



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

July 29, 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
Director of Planning	Joe Plummer
Associate Planner	Josh Olhava
Director of Parks, Rec, Culture	Melissa Chew
Manager of Art & Heritage	Andrew Dunehoo

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

Secretary/Treasurer Peterson motioned to approve the agenda as presented; Board member Schaeffer 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 June 29, 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, 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; 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.**



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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
Chris Holtkamp, Jay Corder, and John Puhr presented the board with an update to the Historic Mill Feasibility Study. Commercial and residential pros and cons were gathered by the group and can be discussed at the public meeting. A color bound concept plan was handed out to show an overview of three schemes that will be discussed in more detail at the public meeting. These schemes were developed based on concepts discussed with town staff, property owners and demographics of Windsor and the Downtown area

- Scheme A includes a brewery, restaurant, retail shops, with a lobby area for artwork display, and several small residential units.
- Scheme B includes a bar/lounge, walkway through the entire building, restaurant or café/ice cream shop, art gallery, and office space.
- Scheme C includes billiards hall, bar, outdoor event space with amphitheater, restaurant, live/work units, artwork gallery, and grocery area.

Board discussed the three schemes and Mr. Holtkamp, Corder and Puhr offered to answer any additional questions regarding the schemes or public meeting.

H. Discussion of Downtown Corridor Plan – Joe Plummer, Director of Planning

At the April 16, 2014 meeting and relative to the enclosed letter from Chairman Winter, the Board of Directors discussed the following elements of the Downtown Corridor Plan (DCP)

I. Bicycle Racks:

- a. Whether the nine (9) bicycle racks that are currently downtown are sufficient;
- b. Whether some of the current bicycle racks should be replaced with new ones;
- c. Bicycle racks should be placed adjacent to buildings but should not be visible from public streets; and
- d. The desired locations for bicycle racks.

Staff analysis:

Items a. and b.: These appear to be logistical and policy determinations to be made by the DDA.

Items c. and d.: These are addressed below, with proposed changes to the DCP shown in red and deletions shown with strike-through lines. Any proposed changes to the DCP need to be reviewed by the Planning Commission and approved by the Town Board.

1. Bicycle parking shall be provided at ~~each building~~ **strategic locations in the downtown area. Prior to installation or relocation of bicycle racks, all such locations shall be reviewed by the Town's Director of Engineering and approved by the Downtown Development Authority Board. (+)** ~~Bicycle parking shall be provided in an amount equal to 5% of the total amount of vehicular parking. In no case should there be less than one bicycle rack per building. (+)~~

2. Bicycle parking should be located in an area **close by, but not** adjacent to, building



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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. (+)~~

3. Bicycle racks shall be used that are durable and provide a secure support and opportunity for locking. All bicycle racks shall be compatible with the streetscape theme of the Downtown Corridor area. (+)

4. Bicycle paths should be encouraged to connect from Lake Windsor to Main Street

II. Streetscape Amenities:

- a. Implementation of a program to make the downtown more attractive and appealing to encourage visitors and shoppers to come downtown;
- b. The use of stationary planter boxes and hanging planters; and
- c. Opportunities for outdoor café seating and pedestrian spaces.

Staff analysis:

Item a.: This appears to be a marketing determination to be made by the DDA.

Items b. and c.: As shown in the enclosed list of amenities, these pedestrian amenities are currently addressed in the DCP. As such, this appears to be an implementation determination to be made by the DDA.

III. Directional Signage:

Implement a sign program to direct visitors and shoppers to the downtown district.

Staff analysis:

Staff is currently researching this concept; any changes need to be reviewed in relation to the sign code and any changes to the sign code need to be reviewed by the Planning Commission and approved by the Town Board.

Secretary/Treasurer Peterson motioned to approve the changes of the Downtown Corridor Plan that were presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

I. Presentation from Parks, Recreation, Culture – Melissa Chew, Director of Parks, Recreation & Culture

Ms. Chew informed the board that the process has been completed with Xcel Energy to have the banners hang from the telephone poles on Main Street and let them know the schedule for changing those out. The Town of Windsor would be interested in letting the DDA use some of the banners on poles between 6th and 4th Street for DDA marketing.

