



PLANNING COMMISSION REGULAR MEETING

Virtual Meeting Only February 17, 2021 - 6:00 PM

Join this meeting online:

<https://windsorgov.zoom.us/j/94982059464>

Or by phone: (877) 853 5247 US Toll-free (888) 788 0099 US Toll-free Meeting ID: 949 8205 9464

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.

AGENDA

A. CALL TO ORDER

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

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up by contacting the Planning Department by email Planning@windsorgov.com before 5:00p.m. the day of the meeting. Written comments are also welcome and should be given to the Planning Department prior to the start of the meeting.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared. When you are recognized, unmute yourself, state your name and address then speak to the Planning Commission. Individuals will be limited to three (3) minutes.

B. CONSENT CALENDAR

1. Minutes of the February 3, 2021 Regular Planning Commission Meeting - T. Conway

C. BOARD ACTION

1. Public Hearing - Final Major Subdivision - Windshire Park Subdivision 6th Filing, applicant, Jeff Feneis; Loveland Housing Authority.
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner
2. Recommendation to Town Board – Final Major Subdivision – Windshire Park Subdivision 6th Filing, applicant, Jeff Feneis; Loveland Housing Authority.
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner

D. COMMUNICATIONS

1. Communications from Planning Commission
2. Communications from the Town Board liaison
3. Communications from the staff
 - Site Plan - Windshire Park Subdivision 6th Filing (Golden Meadows Senior Complex -Windsor Housing Authority)
 - Site Plan Summary - Centennial Leasing- 4488 Highland Meadows Parkway

E. ADJOURN



MEMORANDUM

Date: February 17, 2021
To: Planning Commission
Via:
From: Trisha Conway, Deputy Town Clerk
Location:
Item #: B.1.

ATTACHMENTS:

- ▢ 02.03.21 Planning Commission Minutes



PLANNING COMMISSION REGULAR MEETING

February 03, 2021 // 6:00 p.m. // Virtual Meetings Until Further Notice

NOTE: This meeting was held virtually

MINUTES

A. CALL TO ORDER

Chairman Schick called the regular meeting of the Planning Commission to order at 6:02 p.m.

1. Roll Call

The following Planning Commission Members were present:

Chairman Gale Schick
Vice-Chair Jerry Bushelman
Cindy Scheuerman
Kelly Hall
Timothy Reddick
Jose Valdes

Also present:

Barry Wilson, Town Board Liaison
Carlin Malone, Chief Planner
Scott Ballstadt, Planning Director
David Eisenbraun, Senior Planner
McKenzie Paine, Visual Media Coordinator
Trisha Conway, Deputy Town Clerk
Eric Bernhardt, Alternate Commissioner
Roger Colonnese, Alternate Commissioner
Richard Gaito, Tower Engineer Professionals
Jason Seybert, Owner Applicant

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

**Ms. Scheuerman moved to approve the agenda as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes
Nays – None
Motion passed.**

3. Public Invited to be heard

Chairman Schick opened the meeting up for public comment to which there was none.

B. CONSENT CALENDAR*

1. Approval of minutes of November 18, 2020 Planning Commission Meeting

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.

Ms. Scheuerman moved to approve the minutes of the meeting of November 18, 2020; Mr. Valdes seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes

Nays – None

Motion passed.

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant – Dish Wireless Canisters – Richard Gaito (Dish Wireless representative), applicant; Jason Seybert Weld RE-4 School District, property owner.

Chairman Schick opened the public hearing.

Mr. Wilson stated, "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 nonvoting liaison to the Planning Commission. Although I will be present during this public hearing, I will not be giving my opinion or participating in the discussion. I will not let tonight's proceedings influence or affect my review of this matter when it comes 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 hearing."

Per Mr. Eisenbraun the applicant, Mr. Gaito, on behalf of Dish Wireless, is requesting a Conditional Use Grant (CUG) to allow new telecommunications equipment and antenna on top of Windsor High School, located at 1100 Main Street. Town's Municipal Code allows for the establishment of wireless telecommunication equipment for the purpose and intent of accommodating the communication needs of the Town's residents and businesses. The proposed location of the new telecommunications equipment is on the roof of Windsor High School. The proposed wireless communication facilities (WCF) will consist of three stealth canisters located on the roof of the school. The canisters will house the antennas and related equipment. The canisters will be painted gray to match existing vents situated on the roof. The computer equipment will be located on the ground, hidden from public view, and enclosed by a CMU wall with a gate. The CMU wall will be painted to match the existing CMU of the school. The cabling from the ground area to the roof equipment will be located hidden from the public view. The cable will be located in an elevated tray directed to each of the canisters.

Approval of the CUG request, along with an approved site plan, would allow for the construction of wireless communications canisters and associated ground equipment. The overall height of the building is 30' feet, and with the canisters just over 35' feet encompassing the wireless capabilities are 38' foot 2' inches.

Standards and Requirement for Conditional Use Grants Section 16-7-50 of the Municipal Code outlines the factors to be evaluated prior to granting of a conditional use.

1. The character and quality of the area in which the use will be located. The subject property is located between 10th and 11th street, and north of SH 392/Main Street. The subject site is generally surrounded by school facilities,

open space and the Police Station and Recreation Center to the west. The north side is bordered by the Greeley Number 2 Canal.

2. The physical appearance of the use, including suitability of architectural and landscaping treatment.

The overall property is the existing Windsor High School and the proposed WCF will consist of three stealth canisters located on the southeast roof of the school. The canisters will house the antennas and related equipment. The canisters will be painted gray to match existing HVAC equipment already situated on the roof. The accessory computer equipment will be located on the ground, hidden from public view, and enclosed by a CMU wall with a gate. The CMU wall will be painted to match the existing CMU of the school. The cabling from the ground area to the roof equipment will be located hidden from the public view. The cable will be located in an elevated tray directed to each of the canisters.

3. Appropriate location of the building or buildings on the lot. The exact location on the property has been determined by a collaborative effort between the school district, Dish Wireless and Tower Engineer Professionals. The proposed canisters and supporting equipment will be located painted to blend in with other existing roof equipment, while the supporting equipment will be behind matching CMU walls.

4. Adequate provision of parking, loading and circulation facilities. Access to the facility will remain unchanged from what the school already has in place for circulation. No permanent parking is proposed.

5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion. The facility is unmanned and does not permit public access. After construction, the facility will only be accessed for routine maintenance and servicing. The new WCF will not contribute to increased vehicular traffic congestion.

6. Potential effect of the use on storm drainage in the area. No drainage issues are expected from the additional WCF or supporting ground equipment.

7. Adequacy of planting screens where necessary. No landscaping is proposed with this application as the building and walls screen all ground equipment from the public view.

8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences. The facility does not include the use or storage of hazardous or noxious material.

9. The general compatibility of the proposed use with the area in which it is to be located. Subject property is zoned Single Family Residential (SF-1). The exact location on the property has been determined by a collaborative effort between Weld RE-4 and Dish Wireless. The site has been designed with minimal visual impacts through stealth canister design and matching CMU walls. The proposed site will become a critical component for seamless service for the Town of Windsor, as well as the surrounding community. E911 services, public safety and

residents of the area will all benefit from the additional technologies requested for this site.

Relationship to Comprehensive Plan Chapter 7 – Community Facilities & Infrastructure Goal: Maintain and enhance Windsor as a safe and healthy community that is served by quality facilities and infrastructure that support a high quality of life.

Objectives:

- 7 - Maintain interagency communication and partnerships to ensure cooperative use and distribution of services and facilities.
- 10 – Coordinate with private utility providers to identify coordinated/synergistic project opportunities

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.

Recommendation:

Staff recommends that the Planning Commission forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented.

Notification

The Municipal Code requires a public hearing notification for a CUG. Notifications were provided as follows:

- January 18, 2021 – legal notices posted on the Town of Windsor website
- January 18, 2021 -- affidavit of letters mailed to property owners within 100 feet
- January 21, 2021 – development review sign posted on the property
- January 22, 2021 – legal ad published in the paper

Ms. Scheuerman asked Mr. Gaito about the industry standard for distance of the photo depiction.

Mr. Gaito commented there is no industry standard for photo stimulations. It's been recommended to have an overall depiction of the area from a distance.

Per Richard Gaito, Tower Engineer Professionals; Dish Wireless has been buying the airways or spectrum which is auctioned off by the Federal Government, becoming the largest stake holders in spectrum. Dish wireless has been trying to inquire a wireless company. Dish is in the process of creating a nationwide phone network similar to T-Mobile, Verizon, and AT&T.

Mr. Gaito commented on the street design presented today. The antenna is located inside of the canister, and the base of the canister is weighted down with cinder blocks. The location of the ground equipment is a 6' foot CMU wall that is painted to match existing brick. The cabling from the ground to roof has been hidden inside 2 parts of the building. The school district has some transformers, and infrastructural items becoming a good location for the placement of these canisters.

Mr. Valdes asked Mr. Gaito whether the internet would be 5G.

Mr. Gaito stated; it's the same as all networks 3G, 4G, and 5G. The antennas are being built out with T-Mobile being built out at a favorable rate supporting 3G, and 4G. Dish is only requesting (3) antennas which are all 5G network with the T-Mobile contract cutting the need for additional equipment.

Mr. Valdes asked Mr. Gaito whether Dish was looking at additional sites in Windsor.

Mr. Gaito stated; Yes, no locations have been identified.

Mr. Valdes asked Mr. Gaito about the installation, maintenance, and monitoring.

Mr. Gaito stated installation will work around the school's schedule, and plan to start over the summer. The installation process will take close to 30 days from start to finish. There will be a field technician inspecting the site monthly, and remotely.

Mr. Valdes asked Mr. Gaito whether the school district could use multiple carriers.

Mr. Ballstadt commented that the school district already has other providers located on the light tower of the football stadium.

Jason Seybert Owner/Applicant commented the football stadium currently uses Sprint.

Mr. Eisenbraun stated the Town would never disallow a co-carrier at a location as long as the Town is happy about the required separations, and required space requirements.

Mr. Gaito stated the Dish Wireless contract allows for other carriers to be on the rooftop, and has been common in the past.

Mr. Reddick asked Mr. Gaito other than the lease is there any short-term educational support benefiting the school district.

Mr. Gaito stated there are no other financial benefits other than lease terms.

Mr. Reddick asked Mr. Gaito about future expansion, and existing locations on the rooftop.

Mr. Gaito stated the canister can be used to locate additional antennas.

Ms. Scheuerman asked Mr. Seybert whether this has been reviewed and approved by the school board.

Mr. Seybert stated; No, they are waiting on the final agreement from Dish Wireless.

Ms. Scheuerman commented about health concerns of prolonged exposure to 5G, and the school board reviewing the concerns regarding the project.

Mr. Seybert stated the school district has not reviewed the project.

Mr. Ballstadt asked Mr. Gaito surrounding any concerns about aesthetics whether the canisters can be pushed back from the edge of the roof.

Mr. Gaito stated the canisters have a down tilt, and would have to get closer or be taller. We have 10' feet of leeway, and those issues will be addressed in the final design.

Mr. Valdes moved to close the public hearing; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes

Nays – None

Motion passed

2. Recommendation to Town Board – Conditional Use Grant – Dish Wireless Canisters - Richard Gaito (Dish Wireless representative), applicant; Jason Seybert Weld RE-4 School District, property owner.

Chairman Schick asked Mr. Eisenbraun whether he had anything additional.

Mr. Eisenbraun stated; nothing further to add.

Chairman Schick asked whether the Commission had additional questions, to which there were none.

Ms. Scheuerman moved to forward a recommendation of approval to Town Board for Conditional Use Grant Dish Wireless Canisters; Mr. Valdes seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes

Nays – None

Motion passed

D. COMMUNICATIONS

1. Communications from the Planning Commission
 - Mr. Reddick will be absent for the February 17, 2021 meeting
2. Communications from the Town Board liaison
 - None
3. Communications from the staff
 - Mr. Eisenbraun reported Planning Commission is getting ready to present to Town Board for the Eastman Park Corridor existing conditions, and a control plan for that area at the February 22, 2021 meeting. Leading to an online envision meeting allows for (2) members from Planning Commission along with (2) members from Town Board to be part of the steering committee.
 - Ms. Malone asked the commissioners on upcoming availability.
 - Mr. Ballstadt reported that staff is transitioning Agendas to the new Novus Agenda software, and any future meeting dates will be included in the email Carlin sends out. Staff would like to invite the Planning Commission to attend the work session for Town Board on March 1,

2021 for a review of the COGCC Rules. Town Board did approve the land use codes Planning Commission and staff is updating all of the application forms.

- Ms. Scheuerman asked Mr. Ballstadt what Town Board decided on the RMU-2 land use codes having a commercial requirement from a previous discussion.
 - Mr. Ballstadt reported they did not mandate the commercial requirement, and went with the draft as written.
- Ms. Conway reported that remote voting affirmations would be sent out to commissioners via Adobe Sign and requested they are returned by the following day.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:00 p.m.

