



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

March 20, 2019 | 7:30AM– 9:30AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Agenda

- A. Call to Order 7:30AM**
- B. Roll Call
- C. Public Invited to be Heard (*3 Minutes Per Person*)
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- E. Executive Session for the purposes of:
Regarding redevelopment of the backlot properties in collaboration with the Town and Brinkman:
1. To determine positions relative to matters that may be subject to negotiations, to develop strategies for negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402 (4)(b) and (e).
- F. KEY INITIATIVES: 8:00AM**
1. Mill Project Update Action: Review and approval of final Mill architectural elevations.
 2. Backlot Boardwalk Update
 3. District Expansion/Sustainability – No Updates
- G. Approval of Minutes from the Regular Board of Directors Meeting February 20, 2019 and Special Meeting February 22, 2019 – M. Ashby
- H. Report of Bills & Financial Report – M. Ashby
- I. Executive Director's Report – M. Ashby
- i. Cottage Collaborative Update
 - ii. Crosswalk Project Update, Planting Design
 - iii. Tourism Opportunities – Upcoming Facilitated Session
 - iv. Grant Opportunity - Ash Street
 - v. 501 Main Street FIP Closeout
 - vi. Food Truck Request
- J. COMMITTEE REPORTS: 8:45AM**
- K. Wayfinding Update (30 Mins) – K. Cypher
- L. COMMUNICATIONS & NEWS:**
1. No Marketing Committee this month
 2. National Main Street Conference – March 23-25
 3. Downtown Colorado Inc – Aspen, April 9-11
- M. Adjourn 9:30AM**

Note: Double Underlined items indicate attachments.



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BOARD OF DIRECTORS MEETING

February 20, 2019 | 7:30AM– 9:30AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Draft MINUTES

Attendance:

Board: Dan Stauss, Sean Pike, Dan Brunk, Dean Koehler, Heidi Washburn, Brent Phinney, Kristie Melendez. **Staff:** Matt Ashby, Josh Liley. **Guests:** Bryan Blakely, Lucas McConnell, Sarah O'Keefe

- A. Call to Order 7:30AM**
- B. Roll Call
- C. Public Invited to be Heard (*3 Minutes Per Person*) *None*.
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
DK – Motion to accept as written. Second - HW. Approved unanimously.
- E. Executive Session for the purposes of:
Regarding redevelopment of the backlot properties:
1. To determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402 (4)(b) and (e).
BP – Motion to enter into Executive Session. Second - HW. Approved unanimously. 8:06AM.
BP – Motion to close Executive Session. Second - DK. Approved unanimously. 8:42AM.
- F. KEY INITIATIVES: 8:00AM**
1. Mill Project Update – None.
Meeting with new representative – Phil Hodgkinson. Need final elevations. (At March Meeting)
Draft easement agreements for 501 Main.
 2. Backlot Boardwalk Update - **Special Meeting – Friday at 5:00PM to consider Brinkman Agreement.**
 3. District Expansion/Sustainability – **No Updates**
- G. Approval of Minutes from the Regular Board of Directors Meeting January 16, 2019, Special Meeting January 28, 2019, and Special Meeting February 13, 2019 – M. Ashby
DK - Motion to approve as presented. Second - DB. Approved unanimously.
- H. Report of Bills & Financial Report – M. Ashby
MA – Request on the Financial Report to Include a full comparison number.
- I. Executive Director's Report – M. Ashby
- i. Cottage Collaborative Update –
Project has kicked off and we expect contractor to be on site working with business owners soon.
 - ii. Crosswalk Project Update, Planting Design
Planting plan is being reviewed by Eric Lucas. Once he has completed any comments. Issue planting bid as soon as possible.
Matt to Pursue installation of 3 short term. KM to provide names to Matt of contacts.

Note: Double Underlined items indicate attachments.



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- iii. Lodging/Tourism – Dean to represent the board in discussions. It would be good to help identify how the funds would be used.
- iv. Tourism Opportunities – Upcoming Facilitated Session
- v. Main Street Transportation Workshop Opportunity – Board directed that due to our other progress and current projects, do not apply for the workshop.

J. COMMITTEE REPORTS:

8:40AM

- K. Wayfinding Update (20 Mins) – K. Cypher – Postponed. Designs have been sent to fabricators to get a better sense of costs. Presentation will be made next month.
- L. Xcel Energy Substation Report (20 Mins) – Bryan Blakely, Lucas McConnell
Presentation regarding the new substation project coming to Windsor. A few maps were presented. Town Board approval on February 25th. Substation steps down transmission lines into service lines and is being driven due to growth. This area is one of the most challenged areas due to the growth. 10-acre site north of Windsor. This site is being built to accommodate future growth. In the future, they anticipate 3 substations north of US34 and 3 to the south. According to some estimates, Timnath is one of the fastest growing communities in the entire state. April or May groundbreaking with 6-9 months of construction.

Question regarding utility undergrounding. Lucas McConnell suggested that we have the developer manage the process and get in the Builders Call Line.

DK – Motion that the DDA support the project as presented by Xcel. Second - DB. Approved unanimously, with Kristie Melendez abstaining.

M. COMMUNICATIONS & NEWS:

- 1. No Marketing Committee this month
- 2. Backlot Special Meeting – Friday February 22 – Time: TBD
- 3. Main Street Conference – March 23-25
- 4. Downtown Colorado Inc – Aspen, April 9-11

N. Adjourn

9:30AM

DK - Motion to Adjourn. Second - BP. Approved unanimously.

MA – Check into value of existing taps and whether they have any raw water value.

MA – Schedule conversation with Erlich and Marquardt. (Dean K. or Dan)

MA – Post Special Meeting Announcement.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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BOARD OF DIRECTORS SPECIAL MEETING

February 22, 2019 | 5:00PM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Draft Minutes

Attendance: Heidi Washburn, Brent Phinney, Dan Stauss, Dean Koehler, Kristie Melendez.

Excused: Sean Pike, Dan Brunk. **Staff:** Matt Ashby, Josh Liley.

A. Call to Order 5:00PM

B. Roll Call

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

BP - Motion to Approve. Second – HW. Approved as presented.

