



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

April 15, 2015 – 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 7:33 a.m.

B. Roll Call

Chairman Bob Winter
Vice Chairman Dan Stauss
Secretary/Treasurer Craig Petersen
Kristie Melendez
Dean Koehler
Sean Pike
Jason Schaeffer

Also present:

Town Clerk/Asst to TM	Patti Garcia
Communications/Asst to TM	Kelly Unger
Town Manager	Kelly Arnold
Chief Planner	Scott Ballstadt
Customer Service Supervisor	Megan Walter

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment.

Eric Peratt questioned the board on the future of parking in Windsor. Town Clerk Garcia informed Mr. Peratt and the board that there was an agenda item to discuss the issue.

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

Town Clerk Garcia requested Chairman Winter discuss the letter from the library. He agreed to discuss as part of communications.

Secretary/Treasurer Petersen motioned to approve the agenda to include a discussion regarding library letter; 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 March 18, 2015 Board of Directors Meeting – P. Garcia

Board member Koehler motioned to approve the minutes as presented; Secretary/Treasurer Petersen 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; she stated all fees and dues for 2015 have been paid. She offered to answer any additional questions.

Secretary/Treasurer Petersen motioned to approve the bills as presented; 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.



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G. Report from Sub-Committees

1. Marketing Committee

i. 125th Celebration

Board member Melendez informed the board to check out windsor125.com for all things related to the anniversary celebration. Also, June 4, 2015 is the Chambers All Town BBQ and Summer Concert Series Kick Off. The Windsor Historical Society will also be there; they have launched a campaign for a bronze statue and will have the artist and a rendering available for viewing.

Ms. Unger informed board she invited Slate Comminutions to the upcoming marketing meeting. The 125th banners for down town will also be installed in the coming week.

ii. Billboards Update

Board member Melendez presented the board with the design for the billboards. She also stated the Town agreed to share 25% of the cost. She reviewed the locations of the billboard and stated the launch date would be May 4th.

Board member Melendez informed the board the website still needs updating and the contract has been up with Kaley Melendez for a few months. She requested board to discuss option of contracting Kaley again on an as needed basis for \$25 per hour to take care of website until an executive director is hired. The board discussed and agreed to contract Kailee Melendez for the interim to update the website as needed for \$25 per hour.

Secretary/Treasurer Petersen motioned to approve the contract rate of \$25 per hour for Kaley Melendez to update website as needed; 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.

2. Beautification Committee

i. Maintenance of DDA owned lots

No new information was available, Board member Koehler will report back to board when he has new information. He did inform the board that Town of Windsor Public Works will spray for weeds.

The Board members discussed the Passaretti lot, they feel it is going to take some funds to get it cleaned up, but agree it needs to be done soon. Town Manager Arnold suggested the board find a trusted landscaping company and ask for their opinion and cost to renovate lot. Board discussed different ideas and ultimately decided to speak with building owner and report back to the next beautification meeting.

ii. Bike racks

Town Clerk Garcia walked through DDA area to survey the bike rack situation and verify how many were available and what shape they were in. She presented board with some bike rack options to look at. She suggested replacing a few of the mostly used bike racks with something newer and cleaner. The board discussed and decided to order the natural recycled type



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from a supplier in Colorado Springs. Town Clerk Garcia agreed to purchase the bike rack and send email to board members so they could see it again. Chairman Winter agreed to check in with Dave, owner of Spokes and see if he was planning to display bike racks in front of his new store on Main Street.

Secretary/Treasurer Petersen motioned to approve the purchase of bike racks by spending up to \$600; 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.

iii. Status of code enforcement efforts in DDA area

Town Clerk Garcia informed that board that both properties have been cited and are being encouraged to get lots cleaned as soon as possible if they want to make any agreements with Municipal Court.

Board member Pike and Melendez stated that both property owners had been in contact with them and were upset they had been cited. They felt they had been working on getting the area cleaned up enough to not be cited. Board agreed it was not their jurisdiction, and they would be supportive of Municipal Code citations given by the Police Department.

