



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

July 18, 2018 | 7:30AM– 9:00AM

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

Attendance: Dan Stauss, Brent Phinney, Kristie Melendez, Dean Koehler. **Staff:** Matt Ashby, Josh Liley, Ian McCargar.

Guests: Jay Hardy, Ms. Lauber. **Excused:** Cristin Peratt, Sean Pike.

Approved Minutes

A. Call to Order 7:30AM

B. Roll Call Quorum established at 7:57AM.

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

Ms. Lauber from Illinois joined the meeting to express her interest in the Backlot project. She has been tracking the project since it was initially announced in the newspaper.

Jay Hardy provided a public update of the Backlot project describing some of the elements that have been under way. Activity has been proceeding with discussions with the American Legion. Brinkman has also been addressing considerations of parking, delivery, and utilities. They are working with Russell-Mills Design to consider the alley issues. This firm has been involved in the design for Ft. Collins alleys as well as Loveland properties. For trash, they anticipate a consolidated approach. Deliveries will be discussed to coordinate an approach. There are great examples of how this can work and a field trip can be arranged. Regarding the parking issue, the Bertsch property is anticipated to be developed to accommodate the parking shifted from the DDA lot. Any new uses on the DDA lot would be self-parked. An early concept did include development on the Bertsch lot, which is anticipated to shift into a future phase. Should we be successful, the Bertsch parking could be converted into development, with an accompanying plan for additional parking – either structured on site or in a new location to accommodate the parking demand. Brinkman is also working on developing an agreement structure to move forward, as well as a real estate market study.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board. **KM – Move to Approve as presented. DK – Second. Approved Unanimously.**

E. Executive Session for the purposes of:

- i. Regarding redevelopment of the DDA Backlot Area 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).

BP - Motion to enter into executive session. Second - DK. Approved unanimously at 8:10AM.

DK - Motion to close Executive Session. Second - BP. Approved unanimously at 8:54am.

F. KEY INITIATIVES: 8:15AM

1. Backlot Boardwalk Update

i. Development Design Process Update

1. Ian McCargar (Town Attorney) filed the case for resolving the area of unknown ownership. Only 4 property owners did not provide waivers of interest in the property. Ian sent waivers of service that would forgo the process for sending a formal server. IM will provide about 2 weeks to move forward with the Process Server. Those people who do not waive service will formally served. Once everyone is served, a clock begins, a default motion can be filed. If nobody contests, the court can act. If there

Note: Double Underlined items indicate attachments.



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are legitimate claims to the property, the court will determine their appropriate interest. Working to separate the redevelopment plan from the action on the unknown ownership area.

ii. 512 Ash Street – No update.

2. Mill Project Update

i. General Updates –

Developer anticipates submitting 90% construction plans to Town for permits within the next 2 weeks with construction start mid-September. The basement tavern still moving forward with the brewery still interested in the main level east side of the building. They also indicated they are working with a high-end Italian restaurant. The office space on the second floor is still available and tenant search will ramp up as construction takes place.

3. District Expansion/Sustainability – No updates.

G. Approval of Minutes from the Regular Board of Directors Meeting June 13, 2018 – M. Ashby
BP – Motion to approve as presented. Second - DK. Approved unanimously.

H. Report of Bills (\$11,105.71) & Financial Report – M. Ashby
KM – Motion to approve as presented. Second – BP. Approved unanimously.

I. Executive Director’s Report – M. Ashby

- i. Façade Improvement Program
- ii. South Main Parking Approach
 - a. Update sheet. Add RM Crosswalk to next agenda.
- iii. Summer Block Captain Assignments
 - a. We do have two openings on the board with applications due by July 27, 2018. Please encourage people who may be eligible to apply.
 - b. Capitalize on downtown events cards available for distribution.

J. **COMMITTEE REPORTS:** **8:40AM**

1. Marketing Committee – *Combined with Board meetings until further notice*
To DO – Matt/Staff to distribute rack cards and foot traffic cards to businesses.
Add Bike to Work Day to calendar.
Customer Appreciation Event – September – Check into a food truck or local restaurant to cater? The Border – Taco Bar?

K. **COMMUNICATIONS & NEWS:**

- i. Boardwalk Park Events – DDA Table on July 19 & August 23 confirmed
- ii. August 16 – Downtown Colorado Inc tour of Ft. Collins and Windsor. 9AM-5PM
- iii. Wayfinding Kickoff – Kristin Cypher is starting her work on the Wayfinding Plan
- iv. 2019 Budget – Need to starting thinking about next year’s priorities
 1. **Look at scheduling a date for September in Pelican Lakes golf course.**

L. **Adjourn** **9:00AM**
Adjourned at 9:49AM.

Note: Double Underlined items indicate attachments.