



## 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

May 15, 2019 | 7:30AM– 9:00AM

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

#### Approved Minutes

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

**Staff:** Matt Ashby, Josh Liley (phone), Stacy Miller, Shane Hale. **Guests:** Jim Costner, Jason Schaeffer, Charlie Manweiler, Stacy Manweiler.

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

**B. Roll Call**

**C. Public Invited to be Heard (3 Minutes Per Person)**

1. *Welcome Jim Costner, New Property Owner – Introduced himself as an owner of property in the 600 Block. Jim is looking to find out more about the DDA and how we can work together in the future.*
2. *Charlie Manweiler – Expressed concern about losing parking on the 400 Block. We need the parking for customers and employees. We have 9-10 cars for employees, the salon has 9-10 employees, Jason has even more than that. The area is a great access to the Lake for events. Its jam-packed during weekends. We heard about parking on the 500 block – that’s not consoling for employees who would have to walk an additional block. Turning the alley into a one-way circulation won’t work to pull up to our building. We had a petition signed by 1500 people opposing not having parking by the Lake. By putting up 3-story condos, you would be blocking views of the lake.*
3. *Jason Schaeffer – Sat on the board when the land was initially purchased. Our biggest concern was to get the property under DDA control. Kelly Arnold inquired what the return on investment would be. Communication regarding the project has been poor. Our last email to the developer emailed back that they were working through issues and owners would have the opportunity to comment during the public process once the design was complete. Jason has 44 Cars with employees. This past weekend, all the new parking was taken along Main, every single spot was taken on Main, including some illegal parking.*

*Dan Stauss – The transfer of parking for people to walk an additional block doesn’t appear to be a big issue to me. To address the communication issue, the Legion decision changed the approach for the developer so they needed to back up and work through the finances with the changes. Our mission statement includes creating a pedestrian-friendly environment so people can walk around the entire district. We’re working on Wayfinding, and Park Late to help direct people to available parking. The community overwhelmingly wants a vibrant downtown. We need more patrons to support commercial activity to help businesses.*

*Brent Phinney – I sat on the board when the DDA property was bought and it was never designed to be a permanent parking lot. That’s why we’ve applied to have temporary permit to allow parking on that lot. If it was intended for permanent parking, it would have been paved already. We are the DEVELOPMENT Authority and our mission is to develop property.*

*KM – The land was purchased with the intent of creating development opportunity.*

*Charlie – I disagree that your job doesn’t include providing parking. You’re working on the 512 Ash for parking. Jay Hardy talked about moving the parking to 512.*

*KM – The Town Board saw the general layout of the initial plan and saw the concept developing 512 instead. The prime location of the DDA block was viewed as optimal for development.*

Note: Double Underlined items indicate attachments.



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*Charlie – The DDA can develop parking. There are town people that want access to the lake.*

*Jason – The underlying issue is parking. You're adding density, there's growth, more events. Even with a net gain of parking on 512 Ash, you're still behind. In Ft. Collins, you have Mason and Remington with parking structures.*

*DS – The joint Town Board meeting on May 30<sup>th</sup> 6:00PM will provide an opportunity to present information. MA clarified that there will be a public presentation followed by a Joint Executive Worksession with both boards.*

- 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 – BP, DB Second. Approved Unanimously.**
- E. Wayfinding Update (25 Mins) – K. Cypher – Could not attend due to a health issue. MA - Follow up with a formal letter requesting an update.
- F. **KEY INITIATIVES:** **8:00AM**
1. Mill Project Update – KM – The developer will be scheduling a preliminary walkthrough with any interested parties. Date is TBD. MA – Will try to coordinate a meeting in association with our next board meeting.
  2. Backlot Boardwalk Update – M. Ashby provided an update on the Demolition RFP. One of our civil engineers walked the site to confirm any concerns that the underground auger system might have. Information will be included in the RFP. DS – Provided information regarding the Joint Meeting on May 30.
  3. District Expansion/Sustainability – No Updates
- G. Approval of Minutes from the Regular Board of Directors Meeting April 10, 2019 – M. Ashby **Motion to Approve. DB, Second HW. Approved unanimously.**
- H. Report of Bills & Financial Report – M. Ashby provided an overview of the bills. The Weld County bill is for property tax. Staff have confirmed that the tax status has been changed to non-taxable, but this amount covers the portion of the taxes from last year. We were credited the amount on closing.
- Moved BP. Second. DB. Approved unanimously.**
- I. Executive Director's Report – M. Ashby
- i. Pedestrian Crossing Update – Matt updated on the meeting with CDOT. Several of the proposed items, including the crosswalk striping and roadside signs were indicated by the engineer as not being allowed. We will continue working on these items. In the meantime, the plan set has been updated with the center markers to get approval to install soon.
  - ii. Cottage Plan Update - Matt provided an update on the process. One of the key responses we received was that the business owners wanted to feel more a part of downtown. The final plan will provide short and longer term ideas of how to integrate this block into the DDA more effectively.
  - iii. 5<sup>th</sup> Street Corner Plantings – Authorization to Proceed (Proposals to be sent separately) Staff identified that Windsor Parks had reviewed the bids and had no concerns recommending the low bid. The board moved to authorize the Executive

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Director to move forward with the bid from Integrated Site Services to complete the process. **Motion: BP, Second. SP. Approved unanimously.**

- J. Branding Discussion (review of materials from workshop with Colorado Main Street)  
MA – Additional assistance is available from Colorado Main Street. Marketing Committee will meet on May 28<sup>th</sup>, Noon, House of Windsor (Coffee Shop).
- K. Liz Newman, McCauley Construction – Presentation of information regarding development concept

*Note: The presentation has been postponed until next month.*

L. **COMMUNICATIONS & NEWS:**

1. Downtown Colorado Inc, Dynamic District Award –  
Board Chair to present the Award at the June 10 meeting. Officially present the Award.  
7:00PM. MA – Send to Luanne.
2. Pike Automotive – New Location  
Sean discussed his plans to move locations to the T&T Tire location (just west of 7<sup>th</sup> Street. The DDA discussed consideration of expansion of the DDA to this new location. MA – Look into what this might take. JL – You would want to have every property owner petition to be included in the DDA to expand the district.
3. Tentative Joint Meeting with Town of Windsor – Backlot Development. May 30, 2019, 6:00PM Town Hall, 3<sup>rd</sup> Floor. MA – this meeting has been confirmed.  
  
MA – June 24<sup>th</sup>. 10:30AM Lodging Tax Meeting with the Town. MA – Follow up with Dean.  
KM – Will attend.

M. **Adjourn**

**9:15AM**

**Motion: BP. Second. HW.**

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