

CASTLE ROCK DOWNTOWN ALLIANCE
Downtown Development Authority Board of Director's Meeting

MINUTES of June 5, 2014

The Board of Directors of the Castle Rock Downtown Development Authority met in regular session at 4:00 pm on Thursday, June 5, 2014 at the Castle Rock EDC Offices located at 18 South Wilcox, Suite 202, Castle Rock, CO 80104.

PRESENT

DDA Members Present: Greg Boman, KC Neel, Mike Trede, Stu Butler, Council Member Renee Valentine, Dennis Dickey, Jason Bower

ABSENT

DDA Members Absent:

STAFF

Kevin Tilson, Alliance Director; Angie Vencill, Project Manager

ALLIANCE PARTNERS INCLUDED

John Woodrick, Castle Rock Chamber of Commerce; Council Member Chip Wilson

PUBLIC ATTENDEES INCLUDED

Rob Morrison

CALL TO ORDER

Greg Boman called the meeting to order at 4:00 pm.

APPROVAL OF MINUTES

Minutes Approval: Mike Trede moved to approve the minutes of May 28, 2014, seconded by Jason Bower; the minutes were approved unanimously.

UNSCHEDULED PUBLIC COMMENT

Rob Morrison provided an update on the 695 Jerry Street property. When the property is built out it is speculated to bring 50-300 new employees to the area, dependent upon the type of tenant. Regis Exec. Suites, a new brew pub and a spa relocating from another location in Castle Rock have already committed to leases. The parking lot next to the building is planned to be completed in the future to accommodate parking.

John Woodrick from the Chamber of Commerce stated that the Douglas County Young Professionals will be completing a project this weekend. On June 28, there will be a Victoria's House Party on Jerry Street

between Fourth and Fifth Streets. It is a free event which will include food, fun and hopefully generate donations to Victoria's House.

DDA ACTION ITEMS AND UPDATES

DDA Design Review Board Recommendation: Renee Valentine motioned to nominate Stu Butler as the DDA representative for the Design Review Board; Mike Trede seconded the motion, motion carried unanimously.

Façade Grant Decisions:

- a. **Blue Spruce Animal Hospital:** Kevin Tilson reviewed the preliminary information provided at the May 15 Board meeting. He stated that the owners of that building will come back at a future meeting to present a formal request.

- b. **314 Wilcox:** Kevin Tilson reviewed the history of the 314 Wilcox Façade Grant Request. Chris and Toni Smith originally submitted an application for a Grant in October 2011. The plans originally approved by the Board were changed by the applicants but were not submitted to the DDA for re-approval. The DDA was recently contacted by FirstBank, the lender for the project, about the applicant's ability to have the updated plans approved and make a request for the remaining \$20,000. There was discussion regarding how long the Façade Grant is valid as well as the finished product. The Board directed staff that it would approve the updated plans for a total of \$7,000 which includes the \$2,000 already paid for design work, and pending the completion of the projects and submittal of receipts for façade only expenses that account for a dollar for dollar match..

KC Neel made a motion to approve the updated plans for 314 Wilcox for a DDA façade grant totaling \$7,000 which includes the \$2,000 already paid for design work; motion seconded by Jason Bower, motion carried unanimously.

Discussion on Draft Rink Contract with Town: Kevin Tilson presented the draft contract with the Town for management and operations of the Rink at the Rock for the 2014-2015 season. Rob Hanna with the Town's Park and Rec. department has been invited to attend the July 3, 2014 DDA Board Meeting. There was discussion regarding staffing numbers, extending the season later, regulating language regarding temperature and weather, and maintaining posted hours and not closing early due to low attendance. It was determined that a Rink Committee would be formed to finalize contract language; the Committee is comprised of Jason Bower and KC Neel.

DDA Board Appointment Updates: Kevin Tilson presented the new Board appointments: Dennis Dickey, Stu Butler and Mike Trede. There was a brief introduction and welcoming of the new board members.

Treasurer's Update: Mike Trede reviewed with the Board the invoices submitted and paid by the DDA since the May 15, 2014 Board Meeting. Also reviewed was the Rink net income for the 6 weeks of revenue during this fiscal year.

Wedding District Leases: Kevin Tilson provided an update on the Wedding District Fund and leases. The lease for Wedding Treasures at 611 N. Wilcox ends on August 31, 2014. Wedding Treasures has already found another location in Downtown Castle Rock at 333 Perry Street and committed to a 5 year lease, and is currently operating out of both locations. If a lessee was found for the current space at 611 N Wilcox the DDA could terminate its lease with the landlord early.

The lease for Blue Bridal ends on January 31, 2015 at 399 Perry Street. Blue Bridal has a second location on the 16th Street Mall in Denver. Blue Bridal is currently evaluating whether to renew their lease in Castle Rock at 399 Perry Street.

Wedding District Financials: Bill Schlanger was unable to attend the meeting. Kevin Tilson will ask Bill to provide a memo to the DDA Board regarding the Wedding District financial statements.

House Bill 14-1375: Kevin Tilson provided an update to the Board regarding proposed House Bill 14-1375 which directly affects urban renewal projects. The structure of the Castle Rock DDA is such that this bill does not directly affect this DDA.

July 3, 2014: Greg Boman reminded the Board that the next meeting was July 3, 2014 and asked the Board if there would be a quorum. It was determined that the meeting will be held at 8:00 am on July 3, 2014. Kevin Tilson asked the Board if the August 7 Board Meeting would work for a Town-DDA work session date. The Board is to be formulating lists of projects and types of projects the DDA would like to focus on for the coming year(s).

ADJOURN

There being no further business the meeting adjourned at 5:40 pm.

The Castle Rock Downtown Alliance approved these minutes on

July 3, 2014
Date

Angela Vencill
Angela Vencill, DDA Secretary