



BOARD OF DIRECTORS MEETING
Wednesday – February 16, 2022 | 7:00AM– 8:30AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting to be held IN PERSON only)

Agenda

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 – January 19, 2022
3. Approval of Minutes from the Joint Town Board and Downtown Development Authority Special Meeting – February 7, 2022
4. 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**

1. Consideration of a modification to the through-lot construction contract between the DDA and J-2 Contracting regarding an extension of the substantial completion and final completion dates – J. Olhava & J. Liley

Sample motion: "I move that we approve the construction contract modification between the DDA and J-2 Contracting regarding an extension of the substantial completion and final completion dates as presented, and authorize the board chair to execute the modification."

2. Façade Improvement Grant Applications – 426 Main Street and 428 Main Street – J. Olhava
 - a. Applicant: Dan Stauss
 - b. *Staff recommend conditional approval for each address as detailed in the sample motions.*

Sample motion: "I move that we conditionally approve funding not to exceed \$20,000 for a Façade Improvement Grant for 426 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, and authorize the board vice-chair to execute documents in connection therewith."

Sample motion: "I move that we conditionally approve funding not to exceed \$20,000 for a Façade Improvement Grant for 428 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, and authorize the board vice-chair to execute documents in connection therewith."

F. **Executive Director's Report**

G. **Communications & News**

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

Note: Double Underlined items indicate attachments.



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

Minutes

Present: *Dan Stauss, Dean Koehler, Brent Phinney (phone),
Dan Brunk (phone), Paul Rennemeyer*
Absent: *Heidi Washburn*
Staff: *Matt Ashby (virtual), Josh Olhava, Josh Liley*
Guests: *Grant Nisly, 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 – December 15, 2021
3. Approval of the Bills

Motion to Approve – PR; Second – DK; Approved Unanimously

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

There were no public comments

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

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

Motion to Approve – DK; Second – PR; Approved Unanimously

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.”

*JO – provided an overview of the request and staff’s recommendation – Introduced the applicant’s representative Grant Nisly
GN – provided an overview of the application and walked the board through the design and their approach to the project
Board – members took turns noting they like the design and approach*

Motion to Approve – DK; Second – PR; Approved Unanimously

Note: Double Underlined items indicate attachments.

F. **Executive Director's Report**

Staff provided an overview of the Executive Director's Report, highlighting a couple key areas from the report:

1. Important Upcoming Meetings and Events (Main Street Annual Review; Joint Work Session with the Town Board; February Chocolate & Wine Walk)
2. Efforts for the CDOT Revitalizing Main Street Large Opportunity 1 Grant – due February 4th
3. Updates on the MSOB Façade and Energy Grant Projects – design renderings were provided for the board's review and input

Board – members provided input and supported the design visions on the 426, 428 and 429 Main Street projects

DS – discussed the end of year budget and how Ayres staff worked hard to meet the budget with the additional workload – which means Ayres absorbed some of those costs

G. **Communications & News**

H. **Adjourn**

8:30AM

With no further business, Chairman Stauss ended the meeting at 7:45 AM



BOARD OF DIRECTORS SPECIAL MEETING
Monday – February 7, 2022 | 5:30 PM
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

Minutes

Present: *Dan Stauss, Dean Koehler, Brent Phinney,
Dan Brunk, Heidi Washburn, Paul Rennemeyer*

Absent: *none*

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

Guests: *Ashley Stiles, Hillary Hadden, Ryan Kimball, Adrian Kopher, Karen/Erin (With Adrien)*

A. Call to Order

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Motion to Approve the Agenda as Presented – BP; Second – DB. Motion Approved Unanimously

B. Executive Session

1. A Joint Executive Session with the Town Board of the Town of Windsor Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to the Backlots redevelopment.

Motion to Enter into an Executive Session with the Town Board of the Town of Windsor Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to the Backlots redevelopment – BP; Second – HW. Approved Unanimously at 5:42 PM

Motion to Exit the Executive Session – BP; Second – DB. Approved Unanimously at 9:42 PM

C. Adjourn

Motion to Adjourn – BP; Second – HW. Approved Unanimously at 9:42 PM

DDA Report of Bills

January 2022



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				
102138	COLORADO SPECIAL DISTRICT	DDA LIABILITY INSURANCE	01/14/2022	3,666.00
102317	WINDSOR CHAMBER OF COMMERCE	VALENTINE WINE AND CHOCOLATE WALK SPONSOR	01/28/2022	2,500.00
102370	COSNER HOLDINGS LLC	DDA OFFICE LEASE 6 MONTH PAYMENT	01/28/2022	1,800.00
Total for Department: 486 DOWNTOWN DEVELOP			\$	<u>7,966.00</u>

