JOINT TOWN BOARD AND PLANNING COMMISSION WORK SESSION

June 20, 2022 - 5:30 PM
Town Board Chambers, 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

1. 2022 Comprehensive Plan Update Kickoff - D. Eisenbraun, Senior Planner
2. 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: June 20, 2022
To: Mayor and Town Board
From: David Eisenbraun, Senior Planner
Re: 2022 Comprehensive Plan Update Kickoff - D. Eisenbraun, Senior Planner
Item #: 1.

Background / Discussion:
The purpose of this item is to introduce the Town's process to update the 2016 Comprehensive Plan. The Comprehensive Plan illustrates the community's vision for the future and provides policy and implementation recommendations to guide community development over the next twenty years. The Plan provides direct planning and budgetary guidance to the Town organization.

Since adoption of the previous Comprehensive Plan update in 2016, Windsor has seen its population increase dramatically from 25,687 to over 40,000 residents today—a growth rate more than triple that projected under the existing Plan. Under these conditions, it is critical for Windsor to utilize the Comprehensive Plan Update to strategically plan for growth in a manner that reflects the desires of the community and coordinates future growth and a full range of urban services, while maintaining its cherished small-town character.

In 2020, the Town Board adopted an update to the Strategic Plan which provides direction and guidance in the short and mid-term and that is closely aligned with the Comprehensive Plan. Under the resulting hierarchy of policy documents, the Comprehensive Plan provides guidance for broader, long-term issues at the community-wide scale. This allows the Strategic Plan and the Town's functional plans (e.g., Transportation Master Plan, Open Space and Trails Plan, and the Parks, Recreation and Culture Strategic Plan) to articulate more specific details and implementation actions over a shorter period for more specific topics or geographic locations in the community.

Next steps:

1. Public Engagement Plan and First Public Event

The project team is in the process of preparing the Public Engagement Plan that will be used as a blueprint during the planning process. Included in the engagement plan will be project branding to match the look and feel of the project's logo, plan name, and tagline with the Town's style guide and messaging. This project branding will be used for all communication material throughout the process with the objective to have an attractive and recognizable look in consistent messaging and format. The first engagement event will be a 'TEDTalk-style' speaker event, tentatively scheduled for mid-August, that will provide a highly impactful, inspiring and insightful speaker to engage community members and get them excited and thinking about community planning in Windsor.

1. Stakeholder Interviews

Our team will kick off the public planning process by holding an open house to get the community excited and thinking about planning issues in Windsor. This event will be followed by a week of brief one-on-one interviews (in-person or by phone) with stakeholders, community partners, business owners, and residents to establish a foundation of understanding for the planning process. These interviews and meetings will be accompanied by a short online community questionnaire on the project website to notify the public of the planning process, ask about preferred engagement activities, and

identify key issues to address during the process.

1. Community Tours

Following this work session that will help the team identify and discuss key issues and review project expectations will be a series of socially-distanced community tours, including walking or meeting on-sites through each of the planning areas, to visit those key opportunity areas identified through previous studies and by staff and stakeholders. Members of the TAC and PAC will be invited to participate in the tour.

Financial Impact:
This will help guide and direct multiple budgeting factors including capital projects, operations and maintenance and other long-range development opportunities.

Relationship to Strategic Plan:
This is a critical guiding document to achieve all of the performance commitments: sustainable infrastructure, a vibrant and healthy economy and strategic planning.

Recommendation:
For discussion purposes only.

CC:

Attachments:
1. Comp Plan Kickoff Presentation

2022 Comprehensive Plan Update

Kickoff Meeting

Joint Planning Commission and Town Board Work Session
June 20, 2022

What is a Comprehensive Plan Update?

To strategically plan for growth in a manner that reflects the desires of the community and coordinates future growth and a full range of urban services.

What will the Windsor Comprehensive Plan Update entail?

MAJOR AREAS OF EMPHASIS

- Diversifying Housing and Promoting Greater Affordability
- Greater Emphasis on Community Design
- Full Integration of Adopted Plans
- Regional Orientation
- Transportation and Land Use
- Improved Infrastructure and Asset Management
- Focus On Sustainability and Water Conservation
- Coordinating the Comprehensive Plan with the Town's Operations
- Robust Community Engagement

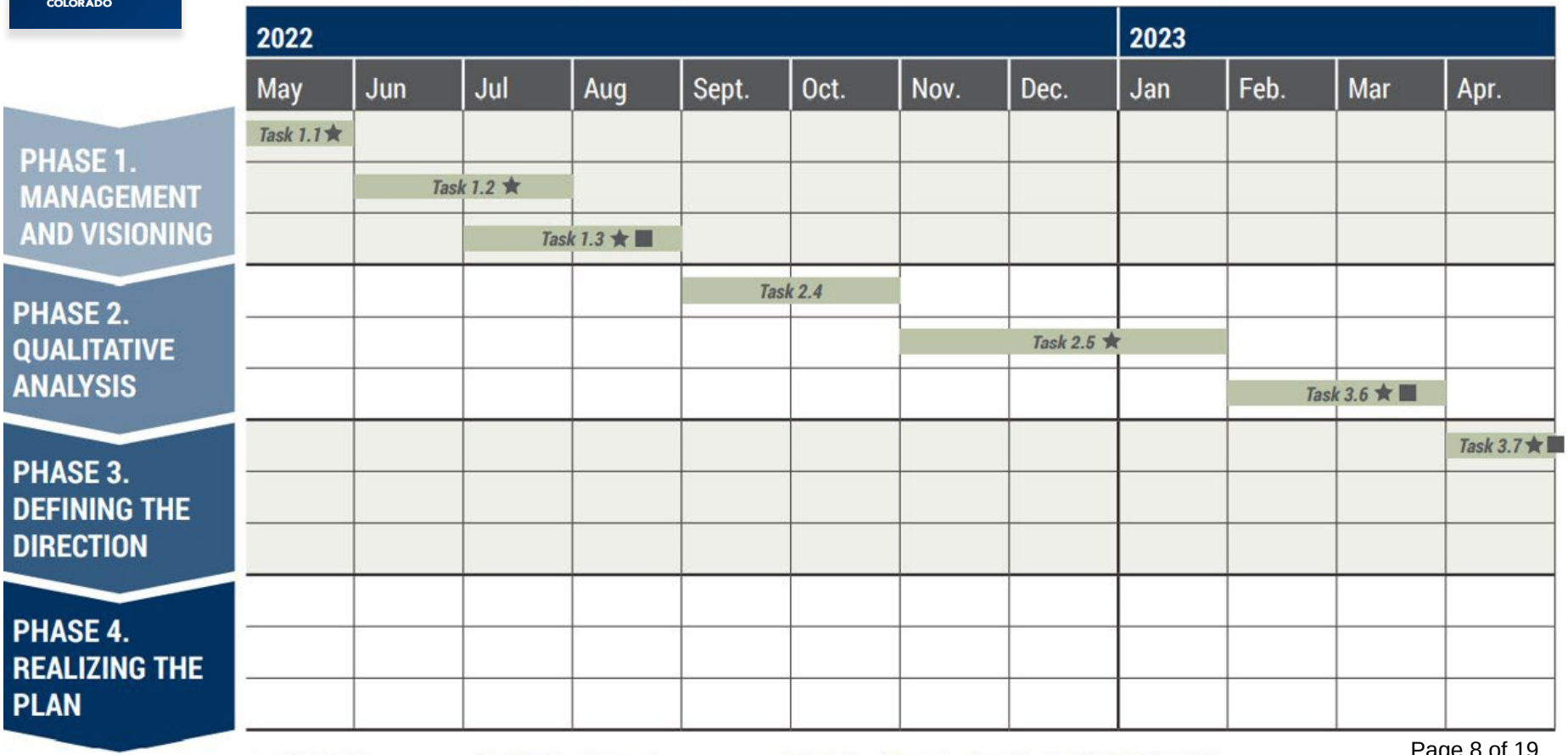
Why Now?
50% Completed

Address Missing Outcomes

Gaps in the 2016 Comp Plan:

- Inclusion – Strategic Plan Guiding Principle
- Economic health and long-range planning
- Water conservation – HB 1095 Comp Plan requirements
- Hazard mitigation
- Setbacks from environmental resources
- The following "areas of state interest" designated pursuant to House Bill 1041 (CRS 24-65.1-101) – Mineral, Hazard, Archeological and Historical Areas around key facilities.
- Regular Annual updates to elected officials
- Climate issues (Climate Action Plan & Colorado Roadmap for Climate Goals)

Timeline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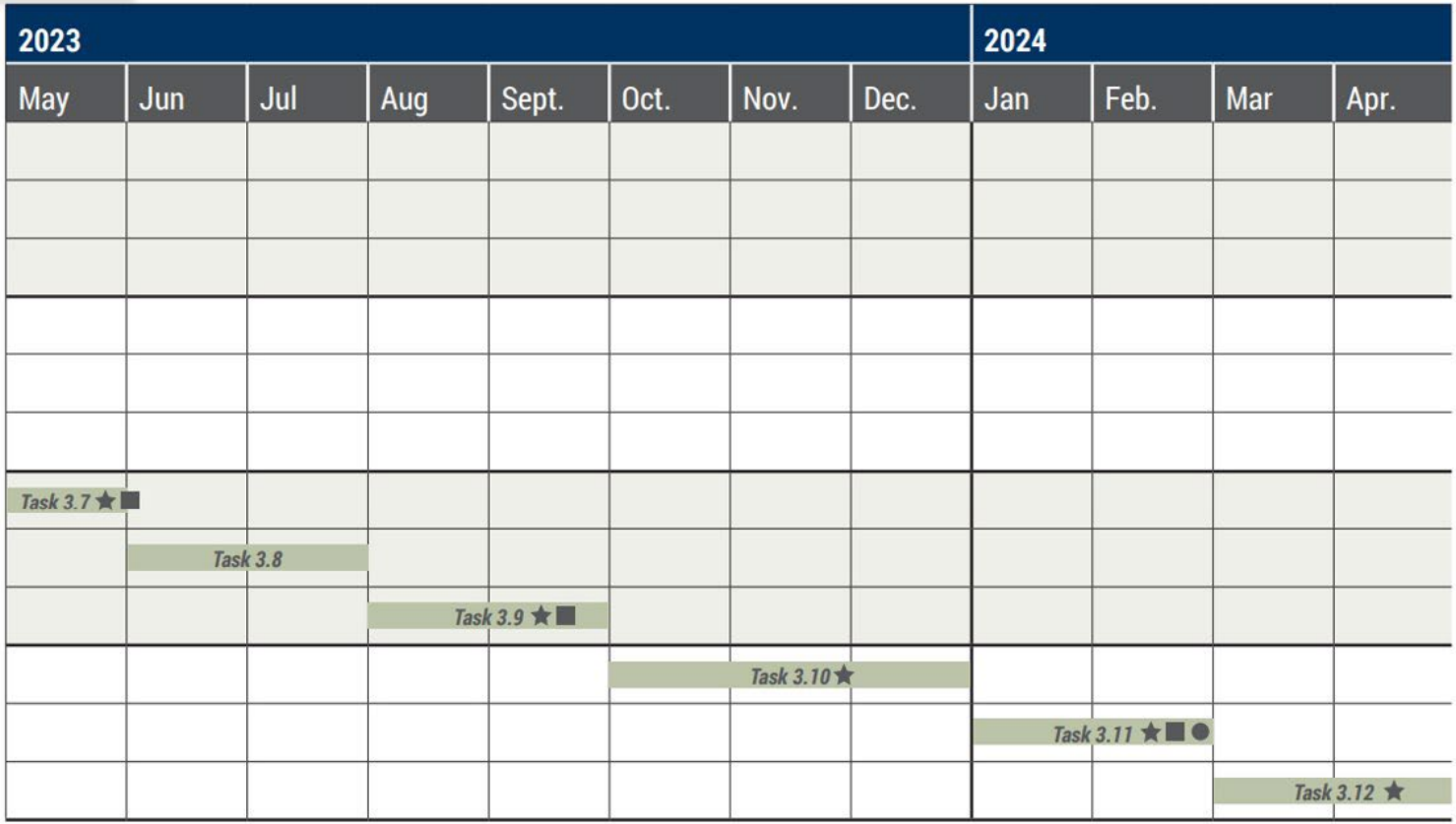
PHASE 1. MANAGEMENT AND VISIONING
PHASE 2. QUALITATIVE ANALYSIS
PHASE 3. DEFINING THE DIRECTION
PHASE 4. REALIZING THE PLAN
Task 1.1 ★
Task 1.2 ★
Task 1.3 ★ ■
Task 2.4
Task 2.5 ★
Task 3.6 ★ ■
Task 3.7 ★ ■
★ TAC/PAC
■ Public Engagement
● Planning Commission/Town Board Check-In

