



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

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### BOARD OF DIRECTORS MEETING

June 13, 2018 | 7:30AM– 9:00AM

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

**Attendance:** Dan Stauss, Kristie Melendez, Dean Koehler, Craig Petersen, Cristin Peratt.

**Excused:** Sean Pike, Brent Phinney. **Staff:** Matt Ashby, Josh Liley, Shane Hale. **Guests:** Steve Schroyer.

#### Approved Minutes

**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

**KM – Moved to approve the agenda as presented. Second - CPN. Approved Unanimously.**

E. Executive Session for the purposes of:

- i. Regarding redevelopment of the Windsor Mill 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(b) and (e).

**DK – Moved to enter into executive session. Second – CPN. Approved Unanimously. Executive Session entered into at 7:41AM. CPN – Moved to exit executive session. Second - DK. Approved Unanimously. Executive Session closed at 8:03AM.**

**F. KEY INITIATIVES: 8:15AM**

1. Backlot Boardwalk Update

- i. Development Design Process Update
- ii. 512 Ash Street

**No additional updates on 512 Ash Street. Matt – Check in on insurance once property closing is completed.**

Brinkman update. Discussion of Legion and sales tax. Discussion of possible use of the façade program.

Area of unknown ownership update. Brinkman is developing drawings of how the alley area might be improved. Provide the Town Attorney with update on board discussion. JL will communicate with Town Attorney with respect to any information he might need from the DDA.

**Matt – Check on the barricades on the pass-through lot. Request that they are removed. There’s a car and 3 barricades. Is there an easement on the parcel. Possibility of asking Brinkman to design the access area and interim improvements. Possibly a north-south physical demarcation. Josh to review the easement on the property and may issue a cease and desist letter. Matt – Update Town Manager that Town is managing funds from Excel Energy to underground the utilities.**

**Follow up with Brinkman Schedule.**

2. Mill Project Update

- i. Considerations of Resolutions Approving Agreements Related to Redevelopment of Windsor Mill Property:

Note: Double Underlined items indicate attachments.



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Steve Shroyer provided an update on possible tenants for the space and additional information on the near final designs for the project. Still anticipating a Tavern in the basement and brewpub on the main floor. The west side patio has been changed to be enclosed and conditioned to provide additional space for that restaurant space. The annex building is being prepped for restaurant and retail. The intent is for 3 restaurant spaces in the main building to generate sales tax. The vestibule area will include plaques and information on the historic photos of the building. A similar red shiplap will be included on the east side. The patio space didn't change significantly.

Parking on Main and 3<sup>rd</sup> will be converted to diagonal. Public improvements will include the bulb out. Blue Ocean has come to an agreement with the church to enable parking on their lot adjacent to the property.

Final designs should be ready to submit to Safebuilt in approximately 3-weeks. JL noted that the façade agreement would be approved with the condition that final designs would be returned to the DDA Board for final approval.

Current square footage is approximately 24,000sf. The basement could expand or contract based on storage needs. Range is likely between 21kSF and 26KSF. First agreement was at 26,000SF. The current design provides for a larger amount of usable square feet.

JL Provided an overview of the resolutions. The memo provides an outline of the changes from the prior iterations of the agreements. Deadlines have changed and payment of up front funds will be paid at the time of certificate of occupancy rather than the escrow system.

DK – The design fits the neighborhood well. CPN – The timeline of completing mid-2019 is positive.

**Matt – Place copies of executed resolutions in the resolution book.**

Resolution 2018-02 – A Resolution Approving an Amended and Restated Agreement for Economic Incentives and Inducements Between and Among the Windsor, Colorado, Downtown Development Authority, the Town of Windsor, Colorado, and the Old Windsor Mill, LLC, with Respect to the Redevelopment of the Windsor Mill and Property.

**DK – Move to approve as presented. Second – CPN. Approved unanimously.**

Resolution 2018-03 – A Resolution Approving and Amended and Restated Intergovernmental Agreement between the Windsor, Colorado, Downtown Development Authority and the Town of Windsor, Colorado, Modifying the March 14, 2016 Intergovernmental Agreement between said Parties Regarding Funding for Redevelopment of the Windsor Mill Property.

**DK – Move to approve as presented. Second – CPN. Approved unanimously.**

Resolution 2018-04 – A Resolution Approving and Amended and Restated Façade Easement Agreement between the Windsor, Colorado, Downtown Development Authority and Old Windsor Mill, LLC, with Respect to the Redevelopment of the Windsor Mill Property.

**DK – Move to approve as presented. Second – CPN. Approved unanimously.**

\*Please see memorandum from J. Liley for an overview of agreement terms.

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ii. General Updates – *None*.

3. District Expansion/Sustainability – *No Updates*.

G. Approval of Minutes from the Regular Board of Directors Meeting May 16, 2018 – M. Ashby  
**KM – Move to approve as presented. Second - CPN. Approved unanimously.**

H. Report of Bills & Financial Report – *No updates* - M. Ashby

I. Executive Director's Report – M. Ashby

i. Façade Improvement Program – 3 Tiers Approach

DK – Is there any review process to help guide the design? MA – Follow up on whether there are any design guidelines relative to the downtown. Discussion included the question of whether this could become a de-facto maintenance program and ensuring there is a property tax component that's being leveraged. JL – Provided feedback that a higher match percentage would be a way to address the issue. JL – Identified that there might be some options to streamline the existing project could be possible – considering the Title Insurance for smaller façade program amounts. DS – Possibility of considering the match be at least 100%. Purpose is to get people to spending money they wouldn't have otherwise spent. Also consider increasing the minimum project request to \$2,500 (to result in a \$5,000 total project). Signage would not be eligible. Address the concern of double-dipping to limit applications from multiple tiers. (The benefit would be to minimize the legal requirements for small projects.)

Discussion of the differences between the Grant program and TIF program. In general, the TIF approach is geared toward larger projects. Both have an easement. The grant is more simplified. The TIF doesn't necessary require extensive negotiations. The project would be presented to the County Assessor to estimate the value of the project. The board would then review the funding criteria in the program and generally selects the lowest provision. The arrangement would be partial payment over time (similar to the Mill, but not to the scale of the Mill.) JL – To provide connection with Ft. Collins DDA to discuss their process. DK – Recommends taking this approach to assist, and feels it would be positive for upcoming projects. JL – This funding could be considered a "Shareback" arrangement. Once that amount is paid off, the full amount comes to the DDA. Next steps would be to identify eligible costs and which funding level the DDA would be comfortable in providing.

**Matt to follow up with the property owner.**

ii. South Main Parking Approach

If this program is created, we would want to make sure that the property owners clearly stripe any spaces. This may incentivize property owners to collaborate with one another to create more efficient striping plans. DDA would need to consider budget for signs and help to facilitate striping plans. **Matt to create program overview for property owners to gage interest.** Minimum time commitment with assistance from DDA in providing striping and signs. Would be open to any properties within the District. Check with the City on a cost for striping. Possibility for owners to reserve spaces that are not open.

**Josh – Provide a 1-page form contract in support of this type of program.**

J. COMMITTEE REPORTS:

**8:40AM**

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1. Marketing Committee – *Combined with Board meetings until further notice*  
KM – To update the rack card.  
Matt – Schedule a Marketing Discussion.  
Matt – Confirm date with Brinkman on Open House.

**K. COMMUNICATIONS & NEWS:**

**L. Adjourn**

**9:00AM**

- Matt – Follow up on attendance record for the last 6-months.  
Matt – Coordinate with Amanda M in Town to coordinate announcement of Board Vacancy.  
Matt – Press release for Main Street designation.  
Matt – Website – Board positions need to be updated along with leadership roles.

**KM – Move to adjourn at 9:22AM. Second - CPN. Approved unanimously.**