



BOARD OF DIRECTORS MEETING
August 19, 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/83057113222>

or by calling: 1-669-900-9128 | Meeting ID: 830 5711 3222

One tap mobile +16699009128,,83057113222#

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 – Peculiar Ales Opening.
2. Backlot Boardwalk Update
 - i. 4th Street – Feasibility Study Approach
 - ii. Backlot Alley
 1. Alley Design Update
 2. Xcel 1% Undergrounding Status Update
 - iii. 512 Ash Demolition
 1. Utility Removal – Gas Capped, Xcel Pending.
 2. Demolition Status Update. Asbestos Permit Submitted.
 - iv. Backlot Development – Workshop
3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting July 22, 2020 – M. Ashby

G. Report of Bills & Financial Report – M. Ashby

H. Executive Director's Report – M. Ashby

- i. Emergency Response Activities
 - a. CDOT Grant Submitted (Sidewalk Cafes)
 - b. To-Go Parking Space Designation (Painting)
 - c. Additional Virtual Tours (CDOT Grant)
 - d. 2021 Budget Process – Work Session
- ii. Wayfinding Update – Status Summary
- iii. 2021 Budget Process – Work Session
- iv. Shop Small Saturday, Elf Hunt (Virtual + Real World)
- v. Promotional – Neighborhood Night Downtown

I. Façade Improvement Grant Updates

J. COMMITTEE REPORTS: 8:30AM

- i. Chamber Update – Photography, Wine/Chocolate Walk

K. COMMUNICATIONS & NEWS:

Peculier Ales – Grand Opening: Friday, August 28, 4:00PM

L. Adjourn 9:15AM

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

July 22, 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/88585391572?pwd=SDZMamNCU2Q2TFAd1hMSWIJTExJT09>

or by calling: 1-312-626-6799 | Meeting ID: 885 8539 1572 | Password: 179771

One tap mobile +16699009128,,88585391572#,,,,0#,,179771#

Agenda

Attendance: Dan Stauss, Dean Koehler, Dan Brunk, Brent Phinney, Paul Rennemeyer. Excused: Heidi Washburn. Staff: Matt Ashby, Josh Liley, Trisha Conway. Guests: Kelly Hall – Clearview Library.

A. Call to Order **7:30AM**

B. Roll Call –

C. Public Invited to be Heard (3 Minutes Per Person) - *Kelly Hall – Wanted to listen in, no specific discussion.*

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board - **Moved BP. Second DK. Approved Unanimously.**

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

1. Mill Project Update – Peculiar Ales Opening August. **MA: Reach out to Cacciatore and checking in regarding the switch over to new outdoor space.**

2. Backlot Boardwalk Update

i. 4th Street –Joint meet w/ Town Board Summary. *MA: Provided an update on the meeting. Boards determined to not move forward with selling the property at this time. They were interested in considering a feasibility study. DB: I think we could work on tracking down some of these issues on our own. BP: I think it's a little early to pursue a formal study – let's generate a few leads and scope out what we're looking for and what we want would be good. DS: I'd like for Matt to reach out and generate some ideas and pro/con for the concept. DK: I agree, I don't think we're going to get good numbers due to circumstances right now. PR: I talked to a developer and he noted that there are a few entities that have completed feasibility studies for folks who have worked on these studies previously. They might also have some good feedback. MA: Research and connect with a few properties and Paul's consultant. Report back next month.*

ii. **Executive Session for the purpose of:**

Determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators with respect to the 4th Street property jointly owned by the DDA and the Town of Windsor, pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I).

The Board determined no session needed.

iii. Backlot Alley

1. Alley Design Update – *MA: Provided an update on the design process. We could approach with a more deliberate design process to establish a more specific design process. DK: I'm not sure we want to be describing pad sites. BP: I think us starting the process would allow us the option to present as a blank slate or start to set up options for pad sites and parking.*

Note: Double Underlined items indicate attachments.



