



TOWN BOARD WORK SESSION

August 21, 2023 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. Windsor Downtown Development Authority Requests Name Change - M. Vance, DDA Executive Director
2. Windsor Downtown Development Authority Request Increase in Board Members - M. Vance, DDA Executive Director
3. Windsor Municipal Code Update Discussion Regarding Modification to Planned Unit Development (PUD) District, Section 16-1-170(c) - PUD Restrictions and General Requirements - C. Malone, Chief Planner
4. Short Term Rental Discussion - S. Ballstadt, Director of Planning
5. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: August 21, 2023
To: Mayor and Town Board
From:
Re: Windsor Downtown Development Authority Requests Name Change - M. Vance, DDA
Executive Director
Item #: 1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Windsor DDA Name Change Request
2. Windsor Downtown Alliance Draft Logo



July 25, 2023

Mayor Town of Windsor, Paul Rennemeyer
301 Walnut Street
Windsor, Co 80550

Dear Mayor Rennemeyer,

I hope this letter finds you in good health and spirits. I am writing to bring to your attention a significant matter that requires the attention and support of the Town of Windsor Board of Trustees.

Over the past few years, our dynamic community has witnessed tremendous growth and development, and we are proud of the positive changes that have taken place in our beloved town. As a key entity driving the progress and enhancement of our downtown area, the Windsor DDA has been working diligently to ensure a vibrant and economically thriving environment for residents, businesses, and visitors alike.

As we continue to face new opportunities and challenges, we believe that expanding the Windsor DDA Board of Directors is essential to sustain and bolster our efforts effectively. Currently comprised of seven dedicated members, our Board has demonstrated commitment and passion for our town's prosperity. However, we have reached a juncture where an increase in the number of Board members would bring new perspectives, enhanced expertise, and a broader representation of our community's interests.

Therefore, on behalf of the Downtown Development Authority, I respectfully request the Town of Windsor Board of Trustees' approval to expand the Windsor DDA Board of Directors from seven members to nine members. By adding two additional positions, we aim to include representatives from businesses, property owners and residents within the DDA boundaries. This expansion will ensure that our Board can better address the diverse needs and priorities of our growing town.

The benefits of this expansion are manifold. With a larger and Board, we can strengthen our strategic decision-making processes, amplify our outreach efforts, and foster stronger collaborations with public and private stakeholders. It will also enable us to tap into a broader pool of talent, expertise, and innovative ideas, enhancing the DDA's ability to pursue impactful projects and initiatives that align with the town's vision.

We believe that the continued support of the Town of Windsor Board of Trustees is fundamental to our mission of creating a vibrant, attractive, and prosperous downtown area that residents can take pride in, and visitors will find inviting.

Thank you for considering this request, and I am eager to discuss this matter further at your earliest convenience. Please do not hesitate to contact me should you require any additional information or have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Vance", is written over the word "Sincerely,".

Michelle Vance

Executive Director
Downtown Development Authority



WINDSOR DOWNTOWN ALLIANCE

A DOWNTOWN DEVELOPMENT AUTHORITY



MEMORANDUM

Date: August 21, 2023
To: Mayor and Town Board
From:
Re: Windsor Downtown Development Authority Request Increase in Board Members - M. Vance,
DDA Executive Director
Item #: 2.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Windsor DDA Board Member Increase Request



July 25, 2023

Mayor Town of Windsor, Paul Rennemeyer
301 Walnut Street
Windsor, Co 80550

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Sincerely,

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Michelle Vance

Executive Director
Downtown Development Authority



MEMORANDUM

Date: August 21, 2023
To: Mayor and Town Board
From: Carlin Malone, Chief Planner
Re: Windsor Municipal Code Update Discussion Regarding Modification to Planned Unit Development (PUD) District, Section 16-1-170(c) - PUD Restrictions and General Requirements - C. Malone, Chief Planner
Item #: 3.

Background / Discussion:

Staff proposes an amendment to the PUD Restrictions and General Requirements as it pertains to a 40-acre minimum acreage requirement for a PUD zoning overlay. This 40-acre figure was an arbitrary number included in the latest land use code update which is proving to prevent appropriate use of a PUD for property under 40 acres. The original intent behind the 40-acre minimum requirement was to limit the use of PUD overlays to the larger master-planned projects that specifically met the PUD intent statement. Furthermore, the acreage requirement ensured that PUD overlays were not created to simply circumvent land use code requirements on a lot-by-lot basis.

The unintended consequence of the acreage requirement has been appropriate PUD overlay concepts merely infeasible due to the acreage requirement. For example, this section of the code currently precludes the opportunity for a smaller acreage mixed-use PUD proposal, although consistent with the intent of the PUD section. Additionally, this requirement prevents innovative approaches to infill or redevelopment for properties of less acreage. The proposed modification would be consistent with the intent of the PUD section, while continuing to support the goals and objectives of the Town's Comprehensive Plan, allowing for a variety of uses and mixed-use through high-quality design.

As such, staff proposes allowing the Community Development Director or their designee to review and adjust this requirement when a proposal is consistent with the PUD criteria outlined within the subject land use code section's intent statement, Section 16-1-170(c) PUD Restrictions and General Requirements.

The PUD overlay process, which is a subtype of a rezoning, will remain in effect. A PUD overlay proposal requires a neighborhood meeting, followed by a public hearing and recommendation to the Town Board by the Planning Commission, followed by a public hearing and final decision by the Town Board.

The proposed modification, in red italics, would appear as follows:

- (c) PUD Restrictions and General Requirements. Properties utilizing the PUD shall be subject to the following:
 - (1) All PUD applications shall include a gross land area of not less than forty (40) acres. *The Community Development Director, or their designee, shall have the power to adjust this requirement to a lesser acreage, so long as the proposal is consistent with the intent of subsection (a) above.*

The land use code section in its entirety is included below, with the proposed language in bold italics:

Sec. 16-1-170. Planned unit development (PUD) district.

(a) Intent. The Planned Unit Development Overlay District (PUD) is enacted pursuant to the Planned Unit Development Act of 1972 as amended (C.R.S. § 24- 67-101, et. seq.). The PUD is an overlay zone district that supplements the underlying standard zone district. A PUD is expected to preserve critical environmental resources, provide above-average open space and recreational amenities, include exceptional design, and provide greater efficiency in the layout and provision of roads, utilities and other infrastructure. The intent and purpose of this district is:

- (1) To permit and encourage innovative design and high quality, master planned developments on large parcels of land.
- (2) To allow and encourage compatible uses to be developed in accordance with a unified development plan in harmony with the environment and surrounding neighborhood.
- (3) To permit greater flexibility in the application of zoning and development standards and greater freedom in providing a mix of land uses in the development of a balanced community.

(b) Permitted Uses. Uses permitted in the PUD shall be those uses permitted in the underlying standard zone district for the property. An applicant for a PUD may request modifications to the permitted uses of the underlying zone district to remove those uses that may be deemed incompatible or inappropriate for the overall PUD development or add uses necessary to meet the foregoing statement of Intent for PUDs.

(c) PUD Restrictions and General Requirements. Properties utilizing the PUD shall be subject to the following:

- (1) All PUD applications shall include a gross land area of not less than forty (40) acres. ***The Community Development Director, or their designee, shall have the power to adjust this requirement to a lesser acreage, so long as the proposal is consistent with the intent of subsection (a) above.***
- (2) All requirements set forth in this Code otherwise applicable to the area of land proposed for a PUD shall govern unless explicitly otherwise approved in the PUD.
- (3) No PUD may be approved by the Town without the written consent of the landowner whose property is included within the PUD.
- (4) A proposed PUD shall be in conformance with an approved Master Plan or a Master Plan shall be concurrently submitted and reviewed.

(d) Minimum Standards. The following standards are considered minimum standards and are not eligible for modification:

- (1) Town standards for bicycle and pedestrian facilities.
- (2) Street connectivity standards.
- (3) Subdivision open space standards.
- (4) Density. Overall density shall be in accordance with the Comprehensive Plan Land Use Map and Town sanitary sewer capacity determinations.

(e) Amendments to Approved PUD.

- (1) Minor changes to an approved PUD may be authorized administratively by the Director. Such changes may be authorized without additional public hearings and shall be reviewed on the basis of conformance with the Town's Comprehensive Plan and this Code. The Director may refer the decision regarding proposed changes to an approved PUD to the Planning Commission and, if so referred, the decision by the Planning Commission shall constitute a final decision which may be appealed to the Town Board pursuant to the provisions of this Code.
- (2) Major changes to an approved PUD shall be treated as a new PUD application under the provisions of this Section. Major changes to an approved PUD shall be reviewed in the same manner as the review process required for approval of a PUD and shall demonstrate proof of a material change of circumstances that renders the prior approval inconsistent with the objectives of the Section.

Major changes shall be defined as meeting any one (1) or more of the following:

- a. A change in the land uses allowed under the PUD;
- b. A change in the character of the development which would result in a change in the outward appearance of the development as a whole, or increase impacts on the surrounding area;
- c. An increase in the impacts to traffic and/or public utilities;
- d. A change which would result in the development no longer meeting the standards of this Chapter under which the project was approved;
- e. An increase in the approved gross leasable floor areas of commercial or industrial developments;
- f. An increase in the approved number of residential dwelling units;
- g. Removal of a recreational amenity; or
- h. A modification to any dimensional standard.

(3) In order for the Town to consider a proposed PUD amendment, the applicant shall provide written approval of the proposed amendment by not less than seventy-five percent (75%) of the owners of not less than seventy-five percent (75%) of the land area for PUD plans approved after the effective date of this Section. The applicant may submit at the time of initial PUD application, and the Town may (but shall not be required to) approve, a provision which permits less than seventy-five percent (75%) of the owners of not less than seventy-five percent (75%) of the land area in a PUD to approve of a proposed PUD amendment. In no event shall an amendment be permitted which has less than fifty-one percent (51%) of the owners of less than fifty-one percent (51%) of the land area giving written approval for the proposed amendment.

(f) Development Control Committee.

(1) Internal Governance. Developer shall be responsible for the creation of a private internal development control committee (DCC) for any PUD development to review site plan and building permit applications for new buildings within the subdivision.

(2) Applicability. Any person or entity applying to the Town for approval of a site plan or building permit to construct a new building, excluding accessory buildings, shall be subject to review and written recommendation by the DCC to the Town.

(3) Review. The DCC shall review the application and forward to the Planning Department a recommendation of approval or denial based solely with the applicable lot development standards contained within the PUD.

(4) Private Covenants. The DCC may review and enforce private covenants, conditions, and restrictions, but such review shall be separate from and independent from the recommendation to the Town.

(5) Timely Review. The DCC shall review all such applications in a timely manner in accordance with established schedules.

(6) DCC Composition. Among other potential members, the DCC may include: the developer or designee of the subdivision, an outside architect or design professional, a property owner within the subdivision.

(7) Waivers. The Director may waive the requirement for the establishment of the DCC or review by the DCC if it is determined it is unnecessary to implement the requirements of the zone district.

(Ord. 2020-1620 §3)

Financial Impact:

Relationship to Strategic Plan:**Recommendation:**

Staff requests direction from Town Board on the proposed code update.

CC:

Town Attorneys Office
Scott Ballstadt, Director of Planning

Attachments:

1. Ordinance Amending PUD Code
2. Staff Pres - PUD mod

TOWN OF WINDSOR

ORDINANCE NO. 2023-

AN ORDINANCE AMENDING WINDSOR MUNICIPAL CODE SECTION 16-1-170(c)(1) CONCERNING PUD RESTRICTIONS AND GENERAL REQUIREMENTS

WHEREAS, the Town of Windsor is a home rule municipality with all powers conferred under Colorado law; and

WHEREAS, the Town created and adopted the Windsor Land Use Code consisting of Chapters 14, 15, 16 and 17 of the Windsor Municipal Code (“Code”) on January 14, 2020, by Ordinance No. 2020-1620; and

WHEREAS, Code Section 16-1-170 addresses Planned Unit Development Districts (PUD), an overlay district designed to allow and encourage flexibility and compatibility of varying zoning uses; and

WHEREAS, Code Section 16-1-170(c)(1) requires that all PUD applications shall include a gross land area of not less than forty acres; and

WHEREAS, the Town of Windsor desires to amend Section 16-1-170(c)(1) to provide discretion to the Community Development Director, or designee, the ability to reduce the acreage requirement as long as the PUD still meets the intent of the overlay district; and

WHEREAS, this amendment serves to promote the public health, safety and welfare of the Town and will allow the Town greater flexibility in accepting and approving development applications that meet the intent and criteria of the Code.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, THAT:

Section 1. Code Section 16-1-170(c)(1) of the Town Code of the Town of Windsor, Colorado, is hereby amended to allow the Community Development Director, or designee, discretion to accept a PUD application for less than 40 acres in size. This amendment shall read as follows:

Sec. 16-1-170. - Planned unit development (PUD) district.

- (a) Intent. The Planned Unit Development Overlay District (PUD) is enacted pursuant to the Planned Unit Development Act of 1972 as amended (C.R.S. § 24- 67-101, et. seq.). The PUD is an overlay zone district that supplements the underlying standard zone district. A PUD is expected to preserve critical environmental resources, provide above-average open space and recreational amenities, include exceptional design, and provide greater efficiency in the layout and provision of roads, utilities and other infrastructure. The intent and purpose of this district is:

- (1) To permit and encourage innovative design and high quality, master planned developments on large parcels of land.
- (2) To allow and encourage compatible uses to be developed in accordance with a unified development plan in harmony with the environment and surrounding neighborhood.
- (3) To permit greater flexibility in the application of zoning and development standards and greater freedom in providing a mix of land uses in the development of a balanced community.

.....

(c) PUD Restrictions and General Requirements. Properties utilizing the PUD shall be subject to the following:

- (1) All PUD applications shall include a gross land area of not less than forty (40) acres. **The Community Development Director, or their designee, shall have the power to adjust this requirement to a lesser acreage, so long as the proposal is consistent with the intent of subsection (a) above.**

.....

Section 2. Severability. The provisions of this Ordinance are hereby declared to be severable. If any section, paragraph, clause, or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 3. Repealer. All orders, resolutions, or ordinances in conflict with this Ordinance are hereby repealed, only to the extent of such conflict. This repealer shall not be construed as reviving any resolution, ordinance, or part thereof, heretofore repealed.

Introduced, passed on first reading and ordered published this 28th day of August, 2023.

TOWN OF WINDSOR, COLORADO

Paul Rennemeyer, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

Introduced, passed on second reading and ordered published this 11th day of September, 2023.

TOWN OF WINDSOR, COLORADO

Paul Rennemeyer, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]



Land Use Code Update: Sec. 16-1-170(c) – Planned unit development (PUD) district restrictions and general requirements

*Planning Presentation – Town Board Work Session
August 21, 2023*



Section 16-1-170(c) - PUD Restrictions and Requirements

(c) Properties utilizing the PUD shall be subject to the following:

(1) All PUD applications shall include a gross land area of not less than forty (40) acres.

Proposed addition: **The Community Development Director, or their designee, shall have the power to adjust this requirement to a lesser acreage, so long as the proposal is consistent with the intent of subsection (a) above.**



Section 16-1-170(c) - PUD Restrictions and Requirements

Background

Original intent: Limit the use of PUD overlays with 40-acre requirement; focus on larger projects vs. lot-by-lot PUD proposals.

