



PLANNING COMMISSION REGULAR MEETING

February 20, 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 February 6, 2019

C. BOARD ACTION

1. Commercial Corridor Plan Waiver Request – Section III.A.2.a – Building and Paving Setback – Kang Building - Kang Subdivision Lot 1 – Jong Kang, owner; Cathy Mathis, TB Group, applicant
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner
2. Parking Determination – Bobcat of the Rockies - South Gate Business Park Subdivision 6th Filing Lot 1 – Randy Vickers, Berry Companies, LLC, Business Owner; Leon McCauley, McCauley Constructors, Applicant; Anna Fluckey, McCauley Constructors, Applicant's Representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner

D. COMMUNICATIONS

1. Communications from the Planning Commission
2. Communications from the Town Board liaison
3. Communications from the staff
 - a. Site Plan Review – South Gate Business park 6th L1 – Bobcat of the Rockies

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, 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**
<u>Wednesday, March 20, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Monday, March 25, 2019</u>	5:30 P.M.	Joint Work Session with Town Board – Land Use Code Updates
<u>Wednesday, April 3, 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

February 6, 2019 // 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 Planning Commission to order at 7:00 p.m.

1. Roll Call

The following Planning Commission members were present:

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

Town Board Liaison	David Sislowski
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Also Present:

Planning Director	Scott Ballstadt
Senior Planner	Millissa Berry
Chief Planner	Carlin Malone
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

Ms. Scheuerman moved to approve the agenda as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; 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 January 16, 2019

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

C. BOARD ACTION

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.

1. Public Hearing – Conditional Use Grant (CUG) for a Public Utility Installation, Including Transmission Lines and Substations in the Residential Mixed Density Zone District – Thornton Farm 24 Annexation – Derek Holscher of Public Service Company of Colorado (Xcel Energy), Applicant

- Quasi-judicial
- Staff presentation: Millissa Berry, Senior Planner

Mr. Sislowksi stated with respect to each public hearing on tonight's agenda, "Mr. Chair, for the record I would like to disclose that I am a sitting member of the Town Board, and that I am here in my capacity as non-voting liaison to the Planning Commission. Although I will be present during this public hearing, I will not be giving my opinion or participating in the discussion. I will not let tonight's proceedings influence or affect my review of this matter when it comes before the Town Board. I will make my decision at the Town Board level based only on the evidence presented during the Town Board public hearing."

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Public Service Company of Colorado, represented by Derek Holscher, is requesting a Conditional Use Grant (CUG) to allow a public utility installation including transmission lines and substations on the recently annexed Thornton Farm 24 property located northwest of the intersection Weld County Road 15 and Weld County Road 76. The property is zoned Residential Mixed Use (RMU) which allows any principal, accessory or conditional use permitted in any residential district. The Single-family Residential zone district calls for a CUG for public utility installations including transmission lines and substations. This conditional use grant considers the use as well as the height of structures, including the towers and fence, proposed.

The proposed public utility installation is for a new 230-kilovolt (kV) substation and a 2-mile long over-head transmission line (approximately 0.5 miles being within the Town of Windsor). In addition, underground distribution lines are planned from the substation westward to WCR 13 along WCR 76. The purpose of the facility is to enable Public Service Company of Colorado to accommodate existing and future energy demands in the region. The transmission lines and station would tie into the greater Platte River Power Authority system.

The substation would be constructed on a 10-acre portion of the Thornton Farm 24 property. The site is located approximately 500 feet north of WCR 76 near the intersection of WCR 76 and Brian Avenue. Please see the presentation materials for location of the proposed site. If approved, the applicant's intention is to subdivide the Thornton Farm 24 property to allow for the purchase of the 10-acre site from the City of Thornton.

The substation site plan shows approximately 6 acres of the site containing a fully-fenced facility with the proposed equipment and towers. The east-west fence lines are proposed at approximately 500 feet in length and the north-south fence lines are proposed at approximately 600 feet in length. The perimeter fence would be 7-foot chain link with an additional 1 foot of barbed wire at the top for a total of 8 feet in height. Ground equipment ranges in height to approximately 30 feet; towers range from 55 feet to 75 feet tall. The access to the site would be from WCR 76 immediately north of the intersection of Brian Avenue. A storm water detention area is planned on the southern portion of the site and a

landscaping plan shows evergreen trees along the south perimeter of the detention pond. The overhead transmission lines travel north from the substation site to the town limits. Please see the presentation and application materials for additional details on the facility.

The conditional use would not have an expiration date. The facility is planned to operate for the long-term.

Although the use will have visual impacts on the area, the proposed location of the site off of WCR 76 and site plan details, such as landscaping, have been made in an effort to reduce these impacts. The use of public utility installations including transmission lines and substations is conditionally allowed in the zone district and found to be necessary to meet the demand for energy in the region.

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. A site plan, including landscaping, is reviewed and approved by Staff prior to construction of the facility.
2. Landscaping is required on the southern portion of the property to assist in screening the facility from vantage points from the south.
3. The applicant will obtain all applicable Town and State permitting for the facility and for development operations including access permits, including an access permit from the Town's Engineering Department.

Staff requests that the following be entered into the record:

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

Mr. Schick asked if anyone from the audience wished to speak on this matter.

Several members of the audience had many questions and reservations regarding the details of the project. Items of concern included; location of the planned substation, decline in property values, lack of landscaping and buffer around the substation and disruption of the existing wetlands.

Those who gave public comment include:

- Mike Mitchell, 6771 Steven St. Windsor, CO 80550
- Laurie Langhorn, 6855 Steven Street, Windsor, CO 80550
- Eric Vannoy, 36925 Gaylin Ave. Windsor, CO 80550
- Marcia Maeda, 6711 Steven St. Windsor, CO 80550

Derek Holscher of Public Service Company of Colorado (Xcel Energy), provided a brief presentation on the intent of the Conditional Use Grant for a public utility installation, including transmission lines and substations. In response to inquiries from the Planning Commission, Mr. Holscher stated that Public Service Company of Colorado would entertain the addition of a screen wall around the facility and additional landscaping if the Planning Commission or Town Board required the modifications. Mr. Holscher noted that there are site constraints, including the amount of space around the facility and location of distribution lines, that would influence the landscaping design. He stated that the space available around the

facility likely would not be able to accommodate berms meeting proper design standards. He stated that shifting the site to the west has not been an option for Xcel and there is also a ditch in that location. He stated that while it may be possible to underground the transmission lines, the cost could be 10 to 20 times more than the overhead lines.

Sean Destins, 7853 W Mansfield Pkwy. Lakewood, CO 80235, confirmed that the Avery Substation will service the Roth Subdivision.

Mr. Schick asked if there were any questions from the Commission.

Several comments and questions were made from the Commission members, which were answered by Mr. Holscher and staff.

Ms. Scheuerman moved to close the public hearing; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows: Yeas – Schick, Dennison, Ready, Scheuerman, Foreman; Nays – Hall; Motion passed 5 to 1.

2. Recommendation to Town Board - Conditional Use Grant (CUG) for a Public Utility Installation, Including Transmission Lines and Substations in the Residential Mixed Density Zone District – Thornton Farm 24 Annexation – Derek Holscher of Public Service Company of Colorado (Xcel Energy), Applicant
 - Quasi-judicial
 - Staff presentation: Millissa, Senior Planner

Ms. Berry had nothing further to add.

Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for a Conditional Use Grant as presented subject to all recommendations and conditions listed by staff; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Ready, Scheuerman, Foreman; Nays – Hall; Motion passed 5 to 1.

3. Public Hearing – Raindance 5th Filing – Martin Lind of Raindance Land Company, LLC, owner / applicant, John Meyers of TST, INC Consulting Engineers, Applicant's Representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Mr. Martin Lind of Raindance Land Company, LLC, has submitted a final major subdivision plat, known as Raindance Subdivision Fifth Filing. The subdivision encompasses approximately 33.8 acres and is zoned Planned Unit Development (PUD). Approximately 11.74 acres is proposed for single-family lots and adjacent open space; and approximately 22.06 acres is intended for future development.

Preliminary Plat characteristics:

- 53 single-family lots
 - Lot size range: 5,500 sf to 7,790 sf (minimum lot size for single family lots with front loaded garage per PUD is 4,000 sf)

- Average lot size of 5,916 sf
 - Typical (mode) lot size: 5,500 sf (36 of the 53 lots)
- Density: 4.52 dwelling units / acre
- Product: 1 & 2-story houses with attached garages
- Tracts for open space / agriculture use (4.6 acres) and future development (22.06 acres)
- Extension of trail system (Raindance and Town systems)
- Expansion of road and utility systems beyond existing infrastructure installed
 - Public improvements along Autumn Moon and Night Fall Drives were constructed and a portion of the utility plan was installed with the construction work associated with Raindance 2nd Filing.

Two modifications were made since the preliminary plan review:

- The western lots located on Moon Rise Drive are approximately an additional 10 feet in depth from 110' to 120'
- 2 phases proposed
 - Phase 1 - the lots created along Autumn Moon Drive
 - Phase 2 – remaining subdivision lots, open space / trail

There is discussion that the City of Thornton is seeking an easement for a water pipeline along WCR 13 on the west edge of the proposed subdivision. The potential easement may be located in the immediate vicinity of the planned Town trail. If such an easement is granted for the water pipeline, the Town will want assurance that any new easements will not limit the Town's access and maintenance of the proposed trail along WCR 13. Additionally, if the Town trail is impacted during construction of the pipeline, the Town defers responsibility for any reconstruction to the applicant.

During the preliminary major subdivision review, the applicant held a neighborhood meeting on October 15, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were four neighbors in attendance.

Staff recommends that the Planning Commission forward a recommendation to the Town Board to approve the final major subdivision as presented subject to the following conditions:

1. All outstanding staff comments on the subdivision plat shall be addressed prior to recording of the subdivision plat.
2. The applicant shall enter into a development agreement with the Town prior to recording of the subdivision plat.

The recommendation will be presented to the Town Board at its February 11, 2019 regular meeting.

Staff requests that the following be entered into the record:

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

Mr. Schick asked if anyone from the audience wished to speak on this matter. There was none.

Ms. Scheuerman inquired if there is already an easement for the widening of WCR 13 to four lanes.

Ms. Berry stated that any plans for WCR 13 would be accommodated within the existing right-of-way.

Mr. Dennison moved to close the public hearing; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows: Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion carried.

4. Recommendation to Town Board – Major Subdivision – Raindance 5th Filing – Martin Lind of Raindance Land Company, LLC, owner / applicant, John Meyers of TST, INC Consulting Engineers, Applicant's Representative
 - Quasi-judicial
 - Staff presentation: Millissa, Senior Planner

Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Major Subdivision – Raindance 5th Filing as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows: Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.

5. Preliminary Major Subdivision – Highland Meadows Golf Course Subdivision 15th Filing Site Plan – Jon Turner of Colorado 80 Holdings, LLC, owner; Jason Sherrill of Landmark Homes, LLC, Applicant; Mike Walker of TB Group, Applicant's Representatives
 - Quasi-judicial
 - Staff Presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a preliminary major subdivision plat, known as Highland Meadows Golf Course Fifteenth Filing. The proposal is the replat of Lot 1 Block 17 of Highland Meadows Golf Course Subdivision 11th Filing and Lot 8 of the Highland Meadows Golf Course Subdivision 8th Filing.

The subject subdivision encompasses approximately 15.67 acres and is zoned Residential Mixed Use (RMU). The associated site plan of the project proposes 100 2-story townhomes with attached two-car garages, a clubhouse, landscape areas, and access throughout the site stemming from Highland Meadows Parkway in two locations as well as access from the development to the north. The replatting is to allow for the townhomes to have individual ownership interests.

Preliminary Plat characteristics (please see project presentation for plat):

- 100 townhome lots on 6.81 acres
 - 6.38 dwelling units / acre
- 8.86 acre Tract A containing clubhouse site, streets, utility corridors, and landscaping

The applicant held a neighborhood meeting on November 13, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were

approximately 20 neighbors in attendance. Please see the enclosed neighborhood meeting notes for discussion topics. Prominent discussion points included traffic impacts to area/Highland Meadows Parkway, density and character of the proposed development, and visual impacts as viewed from the neighborhood to the east.

Staff recommends that the Planning Commission approve the preliminary major subdivision as presented subject to all remaining Planning Commission and staff comments shall be addressed on the final major subdivision plat.

Staff requests that the following be entered into the record:

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

Ms. Scheuerman moved to approve the Preliminary Major Subdivision – Highland Meadows Golf Course Subdivision 15th Filing Site Plan as presented; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.

6. Preliminary Standard Site Plan – Vernazza Townhomes - Highland Meadows Golf Course Subdivision 15th Filing Site Plan – Jon Turner of Colorado 80 Holdings, LLC, owner; Jason Sherrill of Landmark Homes, LLC, Applicant; Mike Walker of TB Group, Applicant's Representative

- Quasi-judicial
- Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a preliminary site plan for the Vernazza Townhome development planned for the Highland Meadows Golf Course Fifteenth Filing. Currently the site contains Lot 17 of the Highland Meadows Golf Course Subdivision 11th Filing and Lot 8 of the Highland Meadows Golf Course Subdivision 8th Filing. The two lots are being replatted to allow for individual ownership of the townhome units. The major subdivision request is later on the 2/6/2019 agenda.

The subject site plan encompasses approximately 15.67 acres and is zoned Residential Mixed Use (RMU). The site plan proposes 100 2-story townhomes with attached two-car garages, a clubhouse, landscape areas, and access throughout the site stemming from Highland Meadows Parkway in two locations as well as access from the development to the north.

