



**BOARD OF DIRECTORS MEETING**  
**Wednesday – January 19, 2022 | 7:00AM– 8:30AM**  
**301 Walnut Street, 1<sup>st</sup> Floor Conference Room, Windsor, CO 80550**  
*(NOTE: Meeting to be held IN PERSON only)*

**Agenda**

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

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B. Roll Call

C. **Consent Agenda**

1. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
2. Approval of Minutes from the Regular Board of Directors Meeting – December 15, 2021
3. Approval of the Bills

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

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

E. **Action Items** **7:30AM**

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1. Resolution 2022-DDA-01 – A Resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority Designating a Location for the Posting of Public Meeting Notices and Establishing Regular Meeting Dates – J. Liley

*Sample motion: "I move that we approve Resolution 2022-DDA-01 as presented."*

2. Façade Improvement Grant Application – 417 Main Street – J. Olhava
  - a. Applicant: Grant Nisly
  - b. *Staff recommend conditional approval as detailed in the sample motion.*

*Sample motion: "I move that we conditionally approve funding not to exceed \$20,000 for a Façade Improvement Grant for 417 Main Street, pending revisions to the current plans as a result of Town review and final inspection by DDA staff, with any substantial deviations from such plans requiring the review and approval of the DDA Board."*

F. **Executive Director's Report**

G. **Communications & News**

H. **Adjourn** **8:30AM**

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Note: Double Underlined items indicate attachments.



**BOARD OF DIRECTORS MEETING**  
**Wednesday – December 15, 2021 | 7:00AM– 8:30AM**  
**301 Walnut Street, 1<sup>st</sup> Floor Conference Room, Windsor, CO 80550**  
*(NOTE: Meeting to be held IN PERSON only)*

**Minutes**

Present: *Dan Stauss, Brent Phinney, Dean Koehler (by phone), Heidi Washburn, Dan Brunk, Paul Rennemeyer*

Absent: *none*

Staff: *Matt Ashby, Josh Olhava, Josh Liley*

Guests: *Steve Shroyer; David Eisenbraun, Kelly Hall*

- A. **Call to Order** **7:00AM**  
B. Roll Call

C. **Consent Agenda**

1. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
2. Approval of Minutes from the Regular Board of Directors Meeting – November 17, 2021
3. Approval of the Bills

**Motion to Approve – BP; Second – DB; Approved Unanimously**

- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)

Discussion w/ Steve Shroyer regarding the backlot development and parking. SS provided background regarding a petition he hand circulated during the Windsor Wonderland Event weekend asking owners, employees and patrons to sign the petition against the backlot development. Board members noted some discrepancies in what they heard from businesses and the information provided with the petition. SS – noted there are parking concerns. Board members noted prior opportunities for private groups to purchase land for parking and work on a parking agreement to pay for off-site parking. Parking strategies are currently being studied and worked on by the Town and DDA. Board members noted the importance of additional development and the need for the DDA to be self-sustaining. The 3-minute time period had lapsed.

- E. **Action Items** **7:30AM**

- Consideration of a Contract with Ayres Associates Inc., for FY 2022 services, and authorizing the board chair to execute the contract.

**Motion to Approve – BP; Second – DB; Approved Unanimously with the State Façade, Backlot and Special Events work Exempted from the Yearly Cap.**

- Consideration of a Legal Services Agreement with Liley Law, LLC, and authorizing the board chair to execute the agreement.



**Motion to Approve – HW; Second – BP; Approved Unanimously**

F. **Executive Director’s Report**

Staff provided an overview of the Executive Director’s Report, highlighting a couple areas.

- State Façade Program: JO – we are working with the owners and architect on their final designs. Most will be ready to share at the January meeting – no formal action. Our goal is to get contractor estimates in early January. Work needs to be completed as part of the grant funding by end of June 2022.
- DDA Façade Program: JO – we will have at least one application on the January agenda, with more anticipated in the following months.
- CDOT Opportunity 1 Grant: Staff provided an overview of the grant opportunity and potential uses. The Board was supportive of our pursuit of the grant application. Staff will talk to the Town next to see their level of interest or if they plan to pursue the grant for another opportunity. Staff will be attending a webinar in early January to learn more about the grant opportunity and gauge the level of interest across the State.
- Parking Study: Staff and David Eisenbraun with the Town of Windsor provided an update on the Parking Study. This study should be wrapping up in the next couple of months, with additional public and stakeholder meetings before final review by the Town Board.

G. **Communications & News**

H. **Adjourn**

**8:30AM**

**With no further business, Chairman Stauss ended the meeting at 8:09 AM**

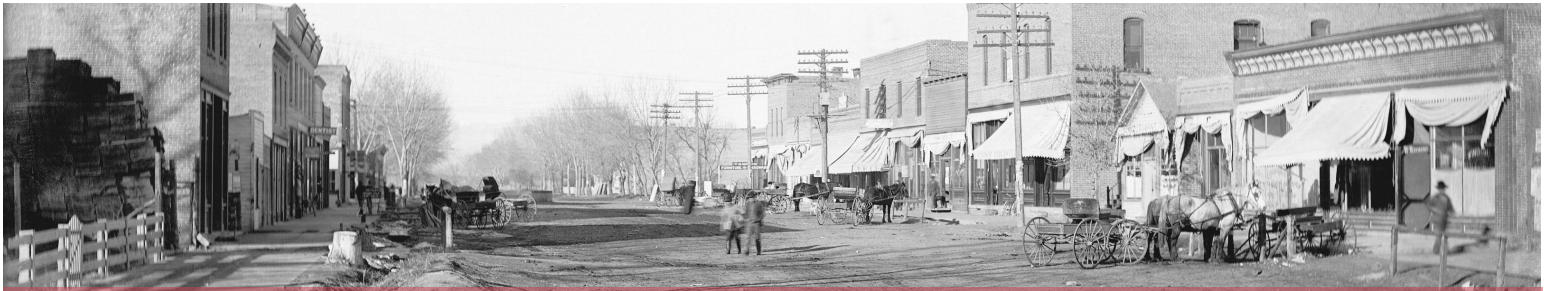
# DDA Report of Bills

December 2021



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

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHOR				
Department: 486 DOWNTOWN DEVELOPMENT AU				
101727	DITESCO LLC	DOWNTOWN ALLEYWAY IMPROVEMENTS	12/10/2021	4,896.68
101736	J-2 CONTRACTING CO INC	WINDSOR THROUGH LOT ALLEYWAY IMPROVEMENTS	12/10/2021	105,964.43
101748	WINDSOR CHAMBER OF COMMERCE	50 GIFT CARDS	12/17/2021	1,060.00
101769	GEORGE R. MAROLT	6' BENCH WITH BACK	12/17/2021	255.00
101770	INTERWEST	PROFESSIONAL ENGINEERING SERVICES FOR DDA PARKING	12/17/2021	270.00
101813	DITESCO LLC	DOWNTOWN ALLEYWAY IMPROVEMENTS	12/17/2021	3,201.02
101817	JOSHUA C LILEY	DDA GENERAL COUNSEL SERVICES	12/17/2021	1,997.00
101836	COREN PRINTING INC	NAMEBADGE FOR JOSH OLHAVA	12/31/2021	12.00
101839	XCEL ENERGY	XCEL BILL - DDA - 10/22/21 - 11/22/21	12/31/2021	112.17
101870	EARTH ENGINEERING CONSULTANTS LLC	GEO-REPORT FOR WINDSOR LAKEFRONT DEVELOPMENT	12/31/2021	4,475.00
101925	TOPGUN INVESTMENT MANAGEMENT LLC	FACADE IMPROVEMENT AGREEMENT	12/31/2021	19,250.00
101982	SMART MARKETING LLC	WINDOW CLINGS AND DESIGN AND BANNER SIGN FOR BACK LO	12/31/2021	6,973.79
101998	WENDY BURT-THOMAS	WINDSOR DDA AGENDAS AND MINUTES POSTS, SOCIAL MEDIA C	12/31/2021	1,300.00
102018	JOSHUA C LILEY	DDA GENERAL COUNSEL SERVICES	12/31/2021	7,172.00
102019	J-2 CONTRACTING CO INC	WINDSOR THROUGH LOT ALLEYWAY IMPROVEMENTS	12/31/2021	118,646.92
102029	JONATHAN HITCHCOCK	FACADE IMPROVEMENT AGREEMENT	12/31/2021	5,796.00
102034	XCEL ENERGY	DDA ELECTRIC - 11/22 - 12/27/21	12/31/2021	368.77
102066	AYRES ASSOCIATES INC	GENERAL ADMINISTRATION & BACKLOT PROJECT	12/31/2021	42,041.23
102083	MAJESTIC SURVEYING LLC	ALTA SURVEY AND UTILITY LOCATES FOR 624 ASH ST.	12/31/2021	7,335.00
102093	DITESCO LLC	DOWNTOWN ALLEYWAY IMPROVEMENTS	12/31/2021	8,303.54
102096	JOSHUA C LILEY	DDA GENERAL COUNSEL SERVICES	12/31/2021	1,083.00
Total for Fund:19 DOWNTOWN DEVELOPMENT				340,513.55
Grand Total			\$	<u>340,513.55</u>



# DDA REPORT

Volume 9, Issue 11  
November, 2021



## WINDSOR DDA REVENUE

Summary November 30, 2021	Collections	Budget	% of Budget
Property Tax Mill Levy	\$47,205	\$42,289	111.62%
Auto Registration Tax	\$2,155	\$15,000	14.36%
Grants	\$57,293	\$8,000	716.16%
Incremental Property Tax	\$85,453	\$89,768	95.19%
Interest	\$114	\$5	2280.00%
Town of Windsor Funding	\$442,148	\$393,460	112.37%
<b>Total</b>	<b>\$634,367</b>	<b>\$548,522</b>	<b>115.65%</b>

