



PLANNING COMMISSION REGULAR MEETING

November 1, 2023 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

To view Planning Commission meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.

B. CONSENT CALENDAR

1. Approval of the October 18, 2023 Planning Commission Regular Meeting Minutes- K. Cinnamon, Deputy Town Clerk

C. BOARD ACTION

1. Public Hearing - Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative
 - Quasi-judicial action
 - Staff presentation: Sandra Mezzetti, Senior Planner
2. Recommendation to Town Board - Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative
 - Quasi-judicial action
 - Staff presentation: Sandra Mezzetti, Senior Planner

D. COMMUNICATIONS

1. Communications from Planning Commission
2. Communications from Town Board Liaison
3. Communications from Staff

E. ADJOURN

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: November 1, 2023
To: Planning Commission
From:
Re: Approval of the October 18, 2023 Planning Commission Regular Meeting Minutes- K. Cinnamon,
Deputy Town Clerk
Item #: B.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 10.18.23 Planning Commission Draft Minutes



Planning Commission Regular Meeting

October 18, 2023 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

To view Planning Commission meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

MINUTES

A. CALL TO ORDER

Vice-Chair Reddick called the meeting to order at 7:00 p.m.

1. Roll Call

Present:

Vice-Chair Reddick
Nathan Kinney
David Hassard
Jose Valdes
Cindy Beemer
Maxwell Nader

Absent:

Chairman Schick
Ben Kirch

Also Present:

Victor Tallon, Town Board Liaison
Scott Ballstadt, Planning Director
Carlin Malone, Chief Planner
David Eisenbraun, Senior Planner
Mark Price, Planner I
Doug Roth, Civil Engineer IV
Benjamin Bodiker, Visual Media Coordinator
Katrina Haley, Administrative Analyst

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Planning Commissioner Beemer moved to approve the agenda as written, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

3. Public Invited to be Heard

Vice-Chair Reddick opened the meeting up for public comment on any non-agenda item, to which there were none.

B. CONSENT CALENDAR

1. Approval of the September 20, 2023 Planning Commission Regular Meeting Minutes- K. Cinnamon, Deputy Town Clerk

Planning Commissioner Beemer moved to approve the consent calendar as presented, Planning Commissioner Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

Victor Tallon, Town Board Liaison, gave a statement to the Commission.

"Mr. Chair, for the record, I would like to disclose that I am a sitting member of the Town Board and that I am here in my capacity as a nonvoting liaison to the Planning Commission. Although I will be present during all public hearings tonight, I will not be giving my opinion or participating in any of the discussions. I will not let tonight's proceedings influence or affect my review of these matters when they come before the Town Board. I will make my decision at the Town Board level based only on the evidence presented during the Town Board public hearings."

C. BOARD ACTION

1. Public Hearing - Rezoning for a PUD (Planned Unit Development) Overlay to the GC (General Commercial) Zoning District - Water Valley South Subdivision 13th Filing, Lots 5, 6 and 7 (The Lofts at Water Valley Village) - Garrett Scallon and Austin Lind, applicant, The Water Valley Company, LLC, on behalf of Eagle Crossing Inc., property owner; and Brian Williamson, applicant's representative, TST Inc. Consulting Engineers

Eagle Crossing Development, Inc., owned by Martin Lind, has filed a Petition to Rezone approximately 9 acres of property adjacent to and immediately south of Eastman Park Drive, to include a Planned Unit Development overlay on top of the existing General Commercial zone district.

The Lofts at Water Valley Village will provide a mixed-use neighborhood environment supporting commercial growth, urban connectivity, with a residential component mixed into the project. The emerging trends of working from home and creating a work / life balance is a primary focus for this development. Uses will range from pure commercial pad sites to a commercial mixed-use product providing commercial space on the first floor and a residential space on the second floor.

Vice-Chair Reddick opened the public hearing for Water Valley South Subdivision 13th Filing, Lots 5, 6 and 7 (The Lofts at Water Valley Village).

David Eisenbraun, Senior Planner, presented to the Planning Commission.

Vice-Chair Reddick opened the meeting up for public comment. Mark Anderson, of 217 Whitney Bay, Windsor, CO 80550 came to the podium to speak regarding this item.

Planning Commissioner Beemer moved to close the public hearing, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

2. Recommendation to Town Board - Rezoning for a PUD (Planned Unit Development) Overlay to the GC (General Commercial) Zoning District - Water Valley South Subdivision 13th Filing, Lots 5, 6 and 7 (The Lofts at Water Valley Village) - Garrett Scallon and Austin Lind, applicant, The Water Valley Company, LLC, on behalf of Eagle Crossing Inc., property owner; and Brian Williamson, applicant's representative, TST Inc. Consulting Engineers

Please refer to public hearing item materials.

Planning Commissioner Beemer moved to forward a recommendation of approval to Town Board for Rezoning for a PUD (Planned Unit Development) Overlay to the GC (General Commercial) Zoning District - Water Valley South Subdivision 13th Filing,

Lots 5, 6 and 7 (The Lofts at Water Valley Village), Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

3. Public Hearing - An Ordinance for Municipal Code Amendments, Chapter 15-14-50 and 15-14-70, Concerning an Ordinance Amending Windsor Municipal Code Section 15-14-50 and Section 15-14-70 Concerning Flood Damage Prevention and Related Definitions, Adoption of a Flood Insurance Study, and Adoption of New Flood Insurance Mapping

Over a decade ago FEMA launched a project to restudy the Poudre River floodplain. New Flood Insurance Rate Maps (FIRM) and a new Flood Insurance Study (FIS) for Weld County was the result of over 12 years of work. A FIRM typically shows the 100-year floodplain boundary, and many times includes a floodway boundary. The last major floodplain mapping change took place in January of 2016 when the digital flood insurance rate map (DFIRM) was adopted.

The Letter of Final Determination was issued by FEMA on May 30, 2023, notifying communities that they have a six-month period to adopt the FIRM mapping and associated Flood Insurance Study (FIS). In order to adopt the FIRM mapping, the Town Floodplain Ordinance will need to be amended to adopt the Weld County FIRM mapping and FIS as the official Town floodplain mapping. The Town of Windsor must adopt the new FIRM and FIS before November 30th in order to demonstrate to FEMA that the Town is compliant with National Flood Insurance Program regulations.

Colorado Water Conservation Board (CWCB) has reviewed Windsor Municipal Code Chapter 15 Article XIV – Flood Damage Prevention. CWCB has requested that two additional definitions be added to Sec. 15-14-50.

Vice-Chair Reddick opened the public hearing for an Ordinance for Municipal Code Amendments, Chapter 15-14-50 and 15-14-70, Concerning an Ordinance Amending Windsor Municipal Code Section 15-14-50 and Section 15-14-70 Concerning Flood Damage Prevention and Related Definitions, Adoption of a Flood Insurance Study, and Adoption of New Flood Insurance Mapping.

Doug Roth, Civil Engineer IV, presented to the Planning Commission.

Vice-Chair Reddick opened the meeting up for public comment, to which there were none.

Planning Commissioner Beemer moved to close the public hearing, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

4. Recommendation to Town Board - An Ordinance for Municipal Code Amendments, Chapter 15-14-50 and 15-14-70, Concerning an Ordinance Amending Windsor Municipal Code Section 15-14-50 and Section 15-14-70 Concerning Flood Damage Prevention and Related Definitions, Adoption of a Flood Insurance Study, and Adoption of New Flood Insurance Mapping

Please refer to public hearing item materials.

Planning Commissioner Beemer moved to forward a recommendation of approval to Town Board for an Ordinance for Municipal Code Amendments, Chapter 15-14-50 and

15-14-70, Concerning an Ordinance Amending Windsor Municipal Code Section 15-14-50 and Section 15-14-70 Concerning Flood Damage Prevention and Related Definitions, Adoption of a Flood Insurance Study, and Adoption of New Flood Insurance Mapping, Planning Commissioner Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

5. Public Hearing - Conditional Use Permit Renewal [Case No. CUG23-004] to allow a temporary use not specifically included as a use by right in any zone district, located on a portion of Lot 5 of Great Western Industrial Park Subdivision 7th Filing (30755 Great Western Drive) – Ben Goldwasser, Central Oceans, applicant

The applicant, Central Oceans, represented by Mr. Ben Goldwasser, is requesting a Conditional Use Permit (CUP) to allow an existing approved temporary use for a shipping container storage yard for a period of one year, with the right to extend (administratively, by the Director of Planning) for an additional one-year term, if necessary, to facilitate the conclusion of the project. A conditional use permit is required because the proposed temporary use is not specifically included as a use-by-right in any zoning district per Section 14-2-130(a) of the Town's Municipal Code, Conditional Use Permit Applicability. The applicant is requesting allowance for a Conditional Use Permit for their existing storage yard. The original CUG (prior code referred to as a "Conditional Use Grant") request was for a term of four years, expiring December 31, 2023.

Vice-Chair Reddick opened the public hearing for Conditional Use Permit Renewal to allow a temporary use not specifically included as a use by right in any zone district, located on a portion of Lot 5 of Great Western Industrial Park Subdivision 7th Filing (30755 Great Western Drive).

Mark Price, Planner I, presented to the Planning Commission.

Vice-Chair Reddick opened the meeting up for public comment.

Collene Blanks, of 30523 CR23, Greeley, CO 80631 and Greg Stephens, of 30801 CR23, Greeley, CO 80631 spoke to the Commission regarding this item.

Property owner Nate Weigel, no address specified, spoke regarding this item and responded to resident and Planning Commission comments, along with Central Oceans applicant Ben Goldwasser.

Planning Commission Member Valdes moved to close the public hearing, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Maxwell Nader; Nays - None; Motion Passed.

6. Recommendation to Town Board - Conditional Use Permit Renewal [Case No. CUG23-004] to allow a temporary use not specifically included as a use by right in any zone district, located on a portion of Lot 5 of Great Western Industrial Park Subdivision 7th Filing (30755 Great Western Drive) – Ben Goldwasser, Central Oceans, applicant

Please refer to public hearing item material.

Commissioner Beemer's initial motion did not receive a second. Beemer moved to withdraw her initial motion.

Discussion between the Planning Commission ensued. Varying opinions regarding container height requirements, permit length and issuance, and allowance for the administrative extension were discussed.