Trisha Conway, Deputy Town Clerk



MEMORANDUM

Date: February 17, 2021
To: Planning Commission
Via: Scott Ballstadt, Director of Planning
From: Carlin Malone, Chief Planner
Location: Northwest Corner of 15th Street and Windshire Drive
Item #: C.1.

Background/ Discussion:

The applicant, Mr. Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority (WHA), has submitted a final major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots). The subject 8.5-acre subdivision is zoned Residential Mixed Use (RMU). The replatting will vacate the existing townhome lots and private drives and reestablish lot lines and tracts to accommodate the senior housing buildings and internal drives. The property is currently owned by Windsor Housing Authority and once developed, will remain owned, operated, and maintained by WHA.

On September 10, 2018, the Town Board approved a resolution amending the Windshire Park Master Plan, for the subject 8.5-acre property (Master Plan "Parcel E"), from multifamily residential use of 58 units to senior housing use of 123 units. The associated site plan of the project proposes 123 senior apartment units with one two-story building centrally located and one-story cottage-style buildings along the perimeter of the property (north, south, west). The number of proposed senior housing units for this property is based on the sewer capacity available, which is equivalent to 60 standard multifamily residential units. The preliminary plat approval noted that the maximum number of units for the subject property is 123 senior housing units or 60 standard multifamily units.

Final Plat characteristics:

- Consistent with the Windshire Park 6th Filing Preliminary Plat, approved by Planning Commission on February 6, 2019.
- 8.5 acres
- 4 lots for buildings, private drive and parking lot; one tract for drainage detention area and landscaping
- Site Plan:
 - 14.47 dwelling units / acre
 - 7 senior housing buildings – main building centrally located within the site and proposed for two-stories, other buildings proposed for single-story and located along perimeter of property to north, south and west.

Relationship to Comprehensive Plan:

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.
 - Objectives:
 - Prioritize new growth in areas currently served by the Town infrastructure and services.
 - Incentivize infill development to complete neighborhoods and leverage existing resources.
- Chapter 5c – Residential Areas Framework Goal:
 - Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.
 - Objectives:
 - Foster a diversity of housing types and sizes through coordinated land use planning and zoning.
 - Support high density residential development near Downtown, commercial centers, and mixed-use nodes.

Notification

Public hearing notifications for this meeting were as follows:

- February 1, 2021 – affidavit of mailing to property owners within 300 feet
- January 29, 2021 – display ad published in newspapers
- January 25, 2021 – sign posted on property
- January 25, 2021 – notice posted on Town's website

Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments being addressed.

ATTACHMENTS:

Description

- ▢ Applicant Narrative
- ▢ Final Plat
- ▢ Staff Presentation

October 10, 2018

NARRATIVE

Windshire Senior Housing Campus, Windsor Housing Authority, Windsor, Colorado

This proposal is for the entitlement of an 8.5 acre parcel of land which is part of the Windshire Park Subdivision Amended Master Plan known as Parcel E. The project site is located west of Weld County Road 15 and approximately 2.5 miles north of Weld County Road 68-1/2. Uses adjacent to the project site include Windshire single-family homes to the north, and west. Agricultural land to the east and developed land to the south.

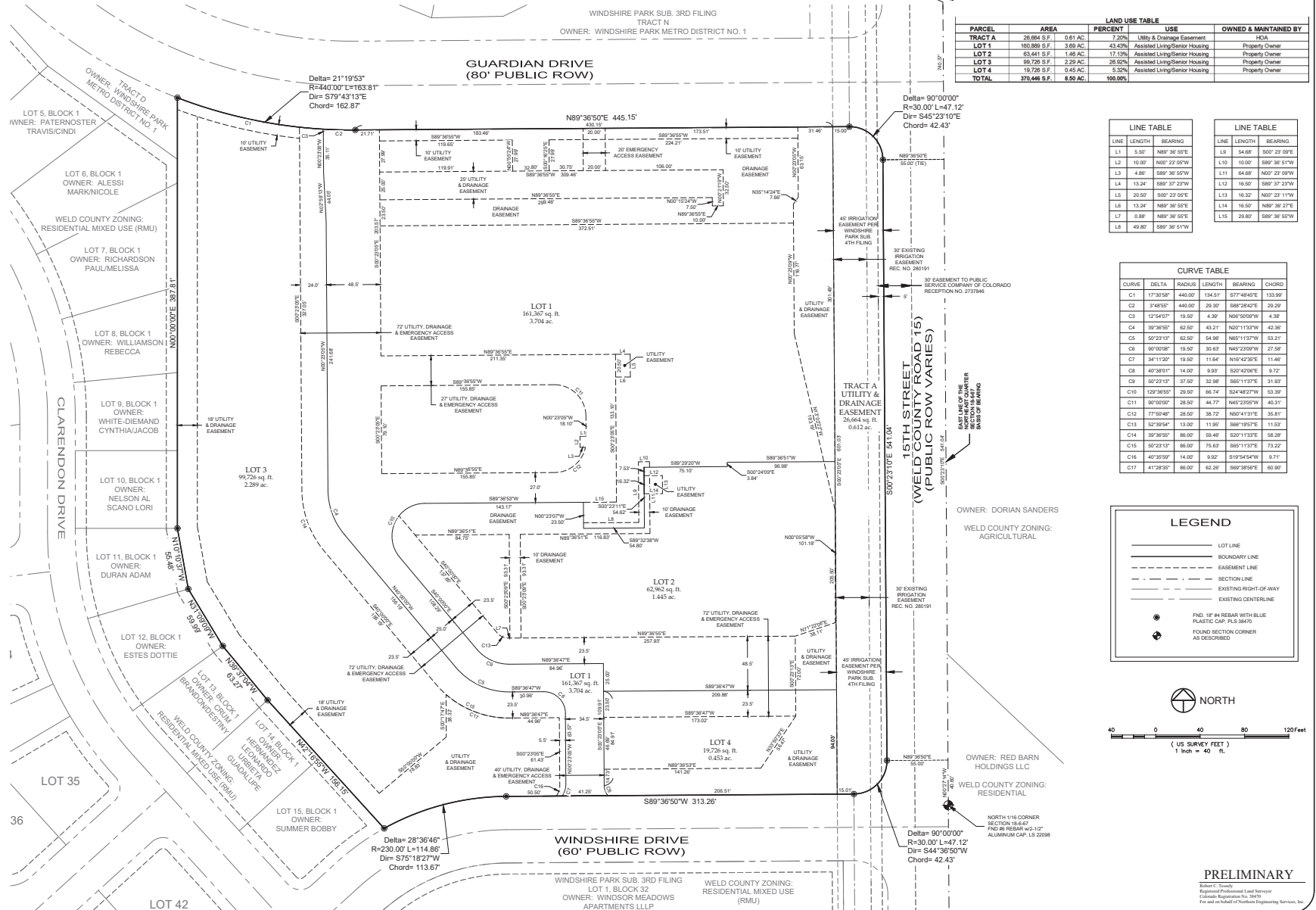
The existing zoning is RMU, residential mixed use. The project site will consist of 96 1-bedroom units and 27 2-bedroom units for a total of 123 units. 90 units are located within the main two story building located closest to 15th Street. 33 units are included in (4) 6-unit buildings and (1) 3-unit building located west and south of the main building. 45% of the site is proposed to be landscaped and will include amenities and patio areas for the residents of the Housing Campus. Pedestrian circulation is via 5' concrete walks throughout the project and a total of 179 parking spaces are provided for parking. Traffic is not expected to be an issue due to the proposed senior demographic. Seniors typically drive less and utilize mass transportation more often than other population demographics.

The site will be accessed from the south and the north via connections from Weld County Road 15. The south access point is proposed to line up with the development to the south development. The north access point is centered to provide adequate spacing from WCR 15. Utilities are proposed to tie into existing utilities in the vicinity.

SUBDIVISION

Vacation of Windshire Park 4th Filing (57 lots for townhomes) for Windshire Park 6th Filing (four lots and one tract) for a senior housing complex.

A REPLAT OF WINDSHIRE PARK SUBDIVISION FOURTH FILING, LOCATED IN THE NORTHEAST QUARTER OF SECTION 18 TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6th P.M., TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO



NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shown herein.

18
TOWNSHIP: 6N
RANGE: 67 W of the 6th PM

NE | **NORTHERN
ENGINEERING**

PORT COLLEGE, 301 North Haines Street, Suite 100, 98521
GRE ELEV. 820 8th Street, 98501

970.221.4158
northernengineering.com

1494-001	CLIENT: Loveland Housing Authority	10/01/20
		SCALE: 1"=40'
	DRAWN BY: L. Smith	REVIEWED BY: R. Tessely

TOWN OF WINDSOR
STATE OF COLORADO

Sheet
2
Of 2 Sheets



Final Major Subdivision

Windshire Park Subdivision 6th
Filing

Carlin Malone, Chief Planner

Planning Commission February 17, 2021



Subdivision

Article IV of Chapter 17 of the Municipal Code outlines the purpose and procedures of the Major Subdivision process, including:

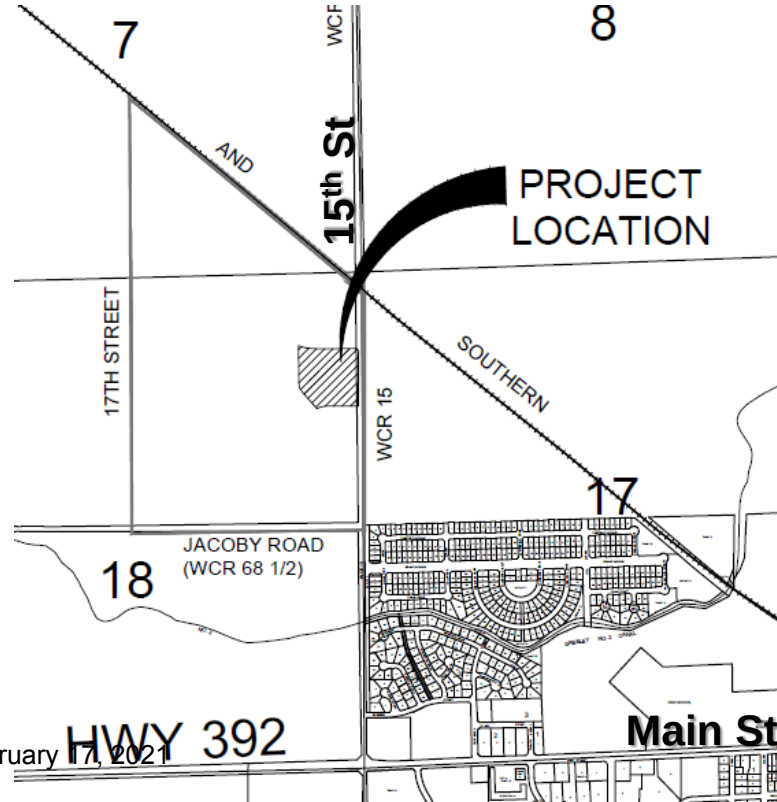
Sec. 17-4-10. Purpose.

The purposes of the major subdivision procedure are:

1) To divide or reconfigure a parcel or parcels of land into six (6) or more parcels, sites or lots for the purpose, whether immediate or future, of transfer of ownership or building development.



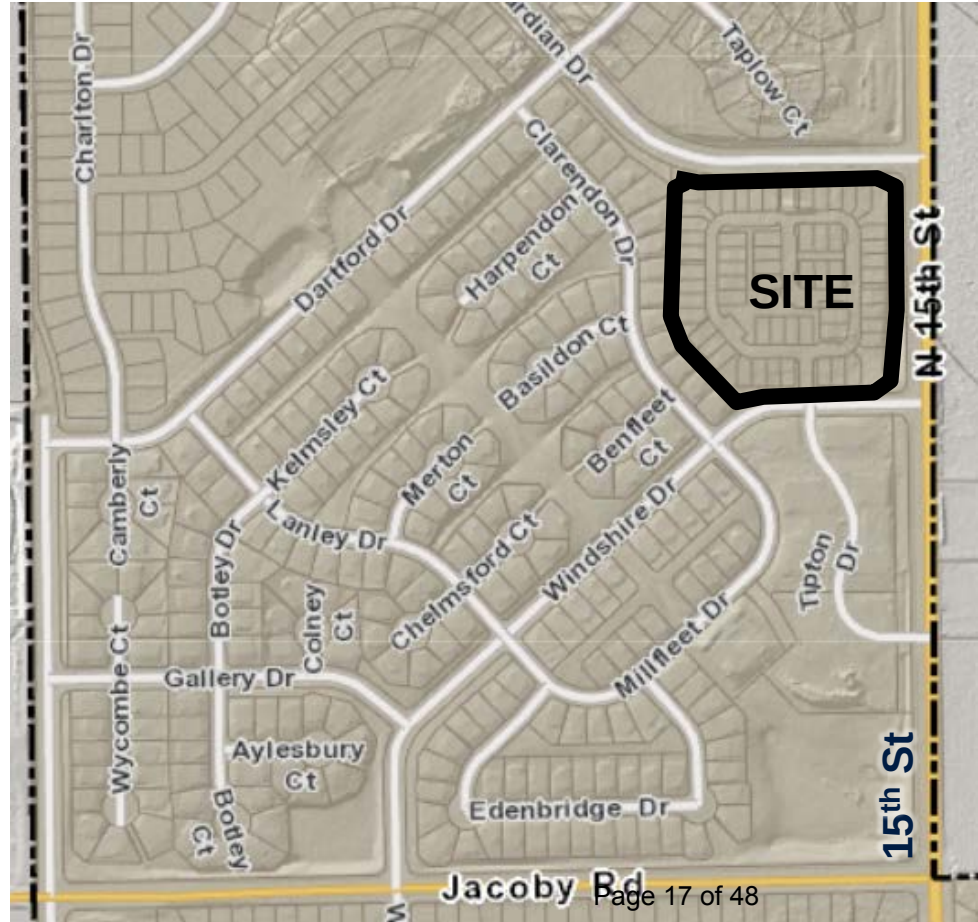
Site Vicinity Map





Site Vicinity Map

Windshire Park 6th Filing





Zoning Map

Site zoned RMU
(Residential Mixed Use)





- ~ 8.5 acres total
 - 4 lots – buildings, private drive, parking areas, landscaping
 - one tract – drainage detention, landscaping

- 7 buildings; 123 senior housing units; two-story bldg + one story buildings
- 14.47 units / acre
- 45% landscaping

LOT 35

16

- Planning Commission Meeting - February 17





Final Plat

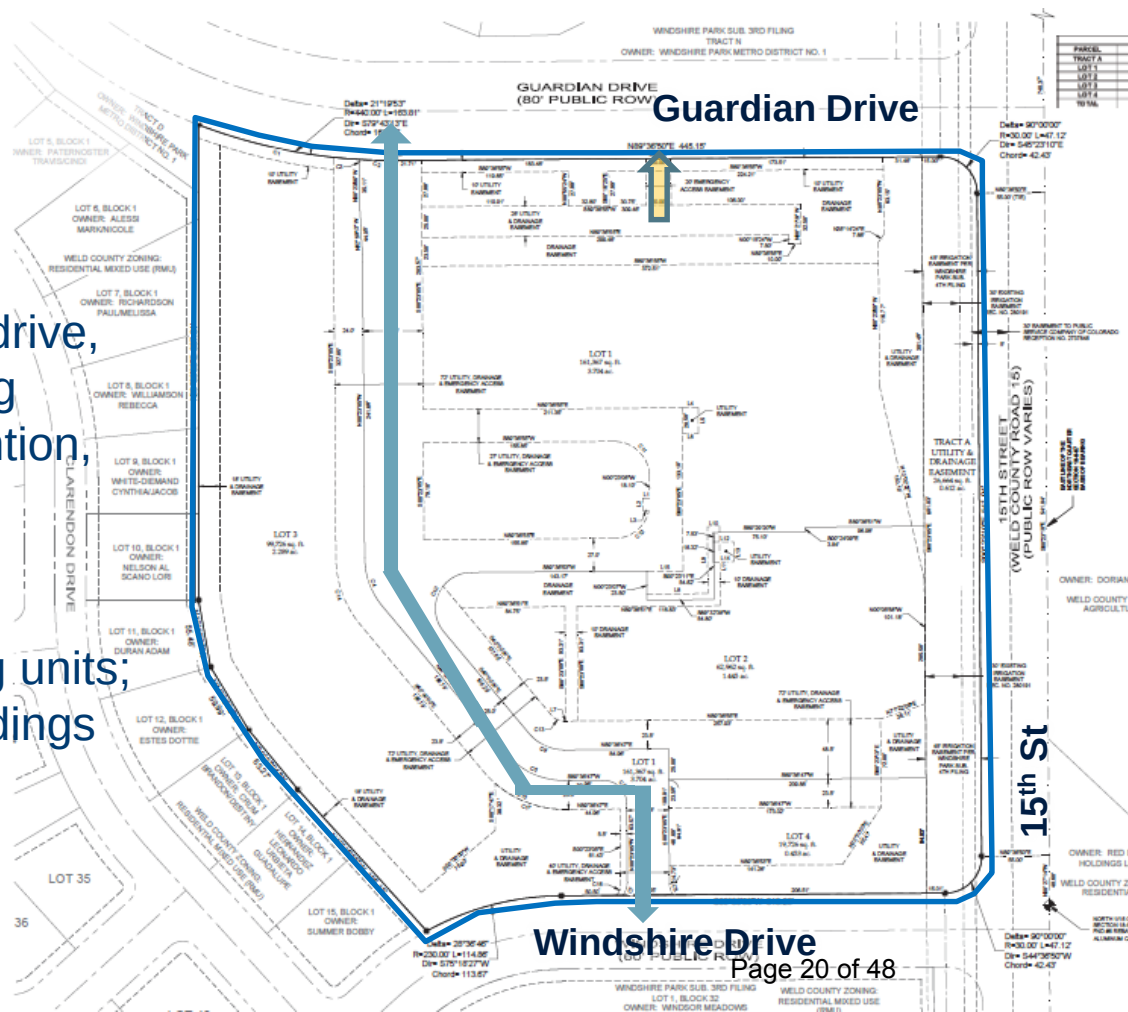
Plat characteristics:

- ~ 8.5 acres total
 - 4 lots – buildings, private drive, parking areas, landscaping
 - one tract – drainage detention, landscaping

Site Improvement / Site Plans:

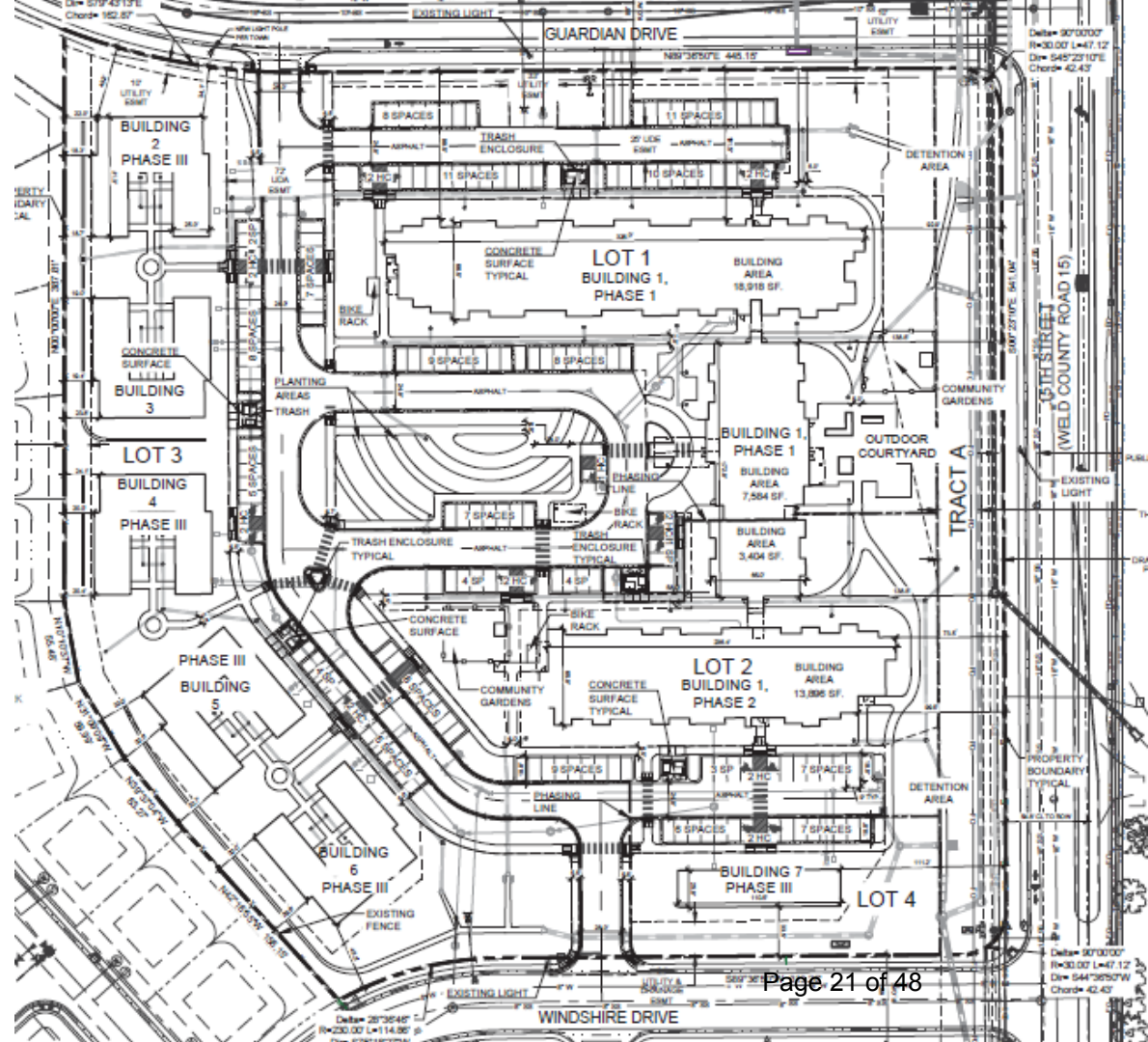
- 7 buildings; 123 senior housing units; two-story bldg + one story buildings
- 14.47 units / acre
- 45% landscaping
- 23% building coverage
- 3 phases of development

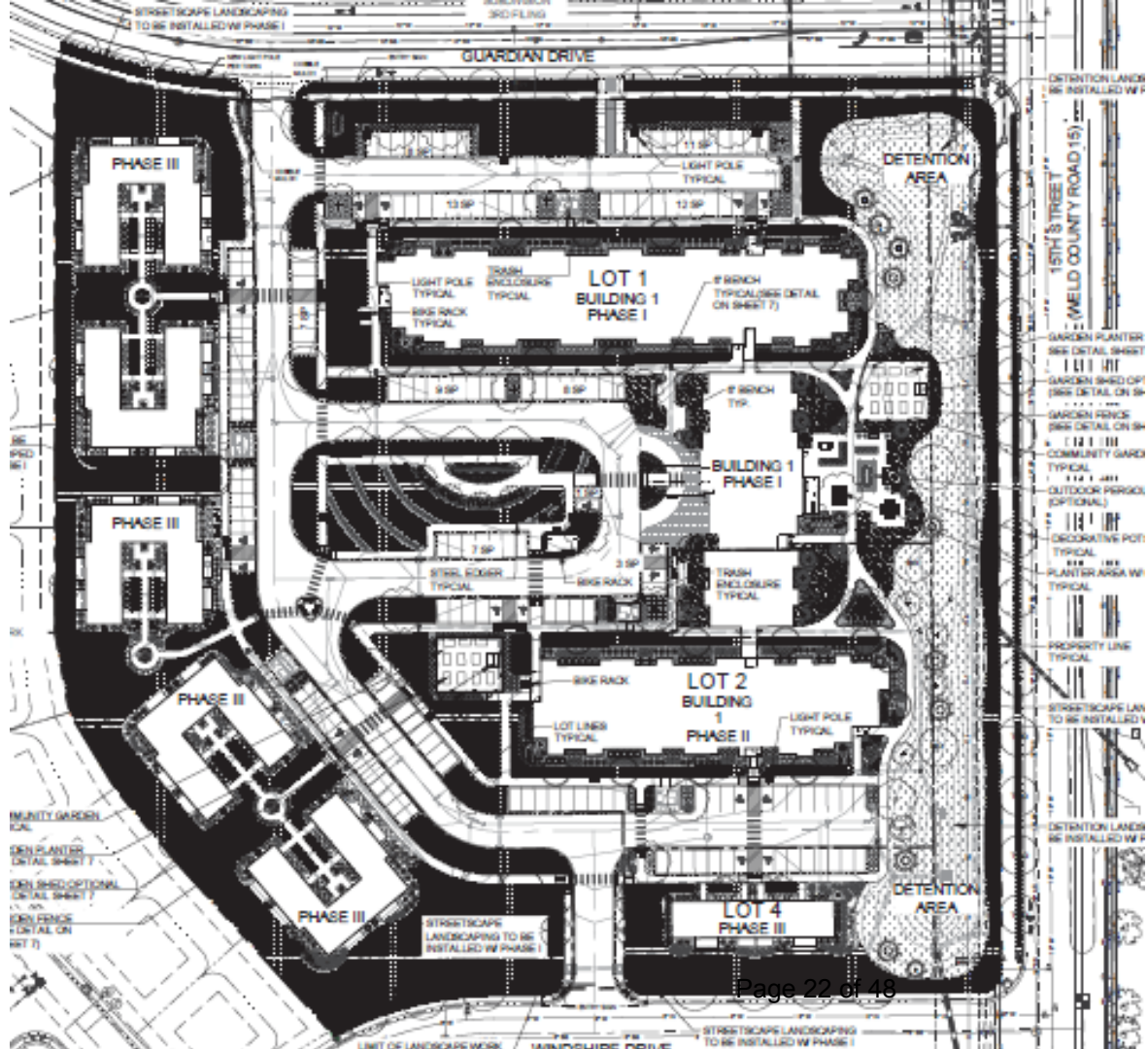
Planning Commission Meeting - February 17, 2021





Site Plan







Comprehensive Plan Conformance

Chapter 5b: Growth Framework

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

Objective:

- Prioritize new growth in areas currently served by Town infrastructure and services.