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*DK: So the idea would be to function more as the developer on our own?
BP: Yes. I think that's the only way to move forward with a vision. If we can revamp and create a vision to determine that we might be able to sell individual sites to different entities. DS: I think this gives us the independence to go out and recruit. With a developer, it's possibly an all or nothing. This would allow us to do projects on the bookends to provide more flexibility. DB: As you take away space for developers to use, we might have to spend more on the shared spaces. Developers wouldn't be as interested in paying for some of the other joint amenities. DK: So that means we would have to go through a planning process. I don't know how much difficulty that would be. BP: I don't know that we have to go to that level of detail. Let's create a vision plan that provides some options. DB: Shouldn't we wrap this into our replat process? MA: If we want to wait a bit on the replatting, we wouldn't have to go twice. JL: Cleanup might be reasonable with a clean plat. DB: I think working on a brainstorming session would be good to get some ideas out on the table. With a few concepts for buildings and parking. PR: I'm in favor of action to help move this forward. The Town Board is interested in moving this forward as soon as possible. DB: I don't want to go through what we did with the wayfinding project. JL: If there are more than three people, meeting would need to be noticed. MA: **Schedule work-session.***

2. Xcel 1% Undergrounding Status Update – *MA: BG is moving forward with their 1-line plan. They are currently reaching out to building owners to find out if they want separate meters for upper floor units.*
- iv. 512 Ash Demolition
 1. Utility Removal Status Update. *MA: We anticipate that the gas lines will be capped possibly as early as July 27. We have not heard yet from the contractor who is assigned to the overhead lines.*
 2. Demolition Status Update. *MA: We have finalized the contract and are working through a few final questions with the contractor.*
3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting June 17, 2020 – M. Ashby
Motion to approve: PR. Second: BP. Approved unanimously.

G. Report of Bills & Financial Report – M. Ashby

MA: Provided an overview of the bills. DB: It seems like those benches are needed in destination locations. I see the majority of pedestrians between 4th-5th. Is there something more efficient? BP: Is there any chance we could put it on the through lot. Since that's going to be a restaurant, that could be good. MA: We could certainly place near the bistro in front of the through lot. DK: I like that idea. BP: If we put it out front, that would be fine. JL: I'm wondering if there's a parking easement on that property. MA: Get Placement completed.

Motion to approve report of bills as presented. DK. Second. BP. Approved unanimously.

H. Executive Director's Report – M. Ashby

- i. 500 Main Street – Façade Improvement Program – Grant Application. *MA: I followed up with the building owner and he is not anticipating resubmitting his application at this time. We did receive an additional inquiry regarding the program from a new building owner in the 400 block.*

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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-
- ii. Emergency Response Activities
 - a. CDOT Grant Approach – *MA: Provided an overview of grant application. DS: I think we should move forward. It would be great to have options to use the tables for an event. DK: I say move forward.*
 - b. To-Go Parking Space Designation (Painting) – *MA: We had an inquiry from a non-restaurant interested in being able to use the short-term parking spaces. Our approach will be to designate the spaces for Short-Term only, but not to designate for "To Go" or restaurants only.*
 - c. Open Flags Additional Order – *MA: this was very positive. We've received great feedback. Board discussed purchase of an additional 15 flags to distribute.*
 - d. Window Display/Visual Merchandising Workshop Summary. *DS: We got great ideas and feedback on the consultant.*
 - e. Additional Virtual Tours (CDOT Grant) – *MA: Inquired as to whether the DK: If it doesn't require much time, I'd say go for it.*
 - iii. Main Street – Graduate Status Application – *DB: If you have time to allocate, you should move forward. DS: Are we able to transfer Ayres efforts from other line items? MA: We certainly can and will review the task efforts next month to see what options we have. MA: **Begin Graduate Application.***

I. COMMITTEE REPORTS:

8:30AM

J. COMMUNICATIONS & NEWS:

- i. Board Applications are now open. We have posted to the Facebook and Website. Interested parties are encouraged to apply as soon as possible. *MA: We are aware of at least 3 applications. DB: How are the interviews conducted? PR: Typically two Town Board members conduct the interviews and make a recommendation. KH: I've heard of a few people who might be interested. Is there a specific deadline? MA: The Town has indicated "Open until Filled" so I've been telling folks to get them turned in ASAP. MA: We also want to recognize that Trisha Conway with the Clerks Office has joined the meeting. She has been instrumental in keep our invoices paid and on track over at least the past year. She has also taken on additional duties since Krystal's departure and we thank her for her support.*

K. Adjourn

9:15AM

Moved to adjourn at 8:35am. PR. Second. DS.

Note: Double Underlined items indicate attachments.

