

City of Woodland Park Downtown Development Authority

December 3, 2024, at 7:30 AM

AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
- 4. CONSENT AGENDA**
 - a. Minutes November 5, 2024
- 5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA**
- 6. UNFINISHED BUSINESS (Public Comment may be heard) None**
- 7. NEW BUSINESS**
 - a. TAVA update (Sekowski)
 - b. Micro Grants (Gemelke/McAskin)
- 8. PUBLIC COMMENT REGARDING NEW BUSINESS None**
- 9. REPORTS**
 - a. Board Chair Report
 - b. Treasurer Report
 - c. Board Member Reports
 - d. City Attorney's Report
- 10. ADJO URNMENT**

Woodland Park Downtown Development Authority Board of Directors

Tuesday, November 5th, 2024, 7:30 a.m.

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

Regular Meeting

1. CALL TO ORDER AND ROLL CALL

CALL TO ORDER AT 7:30 A.M. BY CHAIR GEMELKE

PRESENT: Jon Gemelke
Arden Weatherford
Tony Perry
David Mijares
George Jones
Jerry Good
Eric Cabrera
Al Born

ABSENT:

STAFF: Aaron Vassalotti, City Manager
Joshua Myers, DDA Attorney

GUESTS: Mary Sikowski

2. PLEDGE OF ALLEGIANCE

All attendees participated.

3. ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

None.

4. CONSENT AGENDA

Motion:

Mr. Cabrera moved to approve the minutes of October 1st, 2024, as presented

2nd:

Mr. Perry seconds.

Vote:

Voice roll call vote, motion was approved unanimously 8-0.

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

None.

6. UNFINISHED BUSINESS (Public Comment may be heard)

Mr. Vassalotti met with the attorneys regarding the Vos building. They are putting a plan forward to start the condemnation process however it can take two to three years to complete the steps required. They expect to have a plan in place within the next 30 days.

Regarding the Bergstrom Park study, the city is requesting a study from Park Street to Fairview on the south side of Hwy 24. They are still determining how comprehensive that will be but by the next meeting they will have a plan in place.

Mr. Mijares requested that they lessen the parking requirement for the downtown area or that they provide an area within the DDA boundary that lessens the parking requirement to increase density regarding commercial use.

Chair Gemelke questioned if they would bury the power lines upon this construction.

Mr. Vassalotti noted that it would be discussed within the master plan.

7. NEW BUSINESS

a. TAVA Update

Mary Sikowski presented the TAVA update. The foundation is dug out and they have uncovered a significant amount of concrete that was buried there. They are working on the rebar process now. Their goal is to have foundation poured before hard winter.

b. Micro Grants

Chair Gemelke noted they had a meeting with the attorneys about the micro-grants. He requested that they have something put together by the January meeting.

Mr. Good questioned how many businesses there are downtown.

Mr. Perry noted that about 20 businesses received the DDA grant in 2009.

Councilman Jones questioned the 'evidence of need' portion of the example program.

Chair Gemelke clarified that this program is just an example of what we are looking for and we can adjust as necessary.

Mr. Myers added that their office will be helping them refine this process, making sure the requirements for a grant program are there. He does agree there needs to be an idea of how many businesses are in the downtown district. He added that we would be discussing the objective versus subjective during the December meeting so we can take a vote in January.

Chair Gemelke noted they had discussed having two opportunities to apply. The applicants will have roughly three months to complete their proposed projects. We want it to be open to help business functionality like ADA compliance, not only facade features. He encouraged board members to send him ideas to compile for the December meeting.

Mr. Mijares requested that we clarify that this program is different than our TIF reimbursement requests.

Mr. Myers added that he was preparing an outline with basic questions that everyone should be thinking about. He will send it out within the next week.

Mr. Perry agreed that we need to keep the process as objective as possible. He also agreed it should not necessarily be limited to exterior work but whatever can improve the success of the business.

Chair Gemelke added that we wanted it to be available for both business owners and building owners so as not to discourage a business owner who doesn't own the building.

8. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

None.

9. REPORTS

a. Board Chair Report

Chair Gemelke encouraged board members to suggest ideas for the micro grants.

Mr. Vassalotti added that the Lake St. construction is still not completed but should be done soon, weather permitting.

b. Treasurer Report

Mr. Perry presented the Treasurer Report. We have one TIF reimbursement for the Trailridge Apartments entity. We have confirmed that the payment amount is correct due to the issue of the incorrect amount being paid with the previous reimbursement. We have since sent the contracts to the attorney to verify the spreadsheet.

