

**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**

**March 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 7:32 a.m.

B. Roll Call

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

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Customer Service Supervisor	Megan Walter
Chief Planner	Scott Ballstadt

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 February 19, 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**

**Nays - None. Motion carried.**

Approval of Minutes from the March 12, 2014 Board of Directors Special 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**

**Nays - None. Motion carried.**

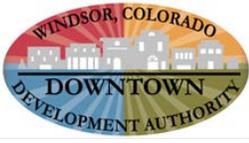
F. Report of Bills & Financial Report – P. Garcia

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; Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez**

**Nays - None. Motion carried.**



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G. Consideration of Façade Improvement Program – P. Garcia

Ms. Garcia presented the final Façade Improvement Program to the board. The requested changes from previous meetings had been changed and approved by Lucia Liley.

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

**Yeas - Winter, Stauss, Petersen, Melendez**

**Nayes - None. Motion carried.**

H. Downtown Development Authority as a Referral Agency – S. Ballstadt

This past fall, Town staff presented to the DDA the opportunity to become a referral agency for projects located within the DDA boundaries, or projects located 1 block outside the DDA boundary. At that meeting, the DDA showed interest in becoming a referral agency. Currently the applications are sent to the Town of Windsor Utility department, Fire District, and School District. Mr. Ballstadt is proposing that Town Staff would refer any site plan applications to the DDA board for review; they would have 10-21 days to do so. The procedures noted that upon receipt of a complete application that Town staff would send an email to the DDA Chair. The DDA members requested that the procedures be modified to state that the email notification would be sent to the entire DDA board. If the board had comment on the site plan review, they would be able to forward a letter to Planning Commission and Town Board or Town Staff if the application was approved administratively.

**Secretary/Treasurer Peterson motioned to approve the site plan application referral agency program with the changes discussed; Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez**

**Nayes - None. Motion carried.**

I. Downtown Corridor Plan Amendment Request/Bicycle Racks – P. Garcia

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. 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.

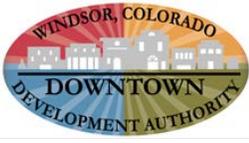
Staff recommends the DDA authorize Bob Winter, DDA Chair, to execute a letter to the Planning Commission and Town Board requesting that the Downtown Corridor Plan be amended to allow bicycle racks on the sidewalks. The bicycle racks can be placed on the sidewalks in a manner that minimally impacts pedestrian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

**Secretary/Treasurer Peterson motioned to approve a letter be executed to request the Downtown Corridor Plan be amended to allow bicycle racks on the sidewalks; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

J. Report from Sub-Committees



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### 1. Marketing Committee

#### i. Intern Work Plan – K. Unger

Ms. Unger presented the DDA Intern Work Plan to the board and offered to add or delete any tasks the board members recommended.

#### ii. Website Update – K. Melendez

The website design is coming along and as soon as Ms. Melendez has something visual she will present it at a regular meeting for board review. She also stated that the Marketing Committee is looking for the intern to capture more personal photography of the business owners and not just the buildings.

#### iii. Billboard Information – K. Melendez

The committee determined in their last meeting that a billboard would be extremely costly and recommended the board spends marketing money on other advertising. There was also not a particular event that could be displayed on the billboard for the high cost of the billboard.

#### iv. Marketing Ideas (flying banners, coupon books, ect.) K. Melendez & K. Unger

The committee discussed with the Windsor Now putting together a coupon book with the DDA businesses. A representative from the paper will get back to Ms. Melendez on pricing for the coupon books.

Ms. Unger presented the board with pricing for the flying banners and discussed options for use.

### 2. Beautification Committee

#### i. Gas Meter Project

Windsor High School shop class and art club are willing to build and paint gas meter covers for the DDA businesses. Currently, there are 31 untreated gas meters in the DDA area. Ms. Garcia will meet with the high school in the coming weeks to determine a base cost then will discuss with DDA board if they would pay for supplies up to a certain amount.

### 3. Parking Committee

#### i. Status of Conditional Use Grant Application for DDA-owned lots

Ms. Garcia met with Town of Windsor Operations Manager and Public Works Director at the DDA-owned lots to determine a plan for the Conditional Use Grant. The cost for the resurfacing is approximately \$7,100.00, and the camera of the drainage will take place within the week.

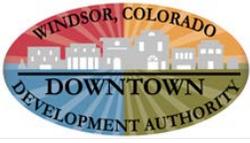
**Vice Chair Stauss motioned to approve the cost of \$7,100.00 for the resurfacing project and maintenance of the lot; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

### K. Communications

#### 1. Concept Plans for Town-owned lots – Draft Document from Kristin Cypher



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Ms. Garcia presented the draft Concept Review Plans form Kristin Cypher. The next step is to have the GAP analysis from the feasibility study completed and then reach out to the development community.

2. DDA 2014 Work Plan – March Update

Ms. Garcia presented the DDA 2014 Work Plan to the Board and offered to answer any questions.

L. Adjourn

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

**Yeas - Winter, Stauss, Petersen, Melendez**

**Nayes - None. Motion carried.**

*Megan Walter*

Megan Walter, Customer Service Supervisor