Planning Commission Member Valdes moved to forward a recommendation of approval to Town Board for Conditional Use Permit Renewal to allow a temporary use not specifically included as a use by right in any zone district, located on a portion of Lot 5 of Great Western Industrial Park Subdivision 7th Filing (30755 Great Western Drive) with modification of a one year conditional use, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney; Nays - Maxwell Nader; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Kinney spoke about a recent conference in Colorado Springs he attended and how beneficial the information was as a new commissioner.

2. Communications from Town Board Liaison

Mr. Tallon spoke to the commission regarding rate increases for water and sewer utilities due to maintenance costs and overall price increases.

3. Communications from Staff

David Eisenbraun, spoke to the commission about the Parking Management Plan and that it will be in the town's 2024 budget.

Eisenbraun also spoke regarding the Comprehensive Plan update and Downtown Master Plan.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:15 p.m.

Kaitlyn Cinnamon, Deputy Town Clerk



MEMORANDUM

Date: November 1, 2023
To: Planning Commission
From: Sandra Mezzetti, Senior Planner
Re: Public Hearing - Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative
Item #: C.1.

Background / Discussion:

The applicant, Mr. John Donaldson, owner, represented by Ms. Kristin Turner of TB Group (Birdsall Group) has submitted an application for a final major subdivision for the Trevenna Subdivision located on the northeast corner of North 15th Street and the Jacoby Road alignment, and southwest of the Great Western Railway. The subdivision encompasses approximately 79 acres and is zoned Single Family Residential-Two (SF-2). The proposed subdivision includes 262 single family residential lots (maximum), detached, and attached dwellings (duplexes), with tracts for open space/ drainage and two parks.

Staff is recommending that the Planning Commission forward to the Town Board a recommendation of approval of the Trevenna Final Major Subdivision, subject to Planning Commission and staff comments being addressed. Support of staff's recommendation is contained herein and reflected under the staff recommendation.

The Town Board will consider the request for the final major subdivision at their public meeting of November 13, 2023.

Trevenna Property - Approval History

Annexation, Zoning, and Master Plan.

The Town Board approved the annexation and establishment of zoning of SF-2 for the subject property on April 11, 2022. A Master Plan for the subject property was approved on April 25, 2022. The proposed development is in general conformance with the approved Trevenna Master Plan, Annexation Agreement (April 11, 2022), and the approved Preliminary Major Subdivision (October 22, 2022).

Preliminary Major Subdivision Approval.

The Trevenna Preliminary Major Subdivision was approved by the Planning Commission on October 19, 2022. At the Planning Commission's public hearing and meeting of October 22, 2022, the following key items were discussed:

- Connectivity between the existing neighborhood to the south (Brunner Farm Subdivision) and west (Windshire Park Subdivision), particularly the design of 11th Street/Guardian Drive and its connections to the south and west (N. 15th Street).
- Connectivity from the southwestern corner of Trevenna Subdivision to North 15th Street.
- Coordination with the existing unincorporated property owners along North 15th Street to ensure accessibility from their rear yards via the proposed alley in Trevenna, allowing for access when North 15th Street is no longer a safe direct access point from individual driveways.
- The landscape / utility easement buffer along the southern portion of Trevenna Subdivision.
- Compatible design (architecture) with the surrounding neighborhood.
- Adherence with Weld RE-4 School District requirements, per the District's memorandum to the Town of Windsor.
- Coordination and agreement between the applicant and New Windsor Metropolitan District regarding the non-potable water delivery system.

The proposed final major subdivision is consistent with the approved preliminary major subdivision. The Trevenna Final Major Subdivision application includes the necessary subdivision plat, improvement drawings, final studies, and exhibits required by the Town Municipal Code Final Major Subdivision criteria and submittal information.

Zoning and uses for abutting properties include the following:

	Zoning	Current Use
North	RMU-2 with a PUD (Planned Unit Development) overlay	Undeveloped agricultural land (Overland Subdivision)
East	RMU-2 with a PUD (Planned Unit Development) overlay AG (Agriculture) - unincorporated Weld County	Undeveloped agricultural land (Overland Subdivision) Undeveloped agricultural land (Weld Co.)
South	RMU-1 (Residential Mixed Use-One)	Single-family residential (Brunner Farm Subdivision)
West	RMU-1 (Residential Mixed Use-One)	Single-family and Multifamily Residential (Windshire Park Subdivision)

Development Characteristics:

- ~79 total acres
- 262 single-family lots, 3.37 units/acre, maximum (consistent with the Land Use Plan designation of Single Family Residential)
- A mix of single family detached and single family attached units
 1. 220 Single Family detached lots
 2. 42 Single Family attached lots (duplexes)
- ~25.3 acres open space/drainage/park site (32%)
- Trails and trail connections: Trail connections along Guardian Drive/11th Street and 15th Street are proposed and will be built and maintained by the developer or metro district. Internal walks/trails to the park and throughout the development are also proposed.
- ~13.8 acres of public right-of-way/ miscellaneous (17.5%)
- Extension of Guardian Drive (major collector) to the east, from the Windshire Park Subdivision, through the proposed development and connecting to 11th Street (major collector) on the north side of the Brunner Farm Subdivision.
- Two local street connections, Columbus Street and Springfield Drive, are proposed to align with the existing street network (Brunner Farm Subdivision).
- Local street connection from North 15th Street, aligned with Tipton Drive (local street) on the west side of North 15th Street (Windshire Park Subdivision, Windsor Meadows Apartments).

Staff has coordinated and worked with the adjacent unincorporated Weld County property owners along North 15th Street to ensure that the applicant will provide alternative access to the properties in the event their primary access to 15th Street is closed in the future due to safety issues with increased traffic volume on North 15th St.

Staff, along with the applicant's design team, worked to address concerns from the New Windsor Metro District regarding the non-potable water delivery system to the Brunner Farm Subdivision (aka New Windsor). New Windsor Metro District has approved the design proposed by the applicant (see correspondence included with the packet). Staff and the developer/applicant's team will continue to work with New Windsor Metro District to address minor comments. Prior to finalization of the final major subdivision, the Town will require a copy of the agreement between the applicant and New Windsor Metro District concerning the non-potable water delivery system.

In addition, staff has worked to resolve the concerns brought up by residents regarding the potential for high traffic speeds that they believed would be the result of the extension of 11th Street, which is classified as a major collector street in the Town's Transportation Master Plan. The extension of 11th Street and its connection to 15th Street at Garden Drive has consistently appeared in the Town comprehensive plans and associated roadway master plans dating back prior to the development of the Brunner Farm Subdivision (New Windsor) and was planned to connect to the north at the location of the current road terminus. Major collector streets typically require a continuous center turn lane. Staff has worked with the developer to eliminate the continuous center lane and replace it with turn pockets at intersections. Staff also had the applicant reduce the width of the through traffic lanes by 12 inches. Six-foot bike lanes have been added, along with a striped 12-inch buffer area between the vehicular drive lane and bike lane. The striped buffer area promotes bike safety and creates narrow drive lanes for motorists. Both sides of 11th Street are tree-lined to add a narrower feel. The reduction in vehicle lane width, along with tree-lined streets, create a visual effect that cause people to slow down their vehicle's speed because it is visually uncomfortable. This effect has been studied and proven to reduce speeds and vehicular/pedestrian conflicts on a national

level.

A referral response from Weld RE-4 School District has been received and is attached. The letter states the following:

The School District remains very concerned about residential activity and the ensuing enrollment that will follow as well as the District's physical and financial abilities to serve that growth. Because land dedication is not feasible from this filing, the District requests that the owner agree to pay cash in lieu of land at the value of \$2,916 per single family residence for a total of \$763,992.00.

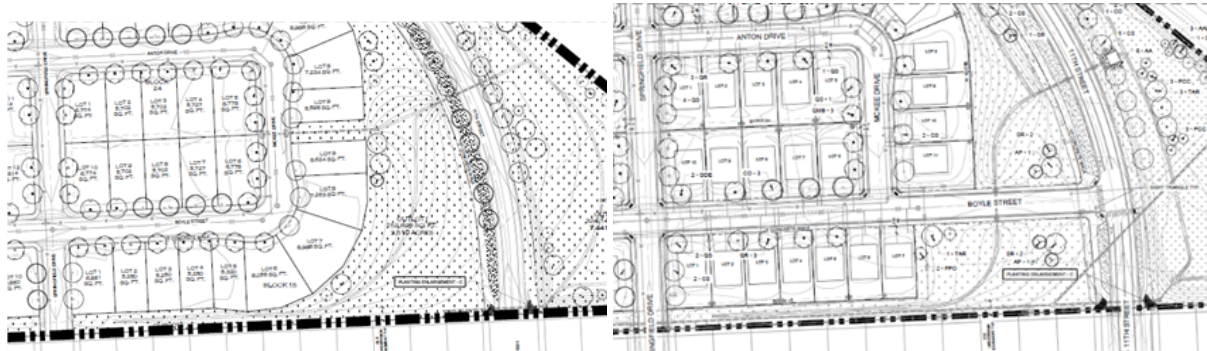
Review Criteria

The application is consistent with the following review criteria outlined in Municipal Code Sec. 14-2-60(b)(7) for final major subdivisions:

A Final Major Subdivision shall be in substantial compliance with the Preliminary Major Subdivision. Substantial compliance means:

1. The general location, layout, and access of streets and lots is consistent with the preliminary subdivision.
2. Any increase in the number of lots or dwellings is limited to no more than twenty percent (20%), provided the proposal remains in compliance with the Master Plan and all supporting documents and studies, such as traffic studies, are updated accordingly.
3. There is no material increase in impacts on adjacent properties by altering the subdivision.

There is one street access change that is a direct result of public comment received during the preliminary major subdivision public hearing. Boyle Street has been extended west to connect to 11th Street to improve traffic flow and minimize traffic through the Brunner Farm Subdivision.



Boyle Street - Preliminary Major Subdivision

Boyle Street – Final Major Subdivision

Relationship to Comprehensive Plan

The application is consistent with the Comprehensive Plan, particularly the following:

Chapter 5b – Growth Framework

Goal: *Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.*

The subdivision proposes development that is consistent in character with the surrounding community by providing a mix of housing types such as both single family detached and attached dwellings, as well as parks and open space.

Chapter 5c – Residential Areas Framework Plan

Goal: *Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.*

Objectives:

1. *Promote multi-modal connectivity to increase neighborhood access and resident mobility.*

The subdivision promotes multi-modal connectivity by providing trails such as those proposed along Guardian Drive, south to 11th Street, which provides connectivity to Brunner Farm Subdivision. A ten-foot-wide neighborhood trail connection, bisecting the development, is proposed and provides an east/west connection from 11th Street to 15th Street. A ten-foot-wide trail connection is also proposed along the eastern side of North 15th Street between the Jacoby Road alignment and Guardian Drive, thus extending connectivity north. The trail along this section will divert into the neighborhood due to grading requirements along 15th Street in front of the

three Weld County properties. Existing trails extend south from Jacoby Farm Road along North 15th Street to the Greeley No. 2 Ditch trail system and to Main Street/SH 392. The subdivision includes a connection to the existing 11th Street within the Brunner Farm Subdivision, which connects to the Greeley No. 2 Ditch trail, which continues to Windsor Lake/Boardwalk Park and downtown.

The Poudre Express Route bus stops, located on Main Street in front of King Soopers Shopping Center (west-bound) and in front of Safeway shopping center (east-bound), are located approximately one-half mile from the site, offering another opportunity for alternative mobility.

Road connections are proposed with the subdivision, which include the extension of Guardian Drive to the east across North 15th Street and connecting to 11th Street in the Brunner Farms Subdivision to the south. Additional street connections to the Brunner Farm Subdivision include Columbus Street and Springfield Drive.

4. Foster a diversity of housing types and sizes through coordinated land use planning and zoning.

The subdivision proposes a mix of housing types which includes both single family detached and attached dwellings (duplexes).

Chapter 6 – Transportation & Mobility

Goal: *Develop a multi-modal transportation system that accommodates new and existing development, provides safe and efficient access for all ages and abilities, and promotes public health and quality of life*

Objectives:

- 1. Extend roadways as development occurs to enhance the connectivity for all users and increase the capacity and mobility of the transportation network.*
- 2. Promote multi-modal connectivity and efficiency through roadway extensions, sidewalk construction, and trail expansion projects.*

As previously mentioned above, road connections and extensions are proposed for the subdivision. The subdivision promotes multi-modal connectivity by providing roadway extensions, new sidewalks and new trails and trail extensions.

Notification

The following public hearing notifications were completed in accordance with the Municipal Code as follows:

- October 20, 2023 – Sign posted on property
- October 20, 2023 – Public hearing notice published on the Town website
- October 20, 2023 - Applicant mailed letters to surrounding property owners
- October 22, 2023 - Legal ad ran in Greeley Tribune

Financial Impact:

Relationship to Strategic Plan:

The application is consistent with the Strategic Plan Mission Statement:

The Town of Windsor promotes community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small town feel.

The application is consistent with the Strategic Plan, particularly the following:

Vital Infrastructure – The proposed project complies with the Master Transportation Plan and the Master Trails Plan, providing pedestrian connectivity. The project includes extension of Guardian Drive across North 15th Street, extensions of Columbus Street and Springfield Drive from Brunner Farm (New Windsor) and extension of

water and sewer utilities are proposed with the subdivision.

Quality of Life – Two parks are proposed for the project; a 0.5-acre pocket park and a 1.6-acre park. Open space and regional trail connections are also proposed for the subdivision, thus creating opportunities for a healthy and active lifestyle for the future residents.

Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval, subject to any Planning Commission and staff comments being addressed.

CC:

Scott Ballstadt, Director of Planning

John Donaldson and Hunter Donaldson, property owners/applicants

Kristin Turner, Applicant's Representative

Attachments:

1. Trevenna Application
2. Trevenna Narrative
3. Weld RE - Referral Comments
4. NWMD Water Delivery System (Acceptance-Consolidated)
5. Trevena - Staff Presentation -Final Major Sub - PC

APPLICATION PACKET

MAJOR SUBDIVISION



The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 14 of the Town of Windsor [Municipal Code](#) for complete application requirements.

Application Submittal Requirements:

1

Planning Department Checklist	Applicant Checklist	
_____	<u>X</u>	Completed checklist. Items not checked are explained in the narrative
_____	<u>X</u>	Completed Land Use Application (attached)
_____	<u>X</u>	Application fee consistent with the Town of Windsor Fee Schedule
_____	<u>X</u>	A detailed narrative description of special considerations (<i>phasing, landscaping, infrastructure, and variations from Town requirements</i>)
_____	<u>X</u>	A deed or legal instrument identifying the applicant's interest in the property
_____	<u>X</u>	All required drawings and supportive information per the Municipal Code
_____	<u>X</u>	All submittals shall follow the Town's Submittal Requirements and File Naming Conventions available from the Planning Department
_____	<u>X</u>	List of proposed street names. All newly proposed streets in the Town must be uniquely named, regardless of suffix. Please see: www.larimer.org/streets
_____	<u>X</u>	Applicant acknowledges and agrees to comply with § 24-65.5 of Colorado Revised Statute pertaining to public hearing notices and mineral owners notifications

Preliminary Major Subdivision Requirements:

2

Planning Department Checklist	Applicant Checklist	
_____	<u>X</u>	Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents fifty (50) feet; exception for subdivisions which propose a minimum lot size of one (1) acre or greater where the minimum scale shall be one (1) inch represents one hundred (100) feet
_____	<u>X</u>	Date of preparation, the scale, a symbol designating true north and zoning
_____	<u>X</u>	Vicinity map
_____	<u>X</u>	Name of the subdivision on all drawing sheets (<i>contact Planning</i>)
_____	<u>X</u>	Legal description (<i>township, range, section, lot, block, subdivision</i>)
_____	<u>X</u>	Names, addresses and phone numbers of the applicant and firms or persons responsible for preparing the drawing
_____	<u>X</u>	Applicant revisions block (<i>includes fields for date, initials, description</i>)
_____	<u>X</u>	Appropriate certification blocks as provided by the Planning Department

2

Preliminary Major Subdivision Requirements (cont.):

Planning Department Checklist	Applicant Checklist	
_____	<u>X</u>	The location and dimensions of all existing and proposed utilities, streets, alleys, easements, rights-of-way and watercourses within and adjacent to the subdivision; and the names of all such features
_____	<u>X</u>	Land Use Table including square footage, acreage, percentages, zoning and the use of all parcels, lots, and tracts; and public and private rights-of-way;
_____	<u>X</u>	The lot numbers, approximate dimensions and the total lots devoted to each zone district on the plat
_____	<u>X</u>	Designation of any area subject to flooding and adequate easements for flood control
_____	<u>X</u>	Traffic study and traffic control plan prepared by a licensed engineer
_____	<u>X</u>	Preliminary utility drawings. Such plans shall include, but not limited to, existing and proposed facilities and utility lines, sizes and appurtenances, storm drainage facilities, etc. Appurtenances shall include valves, fire hydrants, manholes, etc.
_____	<u>X</u>	Preliminary drainage plan and report
_____	<u>X</u>	Soils report including soil types and limitations
_____	<u>X</u>	Description and location of any hazardous areas (i.e. floodplain, geological, topographical, etc.) on the subject property and proposed remedial features
_____	<u>X</u>	Topographical map with two-foot contour intervals
_____	<u>X</u>	Landscape Plan per Chapter 15 of the Municipal Code
_____	<u>X</u>	Preferred method of water rights dedication; total acreage, lot-by-lot or by phase

3

Final Major Subdivision Additional Requirements:

Planning Department Checklist	Applicant Checklist	
_____	<u>X</u>	All drawings and requirements outlined within the Preliminary Major Subdivision Requirements in Section 2 above; plus: Complete street plans and profiles; drainage plans and profiles; sanitary sewer plans and profiles; water main plans with grades and sizes indicated; overlots and final grading plans
_____	<u>X</u>	Sites one acre or more in total land disturbance: a Grading, Erosion and Sediment Control Plan and permit fees must be submitted per Town ordinance, Chapter 13, Article V, Stormwater Quality . Total land disturbance area: _____ acres
_____	<u>X</u>	Final drainage plan and report
_____	<u>X</u>	Final utility plans
_____	<u>X</u>	Design soil test results and corresponding location map
_____	<u>X</u>	Final boundary closure calculations for the exterior subdivision boundary and for each individual lot prepared by a licensed civil engineer or land surveyor

	<u> X </u>	A complete description of primary control points to which all dimensions, angles, bearings and similar data on the plat shall be referred
	<u> X </u>	All bearings, distances, chords, radii, central angles and tangent lengths for all lots, blocks, perimeters, easements and rights-of-way
	<u> X </u>	The location and physical description of all monuments

Application Packet

Land Use Application



1

The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to planningtechs@windsorgov.com. Staff will review the submittal and advise you of its completeness for processing.

2

Application type:

☐ Annexation ☐ Site Plan - Minor
☐ Master Plan ☐ Site Plan - Major
☐ Rezoning
☐ Minor Subdivision
☐ Major Subdivision – Preliminary
☒ Major Subdivision – Final

Project Name*: Trevenna Final Plat

Legal Description*: Please see attached legal description

Address/Location*: NE corner of CR 15 and Jacoby Rd.

Existing Zoning: SF-2

Proposed Zoning: N/A

Acres/Square Feet: 78.9

Number of Dwelling Units: 262

3

Owner:

Name(s)*: John Donaldson

Company: WNSDR15, LLC

Address*: 3282 Rock Park Drive Fort Collins, CO 80528

Phone #*: 970.214.5698

Email*: john@donaldson1.com

Applicant (Owner or Owner's Representative):

Name*: Kristin Turner

Company: TB Group

Address*: 444 Mountain Avenue Berthoud, CO 80513

Phone #*: 970.532.5891

Email*: kristin@tbgroup.us

Authorized Representative:

Name: Hunter Donaldson

Company: WNSDR15, LLC

Address: 3282 Rock Park Drive Fort Collins, CO 80528

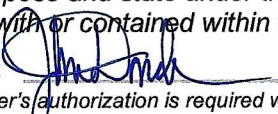
Phone #: 970.402.2592

Email: hunter@urbanbrickre.com

4

All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: 

Date: 10/17/22

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: John Donaldson

*Required fields

Revised 2/5/2021

Town of Windsor – Planning Department
301 Walnut Street | Windsor, Colorado | 80550 | phone 970-674-2415 | fax 970-674-2456 | www.windsorgov.com



State Documentary Fee
Date: December 09, 2021
\$266.40

Special Warranty Deed
(Pursuant to C.R.S. 38-30-113(1)(b))

Grantor(s), **DALE E. ZUPANCIC AND VALERIA A. ZUPANCIC, AS CO-TRUSTEES OF THE ZUPANCIC FAMILY TRUST, U/A DATED MARCH 24, 2015 AND DORIAN H. SANDERS**, whose street address is **34458 WELD COUNTY ROAD 15, WINDSOR, CO 80550**, City or Town of **WINDSOR**, County of **Weld** and State of **Colorado**, for the consideration of **(\$2,664,000.00) ***Two Million Six Hundred Sixty Four Thousand and 00/100***** dollars, in hand paid, hereby sell(s) and convey(s) to **WNDSR15, LLC, A COLORADO LIMITED LIABILITY COMPANY**, whose street address is **3282 ROCK PARK DRIVE, FORT COLLINS, CO 80528**, City or Town of **FORT COLLINS**, County of **Larimer** and State of **Colorado**, the following real property in the County of **Weld** and State of **Colorado**, to wit:

See attached "Exhibit A"

THERE IS RESERVED UNTO GRANTORS, AND EACH OF GRANTOR'S HEIRS OR ASSIGNS, ALL THE OIL, GAS, AND ALL OTHER MINERALS IN AND UNDER AND THAT MAY BE PRODUCED FROM THE LANDS HEREIN CONVEYED, TO THE EXTENT GRANTORS OWN THE SAME

also known by street and number as: **34458 WELD COUNTY ROAD 15, WINDSOR, CO 80550**

with all its appurtenances and warrant(s) the title to the same against all persons claiming under me(us), subject to Statutory Exceptions.

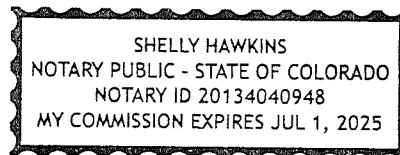
Signed this day of **December 09, 2021**.

**DALE E. ZUPANCIC AND VALERIA A. ZUPANCIC, AS
CO-TRUSTEES OF THE ZUPANCIC FAMILY TRUST, U/A
DATED MARCH 24, 2015**

By: *Dale E. Zupancic Trustee*
DALE E. ZUPANCIC, CO-TRUSTEE

By: *Valeria A. Zupancic Trustee*
VALERIA A. ZUPANCIC, CO-TRUSTEE

Dorian H. Sanders
DORIAN H. SANDERS



State of **Colorado**)
) ss.
County of **BOULDER**)

The foregoing instrument was acknowledged before me on this day of **December 9th, 2021** by **DALE E. ZUPANCIC AND VALERIA A. ZUPANCIC AS CO-TRUSTEES OF THE ZUPANCIC FAMILY TRUST, U/A DATED MARCH 24, 2015 AND DORIAN H. SANDERS**

Witness my hand and official seal

My Commission expires: *7-01-2025* *Shelly Hawkins*
Notary Public

When recorded return to: **WNDSR15, LLC, A COLORADO LIMITED LIABILITY COMPANY
3282 ROCK PARK DRIVE, FORT COLLINS, CO 80528**



Exhibit A

A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER (NW 1/4) OF SECTION SEVENTEEN (17), TOWNSHIP SIX (6) NORTH, RANGE SIXTY-SEVEN (67) WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CONSIDERING THE WEST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17 TO BEAR SOUTH 00 DEGREES 14' 53" WEST AND ALL BEARINGS RELATIVE THERETO:

BEGINNING AT A POINT ON THE WEST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17 WHENCE THE WEST CORNER SAID SECTION 17 BEARS SOUTH 00 DEGREES 14' 53" WEST, 1,457.90 FEET; THENCE SOUTH 46 DEGREES 09'00" EAST, 279.34 FEET; THENCE NORTH 00 DEGREES 14' 53" EAST, 6.00 FEET; THENCE NORTH 47 DEGREES 03' 16" WEST, 275.24 FEET TO THE POINT OF BEGINNING:

ALL THAT PART OF THE NORTH ONE-HALF (N1/2) OF SECTION SEVENTEEN (17), TOWNSHIP SIX (6) NORTH, RANGE SIXTY-SEVEN (67) WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO, LYING SOUTH AND WEST OF THE RIGHT-OF-WAY OF THE COLORADO AND SOUTHERN RAILWAY, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

BEGINNING AT THE SOUTHWEST CORNER (SW COR) OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION SEVENTEEN (17); RUNNING THENCE NORTH 2,421 FEET TO THE SOUTH LINE OF SAID RIGHT-OF-WAY; THENCE ALONG SAID SOUTH LINE OF SAID RIGHT-OF-WAY TO THE SOUTH LINE OF THE NORTHEAST QUARTER (NE1/4) OF SAID SECTION SEVENTEEN (17); THENCE WEST 2900 FEET TO THE PLACE OF BEGINNING

EXCEPTING THEREFROM THE FOLLOWING TRACTS OF LAND:

A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION SEVENTEEN (17) PREVIOUSLY CONVEYED TO BYRON D. FRANTZ AND EULA W. FRANTZ BY WARRANTY DEED RECORDED SEPTEMBER 25, 1973 UNDER RECEPTION NO. 1621973, WELD COUNTY RECORDS AND NOW BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CONSIDERING THE WEST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION SEVENTEEN (17) TO BEAR SOUTH 00 DEGREES 14' 53" WEST AND ALL BEARINGS BEING RELATIVE THERETO;

BEGINNING AT A POINT ON THE WEST LINE OF THE NORTHWEST QUARTER (NW1/4) OF SAID SECTION 17 WHENCE THE WEST QUARTER CORNER (W 1/4 COR) SAID SECTION 17 BEARS SOUTH 00 DEGREES 14' 53" WEST, 1107.11 FEET; THENCE SOUTH 89 DEGREES 45' 07" EAST, 202.28 FEET; THENCE NORTH 00 DEGREES 14' 53" EAST, 158.15 FEET PARALLEL TO THE WEST LINE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17; THENCE NORTH 46 DEGREES 09' 00" WEST, 279.34 FEET TO A POINT ON THE WEST LINE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17; THENCE SOUTH 00 DEGREES 14' 53" WEST, 350.79 FEET ALONG THE WEST LINE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17 TO THE POINT OF BEGINNING:

AND A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER (NW 1/4) OF SECTION SEVENTEEN (17), TOWNSHIP SIX (6) NORTH, RANGE SIXTY-SEVEN (67) WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17 WHENCE THE WEST QUARTER CORNER (W 1/4 COR) OF SAID SECTION 17 BEARS SOUTH 00 DEGREES 14' 53" WEST, 1087.11 FEET; THENCE SOUTH 89 DEGREES 45' 07" EAST, 268.00 FEET; THENCE NORTH 00 DEGREES 14' 53" EAST 130.51 FEET; THENCE NORTH 53 DEGREES 48' 57" WEST 81.16 FEET; THENCE SOUTH 00 DEGREES 14' 53" WEST, 158.15 FEET; THENCE NORTH 89 DEGREES 45' 07" WEST, 202.28 FEET TO A POINT ON THE WEST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 17; THENCE SOUTH 00 DEGREES 14' 53" WEST, 20.00 FEET ALONG THE WEST LINE OF THE NORTHWEST QUARTER (NW1/4) OF SAID SECTION 17 TO THE POINT OF BEGINNING:

AND A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER NW1/4 OF SAID SECTION SEVENTEEN (17), PREVIOUSLY CONVEYED TO THE NORTHERN COLORADO CHURCH OF THE BRETHREN OF WINDSOR, COLORADO, A COLORADO NONPROFIT CORPORATION, BY WARRANTY DEED RECORDED AUGUST 14, 1974 UNDER RECEPTION NO. 1642737, WELD COUNTY RECORDS, MORE PARTICULARLY DESCRIBED AS:

CONSIDERING THE WEST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION SEVENTEEN (17) TO BEAR SOUTH 00 DEGREES 14' 53" WEST AND ALL BEARINGS BEING RELATIVE THERETO; BEGINNING AT A POINT ON THE WEST LINE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION SEVENTEEN (17) WHENCE THE WEST QUARTER CORNER (W 1/4 COR) OF SAID SECTION SEVENTEEN (17) BEARS SOUTH 00 DEGREES 14' 53" WEST, 873.12 FEET; THENCE SOUTH 89 DEGREES 45' 07" EAST, 268.00 FEET; THENCE SOUTH 00 DEGREES 14' 53" WEST, 200.00 FEET: THENCE NORTH 89 DEGREES 45' 07" WEST, 268.00 FEET TO A POINT ON THE WEST LINE NORTHWEST QUARTER (NW 1/4) OF SECTION 17; THENCE NORTH 00 DEGREES 14' 53" EAST, 200.00 FEET TO THE POINT OF BEGINNING;

AND A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER (NW 1/4) OF SECTION SEVENTEEN (17), TOWNSHIP SIX (6) NORTH, RANGE SIXTY-SEVEN (67) WEST OF THE 6TH P.M., COUNTY OF WELD. STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS:

CONSIDERING THE WEST LINE NW 1/4 OF SAID SECTION 17 TO BEAR SOUTH 00 DEGREES 14' 53" WEST, AND ALL BEARINGS BEING RELATED THERETO: BEGINNING AT A POINT ON THE WEST LINE NW 1/4 OF SAID SECTION 17 WHERE THE W 1/4 CORNER OF SAID SECTION 17 BEARS SOUTH 00 DEGREES

14' 53" WEST, 1087.11 FEET;

THENCE SOUTH 89 DEGREES 45' 07" EAST, 268.00 FEET; THENCE SOUTH 00 DEGREES 14' 53" WEST, 213.99 FEET: THENCE NORTH 89 DEGREES 45' 07" WEST, 268.00 FEET ON A POINT ON THE WEST LINE NW 1/4 SAID SECTION 17: THENCE NORTH 00 DEGREES 14' 53" EAST, 213.99 FEET TO THE POINT OF BEGINNING,

Trevenna Subdivision
Narrative – 10.24.22

WNDSR 15, LLC is proposing to develop approximately 78.9 acres located in the southeast corner of County Road 15 and Jacoby Road. The intent is to develop 262 residential lots.