Mr. Myers confirmed that the payments were correct. However, there was a discrepancy. The first amendment changed the start and end date which changed the percentage paid per year the contract now ends in 2031. Due to the first amendment last year's contract needed to be a 75% reimbursement, not 50%. The max reimbursement was also lowered by \$100,000. It is now \$1.1 million. Mr. Myers offered to draft a letter explaining the discrepancy. He will also complete the other active TIF's to verify those as well.

Mr. Perry agreed we need to draft a letter explaining the discrepancy and then correct the additional 25% reimbursement based on last year's mill levy. He noted the bonds with Vectra are due to be paid off in 2028. The DDA is set to expire in 2032 and we need to be sure the debt is paid off by then. We have built up a reserve balance that can be used for the betterment of the downtown district. We only reimburse based on the contract of what they pay.

Mr. Vassalotti noted that the DDA has approximately \$1.2 million in reserves.

Chair Gemelke added that we would like to end the DDA with no reserves and so we need ideas to improve the city using that money.

Mr. Good questioned what would happen if council chose to extend the DDA and we are left with no money in reserves.

Chair Gemelke believes that decision needs to be made within the next two to three years so the board can be prepared.

Mr. Born questioned if there would be an advantage to paying the Vectra loans off early.

Mr. Vassalotti explained the interest rate is currently quite low so currently there would be no advantage, however if that were to change it could be an option.

c. Board Member Reports

Mr. Good expressed concern about bathrooms. He requested that the city take them into consideration when redesigning Bergstrom Park.

Chair Gemelke reminded that TAVA house would have public bathrooms available during open business hours.

- d. City Attorney's Report
None.

Mr. Born moved adjournment 8:04 a.m.



To: Jon Gemelke, Woodland Park Downtown Development Authority Chair
Tony Perry, Woodland Park Downtown Development Authority Treasurer

From: Marcus McAskin

Re: Proposed DDA Microgrant Program (for calendar year 2025)

Date: November 30, 2024 (for distribution to Board at 12.03.2024 regular meeting)

You asked this office to prepare a short memorandum for distribution to the DDA Board at the December 3, 2025 regular meeting regarding the proposed DDA Microgrant Program (the “Program”), scheduled for implementation in calendar year 2025.

The creation and management of the Program does not need to be complicated, but there are certain components that need to be decided in advance of implementation. This memorandum summarizes some key decision points for the Board as it moves toward implementing the Program in calendar year 2025.

1. Establish Intended Grant Recipients

The Program must clearly establish the groups of intended recipients and who is not an intended recipient. The following are general categories that can help guide the Board’s discussion, but specific distinctions are not always necessary.

- a. The type of recipient:
 - i. Property owners (commercial, residential, municipal).
 - ii. Business owners (including tenants).
 - iii. Community organizations.

2. Project Types

Each project must support the purpose of the Program. The following are discussion topics regarding types of projects. The Program may encompass many different types of projects, and the following are not meant to create an “either or” outcome.

- a. Physical improvements, including, but not limited to, façade improvements, infrastructure, and landscaping.
 - i. Interior improvements (only associated with business “expansion”).
 - ii. Exterior improvements.

- iii. Capital improvements.
 - iv. Landscaping.
- b. Social events, including community events, that implement the DDA Plan.

3. Project Status: Future / Current / Completed Projects

The Board should decide if the Program will only apply to future projects or if current or completed (retroactive) projects that meet project criteria may receive a grant. If completed projects are allowed, then a specific date in the past must be set and the objective criteria for determining the eligible “look back” date must be included in the Program information and applicable materials. If the Board is inclined to entertain completed (retroactive) projects, recommend a maximum one (1) year “look back” period to include the ability to objectively verify the specific date (through City-issued permit or copy of fully executed contract with the contractor(s) retained by the applicant for the specific project).

4. Application

- a. Format
Set application form or simply meet general guidelines?
 - i. Set application form makes it easier to compare applications.
- b. Complete Application: Materials, Information, Documents
What must be submitted to constitute a “complete application.”
- c. Period(s) / Deadline(s)
This will be determined, in part, on the Board’s decisions on other components of the Grant Program. Currently, we are recommending two application deadlines:
 - Friday, March 7, 2025 (first round deadline), and
 - Friday, August 8, 2025 (second round deadline).

However, the Board may elect to have only one application deadline, or permit applications to be submitted on a rolling basis throughout the year. Board review/input requested.