Comprehensive Plan Conformance

Chapter 5c: Residential Areas Framework Plan

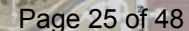
Goal: Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

Objectives:

- Foster a diversity of housing types and sizes through coordinated land use planning and zoning.
- Support high density residential development near Downtown, commercial centers, and mixed-use nodes.



- February 1, 2021 - Affidavit of mailing to property owners within 300 feet
- January 29, 2021 – published ad in newspapers
- January 29, 2021 – sign posted on property
- January 29, 2021 – posted on Town’s website





Recommendation

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented subject to all remaining Planning Commission and staff comments being addressed.

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Staff recommendation



Subdivision Considerations

Sec. 17 Articles X and XI. 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.



MEMORANDUM

Date: February 17, 2021
To: Planning Commission
Via: Scott Ballstadt, Director of Planning
From: Carlin Malone, Chief Planner
Location: Northwest Corner of 15th Street and Windshire Drive
Item #: C.2.

Background/ Discussion:

Please refer to Item C.1 material.



MEMORANDUM

Date: February 17, 2021
To: Planning Commission
Via: Scott Ballstadt, Director of Planning
From: Carlin Malone, Chief Planner
Location: Northwest Corner of 15th Street and Windshire Drive
Item #: D.3

Background/ Discussion:

Owner/Applicant: Loveland Housing Authority on behalf of Windsor Housing Authority

Applicant's Representative: Jim Doyle, Landscape Architect, TB Group

Development: Golden Meadows Senior Housing Complex

Location: Northwest Corner of 15th Street and Windshire Drive

Subdivision / Lot-Block: Windshire Park Subdivision 6th Filing

Zoning: Residential Mixed Use (RMU)

Adjacent Zoning: Residential Mixed Use (RMU)

Special Planning Area: Windshire Park Master Plan 3rd Amendment, Tract E, approved for a maximum of 123 Senior Housing Units or 60 Multifamily Residential Units

Overall development characteristics:

- lot area = 8.5 acres (370,446 s.f.)
- 4.46 acres (194,310 s.f.)
- landscape area (52.5% site area)
- 123 senior housing units
- 164 parking spaces
- Three phases:
 - Phase 1 – 52 units:
 - 44 one-bedroom
 - 8 two-bedroom
 - 79 parking spaces
 - Phase 2 – 38 units
 - 34 one-bedroom
 - 4 two-bedroom
 - 54 parking spaces
 - Phase 3 - 27 units
 - 31 parking spaces

Building characteristics include:

- Horizontal and vertical siding, stone accent walls
- One-story buildings adjacent to existing single-family residential rear property lines – 15' (approx.)
- Building height at highest point
- Two-story buildings centrally located within the site – 35' max building height

Background:

On September 10, 2018, at the request of LHA, on behalf of WHA, the Town Board approved a resolution amending the Windshire Park Master Plan (Windshire Park Master Plan 3rd Amendment) Tract E land use from 58 multifamily residential units to 123 senior housing units with a provision that, in the event senior housing units were not developed, a maximum of 60 multifamily residential units would be permitted.

The Golden Meadows Senior Housing Complex will provide housing opportunities for income-qualified seniors. Phase

one and two of the development has two portions of the main two-story building, which include individual rooms with common areas. Phase three includes one-story cottages consisting of individual units for more independent living. The development will remain owned and managed by the Loveland Housing Authority on behalf of the Windsor Housing Authority.

Comment Period

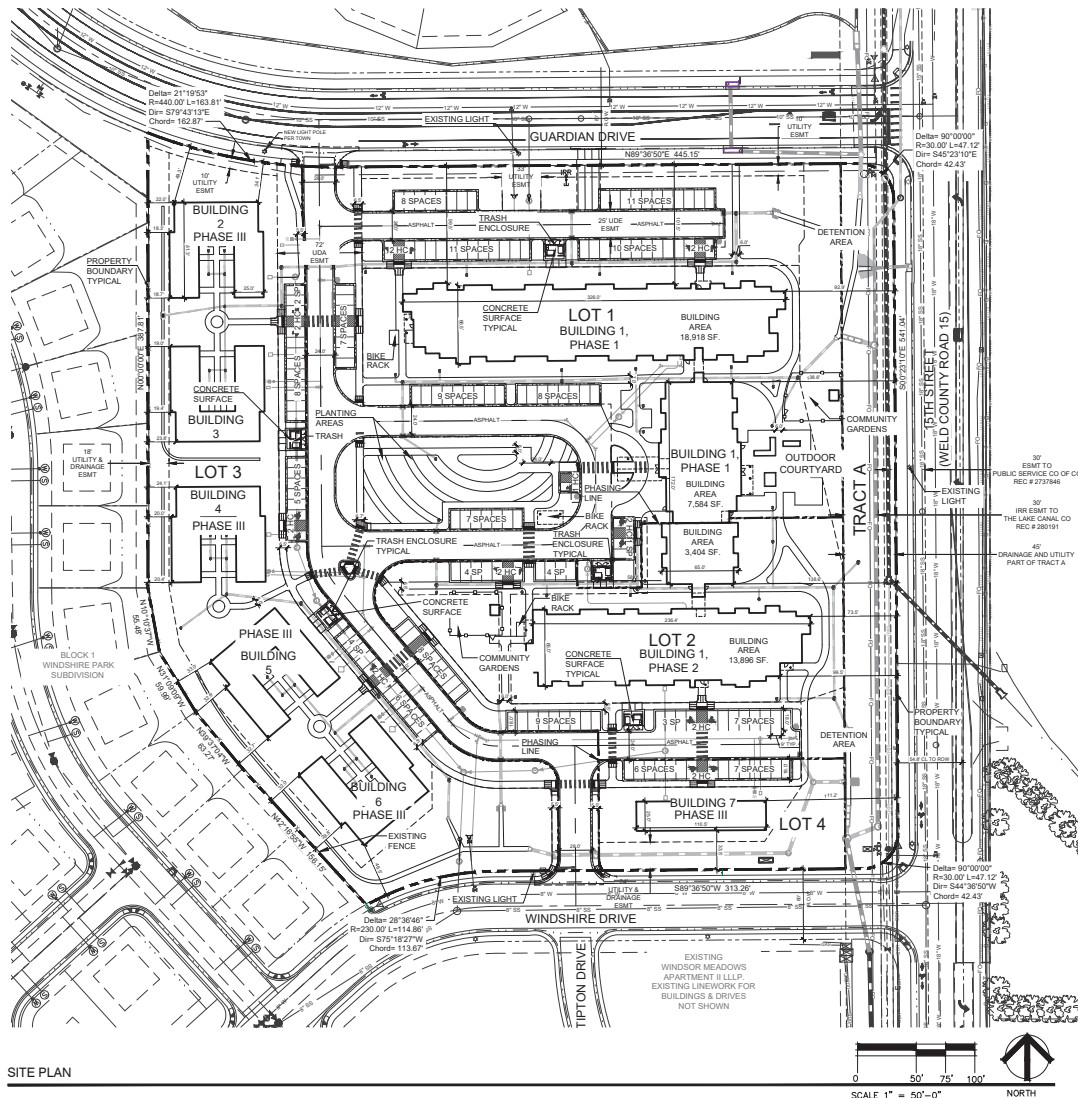
The site plan will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by **February 24, 2021** either by email or at a regular meeting under the communications section of the agenda.

ATTACHMENTS:

- ▯ Site Plan

WINDSHIRE PARK SUBDIVISION SIXTH FILING SITE PLAN

A REPLAT OF WINDSHIRE PARK SUBDIVISION FOURTH FILING,
LOCATED IN THE NORTHEAST CORNER OF SECTION 18,
TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M.,
TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO



OVERALL LAND-USE STATISTICS

EXISTING ZONING:	RMU - RESIDENTIAL MIXED-USE
GROSS LAND AREA:	370,446 SF ± 8.5 AC ±
TOTAL BUILDING FOOTPRINT AREAS	72,428 1.7 19.6%
OVERALL LANDSCAPE AREA	175,014 4.0 47.24%
OVERALL SIDEWALKS	44,594 1.0 12.00%
OVERALL PAVED DRIVES AND PARKING	78,408 1.8 21.16%
OVERALL SITE AREA	370,446 8.50 100%

PARKING COUNT

TOTAL PARKING REQUIRED:

1 BEDROOM UNITS = 150 x 1.75 SPACES = 157.5 SPACES
2 BEDROOM UNITS = 12 x 1.75 SPACES = 21 SPACES
TOTAL SPACES REQUIRED = 178.5 SPACES

NOTE: THE TOWN BOARD APPROVED A PARKING REDUCTION ON 12/03/2019. THE ALLOWED PARKING SPACES ARE NOW 154 SPACES AS SHOWN BELOW.

TOTAL PARKING PROVIDED:

OFF-STREET PARKING SPACES (INCLUDING 10 HANDICAPPED PARKING SPACES) 147
TOTAL PARKING SPACES PROVIDED: 154

LAND-USE STATISTICS - PHASE 1

	SQUARE FEET	ACRES	RATIO
BUILDING FOOTPRINTS			
BUILDING 1	25,502	.61	14.13%
LANDSCAPE AREA	62,396	1.43	43.3%
PAVED DRIVES AND PARKING	55,864	1.26	31.4%
SIDEWALKS	15,791	.45	10.6%
TOTAL AREA:	159,553	3.75	100%

1 BEDROOM UNITS = 44

2 BEDROOM UNITS = 8

TOTAL # OF UNITS = 52

PARKING COUNT

PARKING SPACES = 72
HANDICAPPED PARKING SPACES = 7
TOTAL PARKING SPACES: 79

LAND-USE STATISTICS - PHASE 2

	SQUARE FEET	ACRES	RATIO
GROSS AREA COVERAGE			
BUILDING FOOTPRINTS			
BUILDING 1 (PHASE 2)	20,092	.46	24.1%
LANDSCAPE AREA	41,922	.80	50.4%
PAVED DRIVES AND PARKING	11,146	.26	13.4%
SIDEWALKS	10,037	.19	12.1%
TOTAL AREA:	83,197	1.9	100%

1 BEDROOM UNITS = 34

2 BEDROOM UNITS = 4

TOTAL # OF UNITS = 38

PARKING COUNT

OFF-STREET PARKING SPACES = 50
HANDICAPPED PARKING SPACES = 4
TOTAL PARKING SPACES: 54

LAND-USE STATISTICS - PHASE 3

	SQUARE FEET	ACRES	RATIO
BUILDING FOOTPRINTS			
BUILDINGS 2 & 3	25,864	.59	25.94%
LANDSCAPE AREA	50,696	1.16	50.94%
PAVED DRIVES AND PARKING	8,368	.19	8.42%
SIDEWALKS	14,768	.34	14.6%
TOTAL AREA:	99,726	2.28	100%

TOTAL # OF UNITS = 27

PARKING COUNT

PARKING SPACES = 25
HANDICAPPED PARKING SPACES = 6
TOTAL PARKING SPACES: 31

SITE LEGEND:

PROJECT BOUNDARY
LOT LINE BOUNDARY
CENTER LINE
FLOW LINE
PHASING LINE
EASEMENT
EXISTING LIGHT POLE

NOTE:

ALL SIGNS REQUIRE TOWN APPROVAL BY SEPARATE DOCUMENT.