D. Executive Session for the purpose of:

Regarding redevelopment of the backlot properties, to determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402 (4)(b) and (e).

Discussion: The Board determined that there was no need for an executive session and moved directly to Item E.

E. Consideration of Exclusive Negotiation Agreement and Non-Binding Term Sheet between the DDA, the Town of Windsor and Brinkman Capital, LLC, regarding development of the backlot properties. MA – Brinkman provided word today that their investment team approved moving forward with the purchase of the 4th Street Property.

JL – Provided an overview of the agreement and some minor modifications/technicalities that had been reflected in the final version of the agreement. The total cost would include title insurance and closing costs, but not other expenses. DS – Question about land donation? JL – The expectation is that the land would be donated. This item is still to be negotiated in conjunction with the final total figure on the project. This is part of the non-binding section. The item that is binding is the DDA/Town purchase of 4th street if the deal falls apart.

BP - Motion to approve the agreement and authorize the Chairman to sign and allowing legal council to make minor changes of a non-substantive matter. Second - HW. Approved Unanimously.

F. Adjourn

BP - Motion to adjourn. Second - HW. Approved unanimously. 5:08PM

Note: Double Underlined items indicate attachments.

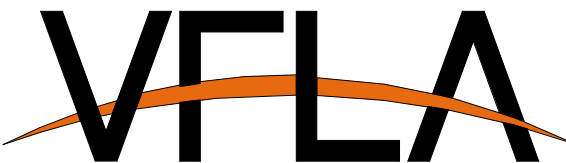


NOTE: THESE 3D BUILDING SECTION DIAGRAMS ARE FOR ILLUSTRATIVE PURPOSES ONLY TO ASSIST IN SPATIAL REPRESENTATION OF THE PROJECT BUILDING. NOT ALL MODELLING IS PERFECT AND DETAILING SHOULD BE PULLED FROM OTHER DETAILS IN THE SET.

PROJECT NUMBER: 2017-73

WINDSOR MILL
CORE & SHELL
POST FIRE

301 MAIN STREET
WINDSOR, CO



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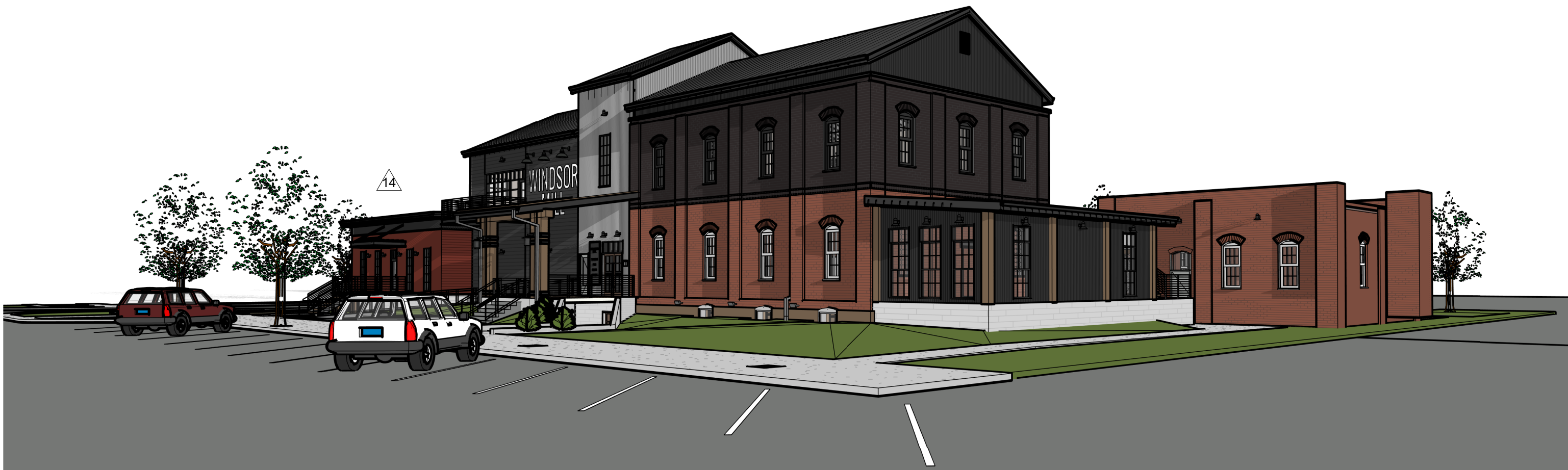
KL&A STRUCTURAL ENGINEERS AND
BUILDERS

2020 ENGINEERING

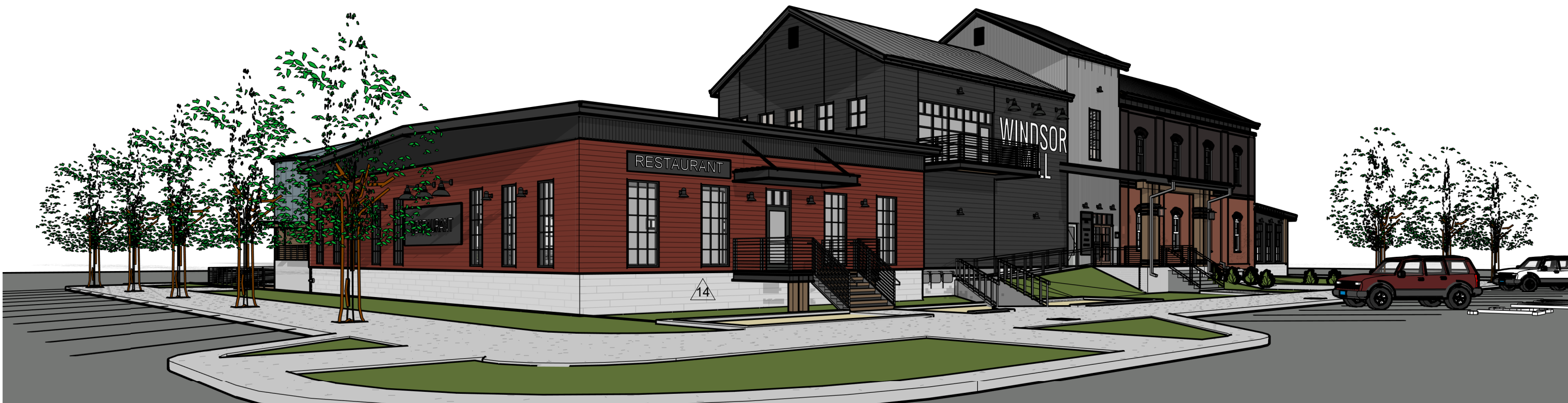
ADONAI PROFESSIONAL SERVICES, INC.