Overall site plan development characteristics (please see project presentation for site plan):

- 15.67 acres
 - 100 townhome lots on 6.81 acres
 - 6,730 sf each
 - 25 four-unit buildings
 - Small private front yard per unit
 - Building height: varied roof line; tallest point approximately 30'

- 8.86 acre Tract A
 - Clubhouse (2,347 sf)
 - Internal streets / access
 - Utility corridors
 - Landscaping
- 6.38 dwelling units / acre
- 4 parking spaces per unit (2 garage, 2 driveway) – 200 total
 - Plus 62 guest parking spaces throughout development including clubhouse parking lot (17 stalls)
- Building materials: combination of horizontal and straight-edge shingle siding, stone veneer, manufactured stone, and composite shingles
- Architecture chosen to complement other multi-family buildings in the subdivision
- 2,347 sf clubhouse with pool, bicycle parking, and 19 parking spaces
- Building setbacks from Highland Meadows Parkway between 58 feet and 126 feet
- 15'+ landscape buffer along Highland Meadows Parkway per Highland Meadows Golf Course Development Agreements
- 304,542 sf open space / landscape area
- Trail connections through site, to clubhouse, boardwalk
- Future road connection planned to lot to the south

The Highland Meadows Golf Course Tract H Master Plan 3rd Amendment established the land use and densities for the area. The Master Plan shows a mix of 62 patio homes (Lot 17) and 110 multifamily units (Lot 8). The current proposal has 100 units overall for both lots. Access for the properties was also established with the Master Plan with the access from the western extension of Crystal Downs Drive and also along the south edge of Lot 8 onto Highland Meadows Parkway.

Staff recommends that the Planning Commission approve the preliminary site plan as presented subject to all remaining Planning Commission and staff comments being addressed on the final site plan.

Staff requests that the following be entered into the record:

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

Ms. Scheuerman moved to approve the Preliminary Standard Site Plan – Vernazza Townhomes - Highland Meadows Golf Course Subdivision 15th Filing Site Plan as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.

7. Parking Determination – Vernazza Townhomes Clubhouse - Highland Meadows Golf Course Subdivision 15th Filing Site Plan – Jon Turner of Colorado 80 Holdings, LLC, owner; Jason Sherrill of Landmark Homes, LLC, Applicant; Mike Walker of TB Group, Applicant's Representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a preliminary site plan for the Vernazza Townhome development planned for the Highland Meadows Golf Course Fifteenth Filing. A clubhouse and associated parking for the clubhouse are components of the site plan. The category of "clubhouse" is not a specific use category in the Municipal Code parking standards section. Therefore, 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 proposed clubhouse is 2,347 sf in area. Seventeen parking spaces are proposed immediately adjacent to the clubhouse; two being ADA compliant spaces. In addition to the lot, there are 45 guest parking spaces throughout the development and each unit has 4 private parking spaces. The development to the north has 39 guest spaces in addition to the required parking per unit. A trail system connects area residential units with the clubhouse. Additional parking can be found at the clubhouse and tennis center across Highland Meadows Parkway to the east and in guest spaces in the development to the northwest.

The amenity is open to the Highland Meadows Golf Course Subdivision residents. However, because the amenity is provided for the residents in the immediate area, it is anticipated that many users of the clubhouse will not need to drive and park at clubhouse. A trail system throughout the subdivision adds additional alternative travel routes to the clubhouse and additional parking exists in the immediate area to accommodate additional vehicle demand if necessary.

There are a few other clubhouses within Windsor. However, each of the different clubhouses have different amounts of floor area as well as varying amounts of additional amenities, such as tennis courts and golf courses, associated with the clubhouse. Therefore, a parking requirement applied for those clubhouses is not directly transferrable to this situation. Applying the retail requirement of 1 space per 250 sf GLA, the parking requirement would result in a requirement of 10 spaces. The City of Greeley uses parking standard for membership and health clubs at one space per 200 sf of GLA and if applied to the subject clubhouse, would result in a requirement of 12 spaces. An indoor/outdoor recreational use listed in the Greeley standards requires 1 space per 500 sf of floor area. The proposed 17 stalls is in excess of these potential standards and with the majority of unexpected users being in close proximity of the clubhouse, the proposed amount seems appropriate and acceptable for the use.

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 for the clubhouse is adequate as proposed.

Ms. Scheuerman moved to approve the Parking Determination as presented; Mr. Dennison seconded the motion. Roll call on the vote

resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.

8. Preliminary Major Subdivision – Windshire Park Subdivision 6th Filing – Jeff Feneis, Loveland Housing Authority on behalf of Windsor Housing Authority, owner/applicant; Jim Doyle, TB Group, applicant’s representative

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

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Mr. Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority, has submitted a preliminary major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots).

The subject 8.5-acre subdivision is zoned Residential Mixed Use (RMU). The replatting would vacate the existing townhome lots and private drives and reestablish lot lines and tracts to accommodate the senior housing buildings and internal drives. The property is currently owned by Windsor Housing Authority and once developed, will remain owned, operated, and maintained by WHA.

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

Preliminary Plat characteristics (please see project presentation for plat):

- 8.5 acres
 - 4 lots for buildings, private drive and parking lot; one tract for drainage detention area and landscaping
- Site Plan:
 - Site plan: 14.47 dwelling units / acre
 - 7 senior housing buildings – main building centrally located within the site and proposed for two-stories, other buildings proposed for single-story and located along perimeter of property to north, south and west.

The applicant held a neighborhood meeting on October 29, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were four neighbors in attendance. Please see the enclosed neighborhood meeting notes for discussion topics. Prominent discussion points included the changes between the previously approved townhome development plan and the current proposal, the cottage-style one-story buildings proposed on the perimeter of the property, design of the buildings, the number of units, type of housing, anticipated demographics of residents, and the phases of construction.

Staff recommends that the Planning Commission approve the preliminary major subdivision as presented subject to all remaining Planning Commission and staff comments shall be addressed on the final major subdivision plat.

Staff requests that the following be entered into the record:

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

Ms. Scheuerman moved to approve Preliminary Major Subdivision – Windshire Park Subdivision 6th Filing as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, 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

a. Avery Substation Site Plan – Thornton Farm 24 / Avery Subdivision

Ms. Berry reported that the plan will be reviewed and approved administratively by staff; however, if there are any comments to please forward them to staff at your earliest convenience. Mr. Schick stated that the Planning Commission would like to see the modifications discussed during the public hearing for the Avery CUG be included in the site plan.

Ms. Malone informed the Commission that Devin King, Planner 1, had submitted his resignation and will be moving to Durango, CO.

Mr. Ballstadt informed the Commission of a study being conducted by CDOT regarding State Highway 392 and 257 and major arterial roads in and around Windsor. There will be a public open house at Fire station #1 on March 13, 2019 from 4:00 p.m.- 6:30 p.m. Mr. Ballstadt further added that there will be a joint work session with the Town Board on March 25, 2019 to discuss the latest in the code update. Planning Commission members are encouraged to think about whether they will be attending the APA conference in Snowmass September 18th through September 20, 2019 in order to make room reservations.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:43 p.m.

Deputy Town Clerk, Amanda Mehlenbacher



MEMORANDUM

Date: February 20, 2019
To: Planning Commission
From: Millissa Berry, AICP, Senior Planner
Re: Commercial Corridor Plan Waiver Request - Section III.A.2.a – Building and Paving Setback – Kang Building – Kang Subdivision Lot 1 – Jong Kang, owner; Cathy Mathis, TB Group, applicant
Item #: C.1

Background / Discussion

The applicant, Mr. Jong Kang, is proposing a new commercial building at the property addressed as 101 Main Street. The subject property is located on a designated commercial corridor where design criteria of the Commercial Corridor Plan (CCP) are required. Due to the constraints on the site, the application is requesting a waiver from Section III.A.2.a of the CCP to allow for a lesser setback for paving and the building than what is required by the CCP. Section III.A.2.a of the CCP states:

All property line setbacks as established by the Windsor Municipal Code shall remain in full force and effect. In addition thereto, there shall be...a thirty foot (30') minimum building and paving setback where sites adjoin Main Street...

The subject site plan proposes a building setback of 25' and paving setback of 10'4" from the property line fronting the Main Street right-of-way.

The site is zoned General Commercial (GC). Properties to the west and south are also zoned GC. The property to the east is zoned Residential Mixed Use and the properties to the north are zoned Single-Family Residential (SF-1). Building setback requirements for the GC zone are 25' for frontages and 20' for (side and rear) offsets. There are no paving setback requirements in the GC zone.

Building characteristics include:

- 0.96 acre / 41,864 square foot (sf) lot
- 5,100 sf building (6,334 sf footprint with patio 25')
 - o 2,500 sf restaurant
 - o 2 1,300 square foot office areas
- The applicant is considering adding one residential unit on the second floor which would add approximately 2,500 sf
- 33 parking spaces; bicycle parking
- building height of 30'
- a flat roof with varied roofline
- outdoor patio area
- 31% landscaping

Details and elevations can be found in the associated PowerPoint presentation.

The site plan is currently under review and the applicant has received direction on adjusting the building façade to meet the CCP guidelines as well as adding landscaping to screen the parking area. However, it is important to ensure the proposed building and paving setbacks are acceptable early in the process rather than later. Therefore, this review is focused on the waiver request. Details of the site plan will be provided in a later agenda packet.

The Commercial Corridor Plan states that, in order to receive a waiver, the applicant shall have the burden of establishing justification under the following criteria:

- Strict application of the applicable standard will result in either extraordinary practical difficulties or undue hardship; and
- The proposed waiver, if approved, will protect the public interest equally or better than the standard for which the waiver is requested; and
- Approval of the waiver request will not be detrimental to the public interest.

Requests for design criteria waivers shall be subject to review and determination by the Planning Commission. The Planning Commission may grant, conditionally grant, or deny any waiver request.

In this case, the site has a number of constraints that are dictating the placement of the building and parking. The first is that the lot is a triangular shape with the deeper section on the eastern portion of the lot. The frontage along 1st Street is approximately 172' and it narrows down to a frontage of approximately 47' at 2nd Street. In addition to the shape of the lot, a 20' wide City of Greeley water line easement and a 10' wide Public Service Company of Colorado cover the southern half of the lot. These easements are not adjacent to one another (there is about a 10' gap between them), so the area influenced by the easement is approximately 40' wide for the length of the lot east to west. The parking area can be developed over the easements but not the structure. These two factors limit where the building and parking can be sited.

The width of the Main Street right-of-way and where the road is located versus the edge of the right-of-way does reduce the perceived impact of the lesser setbacks. The road is built approximately 21' from the southern edge of the right-of-way creating additional space between the edge of pavement for the road and the proposed building and parking lot pavement. The building would appear to be approximately 46 feet from the road and approximately 32' from the sidewalk. The parking lot pavement would be approximately 30 feet from the road and 18 feet from the sidewalk.

The proposed building setback meets what is allowed in the GC zone. The Central Business zone district is located two blocks west of the subject site where many buildings are built with a zero setback. The Mill property, also in the GC zone, received a variance to allow for reduced front setbacks beyond what is allowed in the GC zone. The buildings across the street to the north and on the block to the east are all built with a lesser setback from Main Street. These setbacks vary from 0' to approximately 20'.

Through the site plan review, staff will ensure that the other aspects of the site plan meet the CCP. However, staff feels that the applicant has shown that a burden that justifies granting the waiver request. Due to the unique conditions of the site's shape and easement reservations, practical difficulties for building exist. The width of the land between the property line and the roadway creating the appearance of a greater setback and the existing setback found in the neighborhood assist in protecting the public interest. Landscaping required with the site plan review will also reduce impacts of the parking area being less than 30 feet from the property line.

Staff also feels that the purpose and intent of the CCP will be retained while granting the waiver request:

1. Maintain and enhance the quality of existing commercial development.

2. Provide guidance and direction for renovations and proposed new construction.
3. To protect and enhance property values in the Town's corridors and ensure the long-term economic vitality of the Town through quality development and redevelopment.
4. To increase the opportunity for development and expansion for business.
5. To ensure that redevelopment and new development compliments the positive and unique character of surrounding properties.
6. To integrate new development so that the transition to surrounding residential neighborhoods is accomplished sensitively.

Financial Impact

Not applicable.

Relationship to Comprehensive Plan

Not applicable.

Relationship to Strategic Plan

Not applicable.

Recommendation

Staff recommends approval of the waiver request to allow a paving setback of 10'4" and a building setback of 25' along the north property line fronting Main Street as proposed in the submitted site plan.

Attachments

Application Materials
Site Plan
PowerPoint presentation

cc: Cathy Mathis, applicant
Jong Kang, property owner

December 7, 2018

Kang Subdivision Site Plan Narrative

The proposed project is located at 101 Main Street. The property is planned to be subdivided into two lots. Lot 1 is .961 acres and is bounded by 2nd Street to the west, Main Street to the north, 1st Street to the east and the Great Western railroad tracks to the south. The intent is to create a single-story building containing a restaurant and two units for offices. The site is currently vacant and is zoned GC-General Commercial. Lot 2 is .04 acres and contains a single-family house that will remain.

Access to the site will be from 1st Street with a secondary gated emergency-only access to 2nd Street.

The project will be designed to be compatible with the surrounding neighborhoods as required by the Town's Code. The building materials and finishes will consist of a combination of light and dark tan stucco, red brick veneer and ground face CMU veneer. 33 off-street parking spaces are provided.

The site design incorporates pedestrian access and connectivity throughout the project. The development will also construct 5' sidewalks along both the Main Street and 1st Street frontages. A 6' solid fence will be constructed along the south property line.

The site also utilizes landscaping to enhance the buffers between building and the surrounding neighborhoods.

December 7, 2018

Planning Commission
c/o Town of Windsor
301 Walnut Street
Windsor CO 80550

Re: Kang Subdivision Site Plan

Background

The proposed project is located at 101 Main Street. The property is planned to be subdivided into two lots. Lot 1 is .961 acres and is bounded by 2nd Street to the west, Main Street to the north, 1st Street to the east and the Great Western railroad tracks to the south. The intent is to create a single-story building containing a restaurant and two units for offices. The site is currently vacant and is zoned GC-General Commercial. Lot 2 is .04 acres and contains a single-family house that will remain.

