

Woodland Park Downtown Development Authority Board of Directors

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

REGULAR MEETING MINUTES

December 8, 2015 – 7:30 AM

CALL TO ORDER AND ROLL CALL: Merry Jo Larsen, Chair, called the meeting to order at 7:30 AM.

IN ATTENDANCE - Board of Directors: Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Al Born (Secretary/Treasurer), Tanner Coy, Jon DeVaux, Vera Egbert, Michael Faber, Jan Wilson. **Absent:** Dale Schnitker. **Staff:** Brian Fler, Executive Director; Carol Lindholm, DDA Staff. **Others Present:** David Buttery, Sally Riley, Darlene Jensen, Neil Levy, Brooke Smith, Debbie Miller, Tyler Lambert.

APPROVAL OF AGENDA AND MINUTES:

MOTION: To accept the agenda as presented. DeVaux/Coy. Passed 8-0.

MOTION: To approve the minutes of the November 3, 2015 DDA Regular Meeting. Born/Wilson. Passed 8-0.

MAIN STREET UPDATE – DARLENE JENSEN: Jensen reported on the following Main Street topics: Bylaws have been adopted. Small Business Saturday was successful, and it seems that the combination of local advertising by Main Street, regional advertising by the City, as well as Chamber efforts, were effective. Main Street also went door-to-door with flyers for the businesses and there was a gift basket awarded that was worth \$150. Jensen is helping on the committee for the City's 125th Birthday. Main Street Board is working on the 2016 work program.

APPROVAL OF 2016 DDA WORK PROGRAM: Fler reviewed the Meeting Notes/Summarization from the November 2, 2015 retreat and outlined the program of work as follows:

- 1) Woodland Station
 - (a) Pursue Master Developer Concept
 - (b) Develop overall vision
 - (c) Consider "highest and best use"
 - (d) Surrounding land assemblage and co-developer opportunities
 - (e) Arden Weatherford agreement consideration
- 2) Consider expansion of DDA Boundaries
- 3) Interface with Main Street
 - (a) Business recruitment and retention
- 4) Downtown Improvement Plan

The Board gave general consensus to move forward with the program as outlined.

Fler mentioned the DDA City debt with a payment of \$36,000 due in 2016. This is in the 2016 budget. Fler referenced the Certification of Valuation by Teller County Assessor dated 12/2/15 for Board information.

WOODLAND STATION MOVING FORWARD – MERRY JO LARSEN: Larsen suggested the Board consider how they would move forward with Woodland Station. Larsen noted that the DDA Board did not seem to want to be developers. Larsen noted that Coy had suggested an inventory list of people who we know are interested in Woodland Station. Larsen also suggested that DDA define a few specifications, not too confining, so that a developer knows what the DDA is looking for in Woodland Station. Also, define the size of the project; we know this includes Woodland Station, but will it also include other areas, such as across the highway, the trailer park, etc.? Larsen suggested the DDA create a committee in regard to the Woodland Station project, and invite developers to participate for their advice and opinions for the project. Following the committee work, the DDA could have a workshop to review the information. Larsen felt that we need to set some deadlines so that we can move forward, and suggested this be completed by April 1, 2016, so that by April 15, 2015 there would be enough of a plan to present and say this is the Woodland Station project. Several Board members stated their interest in serving on this committee. DeVaux mentioned some of the issues with the project. Larsen invited comments from the audience. Levy suggested involving developers in the discussions. Larsen replied that this was part of the plan. Fler agreed that there would be developers as part of the process. Fler noted that Woodland Station is an asset, plus, there are some adjoining properties that will likely have a role in the overall buildout. Fler agreed that we do need outside input. Levy noted the lack of retail development locally and the vacancies. Maybe there's a different approach to Woodland Station. Larsen responded that this is what they need to identify; this is the purpose of the committee. Sawyer mentioned the potential of the Farmers Market at the south end of the property, which could also be used for festivals, etc. Fler remarked that developers need good data so that they can make an informed decision. The Woodland Station project will be part of the Downtown Improvement Plan; this all fits together. Fler noted that the rooftops will have an impact on the retail. DeVaux questioned Buttery about the buildout of Saddle Club Ave. to West Street in regard to CDOT. How do we solve that? Buttery replied that CDOT mandated a secondary access; it does not necessarily need to be Saddle Club Ave. The DDA will need to develop the circulation plan, and decide what will be the best place for a secondary exit. The Saddle Club Avenue extension was based on the Aquatic Center project. Larsen suggested the Woodland Station planning process should start in January.

TRAIL RIDGE APARTMENTS – TIF REIMBURSEMENT DEFERRAL IMPACTS & EXTENSION OF CONSTRUCTION DEADLINE TO JUNE 30, 2016: Fler referred to the spreadsheet: City of Woodland Park – Downtown Development Authority – Revenue Analysis. Fler specifically referred to the analysis in regard to Trail Ridge Apartments, particularly the two lines demonstrating the difference if reimbursements start in 2016 vs. being deferred until 2017. Fler noted that if reimbursements were deferred until 2017, the construction deadline would need to be extended to June 30, 2016. Fler referenced a memo from the Teller County Assessor in regard to the estimated taxes due for year 2015 payable in 2016 for the Trail Ridge project. Fler reviewed the difference that TIF reimbursement would make to Trail Ridge and to the DDA. Trail Ridge would benefit if the reimbursement is deferred one year. The impact to the DDA would be a loss in revenue of \$96,985 (projected estimate). Fler thus proposed that if the reimbursement is deferred, that the contract be amended to reduce the cap reimbursement to Trail Ridge from \$1.2MM to \$1.1MM. By this method, Trail Ridge would be able to benefit from more dollars in their first reimbursement year without having the long term negative impact on the DDA revenue. Fler feels that Trail Ridge is a good product and that it will affect sales tax, so feels that this would be a good compromise, to benefit Trail Ridge without a detrimental effect to the DDA.

Faber remarked that he supports the extension; this is a good and needed project and wants them to be successful. Born supported the extension if the cap is reduced. Coy felt that the request by Trail Ridge is in line with the original intent of the agreement.

Fleer said that he would be looking for a general consensus from the DDA Board to move forward with the reimbursement deferral. This will then come back to the Board in January for final approval.

The Board gave consensus to move forward with the TIF Reimbursement Deferral and the Extension of the Construction Deadline to June 30, 2016. Final documentation will be presented at the January 5, 2016 meeting for a vote.

GENERAL DISCUSSION: Lindholm reminded the Board of the Volunteer Appreciation Reception on December 9 and encouraged all Board members to attend.

Fleer reminded the Board that Paul Benedetti, DDA Counsel, would be in attendance at the January 5, 2015 DDA Regular Meeting.

Debbie Miller reported on the upcoming Ribbon Cutting at Daybreak Adult Day Program and the State of the City Chamber breakfast. Miller announced and SBDC Business Plan in a Day class in December.

Riley reported that the Page Hotel Project is to be tabled to the January 14 Planning Commission Agenda. Page has been working on architectural design. The Flood Hazard Development Permit for the Valley View Apartments will be on the Planning Commission agenda this week.

Debbie Miller reported that she, Buttery and Fleer had attended a meeting on December 7 regarding the Pikes Peak Enterprise Zone which includes Teller County and El Paso County. Miller and Fleer will work together to put together an education class in January regarding the Enterprise Zone. Fleer noted that this will benefit new business development and expansion, and possibly non-profits.

EXECUTIVE SESSION: None.

ADJOURNMENT:

MOTION: To adjourn the meeting. DeVaux/Coy. Passed 8-0

Meeting was adjourned at 8:30 AM.

Recorded by:

Carol J. Lindholm, DDA Staff

APPROVED THIS _____ DAY OF _____, 2015

Al Born, Secretary/Treasurer