

Agenda

A. **Call to Order** **7:00AM**

B. Roll Call - ____ Clay Caldwell (CC), ____ Grant Nisly (GN), ____ Dean Koehler (DK), ____ Annie Lloyd (AL), ____ Jessica Martinac (JM), ____ Stacy Manweiler (SM), ____ Paul Rennemeyer (PR)

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

D. **Consent Agenda**

- Approval of Minutes from the Board of Director's Regular Meeting – June 21, 2023
- Approval of current Financials.

Sample motion: "I move that we approve the consent agenda as presented."

E. Public & Partner Agencies Invited to be Heard (3 Minutes Per Person)

F. **Business/Action Items**

G. Request for qualifications (RFQ) award to RVi Planning for development of a downtown master plan.

- See attached memorandum regarding staff/committee recommendation.

Sample motion: "I move that we select RVi Planning as the contractor for the development of a downtown master plan under the released RFQ."

H. Approval of a scope of services* for an agreement with RVi Planning for the development of a downtown master plan and the expenditure of up to \$110,000 for master plan services, and authorizations related to agreement form.

Sample motion: "I move that we approve the presented scope of services for an agreement with RVi Planning for development of a downtown master plan and the expenditure of up to \$110,000 for such services; authorize the executive director, in consultation with DDA legal counsel, to approve the form of an agreement between the DDA and RVi for the provision of such services, including changes to the scope of services that do not substantially deviate from the presented scope; and authorize the board chair to execute such agreement."

*The included scope of services is in draft form. The final scope of services will be delivered and posted prior to the board meeting.

I. Establish checking account signatories for Bank of Colorado checking account.

Sample motion "I move that we authorize [state names] to be signers on the DDA checking account with Bank of Colorado."

J. Façade Improvement Mini Grant Application –510 ½ Main Street

- Applicant: Terry Fox – Fox Haven Aesthetics
- *Staff recommend conditional approval as detailed in the sample motion.*

Sample motion: "I move that we conditionally approve funding not to exceed \$500.00 for a Façade Improvement Mini Grant for a new decorative tenant sign at 510 ½ Main Street, pending installation of the sign and final inspection by DDA staff."

- K. Consideration of a request to the Town Board of the Town of Windsor to increase the number of DDA board members from 7 members to 9 members.

Sample Motion: "I move that we request that the Town Board of the Town of Windsor increase the number of DDA board members from 7 members to 9 members."

- L. Consideration of a request to the Town Board of the Town of Windsor to work with the DDA to accomplish changing the legal name of the DDA to the "Windsor Downtown Alliance, a Downtown Development Authority."

Sample Motion: "I move that we request that the Town Board of the Town of Windsor work with the DDA to accomplish changing the legal name of the DDA from the "Windsor Downtown Development Authority" to the "Windsor Downtown Alliance, a Downtown Development Authority."

- M. Consideration of the establishment of the following committees of the board (2 board members per committee):

- Organization & Communications Committee
- Budget Committee
- Design Committee
- Promotions Committee
- Economic Vitality

Sample motion for each of the above committees: "I move that we create a/an [state name of committee] and appoint the following 2 board members to serve on this committee: [state names of the 2 board members]."

- Community Liaisons Committee

Sample motion 1: "I move that we create a community liaison committee and appoint the following 2 board members to serve on this committee [state names of the 2 board members]."

Sample motion 2: "I move that we direct the community liaisons committee to create and present to the board for approval at a subsequent meeting a set of policies related to community member participation in the committee, including selection criteria and processes."

- N. Executive Director's Report

- O. Communications & News

- P. **Adjourn**
-

Minutes

- A. **Call to Order** **7:05AM**
- B. Roll Call - x Clay Caldwell (CC), x Grant Nisly (GN), x Dean Koehler (DK), x Annie Lloyd (AL), x Jessica Martinac (JM), x Stacy Manweiler (SM), x Paul Rennemeyer (PR) – Staff – Michelle Vance & Josh Liley
- C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- D. Approval of Minutes from the Board of Director's Regular Meeting – May 17, 2023
- Discussion to add monthly financial reports to the agenda.
- Motion Made by PR that we approve the minutes as presented, seconded by JM – Motion approved unanimously.
- E. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
- F. **Business/Action Items**
- G. Amendments to DDA Bylaws. Consideration of proposed amendments to the DDA bylaws.
- Motion made by GN that we approve the amendments to the DDA bylaws as presented, seconded by AL – Motion approved unanimously.
- H. Consideration of an Office Space Lease Agreement with Higa LLC, at a rate of \$650 per month, with an initial term of 6 months and the option for automatic renewals for five additional 6-month terms.
- Motion made by GN that we approve the office space lease agreement with Higa, LLC; authorize the executive director, in consultation with DDA legal counsel, to approve changes to the agreement that do not substantially alter the DDA's rights or obligations thereunder; and authorize the board chair to execute the agreement, Seconded by SM – Motion approved unanimously.
- I. Board of Director Officer Elections for Board Chair, Vice Chair, Secretary and Treasurer.
- Chair Nomination: Annie Lloyd nominated Clay Caldwell, seconded by Stacy Manweiler – Approved unanimously.
 - Vice-Chair Nomination: – Clay Caldwell nominated Grant Nisly, seconded by Jessica Martinac – Approved unanimously.
 - Secretary Nominations: Clay Caldwell nominated Jessica Martinac, seconded by Dean Koehler – Passed unanimously.
 - Motion made by Clay Caldwell to delegate secretarial and record keeping responsibilities to Executive Director, seconded by Stacy Manweiler – Motion passed unanimously.
 - Motion made by Clay Caldwell to delegate all treasurer duties and responsibilities to Executive Director, seconded by Stacy Manweiler – Motion passed unanimously.

- J. Consideration of Change to Board of Directors Meeting Date & Time.
Motion made by GN that we approve changing our regular board meetings to the third Wednesday of the month at 9:00 AM located at Town Hall, seconded by SM – Motion approved unanimously.
- K. Executive Director's Report
- L. Communications & News
- M. **Adjourn** **8:21AM**

General Ledger

Account Analysis

User: dmoyer
 Printed: 7/13/2023 - 9:43 AM
 Period: 01 to 06, 2023



301 Walnut Street
 Windsor, Colorado 80550
 Phone: (970) 674-2400
 windsorgov.com

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
19 - DOWNTOWN DEVELOPMENT AUTHORITY								
EXPENSE								
19-486 - DOWNTOWN DEVELOPMENT AUTHORITY								
19-486-5112-000 - WAGES/PART TIME								
19-486-5130-000 - FICAMED							0.00	0.00
19-486-5131-000 - FICA							0.00	0.00
19-486-5134-000 - UNEMPLOYMENT INSURANCE							0.00	0.00
19-486-6210-000 - OFFICE SUPPLIES							0.00	0.00
System: AP								
01/30/2023	110062 - BUSINESS CARD FACTORY OF COLORADO	BUSINESS CARD	AP	110062	1	221	88.61	0.00
02/07/2023	100730 - WINDSOR CHAMBER OF COMMERCE	VALENTINE WINE WALK SPONSOR	AP	100730	2	55	2,500.00	0.00
02/07/2023	100730 - WINDSOR CHAMBER OF COMMERCE	SMALL BUSINESS SATURDAY GIFT CERTI	AP	100730	2	55	2,117.50	0.00
02/07/2023	110447 - MICHELLE VANCE	HOME DEPOT AND AMAZON - OFFICE LAN	AP	110447	2	55	125.19	0.00
02/27/2023	6' EXTENSION CORD	6' EXTENSION CORD	AP	103739	2	211	3.14	0.00
02/27/2023	110447 - MICHELLE VANCE	OFFICE PRINTS, LABEL MAKER, OFFICE S	AP	110447	2	211	179.51	0.00
02/27/2023	HEATER, POWER STRIP, LIGHT BULBS	HEATER, POWER STRIP, LIGHT BULBS	AP	103739	2	211	54.40	0.00
02/27/2023	100454 - MANWEILER HARDWARE INC	6' EXTENSION CORD	AP	100454	2	219	3.14	0.00
02/27/2023	100454 - MANWEILER HARDWARE INC	OFFICE HEATER, POWER STRIP, LIGHT BU	AP	100454	2	219	54.40	0.00
02/28/2023	-		AP		2	231	0.00	3.14
02/28/2023	-		AP		2	231	0.00	54.40
03/09/2023	100454 - MANWEILER HARDWARE INC	HARDWARE SUPPLIES	AP	100454	3	108	75.57	0.00
03/30/2023	110447 - MICHELLE VANCE	OFFICE SUPPLIES	AP	110447	3	284	14.84	0.00
04/21/2023	110377 - DAN STAUSS	ATTENDING NATIONAL MAIN STREET COI	AP	110377	4	194	3,532.50	0.00
04/21/2023	110447 - MICHELLE VANCE	COFFEE POT AND SUPPLIES	AP	110447	4	194	135.76	0.00
04/21/2023	100454 - MANWEILER HARDWARE INC	HARDWARE SUPPLIES	AP	100454	4	194	3.49	0.00
05/03/2023	110062 - BUSINESS CARD FACTORY OF COLORADO	RACK CARDS	AP	110062	5	28	253.42	0.00
05/11/2023	100454 - MANWEILER HARDWARE INC	SURGE PROTECTOR, FAN, GLUE	AP	100454	5	87	48.57	0.00