Timeline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Task 3.7
Task 3.8
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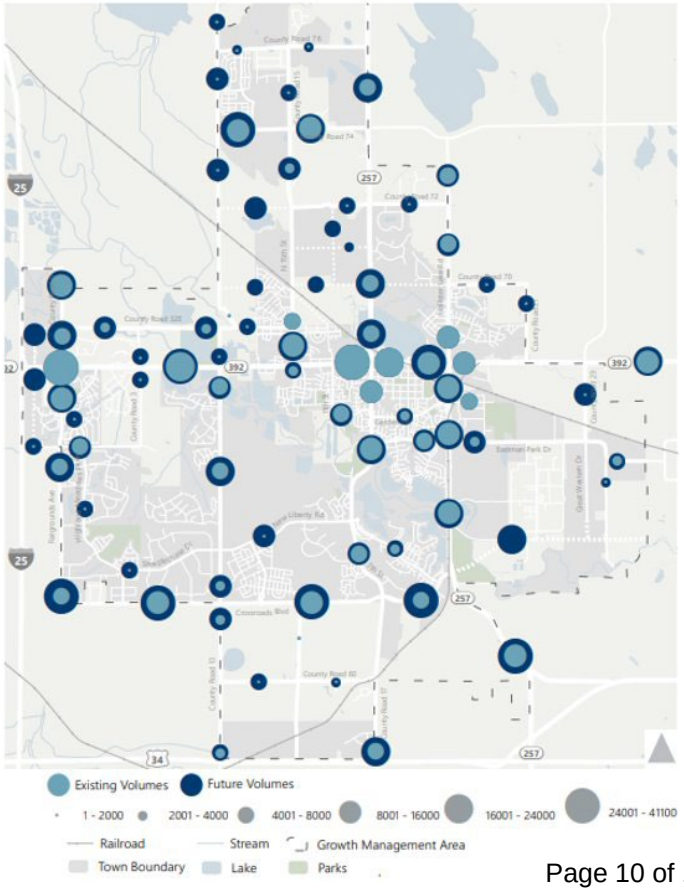
Task 3.10
Task 3.11
Task 3.12
PHASE 1. MANAGEMENT AND VISIONING
PHASE 2. QUALITATIVE ANALYSIS
PHASE 3. DEFINING THE DIRECTION
PHASE 4. REALIZING THE PLAN