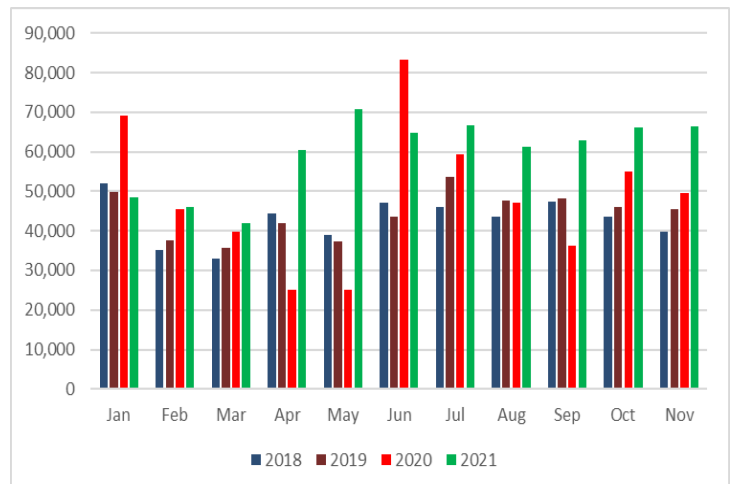
## WINDSOR DDA EXPENDITURES

Summary November 30, 2021	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$3,600	\$3,600	100.00%
Public Relations/Advertising	\$13,286	\$20,000	66.43%
Board Development	\$36	\$2,500	1.44%
Dues/Fees/Subscriptions	\$8,522	\$6,500	131.11%
Special Equipment	\$25,044	\$20,000	125.22%
Street Repair/Maintenance	\$305	\$8,000	3.82%
Travel/Mileage	\$0	\$500	0.00%
Liability Insurance	\$0	\$5,000	0.00%
Legal Services	\$27,113	\$35,000	77.47%
Contract Services	\$122,500	\$150,000	81.67%
Utilities	\$1,027	\$0	
Postage	\$106	\$500	21.20%
Study Review/Consultant	\$53,326	\$187,000	28.52%
County Treasurer Fees	\$6,531	\$800	816.37%
Façade Program	\$0	\$40,000	0.00%
Administrative Transfer	\$4,583	\$5,000	91.66%
<b>Operations Total</b>	<b>\$265,978</b>	<b>\$484,400</b>	<b>54.91%</b>
<b>Capital</b>			
Site Improvements (Land)	\$176,805	\$300,000	58.93%
Site Improvements	\$85,187	\$70,592	120.68%
<b>Capital Total</b>	<b>\$261,992</b>	<b>\$370,592</b>	<b>70.70%</b>
<b>Grand Total</b>	<b>\$527,970</b>	<b>\$854,992</b>	<b>61.75%</b>

## POINTS OF INTEREST

- Sales Tax collections through November equaled \$655,772 which is \$120,471 or 22.5% greater than collected through November, 2021
- Revenue is exceeding the budget benchmark of 91.7%.
- Year-to-Date expenditures equal 61.8% of the budget.
- Note that the Town of Windsor Funding reflects an additional transfer of \$81,476.10 for half the cost of the 512 Ash Street Project. This transfer was recorded in September 2021 Month End Journal Entries.

## MONTHLY SALES TAX COMPARISON





# DOWNTOWN DEVELOPMENT AUTHORITY

## DDA MISSION STATEMENT

The DDA’s mission is to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders.

### Windsor Downtown Development

P.O. Box 381  
Windsor, CO 80550  
Email: [info@windsordda.com](mailto:info@windsordda.com)  
[Windsordda.com](http://Windsordda.com)



## PLAN OF DEVELOPMENT PROJECTS

The projects, facilities, programs and functions to be established and provided in the district will benefit and promote the health, safety, prosperity, security and general welfare of all occupants and owners thereof and will prevent deterioration of property values, will prevent the growth of blighted areas, and will be of special benefit to all property within the district.

- A. The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space.
- B. Public facilities and improvements as necessary to complement private developments.

## DDA BOARD

Dan Stauss, Chairperson — <a href="mailto:dan@windsordda.com">dan@windsordda.com</a>	Term: July 2022
Heidi Washburn — <a href="mailto:heidi@sfheidi.com">heidi@sfheidi.com</a>	Term: July 2022
Dean Koehler — <a href="mailto:dean@windsordda.com">dean@windsordda.com</a>	Term: July 2025
Vacant	Term: June 2024
Dan Brunk — <a href="mailto:dan@haydenoutdoors.com">dan@haydenoutdoors.com</a>	Term: June 2024
Brent Phinney — <a href="mailto:brentphinney@hotmail.com">brentphinney@hotmail.com</a>	Term: July 2025
Paul Rennemeyer, TOW Board Liaison — <a href="mailto:prennemeyer@windsorgov.com">prennemeyer@windsorgov.com</a>	
Matt Ashby, Executive Director — <a href="mailto:director@windsordda.com">director@windsordda.com</a>	
Josh Olhava, Project Manager — <a href="mailto:info@windsordda.com">info@windsordda.com</a>	

**RESOLUTION 2022-DDA-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY DESIGNATING A LOCATION FOR THE POSTING OF PUBLIC MEETING NOTICES AND ESTABLISHING REGULAR MEETING DATES**

BE IT RESOLVED BY THE BOARD OF DIRECTORS (“Board”) OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY (“DDA”) that:

1. The DDA hereby designates the public notice board at Windsor Town Hall, 301 Walnut Street, Windsor, Colorado 80550, as the location for the posting of public meeting notices, or, if the public notice board is inaccessible to the general public, the front door of the public entrance to Windsor Town Hall.
2. Regular meetings of the Board shall be held on the third Wednesday of each month, with the time and location of such meetings to be as specified in the public meeting notice.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Windsor, Colorado, Downtown Development Authority this 19<sup>th</sup> day of January, 2022

\_\_\_\_\_  
Dan Stauss, Chair

ATTEST:

\_\_\_\_\_  
Dean Koehler, Secretary

**MEMORANDUM**

**Date:** January 19, 2022  
**To:** DDA Board of Directors  
**From:** Josh Olhava, DDA Project Manager  
**Re:** Façade Improvement Grant Application – 417 Main Street

**Sample Motion:**

*"I move that we conditionally approve funding not to exceed \$20,000 for a Façade Improvement Grant for 414 Main Street, pending revisions to the current plans as a result of Town review and final inspection by DDA staff, with any substantial deviations from such plans requiring the review and approval of the DDA Board."*

**Background & Discussion:**

The applicant and owner, Grant Nisly with Topgun Investment Management, LLC, submitted a facade grant application for their building located at 417 Main Street. The applicant is working with Markley Designs on the architectural documents.