NORTHERN ENGINEERING

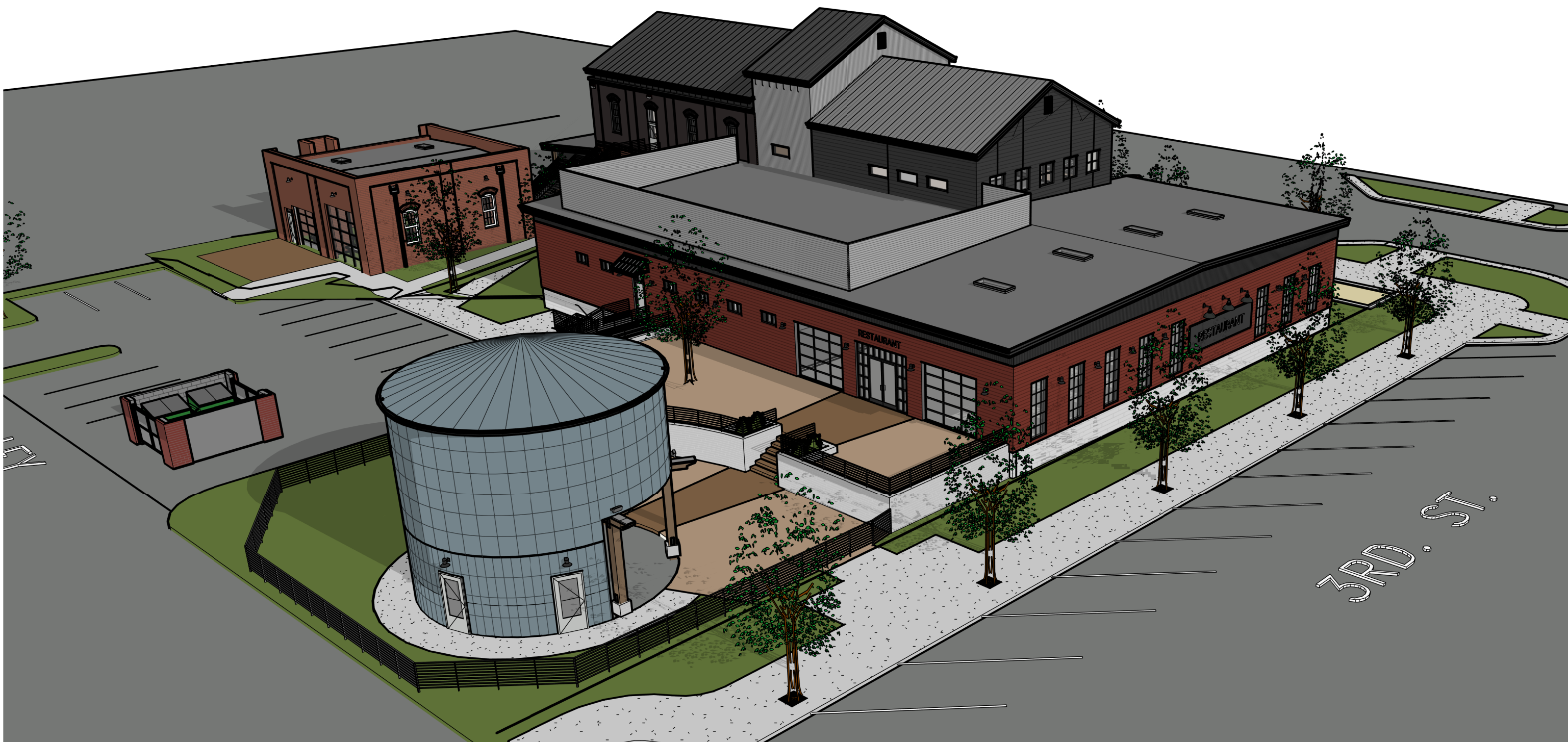
RIPLEY DESIGN, INC.



