



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

July 17, 2019 | 7:30AM– 9:00AM

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

Draft Minutes

Attendance: **Board:** Dan Stauss, Kristie Melendez, Dan Brunk, Dean Koehler, Brent Phinney.

Excused: Heidi Washburn, Sean Pike. **Staff:** Matt Ashby, Josh Liley.

Guests: Jason Schaeffer, Sharon Brunner, Stacy Manweiler, Liz Newman.

- A. Tour of Windsor Mill 7:30AM**
- B. Call to Order 8:20AM**
- C. Roll Call -
- D. Public Invited to be Heard (3 Minutes Per Person)
Jason Schaeffer – Parking is a concern. I’m interested in having a parking structure constructed. I’m not against development and think now is the time to do it right. A structure on 512 Ash would be a great location that would also support the parks events. I hope we could consider a garage.
Sharon Brunner – I work on my church property at Bethel Lutheran, and the flow of traffic between 4-6pm in that area on Thursday, Friday, Saturday evenings are very busy. There’s a lot of pride from older residents. I’m speaking for my church – if we have a wedding on weekend afternoons, there’s a parking issue. Signs haven’t seemed to work. If I don’t have a space, I will be upset and would encourage you to move on.
Stacy Manweiler – It’s inevitable that growth will come, we need to move forward with a location that will enable people to come downtown. During the winter people will not walk...
- E. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
DK - Motion to Approve as presented. BP- Second. Approved Unanimously.
- F. EXECUTIVE SESSION: 8:40AM**
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).
DK - Motion to enter into executive session. Second DB. Approved unanimously at 8:24AM.
DK - Motion to close executive session. Second DB. Approved unanimously at 8:45AM.
- G. KEY INITIATIVES: 9:00AM**
1. Mill Project Update – No Updates
 2. Backlot Boardwalk Update – M. Ashby
MA – Discussions regarding the updates to the exclusive negotiating agreement are ongoing. Brinkman is exploring additional options to address the financial challenges of the project. Staff will continue to work with Brinkman and the Town to identify potential solutions to specific hurdles.
 3. District Expansion/Sustainability – No Updates
- H. Approval of Minutes from the Regular Board of Directors Meeting May 15, 2019 and Special Meeting Minutes May 30, 2019 – M. Ashby
BP - Motion to Approve both meeting minutes. Second DK. Approved Unanimously.

Note: Double Underlined items indicate attachments.



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- I. Report of Bills & Financial Report – M. Ashby
DK – Motion to approve as presented. Second: DB. Approved unanimously.
- J. Executive Director’s Report – M. Ashby
Matt presented an overview of the pedestrian crossing sign installation (\$11,000). Signs are estimated at just over \$3,000 with traffic control and installation at approximately \$7,000. These would be similar to the new signs present at 3rd and Main by the Mill. **DK - Motion to approve the expense of up to \$11,000 to install the additional pedestrian signs. Second KM. Approved unanimously.**
- K. Liz Newman, McCauley Construction – Developer/Landowner Introduction
Ms. Newman identified the growth in the Windsor community. Sustainability requires additional retail to draw tax dollars in from other communities. Sustainable development should be well built. 31,000 people attend the Harvest Festival. Goals of development: Walkable, parking, events and activity, park integration. Concept of large structure. Looking to provide 16 TH, 57 Flats, Amenity Deck, 56K Retail Space, 450 Space Parking Structure (+/- 95 spaces per level), Mini storage, Courtyard. Functional parking provides long term stays for visitors to DT. 4 Story on west, 3 Story east, 2 Near Old Town Hall. Alley w/ cobblestones dedicated to pedestrian but would still have vehicular access. Creamery contemplated to demo (option 1) – not feasible to move the building. Second option considers reduces retail to 30,000sf. and 360 parking spaces. Several restaurants contemplated.
- Other items – pollution control, carbon footprint. Looking to use CPACE credits. Preconstruction end user: 2 restaurants, 10-barrel brewery, 1 liquor store, 2 MF developers, 2 Gift retailers, chiropractor, massage, fitness. Preconstruction interest 53,000sf. Design character massing includes 3 story.
- Parking structure – if land is valued at \$1M or more per acre, a parking structure is warranted. Bonds, Metro District, PIF, PILOT program. CDBG (entitlement communities), CARD Commercial Area Redevelopment, DOLA.
- Project Needs - Town Board needs to consider new urban renewal plan for Downtown, allowing public improvements to be funded by future tax revenue. Land donation. TIF agreement. Allowance for Development Fees.
- Discussion:** MA – Identified that as the smaller development discussion was beginning, the library study indicated the potential for a parking structure in this vicinity. In sharing this information, the developer identified a desire to consider a larger concept. BP – Would like to get a better understanding of the financial side of the equation. KM – The Creamery Building would need to be incorporated into the plan. And how the loss of 23,000sf would impact the retail square footage and the impact on the finances. There was some discussion regarding options with the Creamery Building. An RFP was put out for rehab of the Creamery in June. DK – What’s the next step? JL – We would need tax base numbers to better understand. KM – We would need to understand the costs for the parking. I understand that the Loveland project was \$35,000 per space. How does it get paid for? What’s the utilization rate? The project isn’t using the garage and are parking on the street. LN – We would be providing incentives so residents use the spaces. Condominium-izing the parking to sell to end users. KM – Project is interesting and would like to answer some questions. LN – I’m working on parking structure costs, working on the ventilated design. BP – It is an interesting project. DK – Is there any buffering from the Railroad? **Staff – Communicate that next steps would be to get a better understanding of the financial need of the project.**

Note: Double Underlined items indicate attachments.



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L. Wayfinding Update

Discussion. Concerns about the "W" at the top of column. Secondary phase is what does the price look like and the mapping of the locations. Would like to have the information prior to moving the design forward to other groups. **Staff - Return with the full package to the August meeting** prior to moving the design forward to Planning Commission and Town Board.

M. COMMUNICATIONS & NEWS:

1. Saturday August 3 – Farmers Market

Need Table Attendees. Dan Stauss 9AM – 1PM. Primary. Dean to relieve as secondary. Town to set up. **Matt – Coordinate with Town and bring Bags to Dan. KM to bring the banner.**

DK – Working meetings would be positive. KM – It would be good to get things moving on the Lodging Tax in April. We should look at getting this process moving. This could be providing additional revenues. **Matt – Send out the Lodging Tax Meeting Summary.** KM – Baseball park should be on the DDAs radar to help take advantage of people who will be patronizing the field. That development will also spur additional development in the area 257/Eastman Park. Consider transportation between the hotels and DT.

Budget Discussions 2020. MA - Please begin thinking about priorities for 2020. We will be looking to schedule a Board Retreat in early September. **Matt to send out Doodle Poll with retreat options.**

Possibility – Water Bottle sticker – Discover Downtown Windsor. **Matt – Provide KM design ideas for Windsor sticker based on HOMETOWN RETREAT.**

N. Adjourn

9:30AM

DB - Motion to Adjourn at 9:40AM. Second DK. Approved.

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