Board member Schaeffer questioned Town Manager Arnold as to where Tom Ladd's property fell in the citation process. Mr. Arnold stated if the board as a whole wanted Town to look into property, they needed to make a formal request and Town would forward to Police Department. Board members agreed they would like Town/Police Department to look into ordinance violations at the Tom Ladd property.

Town Manager Arnold informed board that the Police Department does have a complete report, pictures included, regarding every ordinance violation in the down town area. He is happy to have Chief Michaels and Code Enforcement Officers present to the DDA Board when they are ready to discuss the issues.

Board discussed and agreed that they needed to be consistent and stay fair on each property that may need to be cited especially since they have set precedence with the other two properties that were already cited. Board agreed they would like to become educated on the violations in the downtown and decide what needs to happen next. Mr. Arnold and Ms. Garcia will setup the presentation for the next beautification meeting scheduled on May 6th.

3. Parking Committee

i. Parking code update

Scott Ballstadt and planning staff have been working with Carlos Hernandez on some changes to the Town's parking code. He discussed the current issues with the parking code and redevelopment that has been currently going on downtown. The current code works great for development west of downtown but with the unique layout of the downtown, it tends to be a disincentive for redevelopment. He informed the board of a few changes they are looking at making including setting up a downtown parking district which would be defined as the DDA boundaries, so if that changes in anyway so would the regulations of the parking code. One other element that has been discussed is



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not requiring additional parking for a building that is just remodeling and not adding square footage. Also, offering parking credits for spaces that have historically been there and used for parking in the past would be counted towards the requirements for that building. He informed the board that May 20th would be the Planning Commission work session where this information would be presented and it will also need to be discussed at Town Board work session and public hearing before the ordinance would be passed. He is hoping to finalize everything this summer. Town Manager Arnold requested Ms. Garcia and DDA board inform DDA area businesses of what is going on and keep them informed as things progress. Board discussed different parking issues within the Town with Town Manager Arnold.

H. Communications

1. DDA Retreat – April 22, 2015 2:30-6:30 pm, CRC Maple Room
Town Clerk Garcia reminded board of the DDA Retreat.

2. Letter from Library

Chairman Winter informed board he received a letter from the Windsor/Severance Library District requesting a meeting with the DDA concerning the property on the north side of Main St., between 5th and 7th Streets. Chairman Winter realized that specific property wasn't owned by the DDA and the future plans of the DDA didn't include a library. He responded with a letter stating that, and thanked them for their interest in the DDA.

Town Clerk Garcia advised DDA Board that libraries are huge economic drivers and draws for the public. They bring in a lot of foot traffic as well as an overall sense of community.

Town Manager Arnold disagreed with Chairman Winter responding that way, he feels it would be a huge loss for the DDA if they didn't at least entertain the idea of working with the library on finding a location. He highly encourages the DDA Board to reconsider and look into the opportunity.

DDA Board discussed the details with Mr. Arnold and Ms. Garcia, and ultimately decided on setting up a meeting with the Library Board to explore the opportunity. Ms. Garcia agreed to get the meeting setup between the Library Board and DDA.

Several Board members also questioned Town Manager Arnold as to the status of the Mill, and what has changed since the feasibility study was completed. He responded stating there has been interest, but they have all stopped at the negotiations of the property with the owner. The board members felt that something needed to be done, and if they were looking at other properties in the downtown that were in ordinance violations, maybe the mill should be included. Mr. Arnold agreed to put together an update of the status of negotiations and the interest in the property for the board. As far as code violations, those will be discussed as part of the report from Police Department during the upcoming beautification committee meeting.

Board member Schaeffer advised the board that 520 Main Street, formally Theo's Pizza, will now be a flooring company.

Town Manager Arnold informed the board that Ricky B's is serving a 26 day suspension of their liquor license by the state, and will be periodically closed until the end of May.



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I. Adjourn

Secretary/Treasurer Petersen motioned to adjourn the meeting at 9:00 a.m.; 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