Date	Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
19-486-6217-000 - DUES/FEES/SUBSCRIPTIONS							
System: AP					AP System Totals:	11,107.39	0.00
02/01/2023	110447 - MICHELLE VANCE	AP	110447	2	2	294.00	0.00
02/03/2023	110450 - VELOCITY LENDING LLC	AP	110450	2	23	150.00	0.00
02/07/2023	110447 - MICHELLE VANCE	AP	110447	2	55	86.12	0.00
02/27/2023	110447 - MICHELLE VANCE	AP	110447	2	211	45.00	0.00
02/27/2023	106995 - VISTA WORKS	AP	106995	2	211	75.00	0.00
03/09/2023	106995 - VISTA WORKS	AP	106995	3	108	562.50	0.00
03/09/2023	110107 - ROTARY CLUB OF WINDSOR	AP	110107	3	108	804.00	0.00
03/30/2023	110447 - MICHELLE VANCE	AP	110447	3	284	408.00	0.00
04/21/2023	110447 - MICHELLE VANCE	AP	110447	4	194	96.00	0.00
05/03/2023	110450 - VELOCITY LENDING LLC	AP	110450	5	28	750.00	0.00
05/17/2023	110447 - MICHELLE VANCE	AP	110447	5	158	50.00	0.00
					AP System Totals:	3,320.62	0.00
19-486-6218-000 - SMALL EQUIPMENT ITEMS					19-486-6217-000 Totals:	3,320.62	0.00
19-486-6219-000 - SPECIAL EQUIPMENT					19-486-6218-000 Totals:	0.00	0.00
19-486-6219-390 - SPECIAL EQUIPMENT / COVID-19					19-486-6219-000 Totals:	0.00	0.00
19-486-6242-000 - STREET REPAIR/MAINTENANCE					19-486-6219-390 Totals:	0.00	0.00
System: AP							
02/02/2023	100552 - XCEL ENERGY	AP	100552	2	11	693.24	0.00
03/02/2023	100552 - XCEL ENERGY	AP	100552	3	35	671.44	0.00
04/06/2023	100552 - XCEL ENERGY	AP	100552	4	33	233.57	0.00
05/04/2023	100552 - XCEL ENERGY	AP	100552	5	26	246.06	0.00
05/12/2023	110576 - CHRISTOPHER'S HEATING AND AIR	AP	110576	5	94	621.00	0.00
05/31/2023	100552 - XCEL ENERGY	AP	100552	5	318	108.52	0.00
06/30/2023	100552 - XCEL ENERGY	AP	100552	6	263	106.55	0.00
					AP System Totals:	2,680.38	0.00
19-486-6245-000 - TRAVEL/MILEAGE					19-486-6242-000 Totals:	2,680.38	0.00
System: AP							
02/27/2023	110491 - ARLEN DEAN KOEHLER	AP	110491	2	218	594.85	0.00
03/30/2023	110447 - MICHELLE VANCE	AP	110447	3	284	430.00	0.00