This project lies within the boundaries of the Town's adopted Commercial Corridor Plan (CCP) Design Standards.

Per Section III.A.2.a., there shall be a thirty foot (30') minimum building and paving setback where sites adjoin Main Street. This letter is to request approval to reduce the setback for minimum building and paving from 30' to 25'.

Justification Criteria

- a. Strict application of the applicable standard will result in either extraordinary practical difficulties or undue hardship; and

The strict application of the standard is difficult due to the unique shape of the site. The Great Western Railroad tracks run at an angle along the south side of the site, making it a challenging shape. Additionally, there is an existing City of Greeley water line easement running parallel to the south property line making it practically infeasible to fit a building in the remaining space.

- b. The proposed waiver, if approved, will protect the public interest equally or better than the standard for which the waiver is requested; and

The proposed plan, with the building placed 25' from Main Street as opposed to 30', protects the public's interest equally well since the difference of 5' is nominal. Further, the intent of the 30' setback for paving and buildings is to minimize parking along Main Street and to encourage the location of buildings closer to the streets. The parking, as proposed, is located south of the building and away from Main Street.

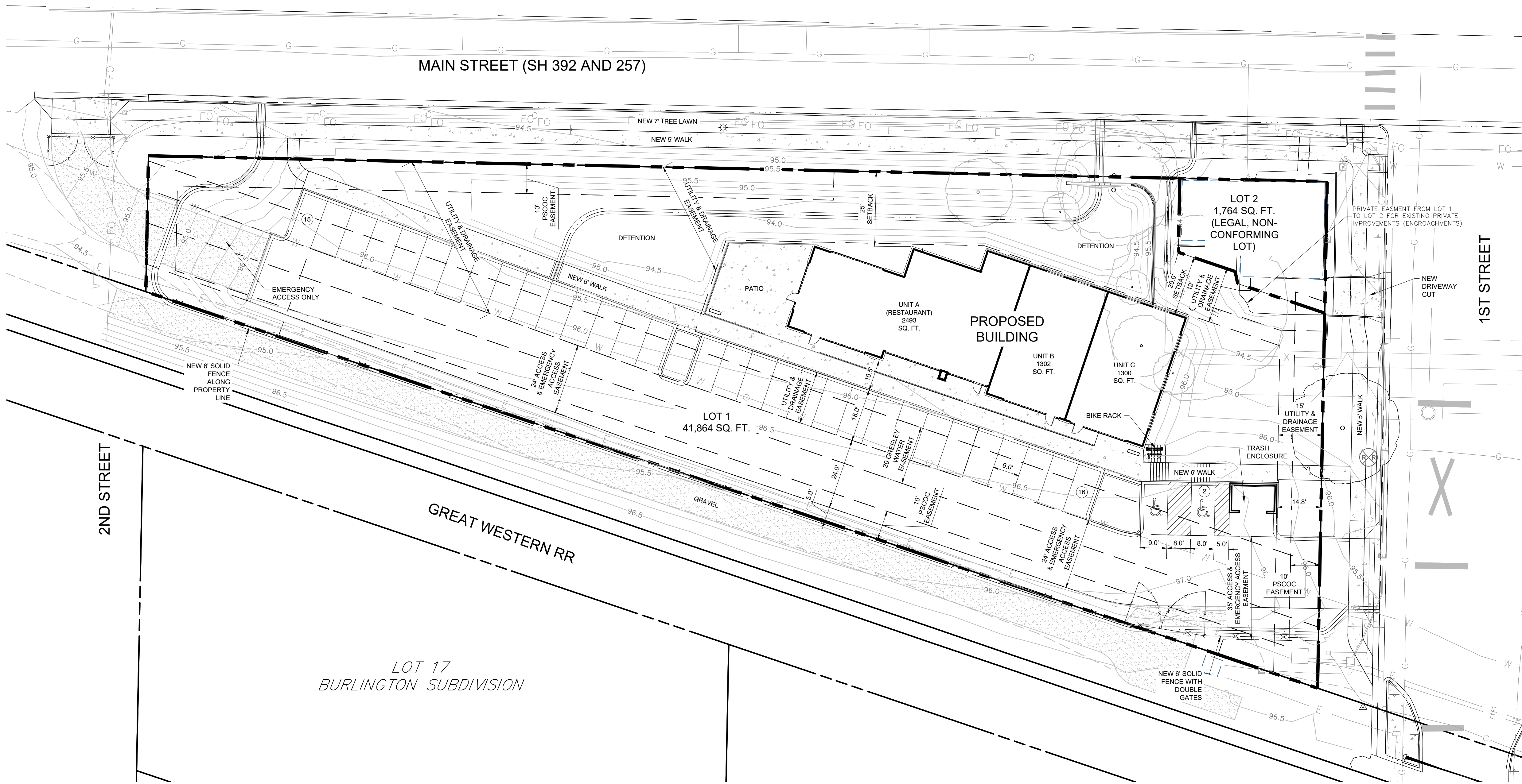
- c. Approval of the waiver request will not be detrimental to the public interest.

The approval of the waiver request will not be detrimental to the public good.

KANG SUBDIVISION

SITE PLAN

BEING A REPLAT OF LOTS 2, 4 & 6, BLOCK 13, TOWN OF WINDSOR AND LOTS 8, 9 & 10, BURLINGTON SUBDIVISION, SITUATE IN THE NORTH HALF OF SECTION 21, TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M., TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO.



Land-Use Statistics

EXISTING ZONING:	GC-GENERAL COMMERCIAL
GROSS LAND AREA:	41,864 SQ. FT. .961 ACRES
NUMBER OF BUILDINGS:	1
LAND USE:	RESTAURANT, OFFICE
NUMBER OF STORIES:	1

GROSS AREA COVERAGE

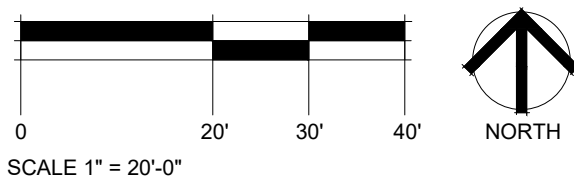
	SQUARE FEET	ACRES	% OF
BUILDING FOOTPRINT	6,334	0.145	15.1%
LANDSCAPE	13,176	0.302	31.4%
PAVED DRIVE AND PARKING	16,230	0.373	38.8%
SIDEWALKS/HARDSCAPE	6,124	0.141	14.7%
TOTAL AREA	41,864	0.961	100%

OFF-STREET PARKING:

REQUIRED:	
RESTAURANT: 1 SPACE PER 200 S.F. G.L.A. =	12
COMMERCIAL OFFICE: 1 SPACE PER 300 S.F. G.L.A. =	9
TOTAL	22
PROVIDED:	
STANDARD (8' X 18')	31
ADA (8' X 18')	2
TOTAL SPACES PROVIDED	33
* 18' PARKING STALL LENGTH ALLOWED WITH 2' OVERHANG	

Legend

	HANDICAP PARKING STALL
	EASEMENT LINE
	PROPERTY LINE
	BIKE RACK



SEAL

PROJECT TITLE

KANG SUBDIVISION
SITE PLAN

Windsor, Colorado

PREPARED FOR

JONG KANG
1556 FARADAY CIRCLE
FORT COLLINS CO 80525
970-690-8762

REVISIONS

DATE

DATE

December 11, 2018

SHEET TITLE

Site Plan

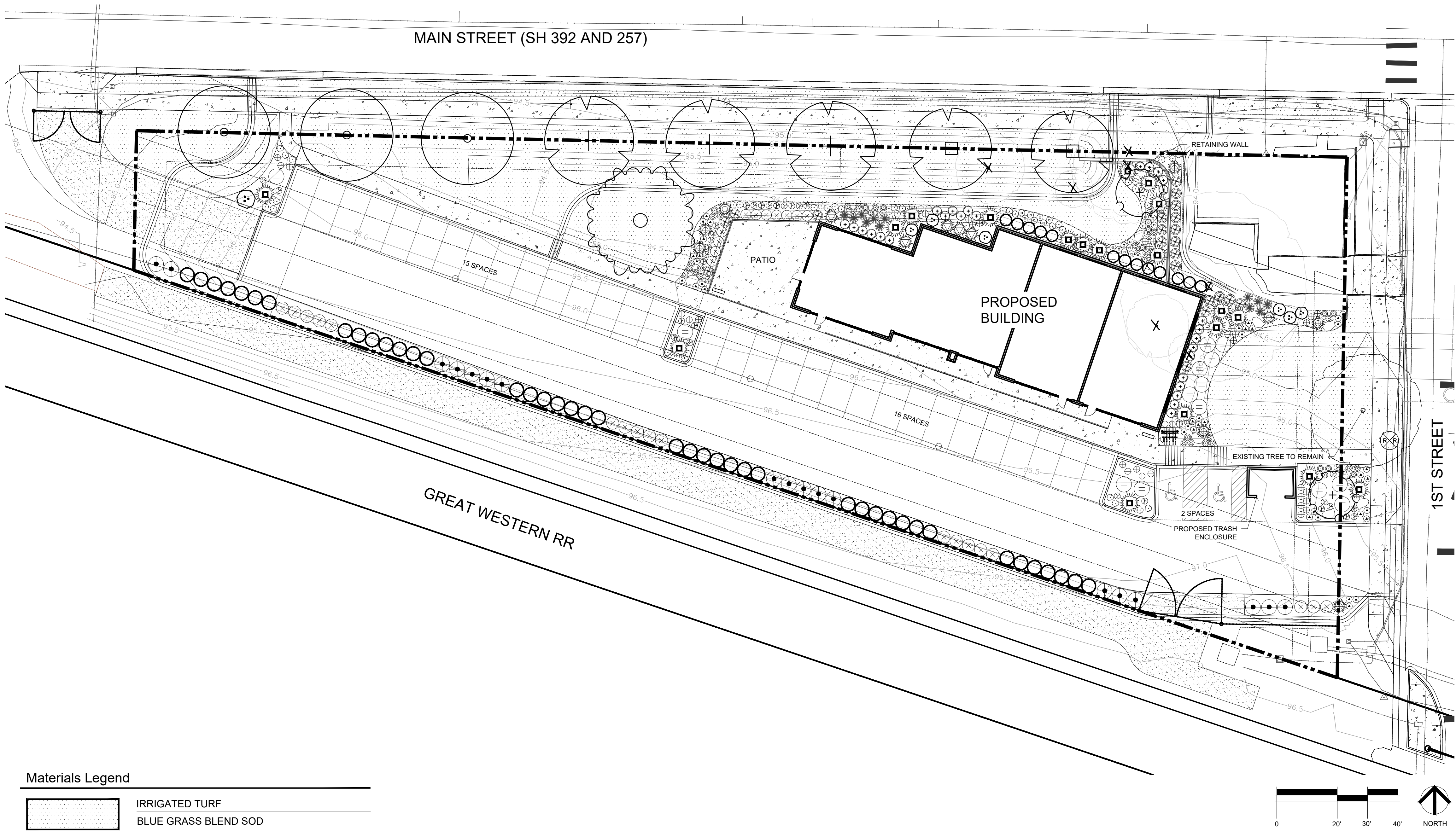
SHEET INFORMATION

Sheet Number: 2

of: 18

KANG SUBDIVISION SITE PLAN

BEING A REPLAT OF LOTS 2, 4 & 6, BLOCK 13, TOWN OF WINDSOR AND LOTS 8, 9 & 10, BURLINGTON SUBDIVISION, SITUATE IN THE NORTH HALF OF SECTION 21, TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M., TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO.



Materials Legend

	IRRIGATED TURF
	BLUE GRASS BLEND SOD
	SHREDDED CEDAR WOOD MULCH
	ALL SHRUB BED AREAS TO RECEIVE MINIMUM 4"-6" SHREDDED CEDAR WOOD MULCH
	BOULDERS - PROPOSED GRAY GRANITE 2' x 2' x 4' MINIMUM
	STEEL EDGER, ROUNDED TOP
	EXISTING TREES TO BE REMOVED

Plant Palette

KEY	QTY.	BOTANICAL NAME COMMON NAME	HEIGHT	WIDTH
DECIDUOUS TREES -				
	9	DECIDUOUS TREES -		
	3	Platanus x acerifolia 'Exclamation!' PLANETREE, LONDON EXCLAMATION	50'	30'
	3	Quercus robur OAK, ENGLISH	50'	40'
	1	Sophora (Styphnolobium) japonica Millstone JAPANESE PAGODA TREE	50'	40'
	2	Tilia americana 'Redmond' LINDEN, REDMOND	35'	25'
ORNAMENTAL TREES -				
	2	Malus Sp. 'Coralburst' CRABAPPLE, CORALBURST	15'	15'
EVERGREEN TREES -				
	5	Picea abies 'Cupressina' SPRUCE, FASTIGIATE NORWAY	20'	6'
EVERGREEN SHRUBS -				
	19	Juniperus horizontalis 'Blue Chip' JUNIPER, BLUE CHIP	1'	6'
	8	Pinus mugo 'Mops' PINE, MINIATURE MUGO	3'	3'
DECIDUOUS SHRUBS -				
	7	Aronia arbutifolia Erecta CHOKEBERRY, UPRIGHT RED	7'	4'
	27	Cornus sericea Arctic Fire DOGWOOD, ARCTIC FIRE	4'	4'
	55	Euonymus alatus 'Compactus' BURNING BUSH, DWARF	5'	5'
	14	Prunus besseyi Pawnee Buttes CHERRY, CREEPING WESTERN SAND	2.5'	6'
	29	Rosa Knock Out ROSE, KNOCKOUT	3'	3'
PERENNIALS/GRASSES -				
	20	Bouteloua gracilis 'Blonde Ambition' GRASS, BLONDE AMBITION GRAMA	2'	2'
	37	Calamagrostis acutiflora 'Karl Foerster' GRASS, FEATHER REED	5'	2'
	18	Erianthus ravennae GRASS, HARDY PAMPAS	10'	6'
	33	Helictotrichon sempervirens GRASS, BLUE AVENA	3'	3'
	39	Hemerocallis 'Autumn Red' DAYLILY, AUTUMN RED	3'	2'
	41	Iris sibirica 'Caesar's Brother' IRIS, SIBERIAN	4'	2'
	21	Miscanthus sinensis 'Morning Light' GRASS, MORNING LIGHT MAIDEN	5'	3'
	12	Miscanthus sinensis purpurascens GRASS, FLAME (PURPLE MAIDEN)	4'	3'
	38	Rudbeckia fulgida 'Goldsturm' BLACK-EYED SUSAN	2'	2'

NOTE: IN ANY INSTANCE WHERE THE PLANT LIST OR LANDSCAPE QUANTITIES DO NOT MATCH THE PLAN, REQUIRED PLANTS/QUANTITIES SHALL BE PER THE PLAN. CONTRACTOR TO VERIFY QUANTITIES.