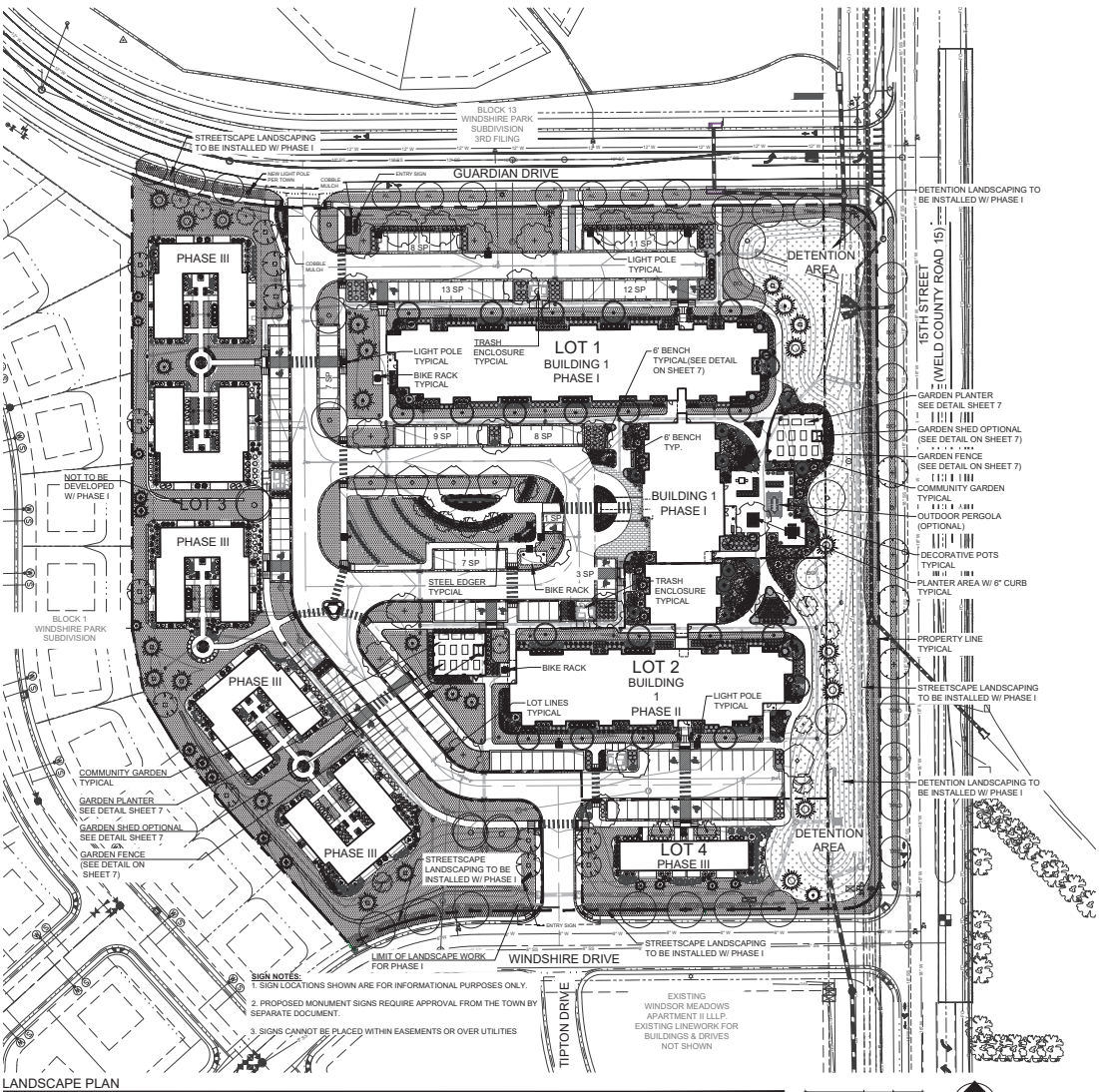
TOWN OF WINDSOR
DRAWING REVIEW

REVIEW IS FOR GENERAL COMPLIANCE WITH TOWN STANDARDS. NO RESPONSIBILITY IS ASSUMED FOR CORRECTNESS OF DESIGN

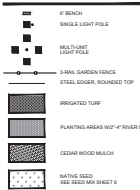
DATE: _____ BY: _____
ENGINEERING MANAGER

WINDSHIRE PARK SUBDIVISION SIXTH FILING SITE PLAN

A REPLAT OF WINDSHIRE PARK SUBDIVISION FOURTH FILING,
LOCATED IN THE NORTHEAST CORNER OF SECTION 18,
TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M.,
TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO



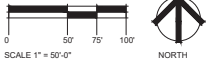
LANDSCAPE LEGEND



NOTES:

- FOR PLANT LIST SEE SHEET 6 OF LANDSCAPE PLAN.
- TREES LOCATED AT INTERSECTIONS TO BE LIMBED UP EIGHT FEET (WHEN MATURE.)
- ALL SHRUBS AND ORNAMENTAL GRASSES TO HAVE A CEDAR WOOD MULCH RING IN ALL ROCK MULCH BEDS.
- ALL TREES & SHRUBS TO HAVE A CEDAR WOOD MULCH RING IN ALL AREAS.

TOWN OF WINDSOR
DRAWING REVIEW
REVIEW IS FOR GENERAL COMPLIANCE WITH
TOWN STANDARDS. NO RESPONSIBILITY IS
ASSUMED FOR CORRECTNESS OF DESIGN
DATE: _____ BY: _____
ENGINEERING MANAGER



444 Mountain Ave. | Tel. 970.535.9891
Boulder, CO 80513 | www.T3Group.us

SEAL

PROJECT TITLE
WINDSHIRE PARK
SUBDIVISION
SIXTH FILING
SITE PLAN

Windsor, Colorado

PREPARED FOR

WINDSOR HOUSING
AUTHORITY
1027 Walnut Street,
Windsor, Colorado
80550
Phone: 970.686.5576

REVISIONS	DATE
Preliminary Sub.	11-22-19
Final Plat Sub.	5-29-20
Final Plat Resub.	10-26-20

DATE
11-08-19

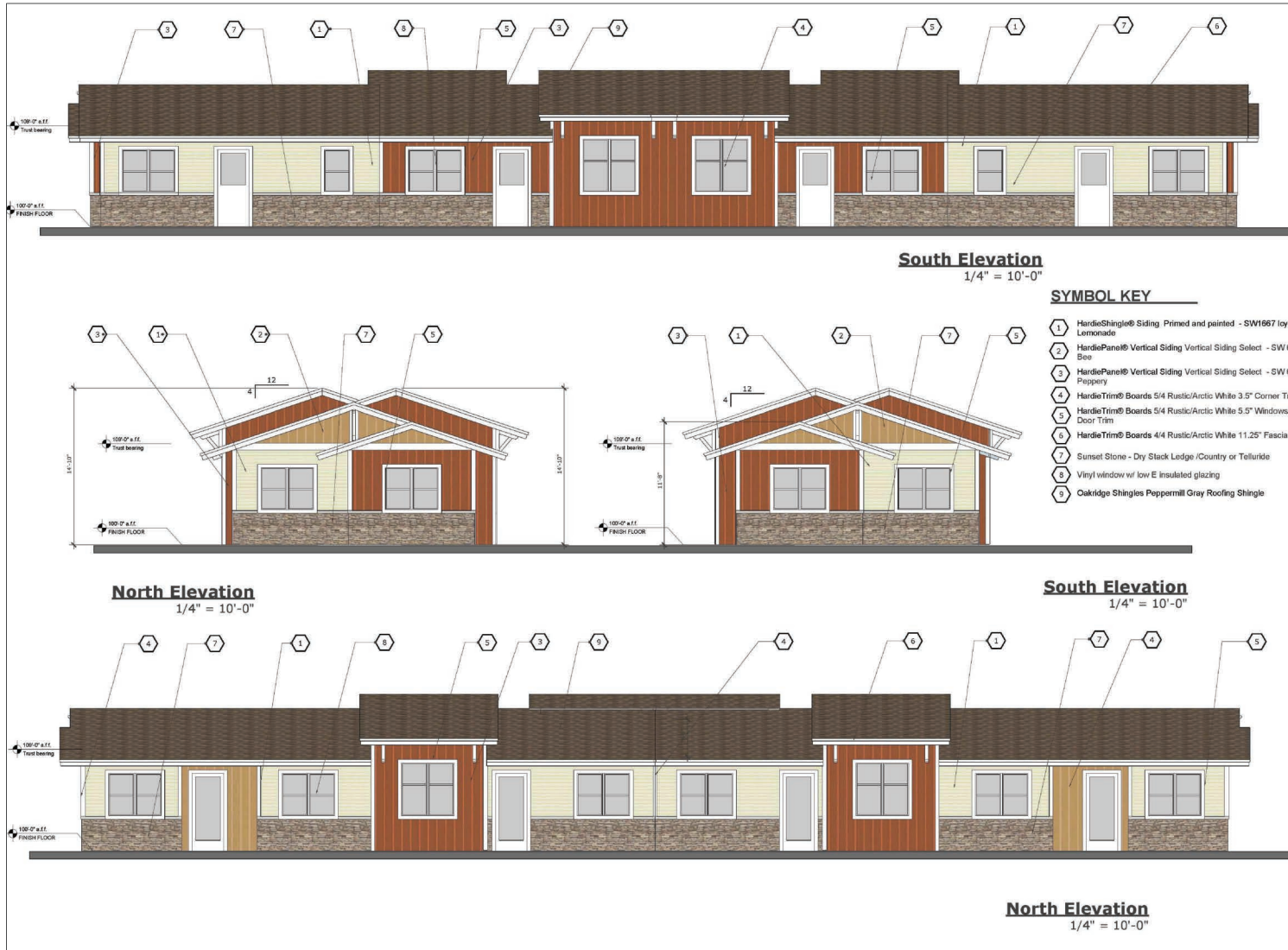
SHEET TITLE
OVERALL LANDSCAPE
PLAN

SHEET INFORMATION

3
of 69

WINDSHIRE PARK SUBDIVISION SIXTH FILING SITE PLAN

A REPLAT OF WINDSHIRE PARK SUBDIVISION FOURTH FILING,
LOCATED IN THE NORTHEAST CORNER OF SECTION 18,
TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M.,
TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO



PHASE III ARCHITECTURE WILL BE 1 STORY & CONSIST OF SIMILAR BUILDING TYPES AS SHOWN. MATERIALS AND COLORS WILL MATCH PHASE I BUILDING ARCHITECTURE.

TOWN OF WINDSOR
DRAWING REVIEW
REVIEW IS FOR GENERAL COMPLIANCE WITH TOWN STANDARDS. NO RESPONSIBILITY IS ASSUMED FOR CORRECTNESS OF DESIGN
DATE: _____ BY: _____
ENGINEERING MANAGER

TB GROUP
landscape architecture & planning
444 Mountain Ave., Suite 100
Berthoud, CO 80513
tel: 970.332.5891
web: TBGroup.us

SEAL

PROJECT TITLE
WINDSHIRE PARK
SUBDIVISION
SIXTH FILING
SITE PLAN

Windser, Colorado

PREPARED FOR

WINDSOR HOUSING
AUTHORITY

1027 Walnut Street,
Windser, Colorado
80550

Phone: 970.686.5576

REVISION	DATE
Preliminary	11-22-19
Submittal	
Resubmittal	5-29-20
Resubmittal	10-28-20

DATE
11-08-19

SHEET TITLE
PHASE 3 & 4
ARCHITECTURAL
ELEVATIONS

PHASE 3 & 4

58

of 69

ELEVATION KEYNOTES

See A11 SCHEDULES for additional information.

DIV 04 - MASONRY

MU-9.1 Stone Veneer (Natural)

DIV 06 - WOOD, PLASTICS, AND COMPOSITES

WP-13.1 Glu-Lam Beam

WP-13.5 Glu-Lam Column

WP-13.9 Glu-Lam Bracing

WP-13.10 Glu-Lam Bracing

DIV 07 - THERMAL AND MOISTURE PROTECTION

SD-4.1 Fiber Cement Lap Siding, 6" (Gray)

SD-7.0 Fiber Cement Lap Siding, 6" (White)

SD-7.2 Fiber Cement Lap Siding, 4" (Charcoal)

SD-7.3 Fiber Cement Lap Siding, 6" (Ocre)

SD-10.1 Fiber Cement Panel (Gray)

SD-10.5 Fiber Cement Board and Batten (Tan)

RF-0.1 Energy Star Composite Shingles

RF-6.1 Standing Seam Metal Roof

0303-04-23 00



1 NORTH WING : NORTH ELEVATION
SCALE: 3/32" = 1'-0"



2 NORTH WING : NORTH ELEVATION
SCALE: 3/32" = 1'-0"



3 NORTH WING : WEST ELEVATION
SCALE: 3/32" = 1'-0"



4 NORTH WING : SOUTH ELEVATION
SCALE: 3/32" = 1'-0"



5 NORTH WING : SOUTH ELEVATION
SCALE: 3/32" = 1'-0"



6 NORTH WING : EAST ELEVATION
SCALE: 3/32" = 1'-0"

ARCHITECTURAL ELEVATIONS
DEPICTED ARE THE
MEADOWLARK THEME

WINDSOR SENIOR APARTMENTS
NEW CONSTRUCTION
715 TIPTON CIRCLE WINDSOR CO 80550

**NOT FOR
CONSTRUCTION**

24 APRIL 2020
SITE PLAN REVIEW

OFFICIAL RELEASES

11/6/19 COMMERCIAL SITE
5/26/20 PLAN APPLICATION
10/26/20 SITE PLAN REVIEW

**ARCHITECTURAL
ELEVATIONS**
SHEET 59

ELEVATION KEYNOTES

See A11 SCHEDULES for additional information.