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
19-486-6267-000 - STUDY REVIEW/CONSULTANT								
19-486-6268-000 - COUNTY TREASURER FEES								
System: GL								
01/31/2023	#29 - RECORD WELD COUNTY WIRE		GL		1	297		
02/28/2023	#29 - RECORD WELD COUNTY WIRE TRANSFER/DDA		GL		2	175	0.28	0.00
03/31/2023	#29 - RECORD WELD COUNTY WIRE/DDA		GL		3	373	461.35	0.00
04/30/2023	#28 - RECORD WELD COUNTY WIRE/DDA		GL		4	336	208.99	0.00
					GL System Totals:		670.74	0.00
19-486-6268-000 Totals:								
							670.74	0.00
19-486-6269-000 - MISCELLANEOUS EXPENSE								
System: AP								
03/02/2023	105248 - DIGI PIX SIGNS	OFFICE SIGN	AP	105248	3	34	137.00	0.00
03/02/2023	105456 - DAVINCI SIGN SYSTEMS INC	BACKLOT SIGNAGE	AP	105456	3	34	3,195.73	0.00
05/05/2023	105456 - DAVINCI SIGN SYSTEMS INC	BACKLOT SIGNAGE REMOVAL	AP	105456	5	31	561.81	0.00
					AP System Totals:		3,894.54	0.00
19-486-6269-912 - MISCELLANEOUS EXPENSE								
							3,894.54	0.00
19-486-6270-000 - OUTSIDE AGENCY FUNDING								
System: AP								
06/01/2023	110612 - THE PUBLIC HOUSE CORPORATION	FACADE REIMBURSEMENT	AP	110612	6	1	16,445.18	0.00
					AP System Totals:		16,445.18	0.00
19-486-6270-000 Totals:								
							16,445.18	0.00
19-486-7302-000 - ADMINISTRATION EXP TRANSFER								
System: GL								
01/31/2023	MEMO-9		GL		1	311	416.67	0.00
02/28/2023	MEMO-9		GL		2	296	416.67	0.00
03/31/2023	MEMO-9		GL		3	380	416.67	0.00
					GL System Totals:		1,250.01	0.00
19-486-7302-000 Totals:								
							1,250.01	0.00
19-486-7360-000 - DEPRECIATION EXPENSE								
19-486-8410-000 - LAND								
					19-486-7360-000 Totals:		0.00	0.00
19-486-8412-000 - SITE IMPROVEMENTS								
					19-486-8410-000 Totals:		0.00	0.00
					19-486-8412-000 Totals:		0.00	0.00

DDA Report of Bills

June 2023



301 Walnut Street
Windsor, Colorado 80550
Phone: (970) 674-2400
windsorgov.com

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORITY				
Department: 486 DOWNTOWN DEVELOPMENT AU				
109174	XCEL ENERGY	XCEL UTILITY BILL	06/02/2023	108.52
109255	THE PUBLIC HOUSE CORPORATION	FACADE REIMBURSEMENT	06/02/2023	16,445.18
109445	MANWEILER HARDWARE INC	EXTENSION CORD	06/16/2023	20.69
109447	XCEL ENERGY	PASSTHROUGH LOT POWER	06/16/2023	30.74
109682	XCEL ENERGY	UTILITIES	06/30/2023	106.55
109740	JOHN ROBSON	LIFESTYLE PHOTO SHOOT JUNE 13 TH	06/30/2023	2,400.00
109751	MCT MARKETING	SOCIAL MEDIA MARKETING	06/30/2023	1,500.00
Grand Total				\$ 20,611.68

TO: WINDSOR DDA BOARD OF DIRECTORS

FROM: MICHELLE VANCE

SUBJECT: WINDSOR DOWNTOWN MASTER PLAN

I am writing to propose the selection of RVi Planning Consultants to undertake the task of creating our highly anticipated Downtown Master Plan. After careful consideration and evaluation of various consulting firms, Staff and Steering Committee believe that RVi Planning Consultants possesses the expertise, experience, and vision required to shape the future of our downtown area in alignment with our goals and aspirations.

RVi Planning Consultants has a commendable track record in successfully developing vibrant urban spaces across the country. Their approach to urban planning is founded on a deep understanding of community needs, sustainable practices, and economic viability. Here are some key reasons why we strongly recommend their services:

1. **Expertise:** RVi Planning Consultants brings a wealth of experience in crafting downtown master plans for diverse communities. Their team comprises skilled urban planners, architects, landscape architects, and branding experts who specialize in revitalizing urban areas.
2. **Collaborative Approach "Live Local":** RVi emphasizes collaboration and community engagement throughout their planning process. They actively involve stakeholders, local businesses, residents, and community organizations in visioning sessions and workshops, ensuring that the master plan reflects the unique identity and aspirations of our community.
3. **Comprehensive Approach:** RVi's approach goes beyond physical infrastructure planning. They consider a holistic range of factors, such as land use, zoning regulations, branding, transportation networks, public spaces, and economic development strategies, to create a well-rounded and sustainable plan for our downtown area.
4. **Innovative Solutions:** RVi Planning Consultants are known for their creative thinking and innovative solutions. They stay updated on the latest urban design trends, emerging technologies, and best practices, which will help us create a dynamic downtown that stands the test of time.
5. **Proven Results:** RVi has an impressive portfolio of successful projects, including the transformation of downtown areas into thriving economic and cultural hubs. Their previous clients have benefited from increased foot traffic, improved livability, and enhanced economic growth, which align with our goals for Windsor's downtown development.

Considering the reputation and strengths of RVi Planning Consultants, we believe their involvement in our Downtown Master Plan will be instrumental in realizing our vision for a vibrant and sustainable downtown. Their expertise will

not only create a well-designed physical environment but also ensure the plan aligns with the aspirations of our community members.

Staff and Steering Committee recommend that we proceed with engaging RVi Planning Consultants as our preferred consulting firm for the Downtown Master Plan. Their proposal provides a comprehensive scope of work, realistic timelines, and a reasonable budget. By partnering with them, we will leverage their expertise to guide us through the planning process and deliver a visionary master plan that reflects the values and desires of our community.

Sincerely,

Michelle Vance
Executive Director, Windsor DDA

07.19.2023

WINDSOR DOWNTOWN MASTER PLAN PHASE I

SCOPE, BUDGET & SCHEDULE [DRAFT]



