

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

**MINUTES of March 7, 2019**

The Board of Directors of the Castle Rock Downtown Merchants Association and Downtown Development Authority met in regular session on March 7, 2019 at The Move Building at 202 6<sup>th</sup> Street #200, Castle Rock, CO 80104. The DMA meeting started at 3:40pm.

**PRESENT**

**DDA Members Present:** Greg Boman, John Manka, Dennis Dickey, Nick Hier, Stu Butler

**DMA Members Present:** Lynne Hurlburt, Denise Fuller, Kathy Church, Steve Spencer

**STAFF:** Kevin Tilson, Alliance Director; Kristen Bowling, Project Manager;

**ALLIANCE PARTNERS:** Thomas Reiff, Town of Castle Rock Transportation Planner; Kevin Bracken, Town Council DMA Liaison

**PUBLIC ATTENDEES:** Suzanne Larue, Douglas County Libraries; Jeff Samuelson, Realty One Group Premiere

**CALL TO ORDER**

Denise Fuller called the DMA meeting to order at 3:40pm.

**DMA ACTION ITEMS AND UPDATES**

**2019 Event Update:** Staff gave an update on the progress for planning the 2019 Summer Event Series including sponsor dollars raised, completed tasks from February and tasks for March.

**2019 DMA Budget:** Staff presented the proposed 2019 DMA Budget.

**ADJOURN**

There being no further DMA business, the meeting was adjourned at 4:20pm.

**CALL TO ORDER**

Denise Fuller and Greg Boman called the Downtown Alliance meeting to order at 4:20pm.

**APPROVAL OF MINUTES**

**Minutes Approval:** The January 17, 2019 minutes were submitted for approval by both Boards Stu Butler motioned to approve the minutes as presented for the DMA, John Manka seconded the motion; motion carried unanimously by the DMA. Lynne Hurlburt motioned to approve the minutes as presented for the DDA, Kathy Church seconded the motion; motion carried unanimously by the DDA.

**UNSCHEDULED PUBLIC COMMENT**

Suzanne Larue from Douglas County Libraries shared that the Highland's Ranch Library will open on April 6<sup>th</sup> after being closed for renovations. In addition, the library will host an Enchanted Castle Program in April and are educating the community about the branch's new memory care kits.

## **STAFF UPDATE**

Kevin Tilson updated the Board on several award submissions for Festival Park including the Urban Land Institute Impact Awards, DRCOG Metro Vision Awards and the Downtown Colorado Inc. Governor's Award for Downtown Excellence. Kristen Bowling gave an update on the status of the 2019 DDA Patio, Flowerbox and Banner Programs.

## **ALLIANCE ACTION ITEMS AND UPDATES**

**Mobility Study:** Town of Castle Rock Transportation Planner, Thomas Reiff, joined the meeting to give an update on the Downtown Mobility Master Plan and encourage discussion on points in the proposed Implementation Plan.

**Rink at the Rock Update:** Staff gave an updated on the 2018-2019 Rink at the Rock season that ended on Monday, February 18, 2019. Tear down began on Tuesday, February 19, 2019 with removal of tubing, the header pipe and final clean-up remaining. Tear down must be complete by March 15, 2019. Staff is still waiting to receive final skater count from RMSC.

## **ADJOURN**

There being no further Alliance business, the meeting was adjourned at 5:21pm.

## **CALL TO ORDER**

Greg Boman called the Downtown Development Authority meeting to order at 5:21pm.

## **UNSCHEDULED PUBLIC COMMENT**

Jeff Samuelson of Realty One Group Premiere joined the meeting to request a letter of recommendation to present at a hearing in front of the Colorado Oil and Gas Conservation Commission. The meeting will occur on March 15<sup>th</sup> at 9am and will request a transfer of insurance claim to the Town of Castle Rock on a parcel in Downtown. Stu Butler motioned staff to write the letter of recommendation, John Manka seconded the motion; motion approved unanimously by the DDA.

## **DDA ACTION ITEMS AND UPDATES**

**Façade and Micro Grant Policy Discussion:** Staff gave a brief history on the façade grant program as well as the details of project eligibility, approval process and past grant recipients. Staff looked to the Board for direction on specific improvements that will qualify for the grant program in 2019. The board reviewed the fact sheets for both the Façade Program and Micro Grant program and discussed existing policies. The Board agreed to have a larger policy discussion with every DDA member present, but provided general direction that the Façade Grant program was designed for more transformational projects and the Micro Grant was for smaller projects, and could include maintenance items that would make an impact, or expenses that could be more routine in nature. An awning or maintenance item by itself was not a good fit for the Façade Grant.

**Façade Grant Application – 318 Fourth Street:** Staff presented the Micro Façade Grant Request for Castle Rock Florist at 318 Fourth Street, Castle Rock, CO. Stu Butler motioned to approve the micro grant application for Castle Rock Florist in the amount of \$1,000, Nick Hier seconded the motion; motion approved unanimously by the DDA.

## **ADJOURN**

There being no further Downtown Development Authority business, the meeting was adjourned at 5:45pm.

The Castle Rock Downtown Alliance approved these minutes on

4/18/2019  
Date

Kristen Bowling  
Kristen Bowling, Secretary