Unintended consequences: Appropriate PUD overlay proposals for smaller properties ineligible; Prevents innovative approaches to development for smaller parcels, including mixed-use projects, and/or infill and redevelopment projects.



Section 16-1-170(c) - PUD Restrictions and Requirements

Benefits to the modification:

- Application must still meet intent of PUD section
- Continues to support the goals and objectives of the Comprehensive Plan – allowing for a mix of uses and unique development opportunities
- Allows for mixed-use development proposals under 40 acres
- Allows appropriate use of PUD section for proposals under 40 acres
- Allows creative approaches to infill or redevelopment properties, or innovative proposals, such as mixed-use developments, under 40 acres
- Allows administrative review and consideration of properties under 40 acres for a PUD proposal



Section 16-1-170(c) - PUD Restrictions and Requirements

(a) Intent. The Planned Unit Development Overlay District (PUD) is enacted pursuant to the Planned Unit Development Act of 1972 as amended (C.R.S. § 24- 67-101, et. seq.). *The PUD is an overlay zone district that supplements the underlying standard zone district. A PUD is expected to preserve critical environmental resources, provide above-average open space and recreational amenities, include exceptional design, and provide greater efficiency in the layout and provision of roads, utilities and other infrastructure. The intent and purpose of this district is:*



Section 16-1-170(c) - PUD Restrictions and Requirements.

- (1) To permit and encourage innovative design and high quality, master planned developments on large parcels of land.*
- (2) To allow and encourage compatible uses to be developed in accordance with a unified development plan in harmony with the environment and surrounding neighborhood.*
- (3) To permit greater flexibility in the application of zoning and development standards and greater freedom in providing a mix of land uses in the development of a balanced community.*



Section 16-1-170(c) - PUD Restrictions and Requirements.

(c) PUD Restrictions and General Requirements. Properties utilizing the PUD shall be subject to the following:

(1) All PUD applications shall include a gross land area of not less than forty (40) acres. The Community Development Director, or their designee, shall have the power to adjust this requirement to a lesser acreage, so long as the proposal is consistent with the intent of subsection (a) above.



Section 16-1-170(c) - PUD Restrictions and Requirements

Summary of benefits to the modification:

- Applications will meet intent of PUD section
- Continues to support the goals and objectives of the Comprehensive Plan – allowing for a mix of uses and innovative development opportunities for properties less than 40 acres



Thank You



MEMORANDUM

Date: August 21, 2023
To: Mayor and Town Board
From: Scott Ballstadt, Planning Director
Re: Short Term Rental Discussion - S. Ballstadt, Director of Planning
Item #: 4.

Background / Discussion:

The topic of Short Term Rentals was raised by Town Board at a recent work session, so the attached slides are a brief overview to help facilitate a Town Board discussion to provide staff with direction as to how the board wishes to proceed.

Short-term rentals (STR) have become a popular housing option for vacationers, business travelers and people seeking a weekend gateway. Unfortunately, STRs can also have impacts on neighborhoods, community character and the availability of affordable housing. While STRs may have a positive impact on the local economy, they can also have a negative impact on affordable housing supply. The challenge is with striking a balance between reasonable regulations to preserve local housing markets, limit neighborhood impacts, boost tourism economies, and provide opportunities for homeowners to supplement their income.

Some constituents want less STR regulation to benefit STR operators and listing owners, tourism, and the resulting STR-generated tax dollars. Others want more regulation to limit STRs based on the potential negative impact STRs may have on the character of existing neighborhoods that are not designed for tourists. For example, residential neighborhoods that were designed for single-family parking demands may not accommodate parking for bookings of large groups. Other potential negative impacts include noise, trash and neighborhood safety (fire extinguishers, CO2 detectors, emergency egress, etc.).