GOALS

- 1

LIVE LOCAL
- 2

READ BETWEEN THE
MARKET LINES
- 3

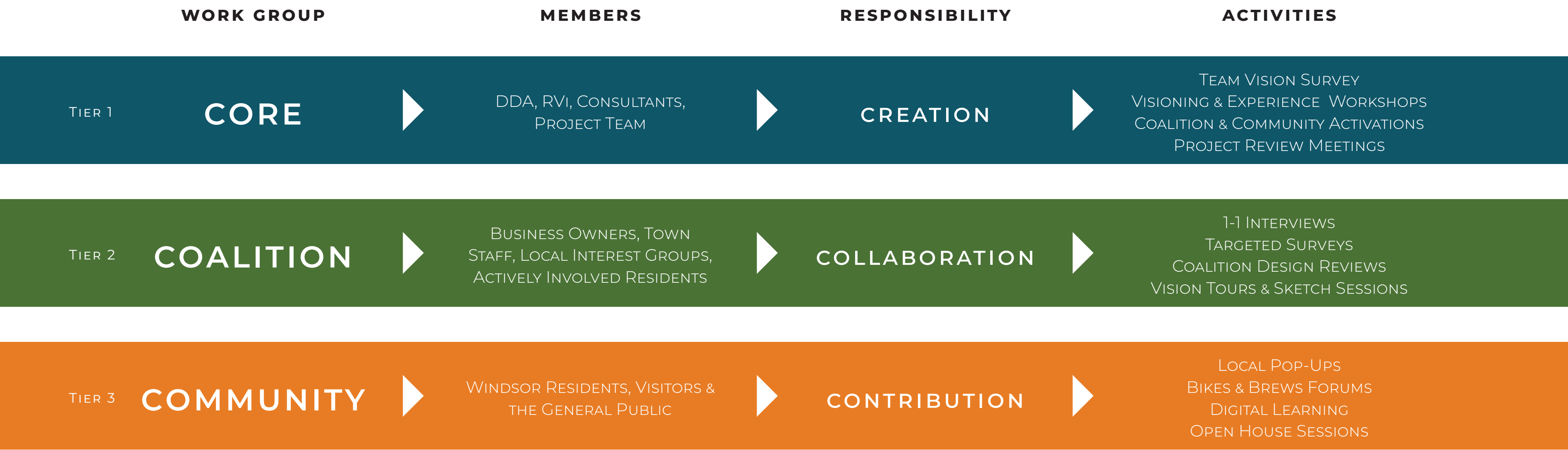
FACILITATE CREATIVE
SOCIAL EXCHANGE
- 4

OPEN VISIONING
COLLABORATION
- 5

TELL AN AUTHENTIC
LOCAL STORY



COMMUNITY COLLABORATION PLAN

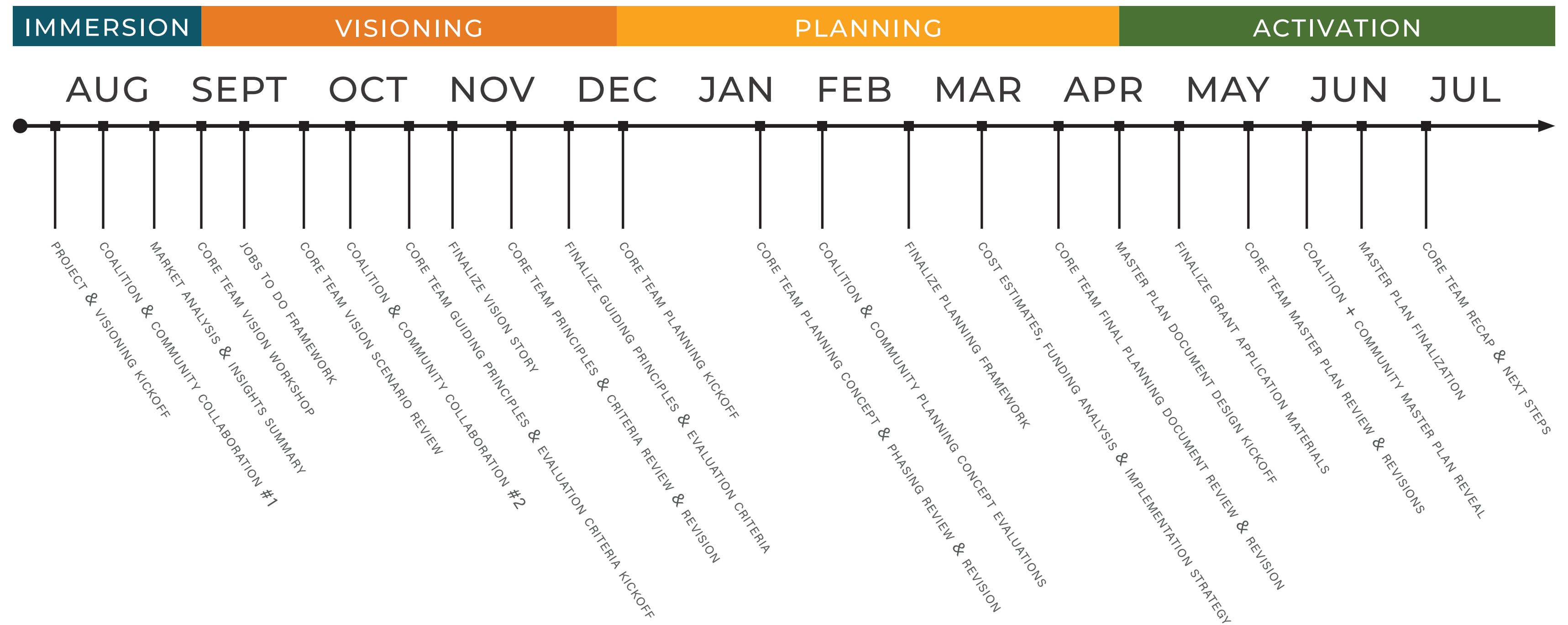


SCOPE & BUDGET

PROJECT KICKOFF	PHASE 1: IMMERSION	PHASE 2: VISIONING	PHASE 3: PLANNING	PHASE 4: ACTIVATION
PROJECT PLANNING & ALIGNMENT	PROJECT DATA GATHERING & MARKET ANALYSIS	VISION, GOALS, PRINCIPLES & CRITERIA DEVELOPMENT	PLANNING, EVALUATION, IMPLEMENTATION & DOCUMENTATION	DOWNTOWN MASTER PLAN FINALIZATION & DEPLOYMENT
<u>TIMING</u> • Early August, 2023	<u>TIMING</u> • Early August-End August 2023	<u>TIMING</u> • September-December 2023	<u>TIMING</u> • December 2023-Mid April 2024	<u>TIMING</u> • Mid April 2024-End June 2024
<u>COST</u> • N/A	<u>COST</u> • \$23,000-\$25,000	<u>COST</u> • \$26,000-\$28,000	<u>COST</u> • \$23,000-\$25,000	<u>COST</u> • \$13,000-\$15,000
<u>SCOPE AND (DELIVERABLES)</u> • Develop Project Management Plan (<i>PM Plan</i>) • Conduct Core Team Vision Survey (<i>Survey and Survey Results</i>) • Develop Coalition & Community Collaboration Plan (<i>Community Collaboration Plan</i>)	<u>SCOPE AND (DELIVERABLES)</u> • Coalition Team(s) – Introduction & Collaboration #1 (TBD) • Community – Introduction & Collaboration #1 (TBD) • Downtown User Profiles (User Profiles) • Downtown Market Study (Market Study) • Business Mix & Whitespace Analysis (<i>Market Study</i>) • Cultural Inventory (<i>Existing Conditions</i>)	<u>SCOPE AND (DELIVERABLES)</u> • Downtown User Stories • Core Team – Vision Workshop • Jobs to Do Framework • 2 Concept Vision Scenarios • Core Team – Vision Scenarios Review & Revision • Coalition Team(s) – Collaboration #2 (TBD) • Community – Collaboration #2 (TBD) • Guiding Principles & Evaluation Criteria • Core Team – Guiding Principles & Evaluation Criteria Review & Revision • 1 Final Vision Story w/Guiding Principles & Evaluation Criteria (<i>Design Directive</i>)	<u>SCOPE AND (DELIVERABLES)</u> • 2 Draft Planning Concept Alternatives & Phasing Scenarios • Core Team – Planning Concept Alternative Evaluation & Revision • Coalition Team(s) – Planning Concept Alternative Evaluation & Revision • Community – Planning Concept Alternative Evaluation & Revision • 1 Final Planning Framework (<i>Concepts</i>) • Core Team – Final Planning Document Review & Revision • Cost Estimates & Funding Analysis (<i>Implementation Plan</i>) • Implementation Strategy (<i>Implementation Plan</i>) • Grant Application Materials	<u>SCOPE AND (DELIVERABLES)</u> • Develop Final Master Plan / Vision Document (<i>Final Master Plan / Vision Document</i>) • Core Team – Draft and Final Master Plan Review • Coalition + Community – Final Master Plan Reveal