SEAL

PROJECT TITLE

KANG SUBDIVISION
SITE PLAN

Windsor, Colorado

PREPARED FOR

JONG KANG
1556 FARADAY CIRCLE
FORT COLLINS CO 80525
970-690-8762

REVISIONS

DATE

DATE

December 11, 2018

SHEET TITLE

SHEET INFORMATION

Sheet Number: 3

Or: 18



Commercial Corridor Plan Waiver Request - Section III.A.2.a – Building & Paving Setback – Kang Building – Kang Subdivision Lot 1

Millissa Berry, Senior Planner

Planning Commission February 20, 2019



Commercial Corridor Plan (CCP) Design Criteria

Section III.A.2.a. Site Planning

All property line setbacks as established by the Windsor Municipal Code shall remain in full force and effect. In addition thereto, there shall be...a thirty foot (30') minimum building and paving setback where sites adjoin Main Street...

Request:

Waiver to allow for a lesser setback for paving and building



Commercial Corridor Plan Design Criteria

Sec. II.B. Waiver Process.

Requests for design criteria waivers shall be subject to review and determination by the Planning Commission. (Town Board hears appeals to Planning Commission decision.)

The Planning Commission may grant, conditionally grant, or deny any waiver request.

The applicant has the burden of establishing justification for waiver approval under the following criteria:

- Strict application of the applicable standard will result in either extraordinary practical difficulties or undue hardship; and
- The proposed waiver, if approved, will protect the public interest equally or better than the standard for which the waiver is requested; and
- Approval of the waiver request will not be detrimental to the public interest.



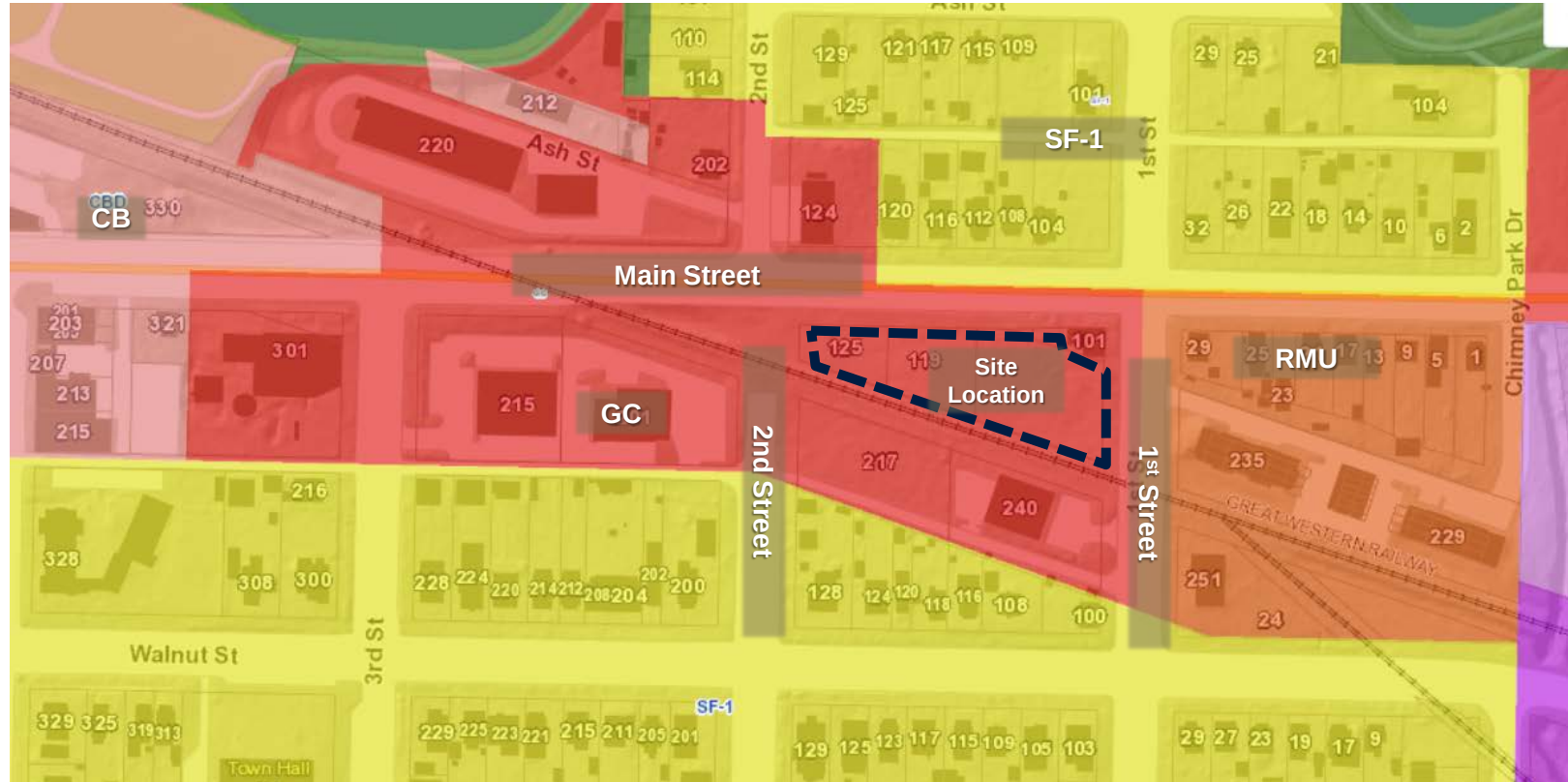
Commercial Corridor Plan Design Criteria

Sec. I.A. Purpose and Intent.

1. **Maintain and enhance the quality** of existing commercial development.
2. Provide guidance and direction for renovations and proposed new construction.
3. To **protect and enhance property values** in the Town's corridors and ensure the long-term economic vitality of the Town through **quality development** and redevelopment.
4. To increase the opportunity for development and expansion for business.
5. To ensure that redevelopment and **new development compliments the positive and unique character of surrounding properties.**
6. To integrate new development so that the transition to surrounding residential neighborhoods is accomplished sensitively.



Site Location and Zoning Map

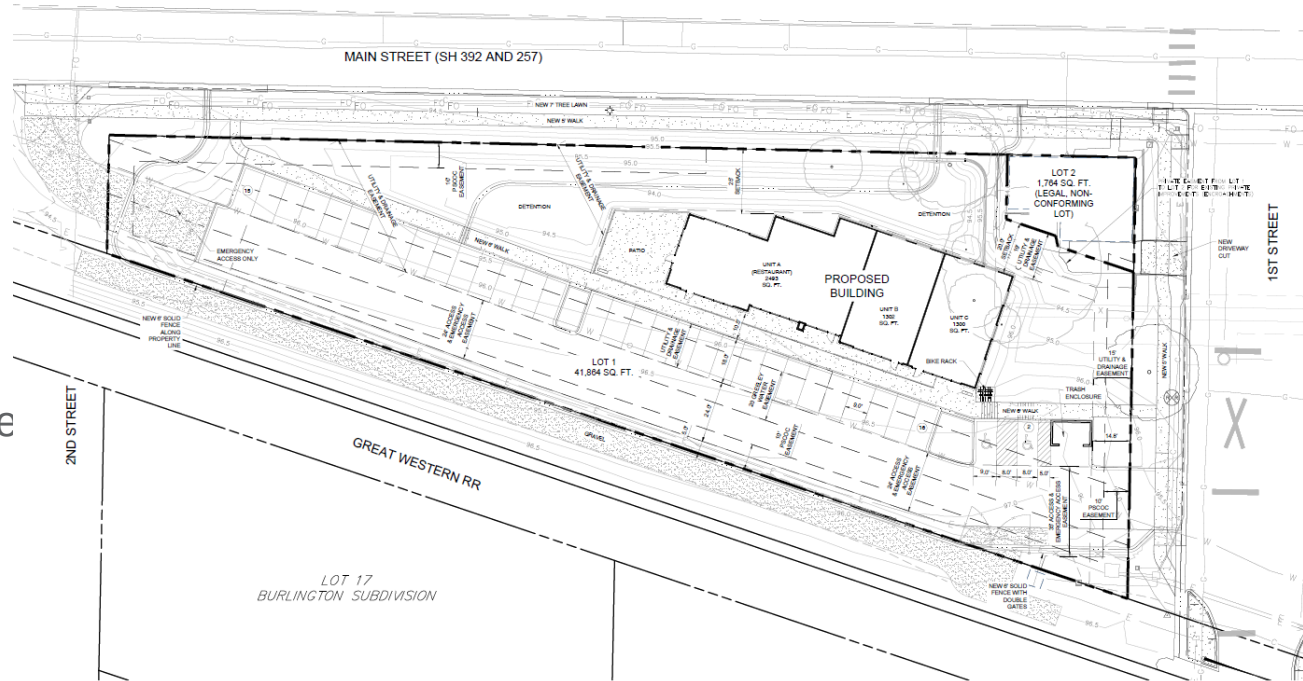


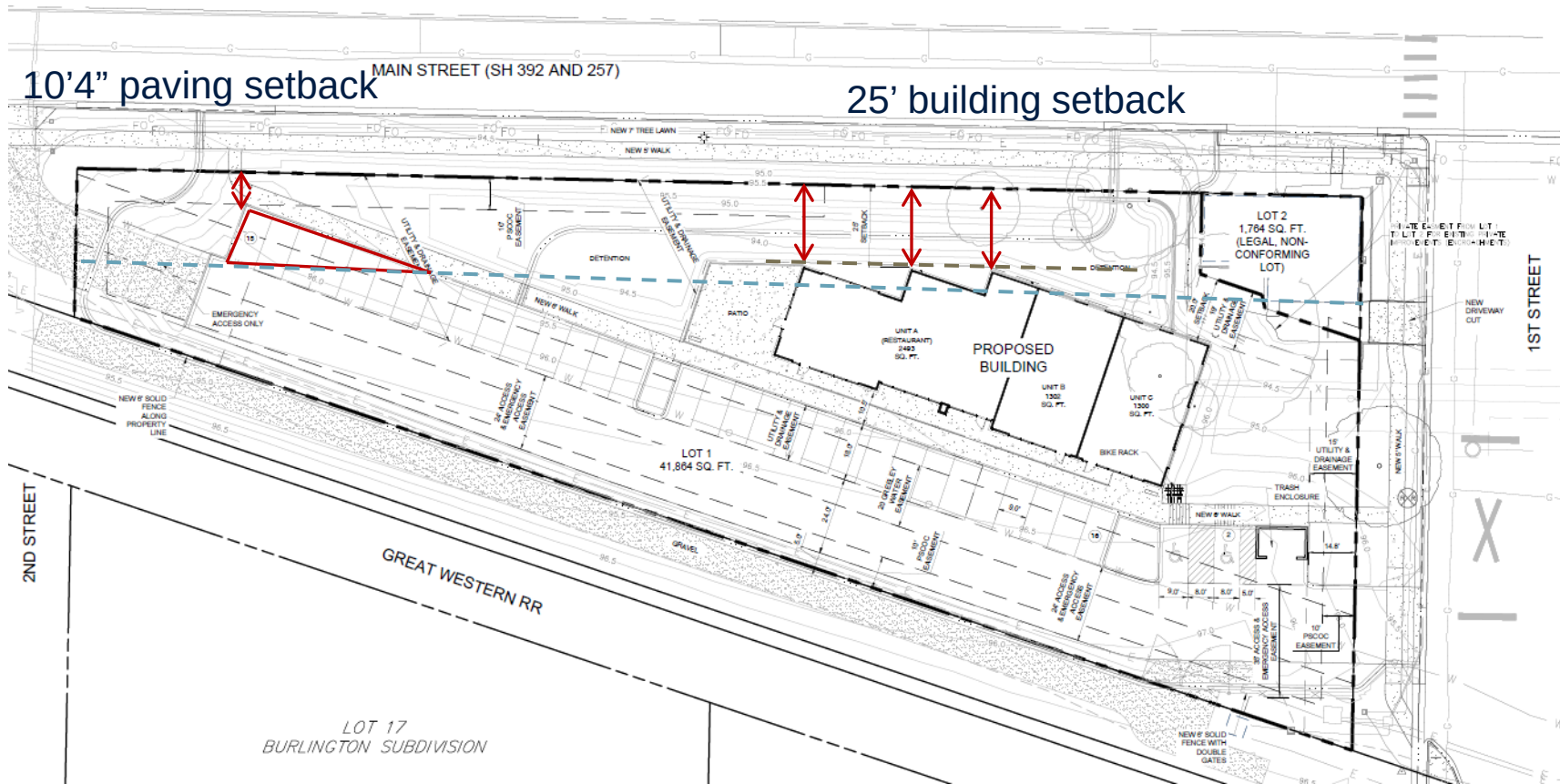
Site Plan

Overall development characteristics include:

- 0.96 acres
- 31% landscaped area
- a 5,100 square foot building; 6,334 with patio area
- Restaurant, retail/office residential unit
- 33 parking stalls; bike parking
- 30' in height

Site plan currently under review

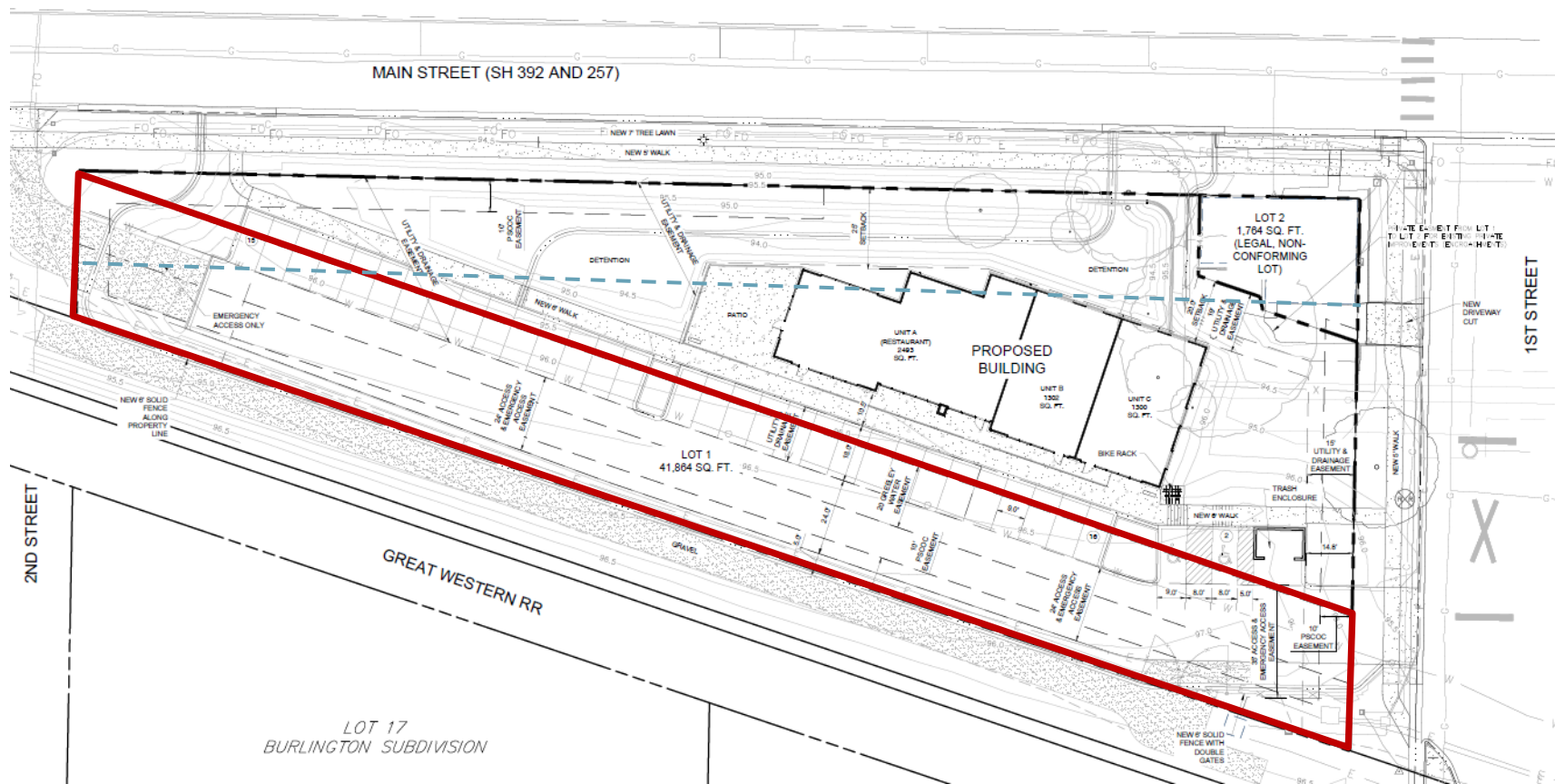




Site Plan

Burden:

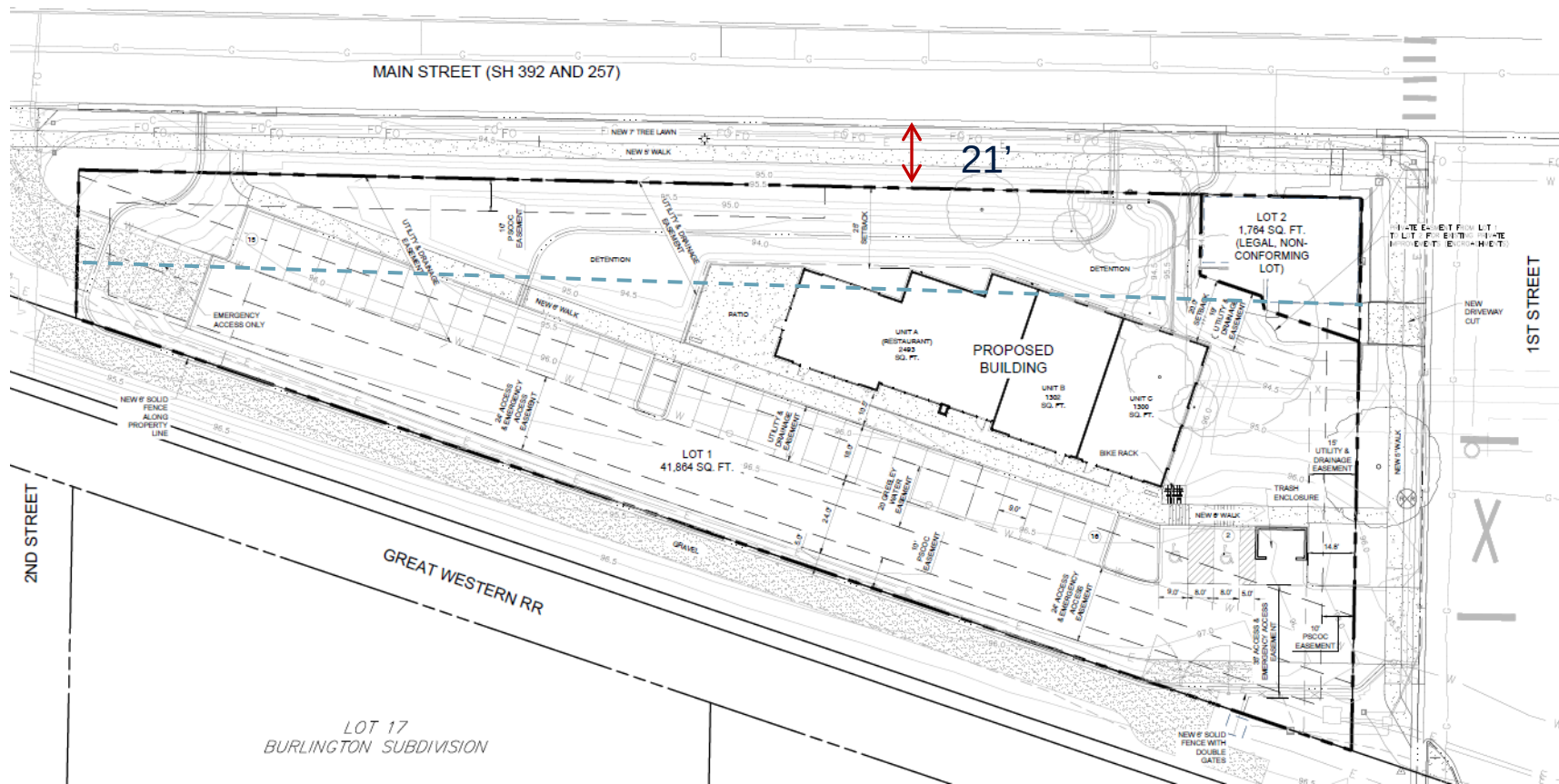
- Shape of lot
- Easements



Site Plan

Supporting conditions:

- Land between road and property





Site Plan

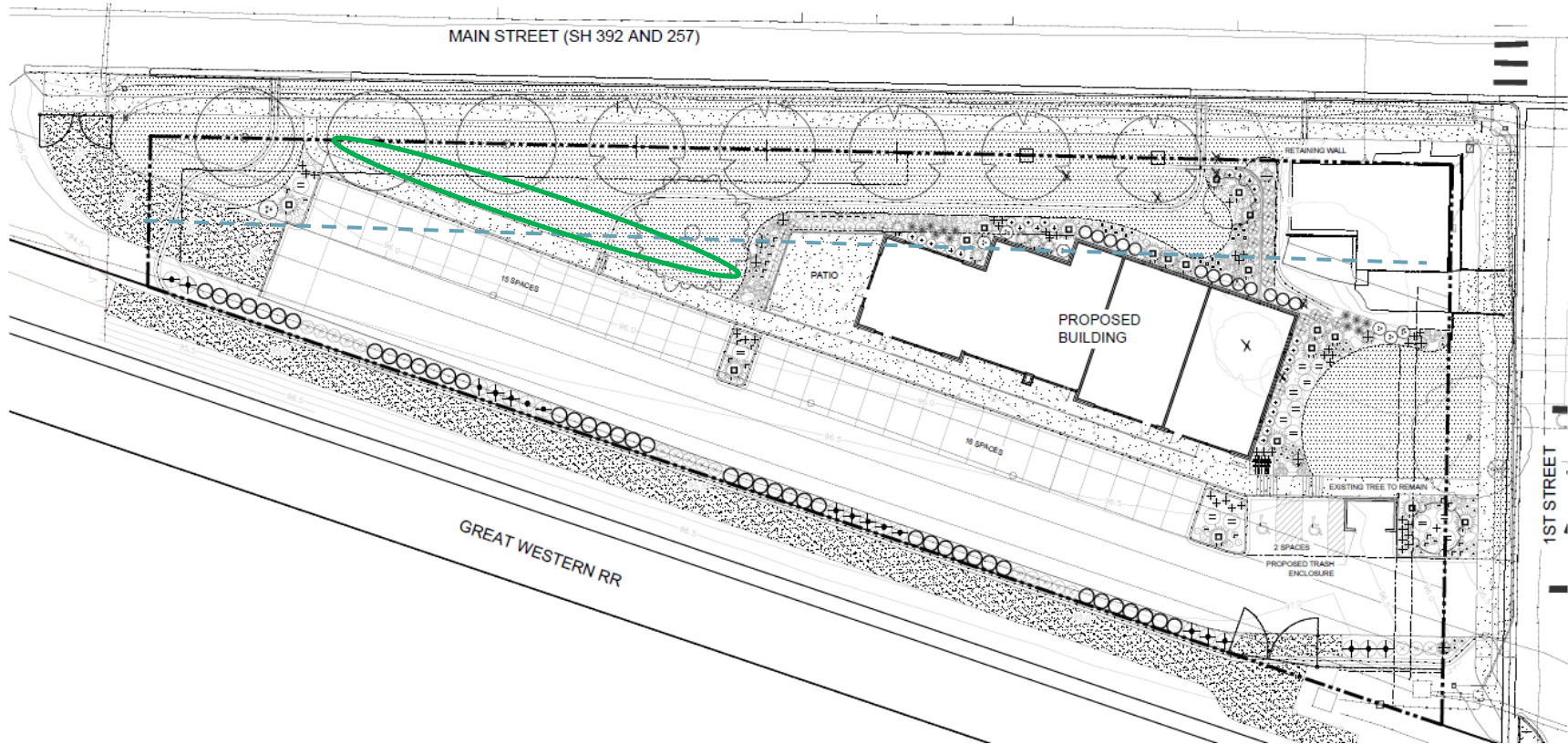
- Adjacent building setbacks
- Proximity to CB



Site Plan

Supporting conditions:

- Landscaping of parking





Recommendation

- A burden, practical difficulties exist
- Unlikely contrary to protecting the public interest
- Surrounding neighborhood and site conditions reduce impact
- Intent of CCP retained

Staff recommends approval of the waiver request to allow a paving setback of 10'4" and a building setback of 25' along the north property line fronting Main Street as proposed in the submitted site plan.



MEMORANDUM

Date: February 20, 2019
To: Planning Commission
From: Millissa Berry, Senior Planner
Re: Determination of Off-street Parking Requirement in Accordance with Section 16-10-30(7) of the Municipal Code – South Gate Business Park 6th Filing, Lot 1 – Randy Vickers, Berry Companies LLC, owner; Leon McCauley, McCauley Constructors, applicant; Anna Fluckey, McCauley Constructors, applicant's representative
Items #: C.2

Background / Discussion

The applicant, Mr. Leon McCauley, has submitted a qualified commercial / industrial site plan for Bobcat of the Rockies to be located on Lot 1 of the South Gate Business Park 6th Filing (890 Champion Drive).

Bobcat of the Rockies is a sales and maintenance facility for large equipment. Per the site plan, a total of 29,000 square feet (sf) of building is proposed. The 24,000 sf main building contains the following components:

- 4,786 sf sales and parts
- 3,211 sf office
- 4,063 sf warehouse
- 10,540 sf shop / maintenance
- 1,400 sf covered area / wash

A separate 5,000 sf storage building is also proposed on the site.

The applicant is proposing 52 standard parking spaces (2 being ADA accessible) and 4 truck / trailer spaces. The applicant is basing the proposed parking count on 1 space per employee (maximum of 35 employees declared) and 1 space per 500 sf of office and sales area or 16 spaces for customers.