DATE: February 2, 2022
TO: Matt Ashby, Windsor DDA Executive Director
FROM: Jill Burrell – Ditesco
Kelsey Madsen – Ditesco
RE: Change Order 003 Time Extension Summary

Summary

On January 31, 2022, Ditesco staff met with the DDA Executive Director, Matt Ashby, to review the status of the Windsor DDA Through-Lot Alleyway Project. At this meeting the project completion schedule, as provided by J-2 Contracting, was reviewed. This completion schedule (Exhibit A) indicated that the Project Milestones were not going to be achieved. Please see Table 1 for a summary of the Project Milestones.

Table 1	Original Milestones	Revised Milestones (CO 002, dated 11/17/2021)	Proposed Completion Schedule Dates
Substantial Completion	November 19, 2021	January 31, 2022	March 7, 2022
Final Completion	December 19, 2021	February 14, 2022	April 25, 2022

In accordance with Section 00 52 00, Article 4.03 of the Project Agreement, completion of Work beyond the revised milestones defined in Change Order 002 are subject to damages. The damages for Substantial Completion and Final Completion are charged at \$1,000/day and \$500/day, respectively.

History

Early in the project, the team identified schedule risk related to a short construction duration and extended procurement for critical materials. The industry has seen significant durations to procure materials, specifically for steel and electrical equipment. This is a result of COVID-19 and on-going supply chain issues out of the project team’s control. As expected, J-2 Contracting and its subcontractors were impacted, particularly in these scopes of work.

The electrical panel with an integral surge protection device was submitted on October 14, 2021 and approved on November 19, 2021. This was originally expected to be an off the shelf item, however after consulting the vendor, it was quoted with a 10-week lead time. After following up with the vendor approximately 9-weeks later, the panel was expected to be another 12-weeks out.

Early in construction in the construction phase it was understood that the local fabricators did not have availability in their backlog to complete submittals and fabricate the custom light/tivoli poles within the original contract time. Fusion Fabrication was selected as the fabricator due to his competitive pricing, proximity to Windsor, familiarity with alley projects, and commitment to completing the fabrications by January 2022. A time extension was issued in Change Order 002 (dated November 17, 2021) to account for the additional time necessary to fabricate and install the light/tivoli poles. It has been communicated that Fusion Fabrication has been impacted by the supply chain, among other issues on other projects, compounding his schedule, and ultimately delaying the Windsor DDA Alley Project. These delays are at no fault to the DDA, however J-2 Contracting has provided the proposed completion schedule for the DDA’s consideration.

Proposed Resolution

J-2 Contracting developed a completion schedule to request a time extension to the Contract. As shown on the completion schedule, the remaining work on the Project is the following:

- Fabrication and Installation of the Bollards
- Fabrication and Installation of the Light Poles (4 EA) and Tivoli Poles (3 EA)
- Wiring and Installation of Luminaires on Light Poles
- Installation of Tivoli Lighting
- Installation of the electric panel and surge protection device

The completion schedule delineates two clear paths to redefine the key milestones, per J-2 Contracting’s request. The metal fabrications and light installation is shown as complete on March 7th. It is important to note that a temporary panel has been installed on site, at no cost to the DDA, and has sufficient capacity to power the electrical receptacles, luminaires, and string lights. Once the light poles and fixtures are installed, they will be operated under the temporary panel and for all intents and purposes, the DDA will have beneficial use of the alleyway. The date, March 7th, would be considered Substantial Completion. With the panel significantly delayed, the final electrical tie in is shown extending to April 25th, which would be considered Final Completion.