Ms. Chew also educated the board about the Main Mile Program in Windsor and provided them with a brochure for reference. Town of Windsor Parks, Recreation, and Culture department is looking at using an etched granite slab to show the path of the Main Mile. She questioned the



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board if they would be interested in participating in this project once it gets going in the coming years.

Mr. Andrew Dunehoo was also introduced as the new Manager of Art & Heritage.

J. Joint dumpster/enclosure on DDA property – process for consideration – P. Garcia

At the June 25, 2014 DDA meeting, the Board discussed the idea of having a joint dumpster/trash enclosure in the DDA area which would be used primarily for food service businesses. The DDA board had requested that staff research this idea.

Ms. Garcia informed the board that the current use of the proposed area is a parking lot and is in the Central Business zoning district. A temporary change of use would require a Conditional Use Grant (CUG) application which would need to go before the Planning Commission and the Town Board for consideration

If this would be a permanent use, the Municipal Code requires site plan approval of uses in the Central Business zoning district which would require drawings of architectural quality be prepared by a person skilled in the preparation of those types of plans.

Both the CUG and Site Plan would require the trash enclosure to be fully screened from adjacent public streets which would need to be done through construction of durable screen walls and landscaping and be compatible to the surrounding buildings. There may be existing trash facilities that pre-date the Downtown Corridor Plan, however, any new trash facilities are required to be site planned.

Vice President Dan Stauss stated he would contact Nana Bee's to see about combing their trash services and have Waste Management make an additional pickup during the week. He would get back to the board with the outcome.

K. Website & Social Media Administration – P. Garcia

Earlier this year, the DDA invested in the creation of a new and more robust website. After review of the time required to keep the website and social media efforts up to date, staff is recommending that this effort be outsourced.

Kailee Melendez has submitted an Executive Summary for Website and Social Media Management for the board to review. This contract would place her as an independent contractor and perform the duties of content manager for the Windsor DDA website and social media pages. She has worked the back end of the website during the latest conversion and is aware of the DDA's efforts to keep the citizens and businesses informed about what is happening in the DDA area. The cost of the six month contract would be \$600.

Ms. Garcia had Josh Liley review this contract which he agreed would be fine for the six months, but after that a formal RFP process needs to happen.

Secretary/Treasurer Peterson motioned to approve the contract for Kailee Melendez to maintain the website and social media. 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.



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L. Report from Sub-Committees

1. Marketing Committee

- i. Farmer's Market – scheduling of DDA booth attendees/responsibilities
 - a. DDA members will be at the farmers market for the first and last market.
- ii. Salsa on 5th Update –
 - a. Board member Melendez updated board on the budget, which is a little over budget. She is still thinking Taco Johns is going to purchase a sponsorships which will put the event back in budget.
 - b. DDA will have a booth and will hand out flyers and water.
 - c. Ms. Garcia needed a board member to take a notice around to local business around the Salsa on 5th area to notify them of street closures and blockades. Board member Pike agreed to take the form around to local businesses.

2. Beautification Committee

- i. Mr. Olhava informed the board that the gas meter painting project with the high school is on hold. Xcel Energy has formally stated they do not support covering or painting the meters. He is going to continue to work with the high school and Xcel to brainstorm other ideas that will work.

3. Parking Committee

- i. No information was presented.

M. Communications

1. Town Hall Meeting at 6 p.m. in Town Board Chambers – Feasibility Study Presentation
Ms. Garcia reminded board of the Feasibility Study Presentation in the Town Board Chambers at 6 p.m.
2. Downtown Colorado Inc – Annual conference scheduled for September 9-12, Fort Collins, CO.
Ms. Garcia will register all board members to attend the Downtown Colorado, Inc. conference.

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

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor