



PLANNING COMMISSION REGULAR MEETING

January 17, 2018 // 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 the minutes of December 6, 2017

C. BOARD ACTION

1. Weld County Referral Recommendation –Change of Zone – Hermitage Planned Unit Development (PUD), application PUDZ17-0007 – Charles and Tina Schinner, Yes Investments, LLC, property owners/Deanne Frederickson, AGROprofessionals, applicant representative
 - Quasi-Judicial
 - Staff presentation: Carlin Malone, Chief Planner
2. Site Plan Presentation - Jacoby Farm 5th Filing Lot 5 – Les Schwab Tire Center, George Bunting, SFP-E LLC, applicant / Aaron McLean, Galloway & Company, Inc., applicant's representative
 - Staff presentation: Millissa Berry, Senior Planner

3. Determination of Off-street Parking Requirement in Accordance with Section 16-10-30(7) of the Municipal Code - Jacoby Farm 5th Filing Lot 5 – Les Schwab Tire Center, George Bunting, SFP-E LLC, applicant / Aaron McLean, Galloway & Company, Inc., applicant's representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner
4. Election of Officers (chairman, vice-chairman and secretary) for the 2018 calendar year
 - Staff presentation: Scott Ballstadt, Director of Planning

D. COMMUNICATIONS

1. Communications from the Planning Commission
2. Communications from the Town Board liaison
3. Communications from the staff

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 17, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, February 7, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, February 21, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, March 7, 2018</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 6, 2017 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Chairman Schick called the regular meeting of the Windsor Planning Commission to order at 7:01 p.m.

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Victor Tallon
Travis Yingst
Dan Foreman
Jerry Bushelman
Mike McWilliams
Tim Annable

Town Board Liaison

Ken Bennett

Also Present:

Planning Director
Chief Planner
Senior Planner
Senior Planner
Planning Technician
Deputy Town Clerk

Scott Ballstadt
Carlin Malone
Millissa Berry
Paul Hornbeck
Devin King
Krystal Eucker

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. Tallon moved to approve the agenda as presented; Mr. McWilliams seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Yingst, Foreman, Bushelman, McWilliams, Annable

Nays – None

Motion carried.

3. Public Invited to be heard

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

B. CONSENT CALENDAR*

1. Approval of minutes of November 1, 2017

Mr. Tallon moved to approve the agenda as presented; Mr. Annable seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Yingst, Foreman, Bushelman, McWilliams, Annable
Nays – None
Motion carried.

C. BOARD ACTION

1. Recommendation to Town Board – An Ordinance Amending Specific Sections of the Windsor Municipal Code with respect to Post-Approval Document Submittal Requirements in Land Use Matters.

- Legislative
- Staff presentation: Devin King, Planning Technician

Per Mr. King, this past August, Colorado Senate Bill 17-129 was approved amending Colorado Revised Statutes 31-23-108 and 38-50-101 regarding the recording and retaining of plats with the county clerk and recorder. This has prompted staff to develop a plan to move away from mylars due to the cost of storage, hanging strips and hours of staff time.

Bill sponsors cited the costly burden of processing and storing mylars as the main reason for the change in statute. Since enactment, Weld County has changed their policies regarding plat recording, and now allow for electronic recording in lieu of requiring Mylar copies. Larimer County has yet to decide on how to adapt their processes to the change in statute, but it is likely they will make a similar change. The Town has an equal opportunity to take advantage of this bill and reduce the Town's cost burden of processing and storing mylars.

Approximate costs to the Town over the past year:

- \$3,431 for an additional storage cabinet
- \$1,000 for Mylar hanging strips
- Over 120 hours of staff time scanning and hanging mylars

In addition to these quantifiable costs to the Town, there are the external costs to developer's time and expenses as well as the waste from overprinting and reprinting due to mylar printing mistakes. Eliminating mylars will streamline the development review process for both the developers and the Town, making the review process more efficient.

Staff recommends that the Planning Commission forward a recommendation of adoption of Ordinance amending specific sections of the Windsor Municipal Code with respect to post-approval document submittal requirements in land use matters

Mr. Tallon moved to forward a recommendation of adoption of Ordinance amending specific sections of the Windsor Municipal Code with respect to post-approval document submittal requirements in land use matters; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Yingst, Foreman, Bushelman, McWilliams, Annable
Nays – None
Motion carried.

2. Site Plan Presentation – East Point Subdivision, Lot 5, Jenae Nequette, Human Bean of Northern Colorado, applicant/ Patricia Kroetch, North Star Design, Inc., applicant's representative

- Staff presentation: Paul Hornbeck, Senior Planner

Per Mr. Hornbeck, the applicant is proposing a new site development in the East Point Subdivision. The site of the proposed Human Bean drive through is located southeast of the intersection of SH 392 and the private drive accessing the subdivision. The site is zoned general commercial (GC) and is located adjacent to other GC zoned properties.

Overall development characteristics include:

- total lot area of 0.92 acres
- approximately 23% landscaped area
- a 690 square foot building with drive through lanes on two sides
- outdoor seating
- 12 parking stalls

Building characteristics include:

- predominant building materials are wood siding, brick, and metal
- building height of 19'
- a flat roof broken into three separate planes

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project.

The application is consistent with various goals of the Comprehensive Plan as well as the Strategic Plan.

Mr. Schick inquired as to the color scheme of the building.

Ms. Jenae Nequette stated it will be earth tone colors including copper penny corrugated metal siding and a washed brick.

3. Site Plan Presentation – Eagle Crossing Subdivision 5th Filing Lot 2 – Martin Lind, owner; Marc Rogers, applicant; Patricia Kroetch, North Star Design, Inc., applicant's representative

- Staff presentation : Millissa Berry, Senior Planner

Per Ms. Berry the applicant is proposing a new site development in the Eagle Crossing Subdivision 2nd Filing. The site of the proposed Fuzzy's Taco Shop is located northeast of the intersection of Crossroads Boulevard and Fairgrounds Avenue – directly west of 7-11 and south of the Brand's Liquor Store. The site is

zoned general commercial (GC) and is located adjacent to other GC zoned properties.

Overall development characteristics include:

- total lot area of 1.37 acres
- approximately 33% landscaped area
- a 5,715 square foot building
- 65 parking stalls

Building characteristics include:

- building materials are a mix of wood siding and stucco in earth tone colors with metal accents
- building height of 25'
- a flat roof with varied roofline
- covered entry feature
- enclosed outdoor patio area

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project.

The application is consistent with various goals of the Comprehensive Plan as well as the Strategic Plan.

Mr. Bushelman inquired if this is the shared parking with The Brands Liquor.

Mr. Hornbeck stated the shared parking is with the undeveloped site to the east; there is sufficient parking for this site.

4. Site Plan Presentation – Falcon Point Subdivision 2nd Filing, Lot 1 – Brandon Grebe, owner; Katy Thompson, Ripley Design, Inc., applicant/owner's representative; Tony Ollila, authorized representative

- Staff presentation : Millissa Berry, Senior Planner

Per Ms. Berry the applicant is proposing a new site development in the Falcon Point Subdivision. The site is zoned limited industrial (I-L) and is located adjacent to other I-L zoned properties. The project is an enclosed storage facility.

Overall development characteristics include:

- total lot area of approximately 6.7 acres
- approximately 20% landscaped area
- a 118,975 square foot facility
 - o 117,975 square feet of storage (33,150 square foot of unconditioned units, 84,825 square feet of conditioned units)
 - o 1,000 square foot office
- office and storage units that are approximately 16 feet in height except for two monument towers (one in the northeast corner and one in the southeast corner of the site) that are 24 feet in height
- storage units designed around the perimeter of the site

- access from Gyrfalcon Court
- 6 parking spaces

The project would be constructed in two phases:

- Phase 1: the eastern portion of the site; approximately 65,150 square feet of storage and office space
- Phase 2: the western portion of the site; approximately 54,825 square feet of storage

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project.

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Strategic Plan.

5. Site Plan Presentation –Westwood Village Subdivision 8th Filing; 14th Street Real Estate LLC / Columbine Health Systems, owner/applicant; Cathy Mathis, TBGroup, applicant's representative

- Staff presentation : Millissa Berry, Senior Planner

Per Ms. Berry, the applicant is proposing a new site development located at 1375 main Street in the Westwood Village Subdivision, 8th Filing. The project is an extension and completion of the Columbine Health Systems center located in the vicinity of Main and 14th Streets. The property lies within the boundaries of the Commercial Corridor Plan area. The site is zoned general commercial (GC) and is located adjacent to other GC zoned properties.

Overall development characteristics include:

- total lot area of 3.42 acres
- approximately 30% landscaped area
- two two-story buildings with a combined footprint of 54,631 square feet
 - o a 56 suite, skilled nursing facility fronting Main Street
 - o a 31 unit independent living facility fronting 14th Street
- architectural design and themes that are compatible and complimentary to the existing Columbine Commons, patio homes and adjacent UC Medical Clinic
- amenity space (library, teaching kitchen, media room) for independent living facility and patio home patrons
- 69 parking spaces for employees and visitors with an additional 20 spaces available at the Windsor Medical Clinic to the west
- Access for both buildings from 14th Street via a private drive that is also shared with the Westwood patio homes development to the south of the subject site

The applicant is requesting two action items that are associated with the site plan from the Planning Commission:

- a waiver from the 30 foot height limit per the Commercial Corridor Plan (GC allows for 55 feet) to allow for a 37-foot tall building (independent living facility) along 14th Street and a 37-foot tall building (skilled nursing facility) along Main Street.
- approval for a lesser offset distance (Municipal Code Section 16-19-30) from 20 feet to 15.3 feet along the eastern property line.

These requests are on this agenda (see item C.6). The site plan approval for the proposed plan is contingent on the waiver and offset approval. If not approved, the site plan will need to be revised.

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project.

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Strategic Plan.

6. Request for Commercial Corridor Height Waiver and Lesser Offset – Westwood Village Subdivision 8th Filing; 14th Street Real Estate LLC / Columbine Health Systems, owner/applicant; Cathy Mathis, TBGroup, applicant's representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner

Per Ms. Berry, the applicant is proposing a new site development located at 1375 Main Street in the Westwood Village Subdivision, 8th Filing. The project is an extension and completion of the Columbine Health Systems center located southeast of Main and 14th Streets. The property lies within the boundaries of the Commercial Corridor Plan area, is zoned general commercial (GC), and is located adjacent to other GC zoned properties.

Overall development characteristics are included in the memorandum for the site plan review for the project. Additional information and elevations are contained in the associated staff presentation.

There are two aspects of the proposal that require Planning Commission approval:

- In accordance with Section II.B.2 of the Commercial Corridor Plan (CCP), the applicant is requesting a waiver from the 30-foot height limit per Section III.B.2 of the CCP (GC allows for 55 feet) to allow for a 37-foot tall building (independent living facility) along 14th Street and a 35-foot tall building (skilled nursing facility) along Main Street.
- In accordance with Section 16-19-30 of the Municipal Code, the applicant is requesting approval of a lesser offset distance - from 20 feet to 15.3 feet - along the eastern property line.

Two buildings are proposed for the site: an independent living facility and a skilled nursing facility. Both structures are designed as two story buildings. The independent living facility would be located along 14th Street and face west. The skilled nursing facility would front Main Street. Both buildings would have setback

pitched roofs; the skilled nursing facility would also have a parapet on the north (street side) facade. At its highest point, the roof of the independent living facility would be just under 37 feet tall. The parapets and the roof ridge for the skilled nursing facility would reach approximately 35 feet tall.

The property lies within the boundary of the West Main Street Corridor. For this area, Section III.B.2.a of the Commercial Corridor Plan states that:

- the predominant portion of any building shall not exceed thirty feet (30') in height.
- ornamental architecture elements or appurtenances such as clock towers or cupolas shall not exceed forty feet (40') in height.