The building was constructed in 1894, with the ground floor currently being leased by the Lil Flower Shop. The applicant is also working on a complete interior remodel of the building and the installation of a new roof to coincide with the exterior improvements.

The proposal includes the removal of the 1960's faux wooden façade and the installation of a new conforming modern and historically reminiscent elevation that ties into the applicant's recently completed façade at 419 Main Street. When the 1960 wooden facades were installed, much of the original brick and masonry materials were damaged or removed. The proposed design incorporates new brick, hardie-board panels, and new windows and doors. In certain instances, existing windows and stone lintels will be reconditioned as feasible to reduce as much waste as possible. New decorative elements will be incorporated between the first and second stories and along the building's parapet.

The applicant is required to work with the Town of Windsor to complete the necessary plan and permit review requirements. DDA staff have reviewed the architectural drawings and believe the design will improve the appearance of the building façade and the entire 400 block.

Attachments to this report include the budget proposal and proposed architectural drawings for the north elevation, located along Main Street. Should the Board grant approval for the project, an Agreement will be completed and executed by the owner and DDA Board Chair. Prior to issuance of the grant payment, the owner will need to work with staff to complete final inspections of the façade work and complete the required Easement for the grant payment.

**Estimated Improvement Costs:**

North Façade: \$124,579.20

Staff Calculated - Eligible improvements for the North Façade: \$20,000 (*based on \$20,000 cap*).

Amount Requested: \$20,000.

**Financial Impact:**

The Façade Improvement Program Policy provides for grants of up to 25% of the total cost of the façade renovation, up to a maximum of \$20,000 per façade facing a public right-of-way (ROW). The proposal includes the north face of the building, located along Main Street.

The DDA Board approved \$100,000 in their 2022 budget for the Façade Program due to increased interest and investment occurring in 2022. Should the request of up to \$20,000 be approved, \$80,000 would remain available for other applications.

**Relationship to the DDA Strategic Action Plan:**

The adopted DDA Strategic Plan includes an objective to “Improve building appearance”, with action related to higher utilization of the Façade Improvement Program

**Attachments:**

- FIP Application
- Application Narrative with Photos
- Cost Estimate
- Proposed Design Drawings



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal: 12/15/2021

Applicant/Property Owner: Topgun Investment Managment, LLC

Mailing Address: 1008 8th St, Greeley, CO 80631

Business Owner (if different): Same

Business Name: Topgun Investment Managment, LLC

Project Address: 417 Main St, Windsor CO 80550

Subdivision/Lot/Block: Windsor Town Block 10 Lot 18 CBD

Phone Number(s): 970 302 3635 Email: Grantnisly@mac.com

Architect name, phone number and email: Mark Markley, Markley Designs, mark@markleydesigns.com, 970 673 8248

Contractor name, phone number and email: One Way Project Management, LLC, Steffen Bunting, 970 515 2459, steffenbunting@gmail.com

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

- Checkboxes for renovation items: Addition of awnings, lights, signs, or other exterior amenities; Uncover, preserve, or rehabilitate the building's historic exterior; Elimination of blighted conditions such as dark alleys, broken fixtures, or inaccessible entryways; Removal of non-historic features; Addition of Windsor and/or display areas in facade; 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; Add new or recover existing awning; Other (please describe)

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

Projected Start / Finish Date for Project: Upon Approval/Spring/Summer 2022

Total Estimated Cost of Improvements: \$ 124,517.20

Attach detailed cost breakdown on a separate page

Grant/TIF Amount Requested: \$ 20,000 Grant TIF (check one)

Applicant's Signature: Grant Nisly Date: 12/15/2021

Property Owner Signature: [Signature] Date: 12/15/2021

# PROJECT NARRATIVE

Topgun Investment Management, LLC  
417 Main St, Windsor CO 80550

December 15, 2021

The proposed subject site is located at Block 10, Lot 18, CBD in the Windsor Downtown District and is known by the address of 417 Main St, Windsor, CO 80550. It is highly visible, *directly south* of, and across the street from the **Manweiler Hardware**. It is located directly east of, and bordering the current **Designing Beauty Academy**. It is clearly visible when driving through downtown Windsor on Hwy 392.



The current commercial occupant of the building is Lil' Flower Shop. Topgun Investment Management, LLC acquired the building from Dixie Lou Phillips (local investors) who previously owned it since 1988. The upstairs lofts contain 2 units, one of which contains a 1 bed, 1 bath unit, and the other which contains a 2 bed, 1 bath unit. The upstairs has recently been completely vacated to accommodate upcoming interior renovations and improvements.