In areas where STRs supplant standard month-to-month rental opportunities, they can also negatively impact affordable housing. The push for increased regulation is driven in part by studies indicating the negative effects of STRs. For example, according to several studies, the conversion of leases for periods over 30 days into STRs has exacerbated the housing crisis, which may have created worker shortages as workforce housing evaporates in some communities. A study in Boston concluded that home sharing is increasing rents by decreasing the supply of units available to potential residents. This study also concluded that an increase in Airbnb listings relative to total housing units is correlated with a decrease in the number of non-STR units offered for rent. Thus, the increase in municipal tax proceeds resulting from spending by STR renters, versus the negative impacts STRs have on communities where they're located, continues to be a policy and legal struggle for local governments, police departments, and other regulators.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 8.21.23 Short Term Rental - PPT - Town Board - DRAFT



Short Term Rental Discussion

Planning Presentation – August 21, 2023



Short-Term Rental Discussion

- Overview:
 - What is a short-term rental (STR)?
 - Why talk about STRs now?
 - Staff research, findings and considerations.
 - Additional considerations for discussion.

What is a Short-term Rental?

- Short-term rental, often abbreviated to STR, describes furnished self-contained apartments, entire homes, or single rooms in homes that are rented for short periods of time.

Vacation rentals for every style

Get the amount of space that is right for you



Homes

Comfortable places with all the essentials



Hotels

Stylish accommodations and amenities



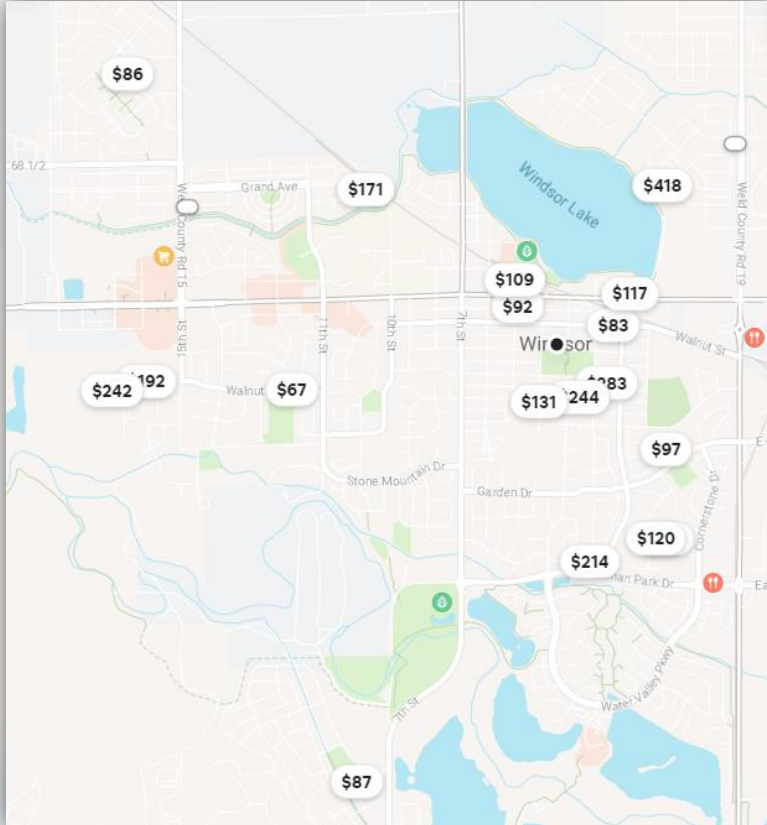
Unique stays

Spaces that are more than just a place to sleep

Why talk about STRs now?

Existing Short-term rentals

- **Airbnb: Approximately 40 Rentals**
- **VRBO: Approximately 24 Rentals**

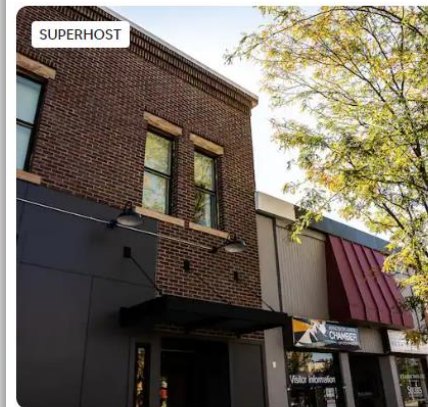


Future

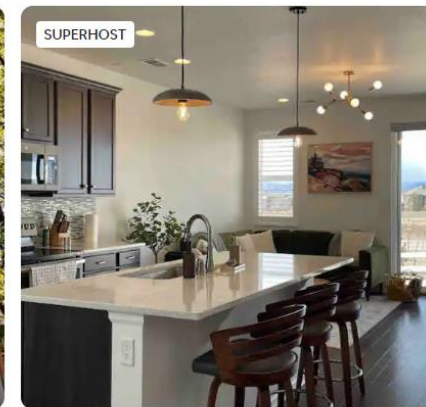
- Planning for demand from Future Legends Sports Complex
- The Ranch / Budweiser Event Center Expansion.
- Increase in employment.
- Proximity to Northern Colorado Regional Airport – FNL, Estes Park, Rocky Mountain National Park, and others. destinations

Top-rated vacation rentals in Windsor

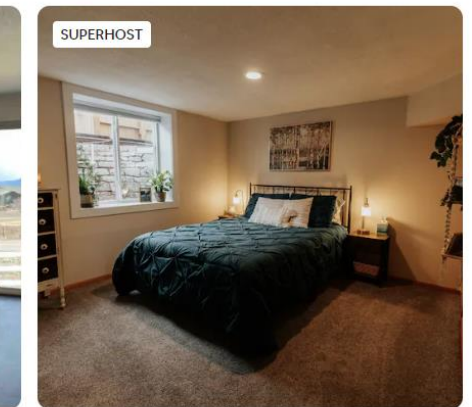
Guests agree: these stays are highly rated for location, cleanliness, and more.



Guest suite in Windsor ★ 4.92 (101)
Swanky Downtown Getaway!
Come check out Downtown Windsor's newest attraction! This space is perfect for a one night getaway or a weekend trip w/ the family. Located in the heart of Windsor, this fun unit features a fully stocked kitchen, two bedrooms with...
\$125 night



Home in Windsor ★ 5 (16)
Mountain View Modern Ranch
Stylish 3 bed, 2 bath ranch with sweeping mountain views of the front range. Just off Harmony Road, and minutes from I-25, you'll have easy access to many of NoCo's attractions - Shopping, Dining, Hiking, Biking, Breweries, Wineries,...
\$179 night



Guest suite in Windsor ★ 4.98 (54)
Cozy Old Town Suite - Private Living Area & Bath
Enjoy being centrally located to everything there is to see and do in Northern CO and Front Range area. 20-30 minutes from Fort Collins, Loveland, and Greeley, and less than 90 minutes from Rocky Mountain National Park. Step outside...
\$72 night

PROS & CONS OF REGULATION

Local governments must balance the competing and conflicting desired policy outcomes of various players.

- Less STR regulation:
 - Benefits STR operators and listing owners, tourism, and the resulting STR-generated tax dollars (assuming lodging tax).
- More STR regulation:
 - Impacts to housing prices in general.
 - Impacts to affordable housing market with dwelling units removed from inventory.
 - Neighborhood safety, and the character of existing neighborhoods.

Staff research, findings and considerations

- Licensing and fees
- Inspections: Fire and Building
- 24/7 Contact: Emergencies and Nuisances
- Compliance: Adherence to Town Code
 - Maintenance, Occupancy, Violations, Revocations and Renewals
- Lodging/Bed Tax

Staff research, findings and considerations

LICENSING

- Windsor should consider requiring an annual or biennial license specific to allowing STR rentals with associated fees.
 - Administrative review of STR license applications,
 - Document retention in perpetuity, with active license.
- License should include language that clearly states fire safety compliance and liability is the responsibility of homeowner.
- Require proof of insurance.