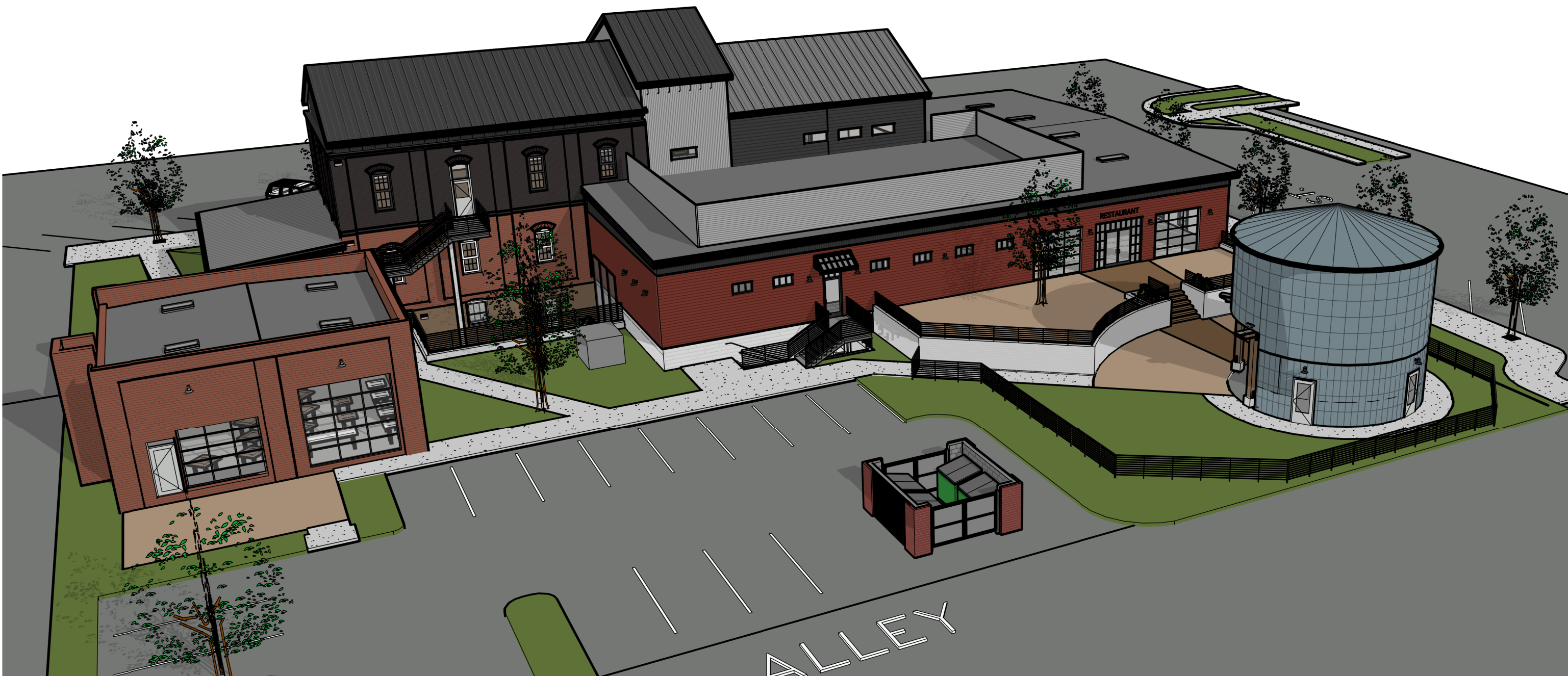
6 EYE LEVEL - WEST VIEW



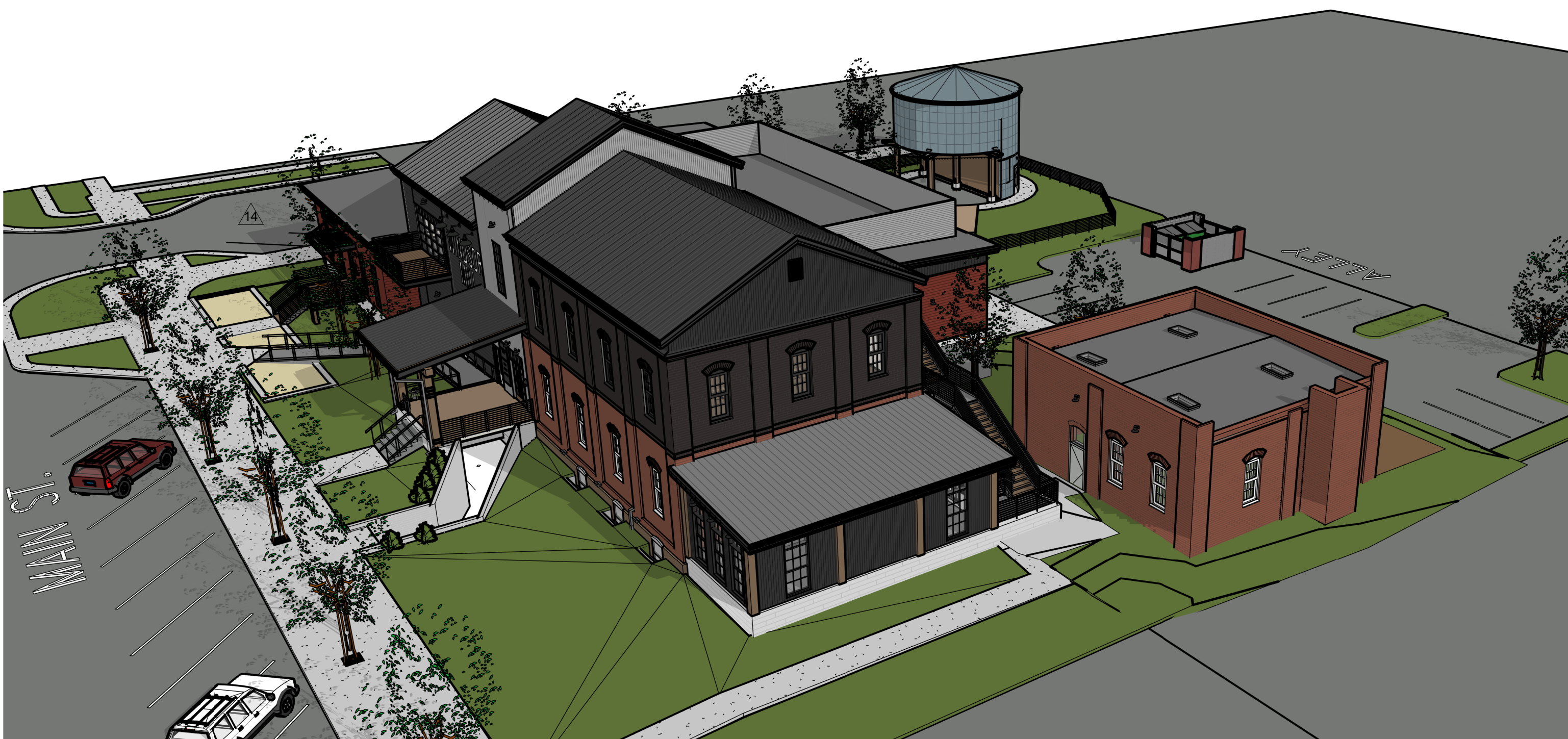
5 EYE LEVEL - EAST VIEW



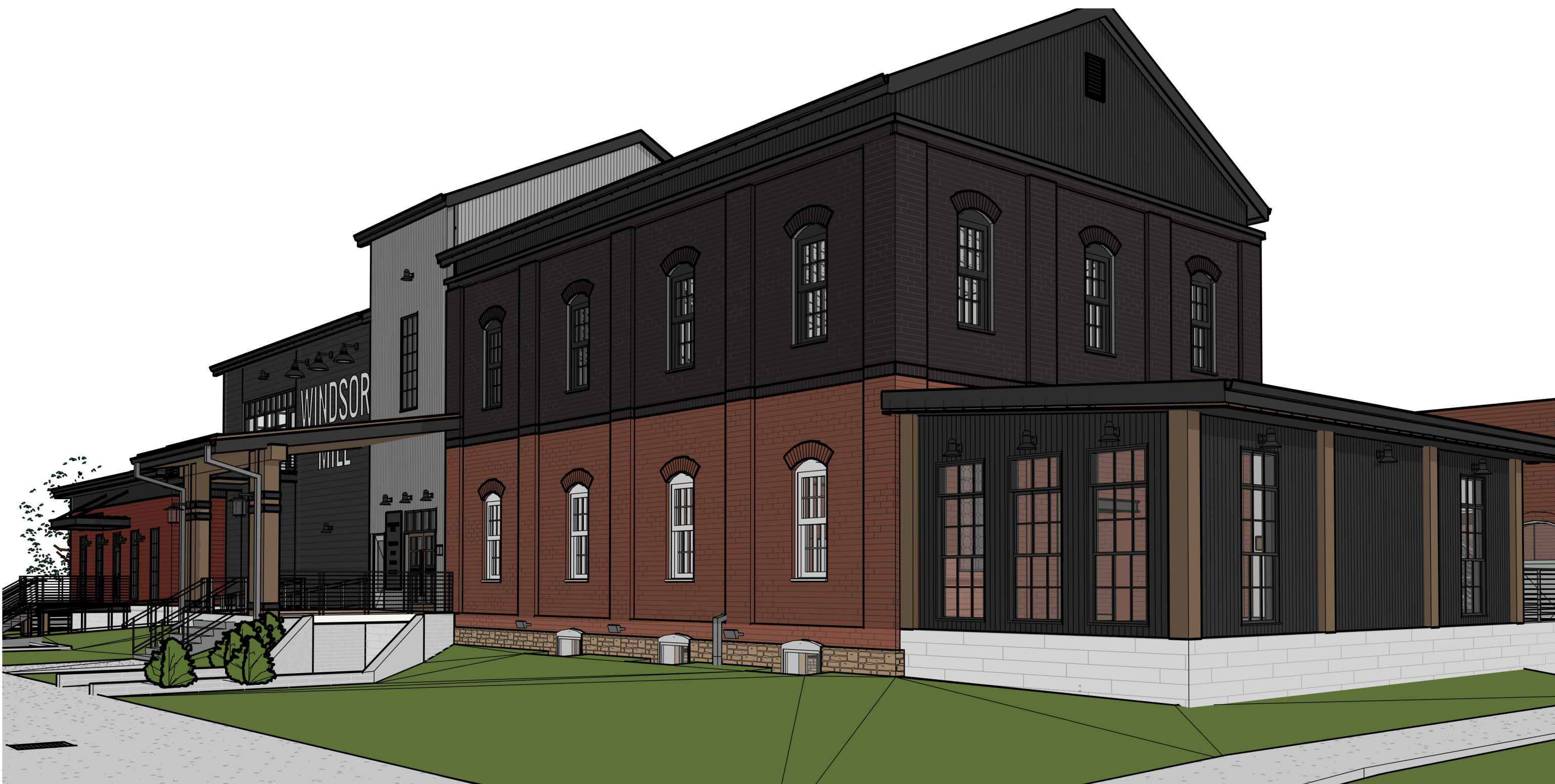
4 AERIAL VIEW - LOOKING NORTHWEST



3 AERIAL VIEW - LOOKING NW



2 AERIAL VIEW - LOOKING SE



1 NORTH WEST VIEW

CONSTRUCTION DOCUMENT SET

Issued		
No.	Description	Date
1	DESIGN DEVELOPMENT SET	06-15-2018
2	CONSTRUCTION DOCUMENT SET	08-01-2019
3		
4		
5		
6		
7		
8		
Revisions		
No.	Description	Date
14	ASI #11	01-30-2019

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SEAL:

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3D EXTERIOR VIEWS

DRAWING NUMBER:

A3.0

3/13/2019 9:05:36 AM

EXTERIOR ELEVATION GENERAL NOTES

1. REFER TO ARCHITECTURAL SYSTEM NOTES, EXTERIOR FINISH COLOR SCHEDULE, AND OUTLINE SPECIFICATION FOR ADDITIONAL NOTES
2. ALL EXTERIOR VISIBLE PIPES, VENTS, UTILITY BOXES, METERS, AND CONDUIT TO BE PAINTED TO MATCH ADJACENT SURFACE.
3. REFER TO WALL SECTIONS FOR ADDITIONAL SILL, HEAD, AND ROUGH OPENING DIMENSIONS.
4. ALL AESS TO BE PRIMED USING SHERWIN WILLIAMS 'MACROPOXY 646 PRIMER' COLOR TO BE PT-3 WITH TWO FINISH COATS OF SHERWIN WILLIAMS ACROLON 218 PLYURETHANE.

EXTERIOR MATERIAL COLORS

MATERIAL	COLOR	COMMENTS
STONE	EXISTING LIGHT BEIGE	
BRICK	EXISTING LIGHT RED	
S-DECK ROOFING	BERRIDGE ZINC GREY	
STANDING SEAM METAL PANEL COLOR A	BERRIDGE BLACK	
STANDING SEAM METAL PANEL COLOR B	BERRIDGE ZINC GREY	
METAL S-DECK SIDING COLOR A	BERRIDGE BLACK	
METAL S-DECK SIDING COLOR B	BERRIDGE CITYSCAPE	
GUTTERS	BERRIDGE BLACK	
DOWNSPOUTS	BERRIDGE BLACK	
METAL FASCIA	BERRIDGE BLACK	
METAL COPINGS	BERRIDGE BLACK	
STEEL CHANNEL BELLY BAND	TRICORN BLACK SW 6258	
WOOD SIDING AT EAST WING	RED BARN SW 7591	CONFIRM WITH SAMPLE
HORIZONTAL METAL SIDING	BERRIDGE HS-8 BLACK	CONFIRM WITH SAMPLE
WOOD TIMBERS	CHARWOOD SW 3542	CONFIRM WITH SAMPLE
STEEL BRACKETS ON WOOD	TRICORN BLACK SW 6258	
PRECAST CONCRETE	MIDWEST CAST STONE COLOR...	
METAL FASCIA	BERRIDGE BLACK	
RAILINGS	TRICORN BLACK SW 6258	NOT AT LARGE EXT. STAIR
RAILINGS ON LARGE EXT. STAIR	TIN LIZZIE SW 9163	
STRINGER ON LARGE EXT. STAIR	TRICORN BLACK SW 6258	
INTERIOR OF CMU ON TRASH ENCLOSURE	TIN LIZZIE SW 9783	
MECH. SCREEN WALL STEEL FRAME	MATCH BERRIDGE ZINC GREY	

PROJECT NUMBER: 2017-73

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KL&A STRUCTURAL ENGINEERS AND BUILDERS

2020 ENGINEERING

ADONAI PROFESSIONAL SERVICES, INC.

NORTHERN ENGINEERING

RIPLEY DESIGN, INC.

CONSTRUCTION DOCUMENT SET

No.	Description	Date
1	DESIGN DEVELOPMENT SET	06-15-2018
2	CONSTRUCTION DOCUMENT SET	08-01-2019
3		
4		
5		
6		
7		
8		

No.	Description	Date
3	ASI #13	10-08-2018
14	ASI #11	01-30-2019

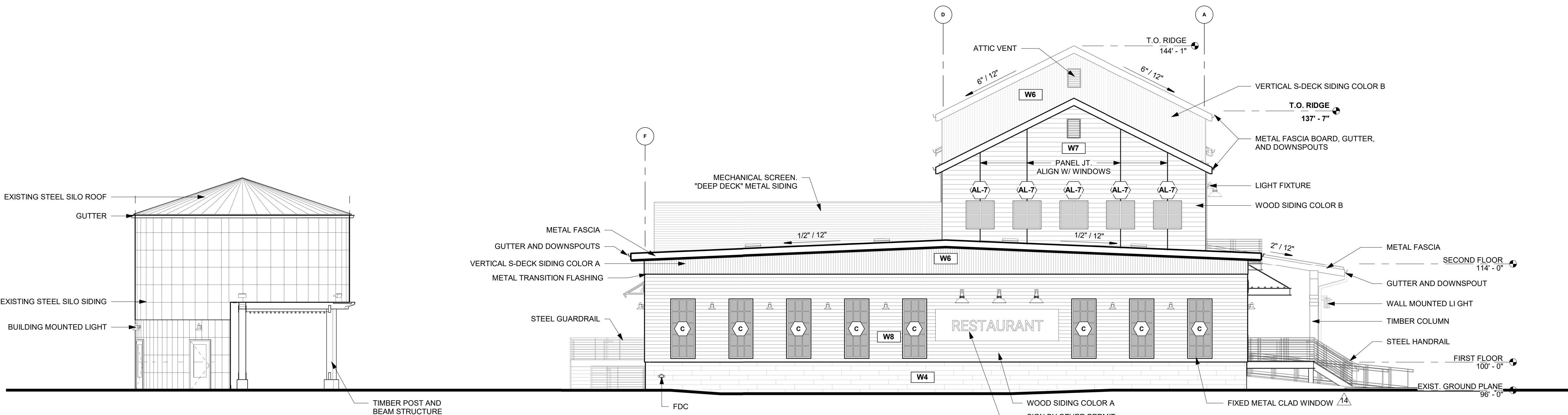
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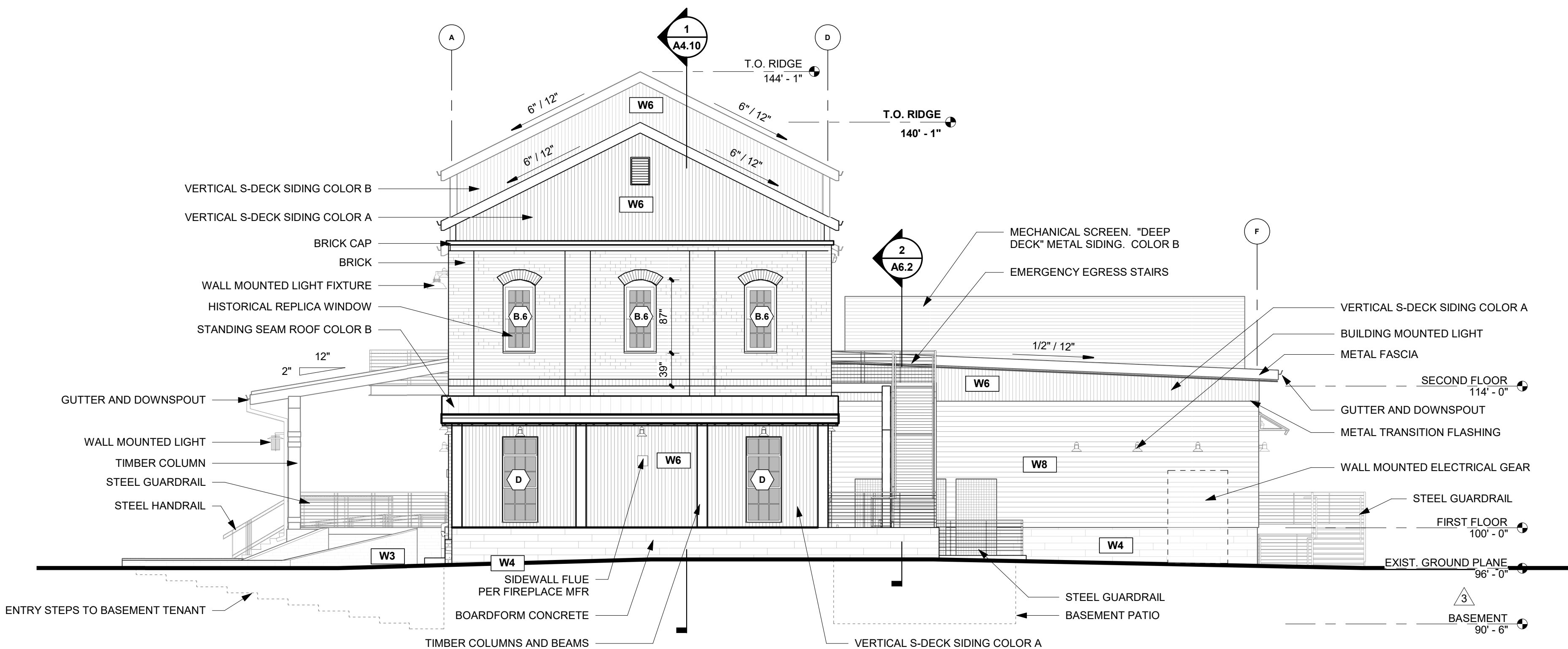
EXTERIOR
ELEVATIONS

DRAWING NUMBER:

A3.2



2 EAST ELEVATION
1/8" = 1'-0"



1 WEST ELEVATION
1/8" = 1'-0"

Report of Bills

Date Range: 01/01/2019 - 03/08/2019



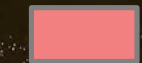
TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550
WWW.WINDSORGOV.COM

(970) 674-2400
MON-FRI 8AM TO 5PM

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI				
Department: 486 DOWNTOWN DEVELOPMENT AU				
88676	LILEY LAW OFFICES, LLC	INVOICE 13721 - PROFESSIONAL SEF	02/22/2019	2,874.00
88763	TOWN OF WINDSOR UTILITY BILLING	UTILITIES - 512 ASH STREET	03/01/2019	142.40
88785	XCEL ENERGY	01.28.19 - 02.05.19	03/08/2019	22.66
88851	TOWN OF WINDSOR UTILITY BILLING	DDA BACK LOTS	03/08/2019	46.95
88866	NEOFUNDS	POSTAGE	03/08/2019	10.00
Total for Department: 486 DOWNTOWN DEVELOP				3,096.01
Total for Fund:19 DOWNTOWN DEVELOPMENT A				3,096.01
Grand Total				3,096.01

Downtown Development Authority

Sales Tax Collections Trend - 2017 Q4 to 2018 Q4

 Decrease Sales Tax

Sales Tax 2017 Q4: \$134,066.51
Sales Tax 2018 Q4: \$129,740.53
Increase/Decrease: (\$4,325.98) [-3.23%]

Note: Figures for the Windsor Farmers' Market and Windsor Wonderland have been excluded from these calculations due to the fact they are not DDA members.





WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: March 15, 2019
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: March Report

Meeting Summary:

Extensive time was spent advancing the Backlot project during February into March with several special meetings and document production tasked to the project. Additional follow up with new representatives for the Mill Project and Brunner property were also conducted. The former Ricky B's building is anticipated to welcome an office use in a portion of the building. Staff submitted the Main Street Mini-Grant, and coordinated review and completion of the planting plan for 5th and Main. The following meetings occurred between February 18 – March 15, including:

- Brinkman Agreement Call – February 19
- Regular Board Meeting – February 20
- Property Owner Inquiry Meeting – February 20
- Blue Ocean Meeting – February 20
- Brinkman Call – February 21
- DDA Special Meeting – Backlot – February 22
- Brunner Update Meeting – February 27
- Backlot Development Agreement Discussion – March 8

Billing Breakdown (As of 3/14/19):

General (YTD) - \$8,660 = 11% of Budgeted \$75,560 (with 19% of year completed)

Backlot (YTD) - \$8,747

Mill (YTD) - \$163

Brunner - \$556

Anticipated Workload March - April:

- Backlot Development Agreement Formalization
- 512 Demolition Bidding and Site Planning for Parking
- Wrapping up Wayfinding Plan
- Cottage Block – Business Engagement
- Lodging/Tourism – Initial Discussion
- Main Street Quarterly Reporting

Current Initiatives:

Mill –Staff met with the new representative for Blue Ocean, Phil Hodgkinson, to receive updates on the project. He is scheduled to be at the March meeting so that the DDA can finalize the incentive agreement with approval of the architectural elevations. We also anticipate an update on the Ricky B's building.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Backlot –

Extensive activity was focused on the Backlot development with a special meeting on January 28 and communication with the developer to address questions, concerns and refinements to the initial agreement.

The appraisal of the Public Works block was added to the prior report ordered for the lot adjacent to the DDA "Through Lot".

Staff is working on an RFP/Bid to secure a contractor to demolish the buildings at 512 Ash. Estimated cost for demolition is \$67,800. (The estimated value of the EPA grants to perform this analysis is approximately \$30,000.) Town utilities (water and sewer) will be charged on the property until the taps are capped. We have also been working with Weld County regarding the property tax bill. We are set to pay a portion of the taxes that was included in the closing settlement for the first 10 months of 2018. The assessor did not identify correctly that we are tax exempt for the last two months of the year and will be reissuing the bill. Currently, there are two bills – one for the land and one for the improvements. Once the demolition has been completed, we will update the assessor and consolidate the bill. Staff will also be working to complete a site plan review through the planning department to then move forward with the construction of the transitional parking lot.

Bi-weekly meetings will be held with DDA, Town and Brinkman Staff to work through designs. As options are presented, staff will bring concepts to the board for comment.

Parking / Crosswalk / Plantings

The planting design has been approved by Parks. The bid and installation will be managed by Parks Director, Eric Lucas. The goal is to have the plantings installed in May or early June. The Main Street Mini Grant has been submitted and allocation from DOLA of \$5,000 should be available prior to plant installation. The remaining \$5,000 has been budgeted for in the DDAs 2019 budget.

Final crosswalk enhancement drawings are being completed. Once available, we will work with Engineering to secure approval from CDOT. The additional striping will require a maintenance agreement from the Town.

We received notification that CDOT is progressing with a project to improve accessibility ramps at the corners along Main Street. Staff have reviewed the preliminary drawings and it appears that the tactile plates at the ramps will be replaced and widened.

Wayfinding Project

The draft signage designs are currently being reviewed by fabricators, so they can determine relative costs per sign type. The final signage locations are also being finalized. The next step will be to have the DDA review the signage costs, locations, and phasing, while also recommending any final design changes.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Cottage Collaborative

DHM had schedule initial on site meetings for 3/13, but cancelled due to weather. Rescheduled meetings will be taking place soon.

Lodging/Tourism

Staff are working to schedule a meeting with Town Staff to explore options.

501 Main Street Façade Improvement Grant

The 501 Main FIP easement has been drafted. According to the guidelines, the total amount per façade (face) is 25% of total costs, not to exceed \$20,000. The motion from the board in the April 2018 minutes is *"CPN - Motion to approve the FIP application for grant up to \$25,000 per the program guidelines. DK - Second. Unanimous Approval."* The original estimates for the work were less than this total (\$25,000); however, actual costs were higher. The DDA's 25% match could be as much as \$32,257.62 should the board chose to modify and approve the additional amount.

Food Truck

Staff received a request to park a food truck on DDA property near boardwalk park (shown on the next page). The owner detailed the use as follows:

The truck would be out of the way of other vehicles driving through and wouldn't impact the businesses along there. As I'd told you, I'd be responsible for cleaning up the area around the truck, I have a liability policy, and have followed all of Windsor's guidelines.

A little about myself. I did hair for 35 years. I opened my first salon in Windsor 17 years ago. It was where Hot Rod Dog is now. My second business was at Water Valley in '05, sold it in '07, and had the 5th St Barber Shop for almost 12 years before retiring from the business this past August.

Feeding people has always been my passion. I especially enjoy helping feed those that can't feed themselves. We donate all of our cash tips to the Windsor/Severance Food Pantry. This is something we'll continue to do and hopefully will be able to give more and more.

I appreciate you and the board taking this into consideration so I can serve Windsor more consistently.

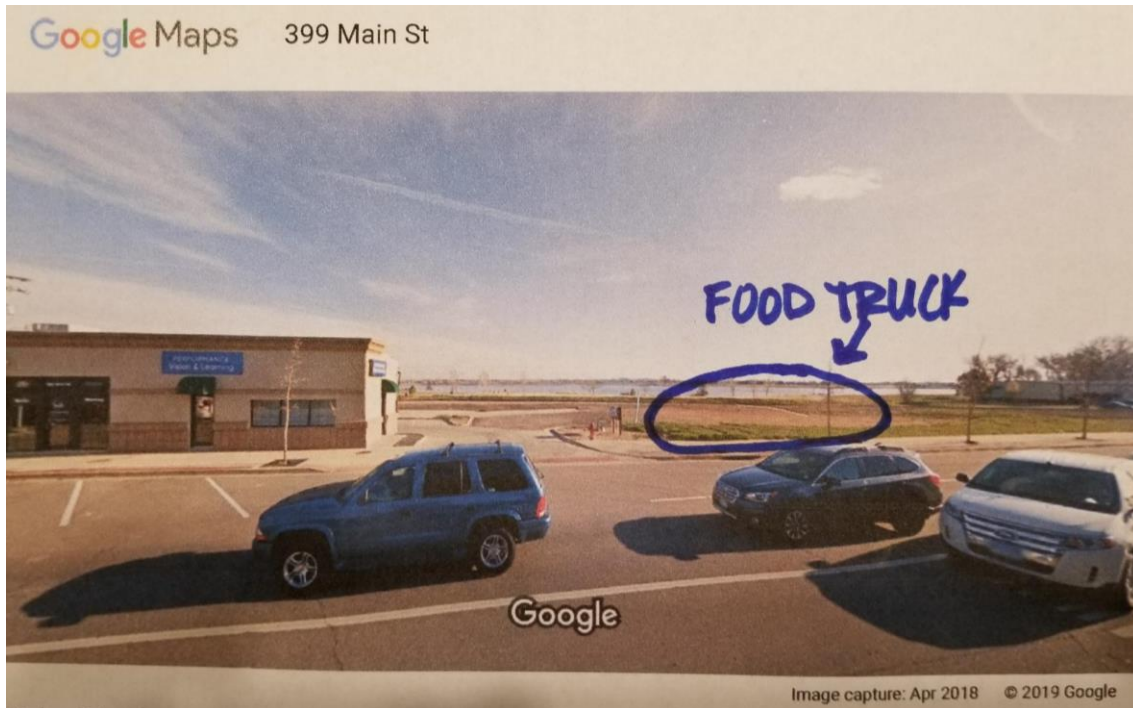
Please, feel free to contact me with any other concerns or questions you may have.

Dee Dee Greenwalt

The Gravy Train



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY



Action Checklist Review:

New Items –

- Draft easement agreements for 501 Main. (Completed)
- MA – Request on the Financial Report to Include a full comparison number. (Completed)
- Ped Crossing/Plantings - Matt to Pursue installation (Design Completion In Progress)
- MA – Check into value of existing taps and whether they have any raw water value. (In Progress)
- MA – Schedule conversation with Erlich and Marquardt. (Dean K. or Dan) (To Do)
- MA – Post Special Meeting Announcement. (Complete)

Carryover –

- Brinkman – Utility Status to get in Xcel Energy Queue (To Do)
- Complete Backlot Info Sheet – Sketch Plan – Post it on Website (Completed, Posting Soon)
- Provide Info on Ayres Invoice Breakdown – (In process)
- Request Blue Ocean representative attend March or April Meeting. (Completed)
- Identify Grants for Wayfinding Implementation (In process)



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

- Josh - Review the easement on the property and may issue a cease and desist letter for parking on the DDA's through lot. (To Do.)
- Josh – Provide a 1-page form contract in support of the parking program. (To Do.)
- Add key contacts to the block captain maps. (To Do with next assignment)
- Check with the Legion for names of veterans for posters. (To Do)

