

Woodland Park Downtown Development Authority Board of Directors

**City Hall – City Council Chambers
220 W. South Avenue, Woodland Park, CO**

REGULAR MEETING MINUTES

December 3, 2013 – 7:30 AM

CALL TO ORDER AND ROLL CALL: Dale Schnitker called the meeting to order at 7:30 AM.
IN ATTENDANCE - Board of Directors: Dale Schnitker (left the room during Executive Session from 9:00-9:10 AM), Merry Jo Larsen, Al Born, Gary Brovetto (left the meeting during Executive Session at 9:00 AM), Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber. **Absent:** None. **Staff:** Brian Fler, Executive Director; Carol Lindholm, Staff. **Others Present:** Sally Riley, Mayor Dave Turley, Brooke Smith, Renee Bunting, Mark Rabaut.

APPROVAL OF AGENDA AND MINUTES:

MOTION: To approve the December 3, 2013 agenda and the minutes of the November 5, 2013 Regular Meeting. Larsen/Born. Passed 9-0.

FINANCE REPORT: Fler reported that the City Council will consider the adoption of the 2014 budget on December 5. Fler pointed out that the total revenues have exceeded the budgeted amount as of October in the amount of \$7,906.21. Larsen asked if we should discuss the overages in January in regard to paying something back on the City loan. Fler suggested waiting until the final audit. Schnitker asked if there was \$240,208.91 still remaining on the CSI contract. Yes, per Fler. Fler will discuss with Kiger the landscaping and signage that is to be completed at approximately \$35,000. Fler explained that the contract would be closed out in 2013, and then we will start another contract in spring of 2014 with the remaining balance. Fler has had a walk-through in regard to the CSI project and the punch list is approximately 90% complete.

Brovetto suggested that the Main Street Program and the Creative Arts District will benefit the DDA. Brovetto suggested the DDA help to fund those two programs. Fler responded that he intended to include these in the Economic Development budget. Brovetto reiterated that he felt the DDA should support the programs. Born noted that this is already in the Economic Development budget and we would not want to duplicate that. Brovetto suggested sharing the expense. Fler suggested discussing this during the retreat in January. Brovetto suggested considering matching funds.

Schnitker asked if there would be dollars left over from the CSI contract. Fler said that there would be money left over this year but money will be spent in 2014 for landscaping, etc. Fler said that CSI would refund that money back to the DDA with a change order. Then in the spring we can renew the contract and use those funds. Fler said that gives the DDA a cushion. Schnitker asked if landscaping could exceed the amount left over. Fler said that there would be enough left over to cover the remaining landscaping.

MOTION: To approve the Finance Report. Larsen/Born. Passed 9-0.

TRACTOR SUPPLY REDEVELOPMENT AND REIMBURSEMENT AGREEMENT: Fler noted that the agreement would be discussed in Executive Session. Prior to this Riley will give a presentation on the project. Fler reported that he had met with Ray Hix last week and that the City Council approved the project as a conditional use. Fler reported that Hix reported that Woodland Park is not alone in having design standards.

Riley presented a PowerPoint presentation on the project. Riley noted that City Council recommended approval of the conditional use permit and the site plan. Tractor Supply has submitted their building plans for their facility, which have been approved and are now under review by the fire district. The Zoning Development Permit and their Building Permit is anticipated to be ready to issue within the next week or so. They are hoping to have everything in place to be able to close on the property by the 15th of December. The property is zoned Service Commercial. The property is located on Highway 67 and Spruce Haven Drive. Riley explained the access and orientation for the project. Riley explained that there was some modification to the requirements for outdoor display. Riley explained that Tractor Supply tried to preserve trees where possible as a buffer from the residential area. It is hoped that grading would start this winter. Riley showed examples of fencing and display areas. Riley depicted and explained the use of rock and timbers created for Woodland Park design standards, which require the use of a variety of materials. The building does not have windows, but they have included some details to give a "sense" of windows. Lighting will be downcast and contained within the property. Additional trees will screen the back of the building. There will also be trees along Highway 67. There will be light poles in parking lot islands. There is an alternative parking plan for this project. The company has a quick customer turnaround rate, so 111 spaces would not be needed. Tractor Supply provided the statistics for peak hours and 63 spaces seemed adequate. Because of this there will be less impervious surface and the store was moved closer to Highway 67 allowing for more trees in the back. In regard to the traffic analysis, there was a traffic study done and CDOT reviewed that study and approved it as submitted. The neighborhood was concerned about traffic stacking at Highway 67 and Spruce Haven, specifically in regard to people who wanted to make a left turn to go north onto Highway 67, and that there might be a back up for people who wanted to turn right. The study did not warrant a change [in the traffic plan], nor did the City Engineer feel that it was necessary to make a change. What was warranted was that Spruce Haven Drive is in bad condition, so the developer will be required to overlay the street. There will be rock veneer surrounding the building. Riley highlighted some of the other design details. Faber asked if there were any problems with signage for the building. Riley responded that a permit has not been requested for signage yet, but it appears to be to scale. The sign will be backlit. Riley relayed that the developer wanted a 20' high pole sign at Highway 67 and Spruce Haven, but Riley is trying to convince them to install a low profile sign at 6' tall to be more receptive to the neighborhood. The front of the building faces Highway 67, and also has some details facing Spruce Haven. Fler noted the cost to meet Woodland Park design standards. Riley reported that Woodland Park established design standards to be pleasant and reflect the mountain environment, and to be sure that new development is something we can be proud of. Faber asked if Tractor Supply was processed under the new City Building Department. Riley responded that, yes, this was a pilot project under the new system. Riley is satisfied in the way the process worked.

