



PLANNING COMMISSION REGULAR MEETING

Town Board Chambers March 16, 2022 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550 Please click this URL to join. <https://windsorgov.zoom.us/j/83323068377> OR join by telephone at (888) 788-0099 or (877) 853-5247 - Webinar ID:833 2306 8377

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 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 Planning Commission.

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. Public Comments are expected to be constructive. Written comments are welcome and should be given to the Secretary prior to the start of the meeting. Written materials will not be accepted during the meeting in the interest of time.

B. CONSENT CALENDAR

1. Minutes of the December 1, 2021 Planning Commission Meeting - T. Conway, Deputy Town Clerk

C. BOARD ACTION

1. Public Hearing - Trevenna Annexation to the Town of Windsor, establishment of zoning and master plan - John Donaldson (WNDSR15, LLC), owner and applicant / Kristin Turner (TB Group), applicant's representative
 - Legislative
 - Staff presentation: Sandra Mezzetti, Planner II
2. Recommendation to Town Board - Trevenna Annexation to the Town of Windsor and establishment of zoning - John Donaldson (WNDSR15, LLC), owner and applicant / Kristin Turner (TB Group), applicant's representative
 - Legislative
 - Staff presentation: Sandra Mezzetti, Planner II
3. Recommendation to Town Board - Trevenna Master Plan - John Donaldson (WNDSR15, LLC), owner and applicant / Kristin Turner (TB Group), applicant's representative
 - Quasi-judicial
 - Staff presentation: Sandra Mezzetti, Planner II
4. Amendment to Windsor Planning Commission Bylaws to Allow for Remote Participation in Meetings
 - Legislative
 - Staff presentation: Scott Ballstadt, Director of Planning

D. COMMUNICATIONS

- Communications From Planning Commission
- From Town Board Liaison
- Communications From Staff

1.

Action Plus Style Meeting Minutes Discussion - T. Conway

E. ADJOURN



MEMORANDUM

Date: March 16, 2022
To: Planning Commission
Via:
From: Trisha Conway, Deputy Town Clerk
Location:
Re:
Item #: B.1.

Background/ Discussion:

Minutes of the December 1, 2021 Planning Commission Meeting - T. Conway, Deputy Town Clerk

ATTACHMENTS:

Description

- 12.01.21 PC Minutes



PLANNING COMMISSION REGULAR MEETING

Town Board Chambers December 1, 2021 - 7:00 PM

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MINUTES

A. CALL TO ORDER

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

1. Roll Call

Chairman Schick
Vice-Chair Bushelman
Cindy Beemer
Kelly Hall
Roger Colonnese
Timothy Reddick

Absent

Jose Valdes
Doug Dennison
Eric Bernhardt

Also Present:

David Eisenbraun, Senior Planner
Scott Ballstadt, Planning Director
Doug Roth, Engineer - Zoom
Barry Wilson, Town Board Liaison
Benjamin Bodiker, Communications Coordinator
Trisha Conway, Deputy Town Clerk
Chris Rolling - Zoom

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

Vice Chairman Bushelman moved to approve the agenda as presented, Cindy Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

3. Public Invited to be Heard

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time.

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

B. CONSENT CALENDAR

Vice Chairman Bushelman moved to approve the minutes of the meeting of November 3, 2021, as presented, Kelly Hall seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

C. BOARD ACTION

1. Recommendation to Town Board - Downtown Corridor Plan Maximum Building Height Amendment

- Staff Presentation: David Eisenbraun, Senior Planner

As was discussed at the November 8, 2021, work session with Town Board, the Downtown Corridor Plan was adopted in 1999 at a time when potential for vertical mixed-use projects was not anticipated. Since that time such vertical mixed-use projects with retail and commercial uses on the lower floors and residential uses on the upper levels have become a reality in neighboring communities. This mix of residential uses creates a residential population necessary to support businesses outside of typical daytime hours.

Section III.K.1. of the Downtown Corridor Plan limits building heights as follows:
Building Height: "The predominant portion of any building shall not exceed thirty feet (30') in height. Ornamental architectural elements or appurtenances such as clocktowers or cupolas shall not exceed 40' in height. (+)"

The complete Downtown Corridor Plan can be found at:
<https://windsorgov.com/DocumentCenter/View/485/Downtown-Corridor-Plan?bidId>

The Central Business District, however, allows for a building height of 75-feet, and the stricter of the two requirements applies.

The enclosed presentation slides include examples of taller projects that have been presented to Town Board as potential projects in the Downtown Development Authority (DDA) area, as well as examples of other vertical mixed-use projects in neighboring communities. Such vertical mixed-use projects take advantage of the Town's existing street and utility infrastructure and are generally more productive than horizontal projects from a property tax standpoint, as illustrated in the graphics produced by consultant Urban3.

Based on Town Board and Planning Commission comments at the November 8th work session, staff has also included a map of a limited area in which taller buildings may be most appropriately located behind the existing buildings on Main Street. The area is within the DDA boundary and does not include areas south of Main Street adjacent to existing residences.

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

Chairman Schick opened the meeting for Commissioner questions or comment.

Discussion ensued between the Board, and staff.

Timothy Reddick moved to forward a recommendation of approval to the Town Board for the Downtown Corridor plan Maximum Building Height Amendment, Cindy Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

2. Recommendation to Town Board - Eastman Park Corridor Plan

- Staff Presentation: David Eisenbraun, Senior Planner

Eastman Park Corridor Plan Link:
https://windsorgov-my.sharepoint.com/:f/p/deisenbraun/Ehk-6_i_eJ1JCysEB1uCCUBrYCyhhKvivrWnX9eKETcQ?e=uMczl9

Background:

Building on the recently completed Windsor Transportation Master Plan, Future Legends Sports Park Master Plan, and the growing Great Western Industrial Park (GWIP), the Town of Windsor realized the need for a comprehensive vision for the Eastman Park Drive corridor (corridor). With the introduction of the Future Legends Sports Park to this previously industrial-focused area, the corridor's character is and will continue to change over the coming years. To prepare for the coming changes, the Town of Windsor created a plan to guide the corridor's future. The Eastman Park Drive Corridor Plan (Plan) – this document – contains the: (1) record and result of the planning process; (2) description and illustration of the vision for the corridor's ultimate build out; (3) policies to support the build-out; and (4) the prioritized capital projects. This Plan describes the holistic long-term vision for the corridor and serves as a guiding document for improvements regarding future land uses and transportation networks.

Mr. Rolling provided a brief presentation to the board regarding the Eastman Park Corridor Plan.

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

Chairman Schick opened the meeting for Commissioner questions or comment.

Discussion ensued between the Board, and staff.

Timothy Reddick moved to forward a recommendation of approval to the Town Board for the Eastman Park Corridor Plan, Cindy Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

D. COMMUNICATIONS

- Communications From Planning Commission

Commissioner Bushelman asked Mr. Ballstadt about findings regarding Highway (Hwy) 257.

Mr. Ballstadt reported engineering is currently working on the intersection of Hwy 257, and Eastman Park Drive. Great Western Industrial Park to the South of that intersection proposed to install raised medians center of Hwy 257 to make it an urban cross section. Great Western is working with CDOT to get the traffic slowed down to 45mph in that area. The improvements would expand to Kodak Drive with plans to relocate the Poudre Trail crossing to a signalized intersection.

Commissioner Beemer asked Mr. Ballstadt about conversations to expand Hwy 392 to County Road 13.

Mr. Ballstadt reported there are budgets working towards some of those projects.

Commissioner Reddick asked Mr. Ballstadt to provide updates on the Urban 3 Corridor Plan as they become available.

- From Town Board Liaison

Town Board Member Wilson reported on November 8th Town Board approved the South Gate Business Park, Incentive agreement for Lineage Logistics, Modified the Road Impact fees, Resolution No. 2021-74 a resolution approving and adopting the amended and restated intergovernmental agreement regarding the Poudre River Trail.

November 15th: Town Board heard from citizen group called Sustainable Windsor Colorado, therefore requested the Town do an energy plan.

November 22nd; Town Board reviewed and approved several different budgets, fee schedules, discussion regarding parking plan budget to acquire land in the Downtown Corridor area. Resolution No. 2021-86 reaffirming a purchase and sale agreement between Town of Windsor and JSCS Farms Authorizing Town Manager Shane Hale to take all steps necessary for closing. Ordinance No. 2021-1638 requiring the filing of an affidavit of intent by Write-in candidates for Municipal Elections. Resolution No. 2021-87 increasing rates for water service customers, Resolution No. 2021-88 increasing rates for sanitary sewer customers, Resolution No. 2021-89 increasing bulk water rates.

- Communications From Staff

Mr. Eisenbraun reported he will provide an update on the Downtown Parking study at a future meeting.

Mr. Ballstadt reported he will provide amendment discussion to the Planning Commission bylaws to allow of remote attendance.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:37 p.m.