It should be noted that the maximum height for structures in the GC district is fifty feet (55'). The buildings meet the zoning standard but not Commercial Corridor Plan design criteria.

The applicant has submitted a formal request for the waiver, justification memorandum, building elevations showing the portion of the building that is more than 30 feet in height,

The applicant has addressed the standards for review per Municipal Code Section 16-10-50(c)(2)(a-d). The topics of the section include views, light and shadow, privacy, and neighborhood scale. Although this section pertains to a variance with zoning height standards, the topics are worth consideration with this request for a waiver on design criteria.

The applicant is requesting that the Planning Commission allow a lesser offset for the Skilled Nursing building from the 20-foot standard. The closest point proposed is 15.3 feet and the farthest point at the northeast corner of the building is 18.1 feet.

Per Municipal Code Section 16-19-30, Building Location (in the GC district) – Minimum offset shall be 20 feet unless a lesser offset is approved by the Planning Commission...the minimum offset distance shall not be less than ten (10) feet.

The Municipal Code does not provide criteria to consider for an offset request. However, similar criteria as used for the height waiver can be applied.

The lot to the east of the subject property is zoned GC. Currently, a residence is located on the property although the structure has been used for commercial operations in the past. The residence is on the eastern portion of the lot and is separated from the property line by a large access/parking drive and mature trees. It is anticipated that the property will be redeveloped for a commercial use in the future.

The skilled nursing building design is sensitive to the adjacent property and steps to a single story along the east property line with an approximate roof height of 18'-7" further minimizing the impact to the adjacent property. The two-story proportion of the building is more than 20 feet from the east property line. Foundation plantings, including evergreen trees and shrubs, are proposed along the east façade to further reduce the impact.

~~It is anticipated that the property will be redeveloped for a commercial use in the future.~~

The lesser offset approval would not alter the essential character of the surrounding neighborhood. This building proposed is designed to complement the overall medical campus and will have the same or similar architectural style as the other buildings, as well as the recently-constructed patio homes to the south.

The lesser offset to at least 15.3 feet would not cause a fire code issue, even if the adjacent property redeveloped closer to the shared property line. The building is set back from the property line so drainage from the roof will not impact the adjacent property and the established 10 foot utility and drainage easement is not impacted. There do not appear to be any other necessary reasons - such as mitigation between adjacent incompatible uses, landscaping of highly visible sides of buildings, or location in a community gateway - for the full 20 foot offset.

Staff researched typical offsets (side setbacks) required for general commercial areas in other communities and has found 10 foot setbacks, if not lesser, were common. Although located in the General Commercial district, the site functions as a multi-family use. Side offsets in the Multi-Family District are set at 0.5 feet per 1 foot of building height. If this standard were applied, the requested offset would be adequate (18.7-foot building multiplied by 0.5 = 9.35).

Based on the justification provided by the applicant and staff review of the request, staff believes that the proposed lesser offset request is consistent with the spirit of the Municipal Code and therefore, recommends approval of the lesser offset.

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Strategic Plan.

In accordance with Section II.B.2 of the Commercial Corridor Plan (CCP), staff recommends approval of the waiver from Section III.B.2.a - the height design criteria - of the Commercial Corridor Plan to allow for a 37 foot independent living facility and a 35 foot skilled nursing facility as proposed based on the findings in this report.

In accordance with Section 16-19-30 of the Municipal Code, staff recommends approval of the lesser offset (Section 16-19-30) to the extent proposed in the

submitted site plan (15.3 feet in the south east corner of the structure and 18.1 feet in the northeast corner of the building) based on the findings in this report.

Mr. Annable inquired if there is a hardship portion of the code that pertains to setbacks.

Ms. Berry stated the code requires an offset of 20 feet unless the Planning Commission decides otherwise and no less than 10 feet.

Mr. Tallon moved to approval the offset and height request; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Yingst, Foreman, McWilliams, Annable

Nays – Bushelman

Motion carried.

7. Recommendation to Town Board – Final Site Plan – Grasslands Park Subdivision Second Filing, Lot 1; Joseph Shrader, owner/applicant; Patricia Kroetch, North Star Design, Inc., applicant's representative

- Quasi-judicial
- Staff presentation: Carlin Malone, Chief Planner

Per Ms. Malone the applicant is proposing a new site development located within the Grasslands Park Subdivision. The parcel is situated west of 7th Street/State Highway 257, north of Great Western Railroad right-of-way and the Birch Street alignment, south of Durum Street. The property is zoned RMU (residential mixed use), and is located adjacent to other RMU zoned properties to the north, west, and south. CB (Central Business) zoning is located to the east of the subject property.

The proposal is a continuation of the multifamily residential portion of the existing neighborhood. Four existing multifamily residential buildings, on separate parcels from the subject property, are located directly north of the subject parcel along 7th Street/SH 257. A fifth building for the parcel directly north of the proposal is in the permit process.

In 2002, a Final Site Plan for multifamily residential was approved for the property ("Grasslands Park Subdivision Tract C Final Site Plan"); however, construction did not occur within one year of the approval (the site plan validity period, per the Town's Municipal Code). Therefore, the site plan expired and the applicant submitted a new application for the multifamily site plan this year. The proposal is the same as the expired plan, with the exception of some elements which needed to be upgraded to comply with more recent fire, building, and development code standards.

Overall development characteristics include:

- 3.425 acres zoned RMU
- Four buildings – one 8-plex, three 16-plex
- 56 units, each with two bedrooms
- 52% landscaped area
- 16.3% building coverage

- 25,200 s.f. livable open space (450 s.f./unit)
- 78,400 s.f. lot area (1,400 s.f./unit)
- Two-story, 19' 6" building height
- 105 parking spaces (84 required), including 12 accessible spaces

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Strategic Plan.

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final site plan, as presented, subject to any Planning Commission comments being addressed.

Mr. Tallon moved to forward to the Town Board a recommendation of approval of the final site plan, as presented, subject to any Planning Commission comments being addressed; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Yingst, Foreman, Bushelman, Annable

Nays – McWilliams

Motion carried.

D. COMMUNICATIONS

1. Communications from the Planning Commission
None
2. Communications from the Town Board liaison
Mr. Bennett informed the Commission that business has been running smooth during the transition in Town Administration. The number one priority of the Board is that operations and procedures to run seamlessly. The goal is to hire a Municipal Advisor to work on special projects and firms are being reviewed for the Town Manager hiring process.
3. Communications from the staff
Mr. Ballstadt informed the Planning Commission of the progress on The Mill. A letter was received from the State indicating that the State Historical Society has The Mill on their January meeting to remove it from the national and state register; that will then free up some requirements that they would otherwise be tied to. The plans that are being worked on will mimic the old building. The Board of Adjustment approved a variance for the building location to allow for the same building footprint. They will be salvaging as much of the existing brick as possible.

E. ADJOURN

The meeting was adjourned at 7:59 p.m.

Krystal Eucker, Deputy Town Clerk



MEMORANDUM

Date: January 17, 2018
To: Planning Commission
From: Carlin Malone, AICP, Chief Planner
Re: Weld County Referral Recommendation– Change of Zone – Hermitage Planned Unit Development, application PUDZ17-0007 – Charles and Tina Schinner, Yes Investments, LLC, property owners/Deanna Frederickson, AGPROfessionals, applicant representative
Item #: C.1

Background / Discussion

Weld County has referred a Change of Zone application to the Town for review and comment. The property includes four lots with a total of 22.9 acres zoned A (Agriculture).. The property is located approximately 275 feet west of Weld County Road 17 (WCR 17)/Town of Windsor corporate limits, approximately .62 miles (3,260 feet) north of U.S. Highway 34. The Change of Zone application requests rezoning from Agriculture (A) to E (Estate) for single-family residential.

On June 18, 2014, staff presented a Weld County referral for the subject property [Planned Unit Development (PUDK14-0001)] for the Planning Commission's recommendation. The request was for creating three agricultural type lots (single family agricultural residential) from a 25-acre lot created by a previous recorded exemption. At the time of the request, there were two existing homes on the property. The property was located within the Town's Growth Management Area (GMA) and Community Influence Area (CIA). The property was also eligible for annexation, contiguous with the Town's corporate limits (Weld County Road 17) along the eastern property line. Therefore, the Planning Commission recommended approval of the proposed PUD to Weld County with the condition that "any future land use proposals on the site shall be referred to the Town of Windsor with a petition and application for annexation of the subject properties." The excerpt from the June 18, 2014 Planning Commission meeting minutes is included with this memorandum.

On April 15, 2015, staff presented Weld County referral PUDK15-001, an amendment to PUDK14-001, for the Planning Commission's recommendation. The amendment request was for increasing the total number of single family agricultural residential lots within the PUD from three to five. The property conditions remained the same as the previous application, with the property still eligible for annexation. As such, staff recommended that the Planning Commission recommend denial of the proposed PUD to Weld County, further recommending that the applicant submit a petition and application for annexation of the subject property to the Town of Windsor. The Planning Commission discussed and concluded that the request was generally consistent with the surrounding area, forwarding a recommendation of approval of the application to Weld County, noting that any changes to the proposal be referred back to the Planning Commission for further consideration and recommendation.

The four lots included in the subject request were part of the previous five-lot PUD zoned A. The lot that is no longer a part of the Hermitage PUD was the only lot within the PUD that was contiguous to the Town's corporate limits (WCR 17). Therefore, the subject property is no longer eligible for annexation.

Based upon the referral history on the property, it appears as though the appropriate subdivision process is being evaded by utilizing consecutive minor subdivision processes to incrementally create additional

residential lots. This results in a piecemeal development pattern that creates additional demands on infrastructure and services and creates challenges for long-term development of the area. If the applicant's ultimate goal is a larger residential subdivision, a more holistic subdivision application should be required.

Relationship to Comprehensive Plan

The application is not consistent with the goals and objectives of the 2016 Comprehensive Plan:

Chapter 5b – Growth Framework

Goal:

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

Objective:

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

Relationship to Strategic Plan

The application is not consistent with the Strategic Plan, particularly Thoughtful Framework and Supportive Infrastructure, Well-Planned Community with Spirit and Pride.

Recommendations

Consistent with the Planning Commission's previous recommendations regarding the subject property, Town staff recommends the Planning Commission forward a recommendation of approval of the proposed PUDZ17-0007 application to the Weld County Department of Planning Services with the following conditions:

- (1) Any change of use and any work associated with WCR 17 is subject to Windsor Street Standards and right-of-way permitting;
- (2) Analyze the total traffic volume to determine the need for auxiliary lanes;
- (3) Provide stormwater detention consistent with County requirements;
- (4) Adherence to the CPA design standards, as adopted between Windsor and Weld County.

Notification

The Municipal Code does not require notifications for the subject request.

Attachments

PUDK14-0001 site plan (former proposal)
Excerpt from June 18, 2014 Planning Commission meeting minutes
PUD15-0001 site plan (former proposal)
Excerpt from April 15, 2015 Planning Commission meeting minutes
PUDZ17-0007 zoning/site plan (new proposal)
Staff Presentation

OWNERS

Yes Investments, LLC
Charles & Tina Schinner, mgrs
339 Hallard Court
Windsor, CO 80550
Telephone: Charles: 970.371.5437
Tina: 970.394.1473
Email: Now Investments, LLC@gmail.com

NUMBER OF LOTS

Two (2) Lots

ZONING

Existing Zoning: A - Agriculture
Proposed Zoning: PUD with Agriculture use

LAND USE TABLE

LAND USES	ACREAGE	UNITS	GROSS DENSITY	% OF TOTAL AREA
AGRICULTURE	24	1	0.083333	96%
ACCESS EASEMENT	1	N.A.	N.A.	4%
TOTAL	25.0	2	0.083333	100.00%

UTILITY PROVIDERS

Electricity: Poudre Valley R.E.A.
Natural Gas: Xcel Energy
Water: Little Thompson Water District
Wired Telecommunication: Century Link
Sewer: Individual on-lot disposal system

PROPERTY DESCRIPTION

Lot B of Recorded exemption no. 14xx-xx-xx being a portion of NE 1/4 Section 8, Township 5 North, Range 67 west of the 6th P.M., County of Weld, State of Colorado, being more particularly described as follows:

Beginning at the East Quarter Corner of said Section 8, Township 5 North, Range 67 West of the 6th P.M., and considering the East line of said Section to bear North 00°00'00" east, and with all other bearings contained herein relative thereto: Thence South 89°54'12" West 30.00 feet. Thence North 00°00'00" East parallel to the East line of said Section 8, 670.17 feet to the True point of beginning.

Thence South 88°43'34" West, 1378.34 feet;
Thence North 80°59'35" West, 522.51 feet;
Thence North 05°34'43" East, 563.36 feet;
Thence North 85°55'35" East, 1638.07 feet;
Thence South 00°00'00" East, 621.88 feet to the True Point of Beginning.

EXCLUDING the mobile home and personal property appurtenant to said mobile home, County of Weld, State of Colorado.

PROPERTY OWNER'S CERTIFICATION:

WE, THE UNDERSIGNED, BEING THE SOLE OWNERS IN FEE OF THE ABOVE DESCRIBE PROPERTY, DO HEREBY SUBDIVIDE THE SAME AS SHOWN ON THE ATTACHED MAP. WE UNDERSTAND THAT THIS PROPERTY IS LOCATED IN THE PUD ZONE DISTRICT AND IS ALSO INTENDED TO PROVIDE AREAS FOR THE CONDUCT OF OTHER USES BY RIGHT, ACCESSORY USES AND USES BY SPECIAL REVIEW.

Signature: Charles E. Schinner, mgr
Yes Investments, LLC
Signature: Tina M. Schinner, mgr
Yes Investments, LLC

SURVEYOR'S CERTIFICATE:

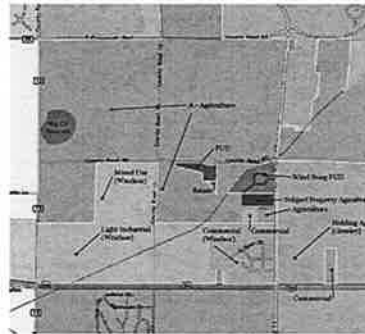
I, _____, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY PERSONAL SUPERVISION AND THAT THIS PLAT IS AN ACCURATE REPRESENTATION THEREOF.

I FURTHER CERTIFY THAT THE SURVEY AND THIS PLAT COMPLY WITH ALL APPLICABLE RULES, REGULATIONS, AND LAWS OF THE STATE OF COLORADO, STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS, AND WELD COUNTY.

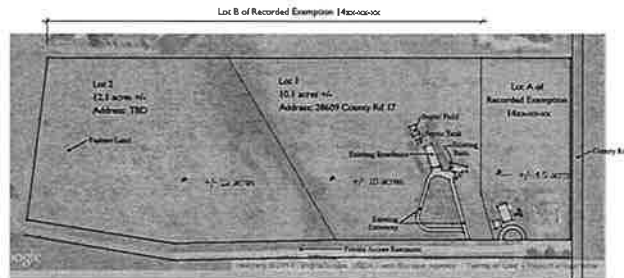
PUD Mapping Hermitage West - PUD

Being Lot B of Recorded Exemption 14xx-xx-xx Rec TBD

Located in Part of the NE 1/4 of Section 8, Township 5 North, Range 67
Weld County, Colorado.



Surrounding Zoning Districts



1" = 200'



VICINITY MAP
Not-to-Scale

NOTES:

- The PUD subdivision, PUDZ14-TBD, is from A (Agriculture) to PUD (Planned Unit Development) with A(Agriculture) Zone District uses, as indicated in the application materials on file in the Department of Planning Services and subject to and governed by the Conditions of Approval stated herein, and all applicable Weld County Regulations.
- The Bulk Standard Requirements as delineated in Section 23-xx-xx, Table 23.300, for Agriculture Zone Districts.
- Water service shall be obtained from the Little Thompson Water District.
- The subdivision is in rural Weld County and is not served by a municipal sanitary sewer system. Sewage disposal shall be by septic systems designed in accordance with the regulations of the Colorado Department of Public Health and Environment, Water Quality Control Division, and the Weld County Code in effect at the time of construction, repair, replacement, or modification of the system.
- Language for the protection and/or preservation of the absorption field shall be placed on the plat. The note shall state that activities, such as permanent landscaping, structures, dirt mounds or other items, are expressly prohibited in the absorption fields.
- The Weld County Right to Farm Statute, as it appears in Section 22-2-201.2 of the Weld County Code, shall be placed on the plat and recognized at all times.
- Sources of light shall be shielded so that light rays shall not shine directly onto adjacent properties where such would cause a nuisance or interfere with the use of the adjacent properties in accordance with the plan. Neither the direct, nor reflected, light from any light source may create a traffic hazard to operators of motor vehicles on public or private streets. No isolated lights may be which may be confused with, or construed as, traffic control devices.
- Installation of utilities shall comply with Section 24-9-10 of the Weld County Code and requirements of the service providers.
- Building and Electrical Permits may be required for any new construction, alteration, or addition to any building on the property, per Section 29-3-10 of the Weld County Code. Currently, the following codes have been adopted by Weld County: 2012 International Building Code; 2006 International Energy Code; and 2011 National Electrical Code.
- Building height shall be measured in accordance with the 2012 International Building Code for the purpose of determining the maximum building size and height for various uses and types of construction and to determine compliance with the Bulk requirements from Chapter 23 of the Weld County Code. Building height shall be measured in accordance with Chapter 23 of the Weld County Code to determine compliance with offset and setback requirements. Offset and setback are measured from the farthest projections from the building. Property lines shall be clearly identified and all property pins shall staked prior to the first site inspection.
- The historical flow patterns and runoff amounts will be maintained on the site.
- Should noxious weeds exist on the property, or become established as a result of the proposed development, the applicant and owner shall be responsible for controlling the noxious weeds, pursuant to Chapter 15, Articles I and II, of the Weld County Code.
- The property owner shall be responsible for complying with the Performance Standards of Chapter 17, Articles II and VIII, of the Weld County Code.
- Necessary personnel from the Weld County Departments of Planning Services, Public Works, and Public Health and Environment shall be granted access onto the property at any reasonable time in order to ensure the activities carried out on the property comply with the Conditions of Approval and Development Standards stated herein and all applicable Weld County regulations.
- The site shall maintain compliance, at all times, with the requirements of the Weld County Departments of Public Works, E-Public Health and Environment, and Planning Services, and adopted Weld County Code and Policies.
- Building Permits issued on the lots will be required to adhere to the fee structure of the County-Wide Road Impact Fee Program.

SURVEYOR NOTES:

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

DATE	REVISION
08/15/18	1
09/12/18	2
10/12/18	3
11/12/18	4
12/12/18	5

Yes Investments, LLC
Charles & Tina Schinner, mgrs

Client:

YES
INVESTMENTS, LLC

A 01

Planning Commission recommended approval of a site plan to construct an outdoor pavilion and support structures.

Mr. Hornbeck stated the subject property is located outside of the Town's Growth Management Area (GMA), but inside the Community Influence Area (CIA). He identified the specific location and details of the proposed structures for clarification. He went on to explain the adjacent property owners had previously raised concerns about possible negative impacts from the shooting range associated with this project. However, the Windsor Police department has not received any complaints in the area. In light of those findings, staff recommends Planning Commission forward a recommendation of approval of the site plan to the Larimer County Planning Department with the condition that all light fixtures on site are full cut-off and mounted in the full-cut off position.

There were no questions or comments.

Mr. Tallon moved to forward a recommendation of approval of the site plan to the Larimer County Planning Department following staff recommendations. Mr. Schinner seconded the motion. Roll call on the vote resulted as follows: Yeas – Steve Scheffel, Robert Frank, Victor Tallon, Gale Schick, Charles Schinner, David Cox, Wayne Frelund; Nays – None. Motion carried.

2. Weld County referral – Planned Unit Development (PUDK14-0001) - Charles and Tina Schinner, Yes Investments, LLC, property owners/applicants – J. Olhava

Mr. Schinner left the dais as he is a party of interest in the referral.

Mr. Olhava began by explaining the applicant, Yes Investments, LLC, represented by Mr. Charles Schinner is requesting that Weld County approve a PUD for a proposed single family agriculture residential development that will create two approximately equal sized agricultural type lots. It appears as though the proposed development is consistent with the surrounding uses.

Mr. Olhava went on to state the subject property is located within the Town's Growth Management Area (GMA), Community Influence Area (CIA) and is contiguous with the Town's corporate limits along the eastern property line. The property currently accesses the Town maintained Weld County Road 17 (WCR17). He added the subject property is more than 400' from the Town's sewer, and would be permitted by the County to remain or be serviced by septic, per Sec. 30-20-40 of the Weld County Department of Public Health and Environment's regulations.

Mr. Olhava concluded by stating staff recommends that the Planning Commission forward a recommendation of approval of the proposed PUD application to the Weld County Department of Planning Services based on the properties distance from sewer and minimal impact to existing conditions, with the following condition:

1. Any future land use proposals on this site shall be referred to the Town of Windsor with a petition and application for annexation of the subject properties.

Mr. Schinner presented additional details regarding the property via a photo display of structures, roadways, easement location, and general characteristics of the site.

Mr. Frelund inquired what steps remained in this process. Mr. Schinner explained the difference between a recorded exemption and a PUD. There were no additional questions or comments.

Mr. Tallon moved to forward a recommendation of approval of the proposed PUD application to the Weld County Department of Planning Services based on the properties distance from sewer and minimal impact to existing conditions, following staff recommendations. Mr. Frelund seconded the motion. Roll call on the vote resulted as follows: Yeas – Steve Scheffel, Robert Frank, Victor Tallon, Gale Schick, David Cox, Wayne Frelund; Nays – None. Motion carried.

3. Public Hearing – Proposed amendment to Sec. 16-21-20(c)(5) of the Windsor Municipal Code to redefine the calculation of outdoor accessory storage within the Limited Industrial (I-L) zoning district – J. Olhava

Mr. Schinner rejoined the Commissioners on the dais.

Mr. Olhava stated in an effort to mitigate confusion, misinterpretation and to make the code more user friendly, staff is proposing an amendment to the Municipal Code. The proposed amendment will result in a much simpler calculation for applicants as well as staff. He went on to explain in depth the proposed changes in verbiage and the calculations referred to previously.

There were no questions or comments.

Mr. Frank moved to close the public hearing. Mr. Tallon seconded the motion. Roll call on the vote resulted as follows: Yeas – Steve Scheffel, Robert Frank, Victor Tallon, Gale Schick, Charles Schinner, David Cox, Wayne Frelund; Nays – None. Motion carried.

4. Recommendation to Town Board - Proposed amendment to Sec. 16-21-20(c)(5) of the Windsor Municipal Code to redefine the calculation of outdoor accessory storage within the Limited Industrial (I-L) zoning district – J. Olhava

Mr. Olhava told the Commissioners staff recommends that the Planning Commission forward a recommendation of approval of the proposed code amendments to the Town Board.

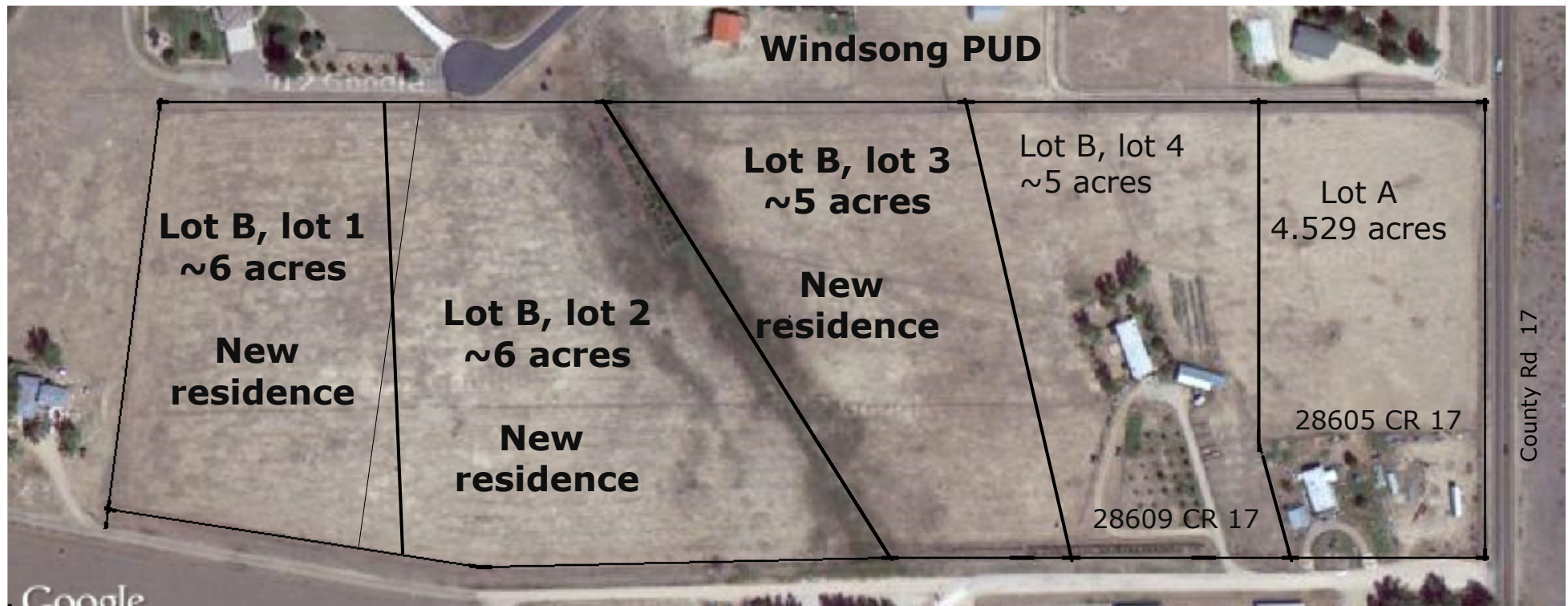
Mr. Tallon moved to forward a recommendation of approval of the proposed code amendments. Mr. Frank seconded the motion. Roll call on the vote resulted as follows: Yeas – Steve Scheffel, Robert Frank, Victor Tallon, Gale Schick, Charles Schinner, David Cox, Wayne Frelund; Nays – None. Motion carried.

5. Public Hearing – Proposed amendment to Sec. 16-9-60 of the Windsor Municipal Code to add language and requirements for electronic message center signage – J. Olhava

Mr. Olhava began by reminding Commissioners on January 21, 2004, the Planning Commission ratified an interpretation of a section of the Municipal Code stating electronic reader boards or message center signs could change the message displayed once per day or 24 hours. Recently staff has received a request from The Summit Entertainment Group to install an electronic reader board with a message change occurring more frequently than the once per day timeframe. He added staff has also received other inquiries in the past from businesses asking that electronic reader boards be allowed to change more frequently to make better use of their investment.

Mr. Olhava went on to explain that while staff would caution against frequent changes that could be considered “flashing”, a compromise of less than 24 hours does seem reasonable. Therefore, staff has drafted proposed changes to the Municipal Code, and is seeking comments from the Planning Commission. He reminded Commissioners that during the May 7, 2014 Planning Commission work session, the Planning Commission directed staff to incorporate a five (5)

Hermitage West PUD - 5 lot proposed PUD
0957-8-1 RECX14-0033 - Lots A & B
Yes Investments, LLC
Feb 3, 2015



Private Access & Utility Easement

C. BOARD ACTION

1. Weld County referral – Amendment to Planned Unit Development PUDK14-0001 under new application PUDK15-0001 - Charles and Tina Schinner, Yes Investments, LLC, property owners/applicants
 - Staff presentation: Josh Olhava, Associate Planner

The applicant, Yes Investments, LLC, and Mr. Charles Schinner have requested to amend their application with Weld County to approve application PUDK15-0001. This amended application increases the total number of single family lots from three (3), which were presented with PUDK14-0001, to five (5).

The property is located within the Town's Growth Management Area and currently accesses the Town maintained Weld County Road 17 (WCR17). The subject property is more than 400' from the Town's sewer, and would be permitted by the County to remain or be serviced by septic, per Sec. 30-20-40 of the Weld County Department of Public Health and Environment's regulations.

The amended proposal is not consistent with goals of neither the Comprehensive Plan and overall land use goals and policies. The property is located within the town's Growth Management Area (GMA) area and the Community Influence Area and is continuous with the town's corporate limits along the eastern property line. In addition, the property proposes septic services for the proposed lots. Chapter 6 of the town's Comprehensive Plan states that as a result in recent changes in the town's policies, the town no longer permits new developments coming in to utilize septic systems.

The Vision 2025 document does not refer to proposed referrals from other jurisdictions.

Staff recommends that the Planning Commission forward a recommendation of denial of the proposed PUDK15-0001 application to the Weld County Department of Planning Services, further recommending that the applicant submit a petition and application for annexation of the subject property to the Town of Windsor.

Todd Hodges, Todd Hodges Design, LLC, 2412 Denby Court, Fort Collins, CO is representing the applicant and before the Planning Commission is an amended application to increase the lots from 3 to 5. Weld County is a three step process. The first step, regardless of the outcome whether this comes into the community or goes through the land use process, there will be two other opportunities throughout the process.

The property is located adjacent to County Road 17 and is north of Highway 34 but south of County Road 60. There are existing subdivisions as well as a Special Use Permit to the south, adjacent to property. The two subdivisions to the north are Windsong and Meadowbrook. A special use permit for a dairy is located directly south of the property and there is another special use permit for landscape materials. On the east side of the property is the City of Greeley and based on their Comprehensive Plan will be zoned commercial in their long range plan.

They believe this is a good transition of uses for this area because the area is developed to some degree. This is a smaller parcel at 27 ½ acres. There are also existing utilities to the site as water

is available from the Little Thompson. As previously stated, the Weld County Department of Public Health and Environment permits septic systems as sewer services are further than 400 feet. The lots range from 4 ½ and a half to 6 acres.

The applicant's objective for this PUD is to preserve open space through building envelopes that would be delineated at a later point within the subdivision. The property will also serve as a natural buffer from the existing commercial to the south and the commercial site should that be developed out in the future.

There is drainage through the property and there is a natural area that exists between lots 2 and 3. There are two existing houses on the site so this will add 3 additional lots to the site.

The Little Thompson has the ability to serve this property from existing lines with the purchase of service and taps.

The access road that exists, serves the as access to the dairy, commercial property to the south and to the existing agricultural areas to the west and south. There is an access easement and it is believed that the easement is established through a court order. The roadway is a well-developed road that is well maintained as it serves several properties.

The applicant and representative understand that the PUD does not meet the standards of the Comprehensive Plan however; this is a transitional property as it is already surrounded by development that has occurred. With services such as sewer that are not available at this time, it is not economically viable to do a small lot subdivision when providing sewer at that kind of rate.

Mr. Hodges respectfully requests the Planning Commission submit a favorable recommendation to Weld County.

Mr. Scheffel inquired about the reason for requesting the amendment from 3 to 5 lots.

Mr. Hodges stated one reason for the amendment is the economic scale and another reason is this is a manageable subdivision with the five to six acre lots. This is also what is out on the market right now.

Mr. Frelund inquired if the road easement is on or off property.

Mr. Hodges stated it is split. The properties go to the center of the roadway and that is a court order.

Mr. Schick inquired about who maintains the road.

Mr. Hodges stated there are several individuals that share the responsibility.

Mr. Tallon inquired how far the existing sewer is from the property.

Mr. Olhava stated it was about 700 feet to the west of the site.

Mr. Tallon commented that he originally recommended approval of the proposed PUD because of the distance to the existing sewer.

Mr. Olhava commented that the original staff recommendation to the Planning Commission then ultimately the Planning Commission's recommendation to Weld County was due to the fact that the sewer was so far away and the type of development being similar to adjacent properties.

There were no concerns from staff at that time. One of the previous conditions was that any additional land use application to the site be referred back for annexation. The reason for the Staff's recommendation was to stay consistent with the previous PUD recommendation although there are no concerns from town staff for the amended PUD.

Mr. Frelund inquired about what the previous recommendations were.

Mr. Olhava stated the minutes from the previous recommendation are included within the packet. The minutes in part state, "Mr. Tallon moved to forward a recommendation of approval of the purposed PUD application to Weld County Department of Planning Services based on the properties distance to sewer and minimal impact to existing conditions." The conditions included roadway conditions and density as that is where additional land uses arises from. Mr. Frelund seconded the motion and it was a unanimous yea.

Mr. Schick inquired if they request the applicant to submit an annexation petition, how will they service that development.

Mr. Olhava stated staff understands that the connection to sewer would be a big obstacle and that the current recommendation is based on the past recommendation from the Planning Commission.

Mr. Schick commented that he has no problem with what the applicant is trying to do because of the unique situation.

Mr. Hodges commented that the animal units are also in conflict with the existing Windsor Code so with the nature of wanting to allow the animal units to some degree, that would be another conflict coming into the municipality.

Mr. Tallon inquired if Mr. Schinner is working with the individuals that maintain the road.

Mr. Hodges stated he will be working with them and Mr. Hodges suspects that Weld County will be getting involved as well as there will be a change in zoning.

Mr. Frelund inquired about what our process is since the previous minutes indicated there was a recommendation to the applicant to go through the annexation process.

Mr. Schick stated they recommended approval of the PUD for Weld County but if there were any changes to the proposal that it come back before the Planning Commission and go through the route of a possible annexation.

Mr. Frelund inquired that staff is now recommending that the amendment be denied based on the petition for annexation because of sewer location.

Mr. Schick stated he didn't think it was based on the sewer issues but because of the changes and past recommendation.

Mr. Olhava stated that was correct. The previous PUD application the Planning Commission reviewed in June 2014 was for 3 lots. At that time there were no concerns from staff so staff recommended the Planning Commission forward a recommendation for approval to Weld County. The applicant has now amended the PUD application to five lots. Staff has recommended denial based on the minutes from the Planning Commission meeting on June 18, 2014 and what has been consistent with other applications and direction from the Planning Commission. Ultimately Weld County will

make the final decision to approve or deny the amended PUD application based on their referral comments.

Mr. Olhava stated based on the Planning Commission discussion tonight, it sounds like the Planning Commission would like to amend that recommendation.

Mr. Frelund commented that he is in agreement and wanted to make sure it was clear to all.

Mr. Tallon moved to forward a recommendation of approval for the proposed PUDK15-0001 application to Weld County Department of Planning Services; Mr. Cox seconded the motion.

Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Scheffel, Harding, Frelund, Vissers, Cox

Nays – None

Motioned carried.

2. Site Plan Presentation - Columbine Center Subdivision 2nd Filing, Lot 1 (Community Recreation Center) – Town of Windsor, applicant / Daniel Matoba, Barker Rinker Seacat Architecture, Applicant's Representative

- Staff presentation: Paul Hornbeck, Associate Planner

The applicant, the Town of Windsor Parks, Recreation, and Culture Department, represented by Mr. Daniel Matoba, is proposing to construct a 39,280 square foot addition to the Community Recreation Center in the Recreation and Open Space (O) zoning district.

Site Characteristics after renovation include:

- 8.4 acre site
- 79,260 square foot building
- 285 off-street parking spaces
- 15% landscaped area

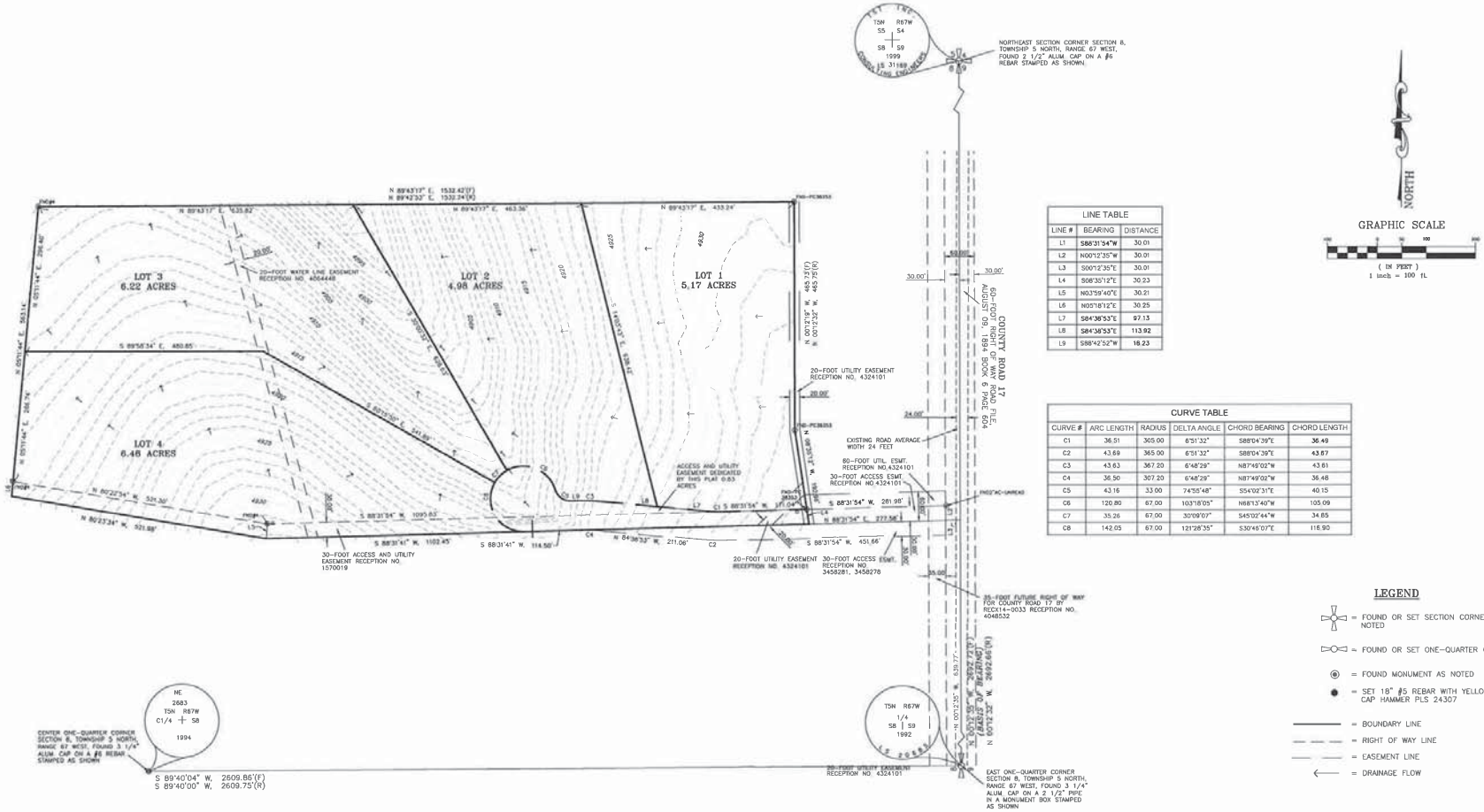
During the Planning Commission determination on parking for the facility, questions were raised about screening of vehicle headlights in the parking lot from residential properties. The Town Forester has reviewed the landscape plans and indicated the landscaping material meets the Town standards for screening parking lots. Since the preparation of the memo within the packet, more information has been discovered that four parking spaces in the northwest corner may be too narrow for the landscaping proposed. Planning staff will be working with the applicant to resolve the issue. Preference for the screening would be landscaping but a four foot wall would also meet code requirements.

Another concern arose during that meeting about the amount of impervious surfaces on the lot. The Engineering Department is reviewing the drainage and they have indicated the detention pond by the police station is expected to be large enough to accommodate the expansion, but the applicant will be required to demonstrate drainage is adequately addressed through their design prior to approval.

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project.

HERMITAGE WEST PUD PUDZ17-0000

LOT B OF RECX14-0033, BEING A PART OF THE NE 1/4 OF SECTION 8, TOWNSHIP 5 NORTH,
RANGE 67 WEST, OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO
SHEET 2 OF 2



NO.	DATE	DESCRIPTION	BY

CLIENT: AGPROFESSIONALS
3050 67TH AVENUE, SUITE 200
GREELEY, CO 80634

HAMMER LAND SURVEYING, INC.
3050 67TH AVENUE, SUITE 200
GREELEY, CO 80634
PH: 970-535-9318

HERMITAGE WEST PUD PUDZ17-0000
SECTION 8 TOWNSHIP 5 NORTH, RANGE 67 WEST
OF THE 6TH P.M.

DATE: 10/09/17

JOB #17035PUDZ



Referral Recommendation Presentation

Change of Zone – Hermitage
PUD, Weld County

Carlin Malone, Chief Planner

Planning Commission January 17, 2018



Weld County Referral

The referral was reviewed in accordance with the Town of Windsor and Weld County adopted CPA (Coordinated Planning Area).

Purpose.

The purpose of the CPA is to:

- 1) Coordinate planning efforts for proposed developments in unincorporated areas within the Town of Windsor Growth Management Area (GMA), in close proximity to the Town's corporate limits, and areas where development would impact either jurisdiction;*
- 2) Provide development design standards for these areas; and*
- 3) Provide a referral procedure and response timeframe.*

Site Vicinity Map



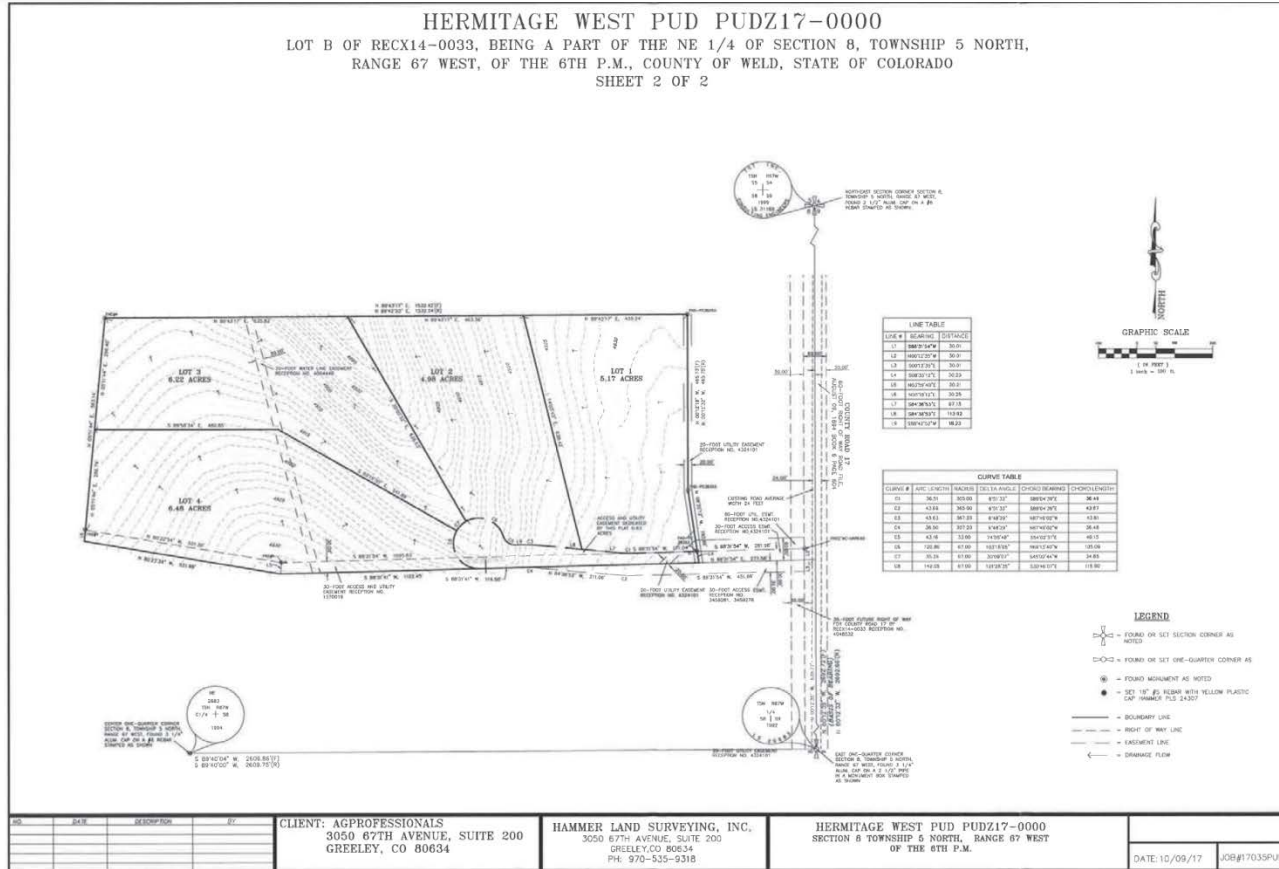
Site Zoning Map



Proposed Change of Zone

PUDZ 17-0007
four lots

Change of Zone
from A
(Agriculture) to E
(Estate) for
single-family
residential





Recommendation

Staff recommends that the Planning Commission forward to Weld County a recommendation of approval with the following conditions:

- 1) Any change of use and any work associated with WCR 17 is subject to Windsor Street Standards and right-of-way permitting;*
- 2) Analyze the total traffic volume to determine the need for auxiliary lanes;*
- 3) Provide stormwater detention consistent with County requirements; and*
- 4) Adherence to the CPA design standards, as adopted between Windsor and Weld County.*



MEMORANDUM

Date: January 17, 2018
To: Planning Commission
From: Millissa Berry, AICP, Senior Planner
Re: Site Plan Presentation – Jacoby Farm Subdivision 5th Filing Lot 5 – Les Schwab Tire Center – Cary St Onge, owner; George Bunting, SFP-E LLC, applicant; Aaron McLean, Galloway & Company, Inc., applicant's representative
Item #: C.2

Background / Discussion

The applicant, Mr. George Bunting, of SFP-E, LLC, is proposing a new site development in the Jacoby Farm Subdivision 5th Filing. The site of the proposed Les Schwab Tire Center is located at 1650 Main Street. The site is zoned General Commercial (GC) and is located adjacent to other GC zoned properties. It is also located along a designated commercial corridor.

Overall development characteristics include:

- total lot area of 1.48 acres
- approximately 28.8% landscaped area
- a 12,518 square foot building
 - o 8 service bays
 - o Sales area
- 38 parking stalls (request for parking determination on agenda)

Building characteristics include:

- building materials are a mix of ground face CMU (3 varieties and colors) in earth tone colors , a stone veneer wainscot, and metal panel accents (material and color board submitted)
- the prominent building colors are a mix of tans; accent colors include gray, maroon, and bronze
- building height of 25' 4"
- a flat roof with varied roofline
- treatment of the western façade to break up building mass

Additional site details can be seen in the enclosed staff PowerPoint.

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff; however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission for review.

Additionally, the applicant is hereby advised via this memorandum that another similar site plan presentation by the applicant is scheduled on January 22, 2018 for the Windsor Town Board.

Financial Impact

Not applicable.

Relationship to Comprehensive Plan

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

Chapter 5d - Commercial & Industrial Areas Framework Plan

Goal:

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

Objective:

1. *Prioritize new growth in areas currently served by town infrastructure and services.*

Relationship to Strategic Plan

The application is consistent with the Strategic Plan, particularly Prosperous Local Economy and Safe, Well-Planned Community With Spirit And Pride.

Recommendation

No recommendation, as this item is for presentation purposes.

Attachments

Application Materials
PowerPoint presentation

Cc: Aaron McLean

Les Schwab Tire Center
1650 Main St, Windsor, CO
Lot 5, Jacoby Farms Subdivision, Fifth Filing
September 5, 2017

PROJECT NARRATIVE

Property Owner/Applicant Information

SFP-E Colorado, LLC ("Les Schwab"), P.O. Box 5350, Bend, OR 97708, is under contract to purchase Lot 5, Jacoby Farms Subdivision, Fifth Filing ("Property") for construction of a Les Schwab Tire Center. The site is located at the northwest corner of Highway 392 and 17th Street in Windsor, CO. The current property owner is Windsor CAS LLC ("CAS LLC"). Galloway & Company, Inc. represents Les Schwab for project entitlement, engineer, architect, landscape architect, and photometric design and will serve as the main point of contact throughout the development review and permitting approval processes.

Project Description

Zoning

The property is currently zoned GC ("General Commercial"). Les Schwab intends to construct a center for the sale, installation and servicing of tires, wheels, shocks, brakes, batteries and alignment. Les Schwab does not provide oil, transmission, or other hazardous fluid services.

A tire center falls within the Town of Windsor Use Classification, *"Automobile sales and service establishments, including used car lots,"* which is permitted within the zone district. No zone change is required or requested.

Access

Parking and access requirements within the Town of Windsor Municipal Code have been incorporated into the project. Primary vehicular access to Lot 5 will be from the east-west private drive along the north side of the site. No direct access off of Hwy 392 is proposed.

Parking

The applicant proposes a 12,518 square foot tire center, which includes eight (8) fully enclosed service bays. Thirty-eight (38) parking spaces are provided on site, which includes two (2) handicap accessible spaces.

Landscaping

Approximately 24.5% of the lot will be landscaping, which exceeds the code requirement of 20% of the gross lot. Landscaping will consist of a combination of deciduous and evergreen trees and shrubs to provide appropriate screening as well as provide an aesthetic presentation, compatible with the overall development. The trash recycle enclosure will be screened with landscaping. Additional landscape material has been added to the western side of the site, to help soften the building elevation and views as drivers enter the city.

Please also note that the southern property frontage already includes a detached sidewalk of which was installed by the overall Developer at the time of construction for the Jacoby Farms Subdivision.

Pedestrian Connectivity

As noted above, there is an existing sidewalk along the southern property frontage abutting Hwy 392 and is to remain.

Lighting

The proposed lighting levels for the overall site are in compliance with Section 16.10.100 of the Town of Windsor Municipal Code. The proposed photometric design includes an average of 3.5 footcandles in areas surrounding the building, 4.0 footcandles in the site driveway area and 3.1 footcandles in parking areas and pedestrian walks; with an overall site average of 3.0 footcandles.

Careful consideration was taken during the design process of the photometric plan in order to mitigate any impact on adjacent properties and roadways. The proposed light fixture locations were organized in an effort to provide consistent, uniform lighting throughout the drive aisles and parking areas, while also preventing light pollution and ensuring the safety and security of Les Schwab customers and employees.

The proposed lighting fixtures are Galleon GLeon-AE-03-LED-E1-SL4, full cut-off fixtures. These site light fixtures will atop a 20 ft. tall pole in order to promote a harmonious parking lot lighting style and design consistent with other existing and future sites within the Jacoby Farms subdivision.

Architectural wall-mounted, full cut-off, energy efficient LED lighting is provided on the exterior of the Les Schwab building to afford safety and security.

Building Architecture

The use of quality building materials, varied textures and harmonious colors is intended to capture the theme of the Jacoby Farms Subdivision as well as to provide visual identity for the tire center.

The building is constructed of concrete slab on grade, premium concrete block and metal framed walls, open web joist, and metal decking. Exterior finishes include glazed and ground faced masonry blocks, metal panel accents, and storefront glazing. The high quality materials of durable masonry and metal exterior wall surface treatments are consistent with the design intent of Jacoby Farms Subdivision.

The south-facing store showroom is designed at pedestrian scale, featuring clear, insulated glass, with low-E coating. The showroom is designed to engage and invite the community and showcase Les Schwab's products. The body of the building provides a variety of textures with integrally colored combination of reds – "Fireweed," "Colonial Red," and "Cottage Red" – which are all compatible with the approved and existing colors and hues intended to be found throughout Jacoby Farms Subdivision.

Other architectural features include mechanical screening made of compatible materials and colors, a 3 foot-4 inch high concrete block wainscot around the base of the building, and wall articulation to give architectural variation and depth to the building.

Furthermore, in utilizing a variety of differing materials, color and texture as a base field and accent, the exterior elevations successfully break up the large mass and wall areas. The overhead door featured on the north elevation is strictly for the loading and delivery of tires to the warehouse space. This overhead door will not be utilized on a frequent basis and will only experience said loading and deliveries one to two times per week.

A trash enclosure is proposed on the site, which will be enclosed by an eight (8) feet in height and will be constructed with masonry materials and painted metal gates to match the Les Schwab building materials.

Land Use Data

	<u>Area</u>	<u>Percent</u>
Lot Size	64,272 s.f.	100.0 %
Building Coverage	12,518 s.f.	19.5.0 %
Hard Surface Coverage	35,992 s.f.	56.0 % (Includes trash encl.)
Landscaping Coverage	15,746.6 s.f.	24.5 %

<u>Parking Spaces</u>	<u>Required</u>	<u>Provided</u>
Retail (1/250gla)	48	38* (Includes 2 HC accessible spaces)

**Please note Town has expressed their preference for a parking reduction in concept review. Planning Determination letter included with this submittal.*

Max Building Height	30'	25'-4"
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Building Setbacks

North (Internal Drive)	20'	73.03'
East (Internal Drive)	20'	127'
South (Hwy 392)	25'	35.01'
West (Drainage Pond)	20'	*12.33'

**Planning Commission Determination letter included with this submittal*

Utilities

Water service is provided by the Town of Windsor through the existing 8-inch main line in the private drive directly north of the site. An 8-inch fire service line as well as a 1.5-inch domestic service line are proposed to connect to the main line near the northwest corner of the site. In addition, a new 8-inch connection is proposed near the northeast corner of the site to service a new fire hydrant on site.

Sanitary sewer service is also provided through the Town of Windsor and will be provided through the use of a new 6-inch sanitary sewer stub into the northwest corner of the lot from the 8-inch main in the private drive north of the site.

All dry utility main lines that will be connected to are currently located along the south and west property lines. Electric and gas service is provided by Xcel Energy, and phone service is provided by CenturyLink. The utility providers have all indicated that serving Les Schwab will not be an issue.



Drainage

An underground, private, storm drainage system is proposed on site, to connect into the Town of Windsor regional storm drainage system. Utilizing inlets in the private drive the north of the site, and the pond to the west of the site, the regional detention system will be adequate to accommodate the water runoff for this site.

Anticipated Number of Employees

Les Schwab anticipates between 15 and 20 employees for this store location. Up to 12-15 employees can be expected during peak store hours in order to provide adequate customer service

Hours of Operation

Les Schwab is open Mondays through Fridays from 8:00 AM until 6:00 PM, Saturdays from 8:00 AM until 5:00 PM, and is closed on Sundays.

Signage

A Signage Package has not been included as part of this submittal, but will be submitted for appropriate approvals.

December 28, 2017

Millissa Berry
Planning Department
301 Walnut Street
Windsor, CO 80550

**Re: SP17-038 Jacoby Farms 5th L5
Les Schwab Tire Center First Planning Review Comments**

Dear Millissa,

Thank you for providing us with the comments and the supplemental letter stating staff concerns with the building elevations, related setback from property line and the position staff has with respect to their level of support for our reduced setback request. We took these concerns into consideration and have made the necessary adjustments to the site plan so as to no longer need to request a reduced building setback along the western property boundary. The building, and related site improvements, were able to be shifted east to meet the minimum 20' building setback from property line.

We understand that the west elevation is highly visible to those entering the Town from the west, and will be for the foreseeable future as the adjacent detention pond will not have any structures to buffer our building. Staff had concerns on this building elevations and as such, we have provided architectural enhancements such as columns and greenscreens to provide visual relief to the façade. In addition, with the building shifting east and having a twenty-foot offset from the property line, we are now able to provide trees in addition to the already proposed shrubs which will provide further visual relief of the façade, and help soften the view corridor to those entering the Town from the west.

Please find below our re-submittal package addressing the comments received on October 9, 2017. To facilitate your review, we have included the original comments in *italicized* font, and have provided our responses in **bold**.

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Response: Noted, thank you.

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Response: Utility Notes added to Note sheet.

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2. *The need of a 20' easement for the waterline was acknowledged. Comment is added again as a reminder to staff and consultant.*

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Response: FES and riprap detail have been added to the Utility Details sheet.

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Response: Six canopy trees have been added to the western building façade. The trees are spaced approximately 35' on center.

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Millissa Berry
Les Schwab Tire Center, Windsor, CO
December 28, 2017

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We believe that per the above responses to comments, and the enclosed updated documents we have addressed all the issues and concerns from Staff on the subject project. As such, we respectively request that we proceed to the public hearing phase with a Planning Commission hearing date of January 17, 2018 and the Town Board meeting on January 29, 2018.

Sincerely,
Galloway & Company, Inc.



Aaron McLean
Site Development Manager
AaronMcLean@GallowayUS.com



Site Plan Presentation

Jacoby Farms Subdivision
5th Filing Lot 5 – Les
Schwab Tire Center

Millissa Berry, Senior Planner

Planning Commission January 17, 2018



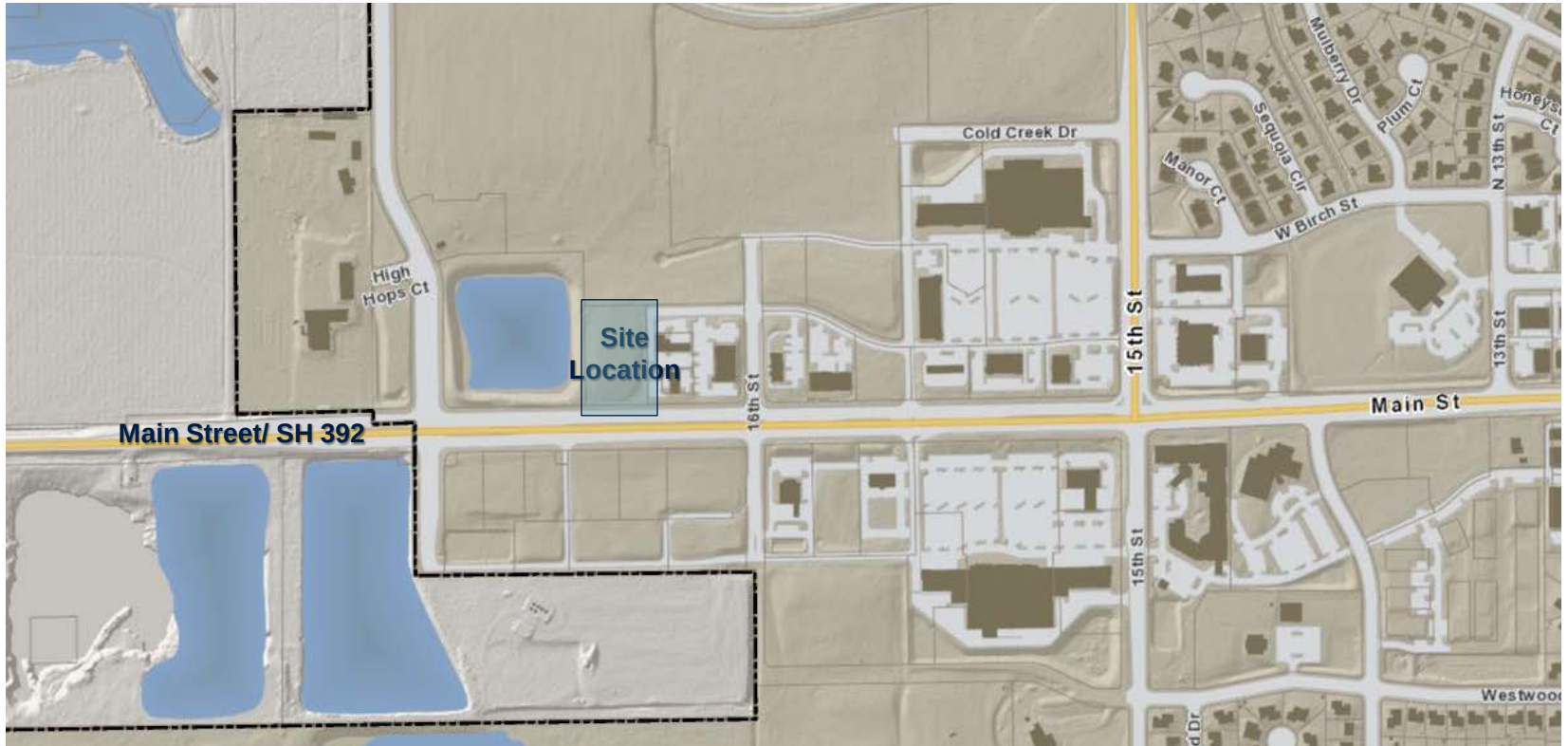
Qualified Commercial Site Plan

Article IX of Chapter 17 of the Municipal Code outlines the purpose and procedures of the Qualified Commercial and Industrial Site Plan process, including:

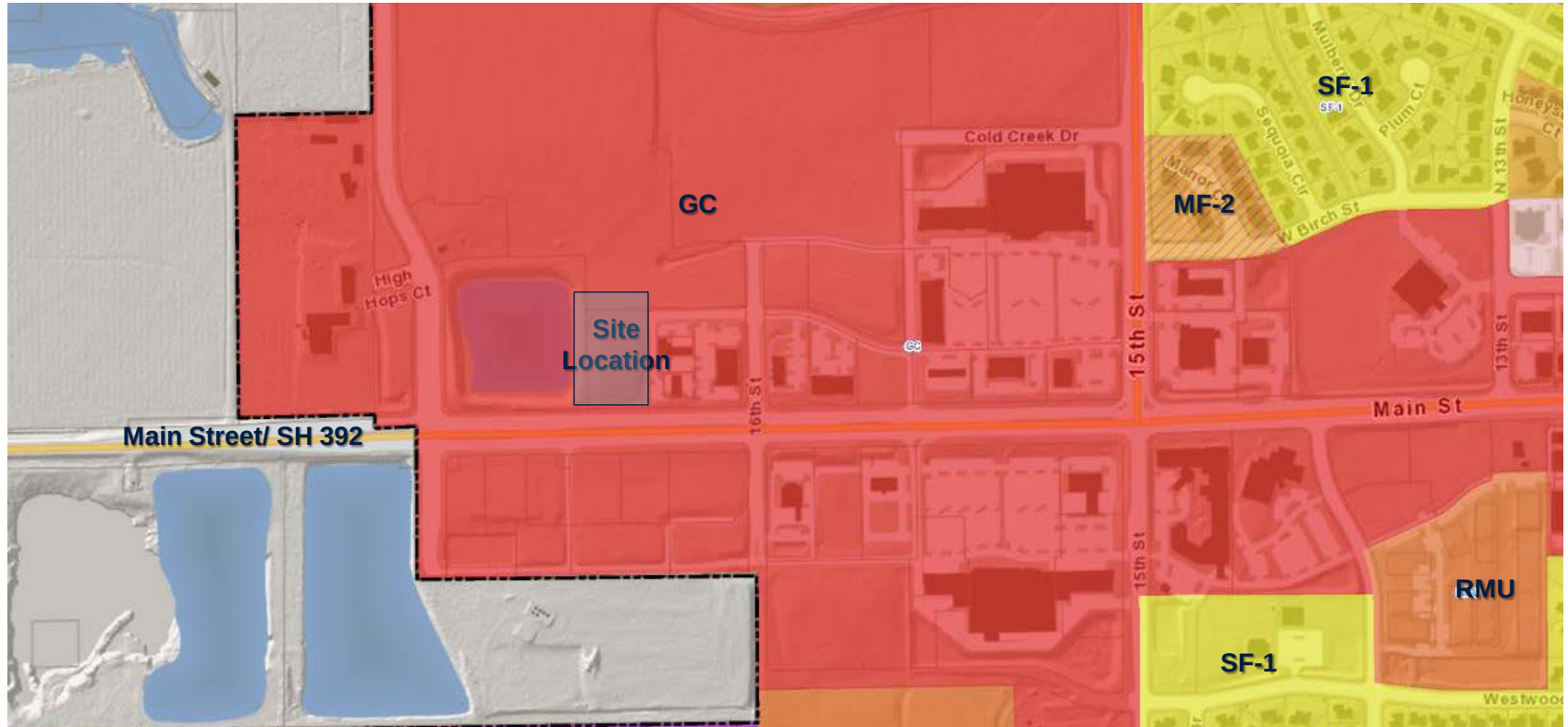
Sec. 17-9-10. Purpose.

Commercial and industrial site plans proposed to be developed on lots that have either previously been subdivided or are presently being subdivided as part of a minor subdivision shall qualify for administrative site plan review in accordance with the requirements of this Section. The provisions of this Section, as well as the administrative site plan review procedures set forth in Section 17-8-30, shall not apply to multifamily residential projects or site plans, which shall remain subject to the subdivision and site plan review procedures otherwise set forth in this Chapter.

Site Vicinity Map



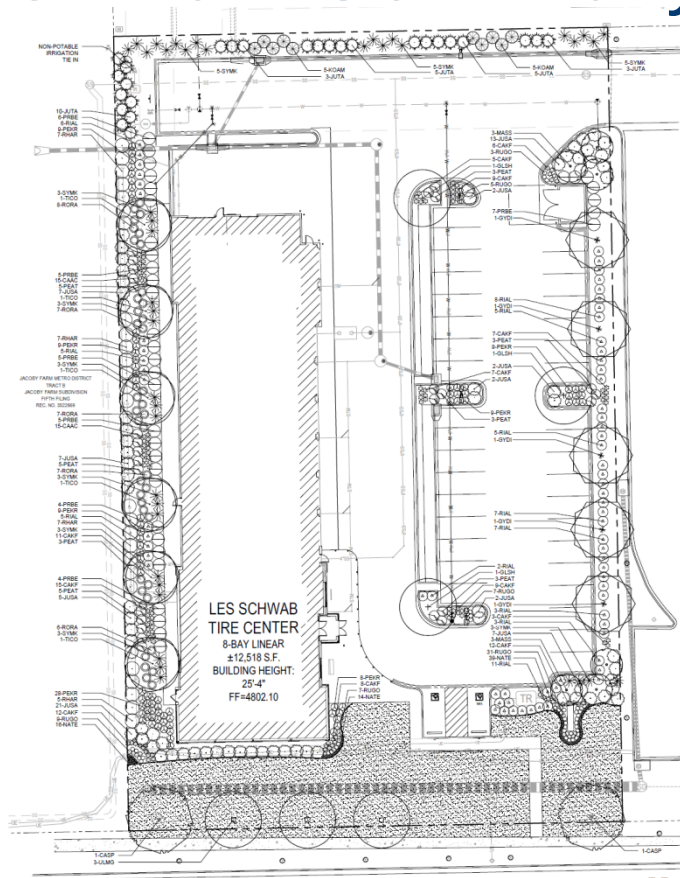
Site Zoning Map



Site Plan Summary

Overall development characteristics include:

- lot area = 1.48 acres
- 28.8% landscaped area
- 2,518 sf building
 - 8 service bays
 - sales area
- 38 parking stalls



MAIN STREET
(RIGHT-OF-WAY VARIES)



MAIN STREET

- ground face CMU, stone veneer wainscot, metal panel accents
- prominent colors: tans; accent colors: gray, maroon, and bronze
- Height = 25' 4"
- a flat roof with varied roofline
- treatment of the western façade to break up building mass





Parking Determination

Jacoby Farms Subdivision
5th Filing Lot 5 – Les
Schwab Tire Center

Millissa Berry, Senior Planner

Planning Commission January 17, 2018



Uses not enumerated. In any case where there is a question as to the parking requirements for a use or where such requirements are not specifically enumerated, the Planning Commission shall determine the appropriate application of the parking requirements to the specific situation.

- no specific category in code
- comparisons of requirements of near-by communities
- aerial study of near-by tire stores
- review of standard used in past similar uses

In accordance with Section 16-10-30(a)(7) of the Municipal Code and the aforementioned justification, staff recommends that the Planning Commission determine that the parking is adequate as proposed.





MEMORANDUM

Date: January 17, 2018
To: Planning Commission
From: Millissa Berry, AICP, Senior Planner
Re: Parking Determination – Jacoby Farm Subdivision 5th Filing Lot 5 – Les Schwab Tire Center – Cary St Onge, owner; George Bunting, SFP-E LLC, applicant; Aaron McLean, Galloway & Company, Inc., applicant's representative
Item #: C.3

Background / Discussion

The applicant, Mr. George Bunting, of SFP-E, LLC, is proposing a new site development in the Jacoby Farm Subdivision 5th Filing. The site of the proposed Les Schwab Tire Center is located at 1650 Main Street. The site is zoned General Commercial (GC) and is located adjacent to other GC zoned properties. Plan details are presented in a separate memo with this packet. The site plan depicts a 12,518 square foot building with 8 service bays and 38 off-street parking stalls.

Because Section 16-10-30(a)(7) of the Municipal Code does not include a use category and associated parking requirement for auto repair and service, the applicant has requested a Planning Commission determination regarding parking requirements in accordance with Section 16-10-30(a)(7) of the Municipal Code which states:

Uses not enumerated. In any case where there is a question as to the parking requirements for a use or where such requirements are not specifically enumerated, the Planning Commission shall determine the appropriate application of the parking requirements to the specific situation.

The two categories within Section 16-10-30(a)(7) that may be applicable are “customer service establishments” that require 1 space per every 250 square feet of gross leasable area and “industrial” which require 1 space per 2 employees. If the former was applied, 50 stalls would be required. If the latter was applied, approximately 10 to 15 spaces would be required.

Upon review of site plans of similar type uses, such as tire shops, auto repair, and auto service, within Windsor, the parking requirement varied between the industrial category, the service category as well as a few without a requirement noted and whose count did not fall within these two category requirements but somewhere in between.

Upon reviewing codes of regional municipalities, all of the communities identified vehicle repair and service as a specific use category in their parking standards. Most required between 1 space per 400 sf to 1 space per 500 sf of building. Evaluating the subject site plan based on the requirements of these other communities, the parking requirement ranged from 10 to 63 stalls with the average requirement being between 30 and 36 spaces.

Upon reviewing site layouts of tire stores in the region, the parking ratio appeared to be similar to the 1 space per 400 – 450 sf range.

Information collected for this review is included in the meeting packet.

With these information sources and the Planning Department's professional experience with site plan review, staff feels that the site plan provides adequate parking for the use.

Financial Impact

Not applicable.

Relationship to Comprehensive Plan

Not applicable.

Relationship to Strategic Plan

Not applicable.

Recommendation

In accordance with Section 16-10-30(a)(7) of the Municipal Code and the aforementioned justification, staff recommends that the Planning Commission determine that the parking is adequate as proposed.

Attachments

Application Materials
PowerPoint presentation

Cc: Aaron McLean

Les Schwab Tire Center
1650 Main St, Windsor, CO
Lot 5, Jacoby Farms Subdivision, Fifth Filing
September 5, 2017

PROJECT NARRATIVE

Property Owner/Applicant Information

SFP-E Colorado, LLC ("Les Schwab"), P.O. Box 5350, Bend, OR 97708, is under contract to purchase Lot 5, Jacoby Farms Subdivision, Fifth Filing ("Property") for construction of a Les Schwab Tire Center. The site is located at the northwest corner of Highway 392 and 17th Street in Windsor, CO. The current property owner is Windsor CAS LLC ("CAS LLC"). Galloway & Company, Inc. represents Les Schwab for project entitlement, engineer, architect, landscape architect, and photometric design and will serve as the main point of contact throughout the development review and permitting approval processes.

Project Description

Zoning

The property is currently zoned GC ("General Commercial"). Les Schwab intends to construct a center for the sale, installation and servicing of tires, wheels, shocks, brakes, batteries and alignment. Les Schwab does not provide oil, transmission, or other hazardous fluid services.

A tire center falls within the Town of Windsor Use Classification, *"Automobile sales and service establishments, including used car lots,"* which is permitted within the zone district. No zone change is required or requested.

Access

Parking and access requirements within the Town of Windsor Municipal Code have been incorporated into the project. Primary vehicular access to Lot 5 will be from the east-west private drive along the north side of the site. No direct access off of Hwy 392 is proposed.

Parking

The applicant proposes a 12,518 square foot tire center, which includes eight (8) fully enclosed service bays. Thirty-eight (38) parking spaces are provided on site, which includes two (2) handicap accessible spaces.

Landscaping

Approximately 24.5% of the lot will be landscaping, which exceeds the code requirement of 20% of the gross lot. Landscaping will consist of a combination of deciduous and evergreen trees and shrubs to provide appropriate screening as well as provide an aesthetic presentation, compatible with the overall development. The trash recycle enclosure will be screened with landscaping. Additional landscape material has been added to the western side of the site, to help soften the building elevation and views as drivers enter the city.

Please also note that the southern property frontage already includes a detached sidewalk of which was installed by the overall Developer at the time of construction for the Jacoby Farms Subdivision.

Pedestrian Connectivity

As noted above, there is an existing sidewalk along the southern property frontage abutting Hwy 392 and is to remain.

Lighting

The proposed lighting levels for the overall site are in compliance with Section 16.10.100 of the Town of Windsor Municipal Code. The proposed photometric design includes an average of 3.5 footcandles in areas surrounding the building, 4.0 footcandles in the site driveway area and 3.1 footcandles in parking areas and pedestrian walks; with an overall site average of 3.0 footcandles.

Careful consideration was taken during the design process of the photometric plan in order to mitigate any impact on adjacent properties and roadways. The proposed light fixture locations were organized in an effort to provide consistent, uniform lighting throughout the drive aisles and parking areas, while also preventing light pollution and ensuring the safety and security of Les Schwab customers and employees.

The proposed lighting fixtures are Galleon GLeon-AE-03-LED-E1-SL4, full cut-off fixtures. These site light fixtures will atop a 20 ft. tall pole in order to promote a harmonious parking lot lighting style and design consistent with other existing and future sites within the Jacoby Farms subdivision.

Architectural wall-mounted, full cut-off, energy efficient LED lighting is provided on the exterior of the Les Schwab building to afford safety and security.

Building Architecture

The use of quality building materials, varied textures and harmonious colors is intended to capture the theme of the Jacoby Farms Subdivision as well as to provide visual identity for the tire center.

The building is constructed of concrete slab on grade, premium concrete block and metal framed walls, open web joist, and metal decking. Exterior finishes include glazed and ground faced masonry blocks, metal panel accents, and storefront glazing. The high quality materials of durable masonry and metal exterior wall surface treatments are consistent with the design intent of Jacoby Farms Subdivision.

The south-facing store showroom is designed at pedestrian scale, featuring clear, insulated glass, with low-E coating. The showroom is designed to engage and invite the community and showcase Les Schwab's products. The body of the building provides a variety of textures with integrally colored combination of reds – "Fireweed," "Colonial Red," and "Cottage Red" – which are all compatible with the approved and existing colors and hues intended to be found throughout Jacoby Farms Subdivision.

Other architectural features include mechanical screening made of compatible materials and colors, a 3 foot-4 inch high concrete block wainscot around the base of the building, and wall articulation to give architectural variation and depth to the building.

Furthermore, in utilizing a variety of differing materials, color and texture as a base field and accent, the exterior elevations successfully break up the large mass and wall areas. The overhead door featured on the north elevation is strictly for the loading and delivery of tires to the warehouse space. This overhead door will not be utilized on a frequent basis and will only experience said loading and deliveries one to two times per week.

A trash enclosure is proposed on the site, which will be enclosed by an eight (8) feet in height and will be constructed with masonry materials and painted metal gates to match the Les Schwab building materials.

Land Use Data

	<u>Area</u>	<u>Percent</u>
Lot Size	64,272 s.f.	100.0 %
Building Coverage	12,518 s.f.	19.5.0 %
Hard Surface Coverage	35,992 s.f.	56.0 % (Includes trash encl.)
Landscaping Coverage	15,746.6 s.f.	24.5 %

<u>Parking Spaces</u>	<u>Required</u>	<u>Provided</u>
Retail (1/250gla)	48	38* (Includes 2 HC accessible spaces)

**Please note Town has expressed their preference for a parking reduction in concept review. Planning Determination letter included with this submittal.*

Max Building Height	30'	25'-4"
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Building Setbacks

North (Internal Drive)	20'	73.03'
East (Internal Drive)	20'	127'
South (Hwy 392)	25'	35.01'
West (Drainage Pond)	20'	*12.33'

**Planning Commission Determination letter included with this submittal*

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Aaron McLean
Site Development Manager
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Parking Determination

Jacoby Farms Subdivision
5th Filing Lot 5 – Les
Schwab Tire Center

Millissa Berry, Senior Planner

Planning Commission January 17, 2018

Parking Determination

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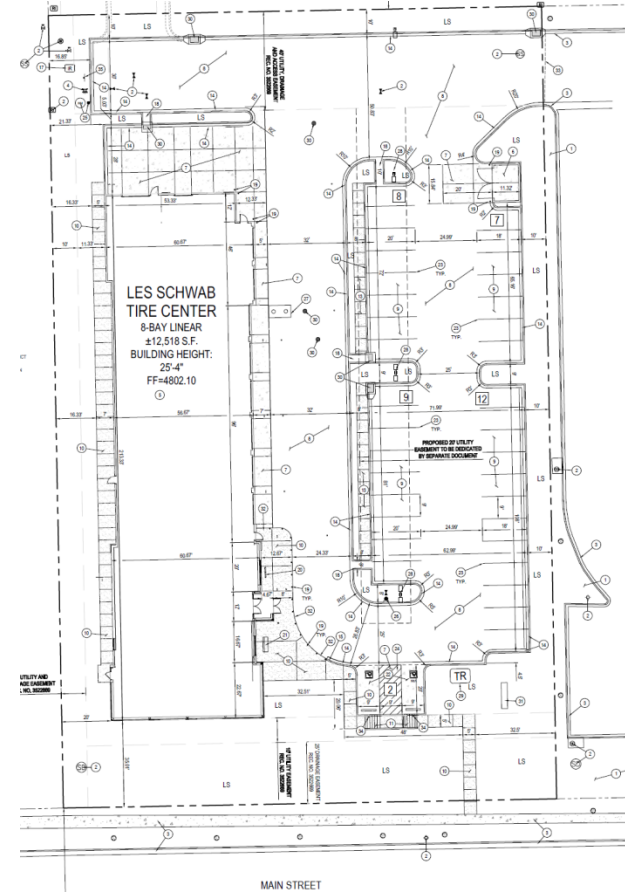
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Parking Determination:

- no specific category in code
- comparisons of requirements of near-by communities
- aerial study of near-by tire stores
- review of standard used in past similar uses

Staff Recommendation:

In accordance with Section 16-10-30(a)(7) of the Municipal Code and the aforementioned justification, staff recommends that the Planning Commission determine that the parking is adequate as proposed.



Les Schwab Tire Center Parking Determination

Windsor - similar use comparison:

facility	parking count	required	provided
Windsor collision	1 per 2 employees		3
	1 per 300 sf for commercial; 1 per 200 sf		16
Napa Auto parts	retail		32
			32
Windsor auto plaza	none on plan 18,310 sf	none on plan	60
auto plaza	autozone - 7381 sf	1 per 250 sf	30
auto plaza	grease monkey 2283 sf	1 per 250 sf	9
Windsor auto - east			
chestnut	1 space per 2 employees	none on plan	37
Pike's Tire & Service	none on plan - 6 on site and agreement -	none on plan	12 to 13
Christian Bros Auto	none on plan - 1 per 171 sf repair area	none on plan	29
Windsor quality			
automotive	1369 sf	none on plan	5
Checker auto	7000 sf; 1 per 233 sf	none on plan	30
Big O	8153 sf; 1 per 275 sf	none on plan	30
F&S auto	9703 sf; also display parking	none on plan	14
Iron Mt Detail Shop	22916 sf	none on plan	41
Hahns Automotive	12000 sf	none on plan	21
	none on plan - 1 per 150 sf or 1 per 2		
Rapid Lube	employees	none on plan	10

Windsor requirements

industrial = 1 per 2 employees
 service establishments = 1 per 250
 sqft GLA

regional comparison:

municipality	category	requirement	subject site requirement
Loveland	auto service	1 space per 450 sf	30
Longmont	vehicle service and maintenance	5 per 1,000 sf	63
		2 per 1000 sf (max 5	
Fort Collins	vehicle service and maintenance	per 1000 sf)	25

regional comparison continued:

municipality	category	requirement	subject site requirement
Frederick	vehicle repair	2 per bay + 1 per employee (guessing 20 employees)	36
Golden	limited categories - 1 per 2 employees		
Wheat Ridge	repair garages and tire store	1 per employee + 2 per bay	36
Brighton	vehicle repair	1 per 200 sf	63
Lafayette	vehicle service	1 per 450 sf	30
Erie	vehicle service	1 per 1250 sf	10
Greeley	auto repair	1 per 400 sf	32



MEMORANDUM

Date: January 17, 2018
To: Planning Commission
From: Scott Ballstadt, AICP, Director of Planning
Re: Election of officers (chairman, vice-chairman and secretary) for the 2018 calendar year
Item #: C.4

Background / Discussion

In accordance with the Planning Commission By-laws, each calendar year the Planning Commission shall elect its chairman, vice-chairman and the secretary for that respective year.

Therefore, staff has placed this item on the agenda for the election of officers for the 2018 calendar year.