The anticipated product types for this development include two-story single-family detached houses with attached two and three car garages as well as duplex houses.

The property is currently zoned SF-2 (Single Family-2) which permits single-family detached and single-family attached development.

We anticipate the Trevenna subdivision will be built in a single phase.

The proposed landscape for this development includes targeted areas of turf grass and areas of enhanced landscape which may include elements such as shrub and ornamental grass plantings. Native plantings are proposed for most common areas. Sidewalks are provided along all streets to provide connectivity throughout the development as well as adjacent neighborhoods.

November 8th, 2021

Planning Department
Town of Windsor
301 Walnut Street
Windsor, CO 80550

Re: Trevenna Historical Use of Water Rights

As a part of our request for annexation approval in the Town of Windsor, we are required to notify the planning department of the amount and historical use of water rights.

The following is a summary of water for the Trevenna property:

3 shares of Capital Stock in the Lake Canal Company
6 shares of Capital Stock in the Lake Canal Reservoir Company
Groundwater Irrigation Well - Permit #372-R-R Case #W0237

Sincerely,



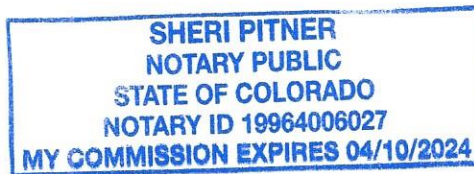
John Donaldson

STATE OF COLORADO)
) ss.
COUNTY OF LARIMER)

This forgoing instrument was acknowledged before me this 4th day of November, 2021 by
John Donaldson.

My commission expires 4-10-2024.

Witness my hand and official seal.



Notary Public



Weld RE-4 School District

1020 Main Street
Windsor, Colorado 80550
970-686-8000
weldre4.org

May 8, 2023

Town of Windsor Planning Department
301 Walnut Street
Windsor, CO 80550

RE: Trevanna 1st Filing

Dear Planning Department Staff:

The above referenced major subdivision application is proposed for a total of 262 single family homes. This letter summarizes the implications for school sites and facilities. Based upon the application, the following student generation is anticipated.

Estimated Student Generation	
School Type (Grades Served)	Students
Elementary (K-5)	85
Middle (6-8)	42
Senior High (9-12)	55
Total	182

This level of student generation results in the need for 4.90 acres of land necessary to support the school facilities required to serve these students. At the projected 262 single family units, the district anticipates over 182 students. Given the continued growth within the school district boundaries, Weld County School District RE-4 remains concerned with its financial ability to provide for continued growth.

Site Issues

Currently, land dedication is not feasible to offset the impact of growth upon the School District, therefore the District Re-4 requests cash-in-lieu of land dedication for the new units. Further, the District requests the opportunity to respond to any land use changes associated with this development.

Facility and Fiscal Capacity Issues

Grandview Elementary School, Windsor Middle School and Windsor High School currently serve this area. Capacities and recent enrollments of current schools are:

Student School (Grades)	Core Capacity	Enrollment (05/23)	Available (Short)
Grandview ES (Pre-K-5)	600	770	(170)



Weld RE-4 School District

1020 Main Street
Windsor, Colorado 80550
970-686-8000
weldre4.org

Windsor Middle School (6-8)	700	823	(123)
Windsor High School (9-12)	1,290	1121	169

Capacities of the schools that will serve this proposed development are rapidly approaching their design limit. The District is very concerned about its ability to meet the needs of our rapidly growing student population. Approved development far exceeds the district's capacity to fund educational facilities.

Recommendations

The School District remains very concerned about residential activity and the ensuing enrollment that will follow as well as the District's physical and financial abilities to serve that growth. Because land dedication is not feasible from this filing, the District requests that the owner agree to pay cash in lieu of land at the value of \$2,916 per single family residence for a total of \$763,992.00.

In addition, the School District requests to be notified of any proposed land use changes. Cooperation of all parties is necessary in offsetting the adverse fiscal impacts of rapid residential growth upon the School District's statutorily limited resources.

Your continuing cooperation is sincerely appreciated, as is the opportunity to comment upon issues of interest to the County, the School District and our mutual constituents. Should you have questions or desire further information, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael McCullar", with a long, sweeping horizontal stroke extending to the right.

Michael McCullar
Chief Operating Officer



October 20, 2023

Mr. Nikolas Wagner, Manager
New Windsor Metropolitan District
%Centennial Consulting Group, LLC
2619 Canton Court, Suite A
Fort Collins, Colorado 80525
(via e-mail: nik@ccgcolorado.com)

Re: Non-Potable Water Plans – Trevenna Development

Dear Mr. Wagner:

MMI Water Engineers, LLC (MMI) has reviewed the attached drawings depicting the proposed irrigation line to supply New Windsor's irrigation system, revised and received on the afternoon of October 19, 2023, including the following sheets:

- Trevenna Subdivision – Utility Plan (Sheet Number UT02)
- Trevenna Subdivision – Non-potable Water Plan & Profile (Sheet Number NP16)
- Trevenna Subdivision – Non-potable Water Plan & Profile (Sheet Number NP17)
- Trevenna Subdivision – Non-potable Water Plan & Profile (Sheet Number NP18)

MMI finds the Utility Plan sheet and the plan and profile sheets depicting the proposed irrigation line to supply New Windsor's irrigation system generally acceptable. Trevenna's engineer, CivilWorx, has addressed MMI's previous comments regarding the flow meter pipeline, the connection point between Trevenna's pipeline responsibilities and New Windsor Metropolitan District's pipeline responsibilities, and the easement width.

MMI is communicating with CivilWorx on details for better representation of the splitter box, the flow meter access, and the connection to the existing New Windsor line near the southeast corner of the Trevenna development.

Should you have any comments or questions, please contact me at 720-234-8398.

Sincerely,

MMI WATER ENGINEERS, LLC



Bradley A. Simons, P.E.
Principal

Att: Drawings, prepared by CivilWorx and noted PRELIMINARY NOT FOR CONSTRUCTION, depicting the proposed irrigation line to supply New Windsor's irrigation system (4 sheets)

cc: Paul Swift, New Windsor Metropolitan District Board President
Andrew Jones, New Windsor Metropolitan District Special Counsel
Hunter Donaldson, Trevenna Development
Justin Beckner, CivilWorx
John Neal
Amanda Huston
John Donaldson

From: jjneal@sbcglobal.net
To: [Doug Roth](#); [Sandra Mezzetti](#)
Cc: [Kim Emil](#)
Subject: FW: New Windsor Agreement Draft and Update
Date: Friday, October 20, 2023 12:04:32 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Caution: **External Email**

Good morning, Doug, Sandy and Kim.

Dropped by the office this morning to visit and let you know that New Windsor Metropolitan District Board met last night and approved the latest engineering plans from Trevenna.

There are a couple of tweaks that may be needed subsequent, but Brad Simons of MMI Water Engineers, has provided us with sufficient approval to move forward. The execution of the Easement and Relocation agreement having the plans attached, will be duly signed by both Executive persons soon.

Thank you for your help throughout the process. Enjoy your weekend.

Kind regards,
John Neal
Director,
New Windsor Metropolitan District
209-662-0482

CONFIDENTIALITY NOTICE: This email transmission, along with any attachment, is intended only for the use of the individual or entity to whom it is addressed, and may contain information that is confidential, privileged or otherwise exempt from disclosure under applicable state and federal law. Any review, reliance or distribution by others or forwarding without express permission by the sender is strictly prohibited. If you are not the intended recipient, you are hereby notified that any disclosure, copying, duplication, distribution or use of any of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please notify the sender immediately.

From: [Hunter Donaldson](#)
To: [Sandra Mezzetti](#)
Cc: [Christine Lutz](#); kristin@tbgroupp.us; [Carlin Malone](#)
Subject: FW: New Windsor Agreement Draft and Update
Date: Friday, October 20, 2023 11:19:55 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Caution: **External Email**

Sandy – Please see confirmation from Paul Swift (New Windsor District President) below regarding the engineering plans.

Thank you.

Hunter



HUNTER DONALDSON

Founder & CEO

📞 [970-402-2592](tel:970-402-2592)

✉ hunter@urbanbrickre.com

📍 3282 Rock Park Drive Fort Collins, CO 80528

    [URBANBRICKRE.COM](https://urbanbrickre.com)

From: Clinton P. Swift <swiftcp@swiftlaw.org>

Sent: Friday, October 20, 2023 11:14 AM

To: Hunter Donaldson <hunter@urbanbrickre.com>; P. Andrew Jones <ajones@pandrewjones.com>

Cc: Amanda T. Huston (ahuston@cp2law.com) <ahuston@cp2law.com>; John Neal <jjneal@sbcglobal.net>; Nikolas Wagner <nik@ccgcolorado.com>; pjensen21@yahoo.com; crystalreed25@yahoo.com; easygreen366@yahoo.com; Brad Simons <bradley.a.simons@gmail.com>; John Donaldson <john@donaldson1.com>; Alex Carlson <Alex@ccgcolorado.com>

Subject: Re: New Windsor Agreement Draft and Update

Hunter: This confirms my call to you indicating that al just spoke to our water engineer and he opined that the latest plans and drawings are acceptable. Your engineer and the District’s engineer have a few, non material tweaks to make. Our engineer will provide us his opinion letter in due course.

Regards, Paul

Sent from my iPhone

On Oct 19, 2023, at 8:47 PM, Clinton P. Swift <swiftc@swiftlaw.org> wrote:

Hunter: The District board met this evening and approved the redline Easement and Ditch Relocation Agreement. We are scheduled to hear from our water engineer regarding Trevenna's "tweaks" to the latest plans and drawings tomorrow.

With respect to the latest redline version of the Easement and Ditch Relocation Agreement that Andy sent to you and your lawyer, your last email indicated concern that the agreement be amended to address the fact that the Town of Windsor will insist on an easement for the Town road(s) that will cross the easement for the pipe. The Town has spoken to us about the possibility/requirement of an Intergovernmental Agreement between Trevenna's special district, the Town and the New Windsor district. We assume that Trevenna will confirm with the Town what the Town will require in this regard and that your lawyer will address this matter accordingly.

1. We assume your lawyer will address the requirement of Trevenna and the Town by amendment to Andy's draft. While you have generally signed off on the agreement we will have to receive and approve your lawyer's change and hear from Ms. Huston that she has approved the agreement, with the change. We will communicate any change that you make to Andy Jones and communicate with him regarding whether they are acceptable.
2. Your email also noted that Andy's latest draft of the agreement no longer included any provision providing the District the right to take water from Trevenna's well if the pipe fails to deliver water. You are correct, as 1) the District has the right pursuant to the agreement to rebuild the ditch under certain circumstances and 2) Trevenna is required to install the pipe and there is to be a test that must establish that the pipe delivers water (I am paraphrasing) , which must be accepted by the District prior to the removal of the existing ditch.
3. I will hear from our water engineer regarding whether the latest changes to the plans and drawings are acceptable in the morning.

Let me know if there are any outstanding matters that I have not covered.

Regards, Paul



Final Major Subdivision

Trevenna Subdivision

Sandra Mezzetti, Senior Planner

Planning Commission – November 01, 2023



Trevenna Property Approval History

Annexation, Zoning, and Master Plan.

- The Town Board approved the annexation and establishment of zoning of SF-2 for the subject property on April 11, 2022.
- A Master Plan for the subject property was approved on April 25, 2022.
- The proposed development is in general conformance with the approved Trevenna Master Plan, Annexation Agreement (April 11, 2022), and approved Preliminary Major Subdivision (October 22, 2022).

Preliminary Major Subdivision Approval.

- The Trevenna Preliminary Major Subdivision was approved by the Planning Commission on October 19, 2022.



Subdivision

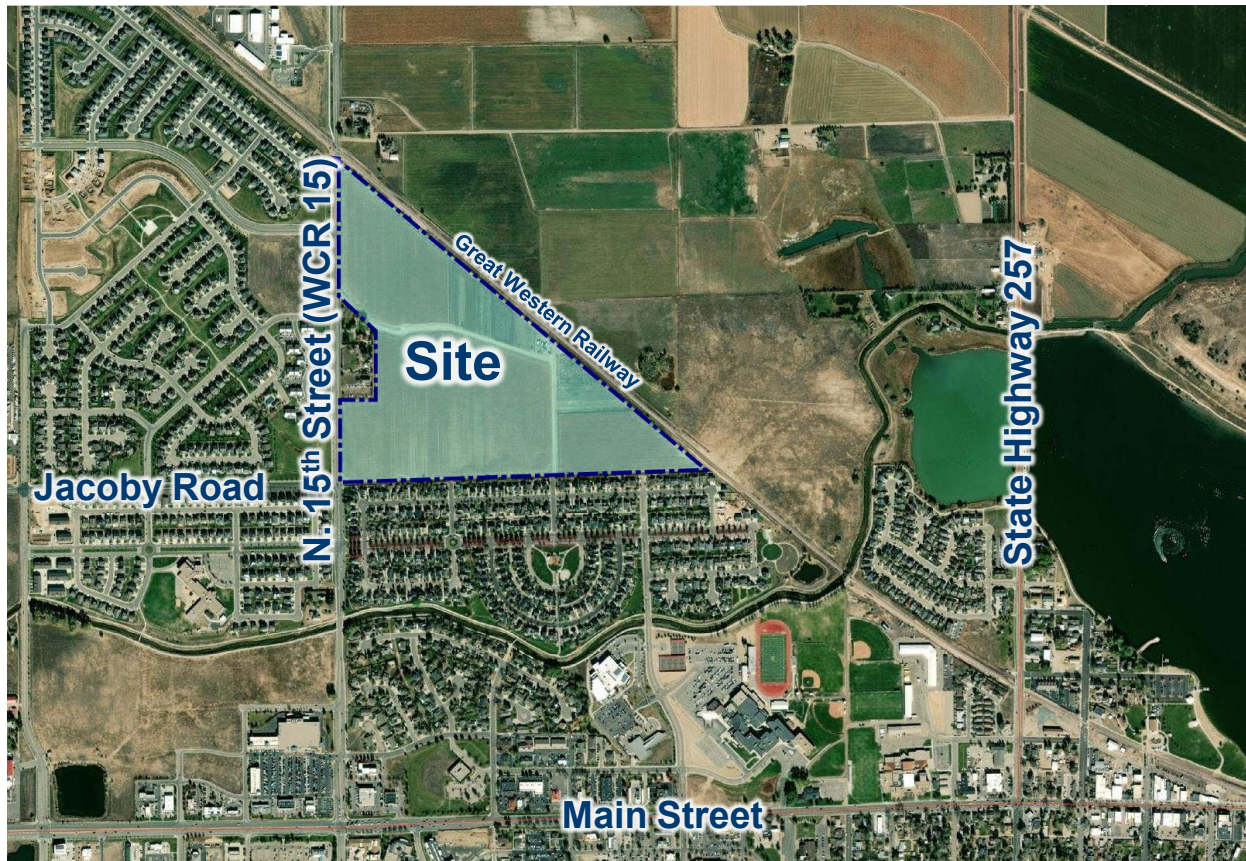
Article II of Chapter 14 of the Municipal Code outlines the purpose and procedures of the Major Subdivision process, including:

Sec. 14-2-60(b)(7). – Final Major Subdivision.

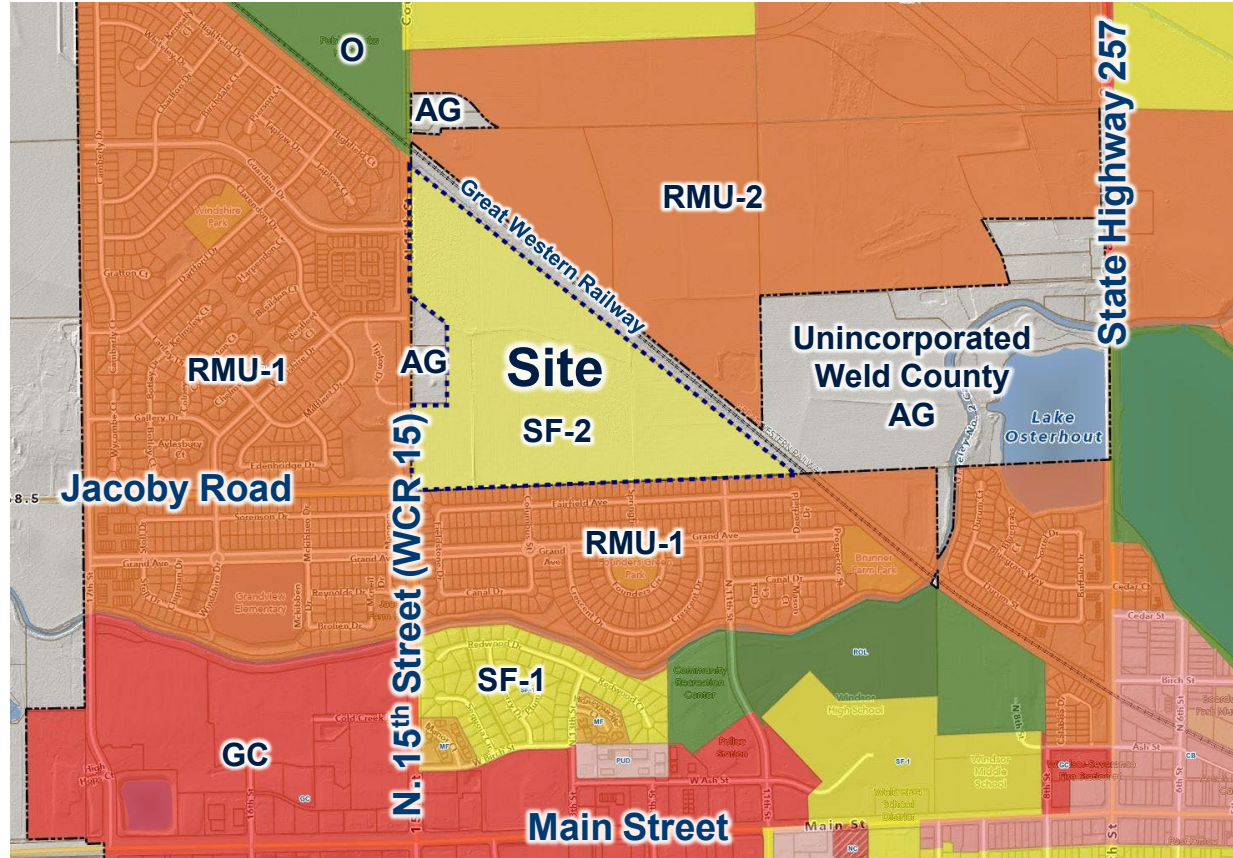
A Final Major Subdivision shall be in substantial compliance with the Preliminary Major Subdivision. Substantial compliance means:

- a. The **general location, layout, and access of streets and lots is consistent** with the preliminary subdivision.
- b. Any **increase in the number of lots or dwellings** is limited to **no more than twenty percent (20%)**, provided the proposal remains in compliance with the Master Plan and all supporting documents and studies, such as traffic studies, are updated accordingly.
- c. There is **no material increase in impacts on adjacent properties** by altering the subdivision.

Site Vicinity Map



Zoning Map



Final Plat

Development characteristics:

79 acres total

- 262 total single-family lots, 3.37 units/acre
 - 220 detached single-family residential lots
 - 42 attached single-family residential lots (duplex units)
- Total open space/park area (including drainage): ~ 25.3 acres (32%)
- Trails and pedestrian connections
- Extension of Guardian Drive connecting to 11th Street
- Extension of Columbus Street, Springfield Drive, and 11th Street
- Local street connections to North 15th Street to aligned with Tipton Drive



LEGEND



Landscape Plan

Total open space:
~25.3 acres (32%)

- Open space / drainage =
~ 23.7 ac.
- 2 Pocket Parks
 - 0.48 ac.
 - 1.67 ac.



