

CASTLE ROCK DOWNTOWN ALLIANCE
Downtown Alliance Board of Director's Meeting

MINUTES of April 6, 2017

The Board of Directors of the Castle Rock Downtown Merchants Association and Downtown Development Authority met in regular session on Thursday April 6, 2017 at The Move Building at 202 6th Street #200, Castle Rock, CO 80104. The DMA meeting started at 3:30pm.

PRESENT

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

DMA Members Present: Jason Gray, John Manka, Steve Spencer, Nick Lucey, Denise Fuller

STAFF: Kevin Tilson, Alliance Director; Angie Vencill, Assistant Director; Kristen Bowling, Project Manager

ALLIANCE PARTNERS: Jason Bower, Town Council; Dave Corliss, Town of Castle Rock Town Manager; Brian Peterson, Town of Castle Rock Parks & Recreation Department; Dan Avery, Douglas County

PUBLIC ATTENDEES: Suzanne Larue; Lynne Hurlburt

CALL TO ORDER

Jason Gray called the meeting to order at 3:30pm.

STAFF UPDATE

DMA ACTION ITEMS AND UPDATES

DMA Board Elections: DMA Board President and Vice President, Jason Gray and John Manka are up for re-election in April 2017. Staff presented the timeline for the process:

1. Confirm the remaining 5 members have the desire and ability to maintain their positions to the fullest extent for the remainder of their term (done).
2. Post notice on the Alliance website of the upcoming election (done).
3. Send an email to the DMA membership which includes the application, instructions (done).
4. On Friday, April 7, 2017 all applications will be reviewed for eligibility and those eligible will be included on the ballot. The ballot will be emailed to all DMA members for voting.
5. Friday, April 14, 2017 at 5pm, voting will be closed.
6. Announcement of elected directors will be made the week of April 17, 2017.

2017 Event and D&O Insurance: The DMA insurance policy renews May 5, 2017. Staff reached out to several insurance providers located in the Downtown district; including Paul Cedarholm, Bob Lowry, Scott Rice, Tim Brown and Bruce Weinroth. Paul Cedarholm is the only one who responded that he was able to review the policies.

Staff is waiting on the premiums from Paul Cedarholm and DC Insurers (current provider) to compare coverage and pricing. John Manka motioned to allow staff one more week to receive bids for insurance

and allow staff to make a final decision next week to bind insurance based on premiums, seconded by Denise Fuller, motion carried unanimously.

2017 Events Update: Staff presented a high-level overview and to do list for the 2017 Summer Event Series and status of Sponsor dollars.

ADJOURN

There being no further DMA business, the meeting was adjourned at 3:40pm.

CALL TO ORDER

Jason Gray and Greg Boman called the Downtown Alliance meeting to order at 3:50pm.

APPROVAL OF MINUTES

Minutes Approval: The March 2, 2017 minutes were submitted for approval by both Boards with the edit of including Nick Lucey and Stu Butler in the DDA and DMA Board Members present. John Manka motioned to approve the minutes as presented for the DMA, Denise Fuller seconded the motion; motion carried unanimously by the DMA. Stu Butler motioned to approve the minutes as presented for the DDA, Dennis Dickey seconded the motion; motion carried unanimously by the DDA.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

STAFF UPDATE: Staff provided an update on the Town's Transportation Master Plan/Open House and the Pavement Maintenance Plan. Staff is working on updating the window at the Douglas County Parking Garage, folks will be able to see the final project next week. The window will highlight historic buildings and how they look today.

Staff provided a proposal to purchase additional Downtown banners. Stu Butler motioned to approve Staff purchasing an additional 15 green banners with flowers, 10 logo banners with sunshine and 10 logo banners; KC Neel seconded the motion, motion carried unanimously.

Staff provided an update to the Boards on pending DDA legislation as well as DDA debt limits and the calculations thereof.

ALLIANCE ACTION ITEMS AND UPDATES

Façade Micro Grant: At the March 2, 2017 Board Meeting, staff continued a discussion with the board about the Façade Improvement Grant Program for 2017. As directed, staff drafted a micro grant application for the Board to review. Stu Butler motioned to approve the micro grant details and application, Renee Valentine seconded the motion; motion carried unanimously by the DDA.

Flower Box Update: Staff has sent the order form to Downtown businesses for orders. Browns Greenhouse, a seasonal Downtown business, will be in charge of the planting season and boxes will contain fewer flowers and mulch to prevent the flowers from drying out. To date, 76 medium boxes and 24 small boxes have been rented and will be delivered mid-May.

Downtown Banners: Staff presented Downtown event banners for approval. Stu Butler motioned to approve the DMA event banners as presented, Renee Valentine seconded the motion; motion carried unanimously. Staff presented the Douglas County Fair banners as presented by the Fair Board. The Board requested that the banner with the bronco have the "Bigger Brand" banner removed, the sky lightened up and the date displayed more prominently (different font or different color); additionally, they requested the date on the cow and boy banner be displayed in a different font so it was easier to read. KC Neel motioned to approve the banners with the changes requested and to allow Staff to work directly with the Fair Board to apply the changes as requested, Stu Butler seconded the motion; motion carried unanimously.

3rd and Perry Roundabout: Brian Peterson, Bob Goebel and Frank Main from Town of Castle Rock joined the meeting to update the Alliance Board on the Third and Perry Roundabout. Staff revealed a compass design for the center island of the roundabout and identified four possible planting concepts. Both Boards voted overwhelmingly for the Garden Streetscape design without the paver stones.

ADJOURN

There being no further DDA business, the meeting was adjourned at 4:45pm.

CALL TO ORDER

Greg Boman called the Downtown Development Authority meeting to order at 4:45pm.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

STAFF UPDATE

There was no staff update.

DDA ACTION ITEMS AND UPDATES

Board Elections: KC Neel's second 4-year term is expiring at the June 2017 meeting, opening one seat on the DDA Board. Nick Hier's partial term is expiring at the June 2017 meeting also. Nick is eligible to be nominated to have his term continued. Stu Butler motioned to recommend Nick Hier to continue his term, seconded by Mike Trede; motion carried unanimously. Stu Butler motioned to nominate John Manka to KC Neel's board seat, seconded by Renee Valentine; motion carried unanimously. Staff indicated that a public process is necessary but John Manka will be included in the nominees for KC Neel's open board seat. Staff will meet with Chairman Greg Boman and Vice Chairman Stu Butler to determine the appropriate public process for this board seat.

Riverwalk Timeline: Staff presented the current timeline for the Riverwalk Project. The timeline is as follows:

DDA

4/27/17 (possible DDA special meeting) - Confluence to present the new elevation and floor plan with 107 Wilcox St. for approval.

4/27/17 (possible DDA special meeting) - Redevelopment Agreement to DDA.

DRB

4/26/17 – Confluence to present the new elevation and floor plan with 107 Wilcox St. for approval.

Town Council Meetings

Alley vacations – Vacate alley for Riverwalk South and “leg of T” of Riverwalk North.

3/28/17 - 1st Reading.

4/4/17 - 2nd Reading.

5/4/17 - alley is vacated.

IREA Franchise Agreement Modification

3/28/17 - 1st Reading.

4/4/17 - 2nd Reading.

5/4/17 – Town to authorize credits for Riverwalk Project. IREA to reimburse Tony DeSimone.

County Approval of the Land Transfer

Date – TBD

Castle Café Patio: Dillon Walls at Castle Café has requested a custom patio to be constructed at the northwest corner of 4th Street at Wilcox, in front of Castle Café. John Zelem has presented drawings with sizes for this project. Since this is a custom patio rather than a standard patio, the expense is greater and must be approved by the Board. The estimated cost of this patio is \$12,750. The patios have an estimated life of 10 years and the custom patio renter pays 50% of the cost that is above the standard patio cost of \$5,000 (in this case, \$3,875). Since staff does not yet have final costs for this project, it was requested for the board to approve a “not to exceed” amount of \$12,750 with final costs being approved by Chairman Greg Boman and Vice Chairman Stu Butler. Staff is seeking the board’s “not to exceed” approval so that Castle Café can move forward with the liquor license extension process which is approximately 6-8 weeks long. KC Neel motioned to approve the financial commitment of the DDA Board to not exceed \$8,875 (\$5,000 + \$3,875) and for the final cost to be approved by the Chairman and Vice Chairman, Mike Trede seconded the motion; motion carried unanimously.

5th Street Apartments Project Introduction: Gene Gregory joined the meeting to present a project proposal for 505 and 515 Jerry Street Apartments. The proposed project will compliment activities south of the Wilcox Core, the Acme Water Tower Projects and other projects on the north end of Downtown.

Stu Butler motioned that this project fits the Plan of Development and is a worthy use of increment, and direct staff to hire a third-party consultant to review the project pro forma, to work with Town Finance to analyze the ability of increment to support the need for assistance on this project and work with Town and DDA Legal to negotiate terms for a developer agreement and bring it back to the DDA Board for consideration, Renee Valentine seconded the motion; motion carried unanimously.

519 N Wilcox Street Project: Andrew Wasson joined the DDA meeting to present a concept for the Board to review and provide feedback regarding project design. The Augustine Grill is proposing to tear down the 2004 built 600 square foot addition that is just north of the 2-story Victorian house and replace it with an approximately 3,000 square foot pre-engineered steel building. The new addition is

proposed in draft to be between 20-30 feet tall, have a 42" masonry veneer on the north side of the exterior, and clad with low maintenance materials. The addition will house additional seating and restrooms and will be connected to the Victorian through the existing breezeway. The proposed addition has been designed to respect and enhance the Victorian without trying to mimic the charm and thus lessen the look and feel of Downtown Castle Rock.

ADJOURN

There being no further Downtown Development Authority business, the meeting was adjourned at 6:00pm.

The Castle Rock Downtown Alliance approved these minutes on

May 17, 2017
Date

Angela Vencill
Angela Vencill, Secretary

