



Planning Commission Regular Meeting

November 1, 2023 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Chairman Schick called the meeting to order at 7:00 p.m.

1. Roll Call

Present: Chairman Schick
Vice-Chair Reddick
Cindy Beemer
Jose Valdes
Ben Kirch
Nathan Kinney
Maxwell Nader - alternate

Absent: David Hassard

Also Present: Town Board Liaison Tallon
Scott Ballstadt, Planning Director
Daniel Money, Town Attorney
Sandy Mezzetti, Senior Planner
Doug Roth, Civil Engineer IV - via zoom
Eric Bracke, Transportation Engineer - via zoom
Shane Hale, Town Manager
Ben Bodiker, Visual Media Coordinator
Kaitlyn Cinnamon, Deputy Town Clerk

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

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

3. Public Invited to be Heard

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

B. CONSENT CALENDAR

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

Planning Commissioner Reddick moved to approve the consent calendar as presented, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer,

Nathan Kinney, Ben Kirch, 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 - Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative

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 fifteenth (15th) Street and the Jacoby Road alignment, and southwest of the Great Western Railway. The subdivision encompasses approximately seventy nine acres and is zoned Single Family Residential-Two (SF-2). The proposed subdivision includes two hundred and sixty two single family residential lots (maximum), detached, and attached dwellings (duplexes), with tracts for open space/drainage and two parks.

The Town Board will consider the request for the Final Major Subdivision at their public meeting on November 13, 2023.

Chairman Schick opened the public hearing for Trevenna Subdivision - Final Major Subdivision.

Sandra Mezzetti, Senior Planner, presented to the Planning Commission.

Kristin Turner, applicants representative with TB Group, presented to the Commission.

Chair Schick opened the meeting up for public comment. John Neal at 1072 Grand Ave, Windsor, CO 80550 addressed the Commission and spoke in favor of the item.

Commissioner Beemer asked questions of staff regarding the park within the development and if it's open to the public. Senior Planner, Sandra Mezzetti, stated that it will be open to the public. Beemer additionally asked questions of staff regarding parking and street safety concerns.

Commissioner Valdes asked questions of staff pertaining to the subdivision design, school capacities and status of Weld RE-4, to which Sandra Mezzetti and Scott Ballstadt with the Planning Department answered.

Hunter Donaldson, applicant, answered Commissioner Valdes's question regarding the estimated price point for a home in the subdivision.

Commissioner Kirch asked questions of staff regarding the park located within the subdivision and dedicated parking.

Commissioner Reddick gave a statement in regards to the developers and their detailed work on the project.

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

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

Please refer to public hearing item materials.

Planning Commissioner Beemer moved to forward a recommendation of approval to Town Board for the Trevenna Subdivision- Final Major Subdivision, Planning Commissioner Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, Nathan Kinney, Ben Kirch, Maxwell Nader; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

None

2. Communications from Town Board Liaison

Mr. Tallon stated that there was no Town Board meeting this week and that the town's budget for next year should be finalized by the end of the month. Tallon also stated to the Planning Commission that Mo Betta Gumbo in downtown Windsor has closed.

3. Communications from Staff

Kaitlyn Cinnamon, Deputy Town Clerk, spoke to the Commission regarding the Colorado Municipal Clerks Association Conference that took place in Snowmass Village. She attended with Town Clerk, Karen Frawley who received the Clerk of the Year award for a medium municipality at the conference awards dinner.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:58 p.m.



Kaitlyn Cinnamon, Deputy Town Clerk