5. Award

- a. Decision maker(s)
 - i. By vote of the Board, a committee, or assigned decision makers?
 - ii. For example, the Board may want to form a grant award committee (or other subcommittee), which committee would make recommendations to the full Board.

b. Criteria

i. Objective Criteria.

1. Requiring projects to meet objective criteria only creates clear approval and denial guidelines. If the project meets the necessary objective criteria, then the grant application for the project must be approved. Examples include recipient eligibility; receipt of all required application materials; the location of project; and the type of project.

ii. Subjective Criteria.

1. Allowing a decision maker to use subjective criteria, without proper guidelines, can lead to unfair results. If subjective criteria is incorporated as part of an application, then adequate guidelines must be included. For example, if the applicant must describe how a project will aesthetically improve the District, then the application instructions must define what is deemed to be an aesthetic improvement. The decision maker should not be left with the authority to decide what is or is not an aesthetic improvement.

c. Not-to-Exceed Total Funding Amount

- i. \$150,000 is currently proposed as the total funding amount for the 2025 Grant Program ("Total Funding Amount").

d. Method of Determining Grant Amount per Recipient

The grant amount per recipient is dependent on the other components of the Program. Currently, the DRAFT Program document contemplates a maximum one-time grant of up to five thousand dollars (\$5,000.00), with the ability to award a one-time grant exceeding \$5,000.00 in extraordinary circumstances¹. Additional input from the Board requested.

e. Match / Contribution

As with other components of the Program, any match or contribution requirement must be included in the Program materials and will depend on the other components of the Program.

- i. No match / contribution required.
- ii. Percentage of award must be matched by applicant.
- iii. Combination of no match and percentage:
 1. Set amount is awarded without match, any amount over a set amount must be matched by applicant.

¹ Projects demonstrating at least \$50,000 in eligible exterior improvements and more than \$200,000 in total property improvements and/or other unique circumstances involving the expenditure of more than seventy-five thousand dollars (\$75,000.00) of private funds and resulting in the satisfaction of one or more of the priorities and objectives set forth in the DDA Plan may be eligible for a grant of up to _____ dollars (\$_____) [Amount TBD].

Note: The current DRAFT Program document currently reflects that Projects with a “higher ratio of owner or tenant direct investment will be given greater consideration.” Board input requested.

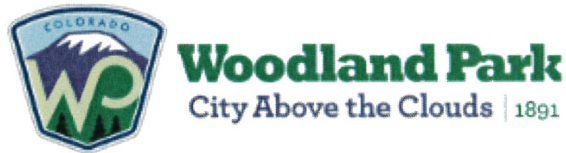
- f. Timing of Award Distribution
 - i. Distribute award at time application is approved.
 1. This distribution method should be paired with post-distribution requirements, which may include, but are not limited to:
 - a. Set period of time that project must be completed;
 - b. Certificate of Completion;
 - c. Proof of expense and payment made; and
 - d. Return of award if project is not completed by set date.
 - ii. **Distribute award after expense is paid by applicant and proof is provided to DDA.** Recommended. Current DRAFT Program document provides as follows:

GRANT PAYMENTS

- Grantees must sign a Grant Agreement within 30 days of receipt.
- Payments are awarded to recipients as reimbursements for completed and inspected work.
- All work must be in compliance with the Program requirements (set forth herein) and original receipts for work or services performed must be provided in order to receive reimbursement.

There are two (2) attachments to this memo:

- (1) A **clean** version of the current DRAFT of the Program document, with map of WPDDA boundaries attached as Attachment 1.
- (2) The same document (excluding the map) with decision points for the Board highlighted.



WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY (WPDDA) WPDDA MICROGRANT PROGRAM (2025)

ABOUT THE WPDDA

Voters approved the establishment of the WPDDA in 2001 to provide programs and financial incentives to encourage development and redevelopment in Downtown Woodland Park, Colorado. The WPDDA is governed by a nine (9) member Board of Directors (Board) appointed by City of Woodland Park City Council. In 2002, by approval of Resolution No. 571, Series 2002, the City Council adopted WPDDA's Foundation Plan, which constitutes the WPDDA's "Plan of Development" as defined at C.R.S. § 31-25-802(6.6) and as required by C.R.S. § 31-25-807(4) (the "DDA Plan").