Executive Director Report

Date: August 13, 2020
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: August 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. This month saw the submittal of a \$60,000 grant to CDOT to fund a Streetscape Kit of Parts which will allow us to permanently install sidewalk café spaces. A second “telework” grant application is being submitted to fund additional Virtual Tours. The Town painted the 5-minute limit on 3 To Go Parking Spaces, and follow up on a few “OPEN” flags. The new banners have also been installed. Ongoing projects also received attention included finalization of the demolition contract for 512 Ash, and the alley design. Staff also advanced review of the Wayfinding Plan and started planning for the 2021 budget discussions.

The following meetings occurred between July 22 – August 14, including:

- Regular Board Meeting – July 22
- Tourism Tax Meeting – July 30
- Alley Design Meeting – August 3
- Public Works Meeting w TOW – August 4
- Status Update Meeting – August 7
- CO Main Street Webinar (Cross Promotion) – August 12
- Economic Development Quarterly – August 14

Billing Breakdown (As of 8/14/20):

General - \$49,806 = 63% of Budgeted \$78,560 (with 63% of year completed)

*** For the year, \$24,050 worth of general budgeted hours have been spent on emergency response activities. ***

Backlot - \$20,8332

Mill - \$1,429

DOLA Grant - \$4,419

(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 Aug-Sept:

- Planning for Parking at 512 Ash
- Backlot Visioning

- Wayfinding Plan – Redirect
- Complete Undergrounding Design, One Line Drawings
- Alley Design
- Additional Business Reopening Response
- 4th Street – Vision and Direction
- 2021 Budget and Strategic Planning

Current Initiatives:

Mill – Staff have reached out to the businesses to identify any assistance needed as Peculiar Ales opens.

Backlot –

Backlot Work Session: Date TBD. Discussion to help inform next steps for marketing the property and moving forward with the Alley design.

4th Street: Based on the discussion at our last DDA meeting, staff have compiled a memo describing baseline feasibility information regarding converting 4th Street into a food hall or craft marketplace. This memo outlines some basic lease assumptions and highlights next steps.

512 Ash: The contract for demolition was completed. Gas removal was completed on 8/7 and electrical should be removed by 8/14. The asbestos permit has been submitted to CDPHE. They raised some questions regarding the permit that we are working through. Once the permit is approved, they will begin cleanup.

Alley Design/DOLA Grant: A project summary has been included in your packet. Ditesco will be completing an outreach strategy to help define engagement with property owners within the 400 block, general DDA interests, and broader community participation.

Utility Undergrounding: Communications are ongoing with Xcel. We have shared the one line drawing with Ditesco for coordination.

Brunner

Staff were made aware of some issues related to renovating the building. A potential tenant called, indicating that the cost for installation of a fire sprinkler was a significant concern. The DDA should discuss if there are any options to assist with this matter. We do anticipate that renovations of other existing buildings in the DDA could be impacted by similar issues.

Parking / Crosswalk / Plantings

The parking study steering committee has postponed their August meeting.

Wayfinding Project

Staff completed a review of all available materials. A summary memo describing options is included in the board packet. The first key decision is whether the DDA and Town Boards are comfortable with the general design direction that we arrived at with the previous consultant. If we like the existing design aesthetic, we can move relatively quickly into cost estimating and creating construction plan sets for the different types of signs.

It would also be recommended that we value-engineer the design to potentially streamline the details on several of the sign types that will have a large number (ie – trail signs). The list of signs and placement we currently have is rather extensive. The follow-up effort will need to confirm the location and content of each sign as we move into construction bidding.

Requested Direction: Does the Board wish to restart the design process, or to simply refine our current design? We will want to confirm this overall direction with the Town as well.

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.

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 – Staff have completed and submitted a CDOT grant for \$5000 to help encourage telecommuting and social distancing to support expansion of the Virtual Tour.

Sidewalk Café – Staff have submitted a grant from CDOT for \$60,000 that could be applied to purchasing permanent tables and chairs. The minimum match is \$5,000 and the Town committed to matching the DDA with another \$5,000. (\$10K Match, \$50K Grant)

Open for Business – Additional OPEN flags have been ordered and will be distributed as needed.

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 inquiry from 419 Main regarding the program and are awaiting an application. We also received several inquiries regarding the Small Façade Improvement program.

Lodging/Tourism

The survey regarding the tax has been completed and indicates general support for the overall initiative, with the proper explanation of the linkage to how the funding can help address increased business activity and projects. The Town is considering certification of the ballot on their next meeting agenda.

Branding

The additional 10 banner brackets on the Mill block have been ordered and will be installed by the Town forces soon.