The goal of the project is to improve the building's exterior image to reflect a more conforming modern, yet historically reminiscent facade, with a facade image similar to that of the recently renovated 419 Main St, Windsor. Topgun Investment Management, LLC is a young and aspiring, locally owned business that operates in the spaces of property management, community management(HOA), real estate repairs and remodels, roofing, and real estate holding investments. The ownership group seeks to improve conformity of the site in the area, as well as eventually self occupy the proposed site.

The proposed facade will offer a modern, trendy and timeless look that will include reinstating the original brick look in a new, modern fashion(pictured in architectural design drawings). The existing upper overhang currently on the building will be removed, and the windows will be replaced or reconditioned, reducing as much waste as possible. Hardie Board painted panels will be used in conjunction with the reinstated brick look, along with steel awnings to accent the modern appearance. The painted Hardie Board is a product that is frequently used in the modernization of uptown/downtown districts, as well as general modern commercial design, as was done next door at 419 Main St. The building will replace with a masonry overlay the front masonry to help blend a historic aspect of the building with the new, trendy style of siding, glass and roof angles. This building will offer a significant image improvement to anyone visiting downtown Windsor. Below is an image of the future desired image of 417 Main St.



The project is scheduled to be completed by Spring/sSummer of 2022. Below pictured is a historical image of the building courtesy of the Town of Windsor.



**One Way Project Management**  
 1008 8th Street  
 Greeley, CO 80631 US  
 (970) 515-2459  
 steffenbunting@gmail.com



## Estimate

**ADDRESS**

417 Main St Windsor, Co

**ESTIMATE # 1333**

**DATE 08/18/2021**

**P.O. NUMBER**

Main St: Open For Business

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		FACADE IMPROVEMENT			
	<b>01.1 Plans</b>	Architectural plans	1	2,000.00	2,000.00
	<b>02.10 Demo</b>	Demo front facade Set up barricades as necessary for public protection	504	12.50	6,300.00
	<b>07 Wall Frame</b>	Frame fir strips spec'd out by architect Install new sheathing and weather proofing	504	9.50	4,788.00
	<b>Non-Inventory</b>	Framing and siding material	504	9.50	4,788.00
	<b>Electrical</b>	New light fixtures	1	3,000.00	3,000.00
	<b>Windows</b>	New storefront windows and doors Matching colored vinyl windows upper level	12,000	2.00	24,000.00
	<b>11 Siding</b>	Side building where brick vener not installed Accents	504	12.50	6,300.00
	<b>05 Masonry</b>	Weatherproof Add masonry wire backer Add scratch coat Install brick veneer with a brick/masonry type installation New stone sill and header	504	35.00	17,640.00
	<b>24 Paint</b>	Paint non-masonry areas	1	5,000.00	5,000.00
	<b>Equipment</b>	Lift on-site for necessary portions	1	7,000.00	7,000.00
	<b>Dump</b>	Dump material	1	2,500.00	2,500.00
	<b>Awnings</b>	Awnings (Quoted steel type awning)	1	5,000.00	5,000.00

Thank you for your business!

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>02 Site Work</b>	Various site work items	1	3,000.00	3,000.00
	<b>Misc.</b>	Misc. repairs as needed	1	2,500.00	2,500.00
					Subtotal: 93,816.00
	<b>Roofing</b>	TPO roof replacement Remove existing TPO material and accessories Metal Cap	40	1,500.00	60,000.00
	<b>General Contractor Fee</b>	General Contractor fee includes: Coordination, admin fees, contracts between sub- contractors, lien releases, etc.	153,816	0.20	30,763.20
TOTAL					<b>\$184,579.20</b>

Accepted By

Accepted Date

Thank you for your business!

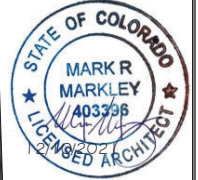












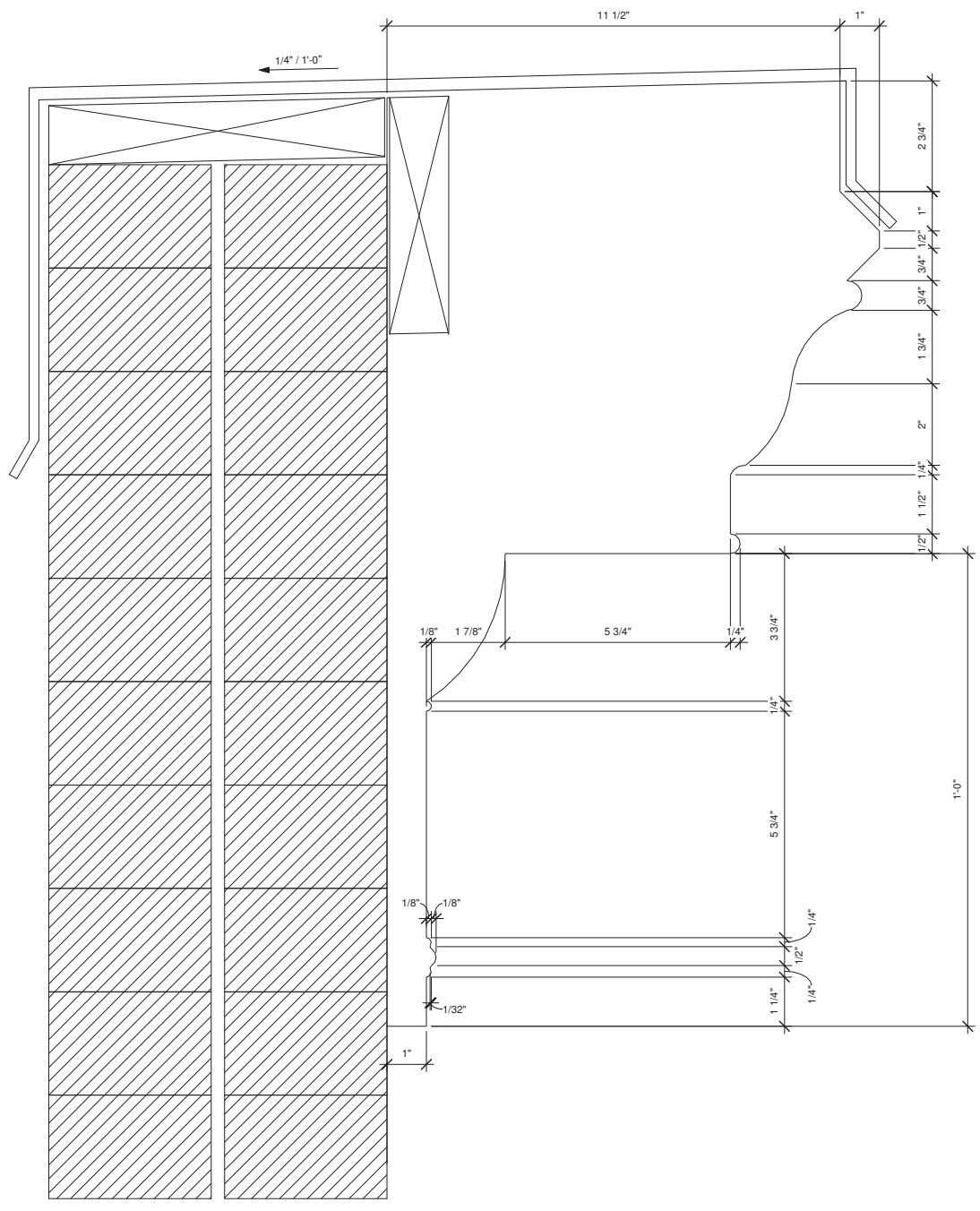
**Markley**  
 DESIGN S  
 ARCHITECTURE - PLANNING - CONSULTING  
 970.673.8248  
 MARKLEYDESIGNS.COM

Details  
 Top Gun Investments  
 417 Main Street  
 Windsor, Colorado

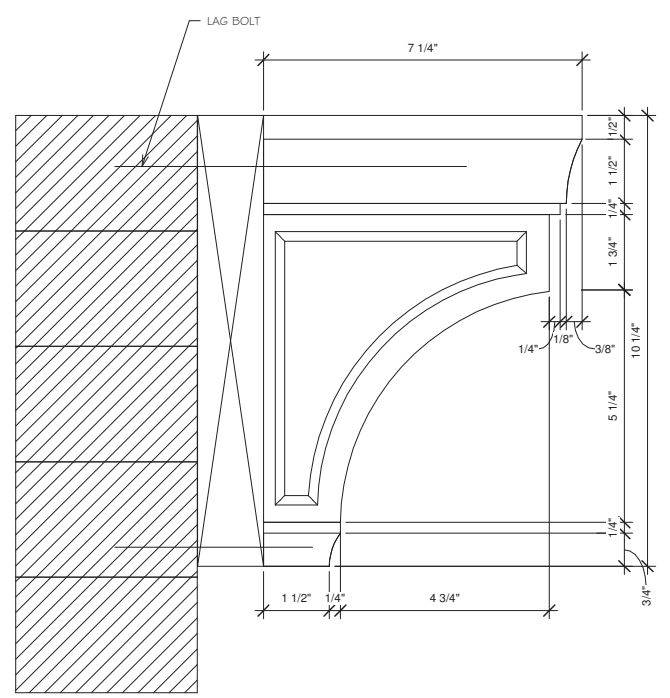
PROJECT NO: 417MAIN  
 DRAWN BY: ARR  
 REVISIONS

12/10/2021

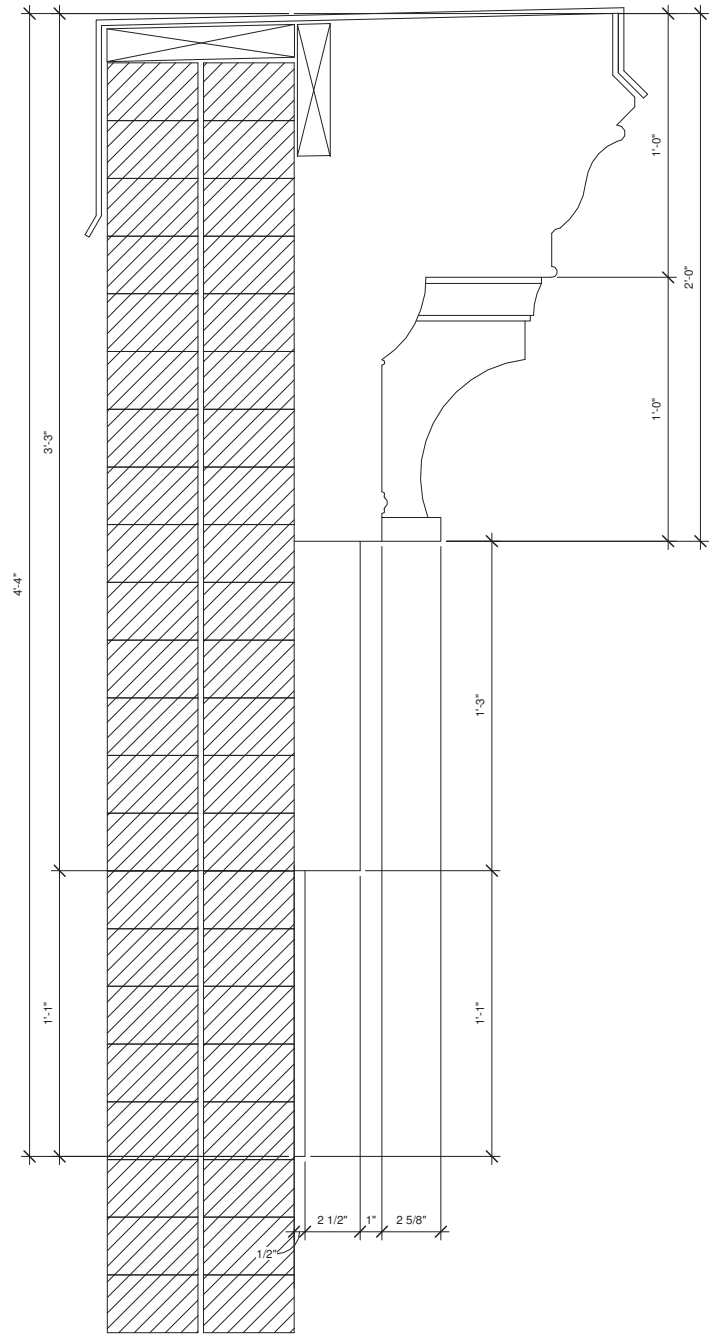
A-2.02  
 SHEET



PARAPET & DECORATIVE OVERBUILD DETAIL - OR SIMILAR  
 NO SCALE



CORBEL DETAIL - TYP @ PARAPET & DECO OVERBUILD - OR SIMILAR  
 NTS  
 \*CORBEL IS INTENDED TO BE MANUFACTURED USING EITHER WOOD OR FYPON URETHANE MATERIALS PAINTED AND TREATED FOR EXTERIOR USE  
 \*PROVIDE 5x3/8" MASONRY ANCHOR BOLTS FROM DECORATIVE CORBEL INTO EXISTING BRICK MASONRY  
 \*COUNTER SINK BOLT INTO CORBEL WITH HIDDEN INSTALLATION  
 \*PROVIDE @ 12" MIN VERTICAL SPACING



PARAPET & DECORATIVE OVERBUILD DETAIL (W/ CORBEL PLACEMENT) - OR SIMILAR  
 NO SCALE



## Executive Director Report

**Date:** January 19, 2022  
**To:** Downtown Development Authority Board of Directors  
**From:** Matt Ashby, DDA Executive Director  
Josh Olhava, DDA Project Manager  
**Re:** December - January Report

### **Meeting Summary:**

The following meetings occurred between December 15 – January 14, including:

- December Board of Directors Meeting – 12/15
- Matt/Shane Meetings – 12/16; 12/02; 01/13
- DDA Weekly Call – 01/07; 01/14
- Backlots/4<sup>th</sup> Street (Tribe) – 12/28; 01/11; 01/13
- Revitalizing MS CDOT Grant – 01/06
- Parking Meetings – 12/15; 01/10; 01/11
- State Façade Grant Owner/Cont./Arch. Calls and Meetings – as needed
  - MSOB Grant – 01/11
- Events:
  - Pints w/ Paul – 01/12

### **Important Upcoming Dates:**

- Colorado Main Street – Annual Review Zoom Meeting: February 2, 2022 (*see invite*)
- Joint Work Session (DDA and TB) – Tribe Concept: February 7, 2022 (*see invite*)
- Joint Event (DDA and Chamber) - Valentine Wine & Chocolate Tasting Walk: February 12, 2022 (*ticketed event 5-8pm*)

### **Ayres Billing Breakdown Year to Date (As of 01/07/22):**

Due to the timing of the new year, these details are not yet available. This section will resume as part of the Executive Director Report with the February 16, 2022 DDA Board meeting packets.

### **Anticipated Workload January-February:**

- Thru Lot
  - Install tables and chairs
  - Work w/ consultant and construction team to wrap up the remaining items, such as the light poles and string lights
- Tribe Development
  - Finalize Agreements with Tribe for Board review and action
  - Review Concept Plans for the Backlots
  - Review proposals for the 4<sup>th</sup> Street property
- Wayfinding
  - Finish scope of work for kiosk content design
  - Finalize interpretive history board content with Ehrlich family