COUNTRY LODGE EXPANSION: Mark Rabaut of the Country Lodge made a presentation to the Board in regard to the proposed expansion of Country Lodge. Rabaut has been in Woodland Park for two years, prior to that he served on a DDA Board in Michigan for 20 years. Rabaut has been in Woodland Park since 2011. The motel business was new to Rabaut at that time, who was previously in the printing business. The motel currently has 60 units. Some of the amenities are free WiFi, continental breakfast and a pool. In June a new patio was opened. There is also a full service bar. On Thursday, December 5, Rabaut will open the new indoor "Lodge Pub" to the public.

Rabaut proposes an additional 40 units. Nine units would be two-room suites, there would be nine adjoining rooms, and eleven rooms would have patios. The expansion would include a banquet facility to serve 120 people. There will be a kitchen with a dumbwaiter to the upstairs lounge. The lounge would be expanded. Brovetto asked about parking. Rabaut replied that there would be an additional 35 spots for a total of 105 spots. There will also be an exercise

facility. Currently the Lodge is two-stories without an elevator, but there will be an elevator with the proposed four-story expansion. To look from the road the Lodge will appear to be three-stories. There will be cultured stone on the lowest portion of the building, with a stucco look above that, and a wood look above. A carport will be added at the entryway. Rabaut reviewed the rendering. There will be improved landscaping, new windows, new toilets, new carpet throughout, re-plastering of the pool and spa, ADA lifts for the pool and spa and new furniture for the whole project. Potentially construction would start in September of 2015 to be completed in March/April of 2016. Then in September of 2016 the old part of the Lodge will be renovated with completion projected for March 2017.

Rabaut then reviewed the potential hurdles: Is there a need for additional rooms? There will need to be a feasibility study in this regard. Woodland Park is seasonal, so would need to see if expansion will work. There is a window of opportunity with low interest rates. Storm water needs to be addressed. Fire accessibility needs to be addressed. Rabaut has met with Fire Department in this regard. The proposed structure would be four-stories, so is above the current height restriction, so this would have to be addressed.

Coy asked Rabaut how he felt about another potential hotel coming to Woodland Park [Cobblestone project]. Rabaut responded that he had mixed feelings; in summers the Lodge is full, but last night there were nine guests. The lobby bar will generate some income; possibly 50% of gross sales. Rabaut felt that the other potential party should know that Country Lodge is not standing still.

Carrick asked Rabaut if he was looking at any national chain affiliation. Rabaut responded that he has talked with several chains, such as La Quinta, Americinn, etc. At that time the Lodge could not meet some standards, such as an elevator requirement. Some chains also require improvements that might not be necessary. For example, La Quinta would require the tub enclosure to be replaced even if the current enclosure was in good shape.

Faber noted that the patio at the Country Lodge is beautiful and other Board members concurred.

Rabaut announced that there would be a soft opening of the new club on Friday, December 13 and invited the DDA Board to attend.

GENERAL DISCUSSION AND AUDIENCE PARTICIPATION: Fler announced the Charis Bible College event on December 9 and invited Board members to attend. Fler also reminded the Board of the Volunteer Holiday Celebration on December 11.

Riley reported that the new Building Department kicked off on December 2. The City now has 110 permits from Teller County that are not finished. Teller County will keep 11 commercial projects, such as Woodland Hardware, which hopes to finish in December. Teller County will also finish Charis Bible College and a few others. There will be two inspectors from the Regional Building Department in Woodland Park throughout the week. Riley reported that on December 5 City Council will make appointments to the Board of Appeals, which will deal with variances to the Building Code or complaints. On December 5, Council will adopt the Building Code and fees. Also on December 5, the changes to the Woodland Station sign code will be presented to City Council for approval. Riley reported that The Sanctuary (Charis Bible College) final plat will go to City Council on December 5.

Brovetto reported that there would be a presentation on Main Street at the December 5 City Council meeting and invited Board members to attend. Brovetto told the Board that there would be a presentation in regard to a Creative Arts District on January 15 in City Council Chambers at 7:00 PM.

Riley noted that the Mountain Artists event on November 30 was well attended. Riley took the opportunity to talk about the potential Creative Arts District and the members were excited to hear about this.

Larsen reported that she had a good weekend at The Cowhand and noticed that there were a lot of customers from out of state as well as people from Colorado Springs.

ADJOURN TO EXECUTIVE SESSION: For the purpose of determining positions relative to matters involving development projects within the City of Woodland Park Downtown Development Authority District: C.R.S. 24-6-402 (4)(e). Chair Schnitker read the purpose of the Executive Session into the record.

Meeting adjourned to Executive Session at 8:45 AM.

RECONVENE REGULAR MEETING: Following the Executive Session, Schnitker re-convened the regular meeting at 9:27 AM.

The following persons were in attendance at the Executive Session: Dale Schnitker (left the room from 9:00-9:10 AM), Merry Jo Larsen, Al Born, Gary Brovotto (left the meeting at 9:00 AM), Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber. **Staff:** Brian Flerer, Carol Lindholm. **Others Present:** None.

Schnitker stated: "If any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, I ask that you state your concerns now." Hearing none, the Board returned to the regular meeting.

MOTION: To accept the Redevelopment and Reimbursement Agreement by and between the Woodland Park Downtown Development Authority and HSC Woodland Park, LLC [Tractor Supply] as proposed. Coy/Cummer. Passed 8-0. (Brovotto not present for this vote)

ADJOURNMENT:

MOTION: To adjourn the meeting. Larsen/Cummer. Passed 8-0. (Brovotto not present for this vote)

Meeting adjourned at 9:32 AM.

Recorded by:



Carol J. Lindholm, DDA Staff
Program Manager, Economic & Downtown Development

APPROVED THIS 7 DAY OF JANUARY, 2014


Al Born, Secretary/Treasurer