In 2023, City Council amended the DDA Plan by approval of Resolution No. 904, Series 2003. Specifically, the City Council approved the amendment of the DDA Plan to include the Woodland Station Plan of Development. The DDA is funded primarily through proceeds of tax-exempt bonds issued by the City of Woodland Park, private contributions and donations, Tax Increment Financing (TIF) revenues, and such other sources and methods as may be authorized by law in accordance with C.R.S. §§ 31-25-801 *et. seq.*, and as more specifically set forth in the DDA Plan. TIF revenue is the capture of increased property tax revenues following a baseline assessment. TIF revenues go into a special fund and as the net assessed value within the boundaries of the WPDDA increases over time, available TIF funds may be leveraged for support of Downtown projects and other projects aimed at implementing the objectives and priorities set forth in the DDA Plan.

The WPDDA's TIF is currently scheduled to expire in 2032, but may be extended by ordinance of the City of Woodland Park City Council.

The WPDDA Board meets monthly on the first Tuesday of each month at 7:30 a.m.

PRIMARY MISSION OF THE WPDDA

As set forth in the DDA Plan, the "top priority" is to support private enterprise, development and redevelopment for the benefit of the Woodland Park community.

DDA PLAN (FOUNDATION PLAN)

As set forth above, the Foundation Plan (as originally adopted in 2002 and amended in 2023) functions as the Plan of Development for the WPDDA. The DDA Plan consists of three (3) major priorities, ten (10) sub-priorities, and twenty-one (21) objectives.

DISTRICT BOUNDARIES

The WPDDA encompasses roughly three hundred (300) parcels in Downtown Woodland Park. A map of the WPDDA boundaries is attached hereto as ATTACHMENT 1 and is incorporated by reference.

ABOUT THE MICROGRANT PROGRAM

One of the major priorities of the DDA Plan is to improve the variety and attractiveness of the District. Sub-priorities identified in the DDA Plan include the following:

- Enhance the natural environment through beautification. Encourage and promote private and public development projects, such as parks, plazas and landscaping throughout the District. Emphasize and protect the Pikes Peak view corridor.
- Encourage activities and services that will attract the entire community and also attract tourism by broadening the entertainment, cultural and social activities and events that take place in the District.
- Encourage projects that will promote the image of the District as a place for entertainment, relaxation, conversations, education, art, and cultural activities.
- Encourage new and established retail and service businesses in the District by providing assistance such as providing incentives when appropriate, when consistent with the objectives of the WPDDA.
- Encourage new and established retail and service businesses in the District by providing assistance with processing applications for grants and loans, when consistent with the objectives of the WPDDA.

The Program is designed to identify projects that assist with implementing this major priority, as well as other objectives set forth in the DDA Plan. Grants are provided on a reimbursement basis after project completion. The Program enables applicants to enhance building design with higher quality materials, lighting, signage and façade elements; improve public safety around buildings; add new public realm enhancements such as landscaping or seating; or include other pedestrian enhancements. The Program also enables applicants to offer activities and services that will attract the entire community and also attract tourism by broadening the entertainment, cultural and social activities and events that take place in the District. These enhancements stimulate economic vitality within Downtown Woodland Park and help the WPDDA to achieve its priorities and objectives as set forth in the DDA Plan.

APPLICATION ELIGIBILITY

- Applicants must be owners or tenants doing business within the WPDDA boundaries (see Attachment 1).
- Tenants must apply jointly with property owners.
- Properties must demonstrate being current on all property taxes (as imposed by the Teller County Treasurer).
- Project work must be launched within three (3) months of the date the grant is awarded and completed within six (6) months.

- Projects with a higher ratio of owner or tenant direct investment will be given greater consideration.
- Grants will not be awarded for work completed prior to the grant application date.
- Grants will not be awarded for project elements considered to be “deferred maintenance.”
- All work must comply with applicable laws, ordinances, building codes and zoning ordinances, including but not limited to all regulations of the City of Woodland Park
- Applicants must have a track record of successful operations within the WPDDA, or, for new businesses, an articulated business plan acceptable to the WPDDA Board.
- Grantees must execute a grant agreement with the WPDDA and agree to provide a final report and receipts upon project completion.

ELIGIBLE AND INELIGIBLE COSTS

- Eligible costs may include:
 - Repair or replacement of exterior features and architectural elements.
 - Storefront conversion.
 - Exterior painting, awnings, canopies, lighting, signage.
 - Restoration of exterior historic elements.
 - Exterior landscaping, addition of café seating and railings.
 - Professional design fees.
 - Interior renovations associated with business expansion.
 - Activities and services that attract the entire Woodland Park community.
 - Activities and services aimed at bolstering tourism.
- Ineligible costs include but are not limited to:
 - Appraiser or attorney fees
 - Expenses incurred prior to application date.
 - Property acquisition costs or loan fees.
 - Building permit fees.
 - Deferred maintenance.
 - Regular property maintenance expenses.
 - Interior renovation work that is not associated with business expansion.
 - Interior furnishings.

PROJECT PRIORITIES

The application process is competitive, and only those projects demonstrating a strong improvement of property and potential to grow the tax base of the WPDDA (either property taxes or sales taxes associated with special events, as applicable) will be selected for funding. The strongest applications will demonstrate a high ratio of private to public dollars, as well as implementing the priorities and objectives of the DDA Plan.

GRANT STRUCTURE

- Each project is eligible for a one-time grant of up to five thousand dollars (\$5,000.00).
- Projects demonstrating at least \$50,000 in eligible exterior improvements and more than \$200,000 in total property improvements and/or other unique circumstances involving the expenditure of more than seventy-five thousand dollars (\$75,000.00) of private funds and resulting in the satisfaction of one or more of the priorities and objectives set forth in the DDA Plan may be eligible for a grant of up to _____ dollars (\$_____).

GRANT PAYMENTS

- Grantees must sign a Grant Agreement within 30 days of receipt.
- Payments are awarded to recipients as reimbursements for completed and inspected work.
- All work must be in compliance with the Program requirements (set forth herein) and original receipts for work or services performed must be provided in order to receive reimbursement.
- Grant awards are competitive and based on market demand and conditions; grants are capped at amounts based upon total project cost.

TO APPLY (2025 PROGRAM APPLICATION DEADLINES)

- Interested applicants are highly encouraged to first call _____ to discuss the project, its eligibility and its competitiveness.
- Applications must be received **on or before Friday, March 7, 2025** (FIRST ROUND DEADLINE).
- Every attempt will be made to schedule Board review of grant requests within eight weeks of the FIRST ROUND DEADLINE.
- Applications must be received **on or before Friday, August 8, 2025** (SECOND ROUND DEADLINE).
- Every attempt will be made to schedule Board review of grant requests within eight weeks of the SECOND ROUND DEADLINE.
- Submit one complete copy of WPDDA Grant Application (including all attachments) via email to: _____ with a copy to: _____.
- The WPDDA will make reasonable efforts to inform each applicant as to whether the grant application is deemed complete or incomplete (and if incomplete, what supplemental or additional information is missing).
- Notification on your grant status will be provided within ten (10) weeks of the FIRST ROUND DEADLINE or SECOND ROUND DEADLINE, as applicable.

WPDDA Grant Application

Summary sheet

- Application date
- Business name
- Property address
- Business owner
- Business owner address
- Business owner phone
- Business owner email
- Property owner (if different than business owner)
- Property owner address
- Property owner phone
- Property owner email
- Is this an existing or new business?
- Is the business expanding? If so, state amount of square footage to be added.
- If the business is relocating, when was the business established? What is the current address?

- Current number of PT and FT jobs the business provides
- Estimated start date of project
- Estimated completion date of project
- Total project budget
- Amount of grant requested (up to a maximum of \$5,000.00, or more in limited circumstances)
- Amount requested reflected as a percentage of total costs

Supplemental application information

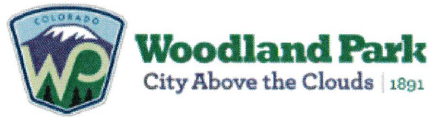
- A narrative of no more than three (3) pages, 12 pt. font minimum, describing in detail how this project will benefit Downtown Woodland Park and how the project will advance the priorities and objectives set forth in the DDA Plan.
- Architectural plans, rendering or illustrations depicting the work to be performed (or description of services, as applicable).
- Photos of the existing property.
- A detailed project budget (with level of detail acceptable to the WPDDA Board).
- If the applicant is a new business owner, please include a copy of your company's business plan for review by the Board.

All decisions concerning aspects of the grant application process, including eligibility, are within the sole discretion of the Woodland Park Downtown Development Authority Board of Directors.

Submit grant application and supporting documents electronically via email to:

_____ with a copy to: _____.

ATTACHMENT 1
Map of WPDDA boundaries
(attached, one (1) page)



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2

Commented [MM1]: BOARD DECISION POINT:
Timelines ok? Or completion within a longer period?

