CASTLE ROCK DOWNTOWN ALLIANCE

Downtown Alliance Board of Director's Meeting

MINUTES of November 5, 2015

The Board of Directors of the Castle Rock Downtown Merchants Association, Downtown Alliance and Downtown Development Authority met in regular session at 3:30 pm on Thursday, November 5, 2015 on the first floor of the Town Hall, located at 100 North Wilcox Street, Castle Rock, CO 80104.

PRESENT

DDA Members Present: Greg Boman, KC Neel, Dennis Dickey, Jason Bower, Mike Trede

DMA Members Present: Jason Gray, John Manka, Kathy Church, Steve Spencer

STAFF: Kevin Tilson, Alliance Director; Angie Vencill, Assistant Alliance Director

ALLIANCE PARTNERS:

PUBLIC ATTENDEES: Suzanne Larue, Douglas County Libraries; Rick Nelson, Hoff and Leigh

CALL TO ORDER

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

DMA ACTION ITEMS AND UPDATES

Oktoberfest Debrief and Summary: The 2015 Oktoberfest was the biggest and most successful so far. Staff is already working on plans for next year's event. Four teams will be developed and include: beer, volunteers, entertainment and logistics. DMA board members are encouraged to volunteer for one of the teams.

Trick or Treat Street Debrief and Summary: Trick or Treat Street was a great success. Staff met with the Town of Castle Rock team in a debrief meeting today. The 2016 Trick or Treat Street will be Monday, October 31, 2016.

Action Items from Previous DMA meeting: There was not a quorum at the last meeting so staff had reviewed a few items with the DMA board members. The DMA Board provided direction to staff to contribute toward the Christmas Decorations in Downtown Castle Rock; staff confirmed with the board that the check was presented in October to the Town of Castle Rock.

The Downtown Alliance minutes of August 6, 2015 were presented for approval. John Manka motioned to approve the minutes as presented, Steve Spence seconded the motion; the motion carried unanimously.

Planning for 2016: Staff has begun planning for 2016 events and has requested support from the DMA and DDA board for next year's event. Teams are being formed for help in planning the upcoming events

and board members may choose a team to participate in. Kevin Tilson notified the board that staff is looking into working with a temp agency to provide relief to staff at the events for 2016.

ADJOURN

There being no further DMA business, the meeting was adjourned at 4:05pm.

CALL TO ORDER

Greg Boman and Jason Gray called the Downtown Alliance meeting to order at 4:05pm.

APPROVAL OF MINUTES

Minutes Approval: The September 3, 2015 minutes were submitted for approval by both boards. KC Neel motioned to approve the minutes as presented for the DDA, Mike Trede seconded the motion; motion carried unanimously. John Manka motioned to approve the minutes as presented, Steve Spencer seconded the motion; motion carried unanimously.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

ALLIANCE ACTION ITEMS AND UPDATES

Downtown Castle Rock Street Improvements: Keith Johnston, Aaron Monks and Carl Armijo from the Town of Castle Rock Public Works department joined the meeting to provide an update on some of the improvements that are planned for the streets in Downtown Castle Rock. With the investment in Festival Park and new development for the Move, ACME Water Tower, Mercantile Commons, the new Sushi Restaurant and other exciting additions, the Town is investing in some of the infrastructure, including upgrade to Plum Creek Parkway and Crosswalk infrastructure. The board discussed and provided feedback on the types of crosswalks that are preferred

Downtown Overlay Zone Amendment: Bill Detweiler, Director of Development Services with the Town of Castle Rock discussed the height requirements that are prescribed in the Downtown Overlay Zoning District. Stu Butler made a motion recommending that section (C)(1) be struck from the existing code, eliminating the section stating "Whether the project developer has committed to restore or fund the restoration of a Landmarked structure (as defined in Section 15.64.060)," KC Neel seconded the recommendation; the recommendation was unanimous across the DDA Board. John Manka mirrored the DDA's motion.

Parking in Downtown (County, Town, DDA): Staff has had several conversations with the Town and County regarding the importance of being strategic in planning for parking in Downtown. In CREP, the Town, EDC, Chamber and Alliance discussed the importance of parking in Downtown and some recent discussions with County partners on the importance of a good parking plan. The Town is looking to take the lead to hire a parking consultant to look at parking in Downtown in partnership with the Alliance and County and drafting an RFP for that selection.

Dennis Dickey motioned to direct staff to commit to up to $5,000 toward the study, if the amount should exceed $5,000, staff will come back to the Board, Stu Butler seconded the motion.

ADJOURN

There being no further Downtown Alliance business, the meeting was adjourned at 5:00pm.

CALL TO ORDER

Greg Boman called the Downtown Development Authority meeting to order at 5:05pm.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

APPROVAL OF MINUTES

Minutes: The October 22, 2015 Board Retreat Minutes were presented for approval. Stu Butler motioned to approve the minutes as presented, Mike Trede seconded the motion; motion carried unanimously.

DDA ACTION ITEMS AND UPDATES

Project Introduction: Joe Niebur, Troy Coats and Ben Swanson joined the meeting to introduce a new project for the Downtown. Niebur Development is proposing a mixed use development at 221 Wilcox and presented their proposed project and requested the DDA's assistance to make the project possible, based on challenges that this project faces, as the DDA has discussed in prior meetings.

Jason Bower motioned to direct staff to pursue this project and 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 Legal to draft a developer agreement and bring it back to the DDA Board for consideration, Stu Butler seconded the motion; motion carried unanimously.

Downtown Banners: Staff requested direction from the Board earlier in the week regarding the Starlighting banner, a formal vote was requested at the meeting. Stu Butler motioned to approve the Starlighting banner as presented, seconded by Jason Bower; motion carried unanimously.

2016 Draft Budget: Staff reminded the board that the 2016 draft budget will be presented to Town Council later this month. The draft budget to be presented is the same budget reviewed and discussed at the Board retreat.

ADJOURN

There being no further DDA business, the meeting was adjourned at 5:50 pm.

The Castle Rock Downtown Alliance approved these minutes on

January 21, 2016
Date

Angela Vencill
Angela Vencill, Secretary