Alternative Access

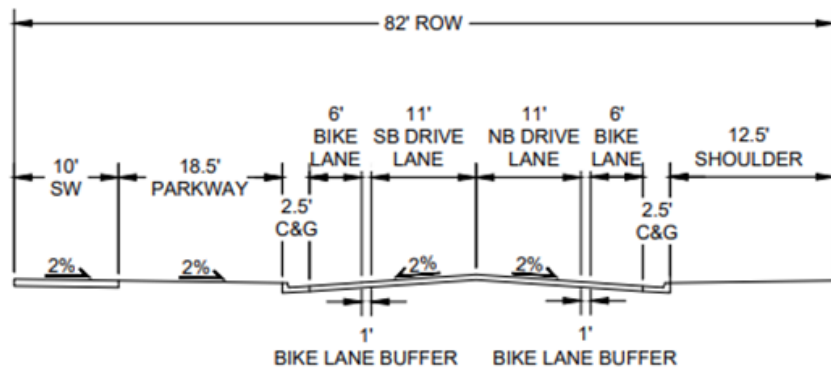


Alternate Access

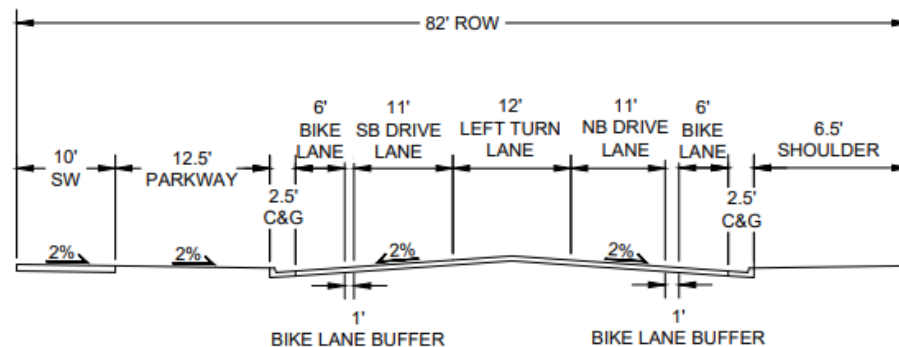


11th Street Cross Sections

11TH STREET CROSS SECTION
(NOT TO SCALE)

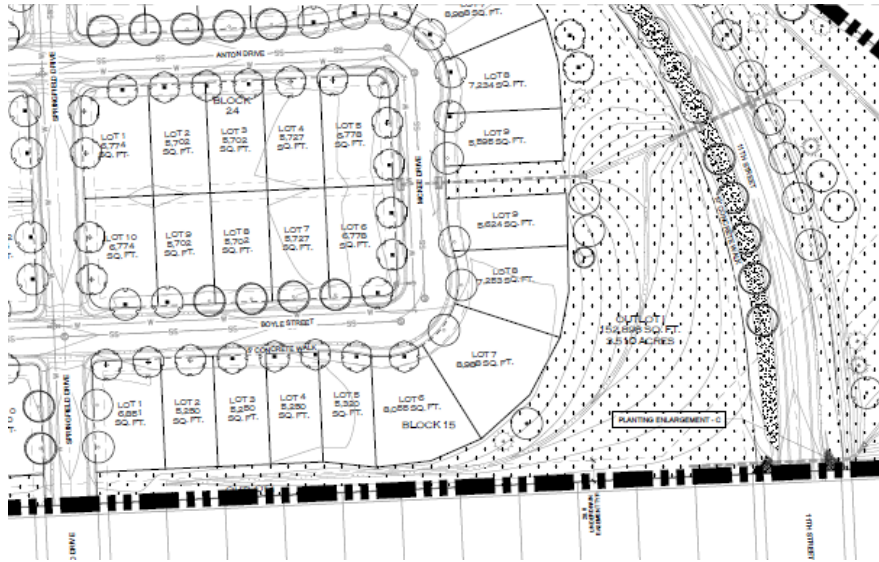


11TH STREET CROSS SECTION WITH TURN LANE
(NOT TO SCALE)