- Review scope of work and costs for consulting firm to develop bid documents, and to provide construction management and coordination
- Façade Improvement Program
  - Work with interested property owners to submit their DDA FIP applications, review, and forward to the Board for review
- State Façade Grant
  - Facilitate the final cost estimates between owners and contractors
  - Assist owners, as needed, with execution or review of estimates
  - Work with contractors to order materials and outline construction schedule
  - Facilitate submittal to the Town for permit review
  - Necessary updates and reporting to the DOLA Main Street program
- Parking Study
  - Attend upcoming stakeholder and community meetings
  - Assist Town and consultant on next steps
- Marketing / Events
  - Coordinate with Chamber on February Chocolate and Wine Walk event
  - Coordinate w/ Elf Hunt winners on remaining gift cards
  - Attend downtown specific Open Houses or business events
  - Review DDA website for updates
  - 10-Year Report -- Professionally print and deliver copies to Board, Town and Chamber (to have on-hand with Visitor Center)
- Warming Huts
  - Coordinate long-term solutions with interested businesses
    - Who maintains ownership? Who stores these? Options for remaining huts?
- CDOT Revitalizing Main Street Grants
  - Finalize Opportunity 1 grant application in coordination with the Town to submit for alley improvements
  - Review Opportunity 2 grant for possible safety improvement projects within the downtown area

### **Current Initiatives**

- Backlot Redevelopment:
  - Staff are working closely with the Attorneys to finalize agreements that will be presented to the Board for review at a future meeting
  - Tribe is working on their final concept plans that are scheduled to be reviewed by the DDA and Town Board at a joint work session in February
- Alley Design/Thru Lot/Undergrounding: Phase I -Thru Lot
  - The light poles are planned to be fabricated beginning next week. Powder coat typically takes 10-days. The install for the poles will likely be the week of February 14th. Encore will then install the remaining Tivoli string lighting
  - Staff to install tables and chairs in the next couple of weeks

- Staff are in contact with CDOT Main Street staff regarding the reimbursement of grant funds for the concrete seat walls
- Streetscape Furniture
  - Staff are continually monitoring business activity and needs for the existing sidewalk furniture
    - With new restaurants opening, this will be reviewed closely
  - Staff have discussed permanent outdoor seating areas with owners on 4<sup>th</sup> and 5<sup>th</sup> Streets.

### **Grants**

#### CDOT Revitalize Main Street Large Opportunity 1 Grant – Deadline 02.04.2021

- Staff are working with the Town on this grant application for the alley improvements behind the 400 block to the north
- The grant is intended for larger safety infrastructure projects – *“Applicants may be awarded up to \$2 million to improve user safety along urban arterials or main street corridors, especially for vulnerable users such as pedestrians, bikers, motorcyclists, transit users, elderly adults, and people with disabilities.”*

#### CDOT Revitalize Main Street Opportunity 2 Grant – opening sometime in February

- Staff are watching for this grant to open and will provide more details once they are available
- Staff see a couple opportunities and can coordinate with the Town on necessary grant information:
  - Improvements along Main Street, 5<sup>th</sup> and 4<sup>th</sup> to improve pedestrian safety
    - Fix trip hazards
    - Find ways to incorporate pedestrian flashers and/or other innovative solutions along Main to warn drivers of pedestrians crossing the Highway – coincide with preliminary Parking Study recommendations

### **Parking / Crosswalk / Plantings**

- We anticipate stakeholder and community presentations in the coming weeks – will provide details once they are known
- The study is intended to wrap up in the next month or two

### **Wayfinding Project**

- Construction documents were shared with the Board during the November meeting
- We are currently waiting on CDOT final review on the permits and due to the delays, we have reached out to CDOT Main Street staff to ask for an extension on the March deadline
- Staff are working on the scope of work for the pedestrian kiosk maps and content
- Work is underway on the historic Ehrlich portion of the kiosk at the Thru Lot pedestrian plaza space

### **Business Engagement**

- Staff are regularly attending downtown events
- Staff will continue work with the Chamber on the February Chocolate and Wine Walk

### **Façade Improvement Program**

- 417 Main – The application is being reviewed by the DDA Board at the January 2022 meeting
- Other Projects – Staff is assisting a couple owners with their DDA FIP applications for additional façade upgrades in the downtown

### **State Façade/Energy Grant**

- Staff are working closely with business owners, the architect and contractor on the projects. We anticipate permit review in the coming weeks, materials being ordered, and a work schedule being developed
- Staff are working with the Town to request the initial 50% of grant funds to begin appropriate reimbursements for design work and to begin reimbursing the DDA for staff admin work.
- Attached at the end of the Executive Director Report are the proposed renderings for 426, 428 and 429 Main Street
  - 426 – 428 Main – These are shown together on one design drawing and are at the final stage. We anticipate submitting for permit review and receiving final estimates by the end of the month.
    - 426 Main includes minor façade changes – work includes new windows and door, a new metal awning (reflecting the look in historic photos), new exterior lights and a new wainscoting along the bottom of the building to tie it into the 428 Main design
    - 428 Main includes more substantial façade improvements – work includes new windows and doors, new building materials, new exterior lights and a new awning
  - 429 Main – Two renderings are currently being considered by the owner. Here are highlights for each:
    - Concept 1: This design incorporates a new Palladian design style, resulting a more substantial façade project. Staff are confirming with DOLA Main Street staff whether the design meets the eligibility requirements of the State grant since a new style is proposed with stucco as the predominant building material.
    - Concept 2: Maintains the Mediterranean design style and provides a refresh to the existing building. While stucco remains as the predominant building material, the design maintains the existing architectural style and serves to refresh and repair the damaged stucco façade.

**Main Street Requirements**

- 4<sup>th</sup> Quarter Report is due this week

Action Checklist Review:

**New Items –**

- None

**Carryover –**

- None



429 Main  
Option 1



① 429-Front Elevation-Proposed 1  
3/8" = 1'-0"

