan:**

To improve the visual attractiveness of the district.

### **Attachments:**

DDA Commitment Worksheets

Project Narrative

Design Drawings

Project Commitment Terms document

**DDA FGP Commitment Worksheet**  
**Façade Grant Investment**

**Project Name:** 392 Tap House

**Parcel #** 97122-08-007

**Date:** June 25, 2014

**Eligible Features**

**A. Public Improvements**

*North Façade*

Steel structure for all openings	20,000
Decks	97,500
Doors & Awnings	25,000
Concrete Deck Supports	10,000
Stucco repair & paint	2,000
Lighting	6,250
Demolition	20,000
Project Management	-

**Owner's Cost Estimate**

**Total Eligible Features**                      **\$180,750**

**Summary**

**Board Policy Funding Level at 25% of Total Cost of Eligible Features**                      **\$45,188**  
up to a maximum of \$20,000 per façade





The building consisting of 201, 203, 205, and 205 ½ 4<sup>th</sup> street is located on the corner of 4<sup>th</sup> and Main in Windsor Colorado. This two story building was originally built in 1902 and has housed many different businesses over the years. The 2<sup>nd</sup> level of the building was originally built to house the Windsor Opera house but unfortunately only lasted 3 years before becoming the Masonic Lodge for several years to come. The three units on the ground floor have been a variety of businesses including bars, liquor stores, clothing stores, and even a movie theater.

The proposed work will consist of a substantial makeover to the overall look of the south east corner of the intersection. The largest visual impact to our project will come from the construction of a steel supported deck that will span down the entire north and east side of the building. Integrated into the deck on the east side will be an elevator to meet ADA requirements and an additional set of stairs for easier access to the upper level. The north side of the upstairs will give way to large garage door openings to gain a better view of Windsor Lake. All of the remaining upstairs windows will be replaced with new window units to better meet today's energy efficient standards. New aluminum slat style awnings will be installed for visual appeal to match newer construction design that is currently underway in up and coming areas.

The materials to be used in the project will consist of easily obtainable, low maintenance, and locally sourced materials whenever possible. The deck will be constructed of large steel columns and supports with wood platform framing and a composite low maintenance deck surface. The door and windows will be clear anodized aluminum store front style units and will meet all energy code requirements for UV ratings. A significant lighting package will be installed not only to add accent lighting but also to create a safer path around the building.

The overall building style will reflect a more industrial/modern approach but will preserve the original brick and stucco where possible. The design is also consistent with other downtown renovation projects in the surrounding areas that are gaining in popularity. The renovations will not only be noticed while driving down Main St. but also will be extremely visible for visitors attending events at Boardwalk Park or people enjoying Windsor Lake.

Since our project has a strong emphasis on additions rather than renovating the current structure, it will reduce the amount of construction waste during the process.

At the current time all three of the lower level units are leased and consist of a salon, flooring store, and computer repair business. The upstairs has been vacant for several years and was in a state of disrepair but we are excited to announce that we are working with a local restaurant on a long term lease to bring a new food venue to this location.

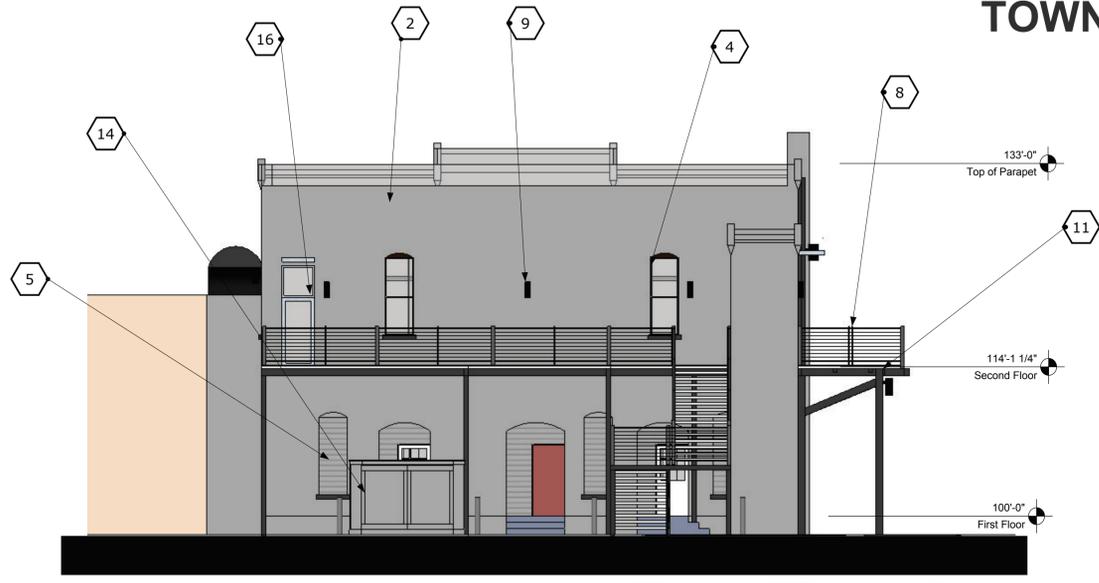
We would like for this project to be considered for the maximum amount of Façade Improvement funds for all combined eligible sides. Please review our request on an all encompassing project cost since any two sides can be viewed at the same time.

# TOWN OF WINDSOR

## THE NORTH 50 FEET OF BLOCK 11, LOTS 26, 28, 30 AND 32

### TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO

(392 TAP HOUSE BUSINESS LOFTS)



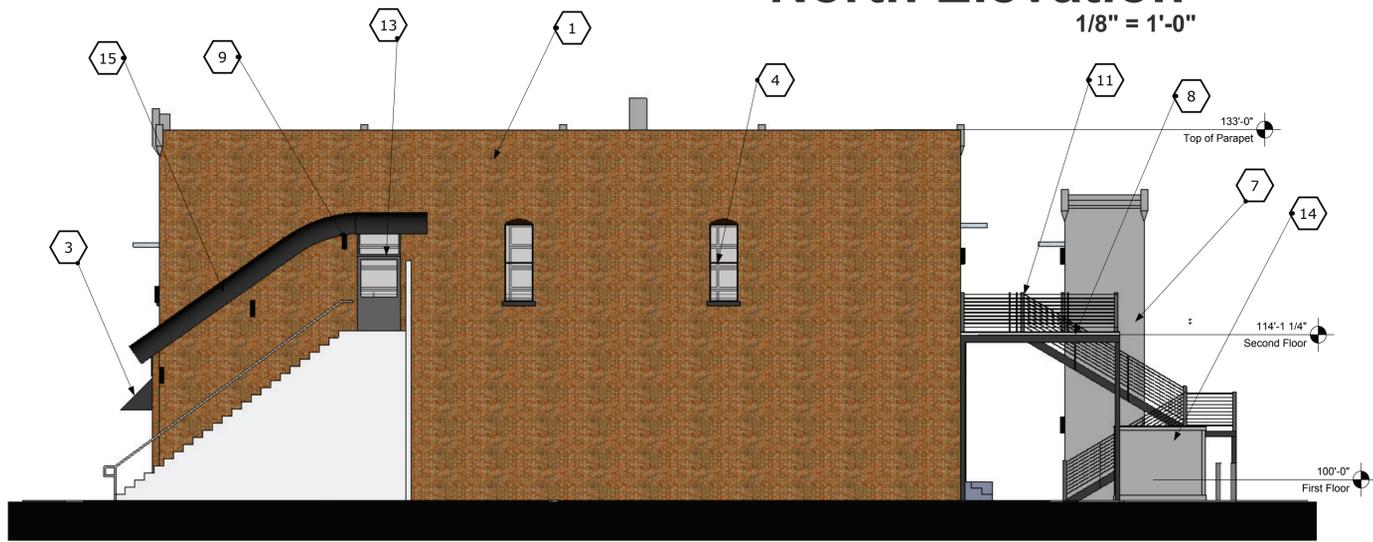
**East Elevation**  
1/8" = 1'-0"