Trisha Conway, Deputy Town Clerk



MEMORANDUM

Date: March 16, 2022
To: Planning Commission
Via: Scott Ballstadt, Planning Director
From: Sandra Mezzetti, Planner II
Location: Northeast of North 15th Street (Weld County Road 15) and Jacoby Road (34458 County Road 15)
Re: Public Hearing - Trevenna Annexation to the Town of Windsor
Item #: C.1.

Background/ Discussion:

The applicant, Mr. John Donaldson, represented by Ms. Kristin Turner of TB Group (Birdsall Group) has submitted:

- A petition to annex approximately 77.77 acres to the Town of Windsor and establish zoning as Single Family Residential (SF-2) zone district.
- A master plan for the subject property

The subject property is located on the northeast corner of North 15th Street and the Jacoby Road alignment, southwest of the Great Western Railway.

The Land Use Plan of the 2016 Comprehensive Plan designates this property as Single Family Residential, consistent with the proposed zoning. With the exception of three smaller parcels within unincorporated Weld County bordering North 15th Street, zoning and uses for abutting properties include the following:

	Zoning	Current Use
North	PUD (Planned Unit Development) – Town of Windsor	Undeveloped agricultural land (Overland PUD)
East	PUD - Town of Windsor and AG (Agriculture) - unincorporated Weld County	Undeveloped agricultural land
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)

The Comprehensive Plan Growth Strategy includes the property within a Secondary Growth Area, which is described as:

...land that lies outside the Primary Growth Area. It includes areas within the town's boundaries and the GMA. Development of these sites will require careful planning to ensure newly annexed areas ... can be serviced by town infrastructure.

The Master Plan is summarized as follows:

- 262 dwelling units, 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

- 1.5 acre open space/park site
- 6.0 acres of roads/ miscellaneous
- Extension of Guardian Drive (major collector) to the east, from the Windshire Park Subdivision, through the proposed development and connecting to 11th Street (minor 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).

The site is not currently served by Windsor water or sewer services. Future development will require extension of those utilities. Extension of utilities would be the responsibility of the developer with the possibility of Town reimbursement for any oversizing that adds system capacity. An Annexation Impact Report has been prepared (attached) that details the provision of utilities and services to the property, maintenance of infrastructure, and a statement from the school district.

The applicant held a neighborhood meeting on January 19, 2022 (please refer to attached the neighborhood meeting summary).

At their February 14, 2022 regular meeting, Town Board adopted Resolution No. 2022-04 that declared certain findings of fact concerning the annexation, determined substantial compliance with Colorado Municipal Annexation Act (1965), and established public hearing dates before the Planning Commission and the Town Board. The established hearing dates were March 16, 2022 for the Planning Commission and March 28, 2022 by the Town Board.

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.

Staff comment: The Master Plan proposes development that is consistent in character with the community by providing a mix of housing types such as both single family detached and attached dwellings, as well as, open space. The proposed zoning of SF-2 is more fiscally and environmentally responsible than SF-1 zoning by promoting compact development that focuses on the streetscape and useable open space, which has been shown to create less of a fiscal burden on municipalities by having less utility and road infrastructure to maintain on a per unit basis.

Per the Municipal Code:

The purpose of the SF-2 zone district is:(1)To establish and preserve compact, pedestrian oriented residential neighborhoods with a variety of housing types and densities.(2)To provide for a gradual transition from single-family residential to multifamily or commercial uses.

Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due the compact layout.

The proposed annexation area has been anticipated for growth as designate on the Land Use Map within Comprehensive Plan.

Objective:

3. Develop new neighborhoods adjacent to the Town core.

Staff comment: The site can be considered a part of the Town core, being approximately one-half mile northwest of downtown. The site is close proximity to centrally-located facilities, such as Windsor High School, Windsor Middle School, the Town's Community Recreation Center, Grandview Elementary School, grocery shopping and services, and Windsor Lake/Boardwalk Park.

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.

Staff comment: The Master Plan will allow for both single family detached and attached housing types which can help meet the needs of varying family sizes, lifestyles, and income levels.

Objective(s):

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

Staff comment: The Master Plan 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 and a trail connection bisecting the proposed master plan. An eight-foot wide sidewalk connection is proposed along the eastern side of North 15th Street between the Jacoby Road alignment and Guardian Drive, thus extending connectivity north. Existing trails extend south from Jacoby Farm Road along North 15th Street to the Greeley No. 2 Canal trail system and to Main Street/SH 392. The master plan proposes connectivity to 11th Street, which also 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 Master Plan which include the extension of Guardian Drive to the east across North 15th Street and connecting to 11th Street in the Brunner Farm Subdivision to the south. Additional street connections to the Brunner Farm Subdivision include Columbus Street and Springfield Drive.

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

Staff comment: As mentioned earlier, the Master Plan allows for a diverse style of housing types. The SF-2 zone district allows the following dwelling types:

- Single family detached dwelling units
- Single family attached dwelling units:
- Duplexes, including standard and over-under
- Townhouses
- Multiplex dwellings
- Cottage dwellings

Chapter 7- Community Facilities and 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.

Objective:

1. Coordinate annexation and development with community service and utility providers to ensure adequate levels of service area extended to new growth areas and maintained in existing service areas.

Staff comment: As previously mentioned, road connections are proposed with the Master Plan 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. Extension of water and sewer utilities are also proposed with the Master Plan.

Relationship to Strategic Plan:

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

Infrastructure – As mentioned above, the extension of Guardian Drive across North 15th Street and extension of water and sewer utilities are proposed with the Master Plan.

Quality of Life – A 1.5-acre park/open space and regional trail connections are proposed with the Master Plan thus creating opportunities for a healthy and active lifestyle for the future residents.

Downtown – The site is in close proximity (approximately one-half mile) to downtown and additional homes in the area may increase demand for investment and businesses downtown.

Recommendation:

Staff recommends Planning Commission forward to Town Board a recommendation of approval of the annexation and zoning designation subject to any outstanding Planning Commission and staff comments being addressed.

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

ATTACHMENTS:

Description

- ▢ Annexation Petition
- ▢ Annexation Impact Report
- ▢ Historical Use of Water Rights
- ▢ Neighborhood Meeting Minutes
- ▢ School District Statement
- ▢ Public Comments Received
- ▢ Staff Presentation

ANNEXATION PETITION
C.R.S. 31-12-107(1)

(I, We) the landowner(s) of more than 50% of the territory, excluding public streets and alleys, described as *a parcel of land in the TOWN OF WINDSOR, County of Weld, Colorado, situate in the North Half (N 1/2) of Section Seventeen (17), Township Six North (T.6N.), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), containing 77.777 acres more or less*, allege the following to be true and correct:

The perimeter of the proposed annexation has a distance of 9,402.67 feet, of which 4,580.1 feet are contiguous to the existing TOWN limits of the TOWN OF WINDSOR. A minimum of 1/6 of the perimeter of the proposed annexation is contiguous to the TOWN OF WINDSOR.

We further allege:

1. It is desirable and necessary that said territory be annexed to the TOWN OF WINDSOR.
2. A community of interest exists between the said territory and the TOWN OF WINDSOR.
3. Said territory is urban or will be urbanized in the near future.
4. Said territory is integrated or capable of being integrated with the TOWN OF WINDSOR.
5. No land held in identical ownership is divided into separate parcels unless the owner of said tract has consented in writing or joins in this Petition.
6. No land held in identical ownership comprises 20 acres and together with improvements had an assessed valuation in excess of \$200,000.00 in the year preceding the filing of this Petition.
7. No proceedings for annexation of the territory have been commenced for annexation to another municipality.
8. The signers hereof comprise the landowners of more than 50% of the territory proposed to be annexed exclusive of streets and alleys, and are in fact owners of 100% of the hereinafter described property.

Therefore, the undersigned hereby request that the TOWN OF WINDSOR approve the annexation of the area described above and do herewith pay the required fees.

In addition to the annexation, the undersigned request the zoning of SF-2 for the above described property.

Date

2/10/2022

Owners Signature



Mailing Address

3282 Rock Park Drive
Fort Collins, CO 80528

**ANNEXATION IMPACT REPORT
TREVENNA ANNEXATION**

Please see the enclosed Annexation Plat for a full legal description on the subject property.

- 1) (a) Please see the enclosed Annexation Plat and vicinity map for current and proposed municipal boundaries.
(b) Please see item #3 below for information regarding provision of utility services.
(c) Please see the enclosed Annexation Plat, Town of Windsor Land Use Plan map and the proposed Land Use Map Amendment for the current and proposed land use patterns.
- 2) The application materials did not include a draft or final pre-annexation agreement. The Town of Windsor does not typically require a pre-annexation agreement unless such an agreement is determined to be necessary during the initial review.
- 3) Municipal services will be provided as follows:
 - Water – The proposed development will be served by Town of Windsor.
 - Sewage Disposal – The proposed development will be served by Town of Windsor.
 - Drainage Facilities – Drainage infrastructure per the Town's requirements is to be constructed by the developer solely at the developer's expense.
 - Fire Protection – Windsor-Severance Fire Rescue.
 - Police Protection – Town of Windsor Police Department.
 - School – Weld County School District RE-4.
- 4) Installation and financing of any municipal infrastructure extensions shall be the sole responsibility of the developer.
- 5) Please find the enclosed list identifying all existing districts within the area to be annexed.
- 6) The Weld County School District RE-4 provided the attached comments in regard to the application materials.

All development proposals are required to comply with the Town of Windsor Comprehensive Plan, Zoning and Subdivision Ordinances and applicable Corridor Plans.



Paul Hornbeck, Senior Planner

February 16, 2022

Date

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,



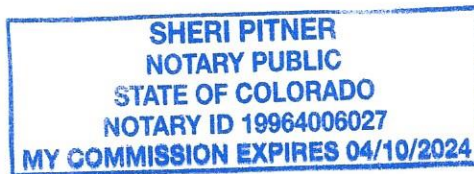
John Donaldson

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

TO: Town of Windsor
Cc: Paul Hornbeck
FROM: Kristin Turner
DATE: January 19, 2022

RE: Neighborhood Meeting Notes

1. Is there an easement for homes on the North side of Fairfield Ave. that would back up to the new development? If not, has it been considered?
 - a. Easements are usually used for utilities, public access, etc.
 - b. We have not gotten to the level of detail to determine if there will be a landscape buffers yet.
2. How will the irrigation ditch run from NW to the SE? How will it be handled? Will it be removed?
 - a. The irrigation ditch almost exclusively feeds this property, so we will be relocating the majority of it.
 - b. We will be using the existing irrigation flow from that ditch and utilize it for our non-potable irrigation system to water all our open space on site.
 - c. Need to confirm if existing ditch on site takes water elsewhere offsite.
3. When you say trails will that be a hike and bike trail or a sidewalk?
 - a. Trails long Guardian Ave. and the trail running East and West will be concrete trails and usually expanded trails (10-foot trail).
 - b. There may be a mixture of concrete and soft surface trails throughout the site internally as we move further through the design.
4. Who is the proposed developer? Journey, DR-Horton, or Hartford?
 - a. Journey, DR-Horton, and Hartford are all home builders.
 - b. John and Hunter are the proposed developers (Timberline Development Group). They own the property.
 - c. In terms of builders that has not been determined yet.
5. How many homes are planned for parcel C? Density?
 - a. Number of homes/density in each parcel has not been determined yet. We will determine how many homes as we move into the next step of the process.
 - b. We do know that there is a capacity because of utilities for this site which will allow for 262 lots overall. However, we don't know how these will be distributed through the site.
6. Is there a possibility of a road being constructed on the Southern end of the development?
 - a. No, as you can see on the plan, we have an access point just North of parcel G. There are certain LUCASS (Larimer County Urban Street Standards) intersection spacing standards we must follow in our design depending on the classification of the existing and proposed roads.

7. I am curious about the traffic flow for 11th street? Is there any consideration such as roundabout, stop signs, shape of the road, etc. to prevent a cop to monitor this road daily?
 - a. We are at the annexation and masterplan stage of this project and a traffic study at this point isn't part of the submittal package.
 - b. At this point we are wanting to see if this is a property the town wants to annex, and from there trying to design the big ideas and try to focus on access points.
 - c. If this was to move forward, then a traffic study will be required in our submittal by a third-party traffic engineer. Then the city traffic engineer will review plans and make sure they meet the requirements for the city.
 - d. Traffic engineers will be provided with design plans that we provide them along with internal roads, lot counts, phasing, etc.. They start with existing traffic counts, traffic standards, and specific algorithms that read things like number of trips per type of unit to help create a traffic report. The traffic reports grade the roads with a letter grade rating, followed by a list of requirements the development will have to provide to make sure that there is no change to how those existing roads operate.
8. Our North weld water one runs through the development? What's its status?
 - a. The town has asked us to switch those lines to Windsor water system.
9. Is Guardian St. going to enter onto 11th St.?
 - a. 11th street is going to extend and become Guardian St. and then extend all the way to 15th St.
10. Timeline for development? Timeline for Building? Next phase of development? Construction timeline?
 - a. There are several steps in the entitlement process.
 - b. If starting today with annexation all the way through final platting could take a year, or longer than a year. In addition, entitlement packages must be in place and recorded before any construction takes place.
 - c. We don't know if this project will be phased or done all at once, but that is detail we will be figuring out as we move forward into the process.
 - d. Once we have an approved annexation, zoning, and masterplan, we will start the next phase of development with the design of the major subdivision.
 - e. Construction will ideally start after the entitlement process is done, but this could fluctuate depending on certain circumstances.
11. Has an HOA been determined?
 - a. No, that will be something we will try to figure out in later phases.
12. Confirming these are all single family detached homes and not single family attached homes?
 - a. All parcels are going to be of some sort of residential use, being attached or detached.
 - b. In general, this development will look very similar to its surrounding neighborhoods.

13. How many planned street lights will be on 15th and coming off of 11th ?
 - a. That will be determined from that traffic study/report. This traffic study can get started once we get into the major subdivision design with streets and lot counts.
14. Are we having more zoom meetings in the future?
 - a. This is the only neighborhood meeting, but we will have a couple of hearing before the planning commission and town board that will be open to the public.
 - b. Everything we submit to the town is public record, so plans can be shared for any future questions.
15. What does gross density mean? What will be along the railroad?
 - a. Gross density is just your raw acreage within the property boundary and what is permitted for that property. Net density is when you take the road and that type of thing out to get a more defined density per parcel.
 - b. We know that Guardian Drive is running along the railroad, and we would prefer the trail to be on the internal side of Guardian Drive, but we are showing the big ideas that we are wanting a North / South connection along this road. There is potential for the trail to be on the railroad side of Guardian Drive or it could be a landscape buffer. This detail will evolve as we move further into the process.
16. Have you discussed the needs for school?
 - a. Every submittal we make to the town of Windsor has a list of agencies that our plans get sent to get reviewed such as the school district, fire department, utility providers, etc.. The school district will evaluate and determine if they need another school site or will accept cash in lieu.
17. Will the West properties lose their access to county road 15? What is the plan for driveway access through the future development?
 - a. 15th is a minor collector right now and someday these 3 properties will lose their driveway access to an arterial. As part of the design, we will be providing a driveway access to a local road in the subdivision. In general driveway access onto a collector or arterial is not permitted due to the amount of traffic these roads can carry. This development will be designed in such a way to allow for these properties to have a safe way to get in and out of the property onto 15th.
18. Everyone leading this call is part of a contractor doing the planning for the Trevenna neighborhood?
 - a. We are all a part of this team for the entitlement package
 - b. Paul is a representative from the town of Windsor, to listen in and help with any town-based questions.
19. Will the Town of Windsor or a metro district management be apart of meetings like these?
 - a. The town of Windsor will always be a part of meeting like these that we host, and we are always happy to answer questions off-line.

20. How many approvals or phases will there be before a plan will be made?
- The first piece is the annexation, zoning, and masterplan all of those will go through the approval process at the same time. Once that is completed then we do a preliminary major subdivision which includes preliminary plat, landscape, and construction documents which all move through the approval process together. Then, once preliminary is approved, we move into final major subdivision which includes final plat, landscape, and construction documents which will all move through the approval process together as well.
21. Will this development impact our non-pot water for Brunner farm? If so, how?
- No, legally we are not allowed to impact your non potable system. This property carries water rights with it which will help build and design our non-potable system. Anything we are required to pass on to Brunner farm we will have to build and design that system.
22. What approvals have we received from the town of Windsor for potable water and irrigation water?
- There are no approvals for this site right now. It's a very similar process to what was previously said about phases of approvals. No design has been made at this time, so not much information we can give at this point in time.
23. When will the town meeting take place?
- Not in books yet. We are still in the review process, and we like to have the neighborhood meetings and get any feedback we can potentially incorporate into the plans.
 - There will be notification letters sent prior to the meetings.
24. Will the development tie into existing sewer? Will the 3 separate properties just West of the development also be connected to the city's main sewer system.
- The development will be connecting into the city's trunk main that's in 15th.
 - The 3 properties will not be connecting to the sewer system as a part of this development. Those properties have septic systems that are permitted by the county and that is something they could chose to do on their own, but their sewer system will not be touched as a part of this development.
25. Has the property been rezoned from agriculture to residential?
- Not yet. That is part of this annexation process. We must request the annexation and as apart of that annexation we request the zoning as well. The order they approve them would be annexation, zoning, and then masterplan, but they all go to hearing at the same time.
26. What are the plans to protect the existing wells of West neighbors?
- We will not impact your well, and all our water is coming from sources that already in use. We will be using the existing irrigation ditch for our non-potable irrigation system, and for domestic use we will be connecting to the city's water system, so there will be no new draws that will be impacting those existing wells.
27. Is Guardian Drive have anything to do with the Guardian movement in Windsor this year?
- No, the road in the development is just an extension of the road from the West.

28. What about a grocery store analysis? Can we bring in a Trader Joe's?
- The SF2 zoning will not allow for commercial development on this property.
29. Does this mean there will be no further cultivation farming over the period from now and until development begins?
- I do not believe that there will be enough time to farm for this period of the year but have talked about maybe part of the year, but we don't know yet.
30. Has a more modern xeriscape development been considered?
- We look at this on every project and we really do our best to use a plant pallet that is appropriate for the area and not using high water usage plants.
31. Will the 3 properties on the West side be forced to annexation into the town? Will land use and zoning stay the same?
- They will not be forced into annexation with the development of this property. This development will not affect your zoning or permitted land uses.
32. Overall master planning for Windsor seems to be increasing in housing but infrastructure seem to be falling behind.
- Development needs to pay their own way for improvements. The town can not proactively put improvements prior to the development. However, a development like this does pay several impact fees such as parks and open space fees, road impact fees, etc. to help improve public amenities throughout town.
33. Is there a potential to make the proposed park 2 acres instead of 1 due to the size of the overall neighborhood?
- At a masterplan level we show everything as big bubbles, but there is potential for more open space areas throughout the development. As we start to put in lots, typically little nooks are carved out and become pocket parks and open space, but we will know more as we move further into the development process.
34. What is the plan for the water runoff for this community?
- We are required to capture all the runoff that is generated by the site and detain into the two parcels on the southern end of the site and release it into the city's storm water system within a 72-hour time frame by state law. There will be no runoff going from this development to the southern neighborhoods.



Weld RE-4 School District

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

November 23, 2021

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

RE: Trevanna - Lot Study
Dear Planning Department Staff:

The above referenced major subdivision application is proposed for a total of 265 single family lots. This development is expected to generate 183 students for the Weld RE-4 School District.

Estimated Student Generation	
School Type	
(Grades Served)	Students
Elementary (K-5)	86
Middle (6-8)	42
Senior High (9-12)	<u>55</u>
Total	183

This level of student generation results in the need for 4.9 acres of land necessary to support the school facilities required to serve these students, however, that size of land dedication is not feasible for a school site.. At the projected 262 single family homes, the district anticipates over 183 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



Weld RE-4 School District

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

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

As of December 1, 2020, the District's total bonding capacity approximates \$336.1 million at 25 percent of assessed valuation per state statute. Debt outstanding from previous bond elections totals \$112.3 million leaving \$223.8 million available for future facility needs throughout the District. Given residential development and student potential from already approved but not completed projects, this amount is likely deficient to provide the necessary school facilities. Inadequate bonding capacity is the direct result of residential growth occurring at a pace that well exceeds the District's statutorily limited ability to fund school construction.

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 project, the District requests that the owner agree to pay cash in lieu of land at the value of \$2,916 per home for a total of \$763,992.

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 blue ink, appearing to read "Jason Seybert", is written over a faint, circular blue stamp.

Jason Seybert
Chief Operating Officer



Weld RE-4 School District

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

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Jason Seybert
Chief Operating Officer



Annexation

Trevenna

Sandra Mezzetti, Planner II

Planning Commission– March 16, 2022



Annexation

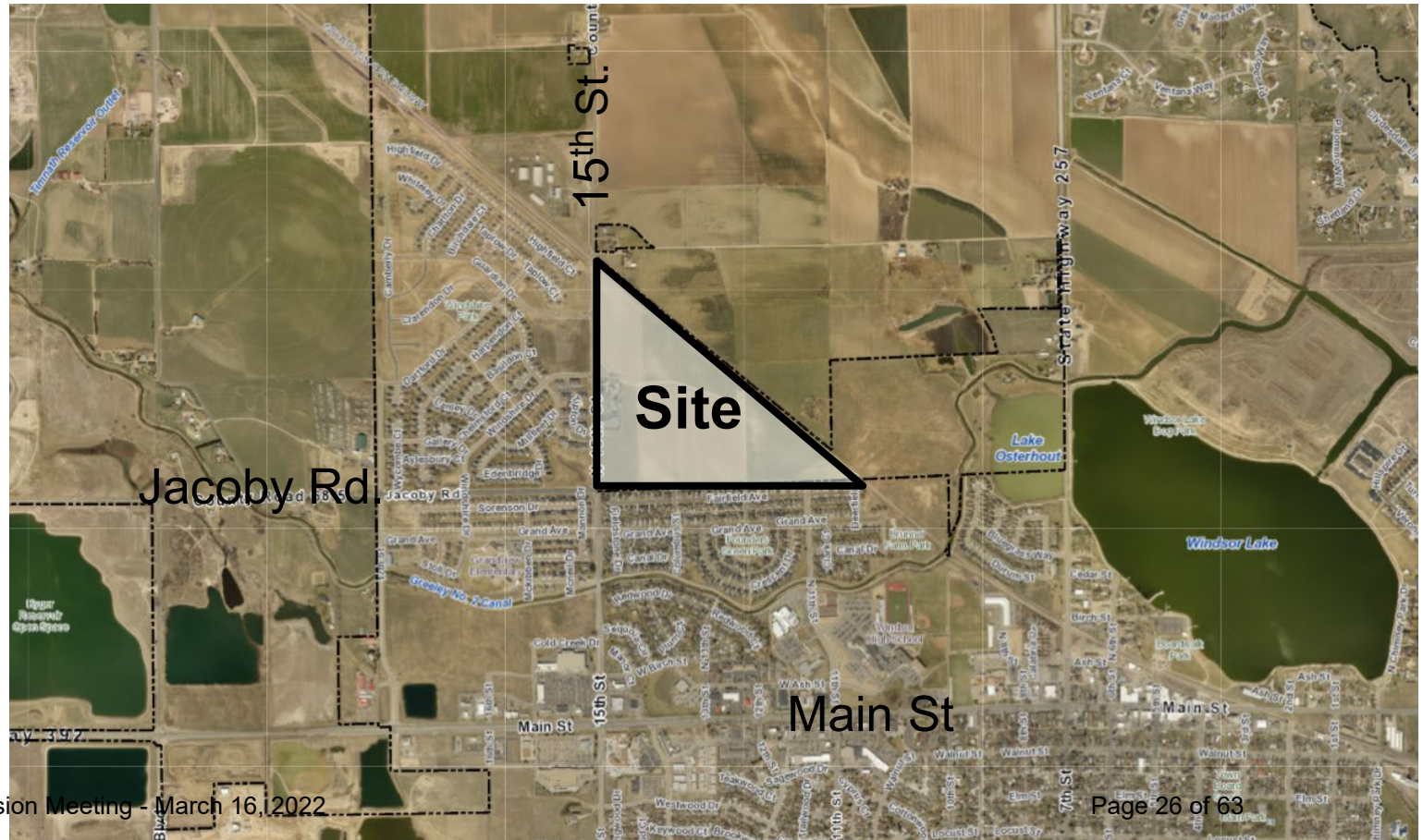
Article II of Chapter 14 of the Municipal Code outlines the purpose and procedures of the annexation process, including:

Sec. 14-2-30. Purpose.

The purpose of this Article is to establish a procedure to bring land under the jurisdiction of the Town in compliance with the Colorado Municipal Annexation Act of 1965, as amended.