****DRAFT SCOPE, COST, & DELIVERABLES SUBJECT TO FINALIZATION & APPROVAL****

SCHEDULE



****DRAFT SCHEDULE SUBJECT TO FINALIZATION & APPROVAL****

THANK YOU!



HOURLY RATE SCHEDULE (Draft)

The following hourly rates shall apply to the fees described herein and any Additional Services requested of the Consultant. The rates set forth below shall be adjusted in accordance with the normal salary review practices of the Consultant.

Principal	\$220.00 - \$275.00
Associate Principal	\$190.00 - \$250.00
Practice Director	\$160.00 - \$230.00
Project Director	\$150.00 - \$230.00
Project Manager	\$140.00 - \$230.00
Landscape Architect (PLA)/Planner (AICP)	\$150.00 - \$220.00
Designer/Planner/Intern	\$90.00 - \$200.00
Technical, Administrative	\$80.00 - \$175.00

Reimbursables (Draft)

Draft Reimbursable Fee for Windsor Downtown Plan Phase I (To be refined based on outcomes of project scoping collaboration): \$1000.

APPLICATION

The following information must be submitted with your application: plans or drawings; samples or depictions of finishes to be used; photos of existing condition of property; historic photos of property, if available; and detailed budget of project including cost estimate.

Applicant/ Property Owner: Terry Fox L.Ac / Ted Starck - Windsor Old Town Rentals

Mailing Address: 510 1/2 Main St. / 557 Trailwood Circle, Windsor CO 80550

Business Owner (if different): Terry Fox

Business Name: Fox Haven Aesthetics

Project Address: 510 1/2 Main St.

Parcel Number (available on County Assessor's website): _____

Phone Number(s): 970 633 0199 Email: terry@foxhavenaesthetics.com

Work to be performed on façade renovation (check all that apply):

- ☒ Addition of awnings, lights, or other exterior amenities → sign
- ☐ Elimination of conditions such as dark alley or broken fixtures
- ☐ Removal of non-historic features
- ☐ Restoration of brickwork, wood, masonry, stucco, or siding
- ☐ Replacement, repair, or addition of architectural details
- ☐ Repair or replacement of windows and/ or doors
- ☐ Renovation of entryway to make more accessible
- ☐ Other please describe) _____

Facades to be renovated (check all that apply): ☐ Front ☐ Back ☐ Alley ☐ Side(s)

Please note that funding is given to facades that face public areas.

