

## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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

### BOARD OF DIRECTORS MEETING

June 25, 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 (absent)  
Jason Schaeffer

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Customer Service Supervisor	Megan Walter
Associate Planner	Josh Olhava
Economic Development Director	Stacy Johnson

C. Public Invited to be Heard

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

Chairman Bob Winter provided a video to the board and meeting regarding the tornado in 2008.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

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

**Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Schaeffer**

**Nays - None. Motion carried.**

E. Approval of Minutes from the May 21, 2014 Board of Directors Meeting – M. Walter

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

**Yeas – Winter, Stauss, Petersen, Melendez, Koehler, 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; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**



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- G. Historic Mill Feasibility Study update - Chris Holtkamp, Holtkamp Planning; Jay Corder, Jay Corder Architecture; John Puhr, Root Architecture; Chris Kendall, KL&A

The group took tours of the building with Mr. Lauer and reported to board that the building is in great shape except for storm damage and seems to be very well maintained. They felt there was great potential for uses of this building and they are excited to get back and work on several scenarios for building use. The team plans to come back in July and meet with the board as well as hold a public meeting on the data gathered and the potential uses for the property. The board discussed moving the next regular meeting to Tuesday, July 29<sup>th</sup>.

**Secretary/Treasurer Peterson motioned to move the July Regular Board Meeting to July 29, 2014; Board member Schaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

- H. Guidelines for Board Review of Façade Improvement Program Grant Applications – J. Liley  
Mr. Liley recommended the board ask questions regarding the project and application and to follow the criteria list that was provided.

- I. Façade Grant Proposal – 201, 203, 205, 205½ 4th Street – Various

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 4th 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 were included in the packet along with the project narrative provided by the applicant. The Project Commitment Terms document was also included for board members use. If the DDA board would move 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

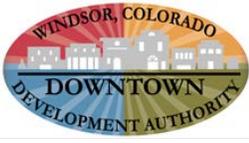
West façade: \$ 35,280

Staff evaluated the items and costs and determined that the owners have eligible expenses and were itemized in the Commitment Worksheets included in the packet. 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



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The applicants requested the maximum amount of \$60,000 (\$20,000 per eligible façade) and informed the board that Jason Schaffer of Chimney Park would be the tenant of the second floor and would be introducing a new restaurant.

Town of Windsor Economic Development Director, Stacy Johnson informed the board that the Town of Windsor was in full support of the project and feels it's a great revitalization for the downtown. She also provided revenue projections estimates.

Mr. Liley reminded board this application was a grant program project and that property tax was not a concern for this type of application. The applicant is seeking a grant for this project.

The Board discussed the application and come to the agreement that the application for \$60,000 would be approved. The project timeline will allow for the funds to be distributed in 2015; staff will assure that information is included in the 2015 budget.

Jason Schaffer noted that he would not be voting as this application was a conflict of interest between him and the DDA.

**Board member Melendez motioned to move the application be approved for a maximum of \$60,000; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

J. Consideration of Funding Special Event Liquor License Application Fee – P. Garcia

A Special Event Liquor License Application for Salsa on 5<sup>th</sup> was received from Windsor Rotary. The Marketing Committee requested the DDA pay the \$100 application fee with board approval. A barricade will be put up around 5<sup>th</sup> Street and wrist bands will be used. The board discussed and determined to approve a total budget of \$5,000 for Salsa on 5<sup>th</sup>, which includes the \$100 Special Event Liquor License Application.

**Secretary/Treasurer Peterson motioned to approve the total budget of \$5,000 for Salsa on 5<sup>th</sup>, which includes the Special Event Liquor License Application. Board member Schaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

K. Report from Sub-Committees

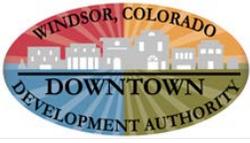
1. Marketing Committee

i. Website update – K. Melendez

Website has been launched although there are still some aspects that need updating it is operational and ready for public use. Ms. Melendez requested additional photos from the intern for the website. Ms. Unger agreed to forward those to her. Ms. Melendez also informed the board that all DDA emails should be operational.

ii. Farmer's Market update – starts June 28, 2014 – P. Garcia

Flying banners are completed and will be ready for the market. Ms. Melendez will be at the market with the DDA water to hand out.



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- iii. Chamber of Commerce Business before Hours co-sponsored by the DDA & the Town of Windsor – July 24, 2014, 7:30-9:00 a.m.  
Ms. Garcia reminded the board of the event.

### 2. Beautification Committee – P. Garcia

- i. Discussion of additional uses of the DDA parking lot – P. Garcia  
A request has been made to put dumpster on DDA lot. Mr. Liley informed the board that a policy would need to be put in place regarding the dumpster and use for the lots.

Ms. Garcia reminded the board that the Conditional Use Grant was for a temporary parking lot and nothing else. If the use changes, they will need to go before Town Board.

Ms. Garcia will look into the options and report back to the DDA board.

- ii. Address cleanup of private property in DDA area  
The Town Board has asked DDA to get in contact with owners of property that is north of Art and Heritage Center and see what their plan is for cleaning up lot. Code enforcement may need to get involved after DDA makes contact with owner. Mr. Winter will contact property owners and see what information he can gather.
- iii. DDA BBQ & Clean Up – June 25 @ 5 pm  
DDA BBQ is still scheduled and will begin at 5pm.

### 3. Parking Committee – P. Garcia

No information was reported.

### L. Communications

1. Downtown Colorado Inc – Annual conference scheduled for September 9-12, Fort Collins, CO  
All members were budgeted to attend conference and will let Patti know if they would like to attend the entire conference or specific classes.

### M. 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, Schaeffer**

**Nays - None. Motion carried.**

*Megan Walter*

Megan Walter, Customer Service Supervisor