Main Street

Staff began the process of completing the application to move up a tier to Graduate status in the Main Street program.

Action Checklist Review:

New Items –

- MA: Reach out to Cacciatore and checking in regarding the switch over to new outdoor space. (In Progress)
- MA: Research and connect with a few properties and Paul's consultant. Report back next month. (In Progress)
- MA: Schedule work-session. (Complete)
- MA: Begin Graduate Application. (In Progress)
- MA: Follow up on the Technical Assistance. (In Progress)
- MA: Reach out and continue adding businesses to the virtual tour. (In Progress)
- MA: Include Special Meeting minutes on next agenda. (To Do)
- MA: Reach out to owners. (To Do)
- MA: Connect NueMark with property owner to work out any details if possible. (In Progress)

Carryover –

- MA – Close checking account. (Will close after 6/20 meeting)
- MA – Provide more detailed funding description on the types of use a lodging fund could be used for. (Complete)
- MA – Schedule conversation with Erlich and Marquardt. (Dean K. or Dan) (In process)
- Identify Grants for Wayfinding Implementation (In process)

WINDSOR DDA

DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

WAYFINDING STATUS REPORT

TO: DDA Board
FROM: Matt Ashby, Windsor DDA Executive Director
DATE: August 13, 2020

Background:

During 2017, the Windsor DDA identified wayfinding as a key objective to advance in solidifying the overall identity of the downtown and assist in directing visitors to key locations and parking opportunities. The University of Colorado Technical Assistance program provided an initial overview and recommendations. While this information provided a solid start, the DDA Board determined that additional information was necessary and elected to issue an RFP for professional services. The DDA received proposals ranging from \$25,000-\$40,000. The selected contractor was the low bid and was ultimately chosen due to the creative nature of the approach to provide unique signage.

Signage & Wayfinding Plan

- 1 COMMUNITY EVENTS**
October 23, 2018
Community Workshop
6:00pm-8:00pm
Windsor Art & Heritage Center
115 5th St, Windsor, CO 80550
Preliminary signage & wayfinding designs
November 27, 2018
Community Open House
6:00pm-8:00pm
Windsor Art & Heritage Center
115 5th St, Windsor, CO 80550
Final design & next steps
December 1, 2018
Windsor Wonderland Holiday Celebration
Info Booth
Kiosk-5:00pm
Downtown Windsor - Site and Info Booth at Stateville Park
Final design & next steps
- 2 FACEBOOK PAGE**
Keep up-to-date on the Signage & Wayfinding Plan by checking the Facebook pages for the Town of Windsor & the Windsor DDA.
www.facebook.com/windsorgov/
www.facebook.com/WindsorDDA/
QR codes for both pages.
- 3 COMMUNITY SURVEY**
The community survey will gather ideas, feedback & direction that will help the design team understand how to improve signage & wayfinding within the Windsor community. The survey will be open from August 15 - October 6, 2018.
https://www.surveymonkey.com/r/WindsorSignage
QR code for the survey.
- 4 STAKEHOLDER SURVEY**
Members of unique groups within Windsor (planning, parks, downtown businesses, library representatives, etc) often have specific signage needs that should be considered. This stakeholder-specific survey helps gather info from these groups.
https://www.surveymonkey.com/r/WindsorStakeholder
QR code for the survey.

The project goals are:

- ★ Design signage & wayfinding that helps direct residents and visitors to destinations within the Windsor community
- ★ Develop a signage plan that identifies the style, quantity and type of signage needed in Windsor
- ★ Develop an implementation plan that outlines the costs and resources needed to implement the new signage & wayfinding designs