The property is zoned General Commercial (GC). With the categories listed in the municipal code, the most applicable use category for the GC property would be "retail stores, customer service establishments, shopping centers, and other similar uses" which requires 1 space for every 250 sf of Gross Leasable Area (GLA). With this calculation, the required parking would be 116 spaces. Comparing the actual use of the site (heavy equipment sales and service) and the required parking, 116 parking stalls is seen as significantly more than necessary to meet the parking demand of the use in actual day-to-day function. Therefore, the applicant is requesting a Planning Commission determination for a more appropriate parking requirement for the use. This request is done 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.

To assess whether the proposed parking is sufficient to meet the parking demands of the use, staff evaluated the parking demand associated with the individual uses proposed for the facility, the parking provided for similar uses in the region, and parking requirements of nearby communities.

Parking Per Individual Uses

The individual components of the facility include:

- 4,786 sf sales and parts
- 3,211 sf office
- 9,063 sf warehouse
- 10,540 sf shop / maintenance
- 1,400 sf covered area / wash

The following calculation shows the required parking per individual use:

Use	Use Area (sf)	Windsor Municipal Code Requirement	Total Spaces
Sales	4,786 sf	1 per 250 sf	19
Office	3,211 sf	1 per 300 sf	11
			30 spaces

The industrial use parking requirement of 1 space per 2 employees would be applied to the warehouse and maintenance areas. According to the applicant, a maximum of 35 employees is anticipated for the facility. This would result in 18 spaces for these uses.

The total parking requirement by use results in the need for 48 spaces.

Parking of Similar Uses in Region

The Wagner Equipment property located at 7260 Crossroads Blvd is likely the most comparable built use in the area. The property includes a 34,394 sf building and 60 parking spaces on a 7 acre site. The parking requirement for the Wagner Equipment site plan was based on the number of employees (80 employees reported) at 1 per 2 employees and then additional 20 stalls for customer parking for the total of 60 parking spaces. In this case, the site is located in the Limited Industrial zone district where parking is based on the number of employees at 1 per 2 employees. The proposed Bobcat facility is planned to provide 1 stall per employee and 30 stalls for customers. This appears to be compatible for what was approved for the Wagner Equipment site though different parking requirement standards were applied.

The Bobcat of the Rockies in Parker appears to be of similar scale to the subject proposal. Aerials for facility show approximately 30 spaces for the use.

Please see the presentation for aerial photos of the 2 comparable facilities.

Parking Requirements of Near-by Communities

A few nearby communities have a more expansive list of categories for determining parking demand. Staff reviewed the parking standards for Greeley, Loveland, Fort Collins and Longmont. Applying the different standards resulted in a parking requirement in the range of what is being proposed by the applicant.

The applicant researched the City of Greeley categories and applied a land use that appears to more closely reflect the proposed Bobcat of the Rockies use in operation. The applicable land use applied is "truck, trailer, and large equipment rental" which requires 1 space per 500 sf of sales. Another applicable use listed in the Greeley code is "farm equipment, implement, and diesel and bus sales and repair" which requires 1 space per 500 sf of showroom, office, vehicle repair and parts are plus 1 space per 1,000 sf of outdoor display area. With this calculation, 37 spaces would be required for the building and allow for 15,000 sf of outdoor display area which is reflective of what is being proposed.

City of Longmont applicable uses of auto sales and low intensity retail sale and the associated requirements resulted in a requirement of over 80 parking stalls (3 per 1,000 sf GLA) which also appeared to be more than what is necessary to meet the parking demand for this type of use. Fort Collins has a similar description of low intensity retail with a requirement of at least 1 space per 1,000 sf but no more than 2 spaces per 1,000 sf of GLA. This would require parking 29 to 58 stalls. Loveland's "heavy motor vehicle sales or rental" requires 1 space per 500 sf of showroom, office, service area, and parts which would result in a requirement of 48 spaces.

Based on this research of basing the parking on the individual uses in the building, the requirements of nearby communities and what is found in developed properties with a similar use, the parking proposed by the applicant appears to be adequate to meet the parking demand anticipated and is comparable to what would be required in other communities.

Relationship to Comprehensive Plan

Not applicable

Relationship to Strategic Plan

Not applicable

Notifications

Notifications are not required for parking determination.

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 for the proposed Bobcat of the Rockies facility is adequate as proposed.

Attachments

Application materials
Site Plan
Presentation

cc: Randy Vickers, owner
Leon McCauley, applicant
Anna Fluckey, applicant's representative

November 6, 2018

Town of Windsor
CRT Team
301 Walnut Street
Windsor, CO 80550



**Reference: Bobcat of the Rockies (Performance and Champion), Windsor, Colorado
Project Narrative**

CRT Team,

The Bobcat of the Rockies is looking to build a new 24,000 one-story, mechanic/service building facility in Windsor at Performance and Champion.

- Windsor Site plan Process with guidance from the South Gate Annex design standards and Windsor/Greeley IGA standards.
- Onsite development of the approximate 5.0 acre Site with drive entry access from Champion drive and access drives from Performance Drive and South Gate Drive.

The important pieces the design team would like to address with the team are the following items:

1. Address previous approvals and how to document approved next steps
2. Any feedback on site layout
3. Building layout in relationship to the site
4. Design features locations and things to note from the standards above that are concerns for the Town of Windsor specifically.

Thank you,

Respectfully,

A handwritten signature in blue ink, appearing to read "Leon J. McCauley", is written over the word "Respectfully,".

Leon J. McCauley
President
McCauley Constructors Inc.

p. 970.686.6300
f. 970.686.6320
c. 970.420.9797
e. Leon@mccauleyconstructors.com
w. mccauleyconstructors.com

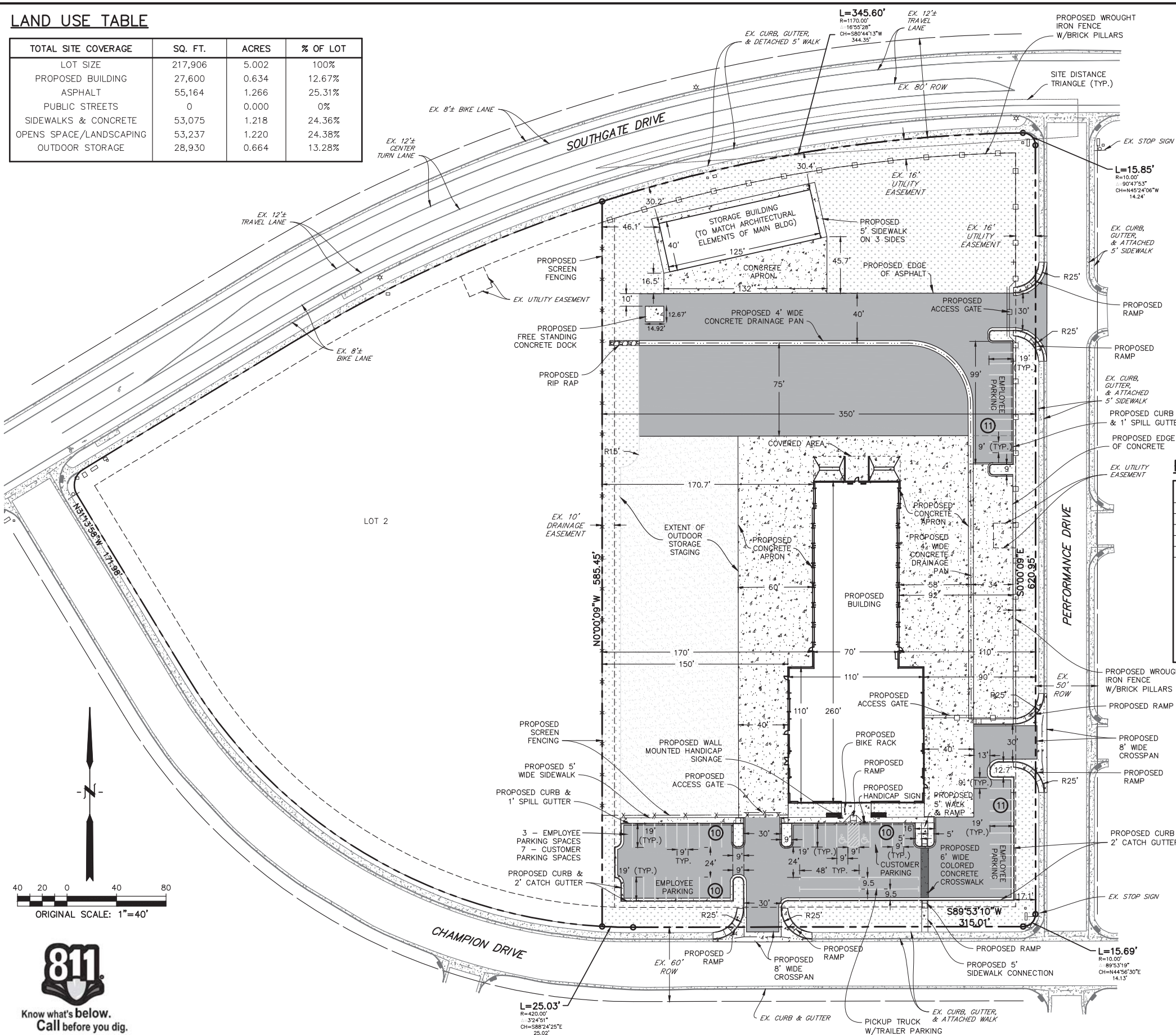
BOBCAT OF THE ROCKIES
901 SOUTH GATE DRIVE
WINDSOR COLORADO
LOT 1,
SOUTH GATE BUSINESS PARK SUBDIVISION

LAND USE TABLE

TOTAL SITE COVERAGE	SQ. FT.	ACRES	% OF LOT
LOT SIZE	217,906	5.002	100%
PROPOSED BUILDING	27,600	0.634	12.67%
ASPHALT	55,164	1.266	25.31%
PUBLIC STREETS	0	0.000	0%
SIDEWALKS & CONCRETE	53,075	1.218	24.36%
OPENS SPACE/LANDSCAPING	53,237	1.220	24.38%
OUTDOOR STORAGE	28,930	0.664	13.28%

LAND USE TABLE

TOTAL SITE COVERAGE	SQ. FT.	ACRES	% OF LOT
LOT SIZE	217,906	5.002	100%
PROPOSED BUILDING	27,600	0.634	12.67%
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OPENS SPACE/LANDSCAPING	53,237	1.220	24.38%
OUTDOOR STORAGE	28,930	0.664	13.28%



LEGEND

PROPERTY LINE.....	---
ADJACENT ROW	---
EX. FIRE HYDRANT.....	⋈
EX. LIGHT POLE	☆
EX. SIGN	⌋
EX. CONCRETE	[Pattern]
EX. ASPHALT	[Pattern]
PROPOSED BOLLARD	○
PROPOSED LIGHT POLE	★
PROPOSED SCREENING FENCE	---x---
PROPOSED WROUGHT IRON FENCE	---□---
PARKING SPACES	⊗
PROPOSED ASPHALT	[Pattern]
PROPOSED CONCRETE	[Pattern]
PROPOSED GRAVEL	[Pattern]
PROPOSED LANDSCAPE	[Pattern]

PARKING DATA TABLE

CRITERIA	REQUIRED	PROVIDED
STANDARD VEHICLE PARKING SPACES	51	52
ADA VEHICLE PARKING SPACES	1	1
HC VAN ACCESSIBLE SPACES	1	1
PICKUP WITH TRAILER SPACES	0	4
BICYCLE PARKING SPACES	2	2

MAX. EMPLOYEE PARKING 1/ EMPLOYEE =35

CUSTOMER PARKING
(4,786 SF SALES & PARTS + 3,211 SF OFFICE)/500 = 16
TOTAL REQUIRED VEHICULAR PARKING = 51

ADA REQUIRED PARKING = 1 SPACE PER EVERY 25 REQUIRED = 2
1 OF THE ADA SPACES SHALL BE VAN ACCESSIBLE

BICYCLE PARKING: 3% OF PARKING SPACES = 51 X .03 = 2
(SINGLE INVERTED 'U' SHAPED BICYCLE RACK PROVIDES 2 SPACES)

SITE INFORMATION:

1. ADDRESS -901 SOUTH GATE DRIVE WINDSOR, CO.
2. SITE INFO. - 217,906 SQ. FT. OR ±5.002 ACRES OF SOUTH GATE BUSINESS PARK SUBDIVISION, SIXTH FILING, LOT 1, WINDSOR, COLORADO.
3. BUILDING FLOOR SPACE - 22,600 SQ. FT. AND 5,000 SQ. FT. (27,600 TOTAL)
4. ZONING - GC (GENERAL COMMERCIAL)

TOWN OF WINDSOR
DRAWING APPROVAL

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

DATE _____ BY _____
TOWN ENGINEER

PREPARED BY:

DREXEL, BARRELL & CO.
Engineers-Surveyors
710 11TH AVE., SUITE L-45
GREELEY, COLORADO 80631
CONTACT: CAMERON KNAPP, P.E.
(970) 351-0645
BOULDER • GREELEY
COLORADO SPRINGS

PREPARED FOR:

McCauley
CONSTRUCTORS
650 INNOVATION CIRCLE
WINDSOR, CO 80550
(970) 686-6300
CONTACT: ANNA FLUCKEY

SITE PLAN DOCUMENTS FOR:

Bobcat of the ROCKIES

WINDSOR, COLORADO

ISSUE DATE

TOWN SUBMITTAL	1/29/2019

DESIGNED BY:	CWK
DRAWN BY:	MAB
CHECKED BY:	CWK
FILE NAME:	SPO1

PRELIMINARY
NOT FOR
CONSTRUCTION

DRAWING SCALE:
HORIZONTAL: 1"=40'
VERTICAL: N/A

SITE PLAN

PROJECT NO. 21263-00GRCV

C2

SHEET: 2 OF 7

40 20 0 40 80
ORIGINAL SCALE: 1"=40'