Land Use & Transportation

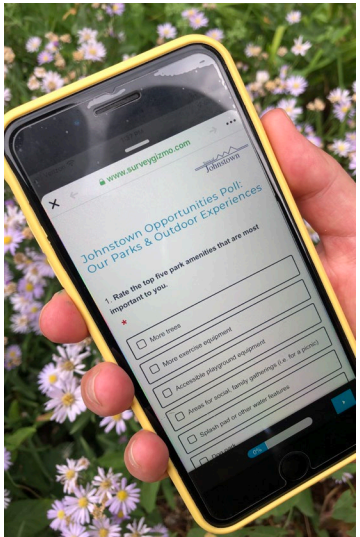


Community Design

Community Design

CHARRETTE: A transformative process

Targeted public involvement process

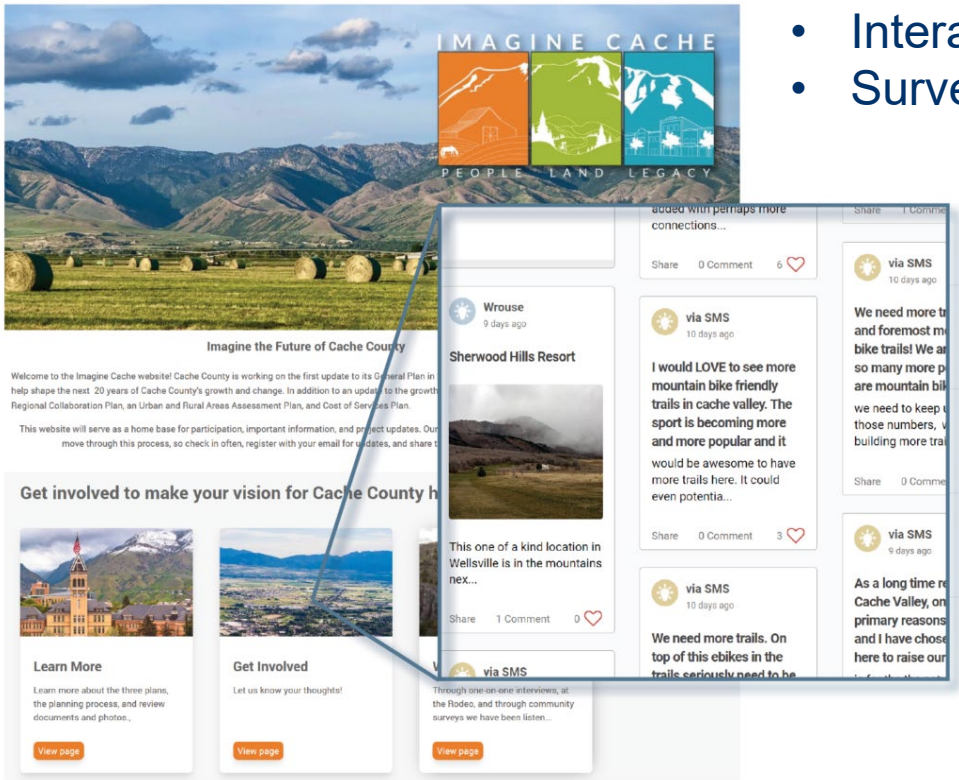


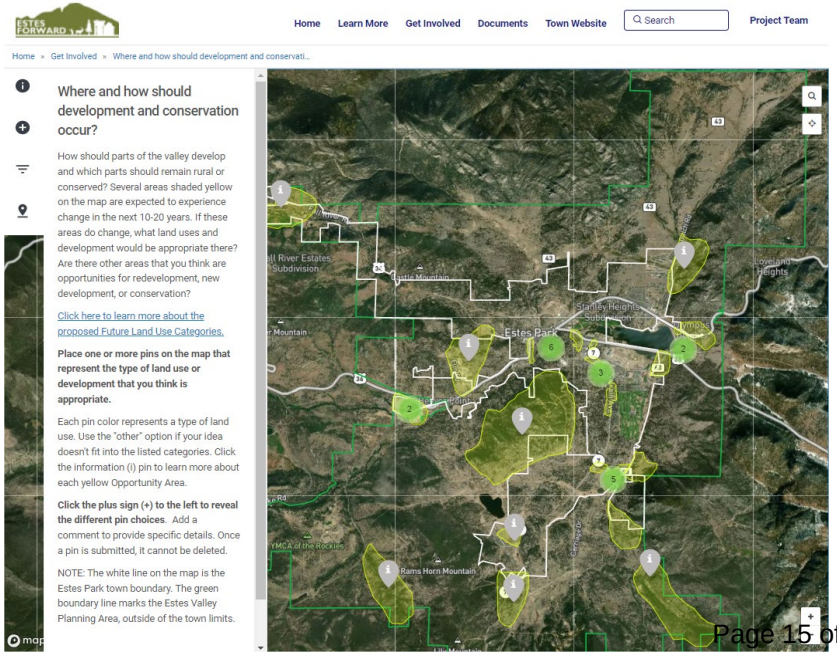
Saturation Through Visibility and Interactivity

- Create Ownership in the Outcome
- Tailored Feedback Formats
- A Hybrid of In-Person and Digital Events

Bang The Table Platform

- Interactive Mapping
- Surveys and Polls
- Document Sharing
- Website newsletters





Thank you.

Questions?

MEMORANDUM

Date: June 20, 2022
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: Future Meetings Agenda
Item #: 2.

Background / Discussion:
Not applicable

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:
1. 2022 Future Meetings Agenda

FUTURE TOWN BOARD MEETINGS

June 27, 2022 5:30 p.m.	Town Board Work Session Meet the Board Transportation Update Magellan Strategies survey update
June 27, 2022 7:00 p.m.	Town Board Regular Meeting
July 4, 2022	Cancelled – Independence Day Holiday
July 11, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Economic development/retail needs based on population levels and incubator
July 11, 2022 7:00 p.m.	Town Board Regular Meeting
July 18, 2022 5:30 p.m.	Town Board Work Session Strategic Plan Update
July 25, 2022 5:30 p.m.	Town Board Work Session Meet the Board Emergency Management Update
July 25, 2022 7:00 p.m.	Town Board Regular Meeting
August 1, 2022 5:30 p.m.	Town Board Work Session
August 8, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Introduction of the Poudre River Trail Executive Director
August 8, 2022 7:00 p.m.	Town Board Regular Meeting
August 15, 2022 5:30 p.m.	Town Board Work Session Budget: Revenue Projections
August 22, 2022 5:30 p.m.	Town Board Work Session
August 22, 2022 7:00 p.m.	Town Board Regular Meeting

August 29, 2022 Canceled – Fifth Monday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Economic development/retail needs based on population levels (following retail assessment)
- Land Use Code Update
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance
- September 19 – Budget – Capital Improvement Plan
- September 26 – Compensation Study Review
- October 3 – Budget – Utility Rates and Fees
- October 15 (Saturday) – Operating Budget
- October 24 – Budget – Follow-up Questions