**West Elevation**  
1/8" = 1'-0"



**North Elevation**  
1/8" = 1'-0"



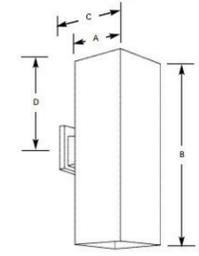
**South Elevation**  
1/8" = 1'-0"

- 1 EXISTING RED BRICK WALL
- 2 EXISTING STUCCO FINISH - DARK GREY
- 3 EXISTING FABRIC AWNING - BLACK
- 4 EXISTING WINDOWS - CLEAR ANODIZED ALUMINUM
- 5 EXISTING PAINTED WOOD WINDOW INFILL - DARK GREY TO MATCH STUCCO
- 6 EXISTING LIGHT FIXTURES - UP/DOWN FULL CUTOFF - BLACK ALUMINUM ANODIZED - MAKE: PROGRESS LIGHT FIXTURE - MODEL NUMBER: P5644-31
- 7 NEW ELEVATOR TOWER - DARK GREY STUCCO TO MATCH EXISTING
- 8 NEW STEEL DECK COLUMNS, BEAMS & OPENING HEADERS - GUN METAL GREY
- 9 NEW LIGHT FIXTURES TO MATCH EXISTING - UP/DOWN FULL CUTOFF - BLACK ALUMINUM ANODIZED - MAKE: PROGRESS LIGHT FIXTURE - MODEL NUMBER: P5644-31
- 10 NEW ALUMINUM SUN SHADES - CLEAR ANODIZED ALUMINUM
- 11 NEW PAINTED METAL GUARD & STAIR RAIL - PAINTED DARK GREY
- 12 NEW GARAGE DOORS - CLEAR ANODIZED ALUMINUM WITH CLEAR GLAZING
- 13 NEW DOORS - CLEAR ANODIZED ALUMINUM WITH CLEAR GLAZING
- 14 NEW TRASH ENCLOSURE - PAINTED DARK GREY TO MATCH EXISTING STUCCO
- 15 NEW FABRIC AWNING - BLACK TO MATCH EXISTING



Incandescent	6" Square Wall	Outdoor			
		Type	-20	-30	-31
		P5644	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Catalog No.	Finish			Lamping	Dimensions (Inches)			
	Bronze	White	Black		A	B	C	D
P5644	-20	-30	-31	2-250w GPAR38, 150w BR40	6	18	8-7/8	8



**Specifications:**

**General**

- Extruded aluminum .125" wall thickness one piece square cylinder
- Top open for up down lighting. P8797-31 top cover lens recommended when unit is used outdoors

**Mounting**

- Wall mounted
- Covers any standard outlet box
- Cast mounting bracket supplied attachment of unit to wall with one almost invisible set screw

**Electrical**

- Medium base porcelain nickel plated brass screw shell socket

**Labeling**

- UL-CUL Wet location listed only when P8797-31 top cover is used
- UL-CUL listed for indoor use without cover

**392 TAP HOUSE BUSINESS LOFTS**

SE CORNER OF 4TH & MAIN STREET, WINDSOR, CO 80550

**Revisions**

Revision 1:	4/18/14
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Sheet:

**P-4**

**TOWN OF WINDSOR**  
**THE NORTH 50 FEET OF BLOCK 11, LOTS 26, 28, 30 AND 32**  
**TOWN OF WINDSOR, COUNTY OF WELD,**  
**STATE OF COLORADO**  
**(392 TAP HOUSE BUSINESS LOFTS)**



**392 TAP HOUSE BUSINESS LOFTS**  
 SE CORNER OF 4TH & MAIN STREET, WINDSOR, CO 80550

Revisions  
 Revision 1: 4/18/14

Sheet:

**P-6**



NO  
PARKING

NCD Inc.  
353-4090



COUNTRY SMOKE SHOP

4th ST



PAID  
\$1000

PAID  
\$1000



STOP



## 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



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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### MEMORANDUM

**Date:** June 25, 2014  
**To:** Downtown Development Authority Board of Directors  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** Consideration of Funding Special Event Liquor Application Fee – Salsa on 5<sup>th</sup>  
**Item #:** J.