811
Know what's below.
Call before you dig.



Determination of Off-Street Parking Requirement

South Gate Business Park
Subdivision 6th Filing Lot 1-
Bobcat of the Rockies

Millissa Berry, Senior Planner

Planning Commission February 20, 2019



Parking Determination

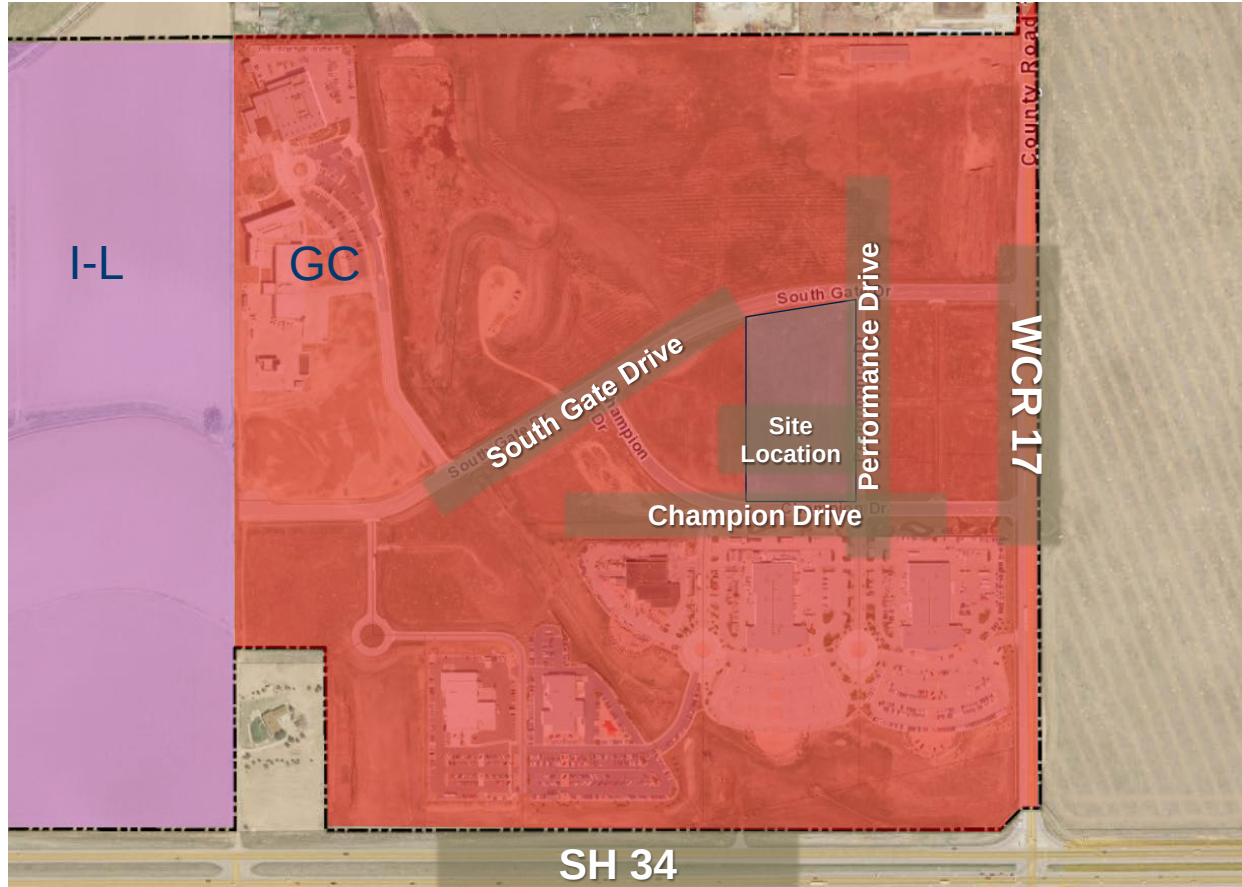
Section 16-10-30(a)(7)

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

Site Vicinity Map



Zoning Map



Site Plan

Site Characteristics:

29,000 square feet (sf) building area

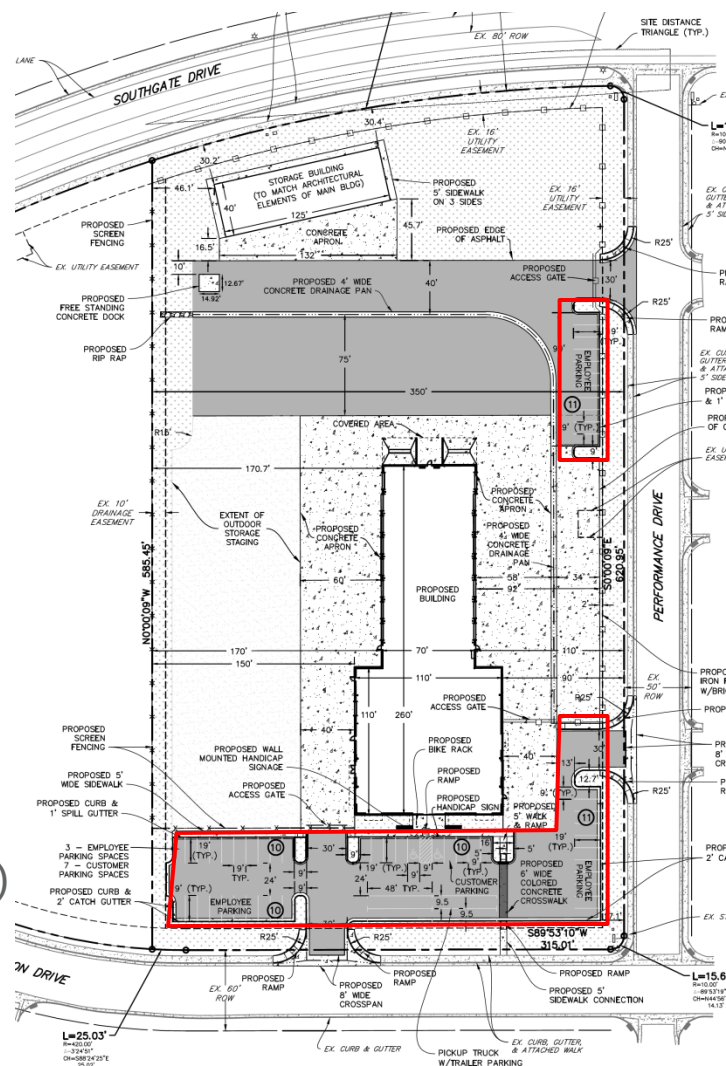
- 5,000 sf storage building
- 24,000 sf main building
 - 4,786 sf sales & parts
 - 3,211 sf office
 - 4,063 sf warehouse
 - 10,540 sf shop / warehouse
 - 1,400 sf covered area / wash

Proposed Parking:

52 standard spaces (2 ADA accessible)

4 truck/trailer spaces

Bicycle parking





Site Plan

Comparable Built Uses:

Wagner Equipment (in I-L zone)

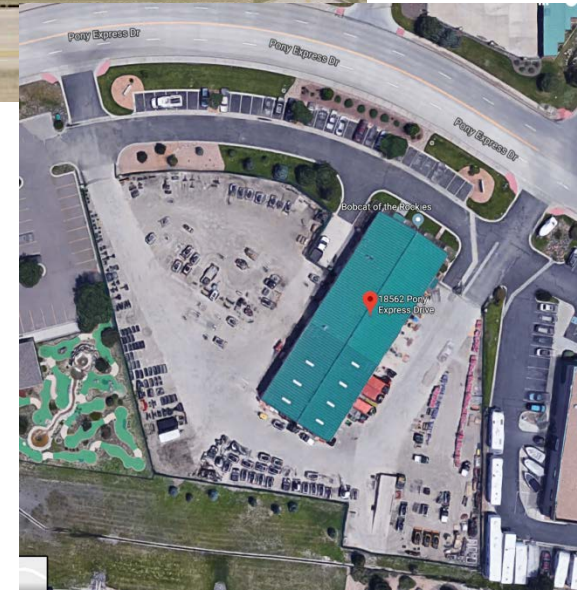
- 34,394 sf facility - 60 spaces
- Parker Bobcat – 30 spaces

Other Communities:

Loveland, Fort Collins, Longmont, Greeley

Range of 29 to 80 stall requirement

Proposed count based on City of Greeley use “truck, trailer, and large equipment rental”





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.



MEMORANDUM

Date: February 20, 2019
To: Planning Commission
From: Millissa Berry, AICP, Senior Planner
Re: Site Plan Summary – South Gate Business Park 6th Filing, Lot 1 – Bobcat of the Rockies
Item: D.3.a

Site Plan Summary

Owner: Randy Vickers, Berry Companies LLC

Applicant: Leon McCauley, McCauley Constructors

Applicant's Representative: Anna Fluckey, McCauley Constructors

Business: Bobcat of the Rockies

Location: 890 Champion Drive

Subdivision / Lot-Block: South Gate Business Park 6th Filing, Lot 1

Zoning: General Commercial, GC

Adjacent Zoning: GC

Special Planning Area: Windsor / Greeley US 34 IGA

Overall development characteristics:

- lot area = 5 acres
- 27,600 square foot (sf) building total
 - o includes offices, sales area, storage, and maintenance area
- 35 employees
- 52 parking spaces (parking by type of use within building and number of employees)
- bicycle parking
- ~24.38% landscaped area (20% required)
- access from Champion Drive and Performance Drive
- screened outdoor storage area on west side of building
- outdoor display areas

Building characteristics include:

- brick veneer exterior walls with split-face block wainscot and stone veneer entryway feature
- green roof, tan and gray walls
- covered entry
- pitched metal roof

- building height: 29'8"

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 **March 1, 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 Planning Commission and Town Board in the next meeting packet so that all members can review all of the comments received for each site plan project.

Attachments

project narrative
site plan, landscape plan and building elevations

November 6, 2018

Town of Windsor
CRT Team
301 Walnut Street
Windsor, CO 80550



**Reference: Bobcat of the Rockies (Performance and Champion), Windsor, Colorado
Project Narrative**

CRT Team,

The Bobcat of the Rockies is looking to build a new 24,000 one-story, mechanic/service building facility in Windsor at Performance and Champion.

- Windsor Site plan Process with guidance from the South Gate Annex design standards and Windsor/Greeley IGA standards.
- Onsite development of the approximate 5.0 acre Site with drive entry access from Champion drive and access drives from Performance Drive and South Gate Drive.

The important pieces the design team would like to address with the team are the following items:

1. Address previous approvals and how to document approved next steps
2. Any feedback on site layout
3. Building layout in relationship to the site
4. Design features locations and things to note from the standards above that are concerns for the Town of Windsor specifically.

Thank you,

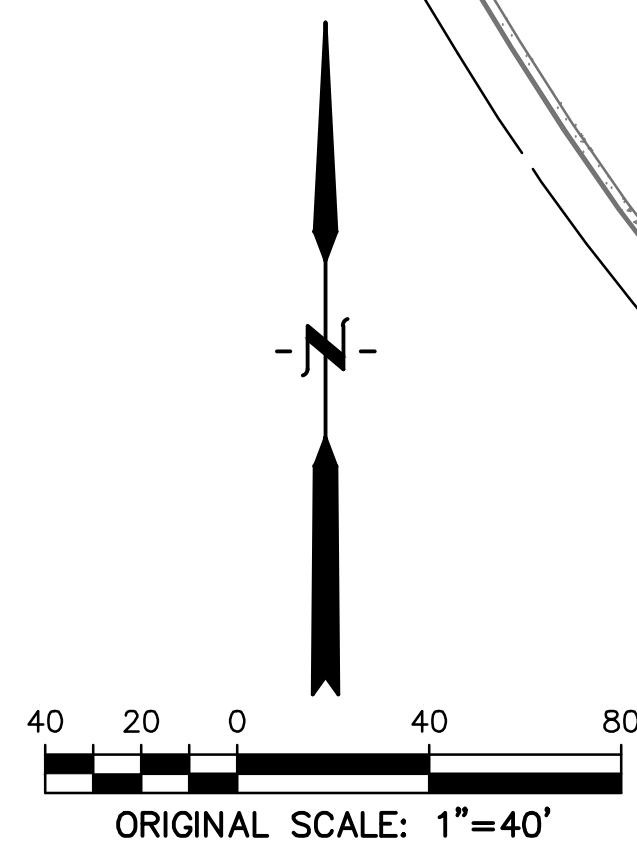
Respectfully,

A handwritten signature in blue ink, appearing to read "Leon J. McCauley", is written over the word "Respectfully,".

