



City of Woodland Park Downtown Development Authority

November 4, 2025, at 7:30 AM

City Hall, Council Chambers

220 W. South Ave., Woodland Park, CO 80863

MEETING MINUTES

NOTE: A video-audio recording of this meeting is available on the City's website by selecting Government/Boards, Commissions and Committees/ Downtown Development Authority. Select the "View Most Recent Agendas and Minutes & Video Links" under the headings Agendas & Minutes, and then navigate to the applicable meeting date.

1. CALL TO ORDER ROLL CALL {7:30 a.m.}

Chair Gemelke called the meeting to order at 7:30 a.m.

Board Members Present: Jon Gemelke (Chair), David Mijares, George Jones (City Council Liaison), John Hugh, Eric Cabrera, Jerry Good

Board Members Absent: Sarah Salazar, Al Born

Staff Present: Aaron Vassalotti (City Manager), Kimberly Burleson (City Budget Director), Joshua Myers (Assistant DDA Attorney), Cindy Keating (Parks and Rec Director), CJ Gates (Senior Planner)

2. PLEDGE OF ALLEGIANCE {7:31 a.m.}

Completed.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:32 a.m.}

The Agenda was approved without amendment.

4. CONSENT AGENDA {7:32 a.m.}

Jon Gemelke moves to approve minutes from the October 7, 2025 DDA meeting. David Mijares seconded the motion. Vote: 5 Yes; 1 Abstain (Jerry Good did not vote since he was not at the Oct 7 meeting).

5. PUBLIC COMMENT (Items on the Agenda) {7:33 a.m.}

No one signed up for comment.

6. UNFINISHED BUSINESS {7.34 a.m.}

a. TAVA TIF Agreement Application

J. Myers stated that the TAVA TIF Application was submitted at the Oct 7 regular meeting for review to open the TIF discussion among the Board. A TIF is a decision made by the DDA that includes (1) the approval of opening negotiations with the applicant, and (2) approving a final TIF agreement. At this point, the Board can

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continue discussions on the application information that was submitted by the Applicant. A final TIF Agreement is not before the Board for approval. However, if there is general approval by the Board, the Board can direct the DDA's attorney's office to open negotiations with the Applicant related to the preparation of a TIF Agreement that will be brought to the Board at a later date. The Board can, also, ask for more information from the Applicant.

J. Gemelke: Asked if the Board members had any thoughts.

J. Myers: As a reminder, November 3 was a posted special meeting, and an executive session was held behind closed doors so the DDA could receive legal advice and discuss potential negotiations. No official action was taken, and no official decision was made. In general, the Board can point out what it would like to have information wise based on the legal advice that was provided during the executive session, and the Board can instruct the DDA attorney's office to provide more information or enter negotiations.

G. Jones: There are portions of the ask that the public should be aware of and understand what is happening here. The Applicant is requesting a reimbursement for costs related to certain public infrastructure and roadways. He would like more information on why the Applicant is asking for TIF funds on public infrastructure. E. Cabrera: Suggests the Board be provided with the information from someone with the Applicant. G. Jones: Asks D. Mijares if he can provide this information. D. Mijares: Can provide some technical information. G. Jones: Wants clarification on what was originally agreed on in the purchase agreement vs. what CDOT has burdened the project with. The Applicant knew there were improvements that were required with the property. Was there an increase in the required improvements vs. what was anticipated by the Applicant? D. Mijares: applicant can speak to agreements with the DDA. Provides information related to working with CDOT and that the scope of improvements for CDOT approval probably didn't come until June or July 2025, which would be after any original agreements with the DDA.

J. Gemelke: Did Applicant not expect any CDOT improvements being necessary?

D. Mijares: Yes, it is anticipated. But scope and details isn't finalized until later.

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J. Gemelke: Does the purchase from the City of the old “propane farm” change anything from CDOT’s perspective? Has this triggered anything? D. Mijares: Thinks the only thing this could possibly affect is the length of the west bound, left turn lane. When you look at that lane, it was deficient before the Tava House development being started. And that is how CDOT is looking at it. Relying on the traffic report(s) for the development and prior developments, the west bound left turn lane was deficient before Applicant started development. It was deficient at time of prior developments in the area. This public infrastructure update was pushed on the Applicant. And these improvements are probably required no matter the project that is occurring. What is being considered with the City, is the desire not to lose the east bound left turn movement, which is required for lengthening of west bound turn lane. If the City reconfigures the park and adds an additional turn lane into that area, it will impact that work. He is working with traffic engineer to try to get those numbers, but he doesn’t have them yet. Assumption is because of the existing deficiency, even with the new east bound turn lane, the west bound turn lane will be deficient and CDOT will require the improvement.

J. Myers: Asked D. Mijares to clarify the intersection for the westbound left turn lane. D. Mijares said the intersection is at Center St., and the problem is that the length of it extends into another intersection. J. Myers also asked D. Mijares to clarify that the traffic studies used by Tava in the beginning with CDOT showed that the intersection was deficient and that Tava’s development isn’t creating the deficiency, but it is the catalyst that is triggering the required improvements. D. Mijares confirmed that is correct. Said you will most likely find deficient areas as the medians on Hwy 24 are all equal spaced for turn lanes and too many turns along the road. There is no priority for traffic flow.

E. Cabrera: Asked about time frames in the original agreement for Phase 1 and 2 and the ability to meet those time frames. D. Mijares: The initial time frame was the TAVA house, the first commercial use building, the second would be the interior infrastructure and those items. They completed the second time frame with first phase of development. Phases 1 and 2 will be completed in the next week or so. E. Cabrera: Even with the unknown issue with CDOT, the Tava group is on schedule? D. Mijares: Yes.

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J. Myers: Asked if completing phase 1 and 2 includes the development of Lot 2, or what is now Lot 2 from the most recent subdivision approved, and Lot 1 being the northern lot? D. Mijares: Agreement requires pad ready sites for Lot 2 and Lot 3.

E. Cabrera: He is ready to enter negotiations, but would like to ask DDA attorney to provide narrower guidelines to operate in, maybe a couple options on how the DDA could work out a TIF agreement with the Applicant. J. Myers: The DDA's attorney can provide the DDA Board with basic deal structure options that are common for TIF agreements.

J. Gemelke: Recommends looking back at the agreement for Lots 1 and 2 to confirm what was required under the agreement. D. Mijares: The goal of the second phase was to put in infrastructure. CJ Gates, Senior Planner with the City of Woodland Park: The original agreement only required pad ready and required infrastructure. The utilities are stubbed out. And sidewalks and streets around Lots 1, 2, and 3 should be completed.

J. Myers: Asked CJ Gates to clarify if the improvements immediately around Tava property are meant to be private or public, and what is the time period for accepting the public improvements if they are to be dedicated to the City. CJ Gates stated the areas will be dedicated to the City once TAVA is constructed and inspected. J. Myers: Are the improvements under a warranty period? CJ Gates: Yes, 1-2 years is the standard warranty. J. Myers: Are those improvements part of the original TAVA deal? CJ Gates: Yes, they were. J. Myers: Were the costs of the improvements contemplated in the original "fair value" purchase price of the property? CJ Gates: Does not know.

J. Myers: Invited M. Weaver w/ Tava to speak to the "fair value" question. M. Weaver: The full scope of the improvements was not known when they first started working on this development deal. Original deal was just the Tava building, Bergstrom Alley, and the parking on Center St. It has evolved into what they call "the loop road" which is the extensions of Saddle Club, South Pine Street and the work CDOT has required. Three years ago, we didn't know that would all be in the mix. After talking with City, we agreed that completing the loop road

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made sense and would benefit the development and downtown. What is being presented to the Board is the hard bids for construction of all of the public improvements. In reviewing previous TIF agreements from the past, Mark feels TAVA is in line with these previous agreements.

J. Myers: Asked what is meant by saying the Tava TIF agreement is “in line” with the prior DDA TIF approved agreements? M. Weaver: Means all of the items that were approved for public improvement reimbursement in those agreements.

J. Good: Pointed out that approval of a prior TIF agreement by the DDA does not create controlling precedent that impacts the DDA Board’s decision. M. Weaver believes what they are asking for is reasonable and fair, and not out of bounds. Woodland Station is a significant downtown development and is important for the whole community.

J. Good: Asked J. Myers if the 1.4 million is doable on a 5 year TIF agreement. J. Myers: Clarified J. Good’s question to be whether J. Myers thought there would be enough TIF over a five year period to reach 1.4 million; and J. Myers does not think the TIF funds would be high enough. If Board instructed DDA attorney to enter negotiations for an agreement, the agreement would make it clear that whatever percentage the board approves, that amount would not be a required total repayment amount. The agreement would be structured to be based on the actual TIF received over a 5 year period.

E. Cabrera: Asked if TAVA could reapply if there is a new DDA board for additional funds after 5 years. J. Myers: Stated that could be added to the agreement, but it is not required. J. Gemelke: Clarified for the Applicant what happens if the DDA sunsets and how that impacts the possible TIF agreement. J. Myers: Provided an example of how TIF works using the TAVA property and a quick overview of what happens to TIF revenues when the DDA sunsets. M. Weaver: Wants repayment of total funds to be completed within the 5 year period. A. Vassalotti: A TIF Agreement would have to stop at 2031. Doesn’t think there would be revenue to support 2032. M. Weaver: Is it possible for the DDA to have a fund that anticipates the Tava reimbursements and disburses those funds over a 7 year period? J. Myers: Not the DDA itself. M. Weaver: Is that something the City could do? A.

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Vassalotti: The City cannot offer any type of incentive to any business. M. Weaver: Then they would ask for a set number over the 5 year period.

J. Gemelke: That is why we are asking legal to provide different scenarios and numbers because we do not know the exact numbers. M. Weaver: The evaluation of the property is north of \$9.5 million after all improvements and building.

General discussion of the Board members regarding the impact of the DDA sunsetting on a potential TIF agreement.

J. Gemelke: Asked if there was further discussion or questions of the Board members.

MOTION:

E. Cabrera: Moves that the DDA Board instruct the DDA attorney to enter negotiations on behalf of the DDA with the Applicant for a TIF deal, and seek 3-4 deal structures from legal, and a statement that the TAVA group could enter negotiations again if the DDA does not sunset for an additional TIF reimbursement.

G. Jones: Seconds the motion.

J. Myers: Restates motion, and clarifies that the agreement will include a termination date regardless of ability of Tava to enter new negotiations if the DDA does not sunset. E. Cabrera: Confirms the clarification.

General discussion of the Board on the motion occurs, including clarification of pad site ready requirements under the agreements. CJ Gates provides information requested related to the agreements. Mayor Kellie Case addressed the Board regarding extending the DDA Board. A. Vassalotti: Stated council could extend the DDA in its current form and it could be the same board or a new board. J. Gemelke: Under impression that all obligations and TIF deals entered would stop when DDA sunsets. Is that true if the DDA is extended? J. Myers: The DDA board must operate on what exists now and what is current today. Nothing is currently in place to extend the DDA so it must operate on a sunset in 2032. Of course, if the City Council decided to extend the DDA, which can be another 20 years under statute, there would be other entities that would have the ability to

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participate in the DDA Board decisions. An agreement could include language that contemplates the extension of the DDA. But the requirement of payment would stop at date of sunset with ability to come to DDA to negotiate additional TIF payments. Mayor Case: Reiterated to the Board that the City cannot incentivize any business and that is the work of the DDA so nothing in the agreement could allow payment to extend past the DDA sunset. Continued general discussion regarding DDA sunset and including a provision in the agreement that allows for amendment if the DDA does not sunset.

J. Myers: Reiterates the motion that is on the floor. In response to J. Good's question, J. Myers confirms that voting Yes on pending motion does not require the DDA to approve a TIF agreement with the Applicant. A Yes votes only instructs the DDA attorney to enter into negotiations and to provide the DDA with basic deal structure options.

J. Gemelke: Any other discussion? D. Mijares: Point of Order – he will abstain from the vote. Is there enough board members to move to a vote? J. Myers: Yes, there is a quorum even with D. Mijares abstaining.

Vote: 5 yes; 1 abstain (D. Mijares).

7. NEW BUSINESS {8:18 A.M.}

a. TAVA update {8:18 a.m.}

Chris Hansen stated all trades are around 90% completion: gas meter, electric, selective insulation, curb and gutter are complete and will pave Friday or early next week.

Everything is moving expeditiously. Mark Weaver offered a tour of the building to city staff, DDA board and press.

b. Grant Program {8:20 a.m.}

J. Gemelke: Confirms that Board received all of the final reports for the grant programs that are pending before the Board.

J. Myers: Stated 5 final reports were received and included in the Board's packet, and a brief overview of the information was provided. Model Citizen

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Coffee reimbursement costs were \$4807.09 and the other 4 grants were \$5000.

MOTION

E. Cabrera: Moves the DDA Board to approve grant reimbursement amount to Model Citizen for \$4807.09, and a reimbursement amount for Black Peak Leasing, Elevation Estates, The Cowhand, and Jimmy Johns for \$5000 each.

G. Jones seconds.

Vote: 6 yes

c. Bergstrom Park Master Plan Update {8:25 a.m.}

Cindy Keating presented a power point of the Re-imagine Bergstrom Park Master Plan. This process started in May 2025 with City staff, a project advisory committee and consultant Logan Simpson. Two community meetings were held with a total of 90 in attendance and the online commenting periods have over 700 views with 60 comments. City Council passed a resolution to adopt the Master Plan in September 2025.

Slides shown show Highway 24 and Center Street looking SW and Highway 24 looking SE. Another slide lists the amenities: park improvements, additional parking, new entrance sign, shade structure, updated picnic area, restroom shelter, ADA access to Midland Depot, small play areas, Pikes Peak viewing area, 72 proposed parking spaces including ADA, RV, Van, EV charging station. Additional slides take a closer look and view of parking areas.

8. Public Comment {8:31 a.m.}

(Public comment on matters not on the Agenda)

None.

9. Reports {8:31 a.m.}

- a. Board Chair Report - Jon is excited about all that is happening downtown and thanks for the opportunity to help.


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- b. Treasurer Report – none.
- c. Board Member Reports –
 - i. Jerry Good commented about the sunseting of the DDA. He knows there had been some friction in the past but hopes the DDA has been demonstrating the benefits of having a DDA in the Micro Grants and helping the community. He feels there is value and would like to see the DDA continue past 2032.
 - ii. David Mijares stated he would be out of town for the Dec 2 meeting.
 - iii. John Hugh thanked the presenters.

10. Adjournment {8:34 a.m.}

Recorded by Anita Riggle, Economic Development and Budget Analyst, and approved by the DDA.

This 2nd day of DECEMBER 2025.


Jon Gemelke, Chair