



## 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

March 20, 2019 | 7:30AM– 9:30AM

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

#### Approved Minutes

**Attendance:** Heidi Washburn, Dan Brunk, Dan Stauss, Brent Phinney, Kristie Melendez.

**Absent:** Sean Pike, Dean Koehler. **Staff:** Matt Ashby, Josh Liley. **Public:** Phil Hodgkinson, Steve Schroyer.

**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

**BP - Move to approve as presented. HW - Second. Approved Unanimously.**

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).

**KM - Motion to enter into Executive Session at 7:59AM. BP - Second. Approved unanimously.**

**BP - Motion to close executive session at 8:43AM. Second – HW. Approved unanimously.**

**F. KEY INITIATIVES: 8:00AM**

1. Mill Project Update: Review and approval of final Mill architectural elevations.  
Steve – Project is moving quickly and is on schedule. Working on leases for the Italian Restaurant and Basement Tavern for July or August opening. Still working on a brewpub tenant for the east side. Potentially announcements in a few weeks. “Things are looking great.” Marketing of the office will begin soon – 3,500 square feet.

The biggest change on the façade is the shortage of red brick. Much of the historic brick was destroyed with the fire. Changed to grey brick. On the Northeast corner of the building. There will be a separate entrance on the Northeast side on Main Street directly to Main Street. The vestibule area will still include memorabilia from the building.

CDOT permit has been approved for diagonal parking and parking bulb outs. Traffic will be narrowed to one lane each direction for about a month.

The annex building is ready to go, but will be held until after the remainder of the building is open to attract a quality tenant. Office space rates appear to be increasing in town with several of the projects coming on line.

DB – I would prefer the all red brick, but understand the need for the change. SS – We really didn’t want two different hues of red. I think the gunmetal dark grey will be complimentary.

The small house is being used for the construction office. It’s a bit messy right now, but will be cleaned up and future plans decided.

**BP – Motion to approve the final designs. Second - KM. Approved unanimously.**

Note: Double Underlined items indicate attachments.



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2. Backlot Boardwalk Update

MA – Continue working with the Legion to identify opportunities for partnership. Confirm if sales tax generation on the sublease space is correct and split rate. Discuss overlap of DDA funding options with JL.

RFP – *Continue*

Grant – Ayres to proceed with DOLA Grant, bill separately.
  3. District Expansion/Sustainability – No Updates

Discussion of possibilities of a hotel to consider Downtown. The Economic Development report might have some information. MA – Talk to Stacy Miller to see if there's any information for Downtown Hotel. Possibility of adding one additional piece to the current study with Katy Press.

CDOT is hosting a Feasibility Study to swap 392 to Crossroads -Open House March 28<sup>th</sup> – 4-6PM at the Firehouse. Public Comment. MA – Publish to DDA Membership via email. MA – Consider sending formal DDA comment to CDOT.
  - G. Approval of Minutes from the Regular Board of Directors Meeting February 20, 2019 and Special Meeting February 22, 2019 – M. Ashby  
**BP – Motion to approve minutes as presented. Second - DB. Approved unanimously.**
  - H. Report of Bills & Financial Report – M. Ashby  
**KM – Motion to approve Report of Bills. Second - BP. Approved unanimously.**
  - I. Executive Director's Report – M. Ashby
    - i. Cottage Collaborative Update
    - ii. Crosswalk Project Update, Planting Design  
MA – Check on whether we're updating the current crosswalk sign with the new version – much better option.
    - iii. Tourism Opportunities – Upcoming Facilitated Session – KM - Chamber is moving forward with filling their vacancy. It may be a good opportunity to collaborate.
    - iv. Grant Opportunity – Ash Street
    - v. 501 Main Street FIP Closeout – MA explained that the higher cost estimate than prior. SS – The higher costs due to the steel. Discussion identified the potential for additional requests coming in. KM – In general we've paid the \$25,000. **BP - Motion to approve the maximum up to \$32,257.62 for 501 Main. Second - HW. Approved unanimously.**

Phil Hodgkinson, General Manager for Blue Ocean presented a Ricky B's update – about 7,000 sf is being renovate into an office. There has been a lot of restaurant interest, and so the remaining space may be converted into office. The first renovation with up to 25 employees should be completed by the end of the summer and would anticipate the possibility of application to the FIP. The addition of additional office users is helping create a more robust daytime population.
    - vi. Food Truck Request – KM – There's opportunities during events at Boardwalk Park. I don't know that it would be very active. BP – I don't know that we want to venture into this from a policy issue. The diversity is positive but could cause concern in terms of permanent businesses. JL – Fort Collins spent a lot of time on creating rules to make it work. The DDA has dealt with food carts in Old Town to

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deal with vendors that don't have fixed overhead costs. They addressed the issue of direct competition and provided some guidance. This decision in Windsor could set a precedent. BP – And we're currently under negotiation for development of the proposed parcel. JL – There's the basic operational concerns, and then there's policy concerns. KM - Suggestion that we politely decline this request but look to discuss the policy and approach in the future. If we decide to grant a request, we will be able to handle things fairly. MA – Research as future discussion.

**J. COMMITTEE REPORTS: **8:45AM****

- K. Wayfinding Update (30 Mins) – K. Cypher – Cancelled by consultant. MA – Follow up with KC regarding status of the project.**

**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

Next Meeting – Shift to April 10<sup>th</sup>. Cancel regular scheduled meeting. Special meeting on the 10<sup>th</sup>.

MA – File Executive Session Summaries

MA – Send W-9 Info on Birch property.

MA – KM to send resolution for forwarding to Board.

**M. Adjourn **9:40AM****

**Meeting Adjourned at 9:40AM.**

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