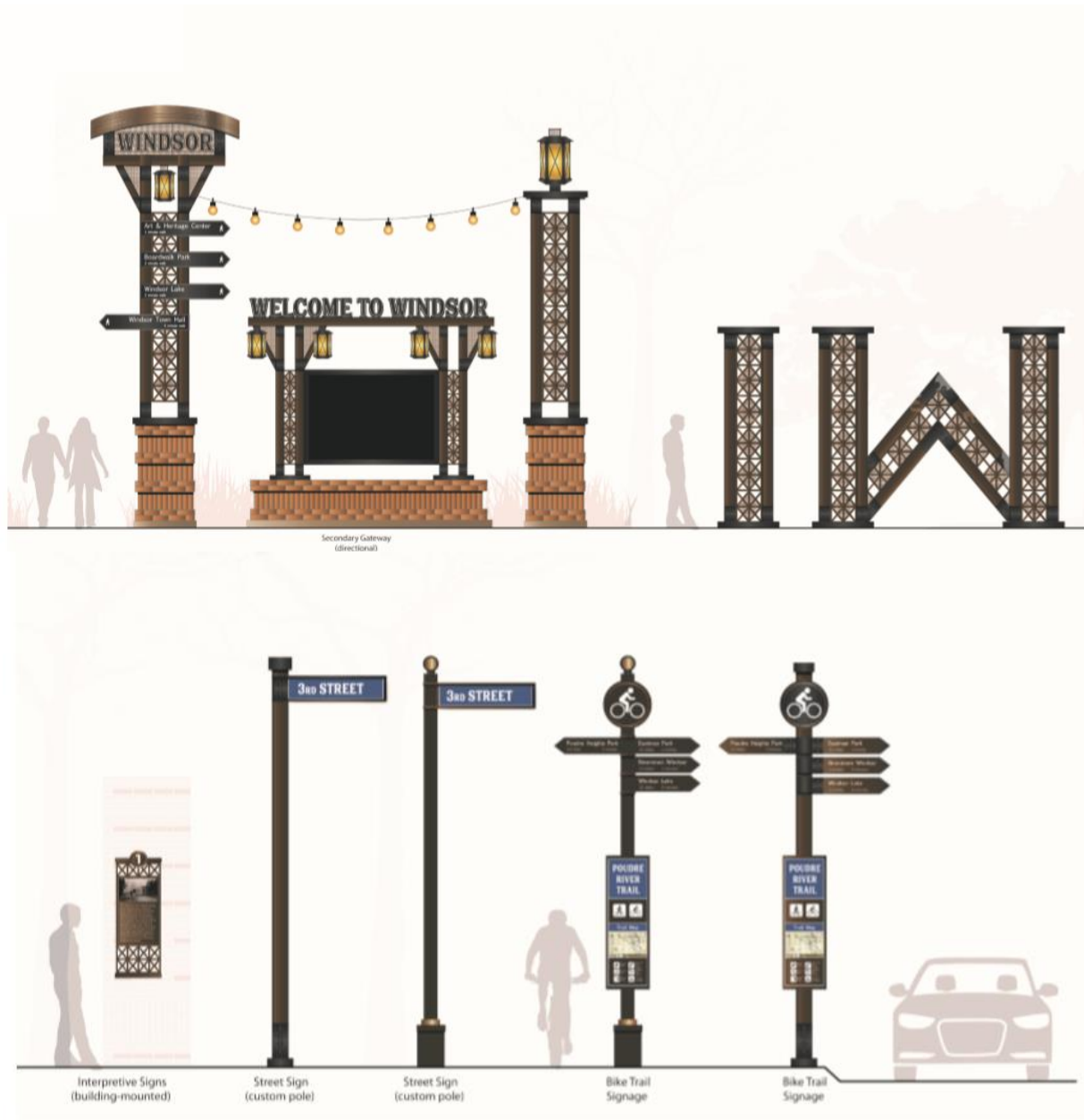
WINDSOR COLORADO

Kristin Cypher - Wayfinding Consultant - C+D Design - Direct: (720) 280-4349 - Email: kristin@cdhdesign.com
Matt Ashby, AICP CUD - Windsor DDA Rep. - Ayers Associates - Direct: (970) 797-3595 - Email: director@windsordda.com

CB Designs kicked off in the late Summer of 2018. The process included several surveys and engagement with the broader community through the end of 2018. Discussions were held at a Farmers' Market Weekend, at Windsor Wonderland, and during a separate Open House. An early concept is illustrated below.



