



**BOARD OF DIRECTORS MEETING**  
**Wednesday – March 16, 2022 | 7:00AM– 8:30AM**  
**301 Walnut Street, 1<sup>st</sup> Floor Conference Room, Windsor, CO 80550**  
*(NOTE: Meeting to be held IN PERSON only)*

**Minutes**

Present: Dan Stauss; Brent Phinney; Dean Koehler; Heidi Washburn;  
Andy Higa; Paul Rennemeyer  
Absent: Dan Brunk  
Staff: Matt Ashby; Josh Olhava, Josh Liley  
Guests: Caitlyn Hauser; Gillian and Michael Christensen

- A. **Call to Order** **7:00AM**
- B. Roll Call  
**Chairman Stauss called the meeting to order at 7:01AM**
- C. **Consent Agenda**
1. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
  2. Approval of Minutes from the Regular Board of Directors Meeting – February 16, 2022
  3. Approval of the Bills
- BP motioned to approve as presented; HW second; Board unanimously approved the Consent Agenda**
- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
- Caitlyn Hauser with the Town’s Museum and Culture Division was present as an observer
  - G. Christensen – expressed concern with the potential development along the railroad tracks in the downtown (referred to as the ‘backlots’). She and her husband have been long-time residents and want to make sure their views are being preserved. She noted past DDA minutes and discussions regarding the property owned by the DDA and parking versus redevelopment discussions; She expressed concern that residents tax dollars helped purchase the lake and park, as well as the backlots for parking. General concerns about growth in and around Windsor.
  - PR and DS – provided additional background information to clarify a few of the points raised and thanked the Christensen’s for attending the DDA meeting
  - JO – provided his business card and offered to meet with the Christensen’s and learn more about their concerns and comments.
- E. **Action Items** **7:30AM**
1. Resolution 2022-DDA-02 –A Resolution of The Board of Directors of The Windsor, Colorado, Downtown Development Authority Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for The Windsor, Colorado, Downtown Development Authority For 2021 – J. Olhava and J. Liley

Note: Double Underlined items indicate attachments.

- MA/JO – provided an overview of the resolution and noted the main reason for this appropriation is due to outstanding grant reimbursements from CDOT for 2021. Staff are still trying to get direction and response from CDOT staff that manage the grants.
- DK – asked if this was a shift in funds from 2022 or a temporary cover under the grant reimbursement comes in
- MA – the Town put money into the DDA fund to balance the budget

**BP motioned to approve Resolution 2022-DDA-02 as presented; DK second; Board unanimously approved the resolution**

Façade Improvement Grant Application – 514 Main Street – J. Olhava

- a. Applicant: Chateau Acquisitions LLC, Luke Angerhofer
  - b. *Staff recommend conditional approval as detailed in the sample motion.*
- JO called the applicant (Ryan) for this item
  - JO – provided an overview of the application, noting an error in the total grant request due to a missing estimate figure that was provided to staff; JO introduced the applicant
  - Ryan – provided additional information and thanked the Board for their time and consideration of their request
  - PR – asked about historic photos; JO does not have any for this area of Main Street; CH noted the Museum has a few photos they can share with the DDA
  - Board members thanked the applicant for coming to Windsor and complimented them on the design

**HW recommended approval of the application with the amended maximum not to exceed \$16,650; BP 2<sup>nd</sup>; Board unanimously approved the resolution**

- JO – thanked the applicant for being available and disconnected the call for the remainder of the meeting

2. Memo - Discussion and Direction from the DDA Board Regarding Position on the Downtown Building Height Increase Under Consideration by the Town of Windsor – J. Olhava

- PR – abstained from the discussion since this will be a discussion at an upcoming Town Board meeting.
- JO – provided an overview of the height information and noted that several current buildings exceed this limit. Staff are asking the Board for input and direction
- DK - noted a at least three businesses that would like to increase the height of their buildings to expand their business but are unable to do so under the current limitation.
- BP – noted that when they restored their building, they had plans for a rooftop patio, but height was a limitation. The current building is taller than 30'
- JO – reminded the Board of the existing design guidelines requirements for building articulation, material variations and window/transparency requirements, etc. that are required for any structure
- HW – supportive of the height consideration by the Town and reminded the Board that we (downtown) need to add density as businesses are leaving or optional

businesses are not moving here due to the lack of available space. There is concern of businesses vacating to Loveland and Greeley. There are some business owners who want to add rooftop amenities or increase their height. Our job is to support businesses

- DS – agreed with his colleagues. When property taxes go up significantly, properties like 408 Exchange cannot expand horizontally and going vertical would enhance their space
- AH – reinvesting into downtown is important to support folks who are investing here; I am supportive of adding height and density; helps add capital projects to the district
- BP – the entire community is expanding, and we have to compete with surrounding downtowns and development areas. We need more development downtown to capture what’s happening around us. I bought a building that remained vacant for 8-years and invested a million dollars. I don’t want that investment to lose value
- DS – for a pedestrian friendly environment we need to plant resident’s downtown who are ‘built-in’ customers that walk to businesses, this diversifies our income stream as a business. It’s a matter of survival

**BP motioned to authorize the Board Chair to execute a letter highlighting key points and transmit to the Town Board for their consideration; HW 2<sup>nd</sup>; Board voted 5-0 with PR abstaining**

F. **Executive Director’s Report**

Staff provided an overview of the Executive Director report, highlighting:

- Upcoming events, including the National Main Street Conference
  - Dan and Matt will be presenting on a panel discussing the Windsor Mill project and recovering from adversity
- Staff submitted a DCI Award Nomination for the DDA and Town’s Covid Response efforts in the downtown
- JO is working on a process to consider how donating and shifting ownership could be processed for the remaining warming huts

G. **Communications & News**

DS – discussed board member engagement with downtown businesses

PR – provided an update on an upcoming work session

The Christensen’s thanked the Board for their time and complimented the Board on their deliberations and thoughtful review of current initiatives discussed.

H. **Adjourn**

**8:30AM**

**Chairman Stauss adjourned the meeting at 8:16AM**