Projected Start/Finish Dates for Project: August 1, 2023

Total Estimated Cost of Improvements: \$ 580

Grant Program Amount Requested: \$ 580

For Office Use Only:

Date Application Received: 7/31/23

Award Letter Sent: _____

Reimbursement (Date/ Amount): _____



196 in

17 in

120 in

24 in

72 in

598 in

148 in

18 in

96 in

Building Mounted Sign Permit Application

\$50 Application Fee per Sign



Please Note: Structural and electrical elements require a building permit
See 'Sign Permit Steps' on following page

1

Checklist:

- ☒ Applicant has reviewed Article XVII of the Municipal Code for all applicable sign regulations
- ☒ Attached drawings show height, width and square footage of sign; and height of the sign letters
- ☒ Drawings shall also show the height, width and square footage of the building elevation;
*If located in a multi-tenant building or shopping center, applicant must submit a drawing depicting the entire building, including all existing signs located on the entire building façade.
- ☒ Approval from owner/landlord for a sign on a multi-tenant building
*Only required for businesses in a multi-tenant building

2

Applicant (sign company):

Name: Scotty Holt of: DigiPix Signs

Address: 9263 Eastman Park Drive

Phone #: 9706743310 Email: scotty@digipixsigns.com

Business (location of sign):

Do you have a Business License? Yes Business License Number: 040912

Name: Artesian Spring Oriental Medicine

Address: 510 1/2 Main Street

Phone #: 970-633-0199 Email: terry@foxhavenaesthetics.com

3

Legal Description: WIN 22749 L9 & 11 BLK6

Total Square footage of building: 814 Square footage of unit: 201

Valuation of Sign: \$530

Sign: Width	120"	x	Height	17"	=	14	Total Square Feet
Wall: Width	148"	x	Height	196"	=	201	Total Square Feet

Letter Height(s): 5" top line - 3" middle line - 2.25" bottom line

Sign Height: 93" from ground

Sign Location (building elevation): Above 510 1/2 Door

Number of Signs Existing on this Elevation: 2

Other Existing Business Signs on this Elevation: Lookin good and Picket Fence

Sign Materials: 1/8" Aluminum composite

Illumination Type: Non-illuminated

4

Signature: Scotty Holt

Date: 6/27/2023

Print Name: Scotty Holt

(Please email completed application and materials to planningtechs@windsorgov.com)

Office Use Only		
Zoning:	TENANT CLASS.:	% of Elevation Area:
Subarea:	Sq.Ft. of Building:	% of Building Height:
Sign Criteria:	Total Sign Area:	Landlord Approval:
Street Class.:	Total Sign Height:	Reviewer:

Executive Director Report

Date: July 19, 2023
To: Downtown Development Authority Board of Directors
From: Michelle Vance, DDA Executive Director
Re: May/June

Primary Meeting Summary

The following key meetings and events occurred since June 21, 2023

- May Board of Directors Meeting – 6/21/23
- Michelle/Shane Weekly Meetings – 7/11
- Attended Rotary Meetings: 6/22, 6/26, 7/6
- Leadership Meetings: 6/28, 7/5
- Events:
 - Attended Coffee with the Mayor 6/30

Downtown Redevelopment Project:

- Continued Discussion with Xcel Energy regarding placement of the powerlines.

Wayfinding:

- Met with Jessica Humphries and Eric Lucas – Reviewed draft sign designs to conform with current sign codes.
- Set up a meeting with Mead & Hunt to go over proposed designs.

Downtown Master Plan Project:

- Steering Committee Meeting to select top 4 firms: 6/20
- Steering Committee Finalist interviews: 7/12 & 7/13
- Staff & Steering Committee Recommendation 7/19

Façade Improvement Program:

- Project Interest:
 - Mini grant application from Fox Haven Aesthetics

Marketing / Communication / Events:

- Published Monthly Digital Newsletter 6/27
- Upcoming Downtown Lifestyle Photo Shoots 7/18, 8/10, 9/2.

Discussion Items:

- Receive Board Retreat Facilitation Summary