

Woodland Park Downtown Development Authority Board of Directors

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

REGULAR MEETING MINUTES

January 3, 2017 - 7:30 AM

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

IN ATTENDANCE - Board of Directors: Merry Jo Larsen (Chair), Al Born (Secretary), Tanner Coy (Treasurer), Noel Sawyer (Vice Chair), Jon DeVaux, Ellen Carrick, Jan Wilson, Jerry Good, Elijah Murphy.
Others Present: Kelly Rodarmel, David Buttery, Sally Riley, Jane Manon, Suzanne Leclercq, Darlene Jensen, Debbie Miller, Ron Konieczny, Steve Jeroslow, Dan Taylor, Brook Smith, Arden Weatherford

ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA: None.

Larsen says there will be a special meeting of the DDA on January 17th for the purpose of holding a work session with the Main Street Program.

MOTION: To accept agenda. Wilson/Sawyer. Passed 9-0

FINANCE: Coy reports 2016 year end financials are not yet complete. Final revenues and expenses will continue coming in for a little longer. Over budget in legal expenses, under budget in payroll. A \$5,000 payment to the City will be made this month. No further report at this time.

WOODLAND HARDWARE:

Signage: Kelly Rodarmel provides an update on his plans to add signs to the Woodland Hardware building. He presented a sample of a sign with a wood border to illustrate an inexpensive solution, not long term. The signs will not be internally lit, they will be lit by the streetlights. Signs will be on the North and West sides of the building. Mr. Rodarmel has been working with Sally Riley. Riley provides information about the signage approval process. After application, City and DDA will have seven days to comment and complete their reviews of the application and reply to the applicant. DeVaux recommends changing the design review process. Larsen questions the timing of making a change. Born thinks the design review committee should make a recommendation to the board and the board should make a decision. Coy thinks that is the reality of the process already. Born states there is nothing in the by-laws regarding committees and their responsibilities. Sawyer trusts the committee and asks Rodarmel if everything is okay. Rodarmel says everything is moving forward well. Carrick thinks this motion takes the responsibility off the shoulders of the committee.

MOTION: Direct design review committee to present their review and recommendations to the board. DeVaux/Born. Failed 5-4

Larsen asks where this leaves us. Coy responds that the committee will forward Rodarmel's sign application to the board upon receiving it and will forward to the board the design review comments upon completing them. Rodarmel asks Wilson and Coy what they think about the sign concept he's presented. Coy and Wilson respond positively.

WOODLAND STATION:

Grading Work: Larsen asks the board about releasing Mallett Excavating from the performance bond. Work is mostly complete. A second permit may be necessary to move more dirt. Born asks if the DDA is at risk of ADA violations. Larsen thinks the grading is compliant and we can address further at a later date. Coy reports we are still below budgeted expenses for this phase of work.

MOTION: Sign off on the performance bond. DeVaux/Sawyer. Passed 9-0

Lawsuit: DDA's reply to plaintiff's complaint has been filed. Born asks if the DDA reply is public. Coy cites an email from DDA special counsel Steve Rupp indicating that the exhibits in the reply are suppressed.

Request to change overlay: Larsen says DDA legal counsel advised allowing Steve Randolph's request to change the overlay district to proceed uncontested. DeVaux asks Riley to explain the difference between DDA overlay and CBD overlay. Riley cites several differences:

1. In DDA overlay, all of conditional uses listed in CBD are permitted and run through an administrative process with design review reviewing on behalf of DDA Board. Two examples are residential of more than two units, an automotive repair shop such as Vasholtz.
2. In CBD without DDA overlay, conditional use applicants must conform with planning commission and city council review of which there are 11 standards looked at for findings. If a permitted use, the application goes through the typical City process.

Riley requests Larsen send her an email with DDA comments regarding the request to change the overlay. Good disagrees with Randolph's request. Wilson agrees that the overlay should remain unchanged.

MAIN STREET:

Darlene Jensen: Jensen discusses the walkability plan and Deluxe Corporation's Small Business Revolution. Woodland Park might be a finalist on February 9th. Ron Konieczny would like every business or property owner affected to be notified about this plan. Jensen emphasizes that the walkability plan is strictly conceptual and that stakeholders will be notified. Murphy thinks delivery access to commercial properties is a concern.

DDA Executive Director on Main Street Board: Larsen would like the DDA to have representation on the Main Street Board who will report regularly to the DDA. DeVaux nominates Murphy, Wilson nominates Good for this position. Murphy and Good both express interest in serving on the Main Street Board of Directors.

VOTE: Murphy to be appointed as DDA liaison to Main Street.

VOTE: Good to be appointed as DDA liaison to Main Street.

Vote is tied. Names are drawn from a hat. Murphy is appointed as the DDA liaison to Main Street.

GENERAL DISCUSSION: Good asks about soliciting support from Denver, Pueblo, and other Chambers of Commerce to raise votes for the Small Business Revolution program. Jensen replies that much is being done and any additional ideas should be submitted.

AUDIENCE PARTICIPATION: Konieczny says our goal should be to make Woodland Park a destination. Parking and bathroom signs are discussed. The HAWK system is discussed. Deb Miller reports for the Chamber of Commerce. Dan Taylor says he plans to ask the DDA to fund approximately \$250,000 for public improvements that are a planned part of his new car wash project. This will be added to the next regular meeting agenda. Rodarmel comments on the Woodland Park pedestrian experience and challenges crossing Highway 24. Weatherford has no comment. Larsen discusses upcoming events.

MOTION: To adjourn the meeting. Wilson/Coy. Passed 9-0

Meeting adjourned 8:55 AM

Recorded by:


Tanner Coy

APPROVED THIS 7 DAY OF February, 2018 7


Al Born

Al Born, Secretary/~~Treasurer~~