



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

June 17, 2020 | 7:30AM– 9:00AM

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

Notice: due to health concerns related to covid-19, this month's board meeting will be held by zoom. The general public is welcome to attend this meeting and may do so by zoom meeting, click on the link:

<https://us02web.zoom.us/j/86531768417?pwd=bUI5MUtrcElRaTJ3MDF0ZUo3YjUUT09>

or by calling: (346)-248-7799 | Meeting ID: 865 3176 8417 | Password: 570077

One tap mobile +13462487799,,86531768417#,,1#,570077# US

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. KEY INITIATIVES:** **7:45AM**
 - 1. Mill Project Update – No Updates.
 - 2. Backlot Boardwalk Update
 - i. 4th Street – Committee Progress – Joint meet w/ Town Board Week of July 6.
 - ii. Backlot Alley
 - 1. Alley Design Visualization Finalized
 - 2. Plat Map - Ready
 - 3. Xcel 1% Undergrounding Status Update
 - iii. 512 Ash Demolition
 - 1. Consideration of Bid (Action Requested.) Directing staff to negotiate and Chairman Stauss to execute a contract with Neumark Construction for the demolition of 512 Ash, not to exceed \$48,000.
 - 3. District Expansion/Sustainability – No Updates
- F. Approval of Minutes from the Regular Board of Directors Meeting May 20, 2020 – M. Ashby
- G. Report of Bills & Financial Report – M. Ashby
- H. Executive Director's Report – M. Ashby
 - i. 500 Main Street – Façade Improvement Program – Grant Application
 - ii. Emergency Response Activities
 - a. Sidewalk Café Permitting
 - b. Town Supplied (Borrowed) Furniture
 - c. To-Go Parking Space Designation (Signs, Paint)
 - d. Open Flags Ordered/Distributed
 - e. Technical Assistance Training – Approval Requested to authorize Director to contract up to \$2,300 of Main Street Training Grant funds.
 - f. Additional Virtual Tours
 - iii. Banners – Sample complete, 10 New Arms on order
- I. COMMITTEE REPORTS:** **8:30AM**
 - 1. Marketing Committee – Social Media Activity
- J. COMMUNICATIONS & NEWS:**
- K. Adjourn** **9:15AM**

Note: Double Underlined items indicate attachments.

To: Windsor DDA Board

From: Mike Scholl, Ayres Associates

Date: June 10, 2020

RE: 512 Ash Demolition RFP – Bids

Background:

The DDA issued a Request for Proposals on May 10, 2020 for the purposes of contracting for the demolition of the buildings at 512 Ash. Staff hosting pre-bid meeting on site on Friday, May 22, 2020 that was attended by 15 contractors and subcontractors.

Environmental:

The DDA conducted independent investigation of the environmental conditions, which indicated the presence of a small amount of transite pipe that is presumed to be asbestos containing material. (“ACM”) The area in question is roughly 200 square and is located between the two buildings. The bid required the contractors to submit a per square foot price to remove the ACM from the site.

Bid Results:

The DDA received four bids with the low bid from NeuMark Construction from Fort Collins.

Bidder	Base	Alternates	Total	ACM/Removal Sq/FT
Neumark Construction	26,994	20,469	47,463	\$8.50
L4 Environmental	35,875	13,720	49,595	\$19.00
McCauley Construction	58,155	11,953	70,108	\$70.00
Elder Construction	79,730	10,164	89,894	\$8.00

*The DDA also received a bid from Horsley Specialties, Inc for the ACM removal only. The bid was \$38.23 per sq/ft for the removal of the asbestos. The DDA has the option to contract separately, however, given the amount of the bid and additional requirements from having two separate contractors, staff is recommending awarding the bid to a single contractor.

The RFP and the four bids are attached for your review. Staff expect to issue a tentative bid award notice to NeuMark with the final contract to be approved by the DDA board.



**REMOVAL OF BUILDINGS
BID FORM**

**512 ASH STREET BUILDINGS AND APPURTENANCES REMOVAL
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

To: Windsor Downtown Development Authority, Colorado

The undersigned Bidder, having familiarized himself with the Work required by the Contract Documents, the Property where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work, and having satisfied itself of the expense and difficulties attending performance of the Work, NeuMark Commercial Builders, LLC (Bidder) hereby proposes and agrees, if this Bid is accepted, to enter into Agreement in the form attached to perform all Work, including the assumption of all obligations, duties and responsibilities necessary to the successful completion of the Contract and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the specified Work; tools, equipment, supplies, transportation, facilities, labor, superintendence and services required to perform the specified Work; and Bonds, insurance and submittals; all as indicated or specified in the Contract Documents to be performed or furnished by the Contractor for the following unit and lump sum price.

BID SCHEDULE

Removal of two buildings and appurtenances located at 512 Ash Street, Windsor, Colorado.

BASE BID

Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
01	Mobilization, Site Security and Environmental Controls	L.S.	1	\$ 6,018.00	\$ 6,018.00
02	Buildings/Appurtenances Demolition and Disposal	L.S.	2.0	\$ 8,533.00	\$ 17,066.00
03	Site Restoration	L.S.	1.0	\$ 3,910.00	\$ 3,910.00
TOTAL BASE BID					

Total Base Bid Amount, Items 01 thru 03, shall be Twenty Six Thousand Nine Hundred Ninety Four
Dollars (\$ 26,994.00)



ALTERNATE BID

Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
ALT - 01	Removal of auger pit vault and slurry/capping of void space/openings	L.S.	1	\$ 1,508.00	\$ 1,508.00
ALT - 02	Removal of subsurface channel/auger system	L.S.	1	\$ 1,356.00	\$ 1,356.00
ALT - 03	Removal of floors/foundations to 4' below grade	L.S.	1	\$ 17,605.00	\$ 17,605.00
TOTAL ALTERNATE BID					\$ 20,469.00

Total Alternate Bid No. 1 Amount, Item ALT - 01 through ALT - 03, shall be add _____

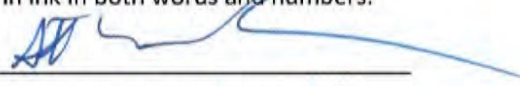
Twenty Thousand Four Hundred Sixty Nine Dollars (\$ 20,469.00)

SUPPLEMENTAL UNIT PRICES

Item No.	Item Description	Unit	Unit Price
S - 01	Additional Asbestos Abatement	S.F.	\$ 8.50/sf
S - 02	Additional Asbestos Abatement	L.F.	\$ 20.00/lf

Prices shall be handwritten in ink in both words and numbers.

Authorized Representative


Scott Neuenschwander



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BOARD OF DIRECTORS MEETING

May 20, 2020 | 7:30AM– 9:00AM

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

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<https://us02web.zoom.us/j/85226587498?pwd=c1FsZnlwZmc3cHV3YzI2cExLeDgzUT09>

or by calling: 1-669-900-9128 | Meeting ID: 852 2658 7498 | Password: 587539

One tap mobile +16699009128,,85226587498#,,1#,587539#

MINUTES – DRAFT

Attendance: Dan Stauss, Dan Brunk, Dean Koehler, Heidi Washburn, Brent Phinney, Paul Rennemeyer.
Staff: Matt Ashby, Josh Liley. Guests: Jill Burrell (Ditesco), Keith Meyer (Ditesco).

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

Motion to approve as presented. BP. Second. HW. Approved unanimously.

E. KEY INITIATIVES: **7:45AM**

- 1. Mill Project Update – No Updates.
- 2. Backlot Boardwalk Update
 - i. 4th Street – Committee Progress – MA: Committee meeting Friday, May 22.
 - ii. Consideration of IGA regarding payment of DDA portion of 4th Street Purchase (Action Required.) MA: This IGA structures the payment process for the arrangement between the DDA. **Motion: Approve the IGA for the purchase of the 4th Street property. PH. Second DB. Approved Unanimously.**
 - iii. Backlot Alley
 - 1. Alley Design
 - a. Mini Grant (Visualization) Proceeding
 - b. Ditesco – Targeted Scope of Services Review

DS: Would the irrigation be accessible? JB: That's correct. They would be built with sleeves. DS: Would the pavers be strong enough for delivery trucks? JB: Yes, they are placed on a structural bed, typically concrete. DS: Would the pergola be tall enough for the trucks to get under? JB: Yes, it would be tall enough for delivery trucks to get under. JB: Presented a modified scope of work. There are many utility issues that are key to understand. We need to know locations to be able to then arrange the improvements to respond to the utilities. We would create a topo survey and then also work with the businesses to communicate about the project and identify functional needs. We want to have extensive conversations with the businesses. We would work on initial engineering designs. Russell-Mills will then take the urban design to a 30% design level. The last element is a cost element to get this to construction and include funding options.

BP: If we're ever going to attract a developer to the Backlot property. Let's pull the trigger and get to the phase where we have a clear picture. DS: I agree. DB: I'm in agreement, I don't want to be sitting on this for another year. If its in the budget and we can make it work. DK: I agree. We need to be proactive. HW: I agree. PR: I like Dan's feeling about moving forward and while being conservative is positive, we need to spend our fund appropriately.

Note: Double Underlined items indicate attachments.



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JL: I've worked with this team. A possible motion is to approve the attached scope direct staff to complete contract, and authorizing the board chair to sign. **Motion: Approve the attached scope and direct staff to complete contract, and authorizing the board chair to sign. BP, Second: DB. Approved Unanimously.**

MA: Provide EDA as key initiative. BP: There's funds available, we should go after it. Authorized Ayres to investigate further and set up as an on call project tracking time spent on the initiative.

2. Plat Map – Update

MA: Staff will be working with the Town to process.

3. Xcel 1% Undergrounding Status Update

MA: The 1-line drawing is moving forward.

DB: Approached Eric Earlich regarding their property. Waiting for response. MA: Provide plat map to DB.

iv. 512 Ash Demolition

1. Demo RFP Published – Deadline June 5

MA: Provided update regarding the interest in the project. We anticipate having a recommendation on a contractor at next month's meeting.

2. Site Plan Scope of Work (Action Requested.)

MA: Authorization of Chairman to execute a contract not to exceed \$9,500.

JL: Would this contract be with the DDA or Ayres? MA: It would be with the DDA. BP: I don't think we need to wait any longer on this item. It would be great to move forward should the park open. PR: The park events are looking to open in July. DK: Would this process include working through the Town's process? PR: Farmer's Market open June 20, Concerts potentially July 9.

Motion: DK: Approve Summit Engineering for a total fee not to exceed \$9,000 and authorizing DDA staff and attorney to amend the scope of work and authorizing the Chairman to execute a contract. Second: BP. Motion Approved unanimously.

MA: Staff will work on finalizing scope.

District Expansion/Sustainability – No Updates BP: Are we working with anyone currently. MA: No. BP: Does anyone know the property east of NAPA or where that project is? Does anyone have any contact? HW: We might have the phone number.

MA: Reach out to owners.

F. Approval of Minutes from the Regular Board of Directors Meeting April 15, 2020 – M. Ashby
Motion: Motion to approve as presented: BP. Second. DB. Approved Unanimously.

MA: Include Special Meeting minutes on next agenda.

G. Report of Bills & Financial Report – M. Ashby MA: No updates. Staff will provide a report of bills at the next meeting.

H. Executive Director's Report – M. Ashby

i. 500 Main Street – Façade Improvement Program – Grant Application

MA: Application is not complete. We will work with the owners to complete for next round.

Note: Double Underlined items indicate attachments.



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ii. Emergency Response Activities

DS: We've been working to get out with and personally connect with the businesses. Regarding the hand sanitizer, folks were very excited to be contacted and supported. I think it's important for the DDA to bridge that gap. Many are concerned about the future. Folks are hearing about support being provided by other cities and wondering what Windsor is doing. We need to use our budget to help our businesses to keep a positive atmosphere. We're all in this together. The other thing that was cool was linking our efforts to "shop local" and getting businesses to think outside the box. For Okole, we moved forward quickly.

Sidewalk Café Spacing – Staff have begun working on expanding options for patio spaces. MA: We are currently working to identify seating scenarios. MA: Would like feedback from the Board regarding placement/purchase of additional tables, chairs, and umbrellas. BP: I think we also need to recognize that we need to support all of our businesses. I'd like to have an idea of long-term what we might be thinking long-term. Are we going to gift the tables/chairs to the restaurants later? DS: I'd imagine shifting the tables/chairs to other locations in the district. Possibly use the fire district chairs. DK: Agree with BP, want to understand long-term arrangements. Would rather have a grant, vs us buying more tables.

JL: Reminder that the DDA is a development authority. This should be guided by the Town. For legal and practical reasons, the DDA can't provide extensive assistance. We also have staff limitations of one. One of the ways the Ft Collins DDA has assisted is communicating the needs. As far as a grant program, that type of program might not fit in statutorily. Everyone would need to have access equitably. Do we have the amount of money to provide every property owner equal assistance?

PR: The Town is working on a marketing grant to authorize \$75,000 toward advertising agency to promote business and assist with marketing campaign, logo work, slogan, etc. Establishing social media presence and online shopping portal. DS: Who was involved in the idea to formulate the approach to this type of assistance? PR: We're still in the formulation process. There are over 400 businesses in Windsor so that available amount would be spread pretty thin. We don't have the same reserves as Johnstown does. Stacy Miller is redirecting her business retention fund. If the businesses don't have a solid marketing program, this would help them set up. Or if they have a good social media program, they could boost the posts.

BP: Has anyone reached out to the SBDC? One idea is to get an expert in writing business plans to help businesses and provide ideas of how to rewrite business plan and explore opportunities. We could hire/pay experts to come and offer assistance. We could front the fee to explore ideas. I generally like the idea of providing technical services as opposed to a blank check.

DK: I think that would be a good approach. Business model adjustments.

JL: Relative to the small assistance, other programs are printing spacing decals, signs that can be delivered relative to health guidelines. Another idea of small tangible purchases.

DS: I like Brent's idea to provide knowledge and information. **MA: Follow up on the Technical Assistance.**

PR: New Chamber Director starts June 1. We're excited about Michelle taking the Chamber in a positive direction.

MA: Marching orders to continue working as we have been over the past few weeks. With smaller response activities, checking in with the Chairman and offering an opportunity.

Note: Double Underlined items indicate attachments.



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DS: The Virtual Shopping Tour was great. We made a sale out of Oklahoma that came via the tour. DB: I think you should keep rolling it out and offer to more businesses. I think the restaurants should have it and give people and idea of what we have to offer here. Keep the buzz going on. **MA: Reach out and continue adding businesses to the virtual tour.**

iii. Grant Updates – AARP, Main Street Mini Grant

MA: Staff submitted an application to AARP for 12 additional tables and chairs to place throughout the District. Awards are not likely to be announced until July.

iv. Banners

MA: Staff have completed the 4 Season banner design and received approval from the Town for placement. Staff will work to get a sample printed and then complete production. The cost of the banners is coming primarily from the Main Street Mini Grant.

I. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee – Social Media Activity

DB: I think we need to consider stepping up social media, updates to the website. DB: I think we need circle back on branding and get a refresh going. DS: Now is a good time move forward. MA: EasyChair Media works as an intermediary, website manager is Vista Works out of Buena Vista. DS: I would like to get the ball rolling on the branding so its all ready to incorporate all at once. DB: It would be good to have direct communication with Vista Works.

Banners. PR: Love the idea and swapping out year round. The font on “Your Hometown Retreat” is tough to read. DB: Love the concept. MA: Make updates and proceed.

J. COMMUNICATIONS & NEWS:

K. Adjourn

9:15AM

BP: Adjourn, DK. Approved Unanimously at 9:47AM.

Note: Double Underlined items indicate attachments.

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORITY				
Department: 486 DOWNTOWN DEVELOPMENT AU				
93086	TOWN OF WINDSOR UTILITY BILLI	UTILITY BILLING DDA - 512 ASH ST	01/17/2020	48.36
93094	RUSSELL + MILLS STUDIOS	DDA - BLOCK ALLEY SCHEMATIC D	01/17/2020	9,730.00
93104	TOWNSQUARE MEDIA FT COLLINS	FTCOLLINS 1354659B-6	01/17/2020	2,059.00
93272	LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	01/31/2020	2,938.00
93540	TOWN OF WINDSOR UTILITY BILLI	UTILITY BILLING DDA - 512 ASH ST	02/21/2020	48.82
93542	INTEGRATED SITE SERVICES INC	RETAINAGE - 10% OF 5TH & MAIN	02/21/2020	1,400.00
93551	BLUE OCEAN HOLDINGS LLC	MILL FACADE EASEMENT, PUBLIC	02/21/2020	2,340,000.00
93783	LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	03/13/2020	1,272.00
93785	AYRES ASSOCIATES INC	DDA EXP. FOR OWNER	03/13/2020	5,388.74
93805	TOWNSQUARE MEDIA FT COLLINS	FTCOLLINS 1354659B-8	03/13/2020	500.00
93897	LILEY LAW OFFICES LLC	DDA Legal Services	03/27/2020	3,410.00
94058	TOWN OF WINDSOR UTILITY BILLI	WATER BILL	04/10/2020	48.82
94062	WENDY BURT-THOMAS	WINDSOR DDA WEBSITE (JAN, FEB,	04/10/2020	800.00
94082	TOWNSQUARE MEDIA FT COLLINS	FT COLLINS 1354659A-2 NOV/DEC C	04/10/2020	852.00
94337	AYRES ASSOCIATES INC	Post Office Box Renewal	05/08/2020	18,049.16
94397	MANWEILER HARDWARE INC	MASTER PADLOCK, KEYS, CABLE C	05/22/2020	56.63
94461	VISTA WORKS	DESIGN SERVICES - DDA DOMAIN N	05/22/2020	74.85
94483	RUSSELL + MILLS STUDIOS	DDA-ALLEYWAY 3-D VISUALIZATIO	05/22/2020	2,500.00
94499	BRENT EVANS	VIRTUAL TOUR - DDA BUSINESSES	05/22/2020	545.00
Total for Department: 486 DOWNTOWN DEVELOP				2,389,721.38
Total for Fund:19 DOWNTOWN DEVELOPMENT A				2,389,721.38



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: June 17, 2020
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: June Report

Meeting Summary:

Our COVID-19 response activities continue to include sending out information on business resources, updating critical business information online, keeping residents informed about openings and closures, and hosting virtual meetings. A good portion of our attention was focused on getting approval from the Town for temporary sidewalk dining/sales for businesses that were interested and staying informed on the evolving temporary liquor license regulations. Ongoing projects also received attention including a site walk for the demolition RFP for 512 Ash and review of the bids.