**Background / Discussion:**

The Windsor Rotary Club has submitted a Special Event Liquor Application for the Salsa on 5<sup>th</sup> Street event that will be held on August 23, 2014. The application fee to the Town of Windsor is \$100 and the DDA Marketing Committee has recommended that the DDA pay for the application fee. The Rotary Club has the required insurance to hold a liquor permit which is paid for by the Rotary.

The liquor application will go before the Windsor Liquor Authority on July 21, 2014 at 3:00 p.m. for final consideration. Special Event Liquor permits are approved at the local licensing level and are not required to be sent to the State of Colorado.

**Financial Impact:**

The financial impact would be the \$100 application fee.

**Relationship to DDA Strategic Action Plan:**

Promote a diversity of activities in the district, encourage the creation & continuation of public events held in the DDA area.

**Recommendation:**

The DDA Marketing Committee recommends approval of the request.

**Attachments:**

Rotary Special Event Liquor application

Town of Windsor  
 Town Clerk  
 301 Walnut Street  
 Windsor, CO 80550

## APPLICATION FOR A SPECIAL EVENTS ALCOHOL PERMIT

Department Use Only

In order to Qualify for a Special Events Permit, you MUST BE NONPROFIT  
 AND ONE OF THE FOLLOWING:

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                                    | <input type="checkbox"/> Philanthropic Institution           |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter          | <input type="checkbox"/> Political Candidate                 |
| <input type="checkbox"/> Patriotic | <input checked="" type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality owning Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution                       |  |

**TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:**

- MALT, VINOUS AND SPIRITUOUS LIQUOR \$100  
 FERMENTED MALT BEVERAGE (3.2% BEER) \$100

**DO NOT WRITE IN THE SPACE**

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT

*Windsor Rotary Club*

State Sales Tax Number

2. MAILING ADDRESS (of Organization or Political Candidate)

*Box 23  
 Windsor, Co  
 80550*

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT

*5th St Between  
 Main St /*

NAME

DATE OF BIRTH

HOME ADDRESS

PHONE NUMBER

4. PRES. /SEC OF ORG. OR POLITICAL CANDIDATE

*Scott BAILEY*

*2/4/70*

*1375 PARK RIDGE BL*

*SEVERANCE, CO 80615*

*970-302-1311*

5. EVENT MANAGER

*Pete Hyland*

*12/7/58*

*37770 JAZ RD*

*Windsor, Co 80550*

*970-227-0449*

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR

NO  YES HOW MANY DAYS? \_\_\_\_\_

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE

NO  YES TO WHOM? \_\_\_\_\_

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED  YES  NO

Date *8/23/14*  
 Hours *4:00-9:00 PM*

Date  
 Hours

Date  
 Hours

Date  
 Hours

Date  
 Hours

**OATH OF APPLICANT**

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct and complete to the best of my knowledge

SIGNATURE

*Pete Hyland*

TITLE

*Member*

DATE

*6/13/14*

**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY**

The forgoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provision of Title 12, Article 48, C.R.S., as amended

SIGNATURE

TITLE

DATE

# Town of Windsor Special Events Alcohol Permit Supplemental Questionnaire

Please answer all questions that apply. Use additional paper if necessary.

1. Is the organization incorporated under the laws of the state of Colorado? Yes  No   
**If Yes, attach Certificate of Good Standing from Colorado Secretary of State**
2. Is the applicant a political candidate? Yes  No   
**Attach** copy of finance report filed with Colorado Secretary of State
3. Do you own or have written permission to use this premises? Yes  No   
**Attach** deed or letter of permission.
4. Is the location for the Special Events Alcohol Permit requested within 500 feet of a school? Yes  No   
**If Yes, will the school be in session during the event?** Yes  No
5. Has the applicant held a Special Event Alcohol Permit before? Yes  No   
**If Yes, when was the last Special Event Alcohol Permit issued?** 2013

How many Special Event Alcohol Permits have been issued to the applicant this year? None

Were there any compliance problems at any previous event hosted by the applicant? Explain: \_\_\_\_\_

\_\_\_\_\_

What changes have been put into place to address these problems? \_\_\_\_\_

\_\_\_\_\_

6. Is the applicant also submitting a Town of Windsor Special Event Application? Yes  No

## ABOUT YOUR EVENT

7. What is the estimated number of people who will be attending your event? 500
  8. Describe the food that will be available during all hours that alcohol will be served. Food Vendors
- Who will be providing and serving the food? DDA
9. Who will be serving the alcohol, and what training have they had? Windsor Rotary.