Leon J. McCauley
President
McCauley Constructors Inc.

p. 970.686.6300
f. 970.686.6320
c. 970.420.9797
e. Leon@mccauleyconstructors.com
w. mccauleyconstructors.com

TOTAL SITE COVERAGE	SQ. FT.	ACRES	% OF LOT
LOT SIZE	217,906	5.002	100%
PROPOSED BUILDING	27,600	0.634	12.67%
ASPHALT	55,164	1.266	25.31%
PUBLIC STREETS	0	0.000	0%
SIDEWALKS & CONCRETE	53,075	1.218	24.36%
OPENS SPACE/LANDSCAPING	53,237	1.220	24.38%
OUTDOOR STORAGE	28,930	0.664	13.28%



PROPERTY LINE..... ———— ————
ADJACENT ROW ———— ————
EX. FIRE HYDRANT..... ♂
EX. LIGHT POLE ☆
EX. SIGN ♀

PARKING DATA TABLE

CRITERIA	REQUIRED	PROVIDED
STANDARD VEHICLE PARKING SPACES	51	52
ADA VEHICLE PARKING SPACES	1	1
HC VAN ACCESSIBLE SPACES	1	1
PICKUP WITH TRAILER SPACES	0	4
BICYCLE PARKING SPACES	2	2

MAX. EMPLOYEE PARKING 1/ EMPLOYEE =35

CUSTOMER PARKING
 (4,786 SF SALES & PARTS + 3,211 SF OFFICE)/500 = 16
 TOTAL REQUIRED VEHICULAR PARKING = 51

ADA REQUIRED PARKING = 1 SPACE PER EVERY 25 REQUIRED = 2
 1 OF THE ADA SPACES SHALL BE VAN ACCESSIBLE

BICYCLE PARKING: 3% OF PARKING SPACES = 51 x .03 = 2
 (SINGLE INVERTED 'U' SHAPED BICYCLE RACK PROVIDES 2 SPACES)

1. ADDRESS - 901 SOUTH GATE DRIVE
WINDSOR, CO.
2. SITE INFO. - 217,906 SQ. FT. OR ±5.002
ACRES OF SOUTH GATE BUSINESS PARK
SUBDIVISION, SIXTH FILING, LOT 1, WINDSOR,
COLORADO.
3. BUILDING FLOOR SPACE - 22,600 SQ. FT.
AND 5,000 SQ. FT. (27,600 TOTAL)
4. ZONING - GC (GENERAL COMMERCIAL)

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

DATE _____ BY _____
TOWN ENGINEER

WINDSOR, COLORADO

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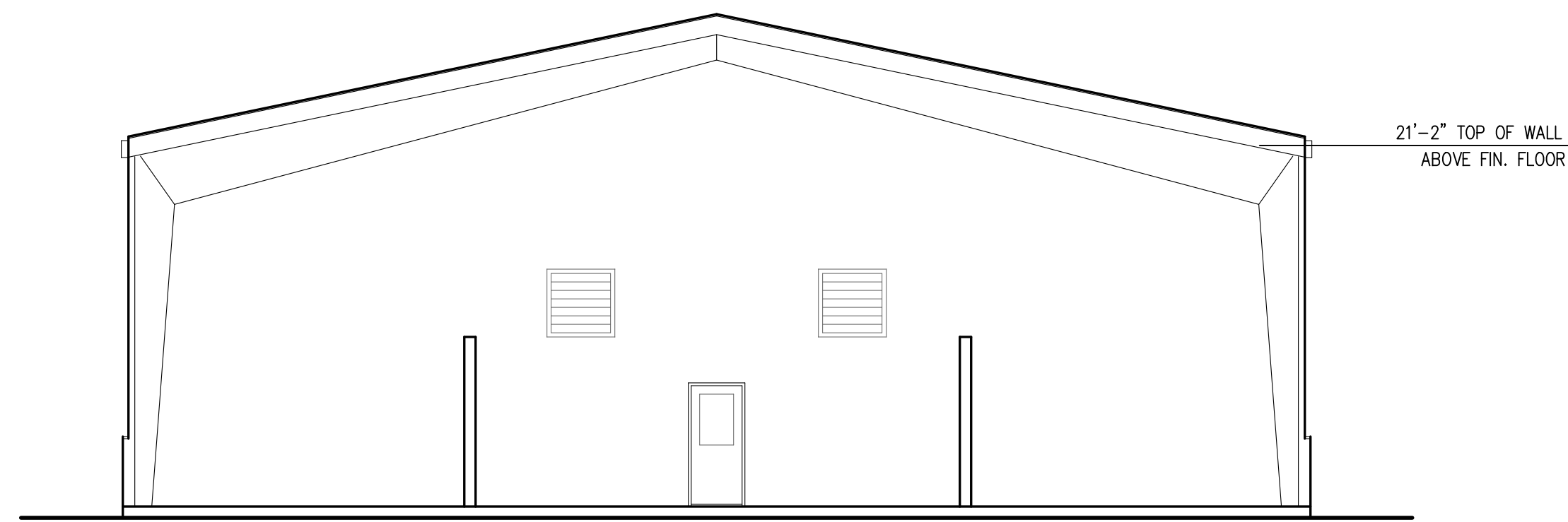
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SITE PLAN

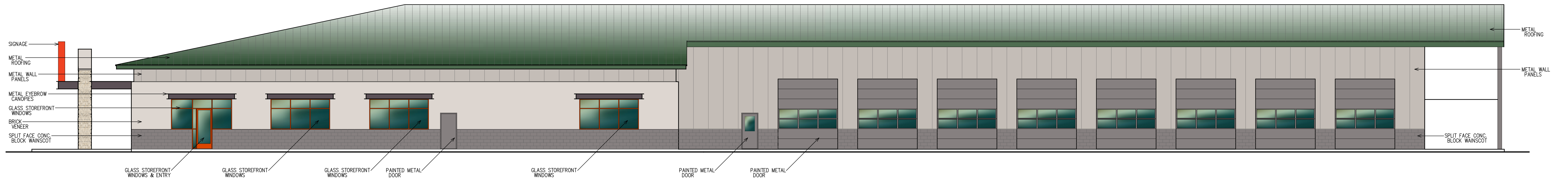
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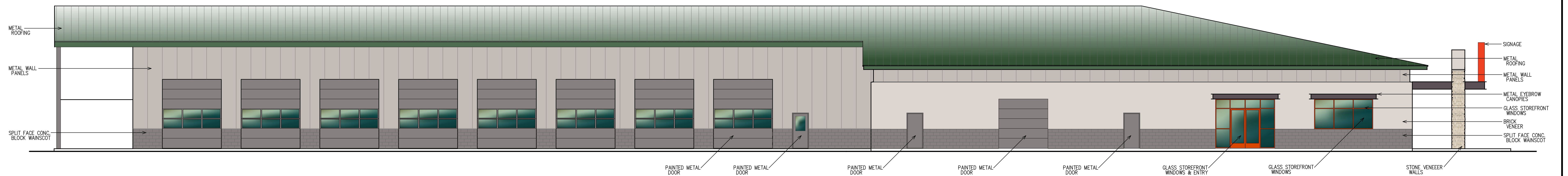
SHEET: 2 OF 7



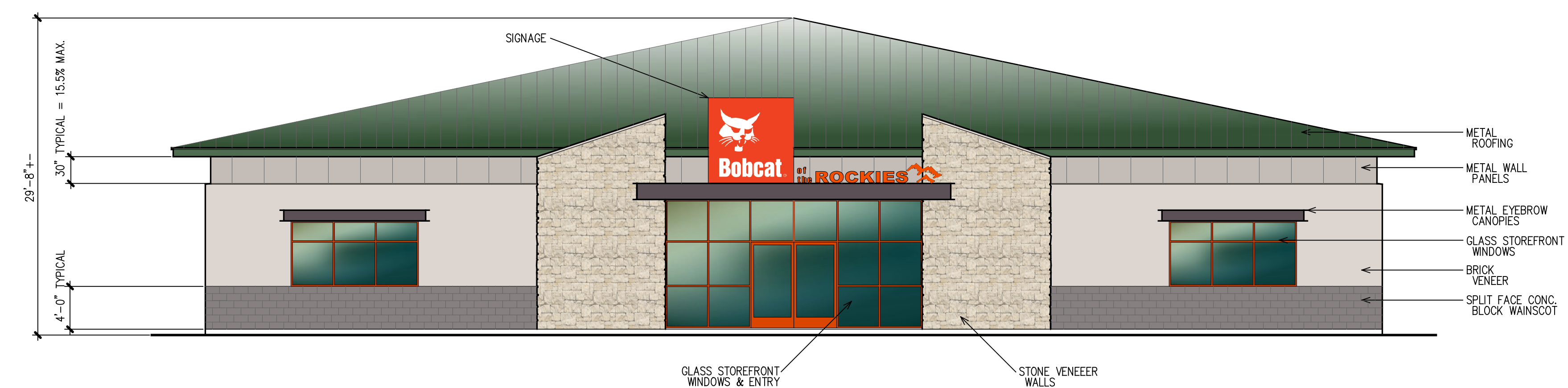
North Facade



East Facade



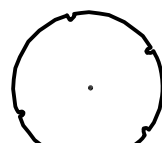
West Facade



South Facade



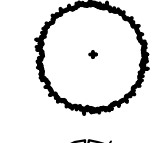
SYMBOLS



DECIDUOUS TREES



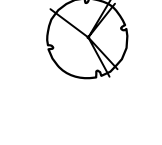
DECIDUOUS SHRUBS



EVERGREEN TREES



EVERGREEN SHRUBS



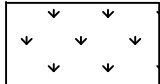
ORNAMENTAL TREES



PERENNIALS / GROUNDCOVERS



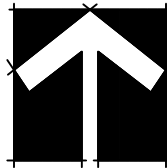
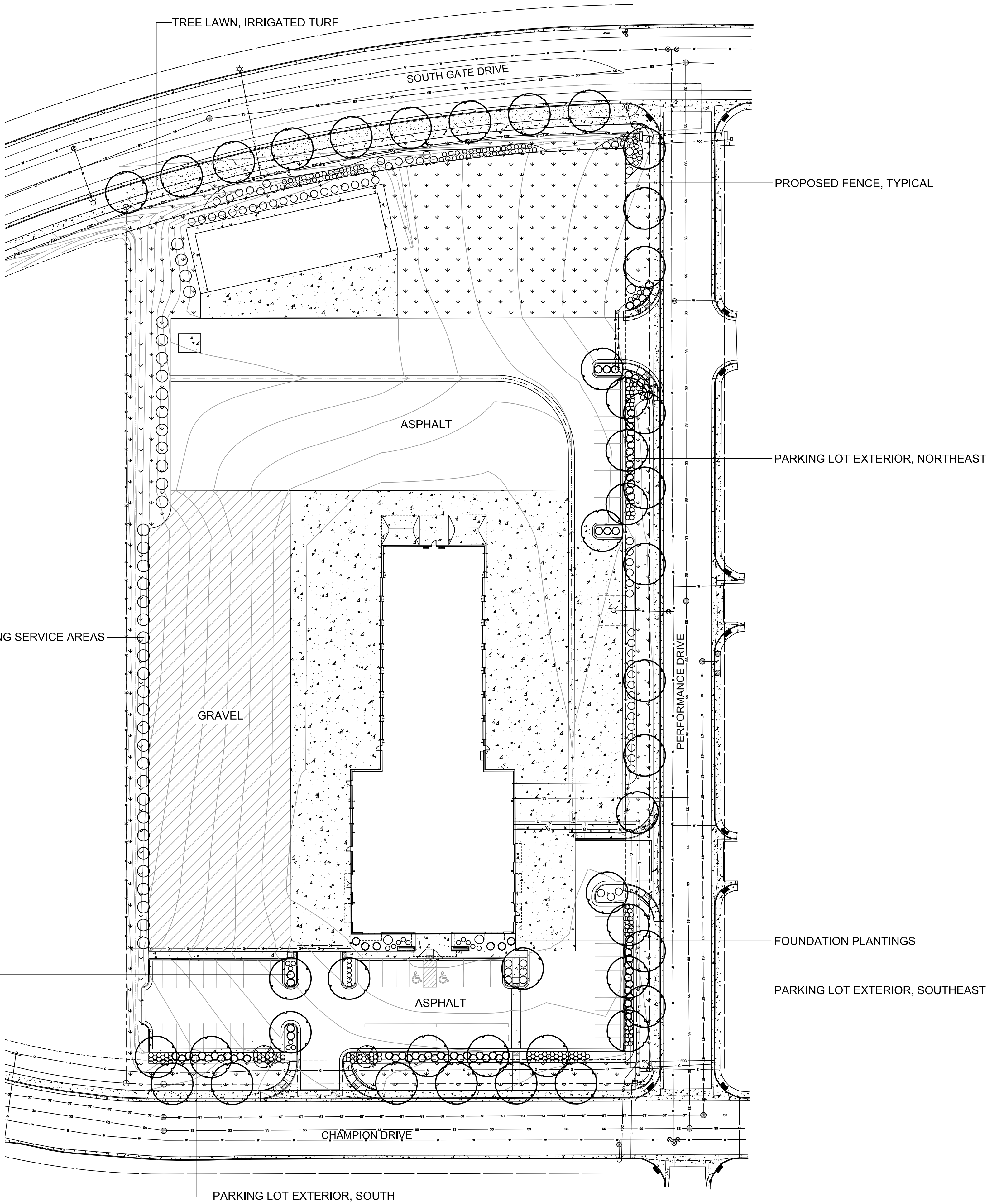
IRRIGATED TURF (NORTH TREE LAWN ONLY)



NON IRRIGATED NATIVE SEEDING

REQUIRED PLANTINGS

		REQUIRED	PROPOSED
TREE LAWN	1 TREE / 40' 345' LENGTH		
		9 TREES	9 TREES
STREET FRONT	N/A NOT ADJACENT TO ARTERIAL		
PARKING LOT EXTERIOR (SOUTH)	1 TREE / 40' 1 SHRUB / 2.5' 90' + 180' = 270' LENGTH	7 TREES 108 SHRUBS	7 TREES 108 SHRUBS
PARKING LOT EXTERIOR (SOUTHEAST)	1 TREE / 40' 1 SHRUB / 2.5' 99' LENGTH	3 TREES 40 SHRUBS	3 TREES 40 SHRUBS
PARKING LOT EXTERIOR (NORTHEAST)	1 TREE / 40' 1 SHRUB / 2.5' 99' LENGTH	3 TREES 40 SHRUBS	3 TREES 40 SHRUBS
PARKING LOT INTERIOR	AS SHOWN		
FOUNDATION AREA	1 SHRUB / 5' 86' LENGTH	18 SHRUBS	18 SHRUBS
DETENTION POND	N/A		
OTHER PLANTING AREAS	1 TREE / 3000 SF 1 SHRUB / 250 SF 49,429 SF	17 TREES 198 SHRUBS	17 TREES 198 SHRUBS
(NOTE: STREET TREES COUNTED ON EAST AND SOUTH BOUNDARIES, NOT TREE LAWN ON NORTH)			
BUFFERYARDS	N/A		



BOBCAT OF THE ROCKIES
901 SOUTH GATE DRIVE
WINDSOR COLORADO
LOT 1,
SOUTH GATE BUSINESS PARK SUBDIVISION

LAND USE TABLE

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