DIV 04 - MASONRY

MU-9.1 Stone Veneer (Natural)

DIV 06 - WOOD, PLASTICS, AND COMPOSITES

WP-13.1 Glu-Lam Beam

WP-13.5 Glu-Lam Column

WP-13.9 Glu-Lam Bracing

WP-13.10 Glu-Lam Bracing

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RF-0.1 Energy Star Composite Shingles

RF-6.1 Standing Seam Metal Roof

0303-04-23 00

WINDSOR SENIOR APARTMENTS
NEW CONSTRUCTION
715 TIPTON CIRCLE WINDSOR CO 80550

NOT FOR CONSTRUCTION

24 APRIL 2020
SITE PLAN REVIEW

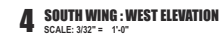
OFFICIAL RELEASES

11/6/19 COMMERCIAL SITE PLAN APPLICATION
5/29/20 SITE PLAN REVIEW
10/26/20 SITE PLAN REVIEW

ARCHITECTURAL ELEVATIONS
SHEET 60

ARCHITECTURAL ELEVATIONS
DEPICTED ARE THE
MEADOWLARK THEME



2020-04-23 00

NOT FOR CONSTRUCTION

OFFICIAL RELEASES

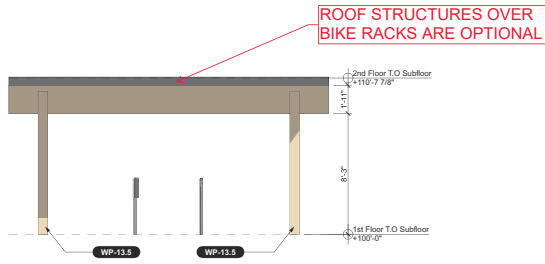
**ARCHITECTURAL
ELEVATIONS
SHEET 61**

ELEVATION KEYNOTES

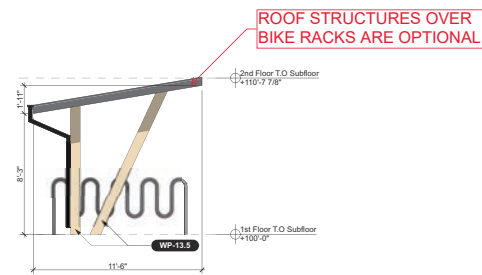
See A11 SCHEDULES for additional information.

DIV 04 - MASONRY	
MU-9.1	Stone Veneer (Natural)
DIV 06 - WOOD, PLASTICS, AND COMPOSITES	
WP-13.1	Glu-Lam Beam
WP-13.5	Glu-Lam Column
WP-13.9	Glu-Lam Bracing
WP-13.10	Glu-Lam Bracing
DIV 07 - THERMAL AND MOISTURE PROTECTION	
SD-4.1	Fiber Cement Lap Siding, 6" (Gray)
SD-7.0	Fiber Cement Lap Siding, 6" (White)
SD-7.2	Fiber Cement Lap Siding, 4" (Charcoal)
SD-7.3	Fiber Cement Lap Siding, 6" (Ocre)
SD-10.1	Fiber Cement Panel (Gray)
SD-10.5	Fiber Cement Board and Batten (Tan)
RF-0.1	Energy Star Composite Shingles
RF-6.1	Standing Seam Metal Roof

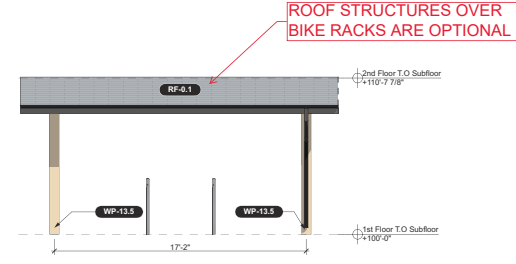
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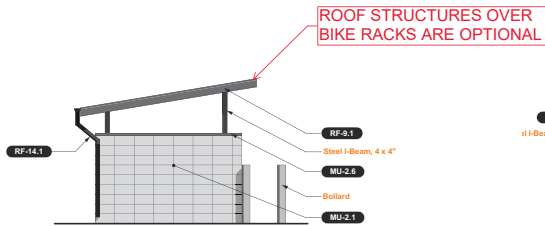
1 BIKE ENCLOSURE SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



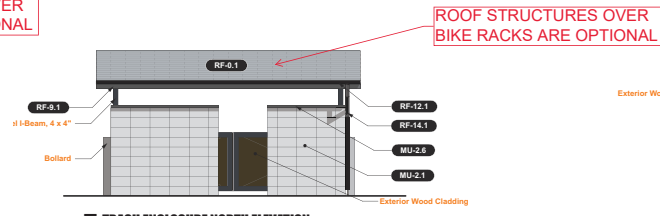
2 BIKE ENCLOSURE WEST ELEVATION
SCALE: 1/4" = 1'-0"



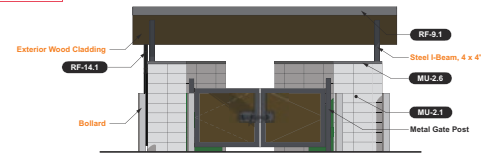
3 BIKE ENCLOSURE NORTH ELEVATION
SCALE: 1/4" = 1'-0"



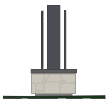
4 TRASH ENCLOSURE WEST ELEVATION
SCALE: 1/4" = 1'-0"



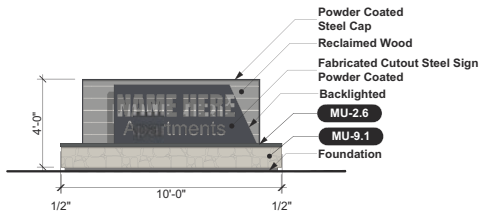
5 TRASH ENCLOSURE NORTH ELEVATION
SCALE: 1/4" = 1'-0"



6 TRASH ENCLOSURE SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



7 MONUMENT SIGN SOUTH ELEVATION
SCALE: 3/8" = 1'-0"



8 MONUMENT SIGN WEST ELEVATION
SCALE: 3/8" = 1'-0"



9 MONUMENT SIGN NORTH ELEVATION
SCALE: 3/8" = 1'-0"



10 MONUMENT SIGN EAST ELEVATION
SCALE: 3/8" = 1'-0"



WORKSHOP8





WORKSHOP8



WORKSHOP8



WORKSHOP8



MEMORANDUM

Date: February 17, 2021
To: Planning Commission
Via:
From: Paul Hornbeck, Senior Planner
Location: 4488 Highland Meadows Parkway
Item #: D.3.

Background/ Discussion:

Owner/Applicant: Centennial Leasing and Sales
Applicant's Representative: Shelby Hinchliff, The Neenan Company
Business: Centennial Leasing and Sales
Location: 4488 Highland Meadows Parkway
Subdivision / Lot-Block: Highlands Industrial Park Subdivision / Lot 1 / Block 5
Zoning: Limited Industrial (IL)
Adjacent Zoning: Limited Industrial (IL)
Special Planning Area: None

Overall development characteristics:

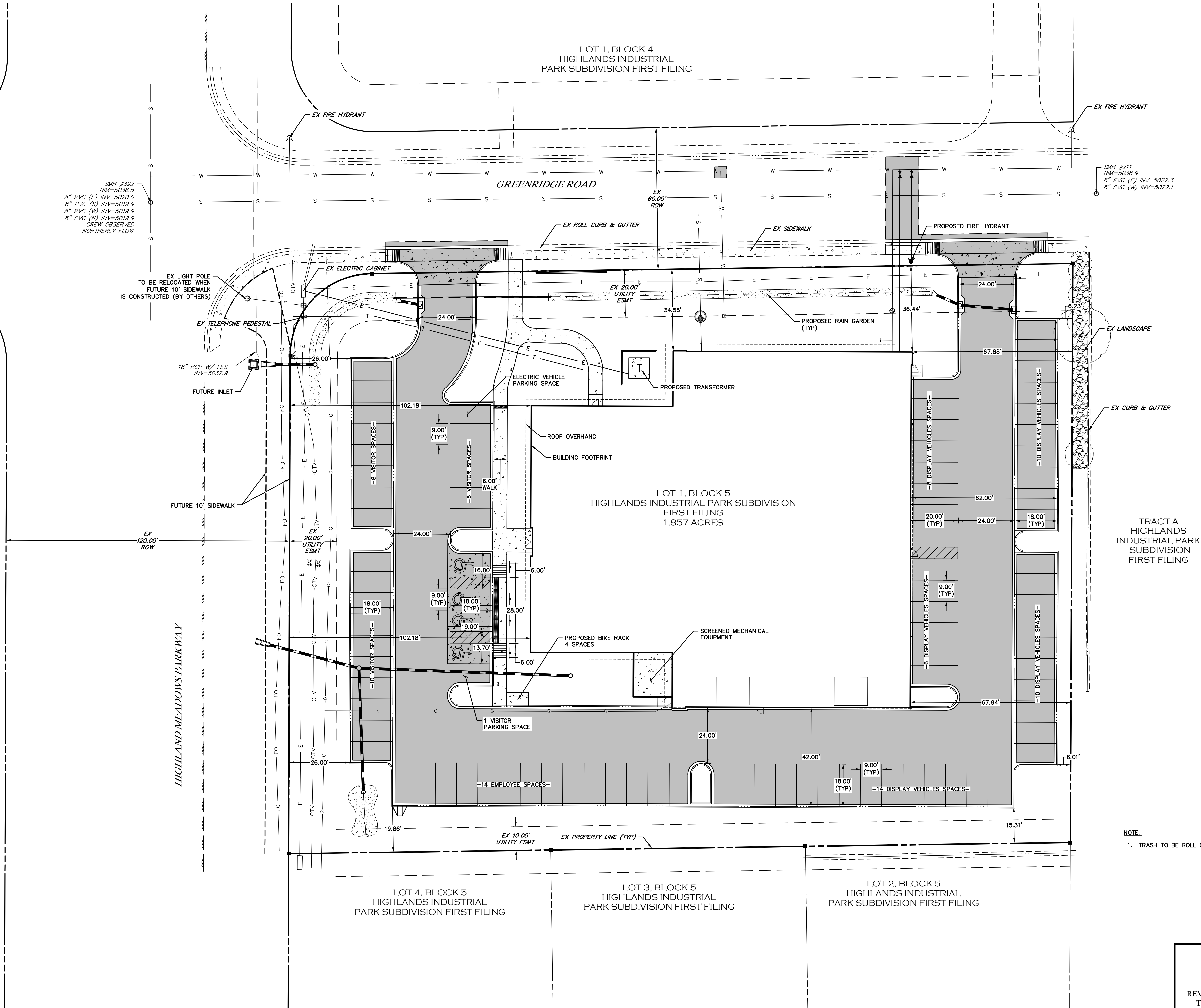
- lot area = 1.86 acres (80,902 sf)
- 21,481 sf building
- 91 parking stall provided
- 32% landscaped area
- building characteristics include: integral color ground faced CMU block, stucco texture metal panels, and prefinished metal panels
- 32' building height at highest point

Comment Period

The site plan will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by **February 24, 2021** either by email or at a regular meeting under the communications section of the agenda.

ATTACHMENTS:

- ▢ Site Plan Drawings



NOTE:
1. TRASH TO BE ROLL OUT CONTAINERS.

TOWN OF WINDSOR

DRAWING REVIEW

REVIEW IS FOR GENERAL COMPLIANCE WITH TOWN STANDARDS. NO RESPONSIBILITY IS ASSUMED FOR CORRECTNESS OF DESIGN.

DATE: _____ BY: _____
ENGINEERING MANAGER

NEENAN ARCHITECTURE

1218 W. Ash, Suite A
Windsor, Colorado 80550
Phone: (970) 874-3300
Fax: (970) 874-3303

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Phone: (970) 874-3300
Fax: (970) 874-3303

WINDSOR OFFICE

CENTENNIAL LEASING & SALES

4488 HIGHLAND MEADOWS PKWY WINDSOR, CO 80550

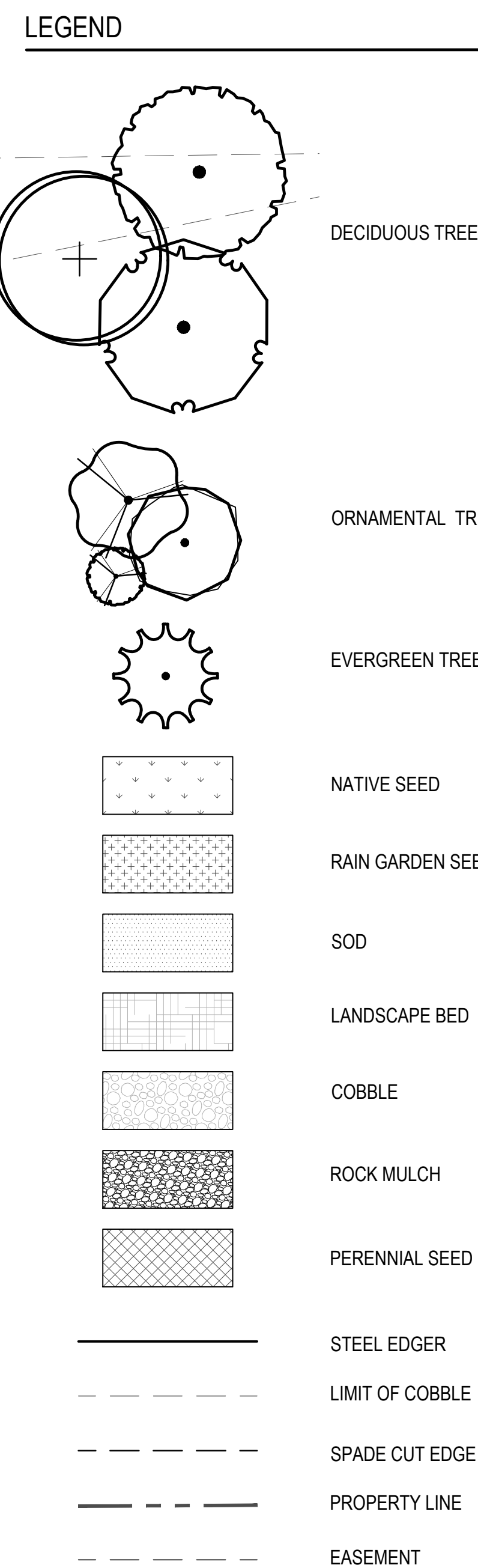
SITE PLAN

Issued For QISP: 12/22/20
Issued For QISP, Submittal 2: 02/02/21
Issued For Permit:
Issued For Construction:
Revision Number | Revision Date