## Attach training cards/certificates

10. How will you monitor alcohol use, identify the age of purchasers, control the location where alcohol is consumed? Include description of type and height of boundary barriers. FD Everyone. those purchasing Alcohol will be Banded. the event is during the early evening, so it will be light outside. Security fence,

## Attach a diagram showing the following:

- Linear dimensions of each boundary and total square footage of area where alcohol will be present
- Directional orientation (North arrow)
- **ALL** entrances and exits **Clearly marking** main entrance, with streets and physical addresses listed
- Highlight the perimeter of the **entire** area where alcohol will be stored, consumed and served
- Label all areas of the diagram: food service, alcohol service, alcohol storage, seating, entertainment etc.
- Show where licenses will be posted/displayed

- 11 Describe security operations (include security company name, number of officers, hours on premises). \_\_\_\_\_

provided by Rotary and DDA. 6 lks.

12. How many volunteers will assist with your event? 12

I verify and affirm that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct and complete to the best of my knowledge. I understand that upon issuance of this Special Events Permit, it is my responsibility to manage the event as indicated on this questionnaire and comply with, and ensure that all volunteers and participants comply with, all provisions of the Colorado Liquor Code, state law, local ordinances and any other conditions placed on the issuance of this permit.

Signature / Title of Organization Officer  TALUS.

Printed Name of Officer Scott Bailey

Preferred contact phone 970 227-0449

Applicant email \_\_\_\_\_

Event Coordinator email Peter Hyland / Hylacc@yahoo.com

Mail approved license to: (if different from address listed on application page 1)

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_



---

June 16, 2014

To Whom It May Concern:

The Town of Windsor Parks, Recreation and Culture Department grants permission to the Windsor Rotary Club to serve beer on 5<sup>th</sup> Street, on Saturday, August 23rd, 2014 for the Salsa on 5<sup>th</sup> Street event from 4:00 p.m. to 9:00 p.m. The beer garden area will be fenced off and will be installed by the Downtown Development Authority event organizers.

If you have any questions please feel free to contact me at any time.