The following meetings occurred between May 18 – June 12, including:

- Liquor Enforcement Emergency Regulation Meeting – May 17
- Windsor DDA Board Meeting – May 20
- 512 Ash Site Walk – May 22
- 4th Street property tour and discussion – May 22
- Meetings/Review of Sidewalk Café Options – May 22
- Sidewalk Cafes, To-Go Parking, Open Flags Meeting – May 27
- Banners and Benches call – May 29
- Windsor Recovery Meeting – May 29
- Liquor License Q&A Meeting – June 1
- Xcel – Overhead utilities meeting – June 3
- Windsor Liquor Hearing – June 5
- To Go Parking Signs to Printer – June 8
- Business Check In – June 10
- Banner Proof Review, Town Table Delivery Coordination – June 12

Billing Breakdown (As of 6/10/20):

General - \$40,217 = 51% of Budgeted \$78,560 (with 46% of year completed)

*** For the year, \$15,725 worth of general budgeted hours have been spent on emergency response activities. ***

Backlot - \$14,820 (Increase due to 512 Demo Activities)

Mill - \$1,429

Brunner - \$0

DOLA Grant - \$2,110



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(Note: Staff are tracking hours related to emergency response. Typical activities include increased communication and outreach to district businesses, informational webinars, and other similar activities.)

Anticipated Workload June-July:

- 512 Utility Removal and Demolition, Site Planning for Parking
- Wayfinding Plan – Redirect
- Complete Undergrounding Design, One Line Drawings
- Alley Plat and Dedication
- Additional Business Reopening Response
- 4th Street – Vision and Direction

Current Initiatives:

Mill – No Updates.

Backlot –

4th Street: First Committee meeting and tour of property occurred Friday, May 22. We are looking to set up a joint meeting with the Town Board to review possible directions.

512 Ash: Staff published the demolition RFP, with a deadline of June 5. Four bids were received plus one for the asbestos removal only. The topographical survey has been completed and will be used to complete a site plan that is suitable for review by the Town. Staff will be completing the contract for engineering on the Site Plan and will work to get bids in the next month.

Alley Design/DOLA Grant: Russell-Mills has finalized the Sketchup model that will be the main structure for the 3D model and subsequent fly through. The contract with Ditesco for alley design is progressing.

The plat map for the alley has been completed. Staff will begin work with the Town regarding replatting of the property.

Utility Undergrounding: Communications are ongoing with Xcel. Emily Royal, engineer with BG BUILDINGWORKS, anticipates completing her work in the next two weeks.

Brunner

No updates.

Parking / Crosswalk / Plantings

Parking Study – The website is up and running: <https://www.windsorgov.com/1267/2020-Downtown-Parking-Study>

Wayfinding Project



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Staff consolidated all prior documents and information. We are working to provide an estimate on cost to complete the project. Once we have an estimate, staff will bring that back to the Board for direction.

Business Engagement

Efforts to provide emergency response and business assistance continues. The DDA has responded to provide information and assistance in a variety of ways. Webinars are being pushed out, along with newsletters and social media posts. Staff prepared permits for a number of businesses downtown to sales and dining services outdoors.

The May 5 post about the DDA's Virtual Shopping fix had a reach of 3.5K and engagement of 267 post clicks and 50 reactions.

Social media has continued to be very active. Here's some information from the last 28 days (April 14th through May 11th):

- 657 people reached
- 388 post engagements
- 647 total page likes
- 124 video views
- 727 followers (gained 6 since last time)

To help guide us in the future some of the most popular posts were:

- May 13 - Okole Maluna carry-out and outdoor seating
- May 15 - Chimney Park Market
- May 19 - Windsor Lake Coffee Pina Colada Slush photo and description
- May 20 - Hearth's new menu
- May 21 - Inga Tailoring about summer weddings
- May 27 Toast Reopening
- May 28 - Windsor Mill reopening
- May 28 - Dr. Danny video
- June 1 - Windsor Lake Coffee (get some coffee grounds for your compost)
- June 3 - How Hearth is doing it's part to support local businesses
- June 5 - new flavors at Windsor Lake Coffee
- June 8 - Summit Spas
- June 9 - Windsor Flower Shop (thank you to the DDA for hand sanitizer)

We are continuing to repost information from our businesses to help them reach a broader audience.

As the situation evolves, staff are monitoring additional resources and will continue to push out the latest information.

Virtual Shopping – the initial pilot project was well received. We did get requests from at least one additional shop expressing interest in the program. Staff will reach out to businesses to identify another round in July.



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Sidewalk Café – Staff assisted businesses in completing required mapping and application processes for Liquor Premises Hearings. Four expansions were completed on June 5 (Okole, Toast, Cacciatore, Mill Tavern.) Staff also assisted in coordinating the Right of Way Encroachment permits. The Town has identified options for relocating picnic tables from parks to make available for businesses to borrow in establishing patios. Staff are helping to coordinate distribution and delivery.

Open for Business – “Open” flags have been ordered and will be distributed immediately when they arrive.

Marketing Assistance - The Town of Windsor has allocated funding to assist businesses with promotion and advertising. Staff have pushed out this information to our district.

Façade Improvement Program

Staff received an FIP application from Red Zone NOCO Athletics LLC located at 500 Main. Work to be performed on the building includes the addition of awnings and lights, rehabilitation of the exterior to include restoration of brickwork and repair of architectural details, the addition of a display area, and repair of windows. The total estimated cost of the improvements is \$40,000 with an anticipated start date of June 1st, 2020. The applicant is using Markley Designs and Woodland Home Company. A separate staff summary is included in the Board Packet for review.

Lodging/Tourism

No Updates.

Branding

A few revisions were made to the banners that were produced through Pickaxe and will be processed for printing. We are currently working to have the banners installed and have placed an order for additional banner arms. The 10 light poles in front of the Mill and on the north side of Main do not have banner arms. Each set costs approximately \$100. Staff have moved forward with ordering these arms to complete the banner placement in the district. The addition of the 10 banners will increase the printing costs due to the additional numbers.

Main Street

The Main Street Mini Grant projects from 2019 and 2020 are progressing. The benches and trash cans have been delivered. Suite C Salon has re-approached the DDA for an additional bench in the vicinity and we are working with the Town to get installation scheduled. One of the trash cans has been requested to be placed near Windsor Lake Coffee nearer to Boardwalk Park. The second mini grant providing 3D Visualization of the alley enhancements is complete.

Several changes to the grant opportunities has been announced by Main Street. Our training grant has been extended for a year to allow for funds from 2020 to roll over and be used next year. Additionally, they will be allowing us to pool our mini-grant funds from 5-years to be able to tackle larger projects in the future. The yearly value of the mini-grants is \$5,000 at our current level. We are looking to move up in the program to a Graduate program, which would increase our annual dollar value of grant.



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Training Scholarship: Initially, when the Main Street NOW conference was cancelled, the state thought that the training funds could be rolled into next year. Recently, that policy has been changed and we have been advised that any funds not expended will be lost. Staff are working to schedule a training opportunity for a “Visual Merchandising Workshop” for our retailers to use these funds before the end of the year. If additional funds are still remaining, staff will work to identify other qualifying uses. Staff are requesting authorization to contract for services for any remaining funds, up to \$2,300 (which is the total grant amount.)

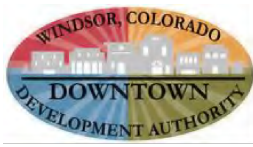
Action Checklist Review:

New Items –

- **MA: Follow up on the Technical Assistance.** (In Progress)
- **MA: Reach out and continue adding businesses to the virtual tour.** (To Do)
- **MA: Include Special Meeting minutes on next agenda.** (To Do)
- **MA: Reach out to owners.** (To Do)
-

Carryover –

- MA – Close checking account. (Will close after 6/20 meeting)
- MA – Explore sicker or plaque that lists DDA assistance. (Completed)
- MA – Finalize design of banners. (Completed)
- MA – Provide more detailed funding description on the types of use a lodging fund could be used for. (In process)
- MA- Visitor’s Bureaus research on establishment and how they function in other communities. (To Do)
- MA – Schedule conversation with Erlich and Marquardt. (Dean K. or Dan) (In process)
- Identify Grants for Wayfinding Implementation (In process)



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: June 12, 2020
To: DDA Board of Directors
From: Matt Ashby, DDA Executive Director
Re: Façade Improvement Program: Red Zone NOCO Athletics LLC – 500 Main Street
Item #: G.

Background & Discussion:

Red Zone NOCO Athletics LLC submitted a façade grant proposal for the building located at 500 Main. The applicant is working with Markley Designs and Woodland Home Company on the project. Work to be performed on the building includes the addition of awnings and lights, rehabilitation of the exterior to include restoration of brickwork and repair of architectural details, the addition of a display area, and repair of windows. The total estimated cost of the improvements is \$40,000 with an anticipated start date in early June.

The renderings created for the building shows the façades being painted white and grey with the metal roof, gutters, and downspouts being red. The renderings are attached to this report.

The applicant will be required to work with the Town planning staff on an administrative site plan and building permits prior to construction activities. Staff recommends conditioning the approval with the requirement that all changes be approved by the Town. Should any major changes be required, staff can review to determine if it needs to come back before the Board for modification.

Attachments to this report include proposed façades. Should the board grant approval for the project, the Project Terms document will be completed and executed at a later date by the owner (and applicant, in this case) and DDA Board Chair.

The applicant submitted an estimate of costs associated with the façade work being proposed. Façades which face a public Right of Way (ROW) are eligible for the grant program. The work identified in this application is on two faces of the building: Main Street and 5th Street. The program supports up to twenty-five percent 25% of eligible façade expenses, up to a maximum of \$20,000 per façade.

Estimated Improvement Costs:

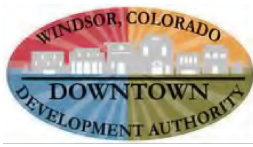
Façades: \$40,000

Eligible Expenses (25%):

Façades: \$10,000

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 potential financial impact is \$10,000.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Relationship to DDA Strategic Action Plan:

The adopted DDA strategic plan includes an objective to “Improve building appearance” with actions related to higher utilization of the Façade Improvement Program.

Attachments:

FIP Application

Photos: Current and Proposed

Proposed Elevation Exhibits



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal: 04.26.2020

Applicant/Property Owner: RYAN WOODLAND ON BEHALF OF FIVE PLAZA LLC

Mailing Address: 1813 61ST AVE #200 GREELEY, CO 80634

Business Owner (if different): GREG OSBORNE

Business Name: RED ZONE NOVO ATHLETICS LLC

Project Address: 500 MAIN STREET WINDSOR, CO 80550

Subdivision/Lot/Block: LOTS 1, 3, 5, 7 BLOCK 10

Phone Number(s): 970.800.1299 Email: RYAN@WOODLANDHOMELCOMPANY.COM

Architect name, phone number and email:

MARK MARKLEY / MARKLEY DESIGNS / 303.859.7249 / MARK@MARKLEYDESIGNS.COM

Contractor name, phone number and email:

RYAN WOODLAND / WHC / 970.800.1299 / RYAN@WOODLANDHOMELCOMPANY.COM

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) X 1

Projected Start / Finish Date for Project: 6/1/20 - 8/1/20

Total Estimated Cost of Improvements: \$ 40000.00

Attach detailed cost breakdown on a separate page

Grant/TIF Amount Requested: \$ ALL YOU ALLOW ☐ Grant ☐ TIF (check one)

Applicant's Signature: [Signature] Date: _____

Property Owner Signature: [Signature] Date: _____

Photos of the current building:



Photo of proposed façade treatment:



