

Agenda

- A. **Call to Order** **7:00AM**
- 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
- D. **Consent Agenda**
- Approval of Minutes from the Board of Director's Regular Meeting – March 15, 2023
- Sample motion: "I move that we approve the consent agenda as presented."*
- E. Public & Partner Agencies Invited to be Heard (3 Minutes Per Person)
- F. **Business/Action Items**
- G. **Authorize the Executive Director** to Proceed with Developing and Issuing a Request for Qualifications Regarding the Development of a Downtown Master Plan in Partnership with the Town of Windsor Planning Department.
- Sample motion: "I move that we authorize the Executive Director to proceed with developing and issuing a request for qualifications regarding the development of a downtown master plan in partnership with the Town of Windsor Planning Department."*
- H. **Façade Improvement Mini Grant Application –400 Main Street**
- Applicant: Brooke Hansen
 - *Staff recommend conditional approval as detailed in the sample motion.*
- Sample motion: "I move that we conditionally approve funding not to exceed \$500.00 for a Façade Improvement Mini Grant for a new decorative tenant sign at 400 Main Street, pending installation of the sign and final inspection by DDA staff."*
- I. Executive Session – Executive session 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, regarding the 4th Street property jointly owned by the DDA and the Town of Windsor.
- Sample motion: "I move that we enter into an executive session 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, regarding the 4th Street property jointly owned by the DDA and the Town of Windsor."*
- J. **Executive Director's Report**
- K. Communications & News
- L. **Adjourn**
-

Minutes

A. Call to Order **7:04AM**

B. Roll Call - Dan Stauss, Brent Phinney, Dean Koehler, Annie Loyd, Andy Higa, Paul Rennemeyer and Grant Nisly.
Staff: Michelle Vance and Josh Lily.

C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board – Motion made by BP to review and approve the agenda, seconded by DK – Motion Passed Unanimously.

D.

E. Consent Agenda

Approval of Minutes from the Board of Director's Regular Meeting – February 15, 2023 - Motion made by DK, to approve the consent agenda as presented, seconded by BP – Motion passed unanimously.

Public & Partner Agencies Invited to be Heard (3 Minutes Per Person) No public comment.

F. Business/Action Items

G. Authorization for the Board Chair to open a new DDA checking account with Bank of Colorado to allow for the periodic transfer of DDA funds from the Town to the DDA for the purpose of meeting monthly DDA payroll and credit card payment obligations.

- Explained that we need to open a checking account in a bank that is authorized to accept government funds.

Motion made by BP that we authorize the Board Chair to open a checking account with Bank of Colorado to allow for the periodic transfer of DDA funds from the Town to the DDA for the purpose of meeting monthly DDA payroll and credit card payment obligations; and further authorize the Board Chair to execute all documents and instruments necessary to establish such account, seconded by DK – Motion passed unanimously.

H. Establish checking account signatories for Bank of Colorado checking account.

Motion made by DK that we authorize Dan Stauss, Brent Phinney and Michelle Vance to be signers on the DDA checking account with Bank of Colorado, seconded by BP – Motion passed unanimously.

I. Authorization for the Board Chair to apply for a credit card through Bank of Colorado for the Windsor DDA for use by Executive Director Michelle Vance with up to a \$10,000.00 limit.

Motion Made by BP that we authorize the Board Chair to apply for a credit card through Bank of Colorado in the name of, and on behalf of, the Windsor DDA, with a credit limit of up to \$10,000.00, for use by Executive Director Michelle Vance; and further authorize the Board Chair to execute all documents and instruments necessary to obtain such credit card, seconded by AH – Motion passed unanimously.

- J. Authorization for the Board Chair to close the DDA checking account with Canvas Credit Union and transfer all funds in such account to the DDA Bank of Colorado checking account.

Motion made by AH that we authorize the Board Chair to close the DDA checking account with Canvas Credit Union and to transfer all funds in such account to the DDA Bank of Colorado checking account, seconded by DK – Motion passed unanimously.

- K. Executive Director's Report

- L. Communications & News

- M. Adjourn
-

Motion made DK to adjourn meeting at 8:05 am, Seconded by BP – Motion Passed unanimously.

Dan Stauss
Chair, Windsor Downtown Development Authority

ATTEST:

Dean Koehler, Secretary

DATE:



Objective: To seek authorization for the Executive Director to proceed with developing and issuing a Request for Qualifications (RFQ) for the development of a Downtown Master Plan.

Background: The organization recognizes the importance of a well-designed and strategic plan for the development of downtown areas. Such a plan will help in the efficient utilization of resources and guide future developments in the area. The Executive Director has identified the need for a Downtown Master Plan and is recommending the issuance of an RFQ to solicit proposals from qualified consultants.

Proposal: The RFQ will be designed to attract proposals from qualified consultants with a proven track record in the development of downtown areas. Once the proposals are received, the Executive Director and Town of Windsor Planning Department will review and evaluate them before making recommendations to the board.

Recommendation: The Executive Director recommends that the Board authorize the Executive Director to develop and issue an RFQ for the development of a Downtown Master Plan in partnership with the Town of Windsor Planning Department. The Executive Director will provide regular updates to the Board on the status and results of the RFQ.

Expected Outcome: Upon completion of the Downtown Master Plan, the organization will have a comprehensive strategy for the development of the downtown area. This will lead to improved utilization of resources and provide a roadmap for future developments.

APPLICATION

The following information must be submitted with your application: plans or drawings; samples or depictions of finishes to be used; photos of existing condition of property; historic photos of property, if available; and detailed budget of project including cost estimate.

Applicant/ Property Owner: 208 Commerce Dr. LLC
 Mailing Address: 1401 Riverside Ave. Ft. Collins CO 80524
 Business Owner (if different): Brooke Hansen
 Business Name: Suite C Salon
 Project Address: 400 Main St Windsor
 Parcel Number (available on County Assessor's website): W11221111 B1K5
 Phone Number(s): 9706960400 Email: brookestylus@yahoo.com

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

- ☐ Addition of awnings, lights, or other exterior amenities
- ☐ Elimination of conditions such as dark alley or broken fixtures
- ☐ Removal of non-historic features
- ☐ 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 to make more accessible
- ☒ Other please describe) signage

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

Please note that funding is given to facades that face public areas.

Projected Start/Finish Dates for Project: TBD on permit process

Total Estimated Cost of Improvements: \$ 5358.77

Grant Program Amount Requested: \$ 500

For Office Use Only:

Date Application Received: _____ Award Letter Sent: _____

Reimbursement (Date/ Amount): _____



Michelle Bornhoft <bornhofteventplanning@gmail.com>

Suite C Salon - New Signs

1 message

Susie Hardy <Susie@dlcco.com>

Wed, Mar 15, 2023 at 4:47 PM

To: Michelle Bornhoft <bornhofteventplanning@gmail.com>

Cc: "brookestylist@yahoo.com" <brookestylist@yahoo.com>, Jackie Harpell <Jackie@dlcco.com>

Hi Michelle,

We have approved the new signs for Suite C Salon. Please consider this email your letter of approval from Doberstein Lemburg Commercial, Inc.

I have attached the drawing you sent with Dan Bernth's signature for approval.

The owners of 400 Main Street are:

208 COMMERCE DRIVE, LLC

K. FOUR, LLC

FOURBG, LLC

BONNY JEAN THOMAS, TRUSTEE OF THE BONNY JEAN THOMAS TRUST

DIANA CULBERTSON BURKHOLDER TRUST

B BARNES LLC

Please let me know if you need anything else 😊.

Thank you,

Susie Hardy

(970) 221-1965 Ext. 5

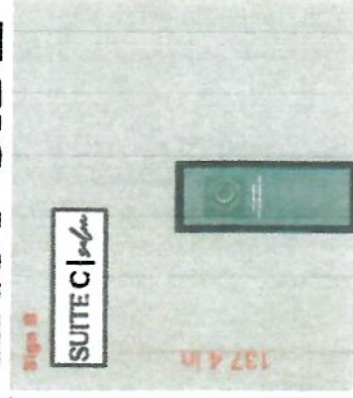
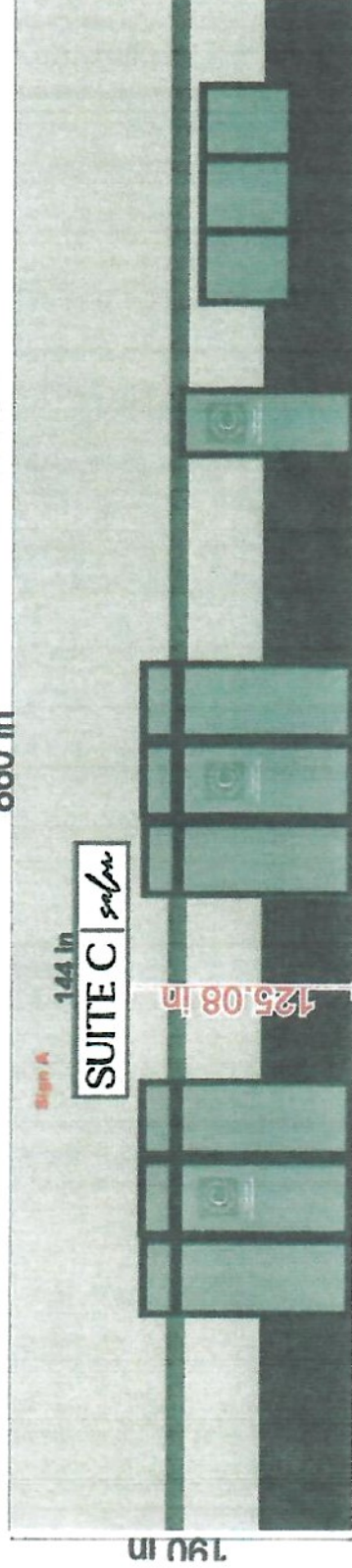


**Suite C Salon
400 Main St. Suite C
Windsor, CO**

*APPROVED
Daniel R. Bernick
3/13/2023*

FRONT

EAST SIDE



Building Elevation

The Maine Sign, LLC
2986 W 29th St #8
Greeley, CO 80631



Estimate

Date Estimate #
3/8/2023 11887

Name / Address

Suite C Salon
Michelle Bornhoft

Contact

Michelle
970-301-0739- Cell
970-686-0400 - Office
bornhofteventplanning@gmail.com

Rep Project
Kathy Rebrand

Description

Qty

Rate

Total

Rectangle 12' x 30" One (1) assembled single face sign cabinet; rectangular with sq corners; 30" tall x 144" long x 6.5" deep; ABC Black Thrif T Frame with 1-1/2" flat retainer and .040 alum back; LED illuminated with service switch and UL label; includes electric eye; includes UNdecorated .150 white poly face; packaged for customer pickup .	1	3,072.30	3,072.30T
Installation charge remove existing and replace with new sign	1	1,800.00	1,800.00
reface existing sign East Sign	1	288.99	288.99T
Remove face to resurface Install included with other sign	1	100.00	100.00

Subtotal \$5,261.29

Sales Tax (2.9%) \$97.48

Total \$5,358.77

Building Mounted Sign Permit Application

\$50 Application Fee per Sign



Please Note: Structural and electrical elements require a building permit
See 'Sign Permit Steps' on following page

1

Checklist:

- ____ Applicant has reviewed Article XVII of the [Municipal Code](#) for all applicable sign regulations
- ____ Attached drawings show height, width and square footage of sign; and height of the sign letters
- ____ Drawings shall also show the height, width and square footage of the building elevation;
*If located in a multi-tenant building or shopping center, applicant must submit a drawing depicting the entire building, including all existing signs located on the entire building façade.
- ____ Approval from owner/landlord for a sign on a multi-tenant building
*Only required for businesses in a multi-tenant building

2

Applicant (sign company):

Name: The Maine Sign, LLC of: Greeley Co 80631

Address: 2986 W 29th St #8

Phone #: 970-339-5859

Email: theboss@themainesign.com

Business (location of sign):

Do you have a Business License? YES Business License Number: _____

Name: Suite C Salon

Address: 400 Main St. Suite C, Windsor, CO 80550

Phone #: 970-686-0400

Email: brookestylist@yahoo.com

3

Legal Description: WIN 22761 L1 BLK5 ALSO PARCEL OF LAND BEG AT SE COR OF

Total Square footage of building: 4087.2 Square footage of unit: 2332.4

Valuation of Sign: A)\$3072.30 B)\$289.99

Sign: Width A)144" B)88" x Height A)30" B)30" = A)30 B)18.3 Total Square Feet

Wall: Width A)860" B)216" x Height A & B)190" = A)1134.7 B)285 Total Square Feet

Letter Height(s): A)Front-132" wide x 23.72" Logo - B)East side 80.9" wide x 14.5" tall

Sign Height: A) Front signs 125" to the bottom- B)137.4" to bottom-east side replacing

Sign Location (building elevation): A) Front-above between doors - B) East side upper left side

Number of Signs Existing on this Elevation: Removing 2 existing Suite C- front / East

Other Existing Business Signs on this Elevation: Suite B-American Family Insurance and Suite A 1 other

Sign Materials: One (1) assembled single face ABC Black Thrif T Frame with 1-1/2" fl

Illumination Type: LED

4

Signature:

Date:

Print Name:

(Please email completed application and materials to planningtechs@windsorgov.com)

Office Use Only

Zoning:	TENANT CLASS.:	% of Elevation Area:
Subarea:	Sq.Ft. of Building:	% of Building Height:
Sign Criteria:	Total Sign Area:	Landlord Approval:
Street Class.:	Total Sign Height:	Reviewer:

Executive Director Report

Date: April 21, 2023
To: Downtown Development Authority Board of Directors
From: Michelle Vance, DDA Executive Director
Re: March/April

Primary Meeting Summary

The following key meetings and events occurred since March 15th.

- March Board of Directors Meeting – 3/15/23
- Michelle/Shane Weekly Meetings – 3/20, 4/3, 4/10, 4/17.
- Attended Rotary Meetings: 3/15, 3/22, 4/6, 4/20.
- Meeting with Town Heritage, Caitlin Heusser 3/22
- Meeting with ENT Credit Union 3/22
- Colorado Women of Influence Reception 3/22
- Set up New Bank Account – BOC: 3/23
- Attended National Main Street Conference 3/25-3/29
- Meeting with Nancy Weber 3/30
- Colorado Women of Influence Luncheon 3/30
- Meeting With Sarah Crosthwait 4/3
- Meeting with James Wilson 4/4
- Attended Windsor Lifestyle Magazine Launch Party 4/4
- Meeting with Greeley DDA ED Bianca Fisher 4/5
- Meeting with Scott Warner 4/5
- Attended Town Comp Plan Steering Committee 4/5
- Meeting with Beth Bullard 4/6
- Meeting with DOLA Gayle Langley 4/6
- Attended Town Comp Plan Charrette for Business Community 4/6
- Attended NOCO Style Business Mixer 4/6
- Attended Town Board & Commission Reception 4/10
- Attended Downtown Colorado Inc Annual Conference 4/11 to 4/14
- Attended Windsor Chamber Fashion Show 4/14
- Met with Tom Jones 4/18
- Events:
 - Coffee with the Mayor: 3/17

Downtown Redevelopment Project:

- Met with Xcel Energy to discuss undergrounding power lines in the 400 backlots See [Attached schematic](#)

Wayfinding:

- Zoom with DOLA regarding design funding for Wayfinding Signs
- Met with Paul Sibleman with Mead & Hunt regarding where we are at with the project. 4/19

Façade Improvement Program:

- Project Interest:
 - Received Application for 400 Main Street – Suite C Salon Mini Grant - New Signs

Marketing / Communication / Events:

- Redesigned Spring Banners and will be installed mid-May.
- Hosted What's Brewing Downtown – 4/5
- Published Monthly Digital Newsletter 4/6
- Presentation to Sears Real Estate 4/19
- Presentation (Lunch n Learn) Velocity Lending 4/19

Discussion Items:

- Submitted to DOLA Q1 Report
- Board Applications for Vacancies.
- Bylaws Progress
- Purchase PA System
- Downtown Rebranding
- Main Street Work Plan/Strategic Plan Update