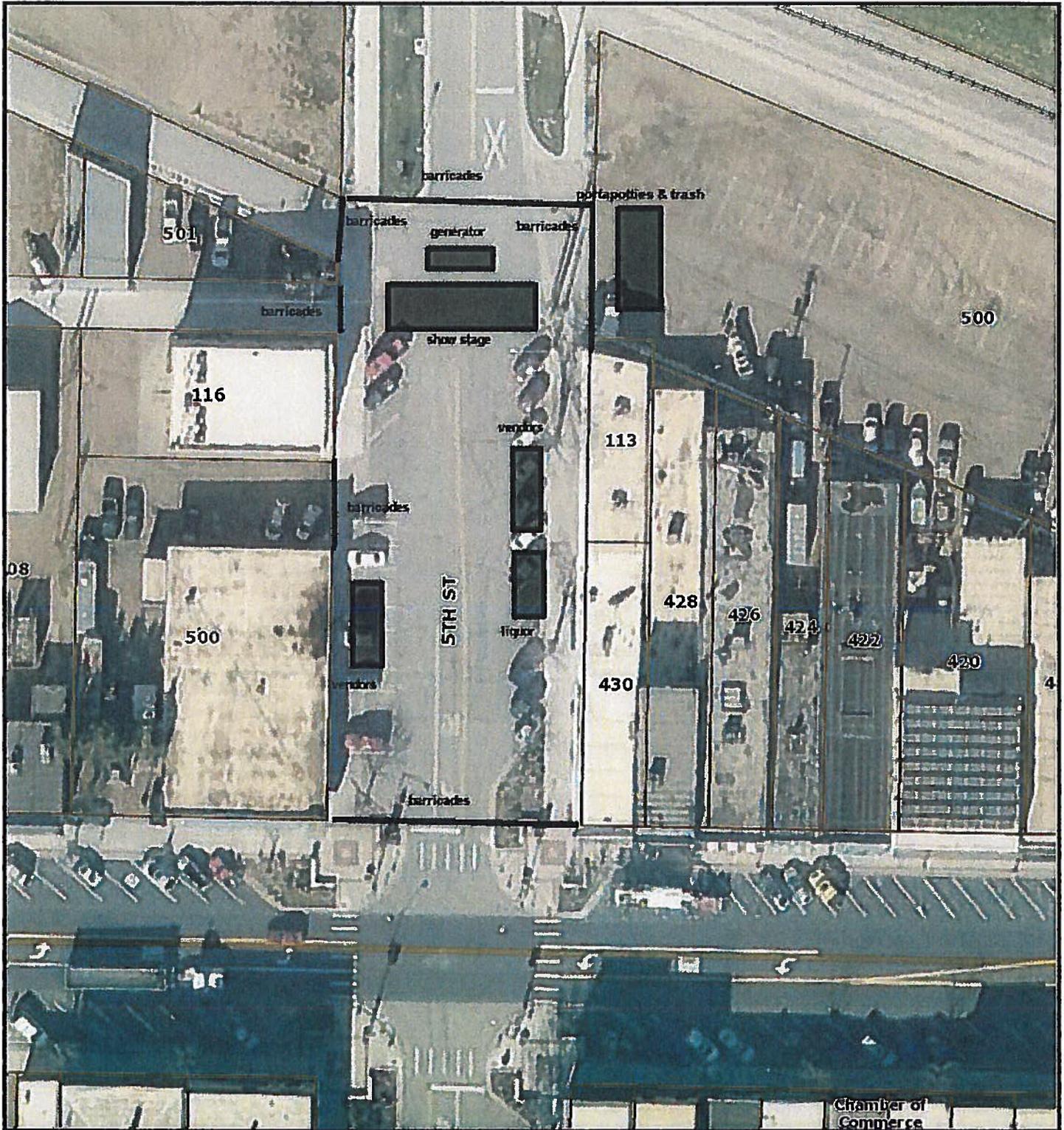
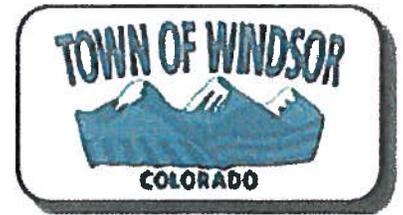
Thank you,

A handwritten signature in black ink, which appears to read "Trish Chavez". The signature is fluid and cursive, written over the printed name.

Trish Chavez  
Special Event Coordinator  
Town of Windsor  
Parks, Recreation and Culture Department  
301 Walnut Street  
Windsor, CO 80550  
970-674-2441  
[tchavez@windsorgov.com](mailto:tchavez@windsorgov.com)

# Town of Windsor

## GIS MAP



The Town of Windsor makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, or correctness of the data portrayed in this product; nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein. By printing or utilizing this map, you hereby release the Town of Windsor, its employees, agents, contractors, and suppliers from any and all responsibility and liability associated with its use.

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE**

I, Scott Gessler, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

**Rotary Club of Windsor**

is a **Nonprofit Corporation** formed or registered on 08/10/2005 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20051306254.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 06/12/2014 that have been posted, and by documents delivered to this office electronically through 06/13/2014 @ 10:11:02.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Denver, Colorado on 06/13/2014 @ 10:11:02 pursuant to and in accordance with applicable law. This certificate is assigned Confirmation Number 8875677.



A handwritten signature in cursive script, reading "Scott Gessler".

Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*

*Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Confirmation Page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click Business Center and select "Frequently Asked Questions."*