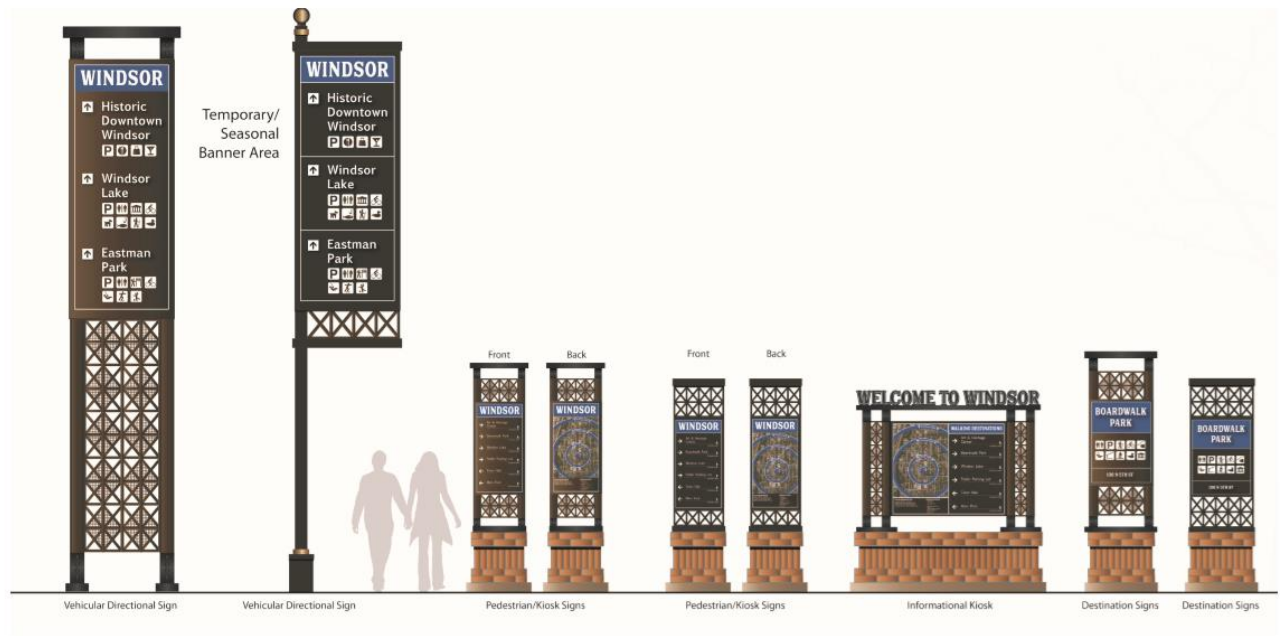
Following the review and assessment of 3 design concepts, the DDA narrowed the selection to a design that focused on brick and decorative iron mesh to blend nods to the railroad and agricultural history of the community. The brick was adjusted to reflect a color and module that is prevalent downtown.



Windsor Signage & Wayfinding

Final Design - March 20, 2019

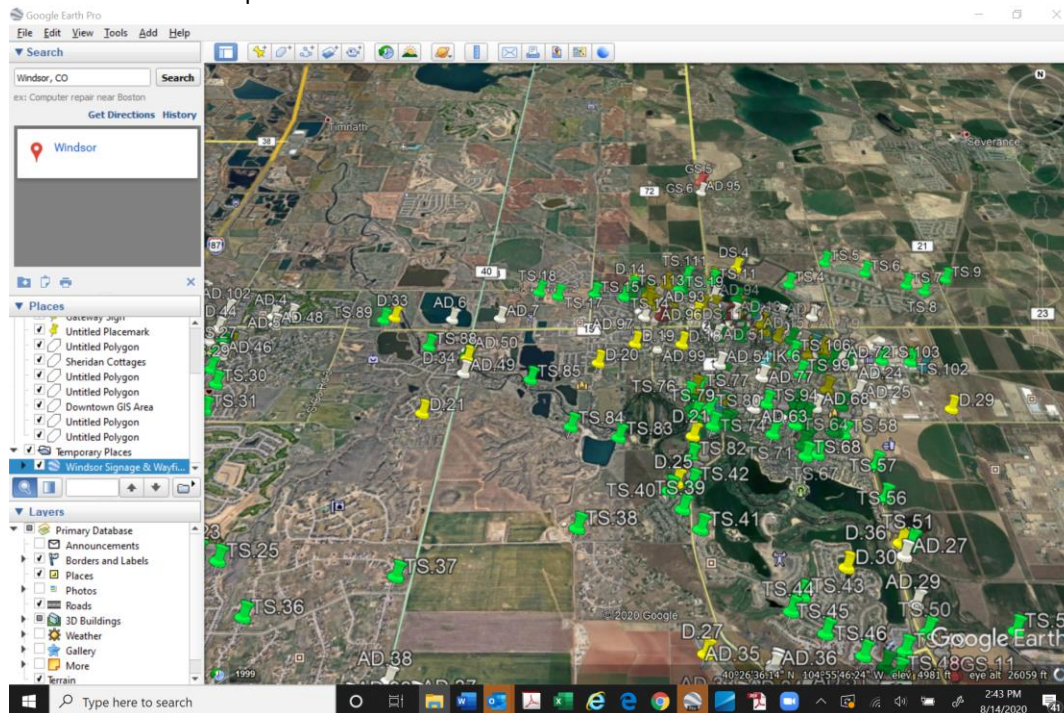
P3



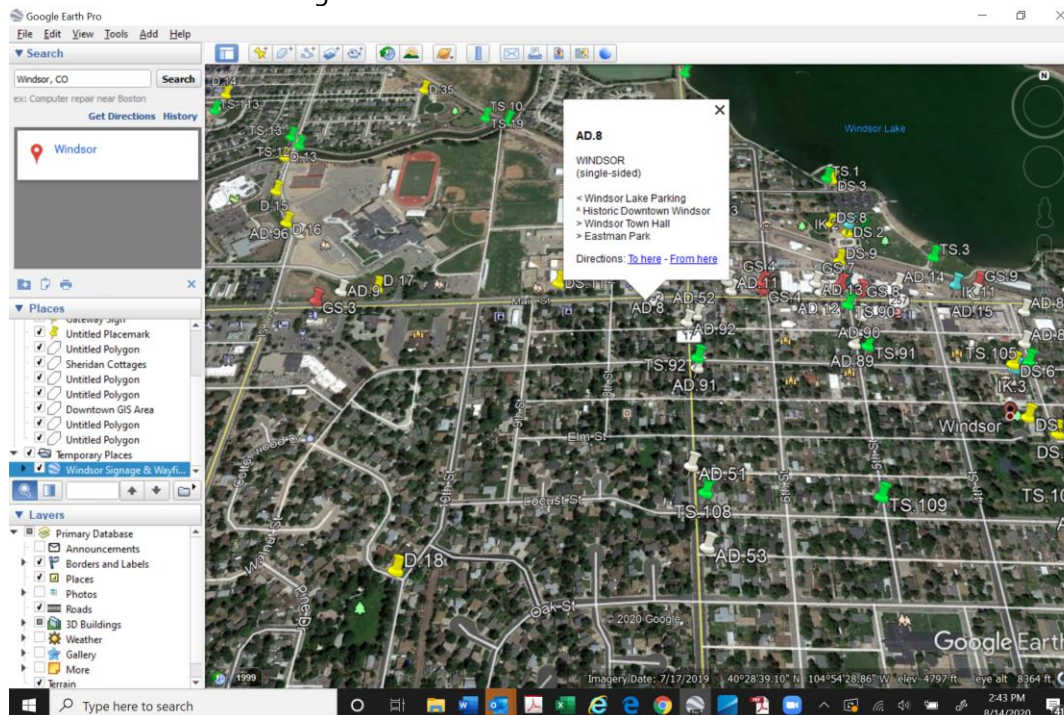
These designs were also presented with several images of the signage in specific locations in Windsor to help illustrate and evaluate the concepts in context.



A KMZ File, which is embedded within Google Earth, located potential locations for signs, including an extensive number of trail and vehicular signs. While these signs were discussed with staff at the time, additional discussions are likely needed to confirm the appropriateness of locations as well as directional content prior to construction.



For each of the pinpoints, additional information is provided regarding the destinations that should be included on each of the sign.



An initial cost memo was produced estimating the cost of fabrication and installation for the various signs. This information provides the total number of signs, along with an estimate from 2018. The highest frequency sign included the Auto Directional Sign – Double Sided at 94 possible installations, Destination Location Signs at 41, and Trail Signs at 106. Due to the high number of these signs, the bulk of the project installation cost is linked to these signs.

Town of Windsor Sign Quantities & Cost Estimate

A PHASED APPROACH TO IMPLEMENTATION

Phasing the implementation and construction of the signage and wayfinding palette ensures the overall costs are not encumbered within one fiscal year, while also providing opportunities to apply for grants and outside funding opportunities that can offset the overall project costs. It's anticipated that signage will be funded on a yearly basis for 2-3 consecutive years.

Benefits of a Multi-Year Signage & Wayfinding Roll-Out:

- Reduces the cost burden of a one-time fund allocation
- Allows for the system to be tested at each phase
- Provides the ability to observe the fabrication and installation process, and determine if updates/adjustments are needed
- Ensures adequate timeframes for alternate financing opportunities (grant applications, creation of special districts, potential development impact fees, etc)
- Builds community enthusiasm for the project and desire to see additional signage installed, after the first phase is installed

SIGN QUANTITIES & COST ESTIMATE

\$65,000-\$85,000/each	A 1	Gateway Arch	\$50,000-\$75,000
\$35,500-\$50,000/each	A2 8	Gateway Single Pole	\$284,000-\$400,000
\$20,000-\$35,500/each	A3 2	Gateway Electronic Messaging Board	\$40,000-\$71,000
\$6,000-\$8,000/each	A4 1	Gateway Windsor "W"	\$6,000-\$8,000
\$3,000-\$6,000/each	B 7	Auto Directional - Single-Sided	\$21,000-\$42,000
\$3,500-\$6,500/each	B2 94	Auto Directional - Double-Sided	\$329,000-\$611,000
\$10,500-\$13,000/each	C 3	Informational/Pedestrian Kiosk - Large	\$31,500-\$39,000
\$8,000-\$10,500/each	C2 8	Informational/Pedestrian Kiosk - Small	\$64,000-\$84,000
\$5,000-\$7,000/each	D 6	Destination - Single-Sided	\$30,000-\$42,000
\$5,500-\$7,500/each	D2 41	Destination - Double-Sided	\$225,500-\$307,500

page 1

Town of Windsor Sign Quantities & Cost Estimate (page 2)

SIGN QUANTITIES & COST ESTIMATE, CONTINUED

\$5,000-\$7,000/each	E 8	Trail System Entry Sign	\$40,000-\$56,000
\$1,800-\$3,000/each	E2 105	Trail In-System Directional Sign	\$189,000-\$315,000
Total Costs - All Signs/All Phases			\$1,310,000-\$2,050,500
Total Costs - All Signs in DDA District			\$185,800-\$283,000

While the Total Costs may induce sticker shock, it is important to note that the estimate represents ALL POSSIBLE SIGNS with no discussions regarding value engineering some of the more frequent signs. The budget can likely be tailored to address primary concerns while leaving lessor important installations until future phases.

Although the DDA has pdf images of the final design concepts, the contractor has been negligent in providing any additional files to the DDA. Following multiple months of requests, phone calls, emails

and text messages, the contractor indicated that she had moved out of state due to a family emergency. She has not responded to requests to provide any of the raw files.

Next Steps:

In the interest of advancing this project to the next phase and ultimately completing phase 1 of installation, the following items should be addressed:

1. **Evaluation of sign designs and types** – Determine whether the current design concept is acceptable, acceptable with minor changes, or whether the process should restart with an entirely new design process.
 - a. Confirm type, scale, materials, etc.
 - b. Sign designs will need to be recreated
 - c. If design is not approved, additional design would be needed
2. **Evaluate the Opinion of Probable Construction Costs (OPCC)** for manufacturing and Installation
 - a. If moving forward with the current design, generating a current cost estimate will be critical to assisting in identifying a first phase for implementation.
 - b. A value-engineering review should take place to help in evaluating the high-frequency signs to reduce overall investment.
3. **Detailed analysis of community destinations, sign locations and types.**
 - a. Initial analysis has found a number of dead-end wayfinding destinations, signs in public ROW, etc, based on the KMZ (google earth) file that was available
 - b. Review sign types and locations based on City, State or Federal signage code/requirements.
4. **Prepare a signage master plan to implement in phases**
 - a. Identifying sign type, location, and destination(s)
5. **Prioritize first phase sign types, locations, and quantities**
 - a. DDA and Town Phases should be identified based on separate funding options
 - b. Investigate grant programs that might assist in implementation

Upon reaching consensus of signage design, type, and quantities, the following steps would be needed to prepare a first phase of installation. This process would be repeated for subsequent phases as they are being prepared to seek bids.

1. **Refine signage design for phase 1.**
 - a. Detailed dimensions, materials, mounting, etc.
2. **Survey site location**
 - a. Topography, utilities, overhead conflicts, permitting
3. **Update OPCC**
4. **Develop Final Construction Documents & Specification**

5. Competitive Bidding or Select Qualified Manufacturer

6. Construction Administration

- a. Shop drawing review
- b. Contractor question
- c. Installation supervision

After or during the completion of phase 1, subsequent bid packages should be developed and implemented base on funding, planned construction projects and community need.