Additional Access Boyle Street connection to 11th Street



Preliminary Major Subdivision



Final Major Subdivision

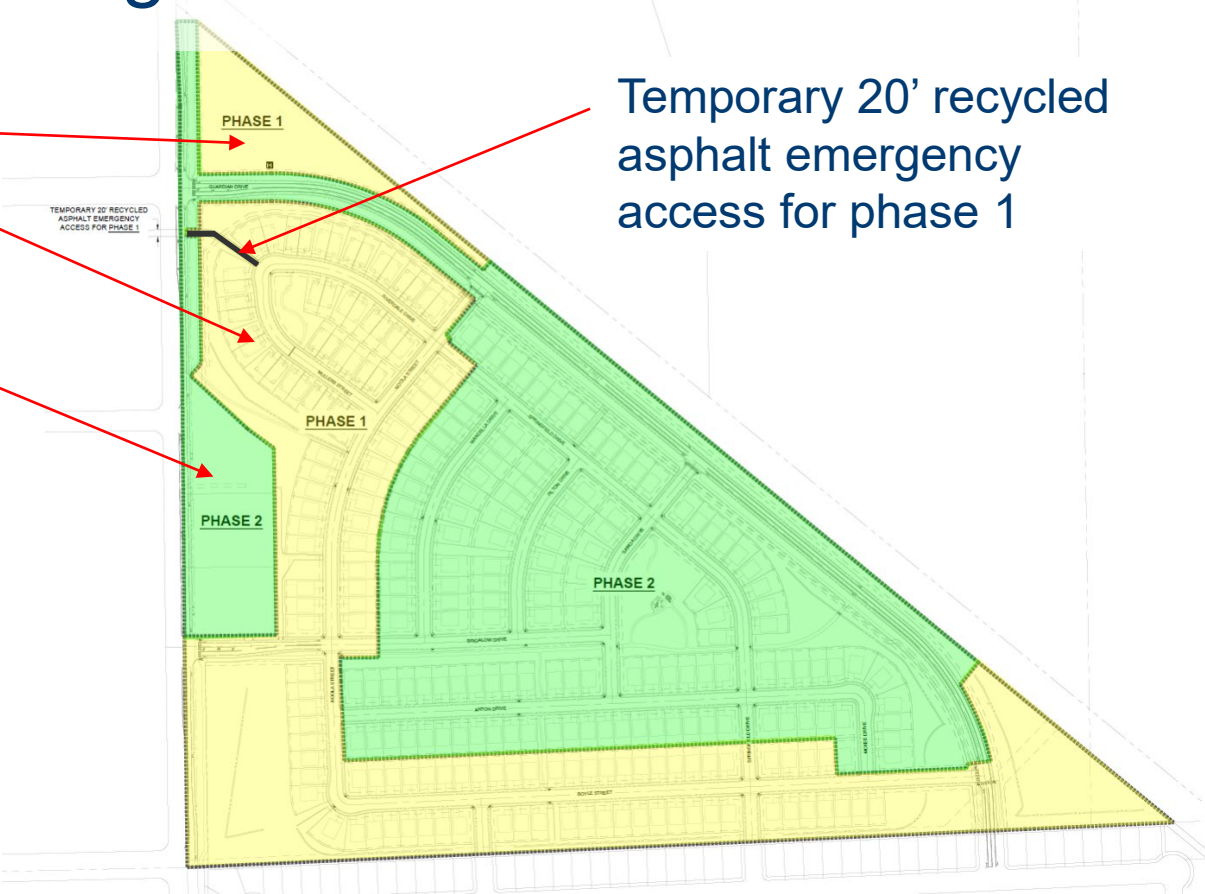


Phasing Plan

Phase 1

Phase 2

Temporary 20' recycled asphalt emergency access for phase 1

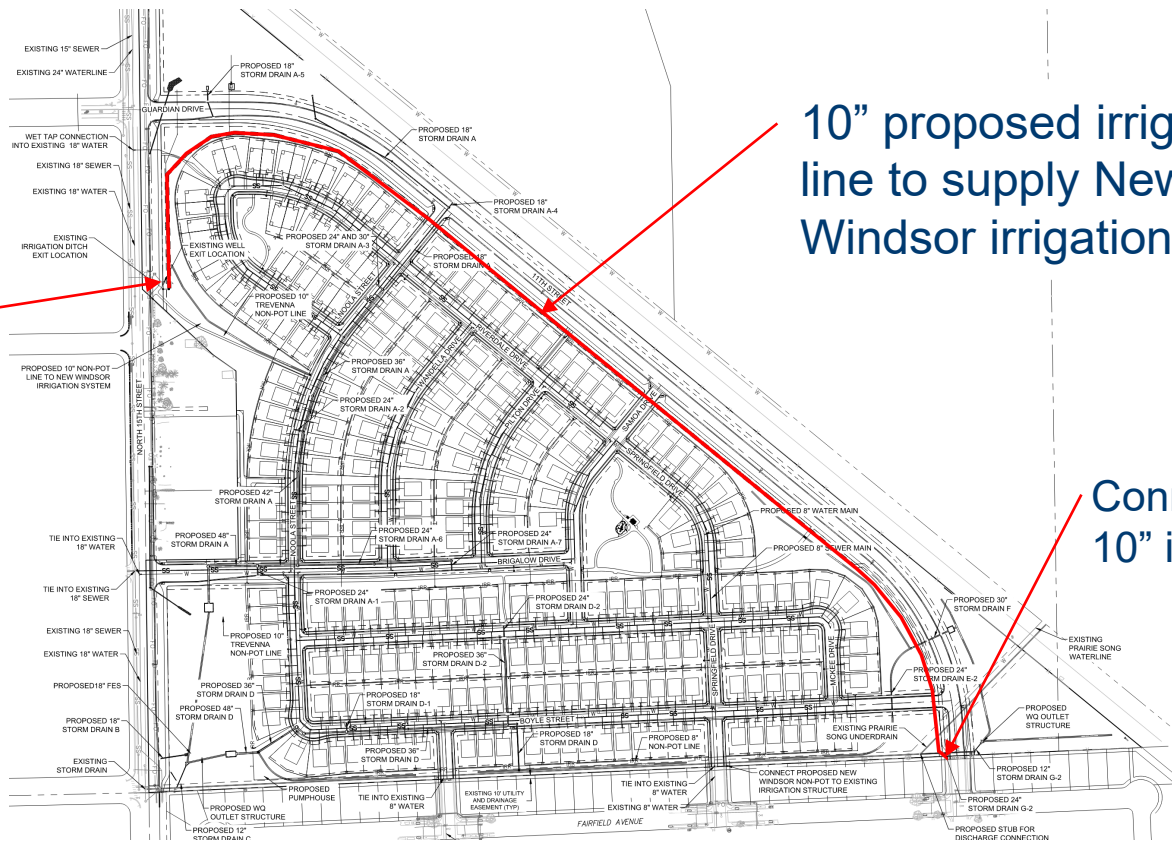


New Windsor Metric District Water Delivery System

Existing well
exit location

10" proposed irrigation
line to supply New
Windsor irrigation system

Connect to existing
10" irrigation line





Neighborhood Compatibility



SINGLE FAMILY DETACHED



SINGLE FAMILY DETACHED



SINGLE FAMILY DETACHED



FRONT LOADED DUPLEX



Conceptual Elevations

Brunner Farm Subdivision



Subdivision Review Criteria

- (1) The proposal complies with the **Comprehensive Plan's goals and objectives**, this Code, the applicable Master Plan, and all other applicable adopted plans or policies.
- (2) The proposed development does not result in undue or unnecessary burdens on the **existing public infrastructure** and public improvements, or that arrangements are made to mitigate such impacts.
- (3) **Density is consistent** with the subject zone district, Comprehensive Plan Land Use Plan, and applicable the utility capacity studies.
- (4) **Transportation improvements** are consistent with the following: Roadway Improvement Plan, Subdivision street standards in Chapter 17, Design Criteria & Construction Specifications, Transportation Master Plan, Trails Master Plan, and Complete Streets Guide.
- (5) Provision of **utilities** to serve the development shall be in accordance with Design Criteria & Construction Specifications and any other utility provider requirements.
- (6) The proposal shall demonstrate **compatibility with adjacent uses**. Compatibility may be achieved through a number of methods, including but not limited to: lot placement and orientation, transitions in density, screening, and/or landscape buffers.



Strategic Plan Conformance

The application is consistent with the Strategic Plan Mission Statement:

The Town of Windsor promotes community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small-town feel.

The application is consistent with the Strategic Plan, particularly the following:

Vital Infrastructure – The proposed development complies with the Transportation Master Plan and the Trails Master Plan. The project includes **extension** of Guardian Drive across North 15th Street, **extensions** of Columbus Street and Springfield Drive from Brunner Farm (New Windsor) and the **extension of** water and sewer **utilities**.

Quality of Life – Two **parks** plus **open space** areas and **regional trail connections** are provided with the subdivision, thus creating opportunities for a healthy and active lifestyle for the future residents.



Comprehensive Plan Conformance

The application is consistent with the following goals and objectives of the Comprehensive Plan:

Chapter 5b – Growth Framework

Goal:

Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.



Comprehensive Plan Conformance

Chapter 5c – Residential Areas Framework

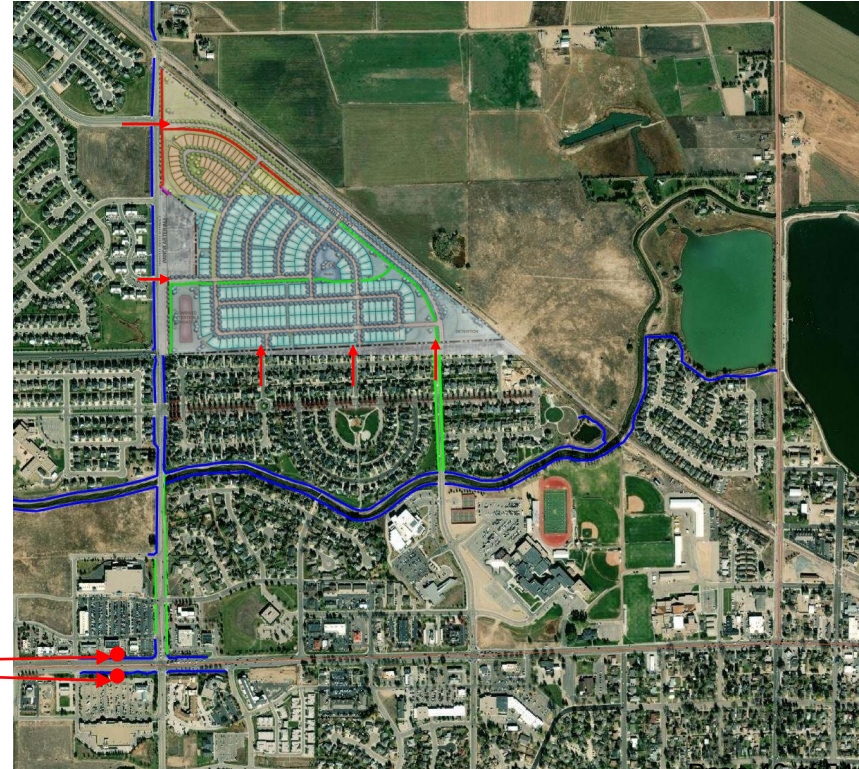
Goal:

Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

Objective 1:

Promote multi-modal connectivity to increase neighborhood access and resident mobility.

Poudre Express bus stops





Comprehensive Plan Conformance

Chapter 5c – Residential Areas Framework

Goal:

Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

Objective 4:

Foster a diversity of housing types and sizes through coordinated land use planning and zoning.



Comprehensive Plan Conformance

Chapter 6 – Transportation and Mobility

Goal:

Develop a multi-modal transportation system that accommodates new and existing development, provides safe and efficient access for all ages and abilities, and promotes public health and quality of life

Objective 1:

Extend roadways as development occurs to enhance the connectivity for all users and increase the capacity and mobility of the transportation network.

Objective 5:

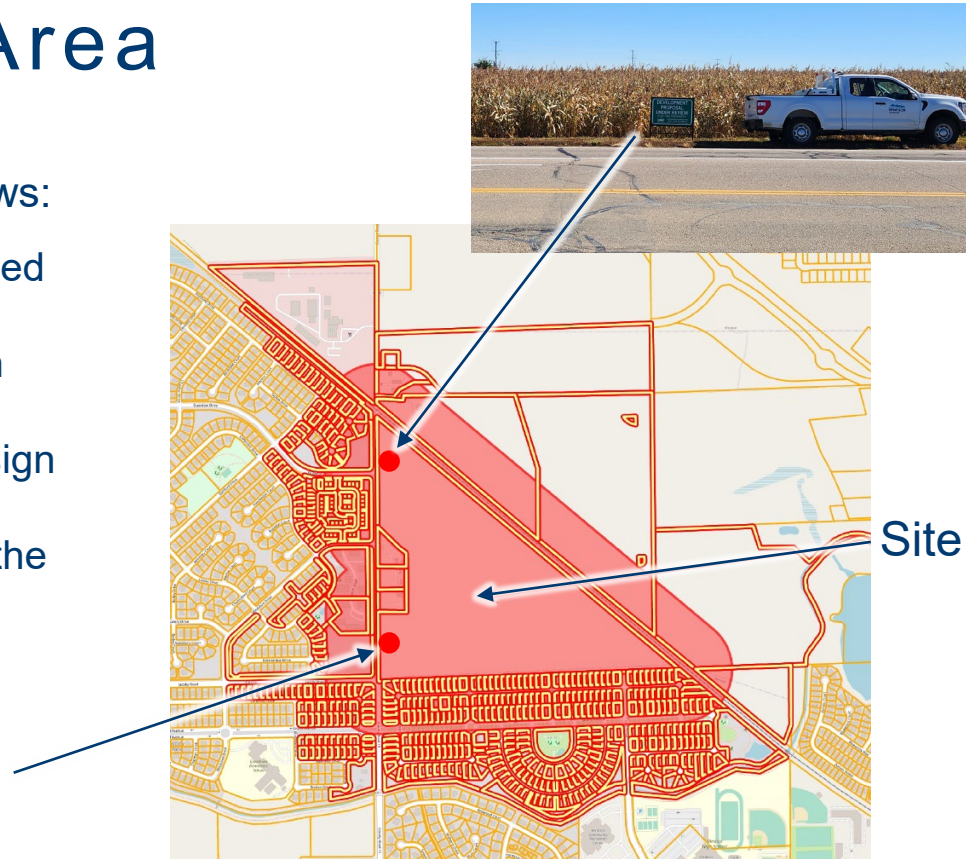
Promote multi-modal connectivity and efficiency through roadway extensions, sidewalk construction, and trail expansion projects.



Notification Area

Notifications for this meeting were as follows:

- October 20, 2023 – affidavit of letters mailed to property owners within *500 ft.*
- October 20, 2023 – legal notice posted on the Town of Windsor website
- October 20, 2023 – development review sign posted on the property
- October 22, 2023 – legal ad published in the paper





Recommendation

Staff request that the Planning Commission forward to Town Board a ***recommendation of approval*** of the Trevenna Final Major Subdivision as presented, subject to any outstanding Planning Commission and staff comments being addressed.



Record

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Final Major Subdivision
- Staff memorandum and supporting documents
- Testimony received during the public hearing
- Recommendation



Subdivision Considerations

Design Standards and Required Improvements

- 1) General compliance with Comprehensive Plan: reservation of rights-of-way, utility easements, open spaces for school and recreation areas
- 2) No undue burden on public utility systems and community facilities
- 3) Potential dangers to health or safety due to soil, subsoil and flooding are avoided; i.e. has proper drainage, soils
- 4) Consideration given to the preservation of groves of trees, streams, unusually attractive topography and other desirable natural landscape features
- 5) Alignment of street rights-of-way and utility and drainage easements and open spaces are coordinated with adjoining subdivisions
- 6) Meets street design and construction standards: access, intersections, cul-de-sac length, paving
- 7) Meets zoning parameters: lot size, dimensions, adequate building sites
- 8) Meets landscaping standards
- 9) Meets utility system improvements: storm drainage, sanitary sewer, potable and nonpotable water, underground electric power/other dry utilities, street lighting.



Final Major Subdivision

Trevenna Subdivision

Thank You



MEMORANDUM

Date: November 1, 2023
To: Planning Commission
From: Sandra Mezzetti, Senior Planner
Re: Recommendation to Town Board - Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative
Item #: C.2.

Background / Discussion:

Please refer to public hearing item materials.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval, subject to any Planning Commission and staff comments being addressed.

CC:

Scott Ballstadt, Director of Planning
John Donaldson and Hunter Donaldson, property owners/applicants
Kristin Turner, TB Group, applicant's representative

Attachments: