



PLANNING COMMISSION REGULAR MEETING

**January 16, 2019 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550**

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. Approval of minutes of December 19, 2018

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant (CUG) for a Temporary Recycled Asphalt Parking Container in the Central Business (CB) Zone District – Lot 23, Burlington Subdivision – Matt Ashby, Director, Windsor Downtown Development Authority, Applicant
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner
2. Recommendation to Town Board - Conditional Use Grant (CUG) for a Temporary Recycled Asphalt Parking Container in the Central Business (CB) Zone District – Lot 23, Burlington Subdivision – Matt Ashby, Director, Windsor Downtown Development Authority, Applicant
 - Quasi-judicial
 - Staff presentation: Millissa, Senior Planner

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.

3. Public Hearing – Rezoning Petition- Portion of Windsor Manor 7th Filing Lot 3—Windsor Manor Condo Association, President; Scott Goering,
 - Quasi-judicial
 - Staff presentation: Carrie Tremblatt, Planner I
4. Recommendation to Town Board – Rezoning Petition-Portion of Windsor Manor 7th Filing Lot 3—Windsor Manor Condo Association, President; Scott Goering
 - Quasi-judicial
 - Staff presentation: Carrie Tremblatt , Planner I

D. COMMUNICATIONS

1. Communications from the Planning Commission
2. Communications from the Town Board liaison
3. Communications from the staff
 - a. Site Plan – Valley Center Subdivision 4th Filing, Lots 1-3

E. ADJOURN

* *Please note that items on the Consent Calendar will not be discussed unless requested by the Planning Commissioners or by applicants who have business listed on the Consent Calendar.*

Upcoming Meeting Dates

<u>Wednesday, January 16, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, February 6, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, February 20, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, March 6, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**

** Does not include any Planning Commission work sessions which may be requested and may also be scheduled for these dates.



PLANNING COMMISSION REGULAR MEETING

December 19, 2018 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Chairman Tallon called the regular meeting of the Planning Commission to order at 6:58 p.m.

1. Roll Call

The following Planning Commission members were present:

	Doug Dennison
	Kelly Hall
	Victor Tallon
	Jerry Bushelman
	Dan Foreman
Alternate	Cindy Scheuerman
Alternate	Scott Ready
Absent	Gale Schick
Absent	Travis Yingst

Town Board Liaison David Sislowski

Also Present:

Planning Director	Scott Ballstadt
Deputy Town Clerk	Amanda Mehlenbacher

2. Review of Agenda by the Planning Commission and Addition of Items of New Business to the Agenda for Consideration by the Planning Commission
Mr. Bushelman moved to approve the agenda as presented; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas –Dennison, Hall, Scheuerman, Tallon, Bushelman, Foreman; Nays – None Motion carried

3. Public Invited to be heard

Mr. Tallon opened the meeting up for public comment to which there was none.

B. CONSENT CALENDAR*

1. Approval of minutes of December 5, 2018

Mr. Dennison moved to approve the consent calendar as presented; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas – Dennison, Hall, Scheuerman, Tallon, Bushelman, Foreman; Nays – None Motion carried

C. BOARD ACTION

1. Final Site Plan – Eagle Crossing Subdivision 8th Filing, Lot 1 Site Plan (Apartment Complex) – Larry Buckendorf/Morgan Kidder, Fossil Ridge Holdings.

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.

LLC, owner/applicant; Daniel Hull, LandOne Engineering, LLC, applicant's representative

- Quasi-judicial
- Staff presentation: Paul Hornbeck, Planner
Scott Ballstadt, Director of Planning presented on behalf of Mr. Hornbeck.

Mr. Ballstadt introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information: The applicant, Mr. Larry Buckendorf of Fossil Ridge Holdings, LLC, represented by Mr. Daniel Hull of LandOne Engineering, has submitted a final site plan, known as Eagle Crossing Subdivision 8th Filing, Lot 8. The property is located south of Steeplechase Drive and approximately 1/3 mile west of Highland Meadows Parkway. The lot is being created as part of a concurrent minor subdivision which is combining two existing lots. The eastern portion of the new lot previously received site plan approval of four multifamily buildings containing 93 units as a part of a larger 18 building, 407 unit development. The western portion of the new lot was not site planned at that time due to an agreement between the surface property owner and mineral owners.

Site plan characteristics include:

- 4.59 acre site
- an additional 5 buildings and 111 units (for a total of 9 buildings and 204 units;
- parking provided at a ratio of 1.5 spaces per unit, in accordance with the code requirements in place at the time the site plan application was received
- site building coverage of 27%; and
- landscaped area of 30%.

Building characteristics will match the previously approved buildings and include:

- three story buildings with 5:12 roof pitches
- horizontal fiber cement lap siding as the predominant façade material;
- stone treatment around the base of buildings and around external stairways;
- covered decks and porches.

Staff recommends that the Planning Commission forward to Town Board a recommendation of approval of the Final Site Plan, 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
- Recommendation

Mr. Bushelman inquired if there was a wall between the landscape area and the light industrial area.

Morgan Kidder with Journey Homes stated that there is a 2 tier retaining wall in place to help with drainage and avoid an extreme slope.

Mr. Bushelman inquired if there was screening between the multifamily units and the light industrial area.

Mr. Ballstadt responded that the code does not require a buffer at this time.

Mr. Bushelman moved to approve the Final Site Plan – Eagle Crossing Subdivision Eighth Filing subject to all remaining Planning Commission and staff comments being addressed; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Dennison, Hall, Scheuerman, Tallon, Bushelman, Foreman; Nays – None Motion carried

D. COMMUNICATIONS

1. Communications from the Planning Commission
None
2. Communications from the Town Board liaison
None
3. Communications from the staff

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:10 p.m.

Deputy Town Clerk, Amanda Mehlenbacher



MEMORANDUM

Date: January 16, 2019
To: Planning Commission
From: Millissa Berry, Senior Planner
Re: Public Hearing and Recommendation to Town Board – Conditional Use Grant (CUG) for a Temporary Recycled Asphalt Parking Lot in the Central Business (CB) Zone District – Lot 23, Burlington Subdivision – Matt Ashby, Director, Windsor Downtown Development Authority, Applicant
Location: 512 Ash Street
Item #: C.1 & C.2

Background

The applicant, the Windsor Downtown Development Authority (DDA), represented by Matt Ashby, the Director of the DDA, is requesting a Conditional Use Grant (CUG) to allow the installation of a recycled asphalt surface on the subject property to temporarily accommodate parking in the downtown and for events at Boardwalk Park. The proposed parking lot would replace the current temporary parking lot on the property to the east at 107 5th Street. The parking lot at 107 5th Street was granted a CUG for the use including the recycled asphalt surface.

The lot is currently occupied by two structures, both of which are planned to be demolished in the near-term. Once the structures are removed, the DDA proposes the installation of re-used asphalt material on the gravel surface of the lot. Storm water would be channeled to the east inlet that will drain to the northeast and fill the retention pond. The lot will be used temporarily by citizens and visitors for parking, until a developer initiates a larger-scale project on the lot. The highest use will be during summer events at Boardwalk Park and the Farmer's Market.

A conditional use grant is required in this situation as the proposed use, recycled-asphalt parking lot, is not a use allowed by right in any zoning district. Section 16-10-30(3) of the Municipal Code states, "All parking lots which are designed to be used for employee parking, visitor parking, customer parking and tenant parking ... shall be paved with asphalt or concrete." Section 16-7-10 of the Municipal Code states that the intent of a conditional use grant is to allow "consideration of uses which are unique in nature or character, although not specifically included as uses by right in any specific zoning districts."

While the code does not allow permanent parking lots to be surfaced with recycled asphalt, this temporary condition reflects what has been allowed at the 5th Street lot, temporarily addresses the need for parking in the downtown, and will be an improvement of the subject site after demolition of the structures.

Standards and Requirements for Conditional Use Grants

Section 16-7-50 of the Municipal Code outlines the factors to be evaluated prior to the granting of a conditional use.

- 1. The character and the quality of the area in which the use will be located.** The subject property is an under-developed property north of Ash Street between 5th and 6th Streets. The property currently has two vacant structures, both to be demolished in order to construct the temporary parking lot. The DDA acquired the property and anticipates that the lots will eventually be developed for retail/residential use in the future. The DDA also owns the property addressed as 107 5th Street which is the current location of a temporary parking lot in the downtown. The proposed temporary parking lot would replace the current temporary parking lot located immediately east of the subject site.
- 2. The physical appearance of the use, including suitability of architectural and landscaping treatment.** The subject property currently has two structures, both to be demolished. The proposed temporary parking lot would resemble the appearance of the current temporary parking lot located immediately east of the subject property.
- 3. Appropriate location of the building or buildings on the lot.** The current buildings are to be demolished. No structures are proposed on the lot while being used as a temporary parking lot.
- 4. Adequate provision of parking, loading and circulation facilities.** The proposed temporary recycled asphalt will replace the current temporary recycled asphalt lot located to the east of the subject site. The layout of the lot will be reviewed to ensure proper access, circulation and parking facilities.
- 5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.** The property will be used for overflow parking for special events held in Boardwalk Park as well as the downtown. Fencing is recommended along the north side of the property to keep users from crossing the railroad tracks in non-approved locations and to keep pedestrians and vehicles out of the railroad right-of-way. Fencing is also recommended along Ash Street to better designate access points to the lot.
- 6. Potential effect of the use on storm drainage in the area.** The application materials indicate that storm drainage will be channeled to the east to the inlet that will drain to the detention pond to the northeast. The parking lot will need to be graded to drain to adjacent street(s) and to provide positive drainage off of the lot. The applicant will work with the Town's Engineering and Public Works Departments to ensure that drainage is adequately addressed.
- 7. Adequacy of planting screens where necessary.** No planting screens are proposed with this temporary proposal. The parking lot use is not intended to exceed five years as the DDA anticipates the lot to be redeveloped with a larger scale project on the site in the near future.
- 8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.** It is anticipated that the temporary parking will not produce any hazardous conditions or pollutants.

9. The general compatibility of the proposed use with the area in which it is to be located.

The area is located north of Ash Street between 5th and 6th Streets. The property will be used to replace the current temporary parking lot located immediately east between 4th and 5th Streets. The current lot also does not meet the requirements of Section 16-10-30(3). The proposed temporary recycled asphalt will be an improvement over the condition of the site once the buildings are removed and will provide temporary parking for Town-hosted events in Boardwalk Park and the downtown.

Conformance with Comprehensive Plan

The 2016 Comprehensive Plan does not specifically address temporary recycled-asphalt parking lots. However, it does discuss downtown parking and the shortage of parking during events, downtown vitality, the support of downtown businesses and facilities, and promotion of tourism. All of which may be indirectly positively impacted by the proposal.

Conformance with Strategic Plan

The proposal supports the Strategic Plan in the following areas:

- Roads & Traffic – economic sustainability and vibrancy, safety, quality of the life and infrastructure
- Downtown - economic sustainability and vibrancy, safety, quality of the life and infrastructure

Recommendation

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

1. The parking lot shall be properly maintained and accommodate adequate areas for circulation and movement of emergency vehicles.
2. The applicant will work with the Town's Engineering and Public Works Departments to ensure that drainage is adequately addressed.
3. Fencing, to be approved by the Planning Department, will be installed to the north property line to deter people and vehicles from accessing the railroad right-of-way.
4. Fencing, to be approved by the Planning Department, will be installed along Ash Street for the length of the property to designate access points to the parking area.
5. The duration of the temporary parking use shall not exceed five (5) years from the date of Town Board approval as proposed in the conditional use grant application materials.

Notification

The following Planning Commission and Town Board public hearing notifications were completed in accordance with the Municipal Code:

- January 4, 2019 – affidavit of letter mailed to property owners within one hundred (100) feet of site
- January 4, 2019 – property posted with a notification sign

- January 4, 2019 – legal ad published in the newspaper
- A neighborhood meeting is not required for this proposal.

Attachments

- Application materials
- Staff PowerPoint

cc: Matt Ashby, Director, DDA

Project Description:

The Windsor Downtown Development Authority (DDA) is requesting that a conditional use grant be approved for a parking lot located in the DDA-owned lot north of Ash Street between 5th & 6th Streets. The lot is currently occupied by two structures, both of which are planned to be demolished in the near-term. The lot will be used temporarily by citizens and visitors for parking, until a developer initiates a larger-scale project on the lot. The lot will not meet the requirements of Section 16-10-30(3), Off street parking requirements; Surfacing.

This request is for temporary use of a parking lot not to exceed five years as the DDA anticipates the lot to be redeveloped in the near future.

Once the structures are removed, the DDA proposes the installation of re-used asphalt material on the gravel surface of the lot. Storm water will be channeled to the east inlet that will drain to the northeast and fill the retention pond. The highest use will be during summer events at Boardwalk Park and the Farmer's Market.



Conditional Use Grant

Burlington Subdivision Lot 23
Temporary Recycled-Asphalt
Parking Lot

Millissa Berry, Senior Planner

Planning Commission January 16, 2019



Conditional Use Grant

Article VIII of Chapter 16 of the Municipal Code outlines the intent of the Conditional Use Grant process, including:

Sec. 16-7-10. Purpose.

The conditional use classification is intended to allow consideration of uses which are unique in nature or character and, except as otherwise specifically provided in this Chapter, not specifically included as uses by right in any specific zoning districts. It is the specific intent of this Article, except as otherwise specifically provided in this Chapter, to prohibit the granting of conditional uses in any zone when such use is allowed as a use by right in any other zone.

Site Vicinity Map



Zoning Map



Site Plan

- Demolish existing structures
- Re-grade lot
- Construct temporary re-cycled asphalt parking lot
- Replaces existing temporary recycled asphalt lot on 5th Street
- 5-year timeframe

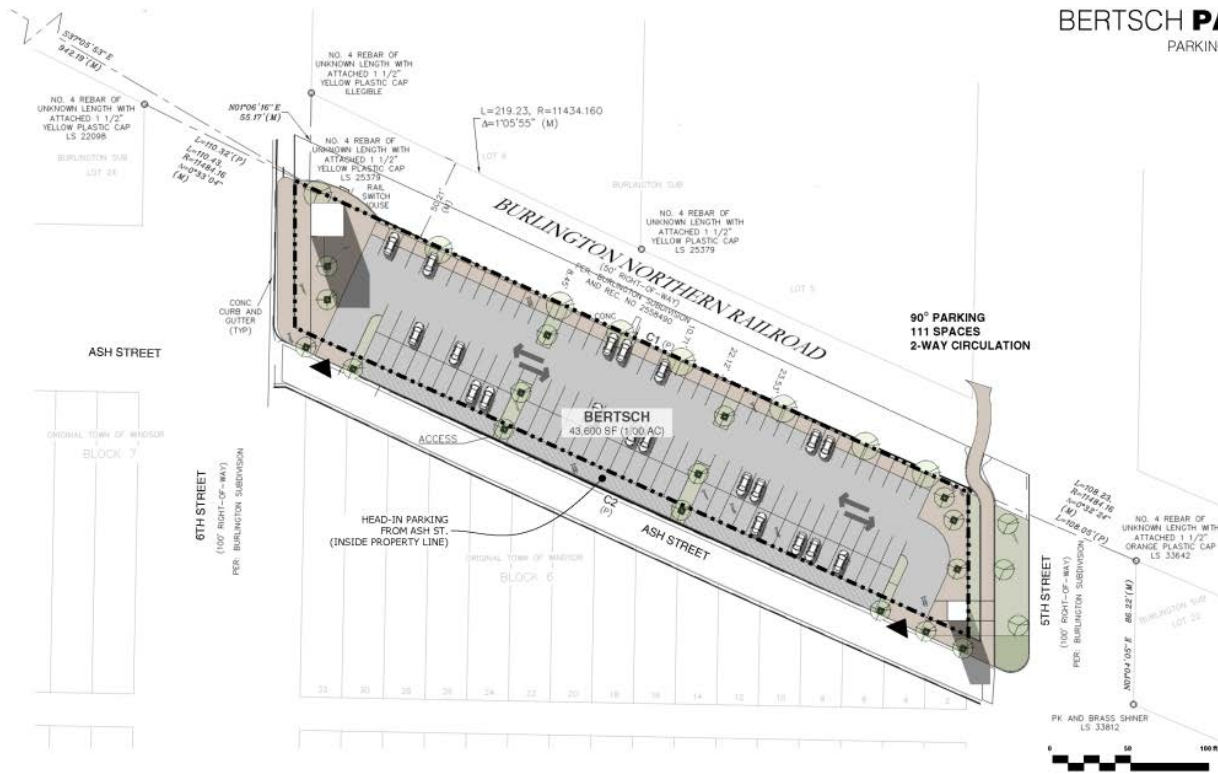
OVERALL **SITE PLAN**



Site Plan

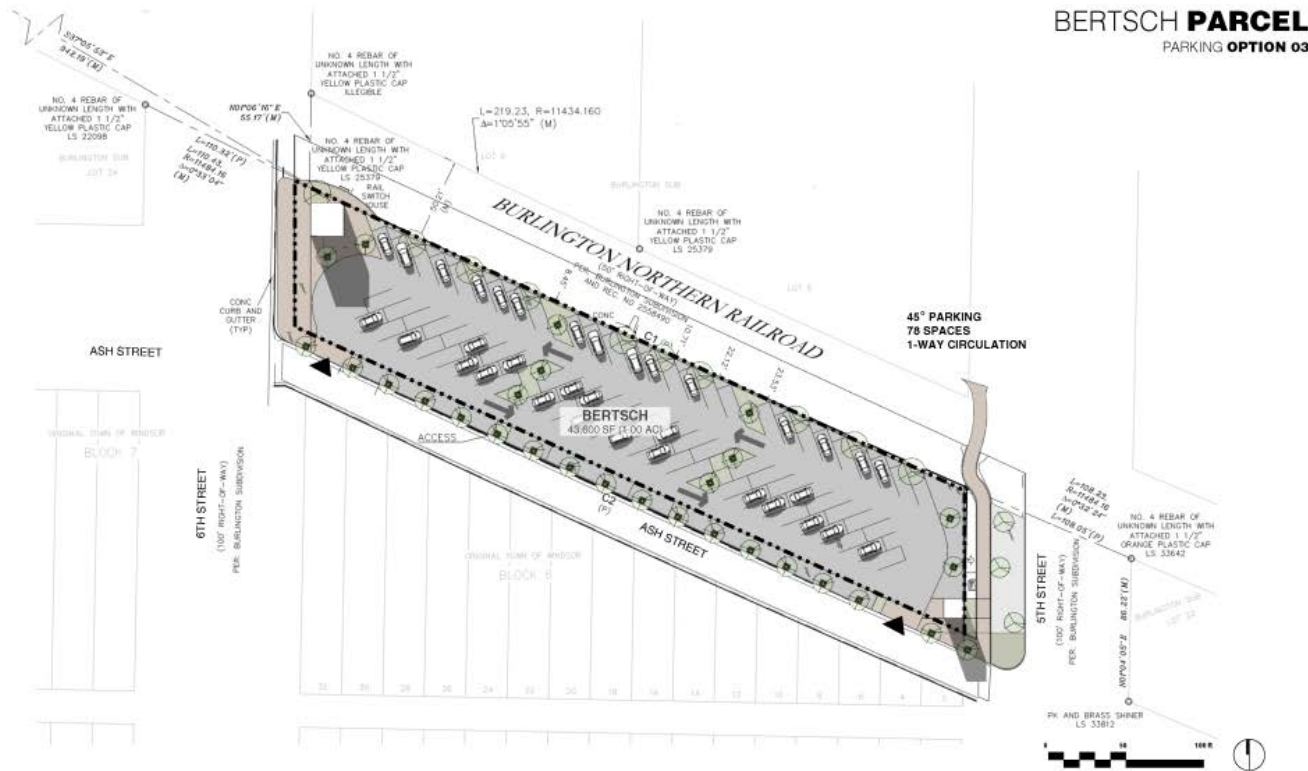
lot layout options

BERTSCH **PARCEL** PARKING **OPTION 02**





lot layout options

BERTSCH **PARCEL**
PARKING **OPTION 03**



Conditional Use Standards & Requirements

- 1. The character and the quality of the area in which the use will be located.**
 - Currently under-developed lot in downtown that will be redeveloped in future
 - Parking appropriate for downtown area, adjacent to Boardwalk Park; adjacent to similar use
- 2. The physical appearance of the use, including suitability of architectural and landscaping treatment.**
 - Proposed parking lot will resemble the current temporary lot
- 3. Appropriate location of the building or buildings on the lot.**
 - No structures proposed
- 4. Adequate provision of parking, loading and circulation facilities.**
 - Proposal is a parking lot for downtown area; staff review for proper circulation
- 5. Potential effect of the use upon off-site vehicular/pedestrian traffic circulation; potential traffic congestion.**
 - Use should not add to traffic in area; replaces lot to east



Conditional Use Standards & Requirements

5. **Potential effect of the use on storm drainage in the area.**
 - Drainage will be reviewed by staff
6. **Adequacy of planting screens where necessary.**
 - Plantings not proposed due to temporary nature of use and plans for redevelopment of lot in future
7. **Provision of controls to avoid hazardous conditions or eliminate air / water pollutants, other noxious influences.**
 - Fencing along railroad right-of-way; to distinguish access points along Ash Street; drainage will be reviewed
8. **The general compatibility of the proposed use with the area in which it is to be located.**
 - Compatible with / supportive of uses in area



Notification

Notifications for this meeting were as follows:

- January 4, 2019 – affidavit of letter mailed to property owners within one hundred (100) feet of site
- January 4, 2019 – property posted with a notification sign
- January 4, 2019 – legal ad published in the newspaper

A neighborhood meeting is not required for this proposal.





Recommendation

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

1. The parking lot shall be properly maintained and accommodate adequate areas for circulation and movement of emergency vehicles.
2. The applicant will work with the Town's Engineering and Public Works Departments to ensure that drainage is adequately addressed.
3. Fencing, to be approved by the Planning Department, will be installed to the north property line to deter people and vehicles from accessing the railroad right-of-way.
4. Fencing, to be approved by the Planning Department, will be installed along Ash Street for the length of the property to designate access points to the parking area.
5. The duration of the temporary parking use shall not exceed five (5) years from the date of Town Board approval as proposed in the conditional use grant application materials.



Conditional Use Grant

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Testimony from public hearing
- Recommendation



MEMORANDUM

Date: January 16, 2019
To: Planning Commission
From: Carrie Tremblatt, Planner I
Subject: Public Hearing and Recommendation to Town Board –
Rezoning – Windsor Manor Subdivision 7th Filing–Windsor
Manor Condo Association, represented by Scott Goering
Location: Generally located east of 13th Street, north of Ash Street, and
south of Honeysuckle Court
Item #: C.3 & C.4

Background:

The applicant, the Windsor Manor Condo Association, represented by Scott Goering, is requesting to rezone an approximately 1,614 square foot portion of Windsor Manor 7th Filing. The subject property is located generally east of 13th Street, north of Ash Street, and south of Honeysuckle Court. Please see the enclosed PowerPoint for specific boundaries of the rezoning.

The request is to rezone approximately 1,614 square feet from Multifamily Residential (MF-1) to General Commercial (GC) with a Planned Unit Development (PUD) overlay consistent with the remaining portion of Windsor Manor Subdivision 7th Filing Lot 3. This rezoning request is being considered concurrently with a minor subdivision request known as Windsor Manor Subdivision 7th Filing, to ensure that the property boundaries coincide with the zoning boundaries. The proposed zoning is consistent with the existing zoning of PUD (with underlying General Commercial) and the Town's Land Use Map.

The purpose of this concurrent proposal is to allow a 1,614 square foot portion of what was previously part of the Windsor Manor Condo Association to become part of the adjacent General Commercial PUD shopping center to ensure that this area is better utilized and maintained by the commercial center known as Windsor Manor Centre (1230 Ash Street).

Although staff is concurrently reviewing the Windsor Manor 7th Filing Minor Subdivision application, it is important to note that this rezoning request needs to be considered on its own merit, and any action by Planning Commission should be based on the compliance of the rezoning petition with the Comprehensive Plan.

Public Comments

The applicant's representatives held a neighborhood meeting on November 27, 2018, at the Windsor Community Recreation Center, Oak Room. There were approximately five neighbors in attendance. Please refer to the enclosed meeting summary for topics discussed at the meeting.

There were no concerns or objections raised in response to the applicant's presentation at the meeting.

Conformance with Comprehensive Plan

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

Chapter 5c Residential Areas Framework Plan:

Objective 5	Support high density residential development near Downtown, commercial centers, and mixed-use nodes.
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Chapter 5d – Commercial & Industrial Areas Framework Plan

Objective 5	Support maintenance and investment of existing neighborhood infrastructure and services as the Town grows.
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Conformance with Strategic Plan

The proposal supports the Strategic Plan in the following areas:

- **Downtown - economic sustainability and vibrancy, safety, quality of the life and infrastructure**

Staff comment

The Comprehensive Plan identifies a need to promote walkability and encourage high density residential development in close proximity to downtown. This proposal involves one of the few high density developments adjacent to downtown commercial amenities. As such, it is important that the Town of Windsor support efforts to increase the livability and maintenance of mixed use patterns of development near downtown commercial centers. To maximize success of such development it is important that the margins between different uses within these development centers are properly managed and maintained to reduce parking issues and any other unintended impacts. This proposal will ensure proper maintenance of this property, and will mitigate any potential issues at the boundary between the commercial and residential districts.

Notification

The following notifications were completed in accordance with the Municipal Code:

The applicant's representatives held a neighborhood meeting on November 28, 2018, at the Windsor Community Recreation Center Oak Room. Notifications for this meeting were as follows:

- November 5, 2018 – affidavit of mailing to property owners within 300 feet
- November 7, 2018 – display ad published in the paper

Public Hearing notifications for Planning Commission and Town Board public hearings were as follows:

- January 4, 2019 - property posted with a notification sign
- January 6, 2019 - legal notice posted on the Town of Windsor website

- January 4, 2019 - legal ad published in paper
- January 2, 2019 – affidavit of letters mailed to the adjacent property owners

Recommendation:

Staff recommends that the Planning Commission forward a recommendation of approval of the rezoning petition and ordinance to the Town Board subject to all remaining Planning Commission and staff comments being addressed.

Enclosures: Application materials
 Neighborhood Meeting summary
 PowerPoint presentation

CC: Scott Goering, Windsor Manor Condo Association

REZONING PETITION

I, the undersigned, being the owner of the property described as follows:

Being part of Lots 6 and 7, Windsor Manor Subdivision Third Filing recorded October 25, 1990 as Reception No. 2231080 of the Records of Weld County, located in the Southwest Quarter of Section Seventeen (17), Township Six North (T.6N), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), Town of Windsor, County of Weld, State of Colorado and being more particularly described as follows:

BEGINNING at the Southwest corner of said Lot 7 and assuming the South line of said Lots 6 and 7 as bearing South 89°01'57" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983(2011), a distance of 273.00 feet with all other bearings contained herein relative thereto;

THENCE North 00°58'03" West along the West line of said Lot 7 a distance of 13.53 feet;

THENCE North 89°01'57" East a distance of 119.23 feet;

THENCE South 00°58'03" East a distance of 13.53 feet to the South line of said Lot 6;

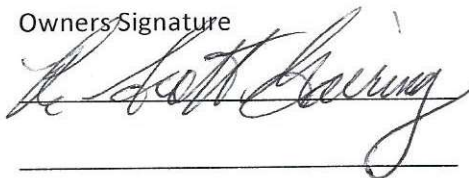
THENCE South 89°01'57" West along the South line of said Lots 6 and 7 a distance of 119.23 feet to the **POINT OF BEGINNING**.

Containing 0.037 acres more or less, here by request a change in zoning from **MF-1** to **PUD** and do hereby pay the required fee.

Date

8-20-18

Owners Signature



Mailing Address

1260 Honeysuckle Ct.
Windsor

Justification Statement

To formalize the previous verbal agreement to transfer this property to the business on ash to enable them to have a larger parking area.

Windsor Manor Condos
Neighborhood Meeting
In the matter of Windsor Manor 7th Filing
REZ18-005 and MINS 18-008
Wed., Nov. 28, 2018, at 6:30 p.m.
Oak Room, Windsor Recreation Center

The meeting was called to order by Scott Goering, Treasurer of Windsor Manor Condo Association, who introduced his wife, Kathy, Secretary, and Carrie Tremblatt of the Town of Windsor Planning Department. There were 5 other attendees.

Scott explained about the small piece of land which the Condo Association wants to give to the owner of the property to the south, and the Town requirements to re-zone that small parcel, which resulted in the requirement for the Town Meeting.

Someone mentioned taxes on the property being transferred, and Scott and Carrie said that the (very minimal) square footage would be added to the property to the south, so if it resulted in any increase in tax, it would be their responsibility.

A question was asked why we were doing this, and Scott explained that the small parcel was verbally given to the owner of the 1230 W. Ash property over 20 years ago to make it easier for employees to park, and the HOA even re-routed the fence to accommodate it, but now we want to legalize the transfer so there will be no questions or problems in the future.

Someone commented that the bush overhanging the sidewalk at the west end of the parking area had been trimmed. (He was having trouble walking his dog past that spot.) Kathy said that the HOA paid to have it done because the Town asked us to.

There being no more questions or comments, the meeting was adjourned at 6:50 p.m.

Kathy Goering, Secretary
Windsor Manor Condos
686-6305
k.goering@comcast.net



Rezoning

A Portion of Windsor Manor
Subdivision 7th Filing

Carrie Tremblatt, Planner I

Planning Commission January 16, 2019



Rezoning Request

Article V of Chapter 16 of the Municipal Code outlines the amendment procedures to established zoning districts:

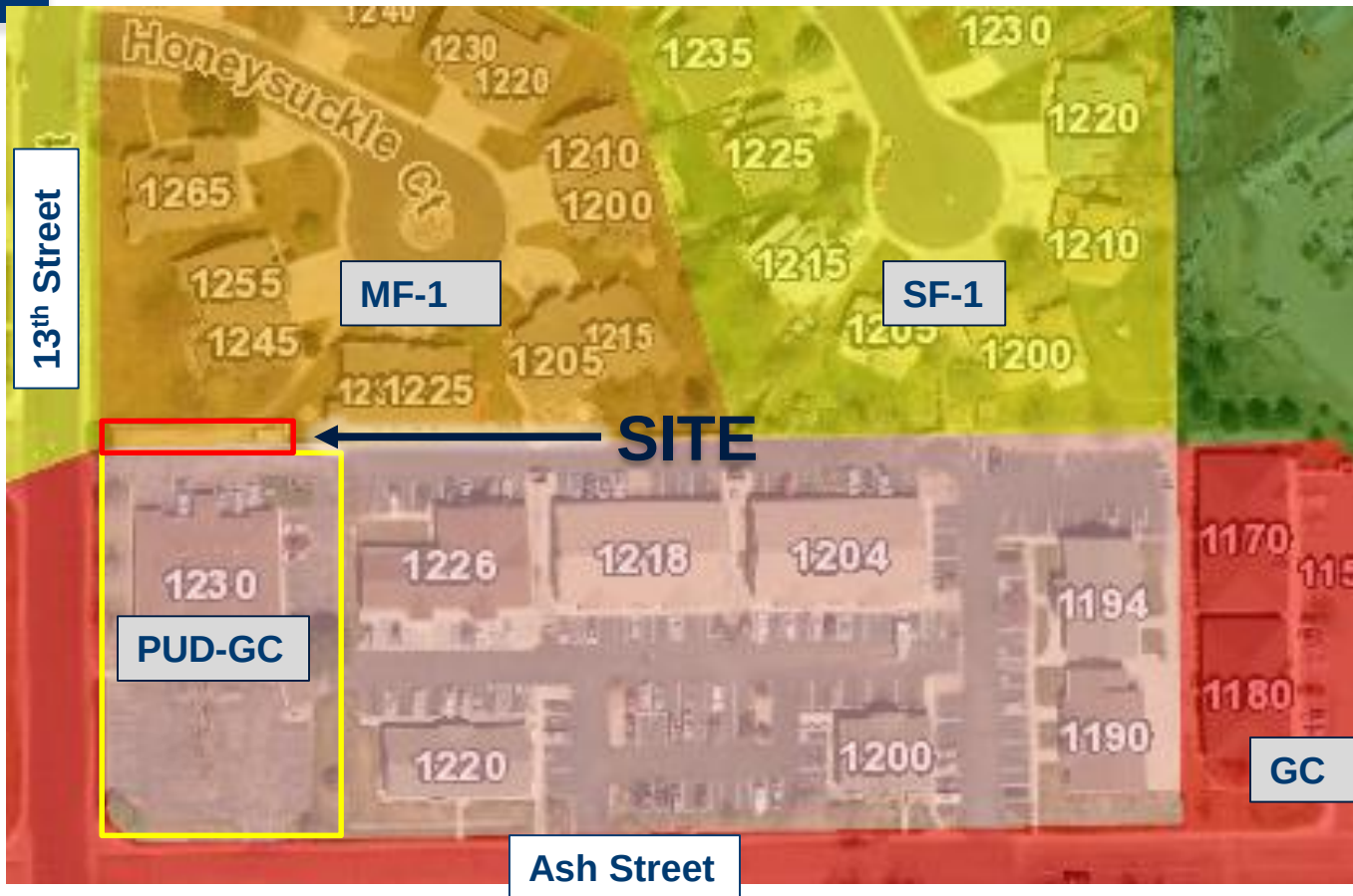
Sec. 16-5-20. Rezoning Applications

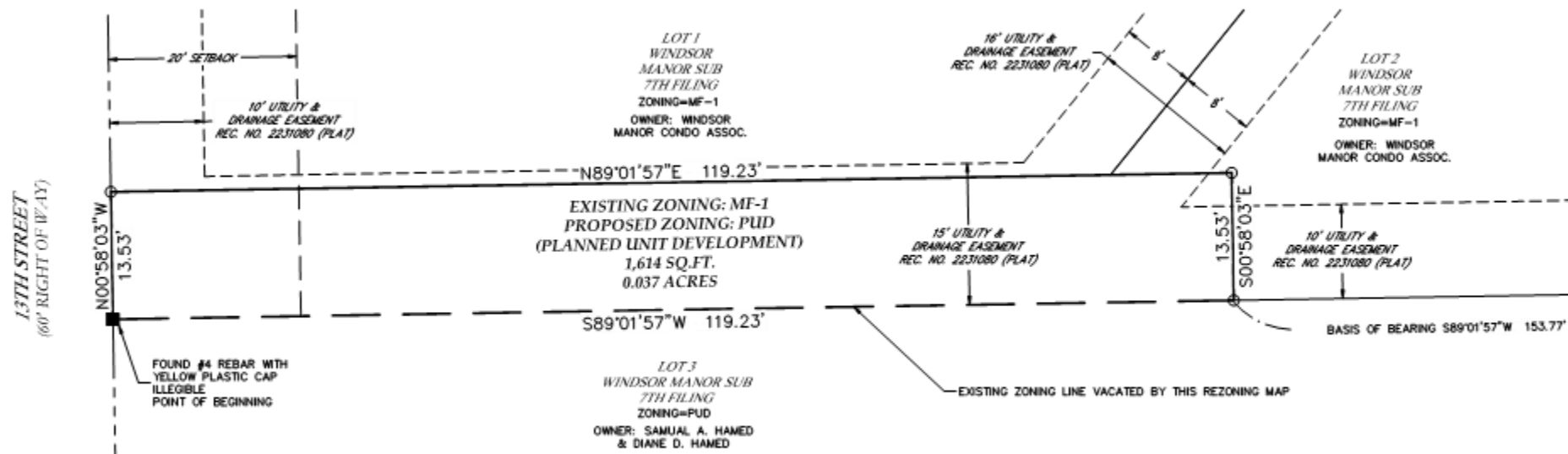
Purpose. The purpose of this Section is to provide a procedure for changing the existing zone classification of a parcel of land within the Town.

Site Vicinity Map



Zoning Map







Comprehensive Plan Conformance

Chapter 5c Residential Areas Framework Plan:

Objective 5 Support high density residential development near Downtown, commercial centers, and mixed-use nodes.

Chapter 5d – Commercial & Industrial Areas Framework Plan

Objective 5. Support maintenance and investment of existing neighborhood infrastructure and services as the Town grows.

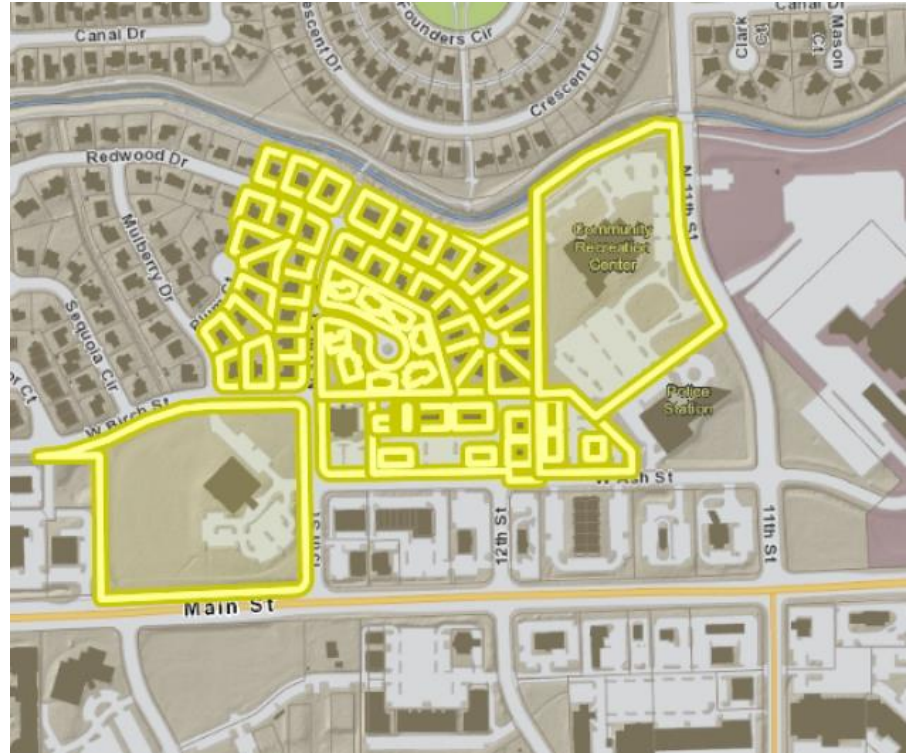
Notification

Neighborhood meeting notifications:

- November 7, 2018 – display ad published in the papers
- November 5, 2018 – affidavit of mailing to property owners within 300 feet
- November 28, 2018 – neighborhood meeting

Public Hearing notifications for Planning Commission and Town Board public hearings:

- January 4, 2019 - property posted with a notification sign
- January 2, 2019 – affidavit of letters mailed to the adjacent property owners
- January 4, 2019 - legal ad published in the papers





Recommendation

Staff recommends that the Planning Commission forward a recommendation of approval of the rezoning petition and ordinance to the Town Board 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
- All testimony received during the public hearing
- Recommendation



Rezone Considerations

Sec 16-5-20 Rezoning applications

- 1) General compliance with Comprehensive Plan
- 2) Meets zoning parameters: avoiding a split zoned lot



MEMORANDUM

Date: January 16, 2019
To: Planning Commission
From: Paul Hornbeck, AICP, Senior Planner
Re: Site Plan Summary – Valley Center Subdivision 4th Filing Lots 1-3
Item: D.3

Site Plan Summary

Applicant: Alan High Street, Agrifab Colorado, LLC

Applicant's Representative: Fred Croci, Wolverine Management Group

Business: TBD Office/Warehouse

Location: 9217, 9225, and 9235 Eastman Park Drive

Subdivision / Lot-Block: Valley Center 4th Filing Lots 1-3

Zoning: Limited Industrial, I-L

Adjacent Zoning: I-L & GC (General Commercial)

Special Planning Area: no

Lot 1 Overall development characteristics:

- lot area = 40,946 square feet (sf)
- building footprint = 12,686 sf building total
- gross leasable area = 16,800
- Maximum of 40 employees
- 20 parking spaces (1 per 2 employees required)
- 27% landscaped area (Lots 1-3)

Lot 2 Overall development characteristics:

- lot area = 39,639 square feet (sf)
- building = 8,513 sf building total
- gross leasable area = 11,200
- Maximum of 24 employees
- 12 parking spaces (1 per 2 employees required)
- 27% landscaped area (Lots 1-3)

Lot 3 Overall development characteristics:

- lot area = 87,555 square feet (sf)
- building = 14,773 sf building total
- gross leasable area = 19,600

- Maximum of 50 employees
- 25 parking spaces (1 per 2 employees required)
- 27% landscaped area (Lots 1-3)

Building characteristics include:

- metal buildings with stone veneer base wainscot
- building heights: 25'

Background

In 2017, the applicant submitted a rezoning petition for the subject properties which was considered by Town Board on September 25, 2017. Town Board did not approve the rezoning at that time due to concerns of incompatibility with surrounding businesses. The applicant has since worked in consultation with the surrounding businesses to redesign the project layout, with garage doors reoriented to the interior of the site. A subsequent rezoning request was approved by Town Board on August 27, 2018. The enclosed site plan is consistent with the conceptual layout which accompanied that rezoning.

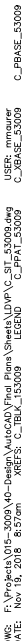
Comment Period

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 **January 30, 2019** either by email or at a regular meeting under the communications section of the agenda.

Staff will consolidate any comments received and provide them in a memo to the Town Board in the next meeting packet after the review deadline so that all members can review all of the comments received for each site plan project.

Attachments

Site plan
Landscape plan
Building elevations



- | EASEMENT TABLE | | | REC. NO. |
|----------------|--|--|----------|
| | DESCRIPTION | | |
| 01 | 16.00' INGRESS & EGRESS EASEMENT | | |
| 01 | 10.00' DRAINAGE & UTILITY EASEMENT | | |
| 11 | 10.00' SANITARY SEWER EASEMENT | | |
| 12 | 20.00' PUBLIC SERVICE COMPANY OF COLORADO UTILITY EASEMENT | | 163594 |
| 13 | 10.33' UTILITY EASEMENT | | 287084 |
| 14 | 40.00' PERMANENT UTILITY & ACCESS EASEMENT | | 159051 |
| 15 | UTILITY EASEMENT (WIDTH UNKNOWN) | | |
| 16 | NATURAL GAS EASEMENT (WIDTH UNKNOWN) | | |
| 19 | LANDSCAPE AND ACCESS EASEMENT | | |
| 20 | ** PRIVATE ACCESS EASEMENT | | |
| 21 | ** 20.00' UTILITY EASEMENT | | |
| 22 | ** DRAINAGE EASEMENT | | |

* EASEMENTS 1-7, 10, 15 & 16 TO BE VACATED
** EASEMENTS 20-22 PROPOSED

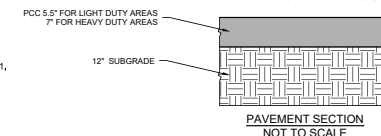
BENCHMARK WAS ESTABLISHED USING NGS CONTROL POINT "Q 136". EL=4767.82 FEET (NAVD88) {ALTA ITEM NO. 5}.

BEARINGS ARE BASED UPON THE NORTH LINE OF LOT 1,
VALLEY CENTER SUBDIVISION BEING MONUMENTED AS
SHOWN HEREON AND HAVING A BEARING OF
N89°25'57"E A DISTANCE OF 400.01 FEET WITH ALL
BEARINGS CONTAINED HEREIN RELATIVE THERETO.

LAND USE TABLE				
LOT	1	2	3	
LOT AREA (AC)	0.94	0.91	2.31	
PARKING AREA (SF)	12,686	8,513	14,773	
BUILDING AREA (SF)	3,600	2,200	4,100	
PRIVATE DRIVES (SF)	21,000	18,500	33,500	
SIDEWALKS (SF)	800	1,100	1,000	
OPEN SPACE (SF)	2,700	9,200	34,000	
LANDSCAPE AREA (SF)	2,700	9,200	34,000	

PARKING REQUIREMENTS				
LOT	1	2	3	
REQUIRED PARKING	18	12	20	
PROVIDED PARKING	20	12	25	
MIN. PARKING SURPLUS	2	0	5	

1. ALL CURBS ARE 6" VERTICAL SPILL CURB UNLESS OTHERWISE NOTED.
2. GLA PER UNIT = 2,800 SF.
3. PARKING REQUIREMENTS BASED ON TOWN OF WINDSOR CRITERIA FOR INDUSTRIAL USE WHERE 1 SPACE IS REQUIRED FOR EVERY 2 EMPLOYEES.
4. NUMBER OF EMPLOYEES ESTIMATED AS 2 PER EVERY 1,000 ST.
5. SIDEWALKS ARE 6' WIDE UNLESS NOTED OTHERWISE.
6. ALL PARKING SPACES ARE 20'x9'.
7. FLOWLINE RADI ARE 5' UNLESS OTHERWISE NOTED



drawn by: MG
checked by: MG
approved by: MM
QA/QC by: MM
project no.: 015-3009
drawing no.: C-SIT-53009.dwg
date: november 18

R	SHEET C3.0
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NOTE
THIS DOCUMENT HAS BEEN
RELEASED BY OLSSON
ASSOCIATES ONLY FOR REVIEW
BY REGULATORY AGENCIES AND
OTHER PROFESSIONALS, AND
SUBJECT TO CHANGE. THIS
DOCUMENT IS NOT TO BE USED
FOR CONSTRUCTION.

OLSSON ASSOCIATES ASSUME NO RESPONSIBILITY FOR EXISTING UTILITY LOCATIONS (HORIZONTAL OR VERTICAL). THE EXISTING UTILITIES SHOWN ON THIS DRAWING HAVE BEEN PLOTTED FROM THE BEST AVAILABLE INFORMATION. IT IS HOWEVER THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.



Know what's below.
Call before you dig.
CALL 811 SEVENTY-TWO HOURS
PRIOR TO DIGGING, GRADING OR
EXCAVATING FOR THE MARKING
UNDERGROUND MEMBER UTILITIES

	REV/ NO.	DATE	REVISIONS DESCRIPTION
VALLEY CENTER SUBDIVISION 4TH FILING, LOTS 1-3 REZONE CONSTRUCTION DOCUMENTS SITE PLAN			
BOCAR COLORADO			

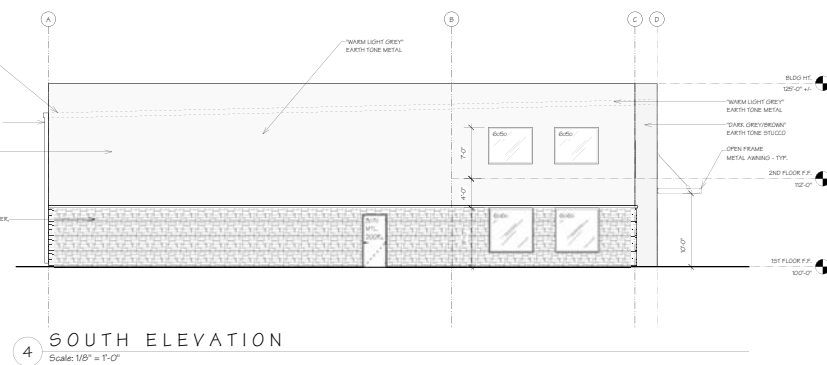
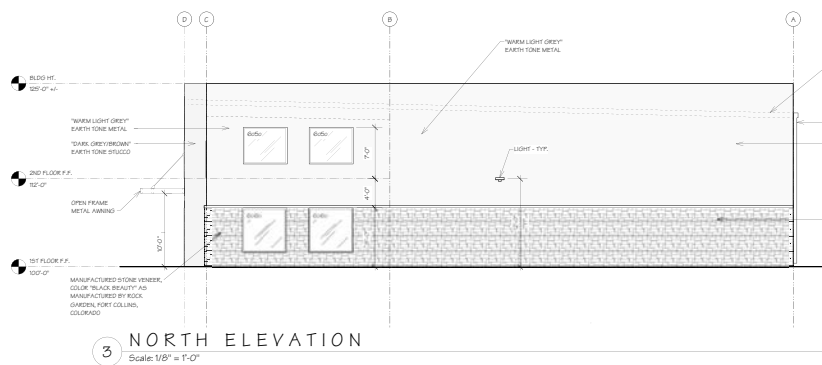
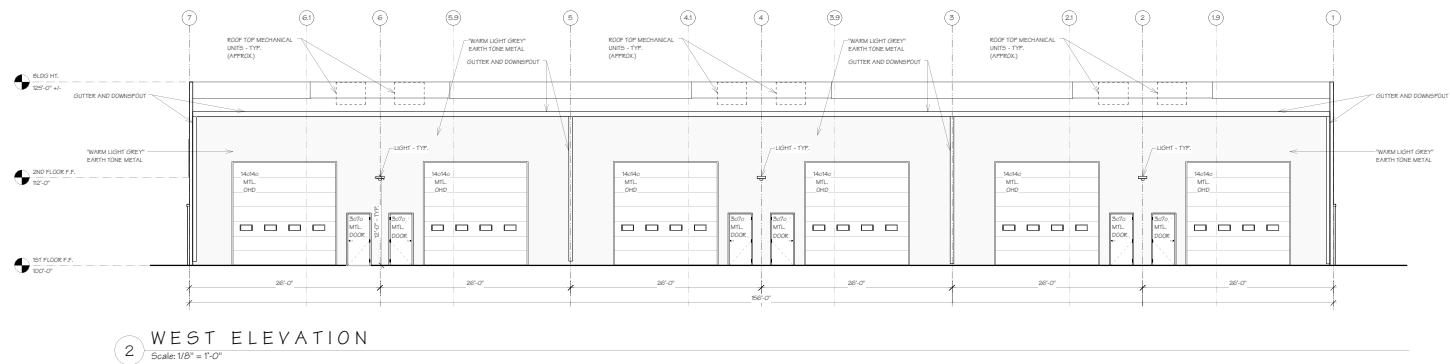
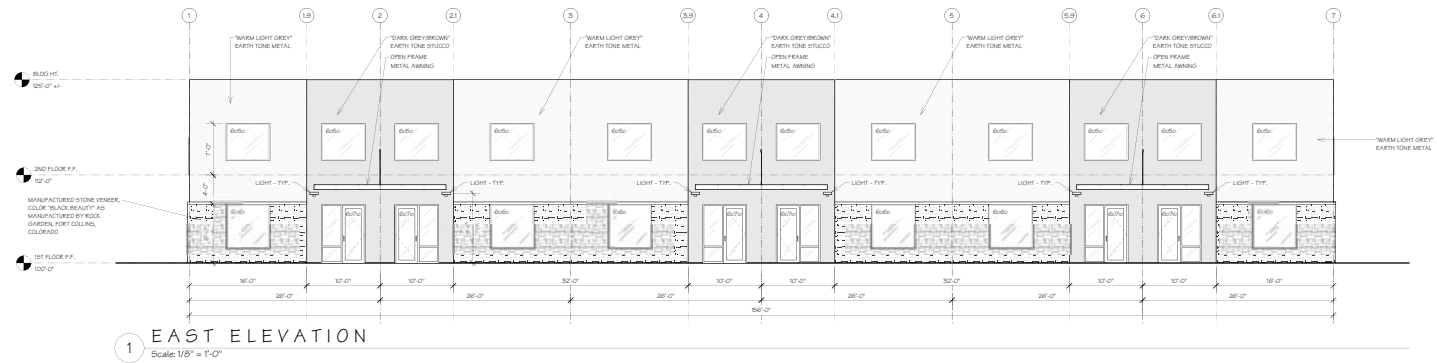
WALLEY CENTER SUBDIVISION 4TH FILING, LOTS 1-3 REZONE	CONSTRUCTION DOCUMENTS	SITE PLAN	2010
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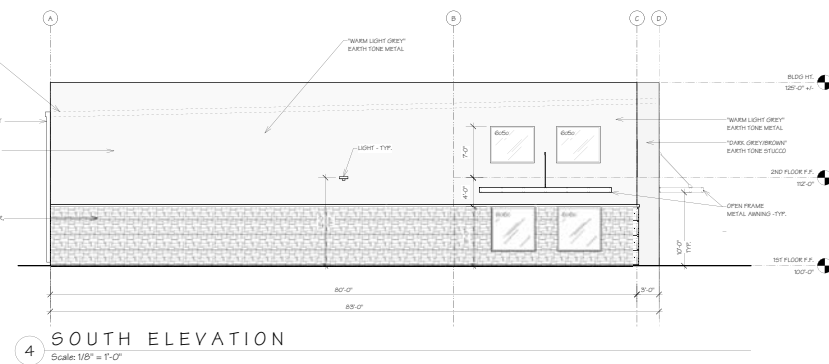
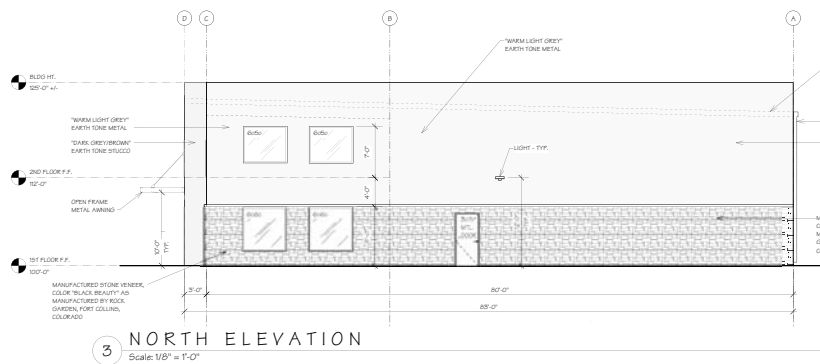
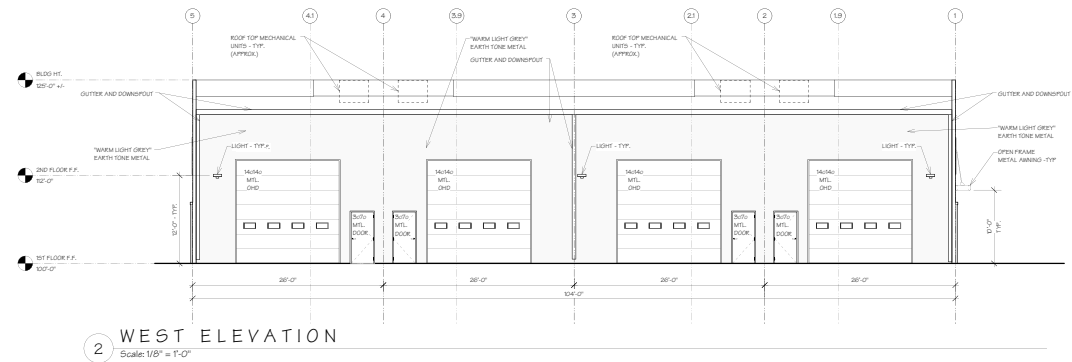
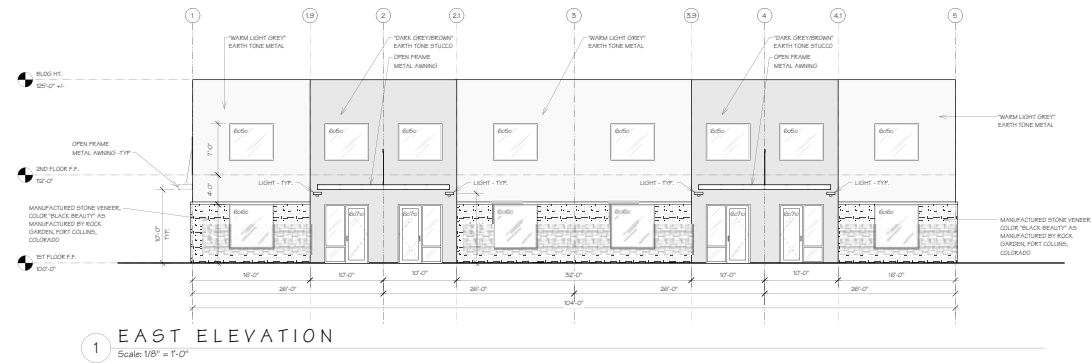
LANDSCAPE TOTALS	
TOTAL SITE AREA	168,085 SF
TOTAL AREA LANDSCAPED	55,628 SF
TOTAL TREES	49
TOTAL SHRUBS	333

* EASEMENTS 1-7, 10, 15 & 16 TO BE VACATED
** EASEMENTS 20-22 PROPOSED

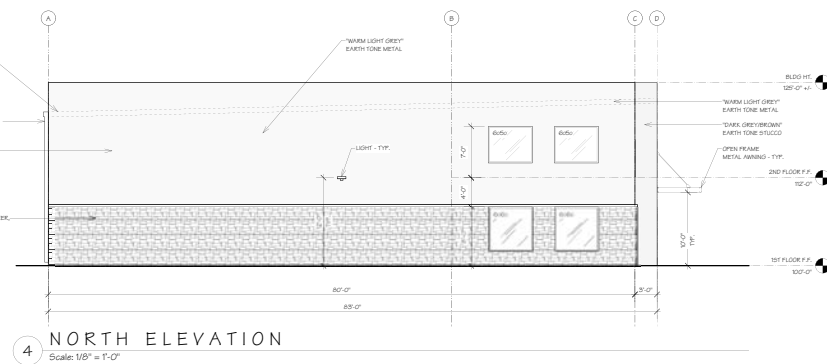
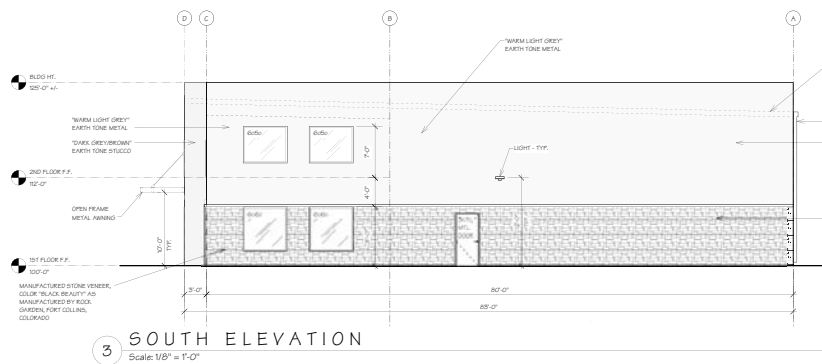
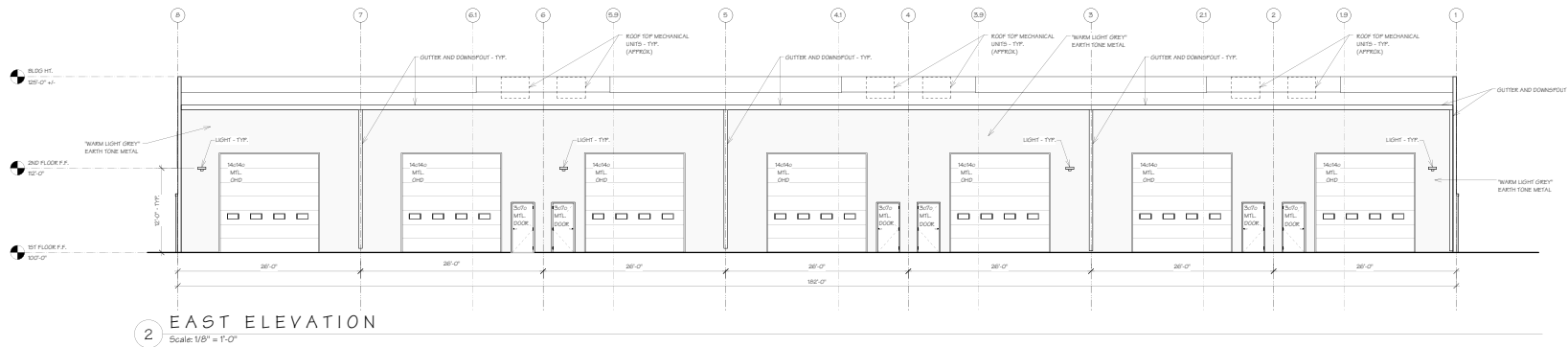
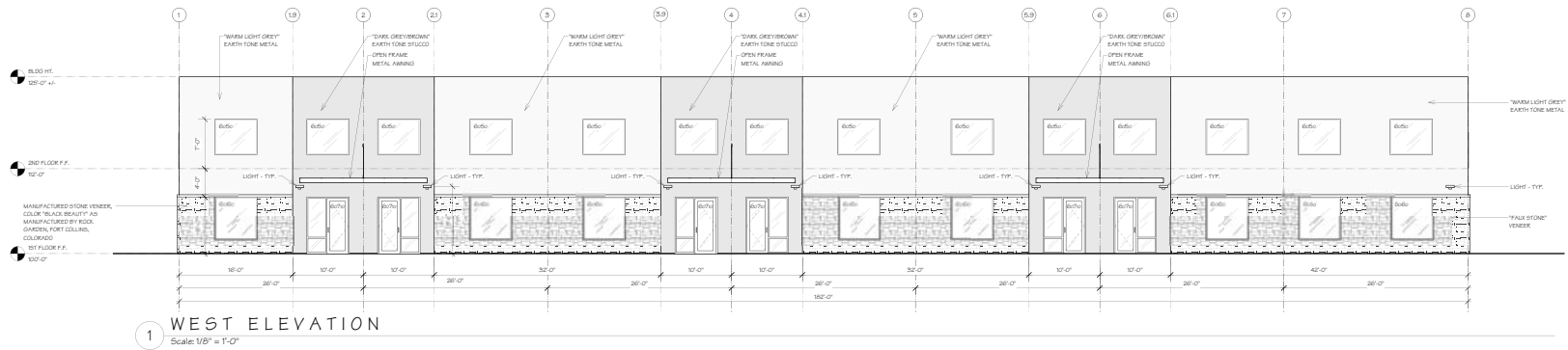




LOT 1 BUILDING - EXTERIOR ELEVATIONS



LOT 2 BUILDING - EXTERIOR ELEVATIONS



LOT 3 BUILDING - EXTERIOR ELEVATIONS



415 E. PINE STREET, FORT COLLINS, COLORADO 80526 (970) 485-5025

VALLEY CENTER SUBDIVISION FORTH FILING
LOTS 1, 2 & 3 - SITE PLAN
9217 EASTMAN PARK WINDSOR, CO

JOB # 17023
DATE FEB 6, 2017
REVISIONS
DRAFT - REVISIONS PER TOWN
COMMENTS
DRAWN DWL/JGL
CHECKED DWL
LOT 3 BUILDING ELEVATIONS
SHEET A3