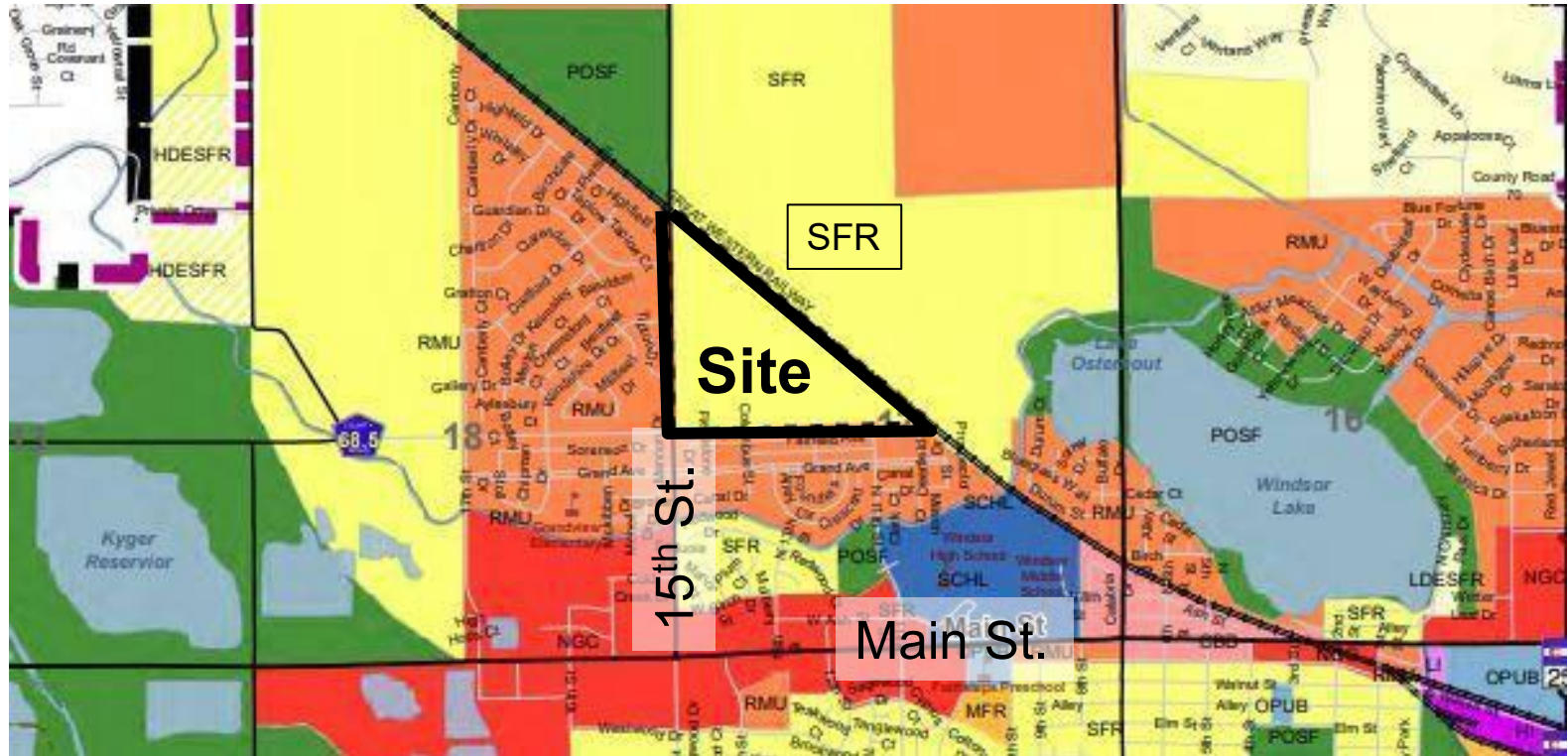


Site Vicinity Map



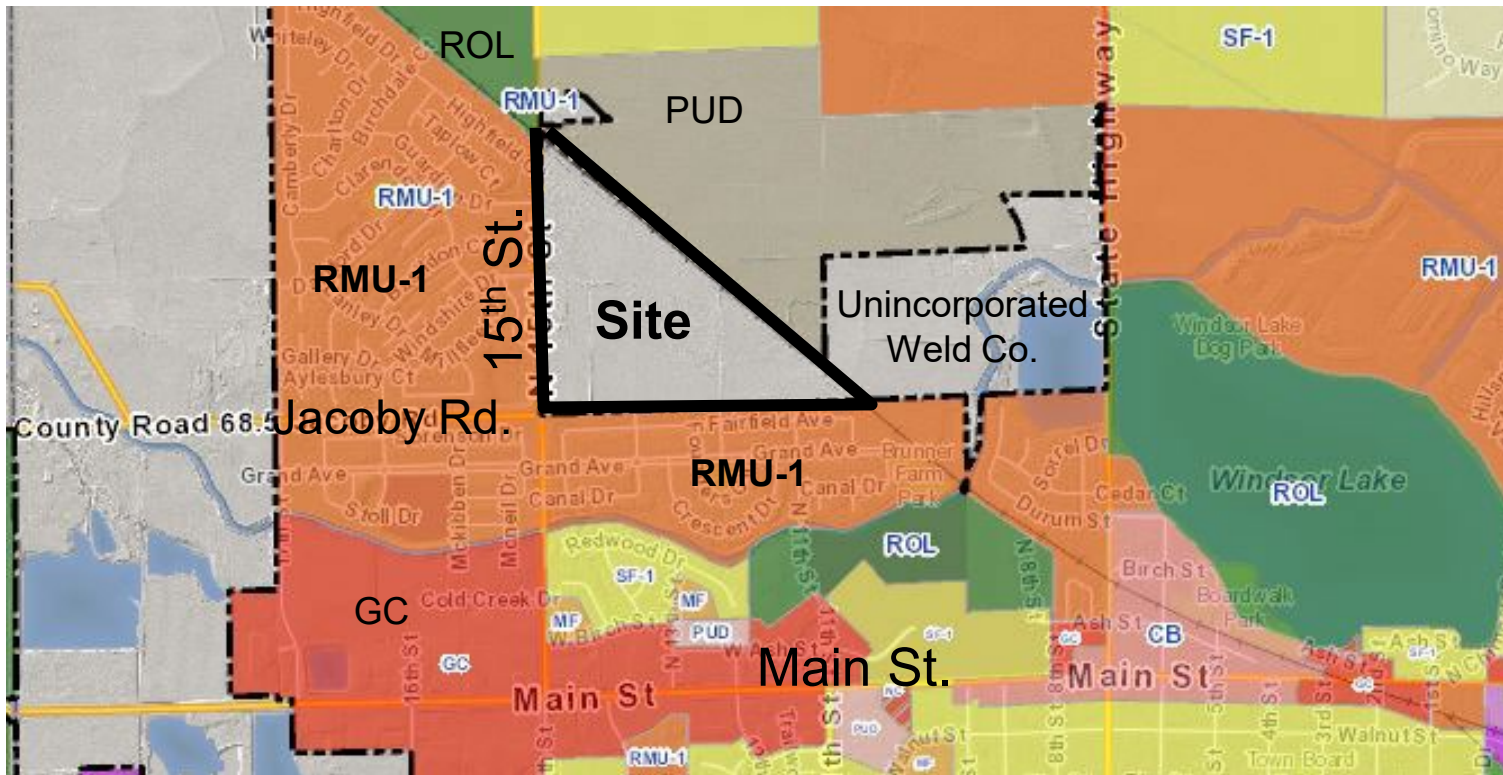


Land Use Map





Zoning Map





Proposed Zoning

Current zoning is Weld County Agricultural (Ag)

Proposed zoning is Single Family Attached Residential (SF-2) which allows for the following building types:

- Single Family detached
- Single Family attached:
 - Standard Duplex
 - Over-Under Duplex
 - Townhouse
 - Multiplex

The proposed zoning is consistent with the zoning designation on the Land Use Map.





Illustrative Master Plan





Master Plan- Summary

- 262 dwelling units, 3.37 units/acre, maximum (consistent with the Land Use Plan designation of Single Family Residential)
- A mix of single family detached and attached units
- 1.5 - acre open space/park site
- 6.0 acres of roads/ miscellaneous
- Extension of Guardian Drive (major collector) to the east
- Two local street connections, Columbus Street and Springfield Drive.
- Local street connection from North 15th Street, aligned with Tipton Drive (local street) on the west side of North 15th Street.



Notification Area

Planning Commission and Town Board public hearing notifications:

Legal ad ran for four consecutive weeks in newspaper:

February 18, 2022 – first week legal ad

February 25, 2022 – second week legal ad

March 03, 2022 - third week legal ad

March 11, 2022 – fourth week legal ad

February 16, 2022 – public hearing notice published to Town website

February 22, 2022 - applicant mailed letters to surrounding property owners

February 22, 2022 – staff mailed Certified Packets to relevant taxing districts

February 24, 2022 – annexation sign posted on property

Planning Commission Meeting - March 16, 2022





Findings

At their February 14, 2022 meeting, the Town Board adopted Resolution 2022-04 that declared these certain findings of fact and set hearing dates:

1. March 16, 2022 for Planning Commission
2. March 28, 2022 for Town Board



Relationship to the Comprehensive Plan (1 of 6)

Chapter 5b – Growth Framework

Goal:

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

Staff comment: :

- The Master Plan proposes development that is consistent in character with the community by providing a mix of housing types
- The proposed zoning of SF-2 is more fiscally and environmentally responsible than SF-1 zoning by promoting compact development
- Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due the compact layout.
- The proposed annexation area has been anticipated for growth as designate on the Land

Use Map within Comprehensive Plan.



Relationship to the Comprehensive Plan (2 of 6)

Objective:

3. Develop new neighborhoods adjacent to the Town core.

Staff comment:

- The site can be considered a part of the Town core, being approximately one-half mile northwest of downtown.





Relationship to the Comprehensive Plan (3 of 6)

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.

Staff comment: The Master Plan will allow for both single family detached and attached housing types which can help meet the needs of varying family sizes, lifestyles, and income levels.



Relationship to the Comprehensive Plan (5 of 6)

2. Foster a diversity of housing types and sizes through coordinated land use multi-modal connectivity to increase neighborhood access and resident mobility.

Staff comment: Staff comment: As previously mentioned, the Master Plan allows for a diverse style of housing types. The SF-2 zone district allows the following dwelling types:

- Single family detached dwelling units
- Single family attached dwelling units:
- Duplexes, including standard and over-under
- Townhouses
- Multiplex dwellings
- Cottage dwellings



Relationship to the Comprehensive Plan (6 of 6)

Chapter 7 – Community Facilities and 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.

Objective:

- 1. *Coordinate annexation and development with community service and utility providers to ensure adequate levels of service area extended to new growth areas and maintained in existing service areas.***

Staff comment: As previously mentioned, road connections are proposed with the Master Plan:

- Extension of Guardian Drive to the east and connecting to 11th Street in the Brunner Farms Subdivision
- Street connections to Columbus Street and Springfield Drive.



Relationship to the Strategic Plan

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

- **Infrastructure** – As mentioned above, the extension of Guardian Drive across North 15th Street and extension of water and sewer utilities are proposed with the Master Plan.
- **Quality of Life** – A 1.5-acre park/open space and regional trail connections are proposed with the Master Plan thus creating opportunities for a healthy and active lifestyle for future residents.
- **Downtown** – The site is in close proximity (approximately one-half mile) to downtown and additional homes in the area may increase demand for investment and businesses downtown.



Annexation Records

Staff requests that the following be entered into the record:

- Application, petition and supplemental materials
- Any testimony received during the public hearing
- Staff memorandum and supporting documents
- Recommendation



Annexation Recommendation

Staff recommends Planning Commission forward to Town Board a recommendation of approval of the annexation and zoning designation subject to any outstanding Planning Commission and staff comments being addressed.



Master Plan Recommendation

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



Annexation and Master Plan Review Considerations

- Annexation is a discretionary act by Town Board
- Compliance with Annexation Act of 1965
- Consistency with Comprehensive Plan



MEMORANDUM

Date: March 16, 2022
To: Planning Commission
Via: Scott Ballstadt, Planning Director
From: Sandra Mezzetti, Planner II
Location: Northeast of North 15th Street (Weld County Road 15) and Jacoby Road (34458 County Road 15)
Re: Trevenna Annexation to the Town of Windsor
Item #: C.2.

Background/ Discussion:

Please refer to public hearing material.



MEMORANDUM

Date: March 16, 2022
To: Planning Commission
Via: Scott Ballstadt, Planning Director
From: Sandra Mezzetti, Planner II
Location: Northeast of North 15th Street (Weld County Road 15) and Jacoby Road (34458 County Road 15)
Re: Trevenna Master Plan
Item #: C.3.

Background/ Discussion:

Please refer to annexation and master plan public hearing materials.

Recommendation:

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



MEMORANDUM

Date: March 16, 2022
To: Planning Commission
Via:
From: Scott Ballstadt, Director of Planning
Location:
Re: Amendment to Windsor Planning Commission Bylaws to Allow for Remote Participation in Meetings
Item #: C.4.

Background/ Discussion:

During the COVID-19 virus, the Town Board passed an emergency order allowing Town Board and advisory boards to utilize video conferencing technology in order to hold virtual board meetings and conduct business remotely. Members of the public and applicants were also allowed to participate remotely in order to avoid in-person gatherings during this time. Once that emergency order was lifted, the option to hold meetings or participate in meetings virtually went away. Therefore, the subject amendment to the Planning Commission bylaws is proposed to allow for this virtual option to be used when necessary in the future.

In addition to addressing potential future disruptions such as the one caused by COVID-19, the option for Planning Commissioners to virtually participate in meetings to meet quorum requirements would be beneficial. Rather than cancelling meetings due to lack of a quorum, applicants would avoid potential costly delays and keep land use projects moving through the approval process.

Therefore, the following language is proposed to be added to Article IV of the Planning Commission bylaws:

Virtual Meetings/Participation. Meetings of the Commission may be held by teleconference or other means of remote communication or in combination of physical participation at a physical location and virtual participation. Virtual participation shall be considered "present in person", and members of the Commission participating virtually may vote at such meeting. All votes shall be recorded in the minutes.

Recommendation:

Staff recommends that the Planning Commission approve the resolution as presented.

ATTACHMENTS:

Description

- Planning Commission Resolution 2022-1

**TOWN OF WINDSOR
PLANNING COMMISSION**

RESOLUTION NO. 2022 - 01

BEING A RESOLUTION REPEALING AND READOPTING THE BYLAWS OF THE WINDSOR PLANNING COMMISSION CONCERNING VIRTUAL PARTICIPATION OF ITS MEMBERS AND THE PUBLIC

WHEREAS, the Planning Commission was urged by the Town Board to consider adoption of policies for remote meeting participation during the period following revocation of the COVID-19 Pandemic Emergency on April 26, 2021; and

WHEREAS, remote participation has become an effective way for members and the public to participate in meetings when circumstances do not allow their physical presence; and

WHEREAS, the Planning Commission desires to authorize remote meeting participation in accordance with this Resolution.

NOW, THEREFORE, be it resolved by the Town of Windsor Planning Commission as follows:

IT IS HEREBY RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. That the Windsor Planning Commission hereby repeals all previous versions of the Windsor Planning Commission Bylaws, as amended, and readopts the Windsor Planning Commission Amended Bylaws as outlined in Exhibit A, attached hereto and incorporated herein by this reference.
2. That the Windsor Planning Commission hereby authorizes the Chairman of the Windsor Planning Commission to execute this Resolution and the Secretary of the Windsor Planning Commission to attest thereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 16th day of March, 2022.

TOWN OF WINDSOR, COLORADO

By: _____
Chairman

ATTEST:

Secretary

Exhibit “A”

AMENDED BYLAWS For The Town of Windsor Planning Commission

Article I Introduction

- A. The *Windsor Municipal Code* authorizes the Planning Commission to adopt amended bylaws for the transaction of business.
- B. The within Amended Bylaws have been adopted by the Town of Windsor Planning Commission, and all previously adopted bylaws are deemed repealed.
- C. Pursuant to the *Windsor Municipal Code*, this Commission shall be known as the *Town of Windsor Planning Commission*, hereinafter referred to as “Windsor Planning Commission” or “the Commission.”

Article II Membership and Officers

- A. The Windsor Planning Commission shall be composed of members appointed by the Town Board of the Town of Windsor in accordance with the *Windsor Municipal Code*.
- B. The Commission shall elect a chairman, vice chairman, and secretary.
 - 1. The chairman shall preside at all regular and special meetings of the Commission and shall decide all points of procedure.
 - 2. The vice chairman shall assume the duties and responsibilities of the chairman in the chairman’s absence.
 - 3. In the absence of the chairman and vice chairman, the election of an acting chair shall be in accordance with the procedures outlined in Section G of Article III of these Amended Bylaws.
 - 4. The secretary shall keep, or cause to be kept, all records of the Commission, and shall transmit all appropriate records to the Town Clerk to become part of the official Town Record.
 - 5. Commission officers shall serve for a term of one (1) year and shall be elected annually at the January meeting of the Commission.
 - 6. Officer vacancies shall be filled at the next regular meeting of the Commission by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.

7. In accordance with the terms and conditions outlined in Article IV, Alternate Members, of these bylaws, alternate members may be appointed to serve on the Commission.

Article III Meetings

- A. The chairman shall prepare, or cause to be prepared, an agenda for every regular or special meeting of the Commission.
- B. The Commission shall meet monthly on a date and at a time and location designated by the chairman. These regular meetings may be postponed or rescheduled upon a vote by the Commission. In the event there is not any business scheduled to come before the Commission, the Director of Planning or his or her Designee may cancel the respective meeting and shall in a timely manner provide written notice to the members of the meeting cancellation.
- C. The secretary shall prepare, or cause to be prepared and posted, a notice of each regular or special meeting of the Commission. Such notice shall contain the meeting agenda.
- D. Special meetings may be called by the chairman at the request of two (2) members, provided that notice of same, including a listing of all items to be considered (agenda), is transmitted to each member of the Commission or, as otherwise needed, be delivered to his or her residence at least forty-eight (48) hours prior to the time set for such meeting, and further provided that announcement of a special meeting, or any other meeting at which all members of the Commission are present, shall be sufficient notice of such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.
- E. All meetings of the Commission shall be open to the public.
- F. Quorums.
 1. Before official and formal action may be taken on any matter at any meeting of the Commission, a quorum shall be present and in session. Except as set forth in subsection (2) of this section with respect to amendments of the Windsor Comprehensive Plan, a quorum is defined for purposes of these Bylaws as any four (4) members appointed pursuant to the Windsor Municipal Code.
 2. For any meeting at which any official and formal action may occur with respect to amendments of the Windsor Comprehensive Plan, in accordance with Section 31-23-303, Colorado Revised Statutes, as amended, a quorum for purposes of these Bylaws is defined as any five (5) members appointed pursuant to the Windsor Municipal Code.
- G. In the absence of the chairman, the vice chairman shall call the meeting to order. In the event neither the chairman nor the vice chairman are present, the first order of business shall be the election of an acting chair for the meeting. The secretary shall call the meeting to order, and the acting chair shall be elected by a majority vote of the members in

attendance. In the event of a tie vote for the election of the acting chair, the secretary shall appoint the acting chair.

- H. The chairman may from time to time call for work session meetings for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action is taken.
- I. All voting shall be by roll-call vote, and all official actions of the Commission shall be taken by an affirmative vote of a majority of the members in attendance, except for amendments to the Windsor Comprehensive Plan, which shall require an affirmative vote of no less than five (5) members of the Commission appointed pursuant to the *Windsor Municipal Code*.
- J. The members of the Commission shall be bound by Article V of the Town of Windsor Home Rule Charter, also known as the Town's Ethics Code. A copy of the Town's Ethics Code is attached hereto as the Appendix. Copies of the Town's Ethics Code, and any subsequent amendments thereto, shall be distributed to all current and future members of the Commission.
- K. The order of business for all meetings shall be the order as it appears on the agenda except that the chairman may, under special circumstances, rearrange the order of business unless otherwise directed by a majority of the members there present and in session.
- K. The secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all important facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the Commission or its chairman shall direct. The minutes of each meeting shall be approved by the Commission at its next meeting.
- L. The secretary shall prepare, or cause to be prepared, the transmittal of official and formal actions of the Commission to the Town Manager's office for scheduling before the Windsor Town Board.

Article IV Alternate Members

- A. **Authorization.** The appointment of alternate members to the Commission is authorized and governed by Section 2-1-70 of the *Windsor Municipal Code*, and all subsequent amendments thereto.
- B. **Attendance.** Alternate members shall attend all meetings and/or work sessions except as otherwise specified by the Chair. Alternate members shall receive notification of all meetings and/or work sessions in the same manner as the regular members of the Commission are notified.
- C. **Preparation.** Alternate members shall be provided all materials provided to regular members in anticipation of meetings and/or work sessions. Alternate members shall review all such materials, and shall be prepared to participate at all meetings and/or work sessions.

- D. **Quorums, Vacancies and Recusals.** At the call of the Chairman, alternate members shall be seated as voting members for the following purposes: (1) to achieve a quorum in accordance with Section III. F. above; or (2) having achieved a quorum, one or more regular members are not in attendance at a meeting; or (3) in the event a regular member for any reason (including recusal) is unable to participate in the discussion and voting relative to an official and formal action.
- E. **Voting.** Provided that all requirements for achieving a quorum and the additional criteria described in Section D., Quorums, Vacancies and Recusals, above are met, alternate members shall be accorded a vote upon any matter requiring action by the Commission. In the event a conflict arises as to whether a regular member or an alternate member is to be seated, the regular member in attendance shall be seated and the alternate member shall not be accorded a vote.
- F. **Virtual Meetings/Participation.** Meetings of the Commission may be held by teleconference or other means of remote communication or in combination of physical participation at a physical location and virtual participation. Virtual participation shall be considered “present in person”, and members of the Commission participating virtually may vote at such meeting. All votes shall be recorded in the minutes.

Article V Committees

- A. There shall be no standing committees of the Board.
- B. With the consent of the Board, the chairman may appoint *ad hoc* committees of the Commission for special study or review.

Article VI Amendments

These Amended Bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read at the last regular meeting of the Commission.



MEMORANDUM

Date: March 16, 2022
To: Planning Commission
Via: Scott Ballstadt, Director of Planning
From: Trisha Conway, Deputy Town Clerk
Location:
Re: Action Style Meeting Minutes
Item #: •1.

Background/ Discussion:

After attending a clerk's training over minute taking, staff has noticed a trend in municipalities moving to something called "action plus" style of minute taking for their official minutes. There are several different types of minutes that have been used including: action, action plus, summary, and verbatim. Best practices are to never use verbatim for minute taking as it allows for subjects to come back and want things changed because that is not what they actually said.

What we have customarily done is a combination of summary with some transcription of the back and forth between Board Members and staff. Depending on the topic and the amount of back and forth, this can be very tedious not only to the Clerk staff who have to type the minutes, but to the Board and public who have to wade through numerous pages reading the minutes. I have included an example of what our current minutes look like, compared to the action plus style of minutes.

After speaking with the Town Attorney about the possibility of moving to action plus style of minutes, with his blessing, I am recommending that we change to taking action plus style of minutes for our meetings. Per our adopted retention schedule, the minutes are our permanent record of the meeting and the recording of the meeting we keep for six months. One of the safe guards put in place when changing to this new style is keeping the recording for two years as opposed to the required six months. This would give the public, the Board, and staff the ability to have access to the recording for a longer period of time, along with ensuring that we have the recording to fall back on for legal proceedings if needed. I have checked with the IT department on the additional cost of keeping the recordings for a longer period of time and was informed that there would not be an additional cost associated with keeping the recordings for the extended amount of time.

Financial Impact:

None

Recommendation:

Staff recommends moving to taking action plus style of meeting minutes.

ATTACHMENTS:

Description

- ▢ Current Style of Meeting Minutes
- ▢ Action Style Meeting Minutes



PLANNING COMMISSION REGULAR MEETING

Town Board Chambers November 3, 2021 - 7:00 PM

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

Please click this URL to join. <https://windsorgov.zoom.us/j/86823720818>

OR join by telephone at (888) 788-0099 or (877) 853-5247

Webinar ID:868 2372 0818

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.

MINUTES

A. CALL TO ORDER

Chairman Schick called the meeting to order at 7:05 p.m.

1. Roll Call

Chairman Schick
Doug Dennison
Kelly Hall
Jose Valdes
Roger Colonnese

Absent

Vice-Chair Bushelman
Tim Reddick
Cindy Beemer
Alternate Eric Bernhardt

Also Present:

Carlin Malone, Chief Planner
Scott Ballstadt, Planning Director
Sandra Mezzetti, Planner II
Barry Wilson, Town Board Liaison
McKenzie Payne, Visual Media Coordinator
Karen Frawley, Town Clerk

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

Doug Dennison moved to approve the agenda as presented, Jose Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Colonnese, Dennison, Hall, Schick, Valdes; Motion Passed.

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 Planning Commission.

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. Public Comments are expected to be constructive. Written comments are welcome and should be given to the Secretary prior to the start of the meeting. Written materials will not be accepted during the meeting in the interest of time.

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

B. CONSENT CALENDAR

Doug Dennison moved to approve the consent calendar as presented, Roger Colonnese seconded the motion. Roll call on the vote resulted as follows; Yeas - Colonnese, Dennison, Hall, Schick, Valdes; Motion Passed.

C. BOARD ACTION

1. Public Hearing - Final Major Subdivision - South Gate 11th Filing - Tract D of South Gate Business Park 1st Filing and Tract A South Gate Business Park 9th Filing, Martin Lind, Windsor South Gate Development LLC; Owner/Applicant and Derek Patterson, TST Engineering, Own's Representative, Garrett Scallon, Windsor South Gate Development LLC, Owner's Representative

The Final Major Subdivision South Gate Business Park Subdivision, Eleventh Filing, will replat the South Gate Business Park Subdivision, Ninth Filing Tract A, into an additional 6 lots, plat the private roadway as a tract and re-plat the regional detention pond located on the west side of the property. No infrastructure is proposed with the Major Subdivision, only a replat.

Town Board Member 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 a 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."

Chairman Schick opened the public hearing.

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

Chairman Schick opened the meeting for Commissioner questions or comment.

Commissioner Dennison asked when the additional infrastructure be addressed if needed. Ms. Malone replied that the applicant would be putting in a private drive in the future as well as water and sewer. Chair Schick asked who would be maintaining the additional infrastructure, to which Ms. Malone stated the property owner or metro district would.

Commissioner Valdes asked if this was the location that was the focus of discussion with surrounding residents concerned about meat packing facilities. Ms. Malone stated that there were neighbors that commented on the rezoning.

Brian Wilson, applicant's representative provided a brief presentation to the commission.

Commission Colonnese asked if there have been any changes to the original plan? Mr. Wilson responded that there have been no changes from the concept plan.

Doug Dennison moved to close the public hearing, Jose Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Colonnese, Dennison, Hall, Schick, Valdes; Motion Passed.

2. Recommendation to Town Board - Resolution approving a Final Major Subdivision – South Gate 11th Filing - Tract D of South Gate Business Park 1st Filing and Tract A South Gate Business Park 9th Filing, Martin Lind, Windsor South Gate Development LLC; Owner/Applicant and Derek Patterson, TST Engineering, Own's Representative, Garrett Scallon, Windsor South Gate Development LLC, Owner's Representative

Please see public hearing item.

Per Ms. Malone, nothing further to add at this time.

Doug Dennison moved to forward a recommendation of approval to the Town Board for the Final Major Subdivision - South Gate 11th Filing, Kelly Hall seconded the motion. Roll call on the vote resulted as follows; Yeas - Colonnese, Dennison, Hall, Schick, Valdes; Motion Passed.

D. COMMUNICATIONS

- Communications From Planning Commission
- From Town Board Liaison
Town Board Member Wilson reported on the items that have been discussed during the last few Town Board Work Session and Regular meetings.
- Communications From Staff
 1. South Gate Business Park Subdivision 2nd Filing, Lot 4 (1113 South Gate Drive) - S. Mezzetti
 2. Site Plan Review - South Gate Business Park Subdivision 6th Filing, Lot 2 (1000 Champion Drive) - S. Mezzetti
 3. Site Plan Review - South Gate Business Park Subdivision 9th Filing, Lot 2 (1105 South Gate Drive) - S. Mezzetti
 4. Site Plan Review - South Gate Business Park Subdivision 5th Filing, Block 1, Lot 1 (1130 South Gate Drive) (Aims Community College Campus Expansion)

Per Ms. Malone, there are four site plan reviews included in the packet for the Southern portion of the South Gate subdivision. If there are any comments, please forward to staff by Friday.

Per Mr. Ballstadt, Monday night's Town Board Work Session will have a discussion on the downtown corridor building height limits. That portion of the meeting will begin at 6:00 for any who want to attend.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:41 p.m.



Karen Frawley, Town Clerk



PLANNING COMMISSION REGULAR MEETING

Town Board Chambers December 1, 2021 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550 Please click this URL to join. <https://windsorgov.zoom.us/j/81697819904> OR join by telephone at (888) 788- 0099 or (877) 853-5247 - Webinar ID:816 9781 9904

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MINUTES

A. CALL TO ORDER

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

1. Roll Call

Chairman Schick
Vice-Chair Bushelman
Cindy Beemer
Kelly Hall
Roger Colonnese
Timothy Reddick

Absent

Jose Valdes
Doug Dennison
Eric Bernhardt

Also Present:

David Eisenbraun, Senior Planner
Scott Ballstadt, Planning Director
Doug Roth, Engineer - Zoom
Barry Wilson, Town Board Liaison
Benjamin Bodiker, Communications Coordinator
Trisha Conway, Deputy Town Clerk
Chris Rolling - Zoom

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

Vice Chairman Bushelman moved to approve the agenda as presented, Cindy Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

3. Public Invited to be Heard

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time.

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

B. CONSENT CALENDAR

Vice Chairman Bushelman moved to approve the minutes of the meeting of November 3, 2021, as presented, Kelly Hall seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

C. BOARD ACTION

1. Recommendation to Town Board - Downtown Corridor Plan Maximum Building Height Amendment

- Staff Presentation: David Eisenbraun, Senior Planner

As was discussed at the November 8, 2021, work session with Town Board, the Downtown Corridor Plan was adopted in 1999 at a time when potential for vertical mixed-use projects was not anticipated. Since that time such vertical mixed-use projects with retail and commercial uses on the lower floors and residential uses on the upper levels have become a reality in neighboring communities. This mix of residential uses creates a residential population necessary to support businesses outside of typical daytime hours.

Section III.K.1. of the Downtown Corridor Plan limits building heights as follows:
Building Height: "The predominant portion of any building shall not exceed thirty feet (30') in height. Ornamental architectural elements or appurtenances such as clocktowers or cupolas shall not exceed 40' in height. (+)"

The complete Downtown Corridor Plan can be found at:
<https://windsorgov.com/DocumentCenter/View/485/Downtown-Corridor-Plan?bidId>

The Central Business District, however, allows for a building height of 75-feet, and the stricter of the two requirements applies.

The enclosed presentation slides include examples of taller projects that have been presented to Town Board as potential projects in the Downtown Development Authority (DDA) area, as well as examples of other vertical mixed-use projects in neighboring communities. Such vertical mixed-use projects take advantage of the Town's existing street and utility infrastructure and are generally more productive than horizontal projects from a property tax standpoint, as illustrated in the graphics produced by consultant Urban3.

Based on Town Board and Planning Commission comments at the November 8th work session, staff has also included a map of a limited area in which taller buildings may be most appropriately located behind the existing buildings on Main Street. The area is within the DDA boundary and does not include areas south of Main Street adjacent to existing residences.

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

Chairman Schick opened the meeting for Commissioner questions or comment.

Discussion ensued between the Board, and staff.

Timothy Reddick moved to forward a recommendation of approval to the Town Board for the Downtown Corridor plan Maximum Building Height Amendment, Cindy Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

2. Recommendation to Town Board - Eastman Park Corridor Plan

- Staff Presentation: David Eisenbraun, Senior Planner

Eastman Park Corridor Plan Link:
https://windsorgov-my.sharepoint.com/:f/p/deisenbraun/Ehk-6_i_eJ1JCysEB1uCCUBrYCyhhKvivrWnX9eKETcQ?e=uMczl9

Background:

Building on the recently completed Windsor Transportation Master Plan, Future Legends Sports Park Master Plan, and the growing Great Western Industrial Park (GWIP), the Town of Windsor realized the need for a comprehensive vision for the Eastman Park Drive corridor (corridor). With the introduction of the Future Legends Sports Park to this previously industrial-focused area, the corridor's character is and will continue to change over the coming years. To prepare for the coming changes, the Town of Windsor created a plan to guide the corridor's future. The Eastman Park Drive Corridor Plan (Plan) – this document – contains the: (1) record and result of the planning process; (2) description and illustration of the vision for the corridor's ultimate build out; (3) policies to support the build-out; and (4) the prioritized capital projects. This Plan describes the holistic long-term vision for the corridor and serves as a guiding document for improvements regarding future land uses and transportation networks.

Mr. Rolling provided a brief presentation to the board regarding the Eastman Park Corridor Plan.

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

Chairman Schick opened the meeting for Commissioner questions or comment.

Discussion ensued between the Board, and staff.

Timothy Reddick moved to forward a recommendation of approval to the Town Board for the Eastman Park Corridor Plan, Cindy Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Beemer, Bushelman, Colonnese, Hall, Reddick, Schick.

D. COMMUNICATIONS

- Communications From Planning Commission

Commissioner Bushelman asked Mr. Ballstadt about findings regarding Highway (Hwy) 257.

Mr. Ballstadt reported engineering is currently working on the intersection of Hwy 257, and Eastman Park Drive. Great Western Industrial Park to the South of that intersection proposed to install raised medians center of Hwy 257 to make it an urban cross section. Great Western is working with CDOT to get the traffic slowed down to 45mph in that area. The improvements would expand to Kodak Drive with plans to relocate the Poudre Trail crossing to a signalized intersection.

Commissioner Beemer asked Mr. Ballstadt about conversations to expand Hwy 392 to County Road 13.

Mr. Ballstadt reported there are budgets working towards some of those projects.

Commissioner Reddick asked Mr. Ballstadt to provide updates on the Urban 3 Corridor Plan as they become available.

- From Town Board Liaison

Town Board Member Wilson reported on November 8th Town Board approved the South Gate Business Park, Incentive agreement for Lineage Logistics, Modified the Road Impact fees, Resolution No. 2021-74 a resolution approving and adopting the amended and restated intergovernmental agreement regarding the Poudre River Trail.

November 15th: Town Board heard from citizen group called Sustainable Windsor Colorado, therefore requested the Town do an energy plan.

November 22nd; Town Board reviewed and approved several different budgets, fee schedules, discussion regarding parking plan budget to acquire land in the Downtown Corridor area. Resolution No. 2021-86 reaffirming a purchase and sale agreement between Town of Windsor and JSCS Farms Authorizing Town Manager Shane Hale to take all steps necessary for closing. Ordinance No. 2021-1638 requiring the filing of an affidavit of intent by Write-in candidates for Municipal Elections. Resolution No. 2021-87 increasing rates for water service customers, Resolution No. 2021-88 increasing rates for sanitary sewer customers, Resolution No. 2021-89 increasing bulk water rates.

- Communications From Staff

Mr. Eisenbraun reported he will provide an update on the Downtown Parking study at a future meeting.

Mr. Ballstadt reported he will provide amendment discussion to the Planning Commission bylaws to allow of remote attendance.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:37 p.m.

Trisha Conway, Deputy Town Clerk