- Projects with a higher ratio of owner or tenant direct investment will be given greater consideration.
- Grants will not be awarded for work completed prior to the grant application date.
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- Grantees must execute a grant agreement with the WPDDA and agree to provide a final report and receipts upon project completion.

Commented [MM2]: BOARD DECISION POINT:

To discuss; confirm.

Commented [MM3]: BOARD DECISION POINT:

Only forward-looking projects, or does Board want to consider retroactive projects? If yes, we'll need to put a limit on look-back period (6 months, 1 year). Will need objective criteria to verify date.

Commented [MM4]: Recommending grant agreement.

The grant agreement doesn't have to be overly complicated, but it needs to, at a minimum, ensure that: (1) the DDA will only remit grant funds to an applicant once the DDA has confirmed that the project described in the application has been completed, and (2) that the applicant will provide the DDA with all necessary financial information to track grant funding expenditures, if and to the extent requested by the DDA.

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Commented [MM5]: BOARD DECISION POINT:

For review/discussion at December 3rd meeting.

GRANT PAYMENTS

- Grantees must sign a Grant Agreement within 30 days of receipt.
- Payments are awarded to recipients as reimbursements for completed and inspected work.
- All work must be in compliance with the Program requirements (set forth herein) and original receipts for work or services performed must be provided in order to receive reimbursement.
- Grant awards are competitive and based on market demand and conditions; grants are capped at amounts based upon total project cost.

Commented [MM6]: BOARD DECISION POINT:

Board to confirm that payments to grantees will be structured as reimbursement for work completed.

TO APPLY (2025 PROGRAM APPLICATION DEADLINES)

- Interested applicants are highly encouraged to first call _____ to discuss the project, its eligibility and its competitiveness.
- Applications must be received **on or before Friday, March 7, 2025** (FIRST ROUND DEADLINE).
- Every attempt will be made to schedule Board review of grant requests within eight weeks of the FIRST ROUND DEADLINE.
- Applications must be received **on or before Friday, August 8, 2025** (SECOND ROUND DEADLINE).
- Every attempt will be made to schedule Board review of grant requests within eight weeks of the SECOND ROUND DEADLINE.
- Submit one complete copy of WPDDA Grant Application (including all attachments) via email to: _____ with a copy to: _____.
- The WPDDA will make reasonable efforts to inform each applicant as to whether the grant application is deemed complete or incomplete (and if incomplete, what supplemental or additional information is missing).
- Notification on your grant status will be provided within ten (10) weeks of the FIRST ROUND DEADLINE or SECOND ROUND DEADLINE, as applicable.

Commented [MM7]: Will need confirmation of who "point person" will be for the Program, whether a specific City staff member, or other

Commented [MM8]: BOARD DECISION POINT:

Are two rounds sufficient?
Or is one application deadline preferred?

Commented [MM9]: Who will applications be submitted to?

To be confirmed at December 3rd meeting.

WPDDA Grant Application

Summary sheet

- Application date
- Business name
- Property address
- Business owner
- Business owner address
- Business owner phone
- Business owner email
- Property owner (if different than business owner)
- Property owner address
- Property owner phone
- Property owner email
- Is this an existing or new business?
- Is the business expanding? If so, state amount of square footage to be added.
- If the business is relocating, when was the business established? What is the current address?

- Current number of PT and FT jobs the business provides
- Estimated start date of project
- Estimated completion date of project
- Total project budget
- Amount of grant requested (up to a maximum of \$5,000.00, or more in limited circumstances)
- Amount requested reflected as a percentage of total costs

Supplemental application information

- A narrative of no more than three (3) pages, 12 pt. font minimum, describing in detail how this project will benefit Downtown Woodland Park and how the project will advance the priorities and objectives set forth in the DDA Plan.
- Architectural plans, rendering or illustrations depicting the work to be performed (or description of services, as applicable).
- Photos of the existing property.
- A detailed project budget (with level of detail acceptable to the WPDDA Board).
- If the applicant is a new business owner, please include a copy of your company's business plan for review by the Board.

All decisions concerning aspects of the grant application process, including eligibility, are within the sole discretion of the Woodland Park Downtown Development Authority Board of Directors.

Submit grant application and supporting documents electronically via email to:
_____ with a copy to: _____.

Commented [MM10]: Same comment as above. We need to confirm to whom the grant application and supporting documents will be submitted to.

ATTACHMENT 1

Map of WPDDA boundaries
(attached, one (1) page)