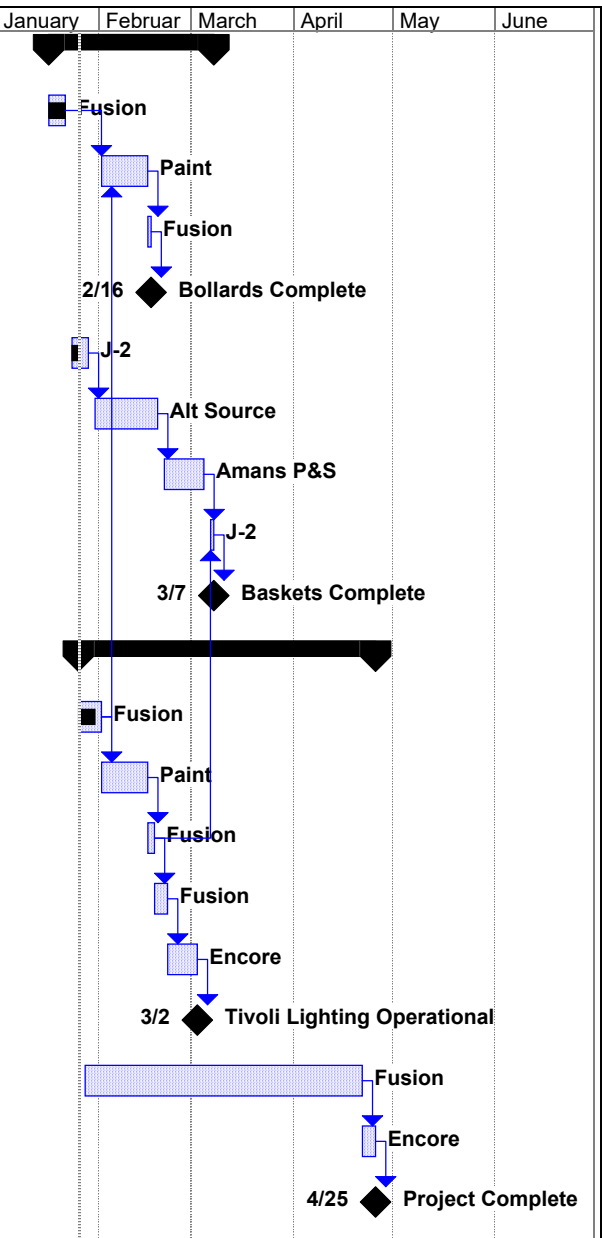
Recommendation

At the meeting held on January 31, 2022, Ditesco indicated that contractually the DDA has the right to assess damages at the rate of \$1,000/day for every day the project is not substantially complete beyond January 31, 2022. However, in the industry, assessing liquidated damages is not something that is taken lightly. It has impacts to a contractor's reputation, future bonding, and relationships between the contractor and owner. It also may impact contractor interest in future DDA projects. Additionally, in the current market, delays related to procurement and supply chain issues are challenging to predict and should be taken into consideration.

Ditesco recommended that a time extension be granted via Change Order 003 (Exhibit B) which modifies the milestones per the completion schedule and dates shown above. If any delays are encountered to the metal and lighting installation and ultimately Substantial Completion is not achieved, it would be reasonable to assess liquidated damages following the revised, proposed substantial completion date of March 7, 2022. However, if delays are encountered for the electrical panel and ultimately Final Completion is not achieved, Ditesco recommended consideration that this is likely out of the contractor's control. Advance communication from the contractor to Ditesco/DDA will be necessary if any further delays are anticipated.

Exhibit A

ID	Task Name	Duration	Start	Finish	Predece	January	Februar	March	April	May	June
1	Bollards and Baskets	36 days	Mon 1/17/22	Mon 3/7/22							
2	Fabrication	5 days	Mon 1/17/22	Fri 1/21/22							
3	Powder Coat	10 days	Wed 2/2/22	Tue 2/15/22	2,12						
4	Installation	1 day	Wed 2/16/22	Wed 2/16/22	3						
5	Bollards Complete	0 days	Wed 2/16/22	Wed 2/16/22	4						
6	Secure Alternate Sourcing	5 days	Mon 1/24/22	Fri 1/28/22							
7	Fabricate Baskets	15 days	Mon 1/31/22	Fri 2/18/22	6						
8	Powder Coat	10 days	Mon 2/21/22	Fri 3/4/22	7						
9	Install Baskets	1 day	Mon 3/7/22	Mon 3/7/22	8,14						
10	Baskets Complete	0 days	Mon 3/7/22	Mon 3/7/22	9						
11	Custom Light Poles and Tivoli Lights	64 days	Wed 1/26/22	Mon 4/25/22							
12	Fabricate Poles	5 days	Wed 1/26/22	Tue 2/1/22							
13	Powder Coat Poles	10 days	Wed 2/2/22	Tue 2/15/22	12						
14	Stand Poles	2 days	Wed 2/16/22	Thu 2/17/22	13						
15	Wire Poles with Temp Panel (No Surge Protection)	2 days	Fri 2/18/22	Mon 2/21/22	14						
16	Install Tivoli Lights	7 days	Tue 2/22/22	Wed 3/2/22	15						
17	Tivoli Lighting Operational	0 days	Wed 3/2/22	Wed 3/2/22	16						
18	Surge Protector Lead Time / Supply Chain Delay	60 days	Fri 1/28/22	Thu 4/21/22							
19	Install Permanent Panel With Surge Protection	2 days	Fri 4/22/22	Mon 4/25/22	18						
20	Project Complete	0 days	Mon 4/25/22	Mon 4/25/22	19						



Project: Windsor Alleys Completion Sc
Date: Wed 1/26/22

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

CHANGE ORDER NO. 03

PROJECT TITLE: **Windsor DDA Through-Lot Design**
 CONTRACTOR: **J-2 Contracting**
 PROJECT NUMBER: **n/a**
 PURCHASE ORDER NO.: **n/a**
 DESCRIPTION: **Time Extension**

1. Reason for change:

The purpose of this change order is to modify the Contract Times identified in the Project Specifications. The Substantial Completion and Final Completion requirements and dates are redefined below.