INSPECTIONS

- Consider requiring building and fire code inspections to establish a baseline condition of the unit and verify life/safety considerations such as appropriate egress windows, fire extinguishers, sprinklers, CO2 alarms, etc.
 - Consider inspections of the property (annually or every other year) to coincide with annual Business License/STR License Renewal.
 - Especially important if renting by the room.

Staff research, findings and considerations

24/7 CONTACT

- Consider requiring a designated point person who must be available 24-hours a day and within a specified response time to respond to after-hours issues and emergencies.
 - Tied to business license renewal/application fees.
 - Most issues will likely be after-hours and problematic for PD or Code Enforcement response.
 - 30-minute response time with management company contact if applicable, or property owner.
 - Revocation of STR License after documented violations or complaints.
 - Fines for violation of STR License or nuisance.
 - Revocations through hearing officer.

Staff research, findings and considerations

COMPLIANCE + TAX

- Third party companies can provide monitoring and compliance service if necessary and STRs become prevalent.
 - For future considerations, fees should be collected to offset cost of the third-party companies if implemented.
- Some jurisdictions apply a lodging/bed tax to STRs.
 - Commercial hotels have begun using Airbnb and VRBO-type platforms to promote their lodging as well.

APPLICATION REQUIREMENTS

- Applications should identify number of bedrooms, sizes and egress at minimum.
- Limit the number of people in a STR based on the number of bedrooms.
- Limit the number of vehicles, or alternative parking provided.
- Some municipalities limit the number of days that a single STR can be rented.
 - Either on a monthly or yearly basis.
 - The STR Application can be used to identify and track the number of dates.

CAP/SEPARATION REQUIREMENTS

- Some communities have a 500 ft separator between STRs, depending on the type and zone district.
- Separation requirements are intended to avoid cumulative impacts (parking, trash, etc.) of multiple STRs in any one neighborhood.
- CAPs and separation requirements add complexities regarding consistency between property owners.
- May be better addressed with revocation of STR license if code criteria are not met.



Discussion

Town of Windsor - Planning



MEMORANDUM

Date: August 21, 2023
To: Mayor and Town Board
From:
Re: Future Meetings Agenda
Item #: 5.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2023 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

August 28, 2023 5:30 p.m.	Town Board and HPC Joint Work Session Meet the Board – New Employees Historic Preservation Plan Comprehensive Plan Update Conservation Easement Signature Bluffs
August 28, 2023 7:00 p.m.	Town Board Regular Meeting
September 4, 2023	Canceled – Labor Day Holiday
September 11, 2023 5:30 p.m.	Town Board Work Session Downtown Art Funding Joint meeting with Housing Authority for grant funds
September 11, 2023 7:00 p.m.	Town Board Regular Meeting
September 18, 2023 5:30 p.m.	Town Board Work Session (Public Services Campus) Budget: Capital Improvement Plan
September 25, 2023 5:30 p.m.	Town Board Work Session Downtown Parking Study Update
September 25, 2023 7:00 p.m.	Town Board Regular Meeting
October 2, 2023 5:30 p.m.	Town Board Work Session Biosolids Tour
October 9, 2023 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Utility Rates and Fees
October 9, 2023 7:00 p.m.	Town Board Regular Meeting
October 14, 2023 Saturday	Town Board Work Session (Public Service Campus) Operating Budget
October 16, 2023 5:30 p.m.	Town Board Work Session Non-profit Funding Discussion
October 23, 2023 5:30 p.m.	Town Board Work Session

October 23, 2023 Town Board Regular Meeting
7:00 p.m.

October 30, 2023 Canceled – 5th Monday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update
- Smart Meter Project (Brian)
- Follow-up Budget Questions (November 13th)