Plot Date

3296

2



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P 970.409.3414
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WINDSOR OFFICE
CENTENNIAL LEASING & SALES
4488 HIGHLAND MEADOWS PKWY WINDSOR, CO 80550

Landscape Plan

Issued For QISP:	12/22/2017
Issued For QISP, Submittal 2:	02/02/2018
Issued For Permit:	
Issued For Construction:	
Revision Number	Revision Date

Print Date 12/21/2020 4:04:01 PM

3296

3



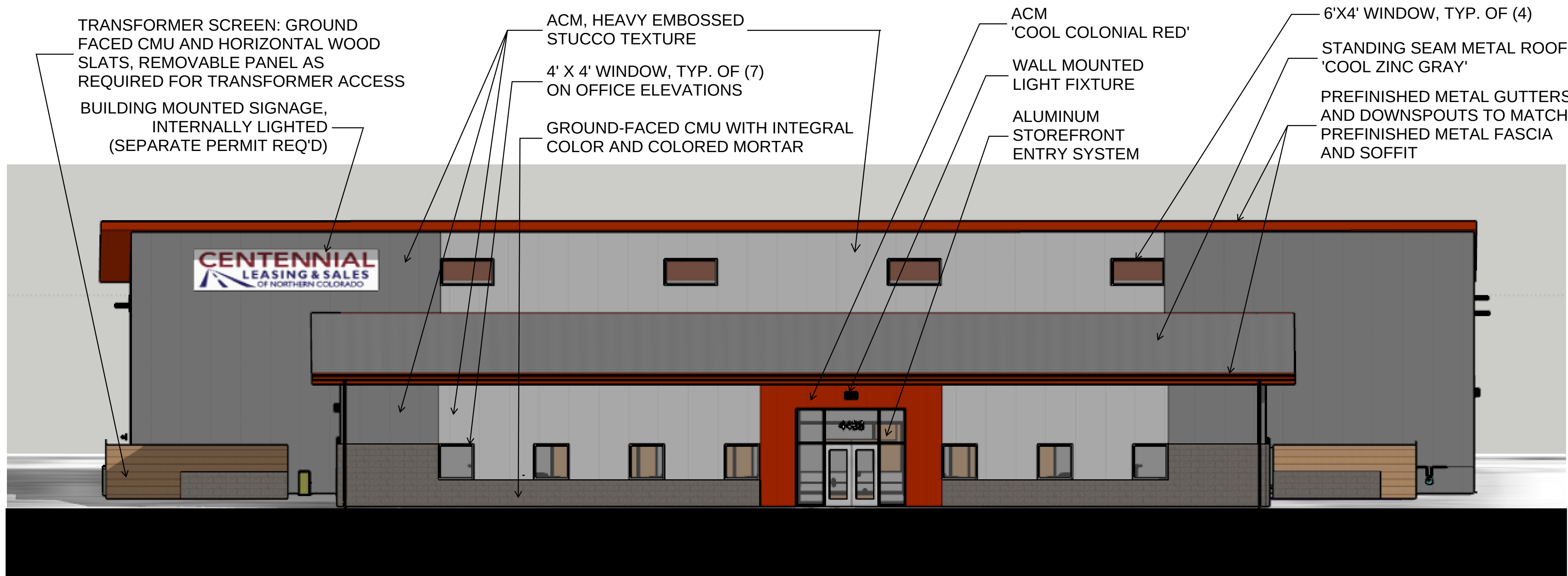
SOUTHWEST PERSPECTIVE



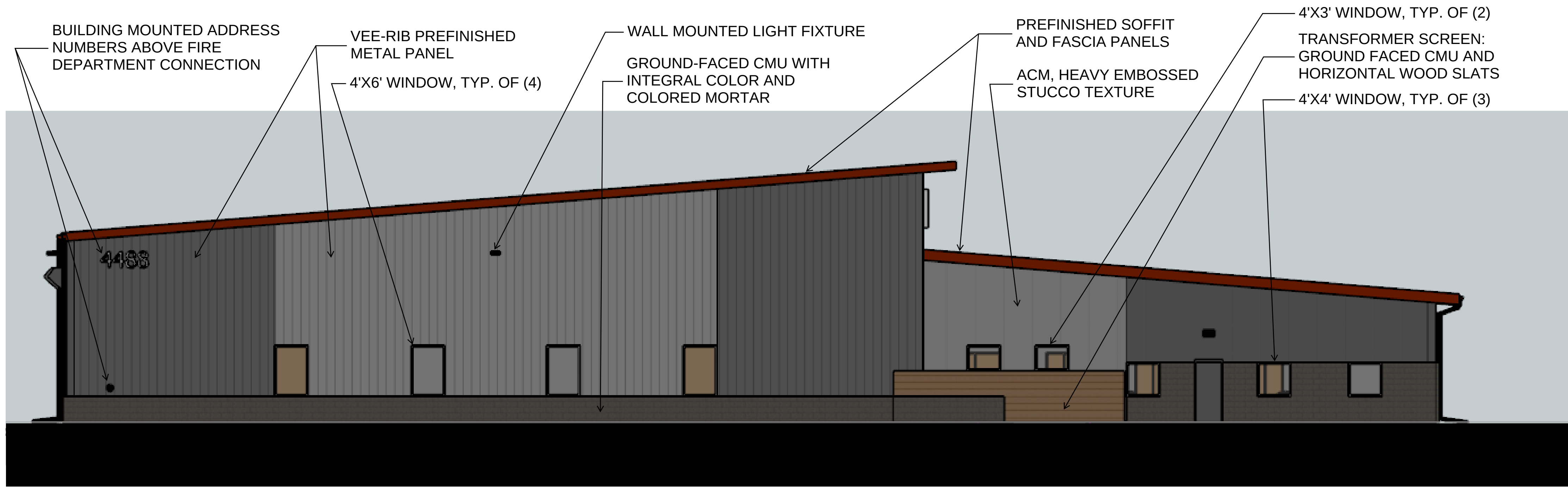
MAIN ENTRY PERSPECTIVE



NORTHWEST PERSPECTIVE



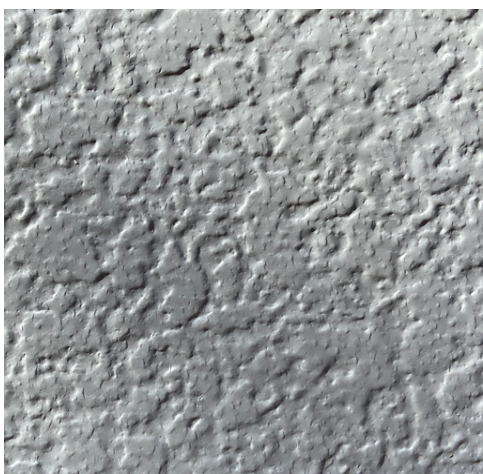
WEST ELEVATION 1/8" = 1'-0"



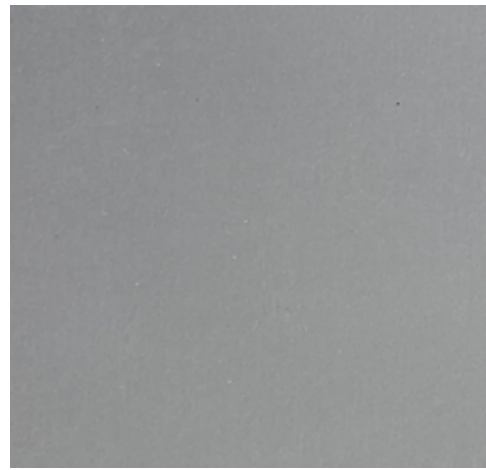
NORTH ELEVATION 1/8" = 1'-0"



ACM, HEAVY EMBOSSED STUCCO TEXTURE 'SANDSTONE'



ACM, HEAVY EMBOSSED STUCCO TEXTURE 'PEARL GRAY'



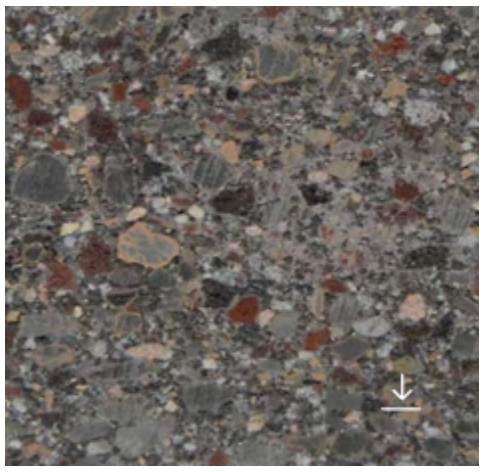
PREFINISHED METAL 'COOL ZINC GRAY'



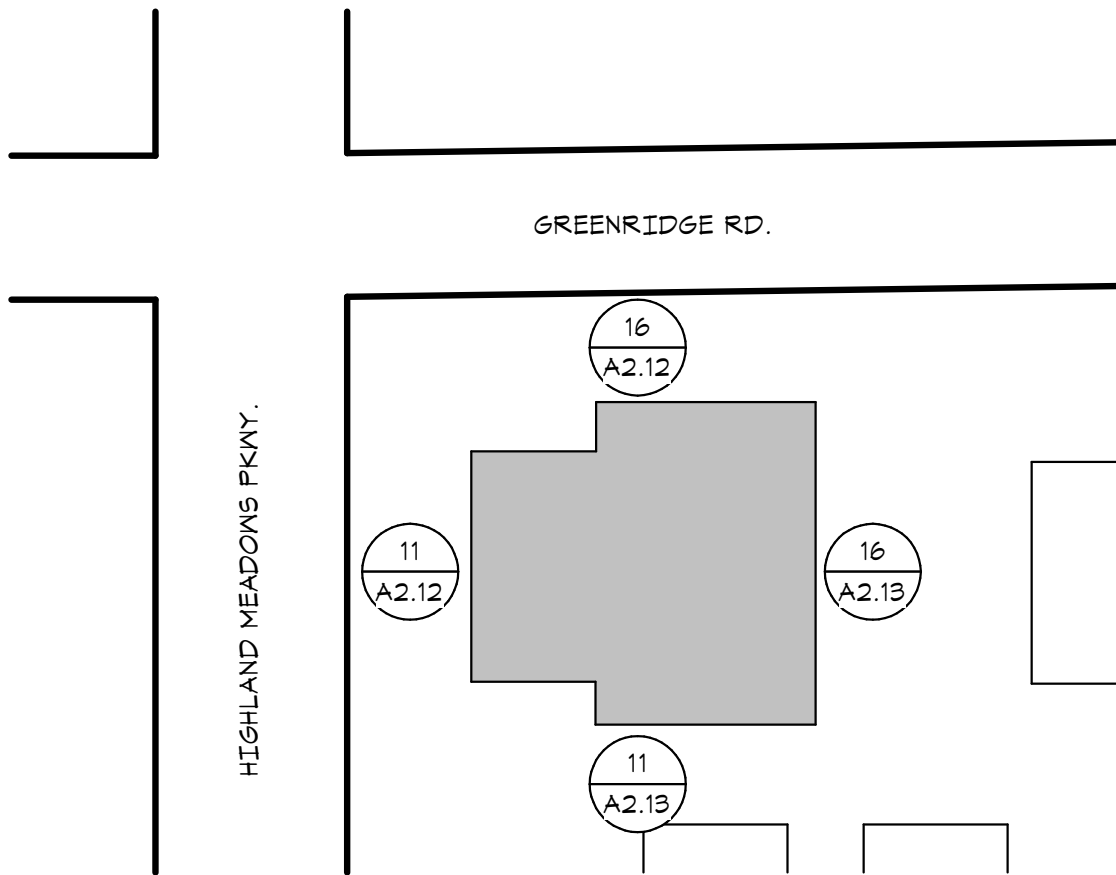
PREFINISHED METAL 'COOL GRANITE GRAY'



PREFINISHED METAL 'COOL COLONIAL RED'



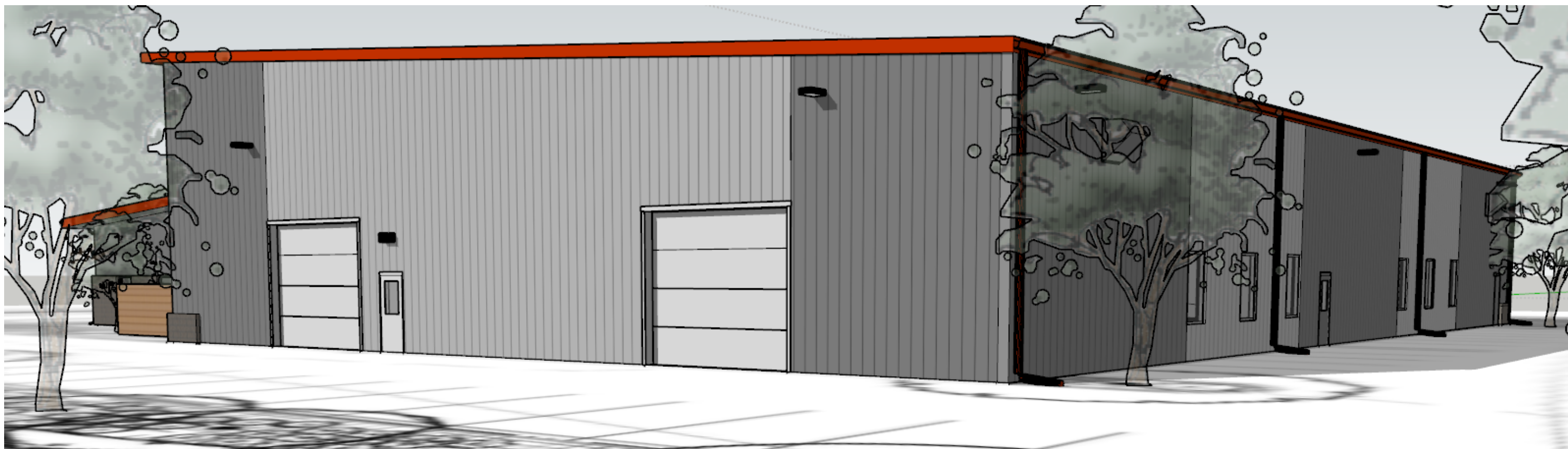
INTEGRAL COLOR GROUND FACED CMU '807R'



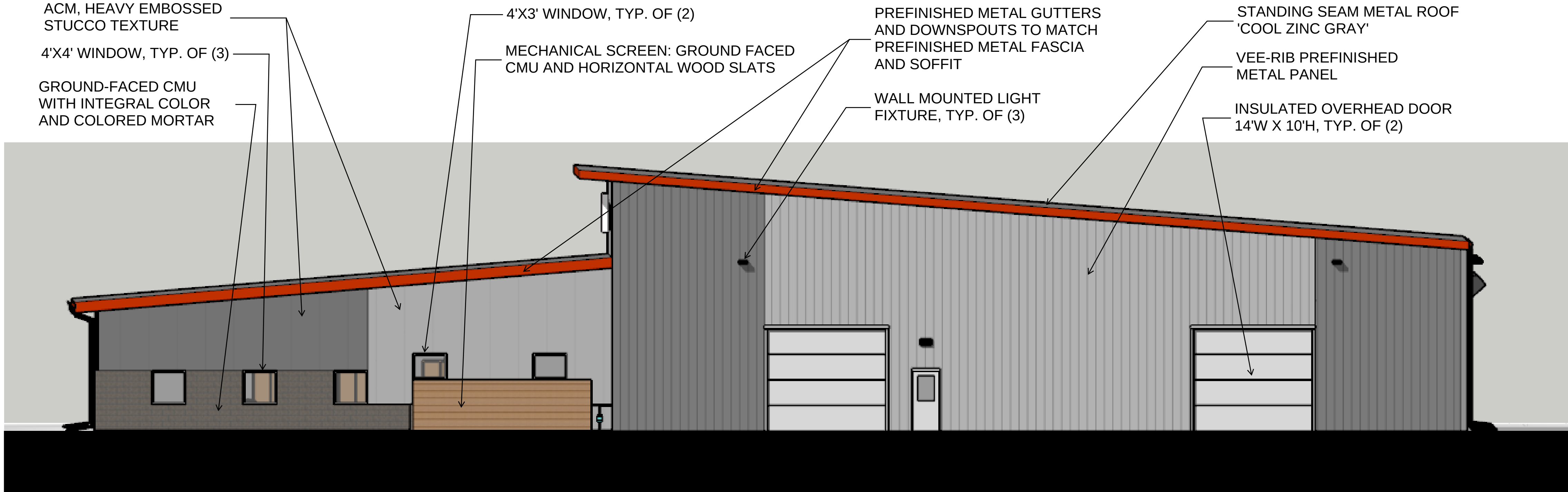
SITE KEY PLAN
N.T.S.



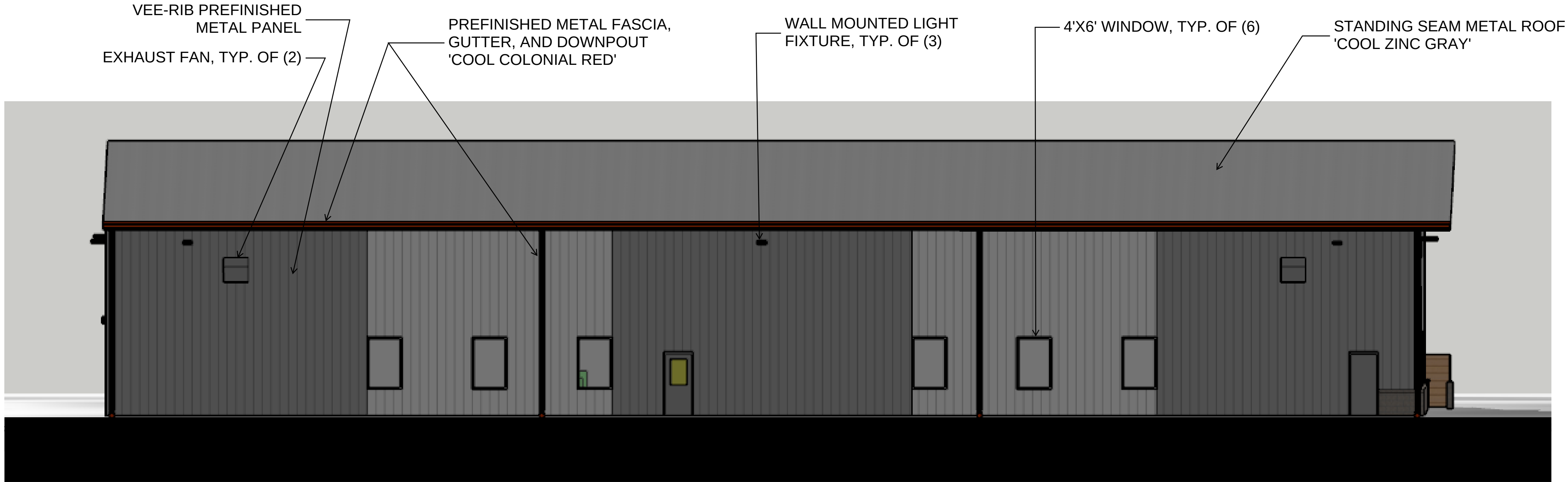
NORTHEAST PERSPECTIVE



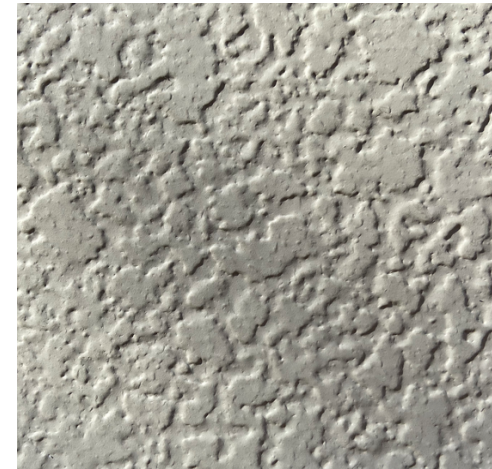
SOUTHEAST PERSPECTIVE



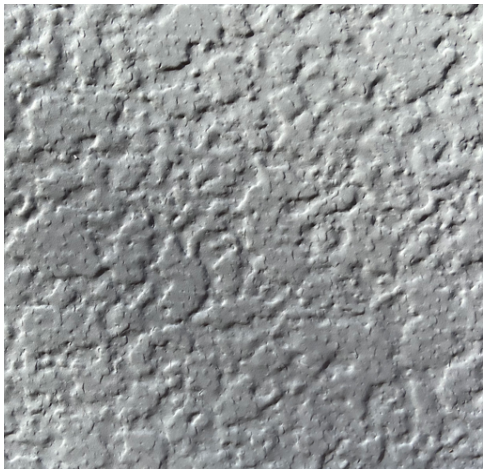
SOUTH ELEVATION 1/8" = 1'-0"



EAST ELEVATION 1/8" = 1'-0"



ACM, HEAVY EMBOSSED STUCCO TEXTURE 'SANDSTONE'



ACM, HEAVY EMBOSSED STUCCO TEXTURE 'PEARL GRAY'



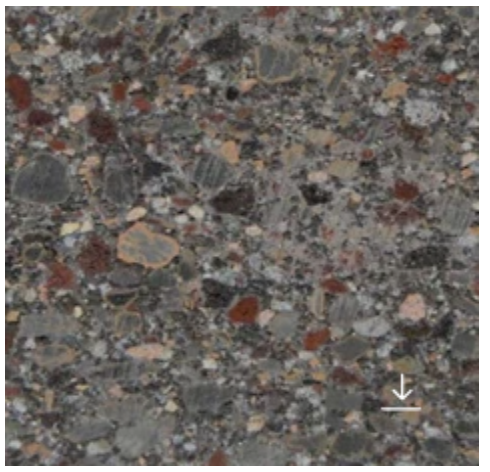
PREFINISHED METAL 'COOL ZINC GRAY'



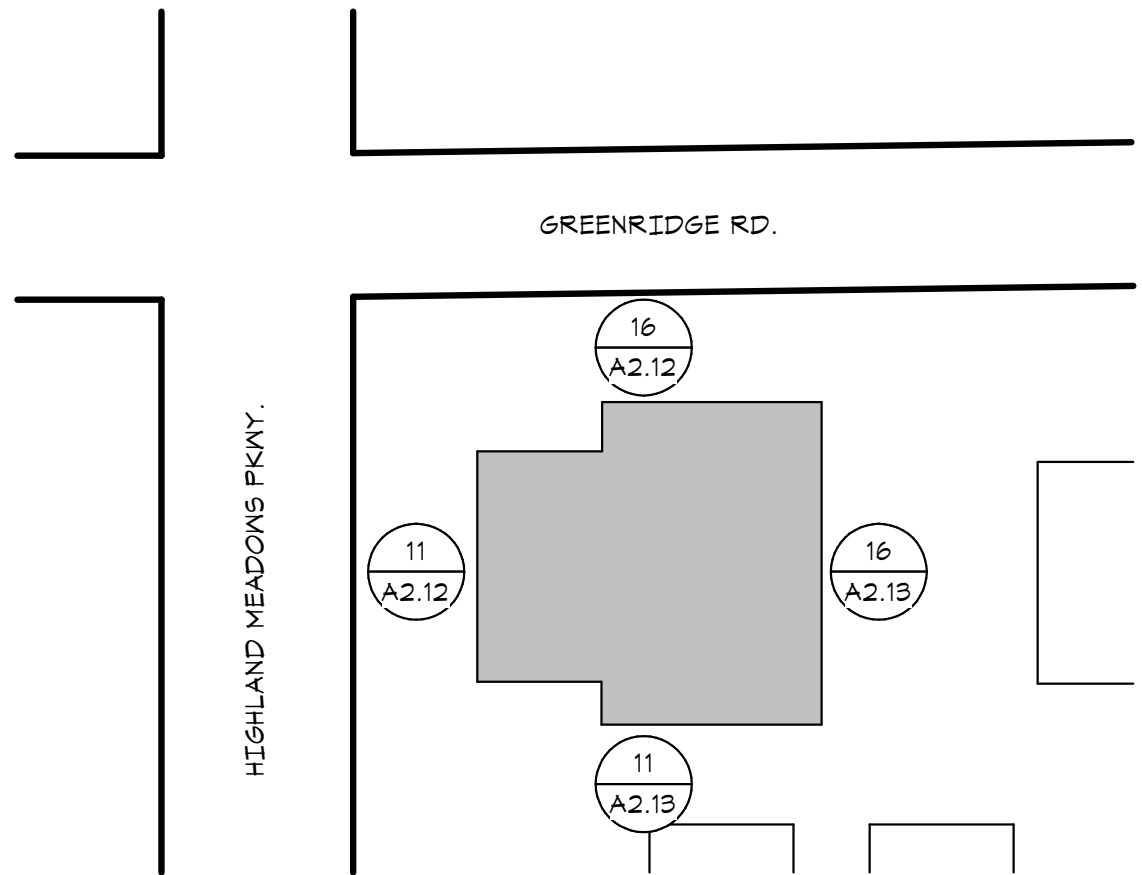
PREFINISHED METAL 'COOL GRANITE GRAY'



PREFINISHED METAL 'COOL COLONIAL RED'



INTEGRAL COLOR GROUND FACED CMU '807R'



SITE KEY PLAN
N.T.S.