2. Description of Change:

This change order includes a time extension of two key project milestones, Substantial Completion and Final Completion.

Substantial Completion will be granted upon the Windsor DDA's operational use of the alley, including the completion of all lighting installation and metal fabrication. All lighting shall be fully operational under the DDA's system, by use of a temporary panel. Substantial Completion is extended to March 7, 2022.

Final Completion will be granted upon the completion of all work required by the project plans and specifications, including installation of the electrical panel and all punchlist items. Final Completion is extended to April 25, 2022.

Completion of Work beyond the dates specified within this change order are subject to damages in accordance with Section 00 52 00, Article 4.03 Liquidated Damages.


3. Change in Contract Cost: \$ _____ -

4. Change in Contract Time: November 19, 2021 Original Substantial Completion Date
December 19, 2021 Original Final Completion Date

March 7, 2022 modified Substantial Completion Date
April 25, 2022 modified Final Completion Date

ORIGINAL CONTRACT COST	\$384,305.00
TOTAL APPROVED CHANGE ORDERS	\$ 8,388.49
TOTAL PENDING CHANGE ORDERS	\$ -
TOTAL THIS CHANGE ORDER	\$ -
TOTAL % OF ORIGINAL CONTRACT, THIS C.O.	0.00%
TOTAL % OF ORIGINAL CONTRACT, ALL C.O.'S	2.18%
ADJUSTED CONTRACT COST	\$392,693.49

(Assuming all change orders approved)

ACCEPTED BY:  Chris Leone DATE: 1/31/22
 Contractor's Representative

REVIEWED BY: Kelsey Madsen DATE: 2/1/2022
 Construction Manager

APPROVED BY: _____ DATE: _____
 DDA Project Manager

APPROVED BY: _____ DATE: _____
 DDA Executive Director

APPROVED BY: _____ DATE: _____
 Purchasing Agent over \$60,000

cc: City Clerk Architect
 Contractor Engineer
 Project File Purchasing

MEMORANDUM

Date: February 16, 2022
To: DDA Board of Directors
From: Josh Olhava, DDA Project Manager
Re: Façade Improvement Grant Applications – 426-428 Main Street

Sample Motion:

There are two applications associated with this request. One for 426 Main Street and one for 428 Main Street as they are both individual buildings. Therefore, two separate motions are required.

"I move that we conditionally approve funding not to exceed \$20,000 for a Façade Improvement Grant for 426 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."

"I move that we conditionally approve funding not to exceed \$20,000 for a Façade Improvement Grant for 428 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, Dan Stauss of Golden Deleaney LLC, has submitted two facade grant applications for their buildings located at 426 and 428 Main Street. The applicant worked with Markley Designs on the architectural documents.

426 Main

The building was constructed in 1902, replacing a small, wood-framed shop. The new building housed Windsor's first bowling alley and pool hall. Twenty years later, the building was sold and became a retail business before becoming a grocery and market in 1943 that spanned into the late-1970's. In the early 1990's, the building became the home of Memory Lane Antiques and has remained for the last 30 plus years.

The proposal includes the following highlights with staff analysis:

- Replacement of all storefront windows and doors to improve aesthetics and energy efficiency
 - This is a substantial portion of the façade costs due to the amount of window and door surface space on the building
- Re-introducing upper transom windows visible from underneath the current awning structure
 - This will add back to the building historic elements that will also provide additional natural light into the business
- Removal of the current awning structure and replacement with a new horizontal metal/aluminum awning structure
 - This new awning structure will be modern in design, but reminiscent of the original horizontal awning from the mid-1900s
 - This will also improve the overall aesthetics and visibility of the business along the Main Street corridor

-
- Removal the existing internally lit box sign and the addition of an artistic sign with lighting to accent the sign area
 - The new sign and lighting design will fit within the original sign area of the building (identified through the brick work) and drastically enhance the aesthetics and visibility of the building and business
 - Adding a new metal wainscotting along the bottom of the building, overtop of the existing brick
 - This approach will tie the two buildings (426 and 428 Main) together in design style while keeping the buildings distinctly separate
 - The new metal wainscotting will be installed appropriately to allow easy removal in the future without damaging the brick underneath

426 Main is one of the few buildings that did not receive the “Old German World Motif” that was installed in the 1960s/70s when Kodak came to town. Keeping the existing brick material and overall design style by enhancing other elements of the building will serve as a great example of appropriate revitalization to a historic building.

428 Main

The building was constructed around 1884 and is believed to be the oldest two-story commercial building in Windsor. The building has been home to various retailers and the post office over the last century and a half. Like 426 Main, the building changed hands once more in the early 1990’s to become Memory Lane Antiques.

The proposal includes the following highlights with staff analysis:

- Replacement of all storefront windows and doors to improve aesthetics and energy efficiency – as well as a new door and second story windows for the upper-level residential unit
 - This will serve as a large improvement for the building and help reduce the owner’s energy costs and improve overall aesthetics
- Remove old façade (reminiscent of the Old-World Motif), including the old canopies/awnings
- Install new façade materials that include hard coat stucco on the lower half of the building and hardi-panels on the top half of the building
- Accent elements include new metal wainscotting along the bottom half, tying into 426 Main, new hard coat stucco banding and a new roof cap
 - The new façade materials will modernize and tie the building into the adjacent buildings
 - Most of the original brick
 - This approach will tie the two buildings (426 and 428 Main) together in design style while keeping the buildings distinctly separate
- Install a new horizontal metal/aluminum awning structure
 - This new awning structure will be modern in design, but reminiscent of the original horizontal awning from the mid-1900s, like the efforts on 426 Main to the east
 - This will also improve the overall aesthetics and visibility of the business along the Main Street corridor
- New lighting will be installed to accent the building façade and walkway beneath
 - The new lighting will enhance the building aesthetics at night and create additional visibility for the business and patrons walking along the corridor

The applicant is required to work with the Town of Windsor to complete the necessary permit review requirements. DDA staff have discussed the designs with Town staff and the Town’s contracted building inspection agency, SAFEbuilt. No major concerns or comments were raised by these groups. DDA staff

have also reviewed the architectural drawings, worked closely with the owner and architect through the design stage, and believe the design will improve the appearance of the building façades and the entire north 400 block.

Should the Board grant approval for the projects, an Agreement will be completed and executed by the owner and DDA Board Vice-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 Easements for the grant payment.

Estimated Improvement Costs:

426 Main - South Façade: \$86,484

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

Amount Requested: \$20,000.

428 Main – South Façade: \$156,271

Staff Calculated Eligible improvements for the South 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 south face of the buildings, 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. The following is a breakdown of the current fund allocations:

- 417 Main (Flower Shop) = \$20,000 approved January 2022
- 426 Main (Memory Lane Antiques E) = \$20,000 current request
- 428 Main (Memory Lane Antiques W) = \$20,000 current request

Total Budgeted Funds Remaining if Request is Approved = \$40,000

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 Estimates
- Proposed Design Drawing



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal: 02/09/22
Applicant/Property Owner: Golden Deleaney LLC
Mailing Address: 201 Cattail Bay, Windsor, CO 80550
Business Owner (if different): Dan and Theresa Stauss
Business Name: Memory Lane Antiques
Project Address: 426 Main Street
Subdivision/Lot/Block: Town of Windsor, B5, L27
Phone Number(s): 970.381.7827 Email: m.laneantiques@comcast.net
Architect name, phone number and email: Mark Markley of Markley Designs, 970.673.8248, mark@markleydesigns.com
Contractor name, phone number and email: Fransen Pittman or OneWay

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

- Checked: Addition of awnings, lights, signs, or other exterior amenities
Checked: Uncover, preserve, or rehabilitate the building's historic exterior
Unchecked: Elimination of blighted conditions such as dark alleys, broken fixtures, or inaccessible entryways
Unchecked: Removal of non-historic features
Unchecked: Addition of Windsor and/or display areas in facade
Unchecked: Restoration of brickwork, wood, masonry, stucco, or siding
Unchecked: Replacement, repair, or addition of architectural details
Checked: Repair or replacement of windows and/or doors
Checked: Renovation of entryway
Checked: Add new or recover existing awning
Unchecked: Other (please describe)

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

Projected Start / Finish Date for Project: March/April 2022 through June 2022

Total Estimated Cost of Improvements: \$ 86,484

Attach detailed cost breakdown on a separate page

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

Applicant's Signature: Dan Stauss Date: 02/09/22

Property Owner Signature: same Date:



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal: 02/09/22
Applicant/Property Owner: Golden Deleaney LLC
Mailing Address: 201 Cattail Bay, Windsor, CO 80550
Business Owner (if different): Dan and Theresa Stauss
Business Name: Memory Lane Antiques
Project Address: 428 Main Street
Subdivision/Lot/Block: Town of Windsor, B5, L29
Phone Number(s): 970.381.7827 Email: m.laneantiques@comcast.net
Architect name, phone number and email: Mark Markley of Markley Designs, 970.673.8248, mark@markleydesigns.com
Contractor name, phone number and email: Fransen Pittman or OneWay

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

- 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: March/April 2022 through June 2022

Total Estimated Cost of Improvements: \$ 156,027

Attach detailed cost breakdown on a separate page

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

Applicant's Signature: Dan Stauss Date: 02/09/22

Property Owner Signature: same Date:

DDA Façade Grant Application Project Narrative 426-428 Main Street

As property and business owners of 426 and 428 Main Street (Memory Lane Antiques), we are proposing facade enhancements to both buildings. These buildings have been part of downtown Windsor since the late 1800s and early 1900s. The following photos show the progression of the buildings, most notably 426 Main, since the early 1900s.

Historic Photos - 426 Main (Pool Hall)



This photo shows 426 Main with the existing storefront and transom windows. However, the parapet and ceiling were raised shortly after this photo was taken and is represented in the following image.

In the image below, 428 Main is prominent on the left side of the image, with 426 Main with its' extended parapet and ceiling height.

View looking east at the north 400 block (428 and 426 in the forefront)



View in the mid-1900s (428 and 426)



Present day 426 and 428 Main



The changes to 426 Main include new storefront windows and doors, as well as a new horizontal awning. The brick will remain with a metal wainscot added along the bottom to tie 426 and 428 Main together in design, while keeping them distinctly different buildings.

The changes to 428 Main are more substantial based on current conditions. The old façade treatment will be removed, with new windows and doors on both levels, new materials and accent elements, such as a new awning structure, lighting and trim work.

Our buildings were awarded with the Main Street Open for Business Façade and Energy Grant, which helps make these projects possible. As such, all work is scheduled to be completed by the end of June 2022, although it is anticipated the work will be completed sooner than this grant end date.



426-Windsor Storefronts Budget

ESTIMATE DATE: 01/00/00
 BUILDING AREA IN SQ FT: 1000
 DRAWINGS PREPARED BY: Markely Design
 DRAWINGS ARE DATED: 12/2/2021

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions	15,538	\$15.54	18.0%
01 02 31 32 33 34	General Requirements, Existing Conditions, Site Work	2,563	\$2.56	3.0%
03	Concrete	0	\$0.00	0.0%
04	Masonry	0	\$0.00	0.0%
05	Metals	16,953	\$16.95	19.6%
06	Carpentry	2,867	\$2.87	3.3%
07	Moisture Protection	4,586	\$4.59	5.3%
08	Doors, Windows & Glass	21,493	\$21.49	24.9%
09	Finishes	0	\$0.00	0.0%
10	Specialties	5,000	\$5.00	5.8%
11	Equipment	0	\$0.00	0.0%
12	Furnishings	0	\$0.00	0.0%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
21 22 23	Mechanical	0	\$0.00	0.0%
26 27 28	Electrical & Low Voltage	6,441	\$6.44	7.4%
DIRECT COST		75,440	\$75.44	87.230%
	State & Local Tax 0.000%	0	\$0.00	0.000%
	Use Tax By Owner	Excluded		
	Permit & Plan Review Fee By Owner	Excluded		
	Project Fee 7.000%	6,054	\$6.05	7.000%
	Construction Contingency 2.500%	2,162	\$2.16	2.500%
	Project Escalation 2.500%	2,162	\$2.16	2.500%
	Performance and Payment Bond LS	666	\$0.67	0.770%
TOTAL COST		\$86,484	\$86.48	100.0%



428-Windsor Storefronts Budget

ESTIMATE DATE: 01/00/00
 BUILDING AREA IN SQ FT: 1000
 DRAWINGS PREPARED BY: Markely Design
 DRAWINGS ARE DATED: 12/2/2021

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions	21,860	\$21.86	14.0%
01 02 31 32 33 34	General Requirements, Existing Conditions, Site Work	22,044	\$22.04	14.1%
03	Concrete	0	\$0.00	0.0%
04	Masonry	0	\$0.00	0.0%
05	Metals	17,253	\$17.25	11.0%
06	Carpentry	5,109	\$5.11	3.3%
07	Moisture Protection	8,950	\$8.95	5.7%
08	Doors, Windows & Glass	24,249	\$24.25	15.5%
09	Finishes	36,850	\$36.85	23.6%
10	Specialties	0	\$0.00	0.0%
11	Equipment	0	\$0.00	0.0%
12	Furnishings	0	\$0.00	0.0%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
21 22 23	Mechanical	0	\$0.00	0.0%
26 27 28	Electrical & Low Voltage	0	\$0.00	0.0%
DIRECT COST		136,315	\$136.31	87.230%
	State & Local Tax 0.000%	0	\$0.00	0.000%
	Use Tax By Owner	Excluded		
	Permit & Plan Review Fee By Owner	Excluded		
	Project Fee 7.000%	10,939	\$10.94	7.000%
	Construction Contingency 2.500%	3,907	\$3.91	2.500%
	Project Escalation 2.500%	3,907	\$3.91	2.500%
	Performance and Payment Bond LS	1,203	\$1.20	0.770%
TOTAL COST		\$156,271	\$156.27	100.0%

Executive Director Report

Date: February 16, 2022
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
 Josh Olhava, DDA Project Manager
Re: January - February Report

Meeting Summary:

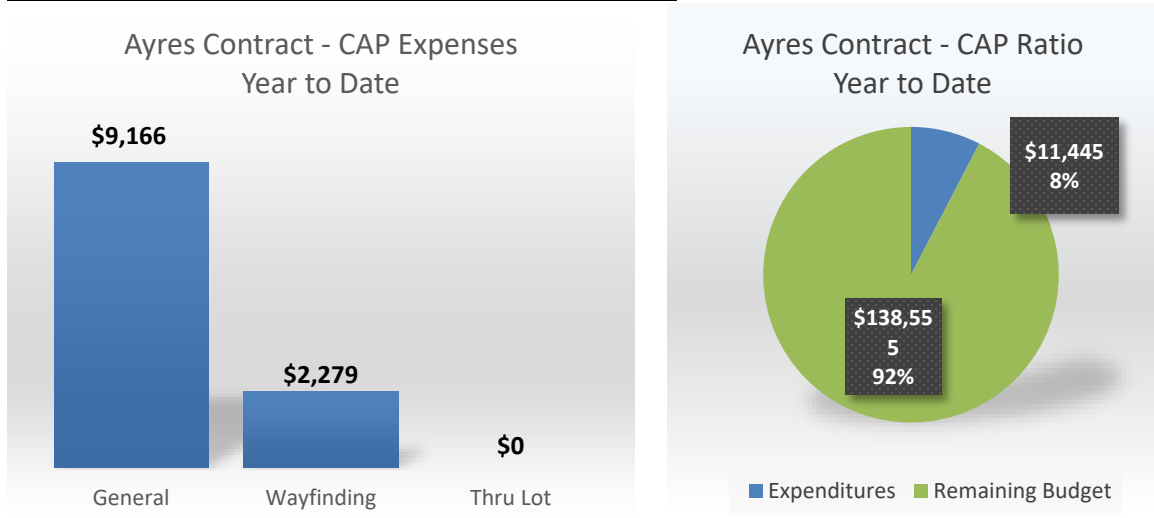
The following meetings occurred between January 14 – February 15, including:

- January Board of Directors Meeting – 01/19
- Colorado Main Street Annual Review – 02/02
- DDA-TB Joint Special Meeting – 02/07
- Matt/Shane Meetings – 01/20; 01/27; 02/03; 02/10
- DDA Weekly Call – 01/21; 01/28; 02/11
- Backlots/4th Street (Tribe) – 01/25; 02/01; 02/08
- Parking Meetings – 02/07
- State Façade Grant Owner/Cont./Arch. Calls and Meetings – as needed
- Events:
 - Windsor Economic Development Partners Quarterly – 02/11
 - Chocolate & Wine Walk – 02/12

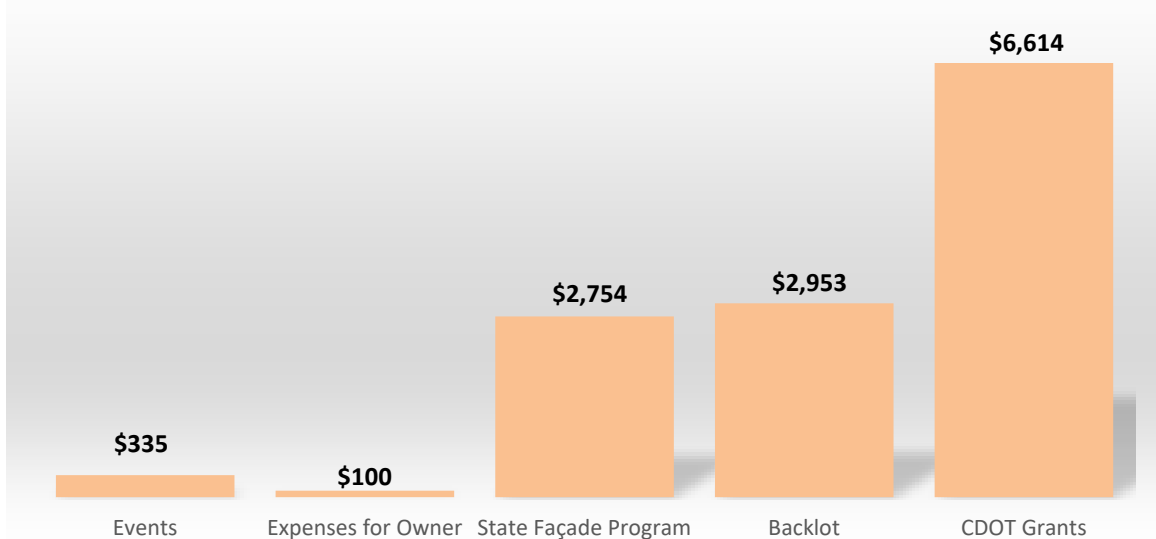
Important Upcoming Events and Dates:

- Downtown Colorado Inc. Annual Conference, Colorado Springs, CO: April 12-15
 - Interest by Board Members?
- National Main Street Conference, Richmond VA: May 16-18
 - \$2,000 Main Street Grant available - interest by Board Members?

Ayres Billing Breakdown Year to Date (As of 02/04/22):



Ayres Contract - On-Call Expenses
Year to Date



**Expenditures under the CAP: \$11,445 of \$150,000 = 8% of Budget with 12% of Year Completed.*

***Total Expenditures: \$24,201 = CAP and On-Call Expenses.*

- Total Expenditures Highlights:
 - \$6,614 - Expenses for preparing and submitting the CDOT Revitalizing Main Street Opportunity 1 Grant Application (original content creation) – staff will prepare a user-friendly packet to show the work effort similar to what we did with the MSOB Façade/Energy Grant Application from August 2021.

Anticipated Workload February-March:

- Thru Lot
 - Finished Systems Walk
 - Operation Manual for the File
- Tribe Development
 - Future Town Board Work Session Coordination
 - Website updates and coordination with Town on messaging and proactive public updates
- Wayfinding
 - Revise site content design
 - Meet with consultant and CDOT to discuss comments and strategies moving forward
 - 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
 - Work on Agreements with Attorney and those owners that were awarded funds
- State Façade Grant
 - Begin collecting invoices, payments and prior year energy and retail sales numbers from businesses for DOLA Main Street reporting requirements
 - 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
 - Assist Town and consultant on next steps
- Marketing / Events
 - 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 – await notification and determine next steps as applicable
 - Review Opportunity 2 grant for possible safety improvement projects within the downtown area

Current Initiatives

- Backlot Redevelopment:
 - Staff will work with the Town as we approach tentative Work Sessions in March
- Alley Design/Thru Lot/Undergrounding: Phase I -Thru Lot
 - Light poles are installed
 - Staff installed tables and chairs
 - Staff are in contact with CDOT Main Street staff regarding the reimbursement of grant funds for the concrete seat walls – awaiting a response
- 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 4th and 5th Streets.

Grants

CDOT Revitalize Main Street Opportunity 2 Grant – opening sometime in February (anticipated)

- 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, 5th and 4th to improve pedestrian safety
 - Fix trip hazards

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

- Staff are working with the consultant to address CDOT comments
- We are working on revised sign content designs and height options with the downtown vehicular signs – will provide a much-improved aesthetic
- We have reached out to CDOT on multiple occasions to request an extension on grant funds – will continue our efforts here
- 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 future events

Façade Improvement Program

- 417 Main – The project will begin construction this Spring
- 426 Main – This application is presented to the Board for review and action
- 428 Main – This application is also presented to the Board for review and action
- Staff are working with a couple additional property owners interested in the façade improvement program

State Façade/Energy Grant

- Staff are working closely with business owners and contractors on the projects. We anticipate permit review this month

- Once the initial 50% of funds are received, the DDA can begin receiving reimbursement for up staff resources up to 5% of the total grant award

Main Street Requirements

- No updates. We completed our Annual Review on February 2nd

Action Checklist Review:

New Items –

- None

Carryover –

- None